Public Notice – Board of Education Online Public Meeting

A public meeting of the Board of Education for School District 62 (Sooke) **will be held on December 13 at 7:00 pm.**

Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation.
To join the in meeting please click here Public Board Meeting | Sooke School District (sd62.bc.ca) and click **Follow Link.**

To guide you, the following is information on how to join a live event in MS Teams.

https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
  o Select the **Q&A** function on the right side of the screen.
  o When asking a question using the Q&A function, please identify yourself. ==Anonymous questions will not be responded to.==
    ▪ A reminder for Stakeholder groups to use the **Q&A** function.
  o Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.
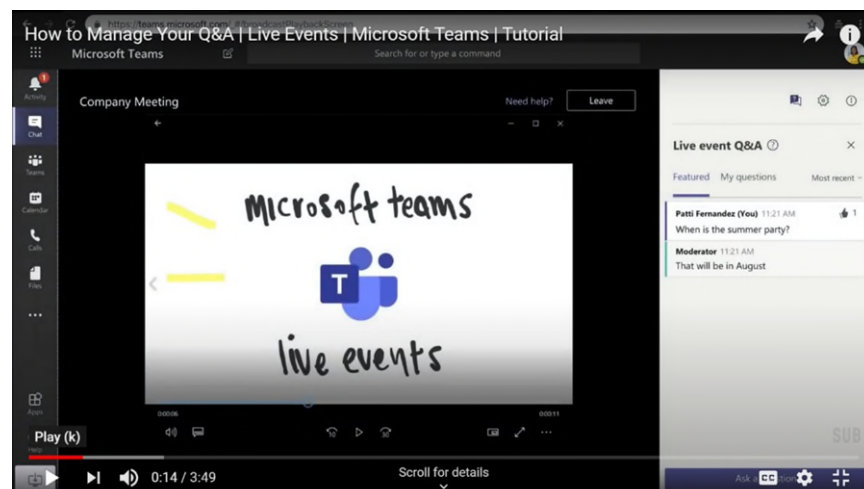
If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.

See link for upcoming and previous Board and Committee meetings Public Meetings | Sooke School District (sd62.bc.ca) materials.

BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
December 13, 2022 – 7:00 p.m.

A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
   We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. **AGENDA** (page 2)
   2.1   Call for amendments and additional items
   <u>Motion Requested</u>: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of December 13, 2022, as presented (or as amended).

3. **MINUTES** (page 5)
   3.1   Call for amendments to minutes
   <u>Motion Requested</u>: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the November 29, 2022, as presented (or amended).

4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS**
   4.1   Board Chair Update – Ravi Parmar

5. **EDUCATIONAL PRESENTATIONS**
   5.1   SPEAC's 40th Anniversary Recognition – Ravi Parmar

6. **CORRESPONDENCE & DELEGATIONS**
   6.1   Correspondence (page 11)
       a. Letter from Kasari Govender, dated November 24, 2022 RE: School Liaison Officer Programs

       <u>Motion Requested</u>: That the Board of Education of School District 62 (Sooke) receive the letter from Kasari Govender, dated November 24, 2022 RE: School Liaison Officer Programs.

   6.2   Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each

7. **FINANCE, FACILITIES AND SERVICES**
   7.1   Resources Committee – Meeting of December 8, 2022 – Ebony Logins (page 14)

1

Motion Requested: That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of $25,000 to be used to advance the Strategic Plan's social responsibility objectives and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff to develop the fund criteria to expand the culture of social responsibility based on the following guiding principles:

- School based projects that promotes engaging opportunities for students and staff;
- Supports social and environmental matters important to the community; and
- Pursue grant/funding matching partnerships.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the revised expenditure plan as presented/amended at the Resources Committee meeting of December 7, 2022 and to include this plan as part of the 22/23 Amended Budget.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve changes to the Colwood/Crystal View catchment areas to include families registered in the English language program within the Belmont Park community to be included in the Crystal View catchment.

Motion Requested: That the Board of Education of School District 62 (Sooke) retain the existing catchment areas for Saseenos and Hans Helgesen Elementary Schools.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of December 8, 2022.

7.2   Capital Plan Bylaw 2022-02 – Colwood Elementary School Lease – Harold Cull (page 16)

Motion Requested: That the Board of Education of School District 62 (Sooke) give second and third reading *to Disposal of Real Property Bylaw No. 2022-02* in order to authorize the lease of a 0.32 acres (1,224m3)triangle section on the north field of the Colwood Elementary property located at 3000 Wishart Road.

8.   EDUCATION PROGRAM
8.1   Education-Policy Committee – Meeting of December 7, 2022 – Allison Watson (page 19)

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the revised Administrative Regulations to accompany Policy F-325 "Cyber Risk and Security".

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of December 7, 2022.

9.   STUDENTS

10.   FOUNDATIONS & GOVERNANCE
10.1   Global Stewardship – Ravi Parmar (page 35)

<u>Motion Requested</u>: That the Board of Education for School District 62 (Sooke) direct the Superintendent to develop a SD62 Global Stewardship Program for the purpose of initiating opportunities to support SD62 students becoming global citizens.

11.   ADMINISTRATION
11.1   Superintendent's Report – Scott Stinson (page 38)

12.   PERSONNEL

13.   UPCOMING EVENTS

14.   FUTURE ITEMS

15.   QUESTION PERIOD
Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

16.   ADJOURNMENT

3

MINUTES
BOARD OF EDUCATION
PUBLIC MEETING
LIVE MS Teams Event
November 29, 2022 – 7:00 p.m.

_____

1. **CALL TO ORDER**
   The meeting was called to order at 7:01 p.m. by the Board Chair. Ravi Parmar acknowledged the traditional territories of the First Nations.

2. **AGENDA**
   2.1   Call for amendments and additional items

       1.   MOVED Cendra Beaton/Trudy Spiller
            That the Board of Education of School District 62 (Sooke) adopt the agenda of November 29, 2022 as amended.
            CARRIED

3. **MINUTES**
   3.1   Call for amendments to minutes

       2.   MOVED Cendra Beaton/Trudy Spiller
            That the Board of Education of School District 62 (Sooke) adopt the minutes of the October 25, 2022 and November 1, 2022 meetings as presented.
            CARRIED

1

4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS**

    4.1   Board Chair Update – Ravi Parmar
    The Board Chair indicated that the incoming Board of Education was eager to get to work and referred to the recent Committee Assignments and Representative Assignments that he made. The Board Chair mentioned that he had recently met with the Mayors of Colwood, Langford, Metchosin and Sooke in an effort to maintain our strong connection to our municipal partners.

    4.2   Governor General Awards – Ravi Parmar
    Recipients of the Governor Generals' Academic Award, awarded to the student who achieves the highest academic average upon graduation from a Secondary School were acknowledged by the Board of Education.
    a.   Belmont Secondary School 2020/2021 Recipient – Louisa Krusekopf
    b.   Belmont Secondary School 2021/2022 Recipient – Jim Wheen
    c.   Royal Bay Secondary School 2020/2021 Recipient – Hayley England
    d.   Royal Bay Secondary School 2021/2022 Recipient – Rebecca Parson
    e.   Edward Milne Community School 2020/2021 Recipient – Alyssa Taylor
    f.   Edward Milne Community School 2021/2022 Recipient – Tija Dalep

5. **EDUCATIONAL PRESENTATIONS**

    5.1   PEXSISEN Elementary School Mascot – Karen DeCicco
    Karen DeCicco provided an overview of the mascot naming process for the school PEXSISEN Elementary School will adopt the mascot of a Cub.

    5.2   Student Exchange to Drummondville, Quebec - John Stubbs Memorial School – Matthew Tran/Angelina Hendry
    An overview of the trip was provided to the Board of Education.

    3.   MOVED Allison Watson/Cendra Beaton
    That the Board of Education of School District 62 (Sooke) approve the student exchange program to Drummondville, Quebec from February 1-8, 2023, subject to the oversight and direction of the Superintendent's Office.
    CARRIED

    5.3   Student Trip to Ecuador & the Galapagos Islands – Spencer Middle School – Yvonne Clark
    An overview of the trip was provided to the Board of Education.

    4.   MOVED Cendra Beaton/Trudy Spiller
    That the Board of Education of School District 62 (Sooke) approve the Spencer Middle School trip to Ecuador and the Galapagos Islands from March 19-29, 2024 subject to the oversight and direction of the Superintendent's Office.
    CARRIED

    5.4   Student Trip to Sisters, Oregon – Royal Bay Secondary School – Lucas MacNeil
    An overview of the trip was provided to the Board of Education.

    5.   MOVED Cendra Beaton/Trudy Spiller
    That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School boys lacrosse trip to Sisters, Oregon from May 5-8, 2023, subject to the oversight and direction of the Superintendent's Office.

2

CARRIED

5.5   Student Trip to Sisters, Oregon – Royal Bay Secondary School – Ray Barkwill
        An overview of the trip was provided to the Board of Education.

   6.   MOVED Cendra Beaton/Ebony Logins
           That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School
           girls lacrosse trip to Sisters, Oregon from May 5-8, 2023, subject to the oversight and direction of
           the Superintendent's Office.
           CARRIED

5.6   Student Trip to Denver, Colorado – Royal Bay Secondary School – Lucas MacNeil
        An overview of the trip was provided to the Board of Education.

   7.   MOVED Cendra Beaton/Trudy Spiller
           That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School
           boys lacrosse trip to Denver, Colorado from June 15-19, 2023, subject to the oversight and direction
           of the Superintendent's Office.
           CARRIED

5.7   Student Trip to Belize – Royal Bay Secondary School – Linda Funk
        An overview of the trip was provided to the Board of Education.

   8.   MOVED Cendra Beaton/Allison Watson
           That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School
           trip to Belize from March 19-26, 2024 subject to the oversight and direction of the Superintendent's
           Office.
           CARRIED

5.8   Student Trip to Huntington Beach, California – Royal Bay Secondary School – Lucas MacNeil
        An overview of the trip was provided to the Board of Education.

   9.   MOVED Cendra Beaton/Amanda Dowhy
           That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School
           boys lacrosse trip to Huntington Beach, California from February 2-6, 2023 subject to the oversight
           and direction of the Superintendent's Office.
           CARRIED

6. **CORRESPONDENCE & DELEGATIONS**
    6.1   Correspondence
            a.   Letter from Minister Whiteside dated November 3, 2022, RE: School Food Program
            b.   Letter from Assistant Deputy Minister Kim dated November 9, 2022 RE: School Food Program
            c.   Letter from the STA dated November 10, 2022 RE: Draft Policy C-434 Universal Precautions
            d.   Letter from the District of Metchosin dated November 16, 2022 RE: Appointment to School Board
                   Trustee
            e.   Letter from the Victoria Family Court and Youth Justice Committee – October 7, 2022 RE: Increased
                   Funding and Staff Resources for MYST/CRED

            10.   MOVED Ebony Logins/Cendra Beaton
                   That the Board of Education of School District 62 (Sooke) receive the correspondence as outlined in

3

section 6.1a., b. c., d. and e.
CARRIED

6.2   Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each
       STA – Jennifer Anderson
       No delegation.

       CUPE – Lou Leslie
       The Vice President spoke about CUPE's desire to see affordable public childcare delivered in school districts using existing facilities and staff, CUPE's 60th birthday in 2023, and the management mandated PRO-D Day held on November 25, 2022. CUPE indicated its frustration surrounding poorly attended planning meetings by management and hoped moving forward that management would reaffirm its commitment.

       PVP – Jen Nixon
       Jen Nixon led the Board of Education through a grounding session and provided a presentation on PVP strategies around heath and wellness.

       SPEAC – Melissa Da Silva
       SPEAC hosted its leadership dinner at Royal Bay Secondary School on November 21, 2022. Melissa Da Silva indicated that SD 61 and SD 63 DPAC's are interested in reinstating a South Island network and hosting a joint parent conference in the new year. Details to follow. The next SPEAC meeting will be held via Zoom on January 18, 2023.

7.   **FINANCE, FACILITIES AND SERVICES**
      7.1   Resources Committee – Meeting of November 15, 2022 – Ravi Parmar
             Trustee Parmar provided the Board of Education with an overview of the Resources Committee Meeting.

             11.   MOVED Ravi Parmar/Ebony Logan
                    That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of November 15, 2022.
                    CARRIED

      7.2   Capital Plan Bylaw 2022-02 – Colwood Elementary School Lease -Harold Cull
             Staff provided an overview of the Colwood Elementary School Site Lease and subsequent requirement to dispose of the land, as the District moves into a long-term lease with a childcare provider.

             12.   MOVED Cendra Beaton/Allison Watson
                    That the Board of Education of School District 62 (Sooke) give first reading *to Disposal of Real Property Bylaw No. 2022-02* in order to authorize the lease of a 0.32 acres (1,224m3)triangle section on the north field of the Colwood Elementary property located at 3000 Wishart Road.
                    CARRIED

      7.3   Staff Affordability Fund – Ravi Parmar
             Trustee Parmar spoke about the global increase in interest rates, basic housing, food, gas and other daily costs. He proposed that the District create a one-time staff affordability fund to help those staff members who are struggling.

             13.   MOVED Ravi Parmar/Amanda Dowhy

4

That the Board of Education of School District 62 (Sooke) direct the Superintendent to create a one-time, $25,000 staff affordability fund to support staff members struggling with rising costs due to global inflation. And furthermore, the fund be modelled off the student and family affordability fund.
CARRIED

8. EDUCATION PROGRAM

8.1 Report on the Education-Policy Committee – Meeting held on November 8, 2022
Trustee Parmar provided the Board of Education with an overview of the Education-Policy Committee Meeting.

14. MOVED Ravi Parmar/Ebony Logins
Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) adopt new Policy F-325 "Cyber Risk and Security".
CARRIED

15. MOVED Ravi Parmar/Cendra Beaton
That the Board of Education of School District 62 (Sooke) receive the Quarter One Strategic Plan Report presented at the Education-Policy Committee Meeting of November 8, 2022.
CARRIED

16. MOVED Ravi Parmar/Cendra Beaton
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of November 8, 2022.
CARRIED

8.2 Adoption of Policy and Regulations – Scott Stinson
David Strange provided some feedback to the Board of Education on the draft new Policy and Regulations, C-434 "Universal Precautions".

17. MOVED Cendra Beaton/Trudy Spiller
Given that the required period for notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt the new Policy and Regulations C-434 "Universal Precautions".
CARRIED

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

10.1 Na'tsa'maht Education Council - Meeting of November 16, 2022
Staff provided the Board of Education with the highlights of the Na'tsa'maht Education Committee Meeting which included discussion around the Student and Family Affordability Fund, updated the Terms of Reference for the upcoming year, and a decision to invite urban organizations to join the Council.

10.2 Board Reaffirmation of Values and SOGI Training – Allison Watson
Trustee Watson provided an overview of her proposed motions to the Board of Education.

18. MOVED Allison Watson/Cendra Beaton
That the Board of Education of School District No. 62 (Sooke) publicly reaffirm its support for the use of classroom materials that destigmatizes and normalizes conversations around gender identity and sexual orientation, including SOGI 123 resources.

5

CARRIED

19.   MOVED Allison Watson/Amanda Dowhy
        That the Board of Education of School District No. 62 (Sooke) engage in gender diversity training
        and capacity-building to adapt practice and language, by partnering with a gender diversity
        consulting company.
        CARRIED

11. ADMINSTRATION

11.1   Superintendent's Report – Scott Stinson
        The Superintendent provided an update to the Board of Education on Remembrance Day Assemblies,
        FSA testing in the District, and the 10,000 Tonight Food Drive. Three neighbourhood schools will be
        participating, following which donations will be made to the Westshore and Sooke food banks on behalf
        of the District.

12. PERSONNEL

13. UPCOMING EVENTS
        December 6, 2022 Education-Policy Committee Meeting
        December 7, 2022 – Resources Committee Meeting
        December 13, 2022 – Public Board Meeting

14. FUTURE ITEMS

15. QUESTION PERIOD
        Members of the public can ask questions related to agenda items. All media questions can be directed to the
        Manager, Strategic Communications for follow-up and response.

16. ADJOURNMENT
        The meeting was adjourned at 9:21 p.m.

Certified Correct:

_____   _____
Chairperson of the Board   Secretary-Treasurer

British Columbia's
**Office of the Human Rights
Commissioner**

NOVEMBER 24, 2022

Suzanne Hoffman, CEO
BC School Trustees Association
4th Floor – 1580 West Broadway
Vancouver, BC, V6J 5K9

Via Email: shoffman@bcsta.org

Re: School Liaison Officer programs

Dear Suzanne Hoffman and British Columbia School Trustees,

As part of my statutory responsibility to promote and protect human rights in the province, I am writing regarding the continued use of School Liaison Officers (SLOs) in our schools. My legislative mandate extends across the province, including municipal governing bodies, and I write in my capacity under s.47.12(1)(c) of the *Human Rights Code*, which provides that "The commissioner is responsible for promoting and protecting human rights, including by… making recommendations or using other means the commissioner considers appropriate to prevent or eliminate discriminatory practices, policies and programs."

As I'm sure you are aware, Indigenous, Black and other marginalized students—as well as their parents and communities—have raised significant concerns about the harm caused by having police in schools.

Last year, in an effort to better understand both the positive and negative impacts of SLOs, my Office funded (through a grant) research on the state of school liaison officer programs in Canada, conducted by Dr. Kanika Samuels-Wortley, assistant professor with the Institute of Criminology and Criminal Justice at Carleton University. I invite each of you to review her findings, which include:

- Only a few peer-reviewed studies have examined Canadian school liaison programs, and these employ small, non-random samples or have other methodological limitations that render their conclusions suggestive rather than definitive.
- The literature on SLOs in Canada tends to focus on the perspectives or opinions of police personnel rather than students. An extensive review of the Canadian literature revealed no peer-reviewed studies that explore the impacts on marginalized students. Thus, as noted by the Ontario Association of Chiefs of Police, Canadian SLO literature maintains a "race-

absent" approach that ultimately fails to explore the systemic challenges faced by Indigenous, Black and other racialized students.[1]

- The much more robust body of American research finds that SLOs make marginalized students feel less safe at school, contributing to a sense of criminalization and surveillance. Furthermore, the impacts go far beyond perception of safety. Researchers have shown that SLOs discipline Black students and students with disabilities at disproportionately high rates in the United States. Unfortunately, British Columbia lacks the disaggregated data to understand whether this is true of our officers as well.

- Overall, the research across jurisdictions suggests that students generally feel safe at school regardless of whether an SLO is embedded in their school. Some of the most methodologically sound research concludes there is no evidence to support the notion that SLO programs make schools safer.

Clearly there is an immediate need for research conducted in British Columbia that centres the experience of marginalized students and employs high-quality evaluation strategies. I have written to the Minister of Education and the Minister of Public Safety and Solicitor General urging them to commission this research without delay, and I have also recommended that the provincial government guarantee funding for civilian alternatives to SLOs – civilian coaches, youth counsellors, substance use educators, restorative justice initiatives, etc. – so that no school district feels it is forced to rely on uniformed officers to provide services that should be delivered through the education system.

In the meantime, marginalized students, parents and communities are raising concerns that call into question the legitimacy of a police presence in our schools. I applaud those school boards who, after considering the available evidence and alternatives, have joined a movement of boards across Canada in ending their SLO programs.

Nevertheless, SLO programs continue in many school districts. At this moment, the Vancouver School Board (VSB) is considering bringing back a "revised and reimagined" SLO program over the objections of marginalized voices.[2] It is troubling that the VSB motion implies, without evidence, that SLOs are necessary for school and community safety and that tweaks to the SLO construct will be sufficient to address community concerns of harm and discrimination.[3]

In November 2021, my office released a [report on systemic racism in policing](#), based on what we understand to be the most extensive research ever conducted on policing data in Canada.[4] The data showed the highly disproportionate impact of certain policing practices on Indigenous, Black and other racialized people. For example, in Vancouver, Indigenous men are 17.3 times more likely to be arrested than their presence in the population would predict. In Nelson, Black people are 4.7 times more likely to appear in mental health incidents involving the police than their presence in the population would predict. I offer these examples to show that the presence of police in our communities impacts different racialized groups differently, which supports the finding in the U.S.

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[1] Ontario Association of Chiefs of Police. "Statement: School Resource Officer Programs." Posted July 20, 2020. https://www.oacp.ca/en/news/statement-school-resource-officer-programs.aspx

[2] "Dozens to speak for and against return of police to Vancouver schools." CBC News. November 23, 2022. https://www.cbc.ca/news/canada/british-columbia/vsb-school-liaison-officers-1.6661081

[3] Vancouver DPAC [@VanDPAC]. November 21, 2022. "Vancouver School Board @VSB39 releases School Officer Liaison Program Motion just 4 hours before delegations are set to speak to it." Twitter. https://mobile.twitter.com/VanDPAC/status/1594836772756000772

[4] See p.59 of the report for recommendations concerning SLOs.

literature that SLO programs often make racialized students feel *less* safe rather than meeting their goals of increasing student safety.

Out of respect for the rights of our students, I strongly recommend that all school districts end the use of SLOs until the impact of these programs can be established empirically. For school boards who choose not to take this step, it is incumbent on you to produce independent evidence of a need for SLOs that cannot be met through civilian alternatives and to explain the actions you are taking to address the concerns raised by Indigenous, Black and other marginalized communities.

I know that we share the goal of creating safe and inclusive schools that uphold human rights. I appreciate your attention to these important issues.

I ask that the BC School Trustees Association share this letter with all school trustees in the province as soon as possible. To support my commitment to public accountability and responsibility to serve the people of British Columbia, this letter will also be made public.

Sincerely,

Kasari Govender
Human Rights Commissioner

CC: The Hon. Jennifer Whiteside, M.L.A.
        Minister of Education

        The Hon. Mike Farnworth, M.L.A.
        Minister of Public Safety and Solicitor General

Committee Report of
Resources Committee Meeting via MS Teams
December 7, 2022

Present: Ebony Logins, Trustee (Committee Chair)
Amanda Dowhy, Trustee (Committee Member)
Trudy Spiller, Trustee (Committee Member)
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer
Ed Berlando, STA (virtual)
Trudy Court, CUPE

Staff: Windy Beadall, Lead Educator, Capital Planning
David Lee-Bonar, Assistant Secretary-Treasurer
Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES
*The meeting was called to order at 6:00 pm by the Committee Chair, who acknowledged that
we are honoured to be meeting on the traditional territories of the Coast Salish, specifically
Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in
our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast
Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)*

2. COMMITTEE REPORT
The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee
Report dated November 15, 2022 at its Public Board Meeting dated November 29, 2022.

3. PRESENTATIONS

4. BUSINESS

4.1   Social Responsibility Objective – Harold Cull
Staff provided an overview of the District's work to date concerning the environment, truth and
reconciliation, and social responsibility objectives. Further, staff noted future work planned and next
steps. Trustee Watson motivated the discussion to create a Social Responsibility Fund of $25,000 to
be used as a pilot project for use at the school level to support the District's social responsibility
objective. The Committee discussed the need for specific criteria to be developed to ensure the
funding is used for the intended purposes and that a year end report is presented to the
Committee/Board to ensure accountability.

The Committee supported the following motion going forward:

1

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of $25,000 to be used to advance the Strategic Plan's social responsibility objectives and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff to develop the fund criteria to expand the culture of social responsibility based on the following guiding principles:

- School based projects that promotes engaging opportunities for students and staff;
- Supports social and environmental matters important to the community; and
- Pursue grant/funding matching partnerships.

4.2   22/23 Expenditure Plan – David Lee-Bonar
Staff provided an update to the Resources Committee on the estimated revenue and expenditures in the District estimating a surplus of $1,687,564. Of this projected surplus $919K is structural and $768K is one time. Staff presented the draft expenditure plan to be included in the Amended Budget that will be reviewed and debated by the Board of Education in February 2023. The Committee supported the proposed approach and discussed other possible funding uses such as elementary counselling, dedicated Joint Integration Implementation Committee funding and restoring previous levels of library assistants.

The Committee supported the following motion going forward:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the revised expenditure plan as presented at the Resources Committee meeting of December 7, 2022 and to include this plan as part of the 22/23 Amended Budget.

4.3   Catchment Review – Windy Beadall
Staff provided an update on catchment boundary review pertaining to Colwood/Crystal View Elementary and Saseenos/Hans Helgesen Elementary. The Committee and the public asked several questions regarding the proposed changes. Staff confirmed that the Baragar system was used to identify the impacted families on the proposed catchment changes. This system tracks enrolment by address which rolls up to the school catchment areas. Staff were asked to respond directly to the remaining questions raised by the public.

The Committee supported the following motion going forward:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve changes to the Colwood/Crystal View catchment areas to include families registered in the English language program within the Belmont Park community to be included in the Crystal View catchment.

Recommended Motion: That the Board of Education of School District 62 (Sooke) retain the existing catchment areas for Saseenos and Hans Helgesen Elementary Schools.

5.   **ADJOURNMENT AND NEXT MEETING DATE**: January 10, 2023

2

Board Info Note
From November 29, 2022
Agenda Item: 7.2 Colwood Elementary Site Property Disposal Bylaw

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Background

- Hulitan Family and Community Services provides supports for Indigenous families on and off reserve throughout Greater Victoria, the Saanich Peninsula, the Westshore, and Sooke to Port Renfrew

- Hulitan approached SD62 with a proposal to access Provincial child care capital funds through the Ministry of Children and Families in order to build child care spaces on the corner of the Colwood Elementary School site

- Under the Provincial Guidelines for the *"Childcare BC New Spaces Fund"*, facilitated through MCFD, school districts are required to have a community partner in order to access the funding

- The proposed partnership would have the District own the building and Hulitan operate it

- Based on the information noted above, the Board passed the following motion in August 2021:

  Approved Motion: That the Board of Education for School District 62 (Sooke) support in principle the application by Hulitan Family and Community Services and M'akola Housing Society for capital funding under the Childcare BC New Spaces *Fund* for the construction and operation of a childcare facility on Colwood Elementary School property.

- Since this motion was passed, Hulitan has secured funding (through the School District) from the *Childcare BC New Spaces Fund* for the project noted above

- Per the School Act and in order to enter into a long-term lease agreement of greater than 10 years with Hulitan, the School District will have to formally "dispose" of the partial piece of land

- The District has received approval from the Ministry and now must pass the attached Bylaw to facilitate the lease process

- As a result, staff are requesting the Board to consider passing the following bylaw with the 1st reading on November 29th and the 2nd and 3rd readings on December 13th:

1

Proposed Motion: That the Board of Education of School District #62 (Sooke) give 1st reading to *Disposal of Real Property Bylaw No. 2022-02* in order to authorize the lease of a 0.32 acres (1,224 m³) triangle section on the north field of the Colwood Elementary property located 3000 Wishart Road.

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<u>LEASE OF REAL PROPERTY BYLAW NO. 2022-02</u>

A BYLAW BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (hereinafter called the "Board") to adopt a Lease of Real Property Bylaw.

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition, lease or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may lease, dispose of land or improvements, or both, subject to the orders of the minister;

AND WHEREAS section 3 of the *Disposal of Land or Improvements Order* provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease or 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Disposal of Land or Improvements Order;

AND WHEREAS section 5 of the *Disposal of Land or Improvements Order* provides that the Minister may approve, with any terms and conditions, a lease, disposition of land and/or improvements;

NOW THEREFORE be it resolved that the Board of Education of School District No. 62 (Sooke) hereby authorizes the lease of a 0.32 acres (1,224 m^3) triangle section on the north field of the Colwood Elementary property located 3000 Wishart Road, legally described as:

<div align="center">

Lot A, Plan 21710, Section 70, Esquimalt District
PID: 003-478-319

</div>

The Board of Education confirms that the property is not required for future educational purposes in School District 62 (Sooke).

This bylaw may be cited as School District No. 62 (Sooke) Lease of Real Property Bylaw No. 2022-02.

READ A FIRST TIME, THIS 29th DAY OF NOVEMBER 2022
READ A SECOND TIME, THIS 13th DAY OF DECEMBER 2022
READ A THIRD TIME, THIS 13TH DAY OF DECEMBER 2022

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Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 62 (Sooke) Lease of Real Property Bylaw No. 2022-02 adopted by the Board of Education this 13th day of December 2022.

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Secretary-Treasurer

COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
December 6, 2022 – 6:00 p.m.

Present: Allison Watson, Trustee (Committee Chair)
Cendra Beaton, Trustee (Committee Member)
Russ Chipps, Trustee (Committee Member)
Francesca Lee, STA
Lou Leslie, CUPE
Georgette Walker, SPVPA
Joanna Verano, SPEAC
Scott Stinson, Superintendent/CEO
Monica Braniff, Associate Superintendent
Dave Strange, Associate Superintendent
Paul Block, Associate Superintendent

Guests: Farzaan Nusserwanji -Chief Information Officer/Exec. Dir. Info Technology, Jim Lamond –
District Principal – Pathways & Choice, Nicole Wallace, Dante Di Ponio and Brian Hotovy

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
    We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and
    Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside
    on the traditional territory of the Esquimalt Nation and Songhees Nation.

2. **Opening Remarks from Chair, Allison Watson**
    Chair Allison Watson introduced members and welcomed everyone to the meeting.

3. **COMMITTEE REPORT** of Nov. 8, 2022 Education-Policy Committee meeting
    The committee report for the Nov. 8, 2022 Education-Policy Committee meeting was reviewed by the
    committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**
    There are no BAA course proposals for this meeting.

5. **REVIEW OF POLICIES/REGULATIONS**
    a. Draft New Regulations F-325 "Cyber Risk and Security" – Farzaan Nusserwanji
        Mr. Nusserwanji addressed previous concerns and feedback in tonight's Information Note.
        Appreciation was given to Mr. Nusserwanji for the detail and responsiveness in incorporating the
        committee's suggestions into the regulations.

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Recommendation:
That the Board of Education for School District #62 (Sooke) receive the revised Administrative Regulations to accompany Policy F-325 "Cyber Risk and Security".

6. **NEW BUSINESS**

   a. <u>Update – Student & Family Affordability Fund</u> – Dave Strange
   Mr. Strange highlighted areas that are currently being actioned in the District. SD62 is well into the implementation stage at both the District and school levels. Fee refunds are underway at the middle and secondary schools, and a tremendous effort has been made at all schools for innovative and thoughtful responses. There has been heartfelt thank you and appreciation from families for these efforts. Funds have also been transferred to community agencies as per the community agreements. Mr. Strange noted that one community agency, Thrive Social Services, voted to match District funding in support of students and families. Superintendent Stinson acknowledged the work of Mr. Strange and the team in creating a response that reaches out to community and provides a breadth of opportunities for families. The Chair also acknowledged the significance of this work and its relation to the District's Strategic Plan.

   <u>Presentation – Youth Work in Trades/Youth Train in Trades and TASK Program</u> – Jim Lamond/Careers Dept. Staff
   Mr. Lamond introduced members of the Careers team who were present at tonight's meeting: Nicole Wallace, Dante Di Ponio, and Brian Hotovy. They showed a video clip "Welding Update Celebration for Royal Bay Secondary School". This video highlighted the passion and pathways available for students in welding and exemplified the partnership between SD62 and community worksites. Mr. Lamond and team presented on the Career Education K-12 Roadmap with a focus on who students want to be, and not limiting them to the "what". Further information was shared about the vision and programming opportunities that lie within Career Education, including a renewed focus at the K-8 level. Several students were highlighted and honoured for their exemplary work. Questions/comments shared about supporting gender equality and inclusivity through education, protocols, and increased opportunities for women in trades. Associate Superintendent Block and Chair Watson acknowledged District/school teams for the growth in programming opportunities and strong community partnerships.

7. **FOR INFORMATION**
   Nothing noted.

8. **FOR FUTURE MEETINGS**
   Nothing noted.

9. **ADJOURNMENT AND NEXT MEETING DATE**: January 3, 2023

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School District #62 (Sooke)

	No.: F-325
CYBER RISK AND SECURITY	Effective: Revised: Reviewed: Sept. 6/22; Sept. 27/22; Nov. 8/22; Dec. 6/22; Dec. 13/22

ADMINISTRATIVE REGULATIONS

The following administrative regulations support and further define cyber risk and security in the Sooke School District and are provided within the Cyber Risk and Security Policy.

1. Application and Scope

All School District 62 staff, students and vendors employed under contract, who have any involvement with digital assets, are responsible for implementing this policy and its regulations and shall have the support of the School District 62 Board which has approved the policy. This policy and its regulations cover digital assets and initiatives whether hosted by SD62 or a third party. Failure to comply with this policy may result in breaches of security, leading to the exposure of data of a confidential or sensitive nature.

2. Responsibilities pertaining to Cyber Risk and Security

The Board of Education's responsibilities:
- Board-level digital governance: setting policy, ensuring strategic alignment, risk assessment, resource management, and performance management of cyber risk and security efforts.
- Provide oversight, guidance, and direction on the cyber risk associated with digital initiatives
- Allocate funding for information and technology asset acquisition, currency, replacement, and operational support to ensure the protection of information technology assets and the provisioning of resources to ensure adequate security and privacy are maintained.
- Provide guidance on cyber risk tolerance and be ultimately accountable for cyber risk acceptance.

District Executive responsibilities:
- Provide direction and funding for information and technology asset acquisition, currency, replacement, and operational support to ensure the protection of information technology assets and the provisioning of resources to ensure adequate security and privacy are maintained.
- Provide oversight, guidance, and direction on the cyber risk associated with digital initiatives.
- Ensure each business or educational application, information and data system has an Accountable Executive who ensures cyber risk and security are assessed for the systems under their executive or departmental purview.
- The accountability to ensure the cyber risk assessment is conducted and associated recommendations implemented reside with the program/business owner.

Chief Information Officer responsibilities:
- Board's delegate for the Cyber risk assessment and security of digital assets, digital initiatives, systems infrastructure, and information contained therein, user access controls, and data recovery.
- Develop administrative procedures and standards consistent with this policy and its regulations.
- Provide strategic direction and recommendations related to the security and privacy of district digital solutions, information services, and technology to the Board and its committees.
- Managing information and technology legislation, including FOIPPA and the *Statistics Act*

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- Collaborating with District Executive to develop and set policies, standards, processes, procedures, and guidelines for cyber risk and security.
- Ensure the implications of cyber risk and security are considered during strategic planning, staffing, budget, and risk management.
- Oversee and guide the security and privacy of digital transformation initiatives across the district
- Define the privacy and security posture including operational responsibility for the FOIPPA office
- Ensure Disaster Recovery plans are updated to reflect changes in assets and security configurations.
- Develop and deliver security and privacy training on an ongoing basis to new and existing employees

Human Resources along with Hiring Supervisors responsibilities:
- Prior to employment, employee and contractor security screening is completed, and employees and contractors are informed about information security policies, regulations, procedures and associated roles and responsibilities
- Reference and criminal records checks are completed prior to hiring or engagement.
- Responsibilities for information and systems security documented in the Acceptable Use Policy are signed off upon hire.
- Supporting management with determining the appropriate course of action in response to identified abuse of information and technology assets.
- Security breaches or policy violations that have been reported are investigated, and action is taken where warranted.
- Ensuring that a process is in place for the departure of employees, consultants, contractors, or temporary agency staff in relation to the retrieval of assets and reminding employees of their ongoing confidentiality responsibilities.
- If assets are not returned, follow up to attempt retrieval or seek additional remedies.
- Contractor responsibilities for information security are identified in contractual agreements.
- Ensuring all new and existing employees are trained on Security and Privacy on an ongoing basis.

Finance/Accounts Payable/Procurement responsibilities:
- Ensure the Chief Information Officer has been consulted during procurement and receives reports of all hardware, software, and cloud-based services to assess compliance with this policy and its regulations.
- Confirm risks related to external party access to information and information systems are assessed before accepting any acquisition of third-party software or cloud-based services
- Ensure the risks of external party access to information and information systems are identified, assessed, mitigated, and managed
- Confirm security controls, service definitions, and delivery levels are identified and included in agreements with external parties before using external information and technology services

Director, Facilities responsibilities:
- Developing and implementing the Physical and Environmental Security Program in consultation with the Chief Information Officer.

Internal Audit responsibilities:
- Conduct periodic reviews of processes, controls, and compliance with this policy and its regulations.

Department/Site Leadership responsibilities:

- Managing the use of the assets by employees at their site or within their site or department.
- Determining access levels and ensuring all staff in their area use IT assets responsibly.
- Monitoring compliance with this policy.

- Retrieving assets from departing employees, consultants, contractors, or temporary agency staff.
- Informing staff of their information security responsibilities and providing guidelines that clearly define how these security controls are managed.
- Notifying Information Technology of systems access requirements, changes to access requirements and removal of access when it is no longer required.
- Ensuring all privileged identities are tracked and recorded with the IT department.
- Promoting a *culture* of security, creating an appropriate level of awareness of security controls among staff, relevant to their roles and responsibilities, and an appropriate level of skills to comply with these security controls.
- Creating awareness of new or updated security requirements and monitoring adherence to the organization's security policies.
- Reporting suspected security and privacy incidents that affect their area of responsibility to the CIO.
- Managing the response to security and privacy incidents that affect their areas of responsibility based on guidance from the CIO.

Staff responsibilities:
- Complying with School District 62 security policies, controls, standards, and procedures, and any department or school-specific security practices.
- Familiarizing themselves with security policies and reviewing them.
- Reporting suspected security and privacy incidents to their Supervisor.
- Returning technology assets when leaving the organization.
- Notifying the IT department of any loss or damage to assets.

Caregivers and Student responsibilities:
- Complying with School District 62 security policies, controls, standards, and procedures, and any school-specific security practices.
- Ensuring consent is provided for use of digital tools, software and cloud-based services
- Reporting suspected security and privacy incidents to their teacher and/or school administrators

3. Digital Asset Management

Information and information systems constitute valuable School District 62 resources. Digital asset management identifies what assets to protect, how to protect them, and how much protection is adequate.

Identification of Digital Assets

School District 62 departments and schools must identify and maintain an inventory of assets under their control including:
- Hardware
- Software
- Digital services including communications and cloud-based services.
- Digital information and data assets including student and staff records, database and data files, contracts and agreements, system documentation, research information, reports, user manuals, operational or support procedures, continuity plans and archived information.

Documenting and Maintaining Asset Inventories

School District 62 will establish and maintain an IT Asset Management program, create and maintain an inventory of important assets associated with information systems, and establish asset currency and lifecycle plans. The loss, theft or misappropriation of assets must be reported immediately to the IT Service Desk. Where the loss, theft or misappropriation involves information the Incident Response Plan will be initiated.

The IT Asset Management program must include:

Hardware Assets
- Hardware components shall be subject to full lifecycle management from acquisition to disposal, including hardware acquired but not implemented, hardware in storage or retired hardware.
- All hardware including servers and end-user computing devices must be refreshed with a currency cycle of no more than 4 years or the useful life of the device (as per support policies from the manufacturer) to ensure security updates, fixes, and patches can be applied and maintained.
- All hardware items, excluding low-value assets such as mouse devices, shall be uniquely named with an asset number and labelled. Vendor decals, stickers and other serial number identifiers should not be removed. Serial numbers and model numbers shall be recorded and tracked.
- IT Operations shall periodically confirm physical inventory via automated discovery tools and reconcile and document any discrepancies.
- All allocations, transfers, returns and disposals shall be tracked and documented except for low-value assets such as mouse devices.
- Lost assets shall be reported and investigated for a potential data breach.
- Service Request processes shall be used for replacements and upgrades.
- At end-of-life hardware assets will be logged and disposed of securely to protect School District 62 information.
- All student devices must be maintained at a security patch level that ensures adequate protection.
- All hardware assets including the operating system and installed software must be patched and upgraded to no more than 2 patch levels behind the latest release.
- All critical production hardware assets shall be supported by warranty or other maintenance agreements and shall be replaced before the expiry of support agreements.
- A process for recovery of hardware after notification of staff or contractor departures shall be in place.
- Hardware configurations shall be managed through configuration management processes and documented.
- Disaster Recovery plans shall be updated to reflect changes in assets and configurations.

Software Assets include digital communications and cloud-based services that are not hosted on-premise
- Disaster Recovery plans shall be updated to reflect changes in assets and configurations.
- All software licensing agreements and compliance shall be actively managed.
- All software installed on School District 62 hardware is to be appropriately licensed.
- All educational software must be reviewed for conformance with curricular, inclusion and diversity objectives and for the protection of student privacy, student records management and information protection compliance.
- All non-standard software implementations shall be managed and documented through an exception process.
- All software assets including the operating system and installed software must be patched and upgraded to no more than 2 patch levels behind the latest release.
- Variations in versions of software shall be minimized.
- Installed software versions shall be supported by vendors with patches available to address vulnerabilities.
- All digital communications and cloud-based services will be governed by the third-party vendor management framework under IT oversight.

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Information and Data Assets

- Data will be treated as an asset and protected as such.
- The goals of data security include purpose limitation, fairness, lawfulness, transparency, data minimization, storage limitation, accuracy, confidentiality, integrity and accountability
- Every reasonable step must be taken to ensure that inaccurate personal data are erased or rectified without delay.
- Data (student, staff, financial statements, contracts, etc.) will be protected from unauthorized access and modification.
- Data shall be backed up regularly and disaster preparedness and recovery plans will be developed to protect and recover data from outages due to system outages or security breaches such as ransomware.
- Data classification, data standards, and data definitions shall be established to ensure the consistency of the information being shared. (Refer to section: **Data and Information Classification and Retention**)
- Every data source or application system will have a defined responsible steward who will act to ensure data security, data quality, availability, accuracy and transparency following the security policies, regulations and standards
- Integration and automation of data flow between different systems shall be securely implemented.

4. Human Resources role in Cyber Security

The role of Human Resources in cyber security is to ensure that employees, external consultants, and contractors accessing School District 62 information and information systems have been screened, understand, and accept their responsibilities for security, receive security training and that their access to information and systems is securely managed throughout their affiliation with the School District.

- Prior to employment, employee and contractor security screening is completed, and employees and contractors are informed about information security policies, regulations, procedures and associated roles and responsibilities
- Reference and criminal records checks are completed prior to hiring or engagement.
- Responsibilities for information and systems security documented in the Acceptable Use Policy are signed off upon hire.
- Supporting management with determining the appropriate course of action in response to identified abuse of information and technology assets.
- Security breaches or policy violations that have been reported are investigated, and action is taken where warranted.
- Ensuring that a process is in place for the departure of employees, consultants, contractors, or temporary agency staff in relation to the retrieval of assets and reminding employees of their ongoing confidentiality responsibilities.
- Ensuring School District 62 assets are returned on termination of employment unless other arrangements are made in advance and all School District 62 information and documents have been removed.
- If assets are not returned, follow up to attempt retrieval or seek additional remedies.
- Contractor responsibilities for information security are identified in contractual agreements.
- Ensuring all new and existing employees are trained on Security and Privacy on an ongoing basis.
- Ensuring access rights to information systems are terminated on termination of employment. Any school district data associated with the account access will be made available to the supervisor.

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5. Physical and Environmental Security

IT equipment must be protected to reduce the risks of unauthorized access, environmental threats, and hazards. Physical and environmental security ensures that School District 62 has a risk-based physical and environmental security framework to govern the design, implementation and management of facility security and access to sites and facilities.

Physical Security

Physical security refers to the measures designed to prevent unauthorized physical access to equipment, facilities, material, information, and documents, and to safeguard them against espionage, sabotage, damage, tampering, theft, and other covert or overt acts. SD62 will design, document and implement security controls for a facility based on an assessment of security risks to the facility and establish appropriate entry controls to restrict access to secure areas and prevent unauthorized physical access to district information and devices.

Environmental Security

SD62 will ensure environmental security design to address the requirements to provide appropriate temperature and humidity controls, dust control, fire protection, power, and natural disaster protection necessary to ensure the continuity of operations for the School District's facilities and equipment. Digital assets in schools such as servers, switches and network devices should be adequately ventilated and free from obstruction to ensure the stability and security of systems.

6. Network Security Controls

A range of controls must be implemented to achieve and maintain security and reliable access and performance within School District 62 network.

Network infrastructure security controls and security management systems must be implemented for networks to ensure the protection of information and attached information systems.

School District 62 must protect network-related assets including:
- Information in transit.
- Stored information (e.g., cached content, temporary files).
- Network infrastructure.
- Network configuration information, including device configuration, access control definitions, routing information, passwords, and cryptographic keys.
- Network management information.
- Network pathways and routes and bandwidth resources.
- Network security boundaries and perimeters.
- Information system interfaces to networks.

Employees, contractors, and external consultants must not store School District 62 information on non-School District 62 owned and managed computing devices. Non-School District 62-owned computing devices must follow the BYOD expectations when connecting to the School District 62 network.

Inappropriate Use

Any device found to be in violation of this regulation or found to be causing problems that may impair or disable the network in any way, may be subject to immediate disconnection from the network.

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Attempting to circumvent security or administrative access controls for information resources is a violation of this regulation. Assisting someone else or requesting someone else to circumvent security or administrative access controls is also a violation of this regulation.

Network usage judged inappropriate includes, but is not limited to:
- Establishing unauthorized network devices, including a router, gateway, or remote access service such as wireless.
- Using network services or devices to conduct any unlawful activity.
- Using network services that, while legal, would reasonably be considered unacceptable to School District 62's practices.
- Engaging in network packet sniffing other than for network problem diagnosis.

Configuration Control

To maintain the integrity of networks, all changes to network and server configuration must be managed and controlled such as configuration data, access control definitions, routing information and passwords.

Network device configuration data must be protected from unauthorized access, modification, misuse, or loss using controls such as:
- Encryption
- DMZ and network segregation
- Access controls and multi-factor authentication
- Monitoring of access
- Configuration change logs
- Configuration baselines protected by cryptographic checksums
- Regular backups

Firewall reviews must be performed at least annually by the information technology department and after any significant changes to ensure those configuration baselines reflect actual device configuration.

Secured path for Confidential/Sensitive information

Secured paths must be used for transmission of personally identifiable and sensitive/confidential information transmission using controls such as:
- Data, message, or session encryption
- Encrypted email, secure file transfer systems

Wireless Local Area Networking

Wireless Local Area Networks must utilize the controls specified below:
- Strong link layer encryption, such as Wi-Fi Protected Access.
- User and device network access is controlled by School District 62 authentication services.
- The use of strong, frequently changed, automatically expiring encryption keys and passwords.
- Segregation of wireless networks from wired networks using filters, firewalls, or proxies.
- Port-based access control, for example, use of 802.1x technology.

Management of Removable Media

All removable computer media must be managed with controls appropriate for the sensitivity of the data contained in the media.

Use of Portable Storage Devices

The use of portable storage devices to store or transport information increases the risk of information compromise as these devices are easily lost, stolen or damaged, particularly when transported in public environments. Employees using portable storage devices must protect the information and information technology assets in their custody or control by ensuring it is physically secure.

7. Bring Your Own Device (BYOD)

School District 62 recognizes that users may choose to access SD62 District Technology Resources utilizing a personal electronic device including but not limited to computers, phones, tablets, cellular/mobile technology, internet of things (IoT), and artificial intelligence (AI) devices. Routers and wireless access points are not considered to be BYOD and are not permitted to be connected to the district's network.

By connecting to or using the District Technology Resources (e.g. Wifi network, information systems) through a personally owned device, to reduce risk and ensure security, users accept a loss of personal privacy.

The goal of BYOD security is to ensure that end users can safely and securely use district technology resources. The objective is not to patrol instead it is to protect.

District authorities reserve the right to audit the device and its network usage when necessary to mitigate cyber risk and ensure compliance with school and school district codes of conduct, policies, and guidelines.

Cyber Security audits and investigations are conducted on the express authority of the Superintendent of Schools.

- Under FOIPPA, if users have records on their personal devices (BYOD) SD62 authorities can request users to search those devices themselves.
- *Under FOIPPA,* failure to disclose any record or an attempt to alter a record is considered an offense under the act.
- SD62 authorities can search personal devices after informing the user and getting consent.
- SD62 authorities cannot search personal devices electronically without informing the user.
- Emergency situations, written police requests, and compelling health and safety (e.g. suicide or attack threats) are exceptions that may allow SD62 authorities to collect and disclose information after engaging legal advice.

The use of personally owned devices will follow the regulations outlined in Policy B-117 Acceptable Use of Technology.

8. Business Information Systems
Security controls must be implemented to mitigate the business and security risks associated with the interconnection of business information systems (e.g. including but not limited to HR, Finance, Facilities, Payroll, Transportation and Student Information systems).

System and Security management controls should be developed, documented, and implemented by the Accountable Executive and their staff to ensure:
- Duties and areas of responsibility are segregated to reduce opportunities for unauthorized modification or misuse of information systems.
- Acceptance criteria for new information systems, upgrades and new versions are established and suitable tests of the system are carried out before acceptance.
- Security review and acceptance criteria are included as part of the information system development and software acquisition process.

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- Security awareness, prevention and detection controls are utilized to protect information systems against malicious code.
- Records are maintained of changes to published information (audit and change logs).
- Inappropriate release of sensitive or personal information is prevented.
- Monitoring is conducted for unauthorized changes.
- Unauthorized access to networks and information systems is prevented.
- All privileged identities are tracked and recorded with the IT department.
- Audit logs recording user activities, exceptions and information security events must be produced and stored to assist in access control monitoring and future investigations.
- Secure forms of data transmission are used (e.g. encrypted email) to transfer sensitive and personally identifiable data.
- HR, Payroll, Facilities, Transportation and Finance information systems are compliant with this policy and its regulations.
- Oversight assurance and periodic review of security controls by the IT department are undertaken.

Online Transaction Security

Information systems containing online transactions must have security controls commensurate with the value and classification of the information.

Security controls must be implemented to prevent incomplete transmission, miss-routing, unauthorized message alteration, unauthorized disclosure, unauthorized message duplication and replay. Security controls include:

- Validating and verifying user credentials.
- Using digital signatures.
- Multi-factor authentication.
- Using cryptography to protect data and information.
- Establishing secure communications protocols.
- Storing online transaction details on servers within the appropriate network security zone.

Publicly Available Information

Management must pre-authorize the publication of information on publicly available information systems and implement processes to prevent unauthorized modification.

Internet Site Security

The publication, modification, or removal of information on publicly available information systems must be approved by the staff member managing the website content. Staff who are website content managers are responsible for maintaining the accuracy and integrity of published information.

9. Access Control

Access restrictions protect organizations from security threats such as internal and external intrusions. The restrictions are guided by regulations that protect particular types of information (e.g. public, internal, confidential) and FOIPPA requirements. Mechanisms for access control include password management, user authentication and user permissions.

Access Control

Access to information systems and services must be consistent with business needs and be based on security requirements. All privileged accounts and identities must be tracked and recorded with the IT department.

Access controls should:
- Consider both physical and logical access to assets.

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- Apply the "*need to know*" and "*least privilege*" principles.
- Set default access privileges to "deny-all" before granting access.
- Require access by unique user identifiers or system process identifiers to ensure that all accesses are auditable.
- Have permissions assigned to roles rather than individual user identifiers.
- Use encryption and multi-factor authentication

Access Management

There must be a formal user registration and de-registration process for granting access to all information systems in use within School District 62. It is each department's responsibility to ensure that access controls are implemented for information systems within their management purview.

Password Management

The issuance of authentication credentials must be controlled through a formal management process. Individuals must be formally designated to have the authority to issue and reset passwords.

Review of Access Rights / Privileges

User access rights must be reviewed at regular intervals. A formal process must be implemented for the regular review of access rights. Privileged and Administrative accounts must be registered with IT and access logs reviewed regularly.

10. Cyber Risk Assessment

A cyber risk assessment will be performed at the start of all digital initiatives to ensure that cyber risk management controls are identified and considered at the start of the initiative and through the life cycle of service delivery.

The accountability to ensure the cyber risk assessment is performed remains with the program/business owner. The program/business owner will own the risks identified in the cyber risk assessment, and its disposition, and agree to establish completion dates for cyber risk management controls that are identified (ex. Consent process for students) as part of the cyber risk assessment.

The CIO or IT department representative reserve the right to identify and block hardware, software or a 3rd party cloud service from the network and notify the accountable executive if the risk is high, and/or if the program/business owner has not agreed to implement the appropriate cyber risk management controls within a reasonable timeframe.

11. Information Security and Privacy Breach Incident Management

School District 62 will establish procedures and processes so that employees, external consultants, and contractors understand their roles in reporting and mitigating security events.
Information security and privacy breach events and weaknesses must be immediately reported through appropriate management channels.

Staff must report suspected security and privacy incidents to their Supervisor.
Procedures to detect, respond and recover will be established to manage security incidents and breaches.

Under the amended FOIPPA legislation, it is now required that all public bodies such as SD62:
- Establish a Mandatory Privacy Management Program and ensure Mandatory Breach Reporting to the Office of Information Privacy Commissioner (OIPC).

- Conduct Privacy Impact Assessments on software and 3rd party services that the head of the public body must sign off on to ensure vendors have privacy and security breach management protocols in place.

SD62 will follow OIPC guidance on administrative, technical, and contractual controls and consideration of volume, sensitivity, harm, and foreseeability of risk.

SD62 will ensure all reasonable alternatives within Canada are considered prior to moving or storing any data that could be subject to a privacy breach outside of Canada.

12. Cyber Security Assessments and Vulnerability Scans

To ensure that School District 62 security posture is continuously informed and updated, management shall conduct periodic cyber security assessments against other school districts and industry standards such as NIST or COBIT.

Management will conduct periodic vulnerability scans including "ethical hacking" to determine vulnerabilities in the information systems and physical networks.

While reviewing and accepting results from these scans, SD62 will find an optimum balance between improving security opportunities and educational and administrative requirements within the financial and resource constraints of the district.

13. Data and Information Classification and Retention

School District 62 will establish a data classification system that identifies public, internal, and confidential information and will utilize appropriate access and transmission controls when sharing this data internally or externally. Techniques to secure data may include encrypted email and secure file transfer and storage protocols.

SD62 will establish clear data management, records management, retention, and storage policies in support of secured data access for software hosted on-premises or via 3rd party cloud service providers.

Records Management policies and retention schedules should cover staff personal records, school records, administrative records, human resources, and financial records.

All digital communications and cloud-based services will be governed by the third-party vendor management framework under IT oversight to ensure the privacy and protection of data and records management policies are followed.

Data and Information Classification Definitions

Classification	Definition
Public	• Any information that may or must be made available to the public, with no legal restriction on its access or use. • While little or no controls are required to protect the confidentiality of public data, basic security is required to ensure the integrity of district information.
Internal	• Any information that is produced only for use by members of the school district who have a legitimate purpose to access such data. • Internal data is designated by the data owner where appropriate. • Any information of a sensitive nature which is intended for limited internal use only (i.e. between specific individuals or groups of staff) • Access to limited data and information is provided by the owner(s) who created it.

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	• Internal data is not intended to be shared with the public and should not be shared outside of the school district without the permission of the person or group that created the data. • Internal information requires a reasonable level of security controls with a varying degree of access control.
Confidential	• Any information protected by government legislation or contract. Example: Freedom of Information and Protection of Privacy Act (FOIPPA). • Any other information that is considered by the district as appropriate for confidential treatment. • Any information that if made available to unauthorized parties may adversely affect individuals or the school district. • Confidential information requires the highest level of security controls with varying degrees of access control. • Confidential data must be protected both when it is in use and when it is being stored or transported.

14. Mobile Computing

School District 62 will ensure appropriate controls are implemented to mitigate cyber risks associated with the use of portable devices including laptops, iPads, smartphones, etc.

Information protection

The use of portable devices must be managed and controlled by the Information Technology team to mitigate the inherent *risks* of portable devices using technologies such as Mobile Device Management and Encrypted Storage to ensure that SD62 administrators can monitor, track and erase data.

The use of devices such as laptops, and mobile devices (smartphones) to access, store, or process information increases the risk of information being compromised.

Users of mobile computing services must ensure that information and information technology assets in their custody or control are protected.

Definitions:

Accountable Executive/Program/Business Owner – a member of the District Executive who is the owner and/or sponsor of an SD62 digital initiative, software or 3rd party cloud service. Typically, accountable for overseeing district departments or schools.

Availability - Information or information systems being accessible and usable on demand to support business functions.

Bring Your Own Device (BYOD) - refers to personal district network or internet-connected devices (laptops, phones, tablets, etc.), internet of things (IoT) devices and artificial intelligence (AI) devices. Routers and wireless access points are not considered to be BYOD and are not permitted to be connected to the district's network.

Business Continuity Plans - contain the recovery procedures and strategies necessary to resume critical services and are activated when standard operational procedures and responses are overwhelmed by a disruptive event

Confidentiality - Information is not made available or disclosed to unauthorized individuals, entities, or processes. Control - any policies, processes, practices, or other actions that may be used to modify or manage information security risk.

Cryptography - the discipline which embodies principles, means and methods for the transformation of data to hide its information content, and prevent its undetected modification or prevent its unauthorized use.

Cyber Risk - a negative event caused by a threat or opportunity to exploit a weakness in underlying technology resources, processes, or people.

Cyber Risk Assessment - a process that assesses the cyber risks for a digital initiative in which recommendations are provided to manage such risks. This process is defined through Digital Governance.

Information and Data - include but is not limited to SD62 student records, employee records, confidential, personal, or professional information and communications, or any other electronically formatted information.

Device - An IT Resource that can connect (wired, wireless or cellular) to the government network, including but not limited to computers, laptops, tablets, smartphones, and cell phones.

Digital Asset - includes district technology resources and digital district learning resources, software information systems, 3rd party cloud services, information and data, and hardware technologies. Digital assets include but are not limited to computers, phones, tablets, cellular/mobile technology, applications, emails, servers, networks, internet services, internet access, information and data, websites and any other electronic or communication technology provided by the Sooke School District or third party that exists today or may be developed in the future.

Digital Governance - a subset of board governance and has five primary objectives:

- Deliver value by ensuring quality IT (Information & Technology) services to facilitate innovation in delivering education and improving the efficiency of business processes.
- Create alignment with and support integration of business, educational and administrative outcomes.
- Ensure we are optimizing the use of digital resources and promoting digital literacy.
- Monitoring the performance and value derived from digital initiatives and investments.
- Mitigating IT risks.

Digital Initiative - any School District 62-sponsored project or initiative that involves the use of new (procured or developed) and/or enhancements to existing information and technology.

District Technology Resources include - Access to the District's wired and wireless network from any location, such as schools, workplaces, home or other offsite locations, Board of Education-provisioned hardware, such as desktop computers, laptop computers, tablets and printers (and including removable and/or external storage devices), Access to the Board of Education's technical support services, and Board of Education-provisioned software and applications, including cloud-based resources.

Information System - A system (including people, machines, methods of organization, and procedures) that provides input, storage, processing, communications, output, and control functions in relation to information and data. Normally used to describe computerized systems, including data processing facilities, database administration, hardware, and software that contain machine-readable records. A collection of manual and automated components that manages a specific data set or information resource.

Integrity - the characteristic of information is accurate and complete and the preservation of accuracy and completeness by protecting the information from unauthorized, unanticipated, or unintentional modification.

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Least Privilege - a principle requiring that each subject in a system be granted the most restrictive set of privileges (lowest clearance) needed to perform their employment duties. The application of this principle limits the damage that can result from accidents, errors, or unauthorized use.

Need-to-know - a principle where access is restricted to authorized employees that require it to carry out their work. Employees are not entitled to access merely because of status, rank, or office.

Packet sniffing - a technique whereby packet data flowing across the network is detected and observed.

Office of the Information Privacy Commissioner (OIPC) - The Office of the Information and Privacy Commissioner provides independent oversight and enforcement of BC's access and privacy laws, including the Freedom of Information and Protection of Privacy Act (FIPPA), which applies to over 2,900 "public bodies" including ministries, local governments, schools, crown corporations, hospitals, municipal police forces.

Security Screening - verification of facts about individuals related to their identity, professional credentials, previous employment, education, and skills.

Threat – a potential cause of an unwanted incident, which may result in harm to a system or organization.

User - any individual who accesses SD62 IT Resources through any electronic or communication activity with any device (whether such device is personally owned or provided by the district) and regardless of the user's physical location. Users include but are not limited to students, employees, contractors, trustees, parents, guardians, volunteers, and guests.

Vulnerability - weakness of an asset or control that can be exploited by one or more threats

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Board of Education Meeting
Information Note
December 13, 2022
Agenda Item 10.1: Global Stewardship

PURPOSE

- The Global Stewardship project work would focus on school and district connections internationally to broaden perspectives, understandings and contributions.

BACKGROUND

- Diversity, equity and inclusion are woven through our Strategic Plan 2021-25. In addition, there is an emphasis on social responsibility and commitment to support society and the environment.
  - Growth objective #4 seeks to: "Expand our culture of social responsibility and implement long-term commitments that strive to support society and protect the environment".
  - This objective has the intended outcome of: "The District operates within an ethical framework to ensure decisions and actions have a positive impact on society and the environment. This would include breaking down systemic racism and addressing the Truth and Reconciliation Commission's Calls to Action."
- Recent connection to schools in the Ukraine is one example of how SD62 students can begin to form connections beyond their everyday experiences and appreciate societies beyond their own.
  - This opportunity has arisen from former Trustee Bob Beckett who brought this forward to the previous Board of Education.
  - The Superintendent has developed a relationship with the Boratyn Lyceum School District which has led to opportunities in the future for our students and staff to engage with students and staff in Ukraine.
  - A verbal update can be provided on conversations to date.
- Schools and classrooms across the district have, at various times, engaged in connections beyond the borders of Canada. These have included exchanges, fund raising efforts and trips abroad.
- Efforts to date, have occurred on an ad hoc basis with no centralized or coordinated focus.
- Nearby school districts have active global stewardship programs which have proved successful.
  - Examples:
    - Stelly's Secondary School in SD63 (Saanich) has a program called *Global Perspectives* which provides students in Grade 11 the opportunity to understand local challenges such as homelessness, drug addiction, mental health, gender inequality, environmental degradation, and immigration. In Grade 12, the horizon shifts globally and requires students to take on a major project in a developing country, or a major independent study of their choice.

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- Clairmont Secondary School offers an *Institute for Global Solutions* which provides students experiential hands-on learning with an opportunity to collaborate and engage with community solutions to global issues such as climate change.
- St George's School in Vancouver has a *Global Stewardship program* which aims to build an ethic of care in local communities: for students themselves, for each other, and for the places they live, work and play in.

CURRENT CONTEXT

- In order to place a stronger emphasis on the role of SD62 and its schools on the world stage, a proposed Global Stewardship project is recommended in order to a broaden the sense of global citizenship and understanding in our students. Examples for what can be accomplished:
  - Creating multidisciplinary pathways for SD62 students to follow as they explore their interest in global issues at a local level that may lead to volunteering locally or internationally or as a pathway to post-secondary studies in Global Stewardship.
  - Building connections to existing youth stewardship programs such as the Centre for Global Education who have established collaborative learning projects that connect students to international partners.
    - For instance, the "Global Encounters" series brings together students from around the world through live video conferences that explore a particular global issue. Each event involves interdisciplinary, project-based activities, completed asynchronously by participating students on a specially designed, multilingual online classroom platform.
  - Strengthening career support and external connections for students wishing to pursue employment opportunities in areas around social responsibility and global stewardship. This might include helping students to find meaningful volunteer opportunities that enhance their post-secondary resume when applying for university courses, global internship programs, and NGO program experience.

RECOMMENDATIONS

- That the Board of Education endorse the notion of developing a comprehensive approach to global stewardship through the dedication of the development of a program.
- If the Board endorses this work, next steps could include:
  - Engaging with staff and students to determine interest in course and program development.
  - Connecting with other school districts and schools to gain insight on their programs.
  - Connect with potential volunteer organizations that are supportive of student involvement.
  - Continue the important work developing relationships with the Boratyn Lyceum School District in Ukraine.
- Proposed motion:
  - "That the Board of Education for School District 62 (Sooke) direct the Superintendent to develop a SD62 Global Stewardship Program for the purpose of initiating opportunities to support SD62 students becoming global citizens."

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Submitted by:

Ravi Parmar

Chairperson
Board of Education
School District No. 62 (Sooke)

Board Info Note
Public Board Meeting
December 13, 2022
Agenda Item 11.1: Superintendent's Update

LEARNING

Indigenous Graduation Requirement

- Effective the 2023/24 school year, all students working toward a B.C. Certificate of Graduation ("Dogwood Diploma"), in English or French, must successfully complete at least 4 credits in Indigenous-focused coursework. Curriculum Transformation and Na'tsa'maht Indigenous Education staff are partnering to develop the district plan to support the offering of courses ready for the 2023/24 school year.

Student Success Website

- Our external website has been updated with an exciting new section on student success that can be accessed by students, parents and community. This covers school plans, student success metrics, accountability and reporting. This supports the Framework for Enhanced Student Learning. The publication of the new pages is the culmination of a yearlong project, led by I.T. that encompassed all schools, the Board Office, Executive Operations, and Communications.

ENGAGEMENT

District Wellbeing Committee

- The District Wellbeing Committee continues to regularly meet to review work being done to support staff wellness and to inform future actions taken by departments and schools. Recently, the committee has sent out a system reminder to all staff about permission to disconnect from work outside of work hours and to set boundaries for themselves around electronic communications. Additionally, the committee is working on electronic communication guidelines for external parties including parents and caregivers.

Island Health Public Forum:

- On Thursday, December 8 the Superintendent attended the Island Health Public Forum. Over lunch the Island Health Board spoke with community partners, including the school district to discuss the shared work of community health and wellness.
- The Island Health Board then hosted a public Board Meeting and forum that included updates from President/CEO, Kathy MacNeil and a public health update from Dr. Murray Fyfe, Medical Health Officer.

GROWTH

Port Renfrew Elementary and Pacheedaht Partnership

- On Tuesday, December 6 the Board Chair and Superintendent met with Pacheedaht Chief and Council to discuss the replacement of Port Renfrew Elementary School. The district continues to be hopeful that our

capital announcement for a seismic replacement of Port Renfrew will be approved by the Ministry of Education and Child Care in March, 2023.

- During our visit we were able to visit Port Renfrew and speak with our teaching staff, Emma, Stephanie and Emily as well as with Pacheedaht Education Manager, Amanda.
- The Chief was gracious in inviting us to attend the community lunch that is hosted by the Nation on Tuesday's where we were able to speak with volunteers and community members.