

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 28, 2020, 11:15 a.m.
Sechelt Learning Centre - Sechelt, BC
5538 Shorncliffe Ave
Sechelt, BC

	Pages
1. Call to Order	
2. Draft School Calendar Review	1
3. School Visit Debrief	
4. New Professional Standards for BC Educators https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teacher-regulation/standards-for-educators/edu_standards.pdf	
5. Regulations for Review:	
a. 1370 – Responsible Use of Social Media	2
6. Policy Review (standing item)	
a. Policy 6 – Trustee Orientation and Professional Development	5
Excerpt from notes of December 17, 2019:	
<i>"The committee discussed examining opportunities for mentorship, providing a more robust trustee orientation when there is a large turnover in trustees, and including a trustee retreat as an annual event. The committee suggested the policy come back to the January Committee of the Whole and that trustees submit any revisions for consideration, in advance of that meeting."</i>	
b. Bylaw 51 – Regular Meetings	6
7. Communication Plan (standing item)	7
8. Adjourn	

SCHOOL CALENDAR FORM - GENERAL

DRAFT 2020/2021 CALENDAR

JULY						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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JANUARY						
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FEBRUARY						
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MAY						
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JUNE						
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27	28	29	30			

■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA

CATEGORY: EDUCATION

NUMBER: 1370

I. Rationale:

Social networking, within the district context, is for the purpose of establishing an online presence that promotes positive, interactive, professional and educational communications as well as showcasing the district's mission and values in action.

II. Definition:

'Social Media' refers to electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis and other interactive sites, such as, but not limited to: Facebook, Instagram, Pinterest, Twitter, text and instant messaging, and postings on video or picture-sharing sites and elsewhere on the Internet.

A 'user' refers to a student, school district staff, and/or community member.

III. Procedures:

A. Social media accounts:

1. Schools, parent advisory councils, departments, or individual staff wanting to create a social media account on behalf of the school/ parents' advisory council/ the district must submit a request in writing to the principal or district communications officer.
2. As a condition of such sites, the principal, vice-principal, or the district communications officer must be one (1) of the two (2) administrators of the account, who holds the responsibility to manage the site, including removing defamatory or inappropriate remarks.

B. Interactions representing the district:

1. Student names, photos, and/or school work should only be shared online to a school/ district sanctioned page/ site; never to an individual staff member's personal social media account.
2. Unless given written permission from a principal or the district communications officer, a user is not authorized to use social media sites to represent a school, parents' advisory council executive, department or the district.

ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA
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 NUMBER: 1370

3. In cases where a user has sought permission to represent a school, parents' advisory council, department, or the district, the user must identify themselves as connected to the district and/or school as follows:
 - a) The signature "School District 46 – Sunshine Coast" and/or the district logo needs to appear in the banner or in the profile page for district related social media sites.
 - (1) Access and permission to use the district's logo can be granted by emailing the district communications officer.
 - b) The school name and/or the school logo needs to appear in the banner or in the profile page for school related social media sites.
 - (1) Access and permission to use the school's logo can be granted by emailing the school's principal.
 4. Any use of electronic media by a user must be consistent with the duty of loyalty each user owes to the district and must not transgress any law or civil duty of care owed to the district or any other person.
- C. Respect, privacy, and confidential information:
1. Users will not disclose confidential student information, images, or confidential school, department, or personnel records without first obtaining written consent from the principal and the guardian(s) for students under the age of eighteen (18) who are not independent students, as defined in the *School Act* (this is normally obtained through the annual 'district media consent form'). Or without first obtaining written consent from the principal and from a student eighteen (18) years of age or older who is an independent student as defined in the *School Act*.
 2. Users will not use social media sites to be defamatory or harassing towards any person and will not espouse or support any position or opinion or statement that is contrary to Board policies and district Administrative Regulations.
 3. Users will not engage electronically in behaviour or comments that would reflect negatively on a school or the district's reputation or the reputation of any student, staff, or community member.
 4. Users may be disciplined if their social media comments and postings, whether personal or school/district related, are not in compliance with this Administrative Regulation or any other policies or procedures of the district.

ADMINISTRATIVE REGULATIONS

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5. Users participating in social media activities will respect federal copyright and fair use guidelines.

6. Users participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPA) if that information falls within the purview of the information protected by and governed by FOIPA.

D. Staff-student online correspondence:

1. Online correspondence between staff and students must be related to course work, or school sanctioned clubs/activities. Social media conversations between a staff member and a parent are subject to the provision of this Administrative Regulation.

2. The principal must approve school-based social media groups that will be supervised and monitored by a teacher.

3. Principals will annually inform staff members that the ethical standards for the teaching profession apply at all times, whether in a traditional school environment or an online environment.

4. District staff shall not initiate or accept electronic "friend" invitations from students unless the networking is part of an existing school course or school club structure and at least one (1) other staff member has administrative access to the social media group.

Received:

References: Sections 8, 17, 20, 22, 65, 85 *School Act*; Freedom of Information and Protection Act; Copyright Act

6 TRUSTEE ORIENTATION AND PROFESSIONAL DEVELOPMENT

The Board believes an orientation and professional development program is necessary for effective trusteeship.

- 6.1 The Board Chair, Vice-Chair and Superintendent are responsible for updating the Trustee Orientation Handbook prior to a general local election, and then implementing an orientation program for newly elected trustees prior to January 31 after the election that covers:
- (a) role of the trustee and the Board;
 - (b) organizational structures and procedures of the district;
 - (c) Board policy, agendas and minutes;
 - (d) existing district initiatives, annual reports, budgets, financial statements, and long range plans;
 - (e) district programs and services;
 - (f) Board's function as an appeal body; and
 - (g) statutory and regulatory requirements, including responsibilities with regard to conflict of interest.

Incumbent trustees are expected to participate in orientation and help newly elected trustees become informed about functions, policies and procedures.

- 6.2 The Board will provide financial support for trustees to attend professional development activities through, but not limited to, the BC School Trustees Association and BC Public Schools Employers' Association in order to support their own effective trusteeships, Strategic Plan priorities and any opportunities for improvements as identified through the Board Self-Evaluation process.

Board Policy: December 2010
Revised: June 2014, May 2018

51 Regular Meetings

- 51.1 A regular meeting shall be held at least once per month September to June. Additional meetings shall be held as the Board may decide.
- 51.2 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum (as defined in the *School Act*) is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
- 51.3 The agenda and notice of meetings shall be prepared under the direction of the Chair, who shall consult with the Superintendent. Agenda items are to be submitted to the Chair, in writing, at least eight (8) working days before the scheduled meeting. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her. Non-receipt by a trustee shall not void the proceedings. A change in the order of business may be made if a resolution is passed by a simple majority.
- 51.4 A regular meeting shall stand adjourned at two and one-half (2-1/2) hours after its commencement unless a resolution is passed by a two-thirds (2/3) majority to extend the hour of adjournment.

Board Policy: December 2010
Revised:

		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		New Educ. Prof. Standards Joint Liaison Committee
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	DSLT/Trustee Dinner BCPSEA Symposium	Supt Evaluation Cmte	Intergovernmental Meeting Trustee Academy	Supt Evaluation Cmte	School Visits BCPSEA AGM	
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)	Emergency Preparedness	
	Other		Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	
OTHER		Review March cmte schedule BCSTA AGM Motion Deadline Supt Evaluation Cmte	Partners in Learning	Student Forum Service Recognition BCSTA AGM	Bursary Tea Intergovernmental Meeting Trustee Honorarium Cmte Supt Evaluation Cmte	Retirement Celebration Grad Ceremonies ACE-IT Ceremonies	
CONSULTATIONS		Draft School Calendar Circulation					

Legend: Moved Removed Added