



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BOARD MEETING AGENDA

Date: Tuesday, January 19, 2021

Time: 6:00 p.m.

Venue: MICROSOFT TEAMS LIVE EVENT

A copy of the Agenda with attachments is available on the School District website at:

<https://sd83.bc.ca/board-meetings/> Board Meeting Agendas.

Alternatively, copies are available on request from the Executive Assistant to the Secretary-Treasurer.

Item	Description	
1.	CALL TO ORDER	
2.	WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY We open the meeting with the acknowledgement that the Board holds its meeting on the traditional territory of the Secwepemc people.	
3.	ADOPTION OF AGENDA – CHANGES / ADDITIONS <u>Recommendation</u> <i>That the Board of Education adopt the January 19, 2021 Regular Board Meeting Agenda as presented.</i>	
4.	ADOPTION OF BOARD MEETING MINUTES A. Regular Board Meeting Minutes – December 15, 2020	Pg.5
	<u>Recommendation</u> <i>That the Board of Education adopt the Regular Board Meeting Minutes of December 15, 2020 as presented.</i>	
5.	ADOPTION OF IN-CAMERA MEETING SUMMARY A. Summary of In-camera Meeting – December 15, 2020	Pg.15
	<u>Recommendation</u> <i>That the Board of Education adopt the Summary of the In-camera Meeting of December 15, 2020 as presented.</i>	

6. BUSINESS ARISING

- 6:10pm A. Draft #2 Transportation Committee – Terms of Reference

Pg.17

Trustee: Quentin Bruns/Secretary-Treasurer: Alanna Cameron

Recommendation

That the Board of Education adopt Draft #2 of the Transportation Committee – Terms of Reference as presented.

- 6:20pm B. DPAC Request

Board Chairperson: Amanda Krebs

7. DELEGATIONS

- 6:25pm A. NOSTA – Long Range Facility Plan

NOSTA President: Graham Gomme

8. SUPERINTENDENT’S REPORT

- 6:35pm Superintendent/CEO: Peter Jory

9. EDUCATIONAL COMPONENT

- 6:50pm A. District Athletics Update

Assistant Superintendent (Human Resources): Ryan Brennan

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10. NEW BUSINESS

A.

11. COMMITTEE REPORTS

- 7:00pm A. Education Directions

Committee Chair: Trustee Marianne VanBuskirk

- 7:05pm B. Finance & Facilities/Audit

Committee Chair: Trustee Amanda Krebs

- 7:10pm C. Labour Relations

Committee Chair: Trustee Quentin Bruns

- 7:15pm D. Partner Group Liaison

Committee Chair: Trustee Marty Gibbons

- 7:20pm E. Policy Committee

Committee Chair: Trustee Tennile Lachmuth

- i. **First Reading – Policy 260 – Distribution of Information or Materials**

Pg.21

Recommendation:

That the Board of Education approve the first reading of Policy 160 – Distribution of Information and Materials (formerly Policy 3080) as presented.

ii. **Second Reading – Policy 160 – Policy Development**

Pg.25

Recommendation:

That the Board of Education approve the second and final reading of Policy 160 – Policy Development as presented.

iii. **Second Reading – Policy 250 – Freedom of Information and Protection of Privacy**

Pg.31

Recommendation:

That the Board of Education approve the second and final reading of Policy 250 – Freedom of Information and Protection of Privacy (formerly Policy 3070) as presented.

iv. **Second Reading – Policy 270 – Corporate Advertising and Sponsorship**

Pg.41

Recommendation:

That the Board of Education approve the second and final reading of Policy 270 – Corporate Advertising and Sponsorship as presented.

7:40pm F. Committee of the Whole
Committee Chair: Amanda Krebs

12. BCSTA UPDATE

7:45pm Board Chair: Amanda Krebs

13. BCPSEA UPDATE

7:50pm Trustee: Quentin Bruns

14. FNEC UPDATE

7:55pm Trustee: Marianne VanBuskirk

15. BOARD CORRESPONDENCE

A. None

16. TRUSTEE REPORTS

8:00pm

17. QUESTION PERIOD

8:10pm *The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations.*

Question Period is not a platform for presentations or personal statements.

18. UPCOMING DATES / EVENTS

Regular Board Meeting – February 16, 2021

Committee of the Whole Meeting – February 24, 2021

BCPSEA AGM – January 28, 2021 Online

BCSTA Provincial Council Meeting – February 20, 2021 Online

19. ADJOURNMENT

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**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Minutes of the Regular Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held at the District Education Support Centre, on Tuesday, December 15, 2020. The meeting was live streamed and recorded via Microsoft Teams Live Event.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
M. Gibbons	Trustee	R. Brennan	Assistant Superintendent (HR)
M. VanBuskirk	Trustee	C. Leidloff	Director of Instruction – Inclusive Education
Q. Bruns	Trustee		

1. CALL TO ORDER

Board Chairperson Krebs acknowledged that a quorum was present and called the meeting to order at 6.02 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Chairperson Krebs opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA - ADDITIONS / CHANGES

“That the Board of Education adopt the December 15, 2020 Regular Board Meeting Agenda as amended with the following additions:”

**115/2020
CARRIED**

- Item 15A - Board Correspondence - DPAC Request.
- Item 6C - Business Arising - Update on remote learning.

4. ADOPTION OF BOARD MEETING MINUTES

A. Regular Board Meeting Minutes - November 18, 2020

**116/2020
CARRIED**

“That the Board of Education adopt the Regular Board Meeting Minutes of November 18, 2020 as presented”.

B. Special Board Meeting Minutes – November 12, 2020

**117/2020
CARRIED**

“That the Board of Education adopt the Special Board Meeting Minutes of November 12, 2020 as presented”.

5. ADOPTION OF IN-CAMERA MEETING SUMMARY

A. Summary of In-camera Meeting – November 18, 2020

**118/2020
CARRIED**

“That the Board of Education adopt the Summary of the In-Camera Board Meeting of November 18, 2020 as presented”.

6. BUSINESS ARISING**A. Transportation Committee – Terms of Reference**

Trustee: Quentin Bruns

Secretary-Treasurer: Alanna Cameron

Secretary-Treasurer Cameron presented a Draft Terms of Reference for a Transportation Committee, for the consideration of the Board. Secretary-Treasurer Cameron would propose an advisory committee, which would meet on an ad hoc basis as and when required. The mandate of the committee would be to advise the board on all matters related to student transportation.

Some discussion ensued around the membership of the committee, and the number of meetings required. Further discussion around the language to use regarding partner group representation, using “may consist” rather than “shall consist” to provide an option for groups.

“That the Board of Education accept the Terms of Reference, with grammatical changes as noted, and the addition of the wording “membership may consist of DPAC, CUPE and NOSTA”.

Further discussion followed regarding the membership and the relationship of the committee with the Board of Education. It was noted and discussed that greater membership numbers can slow down the process of getting work done. Secretary-Treasurer Cameron did make note that the Draft Terms of Reference makes note that “other staff, guests and subject matter experts will be invited to contribute and/or participate in discussions from time to time, as required.” Trustees agreed to request that Secretary-Treasurer Cameron revise the draft, after looking at what other districts are doing, and bring back to the January regular board meeting with a revision and more information.

Trustee Gibbons withdrew the motion on the table.

B. Draft 2021-2022 Preliminary Budget Development Timeline/Process

Secretary-Treasurer: Alanna Cameron

Secretary-Treasurer Cameron presented two Versions of the Draft 2021-2022 Preliminary Budget Development Timeline/Process, noting that Version 1 was initially discussed at the November regular board meeting, and having received feedback from stakeholder groups, she created Version 2 to accommodate the requests of those groups. Secretary-Treasurer Cameron reviewed the changes between the documents. Trustees discussed the two versions, and the merits of each.

**119/2020
CARRIED**

“That the Board of Education adopt Version # 2 of the 2021-2022 Annual Budget Development Timeline and Process, as presented”.

C. Remote Learning

Trustee: Quentin Bruns

Trustee Bruns wished to follow up from the November board meeting, and request information gathering in relation to remote learning and sharing lessons between schools.

Superintendent/CEO Jory advised that he has had a number of conversations over the past few weeks, with colleagues from two other districts, both of whom had initiated and begun work, but did not result in pursuing actual transmission and learning in this way. Superintendent Jory also contacted a Principal in Kamloops School District No.73, who had been involved in remote learning for about seventeen years, and is a big proponent of remote learning by this method. In Kamloops, typically larger schools produced the content and transmitted to the more rural schools, which benefits the smaller schools, but larger schools were doing the work. They have revised their model, so that now the smaller rural schools share lessons amongst themselves, leaving the larger schools to carry on their own business. The smaller rural schools collaborate on courses, lesson content, timing of delivery and other logistics. These schools find the learning to be more robust than regular online learning. With renewed confidence in technology, and the accessibility and familiarity with technology gained over the past year, there is an interest from School District No. 83 principals. Staff acknowledged that previous attempts were unsuccessful, perhaps due to technology limitations, but are open to looking at this if this provides a solution for students. Superintendent Jory is continuing conversations with staff. Trustees acknowledged and appreciated the work done by Superintendent Jory and encouraged him to continue these conversations, and perhaps invite a principal from a smaller Kamloops district school to present to staff. Superintendent Jory would like to request an invite for a team of SD83 educators to attend one of Kamloops' smaller schools, to see the work on the ground and get a feel for how it works from the educator's perspective.

7. **DELEGATIONS**

None

8. **SUPERINTENDENT'S REPORT**

Superintendent Jory highlighted some goings on in the district:

- 19 more brain bikes have been purchased, with the generous help of Shuswap Rotary – since 2015 over 100 bikes have been put in place in our schools.
- Bastion Elementary entered two pieces into the Canadian Music Class Challenge. Ms. S. MacLachlan's class entry was shortlisted as a national finalist. Those interested can watch the video by following the link on the Bastion school website, or on the SD83 website.
- Winter school concerts have taken on various forms. Some schools have deferred their concert to the spring, when they can perform outside, some have continued on in their cohorts, and some have been shared online. Trustees were provided with a schedule of events.
- Radon testing has been conducted around the district over the last 18 months. This is not a requirement, but was performed voluntarily. Two rounds of tests have been carried out, with one site returning a result, at Hillcrest Elementary in a storage closet – likely due to lack of air movement. Remediation work is required to be carried out over the next two years. Staff and families are being apprised of the situation.
- To update the board on attendance – staff attendance is considerably better than this time last year, and slightly better than this time two years ago. There are a reduced number of Professional Development opportunities, and the district is currently seeing about 25 replacement teachers per day, about 50% of last year's numbers. CUPE replacement is down approximately 10% over usual. Student absenteeism is lower than last year also. It is worth noting, that whenever there is mention of increased possibility of COVID-19 in the area, families may keep their students home – this is common around the province. However, as is the case with the rest of the province, attendance numbers are holding steady.

- Some students moved to online learning – whenever there is increased count of COVID-19 cases in the province, there is a movement to online learning. Currently there are 850 students participating in online learning, 163 from outside of SD83, and 545 from within the district – this does not represent FTE. On an educational front, it is known that not all students thrive in an online environment, so staff continue to work hard to make schools as safe as possible, to migrate students back to the classroom – which is also happening.
- With the new Provincial Health Order, masks are being worn in all business areas, and common areas of schools. Some work has been done to increase protocols, and a new daily health check is in place for all staff and visitor to sites.
- In the past few weeks, Superintendent Jory has visited 18 schools – feeling some positivity in the district. He has spoken with principals, teachers and CEAs – generally people are in positive spirits, and there is a sense of camaraderie.
- With the two-week break approaching, everyone is looking forward to an opportunity to recharge.
- Information from the Ministry of Education on graduation data is still embargoed – it is hoped to be able to report on this data at the January board meeting.
- Superintendent Jory would recommend scheduling a Committee of the Whole meeting in January, to provide updates on graduation data and the Enhanced Student Learning website.
- Superintendent Jory reached out to partner groups to invite members to join an Environmental Committee – thus far only two groups have responded. It is hoped to start meeting in January 2021.

9. **EDUCATIONAL COMPONENT**

A. Education Insights

District Principal Early Learning: Jennifer Findlay

District Principal Jennifer Findlay presented on the Education Plan Insight assessment product. She advised that when discussing at the Trustee Education session last year, SD83 were in the early days of implementing the plan. Staff are now back on track to enter data, analyse and assist students, staff and the district in moving forward. District Principal Findlay recapped the purpose and benefits of Ed.Plan Insight, and reviewed the slides – showing the assessment timeline, the assessments used, how staff can look at the data in different ways, – which provides various ways to look at data, student performance and growth, also providing enhanced performance monitoring and formative assessment, student and class focus on learning objectives, improved student outcomes.

Trustees asked questions around the information presented and expressed an interest in having another Trustee Education Session on this topic. District Principal Findlay noted that as we are in the early stages of using the product, staff are learning to enter data. District Principal Val Edgell is working on staff training, which will enhance use of the product when all staff are trained and comfortable entering and analysing the data.

B. Mental Health Update

Director of Instruction Inclusive Education: Carol-Ann Leidloff

Director of Instruction Leidloff presented an overview of mental health supports available for students and staff in district. She noted that COVID has had an impact on both groups, and staff are seeing an increased need throughout the district. The presentation highlighted the programs available, within the district and provincially, at both elementary and secondary school

levels for students, as well as those supports available to district staff who either don't have a district benefit plan, or have exhausted their allowances from their benefit plan.

Trustees appreciated the information provided and asked if there was anything in particular that staff would ask of the board/district to support further. Director Leidloff commented that there is a shortage of skilled qualified mental health clinicians in our area, which is not unique to our community – that would be an area of further need.

10. NEW BUSINESS

A. Appoint Budget and FNEC Committee Chairs

Chairperson Krebs noted that the Item 10A should read "Appoint Budget Committee Chair and FNEC Committee member". There was a request for volunteers for these positions.

Trustee Gibbons volunteered to be the Budget Committee Chair, with Trustee Bruns as the alternate.

Trustee VanBuskirk volunteers to be the FNEC Committee member, with Vice-Chairperson Lachmuth as the alternate.

11. COMMITTEE REPORTS

A. Education Directions

Committee Chair: Trustee Marianne VanBuskirk

Trustee VanBuskirk advised that the committee met last week, which was chaired by Superintendent Jory on behalf of Trustee VanBuskirk. Trustee VanBuskirk wished to thank those that presented at the meeting: District Principal Jennifer Findlay, Healthy Schools and Self-Regulation Co-Ordinator Laura Paiement, and Registered Dietician, Certified Diabetes Educator, and Community Animator for the Thompson-Shuswap Region of Farm to School BC Serena Caner.

Superintendent Jory advised that Ms. Caner and Ms. Paiement presented on food security. A survey was distributed to schools regarding food security, and results indicate that elementary schools are making solid progress eliminating junk food and promoting health foods. Secondary schools have some work to do – many older students enjoy the less healthy options. Secondary principals have been charged with moving this forward.

Principal Findlay presented on the early dismissal on November 19 for most schools, with Falkland following on November 26. There was discussion in the presentation about the conference scheduling and format - mostly done in Teams. Some staff made phone calls, a very small number met in person at the request of staff or families.

There was also discussion around bussing coordination. The committee discussed the relationship between the Education Directions Board Committee and the 83Learns Committee. 83Learns Committee is about educational change in the district – the committee is also a contractual requirement with NOSTA, and bears fruit in a number of ways. Education Directions board committee is about the educational issues that are potentially interesting to the board. 83Learns will generate items to be forwarded to the Education Directions Committee. Not all items move forward, depending on content and interest to the board.

B. Finance & Facilities / Audit

Committee Chair: Trustee Amanda Krebs

Board Chairperson Krebs reviewed the content of the December Finance and Facilities/Audit Committee.

i. SOFI Report – Schedule of Remuneration and Expenses – Supplemental Information

Secretary-Treasurer: Alanna Cameron

Chair Krebs commented that some supplemental information was requested at the October Finance & Facilities/Audit committee meeting to support the SOFI report.

Secretary-Treasurer Cameron explained the background to the briefing note – that the Board of Education has a fiduciary responsibility to oversee and approve the school district finances. To do so, Boards should have the appropriate background knowledge, and analytical skills to interpret the data. It is in part the responsibility of the Secretary-Treasurer to ensure that the Board has the means to do this. Though the motion was approved, and the SOFI report accepted at the November board meeting, it was felt that there was some lack of clarity, in particular around employee expenses. The intent is to ensure that Trustees clearly understand what the SOFI report is, and that current internal controls are in place to ensure compliance with what is being approved. The supplemental information is presented for information only, and to reassure Trustees and the public that appropriate checks and balances are in place, and that inappropriate or unethical use of public funds does not take place.

Trustee Gibbons thanked Secretary-Treasurer Cameron for the information. He commented that he also raised similar questions last year but didn't have this information previously. Trustee Gibbons expressed his concern for transparency – and a lack of breakdown within each category of expense, with a further explanation on why this detailed information is not publicly exposed. Chairperson Krebs requested clarity on what would be required, to which Trustee Gibbons responded that he would like to see detail. Superintendent Jory advised access to full financial records is available to Trustees. Trustee VanBuskirk acknowledged the information provided as being sufficient. Trustee Lachmuth appreciated the extra information and asked if the Board wished to consider having a policy or direction to staff to bring this information forward each year with the SOFI report, or to be included in the audit process. She acknowledged that there has been a policy initiation request around this information. Trustee Bruns expressed satisfaction with the information as presented, and to see that spending has decreased and would be reluctant to delve deeper to details that wouldn't be meaningful. He feels that it is clear that spending is not out of line. Chair Krebs also feels happy with the level of information received. She feels that sufficient levels of checks are in place and that this supplemental information would be useful to a new board. Chair Krebs acknowledged that it would be helpful to have a policy in place around this information. Trustee Gibbons expressed disagreement regarding the need for further details and raised questions about the "Whistleblower Policy" and the order of reporting – in the event that an issue is with one of those staff members who are receiving the report. Trustee Gibbons requested information on what is happening to reduce the spending over the past few years.

Superintendent Jory spoke to this, expressing that if a complaint were about himself, for example, people could reach out to the Board of Education, and specifically to the Board

Chair. The Whistleblower Policy was created from a recommendation in the Watson report, and is open to some adjustment. With regard to the policies and regulations around spending and purchasing cards, as mentioned, these have all been added in the past four years, some developed by previous Secretary-Treasurer Bittante, and some by current Secretary-Treasurer Cameron. The expenses are in stark contrast with several years ago, and have decreased due to modelling by senior staff, and messaging. Chair Krebs made a suggestion that during the summer Trustee working session, the Board could discuss and decide on how much detail the board requires regarding this information, asking for agreement to leave the subject where it is until the next Summer Working Session. Trustee Gibbons advised that the Policy Initiation Request has been submitted, and feels that Policy Committee will report to the Board at sometime in the future.

ii. Personal Information Directory (PID)

Secretary-Treasurer: Alanna Cameron

Secretary-Treasurer Cameron advised that she is able to provide the board and the public with confirmation that the SD83 completed Personal Information Directory is now available on the SD83 website, in compliance with with the Freedom of Information and Protection of Privacy Act (FOIPPA). As a public body, the district is obligated to provide this information – information includes what information is held, where, why and the authority it is collected under. The document is very substantial, has been two years in progress, is public information and will continually be reviewed and updated as required. For example, new updates are ‘contact tracing’ – a binder is in place at each district location, as well as an update when a decision is made on how long to archive recorded meetings. Trustee Lachmuth thanked those who had worked on this document, and for keeping the district in compliance.

C. Labour Relations

Committee Chair: Trustee Quentin Bruns

Trustee Bruns advised that the committee reviewed the Human Resources guidelines, and updated as appropriate, as well as discussed some audit issues that were reviewed at the In-Camera Board Meeting, earlier today.

D. Partner Group Liaison

Committee Chair: Trustee Marty Gibbons

Trustee Gibbons advised the November 19 Partner Group Liaison meeting was well attended. Some topics for discussion were current plans around COVID, and the frustration with lack of clarity in Provincial Health Orders. There was a good discussion around budget, DPAC talked about the Diverse Learners Committee and the work they are doing. The next Partner Group Liaison meeting will be held in January 2021.

E. Policy Committee

Committee Chair: Tennile Lachmuth

Vice-Chairperson Lachmuth advised the Policy Committee met virtually in December, and reconvene the first week of January. They are currently working on several policies: Livestreaming and Electronic meetings, which has been amended and is ready for the next Committee of the Whole; Policy Development, which is almost ready to return to the board for a final reading; some further work on a naloxone policy – the committee are waiting on further

information from Interior Health Authority and the district Health & Safety committee; there was some discussion on a communications plan, the public brochure for inquiries and concerns, and some preliminary work on student conduct and student suspension.

Trustee Gibbons made inquiries as to the status of the Livestreaming and Electronic meetings policy and expressed a hope to have something in front of the board soon. Vice-Chair Lachmuth responded that the policy is ready to be discussed by the Board at a Committee of the Whole meeting as well some further legal advice is being forwarded to the board for consideration.

F. Committee of the Whole

Chairperson: Amanda Krebs

Chair Krebs acknowledged that there had not been a Committee of the Whole meeting since our last regular board meeting, however we now have three items for discussion, so can schedule a meeting for January 2021. Subjects for discussion will be the Livestreaming and Electronic meetings, Graduation Data and Enhanced Student Learning.

12. BCSTA UPDATE

BCSTA Provincial Council representative: Tennile Lachmuth

Trustee VanBuskirk assembled and presented a comprehensive report on the recent Trustee Academy, noting that this Academy was valuable, and feels there should be some detail for the public to see what information was shared at the Academy. Trustee VanBuskirk advised that the Academy information is available on the BCSTA Hub, but the public are not able to access that. The Academy was delivered online, which went smoothly without any technical issues. This is a model that saves on travel and expenses. Trustee Gibbons concurred that the session was valuable, and feels that when the meetings go back in person, is it prudent to send some Trustees in person, and the others participate virtually. Chair Krebs also found the online model worked well, with valuable takeaways. She asked if it would be worth advocating to different groups to continue with online options for the future, and could write to BCSTA expressing appreciation for the online format and advocating for that model to continue.

13. BCPSEA UPDATE

BCPSEA Representative: Quentin Bruns

No update.

14. FNEC UPDATE

Trustee Marty Gibbons

Trustees were unable to attend the FNEC meeting. Chair Krebs asked Superintendent Jory if he was able to update. He received a summary from District Principal Indigenous Education Anne Tenning, and would share any pertinent information with Trustees by email.

15. BOARD CORRESPONDENCE**A. DPAC request.**

Chair Krebs advised that a communication was received from DPAC requesting a formal placement on the monthly agenda, of the regular board meeting, commencing January 2021. Chair Krebs invited discussion from Trustees.

Trustees discussed the request, generally resulting in a requirement for more information from DPAC, as there is a delegation process in place, as well Partner Group Liaison, and Parent Advisory Council meetings, and District Parent Advisory Council meetings, which Trustees regularly attend. Some further discussion around the delegation request process, and that it is in place for all groups – including CUPE, NOSTA and any other group wishing to make a presentation. It was acknowledged that DPAC do an excellent job of communicating out to the community, via their meetings and their website. It was also noted that to allow a regular placement on the agenda would require amending the Boards Procedural Bylaws, which would require discussion, and two readings to make any amendments. Chair Krebs advised, with agreement, that a conversation between herself and DPAC Chairperson Corryn Grayston would be a good place to start, and she will make that contact later in the month. Further discussion ensued around Trustee attendance at DPAC meetings, and whether a rotation of Trustees would be advisable. Chair Krebs commented that she would discuss this with DPAC Chair, and also ask if they would prefer this or keep an open invitation.

16. TRUSTEE REPORTS

Trustees provided updates.

Chairperson Krebs advised that there would be a Board Chairs call this coming Thursday December 17. If Trustees have any questions to be asked at the meeting to let her know. Chair Krebs will provide a summary of the call soon after.

17. QUESTION PERIOD

The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations.

Question Period is not a platform for presentations or personal statements.

A comment was received providing clarification that the letter delivered to the board about the Draft Preliminary Budget Development Timeline/Process was sent on behalf of NOSTA, CUPE and DPAC. were received and answered around clarity to clarify the letter received from NOSTA, was on behalf of DPAC, CUPE and NOSTA. NOSTA also commented that they would have no issue with DPAC having a regular place on the month agenda of the Regular Board Meeting.

A question was received regarding families administering quizzes at home. A response was provided, but felt that perhaps more information would be required to provide a more comprehensive response.

19. UPCOMING DATES / EVENTS

Regular Board Meeting – January 19, 2021 – 6:00 pm

20. ADJOURNMENT

The meeting was adjourned at 8:33 p.m.

Certified Correct:

Amanda Krebs
Board Chairperson

Alanna Cameron
Secretary-Treasurer

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Summary of an In-Camera Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap) on Tuesday, December 15, 2020 via Microsoft Teams.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent/CEO
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
M. Gibbons	Trustee	R. Brennan	Assistant Superintendent (HR)
M. VanBuskirk	Trustee		
Q. Bruns	Trustee		

1. CALL TO ORDER

Board Vice-Chairperson Lachmuth acknowledged that a quorum was present and called the meeting to order at 3:31 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Vice-Chairperson Lachmuth opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA – CHANGES / ADDITIONS

The Board of Education adopted the Agenda of the In-camera Board Meeting of December 15, 2020, as presented.

4. ADOPTION OF BOARD MEETING MINUTES

The Board of Education adopted the Minutes of the In-camera Board Meeting of November 18, 2020 as presented.

5. BUSINESS ARISING

The Board of Education discussed two matters.

6. LAND/LABOUR/LAW

The Board discussed three personnel matters.

6. LABOUR RELATIONS – COMMITTEE REPORT

The Board discussed two matters.

8. OTHER

The Board discussed one matter.

9. UPCOMING DATES / EVENTS

In-Camera Board Meeting – Tuesday, January 19, 2020 – 3:30 p.m. at the DESC
Regular Board Meeting – Tuesday, January 19, 2020 – 6:00 p.m. at the DESC

10. ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

Certified Correct:

Amanda Krebs
Board Chairperson

Alanna Cameron
Secretary-Treasurer



TERMS OF REFERENCE

COMMITTEE NAME: TRANSPORTATION

TYPE: Advisory

MANDATE: To advise the Board on all matters related to student transportation

RESPONSIBILITY:

1. To review all board policies, regulations and guidelines related to student transportation and provide representative advice to the Board
2. To review transportation administrative procedures, including annual route development
3. To hear public or parent requests/complaints and consider all feedback, and seek to resolve disputes prior to an appeal being brought forward to the Board as a whole
4. To review and define best practices related to school field trip travel
5. To consider and provide advice related to the development of an Active Student Travel Plan
6. To assist in the effective and transparent communication regarding all transportation issues and decisions
7. To review the terms of reference for the Transportation Committee annually and make recommendations to the Board as required

MEMBERSHIP: The Transportation Committee shall consist of membership as follows:

- Trustee Representative - Chairperson
- Manager of Transportation
- NOSPVA Representatives (up to 4)
- Director of Operations
- Secretary Treasurer

Representatives from the following partner groups may be invited as and when agenda subject matter warrants, at the discretion of the Chairperson:

- CUPE Local 523 Representative(s)
- DPAC/PAC Representative(s)
- FNEC Representative(s)
- NOSTA Representative(s)

Other staff, guests and subject matter experts may be invited to contribute and/or participate in discussions from time to time, as required.

The committee's Trustee Representative – Chairperson and Alternate Chairperson will be appointed annually each June by the Board Chair.

MEETINGS:

To meet as required between September and June, at the call of the Chairperson.

ATTENDANCE:

The Trustee Representative – Chair's attendance will be recorded in the *Register of Trustee Attendance* as per *Regulation 2060.01R – Trustee Attendance*.

TIME FRAME:

On-going

ACCOUNTABILITY:

The Committee shall report a summary of topics discussed, along with findings and/or recommendations to the Finance & Faculties/Audit Committee.



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO:	Board of Education	DATE: 15 January 2021
FROM:	Ryan Brennan, Assistant Superintendent, Human Resources	
RE:	District Athletics Update	

Purpose

The purpose of this briefing note is to provide the Board of Trustees with an update as it pertains to the school athletic programs across the District.

Background

School District No. 83 has a rich history of both individual and team successes at the local and provincial levels. Our grade 8-12 school athletic teams participate and compete under the banner of BC School Sports. BC School Sports is a self-governing organization which approves the operating and competitive policies for school sports in the province. Regionally our teams compete in the Okanagan Valley School Athletic Association, which is divided into four zones. SD83 schools compete in the North Zone consisting of schools from SD83, SD22, SD19 and two independent schools. Our middle and secondary teams and athletes compete in tournaments in our region and at times outside our region, and of course compete in zone and regional competitions for the chance to participate in provincial events. Our elementary schools compete in leagues and competitions within our District.

In a typical school year, SD83 students compete in the following sports across the District:

- Fall Sports – Volleyball, Football, Cross Country Running, Soccer, Rugby, Aquatics
- Winter Sports – Basketball, Wrestling, Ski/Snowboard, Curling, Gymnastics
- Spring Sports – Ultimate, Rugby, Track & Field, Golf, Mountain Biking, Tennis

Similar to so many aspects of school life, school athletic programs have been heavily impacted by the COVID-19 pandemic and the subsequent PHO orders, BC School Sports directions, and District and school safety plans. All schools in the District were surveyed to collect data as to what school athletics looked like this Fall and what the plan is for Winter sports at this time.

In our Middle and Secondary schools, athletic opportunities offered this fall varied. Ministry and BC School Sports guidelines mandated that teams that did practice keep to cohort-based training which impacted the traditional idea of school-wide teams, particularly in our larger schools where there are many cohorts. No intra-school competition took place, with the exception of some virtual competitions in sports such as cross country running. Teams that did organize and practice focused primarily on individual skill development. Many sports and teams were not able to organize and practice due to the competitive and contact nature of the sport or due to a lack of interest amongst students to practice

without the possibility of competition. The plan for Winter sports remains the same as the fall for now with the PHO orders being extended to February 5.

In our Elementary schools, District volleyball and basketball leagues for students in grades 5-7 have been suspended. Elementary and Middle school staffs have found creative ways to get students involved in early-morning and lunch hour cohort “clubs”.

One of the challenges that has been raised locally and provincially is that return to play guidelines were vastly different for community activities (governed by ViaSport and provincial sport organizations) and school-based activities this Fall. Community-based activities and teams were not bound by the same cohort model and many community teams were able to compete against other teams from other communities. This proved challenging in our communities as student-athletes would leave the cohort model in school PE classes and on sport teams during the school day and then participate under different rules and expectations in the evenings and on weekends. With the PHO order from early December, the community and school sport guidelines have become more aligned and will remain so until at least February 5.

On a positive note, some schools have indicated that they have been able to divert budget dollars normally used for extra-curricular athletics towards purchasing additional outdoor athletic equipment.

Feedback from schools are that the additional administrative load on athletic directors, coaches and sponsors of athletic teams related to cohort training and safety guidelines has been tremendous. On behalf of the Senior Leadership Team, I wish to offer my sincere appreciation and gratitude to all of the staff and volunteers who have been working tirelessly encouraging, motivating and coaching our student-athletes during this difficult time.

Recommendation

No action; for information only.

Respectfully submitted,

Ryan Brennan
Assistant Superintendent



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO:	Board of Education	DATE: 19 January 2021
FROM:	Peter Jory, Superintendent of Schools/CEO	
RE:	Policy 260 – Distribution of Information or Materials	

Background

Policy 260 – Distribution of Information or Materials (formerly Policy 3080) has been revised as part of the Policy Manual renovation.

Revisions to the policy are minor wordsmithing edits and formatting only. It is being presented to the Board for first reading at this time.

Recommendation

That the Board of Education approve the first reading of Policy 260 – Distribution of Information or Materials (formerly Policy 3080) as presented.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

260 DISTRIBUTION OF INFORMATION OR MATERIALS

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that all outside information or materials distributed within or throughout School District No. 83 should support the district's educational goals and be in the best interest of its students.

The Board recognizes and values its community partners and understands from time to time it may be asked to distribute information or materials that align with the district's goals and vision. In accordance with the corresponding regulation, the Superintendent or designate may authorize the distribution of information or materials from not-for-profit groups.

The Superintendent, or designate, authorizes the distribution of information or materials in accordance with district policy and may grant approval for distribution if the following guidelines are met.

Guidelines

1. Information or materials are from community, charitable, or not-for-profit organizations that provide educational or community services or resources;
2. Information or materials are secular and non-political in nature; and
3. Information or materials support the best interests of students and align with the district's educational goals and vision.

School District No. 83 will not bear any responsibility nor expense for collating, delivering, or disseminating information or materials approved for distribution.

260 DISTRIBUTION OF INFORMATION OR MATERIALS

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that all outside information or materials distributed within or throughout School District No. 83 should support the district's educational goals and be in the best interest of its students.

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Guidelines

1. Information or materials are from community, charitable, or not-for-profit organizations that provide educational or community services or resources;
2. Information or materials are secular and non-political in nature; and
3. Information or materials support the best interests of students and align with the district's educational goals and vision.

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**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: The Board of Education **DATE:** January 19, 2021

FROM: Superintendent of Schools/CEO, Peter Jory

RE: Policy 160 – Policy Development

Background

Policy 160 – Policy Development has been revised by the Policy Committee as part of a policy review process. First reading was approved by the Board on September 22, 2020.

It is being presented for second and final reading at this time.

Recommendation

That the Board of Education approve the second and final reading of Policy 160 – Policy Development as presented.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 160 POLICY DEVELOPMENT

The Board of Education, as one of its key responsibilities, will establish and review policies.

Board Policies will consist of a belief statement identifying the values and core beliefs of the Board along with guiding principles that provide direction to trustees, employees, students, and the public.

The Board believes that it's best practice to engage the expertise of a Policy Committee. The invited members of the Policy Committee will consist of two trustee representatives, two North Okanagan-Shuswap Teachers Association (NOSTA) representatives, two Canadian Union of Public Employees (CUPE) representatives, two North Okanagan-Shuswap Principals & Vice-Principals' Association (NOSPVA) representatives, two District Parent Advisory Council (DPAC) representatives, two student body representatives, two First Nation Education Council (FNEC) representatives, the Superintendent, and one district staff person for recording minutes. The Chairperson will be the trustee so designated by the Board.

Board Policies will be developed within the following framework.

The Role of the Board:

1. The Board will receive requests for creation of new policy and for revision of existing policy.
2. The Board will receive requests from members of the public, a stakeholder group, or district staff through a Policy Initiation Form via <https://sd83.bc.ca/wp-content/uploads/2019/02/Policy-Initiation-Form-Fillable.pdf>
3. The Board will forward all requests to the Policy Committee for consideration and for potential creation of draft policies (new or revised) for the Board's review.
4. The Board will receive all draft policies from the Policy Committee and will give First Reading and Second (and Final) Reading to all draft policies before they come into effect. Each Reading will typically occur at a different meeting of the Board.
 - a. **First Reading** - the Board will circulate the draft policies that have been given First Reading for feedback for a period of 30 days, as follows:
 - To the stakeholder groups via email. The link to the policy feedback form will be included in the email.
 - To the general public via the district website. All policies that are under development or under revision are listed on the district webpage via <https://sd83.bc.ca/board-policies/>
 - The Board may choose to return draft policies to the Policy Committee for further revision without giving First Reading.
 - b. **Second (and Final) Reading** - the Board will give Second (and Final) Reading to all draft policies before they come into effect.
 - The Board may choose to return draft policies to the Policy Committee for further revision without giving Second (and Final) Reading.
5. The Board will provide direction to staff to publish all policies that have been given Second (and Final) Reading.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85 (2)(a)]

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: xxxxx

THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)
Policy Manual

6. The Board will provide direction to staff regarding the development of any related administrative guidelines and procedures.
7. The Board will occasionally accept from staff minor revisions to policies - where the intent of the original policy remains unchanged – that may be accepted by the Board as “friendly amendments.”
8. The Board delegates to the Superintendent the responsibility for auditing all new and revised Policy statements, which shall be submitted to the Board for approval.

The Role of the Policy Committee:

1. The Policy Committee will receive requests for creation of new policy and for revision of existing policy from the Board.
2. The Policy Committee will review all requests, and will either:
 - a. Create a new policy/revise an existing policy and submit a draft to the Board, for consideration of First Reading.
 - b. Make a recommendation for no further action/revision to the Board, for consideration.
 - c. The Policy Committee may receive requests for revisions to draft policies from the Board prior to either First Reading or Second (and Final) Reading being given by the Board.
3. The Policy Committee may, at its discretion, invite representation from other interested parties or groups when policies are being discussed that directly affect those parties or groups.
4. The Policy Committee will occasionally forward minor revisions to policies - where the intent of the original policy remains unchanged – to the Board for consideration as “friendly amendments.”
5. Current members of the Policy Committee can submit requests for new policy or for revision of existing policy via email through the Committee Chairperson.

POLICY 160 POLICY DEVELOPMENT

The Board of Education, as one of its key responsibilities, will establish and review policies.

Board Policies will consist of a belief statement identifying the values and core beliefs of the Board along with guiding principles that provide direction to trustees, employees, students, and the public.

The Board believes that it's best practice to engage the expertise of a Policy Committee. The invited members of the Policy Committee will consist of two trustee representatives, two North Okanagan-Shuswap Teachers Association (NOSTA) representatives, two Canadian Union of Public Employees (CUPE) representatives, two North Okanagan-Shuswap Principals & Vice-Principals' Association (NOSPVA) representatives, two District Parent Advisory Council (DPAC) representatives, two student body representatives, two First Nation Education Council (FNEC) representatives, the Superintendent, and one district staff person for recording minutes. The Chairperson will be the trustee so designated by the Board.

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3. The Board will forward all requests to the Policy Committee for consideration and for potential creation of draft policies (new or revised) for the Board's review.
4. The Board will receive all draft policies from the Policy Committee and will give First Reading and Second (and Final) Reading to all draft policies before they come into effect. Each Reading will typically occur at a different meeting of the Board.
 - a. **First Reading** - the Board will circulate the draft policies that have been given First Reading for feedback for a period of 30 days, ~~when appropriate~~, as follows:
 - To the stakeholder groups via email. The link to the policy feedback form will be included in the email.
 - To the general public via the district website. All policies that are under development or under revision are listed on the district webpage <https://sd83.bc.ca/board-policies/>
 - The Board may choose to return draft policies to the Policy Committee for further revision without giving First Reading.
 - b. **Second (and Final) Reading** - the Board will give Second (and Final) Reading to all draft policies before they come into effect.
 - The Board may choose to return draft policies to the Policy Committee for further revision without giving Second (and Final) Reading.
5. The Board will provide direction to staff to publish all policies that have been given Second (and Final) Reading.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85 (2)(a)]

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: **xxxxx**

THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)
Policy Manual

6. The Board will provide direction to staff regarding the development of any related administrative guidelines and procedures.
7. The Board will occasionally accept from staff minor revisions to policies - where the intent of the original policy remains unchanged – that may be accepted by the Board as “friendly amendments.”
8. The Board delegates to the Superintendent the responsibility for auditing all new and revised Policy statements, which shall be submitted to the Board for approval.

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 - c. The Policy Committee may receive requests for revisions to draft policies from the Board prior to either First Reading or Second (and Final) Reading being given by the Board.
3. The Policy Committee may, at its discretion, invite representation from other interested parties or groups when policies are being discussed that directly affect those parties or groups.
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5. Current members of the Policy Committee can submit requests for new policy or for revision of existing policy via email through the Committee Chairperson.

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**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO:	Board of Education	DATE: 19 January 2021
FROM:	Peter Jory, Superintendent of Schools/CEO	
RE:	Policy 250 – Freedom of Information and Protection of Privacy	

Background

Policy 250 – Freedom of Information and Protection of Privacy (formerly Policy 3070) has been revised as part of the Policy Manual renovation. First reading was approved by the Board on September 17, 2019.

Revisions to the policy are minor wordsmithing edits and formatting only. It is being presented to the Board for second and final reading at this time.

Recommendation

That the Board of Education approve the second and final reading of Policy 250 – Freedom of Information and Protection of Privacy (formerly Policy 3070) as presented.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 250 FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is a public body subject to the provincial BC Freedom of Information and Protection of Privacy Act (FIPPA) and the *School Act*. Both statutes contain provisions that regulate the public's access to information held by the District and govern the District's responsibilities to protect personal information from unauthorized access, use or disclosure. Also, the District must ensure that all personal information held in its custody and control is protected by reasonable security arrangements. Relevant guidelines in FIPPA will be followed when making decisions to retain or dispose of information. *'Under FIPPA, a public body must retain personal information for at least one year after it is used to make any decision'* (FIPPA, *School Act*, Collective agreements, HR Guidelines, other district policies).

Guidelines

1. Personal Information

Under the FIPPA, "personal information" means any information about an identifiable individual. Personal information may include data such as unique identifiers (Personal Education Number (PEN) or SIN), school records, **personal** contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origin, sexual orientation or religious beliefs.

2. Employee Personal Information

Employee personal information is any recorded information about an identifiable employee (see Personal Information above) other than contact information. The release and sharing of contact information **for an employment purpose** is not a privacy violation.

3. Student Personal Information

Student personal information includes Personal Information (defined above) plus any information that identifies a student including the student's name, address, and contact numbers, PEN, assessments, results, and educational records. District employees may disclose student personal information to other District employees where such disclosure is necessary for the performance of the duties of the employee and to other school districts where it is necessary for educational purposes.

Related Legislation: Freedom of Information and Protection of Privacy Act [RSBC 1996 Part 2 and Part 3]
School Act [RSBC 1996, Part 9, Division 1, Section 170]

1

Related Contract Article: Nil
Adopted: December 17, 2013
Amended: **xxxxx**

4. Collection of Personal Information

The District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual unless another method of collection is authorized by the individual or the statute.

When a school or the District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected. The parents/guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs such as:

- newsletter publications;
- website postings;
- video conferencing;
- social media applications;
- honour roll lists;
- team rosters; or
- Yearbooks.

Parents/guardians will complete and submit the form titled Student Registration Form – Freedom of Information and Protection of Privacy upon their child's initial enrollment. Where the parent or guardian provides consent, this will allow the school or the District to publish student personal information, **including photographs**, for purposes such as:

- recognition of achievement;
- promotion of events; or
- commemoration of school events.

The authorization is deemed in effect until the student changes or transitions to another school. Parents/guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the District's operational activities. Posting of personal information such as exam results should not contain student identifiers.

5. Use of Personal Information

Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Should there be a need to access information for a purpose other than why it was collected or if there is uncertainty as to the confidentiality of the information; clarification will be provided from the District Privacy Officer (Secretary-Treasurer) in keeping with the FIPPA.

6. Disclosure of Personal Information

Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under age nineteen, such consent may be provided by the student's parent or guardian.

Disclosure of personal information should not occur in any situation or in any physical location that may compromise confidentiality.

District employees have a right to access District records in its control and custody, providing it's required to complete the duties of their work assignment.

A custodial parent or guardian has the right to access personal information on behalf of their child under the age of nineteen.

The District governs the right of access by an individual to his/her own personal information and by the public to any information or records in its custody or control of the District.

School districts, other government ministries, or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.

7. Securing Personal Information

Information management must be dealt with in a responsible, efficient, ethical, and legal manner. Users of electronic network resources should not disseminate personal information to anyone not covered by a confidentiality agreement, also precautions should be taken to ensure information is protected from unauthorized access, use, and disclosure. All District employees are expected to maintain, secure, and retain appropriate student and personnel

records in a manner that respects the privacy of employees, students and students' families and complies with the regulations specified in FIPPA and the *School Act*.

The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees:

- security (e.g. passwords, encryption) must be in place for personal information, stored, printed, or transferred by computers;
- all electronic mobile devices (even personally owned devices) that access or store District data must be secured by a password log-on and use the highest available encryption options;
- electronic mobile devices that contain or can access District data should be kept on one's person **or never be left unsecured** in public areas (i.e. classrooms, hotel rooms);
- passwords should not be shared nor should anyone logon to a system using an ID that has not been specifically assigned to them; and
- paper files should be safeguarded by implementing reasonable security precautions:
 - locked storage;
 - removal of personal information from work areas; and
 - shredding of documents containing personal information.

Access to any personal information should be based on employment duties requiring such access. Unauthorized access to information about colleagues, friends, or family is not permitted. Any personal information that is no longer required for administrative, financial, or legal purposes will be destroyed in a confidential manner when no longer needed for these purposes. Paper files due for destruction should be securely shredded and destroyed. Computer files should be deleted in their entirety and any data storage devices should be fully erased prior to disposal (i.e. computers, Multi Functional Devices, printers).

8. Reporting of Complaints

Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee personal information, breach of confidentiality protocols or contraventions of this Policy must report such activities to the District Privacy Officer (Secretary-Treasurer) who will determine appropriate action if necessary and report back to the complainant.

POLICY 250 FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is a public body subject to the provincial BC Freedom of Information and Protection of Privacy Act (FIPPA) and the *School Act*. Both statutes contain provisions that regulate the public's access to information held by the District and govern the District's responsibilities to protect personal information from unauthorized access, use or disclosure. Also, the District must ensure that all personal information held in its custody and control is protected by reasonable security arrangements. Relevant guidelines in FIPPA will be followed when making decisions to retain or dispose of information. *'Under FIPPA, a public body must retain personal information for at least one year after it is used to make any decision'* (FIPPA, *School Act*, Collective agreements, HR Guidelines, other district policies).

Guidelines

1. Personal Information

Under the FIPPA, "personal information" means any information about an identifiable individual. Personal information may include data such as unique identifiers (Personal Education Number (PEN) or SIN), school records, **personal** contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origin, sexual orientation or religious beliefs.

2. Employee Personal Information

Employee personal information is any recorded information about an identifiable employee (see Personal Information above) other than contact information. The release and sharing of contact information **for an employment purpose** is not a privacy violation.

3. Student Personal Information

Student personal information includes Personal Information (defined above) plus any information that identifies a student including the student's name, address, and contact numbers, PEN, assessments, results, and educational records. District employees may disclose student personal information to other District employees where such disclosure is necessary for the performance of the duties of the employee and to other school districts where it is necessary for educational purposes.

4. Collection of Personal Information

The District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual ~~the information is about~~ unless another method of collection is authorized by the individual or the statute.

When a school or the District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected. The parents/guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs such as:

- newsletter publications;
- website postings;
- video conferencing;
- social media applications;
- honour roll lists;
- team rosters; or
- ~~yearbooks~~ Yearbooks.

Parents/guardians will complete and submit the form ~~en~~ titled Student Registration Form – Freedom of Information and Protection of Privacy upon their child's initial enrollment. Where the parent or guardian provides consent, this will allow the school or the District to publish student personal information, **including photographs**, for purposes such as:

- recognition of achievement;
- promotion of events; or
- commemoration of school events.

The authorization is deemed in effect until the student changes or transitions to another school. Parents/guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the District's operational activities. Posting of personal information such as exam results should not contain student identifiers.

5. Use of Personal Information

Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Should there be a need to access information for a purpose other than why it was collected or if there is uncertainty as to the confidentiality of the information; clarification will be provided from the District Privacy Officer (Secretary-Treasurer) in keeping with the FIPPA.

6. Disclosure of Personal Information

Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under age nineteen, such consent may be provided by the student's parent or guardian.

Disclosure of personal information should not occur ~~when using a mobile phone~~ in any situation or in any physical location that may compromise confidentiality.

~~Employees of the District~~ employees have a ~~general right of to~~ access to any District records ~~in the its control and custody or under the control of the District, provided that access is providing it's~~ required to complete the duties of their work assignment.

A custodial parent or guardian has the right to access personal information on behalf of their ~~a~~ child under the age of nineteen.

The District governs the right of access by an individual to his/her own personal information and by the public to any information or records in its custody or control of the District.

School districts, other government ministries, or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.

7. Securing Personal Information

Information management must be dealt with in a responsible, efficient, ethical, and legal manner. Users of electronic network resources should not disseminate personal information to anyone not covered by a confidentiality agreement, also precautions should be taken to ensure information is protected from unauthorized access, use, and disclosure. All District employees are expected to maintain, secure, and retain appropriate student and personnel

records in a manner that respects the privacy of employees, students and students' families and complies with the regulations specified in FIPPA and the *School Act*.

The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees:

- security (e.g. passwords, encryption) must be in place for personal information, stored, printed, or transferred by computers;
- all electronic mobile devices (even personally owned devices) that access or store District data must be secured by a password log-on and use the highest available encryption options;
- electronic mobile devices that contain or can access District data should be kept on one's person **or never be left unsecured** in public areas (i.e. classrooms, hotel rooms);
- passwords should not be shared nor should anyone logon to a system using an ID that has not been specifically assigned to them; and
- paper files should be safeguarded by implementing reasonable security precautions:
 - locked storage;
 - removal of personal information from work areas; and
 - shredding of documents containing personal information.

Access to any personal information should be based on employment duties requiring such access. Unauthorized access to information about colleagues, friends, or family is not permitted. Any personal information that is no longer required for administrative, financial, or legal purposes will be destroyed in a confidential manner when no longer needed for these purposes. Paper files due for destruction should be securely shredded and disposed of/destroyed; computer~~Computer~~ files should be deleted in their entirety and ; any data storage devices should be fully erased prior to disposal (i.e. computers, Multi Functional Devices, printers).

8. Reporting of Complaints

Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee personal information, breach of confidentiality protocols or contraventions of this Policy must report such activities to the District Privacy Officer (Secretary-Treasurer) who will determine appropriate action if necessary and report back to the complainant.

Related Legislation: Freedom of Information and Protection of Privacy Act [RSBC 1996 Part 2 and Part 3]
School Act [RSBC 1996, Part 9, Division 1, Section 170]

4

Related Contract Article: Nil
Adopted: December 17, 2013
Amended: xxxxx

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**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO:	Board of Education	DATE: 19 January 2021
FROM:	Peter Jory, Superintendent of Schools/CEO	
RE:	Policy 270 – Corporate Advertising and Sponsorship	

Background

Policy 270 – Corporate Advertising and Sponsorship was presented to the Policy Committee on February 13, 2019 as part of a policy review process. First reading was approved by the Board on September 17, 2019.

Revisions to the policy are minor wordsmithing edits and formatting only. It is being presented to the Board for second and final reading at this time.

Recommendation

That the Board of Education approve the second and final reading of Policy 270 – Corporate Advertising and Sponsorship as presented.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

270 CORPORATE ADVERTISING AND SPONSORSHIP

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that when engaging in business relationships, schools must be mindful of their obligation to the welfare of students and the responsibility to the integrity of the learning environment. All school-business relationships shall be ethical and not result in exploitation of students; as such, each school shall be guided by the following guidelines:

Guidelines

1. Corporate involvement shall not require or obligate students to observe, listen to, or read commercial advertising other than in an incidental manner.
2. Corporate involvement must support the goals and objectives of the schools.
3. Corporate involvement shall not limit the discretion of the schools to select or reject the use of any sponsored materials.
4. Schools and educators shall hold sponsored materials to the same standard used for the selection of curricular materials.
5. All school business relationships shall conform to the same standard of legal, ethical, and business criteria as required by the school district.
6. Sponsor recognition and corporate logos shall be for identification rather than commercial purposes and shall not supersede or dominate the identity of the school or school district property (i.e. busses).
7. All corporate sponsorship and advertising relationships shall be confirmed by a written agreement. This written agreement will be available to the public upon request under the terms of the Freedom of Information and Protection of Privacy Act.
8. Each school principal shall, in consultation with their staff, parents and students, and in accordance with the preceding principles and prior to engaging in a relationship, establish appropriate guidelines and procedures for the development of corporate sponsorship, advertising and relationship programs within the school. In the event of any unresolved issue concerning corporate sponsorship or advertising, the matter will be forwarded to the Superintendent for resolution.

270 CORPORATE ADVERTISING AND SPONSORSHIP

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that when engaging in business relationships, schools must be mindful of their obligation to the welfare of students and the responsibility to the integrity of the learning environment. All school-business relationships shall be ethical and not result in exploitation of students; as such, each school shall be guided by the following principle guidelines:

Guidelines

1. Corporate involvement shall not require or obligate students to observe, listen to, or read commercial advertising other than in an incidental manner.
2. Corporate involvement must support the goals and objectives of the schools.
3. Corporate involvement shall not limit the discretion of the schools to select or reject the use of any sponsored materials.
4. Schools and educators shall hold sponsored materials to the same standard used for the selection of curricular materials.
5. All school business relationships shall conform to the same standard of legal, ethical, and business criteria as required by the school district.
6. Sponsor recognition and corporate logos shall be for identification rather than commercial purposes and shall not supersede or dominate the identity of the school or school district property (i.e. busses).
7. All corporate sponsorship and advertising relationships shall be confirmed by a written agreement. This written agreement will be available to the public upon request under the terms of the Freedom of Information and Protection of Privacy Act.
- 7.8. Each ~~s~~School ~~P~~principal shall, in consultation with their staff, parents and students, and in accordance with the preceding principles and prior to engaging in a relationship, establish appropriate guidelines and procedures for the development of corporate sponsorship, advertising and relationship programs within the school. In the event of any unresolved issue concerning corporate sponsorship or advertising, the matter will be forwarded to the Superintendent ~~of Schools~~ for resolution.