



**REGULAR BOARD MEETING AGENDA**

TUESDAY, JUNE 27, 2017

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: May 23, 2017 p 1-7
- b. Approval of the Special Board Meeting Minutes: May 16, 2017 p 8-11
- c. Ratification of In Camera Board Meeting Minutes: May 16, 2017 p 12
- d. Ratification of Special In Camera Board Meeting Minutes: May 12, 2017 p 13
- e. Reports from Board Representatives to Outside Organizations
  - Oceanside Building Learning Together Coalition – Trustee Young p 14
  - Curriculum Implementation Advisory Committee – Trustee Young p 15
- f. Status of Action Items - June 2016 p 16

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of June 27, 2017, as presented (*or, as amended*).

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

- a. **Assessment, Evaluation, Reporting Committee** *(Gillian Wilson)*

6. **BUSINESS ARISING FROM THE MINUTES**

7. **TRUSTEE HIGHLIGHTS**

8. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**

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

10. **DISTRICT PARENTS ADVISORY COUNCIL**

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11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD** (10 MINUTES)
12. **ACTION ITEMS**
- a. **2017-18 Enhancing Student Learning – School Plans** (Rollie Koop)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the 2017-18 *Enhancing Student Learning - School Plans* as reviewed by members of the Board at each school between June 5 and June 16, 2017.
- b. **Annual 5-Year Capital Plan** (Ron Amos)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the Annual Five Year Capital Plan as presented.
13. **INFORMATION ITEMS**
- a. **Educational Programs Update** (Gillian Wilson)
- b. **Education Planning Update** (Rollie Koop)
14. **CORRESPONDENCE ATTACHED**
- a. **Vancouver Island University Student Teacher Placements** (Rollie Koop) p 17
15. **POLICY/ADMINISTRATIVE PROCEDURE** (Chair Flynn)
- a. **Board Policy 6065: Recognition of Retirement and Long Service** p 18  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of June 27, 2017.
- b. **Board Policy 6033: Employee Health, Wellness and Attendance** p 19  
*(merges with Board Policies 6031: Staff Attendance and 6032: Return to Work)*  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 6033: *Employee Health, Wellness and Attendance* at its Regular Board Meeting of June 27, 2017.
- c. **Administrative Procedure: Recruitment & Selection of Exempt Staff** p 20-21  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Recruitment and Selection of Exempt Staff* at its Regular Board Meeting of June 27, 2017.
- d. **Board Policy 6033: Vacation Extensions-Teachers** p 22  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 6033: *Vacation Extensions – Teachers* at its Regular Board Meeting of June 27, 2017.

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- e. **Administrative Procedure to Board Policy 5010: Communicating Student Learning** p 23-25  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revisions to the Administrative Procedure to Board Policy 5010: *Communicating Student Learning* at its Regular Board Meeting of June 27, 2017.
- f. **Administrative Procedure: Criminal Records Search** p 26-27  
*(Previously Board Policy 6011)*  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revisions to the Administrative Procedure: *Criminal Records Search* at its Regular Board Meeting of June 27, 2017.
- g. **Administrative Procedure: Leave of Absence: Community Service/ Public Office** p 28-29  
*(Previously Board Policies 6030.9 and 6055)*  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Leave of Absence: Community Service/ Public Office* at its Regular Board Meeting of June 27, 2017.
- h. **Policy 6190: Workplace Bullying and Harassment (Including Sexual Harassment)** p 30-31  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revisions to Board Policy 6190: *Workplace Bullying and Harassment (Including Sexual Harassment)* and its attendant Administrative Procedure at its Regular Board Meeting of June 27, 2017
- i. **Rescinding of Policies** p 32-33  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policy at its Regular Board Meeting of June 27, 2017:
- 7030: *Suspension of Students (incorporated into 7001: Student Discipline)*
16. **TRUSTEE ITEMS**
- a. **DRAFT 2017/18 Board Meetings Schedule** (Chair Flynn) p 34-35
- b. **Update to Trustee Handbook** (Chair Flynn) p 36
17. **NEW OR UNFINISHED BUSINESS**
18. **PUBLIC QUESTION PERIOD**
19. **ADJOURNMENT**



**2. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes: April 25, 2017
- b. Ratification of In Camera Board Meeting Minutes: April 18, 2017
- c. Approval in Principal for a Kwalikum Secondary School student field trip to Japan in March 2018.
- d. Reports from Board Representatives to Outside Organizations
  - Curriculum Implementation Advisory Committee – Trustee Young
  - District French Advisory Committee – Trustee Gair
  - Indigenous Education Advisory Committee – Trustee Young
- e. Status of Action Items- May 2017

**17-40R**

*Moved:* Trustee Gair      *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 23, 2017, as amended.  
**CARRIED UNANIMOUSLY**

**5. DELEGATIONS AND PRESENTATIONS**

- a. **Update on Island Health's Response to Overdose Crisis**  
 Dr. Hasselback, Island Health, provided the Board with an update on the island health's response to the overdose crisis, noting it is generally not a school-aged population they are working with.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS****Trustee Young**

- The success of the TedX presentation on sustainability and innovation hosted by Ballenas on May 13, 2017. The presentations are available on YouTube.

**Trustee Gair**

- Interviewing of Kwalikum and Ballenas Secondary student candidates for the District Scholarship.

**Trustee Kurland**

- Field trip with Bowser students to the Bar to watch a case being argued, which included an interactive visit from Justice Susan Griffin.

**Trustee Flynn**

- Grad transition interviews of graduating students at Kwalikum Secondary School.

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

Norberta Heinrichs, President, commented on the following:

- The MATA AGM/Retirement Dinner which included an address from the 2<sup>nd</sup> Vice President of the BC Teachers Federation, Cling Johnson. She then shared the outcome of the MATA Election.
- May 19<sup>th</sup> Professional Development Day – The Pro-D Committee worked hard to engage their colleagues by providing learning opportunities to meet the needs of every individual and keeping professionals engaged and cognizant of what was relevant and autonomous.

9. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**  
No Report
10. **DISTRICT PARENT ADVISORY COUNCIL (DPAC)**  
Andrea Button, President, advised that the next DPAC Meeting will be held on Wednesday, May 24, 2017.
11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD**  
None
12. **ACTION ITEMS**
- a. **Lions Club SPOT Vision Screening Program Agreement**  
Assistant Superintendent Wilson thanked the Lions Club for providing the SPOT Vision Screening Service to students in the fall.
- 17-41R**  
*Moved* Trustee Young *Seconded* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) enter into an agreement with the Parksville Lions Club to continue to partner on the SPOT Vision Screening Program for district students.  
CARRIED UNANIMOUSLY
- b. **School Fees**  
Assistant Superintendent Wilson provided an overview of the school fees as allowed under the School Act to inform parents of fees and to maintain consistency of fees between schools.
- 17-42R**  
*Moved* Trustee Gair *Seconded* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) approve the 2017/18 School Fees as presented.  
CARRIED UNANIMOUSLY
- c. **Board/Authority Authorized Course - Sociology 12**  
Don Bold, Principal and Co-Creator of the Course Outline with Ed Seidel, stated that the proposed course will replace an existing BAA Social Studies 11 course for 2 credits and Social Studies 12 course for an additional 2 credits. This provides the ability for students to obtain 4 credits at the Grade 12 level. The course's purpose is to serve as a Grade 12 elective and does not take the place of Social Studies 11.
- 17-43R**  
*Moved* Trustee Gair *Seconded* Trustee Young  
**THAT** the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *Sociology 12*.  
CARRIED UNANIMOUSLY
- c. **Board/Authority Authorized Course – ELL Writing 11**  
Assistant Superintendent Wilson advised that the course is being brought forward by Ross Pepper, Principal of the International Student Program, to offer a course that will focus on English writing skills for international students.

**17-44R**

*Moved* Trustee Gair *Seconded* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *ELL Writing 11*.

CARRIED UNANIMOUSLY

**e. Annual Facility Grant Allocations**

Secretary Treasurer Amos reviewed the process undertaken to identify a number of projects that have since been approved by the Ministry in the amount of approximately \$120 million of provincial funding. These projects will support the District in extending and maintaining the life of its facilities.

**17-45R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) receive the Annual Facility Grant spending plan for 2017-18 as presented.

CARRIED UNANIMOUSLY

**f. 2017/18 Annual Budget Bylaw**

Secretary Treasurer Amos provided a summary of the 2017/18 Preliminary Operating Budget, noting that it does not include items identified in the request to the Ministry for additional funds.

**17-46R**

*Moved* Trustee Young *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2017-18 fiscal year at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**17-47R**

*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 \$52,791,058 for the 2017-18 fiscal year.

CARRIED UNANIMOUSLY

**17-48R**

*Moved* Trustee Kurland *Seconded* Trustee Young

**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 \$52,791,058 for the 2017-18 fiscal year.

CARRIED UNANIMOUSLY

**17-49R**

*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 \$52,791,058 for the 2017-18 fiscal year.

CARRIED UNANIMOUSLY

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

Assistant Superintendent Wilson reported on the following district initiatives and events:

- *Pete the Cat* Event which was attended by approximately 150 parents and preschoolers, which was slightly less than attended last year.
- Acknowledgement of the counsellors and administrators who attended the ERASE training earlier in May
- Acknowledgement of the work done by the MATA Professional Development Committee to provide sessions which were very well received.
- CUPE support staff attended behavioural crisis training which was organized by Kerri Steel through Vancouver Island University. The session was well attended and well received.
- International student enrolment for 2017/18 is already at projections and Ms. Wilson acknowledged the work of all the recruiters who support the program and the creation of diversity in the community with students attending from over 10 different countries.
- Short and Long Term Homestays for international students are needed.
- The Assessment and Evaluation Committee will be hosting a presentation for parents titled: *Why all the Change?* on Wednesday, May 24 at the Qualicum Commons.
- Congratulations to Ballenas Secondary on hosting a successful TedX session on May 13, 2017.
- The final District French Advisory Committee Meeting for the 2016/17 school year was held on May 11<sup>th</sup>. The District has received a number of qualified applications for postings
- Acknowledgement of the work of staff in the Human Resources Department throughout the new posting and filling process, which is working smoothly.

**b. Education Planning Update**

Assistant Superintendent Wilson reported that she and the Superintendent have almost completed their spring school conversations with administrators to talk about each of their progress with goals they have set for themselves and review the work they have done with their school teams.

Schools' Enhancing Student Learning Plans are due to be presented to the Superintendent by Friday, June 9<sup>th</sup>. Trustees will also meet with school administrators to review the plans beginning the week of Jun 5, 2017. Those conversations will lead into the School Plans which will be presented to Trustees at the June Regular Board Meeting.

**c. 2016 Carbon Neutral Action Report**

Secretary Treasurer Amos reviewed the projects undertaken by the District to identify efficiencies, noting that the general trend lines for electricity use, greenhouse gas emissions and paper use indicate reductions in all three areas.

**14. CORRESPONDENCE ATTACHED**

None



**15. POLICY**

Chair Flynn reviewed the process for changes to administrative procedures, which will not require three readings to adopt the changes as is the process for new administrative procedures or Board Bylaws/Policies.

**a. Revision to Form attached to Administrative Procedure for Reporting of Suspected Child Abuse and Neglect****17-50R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revision to the form attached to the administrative procedure: *Reporting of Suspected Child Abuse and Neglect* to remove the references to the Executive Assistant of the Superintendent.

CARRIED UNANIMOUSLY

**b. Administrative Procedure – Travel Expenses (Previously Board Policy 6005)****17-51R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Travel Expenses* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**c. Administrative Procedure – Credit Cards (Previously Board Policy 6006)****17-52R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Credit Cards* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**d. Administrative Procedure – Interview and Relocation Reimbursement for Exempt Staff (Previously Board Policy 6166)****17-53R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Interview and Relocation Reimbursement for Exempt Staff* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**e. Board Policy 6065: Recognition of Retirement and Long Service****17-54R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

- f. **Board Policy 6033: Employee Attendance, Health and Wellness**  
(will also replace Board Policies 6031: Staff Attendance and 6032: Return to Work)

**17-55R**

Moved Trustee Flynn Seconded Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6033: *Employee Attendance, Health and Wellness* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

- g. **Rescinding of Policies**

**17-56R**

Moved Trustee Flynn Seconded Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of May 23, 2017:

- 6015: *Officer in Charge*
- 6030.5: *Leave of Absence for Educational Purposes other than Approved In-Service*
- 6060: *Teacher Exchange/DND Postings*
- 6080: *Placement of Student Teacher Assistants or Child and Youth Care Workers*
- 6225: *Non-Discrimination*
- 6155: *Staff Participation in Student Activities*

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:

- Board Policy 6033 – *Employee Attendance, Health and Wellness*: the combining an attendance support program with encouragement of employees to pathways to personal health and wellness when, for some, health and wellness means not attending work, was questioned. The Board was urged to separate the two pieces.

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:16 p.m.

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 CHAIRPERSON

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 SECRETARY TREASURER



## SPECIAL BUDGET BOARD MEETING MINUTES

TUESDAY, MAY 16, 2017

THE FORUM

7:00 pm

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

### ATTENDEES

#### **Trustees**

Eve Flynn	Chairperson
Jacob Gair	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	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)
Qualicum District Principals and Vice Principals Association	

#### **Education Partners**

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

#### **1. CALL TO ORDER**

Chair Flynn called the meeting to order at 6:59 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 Board.

She then reviewed the key questions the Board keeps in mind during the budget development process and noted that the Board is required to submit a balanced budget each year.

#### **3. 2017/18 BUDGET OVERVIEW**

Secretary Treasurer Amos provided an overview of the budget process undertaken to date noting that the timeline has shifted by a month compared to past years due to the Supreme Court ruling and the implications of the restoration of language.

He advised that the proposed preliminary budget is based only on the known information regarding funding and projected enrolment.

- **2017/18 Budget Conversations**  
Secretary Treasurer Amos then reviewed the general themes that were identified during budget conversations held with Trustees, partner groups, staff and interested members of the public. Some of those items have been addressed within the budget while others are addressed through the classroom enhancement funds, although not all items listed are being brought forward in the budget. Those and other items brought forward from previous years could be revisited if and when additional funding is provided.
- **2016/17 Year to Date Financial Summary**  
Secretary Treasurer Amos reviewed the budget summary for the current year, noting that the Board is tracking as anticipated, with a slight surplus projected for the year end.
- **2017/18 Operating Grant Summary**  
Secretary Treasurer Amos then reviewed the budget process required by the Ministry of Education, beginning with the 17/18 full time equivalent (FTE) enrolment projected as at January 2017. The provincial budgets are then brought forward with the Throne Speech so by mid-March the Ministry of Education has enough information for school districts and the government to be able to announce the funding for the districts.

Secretary Treasurer Amos noted that per pupil funding formulas were increased slightly to address some collective agreement salary increases, economic stability dividend, as well as a slight increase to acknowledge benefit increases that are flowing through the system. He then reviewed the net difference of how grants have increased since the previous year.

- **2017/18 Budget Considerations**  
Secretary Treasurer Amos then reviewed the budget considerations for 2017/18, reminding the Board of the challenging year with the implementation of the classroom enhancement fund by the Ministry following the Supreme Court Ruling and its related notional allocations. Those funds were included; however, the District has also submitted a staffing plan requesting additional funds to support the restoration.

It was noted that, due to the Board's approval to move forward on staffing, the District managed to minimize the layoff process while having the ability to hold back on some staffing.

Secretary Treasurer Amos then reviewed the items brought forward in the budget compared to the preliminary estimates; i.e. what the District needs to address, additional priorities identified and the costs associated with both.

Trustees discussed the potential impacts of approving a budget in May when the Ministry was not expected to communicate its decision on the Board's request for additional funding until June.

Secretary Treasurer Amos clarified that only known funding is included in the budget. Any additional money would be reflected in the amended budget. There are still potentially \$675,000 worth of expenditures which, if not funded by the Ministry as requested, would need to be re-prioritized.

Assistant Superintendent Wilson added that 2017/18 is the first year the District will not be in funding protection so any new students will mean additional funding. With the holdback in staffing, should the District not have the ability to fund the \$675,000 shortfall, then the Board will still have the opportunity to prioritize items in order to fulfill its staffing obligations under the restored language.

- **Proposed 2017/18 Annual Operating Budget**

Secretary Treasurer Amos then presented the proposed budget, highlighting a number of other revenue sources, most of which are conservative estimates; therefore, there were no major changes other than to the operating grant. He noted that three different funds will create the final bylaw of expenditures: operating expenditures, special purpose funds that flow forward as expenditures (from LIF funds, classroom enhancement funds and school generated funds), the amortization of capital; and, in order to balance the budget, use of \$280,958 from operating surplus.

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

- 2017/18 Budget Summary by Function
- 2017/187 Budget Summary by Object  
[Budget Modelling for Windows (BMW)]

Trustees were then provided additional information/clarification on the following:

- Providing of budget options in case the Ministry does not approve the additional funding request. *There has been enough teacher staffing held back to ensure the District will not be going into a deficit position. However, knowing that the District cannot absorb a \$675,000 shortfall, staff would then have to consider other options i.e. not increasing the hours for as many support staff positions. The proposed budget currently meets the requirements and obligations of the restored language as well as incorporates a number of key increases various groups were seeking without getting into difficult conversations tonight of what may have to be reduced if the Board does have to make reductions in order to balance the budget*
- Deferring approval of the budget to June. *Increased staffing would only be implemented if the Ministry provides additional funds and any revisions required to balance the budget would be reflected in the Amended Annual Budget. It was acknowledged that there was no financial ramification to holding off until the June meeting; however, the District may still not have all the information by June and would still have to meet the June 30<sup>th</sup> deadline for submission of the budget.*
- The nature of the teaching positions that have been held back pending Ministry approval of additional funding. *One example was exploratories. The Board has determined that exploratories is something it values; however, the District may not have enough funding to maintain the current staffing level for exploratories. The District also moves into September with a slight holdback to support administrators to get timetables to balance to help with prep time; however, this year nothing has been given to administrators prep time as the funding is not available.*

#### 4. PUBLIC QUESTION PERIOD

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

- Funds for resources to support school-based teams. *Those funds are included in the Classroom Enhancement Funding (Special Purpose Fund)*
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**5. DATE OF NEXT REGULAR PUBLIC BOARD MEETING**

Tuesday, May 23, 2017

The Forum, PCTC

7:00 p.m.

**6. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:06 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

**IN-CAMERA MEETING**

SECTION 72 REPORT

May 16, 2017

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**ATTENDEES:**

**Trustees**

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

**Administration**

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

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

- Personnel
- Land
- District Scholarship Recipients

The Board of Education passed motions regarding the following matters:

- Personnel
- District Scholarship Recipients

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Chairperson

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Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)

**SPECIAL IN-CAMERA MEETING**

SECTION 72 REPORT  
May 12, 2017

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**ATTENDEES:**

**Trustees**

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

**Administration**

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

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

- Land

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

- Land

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Chairperson

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Secretary Treasurer





SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young/Eve Flynn  
**Committee Name:** Oceanside Building Learning Together Coalition  
**Meeting Location:** Family Place  
**Meeting Time:** June 8, 2017 at noon

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

The Heart-Mind Interest Group emerged from the OBLT Coalition and is dedicated to operationalizing Heart-Mind Principles into the Oceanside Community. Membership is fluid and open.

### Strategic Planning

Purpose statement, Mission Statement and Vision statements were presented in draft.

Feedback from the Coalition was positive.

- Vision – Thriving children, families and community
- Mission – Coalition focuses on encouraging healthy relationships with families, each other and community as it relates to the importance of early learning and successful development for young children.
- Purpose – The coalition is an assembly of community partners working together toward building awareness as well as educating and acknowledging opportunities and strengths for young children within the Oceanside community.

The group brainstormed some strategic goals and priorities for next year. The above statements will be “Wordsmithed” a bit more and Judi will work to put our brainstormed ideas into words. This will be brought to the September meeting.

### Heart-Mind Conversation Cards

Samples were shown and it was reported that feedback from Dali Lama Centre has been really positive. Some pilot projects have been successful and 100 sets have been produced and distributed. These cards allow parents/caregivers to discuss Heart-Mind concepts with young children. Much support around the table for expanding the program. More information and follow up in September.

Another meeting of the Heart-Mind Interest Group will be called.

### Other news

- Reminder to all to use plain and simple language in all materials to promote literacy in our community.
- BLT to do a conference presentation in August in conjunction with SD69.
- Speech/Language deficits are increasing among young children. Some speculation that this could be due to the use/overuse of “devices.” Encourage face to face and reading from books. May be that we have better diagnostics, too.
- Next ‘Pete the Cat—Steps to Kindergarten’ Event - April 19, 2018.
- Next meeting of coalition September 14 2017 noon family place.



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** Curriculum Implementation Advisory Committee  
**Meeting Location:** District Resource Centre  
**Meeting Time:** June 5, 2017 at 3:30

### **Wrap up of this school year:**

Members reviewed the progress of the Curriculum Implementation Projects that were funded this school year. Most groups have submitted either a formative or summative reflection or evaluation. Groups not submitting anything will be reminded that they have a responsibility to feedback.

All projects were interesting and schools are sharing their learning about how to implement curriculum changes. Very positive feedback from the educators who participated in the projects.

### **Next Year:**

Funds are set aside for Curriculum Implementation and the committee will have one round of funding in the fall. The application form will be (and has been) updated to make the reflection and sharing of knowledge clearer to applicants. Form will be highlighted at Fall Pro-D gathering and made easily available through our website.

The committee will seek further opportunities to share the knowledge from these projects. Opportunities to present at upcoming Board Meetings, at other district events and outside school hours events at DRC are offered. Any opportunity to share will be explored and discussed further at our next meeting.

### **Next meeting**

TBD

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Strategic Planning Process (January 24, 2017)	Superintendent	To begin in the 2017-18 school year	July 1, 2018
Establishment of Performance Assessment Committee (June 24, 2014)	Senior Staff	In abeyance pending Ministry of Education's review of assessment, evaluation and reporting	In abeyance

June 5, 2017

Mr. Rollie Koop, Superintendent  
School District #69, Qualicum  
PO Box 430  
Parksville, BC V9P 2G5

Dear Mr. Koop:

**RE: STUDENT TEACHER PLACEMENTS – 2016 / 2017**

On behalf of the Dean, Dr. Harry Janzen, and the Faculty of Education at Vancouver Island University (VIU), thank you for supporting the Education faculty at VIU by hosting practicum placements for our student teachers in your district. Our appreciation and thanks goes out for the hard work, dedication and commitment of the *numerous* sponsor teachers, administrators and support staff members who sponsored our student teachers in your district's schools.

Near the end of both the fall 2016 and spring 2017 semester, each of the sponsor school principals and sponsor teachers were presented with a VIU coffee mug as a small token of our appreciation. As well, this past fall, we presented plaque to those schools who partnered with us in providing students with an opportunity to embed their coursework in one of your schools. We look forward to continuing this relationship in the future.

The "real life" teaching experiences that our student teachers receive while practice teaching in your schools is paramount to their development as our future educators. Our student teachers have benefitted immensely from their experience and appreciate the strong mentorship, patience and professional guidance provided to them by their sponsor teachers and administrators during the year.

Once again, please pass on our sincere appreciation to the school staff, district staff and your Board of Education. We look forward to a continued, positive relationship with your district again next year.

Have a great end of the school year and an enjoyable summer!

Warm regards,



Sean Toal,

Field Experience Coordinator  
Vancouver Island University  
E: [sean.toal@viu.ca](mailto:sean.toal@viu.ca)

JP/pjh

Pc *Chairperson, Board of Education for SD # 069 (Qualicum)*

RECOGNITION OF RETIREMENT AND LONG SERVICE



**POLICY**

The Board of Education acknowledges its responsibility for the good morale of school district staff, and therefore requires that employees who will be retiring and employees with consistent long service (20 years) with the school district be recognized for their commitment and loyalty.

**The Board of Education values the dedication and commitment of its employees. The Board is, therefore, committed to recognizing employees with consistent and lengthy service (20 years), as well as those who are retiring from employment with the Board.**

**REGULATIONS**

1. A recognition ceremony will be held to honour employees who have attained 20 years of active service to the District. Long service recognition will be determined by the official seniority lists and finalized at the discretion of the committee.
2. Employees who have reached pensionable age and retire throughout the year will be honoured at a retirement ceremony to be held at the end of the school year.
3. A standing committee representative of all employee groups and the Board of Education will formalize and organize the respective ceremonies.



BOARD POLICY NO. 6033  
(will also replace Board Policies 6031: Staff  
Attendance and 6032: Return to Work)

**EMPLOYEE ASSISTANCE- HEALTH, WELLNESS, AND  
ATTENDANCE**

**POLICY**

The Board of Education values its employees and is committed to making offers of assistance to employees whose performance is affected by health and well-being issues which have an effect on an employee's job performance. Health will include physical and mental health. Well-being issues may include, but are not limited to, family and marital concerns, alcohol and chemical dependencies, financial and legal problems.

**REGULATIONS**

1. All offers of assistance will be strictly confidential.
2. Any information related to requests for assistance or treatment will be kept strictly confidential.
3. Records related to assistance or treatment will be segregated from an employee's personnel records.
4. Absences needed for counseling or treatment will be covered by the sick leave provisions in the respective collective agreements and employment contracts.
5. The Board and employee may arrange for extended absences under the provisions of sick leave, holiday or leave without pay as appropriate to the specific health or well-being issue and in concert with provisions of the respective collective agreement contracts.
6. An employee's continued employment is dependent on their job performance and any performance evaluation is not affected by offers or requests for assistance.

**Purpose**

**The Board of Education recognizes the contribution each employee makes to the achievement of the District's goals and provision of services.**

**The Board of Education believes that employee attendance at work is important and is committed to promoting employee attendance, health and wellness in positive and proactive ways wherever possible by:**

1. **Encouraging employees to pursue personal pathways to health and wellness.**
2. **Promoting early intervention strategies to support improved employee attendance, health and wellness;**
3. **Utilizing programs and practices that allow employees to remain active and healthy in their work or to return to work successfully following a period of absence;**
4. **Applying the Employee Attendance Support Program in a consistent and supportive manner; and,**

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### RECRUITMENT AND SELECTION OF EXEMPT STAFF

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*(Formerly Policies 6200 and 6210)*

#### **Purpose**

The Board of Education believes that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees.

The Board of Education, in the case of the Superintendent of Schools, will assume sole responsibility for initiating the recruitment process. The Superintendent of Schools, in all other instances, will assume sole responsibility for initiating staffing processes. The Superintendent of Schools may delegate exempt staffing responsibilities to other senior staff.

The Board of Education accepts that a periodic change of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole. The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths and a transfer of a principal/vice-principal may enable a school to benefit from these strengths.

Recognizing that an indicator of performance is past performance, the Board of Education expects that references are thoroughly canvassed. It shall be the Superintendent of School's responsibility to ensure that candidates' credentials are verified.

The Superintendent of Schools will notify the Board of Education of all exempt staff appointments as soon as possible after these appointments are made.

#### **Guidelines for Selection of Staff**

1. **Selection of the Superintendent of Schools/Chief Executive Officer:**
  - a. A committee composed of all available Board members and chaired by the Board Chairperson will meet with the Director of Human Resources to discuss the recruitment process and develop the desired qualifications, skills and characteristics for the position.
  - b. The Board will assess the district succession plan and make a determination as to its impact on the recruitment process.
  - c. Should circumstances warrant, the position may be advertised locally, provincially, and nationally.
  - d. The Board may choose to hire a consultant to assist in the recruitment and selection process.
  
2. **Selection of All Other Exempt Staff:**
  - a. The Superintendent of Schools will establish a suitable selection process in consultation with the Director of Human Resources.
  - b. The Superintendent of Schools will assess the district succession plan, and make a determination as to its impact on the recruitment process.
  - c. The Board of Education will be apprised of the selection process and invited to participate as it sees fit.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RECRUITMENT AND SELECTION OF EXEMPT STAFF

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**3. Administrative Staffing Plan**

- a. The Superintendent of Schools will, each spring, present an Annual Administrative Staffing Plan to the Board of Education outlining the principal/vice-principal assignments for the upcoming school year.

**Reference:**

- *Board Policy 6010: Recruitment and Selection of Exempt Staff*





**POLICY**

The Board of Education believes that in general all teaching staff should be present in schools before and after each vacation break **(Winter, Spring or Summer)**. **For this reason, teachers will not normally be granted leave to extend these break periods** subject to the terms of the Mount Arrowsmith Teachers' Association (MATA) Collective Agreement.

**REGULATION**

1. ~~No teacher shall normally be granted extension of vacation leave immediately before or after Christmas, Spring, Easter or Summer breaks.~~
2. ~~Should special circumstances exist, a teacher may make application for Leave Without Pay to the Assistant Superintendent of Schools for a time just prior or immediately after a vacation break. Subject to the educational and operational needs of the school, such leave request may or may not be approved.~~

**Reference:**

- *Mount Arrowsmith Teachers' Association (MATA) Collective Agreement*

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### COMMUNICATING STUDENT LEARNING

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#### Key Terms

**Assessment** is the process of collecting information on student progress and achievement using a variety of tasks designed to monitor and improve student learning.

**Formative Assessments** are ongoing for the purpose of showing growth over time, determining student needs, planning next steps in instruction, and providing students with descriptive feedback.

**Summative Assessments** take place at the end of a period of learning for the purpose of determining the extent to which learning has occurred.

**Evaluation** is the act of analyzing assessment information for the purpose of providing feedback about student learning based on a broad-range of activities and tasks.

**Reporting** student progress occurs at predetermined points in the school year. Communicating about student learning in this way is a more formal snapshot of student progress toward identified learning outcomes and both curricular and core competencies.

During the 2016-2017 school year, School District 69 (Qualicum) **Our District will continue to** focus on developing effective tools and strategies for communicating student learning. These efforts will be undertaken to ensure that both our formal and informal means of communicating student learning support the principles and structures of the redesigned curriculum and are congruent with the new interim reporting order. Opportunities for student, parent and staff consultation will be accorded throughout the year.

#### **Communicating Student Learning 2016-17**

Communicating student learning to parents will **continue to** be a strategic focus for this school year. **the District**. Teachers will be using a variety of methods to engage with parents regarding their child's learning such as:

- Parent conferences
- Student-led conversations
- Electronic or paper-based student portfolios
- Class websites
- Phone calls, emails or texts
- Newsletters
- Student agendas

The District will also **continue to** support use of two new technology-based tools to assist teachers in carrying-out this work:

- **FreshGrade** and **Scholantis** - professional learning opportunities will occur throughout the year to assist interested teachers with implementation and to support their work with these tools throughout the year.

Communicating student learning that is focused on formative assessment provides students and families with: clear learning intentions, criteria for success, descriptive feedback that moves learning forward, thoughtful questioning, self and peer assessment.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

## COMMUNICATING STUDENT LEARNING

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There will be two opportunities for conferencing, the first in October/November and the second in March/April.

Conferencing is a form of communicating student learning and schools will develop their own schedule and format for how they are going to provide this opportunity for students and their parents to be in conversation regarding individual student learning. Schools will communicate with parents regarding the timing and structure of these opportunities for focused conversation.

It is important to note that parents will not be limited to the scheduled conferencing opportunities. We encourage parents to initiate communication with the teacher or make an appointment at other times to discuss their child's progress with the teacher.

### **Reporting/Informing**

~~Recognizing the 2016-17 school year will be a transitional and learning year for the professional staff in our District, w~~ **We** will take the following approaches to reporting at the elementary and secondary levels:

#### **Elementary**

In addition to the ongoing communication of a child's progress, parents can also expect to receive two progress reports which will summarize the previous communication regarding the child's achievement in the required areas of learning and include comments about their child's progress in relation to the curriculum competencies, identifying strengths and ways to support their child's learning.

The first progress report will summarize the child's achievement in the required areas of learning from September to January. The second progress report will reflect summarize communication regarding the child's progress as a learner from February through June.

Curriculum planning and assessment are focused on the curricular competencies provided in Provincial Curriculum documents. The progress reports will provide information about a child's progress in meeting these outcomes.

If a student leaves the school prior to the point where a formal report of the child's learning has been produced, one will be generated by the teacher and placed in that student's file.

The tool we will be using to generate these elementary progress reports will continue to be SSDAS.

~~The curriculum competencies resident on SSDAS will be reviewed and revised by a working group of teachers and principals/vice principals to support local directions and the redesigned curriculum.~~

~~A committee and/or working group of elementary teachers and principals/vice principals will be established to identify and shape the curricular competencies and foundational skills that teachers will be reporting student progress on. The work of this committee and/or working group will seek to reduce the overall number of competencies identified on these reports.~~

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

### COMMUNICATING STUDENT LEARNING

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~~A committee and/or working group of elementary teachers and principals/vice principals will work with District staff to develop processes and tools which will support students to self-reflect on their progress in the area of core competencies. This student reflection will comprise part of the final formal report in June 2017.~~

For the sake of consistency, the information drawn from MyEdBC to support generation of **Permanent Student Records** (as required by the *School Act*) will be changed to reflect this use of **Performance Standards** Language to communicate student learning.

#### **Secondary**

In addition to the ongoing communication of a child's progress, parents can also expect to receive two progress reports which will include a summary of achievement and comments about their child's progress in relation to the curriculum competencies, identifying strengths and ways to support their child's learning.

If a student leaves the school prior to the point where a formal report of the child's learning has been produced, one will be generated by the teacher and placed in that student's file.

The tool we will be using to generate Secondary report cards will be MyEdBC.

Our District will continue its longstanding practice of using **Performance Standards** language on report cards for K-7 9 students. Letter grades will not be provided unless specifically requested by parents of children in grades 4-7 9.

~~A committee and/or working group of secondary teachers and principals/vice principals will work with District staff to develop processes and tools which will support grade 8-9 K-9 students will be supported to self-reflect on their progress in the area of **Core Competencies**. This student reflection will comprise part of the final formal report for each semester (or year-end reporting for linear/year-long courses). At semester or year end.~~

Grade 8-9 teachers have the option of working either with **Performance Standards** language or letter grades for reporting student learning for the 2016-17 school year.

Grades 10-12 teachers will be following similar processes to past years for formal reporting while we develop options for bringing summative reporting more in line with the guiding principles of the redesigned secondary curriculum currently scheduled for implementation during the 2018-19 school year.

#### **References:**

- *Student Reporting Policy (2016)*
- *Ministerial Order 192/94, the Provincial Letter Grades Order*
- *Ministerial Order 191/94, the Student Progress Report Order*
- *Ministerial Order 190/91, the Permanent Student Record Order*
- *Ministerial Order 295/95, the Required Areas of Study Order*
- *Board Policy 5010: Communicating Student Learning*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

CRIMINAL RECORDS SEARCH (EMPLOYEE)

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*(Previously Board Policy 6011)*

**Purpose**

The Board of Education acknowledges and accepts its responsibility to ensure that criminal record checks are conducted on all employees who work with children and/or vulnerable adults. In fulfilling its responsibilities, the Board of Education is guided by the *Criminal Records Review Act*. The *Criminal Records Review Act* defines "working with children and/or vulnerable adults" to mean working with children and/or vulnerable adults directly or having or potentially having unsupervised access to children and/or vulnerable adults in the ordinary course of employment or in the practice of an occupation.

In accordance with the *Criminal Records Review Act*, the Board of Education will require all new employees and all current employees (except employees who belong to a governing body) to provide the Board of Education with a signed criminal record check Authorization Form.

**1. Members of the Teachers' Regulation Branch**

The Teachers' Regulation Branch is responsible for obtaining completed and signed criminal record Authorization Forms from all members and all new applicants for certification.

**2. All Other Staff (excluding teachers and other registered professionals)**

The Board will obtain completed and signed criminal record Authorization Forms from all other employees in positions classified within the *Criminal Records Review Act's* definition of "works with children and/or vulnerable adults" (including those individuals who have previously had a criminal record check).

- a. The Human Resources Assistant will be responsible for monitoring the administration of the *Criminal Records Review Act*.
- b. All new employees (successful applicants) and employees notified they are due for a re-check must complete a Criminal Record Check Authorization Form.
- c. The Human Resources Assistant will check and verify each applicant's identification in accordance with Criminal Record Review Program best practices and RCMP policy.
- d. Application is made to the Criminal Records Review Agency.
- e. The original signed authorization form will be maintained on the employee's personnel file for a minimum of five (5) years.
- f. The return of the Authorization Forms and the results returned from the Criminal Records Review Agency will be recorded.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

CRIMINAL RECORDS SEARCH (EMPLOYEE)

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- g. Mandatory re-checks are required every five (5) years and employees are required to submit another Criminal Record Check Authorization Form by the five (5) year anniversary date, when notified by the Human Resources Department.
- h. Any employee who has a break in service must provide a new criminal record check. For example, if the employer/employee relationship is formally severed, this is considered a break in service.
- i. When the Criminal Records Review Agency informs the Board that an employee presents a risk to children and/or vulnerable adults, the Board will ensure that the employee is removed from or never placed in a position where they work with children as defined in the *Act*.
- j. A vulnerable sector check is conducted as part of each criminal record check. The vulnerable sector check is national RCMP policy and in some cases, the RCMP may require fingerprints in order to verify an Employee's identity. The Employee will be notified directly by the RCMP and provided with the necessary forms and instructions.
- k. It is the responsibility of each employee to notify the District if he or she is charged with or convicted of a relevant or specified offence as applicable subsequent to a criminal record check. The employee must promptly report the charge or conviction to the Director of Human Resources, and submit a new, signed Consent for Criminal Record Check form. Failure to do so may result in disciplinary action which may be up to and including termination.
- l. Any employee who is required to provide fingerprints to the RCMP is also required to provide the District with a completed "Criminal Offence Declaration" (form attached), in order to meet the District's obligations of due diligence.
- m. New employees and employees requiring a re-check will be responsible for the cost of the Criminal Records check. Any associated fees with the Fingerprint process are also the responsibility of the employee.

**Reference:**

- *Criminal Records Review Act*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

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*(Previously Board Policies 6030.9 and 6055)*

**Purpose**

The Board of Education encourages its employees to participate in a wide range of community service organizations and recognizes the right of these employees to seek public office.

**Emergency Services**

1. In cases where staff members are giving emergency services on a voluntary basis and find it impossible to report for duty because of fatigue which has resulted from extended late night duties related to such service, then the employee may be granted, on request to the appropriate ~~Administrative Officer or Department Manager~~ **Director of Human Resources**, one day's leave of absence with pay.
2. In cases where staff members are called to provide voluntary community service in the event of an emergency or catastrophe, the employee may be granted on request such leave of absence with pay as ~~district administration~~ **the Superintendent of Schools or designate** deems appropriate.

**Public Office**

During leaves of absence granted under ~~this policy~~ **these procedures**, an employee shall be relieved of all the duties and responsibilities required by his/her position and he/she may be replaced during his/her absence by another acting or temporary employee.

Annual leave may be taken in conjunction with a leave of absence.

Leaves of absence under ~~this policy~~ **these procedures** cannot be terminated during its term without the express consent of the Board.

When an employee, who is a candidate for public office, has not applied for a leave of absence and when, in the opinion of the Board, his/her campaign is interfering with the performance of the duties and responsibilities required by the employee's position, he/she shall be so informed by the Board and he/she shall forthwith make arrangements satisfactory to the Board or else be subject to dismissal for cause.

**Election to Federal Parliament**

An employee elected as a Member of Parliament shall be granted a leave without pay for the duration of one term in office.

On termination of office as a Member of Parliament, a former employee of the Board shall receive priority of placement but not necessarily in his/her former position.

**Election to Provincial Legislature**

On taking office as a Member of the Legislative Assembly of the Province of British Columbia, an employee of the Board shall, for two (2) terms of office, be granted a leave without pay.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

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On termination of office as a Member of the Legislative Assembly of the Province of British Columbia, a former employee of the Board shall receive priority of placement but not necessarily in his/her former position.

#### **Election to Municipal Council**

It is presumed that service on a Municipal Council will not interfere greatly with the usual performance of an employee's duties and responsibilities. As an employee of the Board it is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel them him/her to devote their his/her full capacities to their public duties and responsibilities. The Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten working days he/she is absent.

#### **Election to Public Office**

It is presumed that service in other public offices will not interfere greatly with the usual performance of an employee's duties and responsibilities as an employee of the Board. It is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel the employee to devote his/her full capacities to his/her public duties and responsibilities. The Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten days he/she is absent.

It is the intent of these Regulations procedures to permit the School Board's employees to participate in public affairs benefiting the public and concurrently to protect the interests of the Board, the persons it employs and the public it serves.

#### **Leave of Absence for Political Campaigns**

On being duly accepted as a candidate for public office, whether it be for Federal Parliament, the Provincial Legislature, the Municipal Council or other public office, an employee of the Board may apply to the Board in writing for a leave of absence to conduct his/her campaign. The Board shall grant a continuous leave of absence as requested for up to sixty (60) calendar days and shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day that he/she is absent.

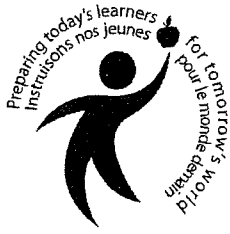
The reduction in salary is implicit in the application for leave of absence notwithstanding any other salary agreement that exists between the Board and the employee concerned and it is also implicit that the full or normal salary shall be pro-rated according to the length of the leave of absence. The nominal salary of One Dollar (\$1.00) per working day is intended to protect the employee's status as an employee of the Board.

#### **References:**

- *MATA Collective Agreement; Article G.28, Leave for Elective Office*

*(Note: Where there is an inconsistency or conflict in interpretation or meaning between the Regulations procedures and the MATA Collective Agreement, the wording of the Collective Agreement is applicable to teachers)*





**WORKPLACE BULLYING AND HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

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**POLICY**

The Board of Education of School District 69 (Qualicum) recognizes the right of employees and students to work and learn in an environment free from bullying and harassment (including sexual harassment). The Board of Education of School District No. 69 (Qualicum) considers bullying and harassment in any form to be totally unacceptable and will not tolerate its occurrence. All individuals will be treated in a fair and respectful manner and any bullying and harassment in district schools or work sites will be treated as serious misconduct and action will be taken.

The actions of the Board in defining and responding to a complaint of bullying and/or harassment (including sexual harassment) by an employee are governed in part by the District's "Procedures to Deal With Workplace Bullying and Harassment (Including Sexual Harassment)" and in part by the collective agreements which exist between the Board and CUPE Local 3570 and between the Board and the Mount Arrowsmith Teachers' Association.

**References:**

- **Administrative Procedure: Workplace Bullying and Harassment (Including Sexual Harassment)**
- **Board Policy 7000: Safe, Caring and Inclusive School Communities and its attendance Administrative Procedure**

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURES

### WORKPLACE BULLYING AND HARASSMENT (INCLUDING SEXUAL HARASSMENT)

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#### **Statement of Commitment**

The inherent right of all individuals to be treated with dignity and respect is central to the beliefs of School District No. 69 (Qualicum). School District No. 69 (Qualicum) recognizes the right of all employees to work, to conduct business and otherwise associate free from bullying and harassment (including sexual harassment). The District has an obligation under WorkSafeBC's Occupational Health and Safety (OHS) policies under Sections 115, 116, and 117 of the *Workers Compensation Act*, to prevent and address workplace bullying and harassment (including sexual harassment).

In making this commitment, the District recognizes the rich diversity of our social fabric and the benefits which diversity brings to all members of our community. The District is committed to encouraging the tolerance of and valuing of differences. The District considers bullying and harassment in any form (including sexual harassment) to be totally unacceptable and will not tolerate its occurrence.

#### **Who Is Covered**

All persons working for the District or carrying out District business on a temporary, part time or full time basis are covered by these procedures. (A 'person' could be a workplace party such as a supervisor, or co-worker).

Should a harassment incident involve a non-workplace party or student that an employee comes into contact with at the workplace, the Superintendent of Schools or designate, will determine the procedures to follow and the parties will be so notified.

#### **Purpose**

To ensure that all persons covered by these procedures are aware of their duties regarding bullying and harassment (including sexual harassment) in the workplace, and to provide clear and precise procedures for the reporting and resolution of incidents and complaints.

#### **Board Policy Linkages**

Policy 6190 Workplace Bullying and Harassment (Including Sexual Harassment)

Policy 7162 Violence/Intimidation Protection of Workers and Students

Policy 7164 Bullying, Intimidation, Discrimination & Harassment

**Policy 7000 Safe, Caring and Inclusive School Communities and its Attendant**

**Administrative Procedure**

#### **Responsibilities**

It is the District's expectation that all persons covered by these procedures, will comply with the District's policies and procedures, and are required to:

- refrain from engaging in bullying and harassment (including sexual harassment) of other employees, supervisors, the employer or persons acting on behalf of the employer
- report occurrences of bullying and harassment (including sexual harassment) observed or experienced in the workplace



**SUSPENSION OF STUDENTS**

**POLICY**

The Board of Education expects that students shall comply with Rules, Policies and/or Codes of Conduct as sanctioned by the Board of Education in order to maintain an environment conducive to learning. All students need to be provided with the greatest possible assistance and support from within and outside the system. Out-of-school suspension should be used judiciously in the context of a progressive discipline model.

The Board of Education will ensure that all students who have been suspended for more than five (5) days and who appear before a District Discipline Committee, shall receive a fair and just hearing under the protection of the Charter of Rights and Freedoms.

**REGULATIONS**

1. Students failing to comply with the Rules, Policies and/or Codes of Conduct as sanctioned by the Board of Education may be suspended according to Section 85(2) (d) of the *School Act*. Principals or Vice Principals, when suspending a student, must ensure that an educational program is available for the student during the period of suspension. Parent/guardian(s) shall be notified that the school will provide an educational program and the nature and expectation of that program.
2. Principals and Vice Principals may suspend students for up to five (5) school days as a disciplinary measure. When a student is suspended from school, the student shall remain at the school under the Principal's or Vice Principal's supervision and control until contact has been established with the student's parent/guardian(s) or the designated adult family alternative and a plan has been put in place for the student to be returned to the authority of the parent/guardian(s). The Principal or Vice Principal shall notify the student and parent/guardian(s) verbally followed by a letter to the parent/guardian(s) with a copy being forwarded to the Superintendent of Schools and/or designate.
3. The Principal or Vice Principal, where appropriate, shall arrange a meeting with the student and his/her parent/guardian(s) to resolve the suspension and to establish conditions and expectations which will govern the student's return to school.
4. Any recommended suspension of longer than five (5) school days must be in accordance with Section 85(2)(d) of the *School Act* and shall be immediately reported to the parent/guardian(s) verbally and confirmed in writing by registered mail or be delivered by hand. The Superintendent of Schools and/or designate must be notified and shall arrange a District Discipline Committee hearing in accordance with regulations 5 to 9 of this policy.
5. All written reports, including pertinent student records and information, from teachers and the school administration shall be submitted to the Superintendent of Schools and/or designate within three (3) school days of the student's suspension from school. Copies of pertinent written reports shall be made available to all District Discipline Committee members, the parent/guardian(s) and the student at least twenty-four (24) hours prior to the hearing.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 7030

### SUSPENSION OF STUDENTS

6. When students have been suspended for more than five days the Superintendent of Schools and/or designate shall convene the District Discipline Committee made up of the Superintendent of Schools or designate and three non-involved Principals/Vice Principals and/or community professionals.

This District Discipline Committee shall meet with the student, the parent/guardian(s), and the referring Principal/Vice Principal to understand the circumstances leading to the suspension and to make recommendations regarding resolution of the suspension.

After the student, the parent/guardian(s) and the referring Principal/Vice Principal have left, the District Discipline Committee shall consider the educational and support options and/or program offerings available for the student and decide the most appropriate action to take.

7. The decision of the District Discipline Committee will be communicated by telephone, through the Superintendent of Schools and/or designate, to the parent/guardian(s) and the student and the Principal/Vice Principal within twenty-four (24) hours of the hearing.
8. Written confirmation shall be directed to the parent/guardian(s) and the student and the referring Principal/Vice Principal by the Superintendent of Schools and/or designate. A copy of Bylaw No. 5 (Appeals) shall be attached to the letter.
9. To protect the student's right to privacy, all copies of written reports originally distributed to District Discipline Committee members shall be collected and destroyed immediately after the committee's decision. The original documentation will be held in a confidential file under the jurisdiction of the Superintendent of Schools.

**Reference:** *School Act* references for student suspensions: *School Act*, Section 26, 85(2) (c) (ii), 85(2) (d).

**SCHOOL DISTRICT NO. 69 (QUALICUM)  
TRUSTEE CALENDAR 2017-18**

<b>AUGUST 2017</b>			
29	In Camera Board Meeting	Room 100	3:30 pm
29	Regular Board Meeting	The Forum	7:00 pm
29	Special Board Meeting – Annual Election of Chair/Vice Chair	The Forum	Following Regular Board Meeting
<b>SEPTEMBER 2017</b>			
19	In Camera Board Meeting	Room 100	3:30 pm
22	Board Policy Committee	Room 205	9:30 am
26	Regular Board Meeting	The Forum	7:00 pm
<b>OCTOBER 2017</b>			
9	<i>Thanksgiving Day</i>		
11	Policy Advisory Committee	Room 200	3:30 pm
17	In Camera Board Meeting	Room 100	3:30 pm
24	Regular Board Meeting	The Forum	7:00 pm
27	Board Policy Committee	Room 205	9:30 am
<b>NOVEMBER 2017</b>			
8	Policy Advisory Committee	Room 200	3:30 pm
11	<i>Remembrance Day</i>		
21	In Camera Board Meeting	Room 100	3:30 pm
23-25	BCSTA Trustee Academy	Richmond	
28	Regular Board Meeting	The Forum	7:00 pm
<b>DECEMBER 2017</b>			
1	Board Policy Committee	Room 205	9:30 am
12	In Camera Board Meeting	Room 100	3:30 pm
13	Policy Advisory Committee	Room 200	3:30 pm
19	Regular Board Meeting	The Forum	7:00 pm
23-Jan 7	<i>Winter Break</i>		
<b>JANUARY 2018</b>			
10	Policy Advisory Committee	Room 200	3:30 pm
16	In Camera Board Meeting	Room 100	3:30 pm
23	Regular Board Meeting	The Forum	7:00 pm
26	Board Policy Committee	Room 205	9:30 am
<b>FEBRUARY 2018</b>			
12	<i>BC Family Day</i>		
14	Policy Advisory Committee	Room 200	3:30 pm
20	In Camera Board Meeting	Room 100	3:30 pm
23	Board Policy Committee	Room 205	9:30 am
27	Regular Board Meeting	The Forum	7:00 pm
<b>MARCH 2018</b>			
13	In Camera Board Meeting	Room 100	3:30 pm
13	Regular Board Meeting	The Forum	7:00 pm
14	Policy Advisory Committee	Room 200	3:30 pm
16	Board Policy Committee	Room 205	9:30 am
19-29	<i>Spring Break</i>		
30	<i>Good Friday</i>		

**SCHOOL DISTRICT NO. 69 (QUALICUM)  
TRUSTEE CALENDAR 2017-18**

<b>APRIL 2018</b>			
2	<i>Easter Monday</i>		
11	Policy Advisory Committee	Room 200	3:30 pm
17	In Camera Board Meeting	Room 100	3:30 pm
20	Board Policy Committee	Room 205	9:30 am
24	Regular Board Meeting	The Forum	7:00 pm
26-28	BCSTA 112 <sup>th</sup> AGM	Richmond	
<b>MAY 2018</b>			
9	Policy Advisory Committee	Room 200	3:30 pm
15	In Camera Board Meeting	Room 100	3:30 pm
21	<i>Victoria Day</i>		
22	Regular Board Meeting	The Forum	7:00 pm
25	Board Policy Committee	Room 205	9:30 am
<b>JUNE 2018</b>			
13	Policy Advisory Committee	Room 200	3:30 pm
19	In Camera Board Meeting	Room 100	3:30 pm
22	Board Policy Committee	Room 205	9:30 am
26	Regular Board Meeting	The Forum	7:00 pm
<b>AUGUST 2018</b>			
28	In Camera Board Meeting	Room 100	1:15 pm
28	Regular Board Meeting	The Forum	7:00 pm

**Dates to Add/Confirm:**

- Coffee with Trustees
- District Budget Committee Meetings
- Public Budget Information Session(s)
- Special Board Meetings - Budget
- District Retirement/Long Service Dinner
- Graduation/Awards Ceremonies

### March

- Receive preliminary budget revenue information for upcoming year's preliminary budget – Ministry of Education funding announcement
- Approve DRAFT local school calendar (District, False Bay School, CEAP and PASS) prior to distribution to parents/guardians
- Current year budget status report

### April

- Attend BCSTA AGM
- Attend Special Public Budget Meetings for review of draft preliminary budget
- Approve local school calendars (CEAP, PASS, False Bay School)
- Approve preliminary budget for upcoming fiscal year
- Receive report from Superintendent on receipt of School Codes of Conduct

### May

- Approve terms of engagement and appoint/reappoint auditor for next fiscal year
- Receive current year's budget status report (for information)
- Continue Superintendent's Performance Management Review with Director of Human Resources

### June

- Recognize Long-Service/Retiring Employees
- Review and Approve Draft Trustee Meeting schedule for upcoming year for distribution to stakeholder groups and public via **posting on** the District website
- Receive District Framework for **Review Enhancing Student Learning Plans at each School – approve at Regular Board Meeting**

### Ongoing

- Board Policy Committee Meetings (fourth Friday of each month)
- Policy Advisory Committee Meetings (second Wednesday of each month)
- Trustee Informal (second Friday of each month)
- *Coffee With Trustees* (at least once at each school throughout the year)
- Attend school functions as invited
- Review District Strategic Plan
- Hear appeals as required
- Recognize school and community highlights
- Attend Board Liaison meetings as outlined on Board Meeting Schedule
- Attend Trustee development/orientation sessions
- Approval of Board Authority/Authorized Courses (BAAC)