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## SCHOOL DISTRICT No. 69 (QUALICUM)

### REGULAR BOARD MEETING AGENDA

TUESDAY, OCTOBER 24, 2023

6:00 PM

VIA VIDEO CONFERENCING

[Click here to join the meeting](#)

Meeting ID: 297 193 643 719

Passcode: 2rSyyu

1. **CALL TO ORDER AND INTRODUCTIONS**

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

3. **ADOPTION OF THE AGENDA**

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or, as amended*).

4. **APPROVAL OF THE CONSENT AGENDA**

- |    |   |        |
|----|---|--------|
| a. | Approval of Regular Board Meeting Minutes: September 26, 2023       | p 1-11 |
| b. | Ratification of In Camera Board Meeting Minutes: September 26, 2023 | p 12   |
| c. | Receipt of Reports from Trustee Representatives                     |        |
|    | • Tribune Bay Outdoor Education Centre Society – Trustee Young      | p 13   |
|    | • OBLT Early Years Coalition – Trustee Young                        | p 14   |

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 24, 2023, as presented (*or, as amended*).

5. **DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)**

6. **BUSINESS ARISING FROM THE MINUTES**

7. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**

8. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**

9. **DISTRICT PARENTS ADVISORY COUNCIL**

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**10. PUBLIC QUESTIONS AND COMMENTS (WRITTEN)**
**11. ACTION ITEMS**

- a. Change in Nomenclature for Winchelsea Place** (Peter Jory) **p 15**  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve “Winchelsea Learning Center” as the official name for the site informally known as Winchelsea Place.

**12. INFORMATION ITEMS**

- a. Superintendent’s Report** (Peter Jory)  
**b. Enrolment Report** (Gillian Wilson) **p 16**  
**c. Class Size Report** (Gillian Wilson) **p 17-18**  
**d. Educational Programs Update** (Gillian Wilson/Rudy Terpstra)

**13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**(Trustee Young) **p 19-20**

- a. 2023-2026 Financial Plan** **p 21-43**  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) receive the Qualicum School District 2023-2026 Financial Plan as presented.

**14. POLICY COMMITTEE OF THE WHOLE REPORT**

(Trustee Kellogg)

- a. Administrative Procedure to Policy 603: Employee Attendance Support** **p 44-46**  
 For Information
- b. Board Bylaw 2 – Board Structure** **p 47-49**  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of October 24, 2023.
- c. Board Bylaw 3: Meetings of the Board** **p 50-59**  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board* at its Regular Board Meeting of October 24, 2023.
- d. Board Bylaw 4: Banking** **p 60**  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of October 24, 2023.

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- e. **Board Policy 103: New/Repurposed Facilities** p 61-62  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of October 24, 2023.
- f. **Board Policy 600: Personnel** p 63  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 600: *Personnel* at its Regular Board Meeting of October 24, 2023.
- g. **Bylaw 1: Board of Education** p 64-72  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of October 24, 2023.
15. **EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Austin) p 73-75
16. **REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
17. **TRUSTEE ITEMS**
- a. **Vancouver Island School Trustees Association (VISTA) Fall Meeting Report** (Trustee Kellogg) p 76
18. **NEW OR UNFINISHED BUSINESS**
19. **BOARD CORRESPONDENCE AND MEDIA**
20. **PUBLIC QUESTION PERIOD**
21. **ADJOURNMENT**



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**SCHOOL DISTRICT No. 69 (QUALICUM))**

**REGULAR BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 26 2023**

**6:00 PM**

**VIA VIDEO-CONFERENCING**

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Phil Munro	Director of Operations
Sheila Morrison	Principal, Errington Elementary School Qualicum District Principals and Vice Principals Association

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
Canadian Union of Public Employees (CUPE) Local 3570  
District Parents Advisory Committee (DPAC)

**1. CALL TO ORDER**

Chair Flynn called the video-conferencing meeting to order at 6:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the shared territory of the Snaw-Naw-As (Nanoose) and Qualicum First Nations and she thanked them for their stewardship of these lands where the board lives works and plays.

She then acknowledged the upcoming National Day of Truth & Reconciliation on September 30<sup>th</sup> and encouraged attendees to wear an orange shirt to honour the survivors of residential schools and to mark the day by reflecting in some way on the history and legacy of residential schools. Many resources are on-line and there are also a number of public activities planned in various municipalities.

**3. ADOPTION OF THE AGENDA**

An item was added under *New Business*.

**22-75R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

CARRIED UNANIMOUSLY

**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes: August 29, 2023
- b. Approval of the Special Board Meeting Minutes: August 29, 2023
- c. Ratification of In Camera Board Meeting Minutes: August 29, 2023
- d. Receipt of Ministry News Releases
  - Child care savings make returning to school more affordable for more B.C. families

**23-76R**

*Moved:* Trustee Young *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 26, 2023, as presented

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS****a. 2022-2023 Audited Financial Statements**

Leanne Souchuck, of MPS Chartered Accountants, presented a high level summary of the audit completed for the fiscal year end 2022-2023, noting that they present fairly and accurately. She acknowledged the full cooperation of trustees and staff throughout the process.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

Matt Woods, MATA President, acknowledgement of the Board's commitment to providing a safe and inclusive learning environment for all staff and students and commended the Board for sending a statement of support to staff, parents and caregivers in light of the anti-SOGI demonstrations held on September 20<sup>th</sup>.

He stated that MATA supports its members' ability to provide SOGI education and resources in schools as they too believe all students, staff and families have the right to safe, inclusive schools. MATA is committed to fighting the disinformation and hate through teaching, learning, and speaking out when they see harm being done.

Mr. Woods also referred to, and quoted from, letters of support from the BC Principals and Vice Principals Association, the BC Confederation of Parent Advisory Councils and Premier Eby who all support the education system and school resources that are designed to ensure all students have the best opportunity to thrive, to learn, to grow, in safety without the threat of intimidation or discrimination.

He then advised the board that MATA would be supporting the BC Teachers' Federation's position on the Foundation Skills Assessment, and will be sending information home to parents of children in Grades 4 and 7, in agreement with protocols set out by the BC Public School Employers Association, asking them to send a letter to their MLA as well as have their child exempt from writing the tests. Mr. Woods asked that principals support the decision of parents

Mr. Woods ended by stating that, aside from routine concerns that are raised each year, generally teachers are feeling supported and excited about this school year. MATA looks forward to the continued collaborative spirit between the board and other educational stakeholders and appreciates when collaborative solutions to concerns are developed.

## 8. **CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570**

No Report

## 9. **DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Karri Kitazaki, DPAC President, stated:

- DPAC and PACs will continue to empower and engage parents/guardians to stay connected and informed in their kids' education journey. They will achieve that through guidance from the BC Confederation of Parent Advisory Councils (BCCPAC) to promote, support and advance meaningful parent participation, including but not limited to supporting hot lunches and fundraisers, educating themselves on the BC curriculum, participating in parent/teacher conferences and attending parent information sessions on topics such as vaping and mental health.
- PACs are looking forward to seeing how the Feeding Futures Funds will positively impact their school community.
- PACs have heard very positive feedback from families returning to schools and seeing newly painted curbs and bike rack. They appreciate all the work done by district staff over the summer to ready schools for September.
- DPAC appreciates the school district sending out an informative message outlining its dedication to Human Rights to create a safe, caring and inclusive learning environment for all students. DPAC also echoes BCCPAC's statement to ensure children are educated in an unbiased atmosphere regardless of race, colour, religion, politics, family status, gender, sexual orientation, sexual identity or ability.

## 10. **PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)**

The following was submitted regarding Board Policy 301: Living Wage:

- *If you cannot make a living wage being a school trustee then who gets to be a trustee? Regardless of terminology used to define how a trustee is compensated, trustees should have protected equality to compensation and a living wage for their time. Otherwise I feel it makes being a school trustee in SD69 a privileged position available only to those who can financially afford to. Not necessarily to those who may be best suited to serve our school district. Please consider adding 'school trustee' to Board Policy 301: Living Wage.*

Chair Flynn responded by stating that trustees are members of an elected board and given powers of administration and are not employees of the district. Trustee remuneration is outlined in Section IV of Board Bylaw 2: Board Structure which includes review of trustee remuneration in the final year of the Board's term. This ensures that the current Board does not set its own remuneration but rather for the new Board members post-election.

**11. ACTION ITEMS****a. 2022-2023 Audited Financial Statements**  
**i. Internally Restricted Funds****23-77R**

*Moved:* Trustee Young      *Seconded:* Trustee Kellogg  
**THAT** the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.  
 CARRIED UNANIMOUSLY

**ii. 2022-2203 Audited Financial Statements****23-78R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the 2022-2023 Audited Financial Statements as presented.  
 CARRIED UNANIMOUSLY

**b. Change in Public Nomenclature to Qualicum School District**

Superintendent Jory spoke to his briefing note which outlined the rationale for changing the district's nomenclature as has already been done by several school districts in the province. The Qualicum School Board has also had conversations about the colonial nature of numbering. He noted that, should the recommendation be approved, the corporate title would remain in place for official and legal capacities.

**23-79R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve a change in public nomenclature to 'Qualicum School District'.  
 CARRIED UNANIMOUSLY

**c. Amended Minor Capital Plan Submission for 2023/24**

Secretary Treasurer Amos noted that a Bylaw was now required to confirm the amendment to the 2023-2024 Capital Plan Submission for the additional \$102,000 of capital funding from the Foods Infrastructure Program to support kitchen equipment/upgrades for a number of schools.

**23-80R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Kellogg  
**THAT** the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2023/24-CPSD69-03 at its Regular Board Meeting of September 26, 2023.  
 CARRIED UNANIMOUSLY

**23-81R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2023/24-CPSD69-03 at its Regular Board Meeting of September 26, 2023.  
 CARRIED UNANIMOUSLY

**23-82R**

*Moved:* Trustee Young      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2023/24-CPSD69-03 at its Regular Board Meeting of September 26, 2023.

CARRIED UNANIMOUSLY

**23-83R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw No. 2023/24-CPSD69-03 at its Regular Board Meeting of September 26, 2023.

CARRIED UNANIMOUSLY

**12. INFORMATION ITEMS****a. Superintendent's Report**

Superintendent Jory spoke to the following:

- School start-up has gone well following a high number of projects having been completed by the Operations & Maintenance Department; summer planning and learning sessions attended by administrators, teachers and support staff, and staff in early preparing to receive students.
- Enrolment seems to be up about 1% which counters the prediction of being flat or even down .5%.
- Feeding Futures planning is well underway, and all schools have been sharing their plans to spend this money and get food to students who need it. Some of this funding will need to be spent on additional staffing and some will need to be spent on infrastructure such as stoves and freezers; however, the majority will be spent on groceries which will be turned into nutritious snacks and meals.
- Truth and Reconciliation Week in Canada, and schools will be engaging in additional learning activities in recognition of this time and the important work that needs to be done.
- Strategic Plan rollout is underway. The new brochure is on the website along with the Superintendent's 12-minute video explanation of the plan and the process used to develop it. He looks forward to working sessions in the future where staff get a chance to dig in and consider ways to advance the four goal areas of Learn, Lift, Give, and Grow
- The District's rebranding process is underway with a new logo which is steadily being updated on the district's website, documents, vehicles and buildings, along with a new public facing identity, should that decision go forward later in the meeting.
- The Annual Foundation Skills Assessment (FSA) process will begin in a few weeks. The District team strongly supports the FSA, and will be using those results to gauge and to guide practice across the district. Sessions are encouraged to be fun and engaging and low stress for kids. Teachers have been taught how to use the FSA results in their classrooms and continue to be supported with their learning grades to triangulate the District's information and balance the workload, and a digital data repository for local and provincial assessments has been provided so teachers have instant access to every student's learning profile.

Superintendent Jory then made a statement regarding the protests of September 20, 2023, where 100 or so anti-SOGI protesters rallied at the school board office with a smaller number of pro-SOGI counter-protesters also rallying. In a letter to parents and caregivers, showing the district's support for safe and welcoming schools, the Superintendent and Board Chair referred to those speeches as disinformation with discriminatory undertones, as the single theme of the anti-SOGI protesters was basically that the school system is making children gay and it needs to be stopped.

That is neither the mandate nor the area of focus of districts, which barely talk about the issue. Sexual health, if anything is underdone in BC schools. What the Superintendent sees in the system is people doing their jobs, taking care of kids, and being respectful. And they have no idea what those protesters were going on about because they spend less than one tenth of one percent of their time actually talking about that stuff. Teachers are focused on a long, long list of other things. However, creating a safe and welcoming environment for all students (and for staff) is a fundamental responsibility of the system.

Superintendent Jory then questioned where the gap in information was and why that argument not working? He suggested that first, while some of the beliefs of the anti-SOGI group are ridiculous, people need to stop laughing and get serious. As history has shown, the comical can become dangerous very quickly. Second, the issue needs to be addressed from the middle. We all need to do a better job in sharing and bringing parents along. Share the curriculum. Share the resources. Share the books. Make sure everything is transparent and open. It is high time that the thousands of people who live and work and learn in the system and exist in the middle of this issue are able to share what they do and don't do in a typical day, month, year.

**b. Enrolment Update**

Gillian Wilson, Associate Superintendent, advised that the enrolment 'snapshot' takes place on Friday, September 29<sup>th</sup>, noting that enrolment is slightly lower than projected at the secondary level and slightly above projected at the elementary level. Enrolment in the Parksville Alternate Secondary School is also lower than projected. There has been an expected significant increase in enrolment at Qualicum Beach Elementary Schools due to the district's own planning as well as the availability of childcare on that site, and also an increase in the English Program at Ecole Oceanside Elementary School with the boundary changes and the move of the Primary Learning Program to that site. However, there are still students entering and exiting the system so the final enrolment count will be shared at the October Board Meeting.

**c. Education Update**

Rudy Terpstra, Director of Instruction, reported on the following:

- \$100,000 worth of subsidies will be available for this year's Learning Grants. The application process will open in early October and the projects will be showcased in June at an as yet to be determined location.
- Earlier in the day, Mr. Terpstra participated in the Kindergarten Snapshot at Bowser Elementary School where Kindergarten students rotated through a number of learning stations and provided teachers an opportunity to get to know their new learners.
- The district website is being updated with the new logo and the change in nomenclature as well as being streamlined to provide quicker access to information for staff, parents and students.

- The District has a new partnership with Milner Gardens and Woodlands and 13 teachers have registered to attend on 5 days over the course of the year to learn how to bring meaningful outdoor education to classrooms.

Gillian Wilson, Associate Superintendent, reported on the following:

- Regarding the Kindergarten Snapshot, the district has brought in a TTOC for two weeks to assist the team and have rich conversation around their observations of their new students.
- She also echoed what had already been stated about how good schools feel when senior management have visited schools during the start of the year.
- Trustees can anticipate receiving invitations to the various activities taking place in schools on Friday, September 29th in recognition of the National Day of Truth & Reconciliation.
- Ms. Wilson met with counselling staff earlier in the day, which included three new counsellors to the district who will be great assets to the district. Mental health, anxiety and attendance and how to support students and families earlier in the year was a main topic of discussion.
- One of the initiatives counsellors are working on with the district's social worker is a parent night scheduled for Thursday, October 26<sup>th</sup>. A number of representatives from community and provincial organizations will be in attendance to share information on issues affecting youth in the area and what supports are available.
- Another concerning fact is that through the community nursing and the youth clinics, the district has been advised that the number of sexually transmitted diseases in youth is on the rise. In the past, ENITY (Empowering New Ideas Towards Youth), a youth involved initiative with support from nursing staff, was part of the sexual health curriculum. With the pandemic redirecting the nursing hours the program was placed on a hiatus; however, it is hoped that it can be reestablished next year. In the meantime, senior staff and counsellors are having conversations with Island Health about how to support teachers with that particular curriculum and the sexual health conversations that need to take place.
- The district is also working with Island Health on ways to redirect youth to healthier choices rather than self-medicating with drugs and alcohol.
- As previously mentioned, the district was able to obtain a license for after school care at Bowser Elementary School and it is hoped that would reduce some of the cross boundary requests to Qualicum Beach Elementary School. The after school program at Errington has been expanded to two spaces and the new after school program at Oceanside Elementary School has a waitlist. The district is considering how it might expand to meet the needs of that site and staff are reaching out to the Ministry to access funding for new after school spaces.
- Ms. Wilson acknowledged the school administrators who are ensuring that the plans for use of the Feeding Futures funds are meaningful and provide nutritious options for students. The Director of Operations has also been applying for capital funds for the purchase of kitchen equipment to support those initiatives. She is meeting with Principals on September 27<sup>th</sup> to finalize plans and determine how to put staffing in place to organize the work and determine how to provide lunches to a high number of students on a regular basis.

**13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**

Trustee Young referred to information provided in the committee report. It was noted that the motion coming forward from the committee was for the minor capital submission for 2024-2025.

**a. 2024-2025 Minor Capital Submission****23-84R**

*Moved:* Trustee Young      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) support the 2024-2025 Minor Capital Plan submission as presented.

CARRIED UNANIMOUSLY

**14. POLICY COMMITTEE OF THE WHOLE REPORT****a. Board Policy 600: Personnel****23-85R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 600: Personnel at its Regular Board Meeting of September 26, 2023.

CARRIED UNANIMOUSLY

**b. Bylaw 1: Board of Education****23-86R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of September 26, 2023.

CARRIED UNANIMOUSLY

**c. Board Policy 100: Sustainable Practices****23-87R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 100: *Sustainable Practices* and its attendant Administrative Procedures at its Regular Board Meeting of September 26, 2023.

CARRIED UNANIMOUSLY

**d. Board Policy 301: Living Wage****23-88R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 301: *Living Wage* and its attendant Administrative Procedures at its Regular Board Meeting of September 26, 2023.

CARRIED UNANIMOUSLY

**15. EDUCATION COMMITTEE OF THE WHOLE REPORT****a. School Codes of Conduct**

Superintendent Jory reminded attendees that significant work was done last year with a Code of Conduct Working Group, which created a template every school could apply using a matrix on the forefront for aspirational expectations for the school environment and as a reference point. Some schools were able to submit their codes of conduct using the new template while others were not. The expectation is that all schools will use the new template for the next iteration of the codes of conduct.

**23-89R**

*Moved:* Trustee Austin      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) accept the 2023-2024 School Codes of Conduct as previously presented.

CARRIED UNANIMOUSLY

**b. Framework for Enhancing Student Learning (FESL)**

Superintendent Jory provided an overview of the data contained in the Framework for Enhancing Student Learning, which will be provided to the Ministry by the end of the week as per legislation.

**23-90R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve the Framework for Enhancing Student Learning Report as presented by Superintendent Jory.

CARRIED UNANIMOUSLY

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

None

**17. TRUSTEE ITEMS****a. Board External and District Committee Representatives/Liaison Schools**

Chair Flynn noted that one change to the representatives from the past year, which was to the Oceanside Building Learning Together Early Years Coalition on which Trustee Young will now be the Board representative and Trustee Flynn will act as the alternate. Liaison schools remain the same as last year and the list of trustees who will attend the DPAC meetings throughout the year was also included. *Coffee with Trustees* will begin occurring each month during the school year with the first one being held on October 4<sup>th</sup> at École Oceanside Elementary School.

**b. Report Out on Webinar on Decarbonization & The Zero Carbon Step Code**

Trustees Austin provided highlights from a webinar presented by the Columbia Institute to help educate local elected on the new Zero Carbon Step Code (Z CSC) that allows local governments to limit carbon emissions from new buildings in their communities and on the types of options available for local governments to incentivize and support building retrofits, heat pump installations, clean energy and other products that can support decarbonization. While the content was geared mainly towards new builds in municipalities, Trustee Austin found the information of interest and beneficial for networking purposes and she was confident that the

Director of Operations was well-versed in the programs and opportunities available.

**c. Report Out on Board Retreat – August 28/29, 2023**

Chair Flynn provided a list of the range of topics trustees discussed at a summer Board Retreat which included student assessment, strategic planning, the Feeding Futures funding, the Accessibility Act and meetings with municipalities and local MLA's, while also being introduced to Microsoft TEAMS. The Board will also be undertaking a self-evaluation with a representative from the BC School Trustees on Thursday, November 9<sup>th</sup>.

**i. Recording of Board Meetings**

Chair Flynn noted that another topic of discussion at the Board Retreat was whether the committee of the whole meetings not be recorded and posted, and that only the regular and special public board meetings, such as budget meetings, be recorded and posted.

Trustees then debated that topic further during which it was noted that the practice of recording and posting the committee meetings, with the exception of the Education Committee Meeting, had not been in place very long (February 2023). The Committee of the Whole meetings, while not decision-making meetings, also often provide the bulk of the information supporting recommendations forwarded to the Board from the committees for a decision at its public meetings. It was also noted that the viewership of the recent recordings was low

**23-91R**

*Moved:* Trustee Flynn *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) rescind Board Motion 23-08:

*“THAT the Board of Education of School District No. 69 (Qualicum) hold its monthly Regular Board meetings and its Policy and Finance & Operations Committee of the Whole meetings virtually via Zoom and that they be recorded and posted with sufficient technology provided to mask students identity when appropriate.”*

CARRIED

Trustee Austin voted against the motion

**23-92R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) hold its regular public, special public, and Committee of the Whole Meetings via video-conferencing, and that only the regular public and special public meetings be recorded and made public.

CARRIED

Trustee Austin voted against the motion

**18. NEW OR UNFINISHED BUSINESS**

**a. Disposition of French Creek Elementary School Site**

Chair Flynn advised that, at its In Camera Meeting (held earlier on September 26, 2023) the Board approved announcing that it would be considering the disposition of the former French Creek Elementary School and seeking public feedback prior to a decision being made.

Trustee Austin stated that, while she is not opposed to the concept of the Board obtaining feedback from the public as to what might be done with the property, she did not wish to presuppose that the board would dispose of the property. Chair Flynn noted that from previous discussions, she believed that the Board was considering the disposition and therefore the Board should be transparent about that option.

**23-93R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) announce at its September Public Board Meeting that it is considering the disposition of property located at 2350 Alberni Highway, Coombs, British Columbia (known as the former French Creek Elementary School). Specific details of the property are Lot A, District Lot 143, Nanoose District, Plan 15661; and,

**THAT** Board of Education of School District 69 (Qualicum) seek public feedback through a Public Notice to be placed in the local media.

CARRIED

Trustee Austin voted against the motion

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

None

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:51 p.m.

\_\_\_\_\_  
VICE-CHAIRPERSON

\_\_\_\_\_  
SECRETARY TREASURER



**SCHOOL DISTRICT No. 69 (QUALICUM)**

**IN-CAMERA MEETING**

**SECTION 72 REPORT  
September 26, 2023  
Via ZOOM**

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**ATTENDEES:**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent

The Board of Education discussed the following topics:

- Audit
- Labour Relations/Personnel
- Land
- Legal

The Board of Education approved motions on the following topics:

- Land

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Chairperson

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Secretary Treasurer



## Qualicum School District

### Trustee Representative Committee Report

Trustee Representative: Elaine Young  
Committee Name: Tribune Bay Outdoor Education Centre  
Meeting Location: Tribune Bay Outdoor Education Centre – Hornby Island  
Meeting Date & Time: September 9, 2023

NOTE: This was an extraordinary board meeting and the Governing Committee (one which SD69 has representation) was not invited. This was an oversight.

Summary from the Minutes:

#### Finances

- Currently stable, though overall budget is still tight
- To reduce strain on finances, most staff will be taking a temporary leave from November to January, except Alex and Kate who will step down to part-time (3 days a week max)
- For the Chef duties in 2024, 3 students will be hired and trained to run the kitchen with 1 part-time kitchen manager. The kitchen manager will be responsible for training, oversight, maintaining industry standards, inventory, ordering & food shop, and waste management. Positions will be posted publicly in January.

Discussion on the benefits of offering availability for SD68 (Nanaimo/Ladysmith) and SD79 (Cowichan Valley) due to both districts stepping away from their partnership with Camp Qwanoes. Reach outs will happen for both districts.

Review of rate changes and payment policy (emailed a few weeks back)

- Rates are increasing next year to reflect actual cost, be more accurate compared to competitor rates, and due to the School Districts holding the Park Use Permit no longer providing funding directly to the Society.

New groups? (Brainstorming about how to reach out to other possible users.)

Goal to expand offerings from May to mid-October into all of October, early November, and all of April.

Other offerings to explore (Community breakfasts, adventure programs, afternoon events, back country hiking and other)

Next meeting scheduled for Wednesday, October 25<sup>th</sup>

Complete minutes available on request.



## Qualicum School District

### Trustee Representative Committee Report

Trustee Representative: Elaine Young  
Committee Name: Early Years Coalition  
Meeting Location: Teams  
Meeting Date & Time: October 12, 2023 at noon

Organizations present at the meeting:

Arrowsmith Community Recreation Association(ACRA), Oceanside Building Learning Together(OBLT), Island Health (Dietician and Dental Hygienist), Vancouver Island Regional Library(VIRL), Pacific Care, Parent Support Services, SOURCES, Qualicum School District, Regional District of Nanaimo(RDN) Recreation.

#### 1. Report on the first 2000 days

Through the Child and Youth Wellness Group (CYWG) of the Nanaimo/Oceanside Network (NOW).

Creation of an inventory tool to assess development according to the 3 pillars of healthy child development.

Healthy Schools will be presenting to 200 CUPE members at Ballenas regarding the first 2,000 days.

#### 2. Community Updates

**Island Health** – Winter is coming and we need to take our Vitamin D! Fluoride has been approved world wide as a cavity prevention tool in dental hygiene.

**SOURCES** – Programs are started and running for families requiring support for children who are neurodivergent or have challenges “fitting in.”

**Qualicum Schools** – 4 early childhood education sites up and running. (Bowser, Oceanside, and 2 at Errington). Staffing is an issue and interested people need to take the responsible adult training. Please contact Qualicum School District for more information. Feeding Futures Fund is working with the District 69 Backpack Program to make food available to families who need it.

**Parent Support Services** – Offering province-wide on-line courses in many languages for Kinship Care Givers. Also Book Clubs in English, Spanish and Mandarin.

**ACRA** – Busiest fall sign up ever. Free and skill-based programs are all full. After concerns about volunteers and a call out, Coombs Candy Walk will go ahead.

**VIRL and RDN** – Programs are up and running.

**OBLT** – SPOOKTACULAR – October 26 at Storybook Village. (Everyone should take in this event!) OBLT Board has been working to repair and maintain the village. New Munchkinland started in lighthouse country. Changing Results for Young Children Group working to build the relationship between ECE and Kindergarten. WOW bus is in the bus hospital and may need significant work.

**Pacific Care** – Daycare/ECE in the area is still needing more infant/toddler centres. We are open to childcare providers with a toy library; family activities to take home, and a Community of Practice Training Group.

**For More Information on these programs please see <https://oblt.ca/community-resources-hub/>**

**Next Meeting for Early Years** November 9 at noon via TEAMS



# QUALICUM SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS

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## Briefing Note

**Date:** October 24, 2023  
**To:** Board of Education  
**From:** Peter Jory, Superintendent of Schools  
**RE:** **Winchelsea Place Name Change**

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### **Background:**

Following the Qualicum School District's reconfiguration process in 2014, Winchelsea Elementary school was closed and the site was repurposed to serve multiple functions under the informal name of Winchelsea Place. The site subsequently included offices for the Inclusive Education Department, the Indigenous Education Department, space for a daycare program, as well as storage for the Ballenas Whalers football program and the district ROAMS outdoor programs. Primarily though, it has served as the location for the Parksville Alternative Secondary School (PASS) who remains its largest tenant group.

Recently, in anticipation of emerging space requirements at Kwalikum Secondary and to create space for the new community track project, the building has absorbed office space for the Collaborative Education Alternative Program (CEAP) and the District Resource Center. The addition of these tenants required rooms to be reallocated within the building, and while space has become a premium, there undeniably a more vibrant culture within the building.

### **Next Steps:**

Current PASS principal Autumn Taylor has been in discussion with PASS and CEAP students regarding their programs and their identity as learners, which has resulted in several changes in program structures and expectations. From these conversations, a potential name change to the Winchelsea Place site has emerged. Additional consultation with stakeholders has confirmed support for the shift, and staff would like to bring this forward to the Board of Education at this time.

### **Recommendation:**

**THAT** the Board of Education of the School District 69 (Qualicum) approve "Winchelsea Learning Center" as the official name for the site informally known as Winchelsea Place.

Respectfully submitted,

Peter Jory  
Superintendent of Schools/CEO

Qualicum School District  
Preliminary Enrolment Summary  
(as of September 29, 2023)

10/11/2023

Facility Name	Prog	Cap	Sept 2022 Actual	2023-24 Budget	Sept 2023 Prelim	Change From Budget
Ballenas	Reg	950	765	766	756	-10
	FI		102	109	109	0
Kwalikum	Reg	900	739	762	765	3
	PASS		60	60	49	-11
<b>Subtotal (Secondary)</b>		<b>1850</b>	<b>1666</b>	<b>1697</b>	<b>1679</b>	<b>-18</b>
Arrowview	Reg	340	313	318	306	-12
Bowser	Reg	220	194	188	179	-9
Errington	Reg	365	278	272	276	4
False Bay	Reg	50	26	28	25	-3
Nanoose Bay	Reg	390	322	331	348	17
Springwood	Reg	510	488	495	495	0
Qualicum Beach	Reg	440	391	368	414	46
Oceanside	Reg	510	128	139	146	7
	FI		351	358	349	-9
<b>Subtotal (Elementary)</b>		<b>2825</b>	<b>2491</b>	<b>2497</b>	<b>2538</b>	<b>41</b>
<b>School Based Total</b>		<b>4675</b>	<b>4157</b>	<b>4194</b>	<b>4217</b>	<b>23</b>
Continuing Ed	CE		2	10	1	-9
CEAP	OL		111	105	80	-25
<b>TOTAL ENROLMENT</b>			<b>4270</b>	<b>4309</b>	<b>4298</b>	<b>-11</b>
<b>International Student Program</b>			<b>150</b>	<b>150</b>	<b>136</b>	<b>-14</b>



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## QUALICUM SCHOOL DISTRICT

### Class Size Report - October 13, 2023 Snapshot

School	Division or Course Name	Class Size
Ballenas Secondary School	Instrumental Music Concert Band 10, 11, 12	42
Ballenas Secondary School	Instrumental Music: Jazz Band 10, 11, 12	32
Ballenas Secondary School	Pre-Calculus 12	31
Kwalikum Secondary School	Art Studio 10, Visual Arts 9	33
Kwalikum Secondary School	Art Studio 10, Visual Arts 9	32
Kwalikum Secondary School	BA English Language Development 10A	34
Kwalikum Secondary School	BA Leadership 8, 9, 10A, 11A, 12A	41
Kwalikum Secondary School	Career Life Education	31
Kwalikum Secondary School	Creative Writing 11, 12	31
Kwalikum Secondary School	Drama 9, 10, 11	31
Kwalikum Secondary School	Earth Sciences 11	31
Kwalikum Secondary School	EFP Literary Studies 10	31
Kwalikum Secondary School	EFP Literary Studies 10	31
Kwalikum Secondary School	EFP Writing 10	31
Kwalikum Secondary School	EFP Writing 10	31

School	Division or Course Name	Class Size
Kwalikum Secondary School	Graphic Arts 11, 12	31
Kwalikum Secondary School	Photography 11, 12	34
Kwalikum Secondary School	Physical and Health Education 9, 10	31
Kwalikum Secondary School	Science 10	32
Kwalikum Secondary School	Science 10	31

This declaration is to confirm that I have received and reviewed the Principals' reports for all schools and classes, and I verify that as of the date of this report the organization of classes in the school district:

- (a) is in compliance with the provisions as defined in the School Act and related regulations and,
- (b) is appropriate for student learning.

Respectfully submitted,



Gillian Wilson  
Associate Superintendent



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**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Monday, September 18, 2023  
Via Video Conferencing  
10:30 a.m.**

**Facilitator: Trustee Elaine Young**

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

**Mandate:** *To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.*

**1. PRESENTATIONS (10 MINUTES)**

**2. PROJECT UPDATES**

**a. Oceanside Community Track**

Director of Operations Munro provided an update of the Track work indicating an engineering firm is providing support with earthmoving drawings so that a tender can go out early in 2024. He continues to work with the RDN to confirm the District's tender process aligns with RDN policies, particularly the in-kind supports contractors may offer.

**b. BC Hydro Energy Work**

Director of Operations Munro shared that work continues on a Strategic Energy Management plan that is supported by a grant from BC Hydro and an Energy Manager. Various engineering disciplines will be included in the plan in order to offer multiple options and opportunities. It's anticipated that a report will be available by March 2024.

Other project updates included the False Bay school capital project that continues, with the eventual submission to the Ministry of a Project Definition report (PDR) in December. A recent tour of the school with Ministry capital staff provided good information for both Ministry and District staff in order to include in the PDR and to gain broader Ministry approval.

Trustee Austin shared that a BCSTA Climate Action report was shared at a recent VISTA meeting. The report included information on how and what Districts are doing in meeting their emission targets and will hopefully be provided to all School District shortly.

**3. ITEMS FOR DISCUSSION**

**a. Multi-Year Financial Report**

Secretary Treasurer Amos and Assistant Secretary Treasurer Hung provided a walk-through of a Multi-Year Financial Report that is being recommended as part of the annual report-out to the public. The document, although not yet required by Ministry, will be shared publicly at the Regular Board Meeting to be received and accepted by the Board and will be posted along with other financial documents. It will also be sent to the Ministry for their input.

**b. Long Range Facility Plan (LRFP)**

Secretary Treasurer Amos shared information on the necessity to update the District's LRFP. The last one was completed in 2017, so it is timely that this be embarked upon. The LRFP, which would usually include review of enrolment projections, status of programs, conditions of facilities and capacity concerns, could also include other considerations that might need reviewing. Staff will continue to review firms available to do this work and bring back some options with which to go forward.

**5. INFORMATION ITEM(S)**

**a. September 30 Enrolment Report**

Secretary Treasurer Amos reported that the September snapshot has now been submitted to the Ministry, with the Echo review to be done in the next week. The news is positive and the district has seen enrolment growth in elementary and full time equivalency (FTE) increases in both the elementary and secondary programs. PASS and CEAP programs continue to settle into lower numbers than in the past as the District continues to balance the needs of those attending in order to provide the best opportunity for their success. The recent provincial mandate to limit the number of districts allowed to offer online opportunities has also reduced the district's student base, as districts can only enroll students from within their own boundaries.

**b. Q1 Financial Summary**

Secretary Treasurer Amos reviewed the 1<sup>st</sup> quarter summary with the committee, noting that most expenses are where they should be at this time of year. Some areas continue to be monitored such as replacement costs and supply costs. There are also some known revenues that are yet to be realized and will be included in the amended budget process in early January.

**6. ITEMS FOR RECOMMENDATION TO THE BOARD**

- a. 2023-2026 Financial Report

**7. FUTURE TOPICS**

- a. Statement of Financial Information (SOFI)

**8. NEXT MEETING DATE:**

Monday, November 20, 2023 at 10:30 via video conferencing

**9. ADJOURNMENT**

QUALICUM  
SCHOOL  
DISTRICT



2023 - 2026

# FINANCIAL PLAN

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# Purpose

The 2023 – 2026 Multi-Year Financial Plan (the “Plan”) is developed in accordance with the requirements as outlined by the Ministry of Education and Child Care (the “Ministry”). The Plan provides greater transparency and accountability to stakeholders with regards to the development of financial processes and reporting. The Plan is also developed to outline the alignment of financial decisions that support the Strategic Priorities as developed by the Qualicum School District’s Board of Education (the “Board”), and to set financial direction for the development of the annual budget.



# District Overview



The **Qualicum School District** (the “District”) resides on Coast Salish Territory and within the shared territory of the Snaw'naw'as and Qualicum First Nations. The District is centrally situated on east Vancouver Island and serves a student population of approximately 4000 students. There are eight elementary schools (Grades K-7), two secondary schools (Grades 8-12), an alternate school (PASS/Woodwinds) and a Distributed Learning program to support home-learning families called the Collaborative Education Alternative Program (CEAP). The district French Immersion program is available at École Oceanside Elementary and École Ballenas Secondary Schools.

As a major employer in the area, the District contributes to the local economy. The District's commitment to environmental sustainability through energy and water-saving programs, fuel choices and fuel efficiencies, recycling, and other measures contributes to reducing the area's carbon footprint. This commitment is shared not only with staff but also with our students.

The District welcomes community organizations and community members into our schools. Parents, seniors, peer and intergenerational mentors can be found in various programs throughout our district. The Board's mandate has expanded beyond K-12 to include early and adult learning. This underscores the work the District has undertaken both in the early years - through ***Oceanside Building Learning Together***, and in adult years - through Adult and Continuing Education programs. Our work with ***Decoda Literacy*** is helping us look at the resources in the community for literacy support as well as gaps we need to address.

Our communities support our schools in a variety of ways. Support for school events, fundraisers, and scholarships for graduating students all point to the phenomenal support our students and schools have from businesses, organizations, service groups and individuals.

# Board of Education



**Trustee Julie Austin**  
**Vice Chairperson**  
 Electoral Area F.

**Trustee Eve Flynn**  
**Chairperson**  
 Electoral Area E.



**Trustee Barry Kurland**  
 Electoral Area H.

**Trustee Carol Kellogg**  
 Electoral Area G.



**Trustee R. Elaine Young**  
 Electoral Area G.



**The Board is Comprised of Five Locally Elected Officials (the “trustees”).**

Electoral Areas E, F, G, and H are represented by the trustees.

Area E

Nanoose Bay (portion of District of Lantzville)

Area F

Coombs, Hilliers, Errington, Whiskey Creek and Meadowood

Area G

City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo Area G(French Creek, Dashwood, Englishman River), qathet Regional District Area E (Lasqueti Island)

Area H

Shaw Hill, Qualicum Bay, Deep Bay, Bowser

The Board has established a set of Guiding Principles for Organization Decision-Making which they use as a touchstone for the decisions they make as a Board. These *Guiding Principles* are reviewed annually and reflect the qualities the Board looks for in schools and work sites across the district.

- Our primary focus is to meet the needs of all learners where they are, and planning for the next steps in their journey.
- The foundation of organizational health and success is trust relationships – we commit to clear, open communication that builds personal and public confidence in the work we do with, and for, our learners.
- Parents and the broader community are our partners in education - we must ensure that they are given meaningful roles in helping to shape the educational experience provided to students.
- People are the most valuable asset in our organization - we invest in this asset when we provide opportunities for employees and volunteers to further their own knowledge, skills and competencies in deep, purposeful and relevant ways.
- Stewardship of the public investment in education in our community is crucial – this requires an unwavering commitment to fiscal responsibility and allocation of resources based on identified needs and strategic priorities.
- Leadership is most powerful when responsibility and accountability are spread across the system at all levels – we expect everyone in our district to demonstrate a commitment to system change and improvement.
- We care deeply about the impacts of our work – that is evident when we access and use credible information to develop plans, measure progress and inform decision-making.

Public education has a key role to play in creating an understanding of the harm caused by colonialism and residential schools, as well as an obligation to move forward on a path toward reconciliation.





## Roles and Responsibilities

The trustees engage our communities in building and maintaining a school system that reflects local priorities, values and expectations. They listen to their communities, guide the work of their school district and set plans, policies and the annual budget.

Trustees perform a variety of important duties including establishing educational and administrative policies and regulations, as well as advocating for enhanced government funding for the educational, operational, and capital needs of the District. The Board, through its trustees, guides the work of the Superintendent and the members of the administrative staff who provide the day-to-day leadership and management of the District.

The Board and its trustees are committed to transparency and have adopted the Ministry's financial governance requirements. These requirements include the development of an annual budget which is guided by the District's vision and includes a consultative budget engagement process. The Board and trustees are also committed to a thoughtful and student-centred approach to balancing the budget each year.

# Alignment with Strategic Plan

## The Strategic Priorities

- To Learn -** Focusing on student curricular skills and competencies that lead to meaningful graduation and a successful life beyond school.
- To Give -** Student leading local and global change
- To Grow -** Supporting all learners in pursuit of equity of outcomes
- To Belong -** Developing critical social skills and all the strategies necessary for a healthy self



## Priority Alignment

- To Learn -**
- Resources to provide flexible, student-centered learning environments that lead to improved student outcomes
  - Funding for opportunities to develop practical and life skills that are meaningful and beneficial for success beyond school.
  - Staffing and in-service training for educators and staff to provide the knowledge and frameworks required to promote student inquiry.
  - Focus on the promotion of student achievement including local and provincial assessments, and successful and meaningful graduation.
- To Give -**
- Core funding for promotion of student led events, student voice, and Indigenous student leadership.
- To Grow -**
- Budget allotments to support professional development for assessment and reporting.
  - Capital funds allocated to prioritize the maintenance of school environments that provide clean, safe, and welcoming learning spaces.
- To Belong -**
- Budget provisions to support the needs of diverse learners.
  - Allocation of funds to help create school environments that are supportive of physical, mental, and emotional wellness.
  - Supporting the professional growth of educators and staff to be able to teach, model, and support awareness of self, express kind and respectful communication, solve conflict in peaceful ways, and take responsibility for their actions.

# BUDGET DEVELOPMENT OVERVIEW

## October - December

- Staff adjustments
- Grant Recalculations

Amended Annual Budget adoption  
(by Feb 28)



## January - March

- Information Gathering/Survey
- Enrolment/Staffing Projections
- **Inclusion of Multi-year Planning\***
- Partner/Public info sessions

Grant Announcement (mid-March)

## July - September

- New School Year
- School Start Up
- Section/Classroom Adjustments

## April - June

- **Follow up with Partners/Public**
- **Board/Management Discussions**

**Annual Budget adoption by (June 30)**

## PERIOD

## DETAILS

October -  
December

- Adjustments to staffing are made based on finalized student enrolment counts.
- Grants are recalculated to reflect the finalized enrolment numbers.

January -  
March

- Information gathering period that includes internal and external surveys.
- Enrolment projections are established to determine staffing requirements.
- Partner and public information sessions occur during this period.
- Grant announcements from the Ministry occur in mid-March to provide funding details.
- Amended Annual Budget for the current fiscal year is adopted by February 28th.

April - June

- Follow-up discussions and consultation with partners and public.
- Board and management discussions to finalize decisions.
- Annual budget adoption occurs by June 30th.

July -  
September

- New fiscal year begins.
- School start up occurs in September.
- Classroom adjustments are made to accommodate enrolment.

# COMMUNITY ENGAGEMENT

“The foundation of organizational health and success is trust relationships – we commit to clear, open communication that builds personal and public confidence in the work we do with and for our learners.”  
(SD69 Board of Education’s *Guiding Principles for Organizational Decision-Making*)

The District aligns its community engagement with the “Goals of the external communications plan”. These include:

1. Implement ongoing communication strategies that are focused on consistent, inclusive, open, and transparent communications.
2. Build trust and garner support in the district and school communities by ensuring stakeholders and the public have timely access to information about district initiatives, issues, programs, and activities.
3. Foster strong relationships by providing opportunities for stakeholder engagement in public education.
4. Enhance and appropriately represent the district’s identity/brand.

Community engagement opportunities that occur during the Budget Development cycle include but are not limited to the following:

- Committees of the Whole
- Surveys / Questions
- Individual Stakeholder Meetings
- Town Hall Meetings
- Budget and Financial Literacy Sessions
- Email Feedback
- Social Media Engagement

Information gathered from the above engagement opportunities are incorporated into the District’s Multi-Year Financial Plan to further align with the Strategic Priorities and support of the enhancement of student outcomes within the capacity of available resources.

# GRANT FUNDING

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The Province funds public education annually and utilizes a funding formula to allocate the funds proportionately to the boards across the Province.

The funding includes 3 types of funds:

## Operating

Annual program revenues and expenditures are reported within the Operating fund and Special Purpose fund (see below). Annual and accumulated surplus within the Operating fund are important indicators of financial performance and financial health for school districts. This is because school districts are not permitted to budget for or incur an accumulated deficit position. This means when a school district has accumulated operating surplus available it can be used to budget for future expenditures and to reduce financial risk associated with unforeseen expenditures.

## Special Purpose

The Special Purpose fund includes grants and school generated funds that are restricted for a specific purpose. Annual and accumulated surplus is always zero because revenues are recognized only as related expenditures occur (deferral method of accounting). Examples of Special Purpose funds may include:

- Annual Facilities Grant
- Federal French Funding
- Learning Improvement Fund
- Classroom Enhancement Fund
- Strong Start
- Ready, Set, Learn
- Community Link
- School Generated Fund
- Student and Family Affordability Fund
- Feeding Futures Fund

# GRANT FUNDING - CONTINUED

## Capital

The Capital fund reports investment in and financing activities related to capital assets. Capital contributions from the Province are accounted for using the deferral method of accounting, whereby recognition of capital funding revenue is spread out over the life of the related capital assets to match with the amortization expense which reflects the use of the asset over its life. This means capital fund revenues are not a reflection of funding actually received in a given year. Also, capital revenues only offset amortization expense in the capital fund to the extent assets were funded by provincial capital grants. As many capital investments are funded by operating revenues (recorded as transfers of accumulated operating surplus to the capital fund), the capital fund normally reports an annual deficit.



# MULTI-YEAR PLANNING

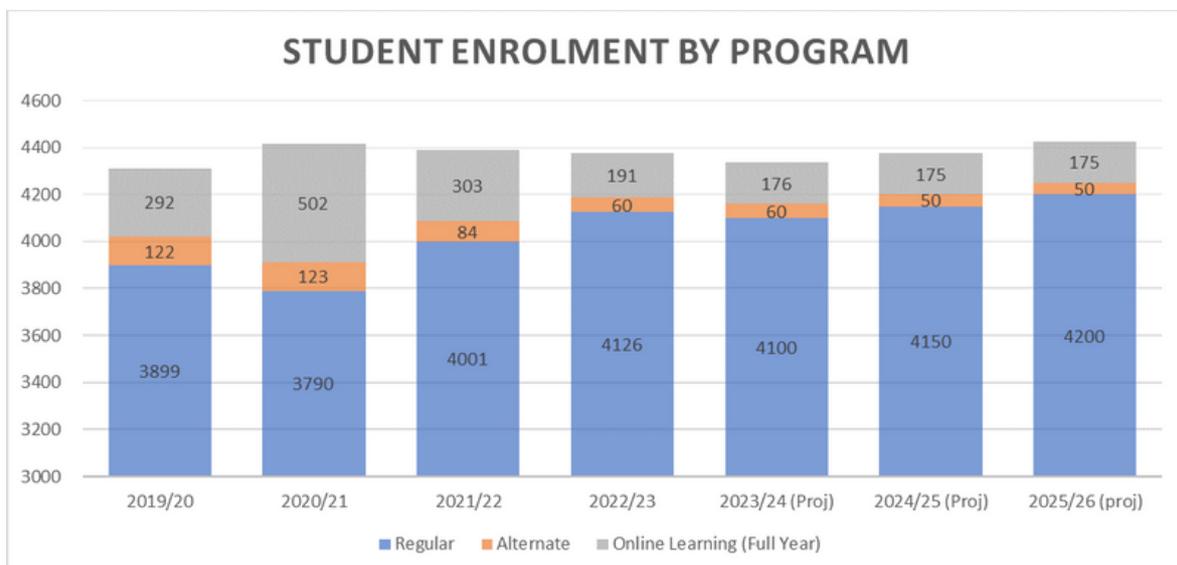
## Student Enrolment

The most significant source of school district funding is generated by the student population. Funding is provided for basic student enrolment, as well as a number of supplement funding categories.

The Ministry of Education and Child Care collects student enrolment data three times per school year, September, February and May (online learning only). The Operating Grant is then adjusted accordingly to reflect actual enrolment. The International Education program enrolment utilizes available classroom space once resident students are all placed in classrooms and is funded by student fees.

For financial planning purposes the Ministry requires three-year enrolment projections, the first year provides the information that is used to calculate the estimated Operating Grant allocation that then is used for the Annual Budget cycle. Year two and three estimates are used to facilitate provincial and district based budgeting and financial planning. Each year the projections are updated using current statistics, local knowledge and trends.

**The chart below includes historic enrolment figures, as captured in the Data Collection cycle, as well as estimates for the next three years.**



The table below shows the enrolment by programs as well as student counts that have funding significance within the Funding Allocation System (FAS).

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Actual	Actual	Actual	Projected	Projected	Projected
<b>Student Enrolment (Full Year)</b>							
Regular	3899	3790	4001	4126	4100	4150	4200
Alternate	122	123	84	60	60	50	50
Online Learning (Full Year)	290	499	302	190	176	175	175
	4311	4412	4387	4375	4336	4375	4425
<b>International Student Program</b>							
	169	57	155	157	150	150	150
<b>September Enrolment Count</b>							
K-12 Standard (Regular) Schools FTE (School-Age)	3,899.000	3,790.125	4,001.313	4,125.563	4,100.000	4,150.000	4,200.000
Continuing Education FTE (School-Age)	-	-	-	-	-	-	-
Alternate Schools FTE (School-Age)	122.000	123.000	84.000	60.000	60.000	50.000	50.000
Distributed Learning FTE (School-Age)	132.438	312.438	185.625	109.438	105.000	105.000	105.000
Adult Education FTE (Non-Graduates only)	1.250	2.125	0.750	1.938	1.000	-	-
	4,154.688	4,227.688	4,271.688	4,296.938	4,266.000	4,305.000	4,355.000
<b>Home Schoolers</b>							
	14	24	19	27	27	25	25
<b>Supplemental Funding Categories</b>							
Level 1 Special Needs FTE	5	6	4	4	4	3	3
Level 2 Special Needs FTE	203	202	195	198	198	200	200
Level 3 Special Needs FTE	70	77	72	87	87	95	95
<b>English Language Learning FTE</b>							
	66	62	80	79	79	80	80
<b>Indigenous Education FTE</b>							
	474	487	488	516	516	520	520
<b>February Enrolment Count - CE/OL</b>							
Continuing Education FTE	0.625	0.500	0.375	0.500	-	-	-
Online Learning FTE	84.938	111.875	74.188	45.063	40.000	40.000	40.000
<b>May Enrolment Count - CE/OL</b>							
Continuing Education FTE	1.000	0.625	-	0.750	-	-	-
Online Learning FTE	70.000	71.375	41.063	32.125	30.000	30.000	30.000
<b>Funded FTE (Full Year)</b>	<b>4,311.250</b>	<b>4,412.063</b>	<b>4,387.313</b>	<b>4,375.375</b>	<b>4,336.000</b>	<b>4,375.000</b>	<b>4,425.000</b>



## Multi-Year Estimates - Operating Revenue

Using the district's enrolment projection to calculate the estimated operating grants, then accounting for other known or anticipated revenues, the following reflects the overall expected revenue in each of the next three years. The board will manage and allocate their funding based on local spending priorities that align with both the mandate of the Ministry of Education and Child Care and the school district strategic and operational plans.

	2023/24	2024/25	2025/26	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Est.	Est.	Actual	Actual	Actual	Actual	Budgeted	Projected	Projected
	per pupil	per pupil	per pupil	Funding						
<b>OPERATING REVENUE</b>										
Ministry of Ed Grants				45,475,830	47,244,111	47,170,892	49,628,525	51,328,701	52,914,376	54,189,651
Offshore Tuition				3,829,455	1,370,654	3,661,653	3,917,837	3,900,000	3,900,000	3,900,000
Miscellaneous				1,174,920	981,628	1,089,802	1,571,374	1,510,000	1,510,000	1,510,000
<b>TOTAL OPERATING REVENUES (from all sources)</b>				<b>50,480,205</b>	<b>49,596,393</b>	<b>51,922,347</b>	<b>55,117,736</b>	<b>56,738,701</b>	<b>58,324,376</b>	<b>59,599,651</b>
<b>Student Base Allocation:</b>										
Standard (Regular) Schools	8,625	8,920	9,115	29,117,732	28,653,345	31,550,349	32,530,060	35,362,500	37,018,000	38,283,000
Continuing Education	8,625	8,920	9,115	0	0	0	0	0	-	-
Alternate Schools	8,625	8,920	9,115	911,096	929,880	662,340	473,100	517,500	446,000	455,750
Distributed Learning	6,960	6,980	6,985	807,869	1,905,869	1,180,575	696,023	730,800	732,900	733,425
Home Schooling	250	250	250	3,500	6,000	4,750	6,750	6,750	6,250	6,250
Course Challenges	270	278	284	0	708	0	246	270	-	-
<b>Total Student Based Funding</b>				<b>30,840,197</b>	<b>31,495,802</b>	<b>33,398,014</b>	<b>33,706,179</b>	<b>36,617,820</b>	<b>38,203,150</b>	<b>39,478,425</b>
<b>Supplemental Funding</b>										
Special Ed - L 1	49,070	50,500	51,500	212,000	258,000	179,400	179,400	196,280	151,500	154,500
- L 2	23,280	23,875	24,350	4,100,600	4,120,800	4,149,600	4,213,440	4,609,440	4,775,000	4,870,000
- L 3	11,760	12,000	12,250	717,500	793,100	774,000	935,250	1,023,120	1,140,000	1,163,750
English as a Second Language	1,735	1,775	1,810	98,670	94,240	126,800	125,215	137,065	142,000	144,800
Aboriginal Education	1,710	1,750	1,775	687,300	730,500	763,720	807,540	882,360	910,000	923,000
Adult Education-non grad	5,505	5,525	5,530	5,966	10,249	3,773	9,746	5,505	-	-
Equity of Opportunity					197,776	192,243	185,992	198,096	200,000	200,000
Vulnerable Students				12,466						
Salary Differential				614,649	653,398	578,324	802,320	797,491	800,000	800,000
Unique Geographic Factors				4,579,013	4,853,012	4,648,245	4,750,702	4,973,152	500,000	500,000
<b>Total Supplemental Funding</b>				<b>11,028,164</b>	<b>11,711,075</b>	<b>11,416,105</b>	<b>12,009,605</b>	<b>12,822,509</b>	<b>12,822,509</b>	<b>12,822,509</b>
Curriculum & Learning Support				81,913	37,381	38,030	38,438	38,655	39,000	39,000
<b>September Operating Grant</b>				<b>41,950,274</b>	<b>43,244,258</b>	<b>44,852,149</b>	<b>45,754,221</b>	<b>49,478,984</b>	<b>51,064,659</b>	<b>52,339,934</b>
February Count (Operating Grant)				565,383	780,579	597,271	381,215	278,400	278,400	278,400
May Count (Operating Grant)				411,438	510,054	260,493	206,924	208,800	208,800	208,800
<b>Full Year Operating Grant Total</b>				<b>42,927,095</b>	<b>44,534,890</b>	<b>45,709,912</b>	<b>46,342,360</b>	<b>49,966,184</b>	<b>51,551,859</b>	<b>52,827,134</b>
<b>Other Ministry of Education Grants</b>										
Pay Equity				936,176	936,176	936,176	936,176	936,176	936,176	936,176
Transportation Grant				426,341	426,341	426,341	426,341	426,341	426,341	426,341
Labour Settlement funds				699,566	1,156,463		1,807,664			
Other Ministry grants				486,652	190,241	98,463	115,984			
<b>Total Other Ministry of Education Grants</b>				<b>2,548,735</b>	<b>2,709,221</b>	<b>1,460,980</b>	<b>3,286,165</b>	<b>1,362,517</b>	<b>1,362,517</b>	<b>1,362,517</b>
<b>TOTAL MINISTRY OF EDUCATION FUNDING</b>				<b>45,475,830</b>	<b>47,244,111</b>	<b>47,170,892</b>	<b>49,628,525</b>	<b>51,328,701</b>	<b>52,914,376</b>	<b>54,189,651</b>
<b>OTHER REVENUES</b>										
Other Provincial Revenues				146,391	146,370	139,889	140,016	150,000	150,000	150,000
Offshore Tuition				3,829,455	1,370,654	3,661,653	3,917,837	3,900,000	3,900,000	3,900,000
Miscellaneous				152,848	93,355	153,658	251,920	140,000	140,000	140,000
Rental and Leases				653,214	624,850	677,331	726,127	700,000	700,000	700,000
Investment Income				222,467	117,053	118,924	453,311	520,000	520,000	520,000
<b>TOTAL OTHER REVENUE</b>				<b>5,004,375</b>	<b>2,352,282</b>	<b>4,751,455</b>	<b>5,489,211</b>	<b>5,410,000</b>	<b>5,410,000</b>	<b>5,410,000</b>
<b>TOTAL OPERATING REVENUES</b>				<b>50,480,205</b>	<b>49,596,393</b>	<b>51,922,347</b>	<b>55,117,736</b>	<b>56,738,701</b>	<b>58,324,376</b>	<b>59,599,651</b>

## Assumptions - Enrolments

- Enrolments used for revenue estimates were those contained within the district's 'Three-year Enrolment Estimates', submitted to the Ministry of Education and Child Care (February 2023)

## Assumptions - Funding

- 2024/25 basic per pupil rates were calculated to include the 1.25% COLA not yet incorporated, as well as the 2% General Wage Increase (GWI) due July 2024; then rounded per historic analysis of funding vs GWI's year-over-year
- 2025/26 basic per pupil rates were calculated to include the 2% GWI due July 2025; then rounded per historic analysis of funding vs GWI's year-over-year
- Amounts under "Other Funding Categories" were estimated using historical values
- Inflation has not been factored into any of the Ministry of Education and Child Care funding rates or supplemental categories
- Amounts under "Other Operating Fund Revenues", have been estimated using historic data and high-level projections

## Multi-Year Estimates - Staffing FTE

District staffing is not anticipated to increase over the period of this financial plan. Over the last number of years, the district has been in a period of a varying enrolment changes and staffing adjustments were made to address program needs. At this time growth has slowed, future enrolment is less certain, and budgeted staffing levels are sufficient to support district needs. If student enrolment exceeds projections however, the revenues generated will fund the staffing necessary to support the additional students.

The financial plan presented below includes modest increase in Teacher and staffing levels only in order to support the small increase in estimated student enrolment. Additional cost increases relate to negotiated general wage increases as well as replacement and benefit cost estimates.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Actual	Actual	Actual	Budgeted	Projected	Projected
<b>Staffing (FTE)</b>							
Teachers	272.5	266.2	273.7	262.7	262.0	263.0	265.0
Principals and Vice Principals	26.0	27.0	26.0	26.0	27.0	27.0	27.0
Educational Assistants	96.7	90.2	92.7	90.2	91.0	91.0	91.0
Support Staff	107.4	107.3	108.7	107.9	108.0	108.0	108.0
Other Professionals	16.0	16.0	17.0	17.0	17.0	17.0	17.0
	<b>518.6</b>	<b>506.7</b>	<b>518.1</b>	<b>503.8</b>	<b>505.0</b>	<b>506.0</b>	<b>508.0</b>
Anticipated Changes in FTE					1.2	1.0	2.0



## Assumptions - Staffing FTE

- 2022/23 and 2023/24 FTE figures are as noted in the Amended and Annual Budget presentations, respectively
- 2024/25 and 2025/26 FTE represent the status quo except for teachers, to account for preliminary enrolment estimates increases

## Multi-Year Estimates - Staffing Expenses

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Actual	Actual	Actual	Budgeted	Projected	Projected
<b>SALARIES AND BENEFITS</b>							
Teachers	19,318,832	19,183,284	20,327,502	20,570,559	21,378,073	21,928,300	22,617,105
Principals and Vice Principals	3,297,304	3,594,794	3,487,858	3,562,573	3,767,595	3,842,947	3,919,806
Educational Assistants	3,786,620	3,378,651	3,633,828	3,495,924	3,859,480	3,936,670	4,093,953
Support Staff	5,250,800	5,203,566	5,439,728	5,880,870	6,088,743	6,210,518	6,334,728
Other Professionals	1,767,748	1,587,849	1,651,448	1,879,734	2,006,577	2,046,709	2,087,643
Substitutes	1,440,896	1,729,884	2,088,793	2,137,249	2,086,182	2,127,906	2,170,464
Benefits	8,979,756	8,777,457	9,156,176	9,637,421	10,203,433	10,611,570	11,036,033
<b>TOTAL SALARIES AND BENEFITS</b>	<b>43,841,956</b>	<b>43,455,485</b>	<b>45,785,333</b>	<b>47,164,330</b>	<b>49,390,083</b>	<b>50,704,619</b>	<b>52,259,732</b>

## Assumptions - Staffing Expenses

- Annual YE Actuals are the district's year-end expenses as shown in the Financial Statements, with 22/23 pending internal audit confirmation
- 2023/24 Budgeted salaries were taken from the 2023/24 Annual Budget
- 2024/25 and 2025/26 expenses reflect any FTE changes as previously noted for growth
- 2024/25 and 2025/26 staffing expenses for all categories have been incremented by the negotiated 2% GWI
- 2024/25 and 2025/26 replacement expenses were incremented by 2% to account for wage costs and implications of new ESA 5 sick day standards
- 2024/25 and 2025/26 benefits expenses were incremented by 2% to account for increasing benefits rates

## Multi-Year Estimates - Supplies and Services Expenses

Service and supplies are expected to increase due to inflationary cost pressures, historical and projected expenses are shown below, along with our notable assumptions.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Actual	Actual	Actual	Budgeted	Projected	Projected
<b>SERVICES AND SUPPLIES</b>							
Services	2,639,084	1,908,443	2,811,939	3,161,978	3,217,968	3,346,687	3,447,087
Training and Travel	410,577	321,190	426,658	437,405	391,500	407,160	419,375
Rental and Leases	3,235	14,702	9,580	29,979	5,000	25,200	25,956
Dues and Fees	69,879	72,941	73,104	88,083	68,000	70,720	72,842
Insurance	139,686	166,616	158,733	180,765	185,000	192,400	198,172
Supplies	2,484,449	2,167,750	2,618,981	2,652,142	2,300,150	2,642,156	2,721,421
Utilities	882,392	981,354	1,164,708	1,143,342	1,181,000	1,278,240	1,316,587
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>6,629,302</b>	<b>5,632,996</b>	<b>7,263,703</b>	<b>7,693,694</b>	<b>7,348,618</b>	<b>7,962,563</b>	<b>8,201,440</b>

## Assumptions - Supplies and Services

- Annual YE Actuals are the district's year-end expenses as shown in the Financial Statements, with 22/23 pending internal audit confirmation
- 2023/24 Budgeted expenses were taken from the 2023/24 Annual Budget
- 2024/25 and 2025/26 expenses include increases for inflationary pressures
- 2024/25 and 2025/26 Supplies, Rentals and Utilities includes additional adjustments to align with 22/23 actuals

## Multi-Year Estimates - Of Operating Surplus (Deficit)

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Actual	Actual	Actual	Budgeted	Projected	Projected
<b>OPERATING REVENUE</b>							
Ministry of Ed Grants	45,475,830	47,244,111	47,170,892	49,628,525	51,328,701	52,914,376	54,189,651
Offshore Tuition	3,829,455	1,370,654	3,661,653	3,917,837	3,900,000	3,900,000	3,900,000
Miscellaneous	1,174,920	981,628	1,089,802	1,571,374	1,510,000	1,510,000	1,510,000
<b>TOTAL OPERATING REVENUE</b>	<b>50,480,205</b>	<b>49,596,393</b>	<b>51,922,347</b>	<b>55,117,736</b>	<b>56,738,701</b>	<b>58,324,376</b>	<b>59,599,651</b>
<b>OPERATING EXPENDITURES</b>							
<b>SALARIES AND BENEFITS</b>							
Teachers	19,318,832	19,183,284	20,327,502	20,570,559	21,378,073	21,928,300	22,617,105
Principals and Vice Principals	3,297,304	3,594,794	3,487,858	3,562,573	3,767,595	3,842,947	3,919,806
Educational Assistants	3,786,620	3,378,651	3,633,828	3,495,924	3,859,480	3,936,670	4,093,953
Support Staff	5,250,800	5,203,566	5,439,728	5,880,870	6,088,743	6,210,518	6,334,728
Other Professionals	1,767,748	1,587,849	1,651,448	1,879,734	2,006,577	2,046,709	2,087,643
Substitutes	1,440,896	1,729,884	2,088,793	2,137,249	2,086,182	2,127,906	2,170,464
	0	0	0	0	0	0	0
Benefits	8,979,756	8,777,457	9,156,176	9,637,421	10,203,433	10,611,570	11,036,033
<b>TOTAL SALARIES AND BENEFITS</b>	<b>43,841,956</b>	<b>43,455,485</b>	<b>45,785,333</b>	<b>47,164,330</b>	<b>49,390,083</b>	<b>50,704,619</b>	<b>52,259,732</b>
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>6,629,302</b>	<b>5,632,996</b>	<b>7,263,703</b>	<b>7,693,694</b>	<b>7,348,618</b>	<b>7,962,563</b>	<b>8,201,440</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>50,471,258</b>	<b>49,088,481</b>	<b>53,049,036</b>	<b>54,858,024</b>	<b>56,738,701</b>	<b>58,667,182</b>	<b>60,461,172</b>
<b>TOTAL OPERATING SURPLUS/(DEFICIT)</b>	<b>8,947</b>	<b>507,912</b>	<b>-1,126,689</b>	<b>259,712</b>	<b>0</b>	<b>-342,806</b>	<b>-861,521</b>
Appropriated Surplus	999,044	1,463,121	940,217	433,700	433,700	433,700	433,700
Appropriated for Future Years	994,204	1,038,039	434,255	1,200,484	1,200,484	857,678	-3,843
	1,993,248	2,501,160	1,374,472	1,634,184	1,634,184	1,291,378	429,857

## Assumptions - Estimated Multi-Year Financial Plan

- 2021/22 and 2022/23 Actuals are those represented in the district's Financial Statements (22/23 pending internal audit confirmation)
- 2023/24 figures are from the 2023/24 Annual Budget as submitted to the Ministry of Education and Child Care (May 2023)
- 2024/25 and 2025/26 account for revenue and expense changes as previously noted
- 2023/24 Appropriated Surplus - represents restricted funds that are not readily available for use
- 2023/24 Appropriated for future years use in 2023/24 – represents the surplus available to balance the budget in future years
- 2023/24 Operating Surplus (Deficit), end of year is the total estimated carry-forward accumulated surplus amount for use in 2024/25
- 2025/26 Surplus balance is the estimated total amount available to support operations

## Multi-Year Estimates - Local Capital Reserve Funds and Other Reserves

Separate from the Operating fund analysis, ongoing capital needs arise and will have to be addressed using other funds.

Within the capital fund the following two balances are important as they represent funds available for future capital investment:

- Local Capital Reserve – this balance forms part of accumulated surplus in the capital fund and represents funds available for investment in capital assets at the discretion of the Board of Education. These funds are generated primarily from proceeds of disposition of assets that are allocated to the School Board or through Board motion the transfer of surplus from the Operating fund.
- MEd Restricted Capital – this balance forms part of the deferred capital revenue balance in the capital fund and represents funds available for investment in capital assets at the discretion of the Ministry of Education. These funds are generated primarily from proceeds of disposition of assets that are allocated to the Minister of Education pursuant to the **School Act**.



Other Capital Reserves also serve to address future capital needs but have commitments attached to them. Below shows the value and current commitments on these other capital reserve funds.

	Local Capital-2022/23	M Ed Restricted Capital	Land Capital	Other Capital
Committed for:				
- mower replacement	50,000			
- Ballenas track replacement	136,990			695,005
- Land purchases			219,429	
Committed for future investment	186,990	-	219,429	695,005
Uncommitted Balance	126,020	15,984	-	-
Balance at end of year	313,010	15,984	219,429	695,005

As part of the planning, the District has identified some priority areas to which there is a rising need to address. In the absence of land sales or other large cash infusion, the common practice for School Districts to support these projects is fund them through a transfer from the Operating fund to local capital.

The goal in the next couple years will be to establish a practice of transferring some portion of the Operating funds to Local Capital within the Budget and Year End process. If this is achievable then the priorities below can be addressed.

		2022/23	2023/24	2024/25	2025/26
	Board Goal	Actual	Budgeted	Projected	Projected
<b>Planned Local Capital Projects</b>					
Route software	To learn-resources that support improved student outcomes	150,000	125,000		
White Fleet replacement	To grow-funds allocated to prioritize the maintenance of school environments		100,000	150,000	150,000
IT Tech Refresh	To belong-budget provisions to support the needs of diverse learners		200,000	200,000	150,000
Copier replacement	To learn-resources to provide student-centered learning environments that lead to improved student outcomes			150,000	150,000
Laminators	To grow-resources to provide welcoming learning spaces			25,000	25,000
Outdoor Learning Spaces	To grow-capital funds allocated to support flexible learning spaces				50,000
Enrolment Growth Space needs	To grow-capital planning to support adequate learning environments for future growth				300,000
		150,000	425,000	525,000	825,000



# MULTI-YEAR FINANCIAL PLAN SUMMARY

Overall, the district appears to be in a positive financial position for the next three years. The projections include a modest growth in enrolment which will increase district revenues. There are of course a number of risks that may have a significant impact on our financial position including student enrolment, the rising cost of living and the local housing market which impacts enrolment, inflationary cost pressures as well as other unexpected issues that may arise. In addition, there are continued financial pressures given the lack of targeted Provincial funding to support the ongoing and rising cost of the technology required for education. Ongoing provincial advocacy will hopefully provide some relief in future years but in the meantime a plan to fund these priorities locally will address the short-term needs.

Despite the unknowns, our three-year financial plan provides the public and our stakeholders a general sense of the health of the district from a financial perspective and confirms the alignment of the Boards resources with its strategic plan.

If you have questions about this report or need additional financial information, please contact the Secretary Treasurer's office.





## PURPOSE

The purpose of these Administrative Procedures is to support of Board Policy 603: Employee Attendance Support and to:

- a. set out the process for managing short and long term medical absences, as well as the District's attendance support program and its accommodation program;
- b. clarify roles and responsibilities.

## SCOPE

This procedure applies to all regular and casual employees of School District, including those who work off site or virtually.

## RESPONSIBILITIES

### Employees

1. Implicit to the employment relationship is the obligation for all employees to perform their work on a regular and dependable basis. Employees are expected to be punctual, present at their designated worksite, and actively engaged in work activities associated with their jobs during designated work hours.
2. Employees are responsible for:
  - a. attending work regularly and consistently according to their work schedule;
  - b. seeking support when needed to ensure they are healthy and able to attend work;
  - c. actively communicating needs for support and providing relevant information to the School District to facilitate an accommodation process;
  - d. attending personal issues and non-urgent medical treatments/appointments at dates and times that do not conflict with their work schedule wherever possible;
  - e. reporting all absences, even if a replacement is not required, **by advising their direct supervisor and** logging their absence in Power School (or calling the Dispatch Clerk if a spare employee);
  - f. to the extent possible, maintaining contact with the District for the duration of their absence, keeping their supervisor and Human Resource informed of their recovery progress, the date of their anticipated return to work, and any issues that may impede on their ability to return to work;
  - g. logging their absence each day they are away, unless they have provided a medical certificate confirming their specific period of absence as required.
  - h. providing a medical certificate for any absences of 11 days or more.

### Supervisors

Supervisors play an important role in supporting employee attendance at work. Through regular contact with their employees, supervisors are in the best position to respond to attendance problems as they arise. They also have a significant impact on establishing a working climate that favours regular attendance.

Supervisors are responsible for:

- a. supporting employees in accordance with the attendance procedures;



- b. consistently and regularly communicating the School District's expectations for employee attendance and the impact that absenteeism can cause;
- c. in conjunction with Human Resources, monitoring and reviewing employee attendance levels and ensuring the accuracy of attendance reports;
- d. using pro-active and sensitive conversations to support employees who are identified as having higher than average absences or patterns of absences, with union representation;
- e. ensuring that attendance issues are addressed confidentially with consistency, fairness and respect.

### Human Resources

The Director of Human Resources or designate will be responsible for:

- a. attendance support;
- b. ensuring that employees are aware of the attendance procedures;
- c. maintaining contact with employees during periods of absence;
- d. requesting and handling medical information from employees in accordance with the BC Human Rights Code and the Freedom of Information and Privacy Protection Act;
- e. supporting supervisors with their responsibilities and ensuring that the attendance support program is applied in consistent, fair and respectful ways that respond to the unique needs and circumstances of individual employees;
- f. monitoring the effectiveness of the Attendance Procedures, including the Attendance Support Program, with reports to the Senior Leadership Team.

In addition to the above, any employee absent for 6 days or more without a medical certificate may be contacted by Human Resources.

### Trade Union

Unions are an important resource and support for employees. It is understood that unions provide support to employees who are identified by the Attendance Support Program by:

- a. ensuring employees are treated fairly, consistently, and with respect at all stages of the program;
- b. providing advice and support to members; and,
- c. collaborating with the Human Resources and the employee's Supervisor to seek support for employees when needed and/or on efforts to improve employees' health, wellness and attendance.

### References:

- Board Policy 603: Employee Attendance Support
- [Ministry of Education and Child Care Mental Health in Schools Strategy](#)
- Canada Human Rights Act, RSC 1985, C. H-6

### Dates of Adoption/Amendments:

Adopted: 1981.02.18:

Amended: 1984.04.04: 1987.10.18: 1989.06.28: 1991.04.23: 1991.09.10: 2001.04.03:  
2008.02.26: 2017.10.24: 2022.02.22: **2022.11.22**



<b>Absence</b>	An employee will be deemed absent if they have been scheduled to work and are not present at work. Approved leaves and vacation are not included in this definition for the purpose of this policy and administrative procedure.
<b>Culpable Absence</b>	Failure to be present at work as a result of factors within the employee’s control, e.g. failure to notify, absence without leave, abuse of leave (i.e. invalid use of sick leave) and chronic tardiness or leaving early without notification or excuse.
<b>Non-Culpable Absence</b>	Failure to be present at work due to factors over which the employee has little or no control, including but not limited to: <ul style="list-style-type: none"> <li>• physical or mental illness, injury or mental conditions including those constituting disability for which accommodation is required under the BC Human Rights Code;</li> <li>• family responsibilities including those for which accommodation is required under the BC Human Rights Code;</li> <li>• Unpaid leaves to which employees are entitled to under BC Employment Standards Act, including maternity leave, sick leave, parental leave, bereavement leave, compassionate and family care leave, and any other leaves to which employees are entitled under the terms of their collective agreement or individual employment contract.</li> </ul>
<b>Accommodation</b>	Taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the Canada Human Rights Act.
<b>Inclusive Workplace</b>	Is a workplace where all employees have the opportunity to contribute and participate in the workplace in a barrier free environment.
<b>Undue Hardship</b>	Occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health and safety. Each situation will be viewed as unique and assessed individually. A claim of undue hardship must be supported with facts and an analysis of options.
<b>Modified Duties</b>	Changes to assigned work tasks, methods, equipment, work station, or schedule.
<b>Alternate Duties</b>	A different job in the same work area or another work site.
<b>Restrictions</b>	Tasks that an employee is not capable of performing due to predictable risk of medical harm.
<b>Limitations</b>	Describes the level of ability and the activity that a person is able to tolerate.



**PURPOSE**

A bylaw to set out processes for inaugural meetings, election of the chairperson and vice-chairperson, appointment of trustee representatives, trustee remuneration, and duties of the chairperson and presiding officers.

**I. INAUGURAL MEETINGS**

1. In an election year, the Inaugural Meeting of the Board of Education, shall be held on the first Monday after November 1.
2. The chairperson of the inaugural meeting shall be the secretary-treasurer until such time as the chairperson of the board has been elected.
3. Election of the chairperson shall be in accordance with the procedures outlined in Section II.
4. The interim chairperson shall announce the results of the trustee elections prior to the swearing-in ceremonies.
5. The Swearing of Oaths and the taking of Declarations shall be done by the secretary-treasurer, or by a Judge of a Court of Record or by a Justice.
6. The interim chairperson shall call for nominations for chairperson of the board by ballot and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, the person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a Chairperson is elected.
7. Following the election of the chairperson of the board the order of business shall be:
  - a. Election of a vice-chairperson of the board
  - b. Motion to destroy the nomination and election ballots
  - c. Passage of banking resolutions
  - d. Discussion of committee and representative appointments
8. The election of vice-chairperson shall follow the same procedure as that for the chairperson.

**II. ANNUAL ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE BOARD**  
(non-election years)

1. The chairperson and the vice-chairperson shall be elected for a term of one year commencing September 1<sup>st</sup> of each year, except in election years.



The election shall be held at the regular board meeting in August of each year, except in election years. In an election year, the chairperson and vice-chairperson terms will extend up to the trustee elections.

2. Until the board chairperson is elected, the interim chairperson of the meeting shall be the Secretary Treasurer.
3. The interim chairperson shall call for nominations by ballot for chairperson of the board and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a Chairperson is elected.
4. Following the election of chairperson of the board, the order of business shall be:
  - a. Election of vice-chairperson of the board;
  - b. Passage of banking resolutions.
  - c. Discussion of committee and representative appointments.
5. The election of the vice-chairperson of the board shall follow the same procedure as that for the chairperson of the board.

Reference: **Section 67 of the *School Act***

### **III. APPOINTMENT OF TRUSTEE REPRESENTATIVES**

The chairperson of the board shall annually appoint trustee representatives to external and district internal committees.

Trustee representation and participation on committees shall be approved by the board.

### **IV. TRUSTEE REMUNERATION**

1. Trustee remuneration will be established as follows:
  - In the first year of the term the remuneration will be the previous year's provincial average trustee remuneration as established by the BC School Trustees Association (BCSTA).
  - In all subsequent years of a term, the remuneration will be increased by the consumer price index of the previous calendar year
2. The chairperson shall receive an additional 20% of the base trustee remuneration. The vice-chairperson will receive an additional 10% of the base trustee remuneration.
3. Each board, during budget deliberations in the fourth year of its term, shall review the trustees' remuneration and make any adjustments the board deems appropriate. Such changes will be effective as of the election of the new board.



**V. CHAIRPERSON AND PRESIDING OFFICERS**

1. The chairperson shall preside at all meetings of the board, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Ministry of Education.
2. The vice-chairperson shall have the powers and duties of the chairperson, in the chairperson's absence or during the chairperson's disability, and such other powers and duties as the Board may from time to time determine.
3. In the event that neither the chairperson nor the vice-chairperson is able or willing to take the chair the presiding officer shall be such person as the board may elect for that meeting.
4. The presiding officer shall rule on all points of order and shall state reasons and the authority for ruling when making a ruling.

A board member shall have the right to appeal the presiding officer's ruling.

An appeal may only be requested immediately after a ruling and before resumption of business.

**VI. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Board Structure Bylaw No. 2."

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Read a third and final time, passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
SECRETARY TREASURER



**PURPOSE:**

To set out the structure of meetings and rules for the conduct of meetings that will allow each Trustee to be heard and make informed decisions

**I. RULES OF ORDER**

1. Where these rules are silent and where not inconsistent with these Rules, *Robert's Rules of Order* shall apply to the conduct of meetings.
2. The Board may adopt a procedural Rule for one or more meetings by resolution of a simple majority of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
3. The Rules may be amended by Bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
4. The presiding officer's ruling on a point of order shall be based upon Rules of Order as stated in paragraph (1) above.
5. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
6. All questions shall be decided by a vote on the motion.
7. These Rules shall be applicable to all regular, special and in-camera meetings of the Board.

**II. MOTIONS**

1. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
2. The presiding officer may divide a motion containing more than one subject if the presiding officer feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
3. No motion, other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. (See Item 7 below.)
4. All motions must be seconded in order that they may be recognized by the board chair and allow debate to proceed.



5. All motions shall be subject to amendment except the following:
  - a. Motion that the question be now put.
  - b. Motion for adjournment of debate or adjournment of a meeting.
  - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled.
  - d. Motion to refer to committee.
  - e. Motion to proceed to next business.
6. **Amendment**

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
7. **Reconsideration**

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority of the votes cast.

### III. REGULAR BOARD MEETINGS

1. There shall be one regular meeting of the Board held on the fourth Tuesday in each calendar month at 6:00 p.m. during the regular school year. **Meetings may be done via video-conference as determined by the board.**
2. Due to the winter and spring break periods, the regular board meetings in December and March will be held on a the second Tuesday of those two months.
3. During the summer months of July and August one regular meeting of the Board shall be held on the last Tuesday in August at 6:00 p.m. No regular meeting will be held in July.
4. A quorum for all regular meetings shall be a majority of trustees holding office at the time.
5. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these bylaws.
6. All regular meetings of the Board shall be open to the public.
7. Improper conduct at meetings shall be dealt with as set out in *the School Act*. Any person deemed by the presiding officer to be guilty of improper conduct shall be expelled. **The board chair may call a recess at their discretion.**



8. The secretary-treasurer or another employee designated by the board must be present at the time that a decision of the board is rendered and must record any decision.
9. The order of business at all regular meetings unless varied by resolution shall be as follows:
  - 1) Call to Order and Introductions
  - 2) Acknowledgement of Traditional Territory
  - 3) Adoption of the agenda
  - 4) Approval of the Consent Agenda
  - 5) Delegations/Presentations (10 minutes each)
  - 6) Public Questions and Comments (related to agenda items)**
  - ~~6~~ 7) Business arising from the minutes.
  - ~~7~~ 8) Mount Arrowsmith Teachers' Association
  - ~~8~~ 9) Canadian Union of Public Employees, Local 3570
  - ~~9~~ 10) District Parents Advisory Council
  - 11) Action Items
  - 12) Information Items
  - 13) Education Committee of the Whole Report
  - 14) Finance and Operations Committee of the Whole Report
  - 15) Policy Committee of the Whole Report
  - 16) Reports from Representatives to Outside Organizations
  - 17) Trustee items
  - 18) New or Unfinished Business
  - 19) Board Correspondence and Media
  - 20) Public Question Period (*on any topic*)
  - 21) Adjournment
10. A change to the prescribed order of business may be proposed by any trustee and shall require the consent of a simple majority without debate.
11. The agenda shall be prepared by the secretary-treasurer and the superintendent of schools under the direction of the chair and shall be available at the Board office by noon of the day preceding the **posted on the district website on the Friday prior to the** regular board meeting.
12. An addition to the agenda of any item not listed requires the consent of a simple majority without debate.
13. Minutes of all regular meetings shall be kept by the secretary-treasurer in accordance with the *School Act*.
14. Minutes of all regular meetings shall be communicated electronically upon ratification by the board.



#### IV. IN-CAMERA BOARD MEETINGS

1. The Board may meet in-camera for the following purposes:
  - a. To discuss matters of collective negotiations between the board and School district staff.
  - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
  - c. To consider information regarding appointment, employment, dismissal and personnel matters.
  - d. Legal opinions and or claims respecting the liability or interest of the board.
  - e. Matters pertaining to individual students including conduct, discipline, suspension or expulsion.
  - f. Medical examiners or examinations and medical reports.
  - g. Matters pertaining to the safety, security or protection of board property.
  - h. Such other matters as the board may decide.
2. Attendees at the board in-camera meetings will include all trustees, the superintendent of schools, the secretary-treasurer, the associate superintendent, and, by invitation, other senior management staff in relation to specific agenda items, including operations, human resources, labour relations and legal matters.
3. Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting, shall be approved by the Board in an in-camera meeting and ratified by the board in regular meeting. The minutes of an in-camera meeting shall not be filed with the minutes of regular meetings. A Section 72 Report, as per *the School Act*, shall be made available to the public following approval by the Board.
4. An agenda, similar in format to that of a regular meeting, shall be prepared by the secretary-treasurer and the superintendent of schools under the direction of the chair. The proposed agenda shall be available at the board office by noon of the day preceding the meeting.
5. The order of business at all in-camera sessions, unless varied by motion, shall be as follows:
  1. Call to order
  2. Adoption of the Agenda
  3. Approval of the Minutes
  4. Business Arising from the Minutes
  5. Personnel Items
  6. Action Items
  7. Information Items
  8. New or Unfinished Business
  9. Trustee Items
  10. Adjournment



6. All newly elected school trustees shall be invited to attend any in-camera board meetings between the time of their election and the Inaugural Board Meeting.

**V. SPECIAL MEETINGS**

A special meeting of the Board may be called by the chair of the board or, upon written request of a majority of the trustees, may be called by the secretary-treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. For public meetings, time for public comments and/or questions will be included. Public comments/questions must be directly related to the topics on the special meeting agenda

1. All reasonable steps shall be taken to notify each trustee 24 hours in advance of a special meeting.
2. In the event of crisis or catastrophe within the school district, all reasonable steps shall be taken to notify each Trustee immediately of a special meeting.
3. The agenda shall be set by the Board. The agenda shall be prepared by the secretary-treasurer and/or the superintendent of schools under the direction of the chair.

**VI. DELEGATIONS**

1. Delegations wishing to appear before the board shall provide a request in writing to the secretary-treasurer by 9:00 a.m., the Monday one week prior to a board meeting. The exception will be for statutory holidays that fall on the third Monday of the month that will require the request from the delegation to be received by 9:00 a.m. on the Friday before the statutory holiday Monday. The request shall include the brief to be presented.
2. The secretary-treasurer will advise the board chair of the request. The board chair, at the board chair's discretion, will rule whether the delegation will be heard by the Board. The period of time normally allocated to the delegation shall be ten minutes. The secretary-treasurer will advise the delegation of the board chair's decision.
3. At the earliest opportunity following the board's decision the secretary-treasurer will contact the spokesperson of the delegation to advise the delegation of the board's decision and subsequently, confirm the board's decision in writing to the delegation.

**VII. CONSENT AGENDA**

1. The full agenda, including the consent items should be disseminated prior to the board meeting along with copies of reports and back up materials so that board members can do their due diligence prior to voting.



2. As the first item of business the board chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
3. The board chair then asks for a motion to accept the consent agenda.
4. Once the motion has been received, the board chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
5. If any items were removed from the consent agenda the board chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the board chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

#### What Belongs on the Consent Agenda?

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

- Approval of minutes
- Reports for information only e.g. Enrolment Report
- Routine matters such as appointments to committees
- Field trip approvals
- Matters which do not appear to warrant a discussion
- Information from the Ministry of Education or provincial organizations
- **Status of Action Items**

### VIII. PUBLIC QUESTION PERIOD

1. The Board encourages the participation of members of the public at each Regular Board Meeting.
2. Persons wishing to question the Board during the public question period should stand and identify themselves.
  - a. Questions at a Regular Board Meeting may deal with any topic related to the Board's conduct of the schools.
  - b. Questions at Special Board Meetings must be related to the call of the meeting.
3. Questions asked by the public will, when possible, be answered immediately by the board chair or referred to staff members present for reply. Questions requiring investigation shall be referred to the board chair or administrative staff for consideration and later response.



4. A question period for the press will be provided after the meeting adjourns.

## IX. BOARD STANDING COMMITTEES

1. The board will operate within three board standing committees, all of which will be Committees of the Whole:
  - i. Education Committee of the Whole
  - ii. Finance and Operations Committee of the Whole
  - iii. Policy Committee of the Whole
2. The board chair will, on an annual basis, appoint the Chairperson of each of the board's standing committees.
3. Any matters considered by a committee of the board which have financial implications are to be referred to Finance and Operations Committee of the Whole for comment before the originating committee brings the matter to the board.
4. Education Committee of the Whole:

*Mandate:* ~~To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.~~ **To discuss and make recommendations to the Board on aspects of teaching, learning and educational equity. We will strive to have all students receive whatever they need to develop to their full academic and social potential and to thrive every day.**

*Membership:* The committee will consist of all five trustees, the associate superintendent, the director of instruction, the superintendent of schools, and as topics require, the secretary treasurer. The associate superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

*Operation:* The trustee chair of the committee will host the meeting in a structured but informal manner. Presentations will be scheduled and introduced by the associate superintendent, and will be of a duration that makes sense for that topic at that time, as determined by the chair and associate superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus among trustees, with the chair being the final arbiter of the decision.

5. Finance and Operations Committee of the Whole:

*Mandate:* ~~To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.~~ **To discuss and make recommendations to the Board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability**



*Membership:* The committee will consist of all five trustees, the secretary treasurer, the superintendent of schools, the general manager of operations, and as topics require, the associate superintendent. The secretary treasurer will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

*Operation:* The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the secretary treasurer, with support from the general manager of operations for matters related to facilities, maintenance, technology and transportation. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair will then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. From time to time the finance and operations would have to operate in camera.

This committee will also serve as the Audit Committee of the Board. In that capacity the committee will:

- a. Review the audited financial statements and once satisfied recommend approval by the board of the submission to the Minister of Education and publication of the audited statements;
- b. Review the Statement of Financial Information, specifically the compensation and expenses for employees;
- c. Oversee the internal control structure with a focus on safeguarding district assets;
- d. Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- e. Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- f. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;
- g. Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- h. Meet as necessary with the external auditors at an in camera meeting, without staff members present;
- i. Meet annually with the external auditor to review the financial statements;
- j. Have a separate agenda and terms of reference which reflect best practice for audit committees.

6. Policy Committee of the Whole:

*Mandate:* To discuss and make recommendations to the Board on all matters related to ~~policy and bylaws~~ **Bylaws, Policy, Administrative Procedures.**



*Membership:* The committee will consist of all five trustees, the superintendent of schools, the secretary treasurer and the associate superintendent. The superintendent of schools will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity. The committee would be supported by the Executive Assistant, Board Governance and Operations.

*Operation:* The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. How matters get to the committee and are then processed by the board will be in accordance with Board Policy 7: *Bylaw and Policy Development and Review*.

7. Committee Meeting Times:  
The time and dates for meetings for the ensuing year will be determined by the board chair in consultation with the board and executive leadership team.

#### X. CHIEF EXECUTIVE OFFICER

The superintendent of schools shall be the chief executive officer of the board and is responsible and accountable to the board for the effective and efficient operation of the school district.

The superintendent of schools will be responsible for ensuring the following:

- a. Leadership and direction is provided at all levels of the school system.
- b. The board is assisted in its short and long-term planning, and in working to achieve the board-approved goals.
- c. The district has an efficient and effective organizational structure and management system.
- d. Processes are in place for the supervision and evaluation of the district's schools, programs and services.
- e. Decisions and policies of the board are implemented.
- f. Resources are allocated based on board-approved budget levels.
- g. Communications within the district and through public and community relations are effective.
- h. A synergy is built within the district that challenges all employees to contribute to the success of the school system.

#### XI. EXECUTIVE COMMITTEES AND COMMUNICATIONS WITH THE BOARD

- a. The Executive Committee, composed of the superintendent of schools, the secretary-treasurer, and the associate superintendent, shall be chaired by the superintendent of schools.



- b. The executive committee shall administer the district and provide leadership in accordance with the Board's directives and policies.
- c. The superintendent of schools shall be the chief spokesperson for the executive committee and is responsible and accountable for the coordination and functioning of the executive committee.
- d. The superintendent of schools shall ensure that information, reports, and proposed resolutions shall be brought to the board table by the appropriate member of the executive committee, either directly, or in support of one of the standing committees as it reports to the board.
- e. Members of the executive committee may consult with individual trustees, or groups of trustees, or committees of the board, as necessary, to carry out their individual responsibilities. Individual trustees, or groups of trustees, or committees of the board may consult, as necessary, with one or more members of the executive committee.
- f. The superintendent of schools shall ensure that executive decisions and recommendations are reached, wherever possible, through discussion and collaboration. However, in cases where a consensus cannot be reached, the superintendent of schools shall, unless the issue is properly a matter to be decided by the board, resolve the issue at hand. In this event the superintendent of schools will report each such resolution to the board at the next opportunity.

**XII. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

Read a first time the \_\_\_\_\_day of \_\_\_\_\_, 2023.

Read a second time the \_\_\_\_\_day of \_\_\_\_\_, 2023.

Read a third and final time, passed and adopted this \_\_\_\_\_day of \_\_\_\_\_, 2023..

\_\_\_\_\_  
SECRETARY TREASURER

\_\_\_\_\_  
BOARD CHAIR



**PURPOSE:**

To designate appropriate officers with signing authority.

**I. SIGNING AUTHORITY**

Dual Signing Authority for cheques issued by Qualicum School District shall be as follows: **any two of the following:**

- **Chairperson of the Board**
- **Vice Chairperson of the Board**
- **Secretary Treasurer**
- **Assistant Secretary Treasurer**

1. ~~The Secretary Treasurer and the Assistant Secretary Treasurer.~~

2. ~~Chairperson of the Board and the Secretary Treasurer.~~

3. ~~Chairperson of the Board and the Assistant Secretary Treasurer.~~

4. ~~Vice Chairperson of the Board and the Secretary Treasurer.~~

5. ~~Vice Chairperson of the Board and the Assistant Secretary Treasurer.~~

6. ~~Chairperson of the Board and the Vice Chairperson of the Board.~~

**II. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Banking Bylaw No.4."

Read a first time this ~~22<sup>nd</sup>~~ day of April, 2014.

Read a second time this ~~27<sup>th</sup>~~ day of May, 2014.

Read a third and final time, passed and adopted this ~~27<sup>th</sup>~~ day of May, 2014.

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CHAIRPERSON OF THE BOARD

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SECRETARY TREASURER



**Context:**

The Board of Education believes that the collaborative approaches applied in other areas of School District 69 work should also be used in planning for new/repurposed facilities and additions to existing facilities.

**Policy Statement:**

The Board of Education expects that facilities will be used primarily to support the education of students.

**Guiding Principles:**

1. The Board believes that all facilities should be safe for all students, teachers and community members.
2. Facilities should be built, operated or upgraded to be efficient, cost effective and environmentally sound.
3. ~~All facilities will be named after places of local Indigenous, historical, or geographical prominence.~~
4. No facilities, nor portions of facilities, will be named after people.
5. Facilities will allow for students, schools and communities to use them as availability permits.

**References:**

- [Administrative Procedures to Board Policy 103: New/Repurposed Facilities](#)
- [The School Act, Sections 74.01](#)
- [The Freedom of Information and Protection of Privacy Act](#)

**Dates of Adoption/Amendments:**

Adopted: 2016.08.31  
Amended: 2020.10.17



**Purpose**

This Administrative Procedure describes those procedures that will be used when the Board of Education undertakes the design and construction of new or repurposed facilities as per Policy 103: New/Repurposed Facilities. This does not apply to ongoing maintenance or renovations, rather major projects including both new builds and major renovations that come with repurposing a school or district facility.

**1. PLANNING**

Prior to the initiation of planning, a consultation process shall be undertaken that will involve the Architect (if assigned), school administration or district staff responsible for the facility, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community (as appropriate), the Secretary Treasurer, the Superintendent of Schools, Associate Superintendent of Schools (or designates), Trustees and representatives of the Canadian Union of Public Employees (CUPE) Local 3570, the Mount Arrowsmith Teachers' Association (MATA) and the District Parents Advisory Council (DPAC).

**2. NAMING**

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility, or in the case of a repurposed facility the possible renaming of the facility.
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. ~~All facilities will be named after places of local Indigenous, historical or geographical prominence.~~
- d. The final decision shall remain the responsibility of the Board.
- e. A formal request shall be made to the Minister of Education and Child Care to officially name and open the new or repurposed facility, in accordance with Section 73(1) of the *School Act*.

**References:**

- [Administrative Procedures to Board Policy 103: New/Repurposed Facilities](#)
- [The School Act, Sections 74.01](#)
- [The Freedom of Information and Protection of Privacy Act](#)

**Dates of Adoption/Amendments:**

Adopted: 2016.08.31  
Amended: 2020.10.27; **2022.10.25**



**Context:**

Schools are learning environments that are focused on producing educated citizens. As modelling is one of the most powerful tools in learning, positive treatment of personnel is central to any school district.

**Policy Statement:**

The Board of Education will seek to develop and maintain a positive, healthy and productive climate for all employees at all sites within the district.

**Guiding Principles:**

The Board believes that:

1. Members of MATA, CUPE, QDPVPA and exempt staff are valuable contributors to the achievement of our students and we encourage their input in decision making.
2. The physical, emotional, and intellectual health of all personnel must be maintained in balance with the health and welfare of our learners.
3. All personnel will be fairly and properly reimbursed for legitimate expenses related to their positions.
4. In order to support and improve performance and productivity, all personnel will be subject to a performance review process in keeping with contractual language and contracts of employment.
5. Positive recognition of personnel shall be on-going with specific acknowledgement by the Board of long-term service and retirement from the district.
6. Because employee input is valued, exit interviews should be offered to employees who are leaving the employ of the district.

**Definitions:**

- Long-term service is marked when an employee reaches **10/20/30** years of service in the district.
- Appropriate records checks are defined through police services. Criminal Records and Vulnerable Sector Checks are examples.

**References:**

- [Administrative Procedure to Board Policy 600: Personnel](#)
- [Board Policy 302: Communities and Volunteers' Involvement in our School District](#)
- [Criminal Records Review Act](#)
- Mount Arrowsmith Teachers' Association (MATA) Collective Agreement

**Dates of Adoption/Amendments:**

Adopted: 2021.09.28

Amended: **2022.11.22**



**PURPOSE**

A bylaw to provide for procedures for the conduct of general school elections, other trustee elections, outline board role, trustee role and code of ~~ethics~~ **conduct** including process for breaches.

**I. ELECTION OF TRUSTEES:**

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In Qualicum School District, under the *School Act*, trustee elections in the following trustee electoral areas are the responsibility of the Board of Education of Qualicum School District:

<u>No. of Trustees to be elected.</u>	<u>Electoral Areas to be represented</u>
1	E of the Regional District of Nanaimo, District of Lantzville
1	F of the Regional District of Nanaimo
2	G of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach and E of the Regional District of Powell River (Lasqueti Island)
1	H of the Regional District of Nanaimo

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education, in an open meeting of the board, enacts as follows:

**1. Definitions**

The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

"Election" means a trustee election.

"Board" or "school board" means the Board of Education of School District No.69 (Qualicum).

**2. Application**

This bylaw applies to both general elections and by-elections and to those trustee elections carried out by other authorities, except as otherwise indicated.

**3. Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *School Act* and the *Local Government Act*.



**4. Mandatory Advance Voting Opportunities and Local Government Special Voting Opportunities**

As required by the *Local Government Act* and the *School Act*, the mandatory advance voting opportunities are established as follows:

- i. on the tenth day before general voting day; and
- ii. for a trustee election that is the subject of an agreement or agreements with the local governments of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach, the District of Lantzville or the Regional District of Powell River under which either the local government conducts all or part of the trustee election on behalf of the school board, or a local government election is conducted in conjunction with the trustee election: the date specified for the additional mandatory advance voting opportunity - as well as the date, location and voting hours of any special voting opportunities - in the general election bylaw of that local government, as it is amended from time to time, shall apply in the trustee electoral area or part of the trustee electoral area that is the subject of the agreement;
- iii. for a trustee election that is not the subject of an agreement referred to in (ii): the third day before general voting day.

**5. Additional Advance Voting Opportunities**

As authorized under the *Local Government Act* and the *School Act* the school board authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

**6. Additional General Voting Opportunities**

As authorized by the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish additional voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

**7. Special Voting Opportunities**

As authorized under the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish special voting opportunities for each election and to designate the location, the date and the voting hours, within the limits set out in the *Local Government Act*, for such special voting opportunities.

**8. Public Access to Election Documents**

The Board authorizes posting of nomination documents of trustee candidates on the website of Qualicum School District until 30 days after declaration of the election results.



**9. Public Access to Election Documents Cont.**

- i. The Board authorizes but does not require chief election officers to post nomination documents of trustee candidates for public access on any or all of websites of the City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.
- ii. The Board authorizes posting of trustee candidates' campaign financing disclosure statements and declarations and supplementary statements and declarations on the website of Qualicum School District until one year from general voting day.
- iii. The Board authorizes but does not require chief elections officers to post campaign financing disclosure statements for public access on any or all of websites of the City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.

**II. BOARD ROLE:**

As the corporate body elected by the voters, the Board of Education is responsible for the development of goals and policies to guide the provision of educational services to students attending District schools and programs, in keeping with the requirements of government legislation and the values of the electorate.

**SPECIFIC AREAS OF RESPONSIBILITY**

**1. Accountability to Governments**

The Board shall:

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

**2. Accountability to and Engagement of Community**

The Board shall:

- 2.1 Make decisions that address the needs and demands of the district.
- 2.2 Establish processes and provide opportunities for community input including all stakeholders and rights holders.
- 2.3 Communicate the district strategic plan, and achievements of students and staff to the community, at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or board policy.
- 2.5 Provide for two-way communication between board and stakeholder groups.
- 2.6 Meet regularly with municipal governments and other educational/public service or business governing authorities to achieve educational ends.
- 2.7 Model a culture consistent with district values.



**3. Planning**

The Board shall:

- 3.1 Provide overall direction for the district by establishing a vision, values and strategic issues to be addressed.
- 3.2 Develop and approve the district's long term strategic plan.
- 3.3 Annually set district goals and key results, aligned with the district's strategic plan
- 3.4 Monitor progress toward the achievement of student outcomes and other desired results.
- 3.5 Annually evaluate the effectiveness of the district in achieving established goals and desired results.

**4. Policy**

The Board shall:

- 4.1 Identify the purpose to be achieved and the criteria for a new policy.
- 4.2 Make the final decision as to the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired change.
- 4.4 Determine policies and bylaws which outline how the board is to function.
- 4.5 Monitor policy changes and seek input on those changes.
- 4.6 Delegate authority to the superintendent and define commensurate responsibilities.

**5. Board/Superintendent Relations**

The Board shall:

- 5.1 Select the superintendent
- 5.2 Provide the superintendent with clear corporate direction.
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 5.4 Evaluate the superintendent and review compensation in accordance with the superintendent's contract.
- 5.5 Respect the authority of the superintendent to carry out executive action and support the superintendent's actions which are exercised within the delegated discretionary powers of the position.

**6. Political Advocacy**

The Board shall:

- 6.1 Address external issues in a manner consistent with district values.
- 6.2 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public Sector Employees' Association (BCPSEA) issues.
- 6.3 Advance district positions and priorities through relevant provincial organizations and associations.
- 6.4 Educate and inform the public



**7. Board Development**

The Board shall:

- 7.1 Annually evaluate the Board's effectiveness.
- 7.2 Annually develop a Board development plan aligned with District priorities.

**8. Fiscal Accountability**

The Board shall:

- 8.1 Approve process and timelines for budget deliberations.
- 8.2 In collaboration with the superintendent, identify assumptions and draft priorities for the creation of the annual budget.
- 8.3 Approve the annual budget which aligns with key goals and the strategic plan.
- 8.4 Annually approve the district's facilities planning document.
- 8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 8.6 Review annually the audit report and management letter.
- 8.7 Provide direction regarding the mandate for local employee negotiations.
- 8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 8.9 Approve the acquisition and disposition of district land and buildings.
- 8.10 Approve tender selection for contracts over \$50,000 (fifty thousand dollars)
- 8.11 Approve construction projects in excess of \$500,000 (five hundred thousand dollars)

**9. Selected Responsibilities**

- 9.1 Establish parameters for early retirement incentive plans.
- 9.2 Approve local school calendars, as requested in accordance with legislation.
- 9.3 Approve Board/Authority Authorized Courses
- 9.4 Hear appeals on the reconsideration of resource materials which are challenged.
- 9.5 Approve the naming of educational facilities and land.
- 9.6 Recognize students, staff and community members.
- 9.7 Approve school catchment areas.
- 9.8 Approve transportation service level changes.
- 9.9 Approve District partnerships.

**III. ROLE OF THE TRUSTEE:**

As members of the corporate board, trustees are accountable to the public for the collective decisions of the board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate board. A trustee acting individually has only the authority and status of any other citizen in the district.



**Specific Responsibilities:**

1. Support the decision of the Board and monitor progress to ensure decisions are implemented.
2. Strive to develop a positive and respectful learning and working culture both within the board and the district.
3. Become familiar with, and adhere to, the Trustee Code of **Ethics Conduct**.
4. Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the board.
5. Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate. Also refer to Board Policy: 710: [Resolution of Student and Parent Complaints](#).
6. Act as a liaison to assigned schools according to purpose and parameters as outlined in Liaison Schools - Purpose and Parameters **which can be found in the Trustee Handbook**.
7. Keep the Board and the Superintendent informed in a timely manner of matters coming to his/her attention that might affect the district.
8. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
9. Come prepared to board meetings, participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of children within the district.
10. If a personal disagreement arises between a member of the team and another member, a one to one meeting between the two should be arranged to deal with and resolve the disagreement.
11. If there is any doubt about contacting employees of the district, the Superintendent or the Secretary Treasurer should be contacted first.
12. Strive to develop a positive and respectful learning and working culture both within the board and the district, based on collaboration and transparency.



**IV. TRUSTEE CODE OF ETHICS CONDUCT:**

1. It is vital that the Board of Education commits itself and its members to conduct which is appropriate and ethical. All personal interactions should be respectful and should acknowledge the worth of each person.
2. In compliance with the B.C. Human Rights Code, trustees will endeavor to ensure that all schools in Qualicum School District provide the best quality education possible for all of our students regardless of their ability, sex, sexual orientation, gender identity or expression, creed, social standing or any physical or mental disability conditions.
3. Trustees must devote time, thought and study to the duties and responsibilities of being a trustee so as to be able to render effective and competent decisions.
4. Trustees must work together to communicate to the electorate the facts about our schools.
5. Trustees as individuals have no Board authority. All relationships must be conducted based on this fact. Media interviews must be handled by the Board Chair, Vice-chair or Superintendent unless expressly delegated to the individual trustee.
6. All in camera business is to be kept strictly confidential.
7. Trustees must respect the Superintendent's responsibility for the day-to-day administration of the district.
8. Trustees are expected to refer all complaints and criticisms to the proper process.
9. The board as a whole has to take responsibility to resolve potentially dysfunctional situations and strive to build dynamics that demonstrate:
  - 9.1 A commitment to collaborative decision-making
  - 9.2 A commitment to doing the homework and sharing responsibility
  - 9.3 A commitment to contributing to public meetings in a way that earns public confidence in the work of the Board
  - 9.3 A commitment to put the good of the school system before individual political agendas
  - 9.4 A commitment to focus at least as much on assessing the value of initiatives as in controlling costs

**PROCEDURE FOR BEHAVIOUR CONTRARY TO THIS BYLAW:**

1. Trustees are expected to abide by all policies and will be subject to the same procedures as all other board employees and contractors .



2. The Board may take action against a trustee to protect its dignity, integrity and proper function, **and to act fairly in providing procedural protections based on the level of severity of a breach of conduct.**
3. ~~The Board has an obligation to act fairly and to provide procedural protections based on the level of severity of the breach.~~
4. ~~Procedural protection may range from a report to the board, to a formal censure process, judicial review and appeal to the Ombudsperson,~~
5. **If proactive measures do not result in changed behaviour, disciplinary measures for breaches may be imposed in a remedial and restorative manner, reflecting the seriousness of the breach. These measures may include the offending trustee:**
  - **Writing a letter of apology;**
  - **Participating in a restorative justice process;**
  - **Participating in specific training, coaching, or counselling as directed by the board;**
  - **Being subject to a motion of censure passed by a majority of the voting trustees at a closed (i.e., in-camera) board meeting; or**
  - **Being removed from one, some, or all board committees or other appointments by a majority of voting trustees at an in-camera board meeting.**
6. **It is important to note that, except as expressly permitted by the School Act, a board's authority does not extend so far as to effectively remove a trustee from their elected office.**

**REFERENCES:**

**BC Ombudsperson**

<https://bcombudsperson.ca/guide/complaint-handling-guide/>

<https://bcombudsperson.ca/fairness-education-resources/fairness-consultation/>

**Board Bylaws and Policies**

[https://www.sd69.bc.ca/Board/Policies-and-Bylaws/Pages/default.aspx#/=](https://www.sd69.bc.ca/Board/Policies-and-Bylaws/Pages/default.aspx#/)

**The School Act Part 4**

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412\\_04#part4](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_04#part4)

**The Local Government Act**

[https://www.bclaws.gov.bc.ca/civix/document/id/lc/statreg/r15001\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/lc/statreg/r15001_00)

**Provincial Criteria Guidelines for Trustee Codes of Conduct**

<https://www.bced.gov.bc.ca/bulletin/20230602/criteria-guidelines---may-25.pdf>

**DATES OF ADOPTION AND AMENDMENTS:**

**Adopted:** January 1999

**Amended:** 2002.08.27: 2005.10.25: 2008.09.23: 2014.05.27: 2020.02.25: 2022.09.13



**V. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Board of Education Bylaw No.1. "

Read a first time this \_\_\_ day of MONTH YEAR.

Read a second time this \_\_\_ day of MONTH YEAR.

Read a third and final time, passed and adopted this \_\_\_ day of MONTH YEAR.

\_\_\_\_\_  
CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
SECRETARY TREASURER

DRAFT



Yath c̓isum  
Always growing  
Grandissons ensemble

**Education Committee of the Whole Report**  
**Tuesday, October 17, 2023**  
**Via Video-Conferencing**  
**2:30 p.m.**

**Facilitator: Trustee Austin**

Mandate:

*To discuss and make recommendations to the Board on aspects of teaching, learning and educational equity. We will strive to have all students receive whatever they need to develop to their full academic and social potential and to thrive every day.*

## SCHOOLS AND/OR PROGRAMS

### **Daycare and Childcare/Early Learning Update** – Gillian Wilson/Sheila Morrison

Sheila Morrison, District Principal of Early Learning provided an update on childcare at our schools. We have expanded childcare spaces from 2 last year to 4 this year. After school care is available at École Oceanside Elementary and presently has 24 participants, running from 2:36- 5:30 pm. There are three responsible adults at this site and it receives some funding from supportive childcare. There are presently enough participants on a wait list at that site to have another program. Those details are being worked out.



Bowser Elementary School is the newest program and it has 14 participants already, which is serving a need in that community. They're open from dismissal time at 2:45 PM until 5:30 PM on all regular school days, staffed again by three responsible adults because they're more than 12 people.

Errington Elementary is in its third year of the seamless day program. It's a pilot project for Kindergarten to grade 1, operating on a grant from the Ministry of Education and Childcare. It has an ECE who works from 10:00 o'clock in the morning alongside the classroom teacher. And then she stays into the late afternoon and evening until 5:30. It's really a lovely model where she co-educates alongside the classroom teacher and provides that early childhood perspective. The other program at Errington Elementary is in another empty classroom. There are 14 participants ranging from grade 1 to grade 5. They're open until 5:30 on regular school days and staffed by three.

The Community Sources funding was acknowledged as a great help to staff some of those students that need additional support in the childcare setting.

### **September 30 Enrollment Report** – Gillian Wilson

Associate Superintendent Gillian Wilson gave another report on enrollment but from the perspective of educational program opportunities. The number of children is reduced in the CEAP (Collaborative Education Alternate Program). We continue to be reflective around how we make sure we're providing support blocks for our CEAP learners.

The TIDES (Technology Integrated Distributed Experiential Studies) program was moved last year for our junior tides to our KSS program because it really didn't meet the needs and the mandate for online learning. We moved the secondary TIDES program over to KSS this year and so they're part of the FTE and head count for our KSS program.

The numbers for the alternative school program are down this, but that means the other school sites are keeping those students. There is, however, a waitlist for the Alternative Outdoor Education program. These programs are always popular!

Resources: CEAP, Qualicum SD [https://www.sd69.bc.ca/school/CEAP/Pages/default.aspx#/=](https://www.sd69.bc.ca/school/CEAP/Pages/default.aspx#/)

### French Immersion Update – Rudy

Rudy Terpstra, Director of Instruction, gave an update on our French immersion program. There are 40 new kindergarten students to the program, five are on a wait list but we are anticipating through next year that we will be able to offer them seats through blended classes. Numbers are holding steady in the elementary and we are up six students in the secondary program.

The big goal of our French immersion program is graduating bilingual students with options. We want to make the programs more inclusive and accessible to students while creating a vibrant culture around French immersion.



Resources: Qualicum SD French Immersion:

[https://www.sd69.bc.ca/Programs/french/Pages/default.aspx#/=](https://www.sd69.bc.ca/Programs/french/Pages/default.aspx#/)

### Sharing of Acknowledgement of Truth and Reconciliation

The work that our teams do to make truth and reconciliation and meaningful day for our students is phenomenal and we need to ensure we give credit to to our schools and how they do that from assemblies, to activities, to acknowledging that this work continues year round. Trustees and staff gave heartfelt stories of some of the activities that our schools, students and staff did to acknowledge the National day of Truth and Reconciliation.



## ENVIRONMENTAL STEWARDSHIP AND CLIMATE ACTION

Trustee Austin mentioned the work being done in the Vernon School District. This past year, over 70 students worked with 40 community mentors to work toward meaningful action for Climate Change. This was in collaboration with the Fresh Outlook Foundation and their CARE (Climate Action Ripple Effect) program. It's worth a look for those that would like to try something similar in our district.



Resources: Fresh Outlook Foundation <https://freshoutlookfoundation.org/>

CARE -Climate Action Ripple Effect <https://freshoutlookfoundation.org/climate-action-ripple-effect-care/>

## SOCIAL JUSTICE AND EQUITY

At this point in the meeting the floor was opened up for anyone to speak freely on recent events associated with the SOG123 support resource material. Trustees and staff expressed their concern and frustration over the misinformation that has been circulation, primarily through social media.

If you have any questions regarding your child's education we encourage you to review the BC curriculum and familiarize yourself with the SOG123 resources. If you still have questions please ask your child's teacher or school administration. Please keep yourself honestly informed.



ask your child's teacher or school administration.

## SHARED LEARNING

### Director of Instruction Updates

Following on the heels of the sexual health discussion, Rudy Terpstra informed attendees that he would be attending a provincial SOGI Summit as the district lead. This year the grade nines will be writing an article on either the effect of light and/or open oceans. This will bring together our teacher teams and they will plan some learning around these articles.

Class reviews are presently happening and hopefully the data collected can target how best to support our teachers and students.

There are some targeted grants available for Indigenous learning, physical literacy, the zero waste grant as well as inclusive practices in French. The annual Learning Grant applications have gone out to our teachers and we look forward, as always, to hearing about those in June 2024 .

## INFORMATION

Next **Coffee with Trustees** – Wednesday, November 1 at Arrowview Elementary

Trustees will be visiting one school per month during the school year to make themselves available to parents/caregivers, staff and students for information sharing...please join them for coffee/tea and goodies. Trustees will arrive shortly before each school's end of day bell to set up where school administrator has a space arranged.



COFFEE WITH TRUSTEES 2023-2024 SCHEDULE		Bell
OES	October 4	2:34
AES	November 1	2:31
SES	December 6	2:45
PASS/CEAP/WLC	January 10	2:57
QBES	February 7	2:40
BSS	April 3	3:05
KSS	May 1	3:00
BES	June 5	2:48

### ITEMS FOR DISCUSSION TO MOVE TO THE BOARD MEETING

Nothing going forward

### UPCOMING TOPICS

- Careers and Trades
- Teaching and Learning Team

### NEXT MEETING DATE:

Tuesday, November 21 at 2:30 p.m. via video conferencing

**ADJOURNMENT:** 4:05 pm



## Qualicum School District

### Vancouver Island School Trustees (VISTA) Fall Conference and Business Meeting Report October 13 & 14, 2023

This was a full- 2-day learning opportunity hosted by Nanaimo-Ladysmith School District (no. 68) with a focus for Trustees who are in their first year. There were interactive activities meant to evoke the thoughts of all trustees in attendance.

#### Friday, October 13, 2023

First Nations Welcome was provided by Snuneymuxw First Nation Elder Lolly Good

#### Ministry Presentation

Governing for Results with Julie MacRae, Independent Consultant and Coach.

Julie MacRae presented the importance of effective governance in improving student success, which included the mindsets, relationships, and practices that can improve the odds of achieving the Board of Education's strategic priorities, and ultimately, improve the experiences and outcomes of the students we serve.

#### Vista Business Meeting.

Highlights included discussion regarding exclusion zones for schools to ensure the safety of students, staff and parents.

The evening's presentation topic was Indigenous Voice on Climate Change. Presenters: Joan Brown, Snuneymuxw First Nation CAO • Scott Saywell, Superintendent, SD68 • Laura Tait, Deputy Superintendent, SD68.

#### Saturday, November 14<sup>th</sup>, 2023

#### BC School Trustees Association (BCSTA) Knowledge Series

Tracy Loffler, Vice President, and Gordon Li, Director of Education Services, led an interactive work session which allowed individual districts to work together on data and evidence.

#### First Nations Education Steering Committee (FNESC)

Connor Morris, Senior Manager, Education Policy, presented on graduation rates for Indigenous students and students in care.

#### Ministry of Education and Child Care, (MECC)

Denise Augustine, Superintendent of Indigenous Education shared ministry initiatives as well as historical and personal related information.

BC's Representative for Children and Youth

Dr. Jennifer Charlesworth spoke on the topic of students in care. These included Empathy Stores; children in context; Children in Care – Mental Health; and how schools are such critical places. She also spoke to intervention for improved outcomes for Children in Care and how it relates to the Framework for Enhancing Student Learning (FESL).

Thank you to the Nanaimo Ladysmith School District for an informative and engaging event.

Respectfully submitted by: Trustee Carol Kellogg  
on behalf of Trustees Julie Austin and Elaine Young, and Pete Jory, Superintendent, Qualicum School District.