

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Policy Committee DATE: October 4, 2017
CHAIRPERSON: Trustee D. Butler STAFF CONTACT: K. Kaardal, Superintendent/CEO

Attendees:

Trustee M. Baxter
Trustee D. Butler (Chairperson)
Trustee L. Mossman (Committee Member)
Trustee L. Tiede (Committee Member)

Staff:

K. Kaardal, Superintendent of Schools/CEO (*Absent*)
L. Paul, Secretary-Treasurer
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC	Adam Clarke, Treasurer
COTA	Lori-Dawson Bedard, First Vice-President
COPVPA	Raquel Steen, Past President (arrived at 4:23 pm)
CUPE	David Tether, President
DSC	Courtney Schumph, Student, Mount Boucherie Secondary School

Agenda – Additions/Amendments/Deletions

The October 4, 2017 Agenda was approved as presented.

Report

The February 1, 2017 Public Policy Committee Report was approved as presented.

Discussion/Action Items

1. Amendments to Policy and Regulations 645 – Video Surveillance Closed Circuit Television (CCTV)

The Secretary-Treasurer advised that as a result of a recent Freedom of Information request, staff determined that Policy and Regulations 645 – Video Surveillance Closed Circuit Television (CCTV) were not in alignment with the *Freedom of Information and Protection of Privacy Act* of BC for an organization using CCTV for surveillance purposes. The suggested amendments to the Policy and Regulation have been recommended in consultation with the District's legal counsel to reflect the expectation and requirements of the Act. The Committee suggested an additional amendment to the Policy to include an introductory statement:

The Board of Education recognizes that use of CCTV is necessary for student safety and requires support of the Parent Advisory Council prior to any installation of cameras.

An additional amendment is to include "volunteers" in paragraph 2.

Additional amendments to the Regulations included the replacement of the word "shall" with "must" or "will" in various paragraphs.

The Committee discussed the placement of the video cameras and who has access to the recorded information.

Outcome:

The Policy Committee recommends to the Board of Education:

THAT: The Board of Education approve the amendments to Policy 645 – Video Surveillance Closed Circuit Television (CCTV) and Regulations 645R – Video Surveillance Closed Circuit Television (CCTV), as attached to the Agenda and as amended at the October 4, 2017 Public Policy Committee Meeting.

2. Review of Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity

The Committee discussed the contents of Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity. The Secretary-Treasurer confirmed that if anyone has concerns regarding an incident of financial misconduct, a report may be made to a supervisor, the Superintendent of Schools, another senior member of District staff, a School Trustee, or to the RCMP if considered a criminal act. In addition, a

confidential anonymous report concerning suspected financial impropriety may be made through the District's independent third party Whistleblower Service. At the May 17, 2017 Incamera Finance and Legal Committee Meeting, the Committee discussed whether the Whistleblower Service should encompass a greater scope to include not only the financial aspect but other matters such as Human Resources. The Secretary-Treasurer confirmed that there are already processes in place to report concerns which are not considered to be financial. The Committee discussed ensuring that students, parents and staff are all aware that there are processes in place to report Human Resources or other concerns.

3. Review of Policy 705 – Relations with Parents of Students

The review of Policy 705 – Relations with Parents of Students is brought forward regarding possible conflict of interest situations. An example of which is a School District employee on the PAC Executive and being in a conflict of interest situation. A discussion occurred on parents making prior arrangements with the teacher to visit their child's classroom and signing in at the office when attending the school. This item is to be included on the next Public Policy Committee Meeting to reference Policy 705 – Relations with Parents of Students and Policy 390 – Conflict of Interest and Confidentiality with the BCCPAC Code of Ethics and Conflict of Interest.

Recommendations/Referrals to the Board/Coordinating Committee/Other Committees

Public Board Meeting Action Item

- Amendments to Policy and Regulations 645 – Video Surveillance Closed Circuit Television (CCTV)

Items for Future Policy Committee Meetings

- Review of Policy 705 – Relations with Parents of Students and Policy 390 – Conflict of Interest and Confidentiality
- Draft Policy on Event Protocols

Future Policy Committee Meetings

To be determined at the Board of Education Annual General Meeting.

Questions – Please Contact:

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Deb Butler, Chairperson