



**CAMPBELL RIVER**  
School District 72

MEMO

**Date:** August 30, 2024  
**To:** The Board of Education  
**From:** Kevin Patrick, Secretary-Treasurer  
**Subject:** **PUBLIC BOARD MEETING – September 3, 2024**

---

**A Meeting of the Board of Education will be held:**

**Date:** **Tuesday, September 3, 2024**  
**Time:** **7:30 pm**  
**Place:** **School Board Office Board Room, 425 Pinecrest Rd**

The public is invited to attend the public board meeting in person or join the meeting livestream. The following link will allow you to observe the board meeting and to electronically participate in the question period on agenda items.

Attend the September 3 meeting online <https://bit.ly/3AoaTQK>

SD72 event calendar <https://www.sd72.bc.ca/page/109/calendar>

Kevin W. Patrick, CPA, CGA  
Secretary-Treasurer

KWP:nc

Enc.

c: Schools  
Partner Groups

**SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER)**  
**BOARD OF EDUCATION**  
**PUBLIC BOARD MEETING**  
**7:30 pm, Tuesday, September 3, 2024**  
**School Board Office Board Room**

**Draft agenda**

1. Call to Order/ Chairperson's Remarks
2. Superintendent's Remarks
3. Approval of the minutes of the meeting of June 18, 2024 ***Exhibit***
4. Business arising from the minutes
5. Additions or alterations to the agenda
6. Approval of the agenda
7. Report of Board decisions from the September 3, 2024 Confidential Board Meeting
8. Correspondence
9. Public Submissions
10. Agenda Submissions
11. Educational Submissions
12. Electorate and Board Matters
  - A. Presentation of 2023/2024 schedule of internally restricted surplus (K Patrick) (***motion required***) ***Exhibit***
  - B. Board Governance Policy Review Committee recommendation (C Gillis) ***Policy 7 –Trustee Code of Conduct (motion required)*** ***Exhibit***
  - C. Board vision, mission and values statement survey update (G Manning)
13. Educational Issues
  - A. Digital device restrictions in schools (G Manning) ***Exhibit***
  - B. Literacy Framework (M Kyle)
14. Business Administration
15. Committee Reports
16. Any Other Business
17. Questions from Anyone Present on Agenda Items for This Meeting
18. Adjournment

Kevin W. Patrick, CPA, CGA  
Secretary-Treasurer  
KWP:nc

---

Visit the Board's meeting calendar for a link to observe the board meeting online and electronically participate in the question period on agenda items. <https://www.sd72.bc.ca/page/109/calendar>

**MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER), HELD IN PERSON AND ELECTRONICALLY AT 7:30 PM, ON TUESDAY, JUNE 18, 2024**

**Present:** K. Eddy Chair; C. Gillis, Vice-Chair; S. Briggs, J. Gladish, D. Hagen, D. Harper, J. McMann, Trustees; P. Cizmic, Associate Superintendent; G. Manning, Superintendent; and K. Patrick Secretary-Treasurer.

**Absent:** M. Kyle, Associate Superintendent

---

**24-107 Call to order/ Chair's remarks**

Board Chair Eddy called the meeting to order at 7:30 pm. Eddy highlighted the Trustee Code of Conduct developed by the BC School Trustees Association and this Board's work on updating its existing governance policy regarding Trustee conduct.

Eddy recognized recipients of Regional Certificates of Achievement for the Prime Minister's awards for teaching excellence Natalie Raedwulf Pogue and Steve Joyce. She further noted the upcoming National Indigenous People's day on June 21 as well as graduation celebrations throughout the district during June.

**24-108 Superintendent's remarks**

Superintendent Manning noted the many things to celebrate this month including: award winning students and teachers; the Indigenous graduation celebration on June 6, the Robron graduation event on June 20, the Carihi commencement ceremony on June 25 and the Timberline commencement ceremony on June 26.

Manning highlighted emergency preparedness guidelines that have been shared by the Province and Island Health on mitigating potential impacts from wildfire and heat emergencies on schools.

He was pleased to finish off his first year in the district having visited all district schools.

**24-109 Approval of the minutes of May 28, 2024**

It was proposed by J. Gladish , seconded by S. Briggs and **CARRIED:**

***THAT the minutes of the meeting of May 28, 2024 are hereby approved as circulated.***

**24-110 Approval of the agenda**

It was proposed by C. Gillis, seconded by J. McMann and **CARRIED:**

***THAT the agenda is hereby approved as circulated.***

**24-111 Report from the June 18, 2024 Confidential Board Meeting**

Vice-Chair Gillis reported general statements of matters discussed in the Board's Confidential Meeting, and in accordance with Section 72(3) of the School Act, reports the following:

1. Teaching, administrative and support staff changes;
2. Property, legal and financial issues.

**24-112 Board Governance Policy 7: Trustee Code of Conduct - Notice of Motion**

Board Vice-Chair Gillis described the board governance committee's work on the draft changes to Board Governance Policy 7: *Trustee Code of Conduct* that are included as a notice of motion. Following a period open for public feedback, the board will bring a motion to approve the changes at the next board meeting on September 3, 2024.

**24-113 Trustee travel per diem recommendation**

Secretary-Treasurer Patrick shared a review of the Trustee travel per diem rates. The BC School Trustees Association (BCSTA) annually collects data from all BC school districts to set the BCSTA per diem rate and allow boards to compare rates. Board governance policy 24: *Board member remuneration and expense allowance*, indicates that per diem amounts should follow BCSTA rates.

It was proposed by D. Hagen, seconded by J. Gladish and **CARRIED:**

***THAT the Board approve the adjustments to the per diem rates as outlined in the summary provided by Secretary-Treasurer Patrick.***

**24-114 Trustee remuneration recommendation**

Secretary-Treasurer Patrick presented the recommendations for Trustee compensation for 2024-2025. The district's formula for Trustee compensation was developed by an independent committee in 2007. A review is conducted looking at compensation rates for other island districts and applying a per student factor to average compensation in order to remain responsive to changing district enrolment.

It was proposed by D. Hagen, seconded by C. Gillis and **CARRIED:**

***THAT the Board recommends an adjustment to Trustee compensation as per the formula adopted by the Board in 2007 which is reviewed on an annual basis and will take effect on July 1st of the new fiscal year.***

**24-115 Board/ Authority Authorized courses**

Superintendent Manning provided a summary of three courses proposed by Carihi to provide experiential instruction to students with certain educational designations. Board/ Authority Authorized courses count as high school elective credits in a student's total course credit count.

It was proposed by D. Hagen, seconded by S. Briggs and **CARRIED:**

***THAT the Board approve the Wellness 10, Wellness 11 and Wellness 12 Board/Authority Authorized (BAA) courses, as presented, for inclusion in the school district course offerings.***

**24-116 Digital device restrictions in schools**

Superintendent Manning reported on the district's development of Operational Procedure 359: *Digital device restrictions in schools*, in response to the provincial order to develop local restrictions on the use of personal digital devices in schools. The aim is to increase focused instructional time and reduce distractions, as appropriate, at each school level.

A letter outlining the procedure will be shared with parents. Schools will develop their own codes of conduct to detail consequences for non-compliance. Students with medical and health needs as well as accessibility and accommodation needs will be considered in application of the procedure.

**24-117 Capital plan application**

Secretary-Treasurer Patrick presented the 2024/25 capital plan application that will be submitted to the Ministry for approval. It is similar to capital plans presented in previous years. He noted that the district is coming to the end of a 10-year facility plan cycle.

It was proposed by C. Gillis, seconded by D. Harper and **CARRIED:**

***THAT in accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 72 (Campbell River) hereby approves the proposed Capital Plan (Major Capital Programs) for 2024/25, as provided on the Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.***

**24-118 Finance Warrant No. 11, May 31, 2024**

It was proposed by D. Hagen, seconded by J. Gladish and **CARRIED:**

***THAT the Finance Warrant No.11, dated May 31, 2024 be accepted as presented.***

**24-119 Questions from anyone present on agenda items for this meeting**

**Question 1** – Debra Coombes, CRDTA President – Did I hear that the per diem rates are not just for the Trustees but for all employees, going on pro-d for example?

Secretary-Treasurer Patrick responded that it is up to the pro-d committee to set their per diem rates but typically, yes that is the case.

**Question 2** – Debra Coombes, CRDTA President –I am assuming that since it is a board policy / procedure that the development of the district cell phone policy was made up of staff?

Superintendent Manning responded that the group that developed the procedure was made up of himself, school administrators and members of the Indigenous Education Council.

**Question 3** – Debra Coombes, CRDTA President –Do you expect school codes of conduct to have teachers as the monitors? Is this being developed at school level?

Superintendent Manning responded that yes, that is the plan.

**Adjournment**

The meeting adjourned at 8:10 pm

---

**Kat Eddy, Chair.**

KWP:nc

June 18, 2024

**Kevin Patrick, Secretary-Treasurer.**



## MEMO

**Date:** Friday, August 30, 2024  
**To:** Board of Education  
**From:** Kevin Patrick, Secretary-Treasurer  
**Subject:** **FINANCIAL AUDIT AND INTERNALLY RESTRICTED SURPLUS**

---

**Attached**

*Schedule of Reserves 23/24*  
*Schedule 2: Financial Statement Schedule of Operations*  
*Board Governance Surplus Policy*

**Financial Audit**

The financial statement audit and reporting for the 2023-24 fiscal year is nearing completion.

As referenced on *Schedule 2* (attached), we experienced a surplus of \$386,019 for the past year end (or 0.5% of our budget) while our final budget forecasted a surplus of \$39,796.

Fiscal 23/24 was another positive year for SD 72. We continued increasing budgets after significant reductions during COVID. Rising costs from benefits and sick replacement are closer to the budgeted forecasts. This area will continue to be a challenge going forward however, the rate of cost increases are slowing.

The preliminary 23/24 budget called for the use of \$100,000 from the International program surplus but we didn't require the International surplus for the Final budget and were still able to project a \$39,796 surplus.

The end-of year surplus increased our reserves from \$2,236,412 to \$2,622,431.

**Financial Reserves**

Attached is our draft breakdown of the reserve financial activity during the 23/24 year. A copy of the proposed internally restricted reserves are attached for board approval.

The *Board Governance Policy 26: Accumulated Operating Surplus* states: "the emergency contingency shall be maintained at two percent of prior year revenues and any use of the contingency shall only be reimbursed through accumulated unrestricted surplus or through the annual budget".

The auditor recommends a 2-4% contingency reserve, however, we feel a 2% reserve goal is sufficient considering our recent financial results. A reserve percentage of 2% of our budget represents one week of school district operations.

Considering the rebuilding of the emergency contingency, the senior management team is recommending leaving \$1,000,000 in unrestricted reserves. Splitting the operational surplus increase of \$369,844 will provide an increase of \$138,813 to the contingency and \$231,000 for the proposed initiatives. Although both funds can be used for unforeseen costs, the unrestricted reserve provides the board more flexibility in meeting its strategic priorities and maintaining operations.

Two percent of the prior year revenues (*Schedule 2*) is \$1,482,928. The proposal is to increase the emergency contingency by \$138,813 resulting in a balance of \$832,878.

Considering the current financial position of the board and the uncertainties with enrollment and increases in benefits, senior management is recommending conservative additions to the internally restricted reserves for 23/24.

The following items are proposed for restriction in the 2023/24 financial statements:

- School supplies – will be maintained to support the summer purchasing plans
- International Program is retaining \$89,430 to balance the 24/25 operating budget and requires \$26,728 for risk protection from unexpected enrollment withdrawals.
- Emergency contingency - will be rebuilt to 2% of the prior year operating revenue through unrestricted surplus over time. This year allows an increase of \$138,813.
- Indigenous Program funding - is restricted by the Ministry of Education to be spent on the indigenous program. Any unspent funds must be carried forward as an unrestricted reserve for the next year.
- The CIMS replacement amount of \$50,000 will continue to accrue with additional annual contributions until an implementation budget is reached. We anticipate this to take 2-3 years to accrue \$300,000 at which point we will consider replacing the system.

New proposals for 23/24:

- Health and Safety requires additional resources to catch up to best practice and meet compliance. \$12,000 will be used to purchase and implement safety tracking and support software.
- The annual strategic priorities budget was reduced from \$300,000 to \$150,000 as part of reductions during COVID. With the anticipated new strategic plan and the hiring of a new director of instruction, an additional contribution of \$120,000 to the Strategic Priorities budget will allow the district to align resources and initiatives with the new plan.
- The SD 72 paint department van has extreme corrosion and requires replacement for safety and maintenance requirements.

Considering the recommendations, internally restricted reserves will be \$1,622,431 and the unrestricted reserves will be \$1,000,000.

Based on all factors considered above, the Board Officers would recommend the following for our reserves for 2023/24 (see attached draft):





**School District No. 72 (Campbell River)**  
**Reserve Financial Activity 23/24**  
**June 30, 2024**

<b>Description</b>	<b>SLT Proposal</b>
Indigenous Program	135,289
School Supply Accounts	112,481
International Program	89,430
Operational Needs and Contingency reserve <i>(2% of Revenues = \$1,482,928)</i>	832,878
CIMS Replacement	50,000
<b>Additions 23/24</b>	
IT Equipment Replacement	205,353
Strategic Priorities	120,000
Health and Safety Software	12,000
Maintenance Vehicle	65,000
Internally Restricted	<u>1,622,431</u>
Unrestricted (Contingency Reserve)	<u>1,000,000</u>
<b>TOTAL SURPLUS</b>	<u>2,622,431</u>
	<u>0</u>

# School District No. 72 (Campbell River)

Schedule 2 (Unaudited)

## Schedule of Operating Operations

Year Ended June 30, 2024

	2024 Budget (Note 15)	2024 Actual	2023 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education and Child Care	68,450,294	68,724,130	62,764,735
Other		158,871	
Tuition	947,050	939,264	945,849
Other Revenue	3,673,476	3,487,954	2,711,940
Rentals and Leases	163,000	165,707	154,352
Investment Income	600,000	670,501	576,820
<b>Total Revenue</b>	<u>73,833,820</u>	<u>74,146,427</u>	<u>67,153,696</u>
<b>Expenses</b>			
Instruction	59,298,478	59,018,637	53,297,121
District Administration	3,451,387	3,489,152	3,187,835
Operations and Maintenance	9,118,471	9,086,542	8,544,333
Transportation and Housing	1,535,280	1,677,970	1,602,168
<b>Total Expense</b>	<u>73,403,616</u>	<u>73,272,301</u>	<u>66,631,457</u>
<b>Operating Surplus (Deficit) for the year</b>	<u>430,204</u>	<u>874,126</u>	<u>522,239</u>
<b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b>	<u>39,796</u>		
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	(270,000)	(326,249)	(279,783)
Local Capital	(200,000)	(161,858)	(191,801)
<b>Total Net Transfers</b>	<u>(470,000)</u>	<u>(488,107)</u>	<u>(471,584)</u>
<b>Total Operating Surplus (Deficit), for the year</b>	<u>-</u>	<u>386,019</u>	<u>50,655</u>
<b>Operating Surplus (Deficit), beginning of year</b>		2,236,412	2,185,757
<b>Operating Surplus (Deficit), end of year</b>		<u>2,622,431</u>	<u>2,236,412</u>
<b>Operating Surplus (Deficit), end of year</b>			
Internally Restricted (Note 9)		2,622,431	542,347
Unrestricted			1,694,065
<b>Total Operating Surplus (Deficit), end of year</b>		<u>2,622,431</u>	<u>2,236,412</u>

## ACCUMULATED OPERATING SURPLUS

The Board of Education recognizes the value and security of having an accumulated operating surplus. While the board strives to address spending priorities during the budget process it acknowledges that underspending may occur and a surplus may result. A surplus can provide a positive educational benefit through the restriction of its use for specific functions. An unrestricted surplus can be used to sustain annual operations when extraordinary events lead to a loss of revenue or an increase in costs.

The School Board may choose to use the unrestricted surplus to balance an annual budget when there is a projected annual deficit. The *School Act* requires boards of education to prepare a balanced annual budget and does not allow boards to run a deficit.

### **Unrestricted Operating Surplus:**

Up to one third of the unrestricted surplus may be used during the annual budget to balance the preliminary operating budget.

### **Internally Restricted Operating Surplus:**

The Board may restrict the use of unrestricted surplus for a specific purpose. The purposes for which:

- can only be used for expenditures which do not sustain on-going services and that do not exceed three years;
- can be used for emergent items that were not able to be included in the budget process that are greater than \$10,000;
- the emergency contingency shall be maintained at two percent of prior year revenues and any use of the contingency shall only be reimbursed through accumulated unrestricted surplus or through the annual budget.

The board will ensure it manages its surplus in a transparent and accountable manner by:

- using feedback gathered from the preliminary budget process for the preliminary budget when considering new restricted reserves;
- ensuring that any consultation includes stakeholders and Indigenous rights holders;
- having management prepare and the board approve the budget annually;
- passing the budget by board motion, in a public board meeting;
- clearly identifying and categorizing surplus items as:
  - restricted due to the nature of constraints on the funds;
  - restricted for anticipated unusual expenses identified by the board; and
  - restricted for operations spanning multiple school years.
- posting the previous year restricted reserve activity on the public website; and
- including a detailed list in the financial statement notes.

### **Local Capital**

- can be transferred to the capital accumulated surplus only if the purpose is identified.

At any time during the fiscal year, the board may approve expenses that are drawn from the unrestricted surplus that had not previously been included in the internally restricted surplus.

Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
First Adopted:	<i>April 2019</i>
Revised	<i>June 21, 2022</i>



**CAMPBELL RIVER**  
School District 72

MEMO

**Date:** August 30, 2024  
**To:** Board of Education  
**From:** Board Governance Policy Committee  
**Subject:** **Recommendation for notice of motion**

---

Notice of Motion for **Board Governance Policy 7 – Trustee Code of Conduct** was given at the June 18, 2024 Board Meeting. The document was circulated for comments back to the Committee.

No comments or concerns regarding this policy were received by the Committee.

The Board Governance Policy Committee recommends adoption of the **Board Governance Policy 7 – Trustee Code of Conduct**.

## TRUSTEE CODE OF CONDUCT

This policy applies to all trustees and is designed to clarify the expected conduct of members of the School District 72 (Campbell River) Board of Education. Each democratically elected trustee is expected to govern in a fair and ethical manner and model exemplary public behaviour.

Trustees fully acknowledge the critical trust invested in the board by the electorate and are dedicated to governing the affairs and business of the district in a professional manner that recognizes and affirms the rights and dignity of students. Trustees represent the broad needs of the entire school district and the community, allocating resources efficiently, inclusively, and responsibly in the best interest of all students.

The board is committed to providing high quality education for all public school students within a supportive, accessible, and enriching learning environment. Trustees uphold the commitments articulated in the Trustee Code of Conduct and address any violation at confidential meetings of the board. The board may, at its discretion and by resolution of the voting trustees, make public the outcome(s) of the official complaint process if the board considers this reasonable and appropriate.

It is the board's expectation that each trustee will adhere to high ethical standards in their dealings with other trustees, district staff and the community.

Each newly elected board shall review this policy as part of an orientation process within 6 months of the start of their term and annually throughout their term.

As a trustee and member of the Board of Education, I will:

1. Make decisions that support the improvement of student achievement, equity, and well-being;
2. Carry out my duties in accordance with the provisions of the *School Act* and oath of office, as well as all other relevant legislation, regulations and board policies;
3. Earnestly attempt to understand the needs and aspirations of the entire district;
4. Recognize and demonstrate my duty to represent and advocate for the best interests of students in the community by making fair and inclusive decisions and uphold the B.C. Human Rights Code, speaking out against racism, and respecting the rights of Indigenous Peoples including First Nations on whose traditional territories our schools operate;
5. Work cooperatively with the board treating other trustees with respect and consideration and refrain from making discrediting comments about others;
6. Exercise my duties of governance by demonstrating an understanding of the importance of mutual respect, transparency and impartiality. I will act with integrity and be accountable for my actions and decisions with a commitment to ethical practices and principles;
7. Devote sufficient time, thought and study to the duties of trusteeship in order to ensure the district is well governed, inspires public confidence and to provide credible service;
8. Consider all information and opinions presented to the board in making decisions without bias, and abide by and uphold the district vision and values, and decisions of the board;
9. Keep in confidence any personal or confidential information obtained in my capacity as a trustee and not disclose the information except when required by law or authorized by the board to do so;

10. Not withhold or conceal information that may have a material impact on the deliberations of the board or administration of the district;
11. Declare any conflict of interest as stated in the *School Act* and not participate in, vote on, or exert influence on, any decision in which I have any interest;
12. Avoid outside pressure to use the trustee position to benefit either myself or any other individual or agency;
13. Recognize that as a corporate board, the authority to make decisions must only be made within an official meeting of the board. Individual trustees or committees of trustees may not exercise the rights, duties and powers of the board;
14. Conduct district business in a manner consistent with the expectations for the prevention of fraud as stated in Operational Procedure 520 (Fraud Prevention & Investigation);
15. Respect the authority vested in the role of the superintendent of schools and of the executive staff of the school district and shall give the responsibility to manage and operationalize policies and directions, which have been established and evaluated by the board, to the superintendent and these executive officers;
16. Recognize that, although elected from a particular area of the district, my responsibility is to ensure that decisions are made in the best interests of the district as a whole;
17. Represent the board in all board related matters with proper decorum and respect for others;
18. Ensure fair and respectful relationships to support safe and inclusive workplaces and communities; and
19. Demonstrate responsible digital citizenship, including minimizing the risks associated with the use of electronic communications and social media.

### **Enforcement of the Trustee Code of Conduct**

The board may establish procedures to provide for the resolution of conflicts among trustees and to enforce the code of conduct and, where necessary, impose sanctions on trustees who violate the code of conduct.

The board expects each board member to adhere to the code of conduct in carrying out the role of trustee. The board recognizes that code of conduct infractions vary in their intent and severity and has established both informal and formal enforcement procedures.

A board member or the superintendent or, in the case of an infraction of confidentiality, the secretary-treasurer, shall in confidence bring an alleged infraction of the code to the attention of the board by notifying the chair or, in the absence of the chair or if the alleged infraction has been made by or about the chair, the vice-chair, who in such instances shall undertake the responsibilities of the chair.

Notification of the chair shall be made in writing and within seven days of the board member or superintendent first becoming aware that the alleged infraction has occurred. The notification shall include: the name of the board member who is alleged to have breached the code; the alleged infraction or infractions of the code; information as to when the infraction came to the individual's attention; the grounds for the belief of the individual that an infraction of the code has occurred; the names and contact information of any witnesses to the infraction or any other persons who have relevant information regarding the alleged infraction; and, the signature of the individual alleging the infraction of the code.

## Procedures

### 1. Informal

- 1.1 The chair, on their own initiative, or at the request of the board member, superintendent or secretary-treasurer, who alleges an infraction of the code has occurred, may meet confidentially and informally with the board member who is alleged to have breached the code, to discuss the infraction. The chair shall bring the allegation of the infraction to the attention of the board member and discuss sanctions to address the infraction as an infraction and/or measures to correct the offending behaviour.
- 1.2 The sanctions or measures to address the alleged infraction as an infraction may include a warning, an apology, or an agreed-upon consequence which may include that the board member engage in professional development.
- 1.3 In circumstances where the chair believes that the alleged infraction occurred, and the board member concurs, the agreement of the board member that the infraction of the code occurred and with the sanctions or measures imposed shall be reported to a confidential meeting or confidential session of the board and no further action in respect to the infraction shall be taken.
- 1.4 In circumstances where the chair believes that the alleged infraction occurred, and the board member does not agree that the infraction occurred or with the suggested sanctions or measures, the allegation of an infraction of the code may be elevated by the chair or the board to the formal code of conduct enforcement procedures.
- 1.5 In circumstances where the chair does not believe that the alleged infraction occurred, the chair shall dismiss the allegation and report the alleged infraction and chair's findings to a confidential meeting or confidential session of the board and no further action in respect to the infraction shall be taken and the matter shall be closed.

### 2. Formal

- 2.1 In the absence of informal resolution of the alleged infraction and within 14 days of receiving the notification of the alleged infraction, the chair shall compile the information obtained in the originating notification of the alleged infraction and any actions the chair may have taken to address the allegation and make a confidential report to the board in a confidential meeting or confidential session. The chair's report to the board shall include the chair's recommendation in respect to the merits of the board conducting an investigation into the alleged infraction of the code.
- 2.2 The board in confidential meeting, by motion, shall within 14 days of receiving the report of the chair, confirm or reject the recommendation of the chair to conduct an investigation of the alleged infraction of the code.
- 2.3 Where the board determines that an investigation should be made into the alleged infraction of the code, within 28 days of receiving notification from the chair of the alleged infraction, the board shall by any appropriate means, including engagement of an independent investigator by the secretary-treasurer, make inquiries into the alleged infraction. On the basis of the results of the inquiry, the board in confidential meeting, by motion, shall decide whether the board member has breached the code and impose sanctions appropriate to the severity of the infraction.
- 2.4 The board member alleged to have breached the code shall not vote in respect to a motion to undertake an investigation of the alleged infraction nor vote in respect to a motion to confirm the alleged infraction or impose sanctions.

### 3. Sanctions for Infraction

Where the board determines that a board member has breached the code, the board may censure the board member or, where the infraction includes the failure to maintain the necessary confidentiality of information, bar the board member from attending all or part of a meeting of the board or a committee of the board and the board member shall not receive any materials that relate to that meeting that are not available to the public. These sanctions are not intended to limit any other response, action or remedy that the board may decide to take or pursue.

- 3.1 Upon the board determining that a board member has breached the code and any sanctions to be imposed:
- The board shall give the board member written notice of the determination and sanctions;
  - Provide the board member with 14 days to make written submissions to the board regarding the determination and/or sanctions;
  - After considering the submissions, the board shall confirm or revoke a determination within 14 days of receiving the submissions;
  - If the determination is revoked, the sanctions are revoked; and
  - If the determination is confirmed, the board shall confirm, vary or revoke the sanctions.
- 3.2. Where an infraction of sections 1 to 19 inclusive of the code has occurred, sanction of a board member shall be undertaken by the chair writing a letter of censure marked “personal and confidential” to the board member in question. This action shall be reported at the next regular board meeting.
- 3.3. For a second occurrence, a motion of censure shall be presented against the board member in question, at a regular board meeting, unless to do so would require a disclosure of confidential information other than a previous letter of censure.
- 3.4. For a third and subsequent occurrence, a motion to remove the board member in question from one, or more, or all board appointments shall be presented at a regular board meeting.
- 3.5. Where there has been a failure to maintain the confidentiality of information and an infraction of section 9 of the code has occurred, in addition to the above sanctions, the board may bar a board member from attending all or part of a meeting of the board or a committee of the board. When a sanction has been imposed that bars a board member from attendance at a meeting of the board it is considered to be an absence authorized by the board.

Legal References:	<i>School Act Secs. 33, 55-65, 85</i>
Monitoring Method:	<i>Board Governance Policy Committee</i>
Monitoring Frequency:	<i>Every four years</i>
Adopted:	<i>June 25, 2013</i>
Last Revised:	<i>June 20, 2017</i>
	<i>October 2017</i>



## PERSONAL DIGITAL DEVICES AT SCHOOL

### Background

The Ministry of Education and Child Care amended the provincial standards for Codes of Conduct Order requiring school districts to have appropriate policies in place to restrict student personal digital device use as of July 1, 2024. This operational procedure is aligned with Ministry guidelines to support the Ministerial Order.

The purpose of this operational procedure is to restrict the use of personal digital devices at school for the purpose of promoting online safety and maintain focused learning environments. There will be a tiered approach to the use of personal digital devices in School District 72 to help ensure an age-appropriate use that is reflective of the students' developmental stage.

### Definitions

Personal Digital Devices For the purposes of this procedure personal digital devices include, but are not limited to smartphones, tablet computers, laptops/netbooks, and gaming devices brought from home.

### Procedures

#### 1. General

- 1.1 At secondary schools, students will be restricted from using personal digital devices during instructional hours unless they have been given permission from their teacher or school principal/vice-principal.
- 1.2 At middle schools, students will be restricted from using personal digital devices during instructional hours and at break times (including lunch and recess). Students will only be allowed to use personal digital devices during instructional hours with the permission of their teacher or school principal/vice-principal.
- 1.3 At elementary schools, students will be restricted from using personal digital devices at school at any time unless they have been given permission from their teacher or school principal/vice-principal.
- 1.4 Specific parameters and guidelines will be established by school codes of conduct.

#### 2. Instructional Purposes

- 2.1 All schools will have digital devices available for instructional purposes and digital literacy.
- 2.2 Schools will use their discretion when allowing the use of personal digital devices for instructional purposes.

#### 3. Accessibility and Accommodation

- 3.1 Accessibility and accommodation needs will be provided for students who need them. The district will work with schools through the Inclusive Education department to ascertain student needs and determine supports.

4. **Medical and Health Needs**

- 4.1 Medical and health needs will be examined, and students will have the access to technology they need in this regard.
- 4.2 The Inclusive Education department will work with schools to ensure that students who need technology for medical or health reasons are identified, and a plan will be established to fulfill these needs.

5. **Equity**

- 5.1 Equity will be considered and students who need access to technology will not be disadvantaged when it comes to technological access.

Reference: Ministerial Order No. M89/24

Related Operational Procedures: [OP 140 Technology and Acceptable Use Guidelines](#)  
[OP 360 Codes of Conduct](#)

Revised: June 2024