



SCHOOL DISTRICT No. 69 (QUALICUM)

REGULAR BOARD MEETING AGENDA

TUESDAY, JANUARY 28, 2020

6:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. CALL TO ORDER AND INTRODUCTIONS

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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: December 17, 2019 | p 1-6 |
| b. | Ratification of In Camera Board Meeting Minutes: December 17, 2019 | p 7 |
| c. | Ratification of Special In Camera Board Meeting Minutes: December 17, 2019 | p 8 |
| d. | Receipt of Ministry News | |
| | • More Supports, Funding for Students in BC's Classrooms | p 9-10 |
| | • Third annual awards honour BC's finest education professionals | p 11-13 |
| e. | Receipt of Reports from Trustee Representatives | |
| | • Oceanside Building Learning Together – Trustee Young | p 14 |
| f. | Receipt of Status of Action Items – January 2020 | p 15 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of January 28, 2020, as presented (or, as amended).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

6. BUSINESS ARISING FROM THE MINUTES

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

8. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

9. DISTRICT PARENTS ADVISORY COUNCIL

10. PUBLIC QUESTIONS AND COMMENTS (WRITTEN)

11. ACTION ITEMS

- a. International Student Program Trip to Seattle Washington** (Vivian Collyer) p 16-26

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) give approval in principle for an International Student Program Trip to Seattle, Washington, from March 18 to 20, 2020.

- b. Ballenas Secondary Student Trip to Nicaragua** (Rudy Terpstra) p 27-33

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) give approval in principle for a Ballenas Secondary Student Trip to Nicaragua, from October 10 to 20, 2020.

12. INFORMATION ITEMS

- a. Education Update** (Vivian Collyer)
- b. Superintendent's Update** (Keven Elder)
- c. Amended Annual Budget Update** (Ron Amos)

- 13. EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Godfrey) p 34

- 14. POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Young) p 35

- a. Board Policy 301: Living Wage (previously numbered 3001)** p 36-39

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 301: *Living Wage* and its attendance Administrative Procedure at its Regular Board Meeting of January 28, 2020.

- b. Board Policy 503: Animals in Schools and Workplaces (previously AP only)** p 40-49

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 503: *Animals in Schools* and its attendance Administrative Procedure at its Regular Board Meeting of January 28, 2020.

- c. Bylaw 1: Board of Education (previously titled *Trustee Elections*)** p 50-57

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of January 28, 2020.

- d. Bylaw 2: Board Structure** p 58-60

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of January 28, 2020.

- e. Bylaw 7: Bylaw and Policy Development and Review** p 61-63
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of January 28, 2020.
- f. Board Policy 7012: Students' Right to Engage in Peaceful Protests** p 64
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 7012: *Students' Right to Engage in Peaceful Protests* at its Regular Board Meeting of January 28, 2020.
- g. Board Policy 7011: Provision of Menstrual Products** p 65
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading of Board Policy 7011: *Provision of Menstrual Products* at its Regular Board Meeting of January 28, 2020.
- h. Board Policy 9000: Information Management and Access** p 66-82
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading of Board Policy 9000: *Information Management and Access* at its Regular Board Meeting of January 28, 2020.
- 15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** *(Trustee Flynn)* p 83-84
- 16. REPORTS FROM TRUSTEE REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
- 17. TRUSTEE ITEMS**
- a. Education Funding Letter** *(Trustee Young)*
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) write a letter to the Ministries of Education and Finance outlining our funding needs to adequately maintain our school district and support vulnerable learners, including a reliance on unstable revenue streams such as the International Student Program. The letter will request the provincial government adequately fund public education.
- 18. NEW OR UNFINISHED BUSINESS**
- 19. BOARD CORRESPONDENCE AND MEDIA**
- **Letters to Regional District of Nanaimo Board of Directors** p 85-86
re: Ballenas Track Renewal
- 20. PUBLIC QUESTION PERIOD**
- 21. ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, DECEMBER 17, 2019

6:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice-Chairperson
Laura Godfrey	Trustee
Elaine Young	Trustee

Administration

Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Jesse Witte	Principal, PASS/Woodwinds
	Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

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

1. CALL TO ORDER

Chair Flynn called the meeting to order at 6:00 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 Snaw-Naw-As (Nanoose) and Qualicum First Nations for sharing their shared territories with the District.

3. ADOPTION OF THE AGENDA

19-122R

Moved: Trustee Godfrey *Seconded:* Trustee Austin

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: November 26, 2019
- b. Ratification of In Camera Board Meeting Minutes: November 26, 2019
- c. Ratification of Special In Camera Board Meeting Minutes: November 5, 2019
- d. Receipt of Reports from Trustee Representatives
 - French Advisory Council – Trustee Young
 - Oceanside Building Learning Together – Trustee Young
- e. Receipt of Status of Action Items – December 2019

19-123R*Moved:* Trustee Young*Seconded:* Trustee Godfrey

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of December 17, 2019, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES**a. Ballenas Track Renewal****i. Report of Meeting Held November 24, 2019 – Trustee Young****ii. Briefing Note - Trustee Young/Superintendent Elder**

Superintendent Elder referred to briefing note and highlighted the main topics of discussion at the November 24, 2019 Ballenas Track Renewal committee meeting, which were the type of track, how many lanes to consider and potential sources of funding. There was unanimous consensus for an 8-lane track by all members present.

19-124R*Moved:* Trustee Young*Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) support in principle the recommendation of the Ballenas Track Renewal Steering Committee to plan for the construction of an eight lane competition standard track at Ballenas Secondary School, with the final decision to come after reports from the committee on all implications including in relation to funding of both the construction and the ongoing maintenance of the track.

CARRIED UNANIMOUSLY

Secretary Treasurer Amos advised that the Ballenas Track Funding Sub-Committee met earlier in the day to articulate the timelines and potential funding sources. The plan is to make presentation to community partners and agencies early in the new year, meet with municipal councils and stakeholders in March/April, and hold a kick-off campaign in April/May.

19-125R*Moved:* Trustee Young*Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) write a letter to the Board of the Regional District of Nanaimo requesting funding support for the Ballenas Track in the amount of \$500,000.00, with an indication of the Board's desire to enter into a service agreement for ongoing maintenance and eventual track replacement.

CARRIED UNANIMOUSLY

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, MATA President, commented on the following:

- Lack of parent, teacher or support staff representation on the Funding Model Review Panel (FMRP).
- Concerns with the FMRP promotion of a 'one size fits all' funding formula for the province given the unique issues of each district and understandings about how to solve those issues.
- The need for more money to be allocated to education as a whole in BC.
- Appreciation of the Notice of Motion to adequately fund public education. It is the hope of MATA that the board will approve the motion when it is moved in January as the government needs to provide adequate funding to support the complex composition of today's classrooms and to address issues related to recruitment and retention of teachers.

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No Report

10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)

None

11. ACTION ITEMS

None

12. INFORMATION ITEMS**a. Education Update**

Associate Superintendent Wilson commented on the following district initiatives and events:

- Recognition of the student art work that is being temporarily displayed at Springwood Elementary School.
- Acknowledgement of the work done by teachers prior to the winter performances.
- Graduation data is being reviewed and at this point is very promising. Appreciation was expressed for the work done by the principal and staff at PASS/Woodwinds to support students towards graduation.
- Kindergarten teachers will be completing the Early Years Development Instrument (EDI) in February and will be meeting in early January to go through their training on administering the EDI. (*Trustee Young noted that she had attached the sub sets of the EDI to her Oceanside Building Learning Together report.*)
- All district staff are looking forward to a well-earned break.

b. Superintendent's Update

Superintendent Elder commented on the following:

- Acknowledgement of the Board's embracing of the standing committee structure.
- Kwalikum Secondary student council and Ballenas Interact students contributed to an improved draft of a policy regarding students' right to peaceful protest which will be presented to the Board at its January Board meeting.
- A review of alternate programs is currently underway. A team consisting of members from five different districts from the lower mainland will be meeting in SD69 in January to share experiences, see what is currently available for SD69 students and identify a variety of ways students needs can be met.
- Clarity is expected to be provided by the Ministry in the new year regarding the new funding model. It was noted that there are already a number of questions and concerns being raised regarding how money will be provided through the new model.
- Recognition of all the performances and presentations being held in schools throughout December. It is worth the travel between sites to see the energy, excitement, and enthusiasm. Appreciation to the volunteer work of parents, staff and students, in creating the performances and for providing valuable educational experiences as well.
- Plans to begin advertisements on the local radio station are underway with the first ads relating to Kindergarten Registration.

c. Water Safety Update

Chris Dempster, General Manager of Operations, reported that the Ministry has changed the acceptable level of lead in drinking water to half of what it was the previous year. He is currently reviewing data from last year's reports to identify any that are above the new level.

d. 2020-2021 Budget Process Schedule

Secretary Treasurer Amos referred to the 2020-21 budget process schedule provided in the agenda package, noting that the same approach will be used as was defined last year to include more public consultation.

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

No report

14. POLICY COMMITTEE OF THE WHOLE REPORT

No report

15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

No report

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

No report

17. TRUSTEE ITEMS**a. Climate Action Task Force**

Trustee Austin advised that the first meeting of the task force was held in early December and was well attended by district staff and community members. Three recommendations have come out of that meeting as the focus for the task force is on action. In order to have a baseline from which the task force can begin its work, it was recommended that they be provided with information on what types of initiatives have already been implemented or are currently being planned.

19-126R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) request staff to prepare a report on the school district's current plans in relation to reducing greenhouse gas emissions, including data and targets related to district operations and transportation.

CARRIED UNANIMOUSLY

The task force also discussed the importance of embedding climate change in the curriculum, and provide education not only for students but for everyone in the learning community.

19-127R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) request senior staff to prepare a report for embedding and creating a focus on stewardship and climate change learning into the core competencies.

CARRIED UNANIMOUSLY

Finally, it was reported that the task force also spoke to the need for informing and learning from one another which led to talk about the task force organizing a symposium in the spring of 2020. This would be a symposium that would be student-led as well as community-led with the District lending support by providing the space, information on some of the initiatives underway in the district, and to showcase work students are doing in relation to climate action.

19-128R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) support a task force initiative to host a Climate Action Symposium in the spring of 2020.

CARRIED UNANIMOUSLY

The next meeting of the task force will be held on January 20th at 3:30 at the Qualicum Commons.

b. Board of Education Scholarships

Chair Flynn presented information on the determination of the allocations for the board of education scholarships. It has also been suggested that the process might differ slightly for PASS students with a trustee and senior staff member interviewing students at the school rather than at the board office.

19-129R

Moved: Trustee Flynn *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) attribute \$6000.00 for the Board of Education Scholarships with \$2000.00 going to each of Ballenas Secondary, Kwalikum Secondary and CEAP/Parksville Alternate Secondary Schools.

CARRIED UNANIMOUSLY

c. Notice of Motion re: Education Funding – Trustee Young

The BC Public education system has struggled for years to adequately meet the needs of students under the per pupil funding model. Districts have been compelled to rely on unstable revenue streams such as International Student Programs. With the imminent roll-out of the new funding model, it is hoped that the instability of funding will be addressed.

I, Trustee Young, provide notice that I will move, or cause to be moved, the following motion at the Regular Board Meeting of January 28, 2020:

THAT the Board of Education of School District 69 (Qualicum) write a letter to the Ministries of Education and Finance outlining our funding needs to adequately maintain our school district and support vulnerable learners, including a reliance on unstable revenue streams such as the International Student Program. The letter will request the provincial government adequately fund public education.

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA

None

20. PUBLIC QUESTION PERIOD

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

- Climate action task force.
- Draft policy regarding students' right to peaceful protest.
- Playground removal at Qualicum Commons as it was not up to code.
- Input of teaching staff to the Alternate Education Review.

21. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 6:49 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT
December 17, 2019

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Elaine Young	Trustee
Laura Godfrey	Trustee
Barry Kurland	Trustee

Administration

Dr. Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Brenda Paul	Director of Human Resources

The Board of Education discussed the following topics:

- Land
- Labour Relations
- Personnel

There were not motions presented for approval at this meeting

Chairperson

Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)
SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT
December 17, 2019

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Elaine Young	Trustee
Laura Godfrey	Trustee
Barry Kurland	Trustee

Administration

Ron Amos	Secretary Treasurer
Brenda Paul	Director of Human Resources

The Board of Education discussed the following matter:

- Personnel

The Board of Education approved a motion on the following matter:

- Personnel

Chairperson

Secretary Treasurer



NEWS RELEASE

For Immediate Release
2019EDUC0139-002444
Dec. 18, 2019

Ministry of Education

More supports, funding for students in B.C.'s classrooms

VICTORIA – Students in B.C. are continuing to benefit from increased investments, more teachers and more funding to support Indigenous education and students with special needs, with additional funding for B.C.'s public school districts in 2019-20.

“More and more families and students are coming to B.C., and we are ensuring they can access our world-class public education system with increased funding and support,” said Rob Fleming, Minister of Education. “This year, B.C.'s public school districts are receiving significantly more funding than ever before, including more funding for Indigenous education and increased support for students with special needs.”

Public school operating grants have increased by \$161 million in 2019-20. Funding for students with special needs is up by \$63.7 million compared to last year and totals \$601.7 million for 2019-20 — a 30% increase over the 2016-17 school year. The ministry is also increasing funding to support Indigenous students, bringing the total funding to \$89.6 million this year — a \$14.7 million increase over last year and a 29% increase over the 2016-17 school year.

Government is providing \$450 million for school districts to continue funding 4,200 teachers hired in the past three years through the Classroom Enhancement Fund, including 700 special education teachers and 190 teacher-psychologists and counsellors. The increases in operating funding have also helped support districts with hiring more than 1,000 new education assistants over the past three years.

Government has invested an additional \$1 billion overall in the education system this fiscal year compared to what the previous government provided in 2016-17. This allows \$838 million more to go directly to public school districts for operating funding to support students.

As of September 2019, an additional 5,100 full-time equivalent students are enrolled in B.C.'s schools compared to the year before. The districts with the highest growth in students are:

- Surrey (+1,039)
- Burnaby (+441)
- Central Okanagan (+377)
- Langley (+336)
- Sooke (+281)

“We’re pleased to see more students in our public schools and additional funds from the Ministry of Education to support them,” said Stephanie Higginson, president, B.C. School Trustees’ Association. “Our public education system is one of the best in the world. We are grateful that the ministry is committed to making sure all families and students in our province have access to high-quality public education. We’re also thankful to see additional investments

for Indigenous students and students with special needs to help ensure that our education system is truly inclusive.”

Most districts are growing, as 40 of B.C.’s 60 school districts had their enrolment increase over last year, while 20 had declines. Overall student enrolment is up for the fifth year in a row.

Quick Facts:

- In total, 547,830 full-time equivalent students enrolled in B.C.’s public schools in September 2019 — up from 542,650 in 2018.
- Budget 2019 invested \$6.6 billion in operating funding for B.C.’s education system in 2019-20.

Learn More:

Funding information for each school district can be found here:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-19-20>

For a backgrounder with enrolment breakdowns for each school district, visit:

<http://news.gov.bc.ca/files/Enrolments-and-Operating-Grants-2019-2020-Backgrounder.pdf>

Contact:

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

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



NEWS RELEASE

For Immediate Release
2020PREM0001-000026
Jan. 13, 2020

Office of the Premier
Ministry of Education

Third annual awards honour B.C.'s finest education professionals (disponible en français en bas de page)

VICTORIA – Nominations are open for the third annual Premier's Awards for Excellence in Education, a chance to recognize the British Columbian teachers, administrators and support workers who are making a positive impact on students and their school communities.

"We value the extraordinary commitment to excellence shown by B.C. education professionals who care for the well-being of all of their students," said Premier John Horgan. "By offering this awards program for the last three years, we have been able to continue to shine an important light on the individuals who are working hard to make a difference in the lives of B.C. students and celebrate the incredible difference they are making every day."

Government created the annual awards program in 2018 to honour the contributions of education professionals who go above and beyond to make life better for students in British Columbia. They are open to public, independent and First Nations school-system teachers, principals, vice-principals, administrators and support staff in the K-12 school system.

This year, six awards are open to any B.C. teacher certificate holder, two awards are open to any B.C. teacher certificate holder currently in a district or school leadership role and two awards are open to any support staff member.

"The teachers, administrators and support staff who have been honoured by the Premier's Awards for Excellence in Education are truly inspiring," said Rob Fleming, Minister of Education. "This awards program gives us an opportunity to celebrate the amazing things happening in classrooms throughout B.C. and the many ways students are benefiting from new ideas and approaches to K-12 education."

Winners will receive a \$3,000 personal bursary for professional learning, a \$2,000 contribution to the winner's school community for professional learning and a commemorative work of art designed by a B.C. student. Each runner up will receive a \$1,000 personal bursary for professional learning and a \$1,000 contribution to their school community for professional learning.

Nominations will be accepted until April 30, 2020. Finalists will be announced in May. Winners will be announced at an award ceremony in Victoria, timed with World Teachers' Day in October.

Quotes:

Teri Mooring, president, British Columbia Teachers' Federation —

“British Columbia has a top-notch education system because of the committed, caring, and highly trained professionals who do their best to support each and every student. I’m very proud to represent B.C.’s 45,000 public school teachers who teach with so much heart and integrity. Teachers make a lasting, positive difference in the lives of students and I’m glad that important impact is being recognized.”

Paul Faoro, president, CUPE BC —

“Even though this is the third year in a row that the Premier’s Education Awards have recognized the hard work and dedication of K-12 support workers, it still feels like a breath of fresh air to have a government that understands that a solid education experience can’t happen without strong supports throughout the system. We’re grateful to be recognized as a partner in education, and we’ll be encouraging our K-12 locals across the province to nominate outstanding CUPE members.”

Learn More:

To nominate an education professional for the 2020 Premier’s Awards for Excellence in Education, visit: www.gov.bc.ca/excellenceineducation

A backgrounder follows.

Contact:

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

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



BACKGROUND

For Immediate Release
2020PREM0001-000026
Jan. 13, 2020

Office of the Premier
Ministry of Education

Facts about the Premier's Awards for Excellence in Education

(disponible en français en bas de page)

- 140 education professionals were nominated from throughout B.C. for the 2019 Premier's Awards for Excellence in Education.
- 10 awards were given out on Oct. 4, 2019, at a ceremony at Government House in Victoria with Premier John Horgan, Minister of Education Rob Fleming and Lt. Gov. Janet Austin in attendance.
- There are approximately 72,000 B.C. teaching certificate holders (teachers, administrators, principals and vice-principals) and 38,000 support staff workers in B.C.
- 10 awards will be given out this year:
 - Six awards are open to teachers: community engagement, extracurricular leadership, Indigenous education, outstanding new teacher, outstanding team collaboration, and social equity and diversity.
 - One award is open to those in a school-based leadership role: school leadership.
 - One award is open to those in a district leadership role: district leadership.
 - Two awards are open to support staff: outstanding support — school community (including bus drivers, crossing guards, student supervisors, Indigenous cultural facilitators, custodians, maintenance/trade workers and those working in a clerical function); and outstanding support — teaching assistant (including educational assistants and Indigenous education support workers).

Contact:

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

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



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: Oceanside Building Learning Together Coalition
Meeting Location: Family Place
Meeting Time: Noon on January 9, 2020

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.

Our Vision:

Thriving children, families and community

Our Goals:

1. Community Collaboration and Engagement
2. Decrease SD69 EDI Reported Vulnerabilities

Items Discussed:

1. First 2000 days

Resources shared on Right to Play: A Fundamental Necessity for Healthy Development

Brain Architecture

Muddy Knees and Muddy Needs (information regarding children in the UK having less outdoor time than prisoners!!)

211 – Information line for parents seeking resources in their communities

Spelling Bee fundraiser at the Port Theatre. Teams of adult spellers to sign up.

2. IMPORTANT! Time sensitive

Child Care Needs Assessment Update (Social Planning & Research Council - SPARC) & ELCCO (Early Learning & Childcare Council for Oceanside)

Survey Link: Parents - <https://ca.research.net/r/Mid-Island-Child-Care-Needs-Assessment-Parent-Caregiver-Survey>

Survey Link: Child Care Providers - <https://ca.research.net/r/Mid-Island-Child-Care-Provider>

3. Parenting Course Sub-group report

Looked at the number and diversity of community parenting groups. Explored the difference between Therapeutic and Basic Parenting Groups. More discussion will happen soon

4. Childcare Update (SD and OBLT)

Application for childcare spaces sent to the province in December.

OBLT Needs WOW bus Drivers

The commitment is generally no more than 3 hours every 2 weeks during the school year, and **no special license is required**. Drivers and an OBLT staff member drive to Nanoose Bay, Errington, Meadowood, and Bowser where kids and a parent come on board for story time, circle time, playtime and a healthy snack. We offer orientation and training and heaps of gratitude! If you'd like more information or to sign up, please email admin@obl.ca.

5. Next meeting:

Thursday, February 6, 2020

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Briefing Note re École Oceanside Elementary English Program November 26, 2019</p>	<p>Superintendent</p>	<p>Currently being drafted</p>	<p>January 2020</p>
<p>Letter to Regional District of Nanaimo December 17, 2019 THAT the Board of Education of School District 69 (Qualicum) write a letter to the Board of the Regional District of Nanaimo requesting funding support for the Ballenas Track in the amount of \$500,000.00, with an indication of the Board's desire to enter into a service agreement for ongoing maintenance and eventual track replacement</p>	<p>Board Chair</p>		<p>December 2019 completed</p>
<p>Climate Action Task Force December 17, 2019 THAT the Board of Education of School District 69 (Qualicum) request staff to prepare a report on the school district's current plans in relation to reducing greenhouse gas emissions, including data and targets related to district operations and transportation</p>	<p>Secretary Treasurer/ Operations & Maintenance Manager</p>		<p>January 2020</p>
<p>Reduction of Greenhouse Gas Emissions in SD69 December 17, 2019 THAT the Board of Education of School District 69 (Qualicum) request staff to prepare a report on the school district's current plans in relation to reducing greenhouse gas emissions, including data and targets related to district operations and transportation</p>	<p>Senior Staff</p>		
<p>Stewardship and Climate Change Learning December 17, 2019 THAT the Board of Education of School District 69 (Qualicum) request senior staff to prepare a report for embedding and creating a focus on stewardship and climate change learning into the core competencies</p>			
<p>Climate Action Symposium December 17, 2019 THAT the Board of Education of School District 69 (Qualicum) support a task force initiative to host a Climate Action Symposium in the spring of 2020</p>	<p>Climate Action Task Force Members</p>		<p>Spring 2020</p>



Qualicum
SCHOOL DISTRICT

School District No. 69 (Qualicum) Ross Pepper, District Principal Email rpepper@sd69.bc.ca www.schoolincanada.ca

January 20, 2020

Board of Education – School District # 69 (Qualicum)

This letter will stand as my approval for the field trip to Seattle, Washington planned by myself and Jenny Atkinson, Activities Coordinator of the International Student Program.

The trip to Seattle, Washington is planned for March 18, 2020 to March 20, 2020 with approximately 22 students and 2 chaperones.

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

Respectfully,

Ross Pepper
District Principal
International Student Program

cc: Keven Elder
Lori Marshall
Rudy Terpstra

RP/bb



FORM SD69-FE04A

Category 4 Field Experience

REQUEST FOR PRELIMINARY APPROVAL (APPROVAL IN PRINCIPLE)

Out of Province but within Canada and/or Continental USA or Off-Continent

Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (e.g.: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- 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?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)?
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Will 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.
- Educator-in-charge to forward following information to School Principal for review and approval:
 - Form SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Cover letter from Educator-in-charge outlining specific objectives, proposed follow-up activities, and presentation(s)
 - Parent Information Letter
 - Schedule/Itinerary
 - Class List
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract
- In addition to above information, Educator-in-charge MUST have on file:
 - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist
 - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form
- Principal to forward copy of following information to District Office for review and Board of Education approval:
 - Cover letter from Educator-in-charge
 - Letter of Support from Principal requesting preliminary approval from the Board of Education
 - FORM SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Parent Information Letter
 - Schedule/Itinerary
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract

SCHOOL NAME: QUALICUM INTERNATIONAL STUDENT PROGRAM
Educator-in-Charge: Ross Pepper
Proposed Destination: Vancouver / Portland / Seattle
Proposed Departure Date: March 18, 2020 **Proposed Return Date:** March 20, 2020
Area of Study: International **Grades:** 9-12
Educational Purpose of Trip: Cultural
Total No. of Students: 22
Total Projected Cost: 13020.00
 Projected Cost per Student: \$580.00 **Projected Built-in Cost per Teacher:** 0.00 **Projected Cost to Teacher (if any):** 0.00

Proposed Excursion Details (Planning Form attached): Yes No (If no, please explain below)

School Bus to Ferry / Ferry / DC Tours Itinerary

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:

Principal / Volunteer

Category 4 Out of Province Field Experience – Preliminary Approval

Educator-in-Charge (please print): Ross Pepper	Date (day/month/year): 20/01/2020	Educator-in-Charge signature:
Principal Name (please print): Ross Pepper	Date (day/month/year): 20/01/2020	Signature indicating preliminary approval:
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating preliminary approval:

District Office distributes as follows: Original: District Office; Copy 1: School Office; Copy 2: Educator-in-charge



TOUR PROPOSALS – PORTLAND & SEATTLE 3-DAY TOUR

For: Jenny Atkinson, Qualicum School District

Date prepared: January 14, 2020

PORTLAND & SEATTLE 3-DAY TOUR

Date: March 18 – 20, 2020

Transportation: 24-seater mini coach

Price: The NET non-commissionable price per person is **\$545.00** based on a minimum 20-22 students and 2 free chaperones traveling on a mini-coach. If the minimum required number is not met, additional charge will apply.

Please note the school is responsible for all transportations on Vancouver Island and ferry reservations from/to Horseshoe Bay Ferry Terminal.

Deadline to book: February 10, 2020

Price Includes:

- Transportation (starting from Horseshoe Bay Ferry Terminal)
- 1 experienced Canadian driver guide
- Hotel accommodation (based on quad occupancy for students and double occupancy for chaperones)
- Daily Breakfast
- Vancouver Canucks Game ticket
- Portland Trailblazers Game ticket
- Enroute entertainment, games and prizes
- All taxes

What to bring:

- Passport
- Visa or ESTA
- USA Permission from Guardian * Minors only under 19 years

Sample Itinerary:

Day 1: Horseshoe Bay to Vancouver

- 12:30 pm – Meet your guide at the Horseshoe Bay Ferry Terminal (take the 10:40 am ferry from Departure Bay)
- Enjoy a driving tour of Stanley Park with stops at the Totem Poles and Prospect Point
- Depart for Gastown and visit the steam clock!
- Later continue to Robson Street and enjoy some free shopping time. You may want to have an early dinner on Robson St. or buy at Rogers Arena



- 7 – 9pm Watch Vancouver Canucks take on Tampa Bay Lightning
- Travel to Richmond after and check into your hotel

Day 2: Richmond to Portland

- 7am Breakfast included in your hotel
- 8am Depart for the U.S.
- Go through customs at the Canada/USA Border. All passengers must pay the \$6 USD processing fee and have their original passport with a valid visa
- Stop for washroom breaks and lunch Enroute (own expense)
- 3:00 pm – Arrive in downtown Portland Oregon
- Visit downtown Portland including the Pioneer Square, Skidmore Fountain, and Morrison Bridge.
- Check into your hotel
- Tonight you have tickets included to the NBA Game

Day 3: Portland to Horseshoe Bay

- 7:00 am – Breakfast in the hotel
- 8:00 am – Depart for Seattle
- Arrive in Seattle around 11am.
- Enjoy a driving tour of the city with a lunch stop
- 1:30pm Leave for the Outlets
- 2:30 – 4pm Enjoy free time shopping
- Arrive at Horseshoe Bay around 7pm for your 8:05pm back to Nanaimo

PAYMENT AND CANCELLATION POLICIES

INITIAL DEPOSIT: An initial deposit of 20% is due at the time of confirming the booking with the balance due 30 days prior

SCHOOL PAYMENT DUE: 30 days prior

ROOMING LIST DUE: 30 Days Prior for Overnight Tours or name list due 14 days for Day Tours along with Waiver Forms

CANCELLATION POLICY: The \$300 deposit per person is non refundable. Full refund less the \$300 deposit fee and any non-refundable deposit paid to the suppliers will be given for cancellations up to 31 days prior. **No refunds will be given after 30 days for overnight trips, and 14 days for day trips**

REFUND POLICY: All deposits are **non refundable**. If you cancel 30 or more days prior to your departure date, you can transfer your deposit to a new person or receive a full refund less your deposit amount. **Within 30 days departure, no refunds will be given.**



UNUSED TOUR SERVICES: No refunds or exchanges are made for unused tour services.

METHOD OF PAYMENT: Discover Canada Tours accepts cash, checks, or credit card.

CREDIT CARDS: The trip participant's verbal authorization of the use of their credit card indicates compliance with the policies outlined on this contract and confirms their reservation whether or not they have actually signed the appropriate draft. All credit card payments will be processed in Canadian funds.

INCIDENTAL CHARGES: Trip participants are responsible for all incidental hotel charges.

INCIDENTAL & DAMAGE CHARGES: Trip participants are responsible for all incidental hotel and/or damage charges (bus, hotel, facilities, etc.), however in the event there are outstanding charges then the organization or group organizer will be responsible **to pay any outstanding charges.**

INJURIES: The Discover Canada Tour guide must be notified of all injuries. If required, the guide(s) will assist the emergency personnel. If the injury requires hospitalization, an ambulance will be called to transport to a local hospital. If possible, the guide(s) will arrange to have the coach pick up from the hospital on the way home. If a longer stay is required at the hospital, they will generally ask to have an adult stay behind with the injured person. The guide(s) will assist to arrange hotel accommodation and transport home (if required). However, the individual is responsible for all expenses that may be incurred due to the injury.

LIABILITY: The trip participants acknowledge that Discover Canada Tours (DCT) acts as an intermediary and agent Of various suppliers. DCT agrees to use its best efforts to ensure that all arrangements contracted for are provided by its suppliers. DCT shall not be liable for any delay, inconvenience, loss of employment, upset, disappointment, distress or frustration, whether physical or mental, damage, loss, claim, cost or expense arising out of personal injury, accident or death, loss, damage or delay of baggage or other property, or otherwise, resulting from: the act, omission or negligence of DCT or its suppliers, affiliates, agents, employees or any other person;



TRAVEL INSURANCE: 1) acts of god, sickness, theft, labor disputes, mechanical breakdown, government actions, weather, or any other cause beyond the direct control of DCT or its suppliers. For tours involving air flights, we strongly suggest you purchase travel insurance to cover 100% of your Discover Canada tour cost.

RIGHT TO REFUSE: Discover Canada Tours reserves the right, upon reasonable grounds, to refuse any passenger. Any part of the tour service.

WAIVER FORM/INFORMED CONSENT: All student participants must sign an informed consent form (provided by Discover Canada Tours) and DCT will require a copy of these prior to departure in order to participate. All adults attending will be required to sign our waiver prior to the trip.

Date:
DC Students Adventures

Date:
Qualicum International School District

**** By signing this I am agreeing to the above policies, payment deadlines and prices**

Seattle/Portland Tour, March 18-20, 2020

Item	Cost Based on 22	Group
School Bus to Nanaimo/Back	\$220	\$ 220.00
Ferry Crossing	2x\$16.9, 22 x \$10=approx \$500 (2 WAYS)	\$ 510.00
Tour Cost pp	\$ 545.00	\$ 11,990.00
Chaperone Fees	\$150x2	\$ 300.00
Cost per student	\$591.82	\$ 13,020.00 \$580/Student

Estimate at January 14, 2020



Tour Name: Qualicum SD Seattle-Portland

Tour Date: March 18-20,2020

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
(Hereinafter referred to as the "Release Agreement")

BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT

PLEASE READ CAREFULLY!

ASSUMPTION OF RISK:

I am aware that UNIGLOBE Specialty Travel Ltd. DBA Discover Canada Tours, DC Student Adventures, Destination Snow, and Club ESL maintains no control over the personnel, equipment or operations of air, water or surface carrier, ship line, bus or limousine company, transportation company, hotel, restaurant or other person or entity furnishing services, products or accommodations as part of the trip (the "Suppliers"), because all of the Suppliers are independent contractors.

I understand that during the trip, I may have the opportunity to participate in various optional activities, such as snow and water sports and other athletic activities, contests, excursions and side trips. I freely accept and assume all risks, dangers and hazards associated with my trip and such events and the possibility of personal injury, death, property damage and loss resulting from the use of such services, products, accommodations, activities, contests, excursions or side trips as part of the trip, including the risk of negligence on the part of any such service Supplier and understand that UNIGLOBE Specialty Travel Ltd. DBA Discover Canada Tours, DC Student Adventures, Destination Snow and Club ESL, shall not be responsible for any personal injury, death, property damage, loss, expense, accident, delay or inconvenience arising out of or relating to my trip or my participation in any activities.

ACKNOWLEDGEMENT OF SAFETY: *In this Agreement, the term "Adventure Activities" shall include but are not limited to use of skies, snowboards, skiing, climbing, hiking, sightseeing, orientation and instructional courses, seminars and sessions: and other such activities, events and services in any way connected with or related to those activities.* I acknowledge that I am required to wear an approved helmet and other safety equipment while participating in certain Adventure Activities. I am aware that there are guides or instructors available to answer any questions that I may have as to the proper use of the equipment. I am aware that the physical exertion required of Adventure Activities and the forces exerted on the body can activate or aggravate pre-existing physical injuries, conditions or congenital defects. I acknowledge that I should seek medical advice if I know or suspect that my physical condition may be incompatible with Adventure Activities. I am aware that Adventure Activities involve many risks, dangers and hazards including but not limited to: Changing weather conditions, falling tree limbs and ice, falling from platforms, cables and bridges, shock, stress or other injury to body, encounters with wildlife including bears and cougars, equipment malfunction, collision with trees, snowmobiles or other vehicles, equipment or structures, collision with other participants or guides, failure to remain within designated areas, becoming lost or separated from guides or other participants, negligence or other participates or guides and NEGLIGENCE ON THE PART OF THE RELEASEES, INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF ADVENTURE ACTIVITIES. I am also aware that these risks, dangers and hazards referred to above exist on terrain that may be uncontrolled, unmarked and are not inspected. I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH ADVENTURE ACTIVITIES AND I FREELY AND VOLUNTARILY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THERE FROM, AND ELECT TO PARTICIPATE IN THE ADVENTURE ACTIVITIES IN SPITE OF SUCH RISKS, DANGERS AND HAZARDS.

In consideration of UNIGLOBE Specialty Travel Ltd. DBA Discover Canada Tours, DC Student Adventures, Destination Snow and Club ESL, acting as the intermediary and agent for the Suppliers, I hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may in the future have against UNIGLOBE Specialty Travel Ltd. DBA Discover Canada Tours, DC Student Adventures, Destination Snow and Club ESL, and its directors, officers, employees, volunteers, guides, agents and representatives (all of whom are hereinafter collectively referred to as "THE RELEASEES") and **TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, expense, personal injury or death that I may suffer, or that my next of kin may suffer as a result of:
 - Any wrongful, negligent or unauthorized act or omission on the part of any of these Suppliers or any of their agents, servants, employees or independent contractors,
 - Any defect in or failure of any air craft, vessel, vehicle, equipment, instrumentality, service, product or accommodation which is owned, operated, furnished or otherwise used by any of these Suppliers,
 - Any wrongful, negligent or unauthorized act or omission on the part of any other person or entity not under the direct control of the Releasees,
 - Any negligence, breach of contract or breach of any duty of care on the part of the Releasees, or
 - Any cause, condition or event whatsoever beyond the direct control of the Releasees;
2. **TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES** from any and all liability for any damage to property of, or personal injury to, any third party resulting from my acts or omissions during my trip;
3. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity;
4. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia; and
5. Any litigation involving the parties to this Agreement shall be brought within the Province of British Columbia. In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.



I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

Name: _____ Cell Number: _____ Date: _____

Signature: _____ Email: _____

If any provision of this agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability with attach to only such provision or part thereof and the remaining part of such provision and all other provisions hereof with continue in full force and effect.

Please check the correct box:

I am over 19 years of age or older

I am 18 years of age or younger. My parent or guardian has discussed the contents of this assumption of risk document with me before signing on my behalf. Please see reverse side for informed consent.

INFORMED CONSENT (Complete if 18 or under)

Tour Name: _____ Tour Date: _____

UNIGLOBE Specialty Travel Ltd. DBA Discover Canada Tours, DC Student Adventures, Destination Snow, and Club ESL, their agents, owners, officers, volunteers, participants, employees and all other persons or entities acting in capacity on their behalf.(hereinafter collectively referred to as "DCT")

THIS IS NOT A WAIVER AND SIGNING THIS FORM DOES NOT WAIVE YOUR CHILD'S LEGAL RIGHTS. THIS INFORMED CONSENT AND ACKNOWLEDGMENT OF RISK FORM IS AN AGREEMENT BETWEEN THE CUSTODIAL PARENT/GUARDIAN OF THE YOUTH PARTICIPANT NAMED BELOW, THE YOUTH PARTICIPANT, AND "DCT". The intent of this form is to inform you of the activities and expectations of our programs so that the choice to participate in any "DCT" program is made freely and with understanding of the associated benefits, risks and responsibilities.

PLEASE READ CAREFULLY!

PARTICIPANT'S NAME:

** Only complete if participant is 18 or under

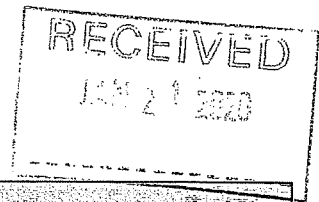
PARENT/GUARDIAN NAME:

** Only complete if participant is 18 or under

PARENT/GUARDIAN SIGNATURE:

** Only complete if participant is 18 or under

DATE:



SD69-FE04A CATEGORY 4

OUT OF PROVINCE – PRELIMINARY APPROVAL, FIELD EXPERIENCES

REQUIRED:

- Cover letter from Educator-in-charge outlining specific objectives, proposed follow-up activities, and presentation(s)
- Letter of Support from Principal requesting preliminary approval from the Board of Education
- Form SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
- Parent Information Letter (Host Parent Information Form)
- DRAFT Schedule(Itinerary)
- Class List – *to be provided to District Principal prior to travel*

On File at SBO

- My EducationBC “BC Student Information with Photo” Report for each participating student (“Student Information-Field Trips” report via the QISP database, to be printed for each participating ISP student) – sample sent to SBO Sept 6, 2018
- FORM SD69- FE06 – Student Behaviour Expectations Contract (QISP Code of Conduct on file for each student – sample sent to SBO Sept 6, 2018)

IF APPLICABLE:

- Third Party Waiver
- Service Provider Proposal, Agreement and/or Contract



FIELD TRIP HOST PARENT INFORMATION FORM
(DAY OR OVERNIGHT)

TOP PORTION TO BE RETAINED BY HOST PARENT

DESCRIPTION OF ACTIVITY: Portland/Seattle 3 Day Trip
 DATE(S) OF ACTIVITY: Wed, March 18 to Fri, March 20, 2020
 PURPOSE OF ACTIVITY: Hockey/Basketball Events / Tour
 TRAVEL ITINERARY: Leave – KSS 9:00AM / BSS 9:15AM (10:40 Ferry)
 Arrive Home – BSS 10:30PM / KSS 10:45PM

SUPERVISION	
ISP STAFF/TEACHERS	OTHER ADULTS
Ross Pepper	Evan Pepper

IN CASE OF EMERGENCY CONTACT: Ross Pepper
 TELEPHONE NUMBER: 250-240-0425

Note to Host Parents: Regulation 7.4 to Board Policy No. 5020 states as follows: "Students without parental consent will not be eligible to participate in any out of district field trips".

✂️ *****

TO BE SIGNED & RETURNED WITH REGISTRATION

DATE: _____ STUDENT'S NAME: _____

I (Host Parent) _____

have received and read the information on the planned field trip to :

Portland/Seattle 3 Day Trip on Wed, March 18 to Fri, March 20, 2020
 (location) (date)

 (Host Parent Signature) (Host Parent Emergency Phone #)

Please return this form with your online registration.



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

135 Pym Street
Parksville, BC V9P 1G4
Telephone: (250)248-5721 Fax: (250)954-1531

Rudy Terpstra
Principal

Patricia Cathrine
Vice-Principal

Heather Deering
Acting Vice-Principal

January 17, 2020

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, B.C.
V9P 2G3

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Ballenas Secondary School Field Trip to Nicaragua during October 10 – 20, 2020. This trip has been planned by Ms. Kerr and is an excellent service and learning opportunity for our students. Ms. Kerr, her partner Roger Grutzmacher and up to twenty students will participate on this trip. The group is travelling to Monty's Beach Lodge that is run by a SD69 District Teacher, Don Montgomery. The itinerary and documents required are attached for your consideration.

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

Respectfully submitted,

Mr. Rudy Terpstra
Principal, Ecole Ballenas Secondary School



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

135 Pym Rd
Parksville, BC V9P 2H4
Telephone: (250)248-5721 Fax: (250)954-1531

Rudy Terpstra
Principal

Patricia Cathrine
Vice-Principal

Heather Deering
Acting Vice-Principal

Subject: Request of approval for the Ecole Ballenas Secondary School Service Trip to Nicaragua

To whom it may concern,

I am writing to request approval to take the Ballenas Secondary School students to Nicaragua for a unique, life changing opportunity. We are planning to fly out of Vancouver on October 10th, 2020 and return on October 18th, 2020. It is likely that we will be required to stay in Vancouver for one night prior to departing and after returning, but it will depend on the flight availability if the trip is approved.

The cost of the tour is \$2200 per person and includes: in country transportation, food (3 meals a day - bring lots of snacks/granola bars etc for travel and in between meals), accommodation, volunteer service work, activities, cancellation and medical insurance, and flights (out of Vancouver).

Once in Nicaragua, Donald Montgomery, a TTOC from our district will be our host. Everything in Nicaragua will be organized and prepared by Don and all of the flights and finances will be organized by Normand Schafter from Far and Away Adventures.

The goal is to provide an opportunity to help others in a developing country and see first-hand human impact on the environment. Students will be required to volunteer with re-planting the mangrove forests, beach clean-up, teaching English, and building of homes because many families lost their homes due to rising sea levels. Students will also be required to volunteer with the turtle hatchery, engage in local traditions, volleyball practices, and their daily lifestyle.

Please see attached the Draft Itinerary for our trip.

I would greatly appreciate the support and approval for this opportunity.

Sincerely,

Jessica Kerr

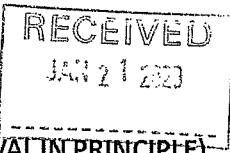


FORM SD69-FE04A

Category 4 Field Experience

REQUEST FOR PRELIMINARY APPROVAL (APPROVAL IN PRINCIPLE)

Out of Province but within Canada and/or Continental USA or Off-Continent



Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (eg: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- 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?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)?
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Will 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.
- Educator-in-charge to forward following information to School Principal for review and approval:
 - Form SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Cover letter from Educator-in-charge outlining specific objectives, proposed follow-up activities, and presentation(s)
 - Parent Information Letter
 - Schedule/Itinerary
 - Class List
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract
- In addition to above information, Educator-in-charge MUST have on file:
 - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist
 - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form
- Principal to forward copy of following information to District Office for review and Board of Education approval:
 - Cover letter from Educator-in-charge
 - Letter of Support from Principal requesting preliminary approval from the Board of Education
 - FORM SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Parent Information Letter
 - Schedule/Itinerary
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract

SCHOOL NAME: BALLENAS SECONDARY SCHOOL

Educator-in-Charge: Jessica Kerr

Proposed Destination: Nicaragua - Monty's Beach Lodge

Proposed Departure Date: October 10th, 2020 **Proposed Return Date:** October 18th, 2020

Area of Study: Climate Change Effects **Grades:** 9-12

Educational Purpose of Trip: The goal is to provide an opportunity to help others in a developing country and see first-hand human impact on the environment.

Total No. of Students: 15-30

Total Projected Cost: 15 students + 2 adults = \$33000

Projected Cost per Student:	Projected Built-in Cost per Teacher:	Projected Cost to Teacher (if any):
\$2200	\$1500	\$0

Proposed Excursion Details (Planning Form attached): Yes No (If no, please explain below)

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:

Two adults will be required to attend and potentially three, depending on how many students attend. I will be the guaranteed teacher attending and potentially Roger Grutzmacher who has volunteered to be a Junior Girls Volleyball coach the last two years. Don Montgomery, a TTCO in our district owns the lodge and will be providing supervision and support for the entire duration that we are in Nicaragua.

Category 4 Out of Province Field Experience – Preliminary Approval

Educator-in-Charge (please print): Jessica Kerr	Date (day/month/year): 09/01/2020	Educator-in-Charge signature:
Principal Name (please print): Rudy Terpstra	Date (day/month/year): 16/10/2020	Signature indicating preliminary approval:
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating preliminary approval:



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

135 Pym Rd
Parksville, BC V9P 2H4
Telephone: (250)248-5721 Fax: (250)954-1531

Rudy Terpstra
Principal

Patricia Cathrine
Vice-Principal

Heather Deering
Acting Vice-Principal

Dear Parents/Guardians,

Your daughter is wanting to participate in the Service Trip to Nicaragua with Ms. Kerr and other students. Please see the attached itinerary for a detailed list of events and times.

Travel:

1. October 9 – Leave Ballenas at 4:00 p.m. for Departure Bay via private parent vehicles; 5:45 p.m. BC Ferries Departure Bay to Horseshoe Bay; Charter bus to the hotel. Stay at hotel near Vancouver International Airport (YVR).
2. October 10th – Fly Vancouver to Managua. Bus Transportation from Managua to Monty's Beach Lodge, Jiquilillo via Lodge's school bus. 3.5 hours. Arrive at Lodge for orientation and dinner.
3. October 10 – 18 – See detailed itinerary
4. October 18 - Leave Monty's via Lodges school bus to Managua (MGA). Fly Managua to Vancouver.
5. October 18 – Arrive at YVR. Charter bus to Horseshoe Bay Ferry terminal and take the ferry to Departure Bay. Parent pick up at Departure Bay.

*** More detail to come after approval ***

Potential Risks: It is important for parents to realize that while there is no nationwide travel advisory, the Government of Canada categorizes Nicaragua's Risk Level of "Exercise a high degree of caution due to armed violence that is commonly used during criminal activities." Health risks include Chikungunya and the Zika virus. We have booked a session in January with the Health Nurse regarding immunizations recommended. We are also looking into group travel insurance. Please see travel.gc.ca/destinations/nicaragua for more detailed information. Please make yourself aware of the potential activities including hiking, sandboarding down a volcano, sports, swimming, paddle boarding and surfing. While lifeguards are on site, we require that you fill out a separate form if you will allow your daughter/son to swim and participate in water sports.

Emergency Plan: In the case of an emergency, there is a Hospital in St. Luis (15 minute drive away) with a 24 hour doctor and nurse. Primary First Aid attendant will be [redacted] he has his Outdoor First Aid Level 3. If evacuation were necessary and roads are safe, we would transport individuals or the whole group to Managua via Monty's Beach Lodge vehicle/bus to arrange flights home and/or contact the Embassy of Canada to Nicaragua.

Emergency Contact:

Field Emergency Response Plan (ERP)

Trip: Ballenas Secondary School Service Trip to Monty's Beach Lodge, Jiquilillo, Nicaragua
October 10th – 18th 2020

Primary contact on trip: Jessica Kerr 250-702-3480 (cell phone or text) jkerr@sd69.bc.ca (wifi, but no cell)

Emergency contact in Parksville: Rudy Terpstra 250-240-2821

Emergency Contact:

- Monty's Beach Lodge: Gerry's cell in Nicaragua 011 (505) 8473-3255; Don Montgomery's e-mail in Nicaragua monty@nicaraguasurfbeach.com
- Hospital in St Luis (24 hour nurse and doctor) - 15 minutes drive from the lodge
- Embassy of Canada to Nicaragua: **Street address:** 25 Nogal Street, Managua, Nicaragua
Tel.: (505) 2268-0433 or 2268-3323 **Fax:** (505) 2268-0437 **Email:** mngua@international.gc.ca
- Primary First Aid Attendant: TBA

Transport Contacts:

1. BC Ferries - Departure Bay to Horseshoe bay and return.
2. Charter Bus - Horseshoe Bay to YVR and return: Company TBA
3. Flights:
 - a) Departure - Vancouver to Managua, Nicaragua
 - b) Return – Managua, Nicaragua to Vancouver
4. Monty's Beach Lodge - School bus transportation from Managua to Monty's Beach Lodge, Jiquilillo, Nicaragua (Gerry's cell) 011 (505) 8473-3255.

PLAN:

1. October 9 – Leave Ballenas at 4:00 p.m. for Departure Bay via private parent vehicles; 5:45 p.m. BC Ferries Departure Bay to Horseshoe Bay; Charter bus to the hotel. Stay at hotel near Vancouver International Airport (YVR).
2. October 10th – Fly Vancouver to Managua. Bus Transportation from Managua to Monty's Beach Lodge, Jiquilillo via Lodge's school bus. 3.5 hours. Arrive at Lodge for orientation and dinner.
3. October 10– 18 – See detailed itinerary
4. October 18 - Leave Monty's via Lodges school bus to Managua (MGA). Fly Managua to Vancouver.
5. October 18– Arrive at YVR. Charter bus to Horseshoe Bay Ferry terminal and take the ferry to Departure Bay. Parent pick up at Departure Bay.

Ballenas Secondary School Nicaragua Service Trip 2020

Date: October 10-18 2020

Saturday October 10

Arrival Managua Airport via Aeromexico 930am. Depart in professional van service "Cooperativa de Servicios Interlocales" to Monty's Beach Lodge and arrive at 1230pm after viewing the landscape of the country including volcanoes and taking stops to learn about the country. Check into rooms and have lunch at 1pm. Safety discussion about the Ocean, protection from sun and how to make the most out of your stay. Discuss the week plan and how students will be reporting their "findings" and trip to SD69 upon return. There is a possible 4 credit course that students can choose to complete by doing a presentation/video/scrapbook after returning. Afternoon beach walk and first hand look at the destruction from the rising ocean/climate change over the past 30-40 years. See where homes have been swept away and where new homes have been built.. This is a program that Monty's Beach Lodge initiated 8 years ago (3-430pm). Journaling opportunity, yoga session on the beach yoga studio and/or beach volleyball game with local students (430-530). Turtle hatchery visit (on site hatchery at Montys) and baby turtle release which will bring in environmental teachings (615pm). Showers and clean up for welcome dinner and meet the staff (7pm). Circle discussion at yoga deck with the group, review the plan for the week, journaling opportunity (8-930pm)

Sunday October 11

Sunrise Paddle Board and Kayak at Padre Ramos Estuary and "Mangrove Reforestation". We have one of the largest estuaries in Central America. Students will learn the importance of the mangrove forest and importance with respect to oxygen production, carbon credits and climate change impact. Students will help with replanting seeds in the mangrove (430am-730am). Breakfast at 8am. Optional surf lessons with local instructors and journaling/reflection time as well as learn about the turtle hatchery which is on site (9am-12). Lunch (12:30pm) Afternoon baseball game with local students. This is the national sport and Sunday is a cultural day where the local people take time off to enjoy family time and baseball. This is a community event at the Vocational School that Monty built. This will also be a chance for students to know their way around the community as we will walk as a group to the school. Monty will explain the purpose of the school and how the community helped build with 15000 plastic pop bottles filled with beach sand.. Again one more example of community development and building an educational structure out of "plastic" instead of it ending up in the ocean (2-4pm). Afternoon Sunset, beach time, teaching/playing volleyball, surfing and turtle release at sunset (430-630pm). Dinner (7pm). After dinner reflection time and games.

Monday October 12

Sunrise Paddle Board and Kayak at Padre Ramos Estuary and "Mangrove Reforestation" (430am-730am). Breakfast (8am). Visit Padre Ramos Community, five km down road at

Final Full Day.. AM Optional Sunrise Kayak/Paddle Board in the mangrove or Beach Walk visiting the families bringing in their "catch" (they fish all night and bring in the fish around 630am). Breakfast (730am). Surf Lessons and/or Journaling time and also time to put video performances together for the evening after dinner (830-12pm). Lunch (1230pm). English teaching optional activity in the afternoon (2-4pm). Volleyball tournament at Montys with local kids of same ages organized by Ballenas students as well as group and individual pictures (4-630pm). Final Dinner (7pm). Talent Show allowing both Staff, Local people and guests of Montys to share their talents! (dancing, singing, special talents in small groups or individually) (730-830pm). Dancing instruction (Salsa, Merengue, Bachata) by "Tyra" and dance party with staff and locals at Montys (9-10pm). *We can also teach dancing earlier in the week..

Saturday October 17

Departure day. We can discuss how we will do this depending on flight times. We use the same service for transporting back to Managua Airport.

THIS SCHEDULE IS FLEXIBLE AND CAN BE CHANGED TO SUIT THE NEEDS OF STUDENTS AND STAFF.

There are additional activities that can be added/changed according to interests.

*Cheese/Tortilla making classes by "Sarah" a local mom. This is optional and is \$10/person Max 8 ppl per class, can be arranged any day.

Donations for bringing in Suitcases..

Cloth/Washable/Reusable Diapers!!

- Basic first aid kits families can keep in their homes
- Sports equipment.. Especially baseball gloves and baseballs!
- Fabric and sewing materials
- Gently Used Clothing, Hats, Shoes
- Shoes/Sandals
- Reusable Grocery Bags/ Tote Bags
- Reusable Water Bottles
- Gently Used Kids' toys
- Kids & Adult Daily Vitamins
- Sunscreen
- Sunglasses
- Chapstick
- Toiletry packs
- Vegetable Seeds for gardens
- Notebooks/ Paper in Binders/ Paper in Duotangs
- Colored Pencils or Crayons (markers dry-up too quickly in this heat!)
- Wood Pencils with Eraser & Sharpener (*mechanical pencils often end up as garbage)
- Backpacks
- Spanish books
- Mini White Boards & Dry-Erase markers or Mini Chalk-Boards & Chalk



Education Committee of the Whole Report
Tuesday, January 21, 2020
Library – Arrowview Elementary School
3:30 p.m.

Mandate:

To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.

Attendees:

Trustees Godfrey (Chair), Austin, Flynn, Kurland and Young
Gillian Wilson, Associate Superintendent of Schools
Vivian Collyer, Director of Instruction
Lori Marshall, Principal, KSS
Lesley Rowan, Vice Principal, KSS
Jesse Witte, Principal, PASS/Woodwinds
Autumn Taylor, Principal, AES
Adam Stefiuk, Vice Principal, AES
Lisa Pedersen-Skene, Vice Principal, SES

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

2. SHARED LEARNING

- **Student Presentation - SOGI/GSA - Becky, Mark, Sophie, Khloe, Saffron**
Students presented the slides they had put together and had presented to AES teachers and staff. The reviewed the use of proper pronouns and how to use inclusive language for LGBTQ+ students. This Gender Sexuality Alliance will also be presented in the spring to the incoming grade 8s.
- **Climate Change in the Curriculum**
SD69 was invited to participate in an Inquiry project with Nanaimo/Ladysmith School District, paid by RDN around recycling, garbage pick up and what the needs are for schools. Vivian showed examples of how social responsibility and stewardship is embedded in the curriculum and can easily translate into global awareness with age appropriate discussion, depending on the grade.
- **Grad Rates**
Results are early but 2019 has a significant increase in the 6-year completion grad rate. Province has developed a dashboard for Districts that really allow Administration to dig deeply into results and this tool will help focus efforts going forward.

3. INFORMATION

- Primary Program
- Stat Plans updates
- Emotional Learning and Physical Literacy updates
- Indigenous Education update re: Enhancement Agreement
- Education Program Budget Conversation

4. DISCUSSION

- **Calendar 2020-2023**
A 3-year proposed calendar is being proposed. District Staff and MATA are working together to determine dates.

5. NEXT MEETING DATE:

- Tuesday, February 18 at 3:30; Errington Elementary

There were no recommendations coming forward from this meeting.

**Policy Committee
January 20, 2020**

**MEETING NOTES
(K. Elder - Notetaker)**

1. Welcome and Territorial Acknowledgement
2. Self-introductions
3. Items considered for first reading:
 - Policy and AP 502 (previously 5020): *Field Experiences*. The committee discussed the current policy and Administrative Procedure and decided to bring proposed changes to the February meeting of the Policy Committee of the Whole. In the meantime, issues and options will be considered by partner representatives, management and trustees. The discussion will also be taken to the climate action task force.
4. Items going to first reading:
 - Policy 301 and AP (previously 3010) – *Living Wage*. Drafts, as amended at the committee level, will be moved to first reading at the January 28 board meeting.
 - Policy 303 (previously 3003) – *Framework for Enhancing Student Learning*. Drafts, as amended at the committee level, will be moved to first reading at the January 28 board meeting.
 - Policy 503 and AP: *Animals in Schools*. Drafts, as amended at the committee level, will be moved to first reading at the January 28 board meeting.
5. Items going to second reading:
 - Bylaw 1: *Board of Education*
 - Bylaw 2: *Board Structure*
 - Bylaw 7: *Bylaw and Policy Development and Review*
 - Policy 7012: *Students' Right to Engage in Peaceful Protests*
6. Items going to third reading:
 - Policy and AP 9000: *Information Management and Access*
 - Policy 7011: *Provision of Menstrual Products*
7. Discussion topics:
 - Policy planning and formatting was discussed as per the memo attached to this report.
8. Future topics:
 - Climate change
 - Policy 3004: *School Closure, Consolidation or Reconfiguration*
 - Policy 3002: *Cooperation of School and Learning Communities*
9. Next meeting: 1:00 pm, February 18, 2020, District Resource Centre



Context:

~~The Board strives to be a responsible and just employer in the Oceanside area. Paying a living wage on an hourly basis is a way to express these values. The Board recognizes that there are many part-time, seasonal and replacement workers whose annual School District salaries may be less than the extrapolated hourly rate based on full-time employment. The Board is also clear that many families do not conform to the traditional model which underpins the hourly wage calculation model identified by the *Living Wage For Families Campaign*. The Board understands that families may work less than part-time or have non-traditional family earnings and we share our responsibility for living wage provision with individuals, governments and community. Central to the *Living Wage* framework is the understanding that not all of the onus should be on employers when it comes to ensuring the well-being of citizens, but rather, that individual citizens, governments and communities also bear responsibility in that regard.~~

Policy Statement:

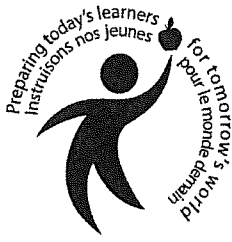
This Policy is to ensure that all School District 69 (Qualicum) staff ~~and~~ service providers and sub-contractors to our School District who work on School District premises for a specified period of time earn, at a minimum, an hourly *Living Wage* based on calculations which are congruent with the methodology developed by the *Living Wage For Families Campaign*.

Guiding Principles:

1. The Board of Education of School District 69 (Qualicum) believes that it is important to demonstrate social responsibility through actions that have a positive impact on our community, our staff and the people we serve.
2. The Board of Education believes that families should earn an hourly rate income sufficient for them to pay for the basic necessities of life so that they can live with dignity and participate as active members of our communities.
3. As a responsible employer, the Board of Education recognizes that paying a *Living Wage* constitutes a critical investment in the well-being of our staff and the broader community.

Definitions:

1. Employees are all Union and Exempt Staff employed by the District in either a full-time, part-time, or casual, spare board, or replacement worker capacity.
2. *Living Wage* is defined as the hourly rate of pay that enables wage-earners living in a family (2 parents and 2 children) household to:
 - a) Feed, clothe and provide shelter (based on rental rates) for their family
 - b) Promote healthy child development (child care expenses)
 - c) Participate in activities that are an ordinary element of life in the community
 - d) Avoid the chronic stress associated with living in poverty
 - e) Small savings to be used in emergencies.



Living wage does not include:

- a) **Debt or credit card repayment**
- b) **Any significant savings (for example to provide a downpayment for a house or to send a student to university)**
- c) **Recreation or entertainment costs beyond that needed for physical and emotional health.**
- d) **Care of an ill, disabled or aged family member.**

3. Premises are all District-owned premises, roadways, and grounds.

4. Service Providers are companies and their employees that have a direct business relationship to the School District 69 (Qualicum). These employees are individuals that perform services to the District on District premises.

5. Sub-contractors are companies and their employees that have been sub-contracted by our Service Providers. They do not have a direct business relationship with School District 69 (Qualicum).

References:

- <http://www.livingwageforfamilies.ca/>
- *Living Wage - Administrative Procedure*

Adopted/Amended:

Adopted: 15.11.24

Amended:

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE TO POLICY 301

LIVING WAGE

Page 1 of 2

Objectives:

This Policy is designed to ensure that all School District 69 (Qualicum) Staff and Service Providers to our School District who work on School District 69 (Qualicum) premises or lands, for a specified period of time, will earn, at a minimum, a Living Wage.

Definitions ~~Move definitions to policy per new policy template that includes definitions~~

~~District is School District 69 (Qualicum)~~

~~Employees are all Union and Exempt Staff employed by the District in either a full-time, part-time, or casual, spare board, or replacement worker capacity.~~

~~Living Wage is the hourly rate of pay that enables wage earners living in a household to:~~

- ~~a. Feed, clothe, and provide shelter for their family~~
- ~~b. Promote healthy child development~~
- ~~c. Participate in activities that are an ordinary element of life in the community~~
- ~~d. Avoid the chronic stress of living in poverty~~

~~This hourly rate is calculated on the living expenses of a family of four with two children aged 4 and 7, with both parents working full-time (35 hours/week).~~

~~Premises are all District-owned premises, roadways, and grounds.~~

~~Service Providers are companies and their employees that have a direct business relationship to the School District 69 (Qualicum). These employees are individuals that perform services to the District on District premises.~~

~~Sub-contractors are companies and their employees that have been sub-contracted by our Service Providers. They do not have a direct business relationship with School District 69 (Qualicum).~~

Implementation, Compliance and Enforcement **Communication:**

- ~~1. The District will implement this Living Wage Policy effective January 1, 2016. Existing contracts still in force at the time of implementation will be grandfathered until such time as the contract expires or is renegotiated, whichever comes first.~~
 1. The living wage will be calculated ~~set~~ annually by staff based on the methodology developed by the Living Wage for Families Campaign (www.livingwageforfamilies.ca), as noted above.
2. This policy will encompass all district employees, service providers and sub-contractor employees with the following exclusions:
 - a. Students seeking work experience credits for educational purposes;
 - b. Volunteers; and,
 - c. Employees of organizations (for profit or not-for-profit) that lease space/property from the district.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE TO POLICY 301

LIVING WAGE

Page 2 of 2

3. The district, as a living wage employer, will ensure all staff are paid no less than the living wage as established in the year of ratifying of any of the district's collective agreements with its unions. The district will not open up any existing collective agreement during its existence to adjust hourly rates in the event those hourly rates dip below the living wage for that year. For example, if in year 2 of a 3-year agreement an employee's hourly rate falls below the living wage hourly rate for that present year, no alteration to the collective agreement will be considered.
4. The District has established the following criteria to determine a service provider's or sub-contractor's eligibility under the Living Wage Policy.
 - a. An employee of a service provider or of its sub-contractor must perform services physically on district premises.
 - b. Work must last longer than one continuous hour per occasion.
5. The district requires all service providers and sub-contractors, whose services fall within the parameters established within this policy, to be compliant for the duration of their contract with the district. ~~Any existing contracts that are in place at the time of inception of this Policy will not require immediate compliance should their wage rates be lower than that established Living Wage rate. However, a contract will require compliance at time of renewal.~~
6. The district will incorporate into all of its competitive bid documents (invitations to tender, requests for proposal, quotes, etc.) a sample declaration to be signed as part of the service provider's contract with the district. ~~A Sample Declaration is attached.~~
7. The district will enforce the policy by performing audits of its service providers and sub-contractors when notification of non-compliance is received by the district. Non-compliance may result in the cancellation of the contract at the discretion of the district.

Reference:

- *Board Policy 301: Living Wage*



Preamble Context:

The Board of Education recognizes that animals have a place in schools and workplaces under certain conditions. Animals brought to schools for educational reasons, including as examples service or police dogs, can provide valuable learning opportunities for children if the animals are properly cared for and controlled, and if parents have provided informed consent. As well, small classroom pets provide children with opportunities to develop empathy and learn about the care of animals.

Beyond educational purposes for having animals in schools and workplaces, assistance dogs, including guide dogs or service dogs, should also be welcomed in schools and workplaces as approved supports for children or staff members. Additionally, therapy dogs, when accompanied by handlers, can provide supports in schools and workplace in areas such as reducing anxiety or providing emotional support. There may also be times when handlers or dogs undergoing training are welcomed in schools and workplaces.

Policy Statement:

The Board of Education supports animals being in schools and workplaces for educational purposes, or as certified service or guide dogs, or as therapy dogs if accompanied by a handlers, on the understanding that parents and staff have provided informed consent and the presence of the animal has been approved by administration.

Guiding Principles:

The Board of Education believes that animals should be welcomed in schools for the purposes of education as it related to curriculum, core competencies, and social-emotional learning.

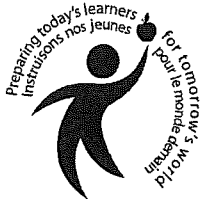
The Board recognizes and values the benefits that assistance dogs and therapy dogs bring to assisting children and adults with their daily living activities and is committed to considering applications for staff and students who would benefit.

The Board believes that the presence of animals in schools must be predicated on parents providing informed consent, and on ensuring that allergies are attended to as a priority where those allergies might relate to animals in schools.

Definitions

Assistance dogs - Also known as guide dogs and service dogs, assistance dogs have been trained to assist individuals with specific tasks pertaining to a visible or non-visible disability, such as epilepsy, diabetes, post-traumatic stress disorder or visual impairment. These dogs may be approved when a student or an employee requires such use in order to have equal access to the services, programs or activities offered by the school and when the School District's criteria have been met to the satisfaction of the Board of Education.

Therapy dogs - Interactive dogs trained to work for a Handler to provide service and comfort to people. The presence of a therapy dog can decrease anxiety and provide a level of comfort that enables students to work through a variety of challenging issues. Their responsibilities are to provide physiological support to individuals other than their Handlers. These dogs do not have the same access rights as guide dogs and service dogs and are organized by the School District at the discretion of the Senior Leadership Team on a case by case basis.



Other dogs that are not a therapy dog, service dog or guide dog, will be subject to the School District's Administrative Procedure for Animals in Schools.

Handler - The person that was part of the training process for a particular dog.

Therapy Dog Team - A handler and dog team that has successfully passed the tests and monitored visits necessary to work with children and adults, through a recognized therapy dog organization such as St. John's Ambulance or PADs.

References:

- British Columbia Guide Dog and Service Dog Act

Adopted and Amended:

Adopted: 85.04.17 (Original Policy)

Amended: 86.07.27: 88.11.23: 90.03.28: 91.09.10: 05.01.25: 17.01.24

DRAFT

SCHOOL DISTRICT No. 69 (Qualicum)

DRAFT ADMINISTRATIVE PROCEDURE 5030 505

ANIMALS IN SCHOOLS AND WORKPLACES

Page 1 of 8

Application of the Policy: Educational Purposes in Schools

1. Staff shall not bring their own household pets into district schools except for educational purposes as approved by the Principal.
2. **Educational purposes for the presence of animals in schools may include:**
 - a) as subjects for observation and data gathering on body characteristics, habits, movement, feeding behaviour, instinctive reactions;
 - b) talking and writing stories about animals to support language development;
 - c) supporting the development and learning of a sense of responsibility, kindness and concern for other living beings; and,
 - d) supporting the development and learning of a healthy respect for animals in our local environment.
3. The Principal shall approve all animals that are brought into the schools for educational purposes.

~~When animals are to be kept in the classroom teachers shall ascertain that:~~
 - ~~a. students and school personnel are not allergic to their presence;~~
 - ~~b. the animals are free from any diseases or body parasites;~~
 - ~~c. the animals will present no physical danger to students; and,~~
 - ~~d. students will be instructed in the proper care and handling of the animal.~~
4. **Prior to introducing an animal into a classroom, the teacher must ensure that the following conditions have been met:**
 - a) students and school personnel may be afraid of or allergic to that type of animal must be accommodated to the extent necessary;
 - b) animals must be in good health, free of disease with no tendencies to bite or scratch;
 - c) the owner of the animal must show proof of current records, including vaccinations or training where relevant;
 - d) the teacher bringing the animal into the school must know the past history of the animal;
 - e) the animal must not present aggressive behaviour towards students or employees;
 - f) parents must be informed prior to an animal visiting the school; and,
 - g) parents must be invited to express any concerns to the teacher and the principal, and those concerns must be attended to in reasonable ways.
5. Animals shall not roam freely in the school. **An animal brought into the school for a visit must be leashed and/or under the control of a responsible adult or housed in a suitable, sanitary enclosure appropriate to the size and characteristics of the animal.**
6. Teachers will be responsible for ensuring enclosures are kept in a sanitary condition.

7. Only relatively small animals which are easily confined or caged, maintained and handled may be kept in the classroom, such as tropical fish and small mammals.
8. Larger animals such as dogs and cats may not be kept in the school building beyond regular school hours and only for the purposes defined in the policy.
9. Animals will not be left in schools during holiday periods, and, where practicable, teachers responsible will make arrangements for their care in other locations.
10. Teachers will ensure that any student who assists with the care of the animal in the classroom:
 - a) is properly trained by the teacher; and,
 - b) is under on-site supervision by the teacher with the teacher present but not necessarily constantly viewing the activity.
11. If in the opinion of the principal, animal hygiene becomes a factor, approval to keep the animal in the school is withdrawn and the animal must be taken from the school at the end of the school day.
12. If conditions change (animal, student, environment) withdrawal of the animal can be made at the discretion of the principal.

Application of the Policy: Therapy Dogs

13. The principal will initiate the use of therapy dogs and their handlers in schools, in conjunction with the Senior Leadership Team, to provide service and comfort to staff and students during specific events, such as a crisis response.
14. A schedule for ongoing visits must be detailed in a document provided by the therapy dog organization and subject to the approval of all the principal or the workplace supervisor prior to commencing visits. Approval must be provided, then renewed each school year or whenever the handler wishes to use a different therapy dog.
15. The Principal of the school has the authority to end any arrangements pertaining to the use of therapy dogs at any time at their discretion.
16. Handlers of therapy dogs will be required to provide proof of liability insurance.

Application of the Policy: Assistance (Guide or Service) Dogs

17. A student or employee may be eligible to receive the support of an assistance dog if they have an identified medical condition, as defined by the British Columbia Ministry of Education or the BC Guide Dogs and Service Dogs Act.
18. The assistance dog must be trained and certified by a training school accredited by either or both the International Guide Dog Federation (IGDF) or Assistance Dogs International (ADI) or certified by the Justice Institute of British Columbia. In any and all cases, the dog / team should be able to present the British Columbia Guide Dog and Assistance Dog Provincial ID Card. The School District may also consider applications for dogs that are currently undergoing training to become certified.

19. The introduction of the assistance dog or therapy dog to the school community must not create barriers to students' learning or disrupt their regular job duties.
20. The student or employee requesting an assistance dog must be capable of maintain control of the dog at all times;
21. Employees must submit requests for an assistance dog to the Director of Human Resources or designate. Parents or guardians of a student requiring an assistance dog must submit their request to the principal.
22. Certified assistance (service or guide) dogs brought onto school district property as part of a medical accommodation will be covered by the district's insurance policy.
23. Information to be included in a request for an assistance dog is as follows:
 - a. a letter requesting an assistance dog to accompany them to work or school, as well as an overview of the benefits of having an assistance dog attend school / work;
 - b. a letter of recommendation from a doctor confirming the presence of a recognized disability or special need, as well as a recommendation for the use of an assistance dog;
 - c. a Certificate of Training for the assistance dog from the appropriate agency;
 - d. veterinary records as evidence that the dog is in good health;
 - e. BC Guide Dog and Assistance Dog Provincial ID Card where applicable;
 - f. details of arrangements for the personal care and physical needs of the assistance dog, including at least one bio-break per day and providing appropriate bedding and water bowl; and,
 - g. details of an alternative dog handler for instances when the primary dog handler is absent.

Responsibilities

24. The School District will:
 - a. support the principal or workplace supervisor in ensuring that the provisions of the policy and administrative procedure in place at all times;
 - b. communicate the contents and requirements of the policy and administrative procedures to all employees annually;
 - c. support the principal or workplace supervisor in ensuring that the use of any assistance dog is consistent with the accommodation needs of an employee or the documented needs of a student including as identified within an individual education plan;
 - d. reserve the right to remove or exclude from school facilities or property any assistance dog / therapy for reasons it deems appropriate; and,
 - e. support the principal or workplace supervisor in ensuring that:
 - i. the purpose and function of an assistance or therapy dog are clearly connected to a need of a student or employee;
 - ii. within a school, parents of children who will be exposed to an assistance or therapy dog are informed of all of the details of the visit of the dog, and given an opportunity to express any concerns including in relation to allergies or fears;
 - iii. within a school, those concerns are accommodated as possible;

- iv. **therapy dogs are present only with handlers;**
- v. **therapy or assistance dogs are provided with a visit to the school prior to students being present; and,**
- vi. **arrangements for assistance or therapy dogs are documented.**

25. The School Principal will:

- a. **inform all staff members of the presence of an assistance dog or therapy dog;**
- b. **inform parents of the plans with regard to the dog and request that any concerns, including in relation to allergies and fears, be provided;**
- c. **inform the transportation department of any transportation requirements of an assistance dog;**
- d. **notify students and their parents of the arrival of the assistance/therapy dog, including an explanation of the purpose of the dog and arrangements that have been made;**
- e. **retain all letters regarding an assistance dog in the student's file;**
- f. **ensure that a poster is placed at each entrance to raise awareness of a working therapy dog / assistance dog in the school; and,**
- g. **restrict access for assistance or therapy dogs to certain parts of the school as necessary, including mechanical rooms, science labs, custodial rooms, food preparation areas, shops and other areas of risk to the animal, unless via a carefully considered necessary exemption to this restriction.**

DRAFT

APPENDIX 1 - THERAPY DOGS IN SCHOOLS CONSENT FORM

Name of School: _____

School District 69 has partnered with the therapy dog organization to provide a certified dog therapy team to visit your child's school.

The following service will be offered at your child's school:

- Children will be reading one-on-one to a dog therapy team to practice reading skills.
- Group visitation will occur with one or more dog therapy teams.
- Service Dog/Guide Dog:

Start Date of Activity: _____

Frequency of Activity: (single visit, weekly, school year, etc.): _____

Please Complete below and return to school.

ACKNOWLEDGEMENT AND CONSENT

I understand that the Handlers and dogs involved in this program are members of a therapy/guide dog organization that have been certified as Guidelines are in place for the safety of the participants as well as the safety of the teams performing the visits.

While every possible precaution is taken, accidents can and do happen, and occur without the fault of the participant, the school, SD 69, and/or the certified teams. By choosing to take part in this program, you are accepting the risk that you/your child may be injured. The chance of injuries or incident can be reduced by carefully following instructions at all times while engaged in visits.

I consent to my / my child's participation in this program.

Student Name (Print): _____

Signature of Parent/Guardian: _____

Signature of Student (if 18 years of age or over): _____

APPENDIX 2 - ASSISTANCE DOGS IN SCHOOLS
SAMPLE LETTER TO THE SCHOOL COMMUNITY
(SCHOOL LETTERHEAD)

Date

Dear Parent / Guardian:

This letter is to inform you that, effective (date), there will be a service dog in our school. The dog will be in the school (times/days). Dates and times may change as required without further notice.

A service dog is a dog that has been trained to assist an individual with specific tasks pertaining to a visible or non-visible disability, such as epilepsy, diabetes, post-traumatic stress disorder or a mobility limitation.

(Name of dog) is a highly trained and fully certified service dog, and we are thrilled to have (him/her) become a member of our school community. If you have any questions about (name of dog), please feel free to contact me.

There will be information sessions at the school to integrate (name of dog) into our daily routines and all of our staff and students will be instructed as to the proper procedures regarding the service dog.

If you have any specific concerns regarding the presence of the therapy dog in the school, please contact me.

Thank you for your understanding, support, and interest.

Sincerely,

Principal

cc: Superintendent of Schools

APPENDIX III

**SAMPLE LETTER TO THE FAMILIES OF CHILDREN IN THE CLASS(ES)
(SCHOOL LETTERHEAD)**

Date

Dear Parent / Guardian:

This letter is to inform you that a therapy dog will be present in your child's class on (date).

Therapy dogs are interactive dogs trained to work for a Handler to provide service and comfort to people. The presence of a therapy dog can decrease anxiety and provide a level of comfort that enables students to work through a variety of challenging issues.

There will be information sessions at the school and students will be instructed as to the proper procedures regarding the Therapy Dog.

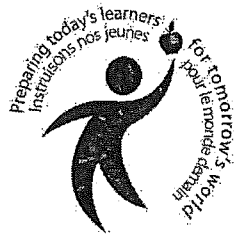
If you have any specific concerns regarding the presence of the service dog/therapy dog in your child's class, please contact me.

Thank you for your understanding, support, and interest.

Sincerely,

Principal

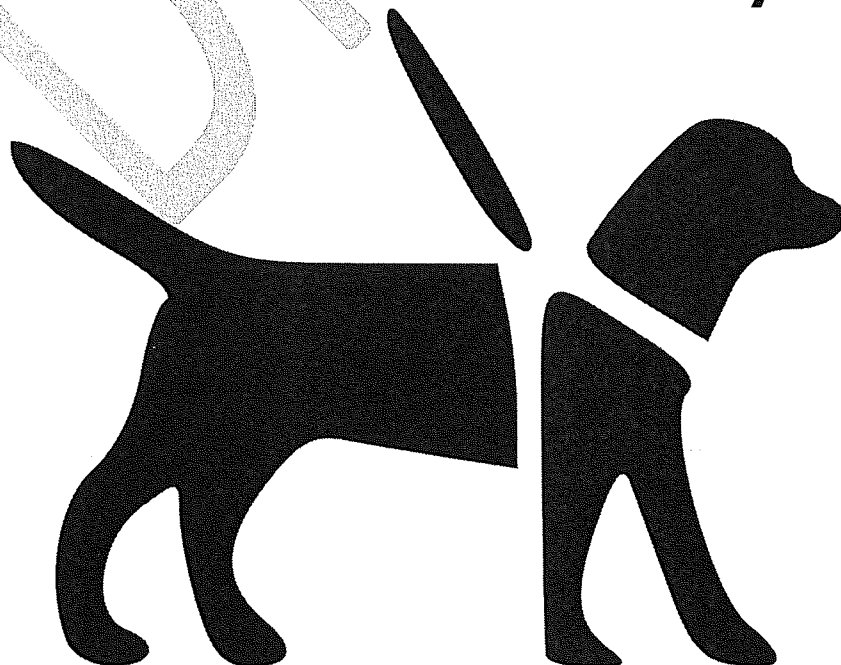
cc: Superintendent of Schools

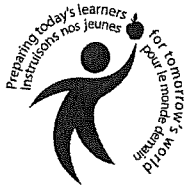


SD69 QUALICUM

NOTICE:

There is a working
THERAPY/ASSISTANCE DOG
in this school today.





TRUSTEE ELECTIONS BOARD OF EDUCATION

(Page 1 of 8)

PURPOSE

A bylaw to provide for the determination of various procedures for the conduct of general school elections, and other trustee elections, outline board role, trustee role and code of ethics.

I. ELECTION OF TRUSTEES:

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 69 (Qualicum), under the *School Act*, trustee elections in the following trustee electoral areas are the responsibility of the Board of Education of School District No. 69 (Qualicum):

<u>No. of Trustees to be elected.</u>	<u>Electoral Areas to be represented</u>
1	E of the Regional District of Nanaimo, District of Lantzville
1	F of the Regional District of Nanaimo
2	G of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach and E of the Regional District of Powell River (Lasqueti Island)
1	H of the Regional District of Nanaimo

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education, in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

"Election" means a trustee election.

"Board" or "school board" means the Board of Education of School District No.69 (Qualicum).

2. Application

This bylaw applies to both general elections and by-elections and to those trustee elections carried out by other authorities, except as otherwise indicated.

3. Resolution of Tie Votes after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *School Act* and the *Local Government Act*.



4. Mandatory Advance Voting Opportunities and Local Government Special Voting Opportunities

As required by the *Local Government Act* and the *School Act*, the mandatory advance voting opportunities are established as follows:

- i. on the tenth day before general voting day; and
- ii. for a trustee election that is the subject of an agreement or agreements with the local governments of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach, the District of Lantzville or the Regional District of Powell River under which either the local government conducts all or part of the trustee election on behalf of the school board, or a local government election is conducted in conjunction with the trustee election: the date specified for the additional mandatory advance voting opportunity - as well as the date, location and voting hours of any special voting opportunities - in the general election bylaw of that local government, as it is amended from time to time, shall apply in the trustee electoral area or part of the trustee electoral area that is the subject of the agreement;
- iii. for a trustee election that is not the subject of an agreement referred to in (ii): the third day before general voting day.

5. Additional Advance Voting Opportunities

As authorized under the *Local Government Act* and the *School Act* the school board authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

6. Additional General Voting Opportunities

As authorized by the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish additional voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

7. Special Voting Opportunities

As authorized under the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish special voting opportunities for each election and to designate the location, the date and the voting hours, within the limits set out in the *Local Government Act*, for such special voting opportunities.

8. Public Access to Election Documents

The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 69 (Qualicum) until 30 days after declaration of the election results.



TRUSTEE ELECTIONS BOARD OF EDUCATION

(Page 3 of 8)

9. Public Access to Election Documents Cont.

- i. The Board authorizes but does not require chief election officers to post nomination documents of trustee candidates for public access on any or all of websites of the City of Parksville, Town of Qualicum **Beach**, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.
- ii. The Board authorizes posting of trustee candidates' campaign financing disclosure statements and declarations and supplementary statements and declarations on the website of School District No. 69 (Qualicum) until one year from general voting day.
- iii. The Board authorizes but does not require chief elections officers to post campaign financing disclosure statements for public access on any or all of websites of the City of Parksville, Town of Qualicum **Beach**, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.

II) BOARD ROLE:

As the corporate body elected by the voters, the Board of Education is responsible for the development of goals and policies to guide the provision of educational services to students attending District schools and programs, in keeping with the requirements of government legislation and the values of the electorate.

SPECIFIC AREAS OF RESPONSIBILITY

1. Accountability to Governments

The Board shall:

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to and Engagement of Community

The Board shall:

- 2.1 Make decisions that address the needs and demands of the district.
- 2.2 Establish processes and provide opportunities for community input
- 2.3 Communicate the district strategic plan, and achievements of students and staff to the community, at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or board policy.
- 2.5 Provide for two-way communication between board and stakeholder groups.
- 2.6 Meet regularly with municipal governments and other educational/public service or business governing authorities to achieve educational ends.



2.7 Model a culture consistent with district values.

3. Planning

The Board shall:

- 3.1 Provide overall direction for the district by establishing a vision, values and strategic issues to be addressed.**
- 3.2 Develop and approve the district's long term strategic plan.**
- 3.3 Annually set district goals and key results, aligned with the district's strategic plan**
- 3.4 Monitor progress toward the achievement of student outcomes and other desired results.**
- 3.5 Annually evaluate the effectiveness of the district in achieving established goals and desired results.**

4. Policy

The Board shall:

- 4.1 Identify the purpose to be achieved and the criteria for a new policy.**
- 4.2 Make the final decision as to the approval of all policy statements.**
- 4.3 Evaluate policy impact to determine if policy has created the desired change.**
- 4.4 Determine policies and bylaws which outline how the board is to function.**
- 4.5 Monitor policy changes and seek input on those changes.**
- 4.6 Delegate authority to the superintendent and define commensurate responsibilities.**

5. Board/Superintendent Relations

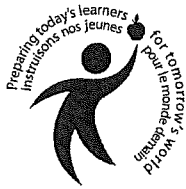
The Board shall:

- 5.1 Select the superintendent**
- 5.2 Provide the superintendent with clear corporate direction.**
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.**
- 5.4 Evaluate the superintendent and review compensation in accordance with the superintendent's contract.**
- 5.5 Respect the authority of the superintendent to carry out executive action and support the superintendent's actions which are exercised within the delegated discretionary powers of the position.**

6. Political Advocacy

The Board shall:

- 6.1 Address external issues in a manner consistent with district values.**
- 6.2 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public Sector Employees' Association (BCPSEA) issues.**



6.3 Advance district positions and priorities through relevant provincial organizations and associations.

6.4 Educate and inform the public

7. Board Development

The Board shall:

7.1 Annually evaluate the Board's effectiveness.

7.2 Annually develop a Board development plan aligned with District priorities.

8. Fiscal Accountability

The Board shall:

8.1 Approve process and timelines for budget deliberations.

8.2 In collaboration with the superintendent, identify assumptions and draft priorities for the creation of the annual budget.

8.3 Approve the annual budget which aligns with key goals and the strategic plan.

8.4 Annually approve the district's facilities planning document.

8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.

8.6 Review annually the audit report and management letter.

8.7 Provide direction regarding the mandate for local employee negotiations.

8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.

8.9 Approve the acquisition and disposition of district land and buildings.

8.10 Approve tender selection for contracts over \$50,000 (fifty thousand dollars)

8.11 Approve construction projects in excess of \$500,000 (five hundred thousand dollars)

9. Selected Responsibilities

9.1 Establish parameters for early retirement incentive plans.

9.2 Approve local school calendars, as requested in accordance with legislation.

9.3 Approve Board/Authority Authorized Courses

9.4 Hear appeals on the reconsideration of resource materials which are challenged.

9.5 Approve the naming of educational facilities and land.

9.6 Recognize students, staff and community members.

9.7 Approve school catchment areas.

9.8 Approve transportation service level changes.

9.9 Approve District partnerships.

III) ROLE OF THE TRUSTEE:

Date of Initial Board Approval: January 1999

Amendments: August 2002, October 2005, September 2008, May 2014



TRUSTEE ELECTIONS BOARD OF EDUCATION

(Page 6 of 8)

As members of the corporate board, trustees are accountable to the public for the collective decisions of the board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate board. A trustee acting individually has only the authority and status of any other citizen in the district.

Specific Responsibilities:

1. Support the decision of the Board and monitor progress to ensure decisions are implemented.
2. Strive to develop a positive and respectful learning and working culture both within the board and the district.
3. Become familiar with, and adhere to, the Trustee Code of Ethics.
4. Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the board.
5. Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate. Also refer to School District 69 Board Policy 6005: *Resolution of Concerns*.
6. Act as a liaison to assigned schools according to purpose and parameters as outlined in Liaison Schools- Purpose and Parameters document.
7. Keep the Board and the Superintendent informed in a timely manner of matters coming to his/her attention that might affect the district.
8. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
9. Come prepared to board meetings, participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of children within the district.
10. If a personal disagreement arises between a member of the team and another member, a one to one meeting between the two should be arranged to deal with and resolve the disagreement.
11. If there is any doubt about contacting employees of the district, the Superintendent or the Secretary Treasurer should be contacted first.



12. Strive to develop a positive and respectful learning and working culture both within the board and the district, based on collaboration and transparency.

IV) TRUSTEE CODE OF ETHICS:

1. It is vital that the Board of Education commits itself and its members to conduct which is appropriate and ethical. All personal interactions should be respectful and should acknowledge the worth of each person.
2. In compliance with the B.C. Human Rights Code, trustees will endeavor to ensure that all schools in School District 69 (Qualicum) provide the best quality education possible for all of our students regardless of their ability, sex, sexual orientation, gender identity or expression, creed, social standing or any physical or mental disability conditions.
3. Trustees must devote time, thought and study to the duties and responsibilities of being a trustee so as to be able to render effective and competent decisions.
4. Trustees must work together to communicate to the electorate the facts about our schools.
5. Trustees as individuals have no Board authority. All relationships must be conducted based on this fact. Media interviews must be handled by the Board Chair, Vice-chair or Superintendent unless expressly delegated to the individual trustee.
6. All in camera business is to be kept strictly confidential.
7. Trustees must respect the Superintendent's responsibility for the day-to-day administration of the district.
8. Trustees are expected to refer all complaints and criticisms to the proper process.
9. The board as a whole has to take responsibility to resolve potentially dysfunctional situations and strive to build dynamics that demonstrate:
 - 9.1 A commitment to collaborative decision-making
 - 9.2 A commitment to doing the homework and sharing responsibility
 - 9.3 A commitment to contributing to public meetings in a way that earns public confidence in the work of the Board
 - 9.3 A commitment to put the good of the school system before individual political agendas
 - 9.4 A commitment to focus at least as much on assessing the value of initiatives as in controlling costs



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 1

TRUSTEE ELECTIONS BOARD OF EDUCATION

(Page 8 of 8)

V. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Trustee Elections Board of Education Bylaw No.1. "

Read a first time this _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

Read a third and final time, passed and adopted this _____ day of _____, 2019.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



PURPOSE

A bylaw to provide for the various procedures and conduct of meetings. **set out processes for inaugural meetings, election of the chairperson and vice chairperson, appointment of trustee representatives, trustee remuneration, and duties of the chairperson and presiding officers.**

I. INAUGURAL MEETINGS

1. **In an election year,** ~~The~~ Inaugural Meeting of the Board of Education, ~~in each year following Trustee Elections,~~ shall be held on the first Monday after 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. **This process will continue until a chairperson is elected.**
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.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 2

BOARD STRUCTURE

(Page 2 of 3)

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.

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. **This process will continue until a chairperson is elected.**
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.~~



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 2

BOARD STRUCTURE

(Page 3 of 3)

- 2.3. 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.
- 3.4. 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. **Such changes will be effective as of the election of the new Board.**

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.

VI. TITLE

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

Read a first time this _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

Read a third and final time, passed and adopted this _____ day of _____, 2019.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

BYLAW AND POLICY DEVELOPMENT AND REVIEW



PURPOSE

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/By-law in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. ~~and the opportunity for the~~ **The Superintendent will be responsible for the development of** ~~to exercise professional judgement in the administration (Administrative Procedures that accompany Board policies.)~~ of the District.

It shall be the Board's ~~practice policy~~ **practice** to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage all appropriate participation by ~~our professional staff~~ **all staff, representatives of partner groups**, and the community, ~~thereby contributing to the successful implementation of most policies.~~ The Board will ensure that its Bylaws and Policies will be accessible to all ~~staff, its partners and other citizens in the community.~~ **staff, its partners and other citizens in the community.**

In consideration of the development of or amendments to bylaws and policies:

1. The Board of Education is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. **Development of or amendments to bylaws and policies shall be within the oversight of the Board's Standing Policy Committee of the Whole, which will deliberate in public and with the involvement of advisors the committee. Recommendations will flow from the committee to the Board as part of the Board's monthly public Board meetings.**
3. **Bylaws and policies will be developed in keeping with the definitions below.**
4. **Bylaws and Administrative Procedures will be formatted according to need. Policies will be formatted with the following headings:**
 - Context (preamble, whereas statement)**
 - Policy Statement (clear statement of action or intent)**
 - Guiding Principles (board beliefs)**
 - Definitions**
 - References (statutory, policy, contractual)**
 - Dates of Adoption/Amendment**
5. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.

BYLAW AND POLICY DEVELOPMENT AND REVIEW

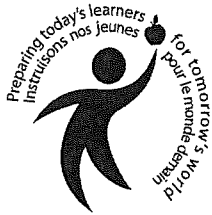


6. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.
7. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
8. Policies may be proposed for adoption, revision or appeal by any member of the board, staff member, student, parent or member of the community, by utilizing the worksheets for "New Policy Development" or for "Request for Policy Revision" attached to this Bylaw.
- ~~9. In the spirit of collaboration the Board Policy Committee will review with the Policy Advisory Committee (stakeholder representatives) all policy and procedures work.~~
9. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
10. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
11. The Superintendent must inform the Board of any changes to administrative procedures.
12. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
13. The Board shall review each policy biannually every Board term (four years).

GUIDING PRINCIPLES

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objective? **If not, why not?**
4. **How will consistency with other policies, regulations, bylaws or legislation be ensured?**
5. **In what ways** is the issue of significance or of general public concern?



BYLAW AND POLICY DEVELOPMENT AND REVIEW

6. Is the policy or regulation written in concise and easily understood language? **If not, what could be changed?**
7. **What, if any,** are there the financial considerations?
8. **What, if any,** are the legal implications?

DEFINITIONS

Bylaw: A rule or set of rules that defines the operation of an organization and that establishes governance of the internal affairs of the organization.

Policy: A set of rules that both describe and prescribe what will be expected in particular situations that are within the requirements of an organization.

Administrative Procedures: A set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability

STATUTORY REFERENCES: School Act : Sections 65(4), 68(1), 68(4), and 85(2)

TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Bylaw and Policy Development and Review Bylaw No.7."

Read a first time this _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

Read a third and final time, passed and adopted this _____ day of _____, 2019.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



STUDENTS' RIGHT TO ENGAGE IN PEACEFUL PROTESTS

Context:

The Board recognizes international law through the **United Nations** Declaration of Human Rights (1948 Article 19) which guarantees the right to freedom of expression, The Canadian Bill of Rights (1960 Section 1 d) which guarantees freedom of speech and the Canadian Charter of Rights and Freedoms (1981 Fundamental Freedoms section c) which guarantees freedom of peaceful assembly.

Policy Statement:

1. The Board of Education supports the efforts of students to engage in **organized, purposeful** peaceful protests, **including during school time**, on issues of importance to them **recognized local, regional or global significance** as part of their learning experience.
2. **Students will not be penalized for participating in peaceful protests as long as these protests are held in accordance with this policy and its administrative procedure.**
3. **Students will be responsible for ensuring that missed school work is made up with support from teachers.**

Guiding Principles:

1. The Board of Education believes in the right to freedom of expression, speech and peaceful assembly.
2. The Board believes in the right of people to disagree with **Ggoverning** bodies and to exercise that disagreement through peaceful protest.
3. **The Board expects that student protests will be held in ways that are safe and appropriate as learning experiences within a participatory democracy, which includes the students understanding the balance of rights and responsibilities as citizens in exercising their Charter rights.**

Definitions:

References:

- Declaration of Human Rights (United Nations 1948)
- The Canadian Bill of Rights (1960)
- Canadian Charter of Rights and Freedoms (1981)

Dates of Adoption and Amendments:



PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS

(Page 1 of 1)

Context:

Boards of Education must provide menstrual products to all students who may require them and must have policies and procedures regarding the provision of menstrual products in their schools.

Policy Statement:

The Board of Education of School District 69 is committed to providing menstrual products to students who may require them.

The Board will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

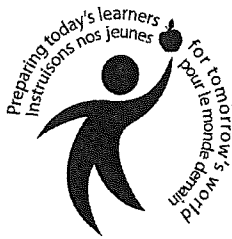
Guiding Principles:

Definitions:

References:

The School Act – Sections 85(2)(a), 88(1), and 168(2)(t)
Support Services for Schools Order (M14/89)

This suggested policy is in response to the Ministry of Education's amendment of the Support Services for Schools Order and is the work of Audrey Ackah, Legal Counsel, BCSTA.



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS

Policy

The Board of Education is committed to meeting its obligations to protect personal information from unauthorized access, use and disclosure in accordance with of the protection of personal information as well as the disclosure of appropriate information under the *Freedom of Information and Protection of Privacy Act (FOIPPA)* **and the School Act**.

The District recognizes that all procedures for the collection and storing of information by District staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of *FOIPPA*.

It is the intent of this policy and related administrative procedure (collectively recognized as this policy) to:

The purposes of *FOIPPA* and this Policy and attendant related administrative procedure (collectively recognized as this policy) are to:

- a. control the manner in which a public body may collect **the School District collects, retains, uses, accesses, discloses and disposes of protects, retains, uses and discloses employee and student** personal information from individuals;
- b. allow any person a right of access to the records in the custody or under the control of the School District subject to limited and specific exceptions as set out in *FOIPPA*;
- c. Control the manner in which a public body may collect **the District collects, uses, stores, disposes and discloses** personal information from individuals
- d. to Control the use that the District may make of that information and to control the disclosure by the District of that information;
- e. allow individuals, subject to limited and specific exceptions as set out in *FOIPPA*, a right of access to personal information about themselves that is held by the School District;
- f. allow individuals a right to request corrections to personal information about themselves that is held by the School District; and
- g. Provide for independent reviews of decisions made by the School District under *FOIPPA* and the resolution of complaints under the *FOIPPA*.

The Superintendent is the *FOIPPA* Officer for the School District and may delegate this authority.

References:

- Administrative Procedure I to Board Policy 9000: *Information Management and Access*
- Administrative Procedure II to Board Policy 9000: *Information Management and Access*
- Board Policy 5056: *Acceptable Use of Technology* and its attendant Administrative Procedure
- Board Policy 7144: *Student Records* and its attendant Administrative Procedure
- School District 69 Personal Information Directory
- SD69 File Management Handbook
- *Freedom of Information and Protection of Privacy Act*
- *The School Act*

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1. The purpose of this administrative procedure is to set out how the District will handle employee and student personal information. This administrative procedure should be read in conjunction with the policy. See appendix 1 for definitions.

ROLES AND RESPONSIBILITIES

2. The Superintendent Secretary Treasurer is recognized as the Privacy Officer for the District and is responsible for:
- a) conducting a privacy audit and self-assessment;
 - b) developing a privacy policy;
 - c) implementing and maintaining a privacy policy
 - d) managing privacy training;
 - e) responding to requests for access to and correction of personal information;
 - f) working with the Information and Privacy Commissioner in the event of an investigation.

3. The Executive Assistant to the Secretary-Treasurer will provide appropriate supports to the Privacy Officer.

~~(or designate), as Privacy Officer, will designate a coordinator for the purposes of the Freedom of Information and Protection of Privacy Act (FOIPPA). The Coordinator is hereby empowered to fulfill the duties described in the FOIPPA which include the establishing of procedures and practices to ensure appropriate management of the legislation.~~

~~Routine requests will be handled at the point of contact. Formal written requests will be handled by the Coordinator through the office of the Superintendent of Schools.~~

4. Employees must:
- a) complete mandatory privacy and information management training;
 - b) not alter, copy, interfere with or destroy personal information, except as required;
 - c) not disseminate personal information to anyone not covered by a confidentiality agreement;
 - d) practice safeguarding measures to ensure personal information held by the School District is protected from unauthorized access, use and disclosure;
 - e) ensure that disclosures of information are made only to those entitled to that information;

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COLLECTING PERSONAL INFORMATION

5. The School District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual to whom it pertains, unless another method of collection is authorized by the individual or the statute.
6. When the School District collects personal information about students or families, parents / guardians should be informed of the purpose for which the information is being collected. The parents / guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs, such as:
- newsletter publications;
 - website postings;
 - video conferencing;
 - social media applications;
 - honour roll lists;
 - team rosters;
 - yearbooks.
7. Upon their child's initial enrollment, parents / guardians will complete and submit the form entitled Student FOIPPA / Personal Information Consent.
8. Where a parent or guardian provides consent, the School District will allow the school to publish student personal information for purposes such as:
- recognition of achievement;
 - promotion of events;
 - commemoration of school events.
- This authorization is deemed in effect until the student changes or transitions to another school.
9. Parents / guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the School District's operational activities.

USE OF PERSONAL INFORMATION

10. Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Employees should seek clarification from the District Privacy Officer if there is uncertainty as to the confidentiality of the

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information or they need to access information for a purpose other than why it was collected.

RETENTION AND DISPOSAL OF PERSONAL INFORMATION

11. Personal information must be retained for specific periods of time. See Appendix 2 for the records retention and disposal schedule.
12. Information management must be dealt with in a responsible, efficient, ethical and legal manner. The following safeguards, though not an exhaustive list, will assist in protecting the privacy of employee and student personal information:
 - a) security measures, such as encryption or passwords, must be in place for personal information that is electronically stored, printed, or transferred;
 - b) all mobile devices, including personal devices, that access or store District data must be secured by a password login and have the highest available encryption options;
 - c) passwords must not be shared nor should anyone login to a system using an username and password that has not been specifically assigned to them;
 - d) locate screen in such a way that it can't be read by visitors or people passing by;
 - e) lock the computer screen when away from your desk;
 - f) paper files should be held in locked storage;
 - g) personal information should be removed from work areas when not in use; and,
 - h) paper files, including notes, reports, letters and emails, containinig personal information should be protectively marked as private and confidential.
13. Any personal information that is held electronically and is no longer required for administrative, financial or legal purposes must be deleted in their entirety and data storage devices must be fully erased prior to disposal.
14. Paper files containing employee and student personal information that are due for disposal must be securely shredded.

DISCLOSING PERSONAL INFORMATION

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16. Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under the age of thirteen, such consent may be provided by the student's parent or guardian.
17. Disclosure of personal information is permitted if the information is immediately necessary for the protection of the health and safety of an employee.
18. Consent is not required from a student or parent when information is being disclosed for worker safety. If a plan is developed to protect the health and safety of a worker, which also affects the health and safety of a student, the parent will be informed, as per the requirements of the School Act. However, parental approval is not required to develop and implement plans to keep workers safe.
19. Managers and Principals are required to investigate incidents that caused or could have caused injury to an employee, in conjunction with the members of the school or work site's Joint Health and Safety Committee.
20. Incident report forms contain employee personal information and therefore cannot be disclosed to employees outside of the committee, except for the purpose of reporting incident to WorkSafe BC.
21. If student information is used to complete an incident investigation or report, personal identifiers must be removed so that the student is not able to be identified.

ACCESS TO PERSONAL INFORMATION

22. Access to any personal information is based on employment duties requiring such access. Unauthorised access to information about colleagues, friends, or family is not permitted.
23. The School District governs the right of access by an individual to their own personal information and by the public to any information or records in its custody or control.
24. Other school districts, government ministries or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.
25. Requests for access to information, including access to personal information, must be made in writing and must provide sufficient detail to enable the School District, with reasonable effort, to identify the records sought. A record of all such transactions must be kept on file.

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~~26. Copies of any personal information shall be provided only to the employee/individual or his/her **the employee's/individual's** agent on the specific written request of the employee/individual. A record of all such transactions must be kept on file.~~

STUDENT PERSONAL INFORMATION

27. Access to student records will be in accordance with Board Policy 7144: Student Records and its attendant Administrative Procedure.

28. Routine requests will be handled at the point-of-contact. Formal written requests will be handled by the **District Privacy Officer** through the office of the Superintendent of Schools.

EMPLOYEE PERSONAL INFORMATION

29. Access to personal information may be gained during normal business hours, upon appointment and is available to:

- a) the employee, in the presence of a supervisory officer, or the appropriate personnel officer;
- b) other parties (e.g. legal counsel of the employee) with the specific written consent of the employee;
- c) appropriate Board employees and/or the Board's legal counsel, subject to the approval of the Superintendent or designate, or the appropriate personnel officer.
- d) the individual, in the presence of the appropriate manager or a designate; and/or,
- e) other parties (e.g. legal counsel for the individual) with the specific written consent of the individual.

FEES

30. When fees are to be levied under the *Freedom of Information and Protection of Privacy Act (FOIPPA)* the rates adopted by the Government of British Columbia, as specified in Schedule 1 (*attached*) of the Regulation 155/2012 under the *FOIPPA*, shall be confirmed as the rates used by the **School** District. Fees shall not be charged to individuals who are accessing their own personal information. See appendix 2 for the fee schedule.

Confidentiality

~~The Board of Education acknowledges its responsibility to safeguard and ensure the confidentiality of personal information pertaining to students, employees and individuals in accordance with the *School Act* and the *Freedom of Information and Protection of Privacy Act*.~~

~~Personal information may only be obtained as authorized by the *School Act* and the *FOIPPA* and used for the specific purposes for which it is gathered.~~

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~~Any personal information of an employee/individual that is no longer required for either administrative, financial, legal, or historical purposes, and its retention is not regulated by any statute, may be destroyed.~~

Retention of Records

~~Retention of records will be managed in accordance with the Board's *File Management Handbook*.~~

ERRORS OR OMISSIONS

- 30. An applicant who believes there is an error or omission in their personal information may request correction of the information in writing to the department responsible for the information. The Manager responsible for collecting and retaining the particular type of record will be responsible for the correction or annotation of the information, in consultation with the District Privacy Officer.**
- 31. Notification of the correction or annotation must be given to any other public body or third party to whom that information has been disclosed during the one year period before the correction was requested.**
- 32. Any correction, annotation or notification must be documented.**

INVESTIGATION OF COMPLAINTS

- 33. Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee information or other protocol set out in this administrative procedure must notify the District Privacy Officer.**
- 34. All employees, volunteers and third parties are expected to adhere to the confidentiality requirements of the School District. Those found to be in violation of this procedure may be subject to disciplinary action.**

References:

- Board Policy 9000: *Information Management and Access and its attendant Administrative Procedure II*
- Board Policy 5003: *Acceptable Use of Technology and its attendant Administrative Procedure*
- Board Policy 7144: *Student Records and its attendant Administrative Procedure*
- School District 69 Personal Information Directory
- SD69 File Management Handbook

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- *Freedom of Information and Protection of Privacy Act*
- *The School Act (Sections 22, 65, 85)*

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Appendix 1 – Definitions

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<u>Personal information</u>	<u>Any information that is about an identifiable individual. Personal information may include data such as unique identifiers (social insurance number, school records, contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origins, sexual orientation or religious beliefs.</u>
<u>Contact information</u>	<u>This enables an employee to be contacted at work and includes the name, position, business contact number, business address and business email.</u>
<u>Employee personal information</u>	<u>This is any recorded information about an identifiable employee (see personal information above) other than contact information.</u>
<u>Student personal information</u>	<u>This includes personal information (defined above) plus any information that identifies a student include a student's name, address, contact number, personal education number (PEN), assessments, results, and educational records.</u>
<u>Record</u>	<u>A record is defined as all recorded information in the custody or control of the School District regardless of physical format, which is collected, created, deposited or held by or in the School District. Records include books, documents, maps, drawings, photographs, letters, paper or any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means.</u>

Appendix 2 – Records Retention and Disposal Schedule

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The principal of the school or the supervisor of the department responsible for the records is authorized to destroy the records in accordance with the following schedule. Records may be maintained beyond the scheduled time if the principal or supervisor believes that they have a further use or historical or archival value.

The following retention schedule outlines the minimum amount of time that School District 69 records must be retained.

Board Records

Board policy	Permanent
Agendas of regular, in-camera and special board meetings	Permanent
List of electors	2 years after the year of creation
Minutes	Permanent
Notice of meetings	1 year
Oaths and declaration of trustees	Selected Retention
School trustees list	While current
Debenture and bylaw register	Permanent
Debenture and coupons redeemed	6 years after year redeemed
Annual Report as required by the School Act	Permanent
District publications and newsletters	Selected Retention

Information and Privacy

Freedom of Information requests	2 years after the calendar year of creation
Requests to review Freedom of Information decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued
Freedom of Information requests to correct personal information	2 years after the personal information has been updated, annotated, or request has been transferred to another public body

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Financial Records

Annual budget and summary supporting documents Permanent

Auditor's reports Permanent

Cancelled cheques 6 years after year of creation

Cheque duplicates, invoices, requisitions 6 years after year of creation

Purchase orders 2 years after year of creation

Employee travel claims 6 years after year of creation

Ministry of Education financial information reports Permanent

General ledger Permanent

Invoices billed 6 years after year of creation

Subsidiary ledgers and journals 6 years after year of creation

Receipts issued 6 years after year issued

Bank statements, debit and credit notes 6 years after year of creation

Deposit books 6 years after year of creation

Loans, authorization 6 years or term of loan, if longer

Loans, cancelled notes 6 years after year of creation

Stop payment orders 1 year after year of creation

Facilities Records

Rental of facilities 1 year after year of rental

Appraisal and inventory records 6 years after year of asset disposal

Authorization for expenditure of capital funds 6 years after year capital plan completed

Building plans and specifications
(with related change, guarantees, bonds
liens and valuable correspondence) 6 years after year of asset disposal

Land titles, deeds and plans Permanent

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Leases 6 years after expiration of term

General Records

General correspondence 2 years after year of creation

Health and Safety Records

First aid treatment records, including Form 7 and 7a 3 years

Investigation of overexposure to hazardous substances 10 years

Incident investigation reports six months

Risk assessments, where a regulatory requirement, including violence in the workplace first aid, ergonomics, working alone 10 years

Asbestos materials on site, including inventories, risk assessments inspections and monitoring 10 years

Inventory of hazardous substances – MSDS while current

Asbestos release, training and written procedures, and Notification to WCB 3 years

Workers exposure to biohazardous material length of employment plus 10 years

Worker exposure to biohazardous material 3 years

Lead exposure, including risk assessments, worker Exposures, training and health monitoring length of employment

Pesticide application monitoring, including health monitoring records for workers length of employment

Pesticide use while current

Hearing tests length of employment

Noise exposure measurements as long as equipment is in use

Radiation survey, including surveys 10 years

Radiation exposure monitoring and personal dosimetry 10 years

PPE fit test results, worker instruction while current

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Workplace inspection reports _____ 1 year

Automotive lifts / hoists, maintenance and inspection _____ while current

Cranes and hoists, inspection, maintenance records _____ while current

Elevated work platform inspections, maintenance _____ while current
Repair

Firefighting equipment tests, inspections
and records _____ while current

Competency of equipment operators _____ length of employment

Human Resource Records

Applications _____ 1 year after position is filled

Job Competitions _____ Selected Retention

Collective Agreements with unions _____ Permanent

Contracts with individual employees _____ 20 years after the year employment ceases

Teacher-on-Call files _____ 5 years after the year employee
leaves district

Individual grievance files _____ Permanent

Letters of discipline _____ 20 years after the year employment ceases

Personnel file _____ 20 years after the year employment
ceases

Seniority lists _____ Permanent

Unsolicited resumes _____ 6 months

Violence incident reports _____ 6 years after year of creation

Employee medical file _____ Minimum of 1 year

20 years after the year employment ceases

Information Systems

User ID's _____ When user is removed from the system

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Insurance Records

Incident Reports	2 years or until finalized
Claims	6 years after claim settled for adults; 2 years after age of majority is reached for individuals under 19 years
Insurance policies	While current

Payroll Records

Employee payroll files	20 years after the year employee leaves district
Employee payroll register	20 years after the year employee leaves district
Employee attendance records	6 years after the year employment ceases

Purchasing Records

Quotations and relative correspondence	6 years after year of creation
Purchasing contracts	6 years after year of creation
Requisitions and purchase orders	6 years after year of creation

Student Records

Student Information Data	Permanent
Permanent Record Cards	55 years after graduation or withdrawal
Attendance reports and registers	Permanent
Out-of-boundary attendance requests	2 years after decision is made
Provincial scholarships and district awards	Permanent
Transcript of Marks	Permanent
Teachers' student files	While current
Other student records	Useful life of record

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Transportation Data

Student bus registration forms	1 year after year of creation
Transportation assistance forms	1 year after year of creation
School bus behaviour report	1 year after year of creation
School bus video tapes	1 year after year of creation as needed
Vehicle maintenance forms	life of bus
Pre-trip forms	3 months
Driver time logs	6 months

Health and Safety Records

References refer to the applicable part from the WCB Occupational Health and Safety Regulation and/or the Workers Compensation Act.

Topic	Type of Records	Reference	Length of time	Springhill	Board Office	Worksite /School
Asbestos	<ul style="list-style-type: none"> • inventory of asbestos containing materials • risk assessments • inspections • air monitoring 	6.32(1)	10 years			x
	<ul style="list-style-type: none"> • corrective actions to control the release of asbestos fibres • written work procedures • written notification to WorkSafeBC of abatement works • training and instruction of workers 	6.32	3 years 6 years	x	x	

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Topic	Type of Records	Reference	Length of time	Springhill	Board Office	Worksite /School
Automotive Lifts and Hoists	<ul style="list-style-type: none"> • inspection reports • maintenance and testing 	12.78	while equipment in use			x
Biohazardous Material	<ul style="list-style-type: none"> • worker exposures • investigation reports 	5.59(3)	length of employment plus 10 years		x	
	<ul style="list-style-type: none"> • worker education and training 	6.41	6 years		x	
Competency of equipment operators		16.4	length of employment		x	
Cranes and Hoists	<ul style="list-style-type: none"> • inspection reports • maintenance 	14.14	while equipment in use			x
Elevated Work Platforms	<ul style="list-style-type: none"> • inspection Reports • maintenance • repairs • modifications 	13.163	while equipment in use	x		
Fire Fighting Equipment	<ul style="list-style-type: none"> • tests • inspections 	31.9	while in use			x
First Aid	<ul style="list-style-type: none"> • injury or illness report 	3.19	3 years			x
Hazardous Substances	<ul style="list-style-type: none"> • inventory 	5.98(1)	while in use			x
	<ul style="list-style-type: none"> • exposure reports • investigation reports 	5.59(3)	length of employment plus 10 years		x	

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Topic	Type of Records	Reference	Length of time	Springhill	Board Office	Worksite /School
Incident Investigation Reports		WC Act	6 years			x
Joint Health and Safety Committee Meetings	<ul style="list-style-type: none"> meeting minutes 	WC Act	2 years			x
Lead	<ul style="list-style-type: none"> risk assessments 	6.68	while current			X
	<ul style="list-style-type: none"> worker exposure report health monitoring worker training 	6.68	length of employment plus 10 years		x	
Noise	<ul style="list-style-type: none"> hearing test for each worker working in a noise environment 	7.8	length of employment plus 10 years		x	
	<ul style="list-style-type: none"> noise exposure measurement results 	7.8 (2)	while equipment in use			x
Radiation	<ul style="list-style-type: none"> surveys 	7.43	10 years			x
Workplace Inspections		WC Act	1 year			x



Finance & Operations Committee of the Whole Report
Monday, November 18, 2019
Library – Qualicum Commons
10:30 a.m.

Mandate:

To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.

Attendees:

Trustees Flynn (Chair), Kurland, Young, Austin, and Godfrey
Keven Elder, Superintendent
Ron Amos, Secretary Treasurer
Gillian Wilson, Associate Superintendent of Schools
Chris Dempster, GM of Operations
Debbie Comer, MATA Representative
Troy Forster, CUPE Local 3570 Representative
Lesley Rowan, VP, KSS

Presentation:

Introduction to Modular Buildings by Joel Formosa, Muchalat and Maris MacDonald, MHA Architects

- Muchalat has partnered with several school districts (72/71/62/61) for modular buildings as well as with BC Housing on the Corfield residential building.
- Presenters led a discussion on the current building requirements for all construction, including that of modular/portable buildings, emphasizing that all new buildings must meet the same technical and safety code requirements.
- Modular building have the additional consideration of being able to be built offsite and transporting them to the installation site.
- Question that were addressed included the construction materials used, emissions and off gases, permanent vs temporary foundations, green building (step codes) and air flow of buildings.

Project Updates:

- School Messenger
 - Associate Superintendent Wilson reported that the system had its first workout last week with the messaging for the snow closure procedures. Texts/emails and voice messages were communicated last week to address the school closures. Some considerations need to be addressed with regard to having the correct contact information and how the various systems talk to one another. Next steps will allow schools to build call lists for various grades, clubs, and teams so the messaging can be tailored to specific events.
- PowerSchool (Atrieve)
 - Transition continues to go well with board office staff working through one-off situations. They are currently working on what can be done better to accommodate individual situations, such as an employee working for a different department but at a school site.

- **Water Report**
 - Chris Dempster, General Manager of Operations, provided a report on the current water testing being done in the district. He indicated the Ministry has changed its guidelines and thresholds for particulates in the water. The more rigorous threshold means testing will be done at all district facilities, not just those built prior to 1991. Tests are collected by district staff and analysis is done by a lab in Courtenay.
- **Ballenas Track Renewal Steering Committee**
 - Trustee Young gave a summary of the recent steering committee held earlier in the day. Project name was talked about with "Oceanside Community Track at Ballenas", coming forward as a name that was more representative of the whole community. Superintendent Elder pointed out that it was recognized that there is a shift to a more community led initiative rather than it being the want of the School District. The Steering Committee is asking for letters of support from local governments in order to be used for grant applications. Town of Qualicum is in the process of drafting a letter now with the hope that RDN and City of Parksville will do the same.

Items for Discussion

- **Quarterly Financial Report**
 - Quarter 2 financial report for Dec 31 was received. General discussion that the comparisons were against the annual budget figures and that the amended budget would be reflected once it was passed next month. General observations related to 40% of the educational year and 50% of the operational year being completed and some cost pressures being felt.
- **2019-20 Amended Budget**
 - Secretary Treasurer Amos shared information on the December funding recalculation and the areas the additional \$980K would meet the current spending pressures. Current pressures include exempt staff leaves, support staff, substitutes and homestay.

Items for Recommendation:

No items for recommendation

INFORMATION ITEM

- **BC Tripartite Education Agreement (BCTEA) – Joint First Nation Student Transportation Plan Approvals.**
 - Approval letter was shared with the explanation that the capital funds would be included with the district's 20/21 Annual capital announcement in March and the operating funds would flow for next budget year.
- **Budget Process Schedule**
 - The Budget schedule received at December's Regular Board meeting is available on the district website

Future Topics:

Next Meeting Date/Location:

- Tuesday, February 18 at 10:30; Teaching & Learning Center (DRC) 140 Renz Road.



SCHOOL DISTRICT No.69 (QUALICUM)

December 20, 2019

Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Board of Directors:

On behalf of the Board of Education of School District 69 (Qualicum), I am writing to advise that, at its meeting of December 17, 2019, our Board passed the following motion:

THAT the Board of Education of School District 69 (Qualicum) write a letter to the Board of the Regional District of Nanaimo requesting funding support for the Ballenas Track in the amount of \$500,000.00, with an indication of the Board's desire to enter into a service agreement for ongoing maintenance and eventual track replacement.

As you will know, the Ballenas track renewal has been a topic of discussion in the community for a number of years and the RDN has made it a priority in its Recreation Services Master Plan. To that end, with the School District's commitment of \$200,000 as well as the value of the land, and from discussions at the Ballenas Track Steering Committee meetings, the Board has a desire to enter into a partnership with the RDN. We envision a service agreement which would articulate the terms for ongoing maintenance of the new Ballenas track including the replacement of the rubberized track surface when necessary.

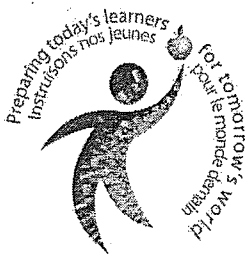
We look forward to continuing to partner with the RDN on community projects such as this one. In the spirit of that partnership, we thank the RDN Board for appointing His Worship, Parksville Mayor Ed Mayne and Recreation Superintendent Hannah King as RDN representatives on the Ballenas Track Renewal Steering Committee.

Sincerely,

Eve Flynn, Board Chair

c: Board of Education of SD69
Keven Elder, Superintendent of Schools, SD69
Ron Amos, Secretary Treasurer, SD69

File: 0530-01



SCHOOL DISTRICT No.69 (QUALICUM)

January 21, 2020

Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Board of Directors:

I write further to my letter of December 20, 2019 in which I requested, on behalf of the Board of Education, support from the Regional District of Nanaimo in the amount of \$500,000 for the renewal of the Ballenas track.

As a Board we understood that Mayor Mayne, as the RDN Board representative on the Ballenas Track Renewal Steering Committee, was aware of our Board's support for an 8 lane competition track, and would have represented to the RDN the commitment of the steering committee and our Board to that objective. Judging by comments attributed to Mayor Mayne at the January RDN meeting we now understand that that was not the case. We regret any lack of clarity in that regard.

To be clear, the Board passed two motions at its public meeting of December 14, 2019. One, as communicated in my previous letter, was to request financial support from the regional district. We expected that request to be referred by the RDN to committee, and we appreciate that that did indeed happen.

The second motion that was passed, based on recommendations from our senior staff and the steering committee, was as follows:

THAT the Board of Education of School District 69 (Qualicum) support in principle the recommendation of the Ballenas Track Renewal Steering Committee to plan for the construction of an eight lane competition standard track at Ballenas Secondary School, with the final decision to come after reports from the committee on all implications including in relation to funding of both the construction and the ongoing maintenance of the track.

We look forward to continuing in our ongoing support for the creation of this community resource, including having our staff join community partners in presenting more detail to the February 13, 2020 meeting of the Oceanside Services Committee.

Sincerely,

Eve Flynn, Board Chair

c: Board of Education of SD69
Keven Elder, Superintendent of Schools, SD69
Ron Amos, Secretary Treasurer, SD69

File: 0530-01

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