

REGULAR BOARD MEETING AGENDA

TUESDAY, JANUARY 26, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

2. CALL TO ORDER AND INTRODUCTIONS

3. ADOPTION OF THE AGENDA

Recommendation:

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

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: December 15, 2015 p 1-8
- b. Ratification of In Camera Board Meeting Minutes: December 8, 2015 p 9
- c. Ratification of Voucher No. 15-12 in the amount of \$3,092,268.49 p 10
- d. Approval in principle for an International Student Program field trip to the Rocky Mountains, Alberta from April 29 to May 2, 2016. p 11-13
- e. Approval in principle for an International Student Program field trip to Seattle, Washington, from April 10 to 12, 2016. p 14-18
- f. Final approval for a Ballenas Secondary School student field trip to Rome, Paris and London, from March 14 to 23, 2016. p 19-23
- g. Approval in principle for a Kwalikum Secondary School student field trip to Japan in March 2017. p 24-28
- h. Ministry News Releases
 - Report highlights growth and stability in student completion rates p 29
 - Bernier responds to Supreme Court decision p 30
 - WorkBC's Find Your Fit to showcase BC's in-demand jobs at BC Tech Summit p 31
 - #BCTECH Summit delivers unprecedented tech collaboration p 32-33
- i. Reports from Board Representatives to Outside Organizations
 - Building Learning Together (BLT) (Chair Flynn) p 34
- j. Status of Action Items - January 2016 p 35

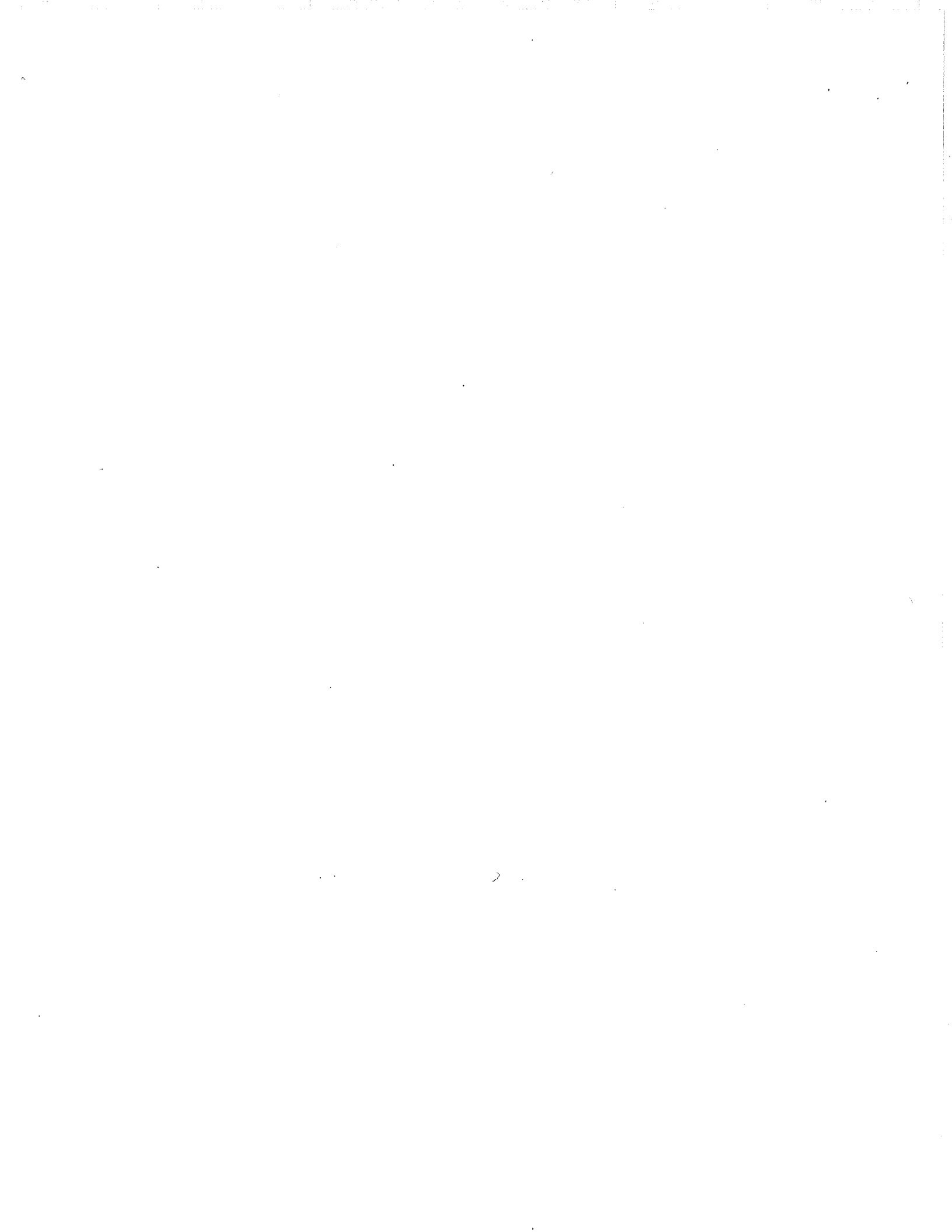
Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of January 26, 2016, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. **Ballenas Electronics/Robotics Club Showcase**

(Kevin McKee)



-
6. **BUSINESS ARISING FROM THE MINUTES**
 7. **TRUSTEE HIGHLIGHTS**
 8. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**
 9. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
 10. **DISTRICT PARENTS ADVISORY COUNCIL**
 11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD** (10 MINUTES)
 12. **ACTION ITEMS**
None
 13. **INFORMATION ITEMS**
 - a. Educational Programs Update (Gillian Wilson)
 - b. Education Planning Update (Rollie Koop)
 - c. 2015/16 Financial Report to December 31, 2015 (Ron Amos) p 36-37
 - d. DRAFT 2016/17 Preliminary Operating Budget Timelines (Ron Amos) p 38
 - e. School Calendar Planning for 2016/17 (Gillian Wilson)
 14. **CORRESPONDENCE ATTACHED**
 15. **POLICY** (Chair Flynn)
 - a. **Board Bylaw 5: Appeals** p 39-48
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 5: Appeals and its attendant Administrative Procedure, at its Regular Board Meeting of January 26, 2016.
 - b. **Board Policy 6240: Resolution of Concerns - Parent Student Appeals** p 49-60
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6024: Resolution of Concerns – Parent/Student Appeals and its attendant Administrative Procedure, at its Regular Board Meeting of January 26, 2016.
 16. **TRUSTEE ITEMS**
 17. **NEW OR UNFINISHED BUSINESS**
 18. **PUBLIC QUESTION PERIOD**
 19. **ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, DECEMBER 15, 2015

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Jacob Gair	Trustee

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Ryan Hung	Assistant Secretary Treasurer
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Qualicum District Principals/Vice Principals Association (QDPVPA)
District Parents Advisory Council (DPAC)

Regrets

Barry Kurland	Trustee
---------------	---------

1. **CALL TO ORDER**

Chair Flynn called the meeting to order at 7:00 p.m.

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the traditional territory of the Coast Salish people and thanked the Qualicum and Nanoose First Nations for sharing their shared territories with the District.

3. **ADOPTION OF THE AGENDA**

Chair Flynn advised that the Robotics presentation has been deferred to January's Board Meeting.

15-102R

Moved Trustee Young *Seconded* Trustee Gair

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Adoption of Regular Board Meeting Minutes: November 24, 2015
- b. Ratification of In Camera Board Meeting Minutes: November 17, 2015
- c. Ratification of Voucher No. 15-10 in the amount of \$2,339,473.24
- d. Approval in Principle for a Ballenas Secondary School Field Trip to the UK and France, April 1-17, 2017
- e. Ministry News Releases
 - First ever #BCTECH Summit to Showcase BC tech sector
 - BC Students code their way to in-demand jobs of tomorrow
 - Autism research project to help BC parents of young children
- f. Reports from Board Representatives to Outside Organizations
 - Aboriginal Education Committee
 - Oceanside Building Learning Together Society
 - Vancouver Island School Trustees Association (VISTA)
 - BC School Trustees Association (BCSTA) Winter Academy
- g. Status of Action Items

15-103R

Moved Trustee Gair *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of December 15, 2015, as presented/amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

(10 MINUTES)

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

Trustee Austin

- Qualicum Beach Elementary School’s Christmas Concert held December 7th. All schools’ winter events are well worth attending. The schedule is posted on the district website.
- Leadership class at Qualicum Beach Elementary School who volunteered at the food bank earlier in the week to package food for families in need for the holiday season. They were also volunteering at the Gardens, assisting seniors with Christmas activities. This occurs through a number of schools and is a wonderful opportunity for students as well as those they are assisting.

Trustee Gair

- Qualicum Beach Elementary School’s movie night, hosted by the District Parents Advisory Council, who presented the movie Inside/Out. The event was well attended with lots of students and parents assisting in the organizing of organize the event.

Trustee Young

- Ballenas Secondary School's Winter Evening of Music concert. Springwood Elementary School will be presenting their Christmas Concert on December 16th. A number of other elementary schools will be presenting Christmas concerts over the next couple of evenings.
- Appreciation to the PQB News for a number of articles about the school district in that day's paper.
- Coffee with Trustees at Errington Elementary School that same day was well attended and trustees appreciated the conversation with staff and parents. It is good when people talk to trustees and care about education.
- Budget discussions are upcoming and Trustee Young asked people to keep that topic in mind.

Trustee Flynn

- Three students from the Leadership class at Nanoose Bay Elementary hosted MLA Michelle Stilwell on a tour of the school and its programs during media event to announce the funding for two new boilers, one of which will be installed at Nanoose Bay Elementary.
- Students were transfixed during MLA Stilwell's speech to the Leadership class at Nanoose Bay Elementary School during which she shared the challenges she faces in her political and personal life. She gave students words of encouragement to persevere even when things don't seem to be working out as planned because if they keep trying, once they achieve their goals, it will have been worth the effort.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, shared teachers continued frustration with technology after another server failure due to a power outage which also caused the heating system to be affected. She requested, on behalf of teachers, further to the Guiding Principles for Organizational Decision-making as articulated in the District's Strategic Plan, that the current technology plan and its supporting initiatives be reviewed and assessed. She asked that the findings be shared with everyone working within the technology plan and include a synopsis of the status in the District and a plan for next steps that stakeholders will be able to understand and support. Ms. Heinrichs stated that teachers continue to be asked to be patient and are losing faith in the current system, which, in any system is difficult to undo. A review could build back trust into the system.

Ms. Heinrichs then reported that she is excited about the work already happening from discussions with the Curriculum Implementation Planning Team. She and the Superintendent have also discussed how to begin the Curriculum Implementation Advisory Committee meetings. Collaborative discussions have also occurred between MATA and the Assistant Superintendent in terms of determining calendar dates.

Assistant Superintendent Wilson responded by acknowledging the loss of trust from some teachers due to the technological challenges. However, some users are presuming an issue is with the technology when it is actually with the user. She stated that staff can work with our local union to communicate how users can problem solve those types of user issues which will help to rebuild trusting relationships.

Assistant Superintendent Wilson also noted that the District has a Technology Education Committee which meets monthly and MATA has ratified members from each school to attend those meetings. A number of schools did not have a representative present at the November meeting and Ms. Wilson stressed the importance of an alternate being identified if a ratified member is unable to attend so that information shared at the committee level can be passed onto that particular site. That meeting is where conversations occur as to what is going on with technology, what is needed, and how the techs can support those requirements.

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

No report

10. **DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Alice DeBoer, Vice President, reported that attendees benefited from their time with trustees at the recent DPAC breakfast. As the event came in under budget, they are considering hosting a second one.

Ms. DeBoer expressed parents' disappointment and concern about the loss of instructional time due to the additional 10 hours of curriculum implementation training for teachers required by the Ministry. Those 2 days will inconvenience parents and, for some, result in a loss of income for parents who will need to take time off work or pay for daycare. Parents inquired whether the District could not use two of the five days that were added to spring break as a result of budget constraints as the training days. They also inquired whether the teachers would request additional paid days be added to their work schedules, whether 2 days was enough, and after the lost instructional time would there be additional funding provided to ensure that the curriculum can be properly implemented.

Chair Flynn acknowledged parents concerned and advised that the two dates would be identified and shared with the community as soon as possible.

11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD** (10 MINUTES)

None

12. **ACTION ITEMS**

a. **Statement of Financial Information (SOFI) Report**

Assistant Secretary Treasurer Hung presented the Board with the Statement of Financial Information for the year ending June 30, 2015. He noted the two schedules which indicated remuneration to employees of over \$75,000 and payments for goods and services over \$25,000.

15-104R

Moved Trustee Austin *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) receive the Statement of Financial Information (SOFI) Report for the year ended June 30, 2015.

CARRIED UNANIMOUSLY

13. **INFORMATION ITEMS**

a. **Educational Programs Update**

Assistant Superintendent Wilson reported on the following District activities/initiatives:

- Acknowledgement of the teachers, parents and community members who work so hard behind the scenes to prepare and students for the winter and Christmas concerts.
- Assistant Superintendent Wilson joined students from the SOLE program who visited Moorecroft Regional Park to learn about the ecosystem, play math games and do bark rubbings. The class will be making a presentation to the Board in the New Year.
- STREAM program held an Inquiry Fair where students answered inquiry questions from adults related to science and computer software.
- There was a great response to the Call Out! and Qmmunity Workshops held on November 30, 2015, with 30 youth attending. Attendees learned how to support a more inclusive environment for Lesbian, Gay, Bi, Trans and Two-Spirit and Queer (LGBT2Q) youth.
- Lynn Brown from Child and Youth Mental Health (CYMH), continues to be very supportive to the school community working in collaboration to support the needs of children, youth and families this time of year, which can be hard for many families. CYMH opened a drop in centre for children, youth and families on Tuesdays to allow them to see a therapist without pre-registering and doing an intake interview. The Drop-Ins have been well received and there are plans to continue offering them in the New Year.
- Oceanside Collaborative Response Committee (OCRC) has been accepted by Shared Partners to have a local action team to support mental health and part of that collaboration includes receiving funding to support the initiative. Dr. Karen Burn, a local psychiatrist who works with youth with mental and physical disabilities, has offered to provide consultation and support for the Action Team. The team will enhance work already being done in the community to support youth mental health.
- Technology Update:
 - A power outage due to a windstorm on Monday caused some servers to go down at Ballenas and Nanoose Bay. Tech staff were acknowledged for responding quickly to the outages, which also affected the computerized heating systems.
 - The first site in the District, Springhill, was transferred from the PLNET to the Next Generation Network (NGN) earlier in the day.
 - Techs will be working over the winter break to move sites over to the NGN at a rate of 2 sites each day with the last sites being changed over on December 30.
 - Acknowledgement that the technology department took several large projects at the same time and the delay in the receipt of the necessary equipment to make those changes created extra problems.
 - It is hoped that in the New Year the focus can move into relationship building and users looking to users before they presume that technology is the problem. Many users are too quick to blame technology when it is actually a result of user error or unfamiliarity with programs and applications.

b. Education Planning Update

Superintendent Koop reported that the current focus of education planning is to set the course forward on implementation of the new K-12 curriculum by the 2017-18 school year. He is excited about the work occurring with the joint committee tasked with planning and facilitating the non-instructional days being added this year and in the two years after. The work has been positive and productive to date and will shape the work the District does on a go forward basis.

Work is also being done at the post-secondary level on a project with North Island College (NIC) to have two groups of Ballenas, Kwalikum and possibly PASS students enrolled in an English 100 course and in a Criminology 100 course. Approximately 40 students will benefit from this collaborative work done by a consortium of districts including the Vancouver Island West and Island North school districts.

Superintendent Koop then shared that he and Assistant Superintendent Wilson met with a representative from Vancouver Island University to discuss the foundational courses which they have developed. These courses designed to scaffold students to a post-secondary learning environment will be available to District 69 students. The courses will link support for reading and writing, as well as presenting and working in online environments with work being undertaken in another post-secondary course students are enrolled such as Head Start, a NIC distributed learning course or an academic course in a university. There is the potential for District students in those North Island courses to use that as a post-secondary credit in which the district layers support and students will get credit from two institutions at the same time.

Staff are engaged in conversations about expanding the Secondary School Apprenticeship (SSA) program. The District currently has 20 SSA students while a neighbouring district with a higher student population has only 6. Senior staff are being challenged to think about the School District as an employer in the context of SSAs. Conversations with our support staff union will be necessary if we hope to have SSA students as part of our workforce in the future.

The Superintendent mentioned that he, the Assistant Superintendent, the Principal of the International Student Program and the District Principal of District Programs met with Vancouver Island West (VIW) School District to discuss how School District 69 could assist them in gaining a foothold in the International student market. At the same time, they discussed the potential of VIW providing School District 69 students with the unique opportunities VIW can offer either to our students or international students who may be doing short term programs in our community. Where other school districts are competitive in the area of international student market, this would be a positive collaboration that could benefit both districts.

Superintendent Koop then advised the Board that senior staff continue to work on the new framework for school-based and district planning in relation to the learning contract to improve the learning of all students. The report will come to the Board in the spring. In the interim, work will be done to communicate with the community as to what the plan will look like on a go-forward basis this year.

Staff are also beginning to look at enrolment numbers for next year which leads into the budget work. The Baragar report for 2016/17 has been received and staff will compare that data to the District's cohort data to support the District's go-forward position.

c. School Calendar Planning for 2016/17

Assistant Superintendent Wilson reported on the discussions that have taken place regarding calendar planning, both for the current year to reduce 10 hours of instruction to support curriculum implementation and for the upcoming school year.

Dates for the additional two non-instructional days have been identified as February 19th and April 25th. A communication will be sent to parents via school newsletters before the Winter Break which puts the District in compliance with the School Act to provide 30-days' notice prior to making a calendar change.

Discussions with members of the MATA executive have been very collaborative regarding the school calendar planning. Consideration is being given to a two-year calendar.

In 2016/17 and 2017/18, the hours of instruction have been reduced by five hours, again to accommodate curriculum implementation training. The planning team will be meeting again in mid-January and will consider dates which they will bring forward to that meeting.

In the New Year, the District will move into the public consultation process regarding the calendar. Currently, an adjustment to the first day of school is being considered. In past years, school has started one hour earlier and ended one hour earlier; instead, starting the school day at the regular time and having students dismissed is being considered to allow a more solid block of time for teachers to work with their class configurations that afternoon.

Also being considered is to hold the conferencing days after school and in the evenings to accommodate parents' schedules. The school community and staff committees are considering October 3 and November 5 as the conferencing days but, at this time, no dates have been confirmed. All conferences will be out of school hours (after 3:00) and for teachers it will be a day where they are not required to be at work. That date will be the same for all schools.

Assistant Superintendent Wilson stated that MATA has a very collaborative and strong professional development committee and reassured the DPAC Vice President that when teachers have a professional development day, they are truly learning. The work that goes on behind the planning and support for teachers' professional growth is strong in the community. Two years ago, the MATA Pro-D Committee invited District staff to develop a rubrics of what is considered professional development and what is not. Both parties adhere to those guidelines and work together to provide collaborative learning.

Dates are still being discussed for the five professional development days in 2016/17 with the District-wide day being considered for the end of September, the first Monday of October for the school-based day, and the other two school-based days being considered in May and February. All identified dates will be presented for public consultation prior to being confirmed.

14. **CORRESPONDENCE ATTACHED**
None

15. **POLICY**
a. **Rescinding of Policies**

15-105R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) rescind the following policies as they are now incorporated into the Administrative Procedures of Policy 3050: *Cooperation of School and Learning Communities*:

- 3003: *Consultation with Education Partners*
- 3006: *Volunteers in Schools*
- 3010: *Parent Advisory Councils*
- 3015: *District Parent Advisory Council*

CARRIED UNANIMOUSLY

b. **Renumbering of Policy 3050: *Cooperation of School and Learning Communities***

15-106R

Moved Trustee Austin *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) renumber Board Policy 3050: *Cooperation of School and Learning Communities* to Board Policy 3002 and change the reference to Board Policy 3050 to Board Policy 3002 on its attendant Administrative Procedure.

CARRIED UNANIMOUSLY

16. **TRUSTEE ITEMS**
None

17. **NEW OR UNFINISHED BUSINESS**
None

18. **PUBLIC QUESTION PERIOD**
None

19. **ADJOURNMENT**
Trustee Gair moved to adjourn the meeting at 7:45 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT

December 8, 2015

ATTENDEES:

Trustees

Eve Flynn	Chair
Elaine Young	Vice-Chair
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

Administration

Rollie Koop	Superintendent
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
JoAnne Shepherd	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matters:

- Legal
- Labour
- Land

The Board of Education did not approve any motions at this meeting.

Chairperson

Secretary Treasurer



SCHOOL DISTRICT NO. 69 (QUALICUM)

Month of December 2015

Voucher No. 15-12

CHEQUE LISTING ATTACHED in the amount of \$3,092,268.49

Submitted on January 26, 2016 to the Board of Education for ratification of payment.

ASSISTANT SECRETARY-TREASURER

Ratified for payment by the Board of Education

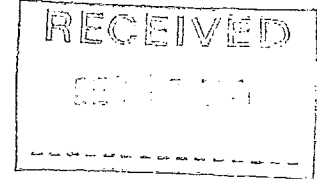
CHAIRPERSON

SECRETARY-TREASURER

International Student Program



School District No. 69 (Qualicum) Ross Pepper, District Principal Email rpepper@sd69.bc.ca www.schoolincanada.ca



December 15, 2015

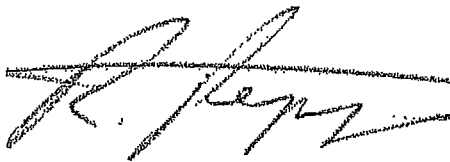
Board of Education – School District # 69 (Qualicum)

This letter will stand as my approval for the field trip to Rocky Mountains planned by the International Student Program coordinators, Carrie Philip at Ballenas Secondary School and Ray Jezersek of Kwalikum Secondary School.

The trip to the Rocky Mountains is planned for April 29 – May 2, 2016 with approximately 48 students and 4 chaperones.

We would ask that the board grant approval in principal for this trip.

Respectfully,



Ross Pepper
District Principal

cc: Rollie Koop
Lori Marshall
Rudy Terpstra

RP/ph

Itinerary – Rockies Tour, 2016

FRIDAY, APRIL 29

- 8:30 AM ~ Ferry to Horseshoe Bay
- 10:15 AM ~ Group loads bus at Horseshoe Bay Ferry Terminal
- 12:15 – 2:00 PM ~ Stop in Hope for lunch & then visit Othello Tunnels
- 6:30 PM ~ Arrival at the Sutton Place 4 star resort in Revelstoke
- 7:00 PM ~ Group Dinner at hotel (included in package)
- 8:00 - 9:30 PM ~ Free time to enjoy the pool & hot tub at the resort

SATURDAY, APRIL 30

- 8:30 AM ~ Depart for Lake Louise
- 9:30 AM ~ Stop in Rogers Pass at Glacier National Park
- 12:00 PM ~ Lunch stop in Golden (lose an hour)
- 1:30 – 3:30 PM ~ Stop at Lake Louise
- 4:15 PM ~ Scenic stop to view the Banff Hoodoos (weather permitting)
- 5:00 PM ~ Arrive in Banff & check in to hotel (free time to enjoy the outdoor pool & hot tub at the hotel)
- 7:00 PM ~ Meet in lobby (optional) for quick bus tour of Banff. Your guide will provide options for dinner (dinner cost not included in pkg). Meet back at bus in Banff at 9:00 PM or you can walk back to hotel. Please walk with at least 1 other person. **Please do not walk alone**

SUNDAY, May 1

- 7:45 AM ~ Breakfast at hotel
- 8:30 – 5 PM ~ Meet in the hotel lobby to board the bus for a day trip to the Columbia Icefield's. Along the way we will stop at waterfalls and scenic viewpoints. The Columbia Icefield tour includes an 80 minute bus tour on the glacier
- 5:00 PM ~ Check in back at the hotel
- 5:00 – 7:30 PM ~ Free time at hotel for dinner
- 7:30 PM ~ Meet in hotel lobby with bathing suit as we will be heading to the Banff Upper Hot springs to soak in the outdoor hot springs
- 9:30 PM ~ Arrive back at the hotel

MONDAY, May 2

- 7:00 AM ~ Breakfast at hotel
 - 8:00 AM ~ Depart for Vancouver
 - 7:00 PM ~ Catch Ferry to Nanaimo (assumes the weather is good and the roads are clear). If we miss the 7PM ferry then we would catch the 9 PM ferry
 - 9:15 PM ~ Arrive back at Qualicum
- ** Please note actual times may vary depending on road conditions, late comers, delays, etc**



SCHOOL DISTRICT 69 [QUALICUM]
District Field Trip - Request Form

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL BSS/KSS International Student Program DATE [of application] Dec 9/15

DESCRIPTION OF PROPOSED ACTIVITY Rockies Tour

DATE[S] OF PROPOSED ACTIVITY Apr 29 - May 2 (Fri - Mon)

PURPOSE OF PROPOSED ACTIVITY Cultural Activity - see attached

TEACHER[S] Ray Jesersek Carrie Philip

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED

OTHER ADULTS Jerry Atkinson + 1

GRADE[S] 9-12

SUPERVISION: No. of Students: 48; No. of Teachers: 2; No. of Parents: 2

TRANSPORTATION SD 69 Bus, Ferry, Tour Coach

TRAVEL ITINERARY: [Include departure and return times; for extended trips, please attach details of each stop.] see attached

PROJECTED COST [attach statement of details] DIRECT COST PER STUDENT \$560.00

SOURCE[S] OF FUNDING students to pay entire cost

ACCOMMODATION/MEALS [type of]

INDICATE THAT THE SCHOOL BOARD POLICY 5020 WILL BE FOLLOWED WITH REGARD TO:
[a] Parental Permission [b] Use of Private Car[s]
[c] No Student is being excluded through inability to pay expenses

- NOTE: 1. Applications should be submitted well in advance, particularly for out-of-district or out-of-province trips, per Policy 5020 Regulation 4, 6, and 8.
2. Approvals in principle are to be requested for major and extended trips BEFORE expectations are raised among students.
3. Approvals are required as follows:
a) Minor field trips - one day - Principal
b) Major field trips - overnight or longer OR if substitute required - Superintendent
c) Extended field trips - out-of-province/international - Board of School Trustees
4. This form is NOT REQUIRED for regular inter-school competitions.

APPROVED BY PRINCIPAL: [Signature] DATE: Dec 9, 2015

THIS SECTION TO BE COMPLETED ONLY IF APPLICATION FALLS INTO CATEGORY 3 [b] or [c]

APPROVED BY: [Superintendent of Schools] DATE:

OR:
APPROVED BY THE BOARD OF SCHOOL TRUSTEES AT MEETING OF: [date]

PER: [Superintendent of Schools] Number of Substitute Days Hereby Authorized

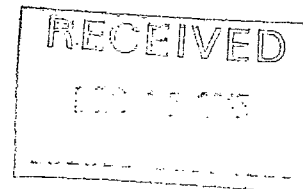
- DISTRIBUTION: WHITE ORIGINAL - Superintendent's Copy
CANARY - Approval Copy, return to school
PINK - Substitute Report Copy, return to school
GOLDENROD - School Copy, retained in school

International Student Program



Qualicum
SCHOOL DISTRICT

School District No. 69 (Qualicum) Ross Pepper, District Principal Email rpepper@sd69.bc.ca www.schoolincanada.ca



December 11, 2015

Board of Education – School District # 69 (Qualicum)

This letter will stand as my approval for the field trips to Seattle, Washington planned by the International Student Program coordinators, Carrie Philip at Ballenas Secondary School and Ray Jezersek at Kwalikum Secondary School.

The trip to Seattle, Washington is planned for April 10-12, 2016 with approximately 48 students and four chaperones.

We would ask that the board grant approval in principle for this trip.

Respectfully,

Ross Pepper
District Principal
International Student Program

cc: Lori Marshall
Rudy Terpstra

RP/ph

International Student Program



School District No. 69 (Qualicum) Ross Pepper, District Principal Email rpepper@sd69.bc.ca www.schoolincanada.ca

Dec 9, 2015

School District 69
International Student Program

Fieldtrip Objectives: Seattle, April 2016

At the end of the fieldtrip to Seattle, participating International Students will:

1. Have an understanding of the differences between Canadian and American culture.
2. Participate in sightseeing/educational activities which are unique to the Seattle area. These activities could include:
 - a. Experience Music Project
 - b. Seattle Space Needle
 - c. Seattle Underground Tour
 - d. Boeing Factory – future of Flight
 - e. Boeing – History of Flight
 - f. American Baseball Game
3. Create a unique “bonding” experience for students. This fieldtrip comes near the end of the students stay in Canada. The travel and hotel experience allows for an exceptional final adventure.

Thank You



Date: April 10-12, 2016 – 3 Day Tour to Seattle

Transportation: Mini-Coaches or Full-Size Coach

Tour Itinerary:

Day 1: Tsawwassen Ferry Terminal to Seattle

9:45am – Meet your bus and tour guides at the Tsawwassen Ferry Terminal (Take the 7:45am ferry from Duke Point)

Go through customs at the Canada/USA Border. All passengers must pay the \$6 USD processing fee and have their original passport

Arrive at the Premium Outlets Stores for a shopping and lunch (own expense)

Depart for Seattle for a driving tour before checking into your hotel

This evening join your guide for a walking tour after your Pizza Dinner (included at the hotel)

Evening – there are many options to choose from including an IMAX movie at Seattle Centre

Day 2: Seattle Activities

Visit Experience Music Project, the Science Fiction Museum and the Space Needle

Free time for lunch at the Piers then enjoy a guided sightseeing tour of the city including the Piers, Pike Place Market, the First Starbucks and West Lake Shopping Mall

7:30pm – Optional group dinner at the Spaghetti Factory (additional cost)

7:10pm the Mariners Game this evening

Evening – there are many options to choose from including an IMAX movie at Seattle Centre

Day 3: Seattle to Tsawwassen Ferry Terminal

Check out and depart Seattle at 9:00am

This morning enjoy the guided Underground Tour

You'll have time for lunch at Pike Place before departing for the Boeing Factory (admission included).

Stop at the Duty Free Store (time permitting).

7:45 pm Drop off at the Tsawwassen Ferry Terminal for the 8:15pm return sailing for Duke Point

Costs – Seattle Trip

Item	Cost	Group
School Bus to Nanaimo		\$200.00
Ferry Crossing	6x\$16.9, 40 x \$10	\$500.00
Tour Cost	\$390.00ea+1	\$15,800.00
Ferry Crossing		\$200.00
Chaperone Fees	4x\$200	\$800.00
		\$17,500.00
	Cost per student / 40=\$437.50	\$440.00/Student



SCHOOL DISTRICT 69 [QUALICUM]
District Field Trip - Request Form

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL BSS / KSS - International Student Program DATE [of application] Dec 9 / 15

DESCRIPTION OF PROPOSED ACTIVITY Trip to Seattle

DATE[S] OF PROPOSED ACTIVITY April 10 - 12 2016

PURPOSE OF PROPOSED ACTIVITY Cultural

TEACHER[S] Ross Pepper, Bob Bate

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED

OTHER ADULTS Jenny Atkinson, Sandie Wassbauer + 2 TBA

GRADE[S] 9 - 12

SUPERVISION: No. of Students: 48; No. of Teachers: 2; No. of Parents: 2+2

TRANSPORTATION SD69 Bus, BC Ferries, Motor Coach

TRAVEL ITINERARY: [Include departure and return times; for extended trips, please attach details of each stop.] Attached Itinerary

PROJECTED COST \$440.00 DIRECT COST PER STUDENT \$440.00

SOURCE[S] OF FUNDING students pay entire cost

ACCOMMODATION/MEALS [type of] Quality Inn Hotel, Breakfast

INDICATE THAT THE SCHOOL BOARD POLICY 5020 WILL BE FOLLOWED WITH REGARD TO:
[a] Parental Permission Yes [b] Use of Private Car[s] N/A
[c] No Student is being excluded through inability to pay expenses N/A

- NOTE: 1. Applications should be submitted well in advance, particularly for out-of-district or out-of-province trips, per Policy 5020 Regulation 4, 6, and 8.
2. Approvals in principle are to be requested for major and extended trips BEFORE expectations are raised among students.
3. Approvals are required as follows:
a) Minor field trips - one day - Principal
b) Major field trips - overnight or longer OR if substitute required - Superintendent
c) Extended field trips - out-of-province/international - Board of School Trustees
4. This form is NOT REQUIRED for regular inter-school competitions.

APPROVED BY PRINCIPAL: [Signature] DATE: Dec. 9th, 2015

THIS SECTION TO BE COMPLETED ONLY IF APPLICATION FALLS INTO CATEGORY 3 [b] or [c]

APPROVED BY: [Superintendent of Schools] DATE:

OR:
APPROVED BY THE BOARD OF SCHOOL TRUSTEES AT MEETING OF: [date]

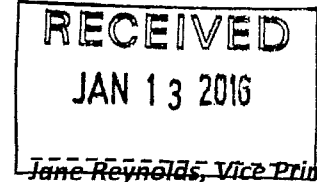
PER: [Superintendent of Schools] Number of Substitute Days Hereby Authorized

- DISTRIBUTION: WHITE ORIGINAL - Superintendent's Copy
CANARY - Approval Copy, return to school
PINK - Substitute Report Copy, return to school
GOLDENROD - School Copy, retained in school



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd
Parksville, BC V9P 2H4
Telephone: 250-248-5721, Fax: 250-954-1531



Rudy Terpstra, Principal

Kevin McKee, Vice Principal

~~*Jane Reynolds, Vice Principal*~~

January 7, 2016

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, BC V9P 2G5

Board of Education – School District 69 (Qualicum);

This letter will stand as my support for the Ballenas Secondary School Field Trip to Rome, Paris, and London during Spring Break 2016 March 14th to March 23rd, 2016. This trip has been planned by Ms. Debbie DeBuysscher and is an excellent artistic, cultural, and historical learning experience for our students.

There will be 19 students travelling with three teacher chaperones (including Mr. Chapdelaine and Mr. Nailor). Please see attached itinerary for details

I would ask that the Board grant final approval for this trip.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Rudy Terpstra". The signature is fluid and cursive, with a large initial "R" and "T".

Rudy Terpstra, Principal
Ecole Secondaire Ballenas Secondary School

January 5, 2016

School District 69 (Qualicum)
PO Box 430, Jensen Avenue East
Parksville, B.C.
V9P 2G3

School District 69 (Qualicum) Board of Education

Please accept my request for final approval from the Board of Education for the proposed Education First Tour of Rome, Paris and London during Spring Break of 2016. The proposed trip that includes nineteen Ballenas students, three teacher chaperones and an experienced Education First tour guide is scheduled for Monday, March 14 to Wednesday, March 23, 2016. The trip will provide an excellent opportunity for our students to experience three of the most historically, artistically, and culturally significant cities in Europe.

Students will experience amazing architecture, innovation and artistic brilliance, which will hopefully encourage their own creativity and spark a desire for lifelong learning. While visiting the actual sites where Western politics and world events unfolded, students' understanding and appreciation of world history will be enriched, ultimately leading to improved academic results. Experiencing these iconic cities and their unique cultures will also allow students to appreciate their place in the world and develop a tolerance of others. Upon completion of this trip, some students would be willing to share their learning and personal experiences from this exciting educational trip at one of your Board meetings.

Please see attached itinerary for travel and cost details.

I would ask that the Board of Education grant final approval for this excellent learning opportunity for our students, which will enhance their life experiences.

Respectfully submitted,



Debbie De Buysscher
Ballenas Secondary School

cc. Mr. Rudy Terpstra
Principal, Ballenas Secondary School



SCHOOL DISTRICT 69 (QUALICUM) District Field Trip - Request Form

RECEIVED JAN 13 2016

POLICY 5020 Co-Curricular & Extra Curricular Activities

SCHOOL Ballenas Secondary School DATE (of application) January 5 2016

DESCRIPTION OF PROPOSED ACTIVITY Guided historical tours of Rome, Vatican City, Paris and London

DATE(S) OF PROPOSED ACTIVITY March 14, 2016 - March 23, 2016

PURPOSE OF PROPOSED ACTIVITY To expose students to the art, history and culture of Europe firsthand. To encourage an appreciation of other cultures & a desire for life long learning

TEACHER(S) Debbie De Buyscher (Reimer) Graeme Nailor Sylvain Chapdelaine

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED 0

OTHER ADULTS Education First Tour Guide

GRADE(S) 11, 12

SUPERVISION: No. of Students 19 No. of Teachers 3 No. of EAs No. of Parents

TRANSPORTATION plane, train, coach bus, foot

TRAVEL ITINERARY: (Include departure and return times; for extended trips, please attach details of each stop.)

leave Nanaimo airport March 14, 2016 arrive Rome March 15, 2016 leave London March 23, 2016 arrive Nanaimo March 23, 2016

PROJECTED COST \$4219.00 DIRECT COST PER STUDENT \$4219.00

SOURCE(S) OF FUNDING Students and fundraising

ACCOMMODATION/MEALS (type of) hotels - same sex students share rooms, European breakfast & dinners

INDICATE BELOW HOW SCHOOL BOARD POLICY 5020 WILL BE FOLLOWED WITH REGARD TO:

- (a) Parent Information/ Permission (example of distributed form attached) yes
(b) Volunteer Driver(s) form(s) (attached) - for use of non-School District owned vehicle(s) N/A
(c) Students will not be excluded through inability to pay expenses yes
(d) Third Party Waiver, if applicable (form attached) yes

- NOTE: 1) Applications should be submitted well in advance, particularly for out-of-district or out-of-province trips, per Policy 5020 Regulation 4, 6, and 8.
2) Approvals in principle are to be requested for major and extended trips BEFORE expectations are raised among students.
3) Approvals are required as follows:
a) Minor field trips - one day -Principal
b) Major field trips - overnight or longer OR if substitute required -Superintendent or designate
c) Extended field trips - out-of-province/international -Board of Education
4) This form is NOT REQUIRED for regular inter-school competitions.

APPROVED BY PRINCIPAL: [Signature] DATE: Jan 7, 2015

THIS SECTION TO BE COMPLETED ONLY IF APPLICATION FALLS INTO CATEGORY 3 (b) or (c)

APPROVED BY: DATE: (Superintendent of Schools or designate)

OR: APPROVED BY THE BOARD OF EDUCATION AT THE MEETING OF: (date)

PER: Number of Substitute Days Hereby Authorized: (Superintendent of Schools or designate)

DISTRIBUTION: WHITE ORIGINAL -Superintendent's Copy
CANARY -Approval Copy, return to school
PINK -Substitute Report Copy, return to school
GOLDENROD -School Copy, retained in school

Rome & Paris

The significance of ancient Rome cannot be overstated. See the roots of its influence in the arches of the Colosseum and the remains of the Forum. In Florence, Italy's enduring contributions are symbolized by the Duomo—this is where the Renaissance was born. And it was in the cafés of Paris that great philosophers inspired the next leap forward: the Age of Enlightenment.

DAY 1: FLY OVERNIGHT TO ITALY

DAY 2: ROME

- Meet your Tour Director at the airport

DAY 3: ROME

- Take a guided tour of Rome
- Visit the Colosseum
- Visit the Roman Forum
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps

DAY 4: ROME

- Enjoy a free day in Rome
- Optional: Pompeii

DAY 5: ROME | NIGHT TRAIN

- Take a guided tour of Vatican City
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Board an overnight train to Paris

DAY 6: PARIS

- Arrive in Paris
- Take a walking tour of Paris: Latin Quarter
- Visit the Louvre
- Visit Notre Dame Cathedral

DAY 7: PARIS

- Take a guided tour of Paris: Place de la Concorde; Champs-Élysées; Arc de Triomphe; Les Invalides; Eiffel Tower; Conclergerie
- Optional: Versailles

DAY 8: DEPART FOR HOME

2-Day Tour Extension

DAY 8: LONDON

- Travel by Eurostar train to London
- Take a guided tour of London: Big Ben and the Houses of Parliament; Piccadilly Circus; St. Paul's Cathedral; Westminster Abbey; Changing of the Guard at Buckingham Palace (if available)

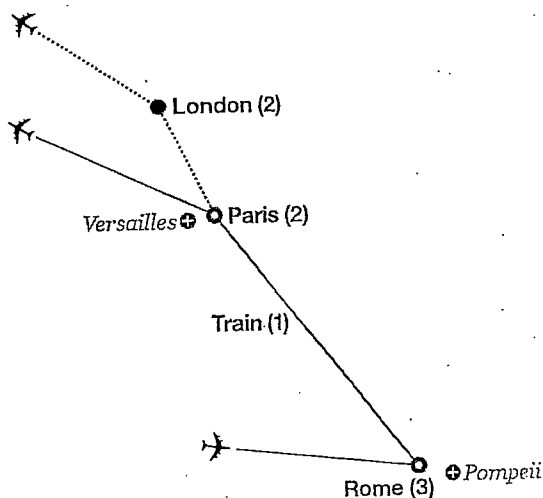
DAY 9: LONDON

- Visit the Tower of London
- Take a walking tour of London: The Strand; Trafalgar Square; Leicester Square; Covent Garden
- Enjoy a fish and chips dinner

DAY 10: DEPART FOR HOME

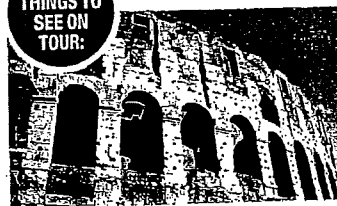
EVERYTHING YOU GET

- ✈ Round-trip flights
- 👤 Full-time bilingual Tour Director
- 🚗 Comfortable motor coach; Night train; Eurostar high-speed train (with extension)
- 🏠 5 overnight stays in hotels with private bathrooms (7 with extension); 1 night couchette accommodations
- 🍽 European breakfast and dinner daily
- 📷 3 sightseeing tours led by licensed local guides (4 with extension); 1 walking tour (2 with extension)
- 🎫 Entrance to: Colosseum; Roman Forum; Sistine Chapel; St. Peter's Basilica; Louvre; Notre Dame Cathedral; With extension: Tower of London
- ➕ You can add optional activities to your tour. Additional costs apply.



Number of overnight stays in parentheses. This tour may also be reversed.

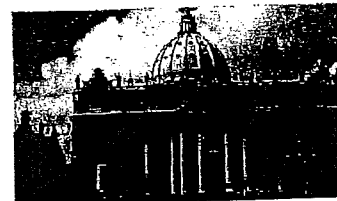
TOP THINGS TO SEE ON TOUR:



Colosseum



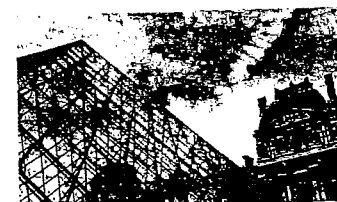
Eiffel Tower



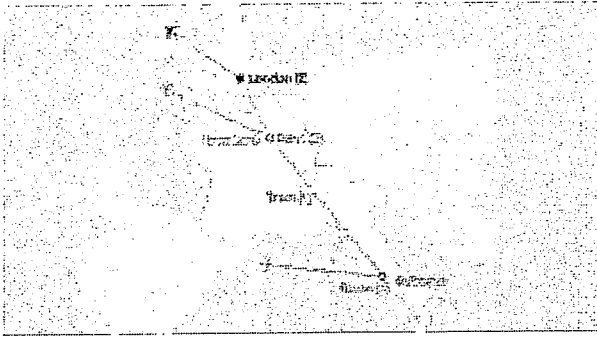
St. Peter's Basilica



Sistine Chapel



Louvre



Itinerary

Day 1: Fly overnight to Italy
Day 2: Rome
Day 3: Rome
Day 4: Rome
Day 5: Rome • Night Train
Day 6: Paris
Day 7: Paris
Day 8: Depart for home

Tour Extension

- Day 8: London
- Day 9: London
- Day 10: Depart for home

¹ Adult supplement required for age 20 and older at the time of travel. To view EF's Booking Conditions, visit eftours.ca/bc.

² Program price valid for all who enroll from Tuesday, January 05, 2016 through Friday, September 30, 2016. Program Price includes all airline/travel provider surcharges, departure taxes and airport fees.

Everything included in this EF tour:

Round-trip flights

Comfortable motor coach • Night train • Eurostar high-speed train (with extension)

5 overnight stays in hotels with private bathrooms (7 with extension) • 1 night couchette accommodations

European breakfast and dinner daily

Full-time bilingual Tour Director

3 sightseeing tours led by licensed local guides (4 with extension) • 1 walking tour (2 with extension)

Entrances: Colosseum • Roman Forum • Sistine Chapel • St. Peter's Basilica • Louvre • Notre Dame Cathedral • With extension: Tower of London

Optional: Pompeii • Versailles

For more information, call EF at 1-800-387-1460.



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

RECEIVED
JAN 13 2016

Principal: Lori Marshall, lmarshall@sd69.bc.ca
Vice-Principal: Lesley Rowan, lrowan@sd69.bc.ca

January 5, 2016

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, BC
V9P 2G5

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the proposed Kwalikum Secondary School Student Field Trip to Japan in March 2017. We will be away approximately ~~14~~ days, – leaving approximately three days prior to our spring break holiday. The final dates will be decided on once the school calendar for the 2016/2017 school year has been decided. This trip has been planned by teacher, Mr. Brad Wilson.

Please see attached itinerary for details.

We would ask that the Board grant approval in principle for this exciting trip.

Respectfully submitted,

Ms. Lori Marshall
Principal, Kwalikum Secondary School

Copy: Mr. Brad Wilson, Sponsoring Teacher

To School Board 69

Request for . – Approval for a student group to travel to Japan in 2017 for a combination school exchange and tour

January 8, 2016

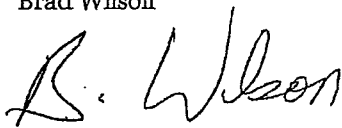
Kwalikum Secondary School is asking for approval to take between 10 and 18 students on a combination school exchange and tour to Japan in March 2017. We will be away 14 days, – tentatively March 9 to March 22. We will spend four days with our sister school, Aichi Keisei High School, in the city of Inazawa in Aichi prefecture. The rest of that time will be spent on our own, visiting important cultural sites in Kyoto, Nara, Himeji, and Hiroshima.

Aichi Keisei High School has been visiting KSS every spring for the past five years with about 70 students and their teachers for a four day stay. Aichi Keisei has asked us to send a group of students and teachers to visit them. The visits of Aichi Keisei to KSS and the proposed visit to Japan are organized by Brad Wilson, the Japanese teacher at KSS. Brad Wilson and KSS teacher Jim Pearce will be the chaperones for this trip.

The proposed trip is for students who will be in their grade 10, 11 and 12 years at KSS in 2016 with preference for those enrolled in the Japanese program.

Thank you for your consideration.

Brad Wilson



Japanese Teacher,

Kwalikum Secondary School

Japan Exchange 2017 Tentative Itinerary and Tentative Dates - March 9 to 22, 2017

Projected Cost : \$3600 per student.

Tour package suppliers:

Airlines	-	Japan Airlines
Land Operator in Japan	-	JTB Global Marketing & Travel
Travel Insurance	-	Manulife Insurance Co.
Rail Pass	-	Japan Rail Co.

Chaperones: Jim Pearce, Brad Wilson

Day 01 Mar 9 Vancouver to Nagoya via Tokyo
05:00 Depart from KSS by school bus for Departure Bay terminal
06:30 Walk on to ferry for Horseshoe Bay
09:00 Take bus from Horseshoe Bay to downtown Vancouver.
Transfer to Skytrain and travel to Vancouver International Airport
10:40 Assemble in front of Japan Airlines at Vancouver Airport
14:00 depart Vancouver by **Japan Airlines**
Cross International dateline – lose a day
Students buy own lunch at Vancouver airport prior to departure.

Day 02 Mar 10 Narita, Tokyo – Nagoya
16:30 Arrive at Narita Tokyo airport and proceed through customs and immigration
18:25 Depart Narita by connecting flight for Nagoya
19:40 Arrive Nagoya Chubu Centrair airport.
Accommodation at Centrair Hotel (Tel. 011 -81-569-38-1111) for 1 night

Day 03 Mar 11 Nagoya/Aichi Homestay for 4 nights
08:00 Take Meitetsu express train Nagoya Airport arriving at Kounomiya Station in Inazawa City. Met at the station by Aichi Keisei High School staff and taken by school bus to the school. School Activities for the day. **Breakfast will be provided at the hotel. Aichi Keisei High School will provide lunch.**

HOME STAY:

Day 04 Mar 12 Nagoya/Aichi
With host families.

Day 05 Mar 13 Nagoya/Aichi
With host families.

Day 06 Mar 14 Nagoya/Aichi
School Activities for the day.

Day 07 Mar 15 Nagoya to Kyoto

Travel by Bullet Train (Shinkansen) **Jr Super Express Kodama**
Arrive in Kyoto and check in to New Miyako Hotel. Explore the downtown area to orient group for shopping and inexpensive places to buy food. Buy and eat lunch. Walk to and visit Sanjuusangendo Temple. Then go by foot to Kiyomizu Temple. Return by foot to the hotel by 5pm. Free time until 9pm. In own room by 11 pm. Breakfast will be provided by the host families. **Students buy own lunch and supper.**

Accommodation at New Miyako Hotel Kyoto for 2 nights.
(Tel. 01181-75-661-7111)

- Day 08 Mar 16 Kyoto / Nara**
Travel to the ancient capital of Nara – about 45 minutes by local train and walk to Todaiji Temple. Eat lunch in Nara and return to Kyoto by 3pm. Free time until 9m. In own room by 11 pm. **Students buy own breakfast, lunch and supper.**
- Day 09 Mar 17 Kyoto to Hiroshima**
Leave Kyoto by Shinkansen **Hikari** for Hiroshima.
Arrive in Hiroshima. Check in to the hotel, then explore the downtown area to orient group for shopping and inexpensive places to buy food. Group gets lunch and then takes street car to Hiroshima Peace Park and Museum. Visit the children's shrine and make our offering of 1,000 paper cranes for peace. Return to downtown area at around 4pm. Students have free time until 9m. In own room by 11 pm. **Students buy own breakfast, lunch and supper.**
- Accommodation at Hiroshima Grand Intelligent Hotel for 2 nights.
(Tel. 011-81-82-263-5111)
- Day 10 Mar 18 Hiroshima**
Take local train from Hiroshima Station.
Arrive at Miyajimaguchi Station. Travel by ferry to Miya island and view Itukushima Shrine. Then climb Mt. Misen to see the "2nd most beautiful view" in Japan. **Students buy own breakfast, lunch and supper.**
- Day 11 Mar 19 Hiroshima to Takayama via Shin Kobe and Nagoya**
Leave Hiroshima on **JR Super Express Sakura**
Arrive at Shin Kobe and change trains for Nagoya
Leave Shin Kobe for Nagoya on **JR Super Express**.
Arrive at Nagoya and change trains for Takayama.
Leave Nagoya on **JR Limited Express Hida**
Arrive at Takayama. Walk to Japanese Inn in about 20 minutes.
- Accommodation at Oyado Iguchi Inn for 2 nights. Baggage will be delivered by Inn from / to Takayama Station. **Students buy own breakfast and lunch. Supper will be provided at the inn.**
- Oyado Iguchi Inn Tel. 011-81-577-34-0345
- Day 12 Mar 20 Takayama**
Tour the morning market and explore the streets of the "Old Town" which dates to the Edo Period. Have lunch and then take public transit to the Hida Folk Village. Return to the Inn by 16:00. **Students buy own lunch. Breakfast and supper will be provided at the inn.**
- Day 13 Mar 21 Takayama**
Explore the morning market again. Visit the Takayama Festival museum for a guided tour. Free time in the afternoon. **Students buy own lunch. Breakfast and supper will be provided at the inn.**
- Day 14 Mar 22 Takayama to Vancouver via Nagoya**
Take train from Takayama to Nagoya.
Arrive at Nagoya and change trains to Nagoya Chubu Centrair Airport.
Check in to Japan Airlines flight for Narita, Tokyo
Depart Nagoya by Japan Airlines
Arrive at Narita Tokyo airport
Depart for Vancouver by Japan Airlines
Arrive Vancouver
Students buy own lunch and supper. Breakfast will be provided at the inn.



SCHOOL DISTRICT 69 (QUALICUM)
District Field Trip - Request Form

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL Kwaiikum Secondary DATE (of application) Jan. 8, 2015
DESCRIPTION OF PROPOSED ACTIVITY An exchange visit to our Japanese sister school in Japan and a tour of Japan.
DATE(S) OF PROPOSED ACTIVITY March 9-22, 2017 (APPROX. DATES)
PURPOSE OF PROPOSED ACTIVITY To immerse students in Japanese culture through homestay and tour of Japan
TEACHER(S) Brad Wilson Jim Pearce
TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED 3
OTHER ADULTS none
GRADE(S) 9-12
SUPERVISION: No. of Students 16 No. of Teachers 2 No. of EAs No. of Parents
TRANSPORTATION Ferry, bus, train, airplane, car

TRAVEL ITINERARY: Attached
(Include departure and return times; for extended trips, please attach details of each stop.)

PROJECTED COST DIRECT COST PER STUDENT \$3600
SOURCE(S) OF FUNDING fund raising, family contribution
ACCOMMODATION/MEALS (type of) homestay, hotels, restaurants
INDICATE BELOW HOW SCHOOL BOARD POLICY 5020 WILL BE FOLLOWED WITH REGARD TO:

- (a) Parent Information/ Permission (example of distributed form attached) attached
(b) Volunteer Driver(s) form(s) (attached) - for use of non-School District owned vehicle(s)
(c) Students will not be excluded through inability to pay expenses: Yes
(d) Third Party Waiver, if applicable (form attached)

NOTE: 1) Applications should be submitted well in advance, particularly for out-of-district or out-of-province trips, per Policy 5020 Regulation 4, 6, and 8.
2) Approvals in principle are to be requested for major and extended trips BEFORE expectations are raised among students.
3) Approvals are required as follows:
a) Minor field trips - one day -Principal
b) Major field trips - overnight or longer OR if substitute required -Superintendent or designate
c) Extended field trips - out-of-province/international -Board of Education
4) This form is NOT REQUIRED for regular inter-school competitions.

APPROVED BY PRINCIPAL: Marshall DATE: Jan 8/16

THIS SECTION TO BE COMPLETED ONLY IF APPLICATION FALLS INTO CATEGORY 3 (b) or (c)

APPROVED BY: DATE:
(Superintendent of Schools or designate)
OR:
APPROVED BY THE BOARD OF EDUCATION AT THE MEETING OF: (date)
PER: Number of Substitute Days Hereby Authorized:
(Superintendent of Schools or designate)

DISTRIBUTION: WHITE ORIGINAL -Superintendent's Copy
CANARY -Approval Copy, return to school
PINK -Substitute Report Copy, return to school
GOLDENROD -School Copy, retained in school



NEWS RELEASE

For Immediate Release
2015EDUC0082-002149
Dec. 29, 2015

Ministry of Education

Report highlights growth and stability in student completion rates

VICTORIA – Record-high Aboriginal graduation and steady student completion rates throughout the province demonstrate continued strength in B.C.’s education system, according to the Ministry of Education’s latest data.

The six-year completion rate for Aboriginal students reached an all-time high of 63% in the 2014-15 school year, an increase of more than nine percentage points in the last five years. In addition, four school districts reported Aboriginal six-year completion rates over 88% for 2014-15.

The percentage of all B.C. students, including female, male, Aboriginal, English Language Learning (ELL) and special needs completing grades 8 to 12 within six years remained stable at almost 84% in 2014-15. This compares with 84.2% in 2013-14.

The six-year completion rates in Arrow Lakes, Coquitlam, Vancouver Island West, Fort Nelson and Revelstoke were over 90%.

B.C.’s new curriculum, which is being phased in over the next three years, is designed to help improve student achievement, success and graduation. The curriculum provides a flexible and innovative plan to help B.C. students gain the knowledge and skills they need for the jobs of tomorrow.

Quote:

Mike Bernier, Minister of Education –

“Our continued success in the number of students graduating is a testament to the strength of our education system. It’s also encouraging to see so many Aboriginal students graduating and the teamwork involved to support them.”

Quick Facts:

- The six-year completion rate is the percentage of students who graduate with a B.C. certificate of graduation or B.C. adult graduation diploma within six years from the first time they enroll in Grade 8, adjusted for migration in and out of B.C.
- For the last five years, B.C. has consistently ranked third for the number of students who graduate in Canada, according to Statistics Canada.

Learn More:

Six-Year Completion and Graduation Rates and other provincial reports are available at:
<http://www.bced.gov.bc.ca/reporting/province.php>



STATEMENT

For Immediate Release
2016EDUC0002-000035
Jan. 14, 2016

Ministry of Education

Bernier responds to Supreme Court decision

VICTORIA – Education Minister Mike Bernier made the following statement today following a Supreme Court decision to grant the BCTF leave to appeal to the Supreme Court of Canada in their court action with the B.C. government.

“We’ve always said that the BCTF’s application to have their case heard in the Supreme Court of Canada is part of the democratic process. We are confident in our legal position and appreciate any further guidance the court may provide.

“Regardless of the court challenge, we are working collaboratively with the BCTF to implement the new curriculum and ensure teachers are trained to deliver its benefits to students. It’s worth noting that since the last round of bargaining government’s relationship with the BCTF has never been better.

“B.C. students rank first amongst all English speaking countries in reading, science and math in international testing. We will keep working with the BCTF so students benefit from making our great education system even better. As for the details of the case, as it is before the courts, it would be inappropriate to comment further.”

Media Contact:

Government Communications and Public
Engagement
Ministry of Education
250 356-5963

Connect with the Province of B.C. at: www.gov.bc.ca/connect



NEWS RELEASE

For Immediate Release
2016JTST0006-000052
Jan. 19, 2016

Ministry of Jobs, Tourism and Skills Training
and Responsible for Labour

WorkBC's Find Your Fit to showcase B.C.'s in-demand jobs at B.C. Tech Summit

VANCOUVER – Young people considering what skills they will need for tomorrow's in-demand occupations will have an opportunity for interactive, hands-on experience at WorkBC's Find Your Fit tour stop at the B.C. Tech Summit, as part of the Career Showcase on Jan. 19, 2016.

Find Your Fit is an interactive event where individuals of all ages can find out about careers in demand throughout the province, learn about online resources to help them find work and even try some of the skills they will need for different careers. Find Your Fit connects participants with labour market information resources including WorkBC.ca's online tool, Blueprint Builder that helps users map their career plan. Parents, teachers and career counsellors may also benefit from the event as they look for ways to educate and support youth in their career exploration.

The #BCTECH Summit is a two-day event showcasing B.C.'s vibrant technology industry, building cross-sector opportunities for businesses and exploring the latest ideas that will drive a competitive advantage for B.C.

As a special addition to the B.C. Tech Summit, students will get to learn more about careers in the technology sector in the Career Showcase area. Participants will have opportunities to speak with employers about job options, learn from inspiring speakers, discover new school programs, gain valuable skills at the Coding Camp, and see, touch, and experience B.C.'s latest innovations in fields like 3D printing.

Find Your Fit is part of B.C.'s Skills for Jobs Blueprint commitment to re-engineer education and deliver the skilled workforce B.C.'s growing economy needs. More than 68,000 students have taken part in the tour so far, most recently in Port Coquitlam and Langley.

Quote:

Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour –

"Technology is reshaping how we do business, transforming our daily experiences and driving growth across all segments of our economy. The Find Your Fit activation at the B.C. Tech Summit will give students an opportunity to learn more about potential careers in technology and the skilled trades, putting them first in line for jobs in the future."

Learn More:

To learn more about the B.C. Tech Summit, visit: <http://bctechsummit.ca/>



NEWS RELEASE

For Immediate Release
2016MTICS0003-000056
Jan. 20, 2016

Ministry of Technology, Innovation and Citizens' Services

#BCTECH Summit delivers unprecedented tech collaboration

VANCOUVER – British Columbia's first-ever #BCTECH Summit was a true celebration of technology and innovation, and an important step in the evolution of the tech industry throughout the province.

Premier Christy Clark opened the summit by unveiling a comprehensive tech strategy that builds on a solid foundation – and will help diversify B.C.'s knowledge-based economy. The event also provided an opportunity for business leaders, tech companies, entrepreneurs, academics and students to network, share ideas and forge relationships that will ensure new and exciting opportunities.

More than 250 scheduled business-to-business meetings, 40 venture capital presentations and a technology showcase were featured at the summit. Participants were provided with thought-provoking panels and keynotes about the changing landscape of technology and provided insight into harnessing business opportunities.

Some highlights from the summit include:

- More than 2,800 participants.
- More than 600 students took part in a Career Showcase, many of whom took part in a two-hour coding workshop.
- A total of 40 pre-selected B.C. tech companies pitched to more than 100 international and local investors at venture capital presentations.
- More than 250 facilitated business-to-business (B2B) meetings were scheduled during the conference, connecting B.C. tech companies with potential clients and partners from the private and public sectors.
- More than 30 B.C. companies displayed their innovations – including electric vehicles, drones, robots, holograms and 3D printing – in the Technology Showcase.

Quotes:

Amrik Virk, Minister of Technology, Innovation and Citizens' Services –

"The success of the summit is in the business connections that were made over the past two days. It brought a diverse group of students and professionals together in one venue and the energy and innovative ideas that resulted will further ignite our economy and create jobs for British Columbians. The summit was such a success, we look forward to making it bigger and better next year."

Greg Caws, president and CEO, BC Innovation Council –

“The #BCTECH Summit has been very exciting for me because I can see new connections developing between innovation and opportunity. It has created momentum by bringing the tech sector together with the broader business community, investors, academics, students and government. It’s particularly satisfying to me as a father to see so many youth discovering opportunities for their future.”

Learn More:

To learn more about the #BCTECH Strategy and B.C. tech companies, go to:
<https://bctechstrategy.gov.bc.ca/>

To view the #BCTECH Summit video, go to: <https://www.youtube.com/watch?v=c2CIVcZgBn4>

Media Contact:

Joanne Whittier
Communications Manager
Ministry of Technology, Innovation and
Citizens’ Services
250 387-0172

Connect with the Province of B.C. at: www.gov.bc.ca/connect



Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: Building Learning Together Coalition
Meeting Location: Family Place
Meeting Time: January 7, 2016 at 12:00
Committee Report:

The community attendees held a discussion on data and what the mechanisms are that organizations (FRA, Library, SOS, Child Care Providers, VIHA, SD 69 Recreation) use to collect data and how do we understand what families need. Most is informal and a one to one discussion. We also have to be careful about how we collect data and retain it....privacy issues.

We also discussed the access by families to services and getting the message out. Still families don't know of many of the opportunities that are available in our community. Also the issue for working parents is a challenge. Munchkinland at Family Place will be offering a Saturday morning program starting this month.

Attendees briefly reviewed a synopsis of the Early Development Index data for our area, which will be further discussed at our February meeting.

On April 21st there are plans evolving for a Community Education and Health Fair designed for preschoolers (3-4's). This event will involve a *Welcome to Kindergarten* piece as well.

The two Curriculum Implementation dates (Feb 19th and April 25th) were shared with all and hopefully a number of events will be planned around the community for parents to take advantage of.

Next Meeting: February 4, 2016 at Noon

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Establishment of Performance Assessment Committee (June 24, 2014)	Senior Staff	In abeyance pending Ministry of Education's review of assessment, evaluation and reporting	In abeyance
Strategic Plan – Framework for Action (November 29, 2013)	Superintendent	Superintendent to develop on the basis of conversations with Principals/Vice Principals	Fall 2016

SCHOOL DISTRICT NO. 69 (QUALICUM)
- Financial Summary -

1/20/2016

	2014/15				2015/16		
	Amended Budget	YTD Dec-14	% of Budgt	Actual	Annual Budget	YTD Dec-15	% of Budgt
REVENUE							
PROVINCIAL GRANTS							
Operating Grant	38,847,162	16,024,472	41.3%	38,949,457	39,039,602	15,893,059	40.7%
Other MOE Grants-strike savings	-1,102,021			-911,281			
Other MOE Grants-Labour Settlement	654,326			654,326			
Other MOE Grants-Ed Guarantee				11,353			
Other MOE Grants-Pay Equity	936,176	187,235	20.0%	936,176	936,176	93,618	10.0%
Other MOE Grants-Misc				93,054		0	
TOTAL MINISTRY OF ED GRANTS	39,335,643	16,211,707	41.2%	39,733,085	39,975,778	15,986,677	40.0%
OTHER REVENUES							
Other Provincial Revenues	101,450	53,300	52.5%	99,070	101,450	63,885	63.0%
Offshore Tuition	2,329,000	1,561,990	67.1%	1,992,246	2,811,000	2,509,170	89.3%
Miscellaneous other	133,385	202,127	151.5%	386,000	133,385	161,090	120.8%
Rental and Leases	259,000	231,499	89.4%	396,351	350,000	414,725	118.5%
Investment Income	90,000	74,664	83.0%	143,034	132,000	52,542	39.8%
TOTAL OTHER REVENUE	2,912,835	2,123,580	72.9%	3,016,701	3,527,835	3,201,412	90.7%
TOTAL REVENUES	42,248,478	18,335,287	43.4%	42,749,786	43,503,613	19,188,089	44.1%
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	17,090,098	6,024,026	35.2%	15,985,569	17,765,136	7,065,380	39.8%
Principals and Vice Principals	2,168,093	1,071,750	49.4%	2,233,222	2,162,637	1,162,169	53.7%
Educational Assistants	3,277,751	1,175,983	35.9%	3,071,186	3,147,607	1,129,190	35.9%
Support Staff	4,596,730	2,038,862	44.4%	4,650,321	4,339,906	1,966,317	45.3%
Other Professionals	1,243,243	599,317	48.2%	1,208,363	1,275,057	584,668	45.9%
Substitutes	921,360	559,875	60.8%	1,438,921	1,208,807	479,337	39.7%
Benefits	7,316,461	3,306,185	45.2%	8,245,609	8,109,164	3,392,214	41.8%
TOTAL SALARIES AND BENEFITS	36,613,736	14,775,998	40.4%	36,833,191	38,008,314	15,779,275	41.5%
Benefits as a % of Total Salaries	25.0%	28.8%		28.8%	27.1%	27.4%	
SUPPLIES AND SERVICES							
Services	1,746,290	472,741	27.1%	1,304,415	1,032,976	639,963	62.0%
Student Transportation/Housing	424,300	263,025	62.0%	652,086	800,000	381,561	47.7%
Training and Travel	199,900	150,866	75.5%	392,525	599,338	218,478	36.5%
Rental and Leases	0	22,159	0.0%	24,283	5,000	1,668	33.4%
Dues and Fees	44,500	40,237	90.4%	52,770	50,450	50,904	100.9%
Insurance	151,000	118,058	78.2%	157,918	174,000	136,622	78.5%
Supplies	1,614,685	733,142	45.4%	1,492,976	1,600,702	651,825	40.7%
Utilities	1,064,500	321,584	30.2%	950,903	1,071,500	345,501	32.2%
TOTAL SUPPLIES AND SERVICES	5,245,175	2,121,812	40.5%	5,027,876	5,333,966	2,426,522	45.5%
TOTAL EXPENDITURES	41,858,911	16,897,810	40.4%	41,861,067	43,342,280	18,205,797	42.0%
NET REVENUE (EXPENDITURE)	389,567	1,437,477		888,719	161,333	982,292	
Transfer to Capital-Eqp/Veh/HW	-368,550			-426,691	-368,550		
Adjmts to Unfunded Emp Future Benefits	-80,000				-80,000		
Budgeted Use of Surplus	58,983				287,217		
Surplus (Deficit), for the Year	0			462,028	0		

SCHOOL DISTRICT NO. 69 (QUALICUM)

1/20/2016

- Financial Summary -

	2014/15				2015/16		
	Amended Budget	YTD Dec-14	% of Budgt	Actual	Annual Budget	YTD Dec-15	% of Budgt
INSTRUCTION							
Regular Instruction	18,719,091	7,340,922	39.2%	18,750,682	20,507,116	8,267,120	40.3%
Career Programs	1,606,841	367,932	22.9%	1,574,257	700,670	317,430	45.3%
Library Services	734,394	237,138	32.3%	763,820	834,227	317,470	38.1%
Counselling	385,435	215,384	55.9%	375,362	552,558	315,978	57.2%
Special Education	6,796,866	2,373,145	34.9%	6,757,039	6,733,975	2,627,581	39.0%
English as a Second Language	71,496	10,150	14.2%	69,879	159,895	20,155	12.6%
Aboriginal Education	519,503	157,794	30.4%	490,654	472,024	195,763	41.5%
School Administration	2,992,247	1,727,545	57.7%	3,129,338	3,232,180	1,563,189	48.4%
Continuing Education		7,119			21,622	8,906	41.2%
Off Shore Students	1,974,288	700,766	35.5%	1,695,363	2,165,904	852,717	39.4%
Other	75,683	16,110	21.3%	29,782	40,058	19,781	49.4%
Function 1 - Instruction	33,875,844	13,154,005	38.8%	33,636,176	35,420,229	14,506,090	41.0%
DISTRICT ADMINISTRATION							
Educational Administration	476,500	227,062	47.7%	490,341	481,253	228,296	47.4%
School District Governance	217,339	100,131	46.1%	215,401	177,881	107,548	60.5%
Business Administration	1,104,024	535,298	48.5%	1,314,776	1,118,864	581,624	52.0%
Function 4 - District Administration	1,797,863	862,491	48.0%	2,020,518	1,777,998	917,468	51.6%
OPERATIONS AND MAINTENANCE							
Operations and Maintenance Admin	446,168	271,644	60.9%	411,619	481,147	282,006	58.6%
Maintenance Operations	2,714,119	1,498,852	55.2%	3,005,234	2,704,309	1,364,869	50.5%
Maintenance of Grounds	374,395	104,653	28.0%	349,980	291,801	134,618	46.1%
Utilities	1,064,500	321,584	30.2%	950,903	1,071,500	345,501	32.2%
Function 5 - Operations and Maint	4,599,182	2,196,733	47.8%	4,717,736	4,548,757	2,126,994	46.8%
TRANSPORTATION AND HOUSING							
Transportation and Housing Admin	130,979	91,329	69.7%	160,119	151,599	79,488	52.4%
Student Transportation	1,431,043	585,902	40.9%	1,302,368	1,419,697	569,457	40.1%
Housing	24,000	7,350	30.6%	24,150	24,000	6,300	26.3%
Function 7 - Transportation and Housing	1,586,022	684,581	43.2%	1,486,637	1,595,296	655,245	41.1%
TOTAL FUNCTION 1-7	41,858,911	16,897,810	40.4%	41,861,067	43,342,280	18,205,797	42.0%

2016/17 Budget Meeting Schedule

Date: Dec 8/15	Location: Room 100	Time: noon to 3:00
Attendees:	Trustees, Senior District staff	
Purpose:	Budget goal-setting exercise	

Compile Projections & Staffing Needs

Date: February 2/16	Location: Admin Meeting – Winchelsea Place	Time: 1:30 pm
Attendees:	Trustees, District and School Administration	
Purpose:	To review Year to Date for 2015/16, provide a general overview to 2016/17 including projections and general staffing levels, discuss budget meeting schedule, discuss obligations and restraints	

Compile List of Priorities/Options

Date: February 16/16	Location: Board Office	Time: 1 hour each
Attendees:	Trustees/Superintendent/Secretary Treasurer meet with DPAC, MATA, CUPE	
Purpose:	To review Year to Date for 2015/16, provide a general overview to 2016/17 including projections and general staffing levels, discuss budget meeting schedule, discuss obligations and restraints	

Date: February 18/16	Locations: Springhill Site (staff only) Winchelsea Place (staff and public)	Time: 1:00 pm 4:30 pm & 7:00 pm
Attendees:	Trustees and District Administration	
Purpose:	Staff/Public Budget Information session: Opportunity for the public and staff to provide the Board with input as to District budget priorities.	

Date: March 6/16	Draft budgets to Secretary-Treasurer from Budget Committees
-------------------------	--

Date: March 8/16	Location: Forum, PCTC	Time: 7:00 pm
Regular Board Meeting		
Purpose:	To approve interim staffing plan	

March 15-Funding Announcement

Date: April 5	Location: Admin Meeting – Winchelsea Place	Time: 1:30 pm
Attendees:	Trustees, District and School Administration	
Purpose:	Trustees and all administrative staff review revised funding and priority list	

Date: TBD (April)	Location: Board Office	Time: 1 hour each
Attendees:	Trustees/Superintendent/Secretary Treasurer meet with DPAC, MATA, CUPE	
Purpose:	To review draft budgets in comparison to preliminary revenues	

Date: April 19/16	Location: Forum, PCTC	Time: 7:00 pm
Special Board Meeting		
Purpose:	To review draft budget	

Date: April 26/16	Location: Forum	Time: 7:00 pm
Regular Board Meeting		
Purpose:	Adopt 2016/17 Preliminary Budget	



PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

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

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

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

A student and/or parent seeking to appeal the decision of any Board officer or employee under this Bylaw must first engage in good faith attempts to resolve his/her concerns through the processes set out in Board Policy 6240: *Resolution of Complaints*, including proceeding through the three step resolution process described therein.

The procedures for hearing student/parent appeals by the Board of Education shall be applied in accordance with the guiding principles set out in Board Policy 6240: *Resolution of Complaints*.

TITLE

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

Read a first time this ____ day of ____ 2015.

Read a second time this ____ day of ____ 2015.

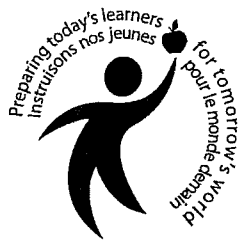
Read a third and final time, passed and adopted this ____ day of ____ 2015.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

References:

- School Act: Sections 11.1(1), 175(2)(r) and Regulation 24/08: Appeal Regulation
- Administrative Procedures: Parent/Student Appeals to the Board of Education
- Board Policy 6240: Resolution of Complaints
- Administrative Procedures: Resolution of Complaints
- BC Confederation of Parent Advisory Committees (BCCPAC) Speaking Up! Booklet



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

NOTICE OF APPEAL

Page 2 of 3

Name of Student: _____

Address of Student: _____

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

Name of Person Making the Appeal: _____

Address of Person Making the Appeal: _____

Decision being Appealed: _____

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

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

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

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



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

NOTICE OF APPEAL

Page 3 of 3

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

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

Oral Submission

Written Submission Only

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

Submitted on the ____ day of _____, 20____

Signature of Person Making the Appeal

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 1 of 7

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

1. **PRE-APPEAL RESOLUTION OF COMPLAINTS PROCESS**

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

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

Step One – Initial Contact:

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

Step Two – Facilitated Contact:

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

Step Three – District Review:

The Superintendent or his/her designate will review the complaint and seek to bring the matter to a conclusion.

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

2. **STARTING AN APPEAL**

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

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 2 of 7

- 2.3 The Notice of Appeal must include:
- a. the name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
 - b. the name and address of the person(s) making the appeal;
 - c. the decision that is being appealed;
 - d. the date on which the student (parent) bringing the appeal were informed of the decision;
 - e. the name of the Board employee who made the decision being appealed;
 - f. particulars of the effects on the student's education, health or safety;
 - g. the grounds for the appeal and the action requested or relief sought;
 - h. a summary of the steps taken by the student (parent) to resolve the matter;
 - i. whether the person is requesting an oral hearing or would prefer only to submit written documents; and,
 - j. whether the person making the appeal requires any special accommodation in order to proceed with the appeal (such as, for example, interpretation services).
- 2.4 The Secretary-Treasurer is responsible on behalf of the Board for:
- a. receiving Notices of Appeal;
 - b. reviewing Notices of Appeal for completeness and timeliness;
 - c. giving any notices which may be required under collective agreements;
 - d. receiving and distributing documents relevant to an appeal;
 - e. communicating with the appellants and others on matters relating to an appeal hearing;
 - f. arranging any accommodation required; and,
 - g. scheduling the hearing

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

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

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 3 of 7

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

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

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

3. PRE-HEARING RESPONSIBILITIES

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

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 4 of 7

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

4. HEARING AND DECISION

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

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 5 of 7

- 4.11 The Board must make a decision as soon as practicable and, at longest, within 45 calendar days, from receiving the Notice of Appeal.
- 4.12 The Board may reconsider its decision only:
- if it is satisfied new evidence or information would have a material effect on the decision and that the failure to present that evidence or information at the original hearing is satisfactorily explained;
 - the decision contravenes the law; or,
 - a reconsideration is directed or requested in connection with an appeal of the Board's decision under School Act s. 11:1.
- 4.13 A decision of the Board of Education is not necessarily final as 2008 School Act amendments have made provision for appeals of Board decisions, in certain circumstances, to be heard at the provincial level by the Ministry of Education. For more information, contact the Student Appeals Branch of the Ministry of Education.
- 4.14 The parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable. It is understood that any decision made will be a collective decision of the Board and that a statement of reasons for the decision may not be able to adequately capture the reasoning of individual members.
- 4.15 Decisions made by the Board regarding appeals are not precedential and are not binding on future decision-makers or future Boards of Education.

References:

- *School Act: Sections 11.1(1), 175(2)(r) and Regulation 24/08: Appeal Regulation*
- *Board Bylaw 5: Parent/Student Appeals to the Board of Education*
- *Board Policy 6240: Resolution of Complaints*
- *Administrative Procedures: Resolution of Complaints*
- *BC Confederation of Parent Advisory Committees (BCCPAC) Speaking Up! Booklet*



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

NOTICE OF APPEAL

Name of Student: _____

Address of Student: _____

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

Name of Person Making the Appeal: _____

Address of Person Making the Appeal: _____

Decision being Appealed: _____

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

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

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

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



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

NOTICE OF APPEAL

Page 7 of 7

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

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

Oral Submission

Written Submission Only

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

Submitted on the ____ day of _____, 20____

Signature of Person Making the Appeal



RESOLUTION OF COMPLAINTS

POLICY

School District No. 69 (Qualicum) ("School District") believes that the concerns of members of the educational community must be given respectful attention, and that all reasonable efforts must be made to assist those who are interested in achieving resolution.

The purposes of this Policy are to: (1) provide a process that provides individuals with an opportunity to bring forward any concern or complaint (each a "Complaint") about a decision or action of the School District and its officers and employees (the "Personnel"), (2) clarify the procedures for the communication and resolution of Complaints; and (3) identify other applicable processes available to students, parents and members of the public, and provide guidance on when they can be accessed.

WHAT COMPLAINTS DOES THIS POLICY APPLY TO?

The Complaint resolution process outlined below is available to students, parents and other interested persons and applies to Complaints concerning the decisions, actions or conduct of the School District or its Personnel.

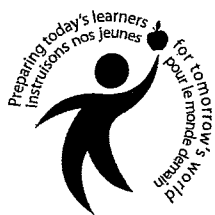
Not every complaint or concern that is received will be amenable to resolution under this Policy.

The following matters are not subject to this Policy:

- Student suspensions of more than 5 days (which will be reviewed by the District Discipline Committee in accordance with Board Policy 7030: Suspension of Students);
- Decisions of the District Discipline Committee;
- Where an investigation or resolution process under a collective agreement is available;
- Where the matters raised are the subject of ongoing legal proceedings;
- Where the matters complained of involve serious misconduct by a member of Personnel warranting an independent investigation and response by the School District;
- Where the School District has reason to believe the Complaint is malicious, frivolous, vexatious or filed in bad faith or the Complainant refuses to participate in a manner that is appropriate or respectful of the other participants.

The School District also reserves the right, in its sole discretion and on a case by case basis, to process complaints through other processes.

Any matters not covered by this Policy should be reported in writing to the applicable School Principal or School District office for appropriate action.



Application to Student and Parent Concerns (See Figure 2 attached)

Section 11 of the School Act provides students or parents with a right of appeal to the Board of Education from a decision of an employee of the School District that “significantly affects the education, health or safety of a student”.

A parent or student who wishes to exercise that right of appeal will be required to first complete the dispute resolution process set out in this Policy (See Bylaw 5; and School Act s. 11(4)), unless the decision in issue is a decision of the District Discipline Committee in which case the parent or student may proceed directly to the appeal process outlined in Bylaw 5, if available.

Application to Complaints about Senior Administration.

Complaints about the decisions, actions or conduct of the Superintendent, Assistant-Superintendent or Secretary-Treasurer of the School District, should be in writing and sent to the attention of the Superintendent, and a Complaint concerning the Superintendent may be sent to the attention of the Secretary Treasurer. Where the Superintendent or, as applicable, the Secretary-Treasurer, considers it appropriate to do so, he/she may submit such a Complaint to the resolution process outlined below, but omitting Step 2.

References:

- *School Act: Sections 11.1(1), 175(2)(r) and Regulation 24/08: Appeal Regulation*
- *Administrative Procedure: Resolution of Complaints*
- *Board Bylaw 5: Parent/Student Appeals to the Board of Education*
- *Administrative Procedure: Parent/Student Appeals to the Board of Education*
- *BC Confederation of Parent Advisory Councils (BCCPAC) Speaking Out Booklet*

Figure 1:
General Concerns

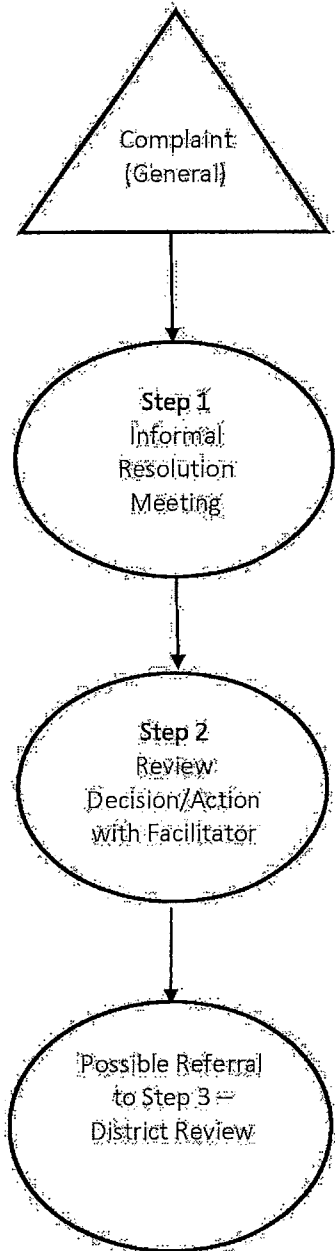
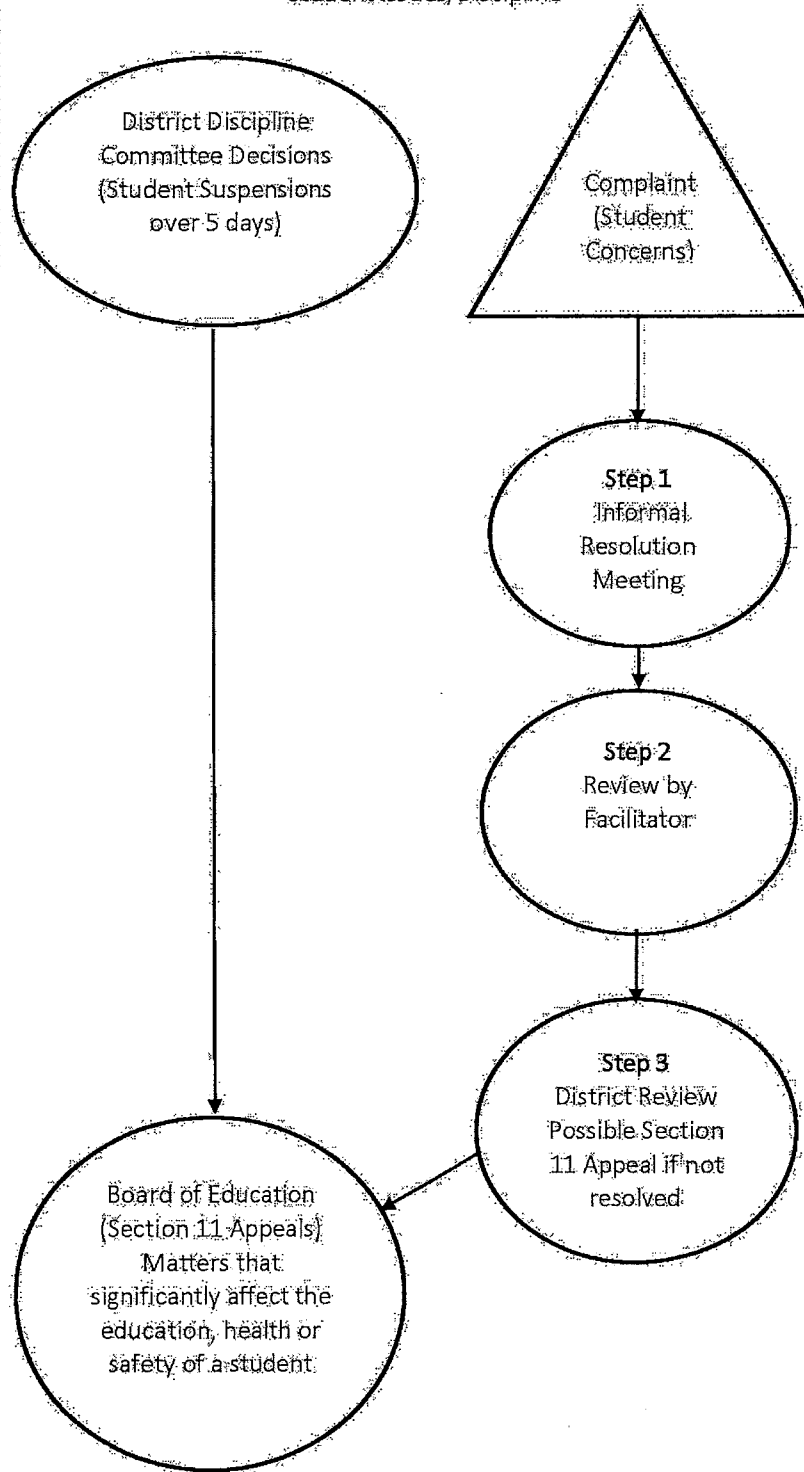
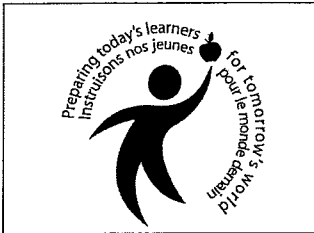


Figure 2:
Student Issues/Discipline





Notice of Complaint

Name of Complainant **Individual Raising the Concern:** _____
(Please Print)

Phone # of: _____

Email: _____

Date Submitted: _____

School or Work Site Where Concern Originated: _____

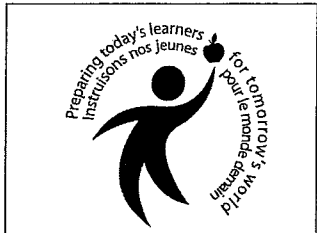
Others involved in this situation: _____

Please describe the situation/issue you are concerned about. Please be brief and factual; if you require assistance, please contact the DPAC president. Use the back side of this form if necessary and where appropriate, please name the persons involved in this issue.

In chronological sequence, please outline, in note form, the actions you have taken up to now in an attempt to resolve this problem.

Signature of Complainant **Individual Raising Concern:** _____

Date this form was completed: _____



For Facilitator Use Only

Dates of Meetings/Contact:

Measures Undertaken to Resolve the Matter

Resolved

Decisions, remedies and/or Outcomes:

Unresolved

Matter referred to:

- Assistant Superintendent or Designate**
 Secretary Treasurer
 Director of Human Resources

Date: _____

Note: Please forward this completed form to the appropriate supervisor of distribution.

Distribution List

- | | |
|-----------------------------------|---|
| 1. Complainant | 2. Other person(s) involved in this complaint |
| 3. Appropriate Manager/Supervisor | 4. Secretary Treasurer |
| 5. Superintendent of Schools | 6. Appropriate Union |

Copies to: Superintendent
Senior Staff the matter is referred to
Supervisor's file
Individual raising concern

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

Page 1 of 7

WHAT COMPLAINTS DOES THIS POLICY APPLY TO?

The Complaint resolution process outlined below is available to students, parents and other interested persons and applies to Complaints concerning the decisions, actions or conduct of the School District or its Personnel.

Not every complaint or concern that is received will be amenable to resolution under this Policy.

The following matters are not subject to this Policy:

- Student suspensions of more than 5 days (which will be reviewed by the District Discipline Committee in accordance with Board Policy 7030: Suspension of Students);
- Decisions of the District Discipline Committee;
- Where an investigation or resolution process under a collective agreement is available;
- Where the matters raised are the subject of ongoing legal proceedings;
- Where the matters complained of involve serious misconduct by a member of Personnel warranting an independent investigation and response by the School District;
- Where the School District has reason to believe the Complaint is malicious, frivolous, vexatious or filed in bad faith or the Complainant refuses to participate in a manner that is appropriate or respectful of the other participants.

The School District also reserves the right, in its sole discretion and on a case by case basis, to process complaints through other processes.

Any matters not covered by this Policy should be reported in writing to the applicable School Principal or School District office for appropriate action.

Application to Student and Parent Concerns (See Figure 2 attached)

Section 11 of the School Act provides students or parents with a right of appeal to the Board of Education from a decision of an employee of the School District that "significantly affects the education, health or safety of a student".

A parent or student who wishes to exercise that right of appeal will be required to first complete the dispute resolution process set out in this Policy (See Bylaw 5; and School Act s. 11(4)), unless the decision in issue is a decision of the District Discipline Committee in which case the parent or student may proceed directly to the appeal process outlined in Bylaw 5, if available.

Application to Complaints about Senior Administration.

Complaints about the decisions, actions or conduct of the Superintendent, Assistant-Superintendent or Secretary-Treasurer of the School District, should be in writing and sent to the attention of the Superintendent, and a Complaint concerning the Superintendent may be sent to the attention of the Secretary Treasurer. Where the Superintendent or, as applicable, the Secretary-Treasurer, considers it appropriate to do so, he/she may submit such a Complaint to the resolution process outlined below, but omitting Step 2.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

Page 2 of 7

PROCESS (See attached Figure 1 and 2)

Step 1 - Initial Contact

At Step 1 of the Process, the Complainant is encouraged to directly approach the person about whom the Complaint relates (the "Respondent") and communicate his or her concerns or issues. The Complainant may choose to approach the Respondent in person or through written communications and should reference this Policy.

At Step 1 of the Process, the Parties will attempt to:

- Define the concern(s);
- Clarify the issue(s);
- Develop an appreciation and understanding of each other's point of view;
- Resolve the concern(s).

If the Complainant is ~~uncomfortable or~~ unwilling to approach the Respondent directly or there is no resolution at Step 1, the Complainant may proceed to Step 2 by filing a written letter of complaint with the Respondent's direct management supervisor (the "Facilitator") (in most cases, the school principal). Please contact the School District office if clarification of the appropriate individual to receive the Complaint is needed.

In complaints concerning management Personnel (including principals, superintendent, assistant-superintendent and secretary treasurer) Step 2 will be omitted, and the Complainant may proceed directly to Step 3 by sending a written letter of complaint to the Superintendent (Complaints about the Superintendent shall be sent to the attention of the Secretary-Treasurer).

Step 2 - Facilitated Contact

Upon receiving a Complaint, the Facilitator will arrange to meet with each of the parties. The Facilitator will, as applicable, advise the union of any Complaint involving one of its members. Any party may choose to be accompanied by a support person in their meeting with the Facilitator.

The Facilitator will:

- Gather information and evidence;
- Record the Complaint or allegations and/or investigate the Complaint;
- Attempt to facilitate resolution;
- Make a decision concerning the appropriate resolution or remedy or, where appropriate, may confirm, rescind, vary or modify the decision or action under review.

The Facilitator will Complete the Process for Resolution of Concerns Form (attached), and, if appropriate, provide copies to all parties, including, the union, the Superintendent and the Secretary Treasurer. However, circulation of the Resolution of Concerns Form may be restricted in some cases to ensure the privacy of the individuals involved.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

Page 3 of 7

Most Complaints will be resolved or concluded at Step 2, and the decision of the Facilitator will be considered final.

However, in appropriate circumstances, if a matter is not resolved at Step 2, it may be referred by the Facilitator to Step 3. Matters which will be referred to Step 3, include:

- student discipline or suspension (except where the matter has been reviewed by the District Discipline Committee);
- decisions significantly affecting the health or welfare of students (within the meaning of Section 11 of the School Act);
- complaints or concerns about any inappropriate conduct by any member of the Personnel.

Step 3 - School District Review

At Step 3, the Superintendent or his/her designate will review the Complaint and all information relevant to the matter, and may:

- contact or meet with the Complainant and Respondent;
- receive further information or evidence or investigate;
- attempt to facilitate a resolution;
- make a decision concerning the appropriate resolution or remedy or, where appropriate, confirm, rescind, vary or modify the decision under review;
- notify the parties of his/her decision verbally or in writing.

At Step 3 the Superintendent may refer any matter related to student discipline to the District Discipline Committee for its review and recommendations.

Step 4 – Board of Education Review

Certain student matters may also be subject to a further right of appeal to the Board of Education. Students and Parents should refer to Bylaw 5, Student (Parent) Appeals to determine whether they are eligible to appeal their concerns to the Board of Education.

GENERAL PRINCIPLES

1. Confidentiality. The School District will endeavour to respect the confidentiality of the parties involved in a Complaint, but confidentiality cannot be guaranteed. It may be necessary for the School District to disclose details of a Complaint in order to fairly and appropriately investigate and respond to it.
2. Freedom of Information Legislation and Information Access. The School District is subject to the Freedom of Information and Protection of Privacy Act. Accordingly, Complaint documentation may be subject to access and disclosure under this legislation. For more information see the School District's Privacy Policy at www.sd69.bc.ca

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

Page 4 of 7

3. Awareness of this Policy. All Personnel are responsible to inform members of the educational community (ie. parents, students, and other interested persons) about this Policy as one means of resolving their complaints or concerns.
4. Annual Policy Review. On at least an annual basis, the Superintendent shall review and circulate this Policy to school and district administrators. On or before October 30 each school year, school principals shall review this Policy with staff and local parent advisory councils.
5. Timeliness. The School District and all Personnel are expected to make reasonable efforts to file and respond to Complaints within a reasonable period of time. Complaints should be initiated within thirty (30) days of the decision or incident complained of.
6. Notification. If a Complaint involves allegations against a member of Personnel, that person will be provided notice of the allegations and an opportunity to respond.
7. Support. The School District and all personnel are expected to support the Resolution of Complaints process and to provide clarification of the process to parents, students and other interested persons as required.

References:

- *School Act: Sections 11.1(1), 175(2)(r) and Regulation 24/08: Appeal Regulation*
- *Board Policy 6240: Resolution of Complaints*
- *Board Bylaw 5: Parent/Student Appeals to the Board of Education*
- *Administrative Procedure: Parent/Student Appeals to the Board of Education*
- *BC Confederation of Parent Advisory Councils (BCCPAC) Speaking Out Booklet*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

Figure 1:
General Concerns

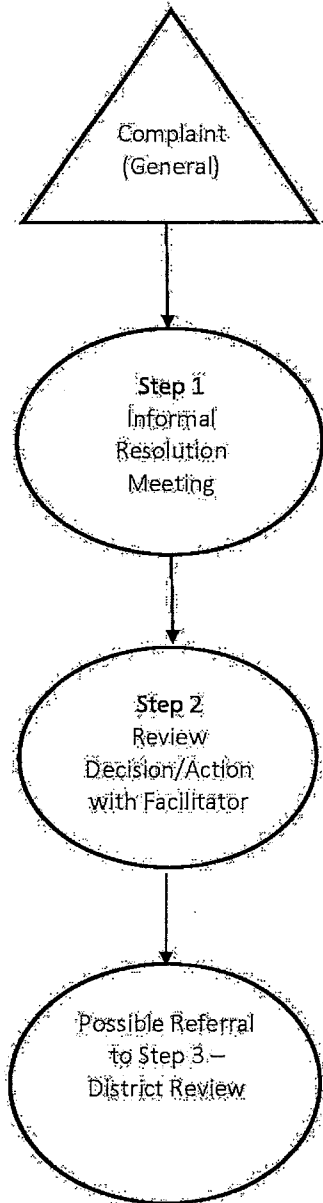
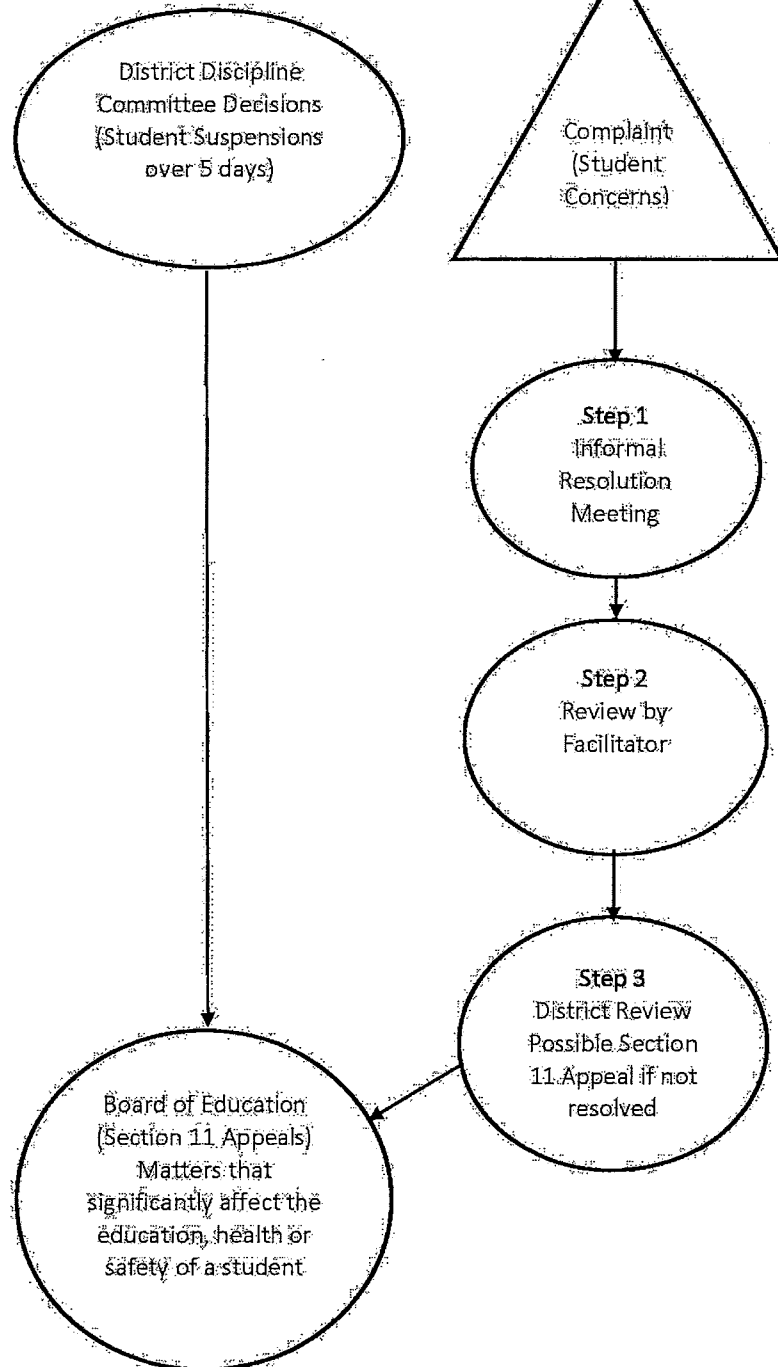


Figure 2:
Student Issues/Discipline



SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

Notice of Complaint

Name of Complainant Individual Raising the Concern: _____
(Please Print)

Phone # of: _____

Email: _____

Date Submitted: _____

School or Work Site Where Concern Originated: _____

Others involved in this situation: _____

Please describe the situation/issue you are concerned about. Please be brief and factual; if you require assistance, please contact the DPAC president. Use the back side of this form if necessary and where appropriate, please name the persons involved in this issue.

In chronological sequence, please outline, in note form, the actions you have taken up to now in an attempt to resolve this problem.

Signature of Complainant Individual Raising Concern: _____

Date this form was completed: _____

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RESOLUTION OF COMPLAINTS

For Supervisor Facilitator Use Only

Name of Facilitator: _____

Position: _____

Dates of Meetings/Contact:

Measures Undertaken to Resolve the Matter

Resolved

Decisions, Remedies and/or Outcomes:

Unresolved

Matter referred to:

- Assistant Superintendent or Designate**
- Secretary Treasurer**
- Director of Human Resources**

Date: _____

Note: Please forward this completed form to the appropriate supervisor of distribution.

Distribution List

- | | |
|---|---|
| 1. Complainant _____ | 2. Other person(s) involved in this complaint _____ |
| 3. Appropriate Manager/Supervisor _____ | 4. Secretary Treasurer _____ |
| 5. Superintendent of Schools _____ | 6. Appropriate Union _____ |