



REGULAR BOARD MEETING AGENDA

TUESDAY, MAY 22, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

2. CALL TO ORDER AND INTRODUCTIONS

3. ADOPTION OF THE AGENDA

Recommendation:

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

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: April 24, 2018 p 1-9
- b. Approval of the Special Budget Board Meeting Minutes: April 17, 2018 p 10-12
- c. Ratification of In Camera Board Meeting Minutes: April 17, 2018 p 13
- d. Ratification of Special In Camera Board Meeting Minutes: April 20, 2018 p 14
- e. Approval in principle for a Kwalikum Secondary School Field Trip to Japan for Spring Break 2019 p 15-20
- f. News Releases
 - Premier announces awards for excellence in education p 21-22
 - Statement on Mental Health Week and Child and Youth Mental Health Day p 23-24
 - Premier announces new school playgrounds for students throughout BC p 25-26
 - Programs that enhance student well-being receiving \$300,000 p 27-28
 - Improving supports for students is the focus of inaugural two-day mental-health conference p 29-30
- g. Reports from Board Representatives to Outside Organizations
 - BCSTA Annual General Meeting – All Trustees p 31-33
 - Tribune Bay Outdoor Education Centre Society – Trustee Austin p 34
 - Oceanside Building Learning Together Coalition – Trustee Austin p 35
- h. Status of Action Items – May 2018 p 36

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 22, 2018, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. **The Real Toy Story Project – Qualicum Beach Elementary** *(Karen Frieson/Carrie Frampton)*

6. BUSINESS ARISING FROM THE MINUTES

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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. **Annual Facilities Grant Spending Plan** (Ron Amos/Chris Dempster) p 37-38
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) receive the Annual Facility Grant spending plan for 2018-19 as presented.
 - b. **School Fees** (Gillian Wilson) p 39-40
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the 2018/19 School Fees as presented.
 13. **INFORMATION ITEMS**
 - a. **Educational Programs Update** (Gillian Wilson)
 - b. **Education Planning Update** (Rollie Koop)
 - c. **2017 Carbon Neutral Action Report (CNAR)** (Ron Amos) p 41-42
 14. **CORRESPONDENCE ATTACHED**
 15. **BYLAWS/POLICIES/ADMINISTRATIVE PROCEDURES** (Trustee Young)
 - a. **Board Bylaw 2 – Board Structure** p 43-45
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to School District No. 69 (Qualicum) Board Bylaw 2: *Board Structure*, at its Regular Board Meeting of May 22, 2018.
 - b. **Board Policy 4006: Accumulated Operating Surplus** p 46-48
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 4006: *Accumulated Operating Surplus* and its attendant Administrative Procedure at its Regular Board Meeting of May 22, 2018.

c. **Board Policy 7144: Student Records**

p 49-57

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 7144: *Student Records* and its attendant Administrative Procedure at its Regular Board Meeting of May 22, 2018.

16. **TRUSTEE ITEMS**

a. **Letter to MLA's re Advocating to Reduce the Voting Age of Electors for School Trustees** *(Trustee Gair)*

Rationale:

MLA's Michelle Stilwell, Scott Fraser and Andrew Weaver have either expressed interest in the Board's motion to reduce the voting age of electors for trustees from 18 years of age to 16 years of age or are actively advocating to lower the voting age. As such, they will likely be interested to hear about the motion passed at the recent Annual General Meeting of the BC School Trustees Association, especially considering the next step would be for the motion to be debated by the provincial government.

Recommendation:

THAT the Board Chair, on behalf of the Board of Education of School District 69 (Qualicum), write a letter to MLA's Michelle Stilwell, Scott Fraser and Andrew Weaver advising them that a motion was passed at the passed requesting that the recent Annual General Meeting of the BC School Trustees Association (BCSTA) requesting that BCSTA advocate for the provincial government to amend the *School Act* by changing the voting age of electors from 18 years of age to 16 year of age for school trustee elections.

17. **NEW OR UNFINISHED BUSINESS**

18. **PUBLIC QUESTION PERIOD**

19. **ADJOURNMENT**

School District No. 69 (Qualicum)



REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 24, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Rudy Terpstra	Principal, Ballenas Secondary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)

1. CALL TO ORDER

Chair Flynn called the meeting to order at 7:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

Chair Flynn acknowledged that April 28 is the Worker's Day of Mourning and flags will be at flown at half-mast on Friday at district sites.

She also conveyed condolences on behalf of the District to the colleagues and family of Sheldon Lee, Acting Secretary Treasurer of the Comox Valley and Gold River School Districts, who passed away suddenly on the weekend.

3. ADOPTION OF THE AGENDA

Item 15 b. first reading of *Board Policy 4006 – Accumulated Operating Surplus* was removed from the agenda and deferred to a future meeting.

18-59R

Moved: Trustee Kurland *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

An additional report from the RDN District 69 Recreation Commission was added under item 'h' of the Consent Agenda.

- a. Approval of Regular Board Meeting Minutes: March 13, 2018
- b. Ratification of In Camera Board Meeting Minutes: March 13, 2018
- c. Ratification of Special In Camera Board Meeting Minutes: March 9, 2018
- d. Approval in Principal for a Kwalikum Secondary School Student field trip to Europe from March 18 to March 29, 2019.
- e. Approval in Principal for a Ballenas Secondary Student field trip to Italy & Greece from March 18 to March 29, 2019.
- f. Final approval for Ballenas Secondary School Student field trip to New Mexico from June 18 to June 24, 2018.
- g. News Releases
 - Funding supports better learning environment for BC Students
 - BCSTA responds to government's \$198m maintenance funding announcement
 - Province recruiting teachers internationally to support BC's French language students
 - New Student Ranger Program launched today
 - Education mission will attract more French teachers to BC
 - Capital Project Grants Available for Community Organizations
- h. Reports from Board Representatives to Outside Organizations
 - High Ground Communities for All Conference – Trustee Young
 - Indigenous Education Services Advisory Committee – Trustee Young
 - Oceanside Building Learning Together Coalition – Trustee Austin
 - RDN District 69 Recreation Commission – Trustee Young
- i. Status of Action Items – April 2018

18-60R

Moved: Trustee Gair *Seconded:* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 24, 2018, as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS**Trustee Austin**

- Attended the *Pete the Cat* event on April 19th. Of particular note, given that food security has been a recent topic of discussion, was a task for the children attending to gather ingredients for a lentil soup recipe. The event was well attended and enjoyed by all participants.

Trustee Flynn

- The BC School Trustees Association's Annual General Meeting will be held April 26 to 29, 2018. There will be 44 motions being presented for trustees' consideration, including one initiated by Trustee Gair of SD69 to decrease the voting age from 18 years to 16 years. All of the motions can be found on the BCSTA website

Trustee Young

- Referred to the Workers' Day of Mourning and acknowledged that everyone has the right to make it home safely. She then expressed condolences to the victims of the attack in Toronto. She was particularly moved by the news of a young woman who lost her life who had been particularly generous with her time with volunteer groups.
- Attended the Youth Forum hosted by the Vancouver Island University Social Justice Committee at the Quality Resort Bayside on April 19th. The sessions were inspiring with attendees discussing ways to support diversity and youth sharing what they thought were best practices to support diversity.
- Pete the Cat event
- Thursday, April 19th was busy with district and community events with a focus on youth.

Trustee Gair

- Attended the Skills Canada competition in Abbotsford which was held on Wednesday, April 18th. He enjoyed the opportunity to interact with students while on the bus trip as well as to observe students working with their teacher to attempt to solve an issue with their gravity car. One of the District teams won the competition to build a bridge from spaghetti.

Trustee Kurland

- Attended the District Parent Advisory Council's meeting on April 18th. He was grateful for the opportunity and he found the meeting very informative and enjoyable.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Deb Comer, President, commented on the following:

- Expressed condolences on the passing of staff's colleague, Sheldon Lee.
- Two events will be held in the region to commemorate the Workers' Day of Mourning: One will be held in Duncan at 10:00 a.m. at the Forest Workers Memorial and the other in Nanaimo at 1:00 p.m. at Pioneer Waterfront Plaza.
- She and a DPAC representative attended a Public Education Conference on April 21-22, which was sponsored by the BC Teachers Federation. Teacher and parent attendees from many districts throughout the province were very engaged and many conversations were focused on the upcoming municipal elections. She particularly found the keynote by Bernard Richard, BC's Representative for

Children and Youth, eye opening regarding the number of indigenous students in care.

- There were no layoffs for surplus teachers this year. The first round of postings begins Friday, April 27th and closes Wednesday, May 2nd.
- Attended the Youth Forum on April 19th with over 25 students from Nanaimo and Qualicum in attendance who were very engaged with one another.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

No Report

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Chair Flynn advised that Andrea Button, President of DPAC was unable to attend. However, she conveyed a message to the Board requesting that trustees continue to focus on the District's students who may come to school hungry, which compromises their focus and ability to learn.

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS

a. Capital Plan Bylaw No. 2018/19-CPSD69-01

18-61R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2018/19-CPSD69-01 at its Regular Board Meeting of April 24, 2018.

CARRIED

18-62R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2018/19-CPSD69-01 at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

18-63R

Moved: Trustee Gair *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2018/19-CPSD69-01 at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

18-64R

Moved: Trustee Gair *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw No. 2018/19-CPSD69-01 at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

b. 2018/19 Annual Budget Bylaw

Secretary Treasurer Amos reviewed the Annual Budget for 2018/19 in the format as required by the ministry, outlining the changes made since the April 17th Special Budget Meeting and from input from stakeholder groups. He presented a balanced budget and requested that the Board consider the request from staff to access the operating reserve for additional needs of 3.0 FTE teaching staff and the establishment of \$30,000 for communications work.

18-65R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2018/19 fiscal year at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

Staff reviewed its proposal for the use of the operating surplus for additional needs. Trustees were in support of the use of operating surplus to fund 3.0 FTE teaching staff hours; however, they were undecided regarding the use of \$30,000 for communications work.

Staff reviewed the proposal for the communications fund, further to Trustees' desire to communicate District programs and initiatives more effectively and to a wider population with the use of social media and other tools. At present, there is not a dedicated staff member with that skillset and staff have yet to determine whether the fund would be used to hire a part-time communications person or to contract services.

Trustees debated the proposal for the additional \$30,000 and approved the overall use of \$292,619 of the operating surplus; however, \$30,000 of that would require further discussion and a decision as to what resources that portion would be allocated.

18-66R

Moved: Trustee Gair *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 \$55,155,040.00 for the 2018/19 fiscal year.

CARRIED UNANIMOUSLY

18-67R

Moved: Trustee Gair *Seconded:* Trustee Kurland

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 \$55,155,040.00 for the 2018/19 fiscal year.

CARRIED UNANIMOUSLY

18-68R

Moved: Trustee Young *Seconded:* Trustee Gair

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 \$55,155,040.00 for the 2018/19 fiscal year.

CARRIED UNANIMOUSLY

c. Board/Authority Authorized Courses

Superintendent Koop advised that districts have received notification from the Ministry of Education that all BAA courses in place had to be reviewed to reflect the current curriculum design and the approaches the districts are taking as well as to determine which ones the Board wished to roll forward into the coming school year.

i. Jewelry and Design 10

18-69R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *Jewelry and Design 10*.

CARRIED UNANIMOUSLY

ii. English Language Development (ELL) 10

18-70R

Moved: Trustee Flynn *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *English Language Development 10*

CARRIED UNANIMOUSLY

iii. Leadership 10

18-71R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *Leadership 10*.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Education Programs Update

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

- Pete the Cat event held on April 19th was a huge success with 170 3 to 5 year olds in attendance.
- The District's first Early Childhood Educator workshop was held 2 weeks ago with attendees discussing transition to the school system for 0-6 year olds and K-12 students as well as training on trauma informed practice.
- Video from BES and equipping DRC to have different things that can enhance student learning, kids running across field chasing the drone they programmed.
- Schools are working on their Celebration of Learning events with each site scheduling dates that best fit with their community.
- A portfolio session was held on April 23rd to share outcomes from the pilot year in terms of what is happening at sites. Attendees appreciated the opportunity to collaborate with their peers.
- The Youth Forum held April 19th was a huge success where youth shared their perspective and ideas about different things they notice in our schools.
- A Super Health Conference will be held for Grade 7's from 9:30 a.m. to 2:00 p.m. on Tuesday, May 15th at the Parksville Community and Conference Centre. Sessions will focus on celebrating being a teenager with presentations about digital literacy, brain work, and transitioning into Grade 8.

- Over 60 teaching positions will be posted on Friday, April 27th and staff are using a new on-line application process through SharePoint.
- Rudy Terpstra, Principal of Ballenas Secondary School, was then invited to speak to his experience and observations during a Ballenas Secondary student field trip to a remote fishing village in Nicaragua. Students experienced what the area had to offer while working in the community through Eco Tourism and engaged in a variety of activities from picking up litter, to teaching English, to building a house.

b. Education Planning Update

Superintendent Koop reported on the following activities taking place in the area of education planning:

- Working on a video series that links to the BCPSEA Recruitment site in order to share the District's work with the broader community. The video series includes interviews of staff and students who share their experiences from working/attending school in the District.
- The Board worked with the Superintendent a week prior to review the District's Vision, Mission, Values and Guiding Principles. That material will continue to be refined.
- The final proof for the ThoughtExchange engagement survey has been received and will be made public in a day or two. The first phase will be an opportunity for students, parents, staff and the broader community to reflect on the 2013-2018 priorities and provide feedback on what was done well and what could be improved upon to ensure student success. The second 'discovery' phase will help to inform the District's thinking in terms of what other competencies, qualities or experiences should be focused on in order to enhance student learning. A draft of the data will be ready in late August/early September to be included in the revised priorities for November 2018.
- During the month of May, the Enhancing Student Learning plans from each school will be finalized, which will inform the work done by the Superintendent and Assistant Superintendent on the District Enhancing Student Learning Plan.

c. Quarterly Financial Update

Secretary Treasurer Amos reported that the District is currently at 75% of its fiscal year and at 70% of its educational year with finances tracking as anticipated.

He directed the Board's attention to the special purpose funds, noting that as projects are completing the funding is spent. He also explained how the income from the International Student Program is allocated and that costs associated with the rental of non-instructional space is covered by the license fees.

d. Lions SPOT Vision Scanning Report

Superintendent Koop presented the data compiled by the Lions SPOT Vision scanning done for the 533 students screened. This is a valuable service for families to give them a heads up about any potential issues and provide advice on services they can access to further explore any concerns. It is anticipated that the District will continue its partnership with the Lions into the future.

14. CORRESPONDENCE ATTACHED

None

15. POLICY/ADMINISTRATIVE PROCEDURE**a. Board Bylaw 2 – Board Structure****18-72R***Moved:* Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to School District No. 69 (Qualicum) Board Bylaw 2: *Board Structure*, at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

b. Board Policy 7015: Student Catchment Areas/Cross Boundary Transfer**18-73R***Moved:* Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the revisions to the Administrative Procedure to Board Policy 7015: *Student Catchment Areas/Cross Boundary Transfer* at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

c. Administrative Procedure – District Scholarships**18-74R***Moved:* Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve renaming of the Board Administrative Procedure: *District Scholarships* to *Board of Education Scholarships* at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

d. Attachments to Administrative Procedure: Boarding Subsidy**18-75R***Moved:* Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) receive the attachments to the Administrative Procedure: *Boarding Subsidy* at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

e. Board Policy 8007: Towards a Scent Considerate School/Work Environment**18-76R***Moved:* Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the revisions to the Administrative Procedure to Board Policy 8007: *Towards a Scent Considerate School/Work Environment* at its Regular Board Meeting of April 24, 2018.

CARRIED UNANIMOUSLY

f. Policy/Administrative Procedures Reviewed

18-77R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) confirms that the following administrative procedure was reviewed and confirmed as written:

- *Section 177 – Exclusion Order*

CARRIED UNANIMOUSLY

g. Rescinding of Policies

18-78R

Moved: Trustee Young *Seconded:* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of April 24, 2018:

- 8000: *School Medical Rooms*
- 8001: *Health Services*
- 8003: *HIV – Commonly Known as AIDS Virus*
- 5050: *Secondary School Student Evaluation*
- 5094: *Alternative Education Programs*

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:

- Explanation of what type of costs fall under supplies and services
- Change in coding for funding for Continuing Education which is now embedded in a variety of Distributed Learning accounts.

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 9:02 p.m.

CHAIRPERSON

SECRETARY TREASURER



SPECIAL BUDGET BOARD MEETING MINUTES

TUESDAY, APRIL 17, 2018

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
District Parents Advisory Council (DPAC)

1. CALL TO ORDER

Chair Flynn called the Special Budget Board Meeting to order at 7:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. 2018/19 BUDGET OVERVIEW

• Ministry Revenue Sources

Secretary Treasurer Amos reviewed the sources of income for the three types of funds (operating, special purpose and capital) which make up the annual budget.

Operating grant is money allocated based on student enrolment projections and based on other previous grants released (pay equity, transportation grant and carbon tax rebate). The release of funding in March indicated that the District's grant would increase by \$608,000.

He then outlined the various functions to which the budget is allocated.

- **Budget Considerations**

Secretary Treasurer Amos then reviewed the budget process required by the Ministry of Education, beginning with the 18/19 full time equivalent (FTE) enrolment projected as at January 2018.

He noted that contractual wage increases is one current cost driver affecting staffing & benefits. One unknown is the impact of MSP premiums which does have some subsidies embedded being replaced by a payroll tax. Districts are still waiting to hear how the province will fund that increase. Another cost driver is the CUPE negotiated provincial agreement for extended health/dental. The last two items which are outside of the District's control are elections and local bargaining costs.

- **Budget Themes**

Secretary Treasurer Amos then reviewed the general themes that were identified during budget conversations held with Trustees and stakeholders groups and interested members of the public.

- **Staffing Implications**

Assistant Superintendent Wilson spoke to the areas of staffing that have either been sustained or increased over time and outlined the proposals to increase education assistant hours to 2900 per week, increase counselling time to 5.0 FTE, add 3.0 FTE to teaching staff and increase the Vice Principal compliment by one.

- **2018/19 Proposed Annual Budget**

Secretary Treasurer Amos then outlined what the 2018/19 budget would look like based on funding added for some of the common themes and also for areas where funding had to be added. He also reviewed the expenditures by function, stating that for purposes of what the District has discretion over in the operating fund, staff will present a balanced budget. He recalled the past year where the Board had to approve the use of operating surplus and advised that approval was not required this year as the District is managing with the funds provided.

Secretary Treasurer Amos then requested the Board's direction on whether it preferred to balance the budget as proposed or give staff leeway to use the anticipated operating surplus to implement the following two additional staffing items:

- 3.0 FTE hours for teaching staff
- A communications person, which would depend on whether the Board's preference were to hire someone on a contractual bases or hire a part time person to do communications work.

Trustees discussed the two proposals and were provided with additional details and clarification from the Secretary Treasurer and the Assistant Superintendent.

The Board supported the proposal to use the operating surplus for the additional staffing.

4. PUBLIC QUESTION PERIOD

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

- Public Sector Employers' Council 2% increase for exempt staff – it is embedded in the budget following the PSEC direction.
- Targeted funding for Indigenous Education – that is based on self-identified students and is embedded in the Supplemental Funding which also includes Special Education, Unique Student Grants, ELL, etc.
- The Functions in which the new positions are embedded – the Social Worker and Tour Bus Operator are in Function 1 and the Health & Wellness Coordinator is in Function 4.
- Clarification of items that are flagged as 'monitoring' vs those flagged as 'continue to monitor'
- Replacement Costs as proposed budget vs what was actually spent and what happens to any unspent portion – the proposed budget indicates what is anticipated to be spent and the Financial Statement indicates what was actually spent. The nature of the operating surplus is predicated on additional grants that we didn't anticipate and reduced expenditures that we didn't anticipate and, depending on how the District finishes at the end of the year, the difference is either an operating surplus or deficit.
- Additional Custodians – additional hours were added to the 2017/18 amended budget and the District is not recognizing any need for additional custodial hours for 2018/19.
- Support Staff Increase - that is the wage increase on those various categories of 1.5%
- Amount allocated for bargaining – the District is comfortable with the amount allocated for upcoming bargaining sessions with the two local unions.
- Additional funding for the white fleet and custodial equipment – there will be an additional \$50,000 added in the 2018/19 budget.

It was noted that, when the Annual Budget comes before the Board for approval it will contain more detail and be contained in the agenda package when it released to the Board, stakeholder groups and the general public.

5. DATE OF NEXT REGULAR PUBLIC BOARD MEETING

Tuesday, April 24, 2018
The Forum, PCTC
7:00 p.m.

6. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:18 p.m.

CHAIRPERSON

SECRETARY TREASURER



IN-CAMERA MEETING

SECTION 72 REPORT
April 17, 2018

ATTENDEES:

Trustees

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

Administration

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

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

- Personnel/Labour Relations

No motions were presented for approval at this meeting.

Chairperson

Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)

SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT

April 20, 2018

ATTENDEES:

Trustees

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

Administration

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

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

- Labour Relations

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

- Labour Relations

Chairperson

Secretary Treasurer



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall lmarshall@sd69.bc.ca

Vice- Principal: Lesley Rowan lrowan@sd69.bc.ca

RECEIVED

MAY 16 2018

May 14, 2018

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

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field Trip to Japan for Spring Break 2019. This trip has been planned by teacher, Brad Wilson.

Please see attached itinerary for details.

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

Respectfully submitted,

Ms. Lori Marshall
Kwalikum Secondary School

Copy: Brad Wilson

To School Board 69

Request for Approval for a student group to travel to Japan in 2019 for a combination school exchange and tour

May 14, 2018


After our visit to our sister school in Japan , Aichi Keisei High School, Kwalikum Secondary School has been invited back by our sister school for spring break 2019. We are asking for approval to take between 8 and 14 students on a combination school exchange and tour to Japan in March 2019. We will be away 13 days, – March 13 to March 25. We will spend four days with our sister school, Aichi Keisei High School, in the city of Inazawa in Aichi prefecture. The rest of that time will be spent on our own, visiting important cultural sites in Kyoto, Nara, Himeji, and Hiroshima.

Aichi Keisei High School has been visiting KSS every spring for the past five years with about 60 students and their teachers for a four day stay. Aichi Keisei has asked us to send a group of students and teachers to visit them. The visits of Aichi Keisei to KSS and the proposed visit to Japan are organized by Brad Wilson, the Japanese teacher at KSS. Brad Wilson and KSS teachers Rhyne Barton and Kati Worthen will be the chaperones for this trip.

The proposed trip is for students who will be in their grade 10, 11 and 12 years at KSS in 2019.

Thank you for your consideration.

Brad Wilson


Japanese Teacher,

Kwalikum Secondary School

Itinerary for Kwalikum Secondary School Japan Exchange March 13 to March 25 2019

Train times in Japan are our hoped for departures and arrivals. Reservations will be made once we are in Japan.

Day 01 Mar. 13, Wednesday Vancouver to Nagoya via Tokyo
05:00 Meet at KSS and take school bus to Departure Bay Ferry Terminal
06:30 Walk on to ferry for Horseshoe Bay
09:00 Take bus 257 from Horseshoe Bay to downtown Vancouver.
Transfer to Skytrain and travel to Vancouver International Airport
10:40 Assemble in front of Japan Airlines at Vancouver Airport
14:00 Depart Vancouver by **Japan Airlines 017**
Cross International dateline – lose a day
Students buy own lunch at Vancouver airport prior to departure.

Day 02 Mar. 14 , Thursday
Narita, Tokyo – Nagoya
16:30 Arrive at Narita Tokyo airport and proceed through customs and immigration
18:25 Depart Narita by connecting flight **JAL 3087** for Nagoya
19:40 Arrive Nagoya Centrair Airport. Stay at Toyoko Inn Orange Side Hotel at Centrair Airport.

Day 03 Mar.15, Friday
Nagoya/Aichi Homestay for 4 nights
08:00 Take Meitetsu express train Nagoya Airport arriving at Kounomiya Station in Inazawa City at **08:55**. We will be met at the station by Aichi Keisei High School staff and taken by school bus to the school. School Activities for the day. **Breakfast will be provided at the hotel. Aichi Keisei High School will provide lunch.**

HOME STAY from Mar 15 to 19 for 4 nights

Day 04 Mar.16,Saturday Nagoya/Aichi
With host families.

Day 05 Mar.17,Sunday Nagoya/Aichi
With host families.

Day 06 Mar. 18, Monday Nagoya/Aichi
School Activities for the day.

Day 07 Mar. 19, Tuesday Nagoya to Kyoto

09:00 Travel by Bullet Train (Shinkansen) from Nagoya to Kyoto.
09:30 Arrive in Kyoto and check in to the hotel. Explore the downtown area to orient group for shopping and inexpensive places to buy food. Buy and eat lunch. Walk to and visit Sanjuusangendo Temple. Then go by foot to Kiyomizu Temple. Return by foot to the guest house by 5pm. Students buy own supper. Meet at 7 pm to do evening walking tour of Gion district which is the old Kyoto Geisha district. Return to guest house. In own room by 11 pm.

Breakfast will be provided by the host families. **Students buy own lunch and supper.**

Day 08 Mar. 20, Wednesday Kyoto / Nara

Travel to the ancient capital of Nara – about 45 minutes by local train and walk to Todaiji Temple. Eat lunch in Nara and return to Kyoto by 3pm. In own room by 11 pm. **Students buy own breakfast, lunch and supper.**

Day 09 Mar. 21, Thursday Kyoto to Hiroshima

08:00 Leave Kyoto by Shinkansen for Hiroshima.

10:00 Arrive in Hiroshima and check in to the hotel.

Take a local train for 40 minutes to the ship building city of Kure to visit their Naval and Maritime museum.

13:00 Return to Hiroshima and explore the downtown area to orient our group for shopping and inexpensive places to buy food. Group gets lunch and then takes a street car to Hiroshima Peace Park and Museum. Visit the Children's Shrine and make our offering of 1,000 paper cranes for peace. Return to downtown area at around 5pm. Students have free time until curfew.

Students buy own breakfast, lunch and supper.

Day 10 Mar. 22, Friday Hiroshima

08:50 Take local train from Hiroshima Station.

09:18 Arrive at Miyajimaguchi Station. Travel by ferry to Miya island and view Itukushima Shrine. Then climb Mt. Misen to see the "2nd most beautiful view" in Japan. **Students buy own breakfast, lunch and supper.**

Day 11 Mar. 23, Saturday Hiroshima to Takayama via Shin Kobe and Nagoya

09:50 Leave Hiroshima on by Shinkansen.

11:10 Arrive at Shin Kobe and change trains for Nagoya

11:20 Leave Shin Kobe for Nagoya on Shinkansen.

12:30 Arrive at Nagoya and change trains for Takayama.

12:50 Leave Nagoya on regular train.

15:10 Arrive at Takayama. Walk or take inn shuttle to our Japanese inn.

Accommodation at inn for 2 nights. **Students buy own breakfast and lunch. Supper will be provided at the inn.**

Day 12 Mar. 24, Sunday Takayama

Tour the morning market and explore the streets of the "Old Town" which dates to the Edo Period. Have lunch and then take public transit to the Hida Folk Village. Return to the Inn by 16:00. **Students buy own lunch.**

Breakfast and supper will be provided at the inn.

Day 13 MAR. 25, Tuesday Takayama to Vancouver via Nagoya

06:45 Take train from Takayama to Nagoya.

09:15 Arrive at Nagoya and change trains to Nagoya Chubu Centrair Airport.

Check in to Japan Airlines flight for Narita, Tokyo by 11:50

14:50 Depart Nagoya by **Japan Airlines 3084**

16:00 Arrive at Narita Tokyo airport

18:00 Depart for Vancouver by **Japan Airlines 018**

11:00 Arrive Vancouver. After being processed through customs and immigration, take the Skytrain to downtown Vancouver. Change to bus 257 and travel to Horseshoe Bay Ferry Terminal.

15:45 Take ferry from Horseshoe Bay to Departure Bay in Nanaimo.

15:15 Arrive at Departure Bay. Students picked up by their parents at Departure Bay Terminal.

Students buy own lunch and supper. Breakfast will be provided at the inn.

FORM SD69-FE10: REQUEST FOR PRELIMINARY APPROVAL OF CATEGORY 4 OR 5 (OUT OF PROVINCE BUT WITHIN CANADA AND/OR CONTINENTAL USA OR OFF-CONTINENT) FIELD EXPERIENCE

School District 69 (Qualicum) Board of Education
FORM SD69-FE10

Request for Preliminary Approval of Category 4 or 5 Field Experience
(Out of Province but Within Canada and/or Continental USA or Off-Continent)

APPROVAL CHECKLIST (Check if answer is yes)		
<input checked="" type="checkbox"/>	Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?	
<input checked="" type="checkbox"/>	Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?	
<input checked="" type="checkbox"/>	Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)?	
<input checked="" type="checkbox"/>	Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion and an "opt out" section for parents to complete if they choose to do so?	
<input checked="" type="checkbox"/>	Have you attached the appropriate information and forms to the request as per the Field Experiences Resource Book?	
<input checked="" type="checkbox"/>	Teacher will forward this application and attachments to the District Office, after review and approval by school Principal.	
SCHOOL NAME: <u>Kwalikum Secondary</u>		
Educator-in-Charge: <u>Brad Wilson</u>		
Email Address: <u>bwilson@sd69.bc.ca</u>		
Proposed Destination: <u>Japan</u>		
Proposed Departure Date: <u>March 13/19</u> Proposed Return Date: <u>March 25/19</u>		
Area of Study: <u>Language + Culture</u> Grades: <u>9-12</u>		
Educational Purpose of Trip: <u>School exchange to sister school</u> <u>Aichi Keisei High School + Cultural visits</u>		
Total No. of Students: <u>14</u>		
Total Projected Cost:		
Projected Cost per Student: <u>\$3400</u>	Projected Built-in Cost per Teacher: <u>\$3400</u>	Projected Cost to Teacher (if any): <u>\$500.00</u>
Proposed Excursion Details (or attach Planning Form): <u>attached</u>		
Plan to ensure appropriate level of supervision and support for students based on gender/gender identity. Indicate if supervisors will be teachers, volunteers or other:		
Educator-in-Charge (please print): <u>Brad Wilson</u>	Date (day/month/year): <u>14/05/2019</u>	Educator-in-Charge signature: <u>[Signature]</u>
Principal Name (please print): <u>Lori Marshall</u>	Date (day/month/year): <u>14 05 18</u>	Principal Signature: <u>[Signature]</u>
Preliminary Approval of Board of Education or designate (please print):	Date (day/month/year):	Signature:
Distribution Key: White: District Office Canary: District Office - to be returned to school/teacher confirming Board of Education Preliminary Approval Pink: Teacher Copy - to be kept on file at school prior to submission for Board of Education Preliminary Approval Goldenrod: School Office Copy: to be kept on file prior to submission for Board of Education Preliminary Approval		

CHECKLIST PLANNING FORM C FOR CATEGORY 3 – 5 FIELD EXPERIENCES - FORM SD69-FE06

School District 69 (Qualicum) Board of Education

FORM SD69-FE06

Checklist Planning Form C for Category 3, 4 or 5 Field Experience

Destination: Japan

Date(s) of Trip: March 13-25/19

<input checked="" type="checkbox"/>	Met	?	Need more information
<input checked="" type="checkbox"/>	Not Met	N/A	Not applicable

Met	Criteria
<input checked="" type="checkbox"/>	Administrative process respected (e.g. proposal submitted to appropriate administrator in time to be considered)
<input checked="" type="checkbox"/>	Off-site experience accessibility/eligibility policy addressed (e.g. equal access, voluntary participation, if appropriate; special needs addressed, alternative activity for non-participants)
<input checked="" type="checkbox"/>	Educational value of the trip is evident (e.g. goals, student learning outcomes, curricular connections)
<input checked="" type="checkbox"/>	Trip is appropriate to the students (e.g. age/grade, preparation and follow-up)
<input checked="" type="checkbox"/>	Duration of the trip is appropriate and can be accommodated in the school calendar
<input checked="" type="checkbox"/>	Destination or route adequately assessed (through pre-visit or other data collection) and appears appropriate
<input checked="" type="checkbox"/>	Itinerary and activities are outlined and fit the objectives
<input checked="" type="checkbox"/>	The group appears adequately prepared for the field experience (e.g. knowledge, skills, attitudes, fitness, clothing, equipment)
<input checked="" type="checkbox"/>	Information to be given to parents/guardians is appropriate for the type/duration of the field experience
<input checked="" type="checkbox"/>	Parent/guardian information meeting date is planned, if holding one is appropriate for the field experience (e.g. overnight trip)
<input checked="" type="checkbox"/>	Parent/guardian Consent forms to be collected (e.g. consent to attend, consent to secure medical treatment)
<input checked="" type="checkbox"/>	Relevant student health and medical information to be secured from parent/guardian as per FORM SD69-FE03
<input checked="" type="checkbox"/>	Additional insurance needs addressed, if relevant (e.g. out-of-province medical, hospital care)
<input checked="" type="checkbox"/>	Budget and financial arrangements appropriate (e.g. financial accessibility, legality of any fees charged as per School Fees policy)
<input checked="" type="checkbox"/>	Transportation arrangements acceptable (type of vehicle and type of driver) and parental consent secured
<input checked="" type="checkbox"/>	Supervision plan is appropriate for group, activities and sites/areas
<input checked="" type="checkbox"/>	Plan to ensure all participants are clear re: behavioural expectations and consequences
<input checked="" type="checkbox"/>	If overnighiting, accommodation arrangements are acceptable (e.g. hygiene, security)
<input checked="" type="checkbox"/>	Leadership is competent to instruct/lead the particular group in the identified activity(ies) and environment(s)
<input checked="" type="checkbox"/>	Plan in place to brief supervisors re: trip purpose, logistics, roles/responsibilities, safety plan, emergency plan, etc.
<input checked="" type="checkbox"/>	Safety Plan is appropriate (e.g. procedures for managing the key inherent risks of the activities, environments, and participants)
<input checked="" type="checkbox"/>	Emergency Plan is in place to deal with injured/ill/lost/stranded participant(s) (e.g. training, kits, communications, equipment, back-up transportation, Emergency Services access)
<input checked="" type="checkbox"/>	Destination contact and phone number (e.g. outdoor centre, camp, local authority(ies))
<input checked="" type="checkbox"/>	List of documents teacher will carry (e.g. trip plan, permits, passenger lists, medical conditions, and emergency contacts of participants)
<input checked="" type="checkbox"/>	Office to receive copy of finalized trip plan, signed consent forms, passenger lists and names of no-shows
<input checked="" type="checkbox"/>	Is there an appropriate plan in place to evaluate the field experience (e.g. criteria for success, process to evaluate)
<input checked="" type="checkbox"/>	Other relevant information unique to particular field experience. Specify:
Comments:	

Educator-in-Charge Name (please print): <u>Beard Wilson</u>	Date (day/month/year): <u>14/05/2018</u>	Educator-in-Charge signature: <u>B. Wilson</u>
Principal Name (please print): <u>Lori Marshall</u>	Date (day/month/year): <u>14 05 18</u>	Principal Signature: <u>L Marshall</u>
Superintendent/designate Name (please print):	Date (day/month/year):	Superintendent/designate Signature:

Distribution Key: White: District Office	Canary: Teacher Copy	Pink: School Office Copy
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NEWS RELEASE

For Immediate Release
2018PREM0019-000702
April 23, 2018

Office of the Premier
Ministry of Education

Premier announces awards for excellence in education

VICTORIA – Nominations open today for the new Premier’s Awards for Excellence in Education, an opportunity to recognize the enormous contributions of education professionals who go above and beyond to make life better for students in British Columbia.

“B.C.’s talented teachers, administrators and support workers deserve to be honoured and celebrated for the important work they do,” said Premier John Horgan. “We are focused on investing in British Columbia’s education system, and developing new relationships with our education partners that are built on trust and respect.”

Premier Horgan’s announcement kicked off B.C. Education Week, April 23-27, 2018. The week includes students, teachers, staff and parents participating in a variety of activities celebrating the innovative approach to learning that occurs in their respective schools and communities.

“We hope community members throughout B.C. will take the time to nominate education professionals who have made a positive difference in their own lives, or those of their children or grandchildren,” said Rob Fleming, Minister of Education. “Highly skilled and innovative teachers, administrators, principals, vice-principals and support workers – who operate school buses safely, help our kids read and keep schools clean and well maintained – deserve acknowledgement for their dedication to helping students succeed.”

The Premier’s Awards for Excellence in Education will honour the achievements of public, independent and First Nations school-system teachers, principals, vice-principals, administrators and support staff. Awards will be given out in nine categories, ranging from community engagement to Indigenous education. Nominations will be accepted until June 18, 2018.

“B.C.’s 43,000 public school teachers all work hard every day to create safe, fun and enriched learning environments for all our students,” said Glen Hansman, president of the British Columbia Teachers’ Federation. “We are teachers, mentors, coaches, club sponsors and much more. It’s very encouraging to have a government that emphasizes its respect for teachers, and the incredibly valuable work all educators do in our schools and communities.”

Shortlisted nominees will be announced in late August. Finalists will be invited to an awards ceremony at Government House in Victoria on World Teachers’ Day, Oct. 5, 2018. Premier Horgan and Fleming will be in attendance. Winners will receive a \$3,000 personal bursary for professional learning, and a \$2,000 contribution to their school community for professional learning.

“CUPE BC represents more than 27,000 education workers who work in B.C.’s K-12 education system,” said Paul Faoro, president of CUPE BC. “I’m pleased the new government has

established a category of awards to recognize the important work our members do making public schools welcoming, inclusive and safe.”

To nominate an education professional, go to: www.gov.bc.ca/excellenceineducation

Quick Facts:

- There are approximately 70,000 B.C. teaching certificate holders (i.e. teachers, administrators, principals, vice-principals) and 34,000 unionized support staff in B.C.
- Nine awards are available:
 - Teacher award categories include community engagement, outstanding new teacher, technology and innovation, diversity and inclusion, Indigenous education, social equity and extracurricular leadership.
 - A school and district leadership award is open to principals, vice-principals and administrators.
 - An outstanding support award is open to support staff (including bus drivers, crossing guards, student supervisors, education assistants, Indigenous support workers, custodians, maintenance workers and those completing clerical functions).

Contact:

Jen Holmwood
Deputy Communications Director
Office of the Premier
250 818-4881

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

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STATEMENT

For Immediate Release
2018MMHA0023-000845
May 7, 2018

Ministry of Mental Health and Addictions
Ministry of Children and Family Development
Ministry of Education

Statement on Mental Health Week and Child and Youth Mental Health Day

Judy Darcy, Minister of Mental Health and Addictions; Katrine Conroy, Minister of Children and Family Development; and Rob Fleming, Minister of Education, have released the following statement in recognition of Mental Health Week, from May 7 to 13, 2018, and Child and Youth Mental Health Day on May 7, 2018:

“At any given time, one in five Canadians is dealing with mental-health issues, and if we go family by family, almost everyone experiences mental illness some time. Child and Youth Mental Health Day and Mental Health Week are an important time for all British Columbians to come together and spread awareness about how mental health affects us all, and give this important day and week the heartfelt recognition that it deserves.

“This year’s National Child and Youth Mental Health Day is about creating a safe space for children, youth and adults to have courageous conversations about mental health. For Mental Health Week, British Columbians and Canadians are being called on to speak out, to #GetLoud on social media and in the community about what mental health means to you, and the people you care about. Both awareness events are focused on helping combat the stigma around mental health, so that everyone feels comfortable asking for help.

“Our government recognizes that supporting people’s mental health is just as important as supporting their physical health, at every stage of life. Premier John Horgan created the new Ministry of Mental Health and Addictions – the first of its kind in Canada – so there is one person in cabinet, and one ministry in government, focused solely on how we can improve mental-health and addictions services and supports for all British Columbians.

“At any one time in B.C., approximately 84,000 children and youth, aged four to 17 years have a mental-health disorder. Only about one-third of them connect with the community-based supports and services they need. We know that early intervention and prevention are key to giving our children and youth the best start possible in life, so we must make sure young people feel comfortable asking for help. We must also make sure the mental-health services and supports they need are there, when and where they need them.

“To this end, we are working to create a seamless system of mental-health and addictions care, where people can ask once and get help fast. We are developing a comprehensive mental-health and addictions strategy across government, focused on early intervention and prevention, and treatment and recovery.

“The Ministry of Education is addressing early intervention and prevention in schools by adding more supports, so students can begin to discuss mental-health challenges with their teachers

or counsellors as soon as these issues develop. The ministry is also holding an inaugural School Community Mental Health Conference, on May 10 and 11, 2018, in Richmond. This conference is designed to build the capacity of regional school-community teams to support students' mental health. Information gathered at the conference will help inform the development of a school-based mental-health action plan that will be part of a comprehensive cross-government mental-health strategy that is focused on improving access, early intervention and prevention, and youth mental health.

"We are also expanding the network of Foundry Youth centres throughout the province. These centres are one-stop-shops that provide youth with health-care, mental-health and substance-use services, as well as social supports, under one roof, in a safe and judgment-free environment.

"We have a significant amount of work to do, to remove the stigma that keeps people from sharing the struggles they are facing, and from seeking the help they need and deserve.

"We are working to bring down the walls of silence, and raise awareness about the negative impact of stigma, but we cannot do it alone. British Columbians can all play a part in eliminating stigma through our actions and words, so #GetLoud and have caring conversations with your friends and loved ones.

"We are all affected by mental-health challenges in some way. It could be your voice, your empathy and your kindness that make all the difference in someone's life, and help set the stage for their healing journey."

Contacts:

Lori Cascaden
Ministry of Mental Health and Addictions
Communications
778 698-2892

Ministry of Children and Family Development
Communications
250 356-1553

Ministry of Education
Communications
250 356-5963 (media line)

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NEWS RELEASE

For Immediate Release
2018PREM0023-000863
May 8, 2018

Office of the Premier
Ministry of Education

Premier announces new school playgrounds for students throughout B.C.

VICTORIA – Students at 51 schools throughout the province will have new playgrounds when they return to school in September, as part of a new playground fund that will take fundraising pressure off of parents, announced Premier John Horgan.

“All students deserve quality, safe and accessible playgrounds at school, regardless of how much their parents can fundraise,” said Premier Horgan. “That’s why we’re lifting the burden off of parents by investing \$5 million today, and every year moving forward, to build playgrounds where they are needed most.”

This funding is part of a new, ongoing Playground Equipment Program that will provide up to \$5 million each year to school districts to buy new or replacement playground equipment. This year, 26 schools are receiving \$90,000 for a standard playground, and 25 schools are receiving \$105,000 for a universally accessible playground.

“I’ve heard from parents that they need relief from fundraising tens of thousands of dollars for playground equipment – that’s a lot of bake sales and bottle drives for today’s busy parents,” said Rob Fleming, Minister of Education. “Today, we’re delivering this fund to help parents, and provide access to communities that don’t have the fundraising capacity to buy the play equipment students need.”

Generally, schools’ parent advisory councils (PACs) have to fundraise large sums of money for new and replacement playground equipment. Schools without that capability are often left without playgrounds.

“This new program will alleviate some of the inequities in parent fundraising, and enable PACs to strengthen their advisory and advocacy roles,” said Jen Mezei, president, B.C. Confederation of Parent Advisory Councils. “Parents have advocated for this for over a decade, and we thank the government for the ongoing commitment. We believe that safe and accessible playgrounds should not be dependent on a school community’s ability to raise funds, and for too long have felt the burden to ensure schools and school communities have safe and engaging play spaces.”

Districts applied for the funding in April 2018, and playgrounds are being funded based on greatest need. Priority is given to schools where there is currently no playground, and then to schools where the existing playground is aging. Districts that did not receive funding this year will receive funding next year, if they apply for it.

Budget 2018 includes a record \$2 billion in school capital funding over the next three years, to invest in building new schools in growing communities, fixing aging schools and making schools safer for students in the event of a large earthquake.

Playgrounds are important for children’s development and learning. They encourage outdoor physical activity, and help students learn how to share, work together, overcome challenges and be creative. Outdoor play can help students focus and learn more effectively in the classroom.

Learn More:

See which schools are getting new playgrounds this year here:

https://news.gov.bc.ca/files/Playground_fund.pdf

Contacts:

Jen Holmwood
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Office of the Premier
250 818-4881

Government Communications and Public
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Ministry of Education
250 356-5963

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NEWS RELEASE

For Immediate Release
2018EDUC0018-000871
May 9, 2018

Ministry of Education

Programs that enhance student well-being receiving \$300,000

VICTORIA – Two organizations that help at-risk students improve their physical and mental well-being will each receive grants of \$150,000 from the Government of British Columbia.

The funding will help Take a Hike Foundation and Right To Play expand their programs in B.C., so that more students who may be at risk can benefit from the supports provided by these specialized programs.

“I am proud to support innovative programs in our schools that help prevent students from falling through the cracks, and provide them with the skills and confidence needed to succeed in school and beyond,” said Rob Fleming, Minister of Education. “Both of these programs help students achieve higher levels of physical and mental well-being, as well as academic success.”

“Creating social relationships is crucial to the overall well-being, mental health, and development of children and youth,” said Judy Darcy, Minister of Mental Health and Addictions. “Programs like Take a Hike support at-risk students by providing them with an important sense of belonging and connection — to their peers, to the natural environment and to their community.”

Take a Hike is a full-time, alternative education program for youth in grades 10 to 12 that uses a combination of outdoor adventure-based learning, academics, therapy and community involvement to engage students. The program currently serves 80 students, with 20 students per class in four classes. Two classes are in Vancouver, one in Burnaby and one in Trail. It is expanding into Surrey for the next school year, benefiting 20 more students.

The program helps students attain real results. Last year, 92% of Grade 12 students in the program graduated with a high school diploma. There is also a significant increase in school attendance amongst participants — from an average of 2.25 days per week to four days per week (a 77% increase).

“Take a Hike is thrilled to be working with the Ministry of Education to offer this proven and successful program to youth in B.C.,” said Gordon Matchett, CEO, Take a Hike Youth at Risk Foundation. “Over the past 18 years, we have seen hundreds of Take a Hike youth graduate from high school and become resilient young adults. We are confident Surrey youth will see the same benefits.”

The funds for Right To Play will be used for the organization to enhance programming that is focused on mental well-being and physical health for Indigenous students, new immigrants and children in care. Right To Play currently operates in 19 communities in B.C., with their presence mainly in Indigenous communities. These funds will be used to develop partnerships with more school districts.

“Right To Play is thrilled to be working with the Ministry of Education to continue our work with children and youth around B.C.,” said Rose Lipton, director of Canadian programs at Right To Play. “We have seen incredible results in terms of child and youth engagement, and with our programs also supported by Microsoft, we know that working together with the ministry will lead to even greater results and long-term impact.”

Since launching in 2015, Right To Play in B.C. has worked with over 1,500 children and youth. The program uses the power of play to educate and empower children facing adversity. The funding will also help Right To Play work with interested school districts on creating programming that aligns with B.C.’s new curriculum.

Quick Facts:

- The Take a Hike program is designed primarily for students who are between the ages of 15 and 19, in grades 10 to 12 and who are at risk of dropping out of school, or who have already dropped out.
- Between one-third to one-half of Take a Hike participants identify as Indigenous, and approximately one-quarter of participants are from new immigrant families.
- 92% of Right To Play program participants said they were excited about school, and developed a more positive attitude toward school.
- Since 2010, Right To Play programming in Canada has expanded from two to more than 85 Indigenous communities and organizations across Canada, engaging approximately 5,000 children and youth.

Learn More:

Right To Play: <http://www.righttoplay.ca>

Take a Hike: <http://www.takeahikefoundation.org>

Contact:

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

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NEWS RELEASE

For Immediate Release
2018EDUC0020-000893
May 11, 2018

Ministry of Education

Improving supports for students is the focus of inaugural two-day mental-health conference

RICHMOND – For the first time, representatives of B.C.’s public, independent and First Nations schools, police, health authorities, and child and youth mental-health workers have come together under one roof, focused on how to make life better for students struggling with mental-health issues.

More than 300 educators and community partners are gathered in Richmond on May 10-11, 2018, to work together to improve mental-health supports for B.C. students as part of the Ministry of Education’s inaugural two-day School Community Mental Health Conference.

“We know there’s a gap in student success for those that struggle with mental-health issues. We must all take action now to support young people and provide intervention strategies earlier,” said Rob Fleming, Minister of Education. “That’s why we’re bringing together our partners for this first-of-a-kind mental-health conference. We are committed to moving forward together to make positive changes in the lives of B.C. students.”

The conference is providing an opportunity for those in attendance to network, participate in facilitated workshops and working groups, panel discussions, keynote addresses and presentations focused on helping them build the capacity of their school-community teams to better support child and youth mental health, with an emphasis on prevention and early intervention.

“Young people are the future of our province and ensuring their positive mental health is vitally important,” said Judy Darcy, Minister of Mental Health and Addictions. “What we learn from this conference is critically important to developing our ministry’s plan for child and youth mental health, focused on prevention and early intervention to support our kids.”

Students shared their personal journey navigating mental health, expressing their sexual orientation and gender identity (SOGI), and being in government care. Renowned youth mental-health experts, Patricia Peterson and Monique Allain of the University of New Brunswick, and Dr. Stan Kutcher of Dalhousie University, were among those called upon to share their evidence-based approaches and lessons learned in their respective communities related to improving supports for mental health in schools.

“School is a perfect place for creating supportive environments where students feel connected and can develop skills to enhance their overall mental wellness and access supports at an early stage, if needed. We know that the earlier you invest in mental health and wellness, the better results you have in terms of life outcomes and health outcomes.” said Sarah Bell, provincial executive director, Mental Health Programs, at BC Children’s Hospital.

During the conference, Fleming announced the Ministry of Education’s plan to expand ERASE

(Expect Respect and a Safe Education) to include emerging issues facing students and their school communities today, including mental health and wellness, social media and SOGI.

Starting in September 2018, ERASE will include new resources and training for students, parents, educators and community partners focused specifically on social media, mental health and wellness; stronger information-sharing between school districts and local law enforcement agencies; an improved anonymous safety reporting tool; and a provincial SOGI advisory group comprised of education partners.

Quick Facts:

- B.C. is marking the 67th annual Mental Health Week May 7-13. The 12th annual Child and Youth Mental Health Day was May 7.
- Approximately 84,000 school-aged children (one in eight students) experience one or more mental-health disorders at any given time. Only one-third receives specialized treatment.
- There are currently 15,075 (2.3%) students with mental-illness/behaviours designations in B.C. schools, a 14% increase since 2013-14 in both categories:
 - 8,521 students designated in Intensive Behaviour Interventions/Serious Mental Illness Category; and,
 - 6,554 students designated Moderate Behaviour Support/Mental Illness.
- Supports in B.C. public schools include:
 - 3,200 special education resource teachers;
 - 180 educational psychologists (registered with B.C. Association of School Psychologists); and
 - 918 school counsellors.
- More than 90 additional school counsellors have been hired throughout the province since the beginning of this school year.
- The completion rate for students with mental-illness/behaviour designations in 2016-17 was 55.7%, which was 28.3% below the provincial rate.
- ERASE is a comprehensive prevention and intervention strategy designed to foster school connectedness, address bullying, prevent violence and provide support to school districts during critical incidents.
- Since its launch in 2012, ERASE has trained more than 17,000 school district staff and community partners, and more than 700 incidents have been reported through its incident reporting tool.

Learn More:

About ERASE (Expect Respect and a Safe Education): www.erasebullying.ca

Contact:

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



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representatives: Trustees Flynn, Young, Austin and Gair
Committee Name: BC School Trustees Association Annual General Meeting
Meeting Location: Richmond BC
Meeting Time: April 26-29 2018

Trustee Flynn:

The AGM opened with the Keynote address from Dr. Santa Ono, President of the University of British Columbia (UBC), who spoke of the need for universities to work hard on the transition of students K-12 to post-secondary or trades programs. There is ongoing discussion with K-12 and Advanced Education and all institutions are taking this very seriously.

Mike Downie (documentary filmmaker and co-creator of Secret Path) focused on the transition of aboriginal students. The basis of his work is around truth and reconciliation.

Speaker Eric Termuende, co-founder of NoW Innovations, reminded us of the many changes over the last ten years in technology and information sharing and the difficulty our students will face as change is moving so quickly.

Trustees attended the VISTA (Vancouver Island School Trustees Association) AGM.

Each Trustee chose a concurrent session to attend.

Student Mental Health and Well-being:

Support for Students and Staff. Speakers focused on mental health issues and that an estimated 1/6 Canadian youth live with mental illness. Schools are an ideal setting to influence social and emotional wellbeing. Investing in student wellbeing can prevent emotional and behavioral problems. Focusing on social and emotional wellbeing in schools improves student success in school and life.

Trustee Young - The World of Recruitment in BC

Passing the student involvement motions – all of them! This includes a change to our foundational documents to include **Authentic Student Voice** and, of course, passage of the support to move the voters' age to 16 for School Trustee elections.

A second highlight was watching all our Indigenous School Trustees crowding together for a group photo...and the calls out up and down the hallways. "Oh yeah, here comes another one, make room." What a pleasure to see that so many folks who claim their Indigenous identity are part of the BCSTA!

Finally, watching Gord Downie's amazing legacy work "The Secret Path."

Concurrent Session – The World of Recruitment in B.C.: Strategies to maximize your Recruitment Efforts and the Sector Labour Market Partnership Program (Julie Maranda BC Public School Employers' Association – BCPSEA and Janet Stewart BCPSEA – Labour Market Partnership Program) **Note: this session was for teaching staff only.**

The situation this year is exceptional:

- The impact of the Supreme Court Decision increased teacher postings on Make A Future (the common website)
- Generational/demographic shift – More people retiring and younger folks are often choosing to work less than full time to improve their work/life balance (longer story here)
- TTOC's are often not wanting full time work
- More part-time positions are being created
- More need for non-enrolling as well as enrolling teachers
- Challenges that have been chronic – French Immersion, senior Science, Counsellors, Psychologists, Speech and Language, Learning services – have become very difficult to fill with qualified candidates.

So what should we do?

1. Spread the word about teaching in BC (new curriculum, good pay etc.)
2. Pre-screen candidates using the Make a Future website.
3. Recruit student teachers from out of province universities (for example Mc Gill and U of A for French)
4. Market yourself as a district across Canada
5. Think about providing support for teachers willing to go to rural or remote placements (moving expenses, TRB fees, rent payments etc.)
6. Bring the training institutions to your district (Alaska Hwy Consortium has brought teacher training north.)
7. Longer term – more training spaces are being created especially in the hard to fill areas.
8. More spaces and changes to get Indigenous Educators
9. Make a Future has streamlined so that candidates do one application for multiple postings.
10. Marketing videos have been created
11. There is a portal of best practices to support recruitment

Labour Market Partnership Program

- Looking at a long-range strategic plan to bring more teachers into the system
- General trends around mobility and lack of mobility; lag in ability to get certified, and impact of teachers moving from First Nations to the Public sector.

Long term strategies so far

- Support a positive relationship with teachers
- Salary levels are considered low
- Find a way to make it easier for paraprofessionals (EA's CCW) to move into teaching
- Get teachers overseas to move back home
- Hire with reduced qualifications but provide support
- Rehire retired teachers
- Find those who left teaching and call them back
- Hire more people through letters of permission.

Note that not all of these solutions are great solutions. School District 69 continues to seek quality educators.

Trustee Austin – ReconciliACTION: Creating a New Way Forward

Spearheaded by Jacquelyn Wong, Visual Arts Teacher, West Vancouver Secondary School, **Site Unseen** involves two school districts, West Vancouver School District and Hartley Bay of the Gitga'at Nation from the Prince Rupert School District — two districts that are not only distinctively different in their physical locations but also distinctively different in culture, socio-economics and educational frameworks. There was inquiry into “How can two coastal communities in the Pacific Northwest look at their histories, environments, beliefs and relationships to the land to help celebrate the past, present and future?” “Diversity and inclusion, youth, environment and national reconciliation” are integral educational concepts that naturally fit into the themes of this project.

This project was/is an art cultural exchange between students from West Van Secondary and students from the remote community of Hartley Bay and the Gitga'at Nation. The students were assisted in the creative process, production, critique, assessment and installation of a mural entitled ***Gitga'at and West Vancouver Youth: Mural of Merging Voices***. In addition to hands on studio instruction the students travelled to each community to experience the unique culture found there. For many of the Hartley Bay students, it was the first time leaving BC's northern coast. But I think the students from West Van were most affected and awed, particularly with their stay at the traditional winter camp of the Gitga'at. The project was funded through a grant for nearly \$50,000 from the Government of Canada (*Celebration and Commemoration program – Canada 150 Fund*) and a further \$10,000 from the West Vancouver Community Foundation.

The murals have since had public showings in various venues around Vancouver and hope to be in Ottawa later this year. The project continues.

More info at: <http://westvancouversecondary.ca/wvss-welcomes-hartley-bay/>

Trustee Gair – Youth Leadership Project: A Reconciliation Initiative

This program provided elementary students with an opportunity to interact with Indigenous culture and learning. Students engaged in making hoodies with images on the back to show their learning. Additionally, they engaged in a pit cook, roasting salmon to serve to their school, and hiked mountains and trails with significance to local Indigenous groups. During these hikes they were told stories of local Indigenous groups to allow them to understand the importance of these sites. Finally the students engaged in local Indigenous knowledge by crafting items of importance such as kelp trumpets.

The objective of this program was to bridge two communities and to ensure that students were aware of local Indigenous communities. This originated out of the attempt by the South Pender Historical Society to write a grant for Canada 150 celebrations. There was a realization in the Society that both their membership and their knowledge of local history was deeply euro-centric. In order to counteract this they reached out to local Indigenous groups to build relationships.

Trustee Flynn - Annual General Meeting:

- The assembly received 44 motions and 4 Late Motions.
- Of note: The motion to reduce the voting age to 16 for the election of school trustees was passed. It will now be directed to the Attorney General and the Minister of Education.
- The dispensation of all motions can be found on the BCSTA.org website.
- The outcome of the election of the Board of Directors was as follows:

President	Gordon Swan (re-elected)
Vice President	Stephanie Higginson
Directors	Tim Bennett, Valerie Adrian, Mike Murray (newly elected) Donna Sargent and Carolyn Broady (re-elected)



Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: **Tribune Bay Outdoor Education Society**
Meeting Location: Parksville Civic & Technology Centre
Meeting Time: April 30, 2018 10:00 am

Executive Director, Gord Campbell, reviewed the updated 5-year Management Plan including (but certainly not all):

- Regular maintenance and upgrades to existing buildings
- Firepit Pavilion – on track and donated logs to help reduce costs.
- Exploring expanding and adding new elements to the rope courses
- Program objectives – continue building the centre as a year-round-use facility
- Continued partnership development with SD 69 and SD71
- Also partnerships with Thompson Rivers University, VIU, North Island College.
- Continue to work with other Outdoor Centres - e.g.: VI Mountain Centre, Vancouver Aquarium, Recreation departments
- Continue to work with local First Nations and Indigenous Ed departments at the SDs to develop programming

Budget:

- Application has been made to access some of the newly restored federal funding to promote youth environmental leadership programs
- SD69 and SD71 have contributed \$31, 500 for the 18/19 budget year
- Other revenues include use of facilities fees, academy fees, BC gaming grants, Federal student grants, etc.



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: **BLT Early Years Coalition**
Meeting Location: Family Place, Parksville
Meeting Time: April 5, 2018 12:00 pm

Mission Statement

Building Learning Together Early Years Coalition focuses on encouraging healthy relationships with families, with each other and with community as it relates to the importance of early learning and successful development for young children.

Strategic Priorities for 2017/18:

1. Decrease Qualicum EDI Reported Vulnerabilities
2. Create Strategies for Kindergarten Transition
3. Parent Engagement/Inclusion Approach
4. Connecting Early Years providers & strengthening local Early Years Collaboration

Representatives from: Island Health, ACRA, Parent Support Services, SD69, SOS, BLT

Discussed:

Update for Early Years

- Affordable Accessible Childcare Group presented to Parksville City Council
- 2 more presentations coming up – one to Qualicum Beach City Council and one to the Canadian

Federation of University Women's Club

- District Food needs
- All areas of our community are seeing an increase in the need to provide basic nutrition to families.
- We are seeing it in our schools and other organizations.
- How do we address this growing problem? What is the root cause?

Brain story – Gators and Swamps video shown

- Brain Stories Certification Series – free to sign up and work through the modules
<https://www.albertafamilywellness.org/training>
- 90% of what we know about the brain we have learned in the last 10 years

Cities Innovating to Reduce Poverty Conference – A Western Summit

- Put on by the Tamarack Institute in Vancouver on June 12-13 <http://events.tamarackcommunity.ca/crp-west>

Community Partner Updates

ACRA

- ACE program @ EES for children starts up again next week

Parents Support Services

- Program providing support for grandparents raising grandkids meets once per month

Island Health

- Building community capacity • Dental health is more about prevention than dental referral
- Interested in connecting with groups for professional development to share knowledge

SD 69

- one of DPACs top budget items is food for students who come to school hungry – this is a community issue

SOS

- Child youth and family programs started running this week and run until June 2nd
- Funds from thrift shop are the bulk of the SOS budget
- Everyone asked for increased funds for food

BLT

- Saturday Morning Breakfast club done for the year
- Mother Goose for Babes starts on Monday April 30 and runs for a 6 week session in Parksville and Qualicum Beach
- Munchkinland Outdoor Ed Program on Wednesdays in Parksville at Marks Nature Park and in Qualicum Beach behind the QB museum

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Strategic Planning Process (January 24, 2017)</p>	<p>Superintendent</p>	<ul style="list-style-type: none"> • DPAC Consensusogram activity completed by DPAC, Trustees, PVP and school staff. • ThoughtExchange engagement to follow in Spring 2018. • ThoughtExchange engagement went 'live' April 25th and the first phase closed May 8, 2018 • Participants will be invited to prioritize the thoughts of others during the upcoming 'Star Phase' • Results will be available to trustees and staff in mid-June for consideration • Trustees have done an initial review of the District 69 Vision, Mission, Values and Guiding Principles for Decision-making • Trustees will receive a draft of the 2018-2023 Strategic Priorities in the Fall of 2018 with a recommended version going to the incoming Board prior to year end for adoption 	<p>December 2018</p>
<p>Establishment of Performance Assessment Committee (June 24, 2014)</p>	<p>Senior Staff</p>	<ul style="list-style-type: none"> • Questions raised by previous Board in this regard are part of the considerations of the District Assessment, Evaluation and Reporting Committee. • Additional consideration of appropriate performance measures are the subject of discussions being undertaken by the Ministry of Education in relation to the re-designed K-12 curriculum and BC graduation requirements. • Board and Senior Staff are being accorded opportunities to inform these conversations. 	<p>Ongoing</p>



Ministry of Education - Capital Management Branch
Annual Facility Grant (AFG) - 2018/19 Expenditure Plan

Submission Date (YYYY/MM/DD):

District: **69** Qualicum

Name	Email	Phone
Chris Dempster	cdempster@sd69.bc.ca	250-954-3030

FACILITY INFORMATION			PROJECT INFORMATION		ADDITIONAL INFORMATION	
Facility Name	Description of Work	Estimated Cost	AFG Category	VFA Requirement (Yes/No)	Comments	
Errington Elementary School	Field Repair	\$ 50,000	Site Upgrade	Yes	Beyond life of field	
Errington Elementary School	Air Conditioner for IT	\$ 10,000	Mechanical System Upgrade	Yes	Longer life for equipment	
Errington Elementary School	Well Repair	\$ 20,000	Mechanical System Upgrade	Yes	Engineer Requested	
Errington Elementary School	Soffit Repair	\$ 8,000	Facility Upgrade	Yes	Damage Repair	
Errington Elementary School	Gutter repair	\$ 10,000	Functional Improvement	Yes	Repair to gutters	
Bowser Elementary School	New Security Installation	\$ 6,000	Electrical System Upgrade	Yes	Life cycle replacement	
Bowser Elementary School	Culvert re-work	\$ 4,500	Site Servicing	No	Remove extra water	
Bowser Elementary School	Sewer line and PVR	\$ 5,000	Mechanical System Upgrade	Yes	Life cycle replacement	
Bowser Elementary School	Staff washroom upgrade	\$ 1,500	Mechanical System Upgrade	Yes	Life cycle replacement	
Bowser Elementary School	Cabinet upgrade	\$ 2,500	Functional Improvement	Yes	Life cycle replacement	
Bowser Elementary School	Front parking lot repair	\$ 25,000	Site Upgrade	Yes	Re-work damaged area	
Oceanside Elementary School	Improve entry/exit to & from school	\$ 8,000	Site Servicing	No	Safety issue from street	
Oceanside Elementary School	Solar phase 1 and 2	\$ 139,995	Electrical System Upgrade	No	Green house gas savings	
Oceanside Elementary School	Field repair	\$ 3,000	Site Servicing	Yes	Repair to field	
Oceanside Elementary School	PVR repair	\$ 3,000	Mechanical System Upgrade	Yes	Repair to PVR	
Oceanside Elementary School	Washroom upgrade	\$ 6,500	Mechanical System Upgrade	Yes	Life cycle replacement	
Oceanside Elementary School	New classroom in lobby area	\$ 50,000	Facility Upgrade	Yes	Increased enrollment	
Springwood Elementary School	New security upgrade	\$ 8,000	Electrical System Upgrade	Yes	Life cycle replacement	
Springwood Elementary School	Grounds upgrade	\$ 3,000	Site Servicing	Yes	Repair to field	
Springwood Elementary School	Lower sinks in washrooms	\$ 2,500	Mechanical System Upgrade	No	School is now an Elementary and the sinks are too high	
Nanoose Elementary School	Parking lot repair	\$ 2,000	Site Upgrade	Yes	Repair to parking curbs	
Nanoose Elementary School	Fire alarm replacement	\$ 25,000	Electrical System Upgrade	Yes	Life cycle replacement	
Nanoose Elementary School	Door replacement	\$ 6,000	Facility Upgrade	Yes	Security of building	

FACILITY INFORMATION			PROJECT INFORMATION		ADDITIONAL INFORMATION	
Facility Name	Description of Work	Estimated Cost	AFG Category	VFA Requirement (Yes/No)	Comments	
False Bay Elementary School	New roof on Teacherage	\$ 10,000	Facility Upgrade	Yes	Life cycle replacement	
False Bay Elementary School	Water system renewal	\$ 11,000	Mechanical System Upgrade	Yes	Drinking water compliancy	
False Bay Elementary School	Sump pump completion	\$ 1,500	Mechanical System Upgrade	No	Water under building removal	
False Bay Elementary School	Furnace/hot water tank replacement Teacherage	\$ 6,200	Mechanical System Upgrade	Yes	Energy and upgrade	
Pass Woodwinds School	Washroom upgrade	\$ 20,000	Functional Improvement	Yes	Energy and upgrade	
Pass Woodwinds School	Sea-Can structure for programs	\$ 40,000	Functional Improvement	No	Program needs	
Arrowview Elementary School	Air Conditioner for IT	\$ 10,000	Mechanical System Upgrade	No	Extra life for equipment	
Arrowview Elementary School	Walkway from parking lot	\$ 3,400	Site Upgrade	No	Entry and egress	
Qualicum Elementary School	Kiln installation	\$ 3,000	Functional Improvement	No	Kiln/shed set-up for program	
Qualicum Elementary School	DDC upgrade	\$ 1,000	Mechanical System Upgrade	Yes	Life cycle replacement	
Qualicum Elementary School	Lower sinks in washrooms	\$ 2,500	Mechanical System Upgrade	No	School is now an Elementary and the sinks are too high	
Ballenas Secondary School	Baseball diamond repair and shed for irrigation	\$ 7,500	Site Upgrade	Yes	Work to baseball diamond and Irrigation shed	
Ballenas Secondary School	Pneumatic controls	\$ 90,000	Mechanical System Upgrade	Yes	Area 400/Aud/Shops	
Ballenas Secondary School	Renovation to room 803 and 805	\$ 20,000	Functional Improvement	Yes	Ergonomic space Special needs	
Kwailikum Secondary School	South building distribution	\$ 75,000	Electrical System Upgrade	Yes	Life cycle replacement	
Kwailikum Secondary School	Isolation valves	\$ 4,500	Mechanical System Upgrade	Yes	Shutoffs for isolating	
Kwailikum Secondary School	Metres for room isolation	\$ 9,500	Mechanical System Upgrade	Yes	Shutoffs for isolating	
Pass Woodwinds and Ballenas Secondary Schools	Asbestos removal and replacement	\$ 135,000	Asbestos Abatement	Yes	Phase 1 hallway at PW and room 801/803 at Ballenas	
Ballenas Secondary School	Roof overage from tender	\$ 53,385	Roof Replacement	Yes	To complete section 6&7	
Errington Elementary School	Vent cleaning complete school	\$ 9,961	Health and Safety Upgrade	Yes	Clean vents	
Ballenas and Kwailikum Secondary Schools	Lock-outs for shops	\$ 10,000	Electrical System Upgrade	No	Electrical safety compliancy	
Nanoose Bay, Qualicum Beach, Ballenas, and False Bay	Schools that need completion of painting from previous years	\$ 40,000	Facility Upgrade	Yes	4 schools in total	
Total Estimated Cost		\$ 962,941				
Total AFG Allocation		\$ 962,941				
Variance		\$ -				



School Fees - 2018-19

School	Activity or Resource	Fee
AES	Cooking Program (Primary)	20.00
	Music Recorder (Grades 2 - 5)	Up to 7.00
	Student planner	8.00
	Swim Program (Grade 3)**	45.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year.	
BES	Cooking Program (Grades K/1)	20.00
	Music Recorder (Grades 2 - 5) – if requested by teacher	7.00
	Student Planner – if requested by teacher	8.00
	Swim program (Grade 3)**	45.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year.	
EES	Cooking Program (K)	20.00
	Music Recorder – <i>if requested by music teacher</i>	3.50
	Student Planner – <i>if requested by teacher</i>	7.00
	Swim program ***	35.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year	
NBES	Cooking Program (Primary)	20.00
	Music Recorder (Grades 2 - 4)	4.50
	Student Planner	8.00
OES	Specialized Activities Program (Primary)	20.00
	Milner Gardens (Grade 1)**	10.00
	Music Recorder (Grades 3-5) - <i>if requested by teacher</i>	7.00
	Student Planner	8.00
	Swim Program (Grade 3)**	45.00
	Taekwondo Program (Grades 4-5)**	30.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year	
QBES	Combination Locks – Grades 5 to 7 - <i>Optional</i>	8.00
	Cooking Program (Primary)	20.00
	Music Recorder (Grades 3 - 5)	5.00
	Swim Program (Grade 3)**	40.00
	** The fee for this activity may be reduced depending upon the financial support provided by PAC each year.	
SES	Combination Lock – Grades 6/7 - <i>Optional</i>	7.00
	Cooking Program (Primary)	20.00
	Music Recorder (Grades 3-5)	5.00
	Student Planner	8.00
	Swim Program (Grade 3)**	45.00
	Ukulele Program (Grades 4 - 5) – <i>Optional</i>	25.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year	



School Fees - 2018-19

PASS/WW	Student Activity Fee – Woodwinds	10.00
	Nutrition Program (Fee per semester)	40.00
	Textbook Deposit Fee PASS/Continuing Ed. – Refundable	50.00
BSS	Student Activity fee	10.00
	Student Lock fee	5.00
	Textbook Deposit Fee - Refundable	50.00
KSS	Student Activity Fee	10.00
	Student Lock Fee	5.00
	Textbook Deposit Fee -- Refundable	50.00
CEAP	Computer Rental Deposit (Laptop Model) – Refundable	75.00
	Graphing Calculators Deposit – Refundable	25.00
	Textbook and Resources Deposit Fee, if required - Refundable	75.00
CEAP – ADDITIONAL FEES FOR GRADUATED ADULT STUDENT		
	Four Credit Course <i>(excluding free BC Ministry of Education courses)</i>	400.00
	Student Fee	50.00
PROGRAMS OF CHOICE	<p>School District 69 (Qualicum) offers a range of <i>Programs of Choice</i> that provide unique learning opportunities for our diverse student population. In some cases a <i>Program of Choice</i> may result in a fee per student. For further information, please see "<i>Education Programs – Programs of Choice</i>" page located on the School District 69 website (www.sd69.bc.ca).</p>	

SCHOOL DISTRICT NO. 69 (Qualicum)
2017 Carbon Neutral Action Report

This is the 2017 Carbon Neutral Action Report for School District No. 69 (Qualicum). This report contains our 2017 emissions profile, offsets purchased, the actions we have taken in 2017 to reduce our GHG emissions and our plan to continue reducing emissions in 2018 and beyond.

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

Executive Summary:

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

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

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

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5 year capital plan and our Annual Facility Grant projects. In 2017, the district completed the following projects which will directly reduce carbon emissions:

- The district plans to continue evaluating every bus replacement and consider whether to purchase propane over diesel buses. We also continue to review the size of buses required in order to conserve energy.
- Engineering studies for a boiler replacement was performed on one site, with the plan of replacing the unit in the summer of 2018.
- During summer 2017 the District constructed a Photovoltaic (PV) array placement on the roof of Kwalikum Secondary. This is another of several solar power initiatives that will help reduce our use of diesel and natural gas and take advantage of this alternate energy source.
- The district is continuing to make significant improvements to False Bay Elementary, one of our isolated sites, by finding ways to use less energy and alternate energy. We continue to work with local groups to investigate alternative energy solutions which may further reduce or eliminate the use of a diesel generator in the future.

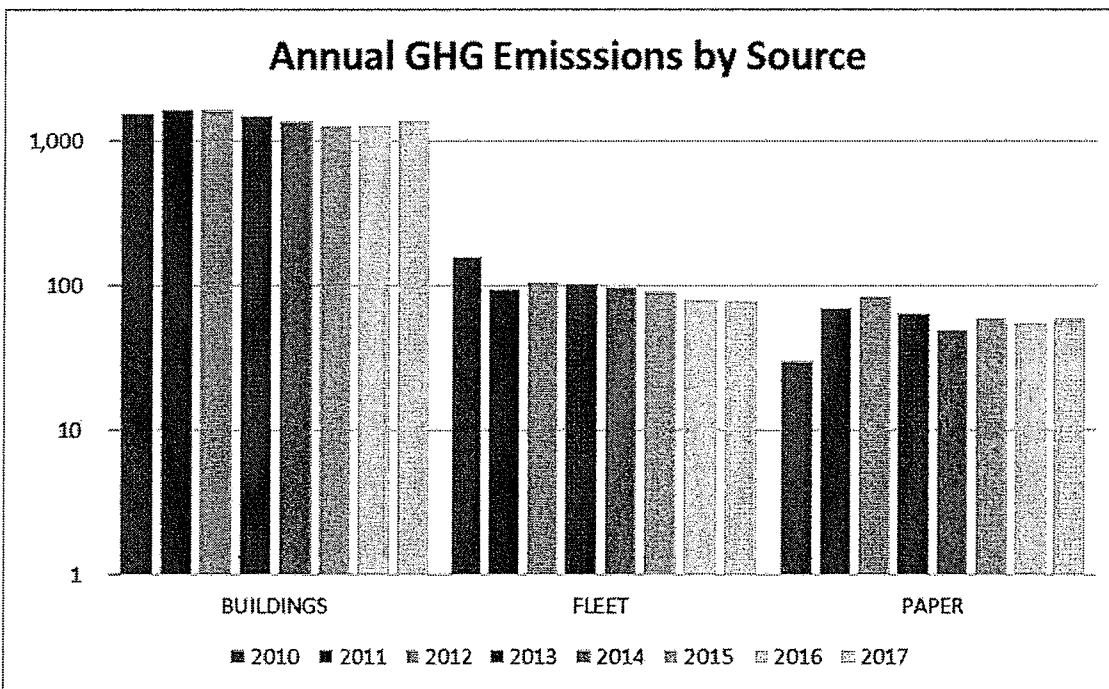
Energy conservation continues to be a goal for the district. Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures with low flow units. These are all part of the day to day operations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

**SCHOOL DISTRICT NO. 69 (Qualicum)
2017 Carbon Neutral Action Report**

Emissions and Offsets Summary:

School District No. 69 (Qualicum) Emissions and Offsets (tCO ₂ e)				
GHG Emissions created in calendar year:	2017	2016	2015	2014
Total Emissions	2,000	1,850	1,876	1,953
Total Offsets for the Reporting Year	1,502	1,376	1,403	1,487
Prior Year Adjustments (tCO ₂ e)	-			
Net 2017 Offset Requirements (tCO ₂ e)	1,502			

In 2017, School District No.69 (Qualicum) paid \$34,950 to purchase offset credits. The District maintains a bus fleet for which offsets were not purchased. As required by section 5 of the Carbon Neutral Government Regulation, 574.92 tCO₂e of emissions resulting from the operation of school buses were reported as part of our greenhouse gas emissions for 2017. However, they were not offset as they are out of scope under section 4(2)(c) of the Carbon Neutral Government Regulation.



MAY 15, 2018

Signature

Date

ROLLIE KOOP

SUPERINTENDENT OF SCHOOLS

Name (please print)

Title

Attached: Charts of GHG Emissions by Source



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 2

BOARD STRUCTURE

(Page 1 of 3)

PURPOSE

A bylaw to provide for the various procedures and conduct of meetings.

I. INAUGURAL MEETINGS

1. The Inaugural Meeting of the Board of Education, in each year following Trustee Elections, shall be held on the first ~~Tuesday~~ **Monday** after the first ~~Monday~~ after December **November** 1.
2. The Chairperson of the Inaugural Meeting shall be the Secretary Treasurer until such time as the Chairperson of the Board has been elected.
3. Election of the Chairperson shall be in accordance with the procedures outlined in Section II.
4. The interim Chairperson shall announce the results of the trustee elections prior to the swearing-in ceremonies.
5. The Swearing of Oaths and the taking of Declarations shall be done by the Secretary Treasurer, or by a Judge of a Court of Record or by a Justice.
6. The interim Chairperson shall call for nominations for Chairperson of the Board by ballot and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, the person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.
7. Following the election of the Chairperson of the Board the order of business shall be:
 - a. Election of a Vice Chairperson of the Board
 - b. Motion to destroy the nomination and election ballots
 - c. Passage of Banking Resolutions
 - d. Discussion of Committee and Representative Appointments
8. The election of Vice Chairperson shall follow the same procedure as that for the Chairperson.

II. ANNUAL ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE BOARD (non-election years)

1. The Chairperson and the Vice Chairperson shall be elected for a term of one year commencing September 1st of each year, except in election years.

The election shall be held at the Regular Board Meeting held in August of each year, except in election years. In an election year, the Chairperson and Vice Chairperson terms will extend up to the trustee elections.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 2

BOARD STRUCTURE

(Page 2 of 3)

2. Until the Board Chairperson is elected, the Interim Chairperson of the meeting shall be the Secretary Treasurer.
3. The interim Chairperson shall call for nominations by ballot for Chairperson of the Board and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.
4. Following the election of Chairperson of the Board, the order of business shall be:
 - a. Election of Vice Chairperson of the Board;
 - b. Passage of Banking Resolutions.
 - c. Discussion of Committee and Representative Appointments.
5. The election of the Vice Chairperson of the Board shall follow the same procedure as that for the Chairperson of the Board.

Reference: **Section 67** of the *School Act*

III. APPOINTMENT OF TRUSTEE REPRESENTATIVES

The Chairperson of the Board of Education shall annually appoint Trustee Representatives to External and District Internal Committees.

Trustee representation and participation on committees shall be approved by the Board of Education.

IV. TRUSTEE REMUNERATION

1. Trustee Remuneration will be established as follows:
 - In the first year of the term the remuneration will be the previous year's Provincial Average Trustee Remuneration as established by BCSTA
 - In all subsequent years of a term, the remuneration will be increased by the Consumer Price Index of the previous calendar year.
2. Each Trustee shall receive an annual remuneration of which two-thirds is paid as remuneration and one-third is paid as an expense allowance. The remuneration and expense allowance shall be paid on a monthly basis.
3. The Chairperson shall receive an additional 20% of the base Trustee Remuneration. The Vice-Chairperson will receive an additional 10% of the base Trustee Remuneration.
4. Each Board, during budget deliberations in the fourth year of its term, shall review the Trustees' Remuneration and make any adjustments the Board deems appropriate.



V. CHAIRPERSON AND PRESIDING OFFICERS

1. The Chairperson shall preside at all meetings of the Board, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Ministry of Education.
2. The Vice Chairperson shall have the powers and duties of the Chairperson, in the Chairperson's absence or during the Chairperson's disability, and such other powers and duties as the Board may from time to time determine.
3. In the event that neither the Chairperson nor the Vice Chairperson is able or willing to take the Chair the presiding officer shall be such person as the Board may elect for that meeting.
4. The presiding officer shall rule on all points of order and shall state reasons and the authority for ruling when making a ruling.

A Board member shall have the right to appeal the presiding officer's ruling.

An appeal may only be requested immediately after a ruling and before resumption of business.

VII. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Board Structure Bylaw No. 2."

Read a first time this 13th day of March, 2018.

Read a second time this _____ day of _____, 2018.

Read a third and final time, passed and adopted this _____ day of _____ 2018.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



Purpose

Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Conversely, when operating expenditures from all previous years exceeds operating revenues from all previous years an accumulated operating deficit results. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in BC are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.

An accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Policy

The Board of Education of School District 69 (Qualicum) is responsible for ensuring the District is protected financially from financial forecasting risk and unforeseen circumstances which could negatively impact the education of students. To discharge this responsibility, the Board will establish a restricted portion of its accumulated operating surplus and/or its annual operating budget as a Contingency Reserve to be used to mitigate any negative impact such circumstances might cause. If possible, the targeted amount of Contingency Reserve will be up to 2.5% of total operating budget for that year.

References:

- *Administrative Procedure: Accumulated Operating Surplus*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCUMULATED OPERATING SURPLUS

Page 1 of 2

Purpose

The Accumulated Operating Surplus will be comprised of the following three components:

- Contingency Reserve
- Appropriated Operating Surplus
- Unrestricted Operating Surplus

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.

Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.

The balance of the accumulated operating surplus will be held as unrestricted operating surplus.

The Contingency Reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board of Education's approval, in response to unforeseen circumstances.

Examples for use of the Contingency Reserve may include

- a. Elimination of any deficit arising at the end of the fiscal year
- b. Incurring of new cost pressures in a fiscal year that were not known at the time of budget development
- c. Settlement of legal action that is not covered by the School Protection Program
- d. Initial one-time cost outlays for new educational programs
- e. Coverage for disaster recovery expenditures
- f. Extraordinary unknown utilities cost pressures
- g. To appropriate to balance the next year's budget

When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the Contingency Reserve within an appropriate timeframe.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCUMULATED OPERATING SURPLUS

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Process

1. In conjunction with the Board of Education's review and approval of the financial statements, the Secretary Treasurer will present for the Board of Education's review and approval the internal restriction of accumulated operating surplus for:
 - a. Contingency Reserve; and,
 - b. Multi-year funding of projects and programs.

2. Prior to adoption of each annual budget and amended budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of Contingency Reserve, and when applicable, strategies for replenishing the Contingency Reserve, or opportunities for allocation of accumulated surplus to support annual program expenditures.

References:

- *Board Policy 4006: Accumulated Operating Surplus*



POLICY

Students' records shall be maintained in a manner that ensures the confidentiality of information and compliance with the *School Act* and the *Freedom of Information and Protection of Privacy Act*. Students and parents shall have access to all information in the student record, except for records of reports made under the *Child, Family & Community Service Act* or information that forms the basis of a child abuse report under this act.

~~Student records, either in written or electronic form, shall be subject to the following regulations regarding content, access, transfer and storage.~~

References:

- Administrative Procedure: Student Records
- The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure
- The Freedom of Information and Protection of Privacy Act
- SD69 File Management Manual

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 1 of 8

Purpose:

Student records, either in written or electronic form, shall be subject to the following regulations administrative procedure regarding content, access, transfer and storage.

Procedures:

1. Content of Student Records

~~Student records shall include the Permanent Student Record and student file as defined by the Ministry of Education, which together shall be referred to hereafter as the Cumulative Student File.~~

~~The Permanent Student Record is comprised of the following:~~

- ~~• The Permanent Student Record (Form 1704)~~
- ~~• Report cards for the two most recent years or a transcript of grades~~

~~The student file contains the following:~~

- ~~• All documents listed as inclusions on Form 1704~~
- ~~• A copy of the student's current Student Learning Plan, if any~~
- ~~• A copy of the student's current IEP, if any~~

~~The student file may also contain, but not be limited to the following:~~

- ~~• Professional assessment reports from staff and/or from outside agencies~~
- ~~• School-based team meeting minutes relating to the student~~
- ~~• Medical information provided at the option of the parent or public health~~
- ~~• Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies~~
- ~~• Court orders or other legal documents~~
- ~~• Other reports deemed by the Principal to be appropriate for inclusion~~

~~The Permanent Student Record and the student file may be electronic or in hard copy format.~~

~~Notes prepared by and for the exclusive use of a teacher or administrator are not considered part of the student record but are subject to the requirements of the *Freedom of Information and Protection of Privacy Act*.~~

~~Records of reports made under the *Child, Family & Community Service Act* or information that forms the basis of a child abuse report under this act are not part of the Cumulative Student File and should be maintained separately.~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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1 2. Responsibility

School Principals are responsible for the establishment, security and maintenance of the cumulative files for each student registered in their school.

The criterion for determining the appropriateness of information to be included in a student's file should be: What do the educators working for the benefit of this student, now and/or in the future, need to know to best help the student?

2 3. Review of Records

Each Cumulative Student File is to be subject to a periodic review by the Principal or designate to ensure that information is complete, current and relevant.

3 4. Access to Student Records

Access to student records shall be in accordance with the *School Act*, the *Freedom of Information and Protection of Privacy Act* and other applicable legislation.

A student or parent/guardian shall have the right to review the Cumulative Student File by arrangement with the school Principal.

Non-custodial parents may attain access to the Cumulative Student File only if:

- a) the custodial parent has consented in writing; or,
- b) the non-custodial parent is granted access to the Cumulative Student File by a court order; or,
- c) there is a written agreement between the custodial and non-custodial parents that permits access to student information.

Any examination of the student record by a student or parent shall occur in the presence of the Principal or a person designated by the Principal to interpret the records. Prior arrangement shall be required in order to give the Principal adequate opportunity to arrange for the examination of the student's record.

Copies of report cards, academic transcripts and statements of standing may be provided to other parties where a written request has been made by a legal parent (guardian), legal representative of the student, or by the student if they are an adult. However, copies of documents requiring interpretation shall not be provided to other parties except where the Superintendent has granted permission or where the release of such records is required by a subpoena or court order.

Copies of academic transcripts may be provided to post-secondary institutions directly by the school at the request of a student.

School and District staff have a right to access student records on a 'need to know' basis in order to fulfill the duties of their position.

As required by the *School Act*, student records shall also be made available, with proper authorization, to a person planning for the delivery or delivering health, social or support services to the student, or to the board's insurer to the extent necessary to meet any claims

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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against the Board. Records will also be made available in response to valid court orders and subpoenas and/or in keeping with legislation.

4 5. Disputes with Respect to Content of Records

If the student of age or parent (guardian) is in disagreement with the information on a student's record, they may challenge its validity or inclusion by writing to the Principal of the school. Within ten (10) working days the student or parent (guardian) will receive a written reply from the school Principal and/or a personal conference. If the request is denied, the student or parent (guardian) shall be informed of their right to appeal the decision under Board Bylaw 45: **Parent/Student Appeals to the Board of Education.**

6. Transfer of Records

~~Prior to transfer the Principal should review the Cumulative Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education, is included. The *Freedom of Information and Protection of Privacy Act* requires that any document used to make a decision that directly affects a student must be retained for one year. The Principal will determine whether inclusion of behavioural references, particularly those relating to violence or other potential harmful behaviour or any other material of a sensitive nature, is necessary.~~

~~In the event that the student transfers to another school within the district, the entire Cumulative Student File shall be sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.~~

~~In the case of transfer to other public schools in British Columbia, the Cumulative Student File will be transferred upon receipt of a written request from the Principal of the receiving school.~~

~~In the case of a student transferring to an Independent School or an educational institution outside of British Columbia, a copy only of the Cumulative Student File will be transferred upon receipt of a written request from the Principal of the receiving school. The original Cumulative Student File is to be maintained at the school.~~

~~No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the *Independent Schools Act* and in British Columbia, listed in the Ministry document Public and Independent Schools Book.~~

~~A log book tracking system shall be maintained at each school for the purpose of recording all student record transfers. The log book will contain the date of transfer, student name, date of birth, Personal Education Number (PEN) and destination.~~

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ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

5. Student Records and Permanent Student Record (PSR) File Management

Student File	Confidential Student File	Permanent Student Record and/or when student leaves district
<p>IEP (copy), if any</p> <p>Inclusions (copy) as follows:</p> <ul style="list-style-type: none"> - Health Services Information, if school has been copied on report (includes medical records that refer to a designation) - Court Orders (Legal Alert) - Other legal document, such as Name Change or Immigration documents - Notification that student is registered as Home Schooler <p>Medical information (copy) provided at the option of the parent or public health</p> <p>Student's current Learning plan, if any</p> <p>Copies of Student Learning Services information as follows:</p> <ul style="list-style-type: none"> - Screening notes - Referral forms - Consent forms <p>Other reports deemed by the Principal to be appropriate for inclusion, example as follows:</p> <ul style="list-style-type: none"> - Summary of recommendations for academic/cognitive assessments 	<p>IEP (original)</p> <p>Inclusions (original) as follows:</p> <ul style="list-style-type: none"> - Health Services Information (includes medical records that refer to a designation) - Learning Services Information (includes, academic and cognitive assessments) - Student Ministry Designation (includes Ministry Checklist) <p>Medical information (original) provided at the option of the parent or public health, if student has designation</p> <p>Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies</p> <p>Professional assessment reports from staff and/or outside agencies, as well as the following:</p> <ul style="list-style-type: none"> - Screening notes - Referral forms - Consent forms 	<p>Form 1704 (PSR)</p> <p>Inclusions List as follows:</p> <ul style="list-style-type: none"> - Historical hard copy Inclusions List or; - Inclusion List as entered in MyEdBC <p>Minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades); or an official copy of the Transcript of Grades</p>

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ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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Permanent Student Record (PSR):

The hard copy of a PSR consists of the following:

1. Form 1704
2. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) or: an official copy of the Transcript of Grades

Inclusion(s):

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school. For all inclusions, list the document date, title, and expiry date or date rescinded (if applicable).

The following inclusions must be listed on the PSR:

- Health services information as indicated by medical alert, for example:
 - Diabetes
 - Epilepsy with a history of seizures in the past two years
 - Allergy (only those which produce an anaphylactic type of response, needing hospitalization and/or adrenaline at once by school staff)
 - Blood clotting disorders
 - Serious heart conditions
 - Situations that may interfere with student performance, health or behaviour, such as:
 - Hearing aids
 - Medication prescribed by the doctor (example: asthma)
 - Cerebral palsy
 - Cystic fibrosis
 - Any other condition which may require emergency care may be added after consultation with supervisor, senior public Health Nurse, or Medical Health Officer
- Learning Services information, for example:
 - Adjudication requirements for completing assessment activities
 - Learning Assistance Report
 - Occupational Therapy Report
 - Physiotherapy Report
 - Psycho-Ed Assessment
 - Speech and Language Report
 - Standardized Achievement Tests
- Student Ministry Designation

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STUDENT RECORDS

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- Court orders as indicated by the legal alert, for example:
 - Custody Orders
 - Restraining Orders
 - Instructions re: access to student and/or student records
- Other legal documents, for example:
 - Name change
 - Immigration document
- Notification that a student is on an IEP (Individual Education Plan) or on an AIP (Annual Instruction Plan)
- Notification that a student is registered as a Home Schooler

The following inclusions may be listed on the PSR inclusion:

- Records of information which an educator deems relevant to the educational program of the student

Student Progress Reports and Student Learning Plans are also kept in the student file but are not to be listed on the PSR in the inclusion section.

Inclusions - School Process(es):

Elementary Schools:

1. Schools to determine most efficient process for them to obtain information for school-entered inclusions.
Example: Mid June - Office clerical to email teachers (classroom, Learning Services or counselor, etc.) a blank Inclusion Sheet requesting that inclusion information be entered for each student that has received additional services and/or Achievement testing (separate Inclusion Sheet per student).
2. Information is to be returned to office clerical via email within 10 days.
3. The inclusions are then entered into MyEdBC by office clerical.
4. Inclusion Sheet to be affixed to left-hand side of student file (most recent Inclusion Sheet at the front).
5. When a student leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

Secondary Schools:

The School's Student Learning Services department will supply a separate Inclusion Sheet for each student (with inclusions) to the office clerical at the end of the school year. The inclusions are then entered into MyEdBC by the office clerical. The Inclusion Sheet is affixed to the left hand side of the student file (most recent Inclusion Sheet at the front).

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ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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When a student graduates or leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

Transfer of Student Record

Prior to transfer the Principal should review the Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education is included. The Principal will determine whether inclusion of behavioral references, particularly those relating to violence or other potential harmful behavior or any other material of a sensitive nature is necessary.

Schools are to maintain a log book tracking system for the purpose of recording all student record transfers. The log book will contain the date of the transfer, student name, date of birth, Personal Education Number (PEN) and destination.

All schools are required to complete a Permanent Student Record for each student enrolled in School District 69. The District requirements are that PSR cards are printed and inclusions or inclusion lists are attached to the PSR when a student leaves the district or graduates.

Procedures

1. In-District Transfer: In the event that a student transfers to another school within the district, the entire Student File is sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.
2. In-Province Transfer (Public Schools): When a student moves to another School District within BC, SD69 School is to print an official copy of the PSR card and send with the student's file to the principal of the new school. Do not give the original PSR card or student file directly to the parent or student.
3. BC Independent Schools: Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Retain the official copy as normally done in the student's file. Do not send the original documents or student file to the Independent school. The original file is to be retained by the school before archiving.
4. Out-of-Province or Country: Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Do not send the original documents or student file out of Province or out of the Country. The original file is to be retained by the school for two years before archiving.

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ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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6 7. Retention of Student Records PSR Card Retention Requirements

The Permanent Student Record must be retained in the School District for 55 years after a student has withdrawn or graduated from school.

The Permanent Student Record along with any inactive Cumulative Student Files Student Files will be stored by the school in which the student was last registered.

Inactive student files, including files for students who have successfully completed Grade 12, will be retained by the school until the student reaches the age of 22 (19 years plus 3 years). Once the retention period has lapsed, student files will be destroyed in a confidential manner.

In the case of a student's death before graduation, the Permanent Student Record shall be retained for 55 years.

References:

- Board Policy 7144: Student Records
- The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure
- The Freedom of Information and Protection of Privacy Act
- SD69 File Management Manual