

Wednesday, November 27, 2013
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“A good head and a good heart are always a formidable combination” - Nelson Mandela

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
 - i. Darrel Ganzert, Chair – SD No. 20 (Kootenay-Columbia)
 - ii. Sharel Warrington, Chair – SD No. 57 (Prince George)
 - iii. Rob Wood, Deputy Minister, Ministry of Education
 - iv. Teresa Rezansoff, President, BCSTA
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

1. November 13, 2013 ITEM 2

C – PRESENTATIONS/DELEGATIONS

1. International Education – Michael Polan 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
 - c) Secretary Treasurer
 - i. Capital Plan Update ITEM 4

- ii. Procedural Bylaw 2-2008 Trustee Remuneration
Rescission – First Reading

ITEM 5

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. Proposed Draft Policy: 2920:
Trustees' Remuneration Policy

ITEM 6

- ii. Proposed Draft Policy: 5780:
Information Technology and Communication Systems
Appropriate Use Policy

ITEM 7

- iii. Proposed Draft Policy: 7210:
Workplace Discrimination or Bullying and Harassment
Policy

ITEM 8

- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education

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

Every student deserves safe and supportive learning environments free of bullying behaviours

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 9

L – ADJOURNMENT

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: November 27, 2013
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (Information Item)

- i. Darrel Ganzert, Chair – SD No. 20 (Kootenay-Columbia)
- ii. Sharel Warrington, Chair – SD No. 57 (Prince George)
- iii. Rob Wood, Deputy Minister, Ministry of Education
- iv. Teresa Rezansoff, President, BCSTA

RECOMMENDATION

THAT the Board receive all correspondence for information.

Attachments

ORDERING OF AGENDA (Decision Item)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

3. Invitation for Public Input to matters on the Agenda

Attachments



School District No. 20 (Kootenay-Columbia)

Suite 120-1290 Esplanade, Trail, BC V1R 4T2
Tel: (250) 368-6434 Fax: (250) 364-2470

October 29, 2013

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

RE: Concerns with funding of potential support staff collective agreement increases

Dear Minister Fassbender:

On October 21, 2013 the Board of Education of School District No. 20 (Kootenay-Columbia) passed a motion to write the Minister stating our concern with the development of the savings plan related to potential CUPE wage increases.

As we have written on numerous occasions, we believe that all our employees deserve fair compensation. We wrote in June requesting government to fully fund any wage increases yet in October we had to find the savings ourselves. This was on the heels of a very challenging budget year where in order to balance our 13/14 budget we reduced services, closed a school, merged two other schools and needed to sell off property in order to maintain our existing facilities. Creating a savings plan in order to fund potential support staff increase further exacerbates the fiscal pressure the Board is facing. We maintain our position that government should fully fund all wage and benefit increases.

Our Board is very cognizant that the fiscal pressure will continue as we develop our 14/15 budget. The reduction of funding projection, declining enrolment, and increasing costs pressures on items outside the Board's control (e.g. inflation, benefit premiums, utilities) will likely mean service level reductions for 14/15. We feel that the financial pressure that we are facing means that we are negatively impacting opportunities for learners.

In the guidelines for the development of the savings plan it was stated that Boards must "attest that core services levels have not been deteriorated due to the implementation of cooperative gains savings plan". The Board respectfully requests a definition of "core services" from the Ministry.

Sincerely,

Darrel Ganzert
Board of Education Chairperson

cc: Trustees
All BC Boards of Education



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 • Fax (250) 561-6801
www.sd57.bc.ca

November 1, 2013

The Honourable Peter Fassbender, MLA
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, B.C.
V8W 9E2

The Honourable Mike de Jong, MLA
Minister of Finance
PO Box 9048, STN PROV GOVT
Victoria, B.C.
V8W 9E2

Dear Ministers:

I am writing on behalf of the Board of Education of School District No. 57 (Prince George) regarding the savings plan required as part of the settlement framework in concluding a collective agreement with our support staff.

While our district has submitted a plan for both the 2013-14 and 2014-15 school years, it did so through reductions to our operating budgets, therefore impacting our delivery of services to our learners.

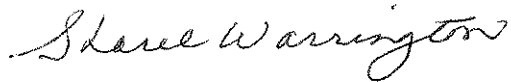
Our district is largely decentralized in terms of school operating budgets. A portion of the savings had to be recovered from previously allocated funds to each of the district's 40 schools. In practice, these reductions came directly from "savings accounts" schools had generated over several years for the purpose of addressing individual student learner supports, program enhancement initiatives, technology infrastructure to assist learning, and resource and supplies acquisition for our school learning commons.

Funding a savings plan of this type on a continual basis will further erode services and supplies in support of student learning.

The board believes that employees are due a fair wage increase, but also believes that wage increases for our employees should be fully funded by the Ministry of Education.

We are looking forward to your visit to Prince George on November 22, 2013, to discuss these and other issues.

Sincerely,

A handwritten signature in cursive script that reads "Sharel Warrington".

Sharel Warrington
Chair
Board of Education

BE/wd

cc: Hon. Shirley Bond, MLA, Prince George-Valemount
Mike Morris, MLA, Prince George-Mackenzie
Rob Fleming, MLA, Opposition Education Critic
B.C. School Trustees Association
B.C. Boards of Education



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 • Fax (250) 561-6801
www.sd57.bc.ca

November 4, 2013

The Honourable Mike de Jong, MLA
Minister of Finance
PO Box 9048, STN PROV GOVT
Victoria, B.C. V8W 9E2

Dear Minister de Jong:

I am writing on behalf of the Board of Education of School District No. 57 (Prince George).

The Board asks that you remove the compensation freeze that applies to non-union employees, exempt managers and executives.

Our Board of Education respects and values the dedication and contribution of all our employees to the success of our students. While boards are challenged to find new bargaining structures and to identify savings plans to facilitate increases for unionized employee groups, there is a segment of our work force who remain under a compensation increase freeze. These circumstances are contradictory and are not conducive to building positive relationships amongst all education sector staff.

Taking measures to provide wage increases for some staff while leaving others under a freeze is not fair, balanced human resources practice and will leave Boards of Education with disparity amongst staff.

I urge you to end the compensation freeze immediately and provide funding commensurate with wage lifts for all staff.

Sincerely,

Sharel Warrington
Chair
Board of Education

CO/wd

cc: Hon. Peter Fassbender, MLA, Minister of Education
Hon. Shirley Bond, MLA, Prince George-Valemount
Mike Morris, MLA, Prince George-Mackenzie
Rob Fleming, MLA, Opposition Education Critic
B.C. School Trustees Association
Public Sector Employers' Council
Board of Education Chairs



November 19, 2013

Ref: 170144

To: Board of Education Chairs
Federation of Independent Schools Associations of BC (FISA)

Re: Changes to Distributed Learning: Bill 36

Dear Stakeholders:

Bill 36 K-9 Cross Enrolment

Section 2 of the *School Amendment Act* (Bill 36), came into effect on February 12, 2013. In the first part of a phased implementation, students in Grades 8 and 9 will be able to cross-enrol between their neighbourhood school and one or more Distributed Learning schools beginning September, 2013. This provision amends section 3.1 of the *School Act* to allow students in Kindergarten through Grade 9 to enroll in more than one educational program for the purposes of accessing a combination of bricks-and-mortar and distributed learning. Previously, the opportunity for cross-enrolment was limited to students in Grades 10 to 12.

Details

The Ministry of Education convened an external stakeholder advisory group to establish an implementation plan for K–9 cross-enrolment. The advisory group included representation from the British Columbia School Trustees Association, British Columbia School Superintendents Association, British Columbia Principals' and Vice Principals' Association, and the Federation of Independent School Associations. The advisory group recommended that, while cross-enrolment in grades K–9 is well intended, the system is not ready for full implementation. It recommended that the Ministry pursue a phased implementation to provide British Columbia's educational system with additional time to implement personalized learning and provincial student information systems.

The Ministry of Education has adopted the external stakeholder group recommendation and will implement data collection and funding procedures for Grade 8 and 9 students that cross-enrol in Grades 8 and 9. The Ministry will continue to consult with educational partners about cross-enrolment in grades K–7 over the course of the 2013/14 school year.

The first Form 1701 data collection for funding Grade 8 and 9 cross-enrolments during the 2013/14 school year with a public or DL school will occur July 2014, during the summer reporting period. Grade 8 and 9 students cross-enrolling during the 2013/14 school year with an independent DL school will be reported in July 2014 using a manual process. Specific details will be sent to independent schools over the coming months.

.../2

- Students cross-enrolled in a public DL school will be funded at a flat rate of \$400 per course reported.
- Students cross-enrolled with an independent DL school will be funded at the schools traditional group classification rate; 50 percent (\$200) for Group 1 schools and 35 percent (\$140) for Group 2 schools.

Grade 8 and 9 Cross-Enrolment Policy Overview

- The Grade 8 and 9 student's school of record (the school at which the student is taking the majority of courses) will report the student enrolment as per September and February 1701 instructions.
- Funding supplements (Special Needs, English Language Learning, Aboriginal Education) will be allocated based on the school of record as reported on September 30. Schools are encouraged to work together to support the student's IEP and other services cooperatively, inclusive of supports that the cross-enrolling school may need to provide.
- Grade 8 and 9 cross-enrolled students are not to be reported by the cross-enrolling school in any data collection reporting period other than July.

Detailed data collection instructions will be communicated over the following months.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Rob Wood', enclosed within a large, loopy oval shape.

Rob Wood
Deputy Minister



November 12, 2013

RE: BC Government Core Services Review

I am writing to provide you with important information regarding the BC Government Core Review, its relevance to Boards of Education, and the BC School Trustees Association's plans for responding to the review.

Through the Core Review, the government seeks to ensure that all government programs are operating as efficiently as possible. It plans to eliminate unnecessary services and review existing government program delivery and governance models where costs can be reduced and outcomes improved for the public. I fully expect that the Ministry of Education and the governance of public education will be given careful consideration by the [Cabinet Working Group on Core Review](#). The review process will start immediately with final recommendations to be completed by December 2014.

Your BCSTA Board of Directors considers the Core Review a top priority and an important call-to-action for Boards of Education as co-governors of BC's public education system. It is essential that we firmly establish the critical importance that locally-elected Boards of Education play in the system and dispel the myths of easy economic gains that amalgamation or regionalization would bring.

To help us achieve these goals, BCSTA has commissioned a study on the costs of governance for public education and has developed a multi-faceted Core Review Response Plan. The plan includes a formal submission to the government, resources and strategies for Boards to proactively engage local MLAs and community groups, and an external relations program to connect with the general public through traditional and social media. Elements of the BCSTA plan will be communicated to members in the coming weeks once government's timelines emerge. In the meantime, we encourage you to learn more about the [Core Review Terms of Reference](#). We hope that you lead conversations at your local level about ways your Board can engage your community in the Core Review process.

While we will certainly respond to any proposed changes that may negatively impact Boards of Education, students, and the communities we serve, we view the Core Review as an opportunity to build awareness about the value of locally-elected Boards of Education to public education and positive outcomes for students. Your Board of Directors and I look forward to working with you over the coming months on this very important initiative.

Sincerely,

Teresa Rezansoff
President
BCSTA

Cc: Superintendents, Secretary-Treasurers



British Columbia
School Trustees
Association

November 21, 2013

The Honourable Peter Fassbender

Minister of Education

PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Fassbender,

On behalf of the BCSTA Board of Directors, I would like to offer thanks to both you and Deputy Minister of Education Rob Wood for your time to meet with me yesterday. I appreciated the opportunity to discuss a number of matters of importance to Boards of Education. I would like to re-emphasize my feedback raised during our discussions regarding the recommendations of the Select Standing Committee on Finance and Government Services, and the recently announced changes to the Pacific Carbon Trust.

BCSTA was very pleased to see the Select Standing Committee's recommendations regarding education funding. The acknowledgement of the mounting cost pressures on Boards, and in particular the need for increased support for students with special needs; trades and technology programs; and facility upgrades was heartening. These are concerns that Boards have been expressing for some time, so we were pleased that the submissions of BCSTA and others were heard. I know that you also have personally recognized the economic challenges that Boards continue to face. Thank you for bringing this message to Treasury and for your goal of maximizing resources available to Boards in support of student achievement.

Regarding the changes that were announced yesterday to the Pacific Carbon Trust as part of the Government's Core Review, I would like to restate my request that the existing offset funds collected from Boards remain intact and fully available to school districts to increase their energy efficiency. Now that the government will be assuming direct control over the Trust we would appreciate the opportunity to discuss other potential improvements to the program.

Thank you, once again, for our meeting yesterday and for your ongoing commitment to work closely with BCSTA.

Sincerely,

Teresa Rezansoff
President

CC: *Deputy Minister of Education, Rob Wood*



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: November 27, 2013
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the November 13, 2013 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

Board Chairperson – Mike Murray
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 Communications/Community Relations – Irena Pochop
Director of Finance – Jennifer Hendricks
Director of Instruction – Shannon Derinzy
Executive Assistant – Karen Yoxall

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:01 p.m.
The Chair welcomed and thanked everyone for attending.

Correspondence

- Media Release – SD No. 5
- Joanne Georgelin, Committee Clerk – District of Maple Ridge

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board receive all correspondence for information.

CARRIED

Ordering of Agenda

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Agenda be ordered as circulated.

CARRIED

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

A. CONFIRMATION OF MINUTES

1. October 30, 2013 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Minutes of the October 30, 2013 Public Board Meeting be approved as circulated.

CARRIED

B. PRESENTATIONS/DELEGATIONS**1. Scouts Canada****Moved:** Trustee Rempel**Seconded:** Trustee Marshall

Bruce Wilson, Deputy Area Commissioner, Three Rivers Area of Scouts Canada presented information on the history of scouting. He suggested an "out of the box" idea to assist the school district with community use facility costs for non-profit youth groups by applying to local municipal government for a grant. Caitlyn Piton explained that there are 10 groups within Maple Ridge, Pitt Meadows and Mission with approximately 650 members including leaders. Out of those ten groups, seven are based in Maple Ridge and Pitt Meadows. Two groups are currently using school facilities, one at Albion Elementary and the other at Laity View Elementary but are seeking alternative facilities due to the increased rental fees. Scouts Canada charge \$175 per youth annually which covers insurance and program costs. Each group will charge from \$0 - \$50 to cover other program costs and badges etc. Fundraising is also done by the groups. Scouts Canada has a "no one left behind" fund which assists families who cannot afford these costs. Chris Sasiadek, Group Commissioner from Albion, also gave a brief overview on the numbers involved in the Albion group, the hours of weekly participation and the number of participants.

THAT the Board receive the Scouts Canada Presentation, for information.

CARRIED**2. Achievement Contract – Shannon Derinzy****Moved:** Trustee Rempel**Seconded:** Trustee Clarkson

The Director of Instruction, Shannon Derinzy, presented information from the Achievement Contract on Secondary Education. Data on The 6 Year Graduation Rate for students in a standard school and in an alternate program and intervention strategies for the most vulnerable students was presented. Grade to Grade Transition rates from 2007 – 2012 were discussed focusing on the transition from Grade 10 to Grade 11 and the subject areas of math and science. The Director of Instruction also gave a brief explanation on the data from the July 2013 Summer Learning Program and the integration of a project based learning model.

CARRIED**C. CHAIR REPORT****D. DEFERRED ITEMS****E. TRUSTEE MOTIONS****F. CHIEF EXECUTIVE OFFICER'S REPORT****1. Decision Items**

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

- i. School District Statement of Financial Information (SOFI)

Moved: Trustee Rempel**Seconded:** Trustee Marshall

The Secretary Treasurer presented the School District Statement of Financial Information (SOFI) Report for the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for the year ended June 30, 2013. In accordance with the Financial Information Act (the “Act”) each school board is required to prepare a report of financial information for each fiscal year. The Act, together with the related regulation and directive, prescribes the information that is required to be included in the report.

THAT the Board approve the School District Statement of Financial Information for the fiscal year ended June 30, 2013, and that the said statement be submitted to the Ministry of Education.

CARRIED.

ii. Financial Statement Quarter Ended September 30, 2013

Moved: Trustee Rempel

Seconded: Trustee Clarkson

At the recommendation of the Finance Committee of the Whole, the Secretary Treasurer presented the Financial Statement Quarter Ended September 30, 2013.

THAT the Board approve the Financial Statements for the quarter ended September 30, 2013

CARRIED

iii. Thomas Haney Tennis Courts – Club House

Moved: Trustee Rempel

Seconded: Trustee Clarkson

The Secretary Treasurer reported that on September 17, 2013 Parks and Leisure Services forwarded a letter seeking “Approval to Place a 12 x 30 (Portable) Club House Building”. Parks and Leisure Services is seeking approval in principle from both the Board of Education and District of Maple Ridge for the Maple Ridge Tennis Club to be granted a license to occupy (or lease if more appropriate) adjacent to the Thomas Haney Tennis Courts on 232 Avenue, Maple Ridge. The Secretary Treasurer explained that this must be cost neutral to the Board.

THAT the Board approve in principle that the Maple Ridge Tennis Club be granted a license to occupy (or lease if more appropriate) adjacent to the Thomas Haney tennis courts on 232 Avenue, Maple Ridge. This approval in principle is subject to the proposal having no financial impact on the Board and the Board approving all building and servicing plans for the proposed facility, the detailed terms of license or lease agreement as well as full funding being in place for the project prior to the start of construction.

FURTHER THAT the Board of Education authorizes the Secretary Treasurer to negotiate on its behalf a license or lease agreement.

CARRIED.

iv. Capital Project Bylaw No. 126681 Webster’s Corner Elementary Building Envelope Project

Moved: Trustee Rempel

Seconded: Trustee Nelson

The Secretary Treasurer reported that on November 8, 2013 the Ministry of Education approved the request for additional funds of \$41,002 to pay final invoices for the completion of the Building Envelope

Remediation project at Webster's Corner Elementary. As the original capital bylaw No. 126095 expired March 2012 and was subsequently cancelled by the Ministry of Education, the Board is required to pass a new Capital Project Bylaw in order to access funds for Capital Project Bylaw No. 126681 Webster's Corner Elementary – Building Envelope Program Project.

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT the Board pass Capital Project Bylaw No. 126681 Webster's Corner Elementary – Building Envelope Program Project at this meeting with three (3) readings, unanimously.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT Capital Project Bylaw No. 126681 Webster's Corner Elementary – Building Envelope Project be read a first time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT Capital Project Bylaw No. 126681 Webster's Corner Elementary – Building Envelope Project be read a second time.

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT Capital Project Bylaw No. 126681 Webster's Corner Elementary – Building Envelope Project be read a third time and finally adopted.

CARRIED

2. Information Items

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

G. COMMITTEE BUSINESS

1. Committees of the Whole

- a) 2012 - 2013 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

H. QUESTION PERIOD

I. TRUSTEE REPORTS

BC School Trustees' Association 2014/15 Budget Planning

Discussion ensued on the request for feedback to the BCSTA Finance Committee to assist in the development of the 2014/15 draft budget.

DPAC

The Chair reported that there was a presentation on the hot lunch program. The Salvation Army are now providing approximately providing 200 hot lunches. There was also a presentation on Middle School information.

J. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

K. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the meeting of the Board be adjourned at 6:55 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATION**
INTERNATIONAL EDUCATION

Date: November 27, 2013
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the International Education Presentation, for information.

To be distributed



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **CAPITAL PLAN**

Date: November 27, 2013
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

On September 25, 2013, the Board directed the Board Chair to forward a letter on its behalf requesting capital funding for the Westview Secondary School mechanical upgrade project and advising the Minister that the Board's full 2013/2014 Five Year Capital Plan will be submitted to the Ministry of Education after the completion of the School District Strategic Facilities Plan. (Attachment A)

At the advice of Ministry of Education staff the Building Envelope Remediation Project for Maple Ridge Secondary School has been added to the 2013/2014 Capital Plan. This project is currently in the design phase and it has the potential to be funded in this round of funding. A revised 2013/2014 Five Year Capital Plan is attached. (Attachment B)

SCHOOL DISTRICT STRATEGIC FACILITIES PLAN UPDATE

Staff has been working diligently towards the completion of the School District Strategic Facilities Plan. The plan will be designed in consultation with stakeholders, educators, the community and the two municipalities. The consultation process will commence in early 2014.

RECOMMENDATION:

THAT the Board approve the attached 2013/2014 Capital Plan for submission to the Ministry of Education and that a full five year Capital Plan be submitted after the completion of the School District Strategic Facilities Plan.

Attachments

Attachment A



September 27, 2013

Ministry of Education
Capital Management Branch
P.O. Box 9179
Stn Provincial Government
Victoria, BC V8W 9H8

Attention: Craig Harris, Planning Officer:

Dear Mr. Harris,

Attached we are submitting one request for capital funding for the upcoming year. The full five-year capital plan for the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) will be submitted to the Ministry of Education after the comprehensive School District Strategic Facilities Plan for our district is completed.

Our Board is committed to ensure that future Capital Plan submissions accurately reflect the priorities and needs of the Maple Ridge-Pitt Meadows School District and to that end the Board directed staff to prepare a comprehensive School District Strategic Facilities Plan in consultation with stakeholders, educators, the community and the two municipalities. Our staff has been working diligently towards the completion of the Strategic Facilities Plan. However, a comprehensive School District Strategic Facilities Plan cannot be completed before the Ministry imposed deadline of October 1, 2013. Based on the progress to date staff is estimating that the Strategic Facilities Plan will be completed by December 2013.

We thank you for your support.

Yours truly,


Mike Murray
Board Chair

cc: All Trustees
Jan Unwin
Flavia Coughlan
Encls.



CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2013/2014

Capital Plan Submission Date: 01- OCT- 2013

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	N/A	42004R	MECHUP - WESTVIEW SECONDARY HVAC UPGRADE	\$976,450	\$0	\$0	\$0	\$0	\$976,450
2	101584	1	NEW - ALBION SOUTH ELEMENTARY NEW 80K/450 ELEMENTARY SCHOOL. INCLUDING SITE EXPANSION	\$0	\$0	\$0	\$0	\$0	\$0
Total:				\$976,450	\$0	\$0	\$0	\$0	\$976,450



CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2013/2014

Capital Plan Submission Date: 11- OCT- 2013

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	N/A	42004R	MECHUP - WESTVIEW SECONDARY HVAC UPGRADE	\$976,450	\$0	\$0	\$0	\$0	\$976,450
2	116191	42001	BEP - MAPLE RIDGE SECONDARY BUILDING ENVELOPE UPGRADE	\$0	\$2,130,000	\$0	\$0	\$0	\$2,130,000
3	101584	1	NEW - ALBION SOUTH ELEMENTARY NEW 80K/450 ELEMENTARY SCHOOL. INCLUDING SITE EXPANSION	\$0	\$0	\$0	\$0	\$0	\$0
Total:				\$976,450	\$2,130,000	\$0	\$0	\$0	\$3,106,450



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **PROCEDURAL BYLAW 2-2008
TRUSTEE REMUNERATION
RESCISSION – FIRST READING**

Date: November 27, 2013
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

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

To be replaced by the following policy and procedure:

2920: Trustees’ Remuneration Policy
2920.1: Trustees’ Remuneration Procedure

RECOMMENDATION:

THAT the Board rescind Procedural Bylaw 2-2008 Trustee Remuneration and replace with a Board policy and procedure.

IT IS FURTHER RECOMMENDED THAT the attached Procedural Bylaw 2-2008 Trustee Remuneration be rescinded as read a first time.

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



ITEM 6

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

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

Date: November 27, 2013
(Public Board Meeting)

Information

At the recommendation of the Board Policy Development Committee ("Committee"), the following draft policy and procedure are presented to the Board for information:

2920: Trustees' Remuneration Policy
2920.1: Trustees' Remuneration Procedure

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

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy and procedure before they are again presented to the Board for approval on January 15, 2014.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process: policy 2920 - Trustees' Remuneration and procedure 2920.1 - Trustees' Remuneration.

Attachments

Attachment



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 will 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:

SD 42 PROCEDURE: 2920.1

TRUSTEES' REMUNERATION

1. TRUSTEE REMUNERATION REVIEW

Trustee remuneration shall be reviewed every three (3) years in the year prior to the general elections.

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. 36 (Surrey)
- 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)

2. ANNUAL TRUSTEE REMUNERATION CALCULATION

Trustee remuneration will 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.

Each year prior to June 30, the Secretary-Treasurer will provide the Board with the prior year's annual rate change in the CPI for Metro Vancouver and proposed remuneration for the upcoming year. The Board will debate and decide in an open Board meeting whether or not to implement the proposed changes to remuneration.

Trustees' remuneration shall be fixed annually to coincide with the school district's budget year.

3. 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.

4. 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.

5. 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.

APPROVED:



ITEM 7

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **PROPOSED DRAFT POLICY:**
5780: INFORMATION TECHNOLOGY AND
COMMUNICATION SYSTEMS -
APPROPRIATE USE POLICY

Date: November 27, 2013
(Public Board Meeting)

Information

At the recommendation of the Board Policy Development Committee ("Committee"), the following draft policy and procedure are presented to the Board for information:

5780: Information Technology and Communication Systems - Appropriate Use Policy
5780.1: Social Media Guidelines (*Procedure*)

The proposed Policy and Procedures replace 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

The policies noted above are available on our website.

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy and procedure before they are again presented to the Board for approval on January 15, 2014.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process: policy 5780 - Information Technology and Communication Systems - Appropriate Use Policy and procedure 5780.1 - Social Media Guidelines.

Attachments

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:

SD 42 PROCEDURE: 5780.1

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. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site;
- 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 social media site they engage in and a voluntary review of their specific site on a regular basis.

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:



ITEM 8

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

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

Date: November 27, 2013
(Public Board Meeting)

Information

At the recommendation of the Board Policy Development Committee ("Committee"), the following draft policy and procedure are presented to the Board for information:

7210: Workplace Discrimination or Bullying and Harassment Policy

7210.1: Reporting Procedure - Workplace Discrimination or Bullying and Harassment

7210.2: Investigation Procedure - Workplace Discrimination or Bullying and Harassment

The proposed Policy and Procedures replace the existing Policy 7210 Personal/Sexual Harassment. The current policy and associated procedures are available on our website.

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy and procedure before they are again presented to the Board for approval on January 15, 2014.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process: policy 7210 - Workplace Discrimination or Bullying and Harassment and procedures 7210.1 - Reporting Procedure - Workplace Discrimination or Bullying and Harassment and 7210.2 Investigation Procedure - Workplace Discrimination or Bullying and Harassment.

Attachments

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:

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:

DRAFT

**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

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:



ITEM 9

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:

October 30, 2013

Call to Order
Motion of Exclusion
Ordering of Agenda
Confirmation of Minutes – October 9, 2013
Trustee Motions
Superintendent Decision Item
Superintendent Information Item
Secretary Treasurer Information Item
Committee Business
Adjournment

Meeting called to order at 3:11 p.m.
Approved
Approved as amended
Approved as circulated
Approved
Approved
Received for Information
Received for Information
Received for information
Adjourned at 4:28 p.m.