

Called for the purpose of reviewing edits to the proposed CPSD Social Media Policy and other recommended agenda items for future meetings.

Members Present: Ms. Bowman, Ms. Dexter, Ms. Nolan (ABSENT)

Also Present: Mr. Maloney, Ms. Allen, Ms. Rippey, Mr. Monahan, Ms. Liss

A quorum of the Sub-Committee being present, Ms. Bowman called the meeting to order at 6:02 PM and read the call of the meeting.

1. **Review Proposed Draft of the CPSD Social Media Policy for District Staff:** Ms. Bowman handed out a copy of the updated 4-page Policy Draft and everyone read through it.

Ms. Bowman stated that she and Ms. Rippey made a few edits. Under *General Policy* is a list of all inappropriate behaviors, #5 was moved to the top of the document under General Policy. Under *Student/Staff relationships* in the 4th paragraph *remove in an unprofessional or inappropriate way* and just leave to engage with students. Mr. Monahan added with the exception of an emergency unless you get prior approval by your supervisor.

Ms. Allen stated under *Purpose* in the second paragraph add CPS, *By personally accessing, creating or contributing to any CPS online community or social media, you agree to abide by these guidelines.* Mr. Monahan suggested changing you agree to change to *must* abide by. Ms. Bowman removed the word *personally*.

Ms. Liss asked is there going to be monitoring? How will it be upheld?

Ms. Bowman responded if something happens we can go back to the employee with some basic guidelines on how staff engages with students and what is appropriate.

Mr. Monahan added under *General Policy* this is what disciplinary action may be taken. Change you agree to abide by these guidelines to you *must* abide by the policy and follow the guidelines.

Ms. Allen stated *General Policy* #1 improper fraternization with students include email and text. #5 General Policy under standards of professional online conduct. 1st sentence "With a personal online presence". Under *Staff/Student Relationships* #2 Repost, is School Cam included in the posting? This is a reference to the on line Social Media Policy.

Ms. Rippey responded that staff should never post kids pictures on their own page.

Ms. Allen is fine with "already publically posted".

Mr. Monahan suggested saying shared not re-shared.

Ms. Liss asked about a club group conversation. Ms. Bowman said that Athletics has an online presence. Ms. Rippey said Facebook pages should be set up thru ICTS however some kids set up their own page regarding clubs.

Ms. Allen said we cannot control that.

Ms. Liss asked where does the policy stand on interaction of an employee with a club, if students are in a group and there is an employee that is an advisor for the group. The employee is being held to a different standard than others.

Ms. Rippey said Facebook doesn't abide by employee's privacy we can try to advise them on this. The current social media policy addresses that.

Mr. Monahan asked does the advisor support what kids should post on their page. Ms. Bowman responded that probably happens, it comes into a privacy issue when our employee starts acting on a platform that we did not put in place. We cannot control students and parents but can have expectations for our employees.

Ms. Dexter suppose the history club has a page and kids post inappropriate things on it, is the advisor responsible for that? Ms. Allen would say no unless the employee is actually posting that page. Ms. Bowman will ask Ms. MacFarlane for clarification. If students post on their own time that is a different thing.

Ms. Rippey asked should we say that? Staff should not be members of a group per the policy.

Ms. Liss is not sure how that will ripple out in the community. Is that going to disengage them from using that platform? It should include the spirit of this policy is to provide protective guidelines for staff.

Ms. Bowman said it is for staff protection and not to veer off the platform.

Ms. Rippey added maybe we should include some of the positives.

Mr. Monahan stated at one point we were going to do an FAQ and we need to reach out to CRLS advisors to hear from them. Should we put the positives at the beginning of the document? Ms. Bowman responded yes.

Ms. Allen has one more small change the paragraph above *Staff/Student Relationships*, change the word *admit* to acknowledged and corrected. What happened to the Tips, Policy and Expectations from the last meeting?

Mr. Monahan questioned the 3rd paragraph of *Standards of Professional Online Conduct* regarding sharing confidential student information between two educators, the teacher and SPED teacher? Ms. Allen answered typically they use the student's initials and should be under Policy not Guidelines. Confidential student Information should only be shared on the CPSD platform.

Ms. Dexter stated changes she wants are on the 2nd page, 2nd paragraph under *Standards of Professional Online Conduct* add families after students. Does making comments about colleagues refer to their Facebook page? Ms. Dexter responded any social media platform. There is a typo in Parents/Guardians/Caregiver should be Caregivers (and any other place where there is caregiver should be caregivers). *Student/Staff Relationships* 1st paragraph cannot post pictures of students (add photos, videos, names or other identifying information).

Mr. Monahan communicated in responding to negative comments change to when in doubt it is best not to respond to negative comments because it lends credibility.

Ms. Liss added if you are the recipient of this please keep in mind that your response will be public.

Mr. Maloney joined the meeting at 6:50 and stated that many of our employees don't usually read the policies. The CEA needs to give this to the members as a Tip.

Ms. Dexter suggested adding who to report this to. Mr. Maloney responded that we should just send out the update so the Policy won't become outdated.

Ms. Allen noted that staff policies for example, with a CORI there is an accompanying paper of who to contact if you have a question could be added.

Ms. Rippey included some Tips under guidelines. TIPS can also be in the Use Caution Section.

Ms. Bowman will look over the Tips from the last meeting. Next steps she and Ms. Rippey will work on the edits and Mr. Monahan will send it to educators to review, then place it on the next School Committee Meeting Agenda.

Ms. Bowman moved, Ms. Dexter seconded that she will submit the updated Proposed Personal Use of Social Media by CPSD Staff Policy to the Committee of the Whole at the next meeting.

2. **Discuss Internal Communications between the CPS Administration and the School Committee** (tabled from 2/6/19 meeting). Ms. Bowman asked what is the appropriate infrastructure that we use to share sensitive information with the School Committee Members? What is crucial information that we should know? What is the process where we engage School Committee Members on the information?

Mr. Maloney responded we always try to notify the Members when there is a substantial public safety issue. If a child goes out in an ambulance, we don't always share that because it happens at all schools. If there is a likelihood that the School Committee might hear about something before the Weekly is distributed, we will do a notification. The two death's one last Summer and one three years ago we found out through social media postings that both girls had died. We were told by the Police who was told by the DA not to make a statement and to go on social media to see what is happening. Meanwhile the kids are texting their parents what's going on and that's how we find out things. We may say there is information on social media because we can't comment on it which is sad because one case is still in limbo. The police won't say anything but imply certain things off the record. Our communication methods are faster than six years ago when we had to make nine phone calls. The biggest issue is if we know something but can't say anything.

Ms. Bowman asked who is the WE? The School Committee is the executive level of the School System and there needs to be some guidelines about what to say and when we can expect information. I see myself as a WE and expect to know what is going on. There are key people that know and troubleshoot situations before the School Committee and we need to be made aware of. Mr. Maloney said the City Council has the same problem when the Police are told by the DA not to make a statement. After the Marathon bombing the FBI was telling us not to make any comments because the bombers had

graduated from CRLS and if you did comment, you could potentially be a witness. The teachers said they did not want to be told not to comment and later the FBI spoke to them.

Ms. Allen stated real time incidents in the neighborhood people are there. We don't know if it is a CPS kid that is involved. After the Marathon bombing there were rumors saying the City was shut down. We think it was a person X but we don't know for sure. We want to give the School Committee accurate information and sometimes it is not clear if the immediate family even knows yet.

Mr. Maloney reported that last Friday afternoon I was notified about the suicide at Rindge Towers I quickly texted the Principals who were all in a meeting, then checked back with emergency services and they confirmed that it was not a student age kid or any of our parents, it was a resident of Boston. I made a decision not to tell the Superintendent immediately because it was not a resident or student.

Sunday morning, I got involved after the Boston Police confirmed the news that the woman shot in Mattapan was Lynette's (our clerk) grandmother so that she knew the district was going to support her. We need to craft a statement for how we are going to respond to that type of information. If information is not public, he does not want to know it because he doesn't want to be known as the leak.

Ms. Bowman noted that last year someone at CPort was fired for using the N-word. I found out in the Globe newspaper. What are we doing internally on how to prep so School Committee knows things that have a significant impact at the community level and how we can share information while honoring confidentiality?

Ms. Allen stated I would never have thought the incident at the Cport lunch aid using the N-Word would hit the Globe but one parent was really upset about it and made it an issue. I don't know if you guys were even told about it. There are many things that happen that are HR related each week.

Mr. Maloney communicated that he is presently dealing with a food service employee who made gay comments and some co-workers were insulted and upset. if they choose to go to the paper we don't know where it could lead.

Ms. Dexter added that sometimes a Principal will send a letter to parents about an incident and we don't know about it. Should there be a policy to notify the School Committee also?

Mr. Maloney commented that last year we had a swastika issue and decided that we better notify parents. Sometimes Principals will send out a letter about incidents that we don't hear about. Every day there are many things that happen and decisions need to be made. The news outlets love that stuff and it gets certain attention.

Ms. Rippey agrees it is challenging, a few years ago we were getting bomb threats early in the morning and we fumbled the first time. We tried to do a document because the parents were notified but teachers and custodians were upset because they did not know about it. When do we send a text message to educators or just post it on line, we thought we covered all possible scenarios.

Ms. Bowman added the Weekly is good but comes out on Friday and information changes over the weekend.

Mr. Maloney thinks we should have a broadly crafted policy backed up by more detailed practices and procedures. For example, snow days, people want to know for certain if there is school before they start their commute and bus drivers are dealing with snow.

Ms. Bowman just wants to know where the School Committee falls in the communication chain of command. Like when something is public and I have not received an official notification but am being questioned about it.

Ms. Allen stated it may be helpful to have more School Committee Members input on what kinds of things they want to know. There are many things I don't even let the Superintendent know about, we just deal with it because decisions need to be made.

Ms. Rippey wants to note in the minutes that a lot of things go very well in CPS.

Motion to adjourn by Ms. Dexter at 7:30 PM seconded by Ms. Bowman.

Respectfully submitted,

Terry Gist
Confidential Secretary to the School Committee

Documents on file in the School Committee office:
Agenda
Draft Proposal of Personal Use of Social Media by CPS Employees