



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, January 29, 2014
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“We could never learn to be brave and patient, if there were only joy in the world” – Helen Keller

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
 - i. Patti Bacchus, Chair, School District No. 39 (Vancouver)
3. Ordering of Agenda

B – CONFIRMATION OF MINUTES

1. January 15, 2014 ITEM 2

C – PRESENTATIONS/DELEGATIONS

1. Maple Ridge Branch of the Royal Canadian Sea Cadets ITEM 3

D – CHAIR REPORT

E – DEFERRED ITEMS

F – TRUSTEE MOTIONS

G – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - i. Approval – Flex42 District Program ITEM 4
 - c) Secretary Treasurer
2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer

H – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) Finance
 - b) Budget
2. Committee & Advisory Committee Reports
 - a) Aboriginal Education
 - b) Board Policy Development
 - i. Policy 2920: Trustees' Remuneration Policy ITEM 5
 - ii. Policy 5780: Information Technology and Communication Systems Appropriate Use Policy ITEM 6
 - iii. Policy 7210: Workplace Discrimination or Bullying and Harassment Policy ITEM 7

I – QUESTION PERIOD

1. Trustee Questions
2. Staff Questions
3. Employee Group Questions
4. DPAC Questions
5. Public Questions

J – TRUSTEE REPORTS

1. BC School Trustees Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:
http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html
8. Tzu Chi Foundation
9. Youth Society
10. Other Board Liaison Representative Reports
 - a) Good News Items

K – OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business ITEM 8

L – ADJOURNMENT



ITEM 1

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: January 29, 2014
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (Information Item)

- i. Patti Bacchus, Chair, School District No. 39 (Vancouver)

RECOMMENDATION

THAT the Board receive all correspondence for information.

ORDERING OF AGENDA (Decision Item)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

3. Invitation for Public Input to matters on the Agenda

Attachment



Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

January 17, 2014

Honourable Peter Fassbender
Ministry of Education
P. O. Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister:

Thank you for your letter dated January 8, 2014. In your letter you mention a few points in which we would like to clarify.

You state that the Vancouver Board of Education (VBE) has an accumulated operating surplus of approximately \$23 million. It should be noted, however, that \$20.1 million of this amount is internally restricted, which means that it is fully committed to fund outstanding purchase orders, school and district-based approved projects and grant-funded programs. In addition, a significant portion of this amount (\$9.3 million) has already been used as part of the 2013/2014 budget to help offset the funding shortfall we faced for this current year. Accordingly, none of the \$20.1 million is available to help offset our projected funding shortfall of \$28 million for 2014/2015.

Our 2012/2013 audited statements do show an unrestricted operating surplus of \$3.2 million. However, this will largely be used to fund the first year of the support staff collective agreement increases negotiated - but not funded - by the Province.

In your letter, you also note that the VBE has \$60 million of short-term funds on deposit with the Province's Central Deposit Program. This provides working capital, which all organizations require in order to be financially sustainable and to be able to pay outstanding invoices. If we utilized the short-term investments to fund our projected funding shortfall for next year, we would not have sufficient cash to pay our bills this year.

Finally, you also note that the VBE is currently receiving \$74 million more in funding this year than a decade ago. In the last decade, costs have increased due to inflation and collective agreements. We have prepared a 'restoration budget' that accounts for inflation, and adjusts for declines in student FTEs. These calculations indicate net cost increases totaling \$117 million over the last decade as outlined in the following table. Therefore, despite the increase in funding, we unfortunately find ourselves more than \$40 million short of what funding levels should be in order to maintain the same level of service we had 10 years ago.

Cost Increases Since 2002	(\$millions)
Collective Agreements Increases	58.0
Salary Increments	34.1
Employee Benefits Cost Increases	36.9
Inflation on Goods and Services	9.7
Expenditure Impact of Enrolment Changes	(9.9)
Employee Turnover Salary Savings	(11.6)
Subtotal of cost increases	117.3

Board of School Trustees:

.../2

Patti Bacchus - Chairperson
Mike Lombardi - Vice-Chairperson
Fraser Ballantyne Ken Clement Ken Denike
Cherie Payne Allan Wong Sophia Woo
Rob Wynen

Honourable Minister Peter Fassbender
Ministry of Education
January 17, 2014
Page 2

We share your wish to preserve the public services that are important to British Columbian families, but despite our continued good fiscal discipline, the truth of the matter is that costs have been increasing at a rate greater than the increase in provincial funding, forcing the district to make many difficult decisions that we do not believe are in the best interests of the children and youth who attend our schools.

The very real cost pressures faced by BC school districts were acknowledged in the BC Select Standing Committee on Finance and Government Services' Report of the 2014 Budget Consultations, which concluded that "Sufficient evidence was presented to the Committee indicating that the K-12 system is experiencing cost pressures as a result of inflation and aging school facilities. The Committee therefore recommends that enough funding be provided to schools to meet rising costs and capital needs while ensuring strong educational outcomes for BC students."

We agree with this conclusion and, once again, we urge you and your government to increase per-student grants for 2014/15 to prevent further cuts to staffing, programs and learning resources to ensure all students have access to the opportunities they need to succeed.

Sincerely,



Patti Bacchus
Chairperson

cc: Honourable Christy Clark, Premier
Honourable Michael de Jong, Minister of Finance
Vancouver MLAs
All BC School Boards (via BC School Trustees Association)
VBE Trustees
Steve Cardwell, Superintendent of Schools
Rick Krowchuk, Secretary Treasurer
Monica Moberg, Chairperson, District Parent Advisory Council (DPAC)
Chansey Chiang, President, Vancouver District Student Council (VDSC)
Debbie Pawluk, President, Vancouver Secondary Teachers' Association (VSTA)
Gerry Kent, President, Vancouver Elementary School Teachers' Association (VESTA)
Liz Kloepper, President, Vancouver Elementary Principals and Vice-Principals Association (VEPVPA)
Gino Bondi, President, Vancouver Association of Secondary School Administrators (VASSA)
Leanne Toderian, President, CUPE Local 15
Brent Boyd, President, CUPE Local 407
Tim Chester, President, International Union of Operating Engineers, Local Union 963 (IUOE)



January 8, 2014

Ref: 171003

Patti Bacchus, Chair
Board of Education
School District No. 39 (Vancouver)
Email: Patti.Bacchus@vsb.bc.ca

Dear Ms. Bacchus and co-signers:

Thank you for your letter dated November 25, 2013, addressed to the Honourable Christy Clark, the Honourable Michael de Jong and me, expressing your concerns about your School District's finances.

I wish to thank you and your staff for submitting a savings plan under the Cooperative Gains Mandate. I recognize the difficult choices that your District has made in order to provide a modest compensation increase to your support staff.

In your letter, you state that you are facing a \$28 million shortfall for next year. I note that in your District's audited financial statements for 2012/13, the District ended the school year with an accumulated operating surplus of approximately \$23 million. In addition, your District has \$60 million on deposit with the Central Deposit Program at the Provincial Treasury.

This year, the Vancouver School District will receive more than \$440 million in operating funds. This is more than a \$74 million increase over what the District received ten years ago, despite a decrease of nearly 3,300 students in the same period.

Collectively, the public school system is receiving nearly \$1 billion per year more than it received a decade ago. Additional budget pressures can only be considered within the context of the Province's financial situation.

We must continue to be fiscally disciplined in order to preserve the public services which are important to British Columbians, while working to strengthen the economy.

Sincerely,

Peter Fassbender
Minister

pc: Honourable Christy Clark, Premier
Honourable Michael de Jong, Minister of Finance



Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

2014 November 25

The Honourable Christy Clark
Premier
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

The Honourable Peter Fassbender
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Michael de Jong
Minister of Finance
PO Box 9417 Stn Prov Govt
Victoria, BC V8W 9V1

Dear Premier Clark, Honourable Fassbender and Honourable de Jong:

We are writing this letter due to our increasing concerns about education funding issues. We are specifically concerned about the increased costs to school districts that government is not funding — leading to cuts in staffing and programs that will erode the quality of our public schools.

The government's refusal to fund the salary increases negotiated by Peter Cameron with our support staff unions will cost the Vancouver school district approximately \$4.25 million in the next school year. That will result in a reduction of 25 – 40 full-time staff positions as outlined in the "savings" plan the Board submitted to government.

The Board recognizes the vital contribution of education workers, who have been without a wage adjustment for over four years. While this long-overdue increase is necessary, by the BC Government's own Cooperative Gains Mandate, the VSB cannot cut services to find 'savings'.

The Vancouver school district's finance department is already forecasting a budget "shortfall" totaling \$28 million for next year (see attachment "A"). This comes on top of \$47 million in spending cuts over the past decade, which includes a loss of 524 entry-level teaching positions and a \$15.5 million reduction in spending on supplies and services. That means less support for students, outdated and insufficient learning resources, textbooks and building maintenance and woefully inadequate infrastructure to support technology in classrooms.

Board of School Trustees:

Patti Bacchus - Chairperson

Mike Lombardi - Vice-Chairperson

Fraser Ballantyne Ken Clement Ken Denike

Cherie Payne Allan Wong Sophia Woo

Rob Wynen

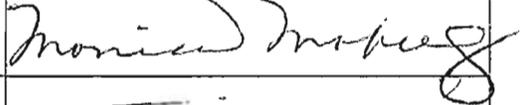
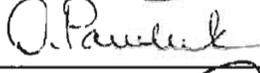
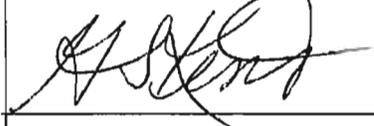
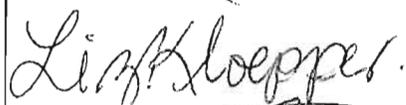
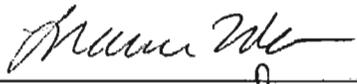
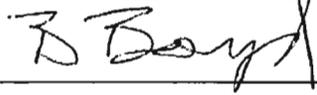
The VSB has worked to protect front-line services by keeping cuts as far away from classrooms as possible. A few years ago it brought in PwC to advise on ways it could reduce spending without compromising the quality of educational opportunities and we were able to implement many of their recommendations, but we are still in shortfall.

The district's management team continues to work on increased shared services and other cost-saving opportunities, but it is impossible to balance the district's budget without making some difficult decisions that will have an impact on students.

We are urging you and your government to give serious consideration to increasing the per-student grants for 2014-15 to prevent further cuts to staffing, programs and learning resources and to ensure all students receive the opportunities they need to succeed. We cannot achieve prosperity in BC by cutting corners on our children's education.

We thank you for your consideration of this urgent request.

Sincerely,

Patti Bacchus, Chairperson Vancouver Board of Education	
Monica Moberg, Chairperson District Parent Advisory Council (DPAC)	
Chansey Chiang, President Vancouver District Student Council (VDSC)	
Debbie Pawluk, President Vancouver Secondary Teachers' Association (VSTA)	
Gerry Kent, President Vancouver Elementary School Teachers' Association (VESTA)	
Liz Kloemper, President Vancouver Elementary Principals and Vice Principals Association (VEPVPA)	
Gino Bondi, President Vancouver Associate of Secondary School Administrators (VASSA)	
Leanne Toderian, President CUPE Local 15	
Brent Boyd, President CUPE Local 407	
Tim Chester, President International Union of Operating Engineers, Local Union 963 (IUOE)	

CC: BC School Boards
Vancouver MLAs



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: January 29, 2014
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the January 15, 2014 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

Vice-Chairperson – Eleanor Palis
Trustee – Susan Carr
Trustee – Ken Clarkson
Trustee – Kathy Marshall
Trustee – Sarah Nelson
Trustee – Dave Rempel

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Laurie Meston
Mgr. of Communication/Community Relations – Irena Pochop
Executive Assistant – Karen Yoxall

ABSENT: Board Chairperson – Mike Murray

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:02 p.m.
The Chair welcomed and thanked everyone for attending.

Correspondence

- Mel Joy, Chair, School District No. 8 (Kootenay Lake)
- Donna Sargeant, Chair, School District No. 38 (Richmond)
- Larry Ransom, Chair, School District No. 70 (Alberni)
- Peter Coleman, Chair, School District No. 71 (Comox Valley)
- Denise Harper, Chair, School District No. 73 (Kamloops/Thompson)
- Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review
- Rob Wood, Deputy Minister, Ministry of Education

Moved: Trustee Nelson

Seconded: Trustee Rempel

THAT the Board receive all correspondence for information.

CARRIED

Ordering of Agenda

Moved: Trustee Carr

Seconded: Trustee Marshall

THAT the Agenda be ordered as circulated.

CARRIED

The Chair opened the floor to others wanting to speak to the Agenda.

B. CONFIRMATION OF MINUTES

1. December 11, 2013 Public Board Meeting Minutes

Moved: Trustee Nelson

Seconded: Trustee Clarkson

THAT the Minutes of the December 11, 2013 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS/DELEGATIONS

1. Collaborative Systems Model – Katherine Shearer

Moved: Trustee Rempel

Seconded: Trustee Marshall

Katherine Shearer, District Principal of Student Support Services and Laura Brandon, District Vice Principal of Student Students presented information on the “Collaborative Systems Model”. The presentation included the definition of inclusion, where the collaborative systems model started, what it is, the role of the support teacher, the role of the education assistant, and the allocation of school resources.

THAT the Board receive the Collaborative Systems Model Presentation for information.

CARRIED

D. CHAIR REPORT

E. DEFERRED ITEMS

F. TRUSTEE MOTIONS

G. CHIEF EXECUTIVE OFFICER’S REPORT

1. **Decision Items**

- a) Superintendent of Schools
- b) Deputy Superintendent
- c) Secretary Treasurer

i. Proposed Trail Construction on School District Property at Pitt Meadows Secondary School

Moved: Trustee Rempel

Seconded: Trustee Carr

The Secretary Treasurer reported that the City of Pitt Meadows has requested approval to construct a trail on School District Property at Pitt Meadows Secondary School at no cost to the Board.

THAT the Board approve the construction of a trail on an undeveloped portion of the Pitt Meadows Secondary School site at no cost to the Board and authorizes the Secretary Treasurer to negotiate and sign on its behalf the operating agreement with the City of Pitt Meadows.

CARRIED

ii. 2014/15 Carbon Neutral Capital Program – Project Proposals

Moved: Trustee Rempel

Seconded: Trustee Clarkson

The Secretary Treasurer reported that on November 22, 2013 the Ministry issued a call for projects for the 2014/15 Carbon Neutral Capital Program. Each school district is allowed to submit a maximum of three proposals. The proposed projects include a lighting upgrade at Pitt Meadows Secondary School, a mechanical system upgrade at Kanaka Creek Elementary school and electric vehicles for the Maintenance Department.

THAT the Board approve the proposed projects for submission to the Ministry of Education and authorize the Secretary Treasurer to submit the projects on its behalf by no later than January 17, 2014.

CARRIED

1. Information Items

- a) Superintendent of Schools
- b) Deputy Superintendent
- c) Secretary Treasurer

H. COMMITTEE BUSINESS

1. Committees of the Whole

- a) 2013 – 2014 Finance
- b) 2013 – 2014 Budget

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development
- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education

I. QUESTION PERIOD

Trustee Questions

Trustee Carr requested that the new reporting template be uploaded to the school district website. It was clarified that it is currently on the school district website and can be viewed at: <http://schools.sd42.ca/sd42reporting/parent-information/>

J. TRUSTEE REPORTS

BCSTA - Motions to Spring Provincial Council

Trustee Clarkson reported that the request for motions at the Spring Provincial Council applies to emergent motions only.

Joint Parks and Leisure Services

Trustee Rempel reported that the meeting included discussions on the new district website, an update on alterations at the Pitt Meadows Family Recreational Centre, the Bonson Park Plan, policy updates and the Winter Games in Mission.

Good News Items

Trustee Carr reported on the Lieutenant Governor of BC's visit to Pitt Meadows Secondary School for "It's an Honour" mobile exhibit.

Trustee Clarkson, Trustee Rempel and Trustee Marshall complimented Chef Randle and the 25 year dinner celebration that took place at Maple Ridge Secondary School on January 13, 2014.

Trustee Nelson reported on the activities being planned by the Pitt Meadows Centennial Committee on April 25, 2014.

Trustee Palis reported on the awards dinner for Pitt Meadows Secondary School students planning on taking post secondary studies.

A trailer about the Environmental School was presented and can be viewed at <http://www.foundintheforest.com/www.foundintheforest.com/>

K. OTHER BUSINESS

L. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the meeting of the Board be adjourned at 6:58 p.m.

CARRIED

Eleanor Palis, Vice Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATION –
MAPLE RIDGE BRANCH OF THE
ROYAL CANADIAN SEA CADETS**

Date: January 29, 2014
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation from the Maple Ridge Branch of the Royal Canadian Sea Cadets, for information.

To be distributed



ITEM 4

To: Board of Education

From: Deputy Superintendent
Laurie Meston

Re: **APPROVAL -**
FLEX42 DISTRICT PROGRAM

Date: January 29, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The need for a flexible option for students in SD42 is driven by two key factors: a variety of flexible programs in grades K-7 and the enactment of Bill 36 which enables the cross enrollment of students in grades 8-9. Students in SD42 in grades K-7 have many flexible learning options; for example, the Environmental School, Cyberschool, the Wheelhouse, and Bridge. However, upon entering grade 8, students in SD42 do not have a school-based or a Distributed Learning (DL) program that supports flexible student scheduling. This past November (2013), the Ministry of Education introduced cross-enrollment (Bill 36) for students in grades 8 and 9 which has led to an increased need to support flexible programming for students.

Flex42 will be located at a secondary school that is expected to have building capacity in 2014-15. The program will consist of a combination of scheduled in school time where students will be in class as a group with their teacher and days where students will be learning off-site under the supervision of their parent.

RECOMMENDATION:

THAT the Board approve the implementation of the Flex42 District Program.

Attachment

BAA Flex42 Framework

District Name: Maple Ridge-Pitt Meadows

District Number: School District No. 42

Developed by: Darren Rowell

Date Developed: January 22nd, 2014

School Name: Connected Learning Community

Principal's Name: Mr. Bruce Grady

Board/Authority Approval Date:

Board/Authority Signature:

Course Name: Flex42

Grade Level of Course: 8-9

Number of Course Credits: Full-time grade 8 and 9 program

Number of Hours of Instruction: Full-Year (September-June) Program

Prerequisite(s): Completion of Grade 7

Special Training, Facilities or Equipment Required: None

Course Synopsis:

Flex42 is a SD42 district program for students entering grade 8-9. The goal of Flex42 is to provide students with a program that provides flexibility for where, when and how

students learn. Flex42 will have an inquiry-driven, project-based learning focus and is intended to support acquisition of 21st Century Learning skills and competencies for students.

Rationale:

The need for a flexible option for students in SD42 is driven by two key factors: a variety of flexible programs in grades K-7 and the enactment of Bill 36 which enables the cross enrollment of students in grades 8-9. Students in SD42 in grades K-7 have many flexible learning options; for example, the Environmental School, Cyberschool, the Wheelhouse, and Bridge. However, upon entering grade 8, students in SD42 do not have a school-based or a Distributed Learning (DL) program that supports flexible student scheduling. This past November (2013), the Ministry of Education introduced cross-enrollment (Bill 36) for students in grades 8 and 9 which has led to an increased need to support flexible programming for students.

Organizational Structure:

Flex42 will be located at a secondary school that is expected to have building capacity in 2014-15. The program will consist of a combination of scheduled in school time where students will be in-class as a group with their teacher and days where students will be learning off-site under the supervision of their parent.

Instructional Component:

Flex42 is modelled on the following key elements for students:

- Flexibility & Choice
- Personalized Learning
- Technology Empowered

The program will combine scheduled time in-class with a teacher at a high school in the SD42 and off-campus time where students manage and lead their own learning.

The program is designed to allow students to have a flexible schedule for their learning and to be able to participate in hands-on learning designed (co-created) by the student in conjunction with the teacher.

Student learning will be integrated across the curriculum and be inquiry-focused with students helping to create learning that is meaningful and relevant to them.

Assessment Component:

Assessment will take into consideration the cross-curricular components from student inquiry-based projects. Report cards will use the Connected Learning Community template and three-way conferencing will be integrated into the reporting process.

Learning Resources:

No specific learning resources required. Course material will be available for students on the district Moodle (eclass.sd42.ca). Students will have access to school learning resources such as: gym, science labs, computer labs, fine arts and applied skills labs and library.

Additional Information:

Prior to submission of this framework document, the following groups have been consulted and support this program: CUPE, MRTA & SD42 Education Committee.



ITEM 5

To: Board of Education

From: Board Policy
Development Committee

Re: **POLICY 2920:**
TRUSTEES' REMUNERATION POLICY

Date: January 29, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and has at tonight's meeting brought forward for approval Policy: 2920 Trustees' Remuneration. The Trustees' Remuneration Procedure (2920.1) is also included for information.

The proposed Policy and Procedure replaces the existing Procedural Bylaw 2-2008 Trustee Remuneration. A copy of the bylaw is available on our website.

All Boards of Education in the Province are governed by the Provincial *School Act* (the "Act") and Regulations. Under the applicable legislation, the use of bylaws is required for certain Board actions:

- Adoption of annual or amended operating budgets (section 113, the Act);
- Establishment of student and parent appeal procedures against decisions made by Board employees (section 11(3), the Act);
- Implementing of the Board's capital project plan by means of a capital borrowing and expenditure bylaw (section 143, 144 the Act); and
- Acquisition or disposal of Board property (section 86(5), the Act); and establishment of Trustee elections arrangements (sections 45, 46, the Act).

As a Board bylaw is not required for the establishment of Trustee Remuneration, the Board Policy Development Committee is recommending to the Board to rescind the existing bylaw and replace it with a Board Policy and Procedure. A policy will be more consistent with the Board's approach to governance through policy development, while still ensuring opportunities to consider further at a future Board meeting, similar to a bylaw.

PROPOSED ACTION:

The following bylaw is proposed to be considered for rescinding:

Procedural Bylaw 2-2008 Trustee Remuneration (Attachment A)

To be replaced by the following policy and procedure:

2920 Trustees' Remuneration Policy (Attachment B)
2920.1 Trustees' Remuneration Procedure

RECOMMENDATION:

THAT the attached Procedural Bylaw 2-2008 Trustee Remuneration be rescinded as read a second time.

THAT the attached Procedural Bylaw 2-2008 Trustee Remuneration be rescinded as read a third and final time.

IT IS FURTHER RECOMMENDED THAT the Board approve Policy 2920 – Trustees' Remuneration for implementation, and

THAT the attached procedure 2920.1 Trustees' Remuneration Procedure be received for information.

Attachments

Rescission

BOARD PROCEDURAL BYLAW NO. 2-2008

TRUSTEE REMUNERATION

GENERAL

- 1.0 The Board of Education of School District No. 42 (Maple Ridge - Pitt Meadows) believes that the size and complexity of School District No. 42 can reasonably be compared to other school districts in the Lower Mainland and as such, annual remuneration should be similar as the duties of a Trustee are similar across all districts

REMUNERATION

- 2.0 The Board of Education in determining remuneration shall be guided by the remuneration received by the average Trustee, Chair and Vice Chair, in the following school districts:

School District No. 34 (Abbotsford)
School District No. 35 (Langley)
School District No. 36 (Surrey)
School District No. 37 (Delta)
School District No. 38 (Richmond)
School District No. 40 (New Westminster)
School District No. 41 (Burnaby)
School District No. 43 (Coquitlam)
School District No. 44 (North Vancouver)

- 3.0 Trustee remuneration shall be reviewed every three years prior to the general elections, and recommendations of the committee must be debated in an open meeting.
- 4.0 The review of Trustee remuneration will be carried out by the secretary treasurer assisted by a committee of a maximum of 3 citizens from Maple Ridge and 2 citizens from Pitt Meadows, or a minimum of 2 citizens from Maple Ridge and 1 citizen from Pitt Meadows.
- 5.0 The committee may, in addition to the average remuneration of similar school districts, review any other data such as CPI, inflation rates etc.

NOW THEREFORE the Board enacts as follows:

1. This Bylaw may be cited as "School District No. 42 (Maple Ridge-Pitt Meadows) Procedural Bylaw No. 2-2008.

READ A FIRST TIME THE 30th day of April, 2008
READ A SECOND TIME THE 14th day of May, 2008
READ A THIRD AND FINAL TIME THE 14th day of May, 2008

Attachment B



SD 42 POLICY: 2920

TRUSTEES' REMUNERATION

Trustees elected to serve on the Board of Education (“Board”) are to be compensated for their work related to the business of the Board. The Board believes the size and complexity of the School District can reasonably be compared to other school districts in the Lower Mainland and as such, annual remuneration should be similar to the duties of a Trustee in other comparable districts.

The *School Act* stipulates that a Board may authorize annually the payment of remuneration to the Chairperson, Vice-Chairperson and other Trustees; and authorize annually the payment of a reasonable allowance for expenses necessarily incurred by Trustees in the discharge of their duties.

Trustee remuneration may be adjusted for a cost of living adjustment on July 1st each year, based on the Metro Vancouver Consumer Price Index (CPI) differential comparing annual average indexes of the previous two years. The cost of living adjustment will be rounded to the nearest \$100.

In recognition of the added responsibilities of the Chairperson and Vice-chairperson, the remuneration paid to the Chairperson and Vice-Chairperson will be set at respectively higher rates than the base rate.

APPROVED:



Attachment B

SD 42 PROCEDURE: 2920.1

TRUSTEES' REMUNERATION

1. TRUSTEE REMUNERATION REVIEW

Trustee remuneration shall be reviewed in the year prior to the general elections to ensure comparability with similar school districts.

The Board of Education in determining the comparability of trustee remuneration shall be guided by the remuneration received by the average Trustee, Chairperson and Vice-Chairperson, in the following School Districts:

- School District No. 34 (Abbotsford)
- School District No. 35 (Langley)
- School District No. 37 (Delta)
- School District No. 38 (Richmond)
- School District No. 41 (Burnaby)
- School District No. 43 (Coquitlam)
- School District No. 44 (North Vancouver)

Trustee remuneration may be adjusted for a cost of living adjustment on July 1st each year. The adjustment shall be based on the Metro Vancouver Consumer Price Index (CPI) differential comparing annual average indexes of the previous two years. The cost of living adjustment will be rounded to the nearest \$100.

Through this process trustee remuneration including cost of living adjustments shall be established for the upcoming term.

2. CHAIRPERSON AND VICE-CHAIRPERSON FINANCIAL RECOGNITION

In recognition of the added responsibilities of their respective roles the remuneration paid to the Chairperson is set at \$3,000 per annum above the base rate and for the Vice-Chairperson is set at \$1,500 per annum above the base rate.

3. OPTIONAL BENEFITS

Trustees may choose to participate in the extended health, dental, basic life and accidental death and dismemberment coverage benefit plans, provided they pay 100% of the costs. This coverage expires on the last day of the month in which the Trustee's term or service ceases.

4. PAYMENT

Trustees' remuneration will be paid on a bi-weekly basis and will be deposited directly into an account of a financial institution of their choice.

Within the terms of the *Income Tax Act*, two-thirds (2/3) of the Trustee compensation will be treated as taxable remuneration, and one-third (1/3) will be treated as a non-taxable allowance for expenses necessarily incurred by Trustees in the discharge of their duties.

RECEIVED FOR INFORMATION:



ITEM 6

To: Board of Education

From: Board Policy
Development Committee

Re: **POLICY 5780:**
INFORMATION TECHNOLOGY AND
COMMUNICATION SYSTEMS –
APPROPRIATE USE POLICY

Date: January 29, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the “Committee”) has followed the appropriate consultation requirements as outlined within Policy 2500 and has at tonight’s meeting brought forward for approval Policy: 5780 Information Technology and Communication Systems – Appropriate Use Policy. The Social Media Guidelines Procedure (5780.1) is also included for information. (Attachment A)

PROPOSED ACTION:

Upon approval of the above policy, the following policies are proposed to be considered for rescinding:

- Electronic Devices Policy (Approved - April 8/09) (Attachment B)
- Quickmail/Data Systems - Privacy and Access – EHA (Attachment C)
- Internet and/or District Wide Area Network Use by Employees of the Board – EHB (Attachment D)
- Physical Security of Computing Devices – EIB (Attachment E)
- Student Use of Internet/Computer Facilities (plus attachment) – IIAD (Attachment F)
- Student Use of Cellular Phones or Paging Devices in Schools – JFCAA (Attachment G)

This action to rescind previously adopted policies and replace them with Committee recommended policies should greatly improve the efficiencies and management of the Boards’ governance model. The Committee will continue to review and forward policies for the Boards’ future consideration.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board rescind the following Policies:

Electronic Devices Policy (Approved - April 8/09)
Quickmail/Data Systems - Privacy and Access - EHA
Internet and/or District Wide Area Network Use by Employees of the Board - EHB
Physical Security of Computing Devices - EIB
Student Use of Internet/Computer Facilities (plus attachment) - IIAD
Student Use of Cellular Phones or Paging Devices in Schools - JFCAA

IT IS FURTHER RECOMMENDED THAT the Board approve Policy: 5780 Information Technology and Communication Systems – Appropriate Use Policy for implementation, and

THAT the attached Procedure: 5780.1 Social Media Guidelines be received for information.

Attachments



Attachment A

SD 42 POLICY: 5780

Information Technology and Communication Systems - Appropriate Use Policy

The Board recognizes the importance of information technology hardware, software and related infrastructure as part of the District's operations, and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. The Board provides on-line systems and on-line resources (information communication technology systems or "ICTS") in supporting the delivery of educational programs and the business operations of the District. On-line resources include all material that is accessed through a District computer or via the District telecommunications network through a personal device.

The Board is committed, within available resources, to providing accessible, reliable and secure on-line systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of District operations.

Conditions of Use

All Board policies, procedures, guidelines and codes of conduct apply to those using online systems and resources provided by or on behalf of the District and all users are expected to comply with them and any applicable laws and restrictions that the Board establishes.

Users may use the ICTS for Incidental Personal Use, provided such use is not characterized as misconduct or does not violate any provision in this policy or any other policy of the Board.

Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful and factual.

Users bear the sole responsibility for the material they choose to access, send or display. Users should be aware that IT technology automatically generates a record of use including date, time and type of access.

Users will not engage in any activities harmful to the ICTS, such as disrupting services, intentionally damaging equipment, software or data belonging to the Board or other users.

Users will respect the privacy of others and not tamper with, open or read other users' files, passwords, and/or accounts.

Users will not use the ICTS to view or display material that contravenes District policy, the BC Human Rights Act, Criminal Code or any other Federal or Provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for Authorized Academic Purposes.

The Superintendent or designate may from time to time exempt a user or department from compliance with this policy where a valid business reason exists. Any breach violation of this policy may result in disciplinary action up to and including termination of employment.

The Board recognizes the great potential social networking services may provide to enhance education, communication, and learning. However, we also recognize the potential dangers of such services if used inappropriately. The authority to develop, communicate and implement Social Media Guidelines is delegated to the Superintendent.

APPROVED:

Social Media Guidelines

A. Introduction/Purpose

1. Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing Maple Ridge – Pitt Meadows School District (“SD42”) students to succeed in their educational and career endeavors.
2. SD42 is committed to ensuring that all SD42 students and staff, who utilize social media technology for professional purposes, do so in a safe and responsible manner. SD42 strives to create professional social media environments that mirror the academically supportive environments of our schools.
3. These Social Media Guidelines (“Guidelines”) provide direction regarding recommended practices for professional social media communication between SD42 employees, as well as social media communication between SD42 employees and SD42 students.
4. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these Guidelines also address caveats for use of personal social media by staff.
5. These Guidelines do not address student-to-student communication via social media. Each school has a policy that is specific to student use of technology and social media.

B. Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.

1. **Professional social media** is a work-related social media activity that is either support services based or school based (e.g., a SD42 principal establishing a Facebook page for his/her school or a SD42 teacher establishing a blog for his/her class).
2. **Personal social media** use is a non-work-related social media activity (e.g., a SD42 employee establishing a Facebook page or a Twitter account for his/her own personal use).

C. **Applicability**

These Guidelines apply to all SD42 employees at all locations.

D. **Professional Social Media Use**

1. Maintenance of Separate Professional and Personal E-mail Accounts

SD42 employees who decide to engage in professional social media activities must maintain separate professional (SD42 email) and personal email addresses (gmail etc). As such, SD42 employees must not use their personal email address for professional social media activities. The professional social media presence will utilize a SD42 email address and must be completely separate from any personal social media presence maintained by the SD42 employee.

2. Communication with SD42 Students

SD42 employees who work with students and communicate¹ with students through professional social media sites² will follow these guidelines:

- a. Professional social media sites that are school-based will be designed to address reasonable instructional, educational or extra-curricular program matters;
 - i. On school-based professional social media sites that involve SD42 students, SD42 employees will use the sites for professional purposes only. SD42 employees are not to review any personal social media accounts created by their students.

¹ The term “communicates”, as used, refers to activity, including, but not limited to, “friending,” “following,” “commenting,” and “posting messages” using social media sites.

² The term “site” and “sites” refer to an online social media account or usage.

- b. Professional social media sites that are non-school based will have a reasonable relationship to the mission and function of the SD42 organization creating the site;
- c. SD42 employees will inform their supervisor before setting up a professional social media presence and acknowledge they have read and understood the SD42 Social Media Guidelines.
- d. Professional SD42 social media sites should include language identifying the sites as professional social media SD42 sites. For example, the professional sites can identify the SD42 school, department or particular grade that is utilizing the site and be linked to the school website.

3. Guidance Regarding Professional Social Media Sites

- a. SD42 employees will treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in SD42 professional settings are expected on professional social media sites.
- b. SD42 employees will exercise caution, sound judgment, and common sense when using professional social media sites;
- c. SD42 employees will use privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, SD42 employees should be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. Employees are responsible for understanding the rules of the social media site being utilized prior to utilizing the site;
- d. Professional social media communication must be in compliance with existing School District regulations, SD42 policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language;
- e. No personally identifiable student information may be posted by SD42 employees on professional social media sites, including student photographs, without the consent of the students' parents;

4. Monitoring of Professional Social Media Sites

- a. Employees using professional social media have no expectation of privacy with regard to their use of such media;
- b. SD42 administrators reserve the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to the law or do not reasonably align with these Guidelines;
- c. To assist in monitoring, as a recommended practice to the extent possible, the default setting for comments on professional social media sites should be turned off or moderated regularly. If the default setting for comments is turned on, the comments on the site must be monitored on a daily basis by the user;
- d. When establishing professional social media sites, staff will consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular grade within a school) or a public network (for example, anyone within the school or a larger group within the SD42 community can participate). It is a recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network; and
- e. SD42 administrators will maintain documentation of all reported non-compliant communications as well as any violations that are otherwise brought to the supervisor's attention. (Please See Section #12)

5. Media Inquiries

Any media inquiries received via professional social media sites should be referred to the SD42 Manager, Communications and Community Relations.

E. Personal Social Media Use

1. Communication with SD42 Students

In order to maintain a professional and appropriate relationship with students, SD42 employees should not communicate³ with students who are currently enrolled in SD42 schools on personal social media sites.

2. Guidance Regarding Personal Social Media Sites

Employees should exercise caution and common sense when using personal social media sites:

- a. As a recommended practice, employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an personal responsibility to understand the rules of the social media site being utilized;
- b. SD42 employees will not “tag” photos of other employees without the prior permission of the individuals being tagged;
- c. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of the **Information Technology and Communication Systems - Appropriate Use Policy**
- d. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited; and

³ Examples of such communications include, but are not limited to, “friending,” “following,” “commenting,” and posting messages.

F. Applicability of SD42 Policies and Other Laws

1. These Guidelines provide direction intended to supplement, not supersede, existing SD42 policies and procedures. Users of professional social media sites are responsible for complying with all applicable federal, provincial and local legislation.
2. These Guidelines are not designed to serve as a code of conduct for social media use. However, all existing SD42 policies and procedures, and legislation that cover employee conduct may be applicable in the social media environment.

G. Additional Inquiries

This document is meant to provide general guidance and not cover every potential social media situation. Should any questions arise, please contact your Director of Education. As these Guidelines address rapidly changing technology, SD42 will regularly revisit these Guidelines and will update them as needed

H. Frequently Asked Questions

(FAQs) Overview

1. Why is SD42 issuing guidance regarding social media?

Social media technology offers many educational benefits. SD42 is issuing this guidance to provide expectations of conduct and practices for employees to take advantage of this technology in a manner that encourages professionalism, responsibility, safety and awareness.

Getting Started

2. What if SD42 employees are already using social media for either professional or personal purposes?

Professional social media use: SD42 employees currently using social media for professional purposes should examine whether their use aligns with the Social Media Guidelines and these FAQs. Any use not consistent with these documents should be altered or amended within a reasonable period of time. We will answer any questions or address any concerns during training and feedback sessions. If employees have linked their social media site to a personal email address, they should transition the site to a professional email address.

Personal social media use: SD42 employees who use social media for personal purposes will take steps to remove current SD42 students, subject to the exceptions listed in the Guidelines, from those sites. Additionally, employees will review all of the Social Media Guidelines and FAQs to ensure familiarity with the recommended practices.

3. What are some types of common social media?

Blogs - Short for "web-logs", these are sites that can function as ongoing journals with multiple entries. Typically, entries are categorized with "tags" for easy searching. Most blogs allow for reader comments. Examples: *Blogger, Wordpress, TypePad.*

Micro-Blogs - These blogs allow for shorter content posts, typically with a limited set of typed characters allowed. Micro-blogs can be used for status updates and to quickly communicate information to "friends" or "followers." Examples: *Twitter, Tumblr.*

Networking - These sites allow people to connect with each other around common interests, pursuits and other categories. Examples: *Facebook, LinkedIn, Google+, Ning.*

Photo/Video - These sites allow people to share videos, images, slideshows and other media. Often these sites allow viewers to comment and share posted content. Examples: *YouTube, Vimeo, Flickr.*

4. What should SD42 employees who want to develop professional social media for their classroom, school, or office do?

Employees need to review the Social Media Guidelines and FAQs periodically to ensure that they are familiar with their contents and are aware of any updates.

Employees need to research and familiarize themselves with the social media site they intend to utilize. For example, if the proposed professional social media use involves students, employees are required to review the social media site's regulations and determine whether children under a certain age are allowed to use the site. In addition, employees should, for example, understand the default privacy and viewing settings for the social media site. Where possible, we recommend that employees establish group pages, rather than individual profiles, for educational purposes.

Monitoring

5. Who monitors professional social media sites and how frequently are they monitored?

Professional social media sites may be reviewed or monitored by administrators or their designates, such as a webmaster, from time to time. Employees who decide to establish professional social media sites will advise administrators of the professional social media site they engage in and the school administrator may perform a review of their specific site.

Student Communication

6. Do these Guidelines apply to SD42 students?

These Guidelines do not address student-to-student communication via social media.

7. How should SD42 employees respond to “friend” requests by current SD42 students on their personal social media sites and accounts?

If SD42 employees receive a request from a current SD42 student to connect or communicate through a personal social media site, they should refuse the request. The following language is one suggested response:

“Please do not be offended if I do not accept or respond to your request. As a SD42 employee, the districts Social Media Guidelines do not permit interactions with current SD42 students on personal social media sites. If you do want to connect, please contact me through the school (or class) page at___ [insert link].”

Personal Use

8. May SD42 employees using social media for personal use communicate with SD42 colleagues?

These Guidelines do not address communication between employees on personal social media sites. SD42 employees who use personal social media are encouraged to use appropriate privacy settings to control access to their personal social media sites.

9. Why is it a recommended practice to have separate professional and personal social media sites and email addresses

The reason for this distinction is to ensure separation between personal and professional spheres of online communication for SD42 employees. In this context, this separation is intended to clarify that professional social media use and personal social media use are different. Professional social media is work-related and may involve employee-to-student communication. Personal social media use is not work-related, and subject to certain exceptions noted in the Guidelines.

Feedback

10. May SD42 parents, students and employees provide feedback on these Guidelines?

Yes. SD42 welcomes feedback regarding these Guidelines and the FAQs.

Because technology changes rapidly, SD42 plans to review and update its guidelines as necessary. If you have any feedback or suggestions, please forward them to SocialMedia@sd42.ca

Parents

11. Will SD42 parents be notified regarding their children's social media use for school-related activities?

Yes. SD42 schools will notify parents and ask for their written consent when their child is invited to participate in professional social media activities and we will provide information describing the professional social media sites that will be available to their child. Parents who have questions or concerns about their children's use of social media for school purposes should contact the school for more information.

Reporting

12. What should employees or SD42 administrators and/or their designates do when they discover or receive a report of inappropriate activity?

A SD42 administrator or designates who discovers or receives a report of inappropriate or questionable content posted on a professional social media site should contact the Director of Human Resources for assistance.

In addition, if other members of a school community find inappropriate material on a professional social media site, they are encouraged to report it to a SD42 administrator or follow the process outlined in the District's Whistleblower policy.

13. How can SD42 employees determine what constitutes confidential information or personally identifiable student information that should not be posted or disclosed?

If SD42 employees have any questions about what constitutes confidential information or personally identifiable student information, they should contact their Director of Education.

This social media policy was obtained from the New York Department of Education and modified to fit the SD42 environment and culture. We have contacted this organization to obtain the rights to use their policy as a framework for ours.

RECEIVED FOR INFORMATION:



Subject: ELECTRONIC DEVICES

References:

See Other Policy(ies)

See Procedure (s):

Policy Statement

All use of electronic devices should recognize the advancing use of technology in education. The use of any of these devices should be consistent with respectful behaviour expectations. (Code of Conduct).

To maintain appropriate classroom management, teachers must communicate clear expectations for periods when use of these devices would not be appropriate.

QUICKMAIL/DATA SYSTEMS - PRIVACY AND ACCESS

District policy regarding privacy, access and security of computer systems and data is a standard industry requirement, and is required for the orderly management of computerized assets. All school district computer systems and all data created and/or stored thereon are the property of School District No. 42 (Maple Ridge-Pitt Meadows). To ensure access to this data and for security purposes, the Secretary Treasurer shall establish appropriate procedures and regulations.

- 1.00 Employees assigned computer hardware and software programs for their job assignments shall determine computer passwords to secure data and information. Upon determination of passwords, encryption or otherwise, the employee shall immediately inform their immediate supervisor of that password. The immediate supervisor shall have the authority to approve or alter the password chosen by the employee for security and administrative purposes.
- 1.01 A supervisor may, without prior notice, access any computer system assigned to staff members under his/her jurisdiction, and view and record any application software as well as view and/or copy any information stored on that system. Information includes all data files and electronic mail messages.

**INTERNET AND/OR DISTRICT WIDE AREA NETWORK USE
BY EMPLOYEES OF THE BOARD**

The District maintains a wide area network and a connection to the Internet hereinafter referred to as "the network". The Board views the network as an essential educational and administrative service. It is necessary to provide some or all of the Board's employees with access to the network to allow them to provide educational opportunities for students and to conduct School District business. In some cases it is necessary to provide employees with remote access to the network. When such access is provided it should be understood that the network is intended to be used for School District purposes only.

Responsibility of Employees

Employees of School District 42 (Maple Ridge-Pitt Meadows) are expected to conduct themselves in a responsible, decent, ethical and polite manner while using the network. Following is a list of guidelines:

- Use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited.
- Private commercial use of the network for product and/or service advertisement or political lobbying is prohibited.
- Placing of copyrighted materials on any computer system connected to the network without the author's express permission, or in the case of software, a valid license agreement, is prohibited.
- A remote access account, when provided, is for the exclusive use of the employee to whom the account is provided and is to be used for non-commercial purposes only.
- Connection of a modem to the network or any computer system connected to the network without the express permission of the District Principal, Information Services is prohibited.
- Where accounts require passwords the account holder shall select passwords which meet security criteria as specified and periodically revised by the District Principal, Information Services. In no case shall a password consist of less than six characters and in no case shall a password be all or any portion of the account holders name. An account holder shall be responsible for any and all materials generated or accessed from the employee's passworded account.

Related Policies

EHA QuickMail/Data Systems - Privacy and Access
IIAD Student Use of Internet/Computer Facilities

PHYSICAL SECURITY OF COMPUTING DEVICES

The Board recognizes that the increasing level of technology in schools has created a target for theft. The Board believes that a pro-active approach to security will reduce the loss incurred as a result of stolen computers and related technology.

- 1.00 The purchase of each new computer system will be accompanied by the purchase of a standard lockdown device.
- 1.01 Locking pads shall be installed on new computers and peripheral equipment as they are inventoried by the District computer technicians.
- 1.02 The use of lockdown devices on computers purchased after May 15, 1995 shall be mandatory.
- 1.03 Purchase and installation of lockdown devices for computers and related equipment purchased prior to May 15, 1995 is strongly encouraged.
- 1.04 Computers and/or related equipment lost as a result of theft will not be replaced under the District insurance policy unless reasonable evidence is provided to show that they were properly secured or the full amount of the insurance deductible (\$3,000) is covered by the school or site involved.

STUDENT USE OF INTERNET/COMPUTER FACILITIES

The Board is committed to providing a wide range of access to students who are using school district facilities in the electronic media. The responsible use of district facilities is the overriding goal of this policy. The benefits of access to resources through the Internet outweigh the risks involved, and the Board will encourage the use of computers and the Internet to provide appropriate learning opportunities for all users.

A. Responsibility of the Board

It is the responsibility of the Board to:

- 1.00 Appoint a committee to review and update this policy every two years.
- 1.01 Provide a procedure for investigating any allegations of communications which may be defamatory, commercial, abusive, obscene, racially or sexually oriented, or which may contain illegal material and to take appropriate action.
- 1.02 Provide schools with a standard Acceptable Use Agreement (attached) for parents and students to sign before Internet access.
- 1.03 Provide a vehicle for staff or parents to question specific Internet contacts.

B. Responsibility of the School

It is the responsibility of the school to:

- 1.00 Inform parents of the educational benefits as well as the potential risks involved in communications with persons outside the school jurisdiction.
- 1.01 Provide schools with a standard Acceptable Use Agreement for parents/guardians and students to sign before Internet access.
- 1.02 Include in its parent handbook a statement about the appropriate use of computer and network access that adheres to the board policy.
- 1.03 Include in its staff handbook a statement about the appropriate use of computer and network access that adheres to the board policy.
- 1.04 Review and update the above policies annually.
- 1.05 Provide a statement of consequences of inappropriate use, including loss of computer privileges and disciplinary action.
- 1.06 Provide a means for staff or parents to question specific Internet contacts.

C. Responsibility of the Teacher

It is the responsibility of the teacher to:

- 1.00 Review and comply with the District's and the school's Internet and Computer Use policy.
- 1.01 Instruct all students in the nature of the risks involved in communicating with others through this medium.
- 1.02 Give students guidelines for minimizing risks (similar to safety instruction, meeting strangers, etc.)
- 1.03 Provide and ensure compliance with the parent informed consent form.
- 1.04 Monitor student use of the computer and the Internet.

D. Responsibility of the parent/guardian

It is the responsibility of the parent/guardian to:

- 1.00 Be aware of the consequences set out by the school and the district for unacceptable and inappropriate use.
- 1.01 Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
- 1.02 Read the acceptable use guidelines and the school/district policies as they apply to computer/Internet access and permit their son/daughter access by signing the Acceptable Use Agreement.

E. Responsibility of the student

It is the responsibility of the student to:

- 1.00 Sign the Acceptable Use Agreement and understand compliance with this is a condition of access to district computer and electronic resources, and non-compliance will have consequences.
- 1.01 Conduct all his/her activities in accordance with the guidelines and policies set out for the use of school computer and electronic resources.
- 1.02 Conduct all activities in a responsible, ethical, legal and courteous manner.

**SCHOOL DISTRICT 42 (MAPLE RIDGE-PITT MEADOWS)
WIDE AREA NETWORK/INTERNET
ACCEPTABLE USE AGREEMENT**

School District #42 wishes to allow its students to access curriculum based information resources no matter where they may be. To this end, the District permits its students to access the Internet. The responsible use of District facilities is the overriding goal of the Board Policy IIAD on Internet Use (a copy is available at each school office and at the District Education Office).

This interconnected worldwide web of computers can provide the students with access to the most recent research and the most up-to-date statistics and opinions. However, the Internet can also provide the students with access to less than desirable information.

While it is in fact, impossible to completely protect students from accidental exposure to inappropriate materials it is important that the District have an acceptable use agreement to provide guidelines for the use of this vital informational resource by its students.

It is expected that students will conduct themselves according to the social and cultural norms of their community.

1. School use of Internet is under the direction/supervision of school staff and students are obligated to use it appropriately. They should conduct themselves responsibly, ethically and politely while on-line.
2. Inappropriate use of the Internet is prohibited. Use of obscene or illegal materials, or indulging in activities in support of such activities is prohibited.
3. Students should not become involved in activities or discussions that are illegal or ill suited and that might include opening themselves to access by people wishing to make inappropriate contacts with students.
4. Students are expected to conduct themselves in a socially acceptable manner at all times while on the Internet. Access to the Internet is limited to either:
 - a) Directly curricular related information searches.
 - b) Email with other students or teachers where the interaction is based on acceptable community standards.The School District will not permit its Internet access points to be used for illegal, obscene, or inappropriate purposes.
5. Users will not use the Internet for any product and/or service advertisement or political lobbying.
6. The student and parent will not hold the teacher, school or District liable for any materials retrieved from the Internet.
7. Abuse of the acceptable use agreement will lead to suspension and/ or termination of the students' access to the Internet. The time for this will be determined based upon previous behaviour. (Illegal activities are covered under individual schools' Codes of Conduct and other District policies.)
8. This agreement shall remain in effect as long as the student is enrolled in School District 42 or until terminated by either party by notification in writing.

**WIDE AREA NETWORK/INTERNET
ACCEPTABLE USE AGREEMENT**

Roles and Responsibilities

Parent/Guardian

- Be aware of the consequences set out by the school and the District for unacceptable and inappropriate use.
- Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
- Read the Acceptable Use Agreement and permit their son/daughter access by signing the Acceptable Use Agreement.
- Report misuse of the Internet to teacher or administrator.

Student

- Sign the Acceptable Use Agreement and understand compliance with this is a condition of access to District computer and electronic resources, and non-compliance will have consequences.
- Conduct all of his/her activities in accordance with the Acceptable Use Agreement and policy as set out for the use of computer and electronic resources related to the school.
- Conduct all activities in a responsible, ethical, legal and courteous manner.
- Report misuse of the Internet to teacher or administrator.

Students who would like access to the District Wide Area Network and/or Internet services should complete this form and return it to their sponsoring teacher.

Name of Student: _____

School Name: _____

I have read the "Acceptable Use Agreement" for the District Wide Area Network/Internet and agree to abide by the provisions therein.

Student's Signature

Parent Consent and Signature

I have read the attached School District 42 "Acceptable Use Agreement" for the District Wide Area Network/Internet and agree to abide by the provisions therein. I understand that although School District 42 has taken reasonable precautions to ensure that inappropriate material is unavailable through the network, it is not possible to completely eliminate the possibility of exposure to such materials. I give permission for to receive access to the District Wide Area Network/Internet.

Print name and relationship to student

Parent/Guardian signature

revised 29/1/02

STUDENT USE OF CELLULAR PHONES OR PAGING DEVICES IN SCHOOL

Students will not possess a cellular phone or a paging device while on school property or while attending a school-sponsored activity on or off school property, unless the student is specifically and explicitly permitted to do so by the principal of the school. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers communication to the possessor.



ITEM 7

To: Board of Education

From: Board Policy
Development Committee

Re: **POLICY 7210:**
WORKPLACE DISCRIMINATION OR
BULLYING AND HARASSMENT POLICY

Date: January 29, 2014
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the “Committee”) has followed the appropriate consultation requirements as outlined within Policy 2500 and has at tonight’s meeting brought forward for approval Policy: 7210 Workplace Discrimination or Bullying and Harassment. The Reporting Procedure (7210.1) and Investigation Procedure (7210.2) are also included for information. (Attachment A)

PROPOSED ACTION:

Upon approval of the above policy, the following policy is proposed to be considered for rescinding. All procedures associated with the policy being rescinded will no longer be valid.

7210	Personal/Sexual Harassment (Attachment B)
7210.1	Personal/Sexual Harassment Procedure

This action to rescind previously adopted policies and replace them with Committee recommended policies should greatly improve the efficiencies and management of the Boards’ governance model. The Committee will continue to review and forward policies for the Boards’ future consideration.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board rescind the following Policy:

7210	Personal/Sexual Harassment
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IT IS FURTHER RECOMMENDED THAT the Board approve Policy: 7210 Workplace Discrimination or Bullying and Harassment for implementation, and

THAT the attached Procedure: 7210.1 Reporting Procedure and 7210.2 Investigation Procedure be received for information.

Attachments

Attachment A

SD 42 POLICY: 7210

WORKPLACE DISCRIMINATION OR BULLYING AND HARASSMENT

The Board of Education is committed to ensuring a respectful workplace, free from Discrimination or Bullying and Harassment.

Discrimination or Bullying and Harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

DEFINITIONS

Bullying and Harassment

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute Bullying and Harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours. This also includes conduct through electronic communication.

Complainant

A worker who believes he or she has been subjected to or observed Discrimination or Bullying and Harassment in the workplace.

Discrimination

Discrimination is defined by the B.C. Human Rights code and is specific to race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, age (19 years and over), criminal conviction (in employment), political belief (in employment).

Person

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker,

or a non- workplace party such as a member of the public, a student, or anyone a worker comes into contact with at the workplace.

Respondent

A person in the workplace against whom a complaint of Discrimination and/or Bullying and Harassment has been made.

RESPONSIBILITIES

School District

The School District will take reasonable steps to prevent where possible, or otherwise minimize workplace Discrimination or Bullying and Harassment by:

- Developing a policy statement with respect to workplace Discrimination or Bullying and Harassment not being acceptable or tolerated;
- Taking steps to prevent where possible, or otherwise minimize, workplace Discrimination or Bullying and Harassment;
- Developing and implementing procedures for workers to report incidents or complaints of workplace Discrimination or Bullying and Harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- Developing and implementing procedures for how the employer will deal with incidents or complaints of workplace Discrimination or Bullying an Harassment;
- Informing workers of the policy statement;
- Training supervisors and workers on:
 - Recognizing the potential for bullying, harassment and discrimination;
 - Responding to bullying, harassment and discrimination; and
 - Procedures for reporting, and how the employer will deal with incidents or complaints of Discrimination or Bullying and Harassment.
- Annually reviewing the policies and procedures;
- Not engaging in Discrimination or Bullying and Harassment of workers and supervisors;
- Applying and complying with the school district's policies and procedures on bullying, harassment and discrimination.

Principal/Supervisor Responsibility

A supervisor has a duty to take all reasonable steps to ensure the health and safety of workers under their supervision, and as a result, a supervisor must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying, harassment and discrimination.

A supervisor's obligation to ensure health and safety of workers includes:

- Not engaging in Discrimination or Bullying and Harassment of workers, other supervisors, the employer or persons acting on behalf of the employer; and

- Applying and complying with the school district policies and procedures on Discrimination or Bullying and Harassment;
- Ensuring staff at their school/site have received the Discrimination or Bullying and Harassment training and are aware of the requirements to comply with these policies and procedure;
- Liaising with Human Resources to undertake and participate in investigations.

Worker Responsibility

A worker has a duty to take reasonable care to protect the health and safety of themselves and other persons, and as a result, a worker must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying, harassment and discrimination.

A worker's obligation to take reasonable care to protect the health and safety of themselves or others includes:

- Not engaging in Discrimination or Bullying and Harassment of other workers, supervisors, the employer or persons acting on behalf of the employer;
- Reporting if Discrimination or Bullying and Harassment is observed or experienced in the workplace; and
- Applying and complying with the school district policies and procedures on Discrimination or Bullying and Harassment

False accusations or vexatious complaints

Sometimes individuals make allegations about situations that are not Discrimination or Bullying and Harassment. The accusation might be vexatious in intent, or a person might not understand the definition of workplace Discrimination or Bullying and Harassment. False accusations can have a negative effect on the accused and the workplace overall. Complaints that are viewed to possibly be vexatious may be formally investigated as an act of misconduct.

Application

This policy statement applies to all workers, including permanent, temporary and casual. It applies to interpersonal and electronic communication.

APPROVED:

Attachment A

SD 42 REPORTING PROCEDURE: 7210.1

REPORTING PROCEDURE - WORKPLACE DISCRIMINATION OR BULLYING AND HARASSMENT

WorkSafeBC, Occupational Health and Safety Policy D3-116-1: states that workers must report if bullying and harassment is observed or experienced in the workplace.

1. How to report

Employees at School District No 42 can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the school district workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to your Principal/Supervisor. The Principal/Supervisor will contact the Manager Health, Safety & Wellness for assistance and in order to initiate investigation with Human Resources involvement.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Manager-Health, Safety & Wellness.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as electronic communication, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. All reports will be forwarded to the Principal/Supervisor or alternate reporting contact outline in number 4 above.

6. Annual review

These reporting procedures will be reviewed on an annual basis and all workers will have access to an electronic copy.

RECEIVED FOR INFORMATION:

**WORKPLACE BULLYING AND HARASSMENT
COMPLAINT FORM**

Name and contact information of complainant
Name of individuals you are lodging this complaint about

Personal statement

Please describe in as much detail as possible the alleged bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as electronic communication, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	Date

Attachment A

SD 42 PROCEDURE: 7210.2

INVESTIGATION PROCEDURE - WORKPLACE DISCRIMINATION OR BULLYING AND HARASSMENT

1. **How and when investigations will be conducted**

Most investigations at School District No. 42 will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- Be sensitive to the interests of all parties involved, and maintain confidentiality
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
- Incorporate, where appropriate, any need or request from the complainant or respondent for union representation during the investigation process.

2. **What will be included**

Investigations will include interviews with the alleged complainant, the alleged bully, and any witnesses. If the alleged complainant and the alleged bully agree on what happened, then the School District will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as electronic communication, handwritten notes, photographs, or physical evidence like vandalized objects.

3. **Roles and responsibilities**

The Manager Health, Safety & Wellness is responsible for ensuring workplace investigation procedures are followed.

The Principal/Supervisor will liaise with Human Resources to undertake and participate in investigations.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Director of Human Resources or designate.

4. Follow-up

The alleged bully and alleged complainant will be advised of the investigation findings by the Director of Human Resources or designate.

Following an investigation, the Manager Health Safety & Wellness will review and revise if necessary, workplace procedures to prevent any future bullying and harassment incidents in the workplace.

Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program.

5. Record-keeping requirements

The School District expects that workers will keep written accounts of incidents to submit with any complaints. The Human Resources Department will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually.

All workers will be provided with a copy at the new worker orientation training session. Electronic copies are available on the School District website.

RECEIVED FOR INFORMATION:

Attachment B

SD 42 POLICY: 7210

PERSONAL/SEXUAL HARASSMENT

The Board of Education (“Board”) recognizes the right of all persons associated with the School District to learn, work, conduct business and otherwise associate in an environment that is free from personal/sexual harassment. The Board is committed to a workplace and school system free from personal/sexual harassment.

Another form of harassment, cyberstalking, also occurs in both the workplace, and school environment, either because the perpetrator is unhappy, frustrated, upset or disappointed with management, a fellow worker or fellow student.

The Board believes personal/sexual harassment of an employee interferes with the right of that person to work in the position of their choice.

The Board believes personal/sexual harassment of a student interferes with the right of that student to receive an equal educational opportunity.

The Board believes employees and students should be protected against personal/sexual harassment regardless of whether the perpetrator is an employee or a student.

The Board believes the District may prevent personal/sexual harassment from occurring through greater awareness and sensitivity to the issue and will endeavor to empower people to handle potential personal/sexual harassment situations themselves.

The Board believes training programs for employees are desirable and that informational programs for students are desirable.

The Board expects all employees and students will refrain from engaging in personal/sexual harassment behaviours and all employees will provide positive role models to the students in their care.

Allegations of personal/sexual harassment will be treated seriously. All personnel are responsible for ensuring any allegation of harassment is dealt with immediately and confidentiality in accordance with this policy and regulation.

Protection against harassment extends to incidents occurring at or away from the workplace or school, during or outside working, or instruction hours provided the acts are committed within the course of the employment or teacher/student relationship.

APPROVED: May 30, 2012



ITEM 8

RECORD

2013-2014

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed; and (b) the general nature of decisions resolved at the following meetings from which persons other than Trustees or officers of the Board, or both were excluded:

December 11, 2013

Call to Order	Meeting called to order at 3:10 p.m.
Motion of Exclusion	Approved
Ordering of Agenda	Approved as circulated
Confirmation of Minutes – November 27, 2013	Approved as circulated
Superintendent Decision Item	Approved
Deputy Superintendent Information Item	Received for information
Superintendent Information Item	Received for information
Committee Business	Received for information
Adjournment	Adjourned at 4:31 p.m.