

REGULAR BOARD MEETING AGENDA

TUESDAY, MAY 24, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

2. **CALL TO ORDER AND INTRODUCTIONS**

3. **ADOPTION OF THE AGENDA**

Recommendation:

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

4. **APPROVAL OF THE CONSENT AGENDA**

- | | | |
|----|---|---------|
| a. | Approval of Regular Board Meeting Minutes: April 26, 2016 | p 1-10 |
| b. | Approval of Special Budget Board Meeting Minutes: April 19, 2016 | p 11-14 |
| c. | Ratification of In Camera Board Meeting Minutes: April 19, 2016 | p 15 |
| d. | Ratification of Special In Camera Board Meeting Minutes: April 19, 2016 | p 16 |
| e. | Approval in principle for a Ballenas Secondary School student field trip to New York from March 15-20, 2017 | p 17-24 |
| f. | Ministry of Education News Releases | |
| | • British Columbia students to become Masters of Disaster | p 25-26 |
| | • \$500,00 for early childhood educator training | p 27-28 |
| | • Scotiabank now helping kids connect with \$1200 education grant | p 29-30 |
| g. | Reports from Board Representatives to Outside Organizations | |
| | • Oceanside Building Learning Together Society – Trustee Young | p 31-32 |
| | • First Nations Education Advisory Committee – Trustee Flynn | p 33 |
| h. | Status of Action Items - May 2016 | p 34 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 24, 2016, as presented (*or, as amended*).

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

- a. **A District Vision for Eye Care – Parksville Lions Club** (*Mike Garland/Mike Orrick*)

6. **BUSINESS ARISING FROM THE MINUTES**

7. **TRUSTEE HIGHLIGHTS**

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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. **School Fees** (Gillian Wilson)
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the 201/617 School Fees as presented.
13. **INFORMATION ITEMS**
- a. **Educational Programs Update** (Gillian Wilson)
b. **Education Planning Update** (Rollie Koop)
c. **2015 Carbon Neutral Action Report** (Ron Amos) p 35-38
14. **CORRESPONDENCE ATTACHED**
15. **POLICY/ADMINISTRATIVE PROCEDURE** (Chair Flynn) p 39-42
- a. **Board Policy 4001: Capital Projects – Tendering, Purchasing and Disposal**
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 4001: *Capital Projects - Tendering, Purchasing and Disposal* and its attendant Administrative Procedure, at its Regular Board Meeting of May 24, 2016.
- b. **Board Policy 4005: New/Repurposed Facilities** p 43-45
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 4005: *New/Repurposed Facilities* and its attendant Administrative Procedure, at its Regular Board Meeting of May 24, 2016.
- c. **Administrative Procedure: Rental and Use of School Facilities and Equipment (Previously Board Policy 4015)** p 46-49
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Rental and Use of School Facilities and Equipment*, at its Regular Board Meeting of May 24, 2016.

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- d. **Administrative Procedure: Sports Grounds and Site Playgrounds** p 50
(Previously Board Policy 4026)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Sports Grounds and Site Playgrounds*, at its Regular Board Meeting of May 24, 2016.
- e. **Administrative Procedure: Lasqueti Island Teacherage (Housing)** p 51
(Previously Board Policy 4055)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Lasqueti Island Teacherage (Housing)*, at its Regular Board Meeting of May 24, 2016.
- f. **Administrative Procedure: Security of Property and Assets** p 52-54
(Previously Board Policy 4012)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Security of Property and Assets*, at its Regular Board Meeting of May 24, 2016.
- g. **Board Policy 4014: Video Monitoring** p 55-57
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Video Monitoring* and its attendant Administrative Procedure, at its Regular Board Meeting of May 24, 2016.
- h. **Board Policy 4100: Sustainable Practices** p 58-61
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Sustainable Practices*, at its Regular Board Meeting of May 24, 2016.
16. **TRUSTEE ITEMS**
17. **NEW OR UNFINISHED BUSINESS**
18. **PUBLIC QUESTION PERIOD**
19. **ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 26, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

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

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
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 Qualicum and Nanoose First Nations for sharing their shared territories with the District.

Chair Flynn then took the opportunity to recognize that Thursday, April 28th is the International Day of Mourning to honour the memory of workers who have been killed, injured, or suffered illness as a result of work-related incidents.

3. ADOPTION OF THE AGENDA

The following items were removed from the Consent Agenda and moved for discussion to Information Items:

- Ministry news release: \$40-million fix-it fund will help revamp and refresh BC schools
- Status of Action Items – April 2016.

16-31R

Moved Trustee Young *Seconded* Trustee Gair

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes as presented: March 8, 2016
- b. Ratification of In Camera Board Meeting Minutes: March 8, 2016
- c. Ratification of Voucher No. 16-03 in the amount of \$3,469,562.79
- d. Ministry News Releases
 - Updated WorkBC Parents' Guide supports parents and students in career planning
 - Government reviewing fines for drivers passing stopped school buses
- e. Reports from Board Representatives to Outside Organizations
 - Oceanside Building Learning Together Coalition - Trustee Young
 - Curriculum Implementation Advisory Committee – Trustee Young
 - First Nations Advisory Council – Trustee Flynn
 - VISTA Branch Report – Trustee Flynn
 - BC School Trustees Association AGM – Trustee Young

16-32R

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 April 22, 2016, as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

Trustee Austin

- Thanked the District Parents Advisory Council for hosting the DPAC Appy Night at the Bayside which was held on Monday, April 15th. She acknowledged the work done by parents to support students, particularly their fundraising efforts for resources and events that she believes should be included in Ministry funding. She appreciated parents' presence at the event to ask questions, make comments, query teachers and the Board of Education.

Trustee Young

- Reported that the Pete the Cat event held on Thursday, April 21st at Oceanside Place for children ages 3 to 5 and their parents, was a very well-attended successful event.
- Attended an informative Coffee with Trustees at Nanoose Bay Elementary School where Trustees were shown the Continuum of Writing.

Trustee Flynn

- Was honoured to be invited to the Grade 5/6 Leadership Class at Nanoose Bay Elementary School to share with students what leadership meant to her, why she wanted to be a leader and what she liked least about being a leader. It was a very enlightening afternoon.

Trustee Kurland

- Attended the BCSTA Annual General Meeting on April 14-16th and had the opportunity to speak to the Minister of Education.
- Had the opportunity to share his table at the BCSTA AGM with one of the pre-conference presenters, David King, who served as a Minister of Education in Alberta for 7 years (1979-1986), which makes him the longest serving Minister of Education for the past 45 years. Trustee Kurland spoke to Mr. King of his varied teaching career and Mr. King suggested that he read the book, *The Courage to Teach*. A quote on Mr. King's business card, attributed to Pierre Tielhard de Chardin, which stated, "The future belongs to those who give the next generation reason to hope" caused Trustee Kurland to reflect that it was a good way to look at teaching and one of the reasons Trustees were there - to give the next generation hope.

Trustee Gair

- Also attended the BCSTA AGM and found the experience was generally fantastic; however, he was disappointed by the failure of the collective boards to pass a resolution to immediately withdraw from the current Memorandum of Understanding that governs Boards' relationship with the provincial government. He believes Trustees' relationship with the provincial government has been a very shaky one for a long time and saw the motion as a rare opportunity for the BCSTA to take a symbolic stand against our government without risking serious repercussions. BCSTA actively speaks of defending public education but instead seems to mitigate, along with many important partner groups, the damage caused by the BC government's chronic underfunding. He stated that if the Association does not take a stand somewhere, on some issue, then Trustees only help our government along in its policies aimed at starving public education. He felt he learned an important lesson in politics at the BCSTA AGM this month, namely that there is a strong tendency to lethargy in large democratic organizations faced with obscure and opaque threats. He added that he hopes the greater public is also aware of this tendency and keeps it in mind during discussions with boards of education and during provincial elections.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, stated that her theme this month was 'Appreciation' for the following:

- Trustees' letter to Minister Bernier which called to task Minister Bernier's comments on his CBC interview that minimized the public outcry to 'a few noisy

groups'. It highlighted that all partner groups are a united voice when calling on the Ministry to address the chronic underfunding to public education and how, in real terms, it has affected each community, school system and, most importantly, the children. She was curious whether the Minister replied and, if so, whether he addressed the concerns.

- The Secretary Treasurer and his team, as well as Senior Administration, for the presentation of the plan for next year's budget at the Special Board Meeting held April 19th. She appreciated that the priorities MATA presented were heard and a tentative plan put in place to address Mentorship, Curriculum Implementation and vulnerable students in transition.
- Human Resources department and Senior Administration for working closely and collaboratively with MATA on the staffing agreement and the current post and fill process.
- The General Manager of Operations for his collaborative work on the District Health & Safety Committee to bring the practice of Health and Safety into the forefront of everyone's minds. She also appreciated his quick ability to problem solve and address the concerns of her colleagues. She stated that the District is slowly changing to a culture of heightened awareness and a lens of prioritizing the safety of all.
- Her colleagues and CUPE brothers and sisters who participated in the Curriculum Implementation Day as they engaged in collaborative discussions and concerted planning. She is looking forward to hearing what the day provided for her colleagues in terms of opportunities and questions and to being part of the process in determining their needs, which will inform the needs for the next Curriculum Planning Day in the fall.
- DPAC for their invitation to the DPAC gathering on April 25th. She thanked them for the continuous hard work done by the DPAC and the PACS to support their children and their teachers.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

No report

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Jalyn Sorg, Co-Chair, thanked everyone who attended the DPAC evening on April 25th. She was pleased with the number of parents who attended and appreciated the number of district staff who were willing to come and share their time and knowledge with attendees.

She reported that the next DPAC meeting is scheduled for Wednesday, April 27th at which time nominations will be received for the DPAC executive position and elections will be held in May.

Ms. Sorg further added that Qualicum Beach Elementary School students will be giving their speeches on May 3rd.

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

(10 MINUTES)

None

12. ACTION ITEMS

a. Annual Facility Grant Allocations

Secretary Treasurer Amos presented the Board with the projects staff propose to complete with the Annual Facility Grant, which is provided by the Ministry to assist districts in maintaining the life of capital assets.

16-33R

Moved Trustee Gair *Seconded* Trustee Kurland
 THAT the Board of Education of School District 69 (Qualicum) approve the Annual Facility Grant allocations for 2016-17 as presented.
 CARRIED UNANIMOUSLY

b. Capital Project Bylaw 127105– Annual Facilities Grant

16-34R

Moved Trustee Kurland *Seconded* Trustee Gair
 THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Project Bylaw 127105 the 2016/17 fiscal year at its Regular Board Meeting of April 26, 2016.
 CARRIED UNANIMOUSLY

16-35R

Moved Trustee Young *Seconded* Trustee Gair
 THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.
 CARRIED UNANIMOUSLY

16-36R

Moved Trustee Austin *Seconded* Trustee Young
 THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.
 CARRIED UNANIMOUSLY

16-37R

Moved Trustee Gair *Seconded* Trustee Kurland
 THAT the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.
 CARRIED UNANIMOUSLY

c. 2016/17 Annual Budget Bylaw

Secretary Treasurer Amos presented the annual budget which, once approved by the Board, would be forwarded to the Ministry of Education. He then stated that, while the recent budget meetings have focused on the operating funds, the final budget document contains the merging of three funds: Operating, Special Purpose and Capital. He presented a balanced budget to the Board for its approval.

Trustee Austin noted that in order to balance the budget, a portion of the anticipated operating surplus for the 2015/16 school year was applied to the projected deficit and, unless a good portion of that surplus can be recovered with the realization of other savings during the upcoming school year, next year's budget may be more difficult to balance.

16-38R

Moved Trustee Gair *Seconded* Trustee Kurland
THAT the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2016/17 fiscal year at its Regular Board Meeting of April 26, 2016.
 CARRIED UNANIMOUSLY

16-39R

Moved Trustee Kurland *Seconded* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$49,157,553 for the 2016/17 fiscal year.
 CARRIED UNANIMOUSLY

16-40R

Moved Trustee Young *Seconded* Trustee Gair
THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$49,157,553 for the 2016/17 fiscal year.
 CARRIED UNANIMOUSLY

16-41R

Moved Trustee Gair *Seconded* Trustee Kurland
THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$49,157,553 for the 2016/17 fiscal year.
 CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Educational Programs Update

Assistant Superintendent Wilson reported on the following district initiatives:

- The staffing process is underway and she acknowledged the work done with both locals with the Learning Improvement Fund and the Education Plan based on spring consultations, which are based on school and class reviews.
- The first round of postings for teaching staff went out on Friday, April 22nd and those close on Wednesday, April 27th.
- The second Curriculum Implementation Day was held on Monday, April 25th and initial feedback is positive. Feedback from the first Curriculum Implementation Day was used to inform the sessions for the second and allowed attendees more time for exploration. The Education Assistants attended a Numeracy presentation by Ms. Francine Frisson at Oceanside Elementary School and gained information and materials which they could use and apply in classrooms the following day.
- Kindergarten registration for 2016/17 is currently in progress.
- The Cross-Boundary application process for 2016/17 is also underway.
- The SOLES and STREAMS programs already have waitlists for next year.
- The International Student Program is in the midst of receiving short term students. Homestays are still being sought for both short and long-term students, particularly in the Qualicum Beach area.
- Pete the Cat was a well-attended and well-received event with all of the District's Kindergarten teachers in attendance facilitating stations as were

members of other local businesses and organizations. It was noted that there were more dads in attendance than at some other events due to the event being held in the evening.

- Rotary Club has taken on the stewardship of Storybook Village and have repaired and painted a number of the buildings. There are still three more buildings requiring maintenance and another 'work-a-thon' will be scheduled to complete those projects.
- Technology staff have done a lot of work to get the systems up and running and are now focusing on working with staff on supporting teaching and learning in the classroom. A presentation to teachers on the FreshGrade program for communicating student learning to teachers was well received.
- A presentation by Scholantis on the district's new internal portal was presented earlier in the evening and it is anticipated that it will be up and running by the new school year.
- The pilot to use OneDrive eBooks has been going well so far.
- The Technology Education Committee finished creating a survey to obtain input from teachers as to what technology they are currently using, what products they feel are needed and what training or professional development they require to support the use of technology in the classroom. The results of that survey will be included into the education technology plan to help the target goal areas.
- Parents will be receiving a letter communicating the District's process and protocols for violent risk and threat assessment.

b. Education Planning Update

Superintendent Koop stated that, as part of the transition to the District's Framework for Enhancing Student Learning, he and the Assistant Superintendent will be meeting with each school's leadership team to review and discuss their progress on their school plans. The drafts will be provided to Trustees on May 27th after which the Board will begin Trustee visits to schools to review the plans with parents and staff as well as the school's leadership team to talk about their plans for the upcoming year. The School Plans will be presented to the Board at the June 28th Regular Board Meeting after which the Superintendent and Assistant Superintendent will merge the information from the school plans with their own planning to present a District Enhancing Student Learning Plan to the Board at its September Regular Board Meeting. That will lead back to conversations with principals and vice principals in October and November to begin the process again for the following year.

Superintendent Koop then advised that the ThoughtExchange process to survey Grade 6-12 students has been completed. On April 22nd, he met with the staff of the ThoughtExchange analytical team to map out a presentation which he received that afternoon. He will begin to bring the results of the survey to the Board as well as the schools' leadership teams. He noted that the Board also had expressed an interest in doing another year end survey as an analysis of what the District is doing well, areas in which to grow/improve, and perspective about the learning experience from parents and educators. Planning is in progress for that process.

Superintendent Koop then thanked Assistant Superintendent Wilson and Francine Frisson, Vice Principal of Oceanside Elementary School, for their work in organizing the two well-received Curriculum Implementation Days.

c. Enrolment Report

Superintendent Koop presented the Enrolment Report as at March 31, 2016, noting that the February 1701 count shows a reduction from projected enrolment in the Distributed Learning and Continuing Education Alternate Program by 34 Full Time Equivalent (FTE). Staff are reflecting on the cause of the decline in enrolment in those programs. He noted that the financial impact was slightly offset with the receipt of the funding for students with unique needs in the 3 and 4 categories which increased.

d. Class Size Report

Superintendent Koop presented the class size report as at March 1, 2016, which indicated classes that have over 30 students. Teachers of classes not excluded within the class size guidelines which have more than 30 students are eligible for compensation. All but one of the classes are located at Ballenas Secondary School. Since the date of the report, the size of one of the Calculus 12 classes has dropped to 31 students and the Physical Education 10 class is now in compliance with 30. More detailed information is available for review by Trustees.

e. Ministry News Release: \$40-million fix-it fund will help revamp and refresh BC schools

Trustee Austin inquired what the District plans to do with money received from its application for the Fix-It Fund.

Secretary Treasurer Amos advised that last year the District received funding for two boilers and this year's money will be used to install the boilers. The other projects for which funding is being requested are the replacement of a transformer as well as part of the roof at Ballenas Secondary and Winchelsea Place.

f. Status of Action Items

Trustee Austin inquired as to why there was only one item on the Status of Action Items as there used to be many more initiatives noted that were at various stages of completion. Superintendent Koop responded that as projects are completed they are removed from the document, which is for particularly long-term projects. Also, Trustee Informal meetings have been reinstated which has provided the opportunity for query type conversation rather than motions that would normally have ended up on the Action Items sheet.

14. CORRESPONDENCE ATTACHED

None

15. POLICY

a. Board Policy 4004: Purchasing and Disposal of Supplies and Equipment

16-42R

Moved Trustee Flynn *Seconded* Trustee Austin

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 Procedure, at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY

b. Board Policy 4046: Financial Reporting

16-43R

Moved Trustee Flynn *Seconded* Trustee Kurland

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 Procedure, at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY

c. Board Policy 4096: School-Generated Funds

16-44R

Moved Trustee Flynn *Seconded* Trustee Young

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 Procedure, at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY

d. Rescinding of Board Policies

16-45R

Moved Trustee Flynn *Seconded* Trustee Austin

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

- 4091: *Operations & Maintenance Vehicle Replacement*

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

None

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

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

- The percentage of International Students in classes of over 30 students and, if it is between 33 and 50%, could funds from the International Student Program be used to reduce class size? *Superintendent Koop will do an analysis of the classes over 30 and provide the information to the MATA President.*
- Whether there might be changes to the catchment areas for the 2016/17 school year? *Chair Flynn advised that the situation will be monitored over the next school year to determine if a change to catchment and/or transportation in the 2017/18 school year would affect student movement, particularly between Errington and Qualicum Beach Elementary Schools. Vice-Chair Young added that there is a process that would have to take place if the Board were to consider changes to catchment areas to provide long term solutions to school capacity. That process would include public consultation.*

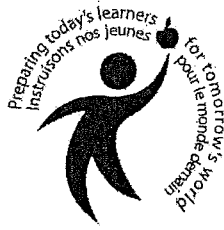
- Whether the current DPAC Chair could invite some interested parents to attend the next Policy Advisory Committee with the intent of doing succession planning. *Chair Flynn stated that they would be welcome to attend.*

19. **ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:10 p.m.

CHAIRPERSON

SECRETARY TREASURER



SPECIAL PUBLIC BOARD MEETING – BUDGET MINUTES

TUESDAY, APRIL 19, 2016
THE FORUM
7:00 pm

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	General Manager of Operations
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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 Qualicum and Nanoose First Nations and thanked them for allowing the Board to do its work on their shared territories.

3. 2016/17 BUDGET OVERVIEW

Secretary Treasurer Amos provided an overview of the budget process to date.

- **2016/17 Budget Conversations**

Secretary Treasurer Amos reviewed the general themes that were identified during budget conversations held with the Board of Education, stakeholder groups, and interested members of the public.

- **2015/16 Year to Date Financial Summary**
Secretary Treasurer Amos then provided the year to date revenues and expenditures as at March 31, 2016. He also reviewed the various revenues and expenditures in comparison to the same time the previous year, noting that the difference in teacher salaries was due to job action. He noted that the District is in good stead for this year and he will bringing forward the figures contained in the summary in the budget deliberations.
- **2016/17 Operating Grant Summary**
Secretary Treasurer Amos explained how the 2016/17 operating grant has been calculated by the Ministry with a comparison to the past two years. He then reviewed how the District is funded, what the Full Time Equivalent (FTE) for each year was, and how it generated funding in that particular year.

He noted that the district's increased enrolment is generating more funds than the District is entitled to, which alternately will reduce the amount the District would be receiving in funding protection.

Also, during the first week of April, the Ministry announced that further money would be provided to support labour settlements. This affected the anticipated grant reduction positively, which was reduced to \$644,000 from \$860,000.

- **Proposed 2016/17 Annual Operating Budget**
Secretary Treasurer Amos then presented the proposed 2016/17 operating budget, reviewed the anticipated revenues and expenditures, and indicated where budget adjustments had been made in order to balance the budget. He also provided details on the increases and decreases to line items as compared to last year's budget. He then explained the \$368,500 transferred to capital, which are expenditures from the operating grant.

In order to balance the budget he requested direction from the Board to use \$338,121 of its anticipated operating surplus. Otherwise, the Board would have to find other areas in which to reduce expenditures or increase revenues.

Secretary Treasurer Amos then provided responses to Trustees on the following questions:

- How the Board's use of the surplus might affect the District in the 2016/17 budget year: *The preface is that the District is in good stead and may not need the use the full amount of the surplus this year. If it does not, any unspent surplus would be placed back into the operating reserve, which would be of benefit if the government were to require Boards to fund further initiatives from its operating fund. If the surplus is appropriated, it is not an amount that would be available for future years.*
- Why the funding protection for 2015/16 was anticipated to be \$20,000 less than two years ago. *The per student grant was increased to \$7158. If it had not increased, the District's funding protection amount would have been much higher.*
- How close in anticipated enrolment is the District to being out of funding protection? *The District is short by 20 students and is going into September in good stead.*

The following supplemental documents were also provided in the agenda package for information:

- 2016/17 Budget Summary by Function/Program [*Budget Modelling for Windows (BMW)*]
- 2016/17 Net Changes from 2015/16 Amended Budget (BMW)

4. PUBLIC QUESTION PERIOD

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

- Will there be any student fees included in the budget or is that individual to schools? *Student fees do not normally show up in the budget. The School Fees will be brought forward to the Board for approval at its May Regular Board Meeting.*
- Were there specific projects or resources identified for the operating surplus that will now have to be deferred by using the surplus to balance the budget? What percentage of the surplus is required to balance the budget? *Operating reserves are funds that are put aside that may or may not have a commitment against them and occurs as the District may not spend all of its grant money in the current year. It is, therefore, brought forward to be spent in the following year. The District also has an obligation to plan for future capital costs, i.e. maintenance and upgrades to buildings in which the District has licensees. There is a portion of the reserve of \$0.5 million that is committed and approximately \$0.8 million that can be used for future years' expenditures. Once the operating reserve is depleted, additional money is not given to boards to replenish it. The District's surplus is a result of coming in under budget and receiving more revenues than what was projected in the preliminary operating budget.*
- What is the anticipated enrolment for 2016/17? *3982 Full Time Equivalent students.*
- If an increase in bus fees is not being implemented, where is the additional \$41,615 bus pass revenue coming from? *The revenue from bus fees are projected to be higher in the upcoming year higher as the District anticipates ridership to increase.*
- As there is a commitment to invest in exploratories at the elementary level, how does that investment continue as students move from exploratories to program electives in high school? And how does the redistribution of International Student Program revenue impact some of the program electives or is that determined through school budgets? *There is a 3-year plan to ensure that funding support is directed into the secondary shop programs to ensure that equipment is updated and part of that work is to identify priorities. Staffing at the secondary level is determined by the number of students enrolled and the courses they have selected.*
- Has the District incorporated the suggestions obtained from the stakeholder sessions (as on page 1 of the agenda package) of what we heard, are you adding these in the budget? *The only ones that have not are the calendar and school timetable, and the catchment considerations is more in line with the Transportation issue. The remaining themes are initiatives which the Board either plans to retain and/or to add resources.*

- What is the Curriculum Implementation funding looking like this year? *That is based on the MATA contractual committee of the Curriculum Implementation Advisory Committee to which the Board allocated \$10,000 for the work of that committee. Going forward the Committee will be tasked with identifying how that funding is used. The Mentoring piece is also important to the District as well.*
- Due to the chronic underfunding by government, the District is using some of its \$1.2m surplus. Did the District have any other plans for that money? *The Board is able to sustain new initiatives that were implemented last year and, by using the money from the operating surplus, it will not have to reduce funding to those initiatives this year. Trustees continue to advocate for increased funding to public education. \$400,000 of the \$1.2 million surplus is already committed so that leaves \$800,000. Of that \$800,000, the Board is anticipating using \$338,000 to balance the 2015/16 budget, resulting in a remaining surplus of \$412,000.*
- There were discussions about Errington Elementary enrolment doing well and being full of students, while Qualicum Beach Elementary School still has available space. Is the District planning to offer transportation to families so that they will continue going, or switch, to Qualicum Beach Elementary School? *When the District was discussing reconfiguration, the Board was asked not to divide the community and maintained a broad catchment area which extends to the Coombs, Hilliers and Whiskey Creek areas. Many families decided to go to Qualicum Beach Elementary so the District facilitated that by providing additional buses to that area for courtesy riders. The District is now at the point to consider catchment area adjustments to formally establish the patterns established by parent. If the catchment areas were to be changed, those who are currently courtesy riders would be eligible. The Board does not feel that is a decision it wanted to make this year; however, it does want to be mindful of cross-boundary patterns, knowing it has room at Qualicum Beach Elementary in the foreseeable future.*

5. DATE OF NEXT REGULAR PUBLIC BOARD MEETING

Tuesday, April 26, 2016
 The Forum, PCTC
 7:00 p.m.

6. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:04 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT
APRIL 19, 2016

ATTENDEES:

Trustees

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

Administration

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

The Board of Education discussed the following matter(s):

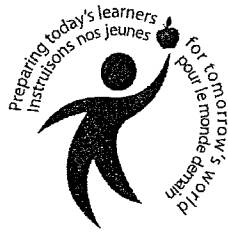
- Personnel

The Board of Education approved motions regarding the following matter(s):

- Personnel

Chairperson

Secretary Treasurer



IN-CAMERA MEETING

**SECTION 72 REPORT
APRIL 19, 2016**

ATTENDEES:

Trustees

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

Administration

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

The Board of Education discussed the following matter(s):

- Land
- Labour

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

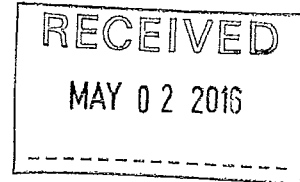
Chairperson

Secretary Treasurer



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

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



Rudy Terpstra, Principal

Kevin McKee, Vice Principal

Jane Reynolds, Vice Principal

April 29, 2016

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

Board of Education – School District 69 (Qualicum);

This letter will stand as my support for the Ballenas Secondary School Student Field Trip to New York, March 15-20, 2017. This trip has been planned by Mr. Rick Robson.

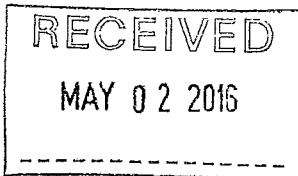
Along with Mr. Robson, there will be one chaperone for every 6 students. Please see attached itinerary for details.

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

Respectfully submitted,

Rudy Terpstra, Principal
Ecole Secondaire Ballenas Secondary School

ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL



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

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

April 6, 2016

To District 69 School trustees;

I am seeking **approval-in-principle** from the SD69 school trustees for a proposed trip with EF Tours to **New York- Broadway and the Arts!** This trip is open to all students at Ballenas Secondary School to be scheduled **March 15-20, 2017** during Spring Break.

Very briefly, it includes:

- Round-trip flights including all airport fees and applicable taxes from Vancouver and New York
- Educational Tour director available 24-hours a day throughout the trip.
- 5 nights accommodation in moderately priced hotel accommodation.
- Private charter bus for return transfers from the airport to the hotel in New York
- Private charter bus transfers and sightseeing as per the itinerary
- Comprehensive sightseeing tours and excursions- eg. tickets to two Broadway shows
- Breakfast and dinner every day
- 24-hour emergency service
- The all-inclusive Travel Protection Plan that includes full medical insurance, baggage and accident coverage, Tour Cancellation and Interruption coverage, and 24-hour emergency assistance

Please see the attachment for the detailed itinerary and the many inclusions. The cost of the trip is \$3025.00/student.

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

Sincerely;

Rick Robson
Ballenas Music



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

RECEIVED
MAY 02 2016

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL BALENIAS DATE (of application) APRIL 6/16

DESCRIPTION OF PROPOSED ACTIVITY FF TOURS TRIP TO NEW YORK
- I HOSTED THIS TRIP IN 2014

DATE(S) OF PROPOSED ACTIVITY MARCH 15-20, 2017

PURPOSE OF PROPOSED ACTIVITY TO PROVIDE STUDENTS TRAVEL OPPORTUNITY
AND TOUR OF NEW YORK AND ITS MANY CULTURAL LANDMARKS +
BROADWAY MUSICALS

TEACHER(S) RICK ROBSON

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED 0

OTHER ADULTS 1 CHAPERONE PER 6 STUDENTS - NUMBERS WILL BE
CONFIRMED IN FINAL APPROVAL SUBMISSION.

GRADE(S) 8-12

SUPERVISION: No. of Students TBA No. of Teachers 1 No. of EAs _____ No. of Parents TBA

TRANSPORTATION AIR, TRANSIT.

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

PROJECTED COST \$ 3025.00 DIRECT COST PER STUDENT \$ 3025/STUDENT
(attach statement of details)

SOURCE(S) OF FUNDING FAMILIES

ACCOMMODATION/MEALS (type of) RESTAURANT (INCLUDED)

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

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

NOTE:

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

APPROVED BY PRINCIPAL: [Signature] DATE: April 29, 2016

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

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

OR:

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

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



Education First

Educational Tours



Broadway & The Arts Metro

Broadway & The Arts Metro

From the Statue of Liberty to Times Square, New York's landscape is renowned the world over, but seeing these icons firsthand is something special. Immortalized in popular culture, New York's magnetic pull has brought in creative minds for centuries. It's a city that radiates with an inspiration and energy that you can feel on the sidewalks and subways of this magnificent metropolis.

DAY 1: TRAVEL TO NEW YORK CITY

- Take a walking tour of Midtown: Fifth Avenue; Rockefeller Center; St. Patrick's Cathedral; Trump Tower; FAO-Schwarz
- Visit the Empire State Building

DAY 2: NEW YORK CITY

- Take a tour of the Lincoln Center
- Meet a professional Broadway performer
- Enjoy free time in Times Square
- Attend a Broadway show

DAY 3: NEW YORK CITY

- Take a guided tour of Lower Manhattan: Greenwich Village; SoHo; Chinatown; Little Italy; World Trade Center Site
- Visit the National September 11 Memorial & Museum
- Participate in a drama workshop

DAY 4: NEW YORK CITY

- Visit the Statue of Liberty and Ellis Island by ferry
- Take a tour of Radio City Music Hall
- **Optional: Best of Broadway Schoolroom workshop**
- Attend a Broadway show

DAY 5: NEW YORK CITY | DEPART FOR HOME

- Visit the Metropolitan Museum of Art
- Depart for home

1-Day Tour Extension

DAY 5: NEW YORK CITY

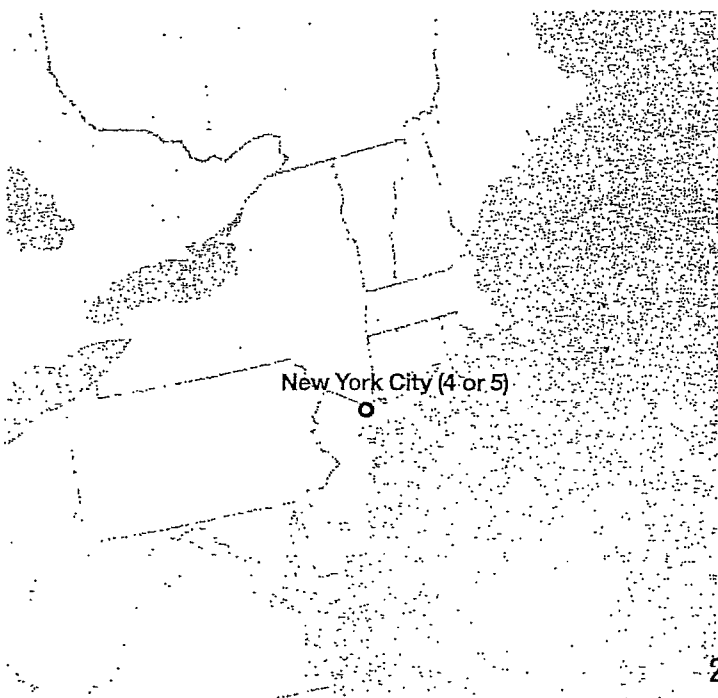
- Visit the Metropolitan Museum of Art
- Take a tour of NBC Studios
- Enjoy free time in Midtown Manhattan
- **Optional: Broadway show**

DAY 6: NEW YORK CITY | DEPART FOR HOME

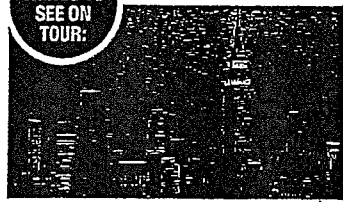
- Visit the Museum of Modern Art
- Depart for home

EVERYTHING YOU GET

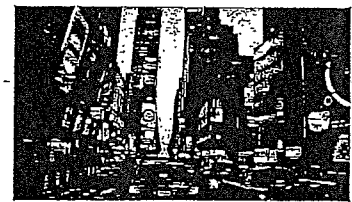
- Round-trip flights
- Full-time bilingual Tour Director
- Motor coach transfers to and from the airport; Metro card
- 4 overnight stays in hotels with private bathrooms (5 with extension)
- Customary gratuities
- Professional night security at your hotel
- Breakfast and dinner daily
- 1 sightseeing tour led by a licensed local guide; 1 sightseeing tour led by your Tour Director
- Entrance to:** Empire State Building; Lincoln Center; Meet a professional Broadway performer; 2 Broadway shows; National September 11 Memorial & Museum; Drama workshop; Ferry to the Statue of Liberty and Ellis Island; Radio City Music Hall; Metropolitan Museum of Art
- You can add optional activities to your tour. Additional costs apply.**



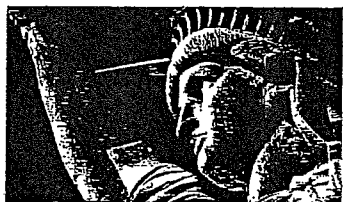
TOP THINGS TO SEE ON TOUR:



Empire State Building



Times Square



Statue of Liberty

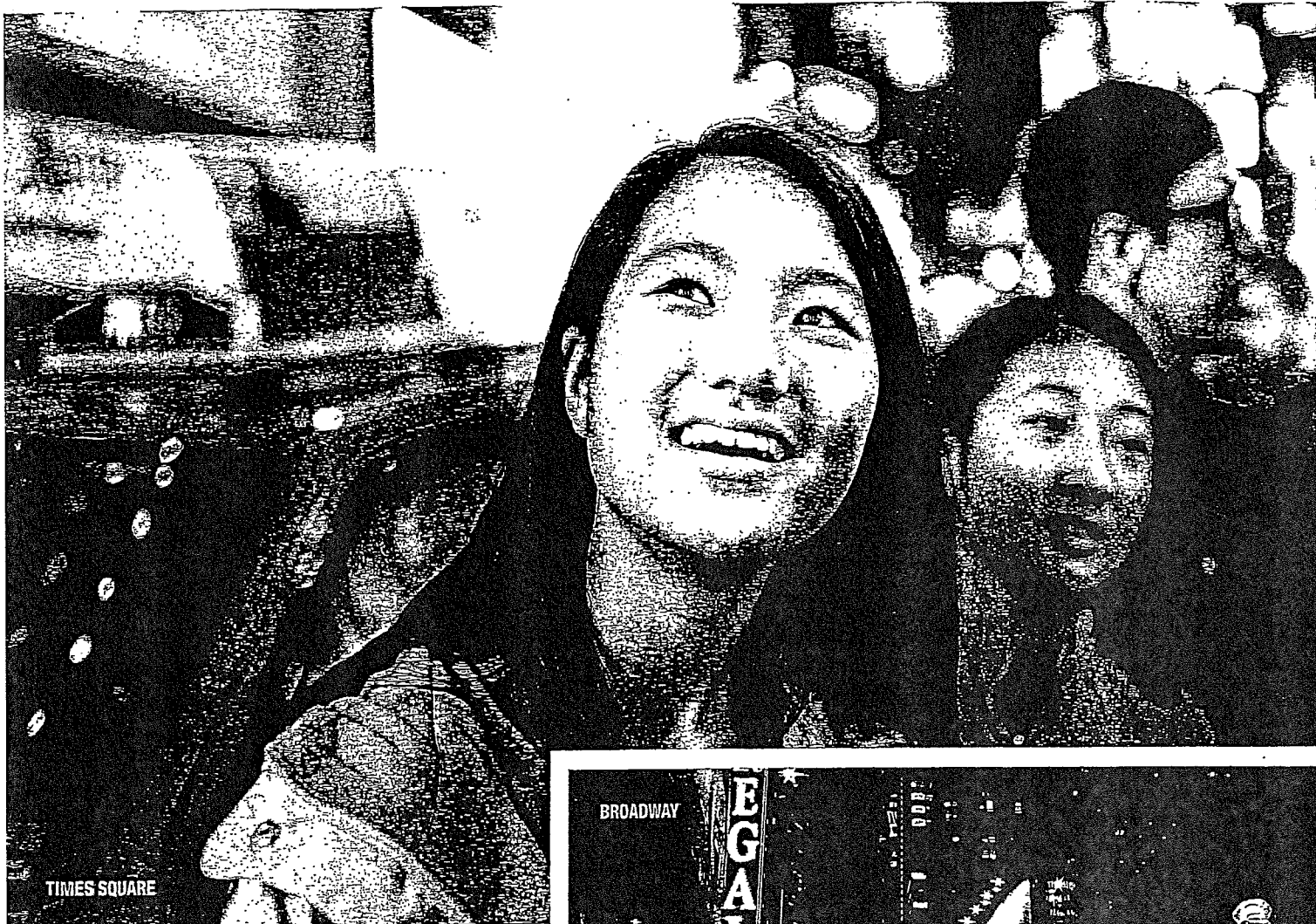


Broadway

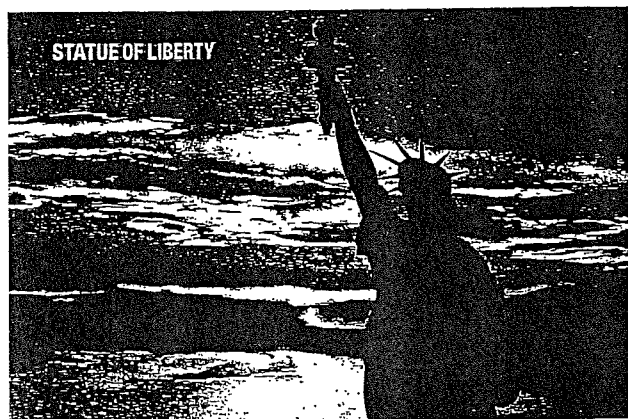


Radio City Music Hall

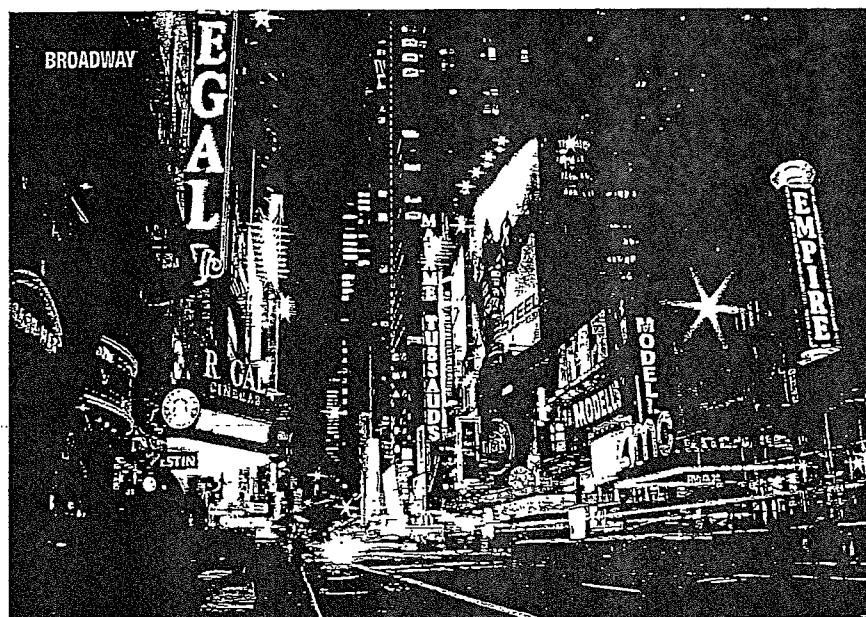
Number of overnight stays in parentheses. This tour may also be reversed.



TIMES SQUARE



STATUE OF LIBERTY



BROADWAY

MANHATTAN | The dazzling lights of Times Square. The bustle of Fifth Avenue. The artsy vibe of SoHo and Greenwich Village. Manhattan is like no other place on earth, a powerhouse of finance, media, publishing and the arts. The city pulses with energy and is a symbol of the best of American achievement. New York's landmarks are famous the world over and should be on every must-see list: the Empire State Building, Rockefeller Center, the Metropolitan Museum of Art, the Statue of Liberty and so much more.

BROADWAY | More than 40 professional playhouses cluster near the avenue whose name has become synonymous with theatre. Broadway represents the pinnacle of popular theatre, the birthplace of some of the world's most famous musical and dramatic productions. At any given time, dozens of highly acclaimed shows feature the world's top actors, writers, composers and dancers. Your first live Broadway show is an experience you will never forget.

STATUE OF LIBERTY AND ELLIS ISLAND | It has been over 100 years since France made a gift to the United States in the form of the Statue of Liberty, and still "the lady with the lamp" is a top draw for every New York visitor. Designed by Frédéric Auguste Bartholdi, the iconic figure was the first glimpse of a new world for millions of immigrants who made America home. Those immigrants entered America through nearby Ellis Island, an inspection facility that is now a museum portraying the hope and heartbreak of people seeking a better life—a formative chapter in the history of the United States.

Travel changes lives

An incredible journey lasts a lifetime in the many stories and pictures you bring home. Get ready for a trip that will change your life and teach you to experience the world around you with more independence, confidence and knowledge.

ALL OF OUR ITINERARIES ARE FUN AND EDUCATIONAL. Visit sites that amaze you and take part in activities that deepen your understanding of what you're learning in school. These pivotal moments only occur when you take your education out of the classroom and into the extraordinary places you're learning about.

THE EF PRICE GUARANTEE protects you from the possibility of price increases due to rises in fuel prices, airline costs or government and airline fees. As soon as you enrol and pay your initial deposit, your Program Price is locked in and will not change; any increases will be absorbed by EF.

A 24-HOUR TOUR DIRECTOR (or a facilitator on select tours) stays with each group around the clock on tour, providing insight about each destination as well as great tips on the local scene.

WE OFFER THE LOWEST PRICES GUARANTEED. Our unmatched global presence, our nearly 50 years of experience and our continued commitment to making education accessible to as many students as possible allows us to offer the best prices on transportation, accommodations and excursions.

WE ARE COMMITTED TO YOUR SAFETY. We have hundreds of offices around the world, with local staff that can assist groups anywhere they travel. Plus, parents can always reach us 24 hours a day at our headquarters.

ONLINE REVIEWS FROM TRAVELLERS. We ask every teacher, student and parent to review their EF tour experience. Reviews are online at eftours.ca/reviews.





You are just moments away from the journey of a lifetime.

Ask your teacher for your tour number and use one of the following methods today:

- **Enrol online at eftours.ca/enrol**
It's the easiest and fastest way to sign up for your EF tour. Enter your tour number, click "enrol now" and fill out your application.

Additional ways to enrol:

-  **Fax:** Fill out your application form and fax it to 1-800-556-6046.
Phone: Call 1-800-263-2806.

-  **Mail:** Send in your application form to the following addresses:

EF Educational Tours
60 Bloor Street West, Suite 501
Toronto, ON M4W 3B8

EF Educational Tours
407 McGill Street, Suite 400
Montréal, QC H2Y 2G3
(for Québec residents)



Interact with us at eftours.ca, socialmedia or find us on:





YOUR PRICE QUOTE

Broadway and the Arts Metro

PREPARED FOR
Richard Robson

PREPARED ON
April 5, 2016

YOUR TOUR NUMBER
1803174BV

YOUR TOUR WEBSITE
www.efours.ca/1803174BV

TOTAL PRICE

Price valid for travellers enrolled April 5, 2016 - April 30, 2016

Student

\$3,025 or \$283 / 10 mos

Adult

\$3,145 or \$295 / 10 mos

PRICE BREAKDOWN

Program Price	\$3,125
EF Adjustment	-\$100

Protect your travellers with the All-Inclusive Travel Protection Plan for \$129.
Ask your Tour Consultant for details.

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel. Price includes HST/GST where applicable, all airline/travel provider surcharges, departure taxes, airport fees, and Office de la protection du consommateur (OPC) indemnity fund tax (0.1%) for residents of Québec. Please call 1-800-387-1460 for more information. To view EF Education Booking Conditions, visit efours.ca/bc.



Your travel details

TOTAL LENGTH
6 days

DEPARTING FROM
Victoria (BC)

REQUESTED TRAVEL DATES
Wednesday, March 15, 2017 - Monday, March 20, 2017

YOUR DEPARTURE DATE RANGE

<input type="checkbox"/> EARLIEST Mon, Mar. 13	<input checked="" type="checkbox"/> REQUESTED Wed, Mar. 15	<input type="checkbox"/> LATEST Fri, Mar. 17
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Everything you get

AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, breakfasts and dinners, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.efours.ca/1803174BV.

FULL-TIME TOUR DIRECTOR

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

EXPERT LOCAL GUIDES

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

CUSTOMARY GRATUITIES

To make things even easier we've included all tips to show appreciation to your Tour Director, local guides, and bus driver at the end of your tour.

OVERNIGHT SECURITY

Safety is our number one priority. That's why we've included professional security on watch nightly at your hotel.

WESHARE

Our online learning platform engages students in activities before, during and after tour.

CONTINUOUS SUPPORT

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

24-HOUR EMERGENCY SERVICE

Travellers and their families can count on EF's dedicated emergency service team.

PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

Your Tour Consultant

YASMINE MEHTADI
1-800-387-1460
Yasmine.Mehtadi@ef.com



NEWS RELEASE

For Immediate Release
2016TRAN0082-000677
April 29, 2016

Ministry of Transportation and Infrastructure
Emergency Management BC

British Columbia students to become Masters of Disaster

VANCOUVER – On the eve of Emergency Preparedness Week (May 1-7, 2016), and following the recent earthquakes in Japan where aftershocks continue to rumble, the Province is announcing a new program to help students, their families and their communities better prepare for emergencies.

Minister of State for Emergency Preparedness Naomi Yamamoto today announced the Master of Disaster program, which will launch as a pilot project during Emergency Preparedness week in order to help develop a planned widespread launch in B.C. schools this coming fall.

- To become a Master of Disaster, students are provided with the knowledge necessary to prepare for the worst should disaster strike, as well as the skills to create more-resilient and connected households and families that understand the importance of working together before, during and after an emergency.

The Master of Disaster program teaches emergency preparedness from a proactive, all-hazards perspective. By taking the lessons they learn in the classroom home with them, students can help protect their families and – by extension – their communities.

PreparedBC developed the Master of Disaster program in collaboration with a working group of teachers from throughout the province, local Emergency Program Coordinators, school administrators, academic researchers and stakeholders such as the Insurance Bureau of Canada. The program is based on recommendations by the Ministry of Education.

Quotes:

Minister of State for Emergency Preparedness Naomi Yamamoto –

“Much like other educational programs internalized by British Columbian students in school over the years – such as ‘Drop, Cover and Hold On’ – the Master of Disaster program will develop a foundation to help protect our students’ families and communities for a lifetime. The resilience of this province depends on us all taking action, and doing everything we can to prepare for emergencies.”

Minister of Education Mike Bernier –

“Emergency preparedness is a shared responsibility in this province. If every family in B.C. is able to prepare an emergency kit, it will do a lot to mitigate overall risk to our communities. The Master of Disaster program can help kids prepare their families to do just that.”

North Vancouver Parent Advisory Council executive Kulvir Mann –

"I really enjoyed the opportunity to be involved in the Master of Disaster working group. This program is a fun way to help kids gain the knowledge necessary to help them navigate emergencies for the rest of their lives."

Vice-president, Western & Pacific, Insurance Bureau of Canada Bill Adams –

"The Insurance Bureau of Canada applauds the government on the launch of the Master of Disaster program. Ensuring children have the knowledge of what to do should a disaster strike is crucial. Here in B.C., more than 3,000 earthquakes occur every year and, luckily, most of these do not cause damage. But at some point a big one will hit. It is not a matter of if, but when, so it is important that everyone is prepared."

Quick Facts:

- Five schools have been confirmed for the pilot program. However, this is an open invitation and the pilot materials are available online.
- This program is currently targeted at Grade 6 students, based on a recommendation by the Ministry of Education.
- The learning materials, once fully adopted in the fall, will be available to all schools throughout all of B.C., including public and private schools, First Nations and other schools, as well as home study. As the curriculum is being translated into French, it will be accessible to francophone schools.
- To ensure ease of adoption, the learning resources align with the principles of the new curriculum standards rolled out by the Ministry of Education.

Learn More:

Master of Disaster Learning Resources: <http://ow.ly/4ngqvt>

PreparedBC: www.gov.bc.ca/PreparedBC

Shake Zone: <http://bit.ly/1SyyPVL>

Emergency Info BC: www.emergencyinfobc.gov.bc.ca

Build an emergency kit: <http://ow.ly/4nabze>

Household preparedness: <http://ow.ly/4nabCo>

Media Contact:

Media Relations
Government Communications and Public
Engagement
Ministry of Transportation and Infrastructure
250 356-8241

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



NEWS RELEASE

For Immediate Release
2016CFD0023-000761
May 12, 2016

Ministry of Children and Family Development

\$500,000 for early childhood educator training

VICTORIA – To help celebrate Child Care Month in May, the Province is providing \$500,000 to the Early Childhood Educators of BC to continue a bursary fund for students enrolled in early childhood education programs.

Students participating in early childhood education programs can apply for up to \$300 per course, to a maximum of \$1,500 per semester. Priority will be given to Aboriginal students, students attending programs with an Aboriginal focus and students working to achieve an infant/toddler educator designation.

Applications are now being accepted for the fall 2016 semester. The deadline to submit an application will be approximately six weeks prior to the end of the semester.

To be eligible for the Early Childhood Educator (ECE) bursary program, applicants must:

- Be enrolled at an approved public or private educational institution and program of study;
- Have Canadian citizenship or landed immigrant status with proof of B.C. residency;
- Demonstrate financial need;
- Achieve a satisfactory course standing of C or better; and
- Submit a copy of his or her student transcript or record of grades when the semester is over.

A total of 32 approved B.C. post-secondary educational institutions currently offer early childhood education (ECE) programs. Of those, four schools offer Aboriginal ECE programs. To date, 757 students have received the bursary to help them with the costs of furthering their education.

The Early Childhood Educators of BC established the ECE bursary program with support from the provincial government in April 2014. The total investment from government is now just over \$2 million.

Government's investment in the ECE bursary program is part of an ongoing commitment under the B.C. Early Years Strategy to give families more choice in a range of affordable, safe and high-quality child-care programs.

Quotes:

Stephanie Cadieux, Minister of Children and Family Development –

"As we continue to build more child-care spaces and support programs like full-day

kindergarten, StrongStart BC and a network of BC Early Years Centres, the need for passionate and hardworking early childhood educators continues to grow. Programs like the ECE bursary grants help to ensure that our youngest learners have the support they need to reach their full potential.”

Alexandra Hamilton, Childhood Education Bursary recipient –

“Being an adult student and a single mom, I didn’t know how I was going to get back into the workforce without support. The ECE bursary enabled me to return to school and pursue my passion for childcare. I could not have done it without this program!”

Carla Hees, president, Early Childhood Educators of BC –

“The ECE Student bursary continues to be a crucial support for many students who face a huge financial burden while attending post-secondary studies and helps them continue on their professional journey in Early Childhood Education.”

Quick Facts:

- Since November 2014, the Ministry of Children and Family Development has invested \$15.2 million to support the creation of 2,400 new licensed child-care spaces. An additional 1,850 new spaces are expected by late 2017, as part of government’s commitment to create 13,000 spaces by 2020. This builds on the more than 111,000 licensed child-care spaces that are currently funded throughout the province.
- To help with the costs of child care, the ministry provides Child Care Operating Funding directly to child-care providers to help them keep costs down so fewer costs are passed on to parents.
- The ministry invests up to \$119.9 million annually on the Child Care Subsidy program, which currently supports approximately 20,000 children and their families each month throughout B.C.
- Effective April 1, 2016, child support payments no longer influence eligibility for parents already receiving or applying for monthly child-care subsidies. This means that more B.C. parents will get additional help with the cost of child care each month.
- To further help with the costs of raising a young child, government introduced the new BC Early Childhood Tax Benefit in April 2015. The benefit provides \$146 million annually to approximately 180,000 families with children under the age of six years (up to \$55 a month per child).

Learn More:

For more information on the bursary program and how to apply, please visit:

www.ecebc.ca/index.php

The Early Childhood Educators of BC can also be reached toll-free at 1 800 797-5602, or by email: membership@ecebc.ca

To learn about becoming a licensed early childhood educator in British Columbia, please visit:

www.gov.bc.ca/earlychildhoodeducator

For information about applying for a student loan, please visit: www.studentaidbc.ca/

For more information about the BC Early Years Strategy, please visit:



NEWS RELEASE

For Immediate Release
2016EDUC0036-000766
May 13, 2016

Ministry of Education

Scotiabank now helping connect kids with \$1,200 education grant

SURREY – Parents, grandparents and guardians now have a new place to save for their child's future.

Minister of Education Mike Bernier announced today that the \$1,200 B.C. Training and Education Savings Grant is now available at Scotiabank's 126 British Columbia locations.

Bernier was joined by Scotiabank's BC and Yukon Region senior vice president Winnie Leong to officially launch the \$1,200 grant and help a young family sign up for a RESP.

Saving for post-secondary and skills training only takes three easy steps:

- Obtain a SIN for the eligible child;
- Open a RESP at a participating financial institution; and
- Apply for the grant.

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

Through Budget 2016, government is investing an additional \$39 million to extend the grant to eligible children born in 2006. The families of these 40,000 additional children will be able to apply for the grant in late 2016.

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

Quotes:

Mike Bernier, Minister of Education –

"Ten months after launching the B.C. Training and Education Savings Grant, more than 14,000 younger British Columbians have already received \$1,200 for their future, for a total of \$17.6 million. My hope is every eligible child in the province applies and receives this kick-start for their post-secondary and skills training."

Marvin Hunt, MLA for Surrey-Panorama –

"This is a tremendous opportunity for parents to plan for their children's education. It provides tomorrow's students with the widest possible options to pursue a career of their own choosing."

Winnie Leong, senior vice president, BC and Yukon Region, Scotiabank –

“Scotiabank is proud to work alongside the Ministry of Education to provide our customers with access to the B.C. Training and Education Savings Grant. Saving for your children’s future education costs can often feel overwhelming, and a registered education savings plan is one of the most effective ways to ease some of the stress. Scotiabank financial advisors can help to create a financial plan that works for every family’s unique needs.”

Navdeep Bains, parent of child eligible for the B.C. Training and Education Savings Grant –

“The B.C. Training and Education Savings Grant is a fantastic initiative by government to help parents jumpstart a savings program for their children’s post-secondary education.”

Quick Facts:

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

Learn More:

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

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

To find your local Scotiabank branch, visit: www.scotiabank.com

Media Contact:

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

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



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: Building Learning Together (BLT) Coalition of Community Partners
Meeting Location: Family Place
Meeting Time: May 12, 2016 at noon

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

Workshops and Research Regarding Early Intervention with Pre-School Aged Children:

This is an important topic because "Socioeconomically disadvantaged children are 2 to 3 times more likely to develop mental health problems. Early childhood interventions as well as a reduction in socioeconomic inequalities at a societal level are needed to improve mental health in childhood." (Reiss, 2013) as quoted by SFU Children's Health Policy Centre.

"Early interventions targeted toward disadvantaged children have much higher returns than later interventions." (Heckman, 2006) as quoted by SFU Children's Health Policy Centre.

We can assess progress by conducting a "State of the Child" Study and Report for Oceanside. 12 BC communities have done this data informed analysis. When the study was conducted in Nanaimo it included information from Island Health, food banks, rental information, demographics, School District, homelessness stats, community based information and living wage information. Partners considered the data to be rich, accurate and useful.

The Society for Children and Youth of BC is presenting the following workshop: *Changing Childhood & the Creation of Child Friendly Communities*. Dr. Roger Hart will be leading this workshop in Vancouver on June 1, 2016. <https://www.picatic.com/rogerhart>

Possible Goals for OBLT Coalition for Next Year:

- Repeat a "Pete the Cat" event
- Work with the Local Action Team (LAT) to promote early intervention
- Continue the Heart/Mind focus and link this to EDI information
- Continue to improve communication with kindergarten teachers and schools to assist in transition
- Look at Courtney/Comox and Calgary reads programs
- Promote continued sharing of resources so that "Every door is the right door" including developing a technology based 'virtual office' home site.

I'm Building our Bus Campaign:

Donations and help are needed to refit the 'new' WOW bus. All donations are welcome. Go to www.oblt.ca for more details.

Community Partner Updates:

- Career Centre – new programs for single parents on assistance. Project connect on Homelessness coming in October.
- Pacific Care – Nanaimo Teddy Bear Picnic at the kin hut (Departure Bay Beach) May 27
- SOS – Qualicum Family Day May 29 (Many community groups will be there). Tenancy program is being offered to prospective renters.
- Child and Youth Mental Health – Piloting a program for parents of younger children based on Connect Program (Attachment based).
- Vancouver Island Regional Library – Summer Reading Program theme – Book a Trip
- Heart/mind Interest Group – Summer student to help with this project. Next meeting to be determined
- Storybook Village – has been painted and prepped for spring/summer. Spring programs have started and summer activities will begin in July. See OBLT website for details.

Upcoming Dates for OBLT Coalition:

- Next meeting June 2 at noon at Family Place then Sept. 15 at noon
- OBLT and Community Partner Year End Celebration at Foster Park June 15 10-noon



Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: First Nations Advisory Committee
Meeting Location: Winchelsea Place
Meeting Time: Monday May 16, 2016 - 12:30 pm

Committee Report:

- Preparations are well in hand for the First Nations Year End Celebration to be held on June 2nd at 6 pm at the Parksville Community and Conference Centre. Everyone is welcome. The graduating students will receive their graduation shawls which they are all creating now for this big event
- New Curriculum Implementation Day held at the end of April which featured a workshop on the Aboriginal/Indigenous content that is now embedded in the K-12 program was a resounding success and sold out.
- For next year the Liaison Workers will identify their expertise as it relates to the new curriculum and will be to go to any school one day of the week to cover a topic. This may lead to better planning for the liaison workers who get requests on a more adhoc basis now.
- Colleen will be taking six Bowser, six Nanoose Bay, and two Springwood Elementary students to Ladysmith this weekend for the Hul'qumi'num Language event hosted by the Cowichan School District. Last year the Nanoose Bay Elementary students placed second in the singing event.
- May 25th is Cultural Day at Bowser Elementary. They will gather around the new fire pit area for stories and cedar rose building.
- Carrie has created two books on the experience of her relatives at the residential schools for use in the classroom
- Tribal Journey will take place in July.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Establishment of Performance Assessment Committee (June 24, 2014)</p>	<p>Senior Staff</p>	<p>In abeyance pending Ministry of Education's review of assessment, evaluation and reporting</p>	<p>In abeyance</p>

SCHOOL DISTRICT NO. 69 (Qualicum)
2015 Carbon Neutral Action Report

This is the 2015 Carbon Neutral Action Report for School District No. 69 (Qualicum). This report contains our 2015 emissions profile, offsets purchased, the actions we have taken in 2015 to reduce our GHG emissions and our plan to continue reducing emissions in 2016 and beyond.

By June 30 School District No. 69 (Qualicum)'s final CNAR will be posted to our website at www.sd69.bc.ca

Executive Summary:

The district concluded the creation of a Board wide Strategic Plan in 2013. This plan included the following items which are applicable to emission reduction:

- Under values: "Social responsibility and environmental sustainability" and "Innovation as a means of ensuring that we respond and adapt to a changing world and new understandings".
- As a Guiding Principle: "Stewardship of the public investment in education in our community is crucial – this requires an unwavering commitment to fiscal responsibility and allocation of resources based on identified needs and strategic priorities." We see this guiding principle as including environmental stewardship as part of fiscal responsibility.

In 2014 the district concluded with a Framework for Action which included specific items the district embarked upon to meet the goals of the strategic plan.

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5 year capital plan and our Annual Facility Grant projects. In 2015, the district completed the following projects which will directly reduce carbon emissions:

- Through the replacement of end of life buses, the district chose to replace one with a propane bus. The district plans to continue evaluating every bus replacement and consider whether to purchase propane over diesel buses. We also continue to review the size of buses required in order to conserve energy.
- Engineering studies for boiler replacements were performed on three sites. In 2015 the District received funding to support 2 of the 3 replacements and will be going forward on those upgrade projects to replace the old boilers with high efficiency units.
- During summer 2015 the District did a replacement of the old boilers at Oceanside Elementary and installed high efficiency ones. This site runs on gas and we should now see a considerable reduction of our consumption.
- The district is continuing to make significant improvements to one of our isolated sites by finding ways to use less energy and alternate energy. Currently this site is reliant on energy produced by a diesel generator, by replacing the systems batteries and converter with new ones we are increasing the efficiency of the system overall, i.e. reducing the amount of energy lost. The district has also recently installed solar panels which decrease our dependence on the usage of diesel generator power. We also continue to work with local groups to investigate alternative energy solutions which may further reduce or eliminate the use of a diesel generator in the future.

Energy conservation continues to be a goal for the district. Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures with low flow units. These are all part of day to day operations.

**SCHOOL DISTRICT NO. 69 (Qualicum)
2015 Carbon Neutral Action Report**

Emissions and Offsets Summary:

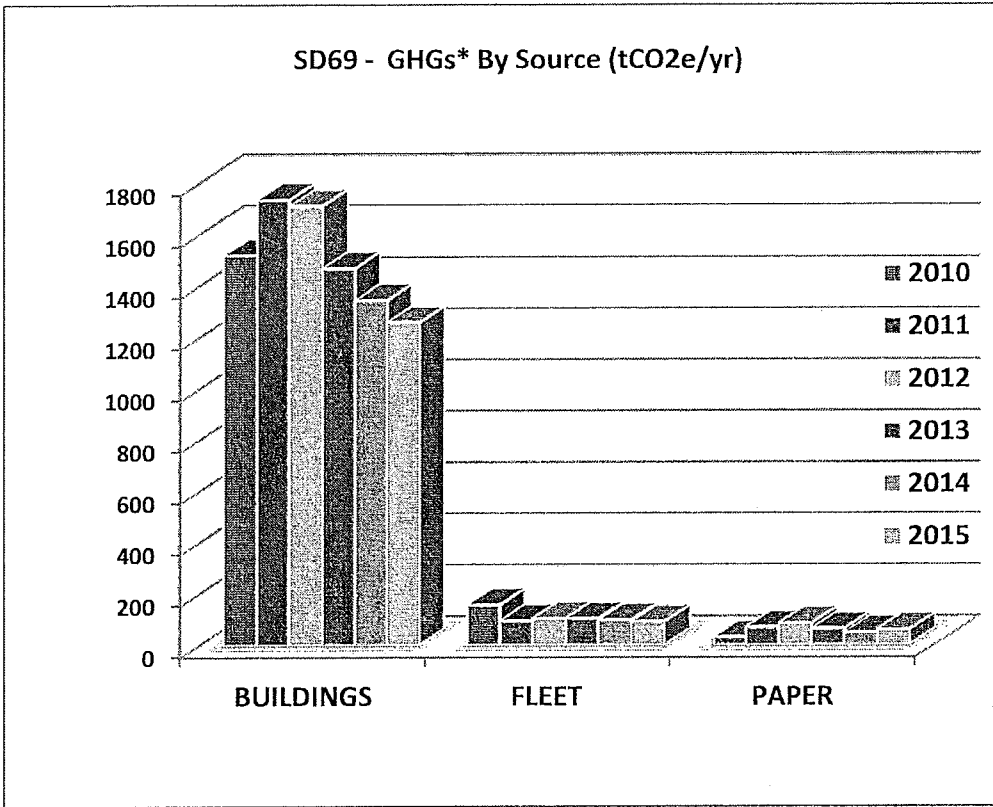
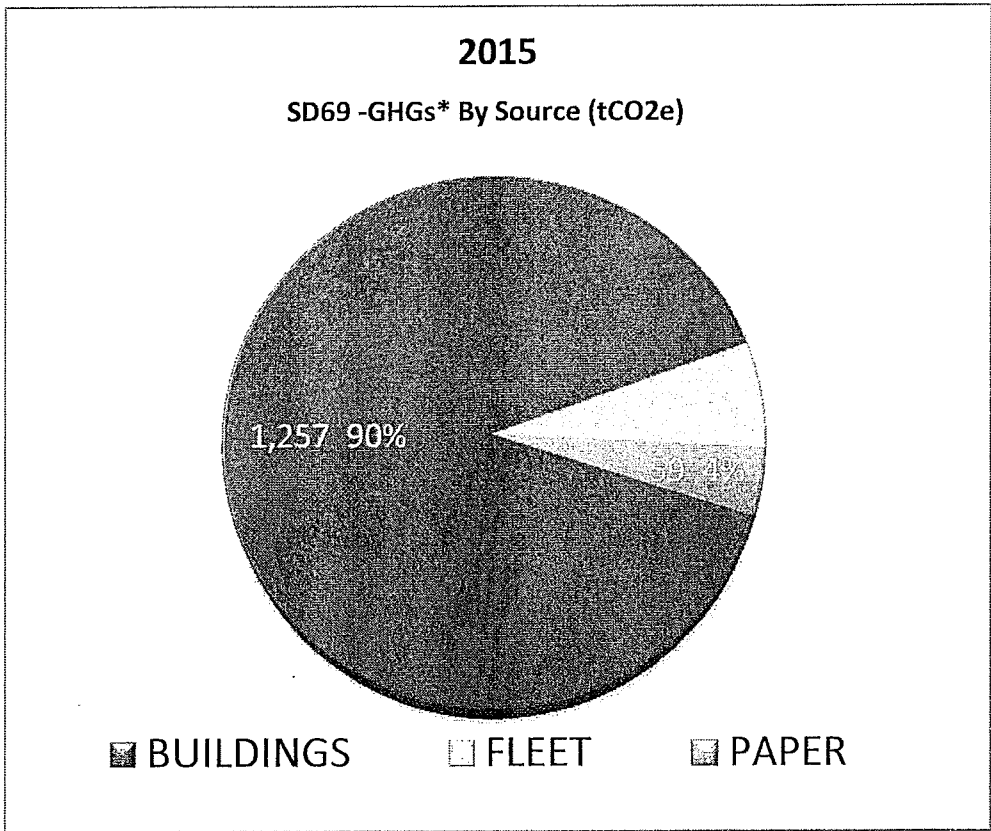
School District No. 69 (Qualicum) Emissions and Offsets (tCO₂e)			
GHG Emissions created in calendar year:	2015	2014	2013
Total Emissions	1,876	1,953	2,206
Total Offsets for the Reporting Year	1,406	1,487	1,633
Prior Year Adjustments (tCO ₂ e)	0		
Net 2015 Offset Requirements (tCO ₂ e)	1,406		

In 2015, School District No.69 (Qualicum) paid \$39,086.25 to purchase offset credits. The District maintains a bus fleet for which offsets were not purchased. As required by section 5 of the Carbon Neutral Government Regulation, 558.71 tCO₂e of emissions resulting from the operation of school buses were reported as part of our greenhouse gas emissions for 2015. However, they were not offset as they are out of scope under section 4(2)(c) of the Carbon Neutral Government Regulation.

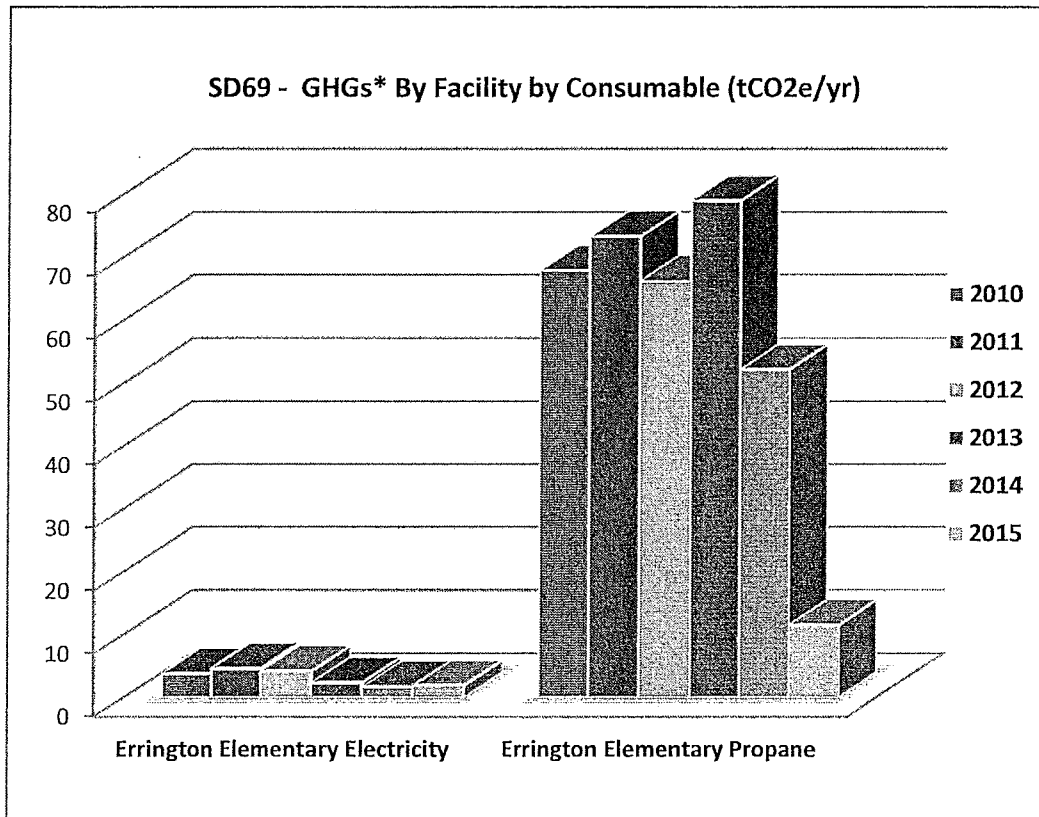
Signature MAY 30, 2016
Date

Name (please print) Title

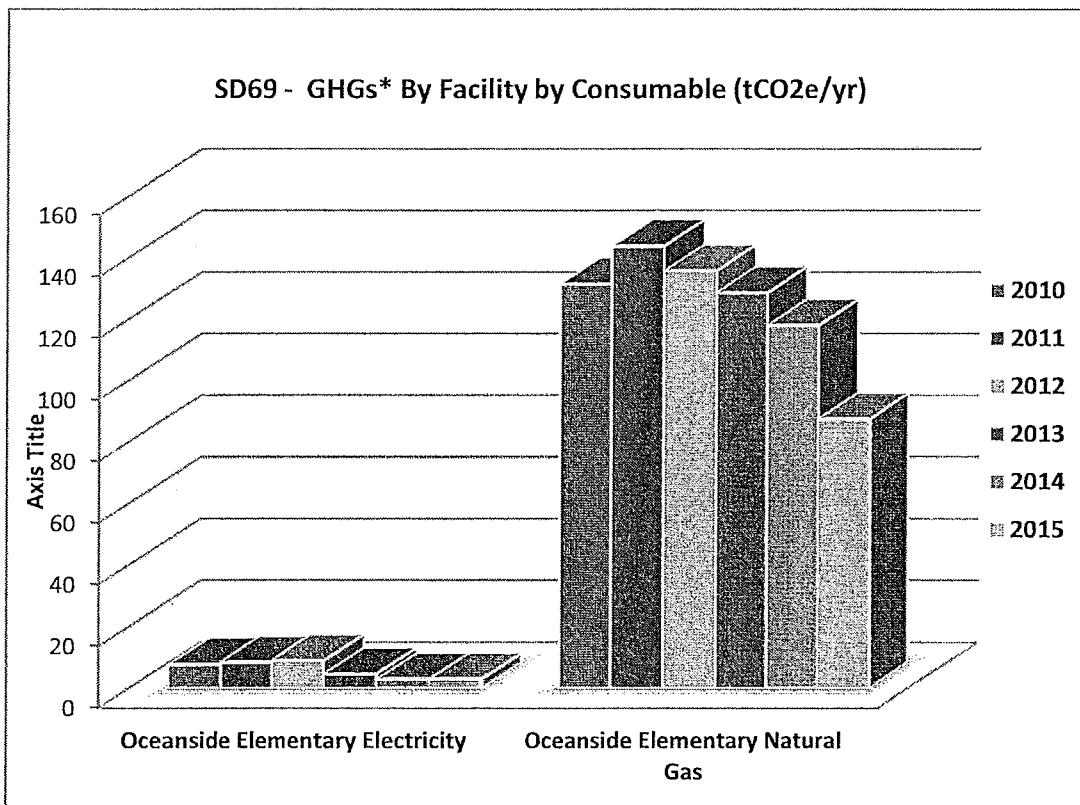
Attached: Charts of GHG Emissions by Source



NOTE: GHG* = Emissions requiring offset purchases.



Errington Boiler replacement - Summer 2014



Oceanside Boiler replacement - Summer 2015

CAPITAL PROJECTS: TENDERING, PURCHASE AND DISPOSAL



The Board of Education authorizes the Secretary Treasurer to act on behalf of the Board in all matters relating to the capital construction, purchase and disposal of lands or improvements.

The Board of Education further recognizes its responsibility to develop and implement and administrative procedures with respect to tendering for services and the disposal of land or improvements.

The Board of Education recognizes its responsibility to carefully manage public funds and therefore requires that fair and transparent processes be developed, implemented and regularly reviewed to ensure best value to the Board for both tendering and disposal.

Reference(s):

Administrative Procedures: Capital Projects: Tendering, Purchase and Disposal

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

CAPITAL PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Page 1 of 3

I. AUTHORITY

1. The Secretary Treasurer or his/her designate is authorized to approve the expenditure of funds within approved Capital Budgets for all project work.
2. The Secretary Treasurer or his/her designate will have authority to accept and approve individual change orders to capital projects, providing that funds are available.
3. The Secretary Treasurer shall report to the Board, for information, capital expenditures which are of significance and of public import whereby the resulting expenditure has an affect of enhancement of the district's capital facilities.

II. TENDERING

1. All projects having an estimated value in excess of \$50,000.00 that would be funded through the Capital Plan or Local Capital budget shall be subject to a full public tender and tendered as a "Stipulated Sum Contract".
2. Projects having an estimated value of up to \$50,000.00 may be handled by selective tenders from a minimum of three bidders if possible. Only bidders appropriately qualified to perform the work or provide the service should be considered. Full tender documentation would not be required in this instance.
3. All invitations to tender shall be circulated as widely as possible.
4. Invitations to tender shall be open for a minimum of fifteen working days from the date the invitations were made public.
5. All tenders shall be submitted on the documentation provided and in a sealed envelope clearly marked "Tender: Do Not Open". Tenders submitted by facsimile and received by tender closing will be accepted.
6. Tenders received shall be clearly marked with the date and time of receipt and held unopened until the official tender closing. Tenders received after the tender closing time shall be marked "Late Tender", remain unopened and returned to the bidder by the Secretary Treasurer or his/her designate.

III. OPENING OF TENDERS

1. The Board shall be made aware of all tender closings.
2. The Board shall be represented at the opening of tenders by the consultant, if applicable, Secretary Treasurer or designate, and the Properties Department designated contact person.
3. The consultant shall submit a written recommendation regarding the award of contract within forty-eight hours following the close of tenders.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

CAPITAL PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Page 2 of 3

4. The lowest qualified tender received, that is supported by a recommendation from the consultant shall form the contract, providing that it is within the budget approved.
5. Tenders funded from a Capital Plan must receive Ministry of Education approval.
6. To award a contract to other than the low bidder, it must first be approved by the Board and supported by a written recommendation from the Secretary Treasurer or his/her designate, giving full justification for the recommendation.

IV. PROJECT ARCHITECTS

1. The Architect may be used for projects having an estimated value up to \$500,000.00, without inviting other proposals.
2. Projects having an estimated value over \$500,000.00 require that proposals be requested from at least three appropriately qualified Architects.
3. Architects to be appointed for projects valued over \$500,000.00 require approval from the Board supported by written recommendations from the Secretary Treasurer or designate.
4. Selection of the successful Architect will be based on the following criteria and reference checking by the Secretary Treasurer or designate.
 - (a) Demonstrated ability to discern and translate the educational philosophy and programme needs of the project into the design.
 - (b) Comprehension and analysis of potential problems, strengths and weaknesses of the building or of the site.
 - (c) Awareness of the time factors involved in school projects and one established in co-operation with the Board, a commitment to adhere to the schedule.
 - (d) Creativity in design.
 - (e) Previous experience in building schools and awareness of teaching techniques and methodology.
 - (f) Structural, mechanical and electrical engineering capability.
 - (g) Supervision of construction: frequency of visits to the job site and specialist supervision.
 - (h) Any criteria unique to the project and approved by the Board.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

CAPITAL PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Page 3 of 3

V. DISPOSAL OF CAPITAL ASSETS

1. Prior to disposing of any land, buildings, leases, rights-of-way and easements, the Board shall in each such case:
 - a. consider the future educational needs of the school district and the effect of the disposal of same.
 - b. dispose of the land, building, lease, right-of-way or easement by public meeting or public tender with or without accepting any offers or the highest offer;
 - c. dispose of the land, building, lease, right-of-way or easement at the fair market value.
2. Fair market value in the disposal of any land, building, lease, right-of-way or easement shall be determined by a professional appraisal obtained at the direction of the Board and consideration for such value may be comprised of cash, trade, barter or otherwise.
3. The Board shall pass a bylaw authorizing the disposal of any land, building, lease, right-of-way or easement authorizing the disposal of same prior to the disposal.
4. Once the Board has disposed of any land, building, lease, right-of-way or easement, the Board shall provide the Minister of Education with:
 - a. a copy of the authorizing bylaw; and
 - b. written notification of the disposition and allocation of the proceeds of the said sale as required under Section 100 (2) of the *School Act*.

References:

- Board Policy 4001: Capital Projects: Tendering, Purchase and Disposal
- School Act

**NEW/REPURPOSED FACILITIES
(MERGING OF POLICIES 4005, 4025 AND 4060)**



The Board of Education believes that the collaborative approaches applied in other areas of School District 69 work should also be utilized in planning for new/repurposed facilities and/or major additions to existing facilities.

The Board of Education believes that it is preferable that School District 69 facilities be named after places of local historical or geographical prominence.

The Board of Education expects that all new School District 69 facilities shall have an official opening ceremony carried out within a consistent set of procedures.

Reference(s):

Administrative Procedures: New/Repurposed Facilities

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

NEW/REPURPOSED FACILITIES (MERGING OF REGULATIONS FROM POLICIES 4005, 4025, 4060)

Page 1 of 2

I. PLANNING (NEW FACILITIES/MAJOR ADDITIONS)

- a. Prior to sketch plans being initiated, a consultation meeting shall take place with the Architect, Principal, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community, Secretary Treasurer, Superintendent of Schools, Assistant Superintendent, or their designates, and Trustees.
- b. From the initial consultation meeting, a Building Project Planning Committee shall be established. The Trustee representative on the Building Project Planning Committee shall regularly report to the Board on the progress of the project until completion.
- c. Consultation with the Building Project Planning Committee shall continue through the working drawings stage to ensure that all requests are considered in the plans and that all specifications are within Ministry of Education guidelines.
- d. The Building Project Planning Committee shall consider all requests which are submitted for inclusion in the design of the new school/facility.

II. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new or repurposed facility.
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. The final decision shall remain the responsibility of the Board.

III. OPENING CEREMONIES

- a. A formal request shall be made to the Minister of Education to officially name and open that facility, in accordance with Section 73(1) of the *School Act*.
- b. There shall be an official opening of all new or repurposed facilities within three months of their completion.
- c. A date for the official opening of the school or facility shall be set in consultation with the Board of Education, staff and partner groups.
- d. A plaque shall be prepared for the official opening which will contain the following information:
 - i. Trustees serving on the Board at the time the tender for the building was let.
 - ii. Ministry official or other dignitary who is invited to open the school.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

NEW/REPURPOSED FACILITIES

(MERGING OF REGULATIONS FROM POLICIES 4005, 4025, 4060)

Page 2 of 2

- iii. The names of the Superintendent of Schools and the Secretary Treasurer holding office at the time of the tender of the building.
 - iv. Date of the official opening.
 - v. The name of the Architect involved in the construction of the facility.
- e. Cost incurred for refreshments at an official opening shall be at the Board's expense.
- f. Former trustees involved in the planning stages of the facility, the parents of students attending the school, other members of the community, public officials and the media shall be invited to the official opening.

References:

Board Policy 4005: New/Repurposed Facilities

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 1 of 4

PURPOSE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures are to ensure there is no additional cost attached to the school district's budget.

PROCEDURES

1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.

2. The Board of Education has established the following user priority for the use of school facilities and equipment:

a. **School Programs:**

School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.

b. **Youth Programs:**

i. **Volunteer Instructors**

Groups operating solely for youth under 18 and where they use volunteers to organize and teach activities. Eg. Scouts, Girl Guides, district youth sports associations, etc.

ii. **Paid Instructors**

Groups operating solely for youth under 18 and where paid instructors organize and teach activities. Eg. RDN Recreation Commission programs

c. **Non-Profit Organizations/Adult Recreation Groups:**

Groups which have paid instructors or organizers for activities and all adult groups.

d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

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

3. **Applications:**

a. All applications are processed by the School District's General Manager of Operations.

b. Applications must be made at least 21 days prior to the event taking place.

c. The applicant must receive a booking confirmation from the General Manager of Operations prior to using a district facility (*approval from a school principal is not valid.*)

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 2 of 4

4. **Bookings:**

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

5. **Rental Fees:**

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

6. **User Responsibilities:**

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

7. **Supervision:**

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 3 of 4

- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or his/her designate.
 - c. All groups using school facilities shall:
 - i. identify to the custodian the individual appointed by the organization who is responsible for the group
 - ii. provide adequate security for the area being rented and proper supervision of participants
 - iii. comply with Board administrative procedures and direction from the custodian
- 8. Cancellation:**
- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
 - b. The Board reserves the right to terminate any approved rental agreement.
 - c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
 - d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.
- 9. Insurance and Liability:**
- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
 - b. Proof of liability coverage must be provided upon application.
 - c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
 - d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

SCHEDULE A
HOURLY RATES FOR RENT OF FACILITY

MONDAY TO FRIDAY

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

WEEKEND/STATUTORY HOLIDAY

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

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SPORTS/GROUNDS AREAS AND SCHOOL SITE PLAYGROUNDS

Page 1 of 1

PURPOSE

The Board of Education believes that sports/grounds areas and school site playgrounds contribute significantly to the overall physical development of the child and should be built in collaboration with the community, parents, support staff and teachers from the school involved.

PROCEDURES

1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the ~~Operations & Maintenance Department~~ **General Manager of Operations** for review as to appropriate construction methods and to the Health and Safety Committee for review.
2. The ~~Operations & Maintenance Department~~ **General Manager of Operations**, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
3. The ~~Operations & Maintenance Department~~ **General Manager of Operations** will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.
4. The ~~Operations & Maintenance Department~~ **General Manager of Operations** and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.
5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. Work site to meet all Workers Compensation Board regulations and be subject to spot inspections.
7. Site will be subject to inspection by all applicable Inspection Authorities at any time.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

LASQUETI ISLAND TEACHERAGES (HOUSING)

Page 1 of 1

PURPOSE

The Board of Education acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.

PROCEDURES

1. The use of teacherages shall be administered by the Secretary Treasurer.
2. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
3. The Board shall determine and fix the rent to be charged in respect of each unit of housing accommodation by dividing the total estimated expenses of the housing accommodation, including:
 - a. amounts payable by the Board for interest and principle
 - b. taxes and other levies
 - c. service and charges
 - d. repairs and maintenance and
 - e. other operational charges expendituresby the number of housing accommodation, whether occupied or not.
4. Terms and Conditions
 - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
 - b. The project annual rent will be calculated over a ten month time period.
 - c. The rent shall be paid by the teacher through payroll deduction
 - d. Teaching staff will be refunded for any monthly unused portion of the annual rent.
5. The teacher to whom the teacherage is let shall reside in the teacherage.
6. The teacher shall not sub-let the teacherage or any part thereof.
7. The teacher shall be responsible for telephone services and operational costs in Item 3.
8. The Board shall supply electricity, water and sewer at no charge.
9. Maintenance of Board-owned appliances shall be the Board's responsibility.
10. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.
11. The teacher shall vacate the teacherage on termination of his/her teaching assignment.

Reference:

Section 105(2), School Act

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SECURITY OF PROPERTY AND ASSETS

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PURPOSE

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

SECURITY

1. The Operations and Maintenance Department shall:
 - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
 - b. Be responsible for providing keys to district office staff as required.
 - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
 - d. Ensure that District alarm systems are properly maintained and monitored.
 - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.

2. Each Principal or designate shall:
 - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
 - b. Ensure his/her staff are aware of the opening and closing procedures and aware of this policy.
 - c. Maintain an up-to-date registry of all keys within his/her jurisdiction.
 - d. Maintain a daily register of building entries after hours.

3. Staff members shall:
 - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
 - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
 - c. Enter name and details of visit in register, giving time of entry and departure.
 - d. Upon departure ensure that:
 - i. there are no persons in the building
 - ii. the alarm system is activated
 - iii. the building is secure

4. The Monitoring Service shall:
 - a. Monitor district alarm systems.
 - b. Report all fault (trouble) alarms to the Operations and Maintenance Department.
 - c. In the first instance report all fire alarms to the relevant fire hall and then to the Operations and Maintenance Department emergency phone number.
 - d. Report all intruder alarms to the district security runner service.
 - e. Report all personal panic alarms to the district security runner service.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SECURITY OF PROPERTY AND ASSETS

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- f. Report all high water-high sewer alarms in the first instance to the district security runner service and then to the Operations and Maintenance Department emergency phone number.
 - g. Report all buildings with low temperature alarms to the Operations and Maintenance Department emergency phone number.
5. The District Security Runner Service shall:
- a. Respond to alarm calls from the monitoring service.
 - b. Respond to calls from designated district staff for emergent work.
 - c. Send regular reports to the Operations and Maintenance Office.
6. Access to district facilities during non-operating hours is restricted to authorized school district employees.
7. Authorized access is granted by the Secretary Treasurer or designates (principal, vice-principal).
8. Staff wishing to access the school during Christmas, Spring or Summer breaks must confirm with the General Manager of Operations or designate to ensure there will be no conflict with the safety, security, planned maintenance or renovation projects.. Facility uses must be scheduled and booked as per Administrative Procedure – Rental and Use of School Facilities and Equipment.
9. A key control system is to be established by district administration in accordance with administrative procedures approved by the Board.
10. Community Use
- a. Keys will be issued by the Operations and Maintenance Department Office for:
 - i. facilities use as required and returned after use is complete.
 - ii. joint use through the District 69 Recreation Commission.
11. Lost Keys
- Individuals or groups who lose a key may, as required to maintain the security of district assets, be subject to either of the following at the discretion of the General Manager of Operations:
- a. \$50.00 charge.
 - b. actual cost of re-keying any or all buildings.
12. Any person not complying with proper entry procedures, which results in a runner service callout, will be held responsible for absorbing the cost incurred by the District, and will be invoiced by School District 69 (Qualicum). A first warning will be provided before invoicing for cost recovery.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SECURITY OF PROPERTY AND ASSETS

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13. ~~General distribution of Keys:~~
- a. ~~District Grand Master Keys:~~
Superintendent of Schools, Secretary Treasurer, Assistant Secretary Treasurer, Assistant Superintendent, Director of Instruction, Operations & Maintenance Manager, Transportation Manager, Information Technology Services Manager, Operations and Maintenance Staff, Fire Department, B.C. Hydro, R.C.M.P., Security Patrol, Custodial Staff, Information Technology Staff and Operations & Maintenance Spares.
 - b. ~~District School Board Office:~~
Trustees and support staff.
 - c. ~~Schools:~~
 - i. ~~School Master Keys:~~
Principal, Vice Principal(s), and other staff as approved by the Principal
 - ii. ~~School Entry/Alarm:~~
To be distributed by the Principal or designate
 - iii. ~~School Internal Designated Areas:~~
(Zones) to be distributed by the Principal.
 - d. ~~Transportation/Maintenance Facility~~
 - ~~As assigned by the Operations and Maintenance Manager~~
 - ~~Custodial staff keys will be assigned by the Operations and Maintenance Manager or designate~~

DAMAGE TO BUILDINGS AND EQUIPMENT

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

1. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
2. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
3. The Properties Department shall assess the cost of repair and/or replacement.
4. The Secretary Treasurer will ~~will~~ **may** invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board of Education. If the invoice is not paid within thirty (30) days, the parents or guardian will then be invoiced for the cost of the damage.
5. **This does not limit School Protection Branch from further civil action.**
6. In special circumstances, a student may negotiate school/community service as a form of compensation.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4014

VIDEO MONITORING

Page 1 of 1

The Board of Education believes that schools and other work sites should be safe and secure environments for students, staff, parents and community members. In order to ensure safety and to protect district property from theft or vandalism, the Board of Education supports the judicious use of video monitoring systems in the District.

The Board of Education also believes that the privacy of individuals should be protected and therefore the use of video monitoring must be strictly controlled by Administrative Procedures in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPP Act) guidelines.

References:

The School Act, Sections 74-01

Freedom on Information Protection of Privacy Act

Board Policy 4014: Video Monitoring

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

VIDEO MONITORING

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1. **Written Policy**

- a. Each site using video monitoring systems shall prepare written procedures consistent with Board policy and the administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP Act).
- b. All staff shall be made aware of the policy and administrative procedure.
- c. Policies and administrative procedure will be made available through the District website.
- d. All policies and administrative procedures shall be subject to review on a regular basis at each site.

2. **Camera Location, Operation and Control**

- a. The installation of new and permanent video monitoring equipment at a school may only occur if the ~~School Planning Council (SPC)~~ **Parent Advisory Council (PAC)** approves.
- b. Cameras shall only be installed in identified public areas.
- c. Areas chosen for monitoring shall be where monitoring is a necessary and viable deterrent.
- d. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, staff rooms.
- e. Cameras shall not be directed so as to monitor private property.
- f. Only authorized personnel shall have access to the video monitoring equipment.

3. **Protection of Information and Disclosure**

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and destruction of recorded images shall be consistent with Board Policy No. 9004.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.
- d. Disclosure of information shall be consistent with the FOIPP Act.

4. **Public Awareness**

- a. The public shall be made aware of the existence of video monitoring by signage at visible points.

5. **Audits**

- a. The use of video monitoring systems shall be subject to audit at all times by both school and district administrative staff.
- b. The Office of the Information and Privacy Commissioner may conduct periodic audits of video monitoring systems.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

VIDEO MONITORING

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6. **Review**
 - a. Under the terms of the School Act, the Board must conduct an annual review that assesses whether the installation and operation of video monitoring equipment is accomplishing the purposes set out in the opening paragraph of the policy statement.

7. **Use of Information Collected**
 - a. Use of video monitoring in the District shall at all times comply with the FOIPP Act guidelines for the collection of information.
 - b. Video monitoring may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research (i.e. the nature of area usage, traffic patterns, or particular camera systems).

8. **Access to Personal Information**
 - a. Individuals subject to video monitoring have the right to request access to recorded images under Section 5 of the FOIPP Act.

References:

Board Policy 4014: Video Monitoring

The School Act, Sections 74.01

Freedom on Information Protection of Privacy Act



RECYCLING SUSTAINABLE PRACTICES

The Board of Education recognizes the importance of environmental sustainability in meeting the needs of the present generation without compromising the ability of future generations to meet their own needs. The Board acknowledges that environmental sustainability is a joint responsibility of Trustees, **Senior Staff, Principals/Vice Principals**, administrators, teachers, students and support personnel.

The Board of Education defines Sustainable Practices as those business and individual practices that minimize energy, waste and water consumption, resulting in utility cost savings and a smaller carbon footprint for the school district through initiatives aimed at creating a culture of conservation, guided by the three R's of sustainability: reduce, reuse and recycle.

The Board supports opportunities for the school district to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions.

The Board is committed to environmental sustainability and ensures that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Board authorizes the Superintendent of Schools and the Secretary Treasurer to establish **administrative** procedures in support of the goals of this policy.

The Board is committed to the following guiding principles:

- A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- The review and continuous improvement of the school district's energy management plan within the financial resources available.
- The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment.
- The encouragement of students and staff to be aware of the Sustainable practices policy and associated administrative procedures.
- Communicating environmental sustainability initiatives, and consulting, where appropriate, with partner groups on the implementation of new initiatives.
- The encouragement of students and staff to be cognizant of their energy use and material consumption.
- The integration of environmentally sustainable considerations into the operations and business decisions of the school district.
- The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.

References:

Administrative Procedure: Sustainable Practices
Sustainable Schools Best Practices Guide, Ministry of Education



RECYCLING SUSTAINABLE PRACTICES

The Board of Education believes in the need to develop environmental responsibility and to preserve resources, and supports the need for recycling initiatives.

REGULATIONS

1. ~~All district and school staff shall participate in a fine paper recycling program by reducing the amount of paper used, reusing where possible, and recycling fine papers following the guidelines of the program.~~
2. ~~The district wide paper recycling program shall be maintained at the School Board Offices and at schools and they shall be equipped with the following items that support the collection of fine paper for recycling:
 - a. ~~A blue box for each collection area/classroom;~~
 - b. ~~A two wheeled tote for collecting materials from blue box.~~~~
3. ~~Administrators shall encourage participation and involvement of all staff and students in the recycling program and identify volunteer site contacts to be in charge of the building recycling programs.~~
4. ~~Site contact persons shall make themselves known to the Custodial Services Department which will coordinate a district wide collection of paper and inform sites of collection dates.~~
5. ~~Site contacts shall ensure that paper from individual areas within buildings is collected or deposited in totes prior to collection day.~~
6. ~~Site contacts shall ensure that totes are easily accessible for pick-up on collection day.~~
7. ~~A regular district wide collection will take place not less than once per month.~~
8. ~~As part of the recycling program, the staff is encouraged to discuss with students the need to reduce, reuse and recycle.~~
9. ~~Administrators responsible for purchasing shall, where possible, purchase:
 - a. ~~Products made from recycled or post-consumer waste.~~
 - b. ~~Copy paper that is not coloured, or unbleached.~~~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

SUSTAINABLE PRACTICES

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ENVIRONMENT

1. It is the collective responsibility of all district personnel to educate students such that they will develop an innate responsibility to conservation, both inside and outside of the school district.
2. The fulfillment of this mandate is the joint responsibility of the Board of Education, Senior Staff, Principals/Vice Principals, teachers, students and support personnel. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
 - a. Integration of environmentally sustainable considerations into the school district's business decisions related to:
 - Lighting
 - Heating, ventilation, air conditioning systems
 - Renovation and new construction
 - Recycling programs
 - b. Purchasing policies that encourage suppliers to meet or exceed the district's environmental management standards.
 - c. Mechanisms to regularly assess and continually improve the district's environmental sustainability performance.
3. The General Manager of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
4. The General Manager of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
5. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the General Manager of Operations.
6. Teachers and support staff will use a variety of curricular materials to provide the opportunity for students to participate in energy management initiatives.
7. The District shall encourage the use of an environmental theme, at every level, as a focus for integrating existing curriculum.
8. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

SUSTAINABLE PRACTICES

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9. The District shall support learning activities that utilize a wide range of appropriate environmental field trips.

References:

Board Policy 4100: Sustainable Practices

Sustainable Schools Best Practices Guide, Ministry of Education