

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 26, 2019, 11:15 a.m.

School Board Office - Gibsons, BC

494 South Fletcher Road

Gibsons, BC

	Pages
1. Call to Order	
2. Student Substance Use: Cannabis and Vaping	
3. Paperless Meetings	
4. Regulations for Review:	
a. Reg. 2110 - Reference Checks	1
5. Policy Review (standing item)	
6. Communication Plan (standing item)	5
7. Adjourn	

ADMINISTRATIVE REGULATIONS

TITLE: REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE EMPLOYEES AND VOLUNTEERS

CATEGORY: PERSONNEL

NUMBER: 2110

I. Rationale:

The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for safety.

II. Reference Checks:

A. Applicants for employment:

1. Before an applicant for employment is appointed, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.
2. The Human Resources Department at the Board Office shall keep a record of all such reference checks.

III. Search of Criminal Records:

A. For all existing and prospective employees, trustees, and contractors working with children, as defined in section 1 of the *Criminal Records Review Act*:

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check is completed by the Human Resources Department.
2. Members of the BC Teachers Federation (BCTF) will have their criminal records check completed by the Teacher Regulation Branch (TRB).

B. For volunteers:

1. Requests for searches of the criminal record shall be made on the form provided by the Board for this purpose. The consent of the subject of the search shall be obtained in writing on this form and it will be the responsibility of the applicant to deliver the request, in person, to the R.C.M.P. detachment in the applicant's present area of residence.
2. Requests for criminal record searches shall specify the location for which the applicant has applied.
3. The volunteer will be required to pick up the results. The results are to be delivered to the Human Resources Department in confidence.
4. The results will be reviewed by the Human Resources Manager or designate.

ADMINISTRATIVE REGULATIONS

TITLE: REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE EMPLOYEES AND VOLUNTEERS

CATEGORY: PERSONNEL

NUMBER: 2110

5. If the record provides no reason why the applicant should not be in the school, the applicant shall be advised in writing. The record shall be returned to the applicant and a copy of the record or a note will be kept in the Board office files to the effect that a criminal records search was conducted revealing no areas of concern.

6. If the record gives information the Human Resources Manager considers detrimental to their presence in the school, they will contact the applicant. Clarification and further action will be determined at that time.

7. In all cases the final disposition of the criminal record search document shall be with the applicant, not with the Board.

8. The criminal record check is considered valid for a period up to 5 years from the date of the search.

IV. Appeal of Criminal Records:

A. If the applicant should consider the record to be incorrect, the official shall advise the applicant to take the matter up with the R.C.M.P.

B. If the R.C.M.P. on researching the record further concludes the record was in error, the applicant may request a revised/corrected record be furnished to the Board.

Received: January 2019

References: *Criminal Records Review Act*

ADMINISTRATIVE REGULATIONS

TITLE: REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE EMPLOYEES AND VOLUNTEERS

CATEGORY: PERSONNEL

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III. Search of Criminal Records:

~~0.1.~~ For all existing and prospective employees, ~~contractors and~~ trustees, and contractors working with children, as defined in section 1 of the *Criminal Records Review Act*:

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ADMINISTRATIVE REGULATIONS

TITLE: REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE
EMPLOYEES AND VOLUNTEERS

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		AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
REGULAR BOARD MTG	Strat Plan		N/A 1 (a) Student Voice / DSLT	Vision 1 (c) core competencies 2 (e) positive partnerships	Mission 1 (d) literate 1 (j) digital literacy 3 (a) communicate 3 (b) visioning and planning	Affirmation 1 (h) indigenous cultures & diversity	Ethics 1 (b) early years 1 (g) physical health 2 (a) healthy & inspired team 3 (g) int. student program
	Recurring		F/S Approval Student Trustee Appointment	BCSTA Prov Council Motions Enrolment Report	Board Elections	Committee Appointments PAC Appointments BCSTA AGM & Prov Motions BCPSEA AGM Motions	
	Other		Strategic Plan Presentation				
COMMITTEE OF THE WHOLE	Strat Plan		Implementation Plan (Year 1)	3 (a) communicate 3 (b) visioning and planning		2 (a) healthy & inspired team	
	Recurring			External Committees Report		School Growth Plans	Draft School Calendar Review School Visit Debrief Communication (standing)
	Policies		Communication (standing) Role of Board Cmtes (JU)	Communication (standing)	Communication (standing)	Communication (standing)	
	Other				Substance Use: Cannabis/Vaping Paperless Meetings	Joint Liaison Committee	New Educ. Prof. Standards
EDUCATION COMMITTEE	Strat Plan		2 (e) positive partnerships 1 (c) core competencies	1 (d) literate 1 (j) digital literacy	1 (h) indigenous cultures & diversity	1 (b) early years 1 (g) physical health 3 (g) int. student program	1 (f) mental health 2 (c) inclusive education
	Recurring			MDI			
	Other						
OPERATIONS COMMITTEE	Strat Plan						
	Recurring		Summer Work Review	Prelim. Budget Timelines	Budget discussion		Amended Budget Joint Use Update
	Other		Zoning Referrals (standing)	Zoning Referrals (standing) Cameras on Buses	Zoning Referrals (standing) Cameras on Buses	Zoning Referrals (standing)	Zoning Referrals (standing)
OTHER	Annual Report to Community	DSL/Trustee Dinner BCPSEA Symposium	Supt Evaluation Cmte	Intergovernmental Meeting Trustee Academy			School Visits BCPSEA AGM Supt Evaluation Cmte
CONSULTATIONS				Preliminary Budget Consults.	Preliminary Budget Consults.	Preliminary Budget Consults.	

Legend: **Moved** **Removed** **Added**

		FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
REGULAR BOARD MTG	Strat Plan	Inclusion 1 (f) mental health 2 (c) inclusive education	Collaboration & Equity 1 (e) numeracy 2 (b) professional development 2 (e) family engagement 3 (c) partnerships	Innovation 1 (i) care of our planet 2 (d) leaders 3 (d) environmental initiatives	Respect & Responsibility 1 (k) fine arts	Celebration 1 (l) graduate 3 (e) district facilities 3 (f) transportation strategies	
	Recurring	Amended Annual Budget	School Calendar	BCSTA AGM Motions School Allocation Rates Min. Approved Projects / Capital Plan Bylaw	Budget Approval / Bylaw SSCFGS Submission	District Report to Ministry Budget Approval (if required) Five-Year Capital Plan Motion	
	Other				Trustee Eval. Process	Strat Plan - Communication plan	
COMMITTEE OF THE WHOLE	Strat Plan		1 (i) care of our planet 2 (d) leaders 3 (d) environmental initiatives				
	Recurring	School Calendar Recommendation		SSCFGS Discussion		Strat Plan Review - Year 1	Board Evaluation
	Policies	Communication (standing) Appeals Bylaw Review	Communication (standing)	Communication (standing)	Communication (standing)	Communication (standing)	
	Other	Risk Management			Trustee Eval. Process	Strat Plan - Communication plan	
EDUCATION COMMITTEE	Strat Plan	1 (e) numeracy 2 (b) professional development 2 (e) family engagement		1 (k) fine arts	1 (l) graduate		
	Recurring				District Report to Ministry	Untargeted Donations?	
	Other						
OPERATIONS COMMITTEE	Strat Plan	3 (c) partnerships			3 (e) district facilities 3 (f) transportation strategies		
	Recurring	Prelim. Budget Considerations Prelim. Budget Discussion Enrolment Projections Zoning Referrals (standing)	Staffing Timelines Funding Announcement	Budget Summary AFG Plan Unfunded Future Benefits Zoning Referrals (standing)	Five-Year Capital Plan Budget (if required) Zoning Referrals (standing)	Emergency Preparedness Zoning Referrals (standing)	
	Other		Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	
		Review March cmte schedule BCSTA AGM Motion Deadline	Partners in Learning	Student Forum Service Recognition BCSTA AGM Supt Evaluation Cmte	Bursary Tea Intergovernmental Meeting Trustee Honorarium Cmte	Retirement Celebration Grad Ceremonies ACE-IT Ceremonies	
CONSULTATIONS	Draft School Calendar Circulation						

Legend: **Moved** **Removed** **Added**