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QUALICUM SCHOOL DISTRICT  
REGULAR BOARD MEETING MINUTES

TUESDAY, JANUARY 23, 2024  
6:00 PM  
VIA VIDEO-CONFERENCING

## ATTENDEES

### Trustees

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

### Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Phil Munro	Director of Operations
Jennifer Lunny	Vice-Principal, Kwalikum Secondary School Qualicum District Principals and Vice Principals Association

### Education Partners

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

## 1. CALL TO ORDER

Chairperson Flynn called the video-conferencing meeting to order at 6:00 p.m.

## 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations and she thanked them for allowing the Board to live, work, play and learn on this beautiful part of the province and for their stewardship of the land.

## 3. ADOPTION OF THE AGENDA

### 24-01R

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland

**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: December 12, 2023
- b. Ratification of In Camera Board Meeting Minutes: December 12, 2023
- c. Receipt of Ministry News Releases
  - Student activities enhanced by funding for parent advisory councils
- d. Receipt of Reports from Trustee Representatives
  - OBLT Early Years Coalition – Trustee Young

**24-02R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of January 23, 2024, as presented.

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS****a. Kwalikum Secondary School Logo Change**

Superintendent Jory spoke to the process undertaken by the Kwalikum School community to update their school logo. While the board does not have a policy for that process; however, before the school begins to change signage and purchase school swag, he had requested that the principal of the school provide an outline as to how the new logo was created and to provide the Board with the opportunity to support the change.

Lori Marshall, Principal of Kwalikum Secondary School, then spoke to the consultation undertaken with students and staff which determined that retaining the Kondor name was important to represent the school's history while also modernizing the logo. A past student with a design firm volunteered to create a new logo with their team pro bono and brought back some options for staff to review. A decision was made to keep the same colour scheme and the image was finalized in September with staff using it sparingly on letterhead prior to any changes being made to add it to the school or order school wear. The new logo was then shared on screen for the Board to see.

A recommendation for the Board to support the new logo was considered later in the meeting under Trustee Items.

**6. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)**

None

**7. BUSINESS ARISING FROM THE MINUTES****8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

Matt Woods, MATA President, commented as follows:

- a. Acknowledgement and congratulations to Lori Marshall (Principal of Kwalikum Secondary School) and her staff on creating the new Kwalikum Secondary School logo and for sharing the process and story that led to its creation.
- b. MATA held its General Meeting on Tuesday, January 16<sup>th</sup> which was attended by Clint Johnston, President of British Columbia Teachers' Federation. Mr. Johnston highlighted many concerns and initiatives that the BCTF is involved in at the

provincial level with teacher shortage, teacher workload, and consistency and similarity across districts in implementing the reporting order.

MATA members welcomed many new teachers to the area and formally elected Dana Tang as their Social Justice Committee Chair and Amanda Girgan as their Aboriginal Education Chair. The MATA Annual General Meeting will be held on Tuesday, May 7<sup>th</sup> this year.

- c. MATA will be interested in, and looks forward to, an update on the results of the Ministry's review of the District's Learning Support Program in the near future.
- d. In consideration to the discussion around early starts, MATA requested that time be given to each school site to discuss the complete structure of the day including current start times. Most schools are still operating on an adjusted schedule implemented during the pandemic and some teachers have expressed a wish to go back to a 35 or 40 minute lunch.
- e. As budget season approaches, MATA would like the Board to consider prioritizing the cost of providing teacher in-service and teacher time within the instructional day to support new initiatives that are being implemented from the provincial level as well as the district level rather than having to use Pro-D time, or find time outside their workday.

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

Sherrie Brown, CUPE Local 3570 President, reported that she had attended the Canadian Labour Congress (CLC) Winter School from January 14 to 19<sup>th</sup>. One of the main topics discussed was workplace violence, which encompasses a range of behaviours from verbal abuse and intimidation to physical assault. She stated that this is a serious issue that can have far-reaching consequences for both employees and organizations. While the direct physical and emotional harm caused by violent incidents is apparent, there is also a less conspicuous impact on employee attendance.

She noted that, while the district has an existing Health & Safety Committee, she suggested that it does not address the day-to-day incidents. Therefore, on behalf of the Union, President Brown requested that the Board consider the possibility of establishing a Workplace Violence Prevention Committee for support staff and teachers. The Committee could develop and implement a comprehensive workplace violence prevention program that includes training, communication, and reporting mechanisms as well as offer support services following a violent incident.

#### **10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Angel Delange, DPAC Secretary, reported on the following:

- DPAC sent out a survey to families entitled "DPAC Learning Opportunity Inquiry 2023" which asked parents/caregivers to weigh in on topics of importance to them and where they would like DPAC to direct its BC's Gaming Grant of \$2500. From 179 responses the top six topics of importance to parents/caregivers were:
  1. Social Media Awareness
  2. Internet and Social Media Awareness
  3. Anxiety
  4. Meal Planning & Nutrition
  5. Sexual Health
  6. Dangers of Smoking & Vaping

DPAC is currently looking for ways to support parents/caregivers and would welcome any collaboration with the school district to increase education on those and other topics of interest.

- PAC/DPAC volunteers' dedication was acknowledged for all the time they donate to support the many DPAC activities throughout the district as well as sharing successful and challenging moments of school life at the monthly DPAC meetings.
- DPAC encouraged PACs to reach out to their school's Trustee Liaison and ensure they are invited to attend the PAC monthly meetings as trustees are able to offer insight into the broader roles and responsibilities of the district, and are available to take concerns from parents/caregivers back to the Board.
- Parents/guardians were reminded of the various ways they could reach out for information at the school, district and provincial levels.

## 11. ACTION ITEMS

None

## 12. INFORMATION ITEMS

### a. Superintendent's Report

Superintendent Jory reported on the following:

- At the senior staff level, there's a dual focus on current-year responsibilities and future planning for the 2024-25 academic year. Key tasks include managing kindergarten registration, student projections, staffing plans, and budget discussions. Meanwhile, secondary schools are preparing for the upcoming semester change, with efforts to support students through the current term, conclude ongoing courses, and initiate the next ones.
- The district still faces some challenges on the staff absentee front. December had the highest replacement costs in the district's recorded history for that month, and only part of those costs can be attributed to the additional five days. Various illnesses are still making the rounds, impacting rosters as they did last year, and some longer-term leaves were also activated adding to the recent challenges.
- The district's Teacher Teaching on Call (TTOC) roster has been enhanced and, again, there have been very few days where it relied on any kind of internal coverage. The other staff rosters have been rebuilt since the challenges of a year and two years ago, so there have been far fewer impacts to the system. Financially, though, the district is still spending money on replacements at a similar rate to the last two years, which will continue to present a budget pressure as those conversations begin in earnest.
- Superintendent Jory has heard from a number of education staff how much they appreciated the additional time in January due to the late winter break, and that they may have even preferred this year's unusual holiday format.
- The district had experienced some inclement weather over the past two weeks. Conditions were poor enough on some side streets and hilly rural roads that busing was cancelled on a number of days. As much as doing so can be an inconvenience to parents and students, Dr. Jory reminded everyone that those decisions are primarily about student safety, as well as the need to look after the district's bus fleet. The texting program the Transportation Department started using last year is paying big dividends in communicating with bus parents in real time. Director of Operations, Phil Munro, and his team are doing amazing work with our inclement weather responses, and will continue to evolve district practices and consider new ways to improve service while keeping staff and students safe.

- Earlier this month the Indigenous Advisory Council met and engaged in a discussion regarding the Bill 40 Legislation, acknowledging the ways this district's practice already matches the expectations as well as the areas where it will need to adapt in order to perfectly reflect both the letter and the intent of the language. Next steps will include revising the district's Terms of Reference to meet current needs, consider ways to further include local voices in hiring practices, and add more opportunities for feedback and ultimately approval of Indigenous program spending, all of which are a place of comfort for current staff.
- There have been some stimulating conversations lately about the new Needs Response Teams (NRT) strategy that is rolling out in the coming days. This concept contains a number of features that have been used in the district over the last decade, borrows from Dr. Jory's own professional learning community experiences in the Cowichan Valley School District and the Collaborative Models of Support practice in Sea to Sky School District, and will be heavily influenced by this district's ongoing work using Observable Impact. The basic concept is that enrolling teachers will be arranged in small teams with a non-enrolling specialist, then given regular release time over six weeks or so to select and address their problems of practice in a collaborative and supportive environment, before reporting out. The hope is to be able to continue to evolve this structure over the next few years and use the time to build teacher capacity and grow collective efficacy across our schools. The first phase of this structure will begin to be active across schools soon.
- Further to the ongoing later start conversation, the survey generated approximately 2000 total responses from staff, students, and parents and caregivers were received to the survey. The survey was introduced with an information page that gave a brief collection of insights into the reasoning, and included a link to the research regarding start times. The Superintendent had raised the issue for a number of reasons, including potential gains in attendance, achievement, and mental health, all of which are directly related to student sleep. Mostly though, he was interested in equity, noting that some Qualicum School District students in rural areas are attending two schools that start at 8:10 and may be catching the bus prior to 7 am in the morning.

Responses to the survey, which have been provided to the Board in their entirety, were varied. There was a 40-60 percent defense of the status quo, depending on the category of respondent. The desire to move to elementary times no earlier than 8:30 or even later still, and secondary times no earlier than 9:00 or even later still, was shown in 27 to 35 percent of responses, with the flexibility to stay or change expressed in the balance. It was noted that those numbers might look quite a bit different depending on the current start time of the respondent, and would absolutely reflect how well they and their family are dealing with it. The comments were appreciated which showed an understanding of the needs of other folks in the school district. He also noted that some comments as to why a choice was made may reflect a lack of understanding of the potential impact, such as, "If we start later we will end later and I will be late for basketball", not realizing that basketball would be later as a result of a bell shift. Senior staff will be collecting some focus group information and will bring that to the Board next month to add to its further discussions, along with any other information the Board would like staff to provide.

- Superintendent Jory then thanked all staff for doing what they do. Whether they clean the floors, repair electrical panels, update student files, teach, mentor, or support students in any way, their efforts are noticed and appreciated.

**b. Educational Programs Update**

Rudy Terpstra, Director of Instruction, reported on the following:

- Further to comments by Superintendent Jory and MATA President Woods regarding the Reporting Order, part of the reason the Qualicum School District is in a good place regarding Learning Updates is that it was part of the pilot district, and designed its reporting through the district's Assessment Committee which included teachers as well as administrators. The practice goes back literally decades as this was one of the first districts not to provide letter grades for elementary students until Grade 5 for over 30 years and then extended that up to Grade 9 before this Reporting Order. Parents/caregivers will all have received not only November high school learning updates but also before elementary school learning updates shortly before the winter break. High school students will be receiving Learning Updates in mid-semester in February and elementary students again leading up to spring break.
- Nanoose Bay Elementary School is piloting the use of the Spaces Platform for its Learning Updates and senior staff will be interested to hear from Nanoose Bay staff as to how it all went and what their recommendation would be for other schools to use Spaces.
- Every year the district has students involved in the Youth EXPLORE Trades Sampler at Vancouver Island University (VIU) and this year they are also running a specific Indigenous student cohort and a specific women's cohort. The district is supporting students by arranging bus transportation to VIU from Ballenas Secondary and staff look forward to hearing how all those students progress.
- Qualicum School District will be hosting the Island Leadership Coalition group on February 26<sup>th</sup> at the Quality Bayside Resort for educators interested in leadership opportunities. Chief Recalma of the Qualicum First Nation has graciously agreed to welcome that group to its territory.

Gillian Wilson, Associate Superintendent, reported on the following:

- The Ministry Audit Team is currently in the district for an audit of the district's Learning Services and she acknowledged the work Principal Tandy Gunn and her team have done to prepare for the audit and ensure files were in order, and which they were also complemented by the audit team.
- Kindergarten registration started on Monday, January 22<sup>nd</sup> and parents/caregivers can register their child online using MyEdBC. This year, applications to the programs of choice (Kindergarten French Immersion, Primary Learning Community Program and STREAM) have also gone to an online process. She noted that there will be a lottery held for the non-sibling French Immersion applicants.
- Further to the DPAC survey of parents/caregivers, Associate Superintendent Wilson advised that, for a counsellors meeting held earlier in the day, she had brought in a guest from VIHA's who spoke about eating disorders and the VIHA Eating Disorders Services, which has operated in Nanaimo for 2 years. The Qualicum School District has seen a rise in eating disorders in both males and females, which is of concern. She has

spoken with the Eating Disorders Service Group and they have accepted an invitation to make a presentation at the district's Grade 7 Health & Wellness Conference in May. The counsellors also talked about sexual health education and anxiety, so the alignment in terms of what is coming back from parents is definitely something that is being noticed in schools.

- Acknowledgement of the principals at each of the secondary schools who met last week to have conversations that take place a few times throughout the year to talk about the students who may be struggling for a variety of reasons. Students at the Grade 12 levels are reviewed to determine who each individual learner is and what supports do they need to ensure those students are moving move towards graduation.
- One of the Needs Response Team (NRT) groups had met on January 23<sup>rd</sup>. Associate Superintendent Wilson spoke with the Principal of that school and there was positive feedback on having that time for teachers to sit together and work on a common topic, knowing that they would come back and have another conversation about it the following week. There is also some conversation about how they can share at staff meetings so other staff know what other groups are doing.
- She then shared some high level findings from the McCreary Centre Society's BC Adolescent Health Survey as they related to the students in the Qualicum School District. This will be discussed in more detail at a future Education Committee of the Whole meeting to drill down to some more specific questions.

### 13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

Trustee Young referred to the report as provided in the agenda package noting that one of the main topics of discussion was the Ballenas Track Project.

#### a. 2023-2024 Amended Annual Budget

##### 24-03R

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2023-2024 fiscal year at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

##### 24-04R

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$70,574,667 for the 2023-2024 fiscal year.

CARRIED UNANIMOUSLY

##### 24-05R

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$70,574,667 for the 2023-2024 fiscal year.

CARRIED UNANIMOUSLY

**24-06R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$70,574,667 for the 2023-2024 fiscal year.

CARRIED UNANIMOUSLY

**14. POLICY COMMITTEE OF THE WHOLE REPORT**

Trustee Austin noted that there was a policy committee report included in the agenda which provides a synopsis of the conversation that preceded these policies.

**a. Board Policy 100: Sustainable Practices****24-07R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 100: *Sustainable Practices* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**b. Board Policy 105: Use of School Facilities****24-08R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**c. Board Bylaw 5 – Student and/or Parent/Caregiver Appeals to the Board of Education**

It was noted that the bylaws being given 2<sup>nd</sup> and 3<sup>rd</sup> reading only contained housekeeping items for the changing of the logo and wordsmithing.

**24-09R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 5: *Student and/or Parent/Caregiver Appeals to the Board of Education* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**24-10R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedures at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**d. Board Bylaw 6 – Indemnification**

**24-11R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**24-12R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**e. Board Bylaw 7 – Bylaw and Policy Development and Review**

**24-13R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**24-14R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**f. Board Bylaw 2 – Board Structure**

**24-15R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**g. Board Bylaw 4: Banking**

**24-16R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of January 23, 2024.

CARRIED UNANIMOUSLY

**15. EDUCATION COMMITTEE OF THE WHOLE REPORT**

Trustee Austin referred to her report as provided in the agenda package.

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

None

**17. TRUSTEE ITEMS**

Trustees debated whether or not there was a need to approve the new Kwalikum Secondary School logo, considering that there was no language in policy regarding naming and logos. It was agreed that there should be some guidelines in place for these types of situations and, by at least formalizing support for the logo in the absence of a policy, to recognize the work that has gone behind it. This part of the process could then, perhaps, guide the work on creating a policy.

**24-17R**

*Moved:* Trustee Flynn                      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of the School District 69 (Qualicum) support the new Kwalikum Secondary School logo as presented.

CARRIED UNANIMOUSLY

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

There were no comments or questions from the public.

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:24 p.m.

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CHAIRPERSON

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SECRETARY TREASURER