

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 28, 2020, 2:30 p.m.
<https://www.youtube.com/user/SD46Schools>

	Pages
1. Call to Order - 2:30 p.m.	
2. COVID-19 Update - 2:30 p.m.	
a. Safe and Healthy Environments	
b. Services to Support Essential Workers	
c. Vulnerable Student Supports	
d. Continuity of Educational Opportunities	
3. Regulation 1370 - Social Media - 3:00 p.m.	1
4. Policy Review (standing item) - 3:20 p.m.	
a. Policy 24 - Surplus	4
5. Adjourn - 3:30 p.m.	

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:

1. '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, YouTube, Pinterest, Twitter, and postings on video or picture-sharing sites and elsewhere on the Internet.
2. A 'user' refers to a student, school district staff, and/or community member.
3. 'School related social media account' is specifically for sharing events and news that is connected directly with the classroom, school, and/or district.
4. 'Personal social media account' is not related to the school or district.

III. Procedures:

A. Social media accounts:

1. Departments or individual staff creating a district related social media account must inform the district communications officer in writing.
2. Parent advisory councils, departments, or individual staff creating a school related media account must inform the principal in writing.

B. Interactions representing the district:

1. Student names, photos, and/or school work should only be shared online to a school/ district page/ site; never to a staff member's personal social media account.
2. In cases where a user is representing a school, (district) 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.

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- (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.
 3. 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) (this is normally obtained through the annual 'district media consent form').
 2. Users will not use social media sites to be defamatory or harassing towards any person.
 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.
 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* (FOIPPA) if that information falls within the purview of the information protected by and governed by FOIPPA.
- D. Staff-student online correspondence:
 1. Online correspondence between staff and students must be related to course work, or school sanctioned clubs/activities.

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2. Social media conversations between a staff member and a parent are subject to the provision of this administrative regulation.
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: April 8, 2020

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

Recommendation 19 – *To support multi year financial planning:*

- *Government should issue three-year operating funding to boards of education, based on available funding and projected student enrolment; and*
- *School districts should be required to develop three-year financial plans.*

The FMWG agrees with this recommendation and provides the following advice for implementation.

Although the FMWG supports multi-year planning, the group notes the importance of clarifying and disclosing assumptions and risks involved in making financial projections over multiple years. The longer the planning horizon, the less accurate the projections. The FMWG envisions a three-year rolling cycle updated for the current and future two years.

To improve planning, Government should clearly announce what factors will be addressed in determining the annual quantum, such as regular enrolment, enrolment in higher cost programs, provincially approved labour settlements and government-imposed costs. The tool to estimate funding at a district level should be retained to assist in more accurate planning.

Three-year planning components should include simple schedules and background descriptions for regular operating costs, accumulated operating reserves and local capital (see Appendix D).

To support broader transparency, in addition to budget information currently provided, districts would be required to publicly provide a simple one-to two-page budget summary document for the annual budget which would outline key spending decisions and assumptions made for multi-year planning, as well as relevant risks to the plan (e.g., sensitivity analysis, see Appendices D and E).

The preparation of multi-year education budgets will assist districts in making informed and sustainable budgeting choices.

Recommendation 20 – *The Ministry should establish clear provincial policies on reserves to ensure consistent and transparent reporting while maintaining school districts' ability to establish reserves. Specifically, the Ministry should:*

- *Set clear provincial policies on what school districts may save for, directly related to their strategic plans;*
- *Establish acceptable provincial range for unrestricted reserves, encompassing accumulated operating surpluses and local capital, which should be monitored and reported on (if required);*
- *Ensure that school districts have specific plans attached to each item or initiative when setting reserves and provide clear reporting on how the funds were spent; and*
- *Work with school districts to transfer any overages beyond the approved threshold into a fund at the school district level, to be accessed only with Ministry approval.*

The ability to accumulate operating surpluses over time allows districts to more effectively spend their grants without the risk of losing unspent annual funding at fiscal year end and allows districts to address unplanned expenditures and longer-term needs and costs. Local capital reserves provide funding that facilitates longer-term planning for costs without a dedicated funding source, such as technology and equipment.

24 SURPLUS

- 24.1 An accumulated operating surplus is achieved by spending less than the revenue the school district receives. The Board of Education is required by legislation to approve a balanced annual operating budget, which may include use of accumulated surplus funds from the previous year. Surplus funds are net resources that can be used for future services. The Board of Education may apply and approve restrictions on the spending of surplus funds.
- 24.2 The Board of Education will review a summary of the school district surplus position in conjunction with the Preliminary and Amended Annual Budget processes and when approving Financial Statements. The Board of Education will be required to approve any internal restrictions on surplus funds and any interfund transfers each year in which they occur. Capital assets purchased for departmental operating plans from approved budget expenditures do not require subsequent board approval.
- 24.3 The Board of Education will withhold an amount of unrestricted surplus during the budget process to address unforeseen events and fluctuations in budgetary estimates. The amount of the unrestricted operating surplus withheld will target approximately 2% of actual operating revenue of the previous fiscal year.
- i. Should the value of the unrestricted operating surplus exceed that target, funds in excess of that value will be included in the subsequent year's budget process.
 - ii. If the value of unrestricted operating surplus is lower than the 2% target, the Secretary-Treasurer will work to identify reductions in expenditures and allocations during the Amended Budget process. Surplus spending included in the operating budget would be reviewed as part of that process. Any remaining discrepancy will be included in the subsequent year's budget process.
- 24.3iii. Priorities for use of unrestricted surplus funds are as follows:
- i.1. Ensure the District's operating budget is balanced
 - ii.2. Provisions for unforeseen/extraordinary events
 - iii.3. Supplemental allocations to school and departmental budgets
 - iv.4. Support for one time programs and purchases