



**REGULAR BOARD MEETING AGENDA**

TUESDAY, MARCH 8, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

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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 as amended: February 23, 2016 p 1-8
- b. Ratification of In Camera Board Meeting Minutes: February 16, 2016 p 9
- c. Ratification of Voucher No. 16-02 in the amount of \$2,364,090.20 p 10
- d. Ministry News Releases
  - Support Dry Grad to give students safe, alcohol-free celebrations p 11
  - Nominations open for Child Care Awards of Excellence p 12-13
- e. Reports from Board Representatives to Outside Organizations
- f. Status of Action Items - March 2016 p 14

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of March 8, 2016, as presented (*or, as amended*).

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

- a. **STREAM and SOLE Programs**

(Sarah Hung/Julie Lim)

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

- a. **2016/17 and 2017/18 District School Calendars** (Gillian Wilson) p 15-16  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve, as presented, the District School Calendars for 2016/17 and 2017/18 school years with the provision that, by May 31<sup>st</sup>, all schools will distribute to parents/guardians a copy of the final School Calendars 2016/17 and 2017/18 that includes all the provisions stipulated in the *School Act*, and the *School Calendar Regulation 314/12*.
- b. **2016/17 and 2017/18 CEAP School Calendars** (Gillian Wilson) p 17-18  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve school calendars for the Collaborative Education Alternative Program (CEAP) School Calendars for 2016/17 and 2017/18 school years as presented.
- c. **2016/17 and 2017/18 False Bay School Calendars** (Gillian Wilson) p 19-20  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve school calendars for False Bay School for 2016/17 and 2017/18 school years as presented.
- d. **2016/17 Staffing Process** (Rollie Koop)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) authorize the Assistant Superintendent and the Director of Human Resources to commence with the staffing process subject to any further revisions required upon approval of the 2016/17 Operating Budget.

13. INFORMATION ITEMS

- a. **Educational Programs Update** (Gillian Wilson)  
b. **Education Planning Update** (Rollie Koop) p 21

14. CORRESPONDENCE ATTACHED

15. POLICY

- a. **Board Bylaw 5: Parent/Student Appeals to the Board of Education** (Chair Flynn) p 22-31  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.

- b. **Board Policy 6240: Resolution of Complaints** p 32-43  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 6024: *Resolution of Complaints* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.
- c. **Board Policy 3030: Framework for Enhancing Student Learning (to replace School Planning Councils)** p 44  
*Recommendations:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 3030: *Framework for Enhancing Student Learning* (formerly titled *School Planning Councils*) at its Regular Board Meeting of March 8, 2016.  
  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 3030: *Framework for Enhancing Student Learning* at its Regular Board Meeting of March 8, 2016.
- d. **Board Policy 4004: Purchasing and Disposal of Supplies and Equipment** p 45-52  
*Recommendations:*  
**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 Procedures, at its Regular Board Meeting of March 8, 2016.  
  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4004: *Purchasing and Disposal of Supplies and Equipment*, and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.
- e. **Board Policy 4046: Financial Reporting** p 53-54  
*Recommendations:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4046: *Financial Reporting* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.  
  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4046: *Financial Reporting*, and its attendant Administrative Procedures at its Regular Board Meeting of March 8, 2016.
- f. **Board Policy 4096: School-Generated Funds** p 55-58  
*Recommendations:*  
**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 March 8, 2016.  
  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 4096: *School-Generated Funds* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.

**g. Rescinding of Board Policies**

p 59

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policy:

- 4091: *Operations & Maintenance Vehicle Replacement*

**16. TRUSTEE ITEMS**

**17. NEW OR UNFINISHED BUSINESS**

**18. PUBLIC QUESTION PERIOD**

**19. ADJOURNMENT**

# School District No. 69 (Qualicum)



## REGULAR BOARD MEETING MINUTES

TUESDAY, FEBRUARY 23, 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
Chris Dempster	Acting General Manager of Operations
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 Parent 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 Nanoose and Qualicum First Nations for sharing their shared territories with the District.

#### 3. ADOPTION OF THE AGENDA

##### **16-09R**

*Moved* Trustee Young                      *Seconded* Trustee Gair

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

**CARRIED UNANIMOUSLY**

**4. APPROVAL OF THE CONSENT AGENDA**

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

**16-10R**

*Moved* Trustee Gair *Seconded* Trustee Austin

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

**5. DELEGATIONS AND PRESENTATIONS****a. Community Power Project**

Mr. Kim Burden, Executive Director, Parksville & District Chamber of Commerce, presented the Board with a proposal to establish a community power grid, primarily using solar power as the generator. He asked the Board to participate with the City of Parksville by continuing to consider solar energy as a power source and increase the use of solar energy in the school district wherever possible. Such an initiative would provide an emergency and on-going power supply to help decrease hydro costs for the district as well as provide an opportunity for education and training for students. He noted that there are a number of grants available that could be investigated to determine whether the School District fits the criteria to receive.

**6. BUSINESS ARISING FROM THE MINUTES**

None

## 7. TRUSTEE HIGHLIGHTS

### **Trustee Austin**

- Expressed her appreciation for the Coffee with Trustees events scheduled throughout the year at each school site which provides the opportunity for trustees to speak informally with parents, staff and students. She hopes it has been as beneficial and informative for the parents and staff who have taken that opportunity to speak with trustees.

### **Trustee Young**

- Reported that the Heart Mind group met last week and is considering holding a Kindness Week in the Oceanside area the week before or after Thanksgiving. The event would encourage people to do random acts of kindness and instill a mindset of thankfulness and gratitude.
- Announced that Ballenas Secondary School is presenting the play "Little Shop of Horrors" over the next two weeks and encouraged people to attend.

### **Trustee Flynn**

- Commended the Board on its facilitated Board Self Review process conducted internally on Friday, February 5, 2016. The Board spent four hours reviewing the highlights and challenges over the past fourteen months of its term, considering its future directions in keeping with the District's mission, vision and values. She appreciated trustees' honesty and respectful conversation and the recognition that each trustee brings their own unique perspectives and skills to the table and all recognize the power that comes from the divergent nature of each Board member. The Board plans to undertake a Board Self Review on an annual basis.
- Reminded attendees of Pink Shirt Day February 24, 2016. All schools will be participating in various ways with some making it a week-long highlight.

### **Trustee Kurland**

- Noted that he sits on the District Health & Safety Committee and one of the topics raised is the irresponsibility of some dog owners to pick up after their dogs on school fields and playground. He suggested that members of the public who use the school sites to exercise their dogs to be more responsible and considerate of students by removing droppings to prevent students from inadvertently coming into contact with them and tracking them into the schools. It would also assist with the work and health of the Grounds staff.

### **Trustee Gair**

- Stated that he continues to enjoy attending rides with the Bike Club at Qualicum Beach Elementary school.
- Attended the second half of the Curriculum Implementation Day for teachers and was impressed with what he observed and heard as teachers worked to understand the revised curriculum.
- Noted that he is looking forward to the results of the Board's ThoughtExchange process for students, which commenced that day. Some grade groupings will have the opportunity to participate during class time while other grades will be given the link to participate on their own time. If responses are positive, that would be great; however, if not, the Board can learn from the information provided and facilitate any necessary changes required to students' educational experience and then pose the same questions again.

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

Norberta Heinrichs, President, commented on the following:

- Appreciation to Secretary Treasurer Amos for providing opportunities for members to attend budget presentations to hear and share budgetary concerns.
- Acknowledgement that in the midst of the District's response to meeting its financial and fiduciary responsibilities in the next budget year, the Ministry has set this and many other districts up for failure by increasing the administrative savings requirement. This does not help communities or schools but more specifically, it does not help children and their families
- MATA continues to advocate that the budget includes the following:
  - i. A mentorship program to address the shift in the current teaching demographic
  - ii. A curriculum implementation budget to represent the Board's commitment to supporting teachers through the changes that will be implemented in 2016/17 and beyond
  - iii. Appropriate staffing ratios for the District's most vulnerable students and students in transitional years.
- Appreciation of the reports from Trustee representatives on internal and external committees.
- The first Curriculum Implementation Day in-service held Friday, February 19<sup>th</sup> provided a snapshot of the changes to the redesigned curriculum and attendees participated in discussions that investigated the core competencies. MATA anticipates receiving the feedback from that session, which will provide direction for the next scheduled Curriculum Implementation Day (April 25, 2016).
- The Professional Development Day held February 22<sup>nd</sup> found attendees focusing on the theme of raising awareness of the prevalence of mental health issues amongst children and youth.
- Acknowledgement of the MATA Pro-D Chair, Denise Spencer-Dahl, and the other members of the pro-d committee who worked hard to organize the sessions and are already beginning to plan for the May 13<sup>th</sup> pro-d day.
- Anti-bully Day is February 24<sup>th</sup> (Pink Shirt Day)

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

No report.

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

Jalyn Sorg, Co-President reported on the following DPAC activities:

- Appreciation to MATA for assisting in the coordination of having Dr. Lynn Miller extend her stay and provide a presentation to parents on the evening of February 22<sup>nd</sup> on Conversations about Childhood Anxiety.
- Ms. Sorg also thanked MATA for inviting parents to attend the Safe Teen workshop on February 22<sup>nd</sup>.
- Secretary Treasurer Amos will be presenting a Treasurers' workshop for parents on Monday, February 29<sup>th</sup> at the Qualicum Commons at 6:30.
- DPAC is planning an evening gathering for parents, possibly on Monday, April 25<sup>th</sup>, that will be similar to the DPAC breakfast. This will provide an opportunity for working parents to attend.

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

**(10 MINUTES)**

None



**12. ACTION ITEMS**

None

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

Assistant Superintendent Wilson reported on the following district initiatives:

- ENITY (Engaging New Ideas Toward Youth) held an open house at Family Place. While the event was not well attended, those who were in attendance had nothing but positive comments about the program. Peer educators will be working with Grade 6 classrooms over the next six weeks.
- The French Advisory Committee has asked the Board to consider options for a Late French Immersion program in the District. Staff will be providing a formal presentation to the Board on the logistics of a Late Immersion Program which would include a recommendation to begin implementation in September 2017.
- The School Review Process has been completed to identify the supports required at each site, which will direct staffing for the upcoming year.
- *A Teaching and Empowering Students* presentation by Shelley Moore on the morning of February 9th created a lot of interest with 90 attendees talking about inclusion and how to support all of our learners. Ms. Moore spent the afternoon working with elementary teachers to review the changes to the redesigned curriculum. Ms. Moore will be returning to the District on May 2<sup>nd</sup> to present a third session on the same topic.
- Acknowledgement of the Curriculum Implementation Planning Committee members for their work in organizing the sessions for February 19<sup>th</sup>, which included presentations from district teachers who have been working with the redesigned curriculum, and a presentation from Maureen Dockendorf and Jan Unwin from the Ministry of Education, who spoke about the philosophy behind the redesigned curriculum.
- The proposed 2016/17 and 2017/18 calendars have been distributed to partner groups and parents for public consultation. A public consultation meeting held on January 21st was not well attended; however, some feedback has been received from parents recommending that the District align its winter and spring breaks with those of neighbouring districts. That is being taken into consideration while ensuring that the District complies with contractual language. The proposed two-year calendar will be presented to the Board for approval at its March 8<sup>th</sup> Regular Board Meeting.
- Save the Date- on the evening of April 21, 2016, the District will be holding its first community function on the topic of Transitioning to Kindergarten to provide information and support for families throughout the community to alleviate anxiety which will help students transition into the school system. She then played a clip from the *Pete the Cat – Rocking in my School Shoes* video. Pete the Cat will be the mascot for the April 21<sup>st</sup> event. Ms. Wilson is seeking a volunteer from the community to be the mascot for the evening. The event will be followed in May and June by the regularly scheduled orientation of Kindergarten parents/students to schools.

**b. Education Planning Update**

Superintendent Koop presented an overview on the Framework for Enhancing Student Learning related to the changes by the Ministry to the reporting and accountability requirements. The new requirements remove the accountability reporting and, instead, speak to the continuing and public commitment by Board

to continually improve learning for every student. The new policy 3030: *Framework for Student Learning* being brought forward for approval by the Board will be in alignment with the provincial changes and the District will be required to present the planning process to the community in March or April.

Superintendent Koop then provided additional details regarding the ThoughtExchange process underway, which will provide the opportunity for students from grade 6-12 to respond to the following questions:

- What are things school is doing to make learning exciting, interesting and engaging?
- What are things you think your school could be doing to make learning more interesting and engaging?
- Provide an example of an experience that represents when school was working well for you.

The link will be open for three weeks and the responses will be reviewed and collated over the spring break period. Once students return, they will then have the opportunity to participate in the 'star' phase where they place priority value on the thoughts of others with consolidation of that material occurring by mid-April.

Superintendent Koop then spoke to the provincial announcement regarding changes made to the criteria for Evergreen Certificates to address concerns raised regarding the high number of Aboriginal students receiving them. Students who receive an Evergreen Certificate must now meet the following criteria:

1. Be classified as a student with special needs
2. Have an Individual Education Plan (IEP)
3. Be enrolled in a program that does not lead to any Dogwood or graduation certificate

Further to the announcement, the District Principal of First Nations Programs and the District Principal of Learning Services undertook a five-year retrospective analysis of students in the district who have received an Evergreen Certificate. Superintendent Koop was pleased to report that all of those students are in compliance with the new requirements.

**c. Update on Learning Improvement Fund**

Assistant Superintendent Wilson reported that staff have worked closely with the two Union locals to allocate the Learning Improvement Fund to provide the following supplemental supports for students:

- Hiring of an additional Child and Youth Care Worker at one school which has benefited from the work she is doing at that site.
- Providing student support hours for Education Assistants to hold a meeting or collaboration with teachers or at the school level.
- Providing two training sessions all district education assistants by the District Principal of Learning Services
- Increasing 12 education assistant hours by 1 to 2.4 hours per week.
- Working with MATA to add staffing into the system in April and May
- Providing additional counselling hours
- Providing Numeracy and Literacy support for all sites
- Providing release time for teachers during school reviews

- d. **2016-17 Preliminary Operating Budget Process Update**  
 Secretary Treasurer Amos reported that, to date, the Board has met individually with the three partner groups and held one staff and two public information sessions. Information was shared on the budget process and where the financial status of the district as it stands today. The budget process will continue after the funding announcement in mid-March.

**14. CORRESPONDENCE ATTACHED**

None

**15. POLICY**

- a. **Board Bylaw 5: Parent/Student Appeals to the Board of Education  
16-11R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**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 Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

- b. **Board Policy 6240: Resolution of Complaints  
16-12R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 6240: *Resolution of Complaints* and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

- c. **Board Policy 3030: Framework for Enhancing Student Learning  
(to replace School Planning Councils)  
16-13R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**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.

CARRIED UNANIMOUSLY

- d. **Board Policy 4004: Purchasing and Disposal of Supplies and Equipment  
16-14R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve **first** reading to adopt Board Policy 4004: *Purchasing and Disposal of Supplies and Equipment*, and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

**e. Board Policy 4046: Financial Reporting  
16-15R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**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 Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

**f. Board Policy 4096: School-Generated Funds  
16-16R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve **first** reading to adopt the revisions to Board Policy 4096: *School-Generated Funds* and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

**g. Rescinding of Board Policies  
16-17R**

*Moved* Trustee Flynn *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of February 23, 2016:

- 4021: *Inventories*
- 4065: *Vehicle Use by Staff*
- 4085: *Smoke Free Environment*
- 4085.1: *Smoking Cessation & Prevention Programs*

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**  
None

**17. NEW OR UNFINISHED BUSINESS**  
None

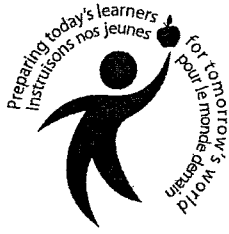
**18. PUBLIC QUESTION PERIOD**  
Trustees and senior administrators received comments and/or answered questions on the following topics:

- Pink Shirt Day events in schools
- Policy regarding unsightly litter in general traffic areas and areas of congestion on school sites, specifically related to the use of tobacco.

**19. ADJOURNMENT**  
Trustee Gair moved to adjourn the meeting at 8:22 p.m.

\_\_\_\_\_  
CHAIRPERSON

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



SCHOOL DISTRICT No. 69 (QUALICUM)

**IN-CAMERA MEETING**

**SECTION 72 REPORT**  
February 16, 2016

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**ATTENDEES:**

**Trustees**

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

**Administration**

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

The Board of Education discussed the following matters:

- Labour

No recommendations were brought forward to the Board of Education at this meeting

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Chairperson

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Secretary Treasurer



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

**Month of February 2016**

**Voucher No. 16-02**

**CHEQUE LISTING ATTACHED in the amount of \$2,364,090.20**

Submitted on March 8, 2016 to the Board of Education for ratification of payment.

  
\_\_\_\_\_  
**ASSISTANT SECRETARY-TREASURER**

Ratified for payment by the Board of Education

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**SECRETARY-TREASURER**

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p><b>Establishment of Performance Assessment Committee</b> (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><b>Strategic Plan – Framework for Action</b> (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>Complete</p>



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## INFORMATION BULLETIN

For Immediate Release  
2016SBRT0010-000278  
Feb. 29, 2016

Ministry of Small Business and Red Tape Reduction  
and Responsible for the Liquor Distribution Branch

### **Support Dry Grad to give students safe, alcohol-free celebrations**

VANCOUVER – Local grad committees looking to raise funds for alcohol-free high school graduation celebrations and activities will once again get a helping hand from community members and the BC Liquor Distribution Branch.

From Feb. 28 to March 31, 2016, BC Liquor Stores will be collecting donations for local Support Dry Grad initiatives – and will be thanking customers that contribute one dollar or more with a small token of appreciation. One hundred per cent of all donations raised by BC Liquor Stores will go directly to the school district in their area or to the Federation of Independent Schools, which in turn will give the funding to participating local grad committees.

More than 270 high schools in 55 school districts are participating in this year's campaign. Last year, the month-long fundraiser generated over \$400,000, which helped more than 52,000 B.C. high school graduates throughout the province take part in alcohol-free events and activities. These celebrations included dances, mock casino nights, karaoke contests, games, fortune tellers and carnivals.

Now in its 16th year, the Support Dry Grad campaign has been an integral part of the BC Liquor Distribution Branch's efforts to prevent underage drinking and promote zero consumption by minors. Since its inception, the campaign has raised more than \$5.85 million.

#### **Quick Facts:**

- The first Support Dry Grad campaign was held in 2001 and is at the core of the BC Liquor Distribution Branch's corporate social responsibility program – the primary focus of which is to help keep alcohol out of the hands of minors.
- This year, 55 school districts and the Federation of Independent Schools are participating in the campaign.
- One hundred per cent of all donations collected will be distributed to over 270 high schools hosting Dry Grad events.

#### **Learn More:**

- About LDB's commitment to corporate social responsibility:  
<http://www.bclddb.com/corporate-social-responsibility/community-fundraising/support-dry-grad>
- For high-resolution Support Dry Grad campaign images, contact Viola Kaminski at:  
[viola.kaminski@bclddb.com](mailto:viola.kaminski@bclddb.com)





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## INFORMATION BULLETIN

For Immediate Release  
2016CFD0004-000303  
March 1, 2016

Ministry of Children and Family Development

### **Nominations open for Child Care Awards of Excellence**

VICTORIA – Is a child-care provider in your life making a difference? Let them know by nominating them for a 2016 Child Care Award of Excellence.

These awards honour the outstanding work that early childhood educators, child-care providers and local governments and businesses do each and every day to care for children and support B.C. families.

Nominations are being accepted in five categories:

- **Provincial:** Recognizes early childhood educators who have an active licence, either individually or as a team. Also recognized in this category are licensed family child-care providers who are currently working in a licensed child-care setting.
- **Innovation:** Recognizes an individual, facility or organization demonstrating innovation in child-care programming in a traditional or non-traditional setting by linking services to opportunities for child development and growth. This may include a StrongStart BC Centre, recreation centre program, or programs offered by a business.
- **Local government:** Honours local governments that demonstrate excellence in supporting or delivering existing child-care initiatives.
- **Leadership:** These awards honour child-care providers under three categories, including lifetime achievement, business leaders, and emerging leaders who have a minimum of three years' experience.
- **Aboriginal:** The Lenora Pritchard Mentorship Award recognizes an Aboriginal nominee working in a licensed child-care setting who demonstrates leadership by acting as a role model and mentor to others.

Nominations will be accepted between March 1 and 31, 2016, and winners will be announced during Child Care Month in May. To access the nomination and guidelines form, please visit: [https://news.gov.bc.ca/files/ChildCareAwards\\_NominationForm.pdf](https://news.gov.bc.ca/files/ChildCareAwards_NominationForm.pdf)

Completed nomination packages can be emailed to [EarlyYears@gov.bc.ca](mailto:EarlyYears@gov.bc.ca), faxed to the attention of the Child Care Awards of Excellence at 250 356-0399 or mailed to:

Child Care Awards of Excellence  
Ministry of Children and Family Development  
Policy and Provincial Services  
PO Box 9778, Stn Prov Govt  
Victoria, B.C., V8W 9S5

**Learn More:**

Provincial Office for the Early Years: [www.mcf.gov.bc.ca/early\\_years/index.htm](http://www.mcf.gov.bc.ca/early_years/index.htm)

B.C. Early Years Strategy:

[www.mcf.gov.bc.ca/early\\_childhood/pdf/FamiliesAgenda\\_EarlyYearsStrategy\\_web.pdf](http://www.mcf.gov.bc.ca/early_childhood/pdf/FamiliesAgenda_EarlyYearsStrategy_web.pdf)

Early childhood development programs funded through the Ministry of Children and Family Development: [www.mcf.gov.bc.ca/early\\_childhood/index.htm](http://www.mcf.gov.bc.ca/early_childhood/index.htm)

Early Learning programs funded through the Ministry of Education, including full-day kindergarten and StrongStart BC: [www.bced.gov.bc.ca/early\\_learning/](http://www.bced.gov.bc.ca/early_learning/)

**Media Contact:**

Government Communications and Public  
Engagement  
Ministry of Children and Family Development  
250 356-1553

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)

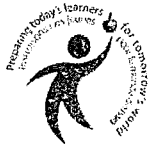


**SCHOOL DISTRICT 69 (QUALICUM)  
SCHOOL CALENDAR 2016-17  
DISTRICT**

**Days in Session: 187  
Days of Instruction: 178**

<b>September 2016</b>	6	Schools Reopen (Regular Start Time – Schools dismiss three hours early) Ballenas and Kwalikum Secondary – Grade 8 students only
	7	Ballenas and Kwalikum Secondary – First day for Grades 9-12
	23	District-wide Planning Day
	26	School-based Professional Development Day – No school for students
<b>October</b>	Oct 3 – Nov 14	Conferencing in schools – Please refer to individual school schedule(s)
	10	<b>THANKSGIVING DAY</b>
	20	Conferencing Adjustment – Schools not in session
	21	Provincial Professional Development Day – No school for students
	Oct 31 – Nov 1	Secondary Provincial Exams
<b>November</b>	10	Curriculum Implementation Day – Non-instructional day – No school for students
	11	<b>REMEMBRANCE DAY</b>
<b>December</b>	16	Last day of classes prior to Winter Vacation Period
<b>January 2017</b>	3	Schools reopen after Winter Vacation Period
	24 - 27	Secondary: Internal and Provincial Exams
	30	Secondary Semester II Starts
<b>February</b>	13	<b>BC FAMILY DAY</b>
	24	Professional Development Day – No school for students
<b>March</b>	Mar 1 – Apr 13	Conferencing in schools – Please refer to individual school schedule(s)
	10	Last day of classes prior to Spring Vacation Period
	27	Schools reopen after Spring Vacation Period
<b>April</b>	6 - 7	Secondary Provincial Exams
	14	<b>GOOD FRIDAY</b>
	17	<b>EASTER MONDAY</b>
	18	Conferencing Adjustment – Schools not in session
<b>May</b>	19	Professional Development Day – No school for students
	22	<b>VICTORIA DAY</b>
<b>June</b>	23 - 29	Secondary: Internal and Provincial Exams
	29	Final Day for Students – schools dismiss three hours early
	30	Administrative Day

**Prescribed minimum number of hours of instruction for 2016/17:**  
873 hours of instruction for students in Grades 1 to 7  
947 hours of instruction for students in Grades 8 to 12



**SCHOOL DISTRICT 69 (QUALICUM)  
SCHOOL CALENDAR 2017-18  
DISTRICT  
TBD: TO BE DETERMINED**

**Days in Session: 189**

**Days of Instruction: 180**

<b>September 2017</b>	5	Schools Reopen (Regular Start Time – Schools dismiss three hours early) Ballenas and Kwalikum Secondary – Grade 8 students only
	6	Ballenas and Kwalikum Secondary – First day for Grades 9-12
	22	District-wide Planning Day
	25	School-based Professional Development Day – No school for students
<b>October</b>	Oct 10 – Nov 10	Conferencing in schools – Please refer to individual school schedule(s)
	9	<b>THANKSGIVING DAY</b>
	19	Conferencing Adjustment – Schools not in session
	20	Provincial Professional Development Day – No school for students
<b>Oct/Nov</b>	TBD	Secondary Provincial Exams
<b>November</b>	10	Curriculum Implementation Day – Non-instructional day – No school for students
	13	<b>REMEMBRANCE DAY (OBSERVED)</b>
<b>December</b>	22	Last day of classes prior to Winter Vacation Period
<b>January 2018</b>	8	Schools reopen after Winter Vacation Period
	TBD	Secondary: Internal and Provincial Exams
	29/30 (TBD)	Secondary Semester II Starts
<b>February</b>	12	<b>BC FAMILY DAY</b>
	23	Professional Development Day – No school for students
<b>March</b>	Mar 5 – Apr 13	Conferencing in schools – Please refer to individual school schedule(s)
	16	Last day of classes prior to Spring Vacation Period
	30	<b>GOOD FRIDAY</b>
<b>April</b>	2	<b>EASTER MONDAY</b>
	3	Schools reopen after Spring Vacation Period
	TBD	Secondary Provincial Exams
	27	Conferencing Adjustment – Schools not in session
<b>May</b>	18	Professional Development Day – No school for students
	21	<b>VICTORIA DAY</b>
<b>June</b>	TBD	Secondary: Internal and Provincial Exams
	28	Final Day for Students – schools dismiss three hours early
	29	Administrative Day

**Prescribed minimum number of hours of instruction for 2017/18:**

873 hours of instruction for students in Grades 1 to 7

947 hours of instruction for students in Grades 8 to 12



**SCHOOL DISTRICT 69 (QUALICUM)  
SCHOOL CALENDAR 2016-17  
COLLABORATIVE EDUCATION ALTERNATIVE PROGRAM (CEAP)**

**Days in Session: 212**

July 2016	1	<b>CANADA DAY</b>
	4	Start of Summer School/Programs
August	1	<b>BC DAY</b>
	Aug 2 – Aug 26	School Program Closed
	Aug 29 – Sept 2	Intake commences for programs
September	5	<b>LABOUR DAY</b>
	6	Schools Reopen (Regular Start Time – Schools dismiss three hours early) Ballenas and Kwalikum Secondary – Grade 8 students only
	7	Ballenas and Kwalikum Secondary – First day for Grades 9-12
	23	District-wide Planning Day
	26	School-based Professional Development Day – No school for students
October	Oct 3 – Nov 14	Conferencing in schools – Please refer to individual school schedule(s)
	10	<b>THANKSGIVING DAY</b>
	20	Conferencing Adjustment – Schools not in session
	21	Provincial Professional Development Day – No school for students
	Oct 31 – Nov 1	Secondary Provincial Exams
November	10	Curriculum Implementation Day – Non-instructional day – No school for students
	11	<b>REMEMBRANCE DAY</b>
December	16	Last day of classes prior to Winter Vacation Period
January 2017	3	Schools reopen after Winter Vacation Period
	24 - 27	Secondary: Internal and Provincial Exams
	30	Secondary Semester II Starts
February	13	<b>BC FAMILY DAY</b>
	24	Professional Development Day – No school for students
March	Mar 1 – Apr 13	Conferencing in schools – Please refer to individual school schedule(s)
	10	Last day of classes prior to Spring Vacation Period
	27	Schools reopen after Spring Vacation Period
April	6 - 7	Secondary Provincial Exams
	14	<b>GOOD FRIDAY</b>
	17	<b>EASTER MONDAY</b>
	18	Conferencing Adjustment – Schools not in session
May	19	Professional Development Day – No school for students
	22	<b>VICTORIA DAY</b>
June	23 - 29	Secondary: Internal and Provincial Exams
	29	Final Day for Students – schools dismiss three hours early
	30	Administrative Day

**Collaborative Education Alternative Program:**

CEAP is a distributed learning program where students participate, for the most part, in home-based learning. From time to time, students attend group activities in the community and CEAP classrooms, according to schedules distributed by program teachers. Visit our program web page at [www.ceap.ca](http://www.ceap.ca) for more information about the CEAP program



**SCHOOL DISTRICT 69 (QUALICUM)  
SCHOOL CALENDAR 2017-18  
COLLABORATIVE EDUCATION ALTERNATIVE PROGRAM (CEAP)  
TBD: TO BE DETERMINED**

**Days in Session: 213**

July 2017	3	CANADA DAY (OBSERVED)
	4	Start of Summer School/Programs
August	7	BC DAY
	July 31 – Aug 25	School Program Closed
	Aug 28 – Sept 1	Intake commences for programs
September	4	LABOUR DAY
	5	Schools Reopen (Regular Start Time – Schools dismiss three hours early) Ballenas and Kwalkum Secondary – Grade 8 students only
	6	Ballenas and Kwalkum Secondary – First day for Grades 9-12
	22	District-wide Planning Day
	25	School-based Professional Development Day – No school for students
October	Oct 10 – Nov 10	Conferencing in schools – Please refer to individual school schedule(s)
	9	THANKSGIVING DAY
	19	Conferencing Adjustment – Schools not in session
	20	Provincial Professional Development Day – No school for students
Oct/Nov	TBD	Secondary Provincial Exams
November	10	Curriculum Implementation Day – Non-Instructional day – No school for students
	13	REMEMBRANCE DAY (OBSERVED)
December	22	Last day of classes prior to Winter Vacation Period
January 2018	8	Schools reopen after Winter Vacation Period
	TBD	Secondary: Internal and Provincial Exams
	29/30 (TBD)	Secondary Semester II Starts
February	12	BC FAMILY DAY
	23	Professional Development Day – No school for students
March	Mar 5 – Apr 13	Conferencing in schools – Please refer to individual school schedule(s)
	16	Last day of classes prior to Spring Vacation Period
	30	GOOD FRIDAY
April	2	EASTER MONDAY
	3	Schools reopen after Spring Vacation Period
	TBD	Secondary Provincial Exams
	27	Conferencing Adjustment – Schools not in session
May	18	Professional Development Day – No school for students
	21	VICTORIA DAY
June	TBD	Secondary: Internal and Provincial Exams
	28	Final Day for Students – schools dismiss three hours early
	29	Administrative Day

**Collaborative Education Alternative Program:**

CEAP is a distributed learning program where students participate, for the most part, in home-based learning. From time to time, students attend group activities in the community and CEAP classrooms, according to schedules distributed by program teachers. Visit our program web page at [www.ceap.ca](http://www.ceap.ca) for more information about the CEAP program



**SCHOOL DISTRICT 69 (QUALICUM)  
SCHOOL CALENDAR 2017-18  
FALSE BAY SCHOOL – BASED ON 14 ALTERNATE FRIDAYS  
TBD: TO BE DETERMINED**

**Days in Session: 175  
Days of Instruction: 166**

September 2017	5	Schools Reopen (Regular Start Time – Schools dismiss three hours early) Ballenas and Kwalikum Secondary – Grade 8 students only
	6	Ballenas and Kwalikum Secondary – First day for Grades 9-12
	22	District-wide Planning Day
	25	School-based Professional Development Day – No school for students
October	Oct 10 – Nov 10	Conferencing in schools – Please refer to individual school schedule(s)
	9	THANKSGIVING DAY
	19	Conferencing Adjustment – Schools not in session
	20	Provincial Professional Development Day – No school for students
	27	FBS Altered Friday – no school
Oct/Nov	TBD	Secondary Provincial Exams
November	10	Curriculum Implementation Day – Non-instructional day – No school for students
	13	REMEMBRANCE DAY (OBSERVED)
	24	FBS Altered Friday – no school
December	8	FBS Altered Friday – no school
	15	FBS Altered Friday – no school
	22	Last day of classes prior to Winter Vacation Period
January 2018	8	Schools reopen after Winter Vacation Period
	12	FBS Altered Friday – no school
	TBD	Secondary: Internal and Provincial Exams
	26	FBS Altered Friday – no school
	29/30 (TBD)	Secondary Semester II Starts
February	9	FBS Altered Friday – no school
	12	BC FAMILY DAY
	23	Professional Development Day – No school for students
March	2	FBS Altered Friday – no school
	Mar 5 – Apr 13	Conferencing in schools – Please refer to individual school schedule(s)
	16	Last day of classes prior to Spring Vacation Period
	30	GOOD FRIDAY
April	2	EASTER MONDAY
	3	Schools reopen after Spring Vacation Period
	20	FBS Altered Friday – no school
	TBD	Secondary Provincial Exams
	27	Conferencing Adjustment – Schools not in session
May	4	FBS Altered Friday – no school
	11	FBS Altered Friday – no school
	18	Professional Development Day – No school for students
	21	VICTORIA DAY
June	8	FBS Altered Friday – no school
	15	FBS Altered Friday – no school
	22	FBS Altered Friday – no school
	TBD	Secondary: Internal and Provincial Exams
	28	Final Day for Students – schools dismiss three hours early
	29	Administrative Day

Prescribed minimum number of hours of instruction for **2017/18**:  
873 hours of instruction for students in Grades 1 to 7  
947 hours of instruction for students in Grades 8 to 12



**SCHOOL DISTRICT 69 (QUALICUM)**  
**SCHOOL CALENDAR 2016-17**  
**FALSE BAY SCHOOL - BASED ON 14 ALTERNATE FRIDAYS**

Days in Session: 173  
 Days of Instruction: 164

September 2016	6	Schools Reopen (Regular Start Time – Schools dismiss three hours early) Ballenas and Kwalikum Secondary – Grade 8 students only
	7	Ballenas and Kwalikum Secondary – First day for Grades 9-12
	23	District-wide Planning Day
	26	School-based Professional Development Day – No school for students
October	Oct 3 – Nov 14	Conferencing in schools – Please refer to individual school schedule(s)
	7	FBS Altered Friday – no school
	10	<b>THANKSGIVING DAY</b>
	20	Conferencing Adjustment – Schools not in session
	21	Provincial Professional Development Day – No school for students
	Oct 31 – Nov 1	Secondary Provincial Exams
November	4	FBS Altered Friday – no school
	10	Curriculum Implementation Day – Non-instructional day – No school for students
	11	<b>REMEMBRANCE DAY</b>
	18	FBS Altered Friday – no school
December	2	FBS Altered Friday – no school
	9	FBS Altered Friday – no school
	16	Last day of classes prior to Winter Vacation Period
January 2017	3	Schools reopen after Winter Vacation Period
	13	FBS Altered Friday – no school
	24 - 27	Secondary: Internal and Provincial Exams
	27	FBS Altered Friday – no school
	30	Secondary Semester II Starts
February	10	FBS Altered Friday – no school
	13	<b>BC FAMILY DAY</b>
	24	Professional Development Day – No school for students
March	Mar 1 – Apr 13	Conferencing in schools – Please refer to individual school schedule(s)
	10	Last day of classes prior to Spring Vacation Period
	27	Schools reopen after Spring Vacation Period
April	6 - 7	Secondary Provincial Exams
	7	FBS Altered Friday – no school
	14	<b>GOOD FRIDAY</b>
	17	<b>EASTER MONDAY</b>
	18	Conferencing Adjustment – Schools not in session
May	5	FBS Altered Friday – no school
	19	Professional Development Day – No school for students
	22	<b>VICTORIA DAY</b>
June	2	FBS Altered Friday – no school
	9	FBS Altered Friday – no school
	16	FBS Altered Friday – no school
	23	FBS Altered Friday – no school
	23 - 29	Secondary: Internal and Provincial Exams
	29	Final Day for Students – schools dismiss three hours early
	30	Administrative Day

Prescribed minimum number of hours of instruction for **2016/17**:

873 hours of instruction for students in Grades 1 to 7  
 947 hours of instruction for students in Grades 8 to 12



	Personalization of Learning	Flexible and Responsive Structures	Social/Emotional Learning	Integration of Technology
<p><b>District Initiatives</b></p> <ul style="list-style-type: none"> <li>▪ District Planning Day – <i>Inclusion</i> emphasis with Shelly Moore</li> <li>▪ Afternoon learning sessions with teachers featuring Shelly Moore</li> <li>▪ <i>Creating Thinking Classrooms</i> book study with P/VPs</li> <li>▪ Learning Services/Career Programs connections – finding ways for students to explore the world of work based on their unique strengths and needs</li> <li>▪ Adaptive support for ISP/ELL learners based on specific needs – clear focus on language proficiency assessment</li> <li>▪ Redesigning K-9 Curriculum exploration and implementation – Co-Planned Non-Instructional Days</li> </ul>	<ul style="list-style-type: none"> <li>▪ Programs of focus – <i>SOLE, STREAM, Hockey</i></li> <li>▪ Enhanced use of Independent Studies course structure in the context of DL</li> <li>▪ ISP – summer cohort groups, short term visits and offshore program options</li> <li>▪ Alternate program options for younger students</li> <li>▪ Off site and after school language support for ISP students – ISP Office and Maple Academy</li> <li>▪ Online post-secondary program offerings through North Island College in conjunction with Island North and West Districts – Criminology and English 100</li> <li>▪ Alternate programs review and re-conceptualization</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Inclusion</i> emphasis with Shelly Moore</li> <li>▪ Establishment of CYMHA <i>Local Action Team</i></li> <li>▪ Outside agency connections</li> <li>▪ ISP social dynamics and integration groups</li> <li>▪ Cultural safety – residential schools awareness initiative</li> <li>▪ First Nations Support Teacher’s monthly newsletter sharing learnings and resources across the district</li> <li>▪ LGBTQ community presentation - <i>Call Out</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Next Generation Network</i> – preparation and implementation</li> <li>▪ New servers in all schools</li> <li>▪ Improved the wireless infrastructure across the district</li> <li>▪ District Education Technology Supporting Teacher</li> <li>▪ <i>Google Apps For Education (GAFE)</i> initiative</li> <li>▪ Monday learning opportunities at the District Learning Centre</li> <li>▪ Supporting ERAC – Digital Bundle in Schools</li> <li>▪ Small pilot with <i>OverDrive</i></li> <li>▪ <i>Sharepoint</i> Portal/District website review and recommendations</li> </ul>	
<p><b>School Initiatives</b></p> <ul style="list-style-type: none"> <li>▪ Project-based learning focus</li> <li>▪ Differentiation of instruction within all learning environments including multi-age classrooms</li> <li>▪ Use of <i>Passions Inventories</i> in order to understand pathways to student engagement and interest</li> <li>▪ Assessment focus – finding multiple ways for students to demonstrate learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Widespread use of multi-age groupings as a choice – not a last resort</li> <li>▪ Universal use of <i>Read Team</i> approach</li> <li>▪ Flex Day structure to create learning options for students and collaboration time for staff</li> <li>▪ Student advisory structures such as <i>The Link</i> to meet multiple learning outcomes</li> <li>▪ Use of cross-curricular groupings such as <i>Compass</i> to make learning more integrated</li> <li>▪ Pre-learning structures such as <i>Beacon</i> to support primary learners</li> <li>▪ Enhanced and creative exploratory course offerings and structures at the elementary level including <i>Maker Space</i></li> <li>▪ Use of afternoon recess</li> <li>▪ Integration of First Peoples learning activities and approaches</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arrowsmith Community Experience – three modules</li> <li>▪ Universal self-regulation and mindfulness emphasis</li> <li>▪ Peer to peer connections and leadership opportunities – such as <i>Buddy Classes</i></li> <li>▪ <i>Safe Kids</i> program</li> <li>▪ <i>Virtues – Metis 7 Sacred Teachings</i> work</li> <li>▪ Focus on adult/student connections</li> <li>▪ Secondary cohort and advisory groupings</li> <li>▪ Social skills groups</li> <li>▪ Exploring anxiety in children and youth with Dr. Lynn Miller</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extending the use of <i>iPads</i> and <i>Chromebooks</i> within classrooms</li> <li>▪ Schools using mobile labs to replace traditional computer labs</li> <li>▪ Support from the district teacher with teaching and learning about new applications (e.g. <i>Green Screen, Google Read and Write, Freshgrade</i>)</li> </ul>	



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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Oral Submission

Written Submission Only

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

\_\_\_\_\_  
\_\_\_\_\_

Submitted on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
Signature of Person Making the Appeal

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURES

### PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 1 of 7

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

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

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

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

##### **Step One – Initial Contact:**

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

##### **Step Two – Facilitated Contact:**

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

##### **Step Three – District Review:**

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

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

#### 2. **STARTING AN APPEAL**

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

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

#### PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 2 of 7

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

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

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

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

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

#### PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 3 of 7

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

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

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

### **3. PRE-HEARING RESPONSIBILITIES**

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

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

#### PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 4 of 7

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

#### 4. HEARING AND DECISION

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



## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

#### PARENT/STUDENT APPEALS TO THE BOARD OF EDUCATION

Page 5 of 7

- 4.11 The Board must make a decision as soon as practicable and, at longest, within 45 calendar days, from receiving the Notice of Appeal.
- 4.12 The Board may reconsider its decision only:
- 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

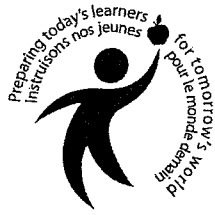
Written Submission Only

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



## POLICY

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

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

### WHAT COMPLAINTS DOES THIS POLICY APPLY TO?

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

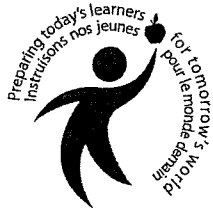
Not every complaint or concern that is received will be amenable to resolution under this Policy.

The following matters are not subject to this Policy:

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

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

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



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

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

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

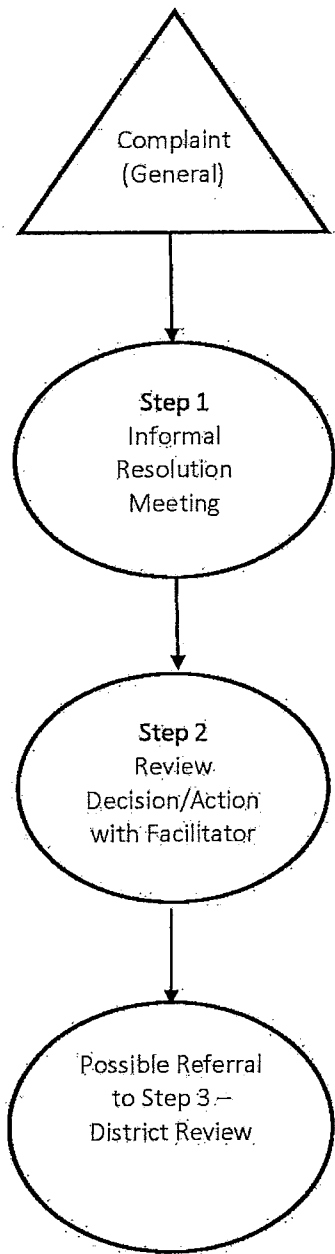
Application to Complaints about Senior Administration.

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

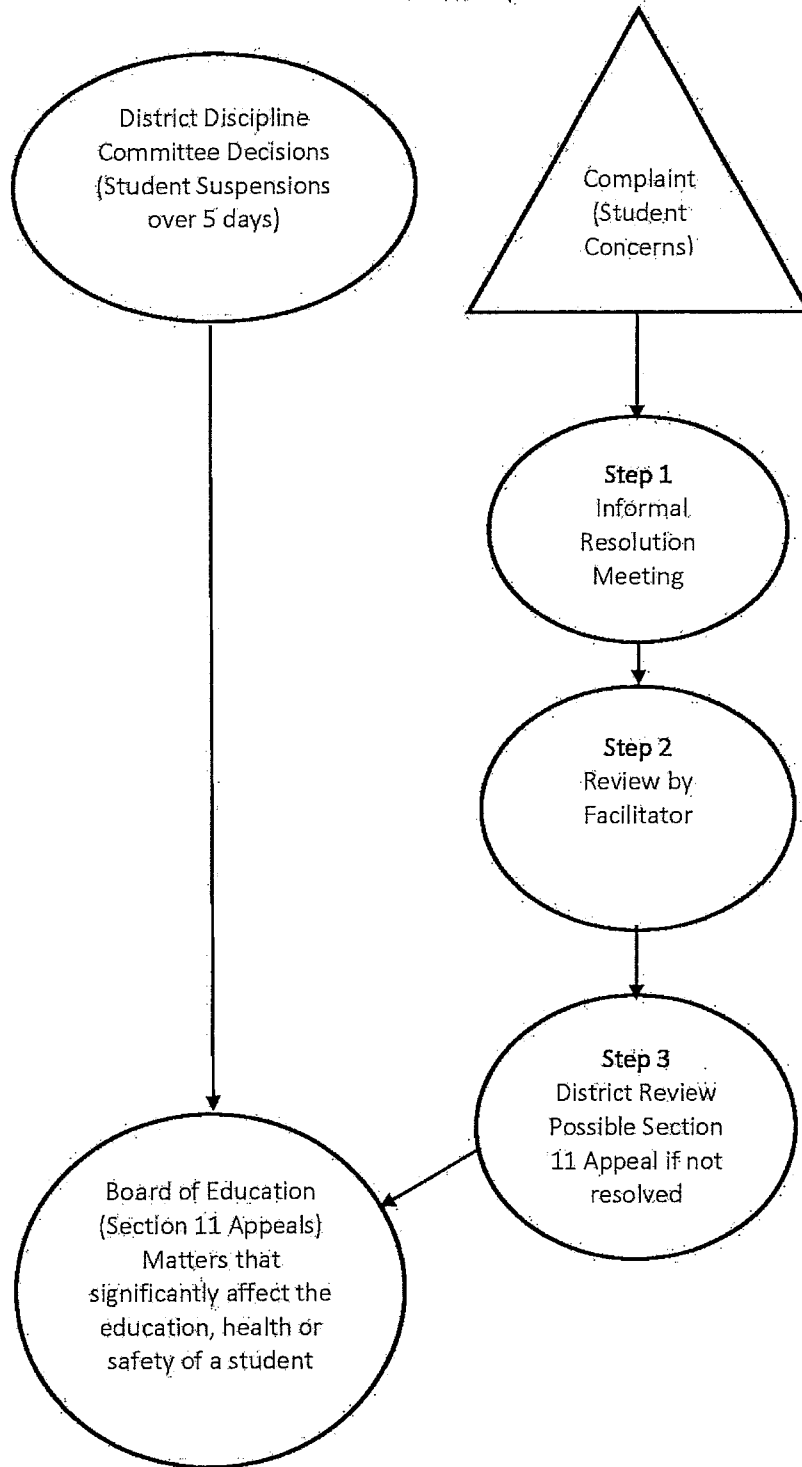
**References:**

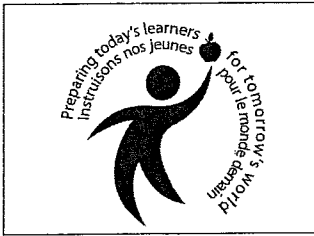
- *School Act: Sections 11.1(1), 175(2)(r) and Regulation 24/08: Appeal Regulation*
- *Administrative Procedure: Resolution of Complaints*
- *Board Bylaw 5: Parent/Student Appeals to the Board of Education*
- *Administrative Procedure: Parent/Student Appeals to the Board of Education*
- *BC Confederation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

**Figure 1:**  
General Concerns



**Figure 2:**  
Student Issues/Discipline





**Notice of Complaint**

Name of Complainant **Individual Raising the Concern:** \_\_\_\_\_

(Please Print)

Phone # of: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**School or Work Site Where Concern Originated:** \_\_\_\_\_

**Others involved in this situation:** \_\_\_\_\_

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

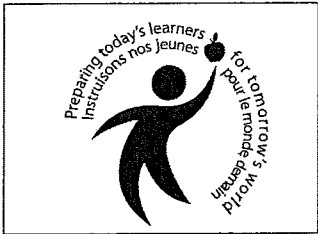
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant **Individual Raising Concern:** \_\_\_\_\_

Date this form was completed: \_\_\_\_\_



For Facilitator Use Only

Dates of Meetings/Contact:

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Measures Undertaken to Resolve the Matter

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Resolved

Decisions, remedies and/or Outcomes:

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Unresolved

Matter referred to:

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

Date: \_\_\_\_\_

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

Distribution List

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

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



## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

### RESOLUTION OF COMPLAINTS

Page 1 of 7

#### **WHAT COMPLAINTS DOES THIS POLICY APPLY TO?**

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

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

The following matters are not subject to this Policy:

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

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

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

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

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

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

#### Application to Complaints about Senior Administration.

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

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

### RESOLUTION OF COMPLAINTS

Page 2 of 7

**PROCESS** (See attached Figure 1 and 2)

#### **Step 1 - Initial Contact**

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

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

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

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

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

#### **Step 2 - Facilitated Contact**

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

The Facilitator will:

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

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

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

### RESOLUTION OF COMPLAINTS

Page 3 of 7

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

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

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

#### **Step 3 - School District Review**

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

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

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

#### **Step 4 – Board of Education Review**

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

### **GENERAL PRINCIPLES**

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

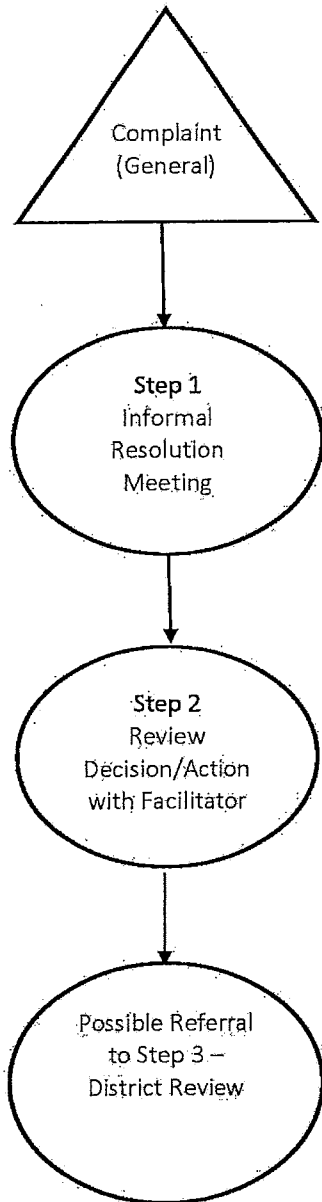
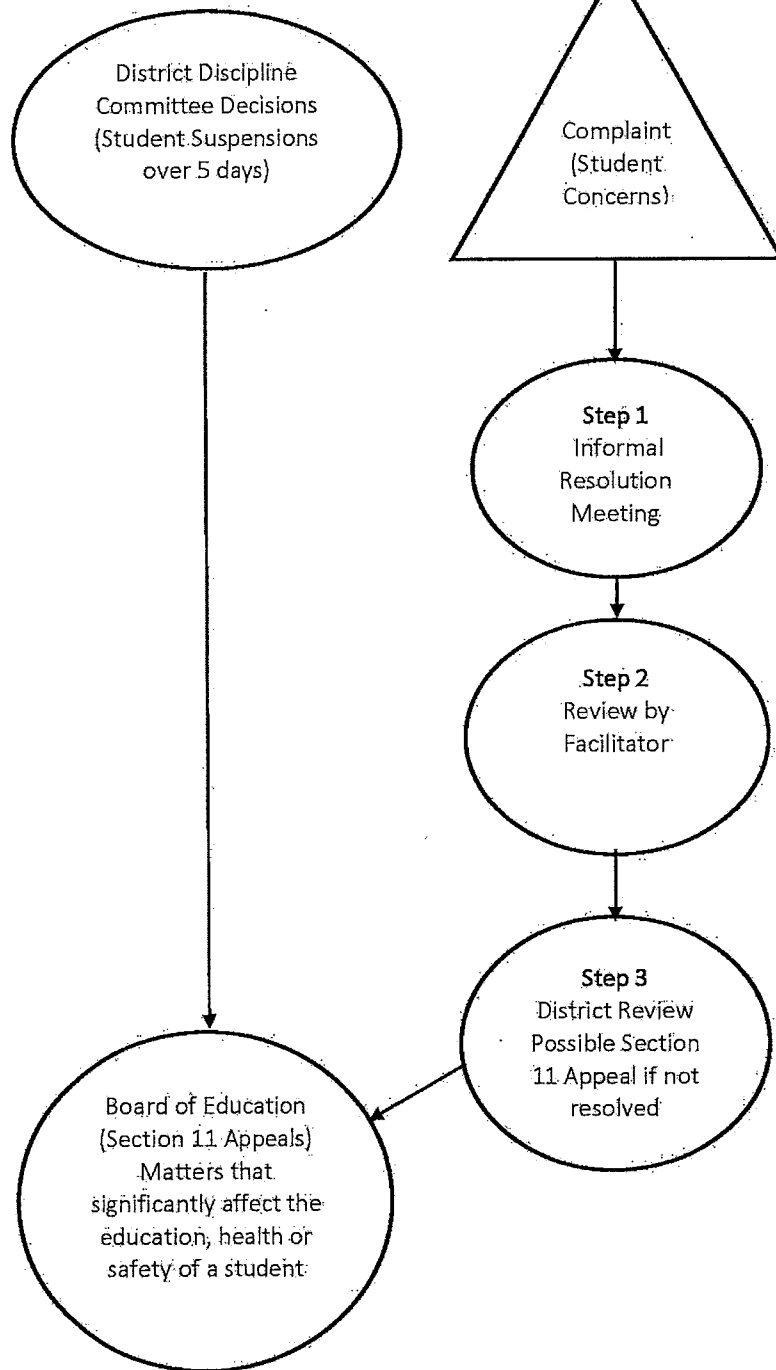


Figure 2:  
Student Issues/Discipline



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

Page 7 of 7

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:** \_\_\_\_\_

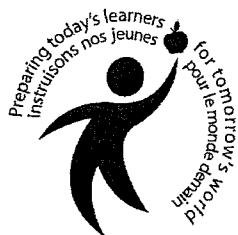
**Note:** Please forward this completed form to the appropriate supervisor of distribution.

**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.

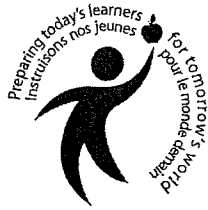
The Framework for Enhancing Student Learning...

- 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*





**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

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#### **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.

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#### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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- 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.

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## ADMINISTRATIVE PROCEDURES

### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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#### 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"



**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.

~~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-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-GENERATED FUNDS



- ~~b. Bank reconciliation, trial balance and statement of revenue and expenditures for the period August 1 to October 31;~~
- ~~c. Bank reconciliation, trial balance and statement of revenue and expenditures for the period November 1 to January 31;~~
- ~~d. Bank reconciliation, trial balance and statement of revenue and expenditures for the period May 1 to April 30;~~
- ~~e. Reports must be received prior to the end of the month following the end of the reporting period.~~

# 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.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 4091

## 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