



QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

TUESDAY, JANUARY 23, 2024
6:00 PM
VIA VIDEO CONFERENCING

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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: December 12, 2023 p 1-8
 - b. Ratification of In Camera Board Meeting Minutes: December 12, 2023 p 2
 - c. Receipt of Ministry News Releases p 3-4
 - Student activities enhanced by funding for parent advisory councils
 - d. Receipt of Reports from Trustee Representatives p 5
 - OBLT Early Years Coalition – Trustee Young
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of January 23, 2024, as presented (*or, as amended*).
5. **DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)**
 - a. **Kwalikum Secondary School Logo Change** (Lori Marshall) p 6
6. **PUBLIC QUESTIONS AND COMMENTS (WRITTEN)**
7. **BUSINESS ARISING FROM THE MINUTES**
8. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**
9. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
10. **DISTRICT PARENTS ADVISORY COUNCIL**

11. ACTION ITEMS

12. INFORMATION ITEMS

- a. **Superintendent's Report** (Peter Jory)
- b. **Educational Programs Update** (Gillian Wilson/Rudy Terpstra)

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT (Trustee Young) p 7-8 p 9-27

a. 2023-2024 Amended Annual Budget

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2023-2024 fiscal year at its Regular Board Meeting of January 23, 2024.

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$70,574,667 for the 2023-2024 fiscal year.

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$70,574,667 for the 2023-2024 fiscal year.

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$70,574,667 for the 2023-2024 fiscal year.

14. POLICY COMMITTEE OF THE WHOLE REPORT (Trustee Kellogg) p 28-29

a. Board Policy 100: Sustainable Practices p 30-33

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 100: *Sustainable Practices* at its Regular Board Meeting of January 23, 2024.

b. Board Policy 105: Use of School Facilities p 34-35

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of January 23, 2024.

c. Board Bylaw 5 – Parent/Student Appeals to the Board of Education p 36-44

Recommendations:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* at its Regular Board Meeting of January 23, 2024.

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedures at its Regular Board Meeting of January 23, 2024.

d. Board Bylaw 6 – Indemnification

p 45-48

Recommendations:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of January 23, 2024.

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of January 23, 2024.

e. Board Bylaw 7 – Bylaw and Policy Development and Review

p 49-51

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of January 23, 2024.

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of January 23, 2024.

f. Board Bylaw 2 – Board Structure

p 52-54

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of January 23, 2024.

g. Board Bylaw 4: Banking

p 55

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of January 23, 2024.

15. EDUCATION COMMITTEE OF THE WHOLE REPORT

(Trustee Austin)

p 56-59

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

17. TRUSTEE ITEMS

18. NEW OR UNFINISHED BUSINESS

19. BOARD CORRESPONDENCE AND MEDIA

20. PUBLIC QUESTION PERIOD

21. ADJOURNMENT



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 Always growing
 Grandissons ensemble

QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES
TUESDAY, DECEMBER 12, 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
Gaynor Charnock	Vice-Principal, Arrowview Elementary School Qualicum District Principals and Vice Principals Association

1. CALL TO ORDER

Chairperson 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 traditional territory of the Snaw-Naw-As (Nanoose) and Qualicum First Nations and she thanked them for allowing the Board to live, work and play on this beautiful part of the island.

She then advised of the passing of former Trustee, Barbara Terry, on December 5th. Ms. Terry and her husband, Ian, who has also passed, were strong community-minded people in the Coombs area. She was a mentor to Chair Flynn and incredibly balanced in thinking. Her love for children and community came through strongly in her work.

3. ADOPTION OF THE AGENDA

The following topics were added to the Agenda under New/Unfinished Business: *Qualicum Woods Residents' Association - AvGas Presentation*

It was also requested that *Public Questions and Comments* be moved ahead in the agenda prior to *Business Arising from the Minutes* in order to give any public as well as partner groups the opportunity to comment on business arising.

23-117R

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: November 28, 2023
- b. Ratification of In Camera Board Meeting Minutes: November 28, 2023

23-118R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of December 12, 2023, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS**a. Brain Body Fitness**

Bill Preston of the Qualicum Community Education & Wellness Society (QCEWS) and Brain Body Fitness, provided the Board with a report on the status of Phase 1 of the Brain Fitness Pilot initiative and the value and importance of the program to the fifteen users they were able to accommodate during that time. Plans for Phase 2 would be to create a Society which would then run the program. The Society would then move the project into a long-term sustainable program.

The Board was reminded that it had agreed to provide space for the pilot for a period of one year until funding was identified by the organization with which to assist with rental costs. However, a potential grant was not realized and an alternate source of funding has not yet been identified. Also, the pilot, which was to begin in January 2023, was not able to proceed until May 2023. Mr. Preston inquired whether the Board would consider extending the term to utilize Room 12 at the Qualicum Commons at no charge for an additional period of six (6) months. The additional 6 months would allow time for the program to bridge from the Pilot to Phase 2 of the new nonprofit society and then to Phase 3 to build the program for the long term.

Mr. Preston then provided additional details on participation rate for the equipment and ideas on how programming could be expanded within the space and eventually move to a fee for service model. Trustees were also invited to attend a future open house at the site.

The Board thanked Mr. Preston for his presentation and advised that consideration of his request would occur later in the meeting under New/Unfinished Business.

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

None

6. BUSINESS ARISING FROM THE MINUTES

a. French Creek Elementary – Public Consultation Results

Secretary Treasurer Amos reviewed the responses received from the public notice of disposition of the former French Creek Elementary School property. Staff heard from 34 individual submissions that included some level of interest from external organizations; however, the majority of the opinions was to keep the site in the public's hands for community use. He advised that the Board had passed a bylaw in 2014 to declare that the facility was closed for schooling; however, now the Board would need to consider the future use and, in order to do so the Board would need to support a motion that the property would no longer be required for future educational needs and also to provide direction to staff to seek Ministry approval to dispose of the property after which the Board would determine what its next steps would be.

Trustee Austin expressed her wish that the motions in support of the actions required as outlined by the Secretary Treasurer had been included on the public agenda so the community was aware of what the next steps might be for that site. She was also not comfortable stating that the Board no longer has any educational use for the property. As there has been population growth in many surrounding areas, the Board may require that site, even 10-15 years in the future. She would have liked to see additional data such as information from the Regional District of Nanaimo's (RDN) Official Community Plan and Baragar projections for the area.

Secretary Treasurer Amos noted that the site has not been used as an educational facility since 2014 and he is not aware of any particular growth in that area. Also, the current condition of the building was such that it was not fit to house students.

23-119R

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) confirm that Lot A, District Lot 143, Nanoose District, Plan 15661 (known as the former French Creek Elementary School property) will not be required for future educational purposes by the Board of Education.

CARRIED

Trustee Austin voted against the motion

Trustee Young stated that she had attended French Creek School for the final public consultation in 2014 and, while the possibility of the community taking over the site in some way to create a community hub was exciting, no one has since come forward to take the lead on that idea and the School District is incapable of doing so. She hopes that now that there is some interest that it would be positive for the community to now come together and create a community use for that site. She thanked everyone who provided feedback on the Notice of Disposition.

Secretary Treasurer then spoke to the process of what would occur while awaiting Ministerial approval to dispose of the property. In the interim, the Board has the latitude to ask staff to engage in some of the proposals submitted. The Board also has yet to hear from the First Nations. The engagement can continue; however, until the Board has ministerial approval, nothing can be done other than to look for proposals should the Board continue that discussion once ministerial approval has been granted.

23-120R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) direct the Secretary Treasurer to seek approval from the Ministry of Education to proceed with the disposition of Lot A, District Lot 143, Nanoose District, Plan 15661 (known as the former French Creek Elementary School property).

CARRIED

Trustee Austin voted against the motion

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

No Report

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

No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No Report

11. ACTION ITEMS

None

12. INFORMATION ITEMS

a. Superintendent's Report

Superintendent Jory provided information on the following:

- Student Achievement: Provincial completion results were still delayed due to some technical difficulties and it is not possible to see how other districts have done; however, the Qualicum School District's own Ministry data repository had been updated.
- The District's *All Resident Student* and *Indigenous Student Six Year Rates* have moved up slightly at approximately one percent each. After significant gains last year, a result that holds up or even improves should be considered good news. The District did see a slight drop in its *Six-Year Results for Students with Diverse Abilities*, though the actual percentage is still the second highest this district has seen. There were also encouraging results with the district's on-reserve students and children in care, though those numbers will not be shared publicly as the cohorts are small enough to require masking. Overall, the Superintendent saw this as a positive step towards equity, and considers the results to be affirming of the district's ever-evolving practice from Kindergarten right through grade twelve. As discussed throughout the district's Strategic Planning process and through the beginning stages of its rollout, the importance of meaningful graduation has been and will continue to be a primary focus.
- On December 1, senior staff hosted a Ministry Day session at Kwalikum Secondary School where attendees first heard from Chief Michael Recalma of the Qualicum First Nation, then from Superintendent Jory who reviewed the goals of the Strategic Plan and spoke more specifically about the connection with the First People's Principles of Learning. Attendees then heard from Dr. Dustin Louie, Director of NITEP at the University of British Columbia, about reconciliation and bias.

- In recent weeks staff have also been working on a review of the district's Learning Support program. A survey was issued to staff some weeks ago, and the data received, along with the district roles and responsibilities chart, was the topic of focus group discussions with groups of teachers from three schools, a group of education assistants and workers, and a large group of learning resource teachers. Several students were also interviewed, and all that information was shared with principals and vice-principals, who also contributed their feedback. The intention is to use this information to create an operational plan for learning support, which will be fully aligned with the District Strategic Plan, and provide a vision for the program, clarify common language, generate outcomes using the SET model, and give an updated roles and responsibilities matrix for staff, all to be brought to the Board in February or March.
- The Board and Senior Staff will be considering later start times around the District. Noting the research about student learning and engagement, the universal challenges with attendance, the strong district interest in equity, as well as student safety on dark winter mornings, Superintendent Jory felt it was time to have that conversation. The intention will be to launch a webpage in the new year with the rationale for change, links to research, and then a link to a form where staff and parents can offer feedback. This will also provide another opportunity to utilize student voice in the district's schools and ensure all the information needed is obtained to best improve outcomes for students. Further, the District recognizes that peoples' lives often revolve around school start and end times, so it is critical that the issues are understood and the district does what it can to mitigate challenges that might be raised; e.g. around student supervision and childcare, before it makes any further steps.
- Winter concerts are underway and it was hoped that everyone has had or will have a chance to enjoy one or two over the next two weeks. He also reminded staff that, while this is generally seen as a fun and exciting time of the year, not all of the district's families celebrate Christmas, and it is the district's responsibility to provide an inclusive learning environment where everyone feels they belong, and that the district's public facing communications need to respect that diversity. At a recent meeting, Superintendent Jory also raised the possibility of other types of performances, perhaps in entirely other seasons, that could also be found in any of the many other topics and songs at the district's disposal, which others might find refreshing.

b. Educational Programs Update

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

- Learning Updates will all have been sent home by the week of December 18th. The new reporting order now includes student goal setting and core competency reflections. Also, in the former reporting order, there was the change in the language from 'Incomplete' to 'Incomplete evidence of learning' with a plan to give students and families a path to success.
- A Student Assessment and Evaluation Committee meeting was held on December 4 where feedback was received from all schools and teachers about the new reporting platform in MyEdBC and also shared learning how schools are addressing goal setting with their students and recording that to homes.
- The District Technology Committee met on December 11th and one of their larger projects will be to align the technology goals with the new Strategic

Plan and continue the work on technologies not only support the work in the District but also to support learning for students.

- Following a Grade 9 District Literacy Assessment and review of that data, a team of Grade 9 teachers from all four high schools attended Dover Bay High School in Nanaimo on December 4 for Learning Round, working with Leyton Schnellert. The learning focussed on the middle years; recognizing the differences in the middle years and how to make it learning engaging and exciting and offering choice for students. Teachers then went into classrooms and watched a co-taught model which is called a learning round. The day ended with a debrief of what was observed and practices that could be incorporated into the Qualicum School District's classrooms. Ballenas is going to host the next session of learning rounds with two other school districts.

Gillian Wilson, Associate Superintendent, reported on the following:

- A Curriculum Implementation Advisory Committee meeting on December 11th and it was noted that the Committee is short of teaching staff. Associate Superintendent Wilson is in discussions with the MATA President to determine how more teachers could be involved as it is part of the Collective Agreement to have teachers on the committee. The reasons could be due to there being a number of district committees on which teachers participate as well as the teachers' workload. The Committee is looking at the big picture items across the District while ensuring they are aligning everything they are doing with the Strategic Plan.
- Acknowledgement of the hard work schools are doing at this time of year. As mentioned by Dr. Jory, this time of year can be especially challenging for some families and not everyone celebrates in the same way. That can result in staff seeing some behaviours from students who are not sure how to deal with changes in their life and staff are working hard to maintain routines and procedures for the next 2 weeks.
- The school district is working with the District 69 Backpack Program with additional support through the Feeding Futures Funding to support 75 families with gifts and a food hamper for the holiday season and she thanked the many volunteers and staff who assist in making the deliveries to those families.
- January is the time of year the district begins planning for the next school year with Kindergarten registration and applications for programs of choice as well as cross boundary requests while also considering the next year's budget.
- A Kindergarten meeting was held on December 6th with all Kindergarten teachers. Attendees pulled together information from snapshot and provided a learning opportunity for all the Kindergarten teachers around Speech & Language, Occupational Therapy, supports that were the themes shared at the Education Committee.
- The Early Development Instrument (EDI) will take place in January with information going out to schools either just before or after the winter break to let families know that will be taking place.
- Associate Superintendent Wilson and Director of Instruction Terpstra have been considering what staffing could look like to align with the assessment practices in terms of reading, writing and numeracy. They are working with the local union to create postings in terms of staffing that has come from the amended budget to support the strategic priorities around assessment.

c. 2024-2025 Budget Process Schedule

Secretary Treasurer Amos presented the schedule outlining the process to draft the 2024-2025 Annual Budget. He reminded the Board that by the end of February he will be bringing forward the amended budget for the current school year while beginning the 2024/2025 budget process as outlined on the schedule. In order to allow for broader discussion and feedback, many of the budget discussions will occur via video-conferencing and the budget survey will be opened again to which people can also provide input. It was noted that if people are unable to attend any of the meetings as outlined on the schedule, they are also welcome to email their questions and comments to the Secretary Treasurer.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

The next meeting will be held on Monday, January 15, 2024

14. POLICY COMMITTEE OF THE WHOLE REPORT

The next meeting will be held on Monday, January 15, 2024

15. EDUCATION COMMITTEE OF THE WHOLE REPORT

The next meeting will be held on Tuesday, January 16, 2024

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

None

17. TRUSTEE ITEMS

None

18. NEW OR UNFINISHED BUSINESS

a. Request from Brain Body Fitness/ Qualicum Community Education & Wellness Society (QCEWS)

Trustees discussed the request from the QCEWS for an extension of use of a room at the Qualicum Commons for an additional 6 months at no charge while considering how it might be received by paying tenants in the building. Staff reported that, to date, nothing has come forward from other tenants, who may not be aware of the arrangement between the QCEWS and the Board.

23-121R

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) extend its approval for the Brain Wellness Project by the Qualicum Community Education & Wellness Society (QCEWS) to utilize Room 12 at the Qualicum Commons at no charge for an additional period of six (6) months, from January 1, 2024 to June 30, 2024, after which time the organization will be required to start paying a monthly rental fee as previously agreed.

CARRIED UNANIMOUSLY

b. Follow Up to Qualicum Woods Residents’ Association Presentation

Trustee Austin suggested that the Board respond to the November 28th request from the Qualicum Woods Residents’ Association to support them in their efforts to advocate to the Town of Qualicum Beach and the Minister of Transport to enact changes by switching to offering unleaded fuel at the Qualicum Beach Airport and altering the flight path away from Arrowview Elementary School, when it is safe to do so.

Trustees discussed the request after which it was decided that the request be better directed to the local Medical Health Officer as well as the Town Council and Minister of Transport. The Chair will write a letter to inform the Association that the Board would not be taking any further action at this point. Trustees will, however, consider the mention of possible soil contamination from lead at a future Education Committee meeting under the standing item of Environmental Stewardship and Climate Action.

19. BOARD CORRESPONDENCE AND MEDIA

None

20. PUBLIC QUESTION PERIOD

21. ADJOURNMENT

Trustee Kellogg moved to adjourn the meeting at 7:36 p.m.

CHAIRPERSON

SECRETARY TREASURER



QUALICUM SCHOOL DISTRICT

IN-CAMERA MEETING

**SECTION 72 REPORT
December 12, 2023
Via ZOOM**

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:

- Land
- Legal
- Labour Relations/Personnel

The Board of Education approved a motion on the following topic:

- Personnel

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2023MUNI0053-001975
Dec. 15, 2023

Ministry of Municipal Affairs

Student activities enhanced by funding for parent advisory councils

COLDSTREAM – Students from kindergarten to grade 12 are learning and growing beyond the classroom, thanks to \$11.2 million in funding for parent advisory councils in B.C.

“As a mother and a teacher, I know first-hand how important it is for students to learn, grow and have fun together outside the classroom,” said Anne Kang, Minister of Municipal Affairs. “Parents who volunteer their time and energy to create opportunities for students shouldn’t be left to do all the fundraising themselves. I know these grants are helping parent advisory councils create vibrant and healthy communities in their kids’ schools.”

More than 1,300 parent advisory councils (PACs) and district parent advisory councils (DPACs) in B.C. received Community Gaming Grants to pay for events, activities and equipment in support of student learning and parent involvement. For example, Coldstream Elementary School’s PAC received \$6,440 and plans to target funding to ensure all Grade 3 students have access to swimming lessons.

“Our PAC is focused on providing students with experiences not all families can afford these days,” said Saleha Patel, president, Coldstream Elementary School parent advisory council. “We live in an area with many lakes and knowing how to swim is critical. Without funding from the PAC, our students might not have the chance to take swimming lessons to gain this necessary life skill.”

PACs can use the grants to pay for equipment and costs associated with a range of extracurricular activities, including sports, performances, movie nights, dances, field trips and conferences. DPAC groups can use the funds for informational and promotional materials for parents, meeting-room rentals, presenter fees, travel for meetings, and more.

“Parents and our school PACs are essential partners in our schools. The incredible work that they do creates a strong sense of community, as well as activities and opportunities, for all students to connect, learn and thrive,” said Rachna Singh, Minister of Education and Child Care. “These annual Community Gaming Grants to our PACs support learning, sport, arts and play for all kids in our community schools.”

The \$11.2 million for PACs and DPACs is part of \$140 million provided annually through Community Gaming Grants to not-for-profit organizations throughout B.C. These grants help approximately 5,000 organizations to deliver ongoing programs and services in their communities.

The Province has also announced an additional \$18.2 million in Community Gaming Grants for arts and culture organizations in B.C.

Quotes:

Harwinder Sandhu, MLA for Vernon-Monashee –

“Parent advisory councils play an important role in schools for students and parents alike. As a mother of school-age children, I understand how hardworking and important our PACs are. They do exceptional work to support our students and contribute to their school life experience. I am so excited about this funding. I know this will help thousands of amazing volunteer teams deliver extracurricular activities for all our students in Vernon-Monashee.”

Christine Hawkins, chair, BC Association for Charitable Gaming (BCACG) –

“Once again, students across the province are benefiting from direct gaming funding in 2024 through their parent and district parent advisory councils. Our organization assists both councils as they access this important funding source, which underpins community involvement in B.C.”

Laura Ward, president, BC Confederation of Parent Advisory Councils –

“This essential funding supports enriching activities, experiences and equipment for students, and for parent education and information. By bridging resource gaps and empowering parents to be involved, the Community Gaming Grants funding plays a crucial role in promoting collaboration, community engagement and student success throughout British Columbia’s public education system.”

Quick Facts:

- Community Gaming Grants have annually supported programs and capital projects that have benefited people in British Columbia and their communities since 2017.
- The Province also provides Community Gaming Grants to other sectors such as human and social services, public safety, environmental conservation, arts and culture, and sports.

Learn More:

To view the list of PAC and DPAC sector recipients, visit:

https://news.gov.bc.ca/files/CGGPayments_Apr2023toSept2023.pdf

For more information about \$18.2 million provided to parent advisory councils, visit:

<https://news.gov.bc.ca/releases/2023MUNI0055-001993>

For information about Community Gaming Grants, visit:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaminggrants/community-gaming-grants>

Contact:

Ministry of Municipal Affairs
Media Relations
250 883-6861



Qualicum School District

Trustee Representative Committee Report

Trustee Representative: Elaine Young
Committee Name: Early Years Coalition - Oceanside Building Learning Together
Meeting Location: Via Teams
Meeting Dates: Summary of December 14, 2023 and January 11, 2024 Meetings

Groups in Attendance:

Oceanside Building Learning Together (OBLT), Qualicum School District, Parent Support Services, Pacific Care, Island Health, Arrowsmith Community Recreation Association (ACRA), Society of Organized Services (SOS). In December also Vancouver Island Regional Library (VIRL), Métis Nation of B.C.

Programs were closing down for the winter break in December. In January, programs were reopening with very strong registrations. For all the details on programs for children 0-5 please see the OBLT website as follows: <https://oblt.ca/community-resources-hub/>

The Early Years Table has been dealing with the loss of a member who has been a leader and advocate over many years. Without her leadership in the First 2000 Days initiative, it has to regroup.

There is a need to revisit the main purpose for the Early Years Table which was to identify gaps in services and work together to fill the gaps. The members of the Table were requested to provide data to the upcoming meeting or send it ahead to OBLT. There is a need for more data from Child and Youth Mental Health (CYMH) and the Early Development Index (EDI).

Highlights from Community Updates Section of the Meeting:

Canada Dental Benefit, which used to cover children from age 0-12, is being expanded and will cover more and more people until it becomes a universal benefit. Coverage changes are starting with older seniors (87 plus who do not have a benefits program). This is something to keep up on as it is rolled out.

Pete the Cat (transition to Kindergarten event) is scheduled for Thursday, April 25 at Qualicum Commons.

Next Meeting Date:

Thursday, February 8, 2024 at noon via Zoom



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QUALICUM SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS

Briefing Note

Date: January 23, 2023

To: Board of Education

From: Peter Jory, Superintendent of Schools

Re: Kwalikum Secondary School logo

Background:

The Kwalikum Secondary School staff and stakeholders have engaged in a number of conversations regarding their school nickname and logo in recent years. A more focused discussion last year regarding the nickname of “Kondors” led to a process that ultimately supported having it remain in place, with the logo conversation carrying on into this year. The traditional Kondor logo had been inspired by one used by an American minor league hockey team, and had been in place at KSS for more than twenty years. Those interested in moving to a different logo have pointed out the traditional logo’s derivative origins, and that its cartoonish appearance seemed somewhat outdated and even polarizing in today’s context.

In the fall of 2022, KSS principal Lori Marshall initiated conversations with students, staff and community regarding their attachment to the traditional logo, and their openness to move to something different. In the spring of 2023, they received an offer from a former student, Keith Leinweber, the Executive Creative Director of Victory Creative Group, to design a new logo for KSS. He offered his team’s services free of charge to the school as his way to give back to Kwalikum Secondary, a gesture which was accepted and appreciated by school staff. Four options were put forward, with 78% of staff and stakeholder respondents choosing the one shown below. Supporters of this version spoke of its professional style, and its clean, simple lines, which would look good on letterhead and sports attire alike.

Next Steps:

Before significant investments are made in time and money to rebrand signage, uniforms, and equipment, the Kwalikum Secondary School staff would like to receive the support of the Board of Education with the new KSS school logo.



Recommendation:

THAT the Board of Education of the School District 69 (Qualicum) approve the new Kwalikum Secondary School logo as presented.

Respectfully submitted,

Dr. Peter Jory
Superintendent of Schools/CEO



Yath éisum
Always growing
Grandissons ensemble

**Qualicum School District
Finance & Operations Committee of the Whole Report
Monday, January 15, 2024
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. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

2. PRESENTATIONS (10 MINUTES)

a. BC Hydro

Josh Munro, District Energy Specialist, was introduced as the BC Hydro Clean Energy advisor that works with smaller school districts to support them in their clean energy initiatives and targets. It was shared that since 2009 larger school districts were accessing the program for Energy Manager's but smaller districts were left behind. This new program provides districts with the data to support business case decisions to address the Minor capital submission for SEP and CNCP projects and to establish priorities over multiple years. For example, replacements of HVAC circulations pumps with more efficient systems not only come with additional BC Hydro grants but also reduce energy costs. The BC School Trustees Association (BCSTA) Climate Change report was discussed as offering how other districts have tackled reducing carbon emissions and as providing a good compilation of best practices for school districts to consider.

3. PROJECT UPDATES

a. Oceanside Community Track

Director of Operations Munro provided an update of the timelines for which the project will proceed. The Request for Proposal for contractors will go out the week of January 22, 2024 so that contractors can be confirmed in February. Priority for the project will be for the track area with the understanding that field events would be dealt with once the track is completed. Items such as the long jump pits will need to be moved but won't be settled on until late Fall. The District Resource Centre portables are scheduled to be moved in March to allow for access of heavier equipment once the excavation work begins.

There was some discussion on the project's impact on the football season; both Ballenas Whalers and Oceanside Lions football will work with the Operations Department to find alternate training fields in the meantime.

b. False Bay School

Director of Operations Munro shared that planning work continues with additional geotechnical work and surveys. The burden of the work has been to justify the project to move from a seismic retrofit to a replacement project. With the report now being written by the consultants, it is anticipated that it will be ready for submission to the

Ministry in March. A False Bay School community meeting is being planned in order to share information with parents on the current status of the project.

4. ITEMS FOR DISCUSSION

a. Amended and Annual Budget Development

Secretary Treasurer Amos introduced the budget discussion by highlighting that January each year deals with the closing out of the current budget planning year and the shift in focus to planning for next year's budget. It was noted that while the budget schedule includes surveys and meetings for public and partner group input beginning in February, enrolment and staffing needs are starting to be developed in January.

5. INFORMATION ITEM(S)

a. 2023-2024 Amended Budget Recommendation

Secretary Treasurer Amos shared and provided information on the items that are being recommended for inclusion in the amended budget. It was noted that the additional operating grant is allowing senior staff to address some spending pressures, add new staff, and return some budget items that have been reduced in past years. The budget documents and summaries will be included the Regular Board Meeting agenda package along with the required Board motion.

b. Q2 Financial Summary, as of December 31, 2023

Secretary Treasurer Amos reviewed the financial summary as presented, highlighting that the district is generally within expectations for costs, but some year over year comparators are off slightly due to the timing of last year's pay out of retroactive adjustments in December for teachers and in January for support staff. Substitute and benefit costs continue to be a cost pressure and will need to be reviewed for the 2024-25 Annual Budget discussions.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

a. 2023-2024 Amended Budget recommendations were received and supported to be moved forward to the Regular Board meeting for Board decision and approval.

7. FUTURE TOPICS

a. Long Range Facility Plan

8. NEXT MEETING DATE:

Tuesday, February 20, 2024 at 10:30 via video conferencing
(shifted to Tuesday due to the Family Day Monday)

9. ADJOURNMENT

Amended Annual Budget

School District No. 69 (Qualicum)

June 30, 2024

School District No. 69 (Qualicum)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

- 1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
- 2. This bylaw may be cited as School District No. 69 (Qualicum) Amended Annual Budget Bylaw for fiscal year 2023/2024.
- 3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$70,574,667 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
- 4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 23rd DAY OF JANUARY, 2024;

READ A SECOND TIME THE 23rd DAY OF JANUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF JANUARY, 2024;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 23rd DAY OF JANUARY, 2024.

Secretary Treasurer

School District No. 69 (Qualicum)

Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,416.625	4,335.000
Adult	0.188	1.000
Total Ministry Operating Grant Funded FTE's	4,416.813	4,336.000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	60,606,613	58,455,125
Other	2,755,016	2,746,731
Tuition	3,900,000	3,900,000
Other Revenue	1,675,000	1,440,000
Rentals and Leases	700,000	700,000
Investment Income	600,000	520,000
Total Revenue	70,236,629	67,761,856
Expenses		
Instruction	53,915,688	52,087,808
District Administration	2,904,700	2,770,552
Operations and Maintenance	10,512,485	10,150,175
Transportation and Housing	2,741,794	2,586,623
Total Expense	70,074,667	67,595,158
Budgeted Surplus (Deficit), for the year	161,962	166,698
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	161,962	166,698
Budgeted Surplus (Deficit), for the year	161,962	166,698

School District No. 69 (Qualicum)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	58,317,916	56,238,701
Operating - Tangible Capital Assets Purchased	500,000	500,000
Special Purpose Funds - Total Expense	8,113,697	7,726,424
Capital Fund - Total Expense	3,643,054	3,630,033
Total Budget Bylaw Amount	70,574,667	68,095,158

Approved by the Board

Signature of the Chairperson of the Board _____ Date _____
Signature of the Superintendent _____ Date _____
Signature of the Secretary/Treasurer _____ Date _____

DRAFT

School District No. 69 (Qualicum)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>161,962</u>	<u>166,698</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(500,000)	(500,000)
Total Acquisition of Tangible Capital Assets	<u>(500,000)</u>	<u>(500,000)</u>
Amortization of Tangible Capital Assets	<u>2,943,054</u>	<u>2,930,033</u>
Total Effect of change in Tangible Capital Assets	<u>2,443,054</u>	<u>2,430,033</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>2,605,016</u></u>	<u><u>2,596,731</u></u>

School District No. 69 (Qualicum)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year				-
Changes for the year				
Net Revenue (Expense) for the year	500,000		(338,038)	161,962
Interfund Transfers				
Tangible Capital Assets Purchased	(500,000)		500,000	-
Net Changes for the year	-	-	161,962	161,962
Budgeted Accumulated Surplus (Deficit), end of year	-	-	161,962	161,962

School District No. 69 (Qualicum)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	53,242,916	51,328,701
Other	150,000	150,000
Tuition	3,900,000	3,900,000
Other Revenue	225,000	140,000
Rentals and Leases	700,000	700,000
Investment Income	600,000	520,000
Total Revenue	58,817,916	56,738,701
Expenses		
Instruction	46,136,699	44,679,225
District Administration	2,904,700	2,770,552
Operations and Maintenance	7,102,369	6,745,459
Transportation and Housing	2,174,148	2,043,465
Total Expense	58,317,916	56,238,701
Net Revenue (Expense)	500,000	500,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(500,000)
Total Net Transfers	(500,000)	(500,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 69 (Qualicum)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	50,999,401	49,966,184
Other Ministry of Education and Child Care Grants		
Pay Equity	936,176	936,176
Student Transportation Fund	426,341	426,341
FSA Scorer Grant	4,094	
Labour Settlement Funding	851,904	
Health Career dual credit	25,000	
Total Provincial Grants - Ministry of Education and Child Care	<u>53,242,916</u>	<u>51,328,701</u>
Provincial Grants - Other	<u>150,000</u>	<u>150,000</u>
Tuition		
International and Out of Province Students	3,900,000	3,900,000
Total Tuition	<u>3,900,000</u>	<u>3,900,000</u>
Other Revenues		
Miscellaneous		
Transportation revenue	50,000	50,000
Miscellaneous	110,000	90,000
Childcare fees	65,000	
Total Other Revenue	<u>225,000</u>	<u>140,000</u>
Rentals and Leases	<u>700,000</u>	<u>700,000</u>
Investment Income	<u>600,000</u>	<u>520,000</u>
Total Operating Revenue	<u><u>58,817,916</u></u>	<u><u>56,738,701</u></u>

School District No. 69 (Qualicum)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	21,820,531	21,378,073
Principals and Vice Principals	3,736,662	3,767,595
Educational Assistants	3,966,849	3,859,480
Support Staff	6,151,122	6,088,743
Other Professionals	2,045,763	2,006,577
Substitutes	2,296,853	2,086,182
Total Salaries	40,017,780	39,186,650
Employee Benefits	10,665,333	10,203,433
Total Salaries and Benefits	50,683,113	49,390,083
Services and Supplies		
Services	3,261,968	3,217,968
Professional Development and Travel	391,500	391,500
Rentals and Leases	50,000	5,000
Dues and Fees	68,000	68,000
Insurance	195,000	185,000
Supplies	2,487,335	1,800,150
Utilities	1,181,000	1,181,000
Total Services and Supplies	7,634,803	6,848,618
Total Operating Expense	58,317,916	56,238,701

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	17,521,795	777,331		8,516		1,455,150	19,762,792
1.03 Career Programs	108,341			46,908			155,249
1.07 Library Services	592,203	40,285		281,779			914,267
1.08 Counselling	1,055,153						1,055,153
1.10 Special Education	2,059,241	161,285	3,568,583	56,835	91,703	278,944	6,216,591
1.20 Early Learning and Child Care				112,005			112,005
1.30 English Language Learning	142,551						142,551
1.31 Indigenous Education	90,000	148,983	398,266		45,000		682,249
1.41 School Administration		2,124,205		1,169,856		29,230	3,323,291
1.62 International and Out of Province Students	251,247	314,368		83,325	216,880		865,820
1.64 Other					44,425		44,425
Total Function 1	21,820,531	3,566,457	3,966,849	1,759,224	353,008	1,808,324	33,274,393
4 District Administration							
4.11 Educational Administration		170,205		62,881	471,193		704,279
4.40 School District Governance					130,025		130,025
4.41 Business Administration				380,687	717,451	3,000	1,101,138
Total Function 4	-	170,205	-	443,568	1,318,669	3,000	1,935,442
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				62,881	300,424	500	363,805
5.50 Maintenance Operations				2,590,720		369,009	2,959,729
5.52 Maintenance of Grounds				216,154			216,154
5.56 Utilities							-
Total Function 5	-	-	-	2,869,755	300,424	369,509	3,539,688
7 Transportation and Housing							
7.41 Transportation and Housing Administration				56,835	73,662	500	130,997
7.70 Student Transportation				1,021,740		115,520	1,137,260
7.73 Housing							-
Total Function 7	-	-	-	1,078,575	73,662	116,020	1,268,257
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	21,820,531	3,736,662	3,966,849	6,151,122	2,045,763	2,296,853	40,017,780

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	19,762,792	5,260,868	25,023,660	1,332,400	26,356,060	25,861,629
1.03 Career Programs	155,249	38,753	194,002	297,500	491,502	479,486
1.07 Library Services	914,267	239,250	1,153,517	28,700	1,182,217	1,103,656
1.08 Counselling	1,055,153	272,675	1,327,828		1,327,828	1,176,895
1.10 Special Education	6,216,591	1,817,263	8,033,854	71,000	8,104,854	7,886,688
1.20 Early Learning and Child Care	112,005	31,212	143,217		143,217	67,426
1.30 English Language Learning	142,551	37,024	179,575		179,575	176,621
1.31 Indigenous Education	682,249	152,540	834,789	95,668	930,457	902,789
1.41 School Administration	3,323,291	826,355	4,149,646	97,800	4,247,446	3,874,416
1.62 International and Out of Province Students	865,820	218,424	1,084,244	2,033,800	3,118,044	3,095,712
1.64 Other	44,425	11,074	55,499		55,499	53,907
Total Function 1	33,274,393	8,905,438	42,179,831	3,956,868	46,136,699	44,679,225
4 District Administration						
4.11 Educational Administration	704,279	142,249	846,528	87,000	933,528	894,197
4.40 School District Governance	130,025	17,208	147,233	105,340	252,573	234,759
4.41 Business Administration	1,101,138	257,461	1,358,599	360,000	1,718,599	1,641,596
Total Function 4	1,935,442	416,918	2,352,360	552,340	2,904,700	2,770,552
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	363,805	79,429	443,234	283,300	726,534	712,059
5.50 Maintenance Operations	2,959,729	811,622	3,771,351	990,610	4,761,961	4,422,631
5.52 Maintenance of Grounds	216,154	58,220	274,374	103,500	377,874	374,769
5.56 Utilities	-	-	-	1,236,000	1,236,000	1,236,000
Total Function 5	3,539,688	949,271	4,488,959	2,613,410	7,102,369	6,745,459
7 Transportation and Housing						
7.41 Transportation and Housing Administration	130,997	30,396	161,393	17,500	178,893	174,796
7.70 Student Transportation	1,137,260	363,310	1,500,570	454,685	1,955,255	1,828,669
7.73 Housing	-	-	-	40,000	40,000	40,000
Total Function 7	1,268,257	393,706	1,661,963	512,185	2,174,148	2,043,465
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	40,017,780	10,665,333	50,683,113	7,634,803	58,317,916	56,238,701

School District No. 69 (Qualicum)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	<u>2024 Amended Annual Budget</u>	<u>2024 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,663,697	6,426,424
Other Revenue	1,450,000	1,300,000
Total Revenue	<u>8,113,697</u>	<u>7,726,424</u>
Expenses		
Instruction	7,778,989	7,408,583
Operations and Maintenance	199,383	199,383
Transportation and Housing	135,325	118,458
Total Expense	<u>8,113,697</u>	<u>7,726,424</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			679,104			13,900			
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	199,383	189,129	1,450,000	96,000	19,600	139,648	430,461	437,804	4,100,744
Other	199,383	189,129	1,450,000	96,000	19,600	139,648	430,461	437,804	4,100,744
Less: Allocated to Revenue	199,383	189,129	1,450,000	96,000	19,600	153,548	430,461	437,804	4,100,744
Deferred Revenue, end of year	-	-	679,104	-	-	-	-	-	-
Revenues	199,383	189,129	1,450,000	96,000	19,600	153,548	430,461	437,804	4,100,744
Provincial Grants - Ministry of Education and Child Care	199,383	189,129	1,450,000	96,000	19,600	153,548	430,461	437,804	4,100,744
Other Revenue									
Expenses									
Salaries									
Teachers									3,316,812
Principals and Vice Principals					67,142				
Educational Assistants	143,633	146,722					290,343	265,237	
Support Staff								95,356	
Other Professionals	143,633	146,722				67,142	334,768	360,593	3,316,812
Employee Benefits	38,781	42,407				13,890	85,736	77,211	783,932
Services and Supplies	16,969		1,450,000	96,000	19,600	72,516	9,957		
	199,383	189,129	1,450,000	96,000	19,600	153,548	430,461	437,804	4,100,744
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2024

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund
	\$	\$	\$	\$	\$	\$	\$	\$	
Deferred Revenue, beginning of year		7,916				89,319		88,431	
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	110,350	127,409	55,000	6,000	55,400		19,000	175,000	519,738
Other									
	110,350	127,409	55,000	6,000	55,400	-	19,000	175,000	519,738
Less: Allocated to Revenue									
Deferred Revenue, end of year	-	-	-	-	-	-	-	139,115	77,420
Revenues									
Provincial Grants - Ministry of Education and Child Care	110,350	135,325	55,000	6,000	55,400	89,319	19,000	124,316	442,318
Other Revenue									
	110,350	135,325	55,000	6,000	55,400	89,319	19,000	124,316	442,318
Expenses									
Salaries									
Teachers									
Principals and Vice Principals	85,373		43,336					91,850	61,233
Educational Assistants									71,830
Support Staff		91,547			49,081				
Other Professionals									
	85,373	91,547	43,336	-	49,081	-	-	91,850	133,063
Employee Benefits									
Services and Supplies	24,977	26,567	11,664	6,000	6,319	89,319	19,000	18,966	34,255
	110,350	135,325	55,000	6,000	55,400	89,319	19,000	124,316	275,000
									442,318
Net Revenue (Expense)									
	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2024

	<u>TOTAL</u>
Deferred Revenue, beginning of year	\$ 878,670
Add: Restricted Grants	
Provincial Grants - Ministry of Education and Child Care	6,680,666
Other	<u>1,450,000</u>
	<u>8,130,666</u>
Less: Allocated to Revenue	8,113,697
Deferred Revenue, end of year	<u><u>895,639</u></u>
Revenues	
Provincial Grants - Ministry of Education and Child Care	6,663,697
Other Revenue	<u>1,450,000</u>
	<u>8,113,697</u>
Expenses	
Salaries	
Teachers	3,445,521
Principals and Vice Principals	220,225
Educational Assistants	774,132
Support Staff	379,617
Other Professionals	<u>44,425</u>
	<u>4,863,920</u>
Employee Benefits	1,170,705
Services and Supplies	<u>2,079,072</u>
	<u>8,113,697</u>
Net Revenue (Expense)	<u><u>-</u></u>

School District No. 69 (Qualicum)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	700,000		700,000	700,000
Other	2,605,016		2,605,016	2,596,731
Total Revenue	3,305,016	-	3,305,016	3,296,731
Expenses				
Operations and Maintenance	700,000		700,000	700,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,510,733		2,510,733	2,505,333
Transportation and Housing	432,321		432,321	424,700
Total Expense	3,643,054	-	3,643,054	3,630,033
Net Revenue (Expense)	(338,038)	-	(338,038)	(333,302)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	500,000		500,000	500,000
Total Net Transfers	500,000	-	500,000	500,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	161,962	-	161,962	166,698

SCHOOL DISTRICT NO. 69 (QUALICUM)
2023-24 Amended Budget (for recommendation)

1/16/2024

	2023/24		Difference	Comments
	Annual Budget	Amended Budget		
REVENUE				
PROVINCIAL GRANTS				
Operating Grant	49,966,184	50,999,401	1,033,217	Operating grant recal
Other MOE Grants-Transportation fund	426,341	426,341	0	
Other MOE Grants-Pay Equity	936,176	936,176	0	
Other MOE Grants-Misc	0	880,998	880,998	Labour Settlement funds
TOTAL MINISTRY OF ED GRANTS	51,328,701	53,242,916	1,914,215	
OTHER REVENUES				
Other Provincial Revenues	150,000	150,000	0	
Offshore Tuition	3,900,000	3,900,000	0	
Miscellaneous	140,000	225,000	85,000	Anticipated childcare fees
Rental and Leases	700,000	700,000	0	
Investment Income	520,000	600,000	80,000	Interest rate incr
TOTAL OTHER REVENUE	5,410,000	5,575,000	165,000	
TOTAL REVENUES	56,738,701	58,817,916	2,079,215	
EXPENDITURES				
SALARIES AND BENEFITS				
Teachers	21,378,073	21,820,531	442,458	LabSett + grant incr
Principals and Vice Principals	3,767,595	3,736,662	-30,933	Realloc to New SPF
Educational Assistants	3,859,480	3,966,849	107,369	LabSett + grant incr
Support Staff	6,088,743	6,151,122	62,379	LabSett
Other Professionals	2,006,577	2,045,763	39,186	LabSett
Substitutes	2,086,182	2,296,853	210,671	LabSett + adjustment
Benefits	10,203,433	10,665,333	461,900	LabSett + adjustment
TOTAL SALARIES AND BENEFITS	49,390,083	50,683,113	1,293,030	
Benefits as a % of Total Salaries	26.0%	26.7%		
SUPPLIES AND SERVICES				
Services	3,217,968	3,261,968	44,000	redist
Training and Travel	391,500	391,500	0	
Rental and Leases	5,000	50,000	45,000	redist
Dues and Fees	68,000	68,000	0	
Insurance	185,000	195,000	10,000	redist
Supplies	2,300,150	2,637,335	337,185	redist
Utilities	1,181,000	1,181,000	0	
Local Capital		350,000	350,000	redist for Loc Cap
TOTAL SUPPLIES AND SERVICES	7,348,618	8,134,803	786,185	
TOTAL EXPENDITURES	56,738,701	58,817,916	2,079,215	
NET REVENUE (EXPENDITURE)	0	0	0	
Budgeted Use of Surplus (Transfer to Loc)				
Surplus (Deficit), for the Year	0	0		

SCHOOL DISTRICT NO. 69 (QUALICUM)
2023-24 Amended Budget (for recommendation)

1/16/2024

	2023/24		Difference	Comments
	Annual Budget	Amended Budget		
<u>INSTRUCTION</u>				
Regular Instruction	25,861,629	26,006,060	144,431	LabSett + adjustment
Career Programs	479,487	491,502	12,015	LabSett + adjustment
Library Services	1,103,656	1,182,217	78,561	LabSett + adjustment
Counselling	1,176,895	1,327,828	150,933	LabSett + adjustment
Special Education	7,886,687	8,104,854	218,167	LabSett + adjustment
Early Learning and Childcare	67,427	143,217	75,790	LabSett + adjustment
English as a Second Language	176,621	179,575	2,954	LabSett + adjustment
Aboriginal Education	902,789	930,457	27,668	LabSett + adjustment
School Administration	3,874,415	4,247,446	373,031	LabSett + adjustment
Continuing Education	0	0	0	
Off Shore Students	3,095,712	3,118,044	22,332	LabSett + adjustment
Other	53,907	55,499	1,592	LabSett + adjustment
Function 1 - Instruction	44,679,225	45,786,699	1,107,474	
<u>DISTRICT ADMINISTRATION</u>				
Educational Administration	894,197	933,528	39,331	LabSett
School District Governance	234,758	252,573	17,815	LabSett
Business Administration	1,641,596	1,718,599	77,003	LabSett
Function 4 - District Administration	2,770,551	2,904,700	134,149	
<u>OPERATIONS AND MAINTENANCE</u>				
Operations and Maintenance Admin	712,059	726,534	14,475	LabSett
Maintenance Operations	4,922,632	5,261,961	339,329	LabSett + adjustment
Maintenance of Grounds	374,769	377,874	3,105	LabSett
Utilities	1,236,000	1,236,000	0	
Capital Equipment		350,000	350,000	
Function 5 - Operations and Maint	7,245,460	7,952,369	706,909	
<u>TRANSPORTATION AND HOUSING</u>				
Transportation and Housing Admin	174,796	178,893	4,097	LabSett
Student Transportation	1,828,669	1,955,255	126,586	LabSett + adjustment
Housing/Boarding	40,000	40,000	0	
Function 7 - Transportation and Housing	2,043,465	2,174,148	130,683	
TOTAL FUNCTION 1-7	56,738,701	58,817,916	2,079,215	

<u>Special Purpose Fund (SPF) Budget</u>				
Annual Facility Grant	199,383	199,383	0	
Classroom Enhancement Fund	4,459,462	4,648,898	189,436	LabSett + adjustment
Learning Improvement Fund	189,129	189,129	0	
Community Link	425,818	430,461	4,643	LabSett + adjustment
Provincial Safe Return/CR4YC	0	0	0	
Federal Safe Return	0	0	0	
Family Affordability Fund	0	89,319	89,319	carry fwd
Strong Start	96,000	96,000	0	
Ready, Set, Learn	19,600	19,600	0	
French Funds	101,000	153,548	52,548	carry fwd + new
Seamless DC	0	55,400	55,400	re committed
Mental Health	0	55,000	55,000	re committed
FN Transportation	108,000	135,325	27,325	adjustment
ECL Scan	175,000	263,431	88,431	carry fwd
CR4YC/SEY2KT		25,000	25,000	new
Feeding Futures Funds	519,738	519,738	0	
Special Purpose Funds-Total	6,293,130	6,880,232	587,102	



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Always growing
Grandissons ensemble

**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
MONDAY, JANUARY 15, 2024
1:00 P.M.
VIA VIDEO CONFERENCING**

Facilitator: Trustee Carol Kellogg

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

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.

1. INTRODUCTIONS

2. FOR DISCUSSION

a. Board Policy 705: Corporate/Community Sponsorships, Partnerships, and Advertising in Schools.

Discussion revolved around a request from Kwalikum Secondary School Athletic Department to access community funds through advertising with vinyl signage. The committee was generally in support of allowing removeable advertising so long as it was not permanently displayed and could be removed for other events. Some changes would be needed in order to allow for that type of advertising in schools and Superintendent Jory will make some edits for the Committee's consideration at its February meeting.

3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING

a. NEW Board Policy 510: Learning Resources

Director of Instruction, Rudy Terpstra, presented a draft policy regarding Learning Resources, emphasizing the Ministry of Education's requirements and the need for diversity and inclusivity. He proposed a policy without an accompanying Administrative Procedure. An emphasis on social justice and acknowledging cultural diversity were suggested as well as including information on resource inquiries in the policy. This would provide transparency and dispel misinformation while communicating resource reviews parents to foster understanding of the resources available. Director of Instruction Terpstra will make some edits to incorporate those suggestions and bring the draft back to the Policy Committee prior to presenting the policy for first reading.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING

a. Policy 100: Sustainable Practices

Superintendent Jory reviewed edits made from conversation at the last meeting regarding the Board's provision of a strong educational approach to understand the climate, emergency and environmental health as well as environmental stewardship through lower carbon emissions, education, and recycling. Superintendent Jory noted he also included some examples.

b. Policy 105: Use of School Facilities and its attendant Administrative Procedures

Superintendent Jory referred to comments made at the last meeting that noted there was some misalignment between the context, the policy statement and the guiding principle of the policy. Edits were made to confirm that the Board's core responsibility was the education of students, ensure its facilities are maintained and that alternative uses do not interfere or compromise the ability to meet students' educational needs. It was also noted that schools would get priority for use should a scheduling conflict occur between the school and a community renter.

c. Bylaw 5: Parent/Student Appeals to the Board of Education

It was suggested that given that this bylaw only required some housekeeping and no substantive changes were being made that it be presented for second and third/final reading. The Committee was in agreement.

d. Bylaw 6: Indemnification

It was suggested that given that this bylaw only required some housekeeping and no substantive changes were being made that it be presented for second and third/final reading. The Committee was in agreement.

e. Bylaw 7: Bylaw and Policy Development and Review

It was suggested that given that this bylaw only required some housekeeping and no substantive changes were being made that it be presented for second and third/final reading. The Committee was in agreement.

5. POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING

a. Bylaw 2: Board Structure

No further edits were suggested so the bylaw will move forward for third and final reading.

b. Bylaw 3: Meetings of the Board

It was recommended that the bylaw include the process of recording a transcription of the committee meetings from which formal notes could be created and provided in the regular board meeting agenda. Revisions will be made and presented to the Committee in February after which the bylaw could be presented for third and final reading.

c. Bylaw 4: Banking

No further edits were suggested and the Bylaw will be presented for third and final reading.

d. Policy 103: New/Repurposed Facilities

Superintendent Jory referred to an informal conversation with the Board regarding the role of the Board in name changes, nicknames, logos and other such things. It was suggested that some additional revisions be made to include the process for branding and logos. The policy will be held for third and final reading until some suggested revisions have been made reviewed by the Committee.

6. FUTURE TOPICS

- a. Bylaw 3: Meetings of the Board
- b. Policy 103: New/Repurposed Facilities
- c. Other bylaw/policy review as required.

7. NEXT MEETING DATE

Tuesday, February 20, 2024 via video conferencing (due to Family Day on Monday)



Context:

The Board of Education recognizes a world-wide climate emergency is occurring. Environmental sustainability is the responsibility of trustees, senior staff, principals/vice principals, teachers, students, support staff, parents and community.

Policy Statement:

The Board will take action to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions.

The Board will ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Board will provide a strong educational approach to understanding the climate emergency **and environmental health.**

The Board will provide environmental stewardship through lower carbon emissions, education, and recycling. (i.e. planting and saving trees when possible to promote a green environment)

Guiding Principles:

- a. A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- b. The review and continuous improvement of the school district's energy management plan within the financial resources available.
- c. The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment **and encourage environmental stewardship.**
- d. Communicating environmental sustainability initiatives, and consulting with partner groups on the implementation of new initiatives.
- e. The expectation of students and staff to actively reduce their energy use and material consumption.
- f. The integration of environmentally sustainable considerations into the operations, educational and business decisions of the school district.
- g. The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.

Definitions:

Sustainable practices are those business, educational, and individual practices that result in a smaller carbon footprint and enhanced presence in our curriculum aimed at creating a culture of conservation.

References:

- [Administrative Procedures to Board Policy 100: Sustainable Practices](#)
- [Sustainable Schools Best Practices Guide](#), Ministry of Education and Child Care



Dates of Adoption/Amendments:

Adopted: 1992.02.25

Amended: 1994.02.22: 2016.08.31: 2020.09.22: **2023.09.26**

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QUALICUM SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES TO BOARD POLICY 100

SUSTAINABLE PRACTICES

Page 1 of 2

Purpose

These Administrative Procedures will support [Board Policy 100: Sustainable Practices](#) in order to develop the collective responsibility to protect and conserve the environment.

Requirements

1. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
 - a. Integration of environmentally sustainable considerations into the School District's business decisions related to:
 - i. Lighting
 - ii. Heating, ventilation, air conditioning systems
 - iii. Renovation and new construction
 - iv. Recycling programs
 - b. Purchasing policies that encourage suppliers to meet or exceed the District's environmental management standards.
 - c. Mechanisms to regularly assess and continually improve the District's environmental sustainability performance.
 - d. Creating, managing and monitoring a carbon reduction plan in keeping with provincial programs and expectations of government.
2. The Director of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
3. The Director of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
4. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the Director of Operations. This includes the closing of windows and doors during when the HVAC is required, turning off of lights, and the removal of extraneous appliances.
5. Principals and vice-principals will be responsible for ensuring that climate action is a consideration for field trips in keeping with Board [Policy 502: Field Experiences \(Trips\)](#).
6. Teachers and support staff are encouraged to integrate environmental themes at every level and provide the opportunity for students to participate in energy management initiatives.



QUALICUM SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES TO BOARD POLICY 100
SUSTAINABLE PRACTICES

Page 2 of 2

7. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools and learning activities that utilize a wide range of appropriate local environmental field trips.

References:

- [Board Policy 100: Sustainable Practices](#)
- [Board Policy 502: Field Experiences \(Trips\)](#)
- [Sustainable Schools Best Practices Guide, Ministry of Education and Child Care](#)

Dates of Adoption and Amendments:

Adopted: 2016.08.31

Ammended: 2020.09.22: 2022.10.25: **2023.09.26**

DRAFT



Context:

The Board of Education recognizes that, while its job includes ensuring that facilities are used for their intended purposes and maintained to the highest standard, when not in use, these facilities may be available for use by the larger community also are an integral part of the larger community. As such, the Board should ensure that procedures are in place that see to effective rental or community use, security of property, effective use of sports field and playgrounds, and appropriate use of the Lasqueti teacherage

The Board of Education recognizes that their core responsibility is the education of its students, and the primary purpose of its facilities is to carry out that role. Therefore, it is incumbent on the Board to make sure that facilities are maintained to the highest reasonable standards for that purpose, and that alternative uses do not interfere or compromise the Board’s ability to meet students’ educational needs. However, when not in use for this primary purpose, these facilities may also be made available for use by the larger community. Therefore, the Board should put procedures in place to ensure fair, effective, and secure rental use.

Policy Statement:

The Board supports the community by allowing use of available facilities when not in use for educational purposes will ensure that its facilities are maintained to the highest reasonable standards.

The Board believes that the primary purpose of its facilities is for the education of its students, and will ensure that these facilities are maintained to the highest reasonable standard to fulfill that purpose. The Board will also support the use its facilities by the community, provided such use does not interfere with or compromise its primary purpose.

Guiding Principles:

1. When not in educational use, facilities will be available for rental or lease to community partners, or groups.
2. Facilities will be used first and foremost in support of the education of students.
3. Security of all school district facilities and grounds should be paramount in district planning and operations.
4. Teacherages will be first offered to School Staff, and then to other members or departments of the School District.
5. Should a building become available, the Board will encourage and seek out long-term leases.
6. All rentals and leases will be charged a fee that will cover the costs of hosting the community activity and may reflect fair market value.
7. Outdoor facilities, including sports fields and playgrounds should be well designed in collaboration with school administration, and should be made available to the community through joint use agreements where possible.
8. When not being used by the School District, outdoor facilities may be available for public use.

References:

- [Administrative Procedures to Board Policy 105: Use of School Facilities](#)

Dates of Adoption/Amendments:

Adopted: 2020.10.27

Amended:



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

This Administrative Procedure is intended to provide procedural support for Board Policy 105: Use of School Facilities in four specific areas:

- I. Rentals and Community Use
- II. Security of Property and Assets
- III. Sports/Grounds Areas and Site Playgrounds
- IV. Lasqueti Teacherage (Housing)

I. RENTALS AND COMMUNITY USE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures will be in place to ensure that facilities and grounds are provided to community users at a rate that provides net revenue to the school district as possible and appropriate, knowing that in certain cases rental rates will be cost recover only.

PROCEDURES

1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
2. The Board has established the following user priority for the use of school facilities and equipment:
 - a. **School Programs:**
School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
 - b. **Youth Programs:**
Groups operating solely for youth under 18 and where they use instructors and/or volunteers to organize and teach activities. E.g. Regional District of Nanaimo Recreation Programs Scouts, Girl Guides, district youth sports associations, etc.
 - c. **Non-Profit Organizations/Adult Recreation Groups:**
Groups which have paid instructors or organizers for activities and all adult groups.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

Organizations which charge their members/participants and involve paid organizers and/or instructors who are funded either directly or on a fees for services basis. (Political or religious organizations are included in this group).

3. **Applications:**

- a. All applications are processed by the School District's Director of Operations or designate.
- b. Applications must be made at least 21 days prior to the event taking place.
- c. An application fee of \$25.00 per application will be charged to recover the administrative costs.
- d. The applicant must receive a booking confirmation from the Director of Operations or designate prior to using a district facility (***Approval from a school principal is not valid.***)

4. **Bookings:**

- a. Groups who have had a regular booking satisfactory to the Board in the previous school year will have until June 30 to renew their booking. After this date, bookings will be made as they are received.
- b. Preference for early evening times will be given to youth programs.
- c. School principals will advise the Operations & Maintenance Department of space availability by July 1 and January 1 of each year.

5. **Rental Fees:**

- a. Rental fees shall be paid in full at the end of August, the end of December, and the end of June.
- b. Fees will be charged as listed in Schedule "A".
- c. The Board may demand, in full or in part, payment of the rental fee at the time application is made. Should payment be refused on demand, the rental agreement will not be approved.
- d. Bookings may be cancelled without cost if notice of cancellation is received by the Secretary-Treasurer or the Secretary Treasurer's designate 24 hours 5 days prior to the booking date. The Renter will pay the full rental fee if notice is not received as stipulated above.
- e. Rental of school buildings does not include use of school or classroom equipment. Use of such equipment and associated costs must be determined in discussion with the ~~school's principal~~ **Director of Operations**.
- f. School activities, tournaments or other programs (carnivals, auctions, etc.) that require custodial services on Saturdays, Sundays, holidays, or after normal hours shall be invoiced for custodial costs.



6. User Responsibilities:

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco, vaping products, cannabis or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.
- c. Access is limited to the area and times identified by the rental application.
- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.
- g. Renters must leave the facilities and equipment in the condition and location that they were found.
- h. Rental times entered on the application by the Renter are understood to be entry and exit times. Any setup or clean up time needed are to be within the times indicated on the application form.**

7. Supervision:

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.
- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or designate.
- c. All groups using school facilities shall:
 - i. identify to the custodian the individual appointed by the organization who is responsible for the group
 - ii. provide adequate security for the area being rented and proper supervision of participants
 - iii. comply with Board administrative procedures and direction from the custodian

8. Cancellation:

- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
- b. The Board reserves the right to terminate any approved rental agreement.
- c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
- d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

9. Insurance and Liability:

- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
- b. Proof of liability coverage must be provided upon application.
- c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
- d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

II. SECURITY OF PROPERTY AND ASSETS

The Board believes that access to school district facilities should be controlled, and that a system should be maintained that does not impede access for authorized use.

1. The Operations and Maintenance Department shall:
 - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
 - b. Be responsible for providing keys to district office staff as required.
 - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
 - d. Ensure that District alarm systems are properly maintained and monitored.
 - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.
2. Each Principal or designate shall:
 - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
 - b. Ensure staff are aware of the opening and closing procedures and aware of this policy.
 - c. Maintain an up-to-date registry of all keys within their jurisdiction.
 - d. Maintain a daily register of building entries after hours.
3. Staff members shall:
 - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
 - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
 - c. Enter name and details of visit in register, giving time of entry and departure.
 - d. Upon departure ensure that:



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

- i. there are no persons in the building
 - ii. the alarm system is activated
 - iii. the building is secure
4. The Monitoring Service shall:
 - a. Monitor district alarm systems.
 - b. Report all fault (trouble) alarms to the Operations and Maintenance Department.
 - c. In the first instance report all fire alarms to the relevant fire hall and then to the Operations and Maintenance Department emergency phone number.
 - d. Report all intruder alarms to the district security runner service.
 - e. Report all personal panic alarms to the district security runner service.
 - f. Report all high water-high sewer alarms in the first instance to the district security runner service and then to the Operations and Maintenance Department emergency phone number.
 - g. Report all buildings with low temperature alarms to the Operations and Maintenance Department emergency phone number.
5. The District Security Runner Service shall:
 - a. Respond to alarm calls from the monitoring service.
 - b. Respond to calls from designated district staff for emergent work.
 - c. Send regular reports to the Operations and Maintenance Office.
6. Access to district facilities during non-operating hours is restricted to authorized school district employees.
7. Authorized access is granted by the Secretary Treasurer or designates (principal, vice-principal).
8. Staff wishing to access the school during Christmas, Spring or Summer breaks must confirm with the School Principal or the Director of Operations or designate to ensure there will be no conflict with the safety, security, planned maintenance or renovation projects.. Facility uses must be scheduled and booked as per Administrative Procedure – Rental and Use of School Facilities and Equipment.
9. A key control system is to be established by district administration in accordance with administrative procedures approved by the Board.
10. Community Use
Keys will be issued by the Operations and Maintenance Department Office for:
 - a. facilities use as required and returned after use is complete.
 - b. joint use through the District 69 Recreation Commission.
11. Lost Keys
Individuals or groups who lose a key may, as required to maintain the security of district assets, be subject to either of the following at the discretion of the Director of Operations:
 - a. \$50.00 charge.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

- b. actual cost of re-keying any or all buildings.
- 12. Any person not complying with proper entry procedures, which results in a runner service callout, will be held responsible for absorbing the cost incurred by the District, and will be invoiced by School District 69 (Qualicum). A first warning will be provided before invoicing for cost recovery.

Damage to Buildings and Equipment

The Board believes that a student who has caused willful damage to school property be subject to engaging in restorative processes including restitution for damage caused.

- 13. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone, email and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
- 14. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
- 15. The Operations and Maintenance Department shall assess the cost of repair and/or replacement.
- 16. The Secretary Treasurer may invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board.
- 17. This does not limit School Protection Branch from further civil action.
- 18. In special circumstances, a student may negotiate school/community service as a form of compensation.

III. SPORTS/GROUNDS AREAS AND SITE PLAYGROUNDS

- 1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the Director of Operations for review as to appropriate construction methods and to the School Health and Safety Committee for review.
- 2. The Director of Operations, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
- 3. The Director of Operations will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

4. The Director of Operations and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.
5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. The worksite must meet all Workers Compensation Board regulations and be subject to spot inspections.
7. The worksite will be subject to inspection by all applicable Inspection Authorities at any time.

IV. LASQUETI TEACHERAGE (HOUSING)

1. The Board acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.
2. The use of teacherages shall be administered by the Secretary Treasurer.
3. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
4. The Board shall determine an appropriate monthly rate to be charged in respect of each unit of housing accommodation.
5. Terms and Conditions
 - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
 - b. The rent shall be paid by the teacher through payroll deduction.
 - c. Teaching staff will be refunded for any monthly unused portion of the annual rent.
6. The teacher to whom the teacherage is let shall reside in the teacherage.
7. The teacher shall not sub-let the teacherage or any part thereof.
8. The teacher shall be responsible for telephone, internet and cable services.
9. The Board shall supply power, water and septic/sewer at no charge.
10. Maintenance of Board-owned appliances shall be the Board's responsibility.



11. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.
12. The teacher shall vacate the teacherage on termination of the teacher's teaching assignment.

References:

- [Board Policy 105: Use of School Facilities](#)

Dates of Adoption/Amendments:

Adopted: 2016.08.31

Amended: 2020.10.27: **2023.04.25**

DRAFT

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 9 of 9

SCHEDULE A
HOURLY RATES FOR RENT OF FACILITY*

MONDAY TO FRIDAY

CATEGORY	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	No charge	No charge	No charge	No charge	No charge
Youth Programs	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

WEEKEND/STATUTORY HOLIDAY

CATEGORY	CUSTODIAL SERVICE	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	4 hrs. min. (when required)	No charge	No charge	No charge	No charge	No charge
Youth Programs	4 hrs. min (when required)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	4 hrs. min.	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	4 hrs. min.	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

***An application fee of \$25.00 per application will be charged to recover the administrative costs.**



Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education

PURPOSE

A student and/or parent/caregiver may appeal a decision of an employee of the Board of Education that significantly affects the education, health or safety of a student in accordance with the provisions of the [School Act \(s. 11\)](#) and this Bylaw.

The following decisions shall be deemed to significantly affect the education, health or safety of a student:

- a. Disciplinary suspension from school for a period in excess of ten (10) consecutive days.
- b. Suspension from school for a health condition.
- c. Placement in an educational program.
- d. Grade promotion and graduation.
- e. Refusal to offer an educational program to a student from 16 to 19 years of age.
- f. Failure to consult with families regarding the goals and content of an individual education program.
- g. Any other decision that in the opinion of the Board of Education or the designate significantly affects the education, health or safety of a student.

A student and/or parent/caregiver seeking to appeal the decision of any Board officer or employee under this Bylaw must first engage in good faith attempts to resolve their concerns through the processes set out in Board Policy ~~6240~~ [710: Resolution of Complaints](#), including proceeding through the three step resolution process described therein.

The procedures for hearing student and/or parent/caregiver appeals by the Board of Education shall be applied in accordance with the guiding principles set out in Board Policy ~~6240~~ [710: Resolution of Complaints](#).

TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Student and/or Parent/Caregiver Appeals to the Board of Education Bylaw No. 5."

Read a first time this 28th day of November 2023.

Read a second time this ____ day of _____ 2024.

Read a third and final time, passed and adopted this ____ day of _____2024.

Original signed copy on file

CHAIRPERSON OF THE BOARD

Original signed copy on file

SECRETARY TREASURER



**Board Bylaw 5: Student and/or Parent/Caregiver Appeals
to the Board of Education**

REFERENCES:

- [Administrative Procedures to Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education](#)
- [School Act: Sections 11.1\(1\), 175\(2\)\(r\) and Regulation 24/08: Appeals Regulation](#)
- [Board Policy ~~6240~~ 710: Resolution of Student and Parent Complaints and its attendant administrative procedures](#)
- ~~Administrative Procedures: Resolution of Complaints~~
- [BC Confederation of Parent Advisory Committees Councils \(BCCPAC\) Resources Speaking Up! Booklet](#)

DATES OF ADOPTION AND AMENDMENTS:

Adopted: 2016.03.08

Amended:

DRAFT



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

The following procedures for hearing student and/or parent/caregiver appeals by the Board of Education (hereinto after called 'the Board') shall be applied in accordance with the guiding principles set out in Board Policy ~~6240~~: 710: *Resolution of Complaints*.

1. PRE-APPEAL RESOLUTION OF COMPLAINTS PROCESS

(Summary to Board Policy ~~6240~~ 710: *Resolution of Complaints*)

- 1.1 A student and/or parent/caregiver seeking a review of a decision of any Board officer or employee under this Bylaw must engage in good faith attempts to resolve their concerns through the processes set out in Board Policy ~~6240~~: 710: *Resolution of Complaints*, including by proceeding through the three step resolution process described therein, namely:

Step One – Initial Contact:

The complainant is encouraged to communicate directly or in writing with the respondent regarding the concern in a good faith attempt to resolve the concerns/issues.

Step Two – Facilitated Contact:

A facilitator, usually the respondent's direct supervisor, will arrange to meet with the parties in an attempt to resolve the concerns/issues.

Step Three – District Review:

The Superintendent or their designate will review the complaint and seek to bring the matter to a conclusion

- 1.2 If the decision under review is a decision of a Principal, ~~Assistant~~ **Associate** Superintendent, Superintendent or Secretary-Treasurer, then the parties may omit Step 2 in the Process.
- 1.3 If no resolution is reached by Step 3, the student and/or parent/caregiver may commence an appeal to the Board in accordance with Section 2 below. The decision under appeal will be the decision, as confirmed, varied, amended or substituted, by the Superintendent or Secretary-Treasurer at Step 3 of the above process.

2. STARTING AN APPEAL

- 2.1 To commence an appeal to the Board under this ~~Policy~~ **Bylaw**, a student or parent/caregiver must complete and file with the Secretary Treasurer a "Notice of Appeal", in such form as the Board may require from time to time and including the information set out in Section 2.2 below. (See attached Notice of Appeal form.)
- 2.2 An appeal must be filed no later than fifteen (15) school days from the date the student or parent/caregiver received notice of the decision at Step 3 of the process described in Section 1 above. If the fifteen days expires on a Saturday, Sunday, statutory holiday or other school holiday, the period will be deemed to expire on the next following school day.



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

2.3 The Notice of Appeal must include:

- a. the name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
- b. the name and address of the person(s) making the appeal;
- c. the decision that is being appealed;
- d. the date on which the student/parent/caregiver bringing the appeal were informed of the decision;
- e. the name of the Board employee who made the decision being appealed;
- f. particulars of the effects on the student's education, health or safety;
- g. the grounds for the appeal and the action requested or relief sought;
- h. a summary of the steps taken by the student/parent/caregiver to resolve the matter;
- i. whether the person is requesting an oral hearing or would prefer only to submit written documents; and,
- j. whether the person making the appeal requires any special accommodation in order to proceed with the appeal (such as, for example, interpretation services).

2.4 The Secretary-Treasurer is responsible on behalf of the Board for:

- a. receiving Notices of Appeal;
- b. reviewing Notices of Appeal for completeness and timeliness;
- c. giving any notices which may be required under collective agreements;
- d. receiving and distributing documents relevant to an appeal;
- e. communicating with the appellants and others on matters relating to an appeal hearing;
- f. arranging any accommodation required; and,
- g. scheduling the hearing

The Secretary-Treasurer may designate another staff member to carry out these responsibilities. If the Secretary-Treasurer has participated in the dispute resolution steps of Policy 6240 710 or is the employee whose decision is being appealed, another staff member shall be designated.

2.5 The Secretary-Treasurer may schedule a hearing before the Board for purposes of reaching a decision on a preliminary matter without first complying with all of the requirements (as outlined in Section 3 below) for a full hearing of the appeal on its merits. The Secretary-Treasurer may choose to convene such a hearing when they are of the opinion that:



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

- a. an appeal is not timely;
- b. the individual/s bringing the appeal have refused to participate in good faith during the dispute resolution steps of Board Policy ~~6240~~ **710**: *Resolution of Complaints*;
- c. the appeal is not an appeal of a decision of a Board employee or the decision does not significantly affect the student's education, health or safety; and/or,
- d. there is any other preliminary matter that should be settled before a hearing of an appeal on its merits is undertaken.

In a case where the Secretary-Treasurer deems a preliminary hearing necessary, any applicable collective agreement requirements must still be complied with.

- 2.6 The Secretary-Treasurer will notify appellants of any preliminary hearing connected with an appeal and provide the opportunity to make written submissions on the preliminary issues to be determined.

3. PRE-HEARING RESPONSIBILITIES

- 3.1 Upon receipt of a Notice of Appeal, the Superintendent shall be notified. The Superintendent or a person designated by the Superintendent to be responsible for investigation and presentation of the appeal will prepare a report for the Board concerning the matter of the appeal and is responsible for gathering information to be presented to the Board, other than the information to be presented by the appellant(s).
- 3.2 If the appellant is under the age of nineteen (19) years and no parent/caregiver is named as an appellant, a parent/caregiver will be notified. Every attempt will be made to ensure that the student is accompanied by a support person.
- 3.3 If the appellant has not met with the Superintendent during the dispute resolution process, at the Superintendent's request the appellant(s) is required to meet with the Superintendent or a person designated by the Superintendent. A report of this meeting shall be included in the report for the Board prepared under 3.1 above. The report may include the Superintendent's recommendation as to whether the dispute should be referred to an outside mediator.
- 3.4 Any notices under relevant collective agreements are given.
- 3.5 Instead of an oral hearing, the Board may determine that an appeal will be decided on the basis of written submissions only.
- 3.6 The appellant(s) is notified of the date, time and place of the appeal and of the requirement to provide any documents in advance.
- 3.7 A copy of the report prepared under 3.1 will be provided to the appellant(s) no later than 48 hours before the time set for the hearing.



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

- 3.8 The appellant is required to provide copies of any documents on which he or she intends to rely, or copies of written submissions, no later than 24 hours before the date/time set for the hearing.

4. HEARING AND DECISION

- 4.1 The Board will decide the appeal based on the oral and/or written submissions presented to it and, for an oral hearing, will determine the order of, and time allotted for submissions.
- 4.2 At any time the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.
- 4.3 The Board may make any interim decision it considers necessary pending the disposition of the appeal.
- 4.4 The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.
- 4.5 The Board may refuse to hear an appeal where:
- a. the appeal has not been commenced within the time set out under 2.2
 - b. the student and/or parent/caregiver has refused or neglected to discuss the decision under appeal with the person(s) specified in Policy ~~6240~~ **710**, the Superintendent or delegate or such other person(s) as directed by the Board.
 - c. the decision does not in the Board's opinion significantly affect the education, health or safety of the student.
- 4.6 The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.
- 4.7 Appeals and decisions on appeals will be held in closed session.
- 4.8 The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.
- 4.9 At the end of each party's submission, members of the Board may ask questions.
- 4.10 When questioning by members of the Board is complete, the parties leave and the Board meets to decide how it will dispose of the appeal.
- 4.11 The Board must make a decision as soon as practicable and, at longest, within 45 calendar days, from receiving the Notice of Appeal.
- 4.12 The Board may reconsider its decision only:



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

Page 5 of 7

- a. if it is satisfied new evidence or information would have a material effect on the decision and that the failure to present that evidence or information at the original hearing is satisfactorily explained;
 - b. the decision contravenes the law; or,
 - c. a reconsideration is directed or requested in connection with an appeal of the Board's decision under School Act s. 11.1.
- 4.13 A decision of the Board of Education is not necessarily final as 2008 School Act amendments have made provision for appeals of Board decisions, in certain circumstances, to be heard at the provincial level by the Ministry of Education. For more information, contact the Student Appeals Branch of the Ministry of Education.
- 4.14 The parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable. It is understood that any decision made will be a collective decision of the Board and that a statement of reasons for the decision may not be able to adequately capture the reasoning of individual members.
- 4.15 Decisions made by the Board regarding appeals are not precedential and are not binding on future decision-makers or future Boards of Education.

References:

- [School Act: Sections 11.1\(1\), 175\(2\)\(r\) and Regulation 24/08: Appeals Regulation](#)
- [Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education](#)
- [Board Policy 6240 710: Resolution of Complaints and its attendant Administrative Procedures](#)
- [BC Confederation of Parent Advisory Committees \(BCCPAC\) Speaking Up! Booklet Resources](#)

Dates of Adoption and Amendments:

Adopted: 2016.03.08

Amended:



Attachment to Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education

NOTICE OF APPEAL

Name of Student: _____

Address of Student: _____

Placement of Student: _____
(including, where appropriate, grade level and home room teacher)

Name of Person Making the Appeal: _____

Address of Person Making the Appeal: _____

Decision being Appealed: _____

Date of Decision being Appealed: _____
(date on which the student/parent/caregiver bringing the appeal was informed of the decision)

Name of Board Employee who made the Decision being appealed: _____

Particulars of the effects on the student's education, health and/or safety: _____

Please provide the grounds for the appeal and the action requested or relief sought: _____



Attachment to Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education

NOTICE OF APPEAL

Summary of steps taken by the student/parent/caregiver to resolve the matter: _____

Please indicate whether you are requesting an oral submission or would prefer only to submit written documents:

Oral Submission

Written Submission Only

Please indicate whether the person making the appeal requires any special accommodation in order to proceed with the appeal (ie. Interpretation services): _____

Submitted on the ____ day of _____, 20____

Signature of Person Making the Appeal



PURPOSE

A bylaw to provide that the Board of Education of School District No. 69 (Qualicum) shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of that person's duties; and for an inquiry or proceeding involving the administration and conduct of the business of the school district; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

WHEREAS the [School Act R.S.B.C. 1996 c. 412](#) provides that the Board may by bylaw provide that the Board will indemnify a trustee, an officer, or an employee of the Board against a claim for damages against a trustee, officer, or employee of the Board arising out of performance of that person's duties and, in addition, pay legal costs incurred in proceeding arising out of the claim;

AND WHEREAS the [School Act R.S.B.C. 1996 c. 412](#) also provides that the Board may by bylaw indemnify a trustee, an officer, or an employee of the Board where an inquiry under [Part 2 of the Public Inquiry Act](#) or other proceeding involves the administration and conduct of business of the Qualicum School District, and also pay legal costs incurred in a proceeding arising out of the inquiry or other proceeding;

NOW THEREFORE the Board of Education of School District No. 69 (Qualicum) in open meeting assembled enacts as follows:

1. Interpretation

In this bylaw, which may be cited as "Indemnification Bylaw No. ~~48~~ 6":

- a. "Board" means the Board of Education of School District No. 69 (Qualicum);
- b. "trustee" means a member of the Board of Education of School District No. 69 (Qualicum);
- c. "officer" means a superintendent, associate superintendent, secretary-treasurer, assistant secretary-treasurer, district principal, principal or vice principal of the Board;
- d. "employee" means all Board teaching and non-teaching personnel other than officers;

2. Indemnification

- a. The Board shall indemnify a trustee, an officer, or an employee of the Board against a claim for damages against the trustee, officer, or employee arising out of the performance of that person's duties and, in addition, pay the reasonable legal costs incurred by the trustee, officer, or employee in proceedings arising out of the claim except as otherwise provided for in this bylaw.
- b. The Board shall indemnify a trustee, an officer, or an employee where there is an inquiry under the [Public Inquiry Act](#) or other proceedings involving the administration and conduct of the business of the Qualicum School District and also pay reasonable legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw;
- c. The Board may, by affirmative vote of not less than 2/3 of all trustees, pay any sum required to indemnify a trustee, an officer or an employee if the prosecution arises out of the performance of that person's Board duties, and costs necessarily incurred.
- d. Section 2(a), 2(b), and 2(c) apply in respect of a person who was a trustee, an officer, or an employee of the Board at the time that person's performed the duties



out of which the claim, inquiry or other proceeding arise, whether or not that person is a trustee, an officer, or an employee at the time the claim for damages, inquiry, prosecution, or other proceeding arises, or any legal action arising out of the claim, inquiry or other proceeding is commenced or concluded except as otherwise provided in this bylaw;

- e. This bylaw applies only to:
 - i. the performance of duties by current or former trustees, officers, or employees; and
 - ii. inquiries or proceedings arising out of the administration and conduct of the business of the Qualicum School District.

3. Administration of Medication

Without limiting the generality of Section 2, the Board's indemnification of trustees, officers, or employees against claims for damages as set out in Section 2(a) hereof, shall include, but is not limited to, claims arising from Board-authorized administration of medication to students, supervision of self-administration of medication by students, and performance of physical procedures relating to the medical needs of students.

4. Contracts

This bylaw refers to officer and employee employment contracts, including collective agreements, now in force or in force in the future. It does not supersede those contracts or collective agreements.

5. Exclusions

- a. In the event that insurance coverage is available to the trustee, officer, or employee with respect to the liability of the trustee, officer, or employee, the Board shall not indemnify the trustee, officer, or employee as the case may be until the available insurance coverage is exhausted.
- b. The Board shall not indemnify a trustee, officer, or employee against:
 - i. legal fees and/or liability resulting from an action or any other proceeding taken by the trustee, officer, or employee against the Board.
 - ii. liability and/or legal fees resulting from investigations or proceedings undertaken pursuant to the [Teachers Act](#) unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
 - iii. a fine, penalty, or order imposed as a result of a conviction for a criminal offense.
 - iv. legal fees incurred in an appeal of any conviction, sentence, judgment, or order unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
 - v. liability and/or legal fees incurred by a trustee where there has been a determination by a Court that the trustee knowingly contravened Section 58 of the [School Act](#).
 - vi. liability and/or legal fees incurred by a trustee, officer, or employee where there is a determination by a Court that the trustee, officer, or employee knowingly permitted and/or authorized an expenditure not otherwise authorized by an enactment.
 - vii. liability incurred by a trustee resulting from any restitution ordered pursuant to [Section 63\(1\)\(b\) of the School Act](#).



- viii. those matters for which the Board pursuant to its authority under [Section 95\(3\) of the School Act](#) may seek indemnity from an employee.
- ix. in respect of any complaint of harassment made against the trustees, officer or employee.

6. Legal Counsel

For those matters provided in Sections 2 and 3 of this bylaw, and not excluded by Section 5 and 6:

- a. the Board has the authority to appoint and instruct legal counsel; or,
- b. with the prior approval of the Board, the trustee, officer, or employee may retain legal counsel chosen by the trustee, officer, or employee, in which case the Board shall have the right to:
 - i. approve, in advance, any agreement for legal fees and disbursements;
 - ii. pay all or part of the legal fees and disbursements and to set a reasonable maximum for legal fees and disbursements;
 - iii. direct the defence and to settle or compromise a claim or action;
 - iv. review the account of the legal counsel pursuant to the *Legal Profession Act* and the trustee, officer, or employee shall include such a term in an agreement with that person's legal counsel; and,
 - v. determine whether or not the trustee, officer, or employee will be reimbursed by the Board for legal fees or any portion of the legal fees that have been paid by the trustee, officer, or employee prior to the approval of the Board.

7. Amounts Payable

Any amount that may be payable by the Board shall be reduced by any court costs awarded and paid to the trustee, officer, or employee.

8. Advancing Legal Costs

The Board may advance legal costs to the trustee, officer, or employee prior to the final resolution of a claim or action in order to prevent undue hardship. When the Board advances such costs to a trustee, officer, or employee, the trustee, officer, or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer, or employee by the Board. The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer, or employee is not entitled to be indemnified pursuant to the terms of this bylaw.

9. Severability

If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

10. Citation

This bylaw may be cited for all purposes as "the Board of Education of School District No. 69 (Qualicum) Indemnification Bylaw No. 6".



TITLE

This Bylaw may be cited as "School District No. 69 (Qualicum) Indemnification Bylaw No.6".

Read a first time the _____ day of November 2023.

Read a second time the _____ day of _____ 2024.

Read a third and final time, passed and adopted this _____ day of _____ 2024.

Original signed copy on file

CHAIRPERSON OF THE BOARD

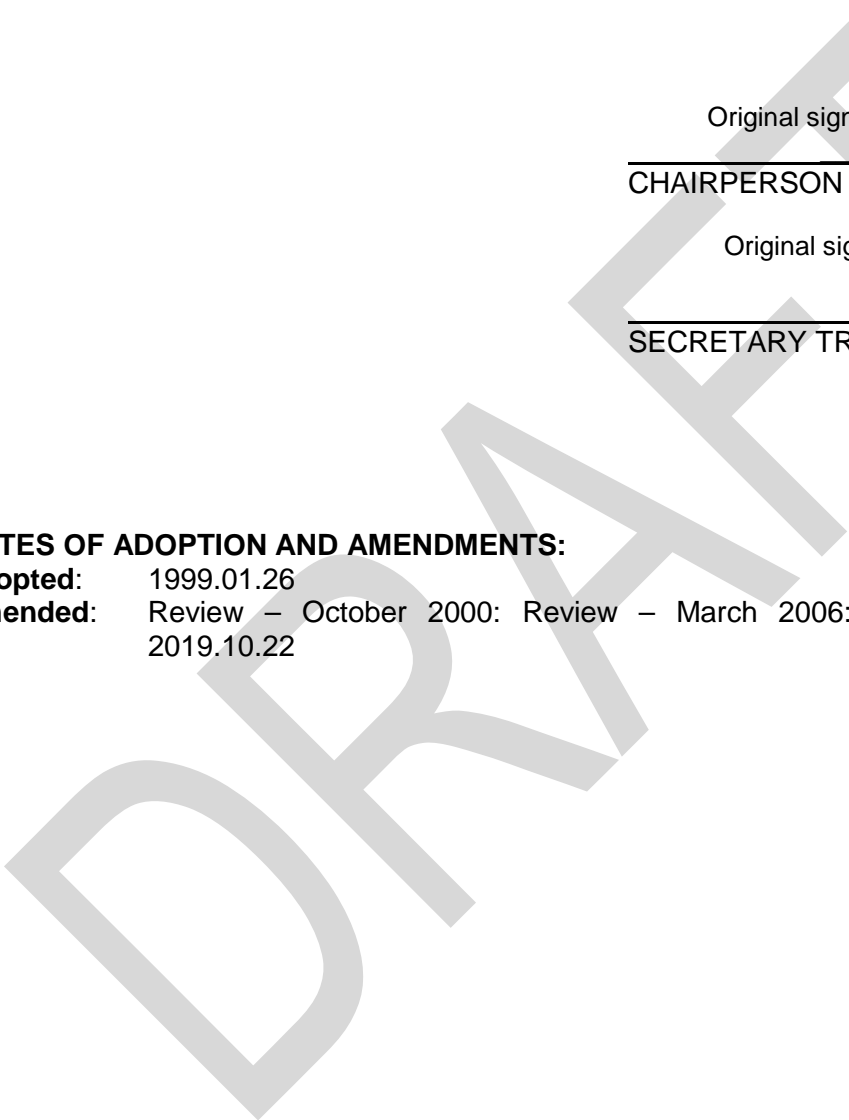
Original signed copy on file

SECRETARY TREASURER

DATES OF ADOPTION AND AMENDMENTS:

Adopted: 1999.01.26

Amended: Review – October 2000: Review – March 2006: 2006.10.24: 2015.02.24:
2019.10.22





BYLAW AND POLICY DEVELOPMENT AND REVIEW

PURPOSE

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/Bylaw in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the Qualicum School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. The Superintendent will be responsible for the development of Administrative Procedures that accompany Board policies.

It shall be the Board's practice to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage appropriate participation by all staff, representatives of partner groups, and the community. The Board will ensure that its Bylaws and Policies will be accessible to all staff, partners and the community.

In consideration of the development of or amendments to bylaws and policies:

1. The Board is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. Development of or amendments to bylaws and policies shall be within the oversight of the Board's Standing Policy Committee of the Whole, which will deliberate in public and with the involvement of advisors the committee. Recommendations will flow from the committee to the Board as part of the Board's monthly public Board meetings.
3. Bylaws and policies will be developed in keeping with the definitions below.
4. Bylaws and Administrative Procedures will be formatted according to need. Policies will be formatted with the following headings:

Context (preamble, whereas statement)
Policy Statement (clear statement of action or intent)
Guiding Principles (Board beliefs)
Definitions
References (statutory, policy, contractual)
Dates of Adoption/Amendment

5. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.
6. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.



BYLAW AND POLICY DEVELOPMENT AND REVIEW

7. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
8. Policies may be proposed for adoption, revision or appeal by any member of the Board, staff member, student, parent or member of the community, by utilizing the worksheets for “New Policy Development” or for “Request for Policy Revision” attached to this Bylaw.
9. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
10. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
11. The Superintendent must inform the Board of any changes to administrative procedures.
12. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
13. The Board shall review each policy every Board term (four years).

GUIDING PRINCIPLES

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objective? If not, why not?
4. How will consistency with other policies, regulations, bylaws or legislation be ensured?
5. In what ways is the issue of significance or of general public concern?
6. Is the policy or regulation written in concise and easily understood language? If not, what could be changed?
7. What, if any, are the financial considerations?
8. What, if any, are the legal implications?

DEFINITIONS

Bylaw: A rule or set of rules that defines the operation of an organization and that establishes governance of the internal affairs of the organization.

Policy: A set of rules that both describe and prescribe what will be expected in particular situations that are within the requirements of an organization.



BYLAW AND POLICY DEVELOPMENT AND REVIEW

Administrative Procedures: A set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability

TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Bylaw and Policy Development and Review Bylaw No.7."

Read a first time this ____ day of November, 2023.

Read a second time this ____ day of _____ 2024.

Read a third and final time, passed and adopted this ____ day of _____, 2024.

Signed copy on file

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

STATUTORY REFERENCES

[School Act](#) : Sections 65(4), 68(1), 68(4), and 85(2)

DATES OF ADOPTION AND AMENDMENTS:

Adopted: January 1999

Amended: December 2002, May 2008, May 2009, February 2013, October 2014, August 2015, February 2020



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 1st 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 designate appropriate officers with signing authority.

I. SIGNING AUTHORITY

Dual Signing Authority for cheques issued by the Board of Education of School District No.69 (Qualicum) 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 "the Board of Education of School District No.69 (Qualicum) Banking Bylaw No.4."

Read a first time this 22nd day of April, 2014.

Read a second time this 27th day of May, 2014.

Read a third and final time, passed and adopted this 27th day of May, 2014.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



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**Qualicum School District
Education Committee of the Whole
Tuesday, January 16, 2024
2:30 P.M.
Via Video Conferencing**

Facilitator: Trustee Julie 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

Career Education

Career counselors Darin Carmichael, Martin Jedlik, Christopher Gauvin, Greg Muirhead gave a full report on career options and programs offered in our district.

Discussed was the Work Experience program in the Career Education Department. Students engage in jobs within the community to gain practical experience. To complete the course, students need 100 hours in their job, along with assignments reflecting on their work and connecting it to future career possibilities. Participation not only enhances awareness of employment but also earns students credits applicable towards graduation. Currently, 270 students in grades 9 to 12 are part of this program through Ballenas, Kwalikum, and CEAP.

Work experience placements facilitated by students, families, or schools, connect students with various employers. It emphasizes apprenticeships, with examples of students entering trades. The Head Start program allows students to complete the first year of university during high school, earning both high school and university credits. A student shared her experience planning and taking the dental hygiene course at VIU. The government funds initiatives, including a pilot healthcare dual credit expansion program. The dual credit program, allows flexibility to accommodate individual student interests and career paths and emphasizes the flexibility and personalized learning approach of dual credit programs. This approach supports a more tailored educational experience.

The discussion covered various programs and initiatives related to career education. Highlights include a Healthcare Dual Credit Expansion Program, Summer Explore the Trades program, Fire Camp, and RCMP Camp. These initiatives aim to provide students with hands-on experiences, skills development, and exposure to various career paths, emphasizing trades, health sciences, and public safety. Additionally, elementary students participate in events like District Skills Day, fostering awareness and celebrating achievements in trades and engineering. The conversation also touched on funding, partnerships, and the government's support for these programs.

Work In Trades – Youth Apprenticeships

- ▶ 29 Qualicum District students signed Youth Trade Apprenticeships in 2022/23
- ▶ 20 so far in 2023/24
- ▶ 18 students received \$1000 from Ministry of Education as award for reaching 900 hours for the 22/23 year
- ▶ Four Ministry courses (WRK 11a/b, WRK12a/b) and 16 credits towards graduation
- ▶ Ages 15-19 and employed with a sponsor
- ▶ Leads directly to Dual Credit opportunity at post secondary

District Skills Day
Oceanside Elementary
9:30 AM - 1:00 PM. Friday February 9th.

Find Your Fit
Qualicum Beach Elementary
9:30 - 2:00. Wednesday, February 14th.

Cardboard Boat Challenge
Qualicum Beach Rec Center
9:30 - 11:30 and
Ravensong Aquatic Centre 12:00 - 1:00 Friday, May 24th.



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Education Committee of the Whole
Tuesday, January 16, 2024
2:30 P.M.
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Facilitator: Trustee Julie Austin

The discussion highlighted upcoming events, including "Find Your Fit" for grade sevens in February, exposing them to various career opportunities, and the "Cardboard Boat Challenge" in May, where students build and race boats across a pool.

Resources:

Head Start/ Dual Credit Programs:

Qualicum School District - <https://www.sd69.bc.ca/Programs/CE/Pages/Dual-Credit-.aspx#/≡>

Province of BC - <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/dual-credit>

Indigenous Education



Katie Marren, District Principal of the Indigenous Education Program, shared a significant event involving Indigenous Elders from Snaw-naw-as at Nanoose Bay Elementary School last September. The ceremony featured a blanketing ceremony of the Elders, a tradition that symbolizes respect and gratitude. The students also acknowledged the Elders by drumming and singing a west coast song that represents family and community coming together.

After lunch, Elder Jim Bob announced he would like to gift a name to the school. - "**hw'i'alas**" meaning "to look out for or watch over." This is a wonderful honour and will move forward in a thoughtful, inclusive collaborative way with the local First Nations.

The discussion then touched on the Indigenous Education Committee, recent legislation, and the need for thoughtful engagement with the Indigenous community. Overall, the focus is on fostering understanding, support, and collaboration in the spirit of reconciliation.

FESL(Framework for Enhancing Student Learning) update

Superintendent Peter Jory walked the committee through the evolution of reporting student achievement, emphasizing the shift from superintendent-led achievement contracts to legislative requirements for public reporting. He presented data on provincial graduation rates, completion rates, and literacy/numeracy assessments, highlighting challenges, improvements, and the need for increased focus on specific areas. Of note was the acceleration in Indigenous graduation rates, signaling positive progress. We concluded with an acknowledgment of achievements, identification of areas for improvement, and plans for future efforts to address challenges.

Resources: Public data, BC Public Schools Completion Rates - <https://studentsuccess.gov.bc.ca/school-district/099/report/completion-rates>



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SHARED LEARNING

Coming out of November's Education Committee, we anticipate the launch of a youth-oriented app from the Younger Minds project out of UBC. The app is scheduled for launch on February 7th, with UBC researchers presenting it to secondary schools. Students from the district YDI (Youth Development Instrument) group will be part of a provincial focus group to provide feedback. The app aims to address mental health, distinct from another school organizer apps. Trustees express interest in having students present at future meetings. The conversation also touches on coordinating with Spring Vista and incorporating student voice in decision-making. Once students have had an opportunity to explore the app, we hope to have them come to an Education committee meeting to share their thoughts.

Resources: Younger Minds Project - <https://vigolab.med.ubc.ca/projectsandprojects/health-data-science-and-e-mental-health/younger-minds-project/>

CLIMATE ACTION & ENVIROMENTAL SUSTAINABILITY

Trustee Austin raised concerns about possible lead and other contamination on school grounds, and proposed periodic soil testing. The conversation revealed mixed opinions with some expressing skepticism about the necessity. Ultimately, the committee leaned towards not pursuing soil testing within the district at this time. Trustee Austin will do further research at the provincial level and if new information is discovered will bring it back for a potential future discussion.

COFFEE WITH TRUSTEES



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 the school administrator has a space arranged.

QUALICUM ELEMENTARY	FEB. 7 @ 2:40
BALLENAS SS	APR. 3 @ 3:05
KWALIKUMM SS	MAY 1 @ 3:00
BOWSER ELEMENTARY	JUNE 5 @ 2:48



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Tuesday, January 16, 2024
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ITEMS FOR DISCUSSION TO MOVE TO THE BOARD MEETING

Nothing going forward

UPCOMING TOPICS

Audit Teams report
Kwalikum Secondary School Symposium?

NEXT MEETING DATE

Tuesday, February 20, 2024 at 2:30 p.m. via video conferencing

ADJOURNMENT