

REGULAR MEETING ----- May 11, 2020

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, May 11, 2020 at 3:00 p.m. via Electronic Means.

PRESENT: Kimberly Pridmore
Katelyn Toney
Shane Andrus
Allan Bridal
Larry Caswell
Dianne Hahn
Gwen Humphrey
Susan Mouland
Tim Ramage
Tim Weinbender

Kyle McIntyre – Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
JackieWiebe – Executive Assistant

Staff Presentations: Bob Vavra: Superintendent of Learning
Mark Benesh: Superintendent of Schools

The meeting was called to order at 3:00 p.m. by Chair Kimberly Pridmore

AGENDA 052/20 Andrus THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 053/20 Bridal THAT the Minutes of the Regular Meeting of April 14, 2020 be approved, as presented.

CARRIED

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CONSENT ITEMS 054/20 Caswel THAT the Consent Agenda Items be approved.

CARRIED

AP 809 055/20 Moulard THAT the new Administrative Policy 809, Global Positioning System (GPS) Devices, be approved as attached.

CARRIED

AP 511 056/20 Bridal THAT the revised Administrative Policy 511, Employee Code of Conduct, be approved as attached.

CARRIED

Bob Vavra, Superintendent of Learning, presented the 21st Century Student Engagement Status Report.

21st CENTURY ENGAGEMENT 057/20 Humphrey THAT the 21st Century Student Engagement Status Report be received.

CARRIED

Mark Benesh, Superintendent of Schools, presented the Graduation Rates Status Report.

GRAD RATES 058/20 Toney THAT the Graduation Rates Status Report be received.

CARRIED

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CLOSED 059/20 Ramage THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

RISE 060/20 Weinbender THAT the Board of Education rise and report.

CARRIED

HR
REPORT 061/20 Hahn THAT the Employee Contracts be ratified as contained in the Human Resources Report dated May 11, 2020.

CARRIED

ADJOURN 062/20 Andrus THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY No. 809

GLOBAL POSITIONING SYSTEM (GPS) DEVICES

Background

Chinook School Division deploys GPS devices on school buses, 15 passenger vans, maintenance vehicles, driver training vehicles and any other division owned vehicles including school buses when and if determined appropriate. When deployed GPS devices can:

1. When deployed on School buses:
 - a. Provide safer transportation for students in rural areas
 - b. Assist the Transportation Department in monitoring route times and distances
 - c. When enabled, assist in the recording of data relevant to daily circle checks, and
 - d. When enabled, assist Mechanics to remotely diagnose causes for mechanical breakdowns
2. Provide a safer environment for staff including staff who may be working alone in isolated areas or are on after-hour call-outs;
3. Be accountable to students, their parents and taxpayers in the event of vehicular mechanical breakdowns, accidents, weather-related incidents or traffic delays;
4. Dispatch work more efficiently by permitting Chinook's supervisors to redirect staff for other emergent work; and
5. Protect Chinook assets (tools/vehicles) and to assist in the recovery of Chinook assets (tools/vehicles) in a timely manner.

Procedures

1. All vehicles with GPS devices will be clearly marked as having a device installed
2. GPS logs will be created each time the vehicle is in motion. Use of data from GPS logs will be as follows:
 - a. To provide evidence of use in cases where complaints (speeding, erratic driving, undo care, etc.) have been received from a member of the public

- b. To be audited on a random basis as part of the overall risk management plan for use of Chinook Vehicles
3. Access to GPS data logs shall be as follows:
- a. For random audit purposes the person or persons designated by the Director of Education
 - b. For investigation of complaints the Superintendent of Human Resources or Designate
4. Retention of GPS data logs
- a. All electronic GPS data logs will be retained for a period of 12 months
 - b. Where GPS data may be required as evidence in the case of a legal action the log will be transferred to hard copy and retained at the Division office

New Policy: May 11, 2020

ADMINISTRATIVE POLICY No. 511

EMPLOYEE CODE OF CONDUCT

BACKGROUND

The Code of Conduct is intended as a guide for employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgment and discretion shall prevail in application of this regulation.

Further, the Code of Conduct is not intended to restrict or interfere with provincial statute, or the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, or the rights that an employee may have as a member of a trade union to participate in authorized trade union activities, nor is it intended to regulate, restrict or interfere with any private interest or activities that are not detrimental to the interest or reputation of Chinook School Division (hereinafter referred to as "Chinook").

PROCEDURES

1. General

- 1.1 Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity and respect.
- 1.2 Employees shall conduct their employment-related responsibilities in an honest and diligent manner.
- 1.3 It is recognized that certain employees may belong to professional associations and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations provided however, that such codes of conduct are not contrary to statutory and/or contractual obligations of the employees.

2. Conflict of Interest

Employees shall be in conflict of interest if they:

- 2.1 Use information gained through their positions as employees to gain monetary benefit either directly or indirectly.
- 2.2 Use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

- 2.3 Utilize a private corporation in which they have shares with the intention of avoiding conflict of interest policy requirements.
- 2.4 Have family members, friends or business associates with a personal or financial interest that might present a conflict or bias in connection with their duties as Chinook employees; they must report this conflict to the Director of Education or to the supervisor of the affected department or designates in writing.
- 2.5 Receive remuneration, directly or indirectly, as an agent for the sale of furnishings, apparatus, equipment or other goods for use by a school or in any other manner violate section 368 of The Education Act, 1995.

If at the date of the approval of this regulation, any employees are in receipt of a contract with Chinook under which money of Chinook is payable, they shall so inform the Superintendent of Human Resources in writing within 30 days.

3. Representing Others

Staff may not appear before outside agencies or committees on behalf of Chinook and may only represent themselves, their spouse, their parents or their minor children unless they have clear authority to represent Chinook on such things as external boards or committees.

4. Gifts and Payments

Employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:

- 4.1 Is other than a normal exchange of hospitality between people doing business, or
- 4.2 Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by Chinook, or
- 4.3 Is of a value in excess of \$500.

5. Misuse of Chinook Property

- 5.1 Employees shall not use Chinook property (including automated resources), equipment, resources (including financial, technical and human resources), or facilities (including communications channels) of Chinook to promote or benefit personal business or political interests.

5.2 Employees shall be responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Chinook-owned equipment or material entrusted to their care.

5.3 Employees authorized to operate Chinook vehicles shall use those vehicles only for the authorized purposes. Employee use of vehicles may be monitored through deployment of GPS devices. The monitoring process shall be conducted in accordance with provisions of AP 809.

6. Outside Employment

Chinook employees may engage in outside employment as long as those activities do not adversely affect performance of their Chinook jobs, do not create a conflict of interest or the appearance of such, and do not violate applicable laws and regulations. Outside employment that creates a conflict of interest or the appearance of such must be declared in writing to the Director of Education or designate. Outside employment is any activity, including consulting, which is beyond a Chinook employee's normal School Division responsibilities, and which may result in payment to the employee beyond that provided by Chinook. Employees must obtain advance written approval of outside employment activities which may not be in accordance with the above from the Director of Education or designate that:

6.1 Take place during periods when an employee would normally be expected to be available to Chinook.

6.2 Use information specifically derived from Chinook work. Employees may not engage in any outside work or business activity:

6.2.1 That is in conflict with their duties as Chinook employees;

6.2.2 That will, or is likely to, negatively influence or affect them in carrying out their duties as Chinook employees.

7. Positive Ambassadorship

The Chinook Board of Education believes its employees should be positive and appropriate ambassadors and role models within our communities. Employees are ambassadors for Chinook, hold a position of trust and responsibility in our society, and as such our personal and professional behavior is held to a higher standard by the public. All members of the school community must:

- 7.1 Respect and comply with all applicable federal, provincial, and municipal laws;
- 7.2 Demonstrate honesty and integrity;
- 7.3 Respect differences in people, their ideas, and their opinions;
- 7.4 Treat others with dignity and respect at all times, and especially when there is disagreement;
- 7.5 Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- 7.6 Respect the rights of others;
- 7.7 Show proper care and regard for school property and the property of others;
- 7.8 Respect all members of the school community;
- 7.9 Respect the need of others to work in an environment that is conducive to learning and teaching

8. Confidentiality

Confidential information about Chinook, its students or employees shall not be divulged to anyone other than persons who are authorized to receive such information. When the employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic rule of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with Chinook is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties.

In the course of any job, an employee may become aware of personal and confidential information. Chinook depends on the maturity and loyalty of each employee to keep private any such information.

9. Alcohol and Substance Use or Abuse

The Chinook School Division is committed to providing a work environment that is free of alcohol and drug use or abuse. As a Chinook employee you should not:

- 9.1 consume alcoholic beverages during working hours;

- 9.2 consume alcohol in the 8 hour period preceding the time they operate any Chinook owned vehicle or piece of heavy equipment
- 9.3 consume, provide or serve alcoholic beverages in school division facilities, except when approved by the Director of Education or their designate.
- 9.4 consume, possess, sell or distribute illegal substances at any school division function, or at any time when you may be identified as Chinook employee.

When alcoholic beverages are approved, served and consumed at school division facilities or school division sanctioned events, the most senior employee on site is responsible for the site and for ensuring procedures are in place to comply with this section. In addition, all employees are encouraged to take reasonable steps to prevent other employees or guests from driving after consuming excessive amounts of alcohol or to report any such situation to a responsible member of management.

10. Use of Tobacco and Tobacco Related Products

Tobacco, marijuana, electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in all schools and on all division properties.

In addition, these products are prohibited in all buses and other kinds of vehicles, either contracted or privately owned while traveling to or from school related or Division related activities.

11. Appropriate Work Attire

The Chinook School Division encourages its employees to dress comfortably. However, it is critical that all employees maintain a professional appearance while in the workplace, or while attending company-sanctioned events. As such, appropriate attire should be worn at all times, in keeping with recognized standards, in order to project a positive division culture. This includes being neat, clean and having regard for personal hygiene and grooming. Respecting the specific responsibilities of each employee role along with adherence to workplace safety, there are variations in what may or may not be appropriate work attire. Our expectations are that employees will discuss what acceptable dress expectations are for each position with their supervisor.

12. Disciplinary Action

Breach of any of the provisions of this regulation shall, following an investigation of the facts, make employees liable to disciplinary action up to and including dismissal, as is deemed to be appropriate by the Director of Education.

Reference: Section 85, 87, 108, 109, 116, 174, 175, 231 Education Act
Local Authorities Freedom of Information and Protection of Privacy Act

Revised February 8, 2016

Revised January 14, 2019

Revised May 11, 2020