



REGULAR BOARD MEETING AGENDA

TUESDAY, FEBRUARY 23, 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: January 26, 2016 p 1-8
- b. Ratification of In Camera Board Meeting Minutes: January 19, 2016 p 9
- c. Ratification of Special In Camera Board Meeting Minutes: January 26, 2016 p 10
- d. Ratification of Voucher No. 16-01 in the amount of \$1,368,970.23 p 11
- e. Final approval for an International Student Program field trip to the Rocky Mountains, Alberta from April 29 to May 2, 2016. p 12-15
- f. Final approval for an International Student Program field trip to Seattle, Washington, from April 10 to 12, 2016. p 16-19
- g. Final approval for a Ballenas Secondary School Band Student Field Trip to Alberta May 13-18, 2016. p 20-24
- h. Ministry News Releases
 - New Scholarship sends students and teachers on exchanges to Asia p 25-26
 - French Immersion Celebration Week p 27-28
 - New Chinese scholarship helps students learn a second language p 29-30
 - BC, BMO partner to help opportunities grow with \$1,200 education grant p 31-32
 - New Evergreen certificate rules address Auditor General, education partner concerns p 33-34
- i. Reports from Board Representatives to Outside Organizations
 - Curriculum Implementation Advisory Committee – Trustee Young p 35-36
 - Oceanside Building Learning Together Society – Trustee Young p 37-38
 - First Nations Advisory Committee - Trustee Flynn p 39
 - French Advisory Committee - Trustee Gair p 40
 - BCPSEA Annual General Meeting - Trustee Kurland p 41
- j. Status of Action Items - February 2016 p 42

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 23, 2016, as presented (*or, as amended*).

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5. **DELEGATIONS/PRESENTATIONS (10 MINUTES)**
 - a. **Community Power Project** (Kim Burden)
- Parksville & District Chamber of Commerce
 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**
 13. **INFORMATION ITEMS**
 - a. **Educational Programs Update** (Gillian Wilson)
 - b. **Education Planning Update** (Rollie Koop)
 - c. **Update on Learning Improvement Fund** (Gillian Wilson)
 - d. **2016/17 Preliminary Operating Budget Process Update** (Ron Amos)
 14. **CORRESPONDENCE ATTACHED**
 15. **POLICY** (Chair Flynn)
 - a. **Board Bylaw 5: Parent/Student Appeals to the Board of Education** p 43-52
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedure, at its Regular Board Meeting of February 23, 2016.
 - b. **Board Policy 6240: Resolution of Complaints** p 53-64
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 6024: *Resolution of Complaints* and its attendant Administrative Procedure, at its Regular Board Meeting of February 23, 2016.

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- c. **Board Policy 3030: Framework for Enhancing Student Learning
(to replace School Planning Councils)** p 65-68
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt Board Policy 3030: *Framework for Enhancing Student Learning* (formerly *School Planning Councils*) at its Regular Board Meeting of February 23, 2016.
- d. **Board Policy 4004: Purchasing and Disposal of Supplies and Equipment** p 69-76
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4004: *Purchasing and Disposal of Supplies and Equipment*, and its attendant Administrative Procedure, at its Regular Board Meeting of February 23, 2016.
- e. **Board Policy 4046: Financial Reporting** p 77-78
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt Board Policy 4046: *Financial Reporting* (formerly *Monthly Voucher Summary*) and its attendant Administrative Procedure, at its Regular Board Meeting of February 23, 2016.
- f. **Board Policy 4096: School-Generated Funds** p 79-81
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 4096: *School-Generated Funds* and its attendant Administrative Procedure, at its Regular Board Meeting of February 23, 2016.
- g. **Rescinding of Board Policies** p 82-87
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies:
- 4021: *Inventories*
 - 4065: *Vehicle Use by Staff*
 - 4085: *Smoke Free Environment*
 - 4085.1: *Smoking Cessation & Prevention Programs*
 - 4091: *Operations & Maintenance Vehicle Replacement*
16. **TRUSTEE ITEMS**
17. **NEW OR UNFINISHED BUSINESS**
18. **PUBLIC QUESTION PERIOD**
19. **ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, JANUARY 26, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

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

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570
Qualicum District Principals/Vice Principals Association (QDPVPA)
District Parents Advisory Council (DPAC)

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**

16-01R

Moved Trustee Gair *Seconded* Trustee Austin

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

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

16-02R

Moved Trustee Young

Seconded Trustee Gair

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 amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

- a. **Ballenas Electronics/Robotics Club Showcase**
 Kevin McKee, Vice-Principal, and Mike Kinney, Teacher at Ballenas Secondary provided the Board with an overview of the Science, Technology, Robotics and Making (STREAM) course offered at Ballenas, which is a great example of personalization and differentiation of learning.

Students then showcased some of the robotics projects they have been working on and presented a number of objects created with a 3D printer, including a mechanical hand.

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

Trustee Austin

- Requested a moment of silence in remembrance of the victims of a school shooting in La Loche, Saskatchewan and all those in the community who were affected by the event.

Trustee Young

- Acknowledged the Co-Chairs of the Springwood Elementary School Parent Advisory Council who were in the audience
- Highlighted the Heart-Mind Index group which operates in conjunction with the Oceanside Building Learning Together Society to promote mindfulness strategies amongst a large group of service providers in the Oceanside area. She invited anyone interested to become involved to share ideas around mindfulness, compassionate response and behaviours.
- Advised that, further to an editorial in a recent edition of the local newspaper, she will be responding with posts on her Facebook page each week to provide people with a sense of the role of a trustee in the district and to share her reflections on other issues.

Trustee Flynn

- Reported that the Board and senior staff met with members of the City of Parksville Council and senior staff to discuss items of mutual interest. Members of the Parksville Museum gave a presentation regarding the reinvigoration of the Craig Heritage Park. The respective elected officials and senior staff discussed pedestrian and vehicle safety concerns associated with the new Quality Foods complex planned for the corner of Despard Avenue and the Island Highway. Also discussed was the City's community plan and collaboration on events to commemorate the 150th Anniversary of Canada

Trustee Kurland

- Stated that he is looking forward to attending the BC Public School Employers' Association as the Board's representative on Friday, January 29th. Of note is that the Board Chair will be chairing a panel discussion with the Superintendent and Director of Human Resources on the Superintendent's Performance Review process. Also on the panel will be Jacquie Taylor, who has assisted the Board with a pilot of the process over the past year.

Trustee Gair

- Attended his first Coffee with Trustees at Qualicum Beach Elementary School earlier in the day. Of note was a comment from a teacher who shared his opinions as to the role of a trustee and as a liaison to a particular school, including what they would like to see from an individual trustee and not as they relate to a Board as a whole. Trustee Gair chose to view the criticism as an opportunity to receive feedback on how to grow and improve as a trustee.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, commented on the following:

- Acknowledgement of the passing of loved ones who have made their contributions to the education family locally and provincially and those who served before the recent tragedy at La Loche, Saskatchewan.
- Reiterated her suggestion that, with the upcoming sitting of the Legislative Assembly and the provincial budget to follow, the Board continue its efforts within the BC School Trustees' Association to support the recommendations for higher funding for K-12 education in BC, made by the Select Standing Committee on Finance and Government Service.
- The resuming of the District Technology Committee for renewed conversations, a mandate for collaboration and a movement forward from the events and experiences with technology from the fall.

- The Foundation Skills Assessment (FSA) which commenced in schools this month and her disappointment to hear that some parent requests to withdraw their children from writing the tests have been denied. MATA has encouraged any parents to talk to their school's PAC to express their concerns.
- Trustees were encouraged to discuss testing with teaching staff in their next series of coffee chats as they can provide a number of examples of where testing fits the learning experience and when it becomes purposeful and valuable.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

No Report

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Alice De Boer, Vice-President, advised that the DPAC meeting scheduled for Wednesday, January 27th would begin at 6:30 with a presentation from DJ Allgood, who uses his 'Turntemple' (a solar powered multi turntable mixstation), to serve as a pop-up afterschool program, providing fine arts activities with an urban edge to youth.

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

None

12. ACTION ITEMS

a. Amended Annual Budget Bylaw 2015/16

Secretary Treasurer Amos stated that boards of education are required to submit a preliminary operating budget for the current school year by June 30th of each year to provide the Board with a financial plan from which to begin the upcoming school year. Boards are then required to submit an amended annual budget by February 29th once enrolment is confirmed and all funding sources have been identified. He then reviewed the 2015/16 Amended Annual Budget which provided a snapshot of the financial state of the District at a particular point in time and provides a comparison to the preliminary operating budget.

16-03R

Moved Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2015/16 fiscal year at its Regular Board Meeting of January 26, 2016.
CARRIED UNANIMOUSLY

16-04R

Moved Trustee Young *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$49,217,765 for the 2015/16 fiscal year.
CARRIED UNANIMOUSLY

16-05R

Moved Trustee Kurland *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$49,217,765 for the 2015/16 fiscal year.

CARRIED UNANIMOUSLY

16-06R

Moved Trustee Austin *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$49,217,765 for the 2015/16 fiscal year.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS**a. Educational Programs Update**

Assistant Superintendent Wilson reported on the following district initiatives:

- Kindergarten teachers and Judi Malcolm, Manager of the Building Learning Together Centre, are in the planning stages of organizing an event to be held on April 21st to provide parents with an orientation of community service providers that support young learners.
- The Building Learning Together Centre has begun a six-week pilot of Saturday sessions to see how well-attended they might be. Trustee Young will be volunteering at the centre.
- *Mondays at the DRC* learning sessions have resumed with a variety of topics for teachers to help support learning in the classroom.
- Judy Halbert and Linda Kaser presented a session on Assessment for learning at the Comox Valley School District on Monday, January 25th.
- A number of initiatives are underway to support the new curriculum. Carrie Reid, Aboriginal Support Teacher is working in classrooms to teach the Hul'qumi'num language to elementary and secondary students using the My Space app. The same application is being taught by technology teachers to support students in creating their own stories
- The Curriculum Implementation Committee is working to identify meaningful sessions for the upcoming Curriculum Implementation Day scheduled for Friday, February 19th.
- The Technology Committee meeting have resumed as of Thursday, January 21st with a focus on regaining trust for technology in the District.
- The Information Technology Project Manager circulated information to all staff earlier in the day on the status of the work the Technology Department staff has done over the past six months. Ms. Wilson acknowledged the technology staff for that work and their continued efforts to address any issues as they arise.
- The Privacy Impact Assessment for Google Apps has been completed and submitted to the Office of the Information and Privacy Commissioner for BC. The District has received feedback regarding its assessment, which included some recommendations for a few changes. Those changes are being made and teaching staff have begun learning what they can do with that particular domain.
- Secondary students are being introduced to OverDrive, an eBook app, which facilitates easy access to eBooks, audiobooks and videos from local libraries. At the moment it is being focused at the secondary level to identify

where students are engaged in using e-devices for reading to complement their learning.

- She thanked school administrators and teaching staff for their work in supporting and preparing students for the internal and provincial exams currently underway in the District.
- The Foundation Skills Assessment testing is also underway. It was noted that the District uses the data from the FSA's as one of a number of assessment practices. This will also likely be the last year that the FSA's will be administered and districts are anticipating the type of assessment the BC Teachers Federation is creating.
- Staff are working with schools to address high absenteeism due to illness and re-educating students and staff about preventing the spread of germs (i.e. regular hand washing)
- Shelley Moore, Inclusion Consultant, will be in the District on February 9th to present a session on Teaching and Empowering Students. 80 people were registered as of the deadline of January 26th. Her blog post from November 5, 2013 containing a bowling analogy, is worth a look.

b. Education Planning Update

Superintendent Koop reported that a policy regarding approaches to enhance student learning will come forward to the Policy Advisory Committee. The new policy will replace policies related to the School Growth Plans and the School Planning Council due to changes in provincial legislation. The policy will outline how the District will make itself accountable to the public and have implications on the District Literacy Plan, Aboriginal Education and other District planning documents.

The Board and Senior Staff are in the midst of finalizing the questions and determining the timeline for a ThoughtExchange community conversation for students to determine how they are feeling about their learning experience. Consideration is being given to engaging students from mid-February into early March with results to follow spring break.

The Action Framework which will link to the Strategic Plan has been drafted and, once the Assistant Superintendent has had the opportunity to review it, the Framework will be presented to the Board.

Superintendent Koop mentioned that he recently had conversation with Pat Horstead, a former Assistant Superintendent, in Surrey, who has been contracted by the Ministry to work in support of the new ministry Reporting Order. One key element of the Order is to understand more clearly how we can align our assessment practices and support of student learning with the new curriculum. If the two are not in sync, work done in one area will be counteracted by the other. Ms. Horstead had mentioned that districts around the province have a great deal of respect for what occurs in the Qualicum School District in the area of assessment. SD69 is moving beyond the Ministry tools and the District has been asked to share some of its assessment practices to compare to those identified by the province.

The District has also been asked to complete a report to the Ministry of Education by January 27th on the status of Curriculum Implementation in the District: What is working? Where are the challenges? What kind of support is needed from the Ministry in terms of moving forward? For the District, it will be the legislative pieces

which would allow it to not be bound to letter grades and reports but rather, to pursue meaningful conversations with parents about what is happening with learners.

c. 2015/16 Financial Report to December 31, 2015

Secretary Treasurer Amos reported on the status of the 2015/16 expenditures and revenues as compared to the preliminary budget and the past year's amended budget.

He stated that the District's operational budget relates to a 12-month period from July 1st to June 30th, whereas the educational year is a 10-month period. He noted that, while expenditures for salary and benefits were slightly higher to December as were supplies and services, this was largely due to the job action in 2014. Overall, the District is where it should be in terms of its expenditure to date.

d. DRAFT 2016/17 Preliminary Operating Budget Timelines

Secretary Treasurer Amos reviewed the process that will take place over the next few months to determine the 2016/17 preliminary operating budget.

e. School Calendar Planning for 2016/17

Assistant Superintendent Wilson provided an overview of the calendar process required in order to be in compliance with the School Act and to ensure that consultation takes place with all stakeholder groups, school staff committees and the public. She then distributed and reviewed DRAFT calendars for the 2016/17 and 2017/18 school years, noting dates which are yet to be determined and that the District is working towards consideration of a multi-year calendar. She anticipated presenting the calendars at the District Parent Advisory Council meeting scheduled for Wednesday, January 27th after which the calendars could be circulated to all families, beginning the 30-day consultation period.

14. CORRESPONDENCE ATTACHED

None

15. POLICY

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

16-07R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedure, at its Regular Board Meeting of January 26, 2016.

CARRIED UNANIMOUSLY

b. Board Policy 6240: Resolution of Complaints

16-08R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6240: *Resolution of Complaints and its attendant Administrative Procedure*, at its Regular Board Meeting of January 26, 2016.

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

None

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

Trustees and senior administrators received comments and/or answered questions on the following topics:

- Where the adjustment for the economic stability dividend to be paid on May 1st to teaching and support staff was recorded in the Amended Annual Budget. *Secretary Treasurer Amos advised that the amount is not included in the documents as the Ministry has not yet announced the funding. It is known that it will be fully funded and districts anticipate a release of the detailed information in May.*

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:20 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT
January 19, 2016

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 approved the motion regarding the following matter(s):

- Labour

Chairperson

Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)

SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT
January 26, 2016

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 matter:

- Personnel

The Board of Education approved a motion regarding the following matter:

- Personnel

Chairperson

Secretary Treasurer



SCHOOL DISTRICT NO. 69 (QUALICUM)

Month of January 2016

Voucher No. 16-01

CHEQUE LISTING ATTACHED in the amount of \$1,368,970.23

Submitted on February 23, 2016 to the Board of Education for ratification of payment.

A handwritten signature in black ink, appearing to read 'R. J. H.', is written over a solid horizontal line.

ASSISTANT SECRETARY-TREASURER

Ratified for payment by the Board of Education

CHAIRPERSON

SECRETARY-TREASURER

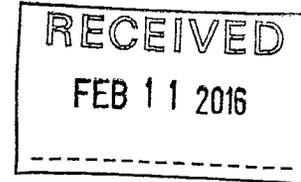
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International Student Program



Qualicum
SCHOOL DISTRICT

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



February 4, 2016

Board of Education – School District # 69 (Qualicum)

This letter will stand as my final 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, 2016 to May 2, 2016 with 48 students and 4 chaperones.

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

Respectfully,

Ross Pepper
District Principal

cc: Rollie Koop
Lori Marshall
Rudy Terpstra

RP/ph

International Student Program



Qualicum
SCHOOL DISTRICT

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

February 9, 2016

Board of Education – School District #69 (Qualicum)

RE: ROCKIES FIELD TRIP, APRIL 29-May 2, 2016

The planning for this trip is well underway. Student must make a full payment of \$560.00 before March 11, 2016. The cost includes the fee charged by Destination Tours as well as costs associated with transporting the students to the ferry and the cost of the ferry. Students have been informed that there are additional costs associated with Lake Louise.

The goals and objectives of the trip are:

1. Educational sightseeing on the way to Lake Louise and Banff. Historical sites will be visited along the way
2. Providing an activity for International Students
3. Engage in spring recreational activities

Thank you

Ross Pepper, Principal
International Student Program

cc: Rollie Koop
Rudy Terpstra
Lori Marshall

RP/ph



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

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL BSS/KSS ISP DATE [of application] 2/9/16

DESCRIPTION OF PROPOSED ACTIVITY Rockies Tour

DATE[S] OF PROPOSED ACTIVITY See attached April 29 - May 2, 2016

PURPOSE OF PROPOSED ACTIVITY See attached

TEACHER[S] Ray Jezesek Carrie Philip

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED

OTHER ADULTS Jenny Atkinson Sandie Wassbauer

GRADE[S] 9-12

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

TRANSPORTATION SD69 Bus - Ferry - Tour coach Other

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

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

SOURCE[S] OF FUNDING Students pay entire cost

ACCOMMODATION/MEALS [type of] hotels / restaurants

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: Feb 9, 2016

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



Qualicum International High School & Destination Snow and Tours - CANADIAN ROCKIES

Itinerary

April 29 - May 2, 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 hotel 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 hotel

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.



(Lake Louise)

Thank-you for choosing Destination Tours! I hope you have a great weekend.
Cameron Mein, President, Destination Tours

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
Towel and bathing suit rentals \$2 each
Lockers rentals \$1
- 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.

destinationsnow.com

International Student Program



Qualicum
SCHOOL DISTRICT

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

RECEIVED

FEB 11 2016

February 9, 2016

Board of Education – School District # 69 (Qualicum)

This letter will stand as my final approval for the field trip 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 final approval for this trip.

Respectfully,

Ross Pepper
District Principal
International Student Program

cc: Rollie Koop
Lori Marshall
Rudy Terpstra

RP/ph

International Student Program



Qualicum
SCHOOL DISTRICT

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

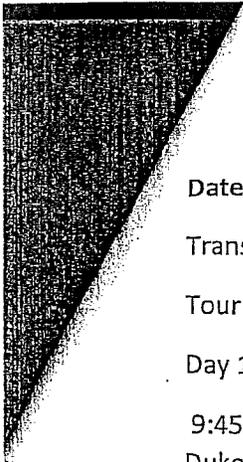
Fieldtrip Objectives: Seattle, April 2016

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

A handwritten signature in black ink, appearing to read 'Ross Pepper', written in a cursive style.



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



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

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL BSS / KSS 1SP DATE [of application] 2/9/16

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 Alkinson Sandie Wassbauer

GRADE[S] 9-12

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

TRANSPORTATION SD69 Bus, BC Ferries, Motor Coach other

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

PROJECTED COST 440.00 DIRECT COST PER STUDENT 440.00 [attach statement of details]

SOURCE[S] OF FUNDING Students pay entire costs

ACCOMMODATION/MEALS [type of] Hotel / Restaurants

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: Feb 9/16

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]

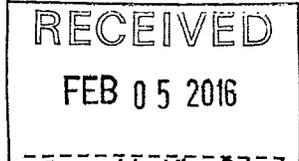
PER: [Superintendent of Schools] Number of Substitute Days Hereby Authorized

- 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

February 4, 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 Band Student Field Trip to Alberta on May 13-18, 2016. This trip has been planned by Mr. Rick Robson.

There will be 65 students travelling plus four chaperones (Mr. Robson and parents). Please see attached itinerary for details.

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

Respectfully submitted,

Rudy Terpstra, Principal
Ecole Secondaire Ballenas Secondary School

ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL



Box 1570, 135 N. Pym
Parksville, B.C.
V9P 2H4

Telephone: (250) 248-5721
Fax: (250) 954-1531

February 3, 2016

To District 69 School trustees;

The Ballenas Secondary Music Department is seeking **final approval** for our trip to **Alberta**. The travel dates are **May 13-18, 2016** – six days taking in the Pro-d day on Friday, May 13 to the following Wednesday, May 18. The trip will include all interested Band 8-12 and Choir 8-12 students.

Our Alberta trip has received support from parents and students, with 65 students and 5 adults participating. Very briefly, the highlights include:

- A gentle river raft trip down the Bow River through the majestic Rocky Mountains near Banff
- Time at the Banff Springs Hotel pool
- Participation in the Alberta Band Association's *Festival of Bands* festival in Red Deer
- U of Calgary Concert Band and Choir clinics with School of Music faculty members
- admission to the Calgary Tower
- admission to the Royal Tyrell Dinosaur Museum in Drumheller
- Time at the West Edmonton Mall with entrance to the Water Park and Galaxyland
- a series of concerts throughout Alberta- including one at Crescent Valley Elementary School in Hinton, Alberta where I attended primary school! Yes, I am excited to have my students perform in my school and in my home town!
- Admission to the Jasper Skytram followed by shopping time in Jasper
- Full breakfasts are included every morning with four paid dinners.

We have provided participating students/families a series of fundraising opportunities to make the trip more affordable. The cost of the trip will be \$850.00/student.

Thank you for your continued support of our Ballenas Music program initiatives.

Sincerely;

Rick Robson
Ballenas Music



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

RECEIVED FEB 05 2016

POLICY 5020 Co-Curricular & Extra-Curricular Activities

SCHOOL BALLENAS SEC DATE [of application] FEB. 3/16

DESCRIPTION OF PROPOSED ACTIVITY MUSIC DEPARTMENT TRIP TO ALBERTA

DATE[S] OF PROPOSED ACTIVITY MAY 13-18/16 PARTICIPATE IN RED DEER BAND FESTIVAL

PURPOSE OF PROPOSED ACTIVITY TO PERFORM SERIES OF CONCERTS, TRAVEL OPPORTUNITY CONICUS AT UOFCACHAY, ROYAL TYREL MUSEUM & OTHER EXCURSIONS ^{SEE} ATT.

TEACHER[S] RICK ROBSON

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED 0

OTHER ADULTS 4 FOUR PARENT CHAPERONES

GRADE[S] 8-12

SUPERVISION: No. of Students: 65; No. of Teachers: 1; No. of Parents: 4

TRANSPORTATION WILSON'S COACH LINES

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

PROJECTED COST \$ 55,250 DIRECT COST PER STUDENT \$ 850
[attach statement of details]

SOURCE[S] OF FUNDING FUNDRAISING PARENTS

ACCOMMODATION/MEALS [type of] RESTAURANT, GROCERY STORE

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:
- 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.
 - Approvals in principle are to be requested for major and extended trips BEFORE expectations are raised among students.
 - 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
 - This form is NOT REQUIRED for regular inter-school competitions.

APPROVED BY PRINCIPAL [Signature] DATE: Feb 4, 2016

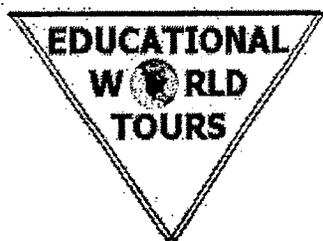
THIS SECTION TO BE COMPLETED ONLY IF APPLICATION FALLS INTO CATEGORY 3 [b] or [c]

APPROVED BY: _____ DATE: _____
[Superintendent of Schools]

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

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

- 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



SUGGESTED ITINERARY PREPARED FOR:
ECOLE BALLENAS SECONDARY
RED DEER FESTIVAL AND ALBERTA TOUR
MAY 13-18, 2016

<p>Friday 13</p>	<p>PARKSVILLE/BANFF Private charter bus from school to the ferry terminal. Ferry between Nanaimo and Horseshoe Bay for tour members, bus and driver. Ferry fare is included. Drive from Horseshoe Bay to Banff (approx. 12 hours with stops for bathroom and meal breaks). Lunch and dinner will be at your own arrangements. Accom: Moderate hotel accommodation in Banff (1 night) Your hotel has 2 outdoor hot tubs.</p>
<p>Saturday 14</p>	<p>BANFF/CALGARY Breakfast at your hotel. Morning River Raft trip on the Bow River! Entrance to the Banff Hot Springs. There will be time to purchase lunch and enjoy Banff. Drive from Banff to Calgary (approx. 1.5 hours). Entrance to the Calgary Tower. Dinner at a local restaurant. Transfer to your hotel. Accom: Moderate hotel in Calgary (Macleod Trail 5min drive from centre) south of central Calgary) 1 night Your hotel has an indoor pool and hot tub.</p>
<p>Sunday 15</p>	<p>CALGARY/DRUMHELLER/SYLVAN LAKE Breakfast at your hotel. Morning workshops with a University clinician – 1 for choir & 1 for concert band. Drive to Drumheller (approx. 1.5 hours). Entrance to the Royal Tyrrell Museum in the afternoon. Drive from Drumheller to Sylvan Lake (approx. 2.5 hours). Dinner at a local restaurant. Accom: Moderate hotel accommodation in Sylvan Lake (1 night) Your hotel has an indoor pool and hot tub.</p>

SUGGESTED ITINERARY PREPARED FOR: ECOLE BALLENAS SECONDARY
RED DEER FESTIVAL AND ALBERTA TOUR (Continued)

MAY 2016

<p>Monday 16</p>	<p>CALGARY/RED DEER/EDMONTON Breakfast at your hotel. Morning concert at school in Sylvan Lake. Maybe walk at lakefront park for 20 minutes if times allows. Morning drive from Sylvan Lake to Red Deer. Purchase lunch at Bower Place Mall in Red Deer. Afternoon performance at the ABA Festival of Bands at Red Deer College for the Ballenas Concert Band in afternoon. Drive from Red Deer to Edmonton. Evening Choice Pass at West Edmonton Mall – choose between the WaterPark and Galaxyland. Both close at 7.00pm. Shops close at 9.00pm. Transfer from the Mall to your hotel by school bus. Dinner at a restaurant in West Edmonton Mall. Accom: Moderate hotel near West Edmonton Mall (1 night)</p>
<p>Tuesday 17</p>	<p>EDMONTON/JASPER Breakfast at your hotel. Drive to Hinton (approx. 3 hours). Performance at Crescent Valley Elementary School in Hinton. Continue to Jasper (approx. 1 hour). Afternoon ride on the Jasper Tramway. Enjoy some shopping time in Jasper on foot. Dinner at a local restaurant. Accom: Moderate hotel accommodation in Jasper (1 night). Your hotel has outdoor hot tubs (no pool).</p>
<p>Wednesday 18</p>	<p>JASPER/PARKSVILLE Breakfast at your hotel. Drive from Jasper to Horseshoe Bay Ferry Terminal with stops for bathroom and meal breaks. (approx. 10.5 hours including meal and bathroom breaks). A stop will be made at highest peak in the Canadian Rockies- Mt. Robson! (I think that's a good idea!) Ferry between Horseshoe Bay and Nanaimo for tour members, bus and driver. Ferry fare is included.</p>



NEWS RELEASE

For Immediate Release
2016EDUC0006-000119
Jan. 31, 2016

Ministry of Education

New scholarship sends students and teachers on exchanges to Asia

VICTORIA – Students and teachers throughout the province can earn the chance to study and learn in Asia, thanks to a new exchange program that builds on British Columbia’s education relationships with our Pacific Rim partners.

About 200 students and six teachers from B.C. public and independent schools will benefit from the exchange program between schools in China, Japan and British Columbia.

Government is investing \$200,000 in scholarships that will help send student groups and teachers on exchanges with Japan and China. Student groups need a minimum of five students and, if approved, will receive \$5,000 to \$10,000, depending on the group’s size.

Teachers with successful applications will receive \$5,000 to assist with their exchange costs.

The award program encourages students and teachers to build on our multi-cultural partnerships and build increased student mobility between China, Japan and B.C. The application deadline for the scholarships is Feb.12, 2016, and the exchange must be complete before the middle of August 2016.

More information on applying is at: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/international-education/scholarships-awards>

As a result of B.C.'s strong economic growth and fiscal discipline, government is able to support and fund projects that make a real difference in the lives of British Columbians.

Quotes:

Mike Bernier, Minister of Education –

“These scholarships open up exciting new opportunities for students and teachers to study in schools abroad. International education has the power to enhance our economy while at the same time providing our young people the important opportunity to study different languages and cultures.

Quick Facts:

- The B.C. Council for International Education is a Crown corporation supporting B.C.'s dynamic and growing international education sector.
- The BCCIE is administering the awards on behalf of the Ministry of Education.
- Government launched British Columbia's International Education Strategy in 2012 to promote the global two-way flow of students, educators and ideas between countries. International education is a key sector under the BC Jobs Plan, and B.C. is making

progress toward the goal of a 50% increase in the number of international students by September 2016.

Learn More:

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/bc-china-award-for-excellence>

B.C. Offshore Schools:

<http://www2.gov.bc.ca/gov/topic.page?id=ED64DCA20D62461EA971C1AF8CC314EF&title=Offshore%20Schools>

BC's Education Plan: <http://www.bcedplan.ca/>

BC Jobs Plan, International Education Strategy:

www.aved.gov.bc.ca/internationaleducation/welcome.htm

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
2016EDUC0007-000124
Feb. 1, 2016

Ministry of Education

En février, célébrons les programmes d'immersion en français!
(disponible en français en bas de page)

VICTORIA – Second languages open new doors for students and that is why government is proclaiming the first week of February “French Immersion Celebration Week” to support students and educators involved in French Immersion throughout the province.

French immersion provides kindergarten-to-Grade 12 students with the opportunity to become bilingual. This study of language and culture helps students develop cultural understanding as well as critical and creative thinking.

Over the past 10 years, French immersion enrolment has increased by almost 40% in public schools. Over 50,000 students are currently enrolled in French immersion schools, both public and independent, throughout the province. Close to \$10 million a year comes from the federal government to support French as a second language education programs.

Over this week and the coming weeks, French Immersion students will have the opportunity to celebrate with fun-filled activities in their communities. French-inspired carnivals will be held in Nanaimo, Burnaby, Kelowna, Bulkley Valley, Burns Lake and Nelson. Activities will include French Canadian music performers, tasting French Canadian foods, learning traditional folk dances and much more. These events are hosted by Canadian Parents for French, a national network of volunteers that promote French-second-language learning opportunities for young Canadians. Learn more at: <http://bc-yk.cpf.ca/about-us/branches/>

The French Immersion program is intended for students who do not have French as a first language and want to develop a high level of proficiency in English and French. French Immersion is offered in two models: early French immersion beginning in kindergarten, and late French immersion beginning in Grade 6.

Students enrolled in French immersion study the same curriculum as students in the English-language program. However, in the French immersion program, the language of instruction and communication is French. In addition to language learning, students have the opportunity to explore the richness and diversity of Francophone cultures.

Quotes:

Mike Bernier, Minister of Education–

“Students who learn French as a second language have a competitive advantage when they graduate and start to search for careers. French Immersion students are an important asset to B.C.’s growing talent pool for the future jobs of tomorrow.”

Glyn Lewis, executive director, Canadian Parents for French, B.C. and Yukon–

“Canadians who speak both Official Languages earn, on average, 10% more and have a 3% lower unemployment rate, compared to Canadians who only speak one of our Official Languages. Families are flocking to French immersion because it’s a life-changing program that opens countless opportunities.”

Quick Facts:

- The French Immersion population represents almost 10% of the student population in British Columbia's public school system.
- B.C. students who graduate from the French Immersion program receive two diplomas: the Dogwood Diploma and le diplôme de fin d'études secondaires (the French Dogwood).
- Last year, nearly 2,300 students graduated from the French Immersion program in the province.
- The B.C. Ministry of Education provides annual funding to Canadian Parents for French to organize 60 community-based activities throughout the province.

Learn More:

B.C. government French Immersion Program:

<http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/french-immersion-program>

Canadian Parents for French: <http://cpf.ca/>

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
2016EDUC0008-000130
Feb. 2, 2016

Ministry of Education

New Chinese scholarship helps students learn a second language

VICTORIA – Grade 12 students throughout the province can now apply for a brand-new scholarship that celebrates student excellence through the study of Chinese language and culture.

The new BC-China Award for Excellence encourages students enrolled in public and independent schools in British Columbia to learn Mandarin as a second language. The award helps build and expand the multicultural relationship between British Columbia and China.

Fifty awards, each worth \$500, will be available to students. The cost of the awards is shared evenly by the provincial government and the Education Office of the Consulate-General of the People's Republic of China in Vancouver.

Students must apply by March 31, 2016, to the B.C. Council for International Education (BCCIE). BCCIE is administering the award program on behalf of the ministry and Consulate-General. BCCIE will evaluate, select and notify award winning recipients by June 30, 2016.

Students can apply by completing an application. For more information on how to apply and on eligibility requirements, visit: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/bc-china-award-for-excellence>

As a result of British Columbia's strong economic growth and fiscal discipline, government is able to support and fund projects that make a real difference in the lives of British Columbians.

Quotes:

Mike Bernier, Minister of Education –

“When students learn another language, it provides them with incredible experiences that help them gain lifelong connections, providing them with future opportunities to travel and work abroad. This scholarship program builds on government's existing collaborative relationship with China and contributes to the goals of B.C.'s International Education Strategy.”

LIU Fei, Consul General of the People's Republic of China in Vancouver –

“China is one of the two largest trade partners with Canada. There is a huge demand for bilingual students. Launching the new BC-China Award for Excellence has offered students with an interest in China a wonderful opportunity to participate in a broader area. We look forward to working closely with the Government of B.C. to make the scholarship a successful and popular one.”

Quick Facts:

- The B.C. Council for International Education is a Crown corporation supporting B.C.'s dynamic and growing international education sector.
- The B.C. Council for International Education (BCCIE) is administering the awards on behalf of the Ministry of Education.
- In 2014-15, B.C. students were enrolled in 4,625 Mandarin Chinese courses at the grades 10, 11 and 12 levels.
- Government launched British Columbia's International Education Strategy in 2012 to promote the global two-way flow of students, educators and ideas between countries.
- International education is a key sector under the BC Jobs Plan, and British Columbia is making progress toward the goal of a 50% increase in the number of international students by September 2016.

Learn More:

BC-China Award for Excellence: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/bc-china-award-for-excellence>

B.C. Offshore Schools:

<http://www2.gov.bc.ca/gov/topic.page?id=ED64DCA20D62461EA971C1AF8CC314EF&title=Offshore%20Schools>

BC's Education Plan: <http://www.bcedplan.ca/>

BC Jobs Plan, International Education Strategy:

www.aved.gov.bc.ca/internationaleducation/welcome.htm

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
2016EDUC0009-000139
Feb. 4, 2016

Ministry of Education

B.C., BMO partner to help opportunities grow with \$1,200 education grant

VANCOUVER – Starting today parents and grandparents have a new place to apply for the \$1,200 B.C. Training and Education Savings Grant that makes post-secondary and skills training more accessible.

Minister of Education Mike Bernier and BMO senior vice-president and regional head for British Columbia and Yukon division Michael Bonner announced today that people can now open a Registered Education Savings Plan (RESP), apply for the \$1,200 grant, and invest in their child's future at BMO Bank of Montreal's 100 B.C. locations.

To be eligible for the \$1,200, children must have been born in 2007 or later, and they must be resident in B.C., along with a parent or guardian. Families have three years to submit an application for the grant when their child becomes eligible.

There is no barrier to low-income families since no matching or additional contributions are required to access the \$1,200. The Province is also working to ensure children in care have access to equivalent funds for training and education through a trust fund.

Since the launch of the B.C. Training and Education Savings Grant in August, more than 7,000 applications have been approved for a total of \$8.1 million in grants. BMO is the first bank to offer the grant. Parents can also visit more than 350 credit union locations in B.C. to access the grant.

More than 42,000 B.C. children may be eligible to receive the grant each year. Parents, grandparents and loved ones can apply for the grant if they open a RESP at a participating financial institution.

Quotes:

Mike Bernier, Minister of Education –

"Whether your child dreams of becoming an entrepreneur, an engineer or a nurse, post-secondary education will help them achieve their goals. The B.C. Training and Education Savings Grant kick starts your child's education savings so their opportunities grow and their training is more affordable."

Sam Sullivan, MLA Vancouver–False Creek –

"As we enjoy time with family this long weekend, I encourage parents and grandparents to take advantage of the B.C. Training and Education Savings Grant. A small amount of work today could amount a large contribution to your child or grandchild's future education."

Michael Bonner, Bank of Montreal, senior vice-president and regional head for British Columbia and Yukon division –

“At BMO, we know that children go from pre-school to post-secondary school in what seems like the blink of an eye. We’re here to help ease some of the stress our valued B.C. customers may feel when looking to save for their children’s educations, and are thrilled to be the first major financial institution to facilitate the grant program put in place by the B.C. government.”

Sandra McNutt, grandparent of child eligible for the B.C. Training and Education Savings Grant

–

“The B.C. Training and Education Savings Grant is a great opportunity to save for our granddaughter Gianna’s Registered Education Savings Plan. It gives us great pleasure to know that this money will be available to her for post-secondary education. Gianna is eight years old and very interested in her science projects and art work. It is wonderful to have a government so focused on helping tomorrow’s leaders achieve their dreams. Our family says thank you for this wonderful gift.”

Quick Facts:

- The Government of Canada administers the B.C. Training and Education Savings Grant.
- With the \$1,200 grant and an investment of \$50 a month, savings could grow to \$12,000 in 13 years (based on a 3.5% annual growth rate). Growth of funds will depend on the amount invested and actual returns.

Learn More:

For more information on the B.C. Training and Education Savings Grant, call 1 888 276-3624 or visit: www.gov.bc.ca/BCTESG

For more information on how to open an RESP, visit: www.canlearn.ca

To find your local BMO branch, visit: www.bmo.com

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
2016EDUC0010-000165
Feb. 5, 2016

Ministry of Education

New Evergreen certificate rules address auditor general, education partner concerns

NORTH VANCOUVER – Education Minister Mike Bernier has said the Province is moving forward to address concerns raised by the auditor general of British Columbia and education partners about the disproportionately high number of Aboriginal students receiving Evergreen Certificates.

British Columbia schools will no longer be allowed to issue Evergreen Certificates to students unless they are classified as students with special needs and have an Individual Education Plan – ensuring the certificates are used only for their original purpose.

The change was made at the request of the First Nations Education Steering Committee, the British Columbia School Trustees Association and British Columbia Teachers' Federation. Restricting the use of Evergreen Certificates was also a recommendation made by the auditor general of British Columbia in her report, *An Audit of the Education of Aboriginal Students in the B.C. Public School System*, released in November 2015.

The Evergreen is a B.C. school-completion certificate awarded to students with a special needs designation. It is not a graduation certificate like the Dogwood and is usually not sufficient for direct entry into most post-secondary programs.

Government's goal is to ensure all students receive a Dogwood diploma prior to leaving school so they are prepared for university, college and skills training so they can take advantage of British Columbia's strong and growing economy.

Today's changes support the Ministry of Education's work to further increase the six-year graduation rate for Aboriginal students, which has risen from 39% in 2000-01 to an all-time high of 63% in 2014-15.

Quotes:

Mike Bernier, Minister of Education –

"This change helps us move forward in partnership with First Nations' educators and with B.C.'s school trustees. All students in B.C. deserve the very best education we can provide and we are delivering to help ensure our First Nations students have equal opportunity to succeed."

Tyrone McNeil, President, First Nations Education Steering Committee –

"This amendment is a key element in addressing the racism of low expectations identified in the recent Auditor General's report on Aboriginal education. We applaud the province for its leadership and we look forward to working collaboratively with our education partners to make

systemic changes that improve First Nations student outcomes.

“We must remain diligent and proactive in our efforts for continued improvement until we close the achievement gap, and continue to work together in a partnership approach consistent with our Tripartite Education Framework Agreement and Bilateral Protocol with the province.”

Glen Hansman, BC Teachers’ Federation –

“This policy change around the issuing of Evergreen Certificates is an important step in improving education for BC's First Nations students. The BCTF is pleased to see the government respond to our advocacy, as well as the recommendations made by other education partners like FNEC, to address the misuse of Evergreen Certificates by some school districts. Moving forward, the province and partner groups need to continue to work to address systemic racism faced by First Nations learners and ensure that the resources, services, and funding are put in place to ensure their success.”

Teresa Rezansoff, president, BC School Trustee Association –

“At our 2015 Annual General Meeting, members of BCSTA voiced their support for a review of the Evergreen Certificates parameters. It is our hope that these changes will help to increase Aboriginal student graduation rates, which have already shown considerable improvement in the past 15 years. Our ongoing partnership with the First Nations Education Steering Committee and the Ministry of Education can only serve to strengthen this promising progress.”

Quick Facts:

- The Evergreen Certificate (School Completion Certificate) was developed in 1996 school year.
- The Evergreen was in response to concerns from parents and educators that students, many of them with special learning needs, needed a certificate to showcase meaningful recognition of their achievements prior to leaving school.
- The Dogwood Diploma is the certificate of graduation that is granted to a student who completes the Ministry of Education’s provincial graduation requirements. It signifies that the student has met the requirements for graduation as set out in the Graduation Program Order.

Learn More:

First Nations Education Steering Committee: <http://www.fnesc.ca/>

B.C. Student Credentials: <http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/student-credentials>

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

BC's Education Plan: <http://www.bcedplan.ca/>

BC's new curriculum: <https://curriculum.gov.bc.ca/>



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young with alternate Jacob Gair
Committee Name: Curriculum Implementation Advisory Meeting
Meeting Location: DRC at Winchelsea Place
Meeting Time: January 28, 2016 at 3:30 PM

Introduction/context:

11 educators (Teachers, Management, Principals/Vice Principals and Trustee) gathered for the first meeting of this Committee. The mandate is as follows:

- a. *There shall be a Curriculum Implementation Advisory Committee struck annually for the purpose of making recommendations to the Board on curriculum implementation matters having regard to the following considerations:*
 - i. *time requirement;*
 - ii. *professional development needs;*
 - iii. *material requirements;*
 - iv. *funding requirements*
 - v. *such other matters as the Committee feels appropriate*

and is a part of the MATA collective agreement.

Actions:

1. We established the norms for this group including encouragement of honest, open and respectful participation. (Full list of norms is available from me if anyone has further interest.
2. We elected Co-chairs for the Committee.
3. We discussed how we might work co-operatively and respectfully with other groups involved in New Curriculum Implementation. It was noted that there is overlap in membership between groups and this might help us.
4. A round was conducted to introduce ourselves and talk about why we wanted to participate in this committee. This seemed to help to build the trust and common vision among committee members.
5. We agreed that in order to effectively implement curriculum, resources will be needed. Next question "What do we mean when we say resources?"
 - a. consumable versus non-consumable,
 - b. people, time, materials
 - c. physical – tables, chairs, support
 - d. moving with the new curriculum and what resources are required
 - e. communication
 - f. community resources – what are the legalities with that
 - g. play based learning
 - h. licenses for technology
 - i. paid resources in the community
 - j. space, location of the learning environment

- k. transportation
- l. professional development
- m. manipulatives
- n. initiatives – require time and expertise

And, if we assume that there is no new money coming for implementation....

- a. What do we have now?
- b. How do we effectively and efficiently share resources?

This is the work we need to do to prepare for the next meeting.

- 6. Next meeting and timeline
Because we need to see how the Curriculum Implementation Day goes, we will plan the next meeting after February 19.

March 10 at 3:30 at DRC

- 7. Meeting adjourned at 4:55 PM.

Full minutes available on request from Trustee Young



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young

Committee Name: Oceanside Building Learning Together Society

Meeting Location: Family Place

Meeting Time: February 4 at noon (included in this discussion are attendance at planning for Pete the Cat and Heart-mind meetings)

The Oceanside Building Learning Together (OBLT) is our early learners program, which is operated as a non-profit society. The Coalition includes community groups, government and others who are interested in early learning in District 69. OBLT operates Munchkinland at Qualicum Commons and Family Place as well as Storybook Village.

Discussion at this meeting:

1. Pete the Cat first steps to school event April 21, 2016

Goals:

- a. To help a child **and** parent feel comfortable about going to school
- b. To share with families the vast amount of community resources we have for early learners

Targeting families with children ages 3, 4, 5. Ideally to have those who do not regularly attend other early learning programs in the community.

Community Organizations to be contacted to attend and provide opportunities/activities

- Child and Youth Mental Health (Anxiety and bedtime strategies)
- Island Health (Vaccinations, healthy food, developmental milestones)
- Speech & Language (Games for language development)
- Family Resources Association (Family activities and Nine most important minutes)
- Vancouver Island Regional Library (Reading and tracking?)
- RDN (Skipping and other physical games)
- First Nations (Principles of learning and culture boxes with puppets)
- Pacific Care (Looking for after school care - what to ask and what to avoid)
- BLT (Facilitators - Play station (blocks, nature activities); Gerry Barnum - songs and rhyming (K. teacher to assist with the learning); BLT2Go bus - registration for arranging a pick up; Heart-Mind exploration)
- School District (Kindergarten teachers - Learning stations (to support the WTK kits) + group activity to make a mural (tracing shoes))
- School Bus - mini tour (Pete the Cat drives a school bus in his book!)

Description developed so far:

- We will have one person (TBD) dressed as Pete the Cat – in costume.
- Each child/family as they arrive will receive a bag (would like it to be paper or cloth)
- The bag can be the receptacle for hand-outs, flyers, etc.
- At the first station, the pre-kindergartener will get a “shoe” and cut it out.

- At every other station/activity the child will add a decoration to the shoe cut out and also receive a token or ticket
 - At the end of their journey, they will visit "Pete's Grocery Store" and be able to redeem their token/ticket for a variety of food or other 'take-aways'
 - The grocery store will be operated by youth (dressed as similar cool dudes with shades and coloured high tops)
 - The grocery store will have baskets of fruit, bags of popcorn, and possibly a book
 - Also at the end, the child will place their decorated "shoe" on a Pete the Cat mural
- Much discussion and support for the planning. Offers of help from all the groups represented above.

2. Transportation issues

At the planning session issues regarding transportation (lack) in District 69 were identified. Forward House was identified as working on a Community Action Initiative Grant that could help with this. Forward House Executive Director hopes to attend our next Coalition Meeting to discuss this further.

3. Saturday Morning Program Pilot (Breakfast Club with Mother Goose) at Munchkinland in Parksville.

- First session happened and was successful
- Five more weeks 9:30 to 11:30 for preschoolers.
- Register through OBLT

Next meeting March 3 at noon at Family Place
Adjourned at 1:30 PM

Full minutes available upon request from Trustee Young



Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: First Nations Advisory Committee
Meeting Location: Winchelsea Place
Meeting Time: February 15, 2016 - 12:30
Committee Report:

Rosie McLeod-Shannon reported that the First Nation, Métis and Inuit Education Enhancement Agreement is now on the SD69 website as well as the Staff Portal. FN staff are now starting to track/collect the data according to the goals identified in the agreement.

First Nations Curriculum – The District Principal and First Nations Curriculum resource teacher have reviewed the new K-12 Curriculum and have identified the big learning ideas at all grade levels and prepared complimentary resources for use by teachers and First Nations Liaison workers. These can all be found on Google.doc. There are also wonderful resources identified in the document developed by the BCTF called Project Heart.

First Nations liaison workers will be attending a 2.5 day workshop Feb 15-17 on suicide intervention. This training will give them the tools to identify the signals and or behaviors that may be exhibited by a person in crisis.

The First Nations staff are extremely busy in the schools and with tutorial activities.



Board and Trustee Representative Committee Report

Trustee Representative: Jacob Gair
Committee Name: French Advisory Committee
Meeting Location: Ballenas Secondary School Library
Meeting Time: 6:00 pm

Committee Report:

- School Updates: Included a budget for French Immersion Program.
- Learning Assistance Grant: \$11,500 for learning assistance teacher
- Technology: \$16,392 including laptops, iPads, app store purchases, ink cartridges, document projectors
- Cultural Activities: \$1,800 including winter wonderland skate, carnival, Christmas concert, Guest Authors, Guest Authors
- Professional Development: \$4,500
- Learning Resources: \$11,703 including books, teacher resources, classroom resources, magazines and journals
- Core French: \$10,75 including new textbooks for secondary FSL, new resources for elementary FSL, workshop resources for FSL teachers
- French Immersion Grant: \$21,574 including partial salary-district language coordinator; \$23,203 including math manipulatives, books, arts and crafts supplies, equipment for outdoor free play, Library books and supplies
- Technology: Oceanside has had its turn with rotating district iPads
- Staffing: Staffing is in good shape. District has hired a French speaking TTOC to ensure French language instruction continues even with teacher absences.
- Strategic Priorities: FAC sought comparative information to determine interest in a possible late immersion program. Nanaimo's late immersion program had little interest in the first year it was run. Its second year saw a marked increase in interest and a small class was formed. By the program's fifth year it was full with more than one class with a waitlist.

Motion was passed to recommend that SD69 consider options for late immersion in the District to begin in 2017 with a Grade six start for the program.

Let current grade four parents know about the program early to encourage enrollment

- Curriculum Implementation: Questions arose about new curriculum and how it might affect French Immersion. The new curriculum for French Immersion is much the same as it is for English. French Immersion up to date on implementation of new curriculum.
- Concerns raised about semester system as it causes some students not to have French for a full year. The District does meet all requirements for an immersion program. Committee curious about what could be done in terms of creating a year-long French Immersion program.
- School Trips: Exchanges to Quebec in 2016-17 through Experiences Canada.



Board and Trustee Representative Committee Report

Trustee Representative: Barry Kurland
Committee Name: BC Public School Employers' Association Annual General Meeting
Meeting Location: Vancouver
Meeting Time: Friday, January 29, 2016

Committee Report:

The BCPSEA AGM #22 opened with a welcome from the BCPSEA Public Administrator, Michael Marchbank, followed by a report from Renzo Del Negro, CEO.

Business Report of 2014-2015 Audited Financial Statements, presentation of the 2016-2017 Budget

The following resolutions were passed at the AGM:

1. Resolution 0-1: Submitted by SD42 Maple Ridge
Resolve that the BCPSEA Members direct the BCPSEA Public Administrator to write a letter to the Minister of Education requesting that the association be released from the direction of the public administrator and that the Trustee Directors be reinstated to the BCPSEA Board of Directors.
2. Resolution 0-2: Submitted by SD42 Maple Ridge
That costs incurred by the Boards of Education from the Economic Stability Dividend be fully funded for the duration of the Provincial Framework Agreement.
3. Resolution 0-3: Submitted by SD42 Maple Ridge
Requests Ministry respect local board autonomy and ensure that board of education implementation of the attendance support and wellness initiative project will be on a voluntary basis.

Afternoon presentation on Superintendent Review Process by School District 69 Representatives - Eve Flynn, Board Chair; Rollie Koop, Superintendent of Schools; and, JoAnne Shepherd, Director of Human Resources

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Establishment of Performance Assessment Committee (June 24, 2014)</p>	<p>Senior Staff</p>	<p>In abeyance pending Ministry of Education's review of assessment, evaluation and reporting</p>	<p>In abeyance</p>
<p>Strategic Plan – Framework for Action (November 29, 2013)</p>	<p>Superintendent</p>	<p>Superintendent to develop on the basis of conversations with Principals/Vice Principals 16.01.26: Document has been drafted and forwarded to the Assistant Superintendent for review/edits as required.</p>	<p>Fall 2016</p>



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

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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

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

References:

- *School Act: Sections 11.1(1), 175(2)(r) and Regulation 24/08: 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

Page 6 of 7

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



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 6240

RESOLUTION OF COMPLAINTS

Page 1 of 5

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.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 6240

RESOLUTION OF COMPLAINTS

Page 2 of 5

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

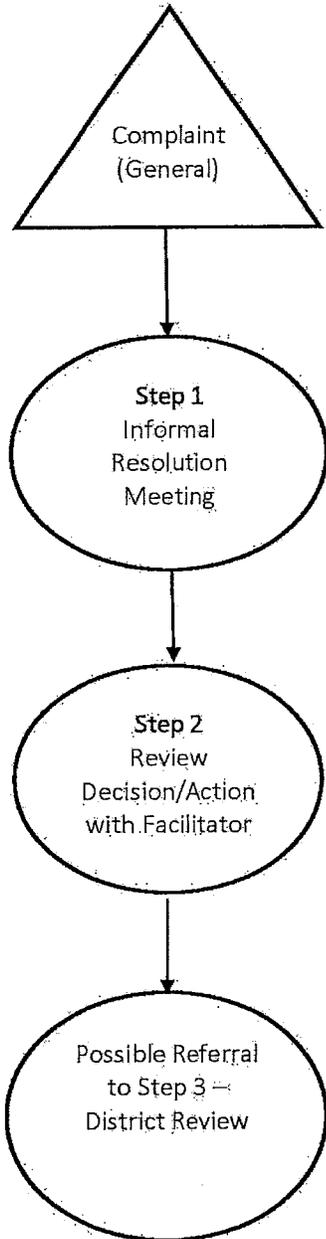
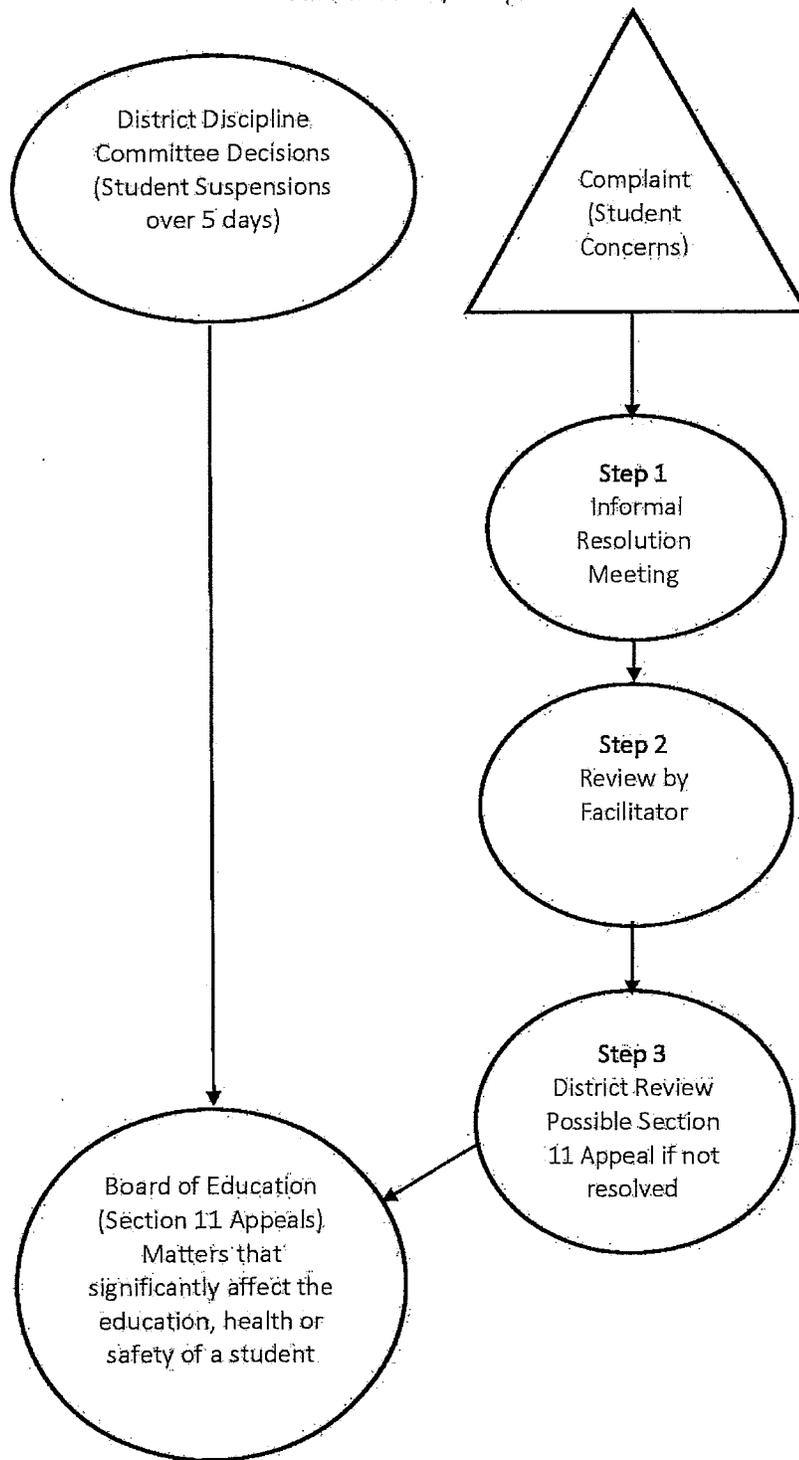


Figure 2:
Student Issues/Discipline





Notice of Complaint

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

Phone # of: _____

Email: _____

Date Submitted: _____

School or Work Site Where Concern Originated: _____

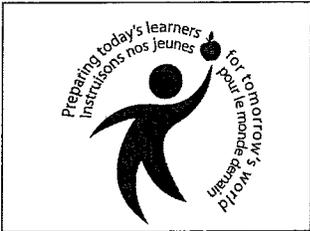
Others involved in this situation: _____

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

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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

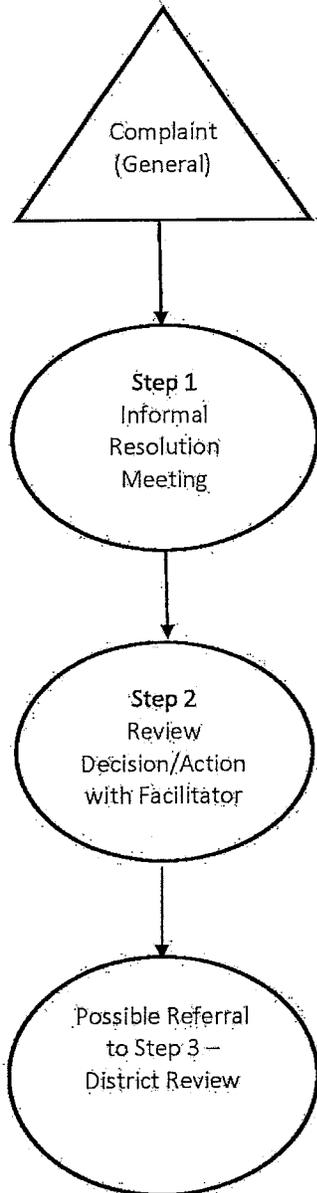
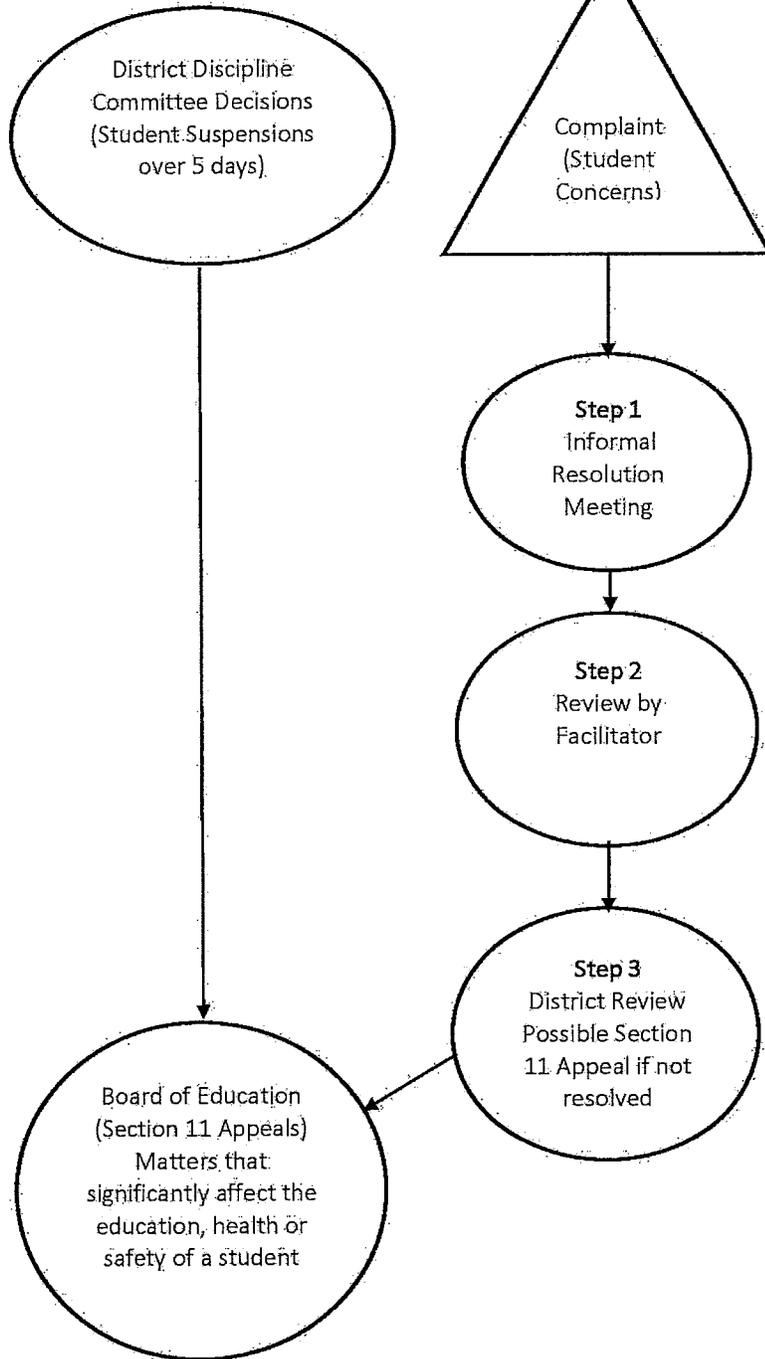


Figure 2:
Student Issues/Discipline



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

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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 _____ |

FRAMEWORK FOR ENHANCING STUDENT LEARNING

(Page 1 of 1)



The Board of Education recognizes its responsibility to work together with education partners to enhance the learning and success for all students in School District 69 (Qualicum). To that end, and in response to the authority of the Minister of Education to require school districts to establish policies for planning, reporting and capacity building through Sections 8.3 and 81 of the **School Act**, the Board of Education sets out a local framework for enhancing student learning.

This framework reflects a public commitment by education partners to work together to continuously improve student learning in relation to intellectual, human, social and career development as outlined in **Statement of Education Policy Order** (Mandate for the School System) OIC1280/89. The framework seeks to align local practice with provincial K-12 accountability requirements and other ongoing transformation efforts (curriculum, assessment, reporting).

This framework replaces previous mandatory planning, reporting and accountability requirements, specifically Achievement Contracts, Superintendents' Reports on Student Achievement, School Planning Councils and the work of Superintendents of Achievement.

The Framework for Enhancing Student Learning...

- is to be grounded in the belief that all education partners are responsible for student learning, with each having unique responsibilities.
- is to bring a system-wide focus on student learning, to ensure each student in the district achieves his or her full potential.
- is to be designed to be meaningful, impactful, flexible, realistic, and sustainable.
- is to address differences in performance among particular groups of students, most notably Aboriginal students, children in care, and students with special needs.
- is to be strength, support-, evidence-, and results-based.
- is to reflect a system-wide commitment to continuous improvement and life-long learning.
- is to reflect our local context.
- is to utilize existing structures and build new ones as required to support provincial and local priorities for enhancing student learning.
- is to build public confidence in our work as a District.

References:

The School Act (Sections 8.3 and 81)
Statement of Education Policy Order – OIC 1280/89



POLICY

The Board of Education recognizes its responsibility to ensure that School Planning Councils function effectively, efficiently, ethically and in accordance with the purposes as defined in the *School Act*.

REGULATIONS

School Planning Councils are organized and operated as follows:

1. The role of the School Planning Council is to:

- a. assist in the preparation of the School Growth Plan and to consult with all groups within the school community when doing so;
- b. assist the school principal in monitoring the effective implementation of the School Growth Plan; and,
- c. consult with the Board and/or with the Board's designate regarding:
 - i. the Board's allocation of staff and resources to the school.
 - ii. matters contained within the District's Achievement Contract that relate to the school.
 - iii. educational services and programmes provided to and within the school.
 - iv. video monitoring equipment and student safety.

Note: School Planning Councils never discuss:

- personal and confidential information about students, parents, teachers and other employees; or,
- performance or conduct of individual employees, students and parents.

2. Composition of each School Planning Council:

- a. School Planning Councils are to be comprised of the following members:

Voting Members	Alternate
Principal	Designate Vice Principal
PAC Executive Member	
2 (two) Elected PAC Members	Parent Alternate
1 (one) Teacher Elected/Selected	Teacher Alternate
Ballenas, Kwalikum and PASS: 1 (one) student (selection process by administration)	Student Alternate (selection process by administration)

- b. the election of alternates is to provide continuity, and alternates are invited to attend all meetings. Alternates may participate in decision-making (whether voting or consensus) if they are the designated representative for that meeting.
- c. the Board may appoint a person to fill a vacancy if it is not filled by an elected representative.



Note: Schools are encouraged to include a CUPE staff member to participate as an “observer” (cannot vote but can participate in discussions) and, where appropriate, two (2) students with the same observer status as the CUPE staff member.

3. Term and Elections:

- a. The term in office is twelve (12) months, from November 1 to October 31 of the following year.
- b. Each school is to conduct elections for SPC members prior to 31 October. The school's PAC President will be responsible for the election of the three (3) parents and an alternate, and the school's MATA Staff Rep will be responsible for the election of the teacher and alternate representatives.
- c. The school Principal is required to advise the Superintendent of Schools prior to November 1st that either:
 - i. the new School Planning Council has been elected; or,
 - ii. the new School Planning Council has not been elected, accompanied by reasons why not.

4. School Planning Councils are to operate as follows:

- a. Meetings
 - i. The school Principal will Chair the School Planning Council Meetings.
 - ii. The school Principal will call the inaugural SPC meeting within 15 school days of the start of the school year to consult on the proposed organization of classes for that school year [School Act Sec. 76.2(b)].
 - iii. Each SPC will schedule a minimum of three (3) meetings during the elected term in office. Additional meetings may be held at the discretion of the SPC.
 - iv. Each SPC will determine when to schedule meetings, recognizing that such meetings are to be at no additional cost to the Board of Education.
 - v. All SPC meetings are to be open meetings, with the meeting date and time distributed to school partner groups a minimum of 3 (three) working days in advance of the meeting.
 - vi. The Principal shall ensure that a record is kept in the custody of the school of meetings held and subjects discussed (in general terms) and decisions made. Copies of the record shall be circulated to School Planning Council members and be made available to other interested parties upon request.
 - vii. Quorum shall be the Principal (or Vice Principal alternate) and at least two other members.
- b. Decision Making
 - i. Ideally, School Planning Councils will operate on consensus.
 - ii. If consensus cannot be achieved, then the matter will be resolved by majority vote, with each of the voting members having one vote, subject to the meeting having the necessary quorum.
 - iii. Where consensus is not achieved and the matter is resolved by majority vote, individual members may submit a minority opinion to the Board of Education and/or to the Board's delegate.



c. **Sub-Committees**

A School Planning Council may create sub-committees to work on assigned tasks within the Council's jurisdiction and may invite additional participants to join sub-committees. Sub-committees created by the School Planning Council will report back to the SPC with recommendations.

5. Support:

- a. The Superintendent of Schools shall designate a School District Administrator as District Liaison Officer for School Planning Councils.
- b. The District Liaison Officer will have the right to attend any SPC meeting.
- c. Should any SPC encounter procedural difficulties the Principal is to notify the District Liaison Officer immediately.
- d. The District Liaison Officer will convene a representative committee to plan necessary orientation or workshop sessions for SPC members.

6. Timelines for School Growth Plans:

- a. School Growth Plans are to be submitted to the Superintendent of Schools by the first Tuesday in June of each year.
- b. A Special Board Meeting will be scheduled in June for the purpose of the Board determining the status of each School's Growth Plan (ie. either approved, returned with direction, or rejected).
- c. At the June Regular Board meeting, the District Achievement Contract will be presented to the Board with the recommendation that it be approved.



PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

(Page 1 of 1)

It shall be the policy of the Board of Education to require that purchases be made with consideration of best value which includes all aspects such as cost, quality, supply, servicing, maintenance, local availability and environmental impact. When the value of a purchase is such that the tendering process is administratively justifiable, tenders will be awarded on a competitive basis with consideration to all of the above aspects.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

Page 1 of 7

In order that the policy of the board is followed to ensure as far as possible that the best value is obtained for dollars expended, all personnel who are delegated some responsibility for purchasing will observe the guidelines provided below.

General Guidelines

Definitions of varying methods of procurement described below, and the decision to use any particular form will depend on the complexity of the requirement, the monetary value, and the urgency.

Purchasing Decision Matrix				
	Determination of Supplier		Payment Process	Approver
	Quote	Tender		
< \$1,000	N	N	Purchasing Card/Expense Claim with Receipts	Local
> \$1,000	Verbal	N	Invoice	Local
> \$5,000	Written	N	Invoice	Local
> \$10,000	Written	N	Invoice	Secretary Treasurer or designate
> \$25,000	N/A	Non-Advertised	Non-Advertised Tender	Secretary Treasurer or designate
> \$50,000	N/A	Public	Public Tender	Secretary Treasurer

Use of Requisitions (Requests for Purchase Orders)

All supplies, services, and equipment being purchased over \$1000 must be covered by a requisition initiated by the school or district department. Individual staff members are not to place orders other than by this method. This requisition is in a form that becomes a purchase order when signed by the secretary-treasurer or designate. The only exceptions to this requirement are as follows:

- a. With prior authorization from their supervisor/Principal, employees may purchase items through petty cash or purchasing card.
- b. Purchases may be made through school trust accounts for home economics and industrial education consumable supplies, with reimbursement claimed by submission of a Reimbursement Requisition form with receipts attached.
- c. Gas and fuel refills.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

Page 2 of 7

Exceptional Circumstances

The secretary-treasurer may authorize the immediate purchase of any item or service without recourse to the provisions of this procedure where:

- staff, student or public safety is in question;
- purchase will prevent damage to School District facilities;
- essential services will be restored; and/or,
- essential physical plant services will be restored.

It is not necessary to tender or go through the quotation process for purchases of used items and legal services.

Determination of Suppliers

Purchasing Card Program

The Purchasing Card Program is not intended to avoid or bypass purchasing policies and procedures as outlined in these regulations. Instead, it is intended to provide flexibility and autonomy to the user while complementing current existing purchasing procedures and payment guidelines. Unlike personal charge cards, the P-Card Program incorporates controls over certain types of expenditures. These controls ensure that the P-Card can only be used with specific types of merchants and within specific dollar limits.

Quotations Process

- a. Request for quotes can take the following forms:
 - i. Written quotations from three or more sources in response to a written request. Responses may be submitted by fax or email;
 - ii. Verbal quotations given by two or more supplier representatives, usually by telephone. Such quotations are to be recorded by the requester and retained with the purchase order;
- b. All things being equal quality and suitability preference shall be given to local firms, then BC and then Canada. Local and provincial firms which have previously supplied the school district will continue to be given the opportunity to provide quotations on items similar to those which they normally supply. Should a school or department wish an exemption from requesting quotes from previous suppliers, approval must first be obtained from the secretary-treasurer.
- c. Quotations must be solicited from a minimum of three (3) suppliers, except when less than three (3) are known. If assistance is required with the names of potential suppliers, contact the School Board Office, Maintenance Department, or Learning Resources Centre as appropriate.
- d. Quotation forms may be forwarded to suppliers either direct or through the School Board Office.
- e. Copies of quotations received must be kept with the purchase documentation for later verification.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

Page 3 of 7

- f. The requisition must include the date of the quote and other pertinent details, such as whether or not delivery cost is included in the price. Incomplete requisitions will not be approved.
- g. If quotations are obtained from less than three suppliers, or if purchase from other than the low bidder is recommended, a memorandum of explanation must be kept with the purchase documentation.

Petty Cash Administration

The policy on the use of Petty Cash is as follows:

- a. Petty cash will not be used without prior approval of the principal.
- b. Petty cash will be reimbursed ONLY if submitted within thirty (30) days of the purchase.
- c. To reduce the administrative burden created by the use of petty cash, school principals will set and monitor the limit of purchase using petty cash.
- d. There will be no administration conducted by accounts staff to obtain tax rebates on petty cash purchases.
- e. Schools and departments are to submit a remittance form on a bi-weekly schedule.
- f. This policy does not apply to the purchase of equipment and technology hardware/software as these purchases should be made through the Information Technology and/or Operations and Maintenance departments.
- g. Suppliers with poor performance records should have their vendor registration revoked for periods of time. To enable this to be defensible, schools should send documented instances to the warehouseman for compilation.

Tender Process

Tenders are offers made by firms which have been invited to submit tenders, in sealed envelopes, for goods or services; these tenders are received before a closing date and time specified in the "Invitation to Tender" document. The formality of this procedure ensures that the tender of a supplier is not disclosed to competitors before the closing date specified in the "Invitation to Tender".

Receiving of Tenders

- a. Sealed tenders, clearly marked with the tender number or title, will be received by the appropriate member of senior management as outlined in the bid process. The method of delivery to accomplish this is the responsibility of the bidder. Tenders received after the closing time will be returned unopened. Faxed or emailed tenders will not be accepted.
- b. Tenders will be opened publicly immediately following the tender closing.
- c. Bidders wishing to obtain competitors' bid information must attend the tender opening. Bidders not attending the opening can request information through the Freedom of Information Act.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

Page 4 of 7

Submission of Tenders

- a. Tenders must be submitted on the form provided and returned in the self-addressed envelope, also provided.
- b. Other information requested to be submitted, or submitted by the bidder as additional information, such as product printed matter, samples etc are not required to be enclosed in the envelope with the tender form. The tender form must be affixed to the other material being submitted as a single package.
- c. All tenders submitted become the property of School District No.69 (Qualicum) and as such, are subject to the Freedom of Information and Protection of Privacy Legislation. To request documentation confidentiality, bidders must submit a covering letter, with their tender detailing the specifics of their request.

Withdrawal of Tenders

Tenders may be withdrawn personally, by written notice, fax, or email provided such notice of withdrawal is received by the appropriate member of senior management or delegate prior to the tender closing time.

Revisions of Tenders

- a. A tender already delivered to School District No. 69 (Qualicum) (owner) may only be revised in the following manner and the revision must be plainly referable to a particular tender. Revisions to tenders already received must be submitted only by fax or signed letter. The revision must state only the amount of which a figure is to be increased or decreased or specific directions as to the exclusion or inclusion of particular words.
- b. Please note in the case of faxed revisions to tender, School District No. 69 (Qualicum) assumes no responsibilities and the bidder assumes all risks of using faxed communications for revisions. The faxed transmission must be received by the appropriate member of senior management or delegate prior to closing time.
- c. Alterations, qualifications or omission to the tender form may be cause for rejection.
- d. Failure to complete the tender document may result in rejection of tenders submitted.

Awarding of Tender

- a. This tender will be irrevocable for a period of sixty (60) days from tender closing time. The lowest or any tender will not necessarily be accepted.
- b. The completed tender document, terms, conditions, instructions, specifications and any attachments shall become part of any contract entered into between the successful bidder and School District No. 69 (Qualicum).
- c. The right is reserved to reject any or all tenders and to waive any minor informalities or irregularities in tenders received.
- d. This tender, if awarded, may be in whole or in part and School District No. 69 (Qualicum), reserves the right to award this tender to multiple bidders. In the event of funding difficulties, some areas or schools may be eliminated in order to meet budget constraints.
- e. Criteria for award or rejection of this tender may include but not be limited to the following: price stated, total cost implication, product quality, references, past performance and the demonstrated ability and personnel to fulfill the requirements of the tender.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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Insurance Clauses

The successful bidder must provide proof of the required insurance within five (5) business days of notice of award prior to proceeding with the work.

Indemnification

Notwithstanding the provision of coverage and insurance by the owner, the contractor will indemnify and save harmless the owner, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the owner, may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly by reason of any act or omission of the contractor or of any agent, employee, officer, director or subcontractor of the contractor pursuant to this contract, excepting always liability arising out of the independent negligent acts of the owner.

1. The contractor shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance with insurers licensed in British Columbia and in forms and amounts acceptable to the owner:
 - a. Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury and property damage. The owner is to be added as an additional insured under this policy. Such Insurance shall include, but is not limited to:
 - .01 Products or Completed Operations Liability;
 - .02 Owner's and Contractor's Protective Liability;
 - .03 Blanket written Contractual Liability;
 - .04 Contingent Employer's Liability;
 - .05 Personal Injury Liability;
 - .06 Non-Owned Automotive Liability;
 - .07 Cross Liability;
 - .08 Employees as additional Insured's;
 - .09 Broad Form Property Damage;
 - .10 Broad Form Completed Operations;and where such further risk exists:
 - .11 Shoring, Blasting, Excavating, Underpinning, Demolition, Pile driving and Caisson Work, Work below Ground Surface, Tunneling and Grading, as applicable
 - .12 Elevator and Hoist Liability; and
 - .13 Operation of Attached Machinery.
 - b. Automobile Liability, on all owned or leased vehicles in an amount not less than \$2,000,000.
 - c. Aircraft and/or Watercraft Liability, where applicable, for all owned or non-owned craft operating or used in the performance of the work by the contractor, in an amount not less than \$5,000,000 per occurrence and including aircraft passenger hazard liability, where applicable.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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- d. Property insurance, which shall cover all property, of every description, to be used in the construction of the work, against "All Risks" of physical loss or damage, while such property is being transported to the site, and thereafter until substantial performance of the work. Such policy of insurance shall extend to protect the interest of the owner, and shall contain a waiver of subrogation against the owner.
2. All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the owner.
3. The contractor shall provide the owner with evidence of all required insurance prior to the commencement of the work or services. Such evidence shall be in a form acceptable to the owner. When requested by the owner, the contractor shall provide certified copies of required insurance policies.
4. All required insurance shall be endorsed to provide the owner with thirty (30) days advance written notice of cancellation or material change.
5. The contractor hereby waives all rights of recourse against the owner with regard to damage to the contractor's property.
6. The contractor shall require and ensure that each subcontractor maintains liability insurance comparable to that required above.
7. Unless specified otherwise, the duration of each insurance policy shall be from the date of commencement or the Work until the date of the final certificate for payment.

Bonds

The contractor shall enclose a Bid Bond or certified cheque in the amount of ten percent (10%) of the total of the tender figure(s) in the lawful money of Canada, made payable to the owner.

Disposal of Surplus Material

Where equipment, vehicles or materials are considered surplus to the needs to the School District and are expected to have resale value, the Secretary Treasurer may direct these items be disposed of in any one of the following ways:

- a. Offered for sale to public bodies
- b. Sold at public auction;
- c. Sold by public or invited tender;
- d. Sold at a fixed price public sale
- e. Sold privately (Private sale shall be restricted to items which have previously been offered under a, b, c, or d above or where the potential benefits of such a process are greater than the costs of it.)

The cost of disposing of the item must not exceed the expected resale value.

Equipment, vehicles or material will not be sold to school district employees unless they are the successful bidder in a public tender process.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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Where equipment or materials are considered surplus to the School District's need and do not have a resale value, the Secretary Treasurer or designate may authorize items to be disposed of according to environmentally acceptable practices including,

- a. salvaged for parts
- b. scrapped
- c. traded in for credit against purchases.

Disposal of Surplus School Buses

Whenever possible, surplus school buses shall be traded to bus dealers provided the trade price is deemed to be of fair market value.

Only if a surplus school bus cannot be traded to bus dealers, any alternating flashing lamps and any stop arm fitted to the school bus must be removed and all school district identification, any School Bus lettering and the warning signs associated with the alternating flashing shall be removed prior to any surplus school bus being offered for public tender.

References:

Board Policy 4XXX: Purchasing and Disposal of Supplies and Equipment
Motor Vehicle Act Regulations, Section 11, "Removal of 'school bus' insignia on disposition of bus"

~~MONTHLY VOUCHER SUMMARY FINANCIAL REPORTING~~



POLICY

~~While recognizing that expenditures made by the Board of Education must be on an ongoing basis in order to meet payroll and supplier commitments, the Board of Education believes that all expenditures must be open to public scrutiny.~~

REGULATIONS

- ~~1. When required, payment may be made prior to final Board approval.~~
- ~~2. A trustee is designated as responsible for scrutinizing expenditures and making recommendations for their adoption by the Board at its regular meeting.~~

The Board of Education recognizes its stewardship role in the care and effective use of public funds granted for the purpose of providing an educational program for all School District 69 (Qualicum) students. In order to ensure the financial integrity of the public accounts in its care, the Board of Education requires the Secretary-Treasurer to develop and present to the Board of Education quarterly financial reports at a Regular Public Board Meeting which outline the financial position of School District.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

FINANCIAL REPORTING

Page 1 of 1

In order to ensure the financial integrity of the public accounts in its care, the Board of Education will be provided with quarterly financial reports showing the current financial status of the School District. These reports will include year-to-date summations of revenues and expenditures and will compare to the current budget and to prior year results.

SCHOOL-GENERATED FUNDS



The Board of Education requires that school-generated funds be maintained in accordance with good accounting principles and in a manner acceptable to the Secretary Treasurer.

The Board of Education recognizes its responsibility and accountability for all funds raised and dispersed in the name of any school or program in School District 69 (Qualicum). The Board is also clear that this stewardship role does not extend to funds raised and dispersed by Parent Advisory Councils in the school district.

The Secretary Treasurer shall ensure that procedures, systems and controls are in place to effectively manage the receipt, care, and expenditure of school-generated funds.

REGULATIONS

1. ~~The Board authorizes schools to maintain school-generated funds to support curricular and extra-curricular activities.~~
2. ~~The Board requires that school-generated funds be used for their expressed purpose and that benefit of these funds is received directly by students participating in the fund-raising activity.~~
3. ~~The principal of the school has overall responsibility for school accounts.~~
4. ~~One individual or group is identified as being responsible for each individual account.~~
5. ~~One bank account will be established in each school for receipt and disbursement of all funds held by the school.~~
6. ~~The bank account will require two of three signatories. These signatories shall be the principal, the school secretary and the vice-principal or designated teacher.~~
7. ~~Cheques and receipts must be pre-numbered in sequential order.~~
8. ~~All funds received must be issued with a receipt. No payments will be made from cash received.~~
9. ~~Payments should be made by cheque. Supporting documentation shall include original invoice, approval of the individual responsible for the particular account, confirmation of goods received and confirmation that extensions on the invoice are correct.~~
10. ~~Schools may maintain a petty cash fund for school-generated funds. The maximum float will be \$200. Each disbursement requires supporting documentation which shall include original invoice, approval by the individual responsible for the particular account, confirmation of goods received and confirmation that extensions on the invoice are correct. In addition, recipients must sign for cash received.~~
11. ~~The principal shall receive a monthly trial balance and monthly bank reconciliation.~~
12. ~~Copies of the current trial balance will be available on request to employees of the school.~~
13. ~~Copies of the current trial balance will be distributed to the Parent Advisory Council at least three times per year.~~
14. ~~Schools shall provide the following reports to the Secretary Treasurer:~~
 - a. ~~Bank reconciliation, trial balance and statement of revenue and expenditures for the period May 1 to July 31;~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SCHOOL GENERATED FUNDS

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Purpose:

The purpose of this administrative procedure is to reinforce the importance of the control of cash generated by school activities.

Procedure:

Cash and cheques (hereinafter referred to as cash) represent one of the greatest risks of asset loss to the "School Generated Funds" environment. It is extremely important to establish and maintain strong internal controls and procedures for the handling of cash to guard against loss and misuse.

1. Control over Cash Receipts

The secretary/accounts clerk MUST keep track of fees assessed by fee type and by student. A running balance of amounts owed to the school by fee type must be available. All payments shall be receipted providing sufficient detail to confirm who made the payment, for what reason, and in the amount paid. The Principal is responsible to approve ALL reasons for cash being collected. Individual employees are NOT to engage in any form of fund raising without the prior approval of the Principal.

2. Cash Management

Cash collected by teachers and other employees must NOT be kept overnight in a desk drawer, filing cabinet and/or other similar storage facility. Cash must NOT be taken home. All cash, regardless of amount collected, must be turned into the office on a daily basis. At no time should there be more than \$1000.00 (one thousand dollars) in cash held on site. In all circumstances, cash must not remain on the school premises over a weekend and thus must be deposited each Friday. All cash on school premises prior to a deposit must be secured in a locked cabinet/safe. In unique circumstances, the Principal can vary this requirement provided sufficient cash security exists.

Adequate segregation of duties and restricted access to cash handling areas must be implemented, to the extent possible, to ensure the safeguarding of cash. Wherever possible, this should include the separation of the cash handling from the control and reconciliation of bank deposit receipts. Before cash is received by the secretary/accounts clerk or Principal, the funds are to be counted by the coordinator of the activity and recorded.

All cheques must be restrictively endorsed, i.e., "For Deposit Only", immediately upon receipt and the bank account number to be credited should also be entered on the reverse side of the cheque.

3. Control over Payments

All schools must have at least three (3) signing authorities registered at the bank. Signing authorities are NOT to sign blank cheques. Cheques should only be written to pay invoices that have been approved by the Principal (or designate) and have an account code. Do not use physical cash to pay bills, except as authorized through petty-cash. The

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SCHOOL GENERATED FUNDS

Page 2 of 2

full amount of cash received should be deposited directly into this bank account. Cash receipts shall not be used for personal loans, cashing of cheques, making purchases, or for salaries, honoraria or travel/Pro-D reimbursements.

4. Out of School Events

If a school event is held outside the regular school days/hours, planning ahead on how/where to safeguard the cash collected for the overnight/weekend should be done in consultation with the Principal. This plan must include accounting for cash received by two individuals at the end of the activity.

5. Ledger Accounts

Cash receipts must be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers must also be made on a timely basis.

Financial Monitoring

The Assistant Secretary-Treasurer shall conduct periodic reviews of school cash handling procedures as provided in this administrative procedure. Reviews may include periodic reviews of account activity, on site reviews of accounting records, or formal review by the School District auditor. Finding of such review will be shared with the Superintendent, Secretary Treasurer, and Principal.



POLICY

The Board of Education believes in the necessity of inventory control and requires that a record of all district equipment and furnishing items be kept.

REGULATIONS

1. The Board shall require that administrative personnel take inventories of equipment and furnishing items at least once each year and forward same to the Secretary Treasurer.
2. The appropriate administrator shall be responsible for compiling and maintaining inventories as follows:

a. Schools (except custodial equipment)	Principals
b. Maintenance	Operations & Maintenance Manager
c. Transportation	Transportation Manager
d. Board Office	Secretary Treasurer
e. BLT Centre (District Programs)	District Principal : Special Programs
f. Information Technology (BLT Site)	IT Services Manager
3. Inventories shall be taken at least once a year, during the period from Spring Break to June 30 with specific times to be selected by each administrator.
4. Equipment shall be considered to be any item of a hardware nature, with a value of \$200 or more. Items of intrinsic value such as donated trophies should also be included.
5. Furnishings shall be considered to be a movable type (not built-ins). All furnishings shall be included for the inventory.
6. If known, purchase dates shall be included for each item. Any items deleted during the current year shall be so noted, along with the reasons for the deletions.
7. Standardized inventory forms will be supplied by District Office.

RESCIND



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4065

VEHICLE USE BY STAFF

POLICY

The Board of Education acknowledges that employees in the Operations/Maintenance Department may be required to take a district vehicle home in order to provide transportation for emergency services.

REGULATIONS

1. Employees may take the assigned vehicle from and to their place of work as approved by the Operations and Maintenance Manager or designate.

RESCIND



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4065

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RESCIND



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4085

SMOKE FREE ENVIRONMENT

POLICY

The Board of Education believes that all school district employees, students, visitors and volunteers have the right to a smoke free environment. The Board of Education expects that all reasonable efforts will be directed towards the creation of a smoke free environment (including all school district employees at the Parksville Civic & Technology Centre and the shared Public Works Yard), by ensuring that all school district facilities, vehicles, buses and grounds are smoke free.

REGULATIONS

1. All School District buildings, vehicles, buses and properties, and all vehicles parked on school property are to be smoke-free at all times, effective September 2001.
2. The Board will provide and install "No smoking" signs in prominent places on the grounds as well as on the buildings.
3. Smoking is not permitted at school or district sponsored events.
4. The Board will endeavour to financially support the implementation and ongoing administration of this policy and regulations.

Infractions or violations of this policy by students may result in the following Administrative procedures:

- | | |
|---------------------|---|
| a. First Violation | The student may receive up to a one day suspension and the Administrator will notify the parent(s)/guardian. |
| b. Second Violation | The student may receive up to a three day suspension and the Administrator will notify the parent(s)/guardian |
| c. Third Violation | The student may receive up to a five day suspension and the Administrator will notify the parent(s)/guardian |
| d. Fourth Violation | The student will be directed to the Board suspension committee. |

RESCIND



SMOKING CESSATION & PREVENTION PROGRAMS

POLICY

The Board of Education believes that all school district employees, students, visitors and volunteers have the right to a smoke free environment.

The Board further believes that smoking is detrimental to health and life style and therefore students and employees should be made aware of smoking cessation and prevention programs available from the Central Vancouver Island Health Region.

REGULATIONS

1. All school students, parents and volunteers will be made aware of all Central Vancouver Island Health Region smoking prevention and cessation programs and resources focused to help youth.
2. School district employees will have access to all Central Vancouver Island Health Region brochures describing smoking prevention programs and resources focused to help adults quit smoking.

RESCIND



OPERATIONS & MAINTENANCE VEHICLE REPLACEMENT

POLICY

The Board of Education believes that vehicles and specialized equipment owned and operated by the School District must be maintained in a safe operational condition at all times and should be replaced on a specified replacement plan to ensure that safe operational needs can be achieved.

REGULATIONS

1. Vehicles must be inspected by the Transportation Department or an approved certified government inspection shop once every 12 months and certified to ensure they meet the Motor Vehicle Branch Standards. Any vehicle or piece of equipment that cannot be certified for safe use will be removed from the inventory.
2. A budget amount of \$50,000.00 will be allocated on an annual basis to ensure that a systematic plan will remain in force to maintain the replacement of vehicles and specialized equipment.
3. The Operations and Maintenance Manager will report annually to the Board on expenditures for vehicle purchases.

RESCIND