



QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

TUESDAY, MAY 27, 2025
6:00 PM
VIA VIDEO CONFERENCING

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Meeting ID: 282 151 234 751

Passcode: X4z3wf

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: April 22, 2025 | p 1-11 |
| b. | Ratification of In Camera Board Meeting Minutes: April 22, 2025 | p 12 |
| c. | Ratification of Special In Camera Board Meeting Minutes: April 28, 2025 | p 13 |
| d. | Receipt of Reports from Trustee Representatives | |
| | • BC School Trustees Association AGM – Trustee Young | p 14-18 |
| | • Early Years Table/OBLT Coalition – Trustee Young | p 19 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 27, 2025, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

6. PUBLIC QUESTIONS AND COMMENTS (WRITTEN)

7. BUSINESS ARISING FROM THE MINUTES

- | | | | |
|----|------------------------------|--------------|---------|
| a. | Communications Working Group | (Peter Jory) | p 20-22 |
|----|------------------------------|--------------|---------|

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve the draft Qualicum School District Communications Working Group Terms of Reference as presented.

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 Kellogg)

p 23-24

a. **Transportation Fees**

(Ron Amos/Brant Prunkl)

p 25

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve the 2025/26 Transportation Fees as presented.

b. **2025/2026 Annual Facility Grant Spending Plan**

(Ron Amos)

p 26-27

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) receive and support the 2025/2026 Annual Facility Grant Spending Plan as presented.

c. **2024 Climate Change Accountability Report**

(Ron Amos)

p 28-30

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) receive the 2024 Climate Change Accountability Report as presented.

d. **2025/2026 Annual Budget Bylaw**

p 31-52

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2025-2026 fiscal year at its Regular Board Meeting of May 27, 2025.

MOTION MUST BE CARRIED UNANIMOUSLY

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$72,124,658 for the 2025-2026 fiscal year.

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$72,124,658 for the 2025-2026 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) Annual Budget Bylaw in the amount of \$72,124,658 for the 2025-2026 fiscal year.

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- 14. POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Flynn) **p 53-55**
- a. Board Policy 702: Provision of Menstrual Products** **p 56**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve Board Policy 702: *Provision of Menstrual Products* as currently written.
- b. Board Policy 704: Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation** **p 57-60**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve Board Policy 704: *Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation* as currently written.
- c. Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools** **p 61-63**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve Board Policy 705: *Corporate/Community Sponsorships, Partnerships and Advertising in Schools* as currently written.
- d. Board Policy 703: Student Fees and Subsidies** **p 64-66**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 703: *Student Fees and Subsidies*.
- e. Board Policy 600: Personnel** **p 67-68**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 600: *Personnel*.
- f. Board Policy 602: Exempt Staff Supplementary Employment Benefits** **p 69-70**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 602: *Exempt Staff Supplementary Employment Benefits*.
- 15. EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Young) **p 71-74**
- a. School Fees** **p 75-76**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the 2025/2026 School Fees as presented.
- 16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
- 17. TRUSTEE ITEMS**
- a. Board of Education 2025/2026 Meeting Schedule** (Trustee Flynn) **p 77-78**

18. NEW OR UNFINISHED BUSINESS

19. BOARD CORRESPONDENCE AND MEDIA

20. PUBLIC QUESTION PERIOD

21. ADJOURNMENT



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QUALICUM SCHOOL DISTRICT REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 22, 2025
6:00 PM
VIA VIDEO-CONFERENCING

ATTENDEES

Trustees

Eve Flynn	Board Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	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
Ryan Brennan	Director of Instruction – Human Resources
Phil Munro	Director of Operations
Lori Marshall	Principal, Errington Elementary School Qualicum District Principals and Vice Principals Association

Education Partners

Mount Arrowsmith Teachers Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570

1. CALL TO ORDER

Chair Flynn called the virtual meeting to order at 6:02 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations Peoples.

She then acknowledged the April 28th Workers' Day of Mourning in honour of those who have been injured or lost their lives in the workplace. A ceremony is normally held in Nanaimo (it was later noted that a ceremony would be held at the pavilion in the Parksville Community Park at 5:00 on Monday, April 28th).

Chair Flynn then noted that April 22nd was National Earth Day.

She also shared that the week of April 21 to 25 was National Education Week and stated that the Minister of Education and Child Care had issued a press release which will be attached to the minutes.

Chair Flynn stated that this is the time of the year when the Board is in the midst of its budget deliberations. The local budget will reflect many similar challenges being experienced around the province: declining enrolment, static provincial funding and escalating cost pressures, particularly benefits and replacement costs. The District is anticipating a \$2.5M deficit this year and the Board and Senior staff are working hard to allay the effects in the classroom and there would be layoffs to close the gap. These deliberations will continue throughout May and likely into June.

3. ADOPTION OF THE AGENDA

25-34R

Moved: Trustee Kellogg *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. a. Approval of Regular Board Meeting Minutes: March 11, 2025
- b. Ratification of In Camera Board Meeting Minutes: March 11, 2025
- c. Receipt of Ministry News Releases
 - Minister's, parliamentary secretary's statement about federal government's investment in ChildCareBC
 - Investments will boost child care for families
- d. Receipt of Reports from Trustee Representatives
 - Vancouver Island School Trustees Spring Conference – Trustee Young

25-35R

Moved: Trustee Kellogg *Seconded:* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 22, 2025, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

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

None

7. BUSINESS ARISING FROM THE MINUTES

a. Closure of Qualicum Commons

Chair Flynn referred to the following motion, which had been deferred from the March Board Meeting:

25-32R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) supports the closure of the Qualicum Commons to public and business use effective July 1, 2025.

However, since the March Board Meeting, the Board has made some progress with the Town of Qualicum Beach in finalizing details for the Town of Qualicum Beach to assume management of the Qualicum Commons site. Given that information, Chair Flynn inquired whether Trustee Austin wished to withdraw the motion.

Trustee Austin stated that she wished to withdraw the motion.

Chair Flynn inquired if there were any objections from trustees to the motion being withdrawn.

There were no objections, and the motion was withdrawn.

Chair Flynn advised that a public communication would be shared once that work is complete.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Matt Woods, MATA President, reported on the following.

- April 28th will be the last teacher Professional Development Day of this school year. The day is designed as a school-based day and the In-district Pro D committee is working hard to provide school focused seminars and discussions that will support the work of teachers.
- April 28th is also the National Day of Mourning in Canada to remember workers who have been killed or injured on the job. This day highlights the importance of workplace safety, especially for young workers who are more vulnerable due to their eagerness and lack of experience. The hope of observing the Day of Mourning is that we all will remain conscious of our own safety at school while educating our students about their rights to workplace safety. We want to encourage our students to insist that their employers establish and follow workplace safety training, programs, and procedures, and always exercise their right to refuse unsafe work.
- Further to previous remarks he has made about the inconsistent, inadequate and inefficient manner that the ministry allocates funding for public education, Mr. Woods noted that each year school boards must prioritize educational programs to develop a balanced budget, leading to what he called a "Functional budget dystopia" where better results are expected with less support and resources, which negatively impacts students. Therefore, it was difficult to hear that a proposed 11 FTE teacher positions will be cut from the system next year. This would be in addition to 15 FTE that have been cut through attrition since 2021. These cuts are hugely impactful on the education system. Removing teachers from the system means students receive less support, less opportunity and less programming choice of learning. In addition, teacher workload will increase meaning less time and energy to support extra-curricular events and more risk of teachers getting ill.

Mr. Woods acknowledged the Board's efforts to keep cuts as far from students as possible. The concern is that the Board is less likely to choose a better ratio and, therefore, will choose a path of minimal requirements. From what he has determined from data provided on the Ministry website, MATA believes that the ratio of administrators to teaching staff in the Qualicum School District, when also compared to the ratio 10 years ago as well as the provincial average, is high. While knowing the district is trying to take a balanced approach to deal with the deficit, the current approach is not resonating with MATA members.

- Mr. Woods referred to recent reports at Board and Committee meetings that costs for employee absences due to illness have risen substantially since COVID and is possibly higher locally than the average provincially. It is understood that the definition of illness has changed since COVID and that this new understanding has likely led to an increase in employees taking better care of their health and being more aware of how they are feeling. It is not easy to be away from a classroom or their work as a teacher and is often more work for them to be away than to attend while ill. If part of the 2025-2026 budget reflects this unfunded liability of sick leave then he reiterated that funding models from the ministry are flawed. Asking his members to think twice before taking a necessary health leave in order to cut down costs would be disrespectful to the professionalism of his members. Those teachers and educational assistants that are on the front lines working with students are the ones most exposed to the variety of contagions that arrive each day. He wished to assure the public that teachers are utilizing a contractual right to take the necessary time needed in order to get healthy, be healthy and stay healthy so that they are able to be the best for their students, your children, that they serve.

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

Ewen Rycroft, CUPE Local 3570 President, reported that the layoffs were causing angst amongst his members, especially with the deficit more than doubling from last year. He stated that CUPE members have had a difficult time this year delivering the services they are expected to provide and it will be interesting to see how layoffs affect the coming school year.

He then reiterated the Union's hope that, with the management of the Qualicum Commons being taken over by the Town of Qualicum Beach, that arrangements could be made for the site to continue to be staffed with district custodians.

Mr. Rycroft added to the reference by Chair Flynn of the Workers' Day of Mourning by announcing that a ceremony would be held on Monday, April 28th at 5:00 p.m. at the pavilion in the Parksville community park for workers, families, employees and community members to honour those who have been injured or lost their lives in the workplace.

Further to the MATA President's comments on absenteeism, he shared that he had been off earlier this month with one of the worst illnesses he had experienced and he appreciated the benefits available that allowed him to remain home to recovery.

10. DISTRICT PARENT COUNCIL (DPAC)

No Report

11. ACTION ITEMS

None

12. INFORMATION ITEMS

a. Superintendent's Report

- School Plan presentations will be held on May 13th. A similar process as in the past two years will be followed, where the principals and vice principals from the schools, members of the Board, and the senior leadership team will be divided into two rooms with principal/vice principal teams each presenting one school goal in each location in a five-minute presentation

with two minutes left for questions and conversation with the Board and Senior Leadership Team. This will give each Board member a chance to learn about a goal from each school, what information caused attention to that goal, current response, impact, and next steps.

- School administrators will be updating their school Codes of Conduct next month, and are using the local process to check in with stakeholders and update their codes for submission next month. This year has been much quieter with no new challenges to take on, such as use of personal technology devices in the classroom.
- The transportation review process is ongoing. Communications are being shared regarding the changes to routing and the software upgrades, which will lead to better service levels and greater capacity for real-time communication. There is a fee change conversation underway and one intent is to create a Transportation Appeals Committee to address concerns and special requests that arise and keep those away from general staff.
- He expressed his apologies for the lack of system wide messaging as of late and promised to get a Constant Contact out very soon. He also believes that the District needs to look at its communication practice more closely, and that it is time to put together a group to advise this work. What we call it, who is on it, and how long we do this for requires some input from the Board of Education, so he will be raising that with the Board next time they meet with the intention of something being active prior to the end of this school year.
- Superintendent Jory stated that the District is in a tough budget situation right now. This is the case across the province and globally as well. There has been inflation, increases in benefit costs, increases in replacement costs, and the monies that were borrowed to get districts through COVID have run out and the governments need to pay them back. As well, the District is down in enrollment and will be one of the 17 districts in this province going into funding protection. There will need to be reductions.

Some of the observations that he has often made about the school district are around how well schools are staffed. The District's ratios are on the high end in just about every category. And sometimes, in contrast, to how lean it runs elsewhere. This is his sixth school district, and that experience helps give some perspective, as does paying attention to the practice of others around the province as he has had various roles in various locations.

- It certainly sounds better in tougher times to say that the District is keeping reductions away from the classroom as best it can. However, there is a cost to that thinking, and especially so when it pervades over time, budget to budget to budget. Infrastructure must be maintained. Equipment replaced. Supplies replenished. In regard to administration in its various forms, poor supervision can be insidious in an organization with several hundred employees, and Dr. Jory suggested caution about advocating for further reductions there in the present or future. Reductions are not enjoyable and the District sympathizes with everyone who will experience anxiety, upheaval, and especially job loss. It does believe that within a relatively short period of time all of the District's displaced staff will find a position again; however, it was acknowledged that, in the meantime, this experience is not enjoyable for most.

Superintendent Jory stated that he is confident that the district can not only function, but continue to grow its practice, support its Strategic Plan, and provide a great learning environment for its students. Despite the hardships upcoming, the District's staffing ratios will remain at least level, if not stronger, than the surrounding districts and the typical sector standards. He also noted that he has great faith in the District's personnel, leadership, and emerging structures, and he believes that great practice will win and progress will continue.

i. Later Start Times 2025/2026

Superintendent Jory spoke to his briefing note provided in the agenda package and reviewed the background to the later start time conversation, which began in November 2023. The memo also outlined the next steps to determine school scheduling within the proposed transportation bookends that were recently shared. Further work will continue in order to better understand and reduce the impact of courtesy riders, as well as mitigate other factors that impact both cost and ride lengths, with the intention to improve efficiency and overall service levels to those outside the walk limits. In the interim, the proposed adjustments were deemed to be a worthwhile step towards positively impacting the issues identified in the second paragraph of the briefing note.

It was further noted that schools were having high level conversations regarding their lunch and recess times in order to balance times to meet the start and end times. A proposal is also being drafted by the Principal of Early Learning and Child Care to address concerns at one school regarding supervision for students who may be dropped off earlier as parents travel to work.

25-36R

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve the Start Times as presented to begin in the 2025/2026 school year.

CARRIED UNANIMOUSLY

b. Educational Programs Update

Director of Instruction Terpstra shared the following educational updates:

- The District has been engaged in a series of sessions working alongside the local First Nations and the District has had the honour of being invited to the Qualicum First Nation for the next session on Thursday, April 24th with Dr. Chelsea Horton as the keynote speaker. An email will be circulated to educators with which to RSVP to that event.
- The Numeracy Learning Round series with Carole Fullerton concluded on April 14th with a primary session hosted by Qualicum Beach Elementary School and an intermediate session hosted by Kwalikum Secondary School.
- Spring is a season of culmination and celebration of learning across the District with a number of events and assessment reports leading up to graduation ceremonies.
- Mr. Terpstra has the opportunity to visit many schools and he highlighted a recent visit to Errington Elementary School where the library was turned into a Titanic exhibit complete with the students role-playing, artifacts being showcased and interactive displays.

- On April 30th district teacher librarians have planned a STEAM [Science, Technology, Engineering and Math (STEM) with the Arts added in] event for girls grade 6/7 at Kwalikum Secondary School
- Kwalikum Secondary students are hosting a Climate Action Symposium on Friday, April 25th at the Qualicum Beach Civic Centre, which will be attended by students from other districts across the island.

Associate Superintendent Wilson commented on the following district events/initiatives:

- Pete the Cat First Steps to School, held on Thursday, April 17th, was well attended and provided lots of opportunities for families of children entering kindergarten to learn about many of the support services that are available in the community as well as how teachers prepare for their new learners. Thank you to the Oceanside Building Learning Together who act as the chair people for organizing the event and staff the registration table.
- The Pre-Kindergarten Program starts on Monday and district staff have been hired for that program. This is unique to the community and the Qualicum School District which is possible through a grant from the Ministry of Education and Child Care. Orientation and planning take place on Monday and the first session is on Tuesday with approximately 130 Pre-Kindergarten students participating for two hours a day for two days a week for five weeks.
- Acknowledgement of Nanoose Bay and Qualicum Beach Elementary Schools who hosted some short-term international students over the past week. It was hoped that some of the district students who hosted would attend a future Education Committee meeting to share what opportunities they had to learn about different cultures and what it was like living in different countries.
- Organization and planning are well underway for the Grade 7 Health & Wellness Fair. This is another event unique to the District which provides a number of sessions presented by local community organization regarding mental and physical health as well as social media safety. The format will be a bit different this year with a science fair type of set up where students can walk amongst tables hosted by community agencies as well as representatives from secondary clubs and sports teams for half of that day and attend breakout sessions for the other half.
- The Grad Walk will take place on June 11th this year where grads visit elementary schools. This provides the elementary students with inspiration towards graduation as well as providing an opportunity for some of the teachers to see the students they taught in elementary school graduating.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

a. Annual Five-Year Capital Plan Submission for 2026/2027

Secretary Treasurer Amos noted that annually the ministry calls for submissions for minor and major capital that school districts have in mind to do their five-year planning process. The submission responses are based on information sent to the Ministry in September. These were mostly minor capital projects and staff had submitted proposals for projects within the confines of various programs based on needs and with the hope that the district is successful in receiving a positive response from the Ministry. Through the work of the Operation & Maintenance Department those projects have been approved by the Ministry to go forward.

Once the Bylaw is accepted by the Board, the work will move forward over the next 6 months with the bulk of the work taking place in the summer.

Trustee Austin reminded attendees that the Board is also provided with money from the Annual Facilities Grant in May for other types of upgrades, such as painting.

25-37R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

25-38R

Moved: Trustee Kellogg *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

25-39R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

25-40R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. Board Policy 703: Student Fees and Subsidies

25-41R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 703: *Student Fees and Subsidies*.

CARRIED UNANIMOUSLY

b. Board Policy 600: Personnel

25-42R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 600: *Personnel*.

CARRIED UNANIMOUSLY

c. Board Policy 602: Exempt Staff Supplementary Employee Benefits

25-43R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 602: *Exempt Staff Supplementary Employee Benefits*.

CARRIED UNANIMOUSLY

d. Board Bylaw 3: Meetings of the Board of Education

25-44R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education*.

CARRIED UNANIMOUSLY

e. Board Policy 500: Communicating Student Learning

25-45R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions Board Policy 500: *Communicating Student Learning* and the rescinding of its current administrative procedures.

CARRIED UNANIMOUSLY

f. Board Policy 502: Field Experiences (Trips)

25-46R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 502: *Field Experiences (Trips)* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

g. Board Policy 504: Copyright and Intellectual Property

25-47R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 504: *Copyright and Intellectual Property* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

h. Board Policy 507: Programs of Choice and Specialty Academies

25-48R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 507: *Programs of Choice and Specialty Academies* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

15. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Young highlighted the presentations from the Integrated Child and Youth Team (ICY), Braveheart, which is a short-term project, the Pete the Cat event, and secondary course offerings, i.e. a Math alternative titled, "It's all about the money", which has to do with finances and budgeting; Physical Education classes aimed at promoting long term health and wellness; Philosophy; and, the Human Services Program, which was really successful last year. Attendees also discussed the school start times and Feeding Futures Funding as well as some additional federal funding from the National Food Program. School fees will also be discussed further at the May meeting.

She invited and encouraged people to attend the May 20th Education Committee meeting as there will be a number of interesting topics.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

None

17. TRUSTEE ITEMS**a. Board Chairs/Partners Meeting Report**

Chair Flynn reported that she had attended the Board Chairs/Partners meeting convened annually by the Ministry of Education and Child Care (MOECC), BC School Trustees' Association (BCSTA), the BC School Superintendents' Association (BCSSA), the BC School Business Officials Association (BSASBO) to gather and obtain information and discuss Ministry topics.

This year's sessions included the continued pursuit of students' online safety, which is part of the Safer Schools initiatives, and will be a keynote topic at the upcoming Grade 7 Health & Wellness Conference. There was also a session on Indigenous Education and the new role and focus on the success of Indigenous learners and the representation of Indigenous teachers in our system, the distinction-based approach in our system, and how things are trending throughout the province on Aboriginal graduation rates. People can view the [Aboriginal Report: How Are We Doing?](#) on the Ministry website.

The topic of Cybersecurity had a lot of discussion. The province has seen four or more districts in the province that have experienced a breach and the government has provided resources for districts on the Focused Education site for districts to refer to and bring into effect should they find themselves to be victims of a cybersecurity incident.

b. Kwalikum Secondary School Health/Food Garden

Trustee Young noted that she was currently in Vancouver for the BCSTA Annual General Meeting and, having looked at all the motions, assured attendees, Mr. Woods in particular, that many of the motions are advocating for more funding.

Trustee Young thanked fellow trustees for supporting and subsidizing her request to attend the Canadian School Board Association (CSBA) meeting in Winnipeg in July. She will provide a report on the numerous workshops she will be attending.

Trustee Young reported that Kwalikum Secondary School had a presentation a while ago about a health food garden the students were proposing to plant in the

area where the former basketball court was located. She asked Trustees if she could continue to follow this project through and when there are reports, that she provides them either orally or with a report included in the consent agenda of future Board Meetings. Trustees were in support of Trustee Young doing so.

c. Student-Led Learning Walks

Trustee Kellogg reported that she had attended Ballenas Secondary School and the Indigenous Education Program did a student-led learning activity where students went into classrooms to observe how classrooms worked, what artifacts they had in there, watched how the teacher interacted with students and vice versa. The students then wrote a debrief and then had a fishbowl exercise (students are separated into an inner and outer circle. In the inner circle or fishbowl, students have a discussion; students in the outer circle listen to the discussion and take notes).

This was in keeping with the Strategic Plan as part of Belonging. Some of the students' observations were for different types of options for learning, assigned seating when sometimes it is appropriate to do so, and ensuring all students understand the lesson being taught. At the end of the walk, the students shared positive comments about the teachers and the classes and students and their observations were very down to earth. I.e. the students would see a group of kids sitting together and then a student sitting by themselves, so in this fishbowl they were brainstorming how to make that person feel that they belonged in classroom. It was a well-organized activity and it was a pleasure to watch their learning.

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA

None

20. PUBLIC QUESTION PERIOD

Trustees and Senior Staff did not receive any comments or questions from the public in attendance.

21. ADJOURNMENT

Trustee Kellogg moved to adjourn the meeting at 7:24 p.m.

CHAIRPERSON

SECRETARY TREASURER

Chair Flynn stated that this is the time of the year when the Board is in the midst of its budget deliberations. The local budget will reflect many similar challenges being experienced around the province: declining enrolment, static provincial funding and escalating cost pressures, particularly benefits and replacement costs. The District is anticipating a \$2.5M deficit this year and the Board and Senior staff are working hard to allay the effects in the classroom and there would be layoffs to close the gap. These deliberations will continue throughout May and likely into June.

3. ADOPTION OF THE AGENDA

25-34R

Moved: Trustee Kellogg

Seconded: Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. a. Approval of Regular Board Meeting Minutes: March 11, 2025
- b. Ratification of In Camera Board Meeting Minutes: March 11, 2025
- c. Receipt of Ministry News Releases
 - Minister's, parliamentary secretary's statement about federal government's investment in ChildCareBC
 - Investments will boost child care for families
- d. Receipt of Reports from Trustee Representatives
 - Vancouver Island School Trustees Spring Conference – Trustee Young

25-35R

Moved: Trustee Kellogg

Seconded: Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 22, 2025, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

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

None

7. BUSINESS ARISING FROM THE MINUTES

a. Closure of Qualicum Commons

Chair Flynn referred to the following motion, which had been deferred from the March Board Meeting:

25-32R

Moved: Trustee Austin

Seconded: Trustee Young

THAT the Board of Education of School District 69 (Qualicum) supports the closure of the Qualicum Commons to public and business use effective July 1, 2025.

However, since the March Board Meeting, the Board has made some progress with the Town of Qualicum Beach in finalizing details for the Town of Qualicum Beach to assume management of the Qualicum Commons site. Given that information, Chair Flynn inquired whether Trustee Austin wished to withdraw the motion.

Trustee Austin stated that she wished to withdraw the motion.

Chair Flynn inquired if there were any objections from trustees to the motion being withdrawn.

There were no objections, and the motion was withdrawn.

Chair Flynn advised that a public communication would be shared once that work is complete.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Matt Woods, MATA President, reported on the following.

- April 28th will be the last teacher Professional Development Day of this school year. The day is designed as a school-based day and the In-district Pro D committee is working hard to provide school focused seminars and discussions that will support the work of teachers.
- April 28th is also the National Day of Mourning in Canada to remember workers who have been killed or injured on the job. This day highlights the importance of workplace safety, especially for young workers who are more vulnerable due to their eagerness and lack of experience. The hope of observing the Day of Mourning is that we all will remain conscious of our own safety at school while educating our students about their rights to workplace safety. We want to encourage our students to insist that their employers establish and follow workplace safety training, programs, and procedures, and always exercise their right to refuse unsafe work.
- Further to previous remarks he has made about the inconsistent, inadequate and inefficient manner that the ministry allocates funding for public education, Mr. Woods noted that each year school boards must prioritize educational programs to develop a balanced budget, leading to what he called a "Functional budget dystopia" where better results are expected with less support and resources, which negatively impacts students. Therefore, it was difficult to hear that a proposed 11 FTE teacher positions will be cut from the system next year. This would be in addition to 15 FTE that have been cut through attrition since 2021. These cuts are hugely impactful on the education system. Removing teachers from the system means students receive less support, less opportunity and less programming choice of learning. In addition, teacher workload will increase meaning less time and energy to support extra-curricular events and more risk of teachers getting ill.

Mr. Woods acknowledged the Board's efforts to keep cuts as far from students as possible. The concern is that the Board is less likely to choose a better ratio and, therefore, will choose a path of minimal requirements. From what he has determined from data provided on the Ministry website, MATA believes that the ratio of administrators to teaching staff in the Qualicum School District, when also compared to the ratio 10 years ago as well as the provincial average, is high. While knowing the district is trying to take a balanced approach to deal with the deficit, the current approach is not resonating with MATA members.

- Mr. Woods referred to recent reports at Board and Committee meetings that costs for employee absences due to illness have risen substantially since COVID and is possibly higher locally than the average provincially. It is understood that the definition of illness has changed since COVID and that this new understanding has likely led to an increase in employees taking better care of their health and being more aware of how they are feeling. It is not easy to be away from a classroom or their work as a teacher and is often more work for them to be away than to attend while ill. If part of the 2025-2026 budget reflects this unfunded liability of sick leave then he reiterated that funding models from the ministry are flawed. Asking his members to think twice before taking a necessary health leave in order to cut down costs would be disrespectful to the professionalism of his members. Those teachers and educational assistants that are on the front lines working with students are the ones most exposed to the variety of contagions that arrive each day. He wished to assure the public that teachers are utilizing a contractual right to take the necessary time needed in order to get healthy, be healthy and stay healthy so that they are able to be the best for their students, your children, that they serve.

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

Ewen Rycroft, CUPE Local 3570 President, reported that the layoffs were causing angst amongst his members, especially with the deficit more than doubling from last year. He stated that CUPE members have had a difficult time this year delivering the services they are expected to provide and it will be interesting to see how layoffs affect the coming school year.

He then reiterated the Union's hope that, with the management of the Qualicum Commons being taken over by the Town of Qualicum Beach, that arrangements could be made for the site to continue to be staffed with district custodians.

Mr. Rycroft added to the reference by Chair Flynn of the Workers' Day of Mourning by announcing that a ceremony would be held on Monday, April 28th at 5:00 p.m. at the pavilion in the Parksville community park for workers, families, employees and community members to honour those who have been injured or lost their lives in the workplace.

Further to the MATA President's comments on absenteeism, he shared that he had been off earlier this month with one of the worst illnesses he had experienced and he appreciated the benefits available that allowed him to remain home to recovery.

10. DISTRICT PARENT COUNCIL (DPAC)

No Report

11. ACTION ITEMS

None

12. INFORMATION ITEMS

a. Superintendent's Report

- School Plan presentations will be held on May 13th. A similar process as in the past two years will be followed, where the principals and vice principals from the schools, members of the Board, and the senior leadership team will be divided into two rooms with principal/vice principal teams each presenting one school goal in each location in a five-minute presentation

with two minutes left for questions and conversation with the Board and Senior Leadership Team. This will give each Board member a chance to learn about a goal from each school, what information caused attention to that goal, current response, impact, and next steps.

- School administrators will be updating their school Codes of Conduct next month, and are using the local process to check in with stakeholders and update their codes for submission next month. This year has been much quieter with no new challenges to take on, such as use of personal technology devices in the classroom.
- The transportation review process is ongoing. Communications are being shared regarding the changes to routing and the software upgrades, which will lead to better service levels and greater capacity for real-time communication. There is a fee change conversation underway and one intent is to create a Transportation Appeals Committee to address concerns and special requests that arise and keep those away from general staff.
- He expressed his apologies for the lack of system wide messaging as of late and promised to get a Constant Contact out very soon. He also believes that the District needs to look at its communication practice more closely, and that it is time to put together a group to advise this work. What we call it, who is on it, and how long we do this for requires some input from the Board of Education, so he will be raising that with the Board next time they meet with the intention of something being active prior to the end of this school year.
- Superintendent Jory stated that the District is in a tough budget situation right now. This is the case across the province and globally as well. There has been inflation, increases in benefit costs, increases in replacement costs, and the monies that were borrowed to get districts through COVID have run out and the governments need to pay them back. As well, the District is down in enrollment and will be one of the 17 districts in this province going into funding protection. There will need to be reductions.

Some of the observations that he has often made about the school district are around how well schools are staffed. The District's ratios are on the high end in just about every category. And sometimes, in contrast, to how lean it runs elsewhere. This is his sixth school district, and that experience helps give some perspective, as does paying attention to the practice of others around the province as he has had various roles in various locations.

- It certainly sounds better in tougher times to say that the District is keeping reductions away from the classroom as best it can. However, there is a cost to that thinking, and especially so when it pervades over time, budget to budget to budget. Infrastructure must be maintained. Equipment replaced. Supplies replenished. In regard to administration in its various forms, poor supervision can be insidious in an organization with several hundred employees, and Dr. Jory suggested caution about advocating for further reductions there in the present or future. Reductions are not enjoyable and the District sympathizes with everyone who will experience anxiety, upheaval, and especially job loss. It does believe that within a relatively short period of time all of the District's displaced staff will find a position again; however, it was acknowledged that, in the meantime, this experience is not enjoyable for most.

Superintendent Jory stated that he is confident that the district can not only function, but continue to grow its practice, support its Strategic Plan, and provide a great learning environment for its students. Despite the hardships upcoming, the District's staffing ratios will remain at least level, if not stronger, than the surrounding districts and the typical sector standards. He also noted that he has great faith in the District's personnel, leadership, and emerging structures, and he believes that great practice will win and progress will continue.

i. Later Start Times 2025/2026

Superintendent Jory spoke to his briefing note provided in the agenda package and reviewed the background to the later start time conversation, which began in November 2023. The memo also outlined the next steps to determine school scheduling within the proposed transportation bookends that were recently shared. Further work will continue in order to better understand and reduce the impact of courtesy riders, as well as mitigate other factors that impact both cost and ride lengths, with the intention to improve efficiency and overall service levels to those outside the walk limits. In the interim, the proposed adjustments were deemed to be a worthwhile step towards positively impacting the issues identified in the second paragraph of the briefing note.

It was further noted that schools were having high level conversations regarding their lunch and recess times in order to balance times to meet the start and end times. A proposal is also being drafted by the Principal of Early Learning and Child Care to address concerns at one school regarding supervision for students who may be dropped off earlier as parents travel to work.

25-36R

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve the Start Times as presented to begin in the 2025/2026 school year.

CARRIED UNANIMOUSLY

b. Educational Programs Update

Director of Instruction Terpstra shared the following educational updates:

- The District has been engaged in a series of sessions working alongside the local First Nations and the District has had the honour of being invited to the Qualicum First Nation for the next session on Thursday, April 24th with Dr. Chelsea Horton as the keynote speaker. An email will be circulated to educators with which to RSVP to that event.
- The Numeracy Learning Round series with Carole Fullerton concluded on April 14th with a primary session hosted by Qualicum Beach Elementary School and an intermediate session hosted by Kwalikum Secondary School.
- Spring is a season of culmination and celebration of learning across the District with a number of events and assessment reports leading up to graduation ceremonies.
- Mr. Terpstra has the opportunity to visit many schools and he highlighted a recent visit to Errington Elementary School where the library was turned into a Titanic exhibit complete with the students role-playing, artifacts being showcased and interactive displays.

- On April 30th district teacher librarians have planned a STEAM [Science, Technology, Engineering and Math (STEM) with the Arts added in] event for girls grade 6/7 at Kwalikum Secondary School
- Kwalikum Secondary students are hosting a Climate Action Symposium on Friday, April 25th at the Qualicum Beach Civic Centre, which will be attended by students from other districts across the island.

Associate Superintendent Wilson commented on the following district events/initiatives:

- Pete the Cat First Steps to School, held on Thursday, April 17th, was well attended and provided lots of opportunities for families of children entering kindergarten to learn about many of the support services that are available in the community as well as how teachers prepare for their new learners. Thank you to the Oceanside Building Learning Together who act as the chair people for organizing the event and staff the registration table.
- The Pre-Kindergarten Program starts on Monday and district staff have been hired for that program. This is unique to the community and the Qualicum School District which is possible through a grant from the Ministry of Education and Child Care. Orientation and planning take place on Monday and the first session is on Tuesday with approximately 130 Pre-Kindergarten students participating for two hours a day for two days a week for five weeks.
- Acknowledgement of Nanoose Bay and Qualicum Beach Elementary Schools who hosted some short-term international students over the past week. It was hoped that some of the district students who hosted would attend a future Education Committee meeting to share what opportunities they had to learn about different cultures and what it was like living in different countries.
- Organization and planning are well underway for the Grade 7 Health & Wellness Fair. This is another event unique to the District which provides a number of sessions presented by local community organization regarding mental and physical health as well as social media safety. The format will be a bit different this year with a science fair type of set up where students can walk amongst tables hosted by community agencies as well as representatives from secondary clubs and sports teams for half of that day and attend breakout sessions for the other half.
- The Grad Walk will take place on June 11th this year where grads visit elementary schools. This provides the elementary students with inspiration towards graduation as well as providing an opportunity for some of the teachers to see the students they taught in elementary school graduating.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

a. Annual Five-Year Capital Plan Submission for 2026/2027

Secretary Treasurer Amos noted that annually the ministry calls for submissions for minor and major capital that school districts have in mind to do their five-year planning process. The submission responses are based on information sent to the Ministry in September. These were mostly minor capital projects and staff had submitted proposals for projects within the confines of various programs based on needs and with the hope that the district is successful in receiving a positive response from the Ministry. Through the work of the Operation & Maintenance Department those projects have been approved by the Ministry to go forward.

Once the Bylaw is accepted by the Board, the work will move forward over the next 6 months with the bulk of the work taking place in the summer.

Trustee Austin reminded attendees that the Board is also provided with money from the Annual Facilities Grant in May for other types of upgrades, such as painting.

25-37R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

25-38R

Moved: Trustee Kellogg *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

25-39R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

25-40R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. Board Policy 703: Student Fees and Subsidies

25-41R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 703: *Student Fees and Subsidies*.

CARRIED UNANIMOUSLY

b. Board Policy 600: Personnel

25-42R

Moved: Trustee Flynn *Seconded:* Trustee

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 600: *Personnel*.

CARRIED UNANIMOUSLY

c. Board Policy 602: Exempt Staff Supplementary Employee Benefits

25-43R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 602: *Exempt Staff Supplementary Employee Benefits*.

CARRIED UNANIMOUSLY

d. Board Bylaw 3: Meetings of the Board of Education

25-44R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education*.

CARRIED UNANIMOUSLY

e. Board Policy 500: Communicating Student Learning

25-45R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions Board Policy 500: *Communicating Student Learning* and the rescinding of its current administrative procedures.

CARRIED UNANIMOUSLY

f. Board Policy 502: Field Experiences (Trips)

25-46R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 502: *Field Experiences (Trips)* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

g. Board Policy 504: Copyright and Intellectual Property

25-47R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 504: *Copyright and Intellectual Property* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

h. Board Policy 507: Programs of Choice and Specialty Academies

25-48R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 507: *Programs of Choice and Specialty Academies* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

15. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Young highlighted the presentations from the Integrated Child and Youth Team (ICY), Braveheart, which is a short-term project, the Pete the Cat event, and secondary course offerings, i.e. a Math alternative titled, "It's all about the money", which has to do with finances and budgeting; Physical Education classes aimed at promoting long term health and wellness; Philosophy; and, the Human Services Program, which was really successful last year. Attendees also discussed the school start times and Feeding Futures Funding as well as some additional federal funding from the National Food Program. School fees will also be discussed further at the May meeting.

She invited and encouraged people to attend the May 20th Education Committee meeting as there will be a number of interesting topics.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

None

17. TRUSTEE ITEMS**a. Board Chairs/Partners Meeting Report**

Chair Flynn reported that she had attended the Board Chairs/Partners meeting convened annually by the Ministry of Education and Child Care (MOECC), BC School Trustees' Association (BCSTA), the BC School Superintendents' Association (BCSSA), the BC School Business Officials Association (BSASBO) to gather and obtain information and discuss Ministry topics.

This year's sessions included the continued pursuit of students' online safety, which is part of the Safer Schools initiatives, and will be a keynote topic at the upcoming Grade 7 Health & Wellness Conference. There was also a session on Indigenous Education and the new role and focus on the success of Indigenous learners and the representation of Indigenous teachers in our system, the distinction-based approach in our system, and how things are trending throughout the province on Aboriginal graduation rates. People can view the [Aboriginal Report: How Are We Doing?](#) on the Ministry website.

The topic of Cybersecurity had a lot of discussion. The province has seen four or more districts in the province that have experienced a breach and the government has provided resources for districts on the Focused Education site for districts to refer to and bring into effect should they find themselves to be victims of a cybersecurity incident.

b. Kwalikum Secondary School Health/Food Garden

Trustee Young noted that she was currently in Vancouver for the BCSTA Annual General Meeting and, having looked at all the motions, assured attendees, Mr. Woods in particular, that many of the motions are advocating for more funding.

Trustee Young thanked fellow trustees for supporting and subsidizing her request to attend the Canadian School Board Association (CSBA) meeting in Winnipeg in July. She will provide a report on the numerous workshops she will be attending.

Trustee Young reported that Kwalikum Secondary School had a presentation a while ago about a health food garden the students were proposing to plant in the area where the former basketball court was located. She asked Trustees if she could continue to follow this project through and when there are reports, that she



QUALICUM SCHOOL DISTRICT

IN-CAMERA MEETING

SECTION 72 REPORT APRIL 22, 2025 Via Video-Conferencing

ATTENDEES:

Trustees

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

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Ryan Brennan	Human Resources Director of Instruction

The Board of Education discussed the following topics:

- Land
- Legal
- Labour Relations

The Board of Education passed motions on the following topics:

- Land
- Legal

Chairperson

Secretary Treasurer



QUALICUM SCHOOL DISTRICT

IN-CAMERA MEETING

SECTION 72 REPORT APRIL 28, 2025 Via Video-Conferencing

ATTENDEES:

Trustees

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

Administration

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

The Board of Education discussed the following topics:

- Land

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

- Land

Chairperson

Secretary Treasurer



Qualicum School District - Trustee Report

Annual General Meeting of The BC School Trustees' Association (BCSTA) April 24-26, 2025

Report by Trustee Young
with help from Trustees Flynn, Austin and Kellogg

WORKSHOPS ATTENDED:

Workshop 1 – Data and Evidence (Jeremy Higgs Ministry of Education and Childcare)

The Goal of presenting data and evidence is to provide stories (qualitative evidence) with numbers (quantitative data) that shows an improvement to student outcomes. The final goal is to develop an “educated citizen.”

What is the purpose of quantitative number-based data?

- Adds to story qualitative evidence.
- Guides decision making and provides evidence of progress.
- May lead to clear actions.
- Can be predictive.

What kinds of quantitative data is provided by the Ministry of Education and Childcare and other reliable sites?

- Demographics, Socio-economic status, and other population-based statistics through sources like StatsCan and BCStats.
- Educational based data through the Ministry of Education and Childcare
Includes enrolment predictions, indigenous results, youth in care, designations, assessments, completion rates etc. Wealth of data available to the public at
<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/education>

An interesting example of how data might be used:

- Data shows that students with designations rates have been increasing by 4.1% year over year.
- Class composition language restricts the number of designated students allowed in a classroom.
- How does this impact our ability as a school district to provide an inclusive and well-supported classroom climate for students?

Workshop 2-Communication and Advocacy presented by Richmond, Saanich, and Okanagan-Skaha School Districts:

How is the community engaged in Richmond School District? <https://sd38.bc.ca/>

- In person through open houses and public meetings.
- On-line through “Let’s Talk”; Website information; Surveys; Student and Partner Engagement; School Newsletters.
- Also through Social Media platforms.
- Example is the collaborative work on the Long Range Facilities Plan

How is the community engaged in Saanich School District? <https://saanichschools.ca/>

- Underlying belief – Communication protocols that inspire confidence
- Foundations for success
 - Strong Strategic Planning
 - Clearly define the roles of the Board and the Superintendent
 - Increasing system strategic alignment to the Strategic Plan (includes facilities, business and educational areas.)
 - Focus on the important issues
 - Data driven decision-making
 - Focus on the people and the results will come
 - Support the staff and assist in their health and wellness
 - Be public and guided by the values as defined in the Strategic Plan
 - Honour risk-taking and acknowledge mistakes
 - They sponsor a parent engagement evening event
- Looking ahead
 - Extend the reach of the district
 - Build on the trust from the public
 - Tell more of our stories

How is the community engaged in Okanagan- Skaha School District? <https://www.sd67.bc.ca/>

- Strong collaboration with rights holders
- Transparency in telling our stories
- Developing hope and vision

Workshop 3 – Indigenous Education: Progress on Bill 40 as presented by Chilliwack; and Sea to Sky School Districts; as well as Conseil Scolaire Francophone de la Colombie-Britannique (CSF)

Chilliwack School District <https://www.sd33.bc.ca/> Our Journey to the Indigenous Education Council

- Whole day of education on Truth and Reconciliation Commission <https://nctr.ca/publications-and-reports/reports/>
- Work to actively transcend the settler/colonial model in all decision-making
- Relentless incremental change
- Indigenous Cultural Competency Guide <https://www.sd33.bc.ca/sites/sd33.bc.ca/files/2023-09/Cultural%20Competency%20Guide%20Final%20%28revised%29.pdf>
- Hosts an annual pow-wow
- Community and District work together on local cultural teaching; resources and speakers
- School Trustee learning sessions
- Rights Holders and School Board met bi-annually to build relationships
- Listened to the lived experience the Indigenous Student Voice
- Blanketed those who understood

Sea to Sky School District <https://www.sd48seatosky.org/> Bill 40: A Lesson in Letting Go

- 20 year history of Enhancement Agreements (Qualicum School District too)
 - To build relationships; and acknowledge serving the people who have been on this land forever.
- 10 years ago created the Indigenous Education Council which is different from today's IEC
- Significant learning:
 - Get out of the way – Rights holders have the power and we work alongside them.
 - It is not about the colonial/settler way (It is not about me)
 - "Paddle in the same direction and follow the lead of the Indigenous Education Council."
 - It takes as long as it takes

Conseil Scolaire Francophone <https://www.csf.bc.ca/> Please note you can be in English or French on this website. Presentation title: Braiding a Path Forward

- Unique District serving whole province for children who speak French as a first language. So 46 very different rights holding nations and work in French. Protocols, laws, processes may differ with each nation.
- Significant Learning
Common feeling is that schools operate in systems of fear and Indigenous Peoples have had no control
We need to build respectful relationships based on reciprocity and relevance
We need to practice listening with discipline – listening not speaking
Come to meetings with a blank slate and allow leads from the Indigenous Education Councils

Workshop 4 – Student Success presentations from Nicola-Similkameen; Haida Gwaii and Sunshine Coast School Districts

Nicola-Similkameen School District <https://www.sd58.bc.ca/> Grad with a Purpose: A Holistic View

- Working to identify students at risk in Elementary School
Elementary Collaborative Support meetings create a circle of support around the student using data to establish specific student needs.
- Secondary Collaborative Support Continues and Diploma Verification Review process begins in Grade 11.

Haida Gwaii School District <https://sd50.bc.ca/> Adolescent Health Survey in Collaboration with the McCreary Centre <https://www.mcs.bc.ca/>

- Student Voice led development of the adolescent health survey
Key Findings:
School experiences are good overall; Students have indigenous cultural pride and identity; need more mental health supports; request more variety in physical activities at school and value connection to the land; more support needed for Grade 12 transitions.

Sunshine Coast School District <https://sd46.bc.ca/> Listening to Lead: Student Trustees

- Intention is to bridge the gap between students and Board Governance yielding change, new ideas and equity in the system
- How does it work?
Student Trustees are elected from the Student District Leadership Group
Typically 2 Grade 12 students; 1 Grade 11 but have had 2nd semester Grade 10 student members.
They try to keep the team diverse and meet monthly.
From that elect one Grade 12 student who will have voice (to amplify student involvement) but no vote at the Board table. They make a formal report to the Board at meetings.
The team holds school-based events like student forums etc.
Input into the Strategic Plan, Budget etc.
The structure is embedded in Board Policy
- And beyond the School District
Students in this presentation had advocated for improved transit; and reported feeling confident to engage in local government discussions.

PRESENTATION FROM THE MINISTER OF EDUCATION AND CHILD CARE

Honourable Lisa Beare – Minister of Education and Child Care (Former School Trustee)

Minister Beare spoke during education week and acknowledged all trustees for their work. Her presentation focused on Government accomplishments in Education.

- Schools being built where needed due to enrollment increases

- Created a “bubble zone” around schools to keep students safe
- Further support for mental wellness through the expansion of Integrated Child and Youth Teams (ICY’s) in 20 districts. (ours is one).
- More School Psychologists to assist with assessment and possible identification of students with extra educational needs.
- Early literacy and numeracy assessment and intervention
- Promotion of healthy living
- Funding for school food programs (now Federal Government has funded too)
- Funding for teacher recruitment especially in northern and remote districts
- Indigenous Equity through bill 40

Future Goals

- Continue to put students at the centre of every decision
- Hope to come to each district for 1-1 discussions

ELECTION OF THE BCSTA BOARD

The following Trustees were elected to the BCSTA Board to serve a two-year term.

- Tracy Loffler (President) from Mission School District
- Bob Holmes (Vice-President) From Surrey School District
- Carolyn Brody Past President, 1 year
- Roxanne Bulick – Peace River South (SD69)
- Erica McLean – Prince George (SD57)
- George Nelson – Nisga’a (SD92)
- David Swankey – Chilliwack (SD33)
- Catherine Zaitsoff – Kootenay-Columbia (SD20)

Notice that there is no Trustee from Vancouver Island as 2 trustees split the vote.

EXTRAORDINARY MOTIONS

Motions E1 to E 9 were updates to the bylaws and were previously sent to Boards for comments and amendments. These changes were then vetted by the Legislative Committee and could not be amended further from the floor. These are foundational bylaws. All were passed.

E1. Bylaw 1 – Membership

E2. Bylaw 2 (Officers) and Bylaw 3 (Board of Directors)

E3. Bylaw 15 (Elections of Officers), Bylaw 4 (Vacancies on the Board of Directors), and Bylaw 5 (Board of Directors’ Duties and Power)

E4. Bylaw 7 (Provincial Council Duties and Powers)

E5. Bylaw 10 (Submission of Motions)

E6. Bylaw 9 (Delegates and Voting Powers at General Meeting)

E7. Bylaw 11 (Committees)

E8. Bylaw 12 (Annual Dues), Bylaw 13 (Suspension of Member Boards), Bylaw 17 (Seal), Bylaw 21 (Association Records)

E9. Bylaw 19 (District Branch Associations), Bylaw 22 (Rules of Order), Bylaw 23 (Association Policies and Operational Guidelines)

E10. Indigenous Education Committee Name Change - Passed as written

E11. 1.2 FS Values - Passed as amended

E12. 1.1 Foundational Statement Mission, 1.2 Foundational Statement Values - Passed as written

SUBSTANTIVE MOTIONS

13. Amend 4.2.6 – Sexual Orientation and Gender Identity - Passed as written
14. Amend FS 5.3 and Commitment to Truth and Reconciliation - Passed as written
15. Board of Directors - Regional Representation - Passed as written
16. Hybrid Options at BCSTA Meetings - Passed as amended
17. Trustee Benefits - Passed as written
18. Non-voting Student Delegates at the BCSTA Annual General Meetings - Passed as written
19. Post-Secondary Transition Rates - Passed as written
20. Student Voice - Passed as written
21. Action to Address Misogyny & Sexism - Passed as written
22. Development of Climate Action Curriculum - Passed as amended
23. Middle Years Development Instrument (MDI) funding by Ministry of Education and Child Care (ECC) - Passed as written
24. Teaching Critical Thinking in K-12 - Passed as written
25. Revision to Substance Education Curriculum in Response to the Ongoing Opioid Crisis - Passed as amended
26. Coordination of Non Traditional Initiatives - Passed as written
27. EAs in Every Primary Classroom for the 2025-2026 School Year - Passed as amended
28. Implementation of the MECC K-12 Work Force Plan - Passed as written
29. LOP Process with TRB - Passed as written
30. Increased Funding for Public Education - Passed as written
31. Coordinated, Funded Provincial Approach – Cybersecurity - Passed as written
32. Fund Automated External Defibrillators (AED's) in All Public School Buildings - Passed as amended
33. SOFI Reporting Threshold Increase - Passed as written
34. Adequate Funding for Costs in Childcare - Passed as written
35. Fully Funding Year End FTE Staffing Costs - Passed as written
36. Funding and Support for Inclusive Classrooms in Kindergarten to Grade Three - Passed as written
37. Funding & Support for Engaging Community in Inclusive Education Initiatives - Passed as written
38. Funding for Pre-Kindergarten Programs - Passed as written
39. Sustainable Funding for School District Benefit Costs - Passed as written
40. Air Quality and Temperature Facility Funding - Passed as written
41. Funding for Portables - Passed as written

Trustees are always willing to share further information. Please feel free to contact us.



Qualicum School District

Trustee Representative Committee Report

Trustee Representative: Elaine Young (Further info can be provided if contacted)
Committee Name: Early Years/OBLT Coalition
Meeting Location: Via Teams
Meeting Date & Time: Notes from April 10 and May 8 2025 meetings

Groups in Attendance:

Oceanside Building Learning Together (OBLT), Qualicum School District (QSD), Metis Nation, Arrowsmith Recreation (ACRA), Society of Organized Services (SOS), SOURCES, Qualicum First Nation, VIRL (Library), Island Health, Child and Youth Mental Health, and Regional District of Nanaimo (RDN).

Mission Statement: *Building Learning Together Early Years Coalition focuses on encouraging healthy relationships with families, with each other and with community as it relates to the importance of early learning and successful development for young children.*

Our Vision: *Thriving children, families and community.*

April Meeting Highlights:

Community Program Updates – Note that there are many activities planned by each partner group.

- One on-going project, funded through DECODA funding and the Early Years, are story walks. “Walks” feature laminated story book pages and can be posted in any walkable site. These are available through the library.

Planning and Collaborating

- Pete the Cat (First Steps to Kindergarten); expected turn out of about 150 families. Partners reserve tables and sponsored activities for students entering kindergarten.
- Picnic and Play event at Rath Trevor Park sponsored by RDN and OBLT.
- Start of planning for summer at Storybook Village. Partners will sign up for a date during the summer for activities in our small houses.

May Meeting Highlights:

Community Program Updates – Many events have happened in May.

- June 6 is the Coombs Community Picnic.
- Please see partner websites for summer programs.
- Note that the amount for Métis Childcare Benefit Program for summer has been increased from \$500 to \$750

Evaluation of Pete the Cat

- As expected about 300 people attended.
- By having partners book activities ahead, there was no overlap this year.
- Partners also split the ingredients to contribute to the soup and that worked well. Repeat next year.

Further Planning – Summer at Storybook Village

Next Meeting: September 11, 2025 (Noon via Teams)



QUALICUM SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS

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Briefing Note

Date: May 27, 2025
To: Board of Education
From: Peter Jory, Superintendent of Schools
Re: **Communications Working Group**

Background:

In February of 2021 an External Communications Plan was approved by the Board of Education. This document outlined the objectives of the plan, key messages, implementation, strategies, and assessment of the plan. While some items of this plan came into fruition, a number of other elements were not addressed and many have since become redundant. Since that time, the Qualicum School District has also moved through the design and implementation of new District Strategic Plan as well as a rebranding process.

Conversation amongst staff and the Board have to led back to the need for a new Communications Plan that would reflect the current context and support the updated directions of the new District Strategic Plan.

Next Steps:

Staff is suggesting the formation of a Qualicum School District Communications Working Group. This working group would operate for approximately one calendar year commencing in June of 2025 and be responsible for the gathering and reviewing of plan examples, the development of a QSD Communications Plan, and the sharing of that plan once approved by the Board of Education.

This working group would include a staff representative, a board member, and members from all district stakeholder/rightsholder groups. The draft Terms of Reference is attached for the Board's discussion and approval, with the hope that meetings can commence as early as this June.

Recommendation:

"THAT the Board of Education of School District 69 (Qualicum) approve the draft Qualicum School District Communications Working Group Terms of Reference as presented."

Respectfully submitted,

Dr. Peter Jory
Superintendent of Schools/CEO



TERMS OF REFERENCE FOR THE QSD COMMUNICATIONS WORKING GROUP

1. Role/Purpose

The role of the QSD Communications Working Group is to create a new Operational Plan for Communications that reflects the current and ongoing needs of the Qualicum School District.

2. Term

This Communications Working Group Terms of Reference is effective from June 2025 to June 2026, but can be extended by the Board of Education, if required.

3. Membership

The Working Group will be comprised of the following members:

- ☐ The School Superintendent or Designate
- ☐ A School Trustee
- ☐ 2 QDPVP representatives
- ☐ 2 MATA representatives
- ☐ 2 CUPE representatives
- ☐ 2 DPAC representatives
- ☐ 2 QSD student representatives

4. Roles and Responsibilities

To be discussed with the QSD Communications Working Group, but should include:

- ☐ gathering broad perspectives from the QSD staff and communities
- ☐ reviewing Communications Plan and practice examples from around BC
- ☐ developing an effective Communications Plan
- ☐ sharing of the Plan with the QSD Board of Education for adoption and implementation

The membership of the working group will commit to:

- ☐ attending all scheduled working group meetings
- ☐ engaging in respectful dialogue in matters pertaining to the working group
- ☐ representing the values and perspectives of your group in conjunction with the needs of QSD and the District Strategic Plan
- ☐ communicating back highlights and progress from the working group to the constituents you represent

Members of the working group will expect:

- ☐ that each member will be provided with complete, accurate and meaningful information in a timely manner
- ☐ to be given reasonable time to make decisions regarding recommendations
- ☐ open and honest discussions, without any misleading assertions

5. Meetings

Meetings will be chaired by the Superintendent of Schools or Designate.

A meeting quorum will be six members of the working group.

Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the working group chair makes final decision.

- ☐ agendas (after the first meeting) will be provided by the chair after consulting with the membership
- ☐ meeting minutes will be provided jointly by the Chair and attending Trustee representative.

Meetings will be held monthly on Teams, and from time to time, in person at the PCTC at the Chair's discretion. If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members to gather information or complete tasks associated with the working group.

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the QSD Communications Working Group or by direction of the QSD Board of Education.



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**Qualicum School District
Finance & Operations Committee of the Whole Report
Tuesday, May 20, 2025
Via Video Conferencing
10:30 a.m.**

Facilitator: Trustee Carol Kellogg

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, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.*

1. PRESENTATIONS (10 MINUTES) - None

2. PROJECT UPDATES

a. Oceanside Community Track

Phil Munro, Director of Operations, reported out the track is in the final stages for completion. The top coat of the rubberized surface is scheduled to be applied for late May, weather permitting. Once the track itself is complete the interior field can be seeded and irrigated so that the field will be available in late Fall or early Spring, once the new grass takes hold. Rudy Terpstra, Director of Instruction, shared the planning going into a formal event to recognize the contributors and the official opening of the new track. There was support to hold off the event until the Fall so that a more public event could be planned when the field and track would be fully operational.

b. False Bay School Replacement Community Engagement

Director of Operations Munro shared what the next steps would be now that the School District have received funding approval to the False Bay project. It was reported that the project is in its very early stages of planning and community engagement and that the project has a four-year planning and construction cycle with a planned opening for Fall 2028. There is an initial meeting planned for May 29th on Lasqueti Island to introduce the project manager to the site and the school and community members to begin the engagement work of listening and responding to questions. It was shared the external project manager was the former Director of Operations of the Comox School District who has a deep understanding of school construction and, having recently rebuilt the Hornby Island school, has a great deal of experience with constructing on an isolated Island.

3. ITEMS FOR DISCUSSION

a. Special Budget Board Meeting

Secretary Treasurer Amos shared that there will be a meeting later the same evening and all are invited to attend. The agenda is shared on the website and the meeting will include some background information on enrolments and financial implications to addresses the anticipated 25/26 budget deficit.

b. Transportation Fees

Brant Prunkl, Manager of Operations – Safety and Transportation, presented the proposed transportation fee increases that would go into effect for the 2025/26 year. Some data was shared on current registrations and how the new approach

to the fees is increasing the applications coming forward for early registration. It was shared that this earlier information will allow the Transportation Department to better plan for routes and ridership going into the new year.

The proposed 2025/26 transportation fees are as follows:

Proposed Busing Fee Summary Table

	ELIGIBLE RIDER FEES	COURTESY RIDER FEES
Early - between April - June 30th	Free	\$175.00*
Late - between July 1st - July 31st	\$25.00*	\$225.00*
Late - after August 1st	\$50.00*	\$275.00*

These fees were supported by the Committee and are being recommended for approval by the Board at its May 27th Regular Board Meeting.

4. INFORMATION ITEM(S)

a. Annual Facility Grant (AFG) Spending Plan

Director of Operations Munro spoke to the planning the goes into the development of the spending plan. Discussions with Operations staff and facility administrators create the list of projects which are then prioritized in order of costs and timing associated with each. It was shared that with the Track project going on at Ballenas Secondary School, some funds have been set aside to support additional work for the field. The 2025/26 spending plan was supported to go forward for approval by the Board at its May 27th Regular Board Meeting.

b. Climate Change Accountability Report (CCAR)

Secretary Treasurer Amos presented the CCAR report for receipt and recommendation for approval by the Board at the May Regular Board meeting and gave a brief presentation highlighting the recent trend in energy savings which directly translates to reduced GHG emissions. He indicated that although this is good news it will need a couple years to see if this continues. The data indicates that there are decreases for all measures; however, building emissions which have declined the last two years have the most impact. It was shared that there are likely a few contributing factors to this decreased energy usage in the facilities such as changes in how the HVAC units are managing the air flow, District awareness on the energy impact of open doors and windows, solar arrays are now fully operational at all their locations, and there is better management of the DDC controls.

5. ITEMS FOR RECOMMENDATION TO THE BOARD

a. Annual Facility Grant (AFG) Spending Plan

b. Climate Change Accountability Report (CCAR)

c. Transportation fees for 2025/26

6. FUTURE TOPICS

a. Cyber Security

b. Feeding Futures Funding/National School Food Program

7. NEXT MEETING DATE: Monday, June 16, 2025 at 10:30 a.m. via video conferencing



PROPOSED QUALICUM SCHOOL DISTRICT TRANSPORTATION FEES for 2025/2026

Fees for busing vary depending on the type of rider. See descriptions below:

Eligible Riders – home address is within the catchment area & outside of the walk limits for the school the child attends. Addresses must be registered with the school. See district [School Locator Tool](#) to identify your catchment school.

Courtesy Riders – home address is within in the catchment area and within the walk limit or outside the catchment area of the school the child attends. 2nd home address must be registered with the school.

Proposed Transportation Fee Summary Table

	ELIGIBLE RIDER FEES	COURTESY RIDER FEES
Early - between April - June 30th	Free	\$175.00*
Late - between July 1st - July 31st	\$25.00*	\$225.00*
Late - after August 1st	\$50.00*	\$275.00*

**Parents and caregivers who believe these fees will cause financial hardship in their household are encouraged to speak to their school principal about fee relief. Options may include partial or even full fee waivers, depending on need, which will then be communicated by the principal to the Transportation Department.*

Submission Summary

Submission Summary:	AFG 2025/2026 2025-05-16 MAIN - K12
Submission Type:	Expenditure Plan
School District:	Qualicum (SD69)
Open Date:	2025-04-07
Close Date:	2025-05-16
Submitted On:	2025-05-16 8:44 AM
Submission Status:	Submitted
Version:	Submitted

Submission Category	Sum Total Project Cost Submitted
AFG	\$1,382,108

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
170323	Yes	Arrowview Elementary	Site Upgrades			Ditch cleanouts, tree planting and walking path installation	\$30,000
170327	Yes	Bowser Elementary	Interior Construction			Soundproofing in classrooms	\$14,000
170360	Yes	Bowser Elementary	Site Upgrades			Install new drainage	\$20,000
170321	Yes	Ecole Secondaire	Site Upgrades			Sports field rehabilitation and new athletics track	\$320,000
170325	Yes	Ecole Secondaire	Site Upgrades			Safety stairs installed on roof	\$7,000
170347	Yes	Ecole Secondaire	Interior Construction			Hallway modernization	\$40,000
170328	Yes	Errington Elementary	Site Upgrades			field rehabilitation	\$80,000
170329	Yes	Errington Elementary	Roofing (AFG)			Roofing maintenance	\$20,000
170331	Yes	Errington Elementary	HVAC (AFG)			Heat pump replacement	\$30,000
170353	Yes	Errington Elementary	Site Upgrades			Well repair and upgrading	\$20,000
170332	Yes	Kwalikum Secondary	Interior Construction			Flooring repairs	\$20,000
170333	Yes	Kwalikum Secondary	Site Upgrades			Roof guardrails	\$5,000
170334	Yes	Kwalikum Secondary	Site Upgrades			Sports field irrigation and upgrading	\$20,000
170348	Yes	Kwalikum Secondary	Plumbing (AFG)			Sprinkler backflow repair	\$15,000
170362	Yes	Kwalikum Secondary	Plumbing (AFG)			Hot water tank replacement	\$20,108
170337	Yes	NanOOSE Bay Elementary	Site Upgrades			Basketball hoop replacement	\$12,000
170359	Yes	NanOOSE Bay Elementary	HVAC (AFG)			Heat pump replacement	\$15,000

Submission Summary

170344	Yes	Qualicum Beach	Electrical (AFG)		Fire alarm upgrade	\$20,000
170346	Yes	Qualicum Beach	Electrical (AFG)		Security alarm upgrade	\$20,000
170338	Yes	Springwood Elementary	Site Upgrades		Basketball hoop replacement	\$15,000
170345	Yes	Springwood Elementary	Site Upgrades		Hillside repairs	\$25,000
170349	Yes	Springwood Elementary	Interior Construction		Door hardware upgrades	\$30,000
170118	No	Various	Interior Construction		Refinish gym floor and add new floor mounts for sports netting..	\$98,000
170320	No	Various	Interior Construction		Washroom partition replacement	\$75,000
170324	No	Various	Electrical (AFG)		Fire alarm upgrade	\$36,000
170343	No	Various	HVAC (AFG)		Duct cleaning	\$110,000
170350	No	Various	Plumbing (AFG)		Water bottle filling stations	\$32,000
170355	No	Various	Interior Construction		Flooring replacement and repairs	\$65,000
170356	No	Various	Asbestos Abatement		Abate existing asbestos	\$30,000
170385	No	Various	Site Upgrades		Grounds work at all sites including tree planting	\$65,000
170358	Yes	Winchelsea Elementary	Exterior Wall Systems		Window upgrade/replacement	\$20,000
170386	Yes	Winchelsea Elementary	HVAC (AFG)		HVAC Upgrades.	\$53,000
					AFG Total:	\$1,382,108

2024 PSO Climate Change Accountability Report

Organization: School District No. 69 (Qualicum)

Declaration statement:

This PSO Climate Change Accountability Report for the period January 1, 2024 to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to minimize our GHG emissions and our plans to continue reducing emissions in 2025 and beyond.

Emission Reductions: Actions & Plans:

The Board of Education concluded the creation of a District wide Strategic Plan in 2023. This plan included the following items which are applicable to environmental sustainability:

- Under Values: “Sustainable: Stewardship and care for relationships, personal well-being, finances, and the environment”.

As well the Board has included a mandate of the Finance and Operations Committee of the Whole: “To discuss and make recommendations to the Board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.”

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5-year Capital Plan and our Annual Facility Grant project development. In 2024, the district initiated or maintained the following projects which will directly reduce carbon emissions:

- The district continues to evaluate every bus replacement in the context of carbon footprint. The District purchased new software to better evaluate its routes and make efficiencies to find the most appropriate vehicle in terms of capacity and fuel type that is required to continue to reduce our carbon footprint.
- During the past 6 years the District has invested heavily in Solar/Photovoltaic (PV) array placements and now has 8 sites with placements that continue to help reduce our use of diesel and natural gas and take advantage of this alternate energy source.
- The district continued its waste program at a total of 8 schools to encourage the reduction in the amount of waste removed from school sites, with separation between food waste, recyclables and landfill.
- The district engaged an Engineering firm to review the energy usage of all of its buildings. The goal of the project was to identify opportunities to enhance the buildings’ performance through a process of “tuning up” building systems. In doing so, the intent was to save energy and improve operations without having to undertake a major capital investment. Throughout 2023 and 2024 the District has been active in operationalizing the recommendations that were in the report.

Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures with low flow units. Operations has continued to monitor the water usage on school fields with meters being installed where possible to monitor

2024 PSO Climate Change Accountability Report

the water usage to reduce the need to water, particularly in summer. These are all part of the day to day operational work as well as project based work when Ministry or other funding permits.

Recognizing their role as the leaders of educational change in the School District, the Board created a Climate Action Task Force in 2019, with the intention of broadening the dialogue to include other educational partners including students, staff and administration. The mandate to promote action to decrease greenhouse emissions, help develop plans to educate our learning community and advocate for progressive policy solutions has now been embedded in the work of the Education Committee of the Whole.

In 2023 we introduced two new initiatives that will further our work in reducing our energy consumption and support sustainability objectives. A new administrative procedure will reinforce the collective responsibility to protect and conserve the environment, and encourage efforts in areas of lighting, heating, ventilation, renovations and new construction and recycling programs. The District will also be exploring with BC Hydro a program to support smaller School Districts in accessing their Energy Manager program.

2024 GHG Emissions and Offsets Summary Table:

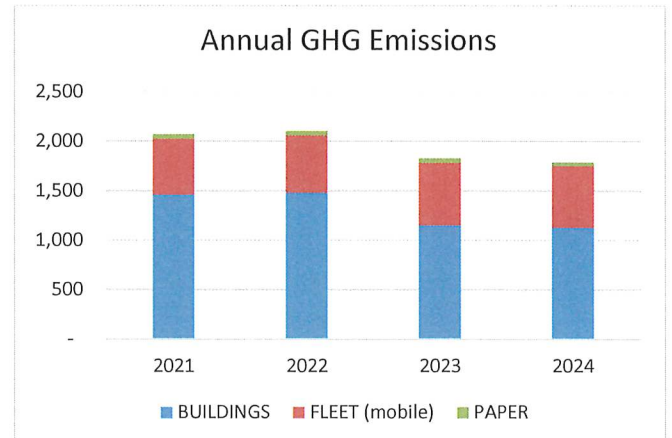
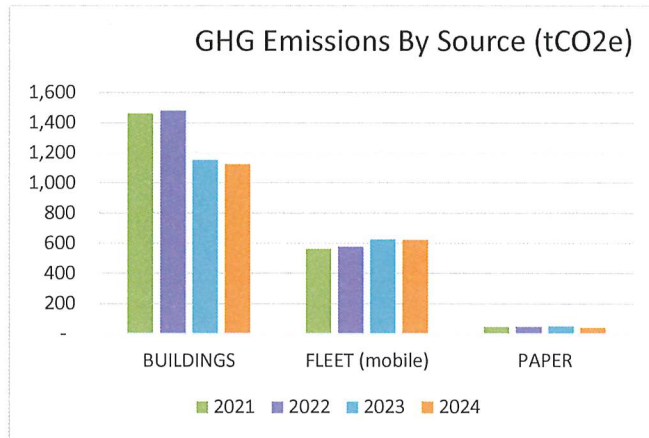
School District No. 69 (Qualicum) GHG Emissions and Offsets for 2024	
Total BioCO ₂	27
Total Emissions (tCO ₂ e)	1,791
Total Offsets (tCO ₂ e)	1,261
Offset Investment (\$25 per tCO ₂ e)	\$ 31,525

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, School District No. 69 (Qualicum) (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive sign-off:

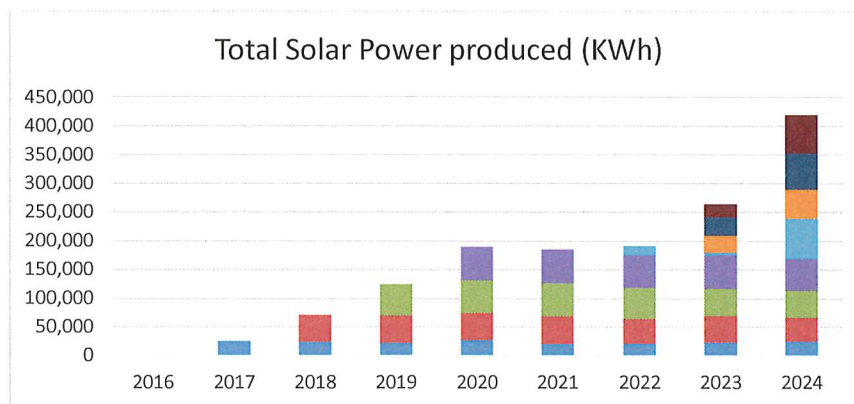
	MAY 30, 2025
Signature	Date
RON AMOS	SECRETARY TREASURER
Name (please print)	Title



Total GHG Emissions (* tCO2e)	2021	2022	2023	2024	Y/Y
BUILDINGS	1,462	1,480	1,152	1,127	-2%
FLEET (mobile)	563	578	628	624	-1%
PAPER	47	48	50	40	-20%
Grand Total (net of exempt)	2,072	2,106	1,830	1,791	-2%
Total Offsets required, (** net of offset exempt)	1,594	1,643	1,291	1,261	
Offset Investment (\$25 per tCO2e)	\$ 39,850	\$ 41,075	\$ 32,275	\$ 31,525	

* tCO2e = Total tonnes of Carbon Dioxide emissions

** Offset exempt, school buses (yellow fleet) are removed from the offset investment calculation



QSD consumed 3.3 million KWh of electricity, Solar production generates the equivalent of about 13%.



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QUALICUM SCHOOL DISTRICT SECRETARY TREASURER

Briefing Note

Date: May 27, 2025
To: Board of Education
From: Ron Amos, Secretary Treasurer
RE: **2025-2026 Preliminary Annual Budget**

Background:

Pursuant to section 156 of the *School Act* (Accounting Practices), Boards of Education (the “Boards”) are required to prepare and submit budgets to the Minister on an annual basis. The annual budget of the Board of a school district must be in the form specified by the Minister and must be adopted by bylaw on or before June 30, 2025.

In preparing for this budget, the Board undertook a Budget planning process that began in January with enrolment projections and staffing plans followed over the next four months with a series of meetings with Senior leadership, Partner groups and the public. Included in the public consultation was a public survey (open for 2 months) that allowed individuals to respond to a series of questions regarding student learning, facilities, transportation, learning resources, parent/community engagement and programs offered in the Schools.

Discussion

The 2025/26 Preliminary Annual Budget, which is substantially complete, has been created by taking the 2024/25 Amended Annual Budget that was presented and approved by the Board in February and adjusting it for the coming year. This process includes updating the estimated student enrolments, the revenues that those enrolments generate, making assumptions and estimates on the total revenues and expenses applicable to the coming fiscal year. As there has been no information released regarding general wage increases being bargained at the Provincial level, salary and associated benefit costs have been held at 24/25 levels.

The most notable changes for 2025/26 include:

- The Ministry of Education and Child Care Operating Grant has been updated per projected student enrolment.
- Any one-time Grants have been removed, along with their associated expenditures.
- Rental, Lease, and Miscellaneous income levels have been adjusted to 2025-26 estimates. (Note: closures of rental facilities and reduced interest rates created a significant lowering of estimates)
- International Student Program has been adjusted per anticipated enrolment for 2025-26.
- General Wage Increases (GWI's) have not been incorporated as bargaining is underway and any applicable wages increases are still to be determined. Pending ratification of collective agreements, any wage increases will be funded under Special Grant by the Ministry and will be incorporated into the Amended Budget.
- Average Teacher Salaries have been increased only to account for estimated incremental costs in 2025-26.

- Adjustments to account for estimated increases in benefit and replacement costs have been incorporated.
- All staffing has been adjusted to respond to the staffing necessary to support the anticipated number of students in 2025/26 and to balance the budget.
- Contractual obligations, inflationary cost pressures, and other miscellaneous expenses and revenues have been adjusted where appropriate.

As a reminder to the Board, the district is required to estimate enrolment in advance of the school year in order to allow the Ministry of Education and Child Care to use those estimates to calculate our preliminary Operating Grant. The total estimated change in student enrolment, as compared to the enrolment recorded on September 2024 which our current 2024-25 Amended Annual Budgeted is resourced on, is a reduction of 97.0 funded student FTE. Our 2025/26 Preliminary Operating Grant has therefore been decreased by the 97.0 FTE, as well as adjustments made for the per student funding amounts, and supplemental funding categories.

Qualicum SD - 2025/26 Projected Annual Operating Grant vs. 2024/25 Amended Annual Budget:

	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26	
	Actual	Projected	Actual	Revised	Budgeted	Projected	
	Enrolment	Enrolment	per pupil	per pupil	Funding	Funding	Change
Student Base Allocation:							
Standard (Regular) Schools	4,203.38	4,145.00	8,915	9,015	37,473,088	37,367,175	(105,913)
Continuing Education	1.38	-	8,915	9,015	12,258	0	(12,258)
Alternate Schools	48.00	48.00	8,915	9,015	427,920	432,720	4,800
Online learning (formerly DL)	77.25	65.00	7,200	7,280	556,200	473,200	(83,000)
Home Schooling	27.00	27.00	250	250	6,750	6,750	0
Course Challenges	5.00	5.00	279	282	1,395	1,410	15
							0
Total Enrolment Based Funding	4,330.00	4,258.00			38,477,611	38,281,255	(196,356)
FTE change		(72.00)				chg from prior	
Supplemental Funding:							
Enrolment Decline							
% decline from previous year-1-4%		(72.00)					
% decline from previous year-1-4%		-1.66%	50%	50%	-	129,380	129,380
% decline from previous year->4%			75%	75%			
Unique Student Needs							
Special Ed - L 1	1.00	1.00	50,730	51,300	50,730	51,300	570
- L 2	175.00	163.00	24,070	24,340	4,212,250	3,967,420	(244,830)
- L 3	144.00	138.00	12,160	12,300	1,751,040	1,697,400	(53,640)
English Language Learners	80.00	80.00	1,795	1,815	143,600	145,200	1,600
Indigenous Education	560.00	560.00	1,770	1,790	991,200	1,002,400	11,200
Adult Education-non grad	0.50	0.00	5,690	5,755	2,845	0	(2,845)
Equity of Opportunity					211,611	202,234	(9,377)
Salary Differential					782,844	769,737	(13,107)
Unique Geographic Factors					5,532,568	5,051,230	(481,338)
Total Supplemental Funding					13,678,688	13,016,301	(791,767)
Indigenous Education Councils					69,408	77,716	8,308
Curr & Learn Support					39,120	38,970	(150)
Labour Settlement Funds (one year only)					548,676	-	(548,676)
Funding Protection					-	581,272	581,272
Additional grants					657,204	697,958	40,754
September Operating Grant					52,835,746	51,995,514	(840,232)
February Enrolment Count	24.69	20.00	7,200	7,280	333,386	145,600	(187,786)
May Enrolment Count	25.38	20.00	7,200	7,280	182,700	145,600	(37,100)
Full Year Total (including Labour Settlement funds)					53,351,832	52,286,714	(1,065,118)

It's important to note that in 2024/25 the Ministry provided funding for the General Wage Increase (2% + 1% Cost of Living Adjustment) via a special Labour Settlement Grant, which was not included in the 24/25 Operating Grant. For 2025/26 the previous cost of the general wage increase has been "rolled into the block" above, via the increase in the per pupil funding rates. The financial impact (see table) shows that there is an overall year over year decrease to operating revenue of \$1.065 million.

Further, per past rounds of bargaining the district was receiving a total of \$72,329 for the additional cost of standardized benefit plans applicable to CUPE and MATA. Ministry has advised that this funding has also been incorporated into the Operating Grant's per pupil rate, thus the separate revenue line has also been removed.

As was noted in the budget planning process, the district is in a transition period of declining enrolments and escalations in unfunded expenses. This has created a difficult Budget position for the coming 2025/26 school year. The declining enrolment and increasing expenditure pressures, coupled with our planned closure of rental facilities, and shifts in the Provincial economic realities has created an unusually large budget deficit. Although the provincial funding model supports districts from significant funding reductions through its Funding Protection supplements, the overall budgetary shortfall of \$2.5 million was significant for the District to cover.

To address the shortfall in the budget, the Board is being asked to make difficult decisions and are being presented with recommendations for balancing the budget through a fair and thoughtful approach. The resulting staffing reductions were done to minimize the impact on students. Some additional resources to address departmental cost pressures and other Board priorities have been adjusted for the coming year, and budget managers will need to realign their resources and continue to be fiscally prudent. Finally, although the budget is balanced and the district made some significant reductions to controls costs, there are still some risks as the District continues to reduce the capital burden for some unsupported facilities and to try to foresee the implications for the economic uncertainties.

Attached for Information are summaries provided during the Public presentations.

For information

Budgeted revenue shortfalls/cost pressures:

	Revenues	Expenses	Notes
Operating Grant			
24/25 Operating Grant (Recalculated)	52,732,827		From updated 24/25 Grant tables
Labour Settlement special grant	548,676		rolled into grant for 25/26
Support staff benefits funds	70,329		rolled into grant for 25/26
Total 24/25 Operating grants	53,351,832		
Estimated 25/26 Operating grant	52,286,714		From preliminary 25/26 Grant tables
Decrease in Operating grant	(1,065,118)		Other Oper grants for Pay equity & Transportation fund rer
Other revenue items			
Rental income	(400,000)		Closure of rental sites
Interest revenues	(200,000)		Declining interest rates
	(600,000)		
Decrease in Operating revenues	(1,665,118)		before escalations and requests
Increases in Expenses (pressures and new)			
Estimated additional benefits		200,000	Escalating benefits rates
Estimated replacement cost increase		75,000	Escalating replacement costs
Cyber security software		150,000	Mitigation of Global risks
Increase in Unfunded facility needs		150,000	Disposition and carrying charges
District and School supplies		250,000	Need of the entire system
Increase in committed costs		825,000	
Budget Deficit		(2,490,118)	Gap due to increasing costs and decreasing revenues
Decrease in Operating revenues	(1,665,118)		Decreasing revenues
Increase in costs		825,000	Increasing costs
Budget Deficit		(2,490,118)	Gap due to increasing costs and decreasing revenues

Recommended response to Budget deficit:

		Teachers	Support Staff	Administration	Total Savings
Staffing Adjustments		(11.0)	(7.0)	(3.0)	(2,190,118)
Facility staffing and Supplies			(2.0)		(180,000)
					(120,000)
		(11.0)	(9.0)	(3.0)	(2,490,118)
Breakdown of staffing adjustments:					
Collaboration/NRT staffing	staffing discontinued	(2.6)			
French Immersion division	enrolment related	(2.0)			
Other classroom divisions	enrolment related	(2.4)			
Teaching and Learning Team	eliminated team	(3.0)			
Curriculum Support Team	reduced allocations to schools	(1.0)			
Operations/Maintenance	reductions plus facility closures		(4.0)		
Inclusive Education	reduced hours being allocated		(3.0)		
Clerical/Library Assistants	realign allocations at school level		(2.0)		
School/Program Administration	not filling retirement / resignation			(2.0)	
Program manager	not filling resignation			(1.0)	
		(11.0)	(9.0)	(3.0)	
Current FTE		264.9	191.0	44.0	
		-4.2%	-3.7%	-6.8%	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2025-26 Annual Budget - Financial Summary

5/22/2025

	2024/25		2025/26		
	Annual Budget	Amended Budget	Annual Budget	Diff to Amended	Comment
REVENUE					
PROVINCIAL GRANTS					
Operating Grant	53,217,746	52,732,827	52,286,714	-446,113	Decline in Enrolmnt
Other MOE Grants-Transportation fund	426,341	426,341	426,341	0	
Other MOE Grants-Pay Equity	936,176	936,176	936,176	0	
Other MOE Grants-Misc	70,000	618,676	0	-618,676	Labour settlement funds rolled into per pupil funds
TOTAL MINISTRY OF ED GRANTS	54,650,263	54,714,020	53,649,231	-1,064,789	
OTHER REVENUES					
Other Provincial Revenues	150,000	150,000	351,713	201,713	New ICY funding
Offshore Tuition	3,900,000	3,650,000	3,850,000	200,000	ISP program growth
Miscellaneous	285,000	385,000	385,000	0	
Rental and Leases	750,000	750,000	350,000	-400,000	Closure of rental sites
Investment Income	600,000	550,000	350,000	-200,000	Decline in interest rates
TOTAL OTHER REVENUE	5,685,000	5,485,000	5,286,713	-198,287	
TOTAL REVENUES	60,335,263	60,199,020	58,935,944	-1,263,076	
EXPENDITURES					
SALARIES AND BENEFITS					
Teachers	22,440,874	22,563,124	21,570,706	-992,418	staffing reductions
Principals and Vice Principals	3,847,948	4,172,367	3,899,447	-272,920	staffing reductions
Educational Assistants	3,979,229	3,647,465	3,385,201	-262,264	staffing reductions
Support Staff	6,161,898	6,524,029	6,255,834	-268,195	staffing reductions
Other Professionals	2,075,812	2,147,576	2,123,434	-24,142	staffing reductions
Substitutes	2,408,129	2,443,045	2,431,513	-11,532	
Benefits	11,327,755	11,317,884	11,060,491	-257,393	Net impact of staffing reductions and benefit increases
TOTAL SALARIES AND BENEFITS	52,241,645	52,815,490	50,726,626	-2,088,864	
Benefits as a % of Total Salaries	27.7%	27.3%	27.9%		
Substitutes as a % of Total Salaries	6.3%	6.3%	6.5%		
SUPPLIES AND SERVICES					
Services	3,661,968	3,517,047	3,808,668	291,621	Software and district services
Training and Travel	391,500	391,500	391,500	0	
Rental and Leases	50,000	30,000	30,000	0	
Dues and Fees	68,000	68,000	68,000	0	
Insurance	230,000	230,000	205,000	-25,000	Estimated savings from closed sites
Supplies	2,511,150	2,186,148	2,611,150	425,002	Facility costs and district supplies
Utilities	1,181,000	1,156,000	1,095,000	-61,000	Estimated savings from closed sites
TOTAL SUPPLIES AND SERVICES	8,093,618	7,578,695	8,209,318	630,623	
TOTAL EXPENDITURES	60,335,263	60,394,185	58,935,944	-1,458,241	
NET REVENUE (EXPENDITURE)	0	-195,165	0	195,165	
Budgeted Use of Surplus		195,165		-195,165	
Surplus (Deficit), for the Year	0	0	0	0	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2025-26 Annual Budget - Financial Summary

5/22/2025

	2024/25		2025/26		
	Annual Budget	Amended Budget	Annual Budget	Diff to Amended	Comment
INSTRUCTION					
Regular Instruction	26,991,027	26,801,557	26,446,033	-355,524	staffing reductions
Career Programs	497,014	549,954	549,954	0	
Library Services	1,215,734	1,268,252	1,233,281	-34,971	staffing reductions
Counseling	1,364,807	1,188,423	1,188,423	0	
Inclusive Education	8,132,928	7,792,951	7,439,674	-353,277	staffing reductions
Early Learning and Childcare	147,884	114,132	96,650	-17,482	staffing reductions
English Language Learning	184,675	188,996	188,996	0	
Indigenous Education	965,104	1,087,510	1,007,510	-80,000	reduced by use of 23/24 surplus (Targeted funds)
School Administration	4,504,628	4,766,208	4,557,056	-209,152	staffing reductions
International Students	3,090,261	3,127,650	3,109,397	-18,253	program changes
Other	56,968	1,000	0	-1,000	
Function 1 - Instruction	47,151,030	46,886,633	45,816,974	-1,069,659	
DISTRICT ADMINISTRATION					
Educational Administration	939,253	952,186	934,039	-18,147	staffing reductions
School District Governance	253,631	253,955	253,955	0	
Business Administration	1,804,497	1,913,585	1,913,585	0	
Function 4 - District Administration	2,997,381	3,119,726	3,101,579	-18,147	
OPERATIONS AND MAINTENANCE					
Operations and Maintenance Admin	797,761	766,886	751,886	-15,000	Estimated savings from closed sites
Maintenance Operations	5,533,298	5,621,013	5,395,578	-225,435	staffing reductions
Maintenance of Grounds	386,209	463,200	463,200	0	
Utilities	1,236,000	1,211,000	1,161,000	-50,000	Estimated savings from closed sites
Function 5 - Operations and Maint	7,953,268	8,062,099	7,771,664	-290,435	
TRANSPORTATION AND HOUSING					
Transportation and Housing Admin	183,208	274,722	194,722	-80,000	reduced by use of 23/24 surplus (Bus S/W)
Student Transportation	2,010,376	2,011,005	2,011,005	0	
Housing/Boarding	40,000	40,000	40,000	0	
Function 7 - Transportation and Housing	2,233,584	2,325,727	2,245,727	-80,000	
TOTAL FUNCTION 1-7	60,335,263	60,394,185	58,935,944	-1,458,241	

Special Purpose Fund (SPF) Budget					
Annual Facility Grant	199,383	199,383	199,383	0	
Classroom Enhancement Fund	4,629,319	5,085,902	5,024,550	-61,352	Remedy funds calculated in Fall
Learning Improvement Fund	188,434	206,796	180,746	-26,050	carry forward balance
Community Link	442,357	442,357	442,357	0	
Family Affordability Fund		130,550	0	-130,550	one time funding fully spent
Strong Start	96,000	96,000	96,000	0	
Ready, Set, Learn	19,600	22,050	22,050	0	
French Funds	101,000	133,490	105,000	-28,490	carry forward balance
Seamless DC		55,400	55,400	0	
Mental Health		55,000	55,000	0	
FN Transportation	108,000	151,981	140,529	-11,452	carry forward balance
ECL Scan	175,000	175,000	175,000	0	
CR4YC/SEY2KT		25,750	25,750	0	
Feeding Futures Funds	517,809	549,835	498,142	-51,693	carry forward balance
Dual Credit/WEX Programs		159,000	50,000	-109,000	carry forward balance and one time funds
Prof Learning grant / National food program		337,656	98,789	-238,867	one time funds
Special Purpose Funds-Total	6,476,902	7,826,150	7,168,696	-657,454	

Annual Budget

School District No. 69 (Qualicum)

June 30, 2026

School District No. 69 (Qualicum)

June 30, 2026

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2025/2026 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 69 (Qualicum) Annual Budget Bylaw for fiscal year 2025/2026.
3. The attached Statement 2 showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$72,124,658 for the 2025/2026 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2025/2026.

READ A FIRST TIME THE 27th DAY OF MAY, 2025;

READ A SECOND TIME THE 27th DAY OF MAY, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 27th DAY OF MAY, 2025;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Annual Budget Bylaw 2025/2026, adopted by the Board the 27th DAY OF MAY, 2025.

Secretary Treasurer

School District No. 69 (Qualicum)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,298,000	4,395,000
Adult	-	0.500
Total Ministry Operating Grant Funded FTE's	4,298,000	4,395,500
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	62,259,450	62,893,275
Other	2,849,415	2,800,314
Tuition	3,850,000	3,650,000
Other Revenue	2,108,000	2,115,000
Rentals and Leases	350,000	750,000
Investment Income	350,000	550,000
Total Revenue	71,766,865	72,758,589
Expenses		
Instruction	54,612,816	55,710,224
District Administration	3,300,962	3,319,109
Operations and Maintenance	11,401,782	11,368,108
Transportation and Housing	2,809,098	2,902,130
Total Expense	72,124,658	73,299,571
Net Revenue (Expense)	(357,793)	(540,982)
Budgeted Allocation (Retirement) of Surplus (Deficit)		195,165
Budgeted Surplus (Deficit), for the year	(357,793)	(345,817)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(357,793)	(345,817)
Budgeted Surplus (Deficit), for the year	(357,793)	(345,817)

School District No. 69 (Qualicum)

Annual Budget - Revenue and Expense

Year Ended June 30, 2026

Statement 2

	2026 Annual Budget	2025 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	58,935,944	60,394,185
Special Purpose Funds - Total Expense	9,131,506	9,159,255
Capital Fund - Total Expense	4,057,208	3,746,131
Total Budget Bylaw Amount	72,124,658	73,299,571

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary/Treasurer

Date Signed

DRAFT

School District No. 69 (Qualicum)
Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2026

Statement 4

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(357,793)	(540,982)
Effect of change in Tangible Capital Assets		
Amortization of Tangible Capital Assets	3,057,208	2,996,131
Total Effect of change in Tangible Capital Assets	3,057,208	2,996,131
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	2,699,415	2,455,149

School District No. 69 (Qualicum)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	53,850,944	54,714,020
Other	150,000	150,000
Tuition	3,850,000	3,650,000
Other Revenue	385,000	385,000
Rentals and Leases	350,000	750,000
Investment Income	350,000	550,000
Total Revenue	58,935,944	60,199,020
Expenses		
Instruction	45,816,974	46,886,633
District Administration	3,101,579	3,119,726
Operations and Maintenance	7,771,664	8,062,099
Transportation and Housing	2,245,727	2,325,727
Total Expense	58,935,944	60,394,185
Net Revenue (Expense)	-	(195,165)
Budgeted Prior Year Surplus Appropriation	-	195,165
Budgeted Surplus (Deficit), for the year	-	-

School District No. 69 (Qualicum)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	52,286,714	52,732,827
Other Ministry of Education and Child Care Grants		
Pay Equity	936,176	936,176
Student Transportation Fund	426,341	426,341
Support Staff Benefits Grant		70,000
Labour Settlement Funding		548,676
ICY Clinical Counselling Funding	201,713	
Total Provincial Grants - Ministry of Education and Child Care	53,850,944	54,714,020
Provincial Grants - Other	150,000	150,000
Tuition		
International and Out of Province Students	3,850,000	3,650,000
Total Tuition	3,850,000	3,650,000
Other Revenues		
Miscellaneous		
Transportation revenue	100,000	100,000
Miscellaneous	110,000	110,000
Childcare fees	175,000	175,000
Total Other Revenue	385,000	385,000
Rentals and Leases	350,000	750,000
Investment Income	350,000	550,000
Total Operating Revenue	58,935,944	60,199,020

School District No. 69 (Qualicum)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Salaries		
Teachers	21,570,706	22,563,124
Principals and Vice Principals	3,899,447	4,172,367
Educational Assistants	3,385,201	3,535,273
Support Staff	6,255,834	6,636,221
Other Professionals	2,123,434	2,147,576
Substitutes	2,431,513	2,443,045
Total Salaries	39,666,135	41,497,606
Employee Benefits	11,060,491	11,317,884
Total Salaries and Benefits	50,726,626	52,815,490
Services and Supplies		
Services	3,808,668	3,517,047
Student Transportation		-
Professional Development and Travel	391,500	391,500
Rentals and Leases	30,000	30,000
Dues and Fees	68,000	68,000
Insurance	205,000	230,000
Supplies	2,611,150	2,186,148
Utilities	1,095,000	1,156,000
Total Services and Supplies	8,209,318	7,578,695
Total Operating Expense	58,935,944	60,394,185

School District No. 69 (Qualicum)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	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	17,358,047	804,860		8,801		1,489,085	19,660,793
1.03 Career Programs	152,336			48,479			200,815
1.07 Library Services	678,682	41,494		232,774			952,950
1.08 Counselling	939,504						939,504
1.10 Inclusive Education	1,817,720	166,124	2,886,285	58,540	206,606	454,111	5,589,386
1.20 Early Learning and Child Care			74,453				74,453
1.30 English Language Learning	149,141						149,141
1.31 Indigenous Education	113,936	153,452	424,463			10,000	701,851
1.41 School Administration		2,388,890		1,132,675		29,270	3,550,835
1.62 International and Out of Province Students	361,340	161,900		91,205	143,168		757,613
Total Function 1	21,570,706	3,716,720	3,385,201	1,572,474	349,774	1,982,466	32,577,341
4 District Administration							
4.11 Educational Administration		182,727			504,590		687,317
4.40 School District Governance					130,881		130,881
4.41 Business Administration				465,847	752,880	3,000	1,221,727
Total Function 4	-	182,727	-	465,847	1,388,351	3,000	2,039,925
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				64,767	309,437	500	374,704
5.50 Maintenance Operations				2,789,880		300,472	3,090,352
5.52 Maintenance of Grounds				280,468			280,468
5.56 Utilities							-
Total Function 5	-	-	-	3,135,115	309,437	300,972	3,745,524
7 Transportation and Housing							
7.41 Transportation and Housing Administration				58,540	75,872	500	134,912
7.70 Student Transportation				1,023,858		144,575	1,168,433
7.73 Housing							-
Total Function 7	-	-	-	1,082,398	75,872	145,075	1,303,345
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	21,570,706	3,899,447	3,385,201	6,255,834	2,123,434	2,431,513	39,666,135

School District No. 69 (Qualicum)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	19,660,793	5,452,840	25,113,633	1,332,400	26,446,033	26,793,557
1.03 Career Programs	200,815	51,639	252,454	297,500	549,954	549,954
1.07 Library Services	952,950	251,631	1,204,581	28,700	1,233,281	1,268,252
1.08 Counselling	939,504	248,919	1,188,423		1,188,423	1,188,423
1.10 Inclusive Education	5,589,386	1,779,288	7,368,674	71,000	7,439,674	7,792,951
1.20 Early Learning and Child Care	74,453	22,197	96,650		96,650	114,132
1.30 English Language Learning	149,141	39,855	188,996		188,996	188,996
1.31 Indigenous Education	701,851	209,991	911,842	95,668	1,007,510	1,096,510
1.41 School Administration	3,550,835	908,421	4,459,256	97,800	4,557,056	4,766,208
1.62 International and Out of Province Students	757,613	203,284	960,897	2,148,500	3,109,397	3,127,650
Total Function 1	32,577,341	9,168,065	41,745,406	4,071,568	45,816,974	46,886,633
4 District Administration						
4.11 Educational Administration	687,317	138,722	826,039	108,000	934,039	952,186
4.40 School District Governance	130,881	17,734	148,615	105,340	253,955	253,955
4.41 Business Administration	1,221,727	296,858	1,518,585	395,000	1,913,585	1,913,585
Total Function 4	2,039,925	453,314	2,493,239	608,340	3,101,579	3,119,726
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	374,704	83,882	458,586	293,300	751,886	766,886
5.50 Maintenance Operations	3,090,352	859,616	3,949,968	1,445,610	5,395,578	5,621,013
5.52 Maintenance of Grounds	280,468	79,232	359,700	103,500	463,200	463,200
5.56 Utilities	-	-	-	1,161,000	1,161,000	1,211,000
Total Function 5	3,745,524	1,022,730	4,768,254	3,003,410	7,771,664	8,062,099
7 Transportation and Housing						
7.41 Transportation and Housing Administration	134,912	32,310	167,222	27,500	194,722	274,722
7.70 Student Transportation	1,168,433	384,072	1,552,505	458,500	2,011,005	2,011,005
7.73 Housing	-	-	-	40,000	40,000	40,000
Total Function 7	1,303,345	416,382	1,719,727	526,000	2,245,727	2,325,727
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	39,666,135	11,060,491	50,726,626	8,209,318	58,935,944	60,394,185

School District No. 69 (Qualicum)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2026

Schedule 3

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	7,408,506	7,429,255
Other Revenue	1,723,000	1,730,000
Total Revenue	9,131,506	9,159,255
Expenses		
Instruction	8,795,842	8,823,591
District Administration	199,383	199,383
Transportation and Housing	136,281	136,281
Total Expense	9,131,506	9,159,255
Budgeted Surplus (Deficit), for the year	-	-

School District No. 69 (Qualicum)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

Schedule 3A

	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	\$ -	\$ -	\$ 651,446	\$ -	-	\$ -	\$ -	\$ -	\$ -
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	199,383	180,746		96,000	22,050	105,000	442,357	456,281	4,568,269
Other			1,660,000						
	199,383	180,746	1,660,000	96,000	22,050	105,000	442,357	456,281	4,568,269
Less: Allocated to Revenue	199,383	180,746	1,723,000	96,000	22,050	105,000	442,357	456,281	4,568,269
Deferred Revenue, end of year	-	-	588,446	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	199,383	180,746		96,000	22,050	105,000	442,357	456,281	4,568,269
Other Revenue			1,723,000						
	199,383	180,746	1,723,000	96,000	22,050	105,000	442,357	456,281	4,568,269
Expenses									
Salaries									
Teachers									3,627,600
Principals and Vice Principals				31,535		54,099			
Educational Assistants		152,901					340,896	205,000	
Support Staff	181,517							133,439	
Substitutes									
	181,517	152,901	-	31,535	-	54,099	340,896	338,439	3,627,600
Employee Benefits	17,866	27,845		6,821		19,500	101,461	117,842	940,669
Services and Supplies			1,723,000	57,644	22,050	31,401			
	199,383	180,746	1,723,000	96,000	22,050	105,000	442,357	456,281	4,568,269
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2026

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	15,700	-	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care		140,529	55,000	6,750	55,400			19,000	175,000
Other									
	-	140,529	55,000	6,750	55,400	-	-	19,000	175,000
Less: Allocated to Revenue	-	140,800	55,000	6,750	55,400	-	-	19,000	175,000
Deferred Revenue, end of year	-	15,429	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care		140,800	55,000	6,750	55,400			19,000	175,000
Other Revenue									
	-	140,800	55,000	6,750	55,400	-	-	19,000	175,000
Expenses									
Salaries									
Teachers			44,636						
Principals and Vice Principals									63,070
Educational Assistants					42,448				68,220
Support Staff		106,784							
Substitutes									
	-	106,784	44,636	-	42,448	-	-	-	131,290
Employee Benefits		34,016	10,364		12,952				43,710
Services and Supplies				6,750				19,000	
	-	140,800	55,000	6,750	55,400	-	-	19,000	175,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

Schedule 3A

	Feeding Futures Fund	Health Career Grants	Professional Learning Grant	National Food Program	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	39,539	200,000		906,685
Add: Restricted Grants					
Provincial Grants - Ministry of Education and Child Care	498,142	50,000		98,789	7,168,696
Other					1,660,000
	498,142	50,000	-	98,789	8,828,696
Less: Allocated to Revenue	498,142	89,539	200,000	98,789	9,131,506
Deferred Revenue, end of year	-	-	-	-	603,875
Revenues					
Provincial Grants - Ministry of Education and Child Care	498,142	89,539	200,000	98,789	7,408,506
Other Revenue					1,723,000
	498,142	89,539	200,000	98,789	9,131,506
Expenses					
Salaries					
Teachers		46,500			3,718,736
Principals and Vice Principals	63,070				211,774
Educational Assistants					809,465
Support Staff	155,500				577,240
Substitutes			150,000		150,000
	218,570	46,500	150,000	-	5,467,215
Employee Benefits	74,500	9,500	50,000		1,467,046
Services and Supplies	205,072	33,539		98,789	2,197,245
	498,142	89,539	200,000	98,789	9,131,506
Net Revenue (Expense)	-	-	-	-	-

School District No. 69 (Qualicum)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget			2025 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	1,000,000		1,000,000	750,000
Other	2,699,415		2,699,415	2,650,314
Total Revenue	3,699,415	-	3,699,415	3,400,314
Expenses				
Operations and Maintenance	1,000,000		1,000,000	750,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,630,118		2,630,118	2,556,009
Transportation and Housing	427,090		427,090	440,122
Total Expense	4,057,208	-	4,057,208	3,746,131
Net Revenue (Expense)	(357,793)	-	(357,793)	(345,817)
Net Transfers (to) from other funds				
Total Net Transfers	-	-	-	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(357,793)	-	(357,793)	(345,817)



**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
TUESDAY, MAY 20, 2025
1:00 P.M.
VIA VIDEO CONFERENCING**

Facilitator: Trustee Eve Flynn

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

1. INTRODUCTIONS AND TERRITORIAL ACKNOWLEDGEMENT

Chair Flynn gave thanks to the Qualicum and Snaw-Naw-As (Nanoose) First Nations People for their stewardship of the land on which we live, play and learn.

2. FOR INFORMATION

a. QSD Secondary Athletics Handbook

Rudy Terpstra, Director of Instruction, presented the final version of the handbook for information which will be available to school staff/coaches through the district's staff portal.

A spelling error was noted on page 18 which would be corrected and a suggestion was made to include page numbers in the Table of Contents.

It was also noted that student coaches, which require a coach or teacher sponsor, are seldom used as the District has staff who volunteer to coach.

3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING OR APPROVE AS CURRENTLY WRITTEN

Chair Flynn noted that Policies 603: Employee Conflict of Interest, 604: Workplace Bullying and Harassment, and 101: Projects – Tendering, Purchase and Disposal were being held for revisions and brought to the Policy Committee in the Fall with a potential new Purchasing policy being created with the intent of removing it from the current Policy 101.

a. Board Policy 700: Safe, Caring and Inclusive School Communities

Superintendent Jory recommended a revision to the Administrative Procedures to adjust the due date for the School Code of Conduct Review Forms to filed with the Superintendent of Schools or designate to be May 15th.

The Committee also considered whether #8 was required as #7 outlines what the procedure would be in the case of a breach of the Code of Conduct by a student.

It was also suggested to ensure that Indigenous Principles of Learning voices are represented by the Indigenous Education Council on the Policy's Guiding Principles.

The policy was deferred to the September meeting to allow time for the Superintendent to review district processes for referral when it is a school or district meeting and when it is appropriate to consult with school community, and to make any proposed changes as required.

b. Board Policy 701: Student Discipline

Chair Flynn noted that the Superintendent was considering some revisions in regard to how behavioural issues are dealt with at the school community level rather than at the Board Office level. The current Administrative Procedures do not speak specifically when someone would be referred to the Board Office for a meeting. The Superintendent will discuss with school administration.

It was suggested that the process for dealing with extreme behaviours that could lead to violence be included in the administrative procedures. The procedures should capture the District's practice in those circumstances and how to ensure that the rest of the learning community is not disturbed to the extent it could be otherwise. Once the next steps are articulated, the procedures should be included as to what the response is in the moment, at the school level and then as a district response.

A review of 800 and 900 policies was also recommended as they may relate to 701 and other policies in the 700 series

The policy will be held back for further review and revisions and will be discussed at a Policy Committee in the Fall.

c. Board Policy 702: Provision of Menstrual Products

One slight typo was noted in a referenced link.

No other changes were suggested as it was noted that, while it has become common practice, the policy is a requirement under Ministerial order.

The policy, with the correction to the typo, will be presented for approval as currently written at the May Board Meeting.

d. Board Policy 704: Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation

The Committee considered whether there might be a sentiment to increase the walk limits for the rural area schools from 1.5 km that were set in response to safety concerns regarding narrow roadways, lack of decent lighting and the presence of wildlife.

The Transportation Department staff will be consulted to determine whether or not any adjustments are required.

In the interim, the policy will be presented for approval as written.

Should the Transportation Department recommend a revision to more stringent walk limits, changes to the Administrative Procedures would be brought to the Policy Committee and then the Board for information.

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

The Committee discussed changing the word 'discouraged' in Guiding Principles #5 to 'not permitted'. It was noted the policy was given an extensive review and edits made in May 2024 to allow some advertising which allowed athletic programs to obtain some funding for those sports. Also, staff would use their professional autonomy and educational principles to avoid use of blatantly promotional material.

Unless there were an example of where logos are being used on instructional material to promote ideological and/or commercial interests, some felt there was no need to use the strong wording. An example was also given of Fortinet security software being used for student lessons which was vetted by Focussed Education Resources. The district wants teachers to use them as it is an amazing resource. The district's own staff security and privacy in-service is also created by companies the district is using and their branding is minimal.

How to police and then adjudicate instructional materials would also place time pressures on staff.

No changes were made and the policy will be presented for approval as currently written at the May Board Meeting.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING

a. Board Policy 703: Student Fees and Subsidies

There were no further suggestions for revisions and the policy will be moved forward to second reading at the May Board Meeting.

5. BYLAWS/POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING

a. Board Policy 600: Personnel

In reference to the sentence: "The District takes pride in being a good employer and valuing our employees" a question was posed as to how the District measures that to ensure that is taking place.

It was noted that there are a number of mechanisms through which employees can express their dissatisfaction, i.e. Union Liaison meetings, process for resolution of concerns, at the Board table and through telephone and written communication. The Board believes it also engages with its partners in a respectful and compassionate manner.

It was further reported that the District would be participating in a Wellness Survey in October. The last one was three years ago (Guarding Minds at Work) and will allow the District to compare its own outlook versus the industry standard as a checkpoint as to what workplace culture is like. The data would be presented to the Board in the middle of the 2025/26 school year.

There were no further suggestions for revisions and the policy will be forwarded for third and final reading at the May Board Meeting.

b. Board Policy 602: Exempt Staff Supplementary Employee Benefits

There were no further suggestions for revisions and the policy will be moved forward to third and final reading at the May Board Meeting.

6. FUTURE TOPICS

a. Continue 700 Series: Student Services

7. NEXT MEETING DATE: Monday, June 16, 2025 at 1:00 p.m. via Microsoft Teams



PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS

(Page 1 of 1)

Context

Boards of Education must provide menstrual products to all students who may require them and must have policies and procedures regarding the provision of menstrual products in their schools.

Policy Statement

The Board of Education of Qualicum School District is committed to providing menstrual products to students who may require them.

The Board will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

References:

- [The School Act – Sections 85\(2\)\(a\), 88\(1\), and 168\(2\)\(t\)](#)
- [Support Services for Schools Order \(M14/89\)](#)

Dates of Adoption/Amendments

Adopted: 2020.01.28.

Amended: **2022.06.28**



**STUDENT CATCHMENT AREAS/CROSS BOUNDARY TRANSFER/
DISTRICT BUS TRANSPORTATION**

Page 1 of 1

Context

Under the School Act sections 74.1, 75, and 75.1, the Board has the responsibility to assign students to various schools in the Qualicum School District, and authority to divide the District into catchment areas for the purpose of assigning students to schools.

Policy Statement

Generally, students will attend schools within their catchment area based on the parents/guardian's residence. In some circumstances crossing of catchment areas may be permitted upon request.

Guidelines

1. Approval of transfer is to be based on space availability in the requested school.
2. Parents/guardians will assume responsibility for transportation, or any additional costs incurred by granting of a cross-boundary transfer.
3. Bus transportation may be provided to out-of-catchment students if space is available on the bus with all expenses paid for by parents/guardians.

References:

- [The School Act \(s74.1,s75,s75.1\)](#)
- [Administrative Procedure to Board Policy 704: Student Catchment Areas – Cross Boundary Transfer.](#)

Dates of Adoption/Amendments:

Adopted: 1979.09.01

Amended: 1987.10.28: 1986.08.27: 1988.12.21: 1991.09.10: 2002.10.22: 2003.08.26:
Review 2007:01:23: 2007.03.27: 2011.03.29: 2018.02.27: **2022:02:22**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 704

**STUDENT CATCHMENT AREAS/CROSS BOUNDARY TRANSFERS/
DISTRICT BUS TRANSPORTATION**

Page 1 of 3

Purpose

These Administrative Procedures are written in support of Policy 704: Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation

Student Catchment Areas/cross Boundary Transfers

1. Changes in catchment areas, if required, shall be determined and approved by the Board not later than March 1, to be implemented in September.
2. Transfer of a student to a school outside of their catchment area will be considered upon written application of the parents/guardians to the Superintendent of Schools or designate, on or before the last Friday in March prior to Spring Break.
3. Approval of transfer is to be based on space availability in the requested school. Space availability is deemed to exist when there is expected, based on reasonable projections, to be capacity to provide the student or applicant with an educational program appropriate to their needs, taking into account physical and educational resources.

The Board of Education delegates to the Superintendent of Schools or designate, the decisions as to whether space is available in individual schools and educational programs.

Decisions on space and facilities availability will be made in consultation with the principal of the affected school and will be based on consideration of the following factors:

- the operating capacity of the school as defined by the Ministry of Education
- staff assigned to a school by the District
- the physical space in which instructional programs operate in the school
- the ability of the school to provide appropriate educational programs for the applicant and other students
- the needs of other programs located in the school

If space and facilities are determined to be available, enrolment in educational programs in the school will be offered in the following priority order, provided that application deadlines and requirements are met:

- catchment area child who attended the school during the previous school year
 - other catchment area child
 - non-catchment area child
 - non-school district child
4. Students who reside within a defined school catchment area will be given placement priority up to September 30th of any school year. Transfer students may be returned to their catchment area school, or, upon a parents/guardian's request, to another District 69 school (subject to space availability) up to and including September 30th of any school year.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 704

STUDENT CATCHMENT AREAS/CROSS BOUNDARY TRANSFERS/
DISTRICT BUS TRANSPORTATION

Page 2 of 3

5. A student who has spent the previous school year in an approved cross-boundary placement at a District 69 school will be deemed to be a member of that school community. This status will be retained upon transition to the secondary school which students from that school would normally attend based on district catchment areas.
6. Siblings of students (who, by nature of Regulation #5 above are considered “students of this school’s catchment area”) will, at the request of the parents/guardians through the completion of the district’s Application for Cross-Boundary Enrollment form, be considered catchment area students for this school.
7. Access to District programs, such as Collaborative Education Alternative Program (CEAP), PASS/Woodwinds Alternate School or French Immersion, is not subject to Transfer Request approval.
8. Transportation or transportation assistance will be provided for a student who cannot attend their catchment area school because space is not available.
9. Transportation for a student choosing to attend a non-catchment area school or district program is the responsibility of the parents/guardians.

Transportation of Students by District School Bus Service

1. Walk limits are distances determined by the Ministry of Education. Funding is based on provincially established eligibility walk limits. The Board will establish local walk limits annually.
2. Exceptions to established walk limits are:
 - a. Students at all grade levels who are living, and attending school, in the catchment areas for Nanoose Bay, Errington, and Bowser Elementary Schools, will have an eligible walk limit of 1.5 km.
 - b. Special needs students, where transportation costs are recognized on a door-to-door basis for those students diagnosed unable to walk to school due to physical or mental disabilities and therefore need to travel to school by vehicle.
 - c. Extra curricular activities, when funding is provided for this service by schools.
3. The need for transportation fees and the cost of any actual fees for courtesy riders* will be determined by the Board during budget deliberations in the spring of each year. Announcement of any fees and payment schedule will be made public following approval of the budget for the next school year. There are no fees for eligible riders.
4. The bus driver is the final authority in all matters relating to the safety and well-being of passengers.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 704

STUDENT CATCHMENT AREAS/CROSS BOUNDARY TRANSFERS/
DISTRICT BUS TRANSPORTATION

Page 3 of 3

* ***Courtesy Riders*** – students who fall outside of the criteria for eligible riders but who can be accommodated through surplus space on existing transportation routes on a fee for service basis.

References:

- [The School Act \(s74.1,s75.s75.1\)](#)
- [Board Policy 704: Student Catchment Areas/Cross Boundary Transfer/District Bus Transportation](#)
- Qualicum School District [Application for Cross-Boundary Enrollment Form](#)

Dates of Adoption/Amendments:

Adopted: 1979.09.01

Amended: 1987.10.28: 1986.08.27: 1988.12.21: 1991.09.10: 2002.10.22: 2003.08.26:
Review 2007.01.23: 2007.03.27: 2011.03.29: 2018.02.27: 2018.04.24:
2022.02.22: **2022.11.22**



**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS**

Context:

The Board has fiduciary responsibility to limit influence of students through corporate sponsorships, partnerships and/or advertising. The Board recognizes the power of sponsorships, partnerships and advertising to “influence” students.

Policy Statement:

The Board acknowledges that corporate sponsorships, partnerships and advertising can be beneficial to public education. However, the Board reserves the right and responsibility to carefully vet and manage these relationships to ensure students are not being unduly influenced or branded.

Guiding Principles:

1. The Board supports the development of healthy and sustainable education-business relationships between the Board, its schools, and the community.
2. The Board encourages, businesses, corporations, labour, community and civic groups, government and educational agencies to seek collaborative partnerships.
3. All sponsorships/partnerships must be consistent with the values, principles, and objectives of the School District.
4. Schools, as learning communities, must not become vehicles for circulation of materials intended primarily for commercial gain, nor for propaganda materials that are inflammatory in nature or contrary to District values.
5. Instructional materials bearing logos and/or advertising promoting ideological and/or commercial interests are discouraged.
6. Partnerships over more than one school year or \$25,000 requires a contract. (Refer to [Board Policy 101: Projects – Tendering, Purchase and Disposal](#))
7. Commercial enterprises will not normally be permitted access to teachers and students either directly on school property or indirectly through the use of School District or school mailing information or systems. Advertising for the purpose of extra-curricular sponsorship may be permitted on a temporary basis, meaning for the duration of a single event, athletic season, or the school year, as approved by the school principal.

Definitions:

Sponsor - An organization or commercial enterprise providing financial support or goods or services for an activity, series of activities, program or service.

Donation - Money, goods or services given to a school or the School District with no expectation of reciprocal provision of goods or services to the donor.

Partnership - A collaborative relationship between the Board and an organization or business wherein the resources of the Board and the partner are combined to enhance the quality and relevance of the educational program provided by the Board.

References:

- [Administrative Procedure to Board Policy 705: Corporate Community Sponsorships, Partnerships and Advertising in Schools.](#)

Dates of Adoption/Amendments:

Adopted: 2018.02.27

Amended: 2022.05.24: **2024.05.28**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 705

**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS**

Page 1 of 2

Purpose

These Administrative Procedures are written in support of Policy 705: Corporate/Community Sponsorships, Partnerships, and Advertising in Schools.

The Board supports the development of sustainable education-business relationships between the Board, its schools, and the community provided they do not compromise the District's commitment to maintaining safe, caring and inclusive schools.

The Board or, in the case of a school, the Principal or designate, in consultation with school partner groups, shall have the authority to decline any form of donation, sponsorship or partnership that is inconsistent with the values, principles or policies of the School District or the particular school.

No employee of the School District shall accept a personal gift in cash or kind, or benefit from the corporate sponsor or donor. Corporate involvement programs shall not limit the discretion of the schools, teachers, and the School District in the use of sponsored materials.

Sponsorships or sponsorship agreements exceeding \$25,000 in amount or longer than one (1) year in duration shall be confirmed by contract through the School District. Proposals shall be sent to the Secretary Treasurer's office with a detailed rationale to obtain appropriate approvals and/or draw up proper legal agreements in consultation with all stakeholder groups.

Each sponsorship arrangement should have an agreed upon sponsor acknowledgement plan prior to accepting the sponsorship or donation. The sponsor acknowledgement plan shall be approved by the school principal in consultation with the education partner groups for school level sponsorships. The Secretary Treasurer's office will ensure the sponsor acknowledgement plan is acceptable and consistent with this policy for District-wide sponsorship agreements.

Sponsor or partner activity must not infringe on any collective agreement or labour relations' practices.

Advertising

In general, the sales, the promotion of sales or the support to sales by canvassing, advertising or by other means on the part of any commercial enterprise may be seen as a violation of the safe and secure environment for students or an invasion of the privacy of parents or teachers.

Recognized charitable organizations and agencies and other organizations having educational and community services attributes may be allowed the opportunity to approach school principals or designated Board staff at the discretion of the Superintendent.

Local businesses or donors may be solicited for sponsorships of extra-curricular or co-curricular opportunities in exchange for limited space advertising. Such advertising may appear in school publications such as yearbooks or tournament programmes, or on a portion of a gymnasium wall with the principal's approval.

Distribution of materials supplied by genuine, community-oriented organizations may be authorized by the Superintendent, provided that they do not demand undue disruption of school time or routine, and provided that they do not contain political, religious or inflammatory



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 705

CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS

Page 2 of 2

material/messages/images which might create unfavourable community reaction and/or run counter to School District values.

Partnerships

The Board supports and encourages partnerships that:

- Treat the educational and personal welfare of students as the paramount concerns and are in accordance with the highest ethical standards and considerations.
- Address an identifiable educational or operational purpose or need consistent with the School District's strategic priorities, statements of purpose, and the provincial goals of education.
- Increase the equitable access of students to high quality educational programs, service or learning resources.

Donations

The School District is able to issue tax receipts for cash donations and donations of furniture, equipment or similar items valued \$1000 or less. In accordance with Canada Revenue Agency's Policy 413, donated items valued at more than \$1000 must be independently assessed by a third party before the School District can issue a tax receipt. A sponsorship payment from a business for which the business receives a material advantage such as promotion or advertising (for example, in a press release) as part of an acknowledgement plan may not be eligible for a tax receipt under Canada Revenue Agency's rules.

New or used equipment must be at a standard acceptable for use in classrooms and schools and meet School District specifications. Equipment must be installed according to the standards of the School District. The school principal shall consult with the appropriate Board office staff to make this determination. The school and/or School District must consider costs of installation, maintenance, repairs, and training, where necessary, to ensure funds are available to support the acquisition of the donated equipment. If accepted, donations shall become the property of the School District.

District Parent Advisory Council/Parent Advisory Council (PAC)

The District Parent Advisory Council and a school's Parent Advisory Council (PAC) are often successful fund-raising groups whose efforts facilitate the acquisition of equipment, goods or services in support of one or more schools. Decisions on the methods of raising funds for a school shall be made in consultation with the Superintendent of Schools and/or the school's Principal in accordance with School District policies and administrative procedures.

Reference:

- [Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools](#)

Dates of Adoption/Amendments:

Adopted: 2018.02.27

Amended: 2022.11.22: **2024.05.28**



Context

The School Act S82 and S168 (2) (j) governs school related fees and rentals. Board of Education Fees (Ministerial Order M236/07) and Provincial Fees (Ministerial order M140/89) further explains fees and rentals related to graduation from schools in B.C.

Policy Statement

The Board will charge fees as needed in full compliance with the School Act and Ministerial Orders. No student will be denied access to a program, course or class that is required for graduation because they cannot afford the fee.

Guiding Principles

The Board believes that:

1. Every student has a right to complete a graduation program.
2. Any fees charged will be on a cost recovery basis.
3. A monthly boarding subsidy may be provided to families of eligible students to assist with the costs associated with living away from home while pursuing graduation in a School District 69 school.

References:

- [The School Act Sections 82 and 168](#)
- Ministerial Orders [236/7](#) and [140/89](#)
- [Administrative Procedures to Board Policy 703: Student Fees and Subsidies](#)

Dates of Adoption/Amendments:

Adopted: 1979.07.01

Amended: 1984.07.04: 1988.02.14: 1988.12.21: 1990.08.29: 1991.09.24: 1991.12.17:
1995.09.26: 1999.03.23: Reviewed 2005.09.19: 2010.02.23: 2018.02.27:
2022.05.24



ADMINISTRATIVE PROCEDURES to BOARD POLICY 703

STUDENT FEES AND SUBSIDIES

Page 1 of 2

Schools in which any student fees are to be levied must present their fee schedule to the Superintendent for approval by May 15 of each school year. Prior to June 30 each year, the Superintendent will present a schedule of fees for each school for Board approval.

Prior to the submission of the fee schedule to the Superintendent each school must present the proposed full fee schedule to the Parent Advisory Council of the school for consultation regarding the appropriateness and amount of the fees to be charged.

Each school must annually establish and communicate to parents/caregivers the procedures to facilitate participation by any student who would otherwise be excluded from, or experience hindered access to, a program, class or course. **All requests for funds to parents/caregivers must include a link to those procedures.**

In general, the Board permits schools to charge the following types of fees to students provided that the above conditions are met by schools:

- Schools may charge for, or request that parents/caregivers provide for students, personal supplies and equipment which school do not typically provide, such as: writing tools, notebooks, binders, gym wear, basic art supplies, basic calculator, student planners and other supplies for a student's personal use.
- The rental or purchase of musical instruments for a student's personal use. No student will be denied participation in the instrument music program because of inability to pay for the rental of an instrument. Such cases will be determined by the teacher in consultation with the Principal of the school.
- Schools may charge students a returnable deposit for the use by students of school or district equipment or learning resources which are expected to be returned by students after use.
- Fees may be charged for optional school special events, clubs, sporting and social activities which are not regulated by the *School Act* and which are not essential to the educational curriculum of the school. The Board expects schools to be sensitive to the issue of student/family financial hardship in making decisions to sponsor or organize extra-curricular activities.
- Fees may be charged for optional field trips which are not essential to the educational curriculum. If such field trips occur during the normal operating hours of the classroom, the Board requires that students who do not participate in the optional field trip will be provided with quality alternative educational experiences.
- Fees may be charged where students opt to use materials of superior quality - for example, in a shop class - provided that all students have the option of selecting materials of satisfactory quality without charge.
- Fees may be charged for specialty academies in accordance with Specialty Academy provisions of the *School Act*.



- Students in “trades programs” (as defined in the School Act) may be required to provide their own tools, equipment and materials, or the Board may charge fees for the purchase or rental of these items as per the *School Act*.
- **Requests for Indigenous targetted funding and First Nations Band funding should be limited to enhancement activities which are in addition to those experienced by the general student population.**

References:

- [The School Act Sections 82 and 168](#)
- Ministerial Orders [236/7](#) and [140/89](#)
- [Administrative Procedures to Board Policy 703: Student Fees and Subsidies](#)

Dates of Adoption/Amendments:

- Adopted: 2018.02.27
- Amended: **2022.05.24**



Context:

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

The Qualicum School District is focused on improving outcomes and producing educated citizens as per the Ministry of Education and Childcare's mandate and District Strategic Plan. The District takes pride in being a good employer and valuing our employees. As an effective organization, we rely on positive and appropriate personnel practices and interactions, and believe the modelling of these qualities is an important tool in a healthy and productive learning environment.

Policy Statement:

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

Guiding Principles:

The Board believes that:

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

Definitions:

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

References:

- [Board Policy 302: Communities and Volunteers' Involvement in our School District](#)
- [Criminal Records Review Act](#)
- [Mount Arrowsmith Teachers' Association \(MATA\) Collective Agreement](#)
- [Canadian Union of Public Employees \(CUPE\) Local 3570 Collective Agreement](#)



QUALICUM SCHOOL DISTRICT

BOARD POLICY 600

PERSONNEL

Page 2 of 2

• ~~Qualicum School District Employee Handbook (Internal Document for Employees)~~

Dates of Adoption/Amendments:

Adopted: 2021.09.28

Amended: 2022.11.22: **2023.11.28**



EXEMPT STAFF SUPPLEMENTARY EMPLOYMENT BENEFITS

Page 1 of 1

Context

For employees moving from teaching into exempt positions (principals, vice-principals, district management staff) supplemental employment benefits (SEB) are lost. This means that even when responsibility is increased, benefits are decreased. This situation causes an unjust inequity, most notably in the area of maternity or parental leave top-up.

Policy Statement

All exempt staff will receive supplemental employment maternity/parental benefits (SEB) matching the language of the board/MATA collective agreement.

Guiding Principles

The Board believes that:

1. A respectful, fair and equitable climate must be created, nurtured and maintained in all working and learning spaces.
2. Benefits should not be subtracted when moving to a position of greater responsibility.

References:

- [Administrative Procedures to Board Policy 602: Exempt Staff Supplementary Employment Benefits](#)
- [MATA Collective Agreement Articles: G.21.2 Extended Maternity Leave/Parental Leave, G.21.7 Supplemental Employment Benefits on Short Term Parental Leave, and G.21.9 Eligibility for SEB Plans](#)

Dates of Adoption/Amendments:

Adopted: **2021.02.23**

Amended:



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 602
EXEMPT STAFF SUPPLEMENTARY EMPLOYMENT BENEFITS

Purpose

These administrative procedures are designed to support Policy 602: *Exempt Staff Supplementary Employment Benefits*, and build from the Board of Education's support for employees in exempt positions receiving supplementary employment maternity/parental benefits matching the language of the Board/MATA collective agreement.

District Procedures

1. Senior staff will ensure that the Board is enrolled in a Supplementary Employment Benefit (SEB) Plan agreement with the Employment Insurance Commission in respect of maternity and parental payments.
2. All School District 69 exempt staff are eligible to access benefits under this policy, including any on EI-supported maternity or parental leaves at the time of adoption of this policy.
3. The school district will abide by the requirements of the Employment Standards Act in regard to any employee who applies for, is on, or is returning from maternity or parental leave.

Expectations of Exempt Staff

4. For an exempt staff member to qualify for SEB under this policy, they will be required to:
 - a. Apply for and receive a leave of absence for maternity or parental reasons;
 - b. apply for and receive EI benefits for at least the period of time contemplated by SEB; and,
 - c. apply to the school district for SEB under the terms of this policy and administrative procedures.
5. SEB provisions will apply to the exempt staff member in keeping with Articles G.21.2 (maternity), G.21.8 7 (parental) and G.21.40 9 (eligibility).
6. Any exempt staff member in receipt of SEB may only access maternity or parental SEB, not both.

References:

- [Board Policy 602: Exempt Staff Supplementary Employment Benefits](#)
- [MATA Collective Agreement Articles: G.21.2 Extended Maternity Leave/Parental Leave, G.21.7 Supplemental Employment Benefits on Short Term Parental Leave, and G.21.9 Eligibility for SEB Plans](#)

Dates of Adoption/Amendments:

Adopted: **2021.02.23**

Amended:



**Qualicum School District
Education Committee of the Whole Report
Tuesday, May 20, 2025
Via Video Conferencing
2:30 a.m.**

Facilitator: Trustee Elaine Young

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.

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. PRESENTATION

a. Inclusive Education

Katie Marren, District Principal of Indigenous Education; Jennifer Fuhrmann, District Principal of Learning Support; Michelle Cavin and Rosalind Shafi – Combining the Inclusive education approach with Indigenous World views have impacted our understanding of cultural influences in learning. The PowerPoint will be posted on the district website.

b. Mindfulness in May “Have Your Say” Exhibition

14 students submitted 17 art pieces created through various types of media to the [Mindfulness in May](#) formal art exhibit at the Qualicum Beach Library for Youth and Mental Health Week in May. The theme for this event was “Have your Say.” This is the 3rd year of the Mindfulness in May Show. *(photos attached)*

2. EDUCATION UPDATES – SCHOOL AND/OR PROGRAMS

a. Director of Instruction/Associate Superintendent

- Grade 7 Health Fair was held on May 8th at Nanoose Place. Thank you to the Nanoose Place staff and Eve Flynn for their work supporting the event.
- Pre-Kindergarten Program is up and running for students currently registered to begin Kindergarten in September. A survey of the Pre-K program will be provided to the parents/caregivers of those participating students for feedback on the program.
- Zero Waste Grant of \$25K was received from the Regional District of Nanaimo (RDN). This will be the last year of this funding to support recycling at all schools. Thanks to Denise Spencer-Dahl for her work on this program.
- There has been an improvement in FSA results as can be viewed on the [Ministry of Education and Childcare website](#).

b. 2025/2026 School Fees

Fee schedule as attached to the agenda. Discussion re: relative costs and cost recoveries for the speciality academies. We base the fees on recovery costs.

3. SHARED LEARNING

a. School Impact Plans

Trustees attended a meeting to hear from individual schools on the impact of work on the District’s Strategic Goals. Trustees were split into 2 rooms and each school presented two focused objectives, one in each room. Trustees appreciated the

deeper focus on outcomes related to learning, growing, belonging and giving. The presentations have been placed in Trustees' files for independent study.

4. INFORMATION

a. School Food Programs – Feeding Futures Funding

Oral report on how the food related funding (provincial/federal) is being used. Associate Superintendent Wilson explained that work is in progress. Further discussion will occur at the Finance and Operations Committee once a plan is finished. Sheila Morrison reminded the group that we are still in the beginning phases of food programming and that other areas have been working on feeding students and community support for decades.

b. Kwalikum Secondary Student Proposal for a Healing and Food Forest

Andrew Lee (KSS Principal) presented a PowerPoint featuring a conceptual design of the Healing and Food Forest to replace the old basketball courts at KSS. Community partners have met and considered the plan. Meetings will continue in the future. Some trustees expressed interest in the project. PowerPoint will be posted on the district website. Trustee Young noted that she wished to participate in future planning meetings.

5. ITEM(S) TO RECOMMEND FOR APPROVAL TO THE BOARD MEETING

a. 2025/2026 School Fees as presented

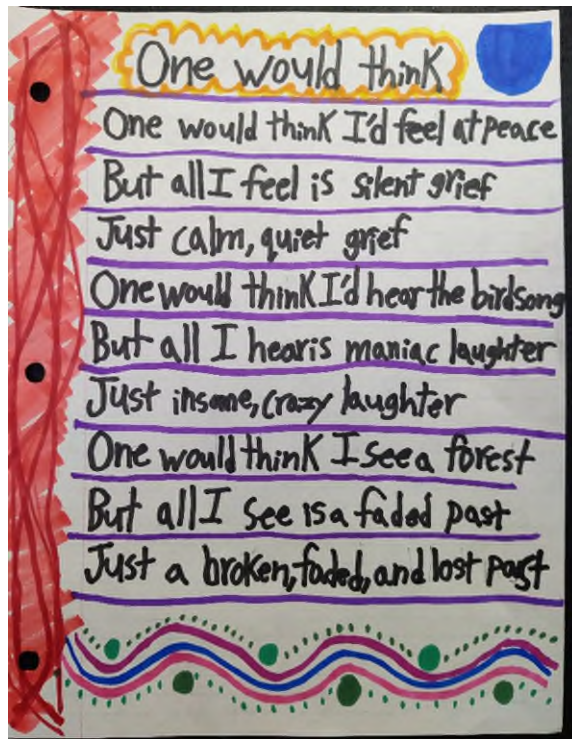
6. UPCOMING TOPICS

a. Kwalikum Secondary Student Climate Action Symposium Report

b. Results of the Pre K surveys

c. Education Committee Evaluation

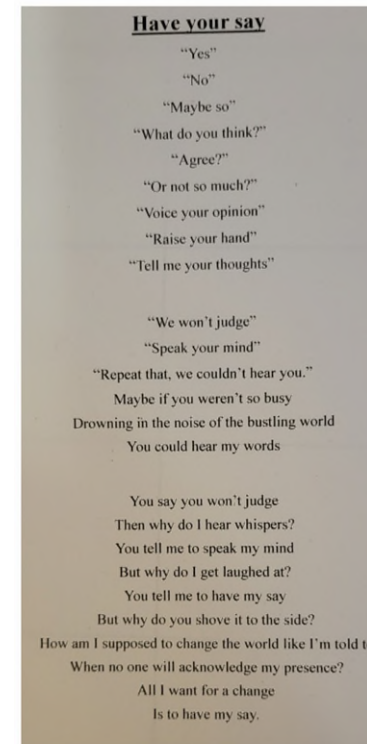
7. NEXT MEETING DATE: Tuesday, June 17, 2025 at 2:30 p.m. via Teams



K.A. One Would Think



K.M.







QUALICUM SCHOOL DISTRICT

School Fees 2025-2026

School	Activity or Resource	Fee
AES	School Supplies K-7 (school will bulk order supplies for all families)	50.00
	Planners – <i>if requested by the classroom teacher</i>	8.00
	Cooking Program (K/1)	20.00
	Music Recorder (Grades 2 - 5)	Up to 10.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year.</i>	Up to 65.00
	Ukulele Program (Grades 6-7) – <i>if required will be optional to purchase</i>	Up to 25.00
BES	School Supplies K-7 (school is bulk ordering supplies for all families)	50.00
	Cooking Program (Grades K/1) – <i>if determined by teacher</i>	20.00
	Student Planner – <i>if requested by teacher</i>	10.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year.</i>	Up to 65.00
EES	School Supplies K-7 (school is bulk ordering supplies for all families)	50.00
	Cooking Program (K/1)	20.00
	Music Recorder – <i>if requested by music teacher</i>	Up to 10.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year.</i>	Up to 65.00
NBES	School Supplies K-7 (school is bulk ordering supplies for all families – a small number of additional supplies may be requested by classroom teachers in September.)	50.00
	Planners – <i>if requested by the classroom teacher</i>	8.00
	Music Recorder - <i>if requested by music teacher</i>	Up to 10.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year</i>	Up to 65.00
ÉOES	Music Recorder (Grades 3-5) - <i>if requested by teacher</i>	Up to 10.00
	Headphones – <i>if required by teacher</i>	25.00
	School Supplies – K- 7 (school is bulk ordering supplies for all families)	50.00
	Planners – <i>if requested by the classroom teacher</i>	8.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year.</i>	Up to 65.00
QBES	Combination Locks – Grades 5 to 7 - <i>Optional</i>	10.00
	K-7 School Supplies (Including STREAM students)	50.00
	Music Recorder (Grades 3 - 5)	Up to 10.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year.</i>	Up to 65.00
	STREAM (4-7) For maker supplies, robotics equipment (in addition to K-7 supplies)	75.00



QUALICUM SCHOOL DISTRICT

School Fees 2025-2026

School	Activity or Resource	Fee
	Headphones – <i>if required by teacher</i>	25.00
SES	School Supplies Fee (school is bulk ordering supplies for all families)	55.00
	Music Recorder (Grades 3-5)	n/a
	Kindergarten supplies	40.00
	Swim Program (Grade 3) <i>*The fee for this activity may be reduced depending upon the financial support provided by PAC each year.</i>	Up to 65.00
BSS	Student Activity Fee	10.00
	Student Lock Fee	5.00
	Textbook Deposit Fee - Refundable	40.00
	Hockey Academy	750.00
	Outdoor Pursuits 9	1000.00
KSS	Student Activity Fee	15.00
	Textbook/Workbook Deposit Fee – Refunded yearly	40.00
CEAP	Computer Rental Deposit (Laptop Model), if required - Refundable	100.00
	Textbook and Resources Deposit Fee, if required - Refundable	50.00
PROGRAMS OF CHOICE/SPECIALTY ACADEMIES	Qualicum School District offers a range of <i>Programs of Choice</i> and <i>Specialty Academies</i> that provide unique learning opportunities for our diverse student population. In some cases, a <i>Program of Choice</i> or <i>Specialty Academies</i> may result in a fee per student.	
ROAMS (River, Ocean and Mountain School) Secondary District Program		3000.00
GLOBAL ROAMS (River, Ocean and Mountain School) Secondary District Program		1000.00

QUALICUM SCHOOL DISTRICT

TRUSTEES' SCHEDULE OF MEETINGS 2025-2026

Only the Regular Public and Special Public Board Meetings will be Recorded (R)
(dates/times may be subject to change)

AUGUST 2025			
26 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
26 (Tues)	Regular Board Meeting <i>followed by Annual Elections of Chair/Vice Chair</i>	Video-Conference (R)	6:00 pm
26 (Tues)	Special Board Meeting – Annual Election of Chair/Vice Chair	Video-Conference (R)	Post RBM
SEPTEMBER 2025			
15 (Mon)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
15 (Mon)	Policy Committee of the Whole	Video-Conference	1:00 pm
16 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
23 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
23 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
30	National Day of Truth and Reconciliation		
OCTOBER 2025			
13 (Mon)	Thanksgiving Day		
20 (Mon)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
20 (Mon)	Policy Committee of the Whole	Video-Conference	1:00 pm
21 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
28 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
28 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
NOVEMBER 2025			
11 (Tues)	Remembrance Day		
17 (Mon)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
17 (Mon)	Policy Committee of the Whole	Video-Conference	1:00 pm
18 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
	BCSTA Trustee Academy		
25 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
25 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
DECEMBER 2025			
9 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
9 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
Dec 22 – Jan 2	Winter Vacation Period		
JANUARY 2026			
19 (Mon)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
19 (Mon)	Policy Committee of the Whole	Video-Conference	1:00 pm
20 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
27 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
27 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
FEBRUARY 2026			
16 (Mon)	BC Family Day		
17 (Tues)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
17 (Tues)	Policy Committee of the Whole	Video-Conference	1:00 pm
17(Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
24 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
24 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm

QUALICUM SCHOOL DISTRICT TRUSTEES' SCHEDULE OF MEETINGS 2025-2026

Only the Regular Public and Special Public Board Meetings will be Recorded (R)
(dates/times may be subject to change)

MARCH 2026			
10 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
10 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
16-27	Spring Vacation Period		
APRIL 2026			
3	Good Friday		
6	Easter Monday		
20 (Mon)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
20 (Mon)	Policy Committee of the Whole	Video-Conference	1:00 pm
21 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
28 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
28 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
MAY 2026			
18 (Mon)	Victoria Day		
19 (Tues)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
19 (Tues)	Policy Committee of the Whole	Video-Conference	1:00 pm
19 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
26 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
26 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
JUNE 2026			
15 (Mon)	Finance & Operations Committee of the Whole	Video-Conference	10:30 am
15 (Mon)	Policy Committee of the Whole	Video-Conference	1:00 pm
16 (Tues)	Education Committee of the Whole	Video-Conference	2:30 pm
23 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
23 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm
AUGUST 2026			
25 (Tues)	In Camera Board Meeting	Video-Conference	3:30 pm
25 (Tues)	Regular Board Meeting	Video-Conference (R)	6:00 pm

Dates to Add:

- 2025-2026 Budget – Partner Meetings and Special Budget Board Meeting