

REGULAR BOARD MEETING AGENDA

TUESDAY, SEPTEMBER 22, 2020

6:00 PM
via Zoom

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: August 25, 2020 p 1-8
- b. Approval of Special Board Meeting Minutes: August 25, 2020 p 9-10
- c. Approval of Special Board Meeting Minutes: August 12, 2020 p 11-15
- d. Ratification of In Camera Board Meeting Minutes: August 25, 2020 p 16
- e. Receipt of Ministry News
 - Enhanced mental health programs support a safe return to school p 17-18
 - New federal funding builds on plans for a safe back to school p 19-20
- f. Status of Action Items – September 2020 p 21

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 22, 2020, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

- a. **2019-2020 Audited Financial Statements** (*Leanne Souchuck/Kelly Olson*) p 22-57

6. BUSINESS ARISING FROM THE MINUTES

- a. **Update on Transit Discussion with Regional District of Nanaimo** (*Keven Elder*)

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. District Staff Flu Vaccinations** (Ron Amos)
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2020-2021 school year.
- b. 2019-2020 Audited Financial Statements**
- i. Internally Restricted Funds** (Ron Amos)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.
- ii. 2019-2020 Audited Financial Statements** (Ron Amos)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve the 2019-2020 Audited Financial Statements as presented.
- c. Selection of Auditors for 2020-2021** (Ron Amos)

12. INFORMATION ITEMS

- a. Educational Programs Update** (Gillian Wilson/Vivian Collyer)
- b. Education Planning Update** (Keven Elder)
- **September Restart Update**

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

(Trustee Godfrey) p 58-59

- a. School Codes of Conduct**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) accept the School Codes of Conduct for the 2020-2021 school year as presented, recognizing that the Province's Ministry of Education's COVID-19 protocols supersede in regards to Health and Safety of all.
- b. School Codes of Conduct Review Working Committee**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) ask senior staff to create a working group, which includes student and parent advisory council representatives, to work on the School Codes of Conduct
- c. Letter to Minister re: Foundation Skills Assessment**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) write a letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.

14. POLICY COMMITTEE REPORT

(Trustee Young)

- a. Board Policy 509: Educational Changes Due to Emergencies (NEW)** p 60-64
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 509: *Educational Changes Due to Emergencies* and its attendant Administrative Procedures at its Regular Board Meeting of September 22, 2020.
- b. Board Policy 103: New/Repurposed Facilities** p 65-67
(previously numbered 4003)
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of September 22, 2020.
- c. Board Policy 104: Video Monitoring** p 68-70
(previously numbered 4004)
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 104: *Video Monitoring* at its Regular Board Meeting of September 22, 2020.
- d. Board Policy 105: Use of School Facilities** p 71-80
(NEW policy and previously an Administrative Procedure only)
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of September 22, 2020.
- e. Board Policy 100: Sustainable Practices** p 81-84
(previously numbered 4009)
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 100: *Sustainable Practices* at its Regular Board Meeting of September 22, 2020.
- f. Board Policy 101: Projects: Tendering, Purchase, Disposal** p 85-94
(merging of 4001, 4002 and 4007)
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 101: *Projects: Tendering, Purchase, Disposal* at its Regular Board Meeting of September 22, 2020.

- 15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** (Trustee Flynn) p 95-96
- 16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
None
- 17. TRUSTEE ITEMS**
- a. **Trustee Committee and Representative Appointments** (Eve Flynn)
 - b. **VISTA Fall Conference (via Zoom) – October 3, 2020** (Eve Flynn)
 - c. **BCSTA Zoom Meetings** (Eve Flynn)
 - Board Chair Meeting, October 15, 2020
 - Board Chair/Minister of Education, October 16, 2020
 - Provincial Council, October 23-24, 2020
- 18. NEW OR UNFINISHED BUSINESS**
- 19. BOARD CORRESPONDENCE AND MEDIA**
- a. **Letter to Minister of Education re: Federal Funding** p 97-98
 - b. **Letter to Minister of Health re: COVID Restart Plans** p 99
- 20. PUBLIC QUESTION PERIOD**
- 21. ADJOURNMENT**



School District No. 69 (Qualicum)

REGULAR BOARD MEETING MINUTES

TUESDAY, AUGUST 25, 2020
6:00 PM
VIA ZOOM

ATTENDEES

Trustees

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

Administration

Keven Elder	Superintendent of Schools
Gillian Wilson	Associate Superintendent of Schools
Ron Amos	Secretary Treasurer
Vivian Collyer	Director of Instruction
Chris Dempster	General Manager of Operations
Lesley LaCouvée	Principal, Oceanside Elementary School Qualicum District Principals/Vice Principals' Association

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
District Parents Advisory Council (DPAC)

1. CALL TO ORDER

Chair Flynn called the zoom meeting to order at 6:00 p.m., and reviewed the protocol for the zoom meeting. She noted that the meeting was being recorded and would be posted on the district website.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting partially in public and via zoom on the unceded territory of the Coast Salish people and appreciated the Qualicum and Snaw-Naw-As (Nanosee) First Nations for allowing the district to live, work and play on their lands.

3. ADOPTION OF THE AGENDA

20-81R

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: June 23, 2020
- b. Ratification of Special Board Meeting Minutes: June 5, 2020
- c. Ratification of In Camera Board Meeting Minutes: June 23, 2020
- d. Receipt of Ministry News
 - Province implements vaping action plan
 - Qualicum Beach parents to benefit from new child care spaces
 - New community roundtable to tackle racism in BC schools
 - Minister and K-12 education partners' statement of support of anti-racism
 - Plan to safely bring K-12 students back to class full time
 - Orientation week ensures a safe, ready and welcome return to school
 - K-12 operational guidelines set requirements for masks
- e. Status of Action Items – June 2020

20-82R*Moved:* Trustee Godfrey*Seconded:* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of August 25, 2020, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Deb Comer, President, commented on the following:

- Work to create the District's Restart Plan
- Appreciation for Superintendent Elder including MATA's concerns and issues in the submission to the Ministry of Education.
- Teachers' concerns about the return to school re lack of physical distancing, students requiring extra supports, contact tracing, possible TTOC shortages and subsequent failure to fill vacancies, and keeping the Grade 8 cohort numbers small.
- While these are exceptional circumstances, COVID times should not circumvent the MATA Collective Agreement, specifically in the areas of health and safety, class size, staffing ratios and processes regarding class assignments and reassignments.
- Request to ensure adequate custodial staff to ensure rigorous cleaning protocols are followed and to cover absences.
- Urged the Board to make a decision on the parameters for return to school that are best for staff, students and family and the broader community and to reach out to the BCSTA to pressure the government to reduce the density of classrooms and schools to reflect more closely what is happening in the general public.

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570
No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)
Andrea Button, President, noted that parents have many questions regarding student safety, distance learning, and returning to the classroom after distance learning. She also confirmed with staff that the Collaborate Education Alternate Program (CEAP) staff were hosting an information meeting via Zoom that same evening (August 25, 2020).

10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)
None

11. ACTION ITEMS

a. September Restart Plan

Superintendent Elder presented the District’s September 2020 Restart Plan based on the template that was to be completed for the Ministry of Education, providing an overview of each of the sections contained in the plan to not only ensure the safety of staff and students, but also to ensure quality learning continues.

Superintendent Elder noted that the plan was submitted to the Ministry on August 21st. This resulted in some additional clarification being requested by the Ministry to which the district has responded. The plan was approved by the Ministry earlier in the evening.

Trustees discussed the plan, noting that while it has responded within the parameters of the template provided by the government the Board also wished to acknowledge that the plan can be revised as deemed necessary as the plans move forward.

20-83R

Moved: Trustee Flynn *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) supports the Qualicum School District’s September Restart Plan for the 2020-2021 school year as presented by the Superintendent of Schools; however, the Board also recognizes that the Qualicum School District may change some of the parameters as circumstances arise.

CARRIED UNANIMOUSLY

Trustees then debated the use of masks in the school setting as well as a suggestion that personnel encourage the use of masks where a minimum of 1 meter distance cannot be maintained.

The potential expectation for district personnel to encourage the use of masks was a concern. It was also noted that the educational component and advocacy around hand washing was what was more important. Families would also have the option of having their child wear a mask at all times if they so choose.

There was already a requirement of the ministry for all staff and all students to wear a mask when they are outside of their learning cohort, and students and staff do have the choice of wearing a mask in the classroom. District staff suggested that those requirements be expanded by stating that all staff and students will wear masks on the buses.

20-84R

Moved: Trustee Young

Seconded: Trustee Godfrey

THAT School District 69 (Qualicum) personnel encourage the use of masks where a minimum of 1 meter distance cannot be maintained.

DEFEATED

Trustees Young and Kurland voted in favour of the motion.

20-85R

Moved: Trustee Godfrey

Seconded: Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) direct staff to require that all children and staff wear masks when accessing, riding or leaving school buses, whether as part of the bus runs to and from school or as part of field experiences.

CARRIED UNANIMOUSLY

20-86R

Moved: Trustee Godfrey

Seconded: Trustee Young

THAT students in grades 5 through 12 and all adults be required to wear masks when they are outside their learning groups and likely to be within 2 metres of others.

CARRIED UNANIMOUSLY

20-87R

Moved: Trustee Godfrey

Seconded: Trustee Young

THAT, should the district move to stage 3 (50% density) or stage 4 (25% density), the district interpret density to mean "percentage of students in a given space such as a classroom or learning space in relation to the normal capacity of that space".

CARRIED UNANIMOUSLY

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

Vivian Collyer, Director of Instruction, provided the context of a survey undertaken in June by the Vancouver Island University titled *Alternative Delivery in K-12 Schools: COVID-19 Experiences and Possibilities*. The survey was undertaken to find out more about what was happening for educators who had to shift suddenly to alternate, online and remote learning for students from April to June. A summary of the results of the survey will be provided to trustees

Dr. Collyer also advised that the results of a recent parent survey would determine how home support would be provided to French Immersion students and how best to help those students transition back to the French Immersion classroom when able.

Gillian Wilson, Associate Superintendent, reported on the following district initiatives and events:

- Results received to date of the 2020 restart parent survey to identify what grade their child(ren) were in and what they were planning to do for their child's education in September - full time, distance learning, homeschooling, home support or none of the above (if they are unsure). Staff will use that information to determine what can be provided to organize classes, identify supports needed, and to organize transportation.
- Principals and Vice Principals are working on shape of the day for 8th and 9th when teachers are in the school buildings.
- Principals and Vice Principals are also working to determine which students will attend on the two staggered restart dates of September 10 and 11th and will communicate that to parents in the next week.
- The Regional District of Nanaimo is identifying ways to provide the district with supports to assist with affordable after school programming and are considering having those programs located at Errington, École Oceanside and Bowser elementary schools. They are also looking at building additional programs at the Qualicum and Craig Street Commons sites. A posting has been advertised for an RDN staff person to oversee the after-school programs.
- September 17 & 18 are both professional development days. Plans have had to be adjusted for the district-wide planning day on the 17th so that a guest speaker on the topic of Truth and Reconciliation will present for the morning and in the afternoon schools will work on building their capacity around that (around what?) and working with school teams to identify needs and what their new learning will look like.

Senior Staff then responded to questions from trustees as follows:

- *Will the Collaborative Education Alternate Program be expanded as much as possible given staffing considerations?* Once the parent survey data is reviewed, staff will be determining where the staffing pressures are going to be, how many students will want to go into distributed learning and how best they can be supported as that is a specific contract we hold with the Ministry of Education.
- *Will the parent survey break down how many people are opting for home support from a particular school?* Yes, schools will have that information and grouping that (what?) now knowing what the responses are.
- *Can the district provide financial support to those families who may not be able to afford the after school programs being provided by the Regional District of Nanaimo (RDN)?* School administration would work out what and how support could be provided to those families who cannot afford the after school programs.
- *How does the district anticipate transporting children safely to the Qualicum and Craig Street Commons for the after school programs?* Those sites were chosen so that students could go directly from school to the after school program. The program would start at Errington Elementary right after school is dismissed. That way contact can continue to be minimized. It is hoped that minimal transportation will be needed since after school programming is being provided at or near the child's home school site.

Superintendent Elder will also be approaching the RDN to inquire whether they are willing to work with the School District to transport students to other sites by exploring different and/or expanding current routes that could accommodate some of the school district's courtesy riders.

- *Has the Arrowsmith Community Recreation Association (ACRA) been involved in discussions for after school programming?* That organization has been contacted as well; however, discussions occurred first with the RDN as they provide programming across the system versus for one particular community.

b. Superintendent's Update

Superintendent Elder answered additional questions regarding the District's Restart Plan

- *Is there a potential to reduce class size within Stage 2, and what would be involved to consider that?* The Ministry's Stage 2 plan requires the district to provide all students with the opportunity to attend school full time. If the BC K-12 Restart Plan moves to Stage 3 classes will get smaller based on a requirement for 50% density. If the district were to try to create smaller classes at Stage 2 when all students are in session it would need more classroom spaces and more teachers. For example, if class sizes were to be halved, we would need to double the number of teachers and learning spaces. Finding those teachers and spaces would be a major challenge, and the costs would be extremely high. We may get to smaller classes if some parents choose home support for their children.
- *Will there still be the option to provide access to schools for parent volunteers?* Districts have had an answer back from government on that topic and we understand that we are to restrict access to those who must be on site. Parents will not be accessing the school other than for an urgent matter, or to volunteer within distancing and masking protocols for food service programs that serve children who might otherwise go hungry.
- *Can the government be lobbied for additional funds considering that Vancouver Island has a population of high risk, which the Board must take into consideration in its planning and put measures in place that are beyond what the province has outlined?* That is a topic that can be discussed at the Finance & Operations Committee of the Whole in order to set the parameters for any Board request for additional funds from government.

Trustees and Senior Staff noted that sufficient TTOC and custodial staff is an area that will continue to be monitored.

c. Summer Projects Update

Chris Dempster, General Manager of Operations, reviewed his report on projects undertaken as provided in the agenda package and provided updates on which projects were now completed or close to completion. He also noted three additional projects that were not included in his written report as follows:

- Interior painting of Springwood Elementary School
- New PA system in Arrowview Elementary School
- HVAC cleaning at Winchelsea Place

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 Reports

17. TRUSTEE ITEMS**a. Letter to Minister of Education**

Trustee Kurland stated that there are a number of questions that remain following the creation of the district's restart plan. Education must be a priority and the concern is that the provincial government is on a path that is increasing the spread of COVID across the province as numbers are beginning to increase again. It is not the Board's role to be managed and he expressed concerns that, if there is an outbreak, there is nothing in the plan that states the board must be informed. The Board needs to be informed and consulted if the District is going to move between different stages and it is possible that different schools may be in different stages of learning at various times throughout the year. If Board's are being told that they have local control over these aspects then the Board should exercise that right.

20-88R

Moved: Trustee Kurland *Seconded:* Trustee Austin

THAT the Board Chair, on behalf of the Board of Education of School District 69 (Qualicum), write a letter to the Minister of Education, copied to the Premier of BC and the Minister of Health, requesting clarification regarding the government's COVID-19 plan for return to school. Aspects that require clarification are but not limited to:

1. What criteria will the government use to move between stages of reopening?
2. Does each school district have the authority to make the local decision to move thru the various stages?
3. If there is an outbreak in a district, will that effect what stage other districts are in?
4. If there is an outbreak specific to a school in a district, does the whole school require quarantining? Or will the government only require quarantining on an individual basis.
5. Will the government consider a selective return to closure of various businesses to help lessen the spread of covid-19, as a consideration to slow the spread of covid-19, to ensure that schools will be open to serve our children's educational needs

The Board of Education would like clarification of these items, and others, in order to facilitate the return to schools in September in our district and British Columbia.

CARRIED UNANIMOUSLY

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:

- *How many EAs would be available for FI students?* Education support is determined based on student and cohort needs.
- *What is being done to ensure students voices are being heard in the reopening of schools regarding health concerns and ensuring they receive the education they deserve?* Students have participated in the recent Town Hall zoom call, students are also represented by their parents in the choices being made through the parent survey and the secondary administrators are hearing from and talking to students. When school is back in session, the Superintendent will arrange a Student Leadership meeting as well as organizing on going district leadership meetings.

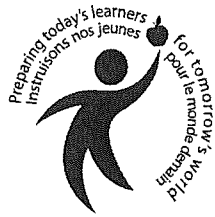
21. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 8:25 p.m.

The Regular Board Meeting was followed by Special Board Meeting for yearly election of Chairperson and Vice-Chairperson of the Board.

CHAIRPERSON

SECRETARY TREASURER



ATTENDEES

Trustees

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

Administration

Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Vivian Collyer	Director of Instruction
Chris Dempster	General Manager of Operations
Lesley LaCouvée	Principal, Oceanside Elementary School Qualicum District Principals' & Vice Principals' Association Representative
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

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

1. CALL TO ORDER

Secretary Treasurer Amos, called the meeting to order at 8:26 p.m. in accordance with School District No. 69 (Qualicum) Board Bylaw 2: *Board Structure* for the yearly election of Chairperson and Vice Chairperson of the Board.

2. ELECTION OF BOARD CHAIRPERSON

The Secretary Treasurer called for nominations by ballot for those present and by private chat for those on-line for the position of Chairperson of the Board.

Trustees Flynn and Austin were nominated to the position of Chair.

Trustee Flynn accepted the nomination.

Trustee Austin accepted the nomination.

No other nominations were received.

The Secretary Treasurer then called for election by ballot for those present and by private chat for those on-line for the position of Chairperson of the Board.

Trustee Flynn was re-elected as Chairperson of the Board effective September 1, 2020.

Trustee Flynn assumed the Chair.

3. ELECTION OF THE VICE CHAIRPERSON OF THE BOARD

The Secretary Treasurer called for nominations by ballot for those present and by private chat for those on-line for the position of Vice Chairperson of the Board.

Trustees Austin and Godfrey were nominated for the position of Vice Chairperson of the Board.

Trustee Austin accepted the nomination.

Trustee Godfrey accepted the nomination.

The Secretary Treasurer then called for election by ballot for those present and by private chat for those on-line for the position of Vice-Chairperson of the Board.

Trustee Austin was re-elected as Vice Chairperson of the Board.

20-89R

Moved Trustee Young *Seconded* Trustee

THAT the ballots and chat records of the special meeting for the election of Chairperson and Vice-Chairperson of the Board be destroyed/deleted.

CARRIED UNANIMOUSLY

4. BANKING RESOLUTION

20-90R

Moved Trustee Flynn *Seconded* Trustee Godfrey

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

CARRIED UNANIMOUSLY

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

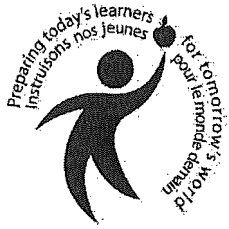
Trustees were asked to contact the Chair with their preferences and any changes will be announced at the September Regular Board Meeting.

6. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 8:39 p.m.

CHAIRPERSON

SECRETARY TREASURER



SPECIAL BOARD MEETING MINUTES

WEDNESDAY, AUGUST 12, 2020

6:00 pm

VIA ZOOM

ATTENDEES

Trustees

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

Administration

Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Vivian Collyer	Director of Instruction
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

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

1. CALL TO ORDER

Chair Flynn called the Special Board Meeting to order at 6:00 p.m. and acknowledged that the board was meeting on the traditional shared territories of the Qualicum and Snaw-Naw-As First Nations.

She then explained the protocols for the board meeting being held in public and that the meeting would be recorded.

2. SEPTEMBER RESTART UPDATE AND CONSIDERATIONS

Superintendent Elder reviewed the briefing note provided in the agenda package to update where the district is in the restart program as it relates to the Province's Covid-19 Return to School Plan and noted additional links provided on the Province's website.

He stated that the government's four foundational principles remain the same and that it is anticipated that school would begin in Stage 2 beginning in September. He also noted that the main operational challenge at the moment is reorganizing for September and the main concern is the health and safety of students and staff.

The district leadership team then provided updates on how classes and staffing would be organized at the elementary and secondary levels as well as start, end and break times.

Elementary Level Update

At the elementary level, students will be in classrooms as they have each year with a teacher who will work with them every day. Students from one classroom would only associate with one other classroom for a maximum of 60 on school grounds while maintaining physical distancing and/or wearing protective gear. A third teacher will provide support for both classrooms with supervision during lunch. Consideration is also being given to starting the school day 30 minutes later and providing that additional time to teachers for preparation time. It was noted that these are all preliminary discussions and that there is still lots of organizing and work to be done before plans are finalized.

Secondary Level Update

At the secondary level, the emerging plan is to move to a quarter system of two classes per day for grades 10-12 while grades 8 and 9 will remain much as a grade 7 class. Grade 10-12 students will have one class in the morning and one in the afternoon.

Masks would be mandatory in areas where physical distancing is not possible and where students and staff are in close proximity with each other i.e. when moving in common spaces for lunch and between the morning and afternoon classes.

The ministry has allowed for cohorts at the secondary level to remain under 120 students.

Transportation

Chris Dempster, General Manager of Operations, outlined the changes to the transportation of students. There will be segregated seating and bus passes will contain a seat number. Ridership will be two students to a seat which normally holds three. The buses will be loaded from the back to the front where possible and masks will be mandatory. Bus passes for eligible riders will be provided to each school on August 24th with a mask attached. Preference will be given to eligible riders and a wait list of courtesy riders is being compiled and those students will be accommodated on a first-come first served basis if there is room on the bus.

Superintendent Elder noted that the District's requirement is to provide for students outside of walk limits but that will not apply to students attending programs of choice outside of their catchment area. Once eligible ridership is determined, consideration will be given as to whether or not courtesy riders can be accommodated.

Students will be required to wash their hands before leaving for school and a non-touch hand sanitizer station will be on each bus.

At the end of each bus run the driver will disinfect the seats and at the end of day they will be using a Clorox product that will kill germs on the bus to be ready for next morning.

Staff are planning transportation as though all children will be in school; however, that may not be the case in the end. In the interim, the district will have to provide seats for eligible riders at this point and make adjustments if space comes available and there may also be some others who will need to be given precedence over first come and first served.

Custodial

Chris Dempster, General Manager of Operations, then outlined a plan to add day custodians at schools sites who would be responsible for cleaning high touch areas and ensuring schools are kept disinfected throughout the day. The use of Clorox 360 will be used to disinfect schools on a rotating basis with 6 units being used throughout the week, including gym equipment.

Cleaning of the hallways and meeting rooms for any in-person meetings of the board which take place in the Board Office building would need to be arranged ahead of time. Other owners/tenants in the building would be informed and the user group would be responsible to arrange for cleaning after the meeting.

Exposure Control Plan

Superintendent Elder shared that one requirement of the restart plan is a requirement for an updated exposure control plan. This will be in keeping up with new requirements and prepared by the district's Health & Wellness Coordinator, the General Manager of Operations and the Director of Human Resources with a draft anticipated by Monday, August 17th.

Working with First Nations

Superintendent Elder noted that, while it is a requirement, the district also has had longstanding relationships with the Qualicum and Snaw-Naw-As First Nations and the board and administration continue to work with them in developing back to school plans. A series of meetings have been scheduled with representatives of both First Nations on how best to support children from the two First Nations who attend SD69 schools and conversations are ongoing through consultation with the Indigenous Education Services Committee as well as the two First Nations.

Working with Unions

Superintendent Elder stated that the district has a strong and healthy working relationships with the Mount Arrowsmith Teachers' Association and the CUPE Local 3570 and leadership staff are in constant communication during school year with union representatives. Meeting have already occurred with both unions and will continue on at least a weekly basis to guide the district's decision-making in collaboration with the unions.

International Program

Associate Superintendent Wilson advised that no new visas have been issued since March 18th; however, some students already have a visa and some stayed in the district while others chose to return home. A summer program was run for local as well as those international students who stayed and an activity program was also run for those international students who did stayed.

Districts are waiting to hear where the federal and provincial governments will stand regarding the issuing of any visas, if they do at all. The principals of the program have created a quarantine protocol in collaboration with two physicians. Staff are also determining who has a valid visa which would allow them to return; however, there will be significantly less students than originally hoped for, which will affect funding which adds value to what can be done for staffing in schools as well as the cultural diversity having international students brings to the district..

The host families were very involved in the self isolation documentation that was created and a newsletter goes home from the program on a regular basis to keep the host families informed as information is received by the district.

Restart Plan Required by the Ministry

Superintendent Elder advised that the template for the district restart plan was provided on August 11th. He has divided the responsibility of completing various sections to those staff members with primary responsibility for specific areas. Those will be compiled into the one document for the Superintendent's signature. The final draft will be provided to the Board prior to submission to the Ministry by August 26th.

French Immersion Program

Superintendent Elder stated that the plan for French Immersion classes will be for them to be operating as in a normal year. The entire class will be together as organized in June and that is the learning group. There may be some overlapping with another class while keeping contact below 60 people.

Trustees then posed questions/comments as follows:

- Will students who exit French Immersion to go to DL or Home schooling, or those who have to be out of school for health reasons, be able to attend the school they are currently enrolled in at a later date?

That is uncertain at this point; however, it would be the district's inclination to approve those requests although there would be some consultation needed with the Director of Instruction to see what may be required after a student has been away from the French Immersion program for a period of time and be supported in order to re-engage in the program. The district will do its best to allow students to experience the best possible opportunities; however, there is not guarantee at this point. Simply an inclination on the part of the district to accommodate those requests.

- Consideration to include some type of hybrid model as much as possible.
- Mandating masks where distancing can't be maintained
- Consideration of a 'Soft' Opening

There is something being contemplated for the second half of the day so leadership staff will have to work with teachers and administrators to see what a C block class would look like with not all the students on site in the classroom, so there is a hybrid nature to that.

- Has the District ruled out staggered start times?
Staggered starts to the day are being considered which are also related to transportation.

The start of the year is now for the staff only on September 8 and 9 and some orientation for students later in the week. There is discussion to consider attendance by half of the students on Thursday and half of the students on Friday and all students in on Monday; however, it may be determined that it would be better to go slower than that during the first week of September

- Any talk of September 30 count being pushed back?
Nothing has been mentioned at this point in time.

Trustees then discussed whether it could be in a position to approve a restart plan with so many unanswered questions and the need to have more discussion on factors that are locally based. They then discussed a motion to request that the Ministry revisit the restart plan to include parents receiving home supports from their neighbourhood schools so that senior staff and school administration can begin to work and plan around that.

20-80R

Moved: Trustee Flynn *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum), within the school restart plan to the Ministry of Education, include parents receiving home supports from their neighbourhood school based on concerns they have for family, health and well-being, even in the absence of symptoms.

CARRIED UNANIMOUSLY

Trustees and senior staff then noted the number of questions being asked on the zoom chat. It was determined that a Question & Answer document would be created from those questions and posted on the district website.

Trustees also recommended that another public meeting be held prior to submitting the district's final restart plan to the Ministry. It was determined that a 'town hall' style zoom meeting be arranged for Thursday, August 20th at 6:00 p.m. Members of the public can submit any questions not already answered in the Question & Answer document via the 'contact us' link on the district's website.

Associate Superintendent Wilson noted that the board and senior staff would also need to consider adjusting the start times to 30 minutes later, shortening the lunch hour at the secondary level and allow additional prep time for teaching staff. Trustees requested additional information prior to making a determination on adjusted start times.

3. PUBLIC QUESTION PERIOD

As previously noted, trustees and senior administrators will review the questions posed in the chat window of the Zoom call and create a Q&A document for posting.

4. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 7:50 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT
August 25, 2020

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

The Board of Education discussed the following topics:

- Land
- Labour Relations
- Legal

The Board of Education passed a motion on the following topic:

- Legal

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2020MMHA0049-001632
Sept. 2, 2020

Ministry of Mental Health and Addictions
Ministry of Education

Enhanced mental health programs support a safe return to school

VICTORIA – Students and staff will head back to school with more resources available to support mental wellness during the unprecedented school year ahead.

“The excitement that normally comes with back to school may feel more uncertain this year, as many families worry about COVID-19 and keeping everyone safe,” said Judy Darcy, Minister of Mental Health and Addictions. “These feelings are understandable. Nobody should have to face their worries alone, which is why we are investing in more mental health supports to help students, parents and educators navigate a safe return to school.”

The Province is boosting funds immediately for school-based wellness programs and supports by \$2 million, topping up the \$8.8-million investment over three years that was announced last September. This means that for the 2020-21 school year, school districts and independent school authorities will receive a total of \$3.75 million to promote mental wellness and provide additional supports for students, families and educators as they work together to get through this challenging time.

“Now more than ever, we must actively support student mental health and wellness,” said Rob Fleming, Minister of Education. “This added investment will help us deliver immediate resources to schools, students and families so that our students can get the help they need to reach their full potential, now and into their bright futures.”

School districts will determine how funds are used based on their individual needs to help students adjust to this year's challenges. Funds may be used to enhance staff training, student workshops, family information nights or to develop new resource materials for educators and families. Mental health programs will also be expanded this year to include staff well-being, in addition to a focus on trauma-informed practices that build capacity for good mental health now and for years to come.

Surveys show that many people in British Columbia are experiencing an increase in mental health and substance use challenges as a result of the COVID-19 pandemic, especially those with pre-existing conditions. Government reminds British Columbians that help is available for people of all ages, and there is strength in seeking support.

“It’s important for people to know that it’s okay to not be okay, especially during these extremely challenging times,” said Katrine Conroy, Minister of Children and Family Development. “With this funding, young people of all ages and their parents can get more support from our many programs and services that help keep students on the path to success.”

As families, teachers and staff prepare for a school year that looks very different, help is available if worries begin to feel unmanageable. Free and low-cost counselling services are

available online, by video and phone through programs such as BounceBack, Living Life to the Full, Here2Talk, Foundry's virtual services and more, for anyone who needs someone to talk to.

Since the COVID-19 pandemic began, the Province has invested \$6 million to expand existing mental health programs and launch new services in response to the extraordinary situation.

Improving mental health in schools is an integral part of government's plan to build a comprehensive system of mental health and addictions care that British Columbians deserve, as outlined in A Pathway to Hope, B.C.'s roadmap for making mental health and addictions care better for people in British Columbia.

Implementing A Pathway to Hope is a shared priority with the BC Green Party caucus and is part of the Confidence and Supply Agreement.

Learn More:

Free and low-cost mental health supports during COVID-19:

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19>

Here2Talk connects students with mental health support when they need it:

<https://here2talk.ca/home>

Find a Child and Youth Mental Health walk-in intake clinic nearby:

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/child-teen-mental-health/mental-health-intake-clinics>

Erase services and resources for students, parents and teachers: www.erase.gov.bc.ca

A Pathway to Hope: https://news.gov.bc.ca/files/BCMentalHealthRoadmap_2019.pdf

Contacts:

Ministry of Mental Health and Addictions
Media Relations
250 213-7049

Ministry of Education
Media Relations
250 356-5963

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



NEWS RELEASE

For Immediate Release
2020EDUC0062-001652
Sept. 3, 2020

Ministry of Education

New federal funding builds on plans for a safe back to school

VICTORIA – Building on the Province’s \$45.6-million investment to support a safe restart for B.C.’s schools, additional funding from the federal government will allow schools to expand health and safety measures, purchase more personal protective equipment (PPE) and increase capacity for remote learning.

“Our province is taking the best, science-based public health advice and planning to have as many children as possible back in classrooms this fall, which is why we have been talking with the federal government about the need for more resources for our schools,” said Rob Fleming, Minister of Education. “We are appreciative of this additional support to provide more resources to districts and independent school authorities, so they can continue providing ongoing learning opportunities in a safe way.”

To support B.C.’s COVID-19 response for K-12 education, the federal government is providing \$242.4 million in one-time funding for the 2020-21 school year, with the first half of the payment expected to be received in September. Funding will be allocated to public school districts based primarily on student enrolment. B.C.’s Ministry of Education is initially allocating \$101.1 million to school districts, \$8.0 million to independent schools and reserving \$12.1 million for emerging COVID-19 related issues between September and December 2020. The ministry is expected to receive up to an additional \$121.2 million in January, which will be allocated out at that time.

On Aug. 26, Fleming directed school districts and independent schools to contact all families in their school communities to confirm if they planned for their child to attend school classes in September or if they would need remote learning options. Over the past week, schools have reported that the majority of students are returning to full-time, in-class instruction. However, some families are looking for remote options or transition programs.

The funding will support school districts to hire and train more teachers and support staff for remote learning; purchase additional software licences, electronic course materials and textbooks; purchase computers or tablets; and create Wi-Fi hubs and internet access in remote and Indigenous communities.

School districts and independent schools will be able to spend the funding in the following areas, based on local needs:

Learning resources and supports

- Implementation of online and remote learning options
- Hiring additional teachers and staff
- Training for staff

- On-call teachers costs and other on-call staff
- Mental health support for students and staff

Health and safety

- Increasing staff and covering salary costs for additional hours needed to meet health and safety guidelines in schools
- Improving air systems in schools, such as heating, ventilation and air conditioning improvements, portable air scrubbers and increased utility costs
- Increasing hand hygiene, including additional handwashing and hand sanitizing stations, installing touchless faucets or additional supplies
- Installing plexiglass and other barriers, providing outdoor learning spaces, and adapting classrooms and school buses to minimize physical contact
- Purchasing additional cleaning supplies such as sprayers or fogger machines for frequent cleaning and disinfecting high-touch surfaces
- Purchasing additional masks, face shields or other PPE as needed

Transportation

- Cover additional transportation costs to have fewer students on buses and/or to accommodate new school schedules and additional routes
- Supporting alternative transportation strategies, such as assisting with gas costs for parents who transport their children to school

Before- and after-school child care

- Opening up more space and covering the cleaning costs for before- and after-school care so that groups can be smaller and to ensure students can remain within their learning groups
- Additional staff to support before- and after-school care during the pandemic

These one-time provincial and federal COVID-19 funding investments build on the record levels of funding schools are already receiving, with \$546 million of new money in B.C.'s Budget 2020 for K-12 education.

Quick Facts:

- The federal government has committed to provide provinces and territories \$2 billion in new federal funding to support the adaptation of the education sector to ensure a safe return to class in the fall.
- B.C.'s Ministry of Education has developed a five-stage approach to operate schools, depending on risk of transmission and guidance from the provincial health officer. This helps school districts know what to expect if there is a significant change to school operations required as part of B.C.'s response to the COVID-19 pandemic.

Learn More:

For more info on back-to-school plans, learning groups and health and safety guidelines, visit: <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Letter to Minister of Health, Minister of Education and Premier of BC August 22, 2020 THAT the Board Chair, on behalf of the Board of Education of School District 69 (Qualicum), write a letter to the Minister of Education, copied to the Premier of BC and the Minister of Health, requesting clarification regarding the government's COVID-19 plan for return to school.</p>	Board Chair	Completed	August 31, 2020
<p>Use of Common Space for Artwork March 10, 2020 THAT the Board of Education of School District 69 (Qualicum) ask staff to work with Parksville Civic and Technology Centre partners to develop a plan and process to allow the display of wall art from SD69 students, VIU students and community members in the communal areas of the building; and, THAT this process may serve as a vehicle for installation art, be it temporary or permanent.</p>	Senior Staff	Deferred due to COVID	
<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>	Climate Action Task Force Members	Has been decided to move timeline from spring 2020 to fall 2020 Will depend on status of pandemic	TBD
<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>	Secretary Treasurer/ Operations & Maintenance Manager	In process	

Audited Financial Statements of

School District No. 69 (Qualicum)

And Independent Auditors' Report thereon

June 30, 2020

School District No. 69 (Qualicum)

June 30, 2020

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School District No. 69 (Qualicum)

MANAGEMENT REPORT

DRAFT

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 69 (Qualicum) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 69 (Qualicum) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 69 (Qualicum) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 69 (Qualicum)

DRAFT

Signature of the _____ of Education _____ Date Signed _____
Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

INDEPENDENT AUDITORS' REPORT

DRAFT
For Discussion
Purposes Only

To the Board of Education of School District No. 69 (Qualicum), and
To the Minister of Education, Province of British Columbia

Opinion

We have audited the accompanying consolidated financial statements of School District No. 69 (Qualicum), which comprise the statement of financial position as at June 30, 2020 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of School District No. 69 (Qualicum) as at June 30, 2020, and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the School District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the School District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the School District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the School District's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

DRAFT
For Discussion
Purposes Only

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the School District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

CHARTERED PROFESSIONAL ACCOUNTANTS

Parksville, Canada
September 22, 2020

School District No. 69 (Qualicum)

Statement 1

Statement of Financial Position

As at June 30, 2020

	2020 Actual	2019 Actual
	\$	\$
Financial Assets		
Cash and Cash Equivalents	14,007,248	15,044,284
Accounts Receivable		
Due from Province - Ministry of Education	737,438	30,397
Other (Note 3)	211,672	259,797
Total Financial Assets	<u>14,956,358</u>	<u>15,334,478</u>
Liabilities		
Accounts Payable and Accrued Liabilities		
Other (Note 4)	4,379,136	3,688,742
Unearned Revenue (Note 5)	503,858	2,351,524
Deferred Revenue (Note 6)	616,953	661,998
Deferred Capital Revenue (Note 7)	46,277,020	45,400,489
Employee Future Benefits (Note 8)	5,839,669	5,771,990
Total Liabilities	<u>57,616,636</u>	<u>57,874,743</u>
Net Debt	<u>(42,660,278)</u>	<u>(42,540,265)</u>
Non-Financial Assets		
Tangible Capital Assets (Note 9)	62,465,265	62,426,020
Prepaid Expenses	100,075	92,785
Total Non-Financial Assets	<u>62,565,340</u>	<u>62,518,805</u>
Accumulated Surplus (Deficit)	<u>19,905,062</u>	<u>19,978,540</u>

Contractual Obligations (Note 10)

Contractual Rights (Note 11)

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

DRAFT

School District No. 69 (Qualicum)

Statement 2

Statement of Operations
Year Ended June 30, 2020

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	50,062,121	50,781,724	48,169,100
Other	120,000	191,878	193,822
Tuition	4,100,000	3,829,455	4,005,703
Other Revenue	1,490,000	1,247,328	1,467,436
Rentals and Leases	650,000	653,214	699,144
Investment Income	310,000	236,041	309,610
Amortization of Deferred Capital Revenue	2,345,074	2,345,075	2,277,437
Total Revenue	59,077,195	59,284,715	57,122,252
Expenses			
Instruction	46,136,365	45,877,751	44,571,904
District Administration	2,313,650	2,398,481	2,340,102
Operations and Maintenance	8,819,717	9,335,586	8,784,227
Transportation and Housing	2,024,551	1,746,375	1,911,501
Total Expense	59,294,283	59,358,193	57,607,734
Surplus (Deficit) for the year	(217,088)	(73,478)	(485,482)
Accumulated Surplus (Deficit) from Operations, beginning of year		19,978,540	20,464,022
Accumulated Surplus (Deficit) from Operations, end of year		19,905,062	19,978,540

School District No. 69 (Qualicum)

Statement 4

Statement of Changes in Net Debt
Year Ended June 30, 2020

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
Surplus (Deficit) for the year	<u>(217,088)</u>	<u>(73,478)</u>	<u>(485,482)</u>
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(2,475,325)	(2,698,607)	(2,207,399)
Amortization of Tangible Capital Assets	2,659,362	2,659,362	2,594,309
Total Effect of change in Tangible Capital Assets	<u>184,037</u>	<u>(39,245)</u>	<u>386,910</u>
Acquisition of Prepaid Expenses		(100,075)	(92,785)
Use of Prepaid Expenses		92,785	38,240
Total Effect of change in Other Non-Financial Assets	<u>-</u>	<u>(7,290)</u>	<u>(54,545)</u>
(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)	<u>(33,051)</u>	<u>(120,013)</u>	<u>(153,117)</u>
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Debt		(120,013)	(153,117)
Net Debt, beginning of year		(42,540,265)	(42,387,148)
Net Debt, end of year		<u>(42,660,278)</u>	<u>(42,540,265)</u>

School District No. 69 (Qualicum)

Statement 5

Statement of Cash Flows
Year Ended June 30, 2020

	2020 Actual \$	2019 Actual \$
Operating Transactions		
Surplus (Deficit) for the year	(73,478)	(485,482)
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	(658,916)	(26,070)
Prepaid Expenses	(45,048)	(54,545)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	728,152	299,598
Unearned Revenue	(1,847,666)	57,897
Deferred Revenue	(45,045)	86,377
Employee Future Benefits	67,679	56,466
Amortization of Tangible Capital Assets	2,659,362	2,594,309
Amortization of Deferred Capital Revenue	(2,345,075)	(2,277,437)
Services and Supplies purchased with Bylaw Capital	(651,913)	(662,571)
Services and Supplies purchased with Other Provincial Capital	(45,487)	(24,197)
Total Operating Transactions	<u>(2,257,435)</u>	<u>(435,655)</u>
Capital Transactions		
Tangible Capital Assets Purchased	(2,698,607)	(2,207,399)
Total Capital Transactions	<u>(2,698,607)</u>	<u>(2,207,399)</u>
Financing Transactions		
Capital Revenue Received	3,919,006	2,480,537
Total Financing Transactions	<u>3,919,006</u>	<u>2,480,537</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(1,037,036)</u>	<u>(162,517)</u>
Cash and Cash Equivalents, beginning of year	<u>15,044,284</u>	<u>15,206,801</u>
Cash and Cash Equivalents, end of year	<u>14,007,248</u>	<u>15,044,284</u>
Cash and Cash Equivalents, end of year, is made up of:		
Cash	<u>14,007,248</u>	<u>15,044,284</u>
	<u>14,007,248</u>	<u>15,044,284</u>

**SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2020**

DRAFT
For Discussion
Purposes Only

NOTE 1 AUTHORITY AND PURPOSE

The School District, established in 1946, operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 69 (Qualicum)" and operates as "School District No. 69 (Qualicum)." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district, and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 69 (Qualicum) is exempt from federal and provincial corporate income taxes.

The COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020 and has had a significant financial, market and social dislocating impact worldwide. Under direction of the Provincial Health Officer, all schools suspended in-class instruction in March 2020 and the District remained open to continue to support students and families in a variety of ways. Parents were given the choice to send their children back to school on a gradual and part-time basis beginning June 1 with new health and safety guidelines. The ongoing impact of the pandemic presents uncertainty over future cash flows, may have a significant impact on future operations including decreases in revenue, impairment of receivables, reduction in investment income and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact are not known, an estimate of the future financial effect on the District is not practicable at this time.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the School District are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the School District are as follows:

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act of the Province of British Columbia*. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(e) and 2(j).

In November 2011, the Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in Notes 2(e) and 2(j), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the School District to recognize government transfers for the acquisition of tangible capital assets into revenue on the same basis as the related amortization expense.

As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require that:

- Government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and

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NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- Externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

The impact of this difference on the financial statements of the School District is as follows:

Year ended June 30, 2019 - decrease in annual surplus by \$483,668

June 30, 2019 - increase in accumulated surplus and decrease in deferred contributions by \$45,400,489

Year ended June 30, 2020 - increase in annual surplus by \$876,531

June 30, 2020 - increase in accumulated surplus and decrease in deferred contributions by \$46,277,020

b) Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

d) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

e) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by the Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2(j).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impact of this policy on these financial statements.

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NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARSLL) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2019 and projected to March 31, 2022. The next valuation will be performed at March 31, 2022 for use at June 30, 2022. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

g) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts directly related to acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise.

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NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

g) Tangible Capital Assets (continued)

- Estimated useful life is as follows:

Buildings	40 years
Furniture and Equipment	10 years
Vehicles	10 years
Computer Hardware	5 years

h) Prepaid Expenses

Amounts for maintenance contracts and other services are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

i) Funds and Reserves

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (see Note 15 - Accumulated Surplus).

j) Revenue Recognition

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated.

Contributions received or where eligibility criteria have been met, are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred.
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased.
- Contributions restricted for tangible capital assets acquisitions, other than sites, are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets, other than sites, are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

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NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

j) Revenue Recognition (continued)

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2(a) for the impact of this policy on these financial statements.

Revenue related to fees or services received in advance of the fee being earned or the service being performed is deferred and recognized when the fee is earned or service performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

k) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, and Director of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Assistant Superintendents, Secretary-Treasurers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals' and Vice-Principals' salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

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NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

l) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract. Financial instruments consist of cash and cash equivalents, accounts receivable and accounts payable and accrued liabilities.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these instruments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

All financial assets, except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

m) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

n) Future Changes in Accounting Policies

PS 3280 Asset Retirement Obligations, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective July 1, 2021. A liability will be recognized when, as at the financial reporting date:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

A modified retroactive application has been recommended by Government pending approval in the Fall of 2020. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

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NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

n) Future Changes in Accounting Policies (continued)

PS 3400 Revenue, issued November 2018, establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions".

Revenue from transactions with performance obligations should be recognized when (or as) the School District satisfies a performance obligation by providing the promised goods or services to a payor.

Revenue from transactions with no performance obligations should be recognized when a School District:

- Has the authority to claim or retain an inflow of economic resources; and
- Identifies a past transaction or event that gives rise to an asset.

This standard may be applied retroactively or prospectively. Management is in the process of assessing the impact of adopting this standard on the School District's financial results

NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	2020	2019
Due from Federal Government	\$ 65,120	\$ 67,400
Mount Arrowsmith Teachers Association	18,587	55,286
CUPE Local 3570	18,373	32,721
Thomas Bus	55,476	-
Parksville Civic & Tech Centre	-	24,635
Other	54,116	79,755
	\$ 211,672	\$ 259,797

NOTE 4 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES - OTHER

	2020	2019
Trades payable	\$ 766,557	\$ 572,518
Salaries and benefits payable	2,768,031	2,209,543
Accrued vacation pay	234,302	195,399
Employer health tax payable	440,357	254,465
Other	169,889	456,817
	\$ 4,379,136	\$ 3,688,742

NOTE 5 UNEARNED REVENUE

	2020	2019
Tuition fees	\$ 503,858	\$ 2,351,524

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NOTE 6 DEFERRED REVENUE

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by the Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled. Detailed information about the changes in deferred revenue is included in Schedule 3A.

NOTE 7 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by the Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired. Detailed information about the changes in deferred revenue is included in Schedule 4C and 4D.

NOTE 8 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	2020	2019
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation – April 1	\$ 6,299,743	\$ 5,796,487
Service Cost	432,388	425,783
Interest Cost	160,284	162,908
Benefit Payments	(548,592)	(551,984)
Increase in Obligation due to Plan Amendment	-	5,719
Actuarial Loss	40,822	460,830
Accrued Benefit Obligation – March 31	<u>\$ 6,384,645</u>	<u>\$ 6,299,743</u>
Reconciliation of Funded Status at End of Fiscal Year		
Accrued Benefit Obligation – March 31	\$ 6,384,645	\$ 6,299,743
Market Value of Plan Assets – March 31	-	-
Funded Status – Deficit	(6,384,645)	(6,299,743)
Employer Contributions After Measurement Date	247,192	177,535
Benefits Expense After Measurement Date	(151,025)	(148,168)
Unamortized Net Actuarial Loss	448,809	498,387
Accrued Benefit Liability – June 30	<u>\$ (5,839,669)</u>	<u>\$ (5,771,990)</u>
Reconciliation of Change in Accrued Benefit Liability		
Accrued Benefit Liability – July 1	\$ 5,771,990	\$ 5,715,524
Net expense for fiscal year	685,928	642,736
Employer Contributions	(618,249)	(586,271)
Accrued Benefit Liability – June 30	<u>\$ 5,839,669</u>	<u>\$ 5,771,990</u>

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NOTE 8 EMPLOYEE FUTURE BENEFITS (continued)

Components of Net Benefit Expense

Service Cost	\$ 438,632	\$ 427,434
Interest Cost	156,897	162,252
Immediate Recognition of Plan Amendment	-	5,719
Amortization of Net Actuarial Loss	90,399	47,331
Net Benefit Expense	\$ 685,928	\$ 642,736

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	2020	2019
Discount Rate – April 1	2.50%	2.75%
Discount Rate – March 31	2.25%	2.50%
Long Term Salary Growth – April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.50% + seniority	2.50% + seniority
EARSLS – March 31	10.7	10.7

NOTE 9 TANGIBLE CAPITAL ASSETS

Net Book Value:

	June 30, 2020	June 30, 2019
Sites	\$ 11,929,778	\$ 11,929,778
Buildings	47,023,836	47,648,526
Furniture and Equipment	651,753	454,747
Vehicles	2,842,061	2,363,921
Computer Hardware	17,837	29,048
Total	\$ 62,465,265	\$ 62,426,020

June 30, 2020

Cost:	Opening Balance	Additions	Disposals	Transfers (WIP)	Total 2020
Sites	\$ 11,929,778	\$ -	\$ -	\$ -	\$ 11,929,778
Buildings	103,788,335	1,595,247	-	-	105,383,582
Furniture and Equipment	860,206	283,026	12,674	-	1,130,558
Vehicles	3,421,937	820,334	157,462	-	4,084,809
Computer Hardware	56,058	-	26,326	-	29,732
Total	\$ 120,056,314	\$ 2,698,607	\$ 196,462	\$ -	\$ 122,558,459

Accumulated Amortization:	Opening Balance	Additions	Disposals	Total 2020
Buildings	\$ 56,139,809	\$ 2,219,937	\$ -	\$ 58,359,746
Furniture and Equipment	405,459	86,020	12,674	478,805
Vehicles	1,058,016	342,194	157,462	1,242,748
Computer Hardware	27,010	11,211	26,326	11,895
Total	\$ 57,630,294	\$ 2,659,362	\$ 196,462	\$ 60,093,194

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NOTE 9 TANGIBLE CAPITAL ASSETS (continued)

June 30, 2019

Cost:	Opening Balance	Additions	Disposals	Transfers (WIP)	Total 2019
Sites	\$ 11,929,778	\$ -	\$ -	\$ -	\$ 11,929,778
Buildings	102,098,402	1,689,933	-	-	103,788,335
Furniture and Equipment	877,949	13,903	31,646	-	860,206
Vehicles	3,031,733	503,563	113,359	-	3,421,937
Computer Hardware	95,109	-	39,051	-	56,058
Total	\$ 118,032,971	\$ 2,207,399	\$ 184,056	\$ -	\$120,056,314

Accumulated Amortization:	Opening Balance	Additions	Disposals	Total 2019
Buildings	\$ 53,955,490	\$ 2,184,319	\$ -	\$ 56,139,809
Furniture and Equipment	349,310	87,795	31,646	405,459
Vehicles	868,202	303,173	113,359	1,058,016
Computer Hardware	47,039	19,022	39,051	27,010
Total	\$ 55,220,041	\$ 2,594,309	\$ 184,056	\$ 57,630,294

NOTE 10 CONTRACTUAL OBLIGATIONS AND CONTINGENCIES

The School District, in conducting its usual business activities, is involved in legal claims and litigation. In the event any unsettled claims are successful, management believes that such claims are not expected to have a material effect on the School District's financial position.

NOTE 11 CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The School District's contractual rights arise because of contracts entered into for the rental of facilities. The following summarizes the contractual rights of the School District for future assets:

	2021	2022	2023	2024
Future rental revenue	\$ 556,214	\$ 326,791	\$ 139,771	\$ 139,771

NOTE 12 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan, jointly trustee pension plans (the "plans"). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2018, the Teachers' Pension Plan has about 48,000 active members and approximately 38,000 retired members. As at December 31, 2018, the Municipal Pension Plan has about 205,000 active members, including approximately 26,000 from School Districts.

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NOTE 12 EMPLOYEE PENSION PLANS (continued)

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2017 indicated a \$1,656 million surplus for basic pension benefits on a going concern basis. As a result of the 2017 basic account actuarial valuation surplus, plan enhancements and contribution rate adjustments were made; the remaining \$644 million surplus was transferred to the rate stabilization account.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The School District paid \$3,933,885 for employer contributions to these plans in the year ended June 30, 2020 (2019 - \$4,016,589).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2020, with results available in 2021. The next valuation for the Municipal Pension Plan will be as at December 31, 2021, with results available in 2022.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

NOTE 13 ASSET RETIREMENT OBLIGATION

Certain schools in the School District contain asbestos. No amount has been recorded in these financial statements with regard to this potential liability since the fair value of future removal costs cannot be reasonably estimated due to unknown timelines.

NOTE 14 EXPENSE BY OBJECT

	2020	2019
Salaries and benefits	\$ 48,277,968	\$ 45,667,549
Services and supplies	8,420,863	9,345,877
Amortization	2,659,362	2,594,309
	<u>\$ 59,358,193</u>	<u>\$ 57,607,734</u>

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NOTE 15 ACCUMULATED SURPLUS

Accumulated surplus consists of:

	2020	2019
Invested in tangible capital assets	\$ 17,425,551	\$ 17,232,902
Local capital surplus	486,263	761,336
Total capital surplus	17,911,814	17,994,238
Operating surplus	1,993,248	1,984,302
	\$ 19,905,062	\$ 19,978,540

Interfund transfers between the operating, special projects and capital funds for the year ended June 30, 2020, were as follows:

- Tangible capital assets were purchased with Operating funds (\$252,874)

The operating surplus has been internally restricted (appropriated) for:

	2020	2019
School budgets	\$ 110,051	\$ 49,248
Capital maintenance	361,493	410,000
Educational programs	27,500	91,350
Photocopier and printer program	-	250,000
Energy projects	200,000	100,000
Budgeted allocation of surplus	300,000	83,077
	999,044	983,675
Contingency reserve	994,204	1,000,627
Internally restricted	1,993,248	1,984,302
Unrestricted operating surplus	-	-
Total operating surplus	\$ 1,993,248	\$ 1,984,302

NOTE 16 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

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NOTE 17 BUDGET FIGURES

The budget figures included in the financial statements are not audited. The budget figures presented in these financial statements are based upon the 2019/20 amended annual budget adopted by the Board on February 25, 2020. The following chart compares the original annual budget bylaw approved April 23, 2019 to the amended annual budget bylaw reported in these financial statements.

	2020 Amended Annual Budget	2020 Annual Budget
Revenues		
Provincial Grants		
Ministry of Education	\$ 52,407,195	\$ 50,586,351
Other Provincial Revenues	120,000	101,450
Tuition	4,100,000	4,100,000
Other Revenue	1,490,000	1,520,000
Rentals and Leases	650,000	650,000
Investment Income	310,000	300,000
Total Revenue	59,077,195	57,257,801
Expenses		
Instruction	46,136,365	44,769,402
District Administration	2,313,650	2,162,686
Operations and Maintenance	8,819,717	8,492,802
Transportation and Housing	2,024,551	2,067,841
Total Expenses	59,294,283	57,492,731
Net Expenses	(217,088)	(234,930)
Budgeted Allocation of Surplus	341,350	335,746
Budgeted Surplus for the year	\$ 124,262	\$ 100,816

NOTE 18 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

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NOTE 19 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) **Credit risk:**

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash and cash equivalents, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the School District invests solely in the Central Deposit Program with the Ministry of Finance.

b) **Market risk:**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in the Central Deposit Program with the Ministry of Finance.

c) **Liquidity risk:**

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance. There have been no changes to risk exposure from 2019 related to credit, market or liquidity risks.

School District No. 69 (Qualicum)

Schedule 1

Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Actual	2019 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,984,302		17,994,238	19,978,540	20,464,022
Changes for the year					
Surplus (Deficit) for the year	261,820		(335,298)	(73,478)	(485,482)
Interfund Transfers					
Tangible Capital Assets Purchased	(252,874)		252,874	-	
Net Changes for the year	<u>8,946</u>	<u>-</u>	<u>(82,424)</u>	<u>(73,478)</u>	<u>(485,482)</u>
Accumulated Surplus (Deficit), end of year - Statement 2	<u>1,993,248</u>	<u>-</u>	<u>17,911,814</u>	<u>19,905,062</u>	<u>19,978,540</u>

School District No. 69 (Qualicum)

Schedule 2

Schedule of Operating Operations

Year Ended June 30, 2020

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	44,919,321	45,475,829	42,964,166
Other	120,000	146,391	169,625
Tuition	4,100,000	3,829,455	4,005,703
Other Revenue	140,000	152,848	159,387
Rentals and Leases	650,000	653,214	699,144
Investment Income	290,000	222,467	287,405
Total Revenue	50,219,321	50,480,204	48,285,430
Expenses			
Instruction	40,294,522	40,328,635	38,920,838
District Administration	2,313,650	2,398,481	2,340,102
Operations and Maintenance	5,853,203	6,087,087	5,464,837
Transportation and Housing	1,680,746	1,404,181	1,608,328
Total Expense	50,142,121	50,218,384	48,334,105
Operating Surplus (Deficit) for the year	77,200	261,820	(48,675)
Budgeted Appropriation (Retirement) of Surplus (Deficit)	341,350		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(418,550)	(252,874)	(100,677)
Total Net Transfers	(418,550)	(252,874)	(100,677)
Total Operating Surplus (Deficit), for the year	-	8,946	(149,352)
Operating Surplus (Deficit), beginning of year		1,984,302	2,133,654
Operating Surplus (Deficit), end of year		1,993,248	1,984,302
Operating Surplus (Deficit), end of year			
Internally Restricted (Note 15)		1,993,248	1,984,302
Total Operating Surplus (Deficit), end of year		1,993,248	1,984,302

School District No. 69 (Qualicum)

Schedule 2A

Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
Provincial Grants - Ministry of Education			
Operating Grant, Ministry of Education	42,851,790	42,927,094	41,283,872
Other Ministry of Education Grants			
Pay Equity	936,176	936,176	936,176
Funding for Graduated Adults	8,352	13,423	9,687
Transportation Supplement	426,341	426,341	426,341
Economic Stability Dividend			46,945
Carbon Tax Grant	60,000	58,640	58,640
Employer Health Tax Grant	357,774	357,774	108,720
Strategic Priorities - Mental Health Grant			35,000
Support Staff Benefits Grant	46,702	46,702	37,312
BCTEA - LEA Capacity Building Grant			6,850
Support Staff Wage Increase Funding	222,073	222,073	
Teachers' Labour Settlement Funding		477,493	
FSA Monitoring	10,113	8,187	8,187
Shoulder Tappers			5,000
SRG3 Assessments			1,436
Early Learning Framework		1,926	
Total Provincial Grants - Ministry of Education	44,919,321	45,475,829	42,964,166
Provincial Grants - Other	120,000	146,391	169,625
Tuition			
International and Out of Province Students	4,100,000	3,829,455	4,005,703
Total Tuition	4,100,000	3,829,455	4,005,703
Other Revenues			
Miscellaneous			
Transportation Revenue	50,000	50,666	60,184
Miscellaneous	90,000	92,593	90,598
Peard Dividend		9,589	8,605
Total Other Revenue	140,000	152,848	159,387
Rentals and Leases	650,000	653,214	699,144
Investment Income	290,000	222,467	287,405
Total Operating Revenue	50,219,321	50,480,204	48,285,430

School District No. 69 (Qualicum)

Schedule 2B

Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
Salaries			
Teachers	18,470,644	19,318,832	18,349,632
Principals and Vice Principals	3,241,128	3,297,303	2,979,831
Educational Assistants	3,826,735	3,786,620	3,256,262
Support Staff	5,147,352	5,250,800	4,732,464
Other Professionals	1,761,336	1,767,748	1,713,084
Substitutes	1,574,898	1,440,897	1,812,702
Total Salaries	34,022,093	34,862,200	32,843,975
Employee Benefits	9,062,921	8,979,756	8,529,200
Total Salaries and Benefits	43,085,014	43,841,956	41,373,175
Services and Supplies			
Services	3,044,630	2,639,084	3,183,414
Student Transportation	1,000		
Professional Development and Travel	579,085	410,577	503,771
Rentals and Leases	5,000	3,235	10,553
Dues and Fees	71,000	69,879	74,419
Insurance	164,000	139,686	149,560
Supplies	2,176,392	2,231,575	2,140,818
Utilities	1,016,000	882,392	898,395
Total Services and Supplies	7,057,107	6,376,428	6,960,930
Total Operating Expense	50,142,121	50,218,384	48,334,105

School District No. 69 (Qualicum)

Schedule 2C

Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	16,117,094	676,538		21,166		862,310	17,677,108
1.03 Career Programs	162,970			40,467		1,847	205,284
1.07 Library Services	603,666	32,550		237,554		5,564	879,334
1.08 Counselling	811,014						811,014
1.10 Special Education	1,275,010	214,720	3,520,129	48,302	64,747	229,056	5,351,964
1.30 English Language Learning	65,398						65,398
1.31 Indigenous Education	77,740	117,893	266,491				462,124
1.41 School Administration		2,000,838		1,014,572		34,150	3,049,560
1.62 International and Out of Province Students	205,940	254,764		77,191	185,649		723,544
1.64 Other					35,501		35,501
Total Function 1	19,318,832	3,297,303	3,786,620	1,439,252	285,897	1,132,927	29,260,831
4 District Administration							
4.11 Educational Administration					514,497		514,497
4.40 School District Governance					115,478		115,478
4.41 Business Administration				373,135	585,002		958,137
Total Function 4	-	-	-	373,135	1,214,977	-	1,588,112
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				54,171	207,706		261,877
5.50 Maintenance Operations				2,444,597		227,607	2,672,204
5.52 Maintenance of Grounds				169,933		2,233	172,166
5.56 Utilities							-
Total Function 5	-	-	-	2,668,701	207,706	229,840	3,106,247
7 Transportation and Housing							
7.41 Transportation and Housing Administration				53,864	59,168		113,032
7.70 Student Transportation				715,848		78,130	793,978
7.73 Housing							-
Total Function 7	-	-	-	769,712	59,168	78,130	907,010
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	19,318,832	3,297,303	3,786,620	5,250,800	1,767,748	1,440,897	34,862,200

School District No. 69 (Qualicum)
 Operating Expense by Function, Program and Object
 Year Ended June 30, 2020

Schedule 2C

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	17,677,108	4,604,041	22,281,149	899,791	23,180,940	22,675,706	21,976,140
1.03 Career Programs	205,284	52,583	257,867	421,646	679,513	703,629	839,704
1.07 Library Services	879,334	237,398	1,116,732	22,952	1,139,684	1,135,564	1,097,285
1.08 Counselling	811,014	209,717	1,020,731		1,020,731	1,015,065	899,872
1.10 Special Education	5,351,964	1,556,703	6,908,667	58,715	6,967,382	7,030,187	6,760,634
1.30 English Language Learning	65,398	18,853	84,251		84,251	80,877	79,271
1.31 Indigenous Education	462,124	124,774	586,898	100,402	687,300	692,825	565,872
1.41 School Administration	3,049,560	745,144	3,794,704	52,859	3,847,563	3,784,775	3,680,377
1.62 International and Out of Province Students	723,544	187,115	910,659	1,765,451	2,676,110	3,128,722	2,977,106
1.64 Other	35,501	9,660	45,161		45,161	47,172	44,577
Total Function 1	29,260,831	7,745,988	37,006,819	3,321,816	40,328,635	40,294,522	38,920,838
4 District Administration							
4.11 Educational Administration	514,497	59,404	573,901	116,732	690,633	745,092	689,033
4.40 School District Governance	115,478	9,770	125,248	72,364	197,612	209,080	231,806
4.41 Business Administration	958,137	221,650	1,179,787	330,449	1,510,236	1,359,478	1,419,263
Total Function 4	1,588,112	290,824	1,878,936	519,545	2,398,481	2,313,650	2,340,102
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	261,877	68,726	330,603	184,473	515,076	565,561	604,040
5.50 Maintenance Operations	2,672,204	583,407	3,255,611	1,018,674	4,274,285	3,831,975	3,533,359
5.52 Maintenance of Grounds	172,166	42,960	215,126	104,680	319,806	319,667	300,735
5.56 Utilities	-	-	-	977,920	977,920	1,136,000	1,026,703
Total Function 5	3,106,247	695,093	3,801,340	2,285,747	6,087,087	5,853,203	5,464,837
7 Transportation and Housing							
7.41 Transportation and Housing Administration	113,032	21,282	134,314	858	135,172	163,605	135,374
7.70 Student Transportation	793,978	226,569	1,020,547	229,705	1,250,252	1,499,141	1,465,154
7.73 Housing	-	-	-	18,757	18,757	18,000	7,800
Total Function 7	907,010	247,851	1,154,861	249,320	1,404,181	1,680,746	1,608,328
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	34,862,200	8,979,756	43,841,956	6,376,428	50,218,384	50,142,121	48,334,105

School District No. 69 (Qualicum)

Schedule 3

Schedule of Special Purpose Operations
Year Ended June 30, 2020

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education	4,692,800	4,653,982	4,542,363
Other Revenue	1,350,000	1,094,480	1,308,049
Total Revenue	<u>6,042,800</u>	<u>5,748,462</u>	<u>5,850,412</u>
Expenses			
Instruction	5,841,843	5,549,116	5,651,066
Operations and Maintenance	199,346	199,346	199,346
Transportation and Housing	1,611		
Total Expense	<u>6,042,800</u>	<u>5,748,462</u>	<u>5,850,412</u>
Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Total Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Special Purpose Surplus (Deficit), beginning of year			
Special Purpose Surplus (Deficit), end of year		<u>-</u>	<u>-</u>

School District No. 69 (Qualicum)
 Changes in Special Purpose Funds and Expense by Object
 Year Ended June 30, 2020

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	647,023	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	199,346	157,126		96,474	19,892	104,267	375,902	448,742	3,169,927
Other			1,022,648						
	199,346	157,126	1,022,648	96,474	19,892	104,267	375,902	448,742	3,169,927
Less: Allocated to Revenue	199,346	157,126	1,094,480	96,474	19,892	87,303	375,902	448,742	3,169,927
Deferred Revenue, end of year	-	-	575,191	-	-	16,964	-	-	-
Revenues									
Provincial Grants - Ministry of Education	199,346	157,126		96,474	19,892	87,303	375,902	448,742	3,169,927
Other Revenue			1,094,480						
	199,346	157,126	1,094,480	96,474	19,892	87,303	375,902	448,742	3,169,927
Expenses									
Salaries									
Teachers						41,795			2,482,910
Principals and Vice Principals						9,055	38,141		
Educational Assistants		123,721					225,769	199,916	
Support Staff	146,944							153,243	
	146,944	123,721	-	-	-	50,850	263,910	353,159	2,482,910
Employee Benefits	39,675	33,405				13,730	61,768	95,583	687,017
Services and Supplies	12,727		1,094,480	96,474	19,892	22,723	50,224		
	199,346	157,126	1,094,480	96,474	19,892	87,303	375,902	448,742	3,169,927
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Changes in Special Purpose Funds and Expense by Object
 Year Ended June 30, 2020

Schedule 3A

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	14,975	-	-	-	661,998
Add: Restricted Grants					
Provincial Grants - Ministry of Education	68,365	1,611	30,500	8,617	4,680,769
Other					1,022,648
	68,365	1,611	30,500	8,617	5,703,417
Less: Allocated to Revenue	83,340	-	13,922	2,008	5,748,462
Deferred Revenue, end of year	-	1,611	16,578	6,609	616,953
Revenues					
Provincial Grants - Ministry of Education	83,340	-	13,922	2,008	4,653,982
Other Revenue					1,094,480
	83,340	-	13,922	2,008	5,748,462
Expenses					
Salaries					
Teachers	83,340				2,608,045
Principals and Vice Principals					47,196
Educational Assistants					549,406
Support Staff					300,187
	83,340	-	-	-	3,504,834
Employee Benefits					931,178
Services and Supplies			13,922	2,008	1,312,450
	83,340	-	13,922	2,008	5,748,462
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-

School District No. 69 (Qualicum)

Schedule 4

Schedule of Capital Operations
Year Ended June 30, 2020

	2020 Budget	2020 Actual			2019 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
Revenues					
Provincial Grants					
Ministry of Education	450,000	651,913		651,913	662,571
Other		45,487		45,487	24,197
Investment Income	20,000		13,574	13,574	22,205
Amortization of Deferred Capital Revenue	2,345,074	2,345,075		2,345,075	2,277,437
Total Revenue	2,815,074	3,042,475	13,574	3,056,049	2,986,410
Expenses					
Operations and Maintenance	450,000	697,400	34,585	731,985	828,908
Amortization of Tangible Capital Assets					
Operations and Maintenance	2,317,168	2,317,168		2,317,168	2,291,136
Transportation and Housing	342,194	342,194		342,194	303,173
Total Expense	3,109,362	3,356,762	34,585	3,391,347	3,423,217
Capital Surplus (Deficit) for the year	(294,288)	(314,287)	(21,011)	(335,298)	(436,807)
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	418,550	252,874		252,874	100,677
Total Net Transfers	418,550	252,874	-	252,874	100,677
Other Adjustments to Fund Balances					
Tangible Capital Assets Purchased from Local Capital		254,062	(254,062)	-	
Total Other Adjustments to Fund Balances		254,062	(254,062)	-	
Total Capital Surplus (Deficit) for the year	124,262	192,649	(275,073)	(82,424)	(336,130)
Capital Surplus (Deficit), beginning of year		17,232,902	761,336	17,994,238	18,330,368
Capital Surplus (Deficit), end of year		17,425,551	486,263	17,911,814	17,994,238

School District No. 69 (Qualicum)

Schedule 4A

Tangible Capital Assets
Year Ended June 30, 2020

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	11,929,778	103,788,335	860,206	3,421,937	-	56,058	120,056,314
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw		1,329,288	105,000	757,383			2,191,671
Operating Fund		11,897	178,026	62,951			252,874
Local Capital		254,062					254,062
	-	1,595,247	283,026	820,334	-	-	2,698,607
Decrease:							
Deemed Disposals			12,674	157,462		26,326	196,462
	-	-	12,674	157,462	-	26,326	196,462
Cost, end of year	11,929,778	105,383,582	1,130,558	4,084,809	-	29,732	122,558,459
Work in Progress, end of year							-
Cost and Work in Progress, end of year	11,929,778	105,383,582	1,130,558	4,084,809	-	29,732	122,558,459
Accumulated Amortization, beginning of year		56,139,809	405,459	1,058,016		27,010	57,630,294
Changes for the Year							
Increase: Amortization for the Year		2,219,937	86,020	342,194		11,211	2,659,362
Decrease:							
Deemed Disposals			12,674	157,462		26,326	196,462
			12,674	157,462	-	26,326	196,462
Accumulated Amortization, end of year		58,359,746	478,805	1,242,748	-	11,895	60,093,194
Tangible Capital Assets - Net	11,929,778	47,023,836	651,753	2,842,061	-	17,837	62,465,265

School District No. 69 (Qualicum)

Schedule 4C

Deferred Capital Revenue
Year Ended June 30, 2020

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	44,095,136	987,013	64,010	45,146,159
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Capital Additions	2,191,671	-	-	2,191,671
	2,191,671	-	-	2,191,671
Decrease:				
Amortization of Deferred Capital Revenue	2,298,775	36,714	9,586	2,345,075
	2,298,775	36,714	9,586	2,345,075
Net Changes for the Year	(107,104)	(36,714)	(9,586)	(153,404)
Deferred Capital Revenue, end of year	43,988,032	950,299	54,424	44,992,755
Work in Progress, beginning of year				-
Changes for the Year				
Net Changes for the Year	-	-	-	-
Work in Progress, end of year	-	-	-	-
Total Deferred Capital Revenue, end of year	43,988,032	950,299	54,424	44,992,755

School District No. 69 (Qualicum)

Changes in Unspent Deferred Capital Revenue
Year Ended June 30, 2020

Schedule 4D

	Bylaw Capital	MEd Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	44,534		9,531	200,265		254,330
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education	2,799,050					2,799,050
Provincial Grants - Other			1,103,700			1,103,700
Investment Income			11,850	4,406		16,256
	<u>2,799,050</u>	-	<u>1,115,550</u>	<u>4,406</u>	-	<u>3,919,006</u>
Decrease:						
Transferred to DCR - Capital Additions	2,191,671					2,191,671
Purchase of Services and Supplies	651,913		45,487			697,400
	<u>2,843,584</u>	-	<u>45,487</u>	-	-	<u>2,889,071</u>
Net Changes for the Year	<u>(44,534)</u>	-	<u>1,070,063</u>	<u>4,406</u>	-	<u>1,029,935</u>
Balance, end of year	-	-	<u>1,079,594</u>	<u>204,671</u>	-	<u>1,284,265</u>



Education Committee of the Whole Report
Tuesday, September 15, 2020
VIA ZOOM
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.*

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

2. OPENING COMMENTS

3. SHARED LEARNING:

- **Update from Summer Learning**

Carrie Frampton spoke at length about what sessions were offered and how many of them were linked to the learning that resulted from the Learning Grants that have been shared with the Board in previous years. The attendance was challenging due to COVID-19 and some presentations were cancelled and will be rescheduled at a later date; however, those that did proceed were all well received.

- **Update from Director of Instruction**

Vivian Collyer provided an overview of the professional development day sessions that have been planned for the year, based on a survey done in June.

4. INFORMATION

a. Enrollment

- Parent Survey– There was a great participation in the parent survey with 3400 responses received. This was unbelievable considering the district has 4000+ students.

b. Busing

As of today, busing is still not available to courtesy riders. The numbers are being monitored daily and calls will be made to families who are eligible to make sure they still want their seat. Staff will be updated

c. Learning Grants

These grants are important and will be offered again this year, but may look a little different due to COVID-19 and the changing stages that might happen. The Trustees always look forward to hearing what the teachers have learned and how it can be used in our classroom and district.

5. DISCUSSION

a. Enhancing Student Learning

The Trustees did not get to spend time in the schools in May this year to hear how schools were enhancing student learning. We hope the plans will continue this year and we will be able to meet in May 2021.

b. District-Wide Planning Day Presentation

The 2-day agenda was shared with the Ed Committee. Presenters will be Monique Gray Smith, (Ripple Effect of Resilience: An Indigenous Perspective) and Nick Brown (Safer Schools Together- Understanding Hate, Racism, Bias and Privilege). We look forward to hearing how the day went in our next October meeting.

c. School Codes of Conduct

It was noted that the School Codes of Conduct do not line up with the provincial COVID-19 protocols for schools and there seemed to be some question about consistency from school to school. Therefore, the committee made a recommendation to be brought forward to the Board. (see below)

6. RECOMMENDATIONS TO BOARD OF EDUCATION

a. School Codes of Conduct

THAT the Board of Education of School District 69 (Qualicum) accept the School Codes of Conduct for the 2020-2021 school year as presented, recognizing that the Province's Ministry of Education's COVID-19 protocols supersede in regards to Health and Safety of all.

b. Working Group for School Codes of Conduct

THAT the Board of Education of School District 69 (Qualicum) ask senior staff to create a working group, which includes student and parent advisory council representatives, to work on the School Codes of Conduct.

c. Letter to Minister of Education re: Foundation Skills Assessment

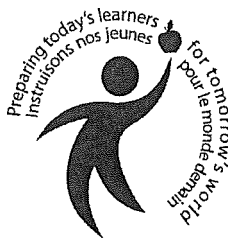
THAT the Board of Education of School District 69 (Qualicum) write a letter to the Minister of Education asking that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.

7. QUESTION PERIOD

8. NEXT MEETING DATE

- Tuesday, October 20 at 3:30 via Zoom

9. ADJOURNMENT



EDUCATIONAL CHANGE DUE TO EMERGENCIES

Context:

Increasing globalization, climate changes and other factors may lead to concerns (such as health concerns) that require emergency changes to how education is delivered. An example of this is the world-wide pandemic caused by COVID 19 which occurred in 2020.

Policy Statement:

1. In responding to educational changes related to any emergency, the Board will use an evidence-based approach that follows the advice of experts and is responsive to requirements established by government authorities.
2. The Board's priority in such an emergency, whether short term or of extended duration, is to ensure the health and safety of learners and employees.

Guidelines:

1. The Board is committed to ensuring clear, calm and honest communication in as much detail and in as timely a way as possible.
2. The Board will ensure all activities and interactions are as kind and considerate as possible.
3. The Board will focus on continuity of authentic education as much as possible.
4. The Board will give high priority to equity and support for vulnerable learners.
5. Agile decision-making may be required, therefore all members of management and the Board will be ready for timely and effective decision-making.
6. The Board will act together and in a supportive way throughout the emergency.
7. Where there are challenges related to language in collective agreements the Board is committed to thorough consultation with union representatives.

Definitions:

1. World-wide, Federal, Provincial emergencies are those announced by United Nations bodies, such as the World Health Organization, and the federal and provincial governments. This policy is limited to emergencies causing disruption to the normal provision of education.
2. Experts are those sources, who are most likely to understand and have full knowledge of the emergency situation, for example the World Health Organization, the Public Health Agency of Canada, the Provincial Health Officer and the regional Medical Health Officer.

References:

- Administrative Procedures to Board Policy 509: Educational Changes Due to Emergencies
- B.C. Government_(2020) [Next Steps to Move B.C. Through the Pandemic.](#)

Dates of Adoption/Amendments:

Adopted:

Amended:



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Dates of Adoption/Amendments:

Adopted:

Amended:



Purpose

Once an emergency situation that will have impact on the educational operations of School District 69 is declared, a planning and coordination task force will be established with membership from senior management, the Board and other staff as deemed important to effectively respond to the situation and ensure health, safety and the continuation of educational services.

This planning and coordination task force will meet as frequently as necessary to establish:

- a. Emergency control procedures and protocols
- b. Education of and communication with staff/student/families
- c. Effective maintenance of core operations and facilities
- d. Continuity of authentic student learning
- e. Communication planning, including possible reporting of elevated absenteeism
- f. Consultation with unions in relation to any employment related challenges
- g. Other emerging topics related to the emergency situation

1. Role of the School Trustees:

- a. To stay fully informed of the progress of the emergency, and to be informed as to the full impact of the emergency on all aspects of the District
- b. To make any decisions regarding legal, policy and labour relations matters.
- c. To make decisions with regard to non-voluntary placements of employees.
- d. To maintain all practices of good governance during the emergency.

2. Role of the Board Chair:

- a. To liaise regularly with the BCSTA and with other Boards Chairs to understand how Boards are coping with the emergency.
- b. To liaise regularly with the Superintendent of Schools (or designate) to support and assist in scenario planning, agenda setting, planning of special public or in camera meetings and other similar governance duties.
- c. To chair meetings of the planning and coordination team.
- d. To work with the Superintendent (or designate) to speak for the Board of Education and for School District 69.
- e. To update and ensure that School Trustees are well informed.

3. Role of Superintendent of Schools (or designate)

- a. To serve as the planning and coordination team's leader.
- b. To ensure that decisions made by the planning and coordination team are carried out or to report why this did not happen.
- c. To direct school closures or changes as per directives of the Ministry of Education and/or other experts.
- d. To lead in the planning related to altered school operation including suspension of instruction and provision of services to limited numbers of students
- e. To serve with the Board Chair, as the key spokesperson for school and district related issues
- f. To provide ongoing clear, calm and honest communication to employee groups, DPAC and others.



- g. To provide evaluation and debrief meeting(s) after the emergency situation has passed.

4. Role of the Associate Superintendent and Director of Instruction:

- a. To develop and maintain education plans for implementation as a result of the emergency.
- b. To provide clear, calm and honest responses to learners, staff and parents.
- c. To ensure that vulnerable learners and their families are appropriately and equitably supported.
- d. To assign staff as required while maintaining all employment contracts.
- e. To support schools in planning during times of altered operations including in support of students moving toward graduation.
- f. To Support school principals and supervisors in the implementation of the emergency plan.
- g. To liaise with community and provincial agencies.

5. Role of Principals and Supervisors:

- a. To educate all staff and students about control measures.
- b. To ensure that all decisions of the planning and coordination team are implemented at the school or site level.
- c. To advise parents, students and staff of the protocols and procedures needed to mitigate the emergency.
- d. To fully discuss emergency plans and protocols at safety committee and other staff meetings.
- e. To ensure that parents/guardians have provided up to date contact information to the school.
- f. To advise PAC and parents about district plans for the emergency, including website communications and personal preparedness.
- g. To stay in regular communication with District and local public officials.
- h. To report to the School Public Health Nurse and to the Director of Instruction if absenteeism is over 10% of the school/site population.

6. Role of General Manager of Operations and Maintenance:

- a. To develop a transportation plan for students.
- b. To provide general oversight of all operational areas as it relates to the emergency response plan.
- c. To ensure Operations and Maintenance staff are fully trained in the emergency safety requirements.
- d. To ensure Operations and Maintenance staff has necessary equipment and supplies to prevent an emergency.
- e. To audit all Operations and Maintenance controls.
- f. To provide continuation of core building functions.
- g. To continue communication with District Health and Safety Committee.

7. Role of Information Technology Principal or Manager

- a. To develop and maintain electronic communication.



BOARD POLICY 509 – ADMINISTRATIVE PROCEDURES

EDUCATIONAL CHANGES DUE TO EMERGENCIES

8. Role of the Secretary Treasurer

- a. To develop and implement key financial functions.
- b. To provide support to the Board in matters of governance and operations.
- c. To track changes in expenditures because of the emergency.

9. Role of Director of Human Resources

- a. To coordinate employment arrangements for all teachers, support staff and administrators including in relation to leaves or absences related to the emergency.
- b. To assist departments with the development and implementation of cross training strategies.
- c. To develop and implement specific employee work practices for use during the emergency.
- d. To work with unions to consult and react consistently with decisions of the planning and coordination team.

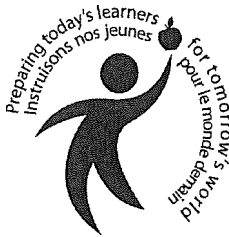
References:

- Board Policy 509: Educational Changes Due to Emergencies
- BC's Restart Plan (2020) [Next Steps to Move B.C. Through the Pandemic.](#)

Dates of Adoption/Amendments:

Adopted:

Amended:

**Context:**

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

Policy Statement:

The Board of Education expects that all new School District 69 facilities shall have an official opening ceremony carried out within a consistent set of procedures will be used primarily to support the education of students.

Guiding Principles:

1. The Board believes that all facilities should be safe for all students, teachers and community members.
2. Facilities should be built, operated or upgraded to be efficient, cost effective and environmentally sound.
3. The Board of Education believes that it is preferable that School District 69 All facilities will be named after places of local historical, **Indigenous**, or geographical prominence.
4. Facilities will allow for students, schools and communities to use them as availability permits.
5. No facilities, nor portions of facilities, will be named after people.

Definitions:**References:**

- Administrative Procedures: New/Repurposed Facilities
- The School Act, Sections 74-01
- The Freedom of Information and Protection of Privacy Act.

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 103 - ADMINISTRATIVE PROCEDURES

NEW/REPURPOSED FACILITIES

Page 1 of 2

This Administrative Procedure describes those procedures that will be used when the Board of Education undertakes the design and construction of new or repurposed facilities. This does not apply to ongoing maintenance or renovations, rather major projects including both new builds and major renovations that come with repurposing a school or district facility.

I. PLANNING

- a. ~~Prior to sketch plans being initiated~~ the initiation of planning, a consultation meeting **process shall take place with be undertaken that will involve** the Architect **(if assigned), Principals school administration or district staff responsible for the facility,** the staff assigned to the school or building, students (where appropriate), parents, representatives of the community **(as appropriate), the Secretary Treasurer, the Superintendent of Schools, Associate Assistant Superintendent of Schools (or designates), Trustees and representatives of the Canadian Union of Public Employees (CUPE) Local 3570, the Mount Arrowsmith Teachers' Association (MATA) and the District Parents Advisory Council (DPAC).**
- b. From the initial consultation meeting, a Building-Project Planning Committee shall be established. The ~~Trustee~~ representative on the Building Project Planning Committee shall regularly report to the Board on the progress of the project until completion.
- c. Consultation with the Building-Project Planning Committee shall continue through the working drawings stage ~~to ensure that all requests are considered in the plans and that all specifications are within Ministry of Education guidelines.~~
- d. The Building-Project Planning Committee shall consider all requests which are submitted for inclusion in the design of the new ~~school~~ **or repurposed facility.**

II. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility, **or in the case of a repurposed facility the possible renaming of the facility.**
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. **All facilities will be named after places of local historical or geographical prominence.**
- d. The final decision shall remain the responsibility of the Board.



III. OPENING CEREMONIES

- a. A formal request shall be made to the Minister of Education to officially name and open that **the new or repurposed** facility, in accordance with Section 73(1) of the *School Act*.
- b. There shall be an official opening of all new **or repurposed** facilities within three months of completion.
- c. A date for the official opening of the ~~school or~~ **new or repurposed** facility shall be set in consultation with the Board of Education, staff and partner groups.
- d. A plaque shall be prepared for the official opening which will contain the following information **deemed appropriate by the Board of Education**.
 - ~~i. Trustees serving on the Board at the time the tender for the building was let.~~
 - ~~ii. Ministry official or other dignitary who is invited to open the school.~~
 - ~~iii. The names of the Superintendent of Schools and the Secretary Treasurer holding office at the time of the tender of the building.~~
 - ~~iv. Date of the official opening.~~
 - ~~v. The name of the Architect involved in the construction of the facility.~~
- e. Cost incurred for refreshments at an official opening shall be at the Board's expense.
- f. Former trustees involved in the planning stages of the facility, the parents of students attending the school, other members of the community, public officials, **other people involved with the school or facility**, and the media shall be invited to the official opening **of the new or repurposed facility**.

References:

- Board Policy 103: New/Repurposed Facilities

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:



Context:

The Board of Education has responsibility for ensuring to ensure the safety of all people and to prevent damage or theft from district properties.

Policy Statement:

The Board of Education supports the judicious use of video monitoring systems in the District and also believes that the privacy of individuals should be protected

Guiding Principles:

1. The Board supports the judicious use of video monitoring systems to protect district facilities and properties including school buses.
2. The use of video monitoring must be strictly controlled by Administrative Procedures in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPP Act) guidelines.

References:

- Administrative Procedures: Video Monitoring
- The School Act, Sections 74-01
- The Freedom on Information and Protection of Privacy Act

Dates of Adoption/Amendments:

Adopted: 1999.12.14

Amended: June 03: 10.02.23: 10.11.23: 16.08.31



This Administrative Procedure is written in support of Board Policy 104: Video Monitoring

1. Written Policy

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

2. Camera Location, Operation and Control

- a. The installation of new and permanent video monitoring equipment at a school ~~may only~~ will occur if the only **with prior approval of the school's Parent Advisory Council (PAC)**.
- b. Cameras shall only be installed in identified public areas **and in school district buses**.
- c. Areas chosen for monitoring shall be ~~where monitoring is a necessary and viable deterrent to dangerous or illegal activity,~~ **as required for the purposes of protecting the safety of individuals in a school facility or on school land or the belongings of those individuals, or the school property itself,** or where the camera may provide important information for district planning purposes (e.g. traffic flow).
- d. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, staff rooms.
- e. Cameras shall not be directed so as to monitor private property.
- f. Only authorized **personnel (school and district management staff)** shall have access to the video monitoring equipment, **and only for the purposes of ensuring health and safety or prevention of theft or damage to property.**

3. Protection of Information and Disclosure

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and ~~destruction~~ of recorded images shall be consistent with Board Policy No. 9004-9000.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.
- d. Disclosure of information shall be consistent with the **Freedom of Information and Protection of Privacy** (FOIPP) Act.

4. Public Awareness

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



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 104 - ADMINISTRATIVE PROCEDURES

VIDEO MONITORING

Page 2 of 2

5. Audits

a. The use of video monitoring systems shall be subject to audit at all times by both school and district administrative staff.

b. ~~School district staff will cooperate with any legal audit or review by the Office of the Information and Privacy Commissioner, may conduct periodic audits of video monitoring systems.~~

6. Review

a. Under the terms of the School Act, the Board must conduct an annual review that assesses whether the installation and operation of video monitoring equipment is accomplishing the purposes set out in the opening paragraph of the policy statement. **Section 2.c above.**

7. Use of Information Collected

a. Use of video monitoring in the District shall at all times comply with the FOIPP Act guidelines for the collection of information.

b. Video monitoring may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research (i.e. the nature of area usage, traffic patterns, or particular camera systems).

8. Access to Personal Information

a. Individuals subject to video monitoring have the right to request access to recorded images under Section 5 of the FOIPP Act.

References:

- Board Policy 104: Video Monitoring
- The School Act, Sections 74.01
- Freedom of Information & Protection of Privacy Act

Dates of Adoption/Amendments:

Adopted: 1999.12.14

Amended: 2010.02.23: 10.11.23: 16.08.30



Context:

The Board of Education recognizes that, while its job includes ensuring that facilities are used for their intended purposes and maintained to the highest standard, these facilities also are an integral part of the larger community. As such, the Board should ensure that procedures are in place that see to effective rental or community use, security of property, effective use of sports field and playgrounds, and appropriate use of the Lasqueti teacherage

Policy Statement:

The Board supports the community by allowing use of available facilities when not in use for educational purposes.

Guiding Principles:

1. When not in educational use, facilities should will be available for rental or lease to community partners, or groups.
2. Facilities will be used first and foremost in support of the education of students.
3. Security of all school district facilities and grounds should be paramount in district planning and operations.
4. Teacherages will be first offered to School Staff, and then to other members or departments of the School District.
5. Should a building become available, the Board will encourage and seek out long-term leases.
6. All rentals and leases will be charged a fee that will cover the costs of hosting the community activity and may reflect fair market value.
7. Outdoor facilities, including sports fields and playgrounds should be well designed in collaboration with school administration, and should be made available to the community through joint use agreements where possible..
8. When not being used by the School District, outdoor facilities may be available for public use.

Dates of Adoption/Amendments:

Adopted:

Amended:



This Administrative Procedure is intended to provide procedural support for Board Policy 105 in four specific areas:

- I. Rentals and Community Use
- II. Security of Property and Assets
- III. Sports/Grounds Areas and Site Playgrounds
- IV. Lasqueti Teacherage (Housing)

I. RENTALS AND COMMUNITY USE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures are will be in place to ensure there is no additional cost attached to the school district's budget that facilities and grounds are provided to community users at a rate that provides net revenue to the school district as possible and appropriate, knowing that in certain cases rental rates will be cost recover only.

PROCEDURES

- 1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
- 2. The Board of Education has established the following user priority for the use of school facilities and equipment:
 - a. **School Programs:**
School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
 - b. **Youth Programs:**
 - i. **Volunteer Instructors**
Groups operating solely for youth under 18 and where they use volunteers to organize and teach activities. Eg. Scouts, Girl Guides, district youth sports associations, etc.
 - ii. **Paid Instructors**
Groups operating solely for youth under 18 and where paid instructors organize and teach activities. Eg. RDN Recreation Commission programs
 - c. **Non-Profit Organizations/Adult Recreation Groups:**
Groups which have paid instructors or organizers for activities and all adult groups.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

USE OF SCHOOL FACILITIES

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d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

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

3. **Applications:**

- a. All applications are processed by the School District's General Manager of Operations.
- b. Applications must be made at least 21 days prior to the event taking place.
- c. The applicant must receive a booking confirmation from the General Manager of Operations prior to using a district facility (*approval from a school principal is not valid.*)

4. **Bookings:**

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

5. **Rental Fees:**

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

6. **User Responsibilities:**

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.
- c. Access is limited to the area and times identified by the rental application.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

USE OF SCHOOL FACILITIES

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- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.
- g. Renters must leave the facilities and equipment in the condition and location that they were found.

7. Supervision:

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.
- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or designate.
- c. All groups using school facilities shall:
 - i. identify to the custodian the individual appointed by the organization who is responsible for the group
 - ii. provide adequate security for the area being rented and proper supervision of participants
 - iii. comply with Board administrative procedures and direction from the custodian

8. Cancellation:

- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
- b. The Board reserves the right to terminate any approved rental agreement.
- c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
- d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.

9. Insurance and Liability:

- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
- b. Proof of liability coverage must be provided upon application.
- c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
- d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the



Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

II. SECURITY OF PROPERTY AND ASSETS

Security

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

1. The Operations and Maintenance Department shall:
 - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
 - b. Be responsible for providing keys to district office staff as required.
 - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
 - d. Ensure that District alarm systems are properly maintained and monitored.
 - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.
2. Each Principal or designate shall:
 - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
 - b. Ensure his/her staff are aware of the opening and closing procedures and aware of this policy.
 - c. Maintain an up-to-date registry of all keys within his/her jurisdiction.
 - d. Maintain a daily register of building entries after hours.
3. Staff members shall:
 - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
 - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
 - c. Enter name and details of visit in register, giving time of entry and departure.
 - d. Upon departure ensure that:
 - i. there are no persons in the building
 - ii. the alarm system is activated
 - iii. the building is secure
4. The Monitoring Service shall:
 - a. Monitor district alarm systems.
 - b. Report all fault (trouble) alarms to the Operations and Maintenance Department.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

USE OF SCHOOL FACILITIES

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



Damage to Buildings and Equipment

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

13. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
14. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
15. The Operations and Maintenance Department shall assess the cost of repair and/or replacement.
16. The Secretary Treasurer may invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board of Education.
17. This does not limit School Protection Branch from further civil action.
18. In special circumstances, a student may negotiate school/community service as a form of compensation.

III. SPORTS/GROUNDS AREAS AND SITE PLAYGROUNDS

1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the General Manager of Operations for review as to appropriate construction methods and to the Health and Safety Committee for review.
2. The General Manager of Operations, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
3. The General Manager of Operations will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.
4. The General Manager of Operations and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.



5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. Work site to meet all Workers Compensation Board regulations and be subject to spot inspections.
7. Site will be subject to inspection by all applicable Inspection Authorities at any time.

IV. LASQUETI TEACHERAGE (HOUSING)

1. The Board of Education acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.
2. The use of teacherages shall be administered by the Secretary Treasurer.
3. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
4. The Board shall determine an appropriate monthly rate to be charged in respect of each unit of housing accommodation.
5. **Terms and Conditions**
 - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
 - b. The rent shall be paid by the teacher through payroll deduction.
 - c. Teaching staff will be refunded for any monthly unused portion of the annual rent.
6. The teacher to whom the teacherage is let shall reside in the teacherage.
7. The teacher shall not sub-let the teacherage or any part thereof.
8. The teacher shall be responsible for telephone, internet and cable services.
9. The Board shall supply electricity power, water and septic/sewer at no charge.
10. Maintenance of Board-owned appliances shall be the Board's responsibility.
11. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

USE OF SCHOOL FACILITIES

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12. The teacher shall vacate the teacherage on termination of the teacher's teaching assignment.

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:

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SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

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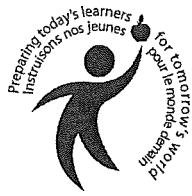
SCHEDULE A
HOURLY RATES FOR RENT OF FACILITY

MONDAY TO FRIDAY

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

WEEKEND/STATUTORY HOLIDAY

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



Context:

The Board of Education recognizes a world-wide climate emergency is occurring, the importance of environmental sustainability in meeting the needs of the present generation without compromising the ability of future generations to meet their own needs. The Board acknowledges that e Environmental sustainability is the a joint responsibility of trustees, senior staff, principals/vice principals, teachers, students and support personnel: staff, parents and community.

Policy Statement:

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

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

The Board will provide a strong educational approach to understanding the climate emergency.

Guiding Principles:

The Board is committed to the following guiding principles:

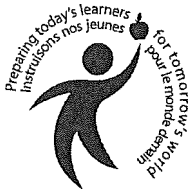
- a. A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- b. The review and continuous improvement of the school district's energy management plan within the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

Definitions:

The Board of Education defines sustainable practices as are those business, educational, and individual practices that result in minimize energy, waste and water consumption, resulting in utility cost savings and a smaller carbon footprint and enhanced presence in our curriculum for the school district through initiatives aimed at creating a culture of conservation, guided by the three R's of sustainability: Reduce, Reuse and Recycle.

References:

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

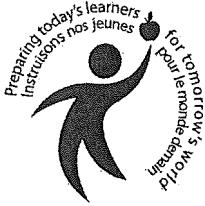


Dates of Adoption/Amendments:

Adopted: 92.02.25

Amended: 94.02.22: **16.08.31**

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Requirements

1. It is the collective responsibility of all district personnel to educate students such that they will develop an innate responsibility to conservation, both inside and outside of the school district.
2. The fulfillment of this mandate is the joint responsibility of the Board of Education, Senior Staff, Principals/Vice Principals, teachers, students and support personnel **staff**. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
 - a. Integration of environmentally sustainable considerations into the school district's business decisions related to:
 - i. Lighting
 - ii. Heating, ventilation, air conditioning systems
 - iii. Renovation and new construction
 - iv. Recycling programs
 - b. Purchasing policies that encourage suppliers to meet or exceed the district's environmental management standards.
 - c. Mechanisms to regularly assess and continually improve the district's environmental sustainability performance.
 - d. **Creating, managing and monitoring a carbon reduction plan in keeping with provincial programs and expectations of government.**
3. The General Manager of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
4. The General Manager of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
5. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the General Manager of Operations.
6. **Principals and vice-principals will be responsible for ensuring that climate action is a consideration for field trips in keeping with Board policy 502.**
7. Teachers and support staff **will are encouraged to** use a variety of curricular materials to provide the opportunity for students to participate in energy management initiatives.
8. The District shall encourage the use of an environmental theme, at every level, as a focus for integrating existing curriculum.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 404 100 - ADMINISTRATIVE PROCEDURES

SUSTAINABLE PRACTICES

Page 2 of 2

9. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools.
10. The District shall support learning activities that utilize a wide range of appropriate environmental field trips.

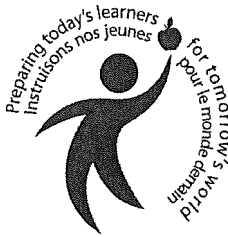
References:

- Board Policy 100: Sustainable Practices
- Board Policy 502: Field Experiences (Trips)
- Sustainable Schools Best Practices Guide, Ministry of Education

Dates of Adoption and Amendments:

Adopted: 16.08.31

Amended:



CAPITAL PROJECTS: TENDERING, PURCHASE AND DISPOSAL

Context:

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

Policy Statement:

It shall be the policy of ~~t~~ The Board of Education to require that purchases and disposals be made with consideration of best value, which includes all aspects such as cost, quality, supply, servicing, maintenance, local availability and environmental impact. When the value of a purchase is such that the tendering process is administratively justifiable, tenders will be awarded on a competitive basis with consideration to all of the above aspects.

Guiding Principles:

1. All tendering, purchase and disposal will be based on the following priority list:
 - a) Environmental impact including local sourcing
 - b) Best value including cost, quality, servicing, maintenance, life span and sourcing locally.
 - c) Supply, both short and long-term
 - d) Disposals will be based on fair market value

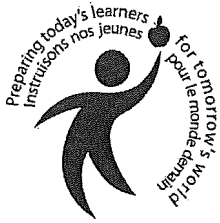
Definitions:

References:

- Administrative Procedures: Projects: Tendering, Purchase and Disposal

Dates of Adoption/Amendments:

Adopted: 16.08.31



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Purpose

These procedures describe the means by which Board Policy 101 will be enacted.

Authority

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

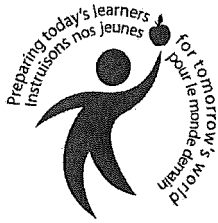
General Guidelines

Definitions of varying methods of procurement described below, and the decision to use any particular form will depend on the complexity of the requirement, the monetary value, and the urgency.

Purchasing Decision Matrix				
	Determination of Supplier		Payment Process	Approver
	Quote	Tender		
< \$1,000	N	N	Purchasing Card/Expense Claim with Receipts	Local
> \$1,000	Verbal	N	Invoice	Local
> \$5,000	Written	N	Invoice	Local
> \$10,000	Written	N	Invoice	Secretary Treasurer or designate
> \$25,000	N/A	Non-Advertised	Non-Advertised Tender	Secretary Treasurer or designate
> \$50,000	N/A	Public	Public Tender	Secretary Treasurer

Use of Requisitions (Requests for Purchase Orders)

All supplies, services, and equipment being purchased over \$1000 must be covered by a requisition initiated by the school or district department. Individual staff members are not to place orders other than by this method. This requisition is in a form that becomes a purchase order



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

when signed by the secretary-treasurer or designate. The only exceptions to this requirement are as follows:

- a. With prior authorization from the employee's supervisor/Principal, employees may purchase items through petty cash or purchasing card.
- b. Purchases may be made through school trust accounts for home economics and industrial education consumable supplies, with reimbursement claimed by submission of a Reimbursement Requisition form with receipts attached.
- c. Gas and fuel refills.

Exceptional Circumstances

The secretary-treasurer may authorize the immediate purchase of any item or service without recourse to the provisions of this procedure where:

- a. staff, student or public safety is in question;
- b. purchase will prevent damage to School District facilities;
- c. essential services will be restored; and/or,
- d. essential physical plant services will be restored.

It is not necessary to tender or go through the quotation process for purchases of used items and legal services.

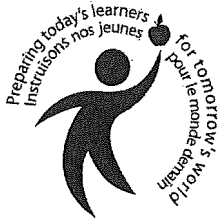
Determination of Suppliers

Purchasing Card Program

The Purchasing Card Program is not intended to avoid or bypass purchasing policies and procedures as outlined in these regulations. Instead, it is intended to provide flexibility and autonomy to the user while complementing current existing purchasing procedures and payment guidelines. Unlike personal charge cards, the P-Card Program incorporates controls over certain types of expenditures. These controls ensure that the P-Card can only be used with specific types of merchants and within specific dollar limits.

Quotations Process

- a. Request for quotes can take the following forms:
 - i. Written quotations from three or more sources in response to a written request. Responses may be submitted by fax or email;
 - ii. Verbal quotations given by two or more supplier representatives, usually by telephone. Such quotations are to be recorded by the requester and retained with the purchase order;
- b. All things being equal quality and suitability preference shall be given to local firms, then BC and then Canada. Local and provincial firms which have previously supplied the school district will continue to be given the opportunity to provide quotations on items similar to those which they normally supply. Should a school or department wish an exemption from requesting quotes from previous suppliers, approval must first be obtained from the secretary-treasurer.



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

- c. Quotations must be solicited from a minimum of three (3) suppliers, except when less than three (3) are known. If assistance is required with the names of potential suppliers, contact the School Board Office, Maintenance Department, or Learning Resources Centre as appropriate.
- d. Quotation forms may be forwarded to suppliers either direct or through the School Board Office.
- e. Copies of quotations received must be kept with the purchase documentation for later verification.
- f. The requisition must include the date of the quote and other pertinent details, such as whether or not delivery cost is included in the price. Incomplete requisitions will not be approved.
- g. If quotations are obtained from less than three suppliers, or if purchase from other than the low bidder is recommended, a memorandum of explanation must be kept with the purchase documentation.

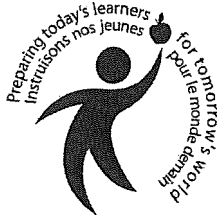
Petty Cash Administration

The policy on the use of Petty Cash is as follows:

- a. Petty cash will not be used without prior approval of the principal.
- b. Petty cash will be reimbursed **ONLY** if submitted within thirty (30) days of the purchase.
- c. To reduce the administrative burden created by the use of petty cash, school principals will set and monitor the limit of purchase using petty cash.
- d. There will be no administration conducted by accounts staff to obtain tax rebates on petty cash purchases.
- e. Schools and departments are to submit a remittance form on a bi-weekly schedule.
- f. This policy does not apply to the purchase of equipment and technology hardware/software as these purchases should be made through the Information Technology and/or Operations and Maintenance departments.
- g. Suppliers with poor performance records should have their vendor registration revoked for periods of time. To enable this to be defensible, schools should send documented instances to the warehouseman for compilation.

Tendering

1. All projects having an estimated value in excess of \$50,000.00 that would be funded through the Capital Plan or Local Capital budget shall be subject to a full public tender and tendered as a "Stipulated Sum Contract".
2. Projects having an estimated value of up to \$50,000.00 may be handled by selective tenders from a minimum of three bidders if possible. Only bidders appropriately qualified to perform the work or provide the service should be considered. Full tender documentation would not be required in this instance.
3. All invitations to tender shall be circulated as widely as possible.



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

4. Invitations to tender shall be open for a minimum of fifteen working days from the date the invitations were made public.
5. All tenders shall be submitted on the documentation provided and in a sealed envelope clearly marked "Tender: Do Not Open". Tenders submitted by facsimile and received by tender closing will be accepted.
6. Tenders received shall be clearly marked with the date and time of receipt and held unopened until the official tender closing. Tenders received after the tender closing time shall be marked "Late Tender", remain unopened and returned to the bidder by the Secretary Treasurer or designate.

Opening of Tenders

1. The Board shall be made aware of all tender closings.
2. The Board shall be represented at the opening of tenders by the consultant, if applicable, Secretary Treasurer or designate, and the Properties Department designated contact person.
3. The consultant shall submit a written recommendation regarding the award of contract within forty-eight hours following the close of tenders.
4. The lowest qualified tender received, that is supported by a recommendation from the consultant shall form the contract, providing that it is within the budget approved.
5. Tenders funded from a Capital Plan must receive Ministry of Education approval.
6. To award a contract to other than the low bidder, it must first be approved by the Board and supported by a written recommendation from the Secretary Treasurer or designate, giving full justification for the recommendation.

Withdrawal of Tenders

Tenders may be withdrawn personally, by written notice, fax, or email provided such notice of withdrawal is received by the appropriate member of senior management or delegate prior to the tender closing time.

Revisions of Tenders

- a. A tender already delivered to School District No. 69 (Qualicum) (owner) may only be revised in the following manner and the revision must be plainly referable to a particular tender. Revisions to tenders already received must be submitted only by fax or signed letter. The revision must state only the amount of which a figure is to be increased or decreased or specific directions as to the exclusion or inclusion of particular words.
- b. Please note in the case of faxed revisions to tender, School District No. 69 (Qualicum) assumes no responsibilities and the bidder assumes all risks of using faxed communications for revisions. The faxed transmission must be received by the appropriate member of senior management or delegate prior to closing time.
- c. Alterations, qualifications or omission to the tender form may be cause for rejection.



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

- d. Failure to complete the tender document may result in rejection of tenders submitted.

Awarding of Tender

- a. This tender will be irrevocable for a period of sixty (60) days from tender closing time. The lowest or any tender will not necessarily be accepted.
- b. The completed tender document, terms, conditions, instructions, specifications and any attachments shall become part of any contract entered into between the successful bidder and School District No. 69 (Qualicum).
- c. The right is reserved to reject any or all tenders and to waive any minor informalities or irregularities in tenders received.
- d. This tender, if awarded, may be in whole or in part and School District No. 69 (Qualicum), reserves the right to award this tender to multiple bidders. In the event of funding difficulties, some areas or schools may be eliminated in order to meet budget constraints.
- e. Criteria for award or rejection of this tender may include but not be limited to the following: price stated, total cost implication, product quality, references, past performance and the demonstrated ability and personnel to fulfill the requirements of the tender.

Insurance Clauses

The successful bidder must provide proof of the required insurance within five (5) business days of notice of award prior to proceeding with the work.

Indemnification

Notwithstanding the provision of coverage and insurance by the owner, the contractor will indemnify and save harmless the owner, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the owner, may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly by reason if any act or omission of the contractor or of any agent, employee, officer, director or subcontractor of the contractor pursuant to this contract, excepting always liability arising out of the independent negligent acts of the owner.

1. The contractor shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance with insurers licensed in British Columbia and in forms and amounts acceptable to the owner:
 - a. Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury and property damage. The owner is to be added as an additional insured under this policy. Such Insurance shall include, but is not limited to:
 - .01 Products or Completed Operations Liability;
 - .02 Owner's and Contractor's Protective Liability;
 - .03 Blanket written Contractual Liability;
 - .04 Contingent Employer's Liability;
 - .05 Personal Injury Liability;
 - .06 Non-Owned Automotive Liability;
 - .07 Cross Liability;



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

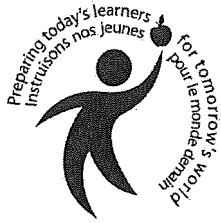
- .08 Employees as additional Insured's;
- .09 Broad Form Property Damage;
- .10 Broad Form Completed Operations;

and where such further risk exists:

- .11 Shoring, Blasting, Excavating, Underpinning, Demolition, Pile driving and Caisson Work, Work below Ground Surface, Tunneling and Grading, as applicable
 - .12 Elevator and Hoist Liability; and
 - .13 Operation of Attached Machinery.
- b. Automobile Liability, on all owned or leased vehicles in an amount not less than \$2,000,000.
 - c. Aircraft and/or Watercraft Liability, where applicable, for all owned or non-owned craft operating or used in the performance of the work by the contractor, in an amount not less than \$5,000,000 per occurrence and including aircraft passenger hazard liability, where applicable.
 - d. Property insurance, which shall cover all property, of every description, to be used in the construction of the work, against "All Risks" of physical loss or damage, while such property is being transported to the site, and thereafter until substantial performance of the work. Such policy of insurance shall extend to protect the interest of the owner, and shall contain a waiver of subrogation against the owner.
- 2. All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the owner.
 - 3. The contractor shall provide the owner with evidence of all required insurance prior to the commencement of the work or services. Such evidence shall be in a form acceptable to the owner. When requested by the owner, the contractor shall provide certified copies of required insurance policies.
 - 4. All required insurance shall be endorsed to provide the owner with thirty (30) days advance written notice of cancellation or material change.
 - 5. The contractor hereby waives all rights of recourse against the owner with regard to damage to the contractor's property.
 - 6. The contractor shall require and ensure that each subcontractor maintains liability insurance comparable to that required above.
 - 7. Unless specified otherwise, the duration of each insurance policy shall be from the date of commencement of the Work until the date of the final certificate for payment.

Bonds

The contractor shall enclose a Bid Bond or certified cheque in the amount of ten percent (10%) of the total of the tender figure(s) in the lawful money of Canada, made payable to the owner.



Project Architects

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

Disposal of Capital Assets

1. Prior to disposing of any land, buildings, leases, rights-of-way and easements, the Board shall in each such case:
 - a. consider the future educational needs of the school district and the effect of the disposal of same.
 - b. dispose of the land, building, lease, right-of-way or easement by public meeting or public tender with or without accepting any offers or the highest offer;
 - c. dispose of the land, building, lease, right-of-way or easement at the fair market value.
2. Fair market value in the disposal of any land, building, lease, right-of-way or easement shall be determined by a professional appraisal obtained at the direction of the Board and consideration for such value may be comprised of cash, trade, barter or otherwise.



BOARD POLICY 404 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

3. The Board shall pass a bylaw authorizing the disposal of any land, building, lease, right-of-way or easement authorizing the disposal of same prior to the disposal.
4. Once the Board has disposed of any land, building, lease, right-of-way or easement, the Board shall provide the Minister of Education with:
 - a. a copy of the authorizing bylaw; and
 - b. written notification of the disposition and allocation of the proceeds of the said sale as required under Section 100 (2) of the *School Act*.

Disposal of Surplus Material

Where equipment, vehicles or materials are considered surplus to the needs to the School District and are expected to have resale value, the Secretary Treasurer may direct these items be disposed of in any one of the following ways:

- a. Offered for sale to public bodies
- b. Sold at public auction;
- c. Sold by public or invited tender;
- d. Sold at a fixed price public sale
- e. Sold privately (Private sale shall be restricted to items which have previously been offered under a, b, c, or d above or where the potential benefits of such a process are greater than the costs of it.)

The cost of disposing of the item must not exceed the expected resale value.

Equipment, vehicles or material will not be sold to school district employees unless they are the successful bidder in a public tender process.

Where equipment or materials are considered surplus to the School District's need and do not have a resale value, the Secretary Treasurer or designate may authorize items to be disposed of according to environmentally acceptable practices including,

- a. salvaged for parts
- b. scrapped
- c. traded in for credit against purchases.

Disposal of Surplus School Buses

Whenever possible, surplus school buses shall be traded to bus dealers provided the trade price is deemed to be of fair market value.

Only if a surplus school bus cannot be traded to bus dealers, any alternating flashing lamps and any stop arm fitted to the school bus must be removed and all school district identification, any School Bus lettering and the warning signs associated with the alternating flashing shall be removed prior to any surplus school bus being offered for public tender.



BOARD POLICY 401 101 - ADMINISTRATIVE PROCEDURES

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

References:

- Board Policy 401: Projects: Tendering, Purchase and Disposal
- Board Policy 301: Living Wage
- The School Act
- Ministerial Order (M193/08) Disposal of Land or Improvements Order

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:

DRAFT



Finance & Operations Committee of the Whole Report
Monday, September 14, 2020
VIA ZOOM
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.*

Acknowledgement of Traditional Territories

Presentation:

None

Project Updates:

- **Oceanside Community Track (at Ballenas) Project Update**
Superintendent Elder shared that RDN OSC deferred their motion on funding support until the fall, so will likely be considered at their next meeting. Nothing further to report on fundraising as the COVID response by various levels of government has shifted their priorities.
- **Arrowview Elementary Child Care Space**
Chris Dempster, General Manager of Operations, provided a status report of the progress to date on this project. Ministry signage is forthcoming and work continues on legal surveys and permits.

Items for Discussion

- **2020/2021 Funding & Enrolment Update**
Associate Superintendent Wilson shared that enrolment is still shaking out but schools are cautiously optimistic that the early projections will be met. CEAP enrolment is higher as some families look for alternates to in class instruction. It's still too early to tell how the numbers will convert to FTE and therefore operating grants, but conservative staffing is allowing responses as necessary. Secretary Treasurer Amos shared information on the Provincial and Federal Safe Return to School funds.
- **2019/2020 Financial Statements**
Secretary Treasurer Amos reviewed the financial summary. It was noted that the District did not use the appropriated surplus and actually finished with a small surplus. The FSDA that was included is intended to be read along with the Financial Statements which will be presented next week at the Regular Board meeting.
- **CUPEBC Seamless Care Proposal**
Trustee Austin introduced this proposal and spoke in support of the District doing what it could to consider its possibilities. General discussion on what the District is doing now and the work of ELCCO. It was determined that more information is needed on this proposal.

Items for Discussion Continued:

- **Class Size Costing**

Trustee Austin provided background to this item and asked if there was a need for staff to provide estimates on the costs related to reducing class sizes. Discussion on what would be the parameters to such a request of staff and the merits in the information if it were provided. An example was provided that if class size were reduced by half, then double the classrooms would be required and double the teaching staff; other capital implications would follow. In the interests of time, it was determined to add this to the Committee's next agenda.

Recommendations to Board of Education

No recommendations to come forward

Information Items

- **Parksville Civic & Tech Center (PCTC) Agreement**

Secretary Treasurer Amos shared with the committee on work done by the partners this summer to revise this agreement. The agreement was updated to include a joint committee setup to discuss ongoing issues and to better coordinate initiatives of a mutual nature, for example, use of foyer and art installations. The agreement was also updated to include a better defining of work done on the facility and some removal of old and redundant language.

- **District Flu Vaccinations Motion to Board**

It was shared that the annual request for Board support of Flu vaccinations would be coming to the next Regular Board meeting. It was noted that there will likely be a higher demand for the shots this year given the times.

- It was asked that for future meetings the COVID related costs be shared with the Committee. In light of the additional reporting requested from the Ministry this will not be a problem.

Next Meeting Date/Location:

- Monday, October 19 at 10:30, via Zoom



SCHOOL DISTRICT No.69 (QUALICUM)

August 28, 2020

The Honourable Rob Fleming
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2

via email: minister.educ@gov.bc.ca

Dear Minister Fleming:

The Board of Education of School District 69 Qualicum was pleased to hear Prime Minister Trudeau announce on August 26, 2020 that \$2 billion in federal funds would flow to the provinces and territories in support of a safe reopening of schools this fall, with \$242.4 million of that targeted for British Columbia.

We were equally pleased to hear your announcement, Minister, on the same day, that parents would be supported with home based learning without having to transfer to distributed learning or withdraw from school and register for home schooling. We will, of course, encourage all families to have their children attend school, but we understand that parents also need choice. As you stated, "we understand that there are families who for medical health or other reasons don't feel comfortable yet having their children back in class . . . it is my expectation that school districts will be flexible . . . will work with families to provide options to keep children connected to their school community, and that is why I have directed school districts to contact all families in their school communities to share their safety plans and confirm if their child is attending school or if they will require a remote on-line learning option."

Our Board has already asked parents to advise the school if they need to have their children remain at home for reasons of concern for family health and well-being. Approximately 12% of our families have indicated that they have a need for that home support and they appreciate not having to withdraw from the neighbourhood school to register with DL or as home schoolers. We understand that we cannot expect classroom teachers to teach in the hybrid environment of June; therefore, we will be assigning additional teachers the primary responsibility of serving as home support contacts for children learning from home. Those teachers will liaise with classroom teachers to ensure that the children being supported at home, whether by parent choice for family health reasons or for reasons of illness, symptom monitoring or required isolation, are staying connected to their classes, teachers and classmate.

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We have two requests at this time Minister:

- 1. That the portion of federal funds that will be made available to public schools be distributed on a per capita student enrollment basis;**
- 2. That school districts be provided with the autonomy to direct those funds to areas of greatest need including both health and safety measures and additional staffing to support home based learning.**

We thank you for your continued support during these difficult times and we look forward to your response.

Sincerely,



Eve Flynn, Board Chair

c: Board of Education, SD69
Dr. Keven Elder, Superintendent of Schools, SD69
Mr. Ron Amos, Secretary Treasurer, SD69
BCSTA
BC Boards of Education (via BCSTA)
Local Media

File: 0530-01 MoE



SCHOOL DISTRICT No.69 (QUALICUM)

September 1, 2020

The Honourable Adrian Dix
Minister of Health
PO Box 9050 Stn Prov Govt
Victoria, BC V8W 9E2

via email: HLTH.Minister@gov.bc.ca

Dear Minister Dix:

At its regular board meeting of August 25, 2020, the Board of Education passed the following motion:

THAT the Board Chair, on behalf of the Board of Education of School District 69 (Qualicum), write a letter to the Minister of Health, copied to the Premier and Minister of Education of BC, requesting clarification regarding the government's COVID-19 plan for return to school. Aspects that require clarification are but not limited to:

1. What criteria will the government use to move between stages of reopening?
2. Does each school district have the authority to make the local decision to move through the various stages?
3. If there is an outbreak in a district, will that effect what stage other districts are in?
4. If there is an outbreak specific to a school in a district, does the whole school require quarantining? Or will the government only require quarantining on an individual basis.
5. Will the government consider a selective return to closure of various businesses to help lessen the spread of covid-19, as a consideration to slow the spread of covid-19, to ensure that schools will be open to serve our children's educational needs

The Board of Education would like clarification of these items, and others, in order to facilitate the return to schools in September in our district and British Columbia.

Sincerely,

Eve Flynn, Board Chair

c: The Honourable John Horgan, Premier of British Columbia
The Honourable Rob Fleming, Minister of Education
SD69 Board of Education
Dr. Keven Elder, Superintendent of Schools, SD69
BC School Trustees Association
BC Boards of Education (via BCSTA)