



## Planning & Priorities Committee

Regional Office, Berwick

11:15 a.m.

September 18, 2017

### I N D E X

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PP17:019	Approval of Agenda	[Approved]
PP17:020	Approval of Minutes of April 26, 2017	[Approved]
PP17:021	Recommendation to the Board – Revise Board Policies 100.1, 101.4 and 101.7	[Approved]
PP17:022	Recommendation to the Board – Discontinue Board Policy 101.6 Publishing of Student Personal Information and Student Work	[Approved]
PP17:023	Move In Camera	[Approved]
PP17:024	Return to Regular Session	[Approved]
PP17:025	Adjournment	[Approved]



## Planning & Priorities Committee

Regional Office, Berwick

11:15 a.m.

September 18, 2017

### MINUTES

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**Present:** Donna Johnstone, Vice Chair; Peter Cromwell, Pat Parker, Lavinia Parrish Zwicker, Phil Van Zoost; Roberta Kubik, Superintendent of Schools; Stephen Amirault, Regional Education Officer; Kim Grimard, Board Secretary

**Also Present:** Jackie Foster

**Regrets:** Sandy Fraser; Sue Ritchie, Chair

Donna Johnstone, Vice Chair, called the meeting to order at 11:15 a.m.

#### APPROVAL OF AGENDA

##### ► PP17:019

##### Approval of Agenda

**[Approved]**

On motion of Pat Parker, seconded by Phil Van Zoost, it was moved to approve the agenda.

Motion Carried

#### APPROVAL OF MINUTES

##### ► PP17:020

##### Approval of Minutes of April 26, 2017

**[Approved]**

On motion of Lavinia Parrish Zwicker, seconded by Pat Parker, it was moved to approve the minutes of April 26, 2017.

Motion Carried

#### BUSINESS ARISING

#### BOARD SELF-ASSESSMENT UPDATE

Ms. Johnstone noted that the Board Self-Assessment update that was circulated with the agenda outlined some of the governance areas in which the Board is performing well. The update will be brought forward at the October 4<sup>th</sup> regular Board meeting under the Planning and Priorities Committee Report. (A copy is attached to the official minutes and forms part of this document.) This item will be brought forward on the next Committee meeting's agenda.

#### NEW BUSINESS

#### POLICIES MONITORED

The annual monitoring of policies and administrative procedures under the Superintendent of Schools' Department was undertaken. The following policies were monitored with no revisions required:

100.2 – Communication with Parent/Guardian Organizations and SACs

100.4 – Monitoring of Board Policies (BPs) and Administrative Procedures (APs)

101.3 – Tobacco-Free Schools and Workplaces

101.5 – Corporate Sponsorship and Advertising in Schools

The following policies were monitored with updates to vocabulary, grammar or references:

100.1 – Development and Implementation of BPs and APs

101.4 – Student Use of Personal Digital Devices (deleted text from the policy that is pertinent to the AP for consistency)

101.7 – National Anthem

► **PP17:021**

**Recommendation to the Board – Revise Board Policies 100.1, 101.4 and 101.7**

**[Approved]**

On motion of Phil Van Zoost, seconded by Pat Parker, it was moved to recommend to the Board that the revisions to the following Board policies be approved: 100.1 Development and Implementation of Board Policies and Administrative Procedures; 101.4 Student Use of Personal Digital Devices and 101.7 National Anthem. (Copies are attached below in the minutes; underlined text to be added and strikethrough text to be deleted.)

Motion Carried

The Policy and AP 102.1 Race Relations, Cross Cultural Understanding and Human Rights are currently being monitored and will be reported upon as soon as possible.

There is a Provincial Privacy of Student Information Policy which makes the Board's Policy 101.6 Publishing of Student Personal Information and Student Work redundant.

► **PP17:022**

**Recommendation to the Board – Discontinue Board Policy 101.6 Publishing of Student Personal Information and Student Work**

**[Approved]**

On motion of Pat Parker, seconded by Phil Van Zoost, it was moved to recommend to the Board that the Board discontinue Board Policy 101.6 Publishing of Student Personal Information and Student Work as it is redundant due to the *Provincial Privacy of Student Information Policy*.

Motion Carried

**CHANGE FEBRUARY AND MAY MEETING DATES**

To accommodate holidays and to follow the Operations Committee's meeting dates, the members agreed that the Committee will meet on February 12 and May 14, 2018.

**CONTINUE REVIEWING BY-LAWS REVISIONS**

► **PP17:023**

**Move In Camera**

**[Approved]**

On motion of Lavinia Parrish Zwicker, seconded by Pat Parker, it was moved that the meeting move In Camera at 11:22 a.m.

Motion Carried

► **PP17:024**

**Move to Regular Session**

**[Approved]**

On motion of Lavinia Parrish Zwicker, seconded by Phil Van Zoost, it was moved that the meeting move to Regular Session at 11:47 a.m.

Motion Carried

The members continued their review of proposed revisions to the By-laws that they began at the April 26<sup>th</sup> meeting. It was agreed that legal opinion be sought to clarify the process regarding deciding a notice of motion. The review will be placed on the next Committee meeting's agenda.

#### **FOLLOW UP SUPPORT FROM IRENE CORMAN CONSULTING AND COACHING**

Roberta Kubik, Superintendent, noted that Irene Corman Consulting and Coaching offered an additional 10 hours of follow up included in the professional development session for the governing Board members held in March 2017. She will obtain details on how many hours are remaining and options for its use. This item will be brought forward on the next Committee meeting's agenda.

#### **BOARD SELF-ASSESSMENT ON LEGISLATION**

It was noted that the Board approved the undertaking of a Board Self-Assessment and a Legislation Self-Assessment with the Nova Scotia School Boards Association providing facilitation and support. The Board further decided that undertaking the Board Self-Assessment regarding governance was the priority and that the Legislation Self-Assessment would be undertaken in 2017. This item will be brought forward on the next Committee meeting's agenda.

**NEXT MEETING DATE:** October 16, 2017 at 11:15 a.m. in the Education Room

#### **ADJOURNMENT**

##### **► PP17:025**

##### **Adjournment**

##### **[Approved]**

On motion of Peter Cromwell, seconded by Lavinia Parrish Zwicker, it was moved to adjourn at 2:34 p.m.

Motion Carried

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Kim Grimard, Board Secretary

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Donna Johnstone, Vice Chair

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#### **Development and Implementation of Policies and Administrative Procedures Board Policy 100.1**

**Department: Superintendent of Schools**

**Section: Board Governance**

Development of policy is an important function of school board governance and should be one of the highest priorities of the Annapolis Valley Regional School Board. Policies must be based on and reflect the Board's mission, vision, guiding principles, belief statements, goals and values. The Board will ensure policies and administrative procedures conform to the *Education Act* and any other relevant provincial or federal legislation.

Policies are broad guidelines which create a framework within which the Superintendent of Schools and their staff can discharge their assigned duties with positive direction. Policies are statements of what is valued, intended action, acceptable practices, or expectations which must be met by all organizational members under the jurisdiction of the school board.

### **Specifically**

- The Superintendent of Schools is responsible for overseeing the development, implementation, monitoring and revision of the Board's policies and administrative procedures. However, the Superintendent of Schools may assign this responsibility to a Director of the appropriate department.
- Policies will be adopted, revised, discontinued or rescinded only by Board motion. It is important to note, that the Board must approve any new policies before they are implemented.
- Administrative procedures do not require Board approval, but do require the approval of the Superintendent of Schools prior to implementation. The Superintendent of Schools or their designate will ensure the procedures are in accordance with the administrative procedure for the Development and Implementation of Policies and Administrative Procedures.
- An administrative procedure shall be in place to support all Board policies. Administrative procedures set out specific guidelines and/or provide direction to staff in the performance of their duties.
- An appropriate monitoring process shall be in place for the review of the policy and administrative procedure.

### **Monitoring**

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

## **Student Use of Personal Digital Devices Board Policy 101.4**

**Department: Superintendent of Schools**  
**Section: System Administration**

The Annapolis Valley Regional School Board recognizes that personal digital devices are routinely used by students. The Board also recognizes that personal digital devices can be used effectively to support learning. However, unacceptable use of personal digital devices, video/image recording and communication features can be disruptive to various school routines, and video/image recording and communication features can be used inappropriately. Although the Board does not wish to ban the use of personal digital devices, it does wish to restrict their use in schools for appropriate purposes and to certain times and locations.

### **Specifically**

- ~~Personal digital devices may not be used in any instructional areas during the school day, except under the supervision of and with the permission of the teacher in that instructional area.~~
- ~~Personal digital devices may not be used at any time where individual privacy must be protected, such as in washrooms or change rooms.~~
- ~~Personal digital devices may be used by students during non-instructional time in areas of the school where students are allowed to congregate if school policy allows such use.~~
- ~~A school may decide, by school policy, to prohibit the use of any personal digital devices that have video/image recording and communication features.~~
- ~~If the video/image recording feature of a personal digital device is used in such a way as to show disrespect for another's privacy or if the communication feature is used without permission during a test or examination, these actions will be considered to fall under the category of an "unacceptable behaviour" as outlined in the Nova Scotia's Provincial School Code of Conduct Policy.~~
- ~~Users that connect a personal digital device to the school network are governed by the Nova Scotia Department of Education and Early Childhood Development's Public School Network Access and Use Policy.~~

### **Monitoring**

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

## **National Anthem Board Policy 101.7**

**Department: Superintendent of Schools**  
**Section: System Administration**

The Annapolis Valley Regional School Board (AVRSB) acknowledges the expectation of the Department of Education and Early Childhood Development that all school boards in the Province develop a written policy requiring the playing of the national anthem on a daily basis and at special events in schools.

~~Further, the AVRSB~~ The Board believes its well-established practice of playing the national anthem in schools is an important part of education.

~~And Further, the AVRSB~~ The Board wishes to encourage opportunities to instill in our young people a sense of national identity and pride.

### **Monitoring**

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.