



REGULAR BOARD MEETING AGENDA

TUESDAY, SEPTEMBER 26, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

2. **CALL TO ORDER**

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: August 29, 2017 | p 1-5 |
| b. | Approval of the Special Board Meeting Minutes: August 29, 2017 | p 6-7 |
| c. | Ratification of In Camera Board Meeting Minutes: August 29, 2017 | p 8 |
| d. | Ministry News | |
| | • Education by the numbers | p 9-10 |
| | • Gearing up for a new school year | p 11-12 |
| | • Funding to make sports affordable, so all kids can play | p 13 |
| e. | Reports from Board Representatives to Outside Organizations | |
| f. | Status of Action Items - September 2017 | p 14 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 26, 2017, as presented (*or, as amended*).

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

- | | | |
|----|---|------------------------------|
| a. | 2016-17 Audited Financial Statements | (Kelly Olsen-Auditor) |
| b. | Senior Staff Response to CUPE Presentations | (Rollie Koop/Gillian Wilson) |
| c. | Superintendent Recognition of District Parent Advisory Council | (Rollie Koop) |

6. **BUSINESS ARISING FROM THE MINUTES**

None

7. **TRUSTEE HIGHLIGHTS**

8. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**

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

10. **DISTRICT PARENTS ADVISORY COUNCIL**

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

12. **ACTION ITEMS**

- a. **2016-17 Audited Financial Statements** (Ron Amos) separate attachment

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the 2016-17 Audited Financial Statements as presented.

- b. **Reallocation of Surplus Funds** (Ron Amos)

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve the Secretary Treasurer's reallocation of \$100,000, originally approved for use from the District's operating surplus to fund local capital projects for boiler replacement, to Information Technology Infrastructure improvements.

- c. **School Codes of Conduct** (Rollie Koop)

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve the Schools' Codes of Conduct for the 2017-18 school year.

13. **INFORMATION ITEMS**

- a. **Educational Programs Update** (Gillian Wilson)

- b. **Education Planning Update** (Rollie Koop)

14. **CORRESPONDENCE ATTACHED**

15. **POLICY/ADMINISTRATIVE PROCEDURE** (Chair Flynn)

- a. **Board Policy 6065: Recognition of Retirement and Long Service** p 15

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of September 26, 2017.

- b. **Administrative Procedure: Recruitment & Selection of Exempt Staff** p 16-17

(Formerly Board Policies 6200 and 6210)

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedures to Board Policy 6010: *Recruitment and Selection of Exempt Staff* at its Regular Board Meeting of September 26, 2017.

c. **Board Policy 6030: Vacation Extensions-Teachers** p 18

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 6030: *Vacation Extensions – Teachers* at its Regular Board Meeting of September 26, 2017.

d. **Administrative Procedure: Leave of Absence: Community Service/ Public Office** (Formerly Board Policies 6030.9 and 6055) p 19-20

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Leave of Absence: Community Service/ Public Office* at its Regular Board Meeting of September 26, 2017.

16. **TRUSTEE ITEMS**

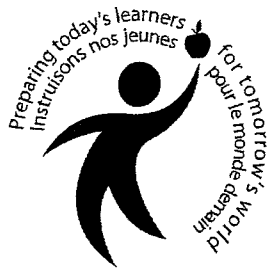
a. **Trustee Liaison Schools/Board Committee Representative 2017/18** p 21-22

17. **NEW OR UNFINISHED BUSINESS**

18. **PUBLIC QUESTION PERIOD**

19. **ADJOURNMENT**

School District No. 69 (Qualicum)



REGULAR BOARD MEETING MINUTES

TUESDAY, AUGUST 29, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

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

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570
District Parent Advisory Council (DPAC)

1. CALL TO ORDER

Chair Flynn called the meeting to order at 7:00 p.m. and advised that the Superintendent would be the Secretary Treasurer Designate in the absence of the Secretary Treasurer.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF THE AGENDA

17-70R

Moved: Trustee Kurland

Seconded: Trustee Gair

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

CARRIED UNANIMOUSLY

2. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes as amended: June 27, 2017
- b. Ratification of In Camera Board Meeting Minutes: June 27, 2017
- c. Ministry of Education News Releases
 - Premier John Horgan announces new cabinet to build a better BC
 - Premier Horgan sets out his priorities for a better British Columbia
 - Byelection called to restore Vancouver School Board
 - Premier Horgan removes roadblocks to Adult Basic Education and English Language Learning programs
 - Premier's Mandate Letter to Minister of Education
- d. Reports from Board Representatives to Outside Organizations
 - National Trustee Gathering on Aboriginal Education – Trustee Young
 - Canadian School Boards Association National Congress – Trustee Young
- e. Status of Action Items - August 2017

17-71R

Moved: Trustee Austin *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 August 29, 2017, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS**Trustee Kurland**

- Honoured to speak on behalf of the Board and as a father of a graduating student at the Kwalikum Secondary School Commencement Ceremony.

Trustee Young

- Attending the National Trustee Gathering on Aboriginal Education and the National Congress of the Canadian School Boards Association.
- Appreciates that the new curriculum includes teaching students to be kind to one another, how to resolve conflict, and to think with their head and their heart.

Trustee Gair

- Attending the National Congress of the Canadian School Boards Association and learning about the different ways Boards across the country interact with their respective provincial government bodies.
- Speaking on behalf of the Board at the Ballenas Grad with prior input from students in a couple of English classes as to what they might like to see in the content of the speech.

Trustee Austin

- Encouraged the Board to renew and strengthen its commitment to advocate on behalf of the most vulnerable students in the District, following an article in the

PQB News on child poverty rates, and to lobby the local and provincial government to alleviate some of the challenges experienced by those families/students.

Trustee Flynn

- Appreciated senior staff for the articles in a 'wrap' included in a June edition of the PQB News to inform parents, students, staff, and members of the community of new and ongoing initiatives and practices in education, both locally and provincially.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, President, commented on the following:

- MATA will be looking to verify class size numbers and ratios as they relate to the reinstated language in the Collective Agreement.
- The elimination of tuition fees by the provincial government for Adult Basic Education and English Language Learning programs.
- The completion and signing of the 2013-19 Collective Agreement.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

Troy Forster, President of CUPE Local 3570, deferred to Julie Fowler and Gillian Hannas who presented the Board with a series of concerns on behalf of the District's Education Assistants.

The Board requested that a copy of the presentations be forwarded by the Union to the Executive Assistant to the Board.

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Andrea Button, President, advised that the next DPAC Meeting is scheduled for Wednesday, September 20, 2017. The monthly DPAC meetings have been scheduled to occur the week prior to the monthly Board Meetings.

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS

a. District Staff Flu Vaccinations

17-72R

Moved: Trustee Gair *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2017-18 school year.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Educational Planning & Programs Update

Superintendent Koop and Assistant Superintendent Wilson provided the Board with an overview of activities in which the District's Principals and Vice-Principals participated during the recent PVP Summer Learning Event and how that work will relate to the School Growth Plans and the District's Strategic Plan. They then

shared information presented by the newly elected Minister and Deputy Minister of Education at the August 2017 BC School Superintendents Association Conference.

Superintendent Koop then outlined the fall schedule leading to the Strategic Plan:

- Principal and Vice-Principal Professional Growth Plan Meetings
- District Enhancing Student Learning Plan
- Class Reviews
- Fall conversations with principals and vice principals
- ThoughtExchange Engagement to identify Strategic Priorities

c. Operations Department Summer Work Report

Chris Dempster, General Manager of Operations, reviewed the maintenance and capital projects completed over the summer months as well as those on which work is continuing. He then provided additional information on the solar panels installed and the amount of recoverable energy the District would gain from using solar power.

The Board expressed its appreciation to all the Operations & Maintenance staff for their additional work over the summer months and requested that the Summer Work Report be posted on the District website.

14. CORRESPONDENCE ATTACHED

- a. **Congratulations to, and response from, new Minister of Education**
- b. **Education Partners group letter to new Minister of Education**

15. POLICY

None

16. TRUSTEE ITEMS

a. Motion to Vancouver Island School Trustees Association

Trustee Gair presented his rationale to have the School Act amended to reduce the voting age requirement from 18 years to 16 years. The amendment would provide youth with the right to vote for school board trustees on an equal basis with all other members of the public. It would also provide students with the opportunity to participate in a democratic process during their time at secondary schools and grapple with complex questions of voting process and procedure, political literacy and interpreting media information during election periods.

Trustees discussed the motion and the value of engaging students in the education system in which they are progressing.

17-73R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve submitting the following motion to the Vancouver Island School Trustees Association (VISTA) at its Fall Conference:

THAT the Vancouver Island School Trustees Association request that the BC School Trustees Association lobby the Provincial government to amend the School Act, section 40 and 41, as follows:

Section 40 Resident Electors (1) In order to vote as a resident elector of a trustee electoral area, a person must meet all the following requirements at the time of voting:

(a) *the person must be an individual who is, or who will be on general voting day for the trustee election, ~~48~~ **16** years of age or older; ...*

and,

Section 41 Non Resident Electors (1) In order to vote as a non-resident property elector for a trustee electoral area, a person must meet all the following requirements at the time of voting:

(b) *the person must be an individual who is, or who will be on general voting day for the trustee election, age ~~48~~ **16** or older;...*

CARRIED UNANIMOUSLY

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

None

19. ADJOURNMENT

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

CHAIRPERSON

SECRETARY TREASURER



SPECIAL BOARD MEETING MINUTES – ANNUAL ELECTIONS

TUESDAY, AUGUST 29, 2017

THE FORUM

PARKSVILLE CIVIC AND TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

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

Education Partners

District Parents' Advisory Council
Mount Arrowsmith Teachers' Association

1. CALL TO ORDER

Interim Chairperson and Secretary Designate, Superintendent Koop, called the meeting to order at 8:21 p.m. in accordance with School District No. 69 (Qualicum) Board Bylaw 2: *Board Structure* for the yearly election of Chairperson and Vice Chairperson of the Board.

2. ELECTION OF BOARD CHAIRPERSON

The Superintendent called for nominations by ballot for the position of Chairperson of the Board as per Board Bylaw 2.

Trustee Flynn was nominated to the position of Chair.

Trustee Flynn accepted the nomination.

No other nominations were received.

Trustee Flynn was acclaimed as Chairperson of the Board effective September 1, 2017.

Trustee Flynn assumed the Chair.

17-74R

Moved Trustee Young *Seconded* Trustee Austin

THAT the nomination ballots for Chairperson be destroyed.

CARRIED UNANIMOUSLY

3. ELECTION OF THE VICE CHAIRPERSON OF THE BOARD

Chair Flynn called for nominations by ballot for the position of Vice Chairperson of the Board.

Trustees Young, Austin and Kurland were nominated for the position of Vice Chairperson of the Board.

Trustee Young declined the nomination.

Trustees Austin and Kurland accepted the nomination.

Ballots for election of the Vice Chairperson of the Board were distributed and collected.

Trustee Austin was elected as Vice Chairperson of the Board.

17-75R

Moved Trustee Young *Seconded* Trustee Kurland
THAT the nomination and election ballots for Vice Chairperson be destroyed.
CARRIED UNANIMOUSLY

4. BANKING RESOLUTION (If required for a change to Chair/Vice Chair)

17-76R

Moved Trustee Young *Seconded* Trustee Gair
THAT the Chairperson, Vice Chairperson, Secretary Treasurer and Assistant Secretary Treasurer for the Board of Education of School District No. 69 (Qualicum) be authorized to sign the banking resolution, in accordance with Bylaw 4 : *Banking*.
CARRIED UNANIMOUSLY

5. DISCUSSION OF COMMITTEE AND REPRESENTATIVE APPOINTMENTS & TRUSTEE LIAISON SCHOOLS

Trustees were asked to contact the Chair with their preferences and any changes will be announced at the September Regular Board Meeting.

6. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:29 p.m.

CHAIRPERSON

SECRETARY TREASURER



IN-CAMERA MEETING

SECTION 72 REPORT

August 29, 2017

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
JoAnne Shepherd	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

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

- Labour
- Land
- Legal

No motions were presented for approval at this meeting

Chairperson

Secretary Treasurer Designate



NEWS YOU CAN USE

For Immediate Release
2017EDUC0095-001489
Aug. 29, 2017

Ministry of Education

Education by the numbers

VICTORIA – The following facts provide a snapshot of British Columbia's education system.

Enrolment

- Pending final enrolment count in the fall, it is estimated that there will be 537,589 public school students in the 2017-18 school year. This would be an increase of 4,232 students since last year (school-aged and adult, funded full-time equivalent students).
- Based on student head-count in the 2016-17 school year, there were:
 - 66,665 students with special needs in the province – 2,182 more than the year before.
 - 69,032 Aboriginal students in the province – 1,279 fewer than the year before.
 - 66,285 English Language Learning (ELL) students in the province – 394 fewer than the year before.
 - 5,691 francophone students in the province – 158 more than the year before.
 - 53,768 French Immersion students in the province – 677 more than the year before.
 - 83,497 independent school students – 1,838 more than the year before.

Achievement 2015-16

- 83% of public school students are completing high school
- 90% of francophone students in public schools are completing high school
- 96% of French Immersion students in public schools are completing high school
- 64% of Aboriginal students in public schools are completing high school
- 87% of English language learners in public schools are completing high school

Investment in Learning

- British Columbia's total education operating budget for public and independent schools in the 2017-18 fiscal year is \$5.9 billion.
- Per-pupil funding in the 2017-18 school year is approximately \$9,100.
- Funding to schools in B.C. for students with special needs is approximately \$1 billion in the 2017-18 school year, including basic student funding and targeted supports.
- Government is investing \$376 million in the Classroom Enhancement Fund to hire new teachers and specialty teachers in classrooms across B.C. for the 2017-18 school year.
- School districts receive \$52 million through CommunityLINK and \$11.2 million via the Vulnerable Student Supplement each year to help them fund programs that support vulnerable children and youth.

Learning Environment

- There are 1,566 public schools and 360 independent schools in B.C.
- There are currently 64 school seismic projects throughout B.C. underway under the Seismic Mitigation Program.
- There are a number of major capital and seismic projects currently underway throughout the province, including:
 - Vancouver - Maple Grove Elementary - \$24.4-million seismic replacement
 - Richmond - William Cook Elementary - \$14-million upgrade and partial seismic replacement
 - Surrey - Clayton Village-area Elementary - \$26-million new school
 - Port Coquitlam - Minnekhada Middle school - \$33.3-million seismic replacement
 - Chilliwack - Promontory Heights Elementary - \$6.1-million eight-classroom addition
 - Prince George - Kelly Road Secondary - \$44.3-million replacement school
 - Kelowna - Okanagan Mission Junior Middle school - \$36.1-million new school
- In addition to capital and seismic funding, government also provides Annual Facilities Grants (AFG) to school districts to help maintain and repair facilities – in 2017-18 districts will receive \$110 million.
- School districts are also eligible for funding through the School Enhancement Program (SEP) for roofing, lighting, heating/cooling and other efficiency upgrades – \$53 million worth of projects were funded in 2016-17.
- The Carbon Neutral Capital Program funds up to \$5 million worth of upgrades each year to help school districts become more energy efficient and save money.

Contact:

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

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



NEWS YOU CAN USE

For Immediate Release
2017EDUC0096-001493
Aug. 30, 2017

Ministry of Education

Gearing up for a new school year

VICTORIA – As over 640,000 students return to classrooms throughout B.C., there are many resources available to ease the transition back to school for both students and their families.

New curriculum:

The Ministry of Education is in the third year of the implementation of B.C.'s curriculum. See what students will be learning this year: <https://curriculum.gov.bc.ca/>

Save for the future:

Most elementary school students are eligible for \$1,200 through the B.C. Training and Education Savings Grant. Sign up today: <http://ow.ly/eAut3035ngT>

Student leaders:

Calling all athletes, academics and artists! Make your hard work pay off by applying for a B.C. scholarship: www.bced.gov.bc.ca/awards

ERASE bullying:

Worried your child might be involved in bullying? Need to report bullying? Find out what you can do: <http://www.erasebullying.ca/>

Be prepared:

Learn how to put together an emergency kit and create an emergency response plan: <http://ow.ly/vQTU30ezC6m>

Help for families on income assistance:

Families on income and disability assistance can get help with back to school costs like school supplies and clothing. Find out more about the School Start-up Supplement: <http://ow.ly/YKUS303mQKB>

Adult Basic Education:

Parents, thinking about maybe making a career change or going back to high school to upgrade your academic courses? The time is now, academic courses are now being offered free of charge for all B.C. adults. Learn more here: <http://ow.ly/pMEf30ezu6n>

Quote:

Rob Fleming, Minister of Education –

“The start of a new school year is always an exciting time, and these services will help students and their families get off on the right foot for a successful school year. I look forward to building on these services to ensure students are getting the quality public education they need, while also making life more affordable for families.”

Contact:

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

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NEWS RELEASE

For Immediate Release
2017TAC0075-001556
Sept. 14, 2017

Ministry of Tourism, Arts and Culture

Funding to make sport affordable, so all kids can play

BURNABY – Ravi Kahlon, Parliamentary Secretary for Sport and Multiculturalism, marked the official proclamation of KidSport BC Week with an announcement of \$400,000 in funding at the annual Ritchie Bros. Corporate Kids Challenge 2017 this past weekend.

“Every child in B.C. deserves the chance to benefit from the social, physical and mental health that organized sports provide,” said Tourism, Arts and Culture Minister Lisa Beare. “By participating in sport, kids gain important life skills and strengthen their connections to their community.”

Established in 1993, KidSport BC is a non-profit organization that helps kids 18 years of age and younger participate in sport. Through confidential financial assistance, the program enables children and youth to participate in a sport of their choice.

“Breaking down the financial barriers for youth to access sport is a critical step to increase participation,” Kahlon said. “Our government is committed to making life affordable for British Columbians, and programs such as Kidsport BC provide opportunities for all youth.”

KidSport BC was the first organization of its kind in the country and has grown to more than 40 community chapters throughout British Columbia. Close to 8,000 kids annually are provided assistance to access sport through an average funding grant of \$300.

“KidSport BC is proud and honoured to partner with the Government of B.C. to ensure that no child is left on the sidelines,” said Pete Quevillon, director of KidSport BC. “The support of our provincial government allows our 42 community KidSport chapters to support thousands of kids to achieve their sporting dreams. So All Kids Can Play is our vision, and together with our partners, we will continue to allow more kids to get into the game.”

Quick Facts:

- The British Columbia government has proclaimed Sept. 9-16, 2017, as KidSport BC Week.
- Since 2006-07, the Province has contributed more than \$4.2 million to KidSport BC – including today’s announcement.
- Established in 1993, KidSport BC operates 42 community chapters around the province and has helped tens of thousands of kids stay active and follow their dreams.

Learn More:

KidSport BC is an organization that helps address the challenges facing many families, and their mission remains the same – to remove the financial barriers that prevent some children from playing organized sport: <http://www.kidsportcanada.ca/british-columbia/>

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

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.~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RECRUITMENT AND SELECTION OF EXEMPT STAFF

Page 1 of 2

(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

Page 2 of 2

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

LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

Page 1 of 2

(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)

**SCHOOL DISTRICT NO. 69 (QUALICUM)
BOARD OF EDUCATION 2017/18**

TRUSTEE	TELEPHONE/FAX	LIAISON SCHOOLS
Eve Flynn (Board Chair)	250-240-2845 (cell) eflynn@sd69.bc.ca	Arrowview Elementary International Student Program Nanoose Bay Elementary
Julie Austin (Vice Chair)	250-752-4469 jaustin@sd69.bc.ca	CEAP (Elementary & Secondary) Qualicum Beach Elementary
Jacob Gair	250-927-2059 (cell) jmgair@sd69bc.ca	Ballenas Secondary Errington Elementary Oceanside Elementary
Barry Kurland	250-927-5805 (cell) bkurland@sd69.bc.ca	Bowser Elementary Kwalikum Secondary
R. Elaine Young	250-927-0375 (cell) eyoung@sd69.bc.ca	False Bay School PASS/Woodwinds Springwood Elementary

Board Committee and Representative Appointments 2017-18

External	
Oceanside Building Learning Together Coalition <i>Alternate</i>	Julie Austin Elaine Young
District 69 Recreation Commission <i>Alternate</i>	Elaine Young Eve Flynn
BCSTA Provincial Council <i>Alternate</i>	Eve Flynn Barry Kurland
BCSTA/BCPSEA Representative Council <i>Alternate</i>	Barry Kurland Eve Flynn
Tribune Bay Outdoor Education Centre Society <i>Alternate</i>	Julie Austin Elaine Young
District Committees	
Administration Budget Committee	All Trustees
Appeals	Board
Audit Committee	All Trustees
BCPVPA (QDPVPA) Negotiations	<i>TBD</i>
Board Policy Committee	All Trustees
CUPE Negotiations Committee	<i>TBD</i>
Curriculum Implementation Advisory Committee <i>Alternate</i>	Jacob Gair Eve Flynn
District Health & Safety Committee	Barry Kurland
District Scholarship Committee	<i>TBD</i>
Education Programs/Information Technology Services Budget Committee	All Trustees
Enhancing Student Learning Plans	All Trustees
French Language Advisory Committee	Jacob Gair
Indigenous Education Services Committee <i>Alternate</i>	Elaine Young Eve Flynn
Long Service/Retirement Committee	Elaine Young Eve Flynn
MATA Negotiations Committee/Mid Contract Modifications	<i>TBD</i>
Operations & Maintenance Department Budget Committee	All Trustees
Policy Advisory Committee	Elaine Young Eve Flynn (Sept to Dec 2017) Jacob Gair (Jan to June 2018)
Transportation Department Budget Committee	All Trustees