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**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
MONDAY, APRIL 15, 2024
1:00 P.M.
VIA VIDEO CONFERENCING**

Facilitator: Trustee Carol Kellogg

Mandate: *To discuss and make recommendations to the Board on all matters related to Bylaws, Policy, and Administrative Procedures.*

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

1. INTRODUCTIONS

2. FOR INFORMATION

a. Administrative Procedures to Board Policy 108: School Generated Funds

Assistant Secretary Treasurer Hung noted the changes made came from recommendations by the auditors and after conversations with some of the schools. He then walked through the changes to the administrative procedures, noting that the new wording differentiated between cash and cheques, how often deposits are made by the schools and a limit to how much cash could be kept on site over a weekend to decrease the weekly requirement for bank deposits.

Assistant Secretary Treasurer Hung then reviewed some more extensive changes which were made to were made in reference to Ledger Accounts and General Contingency Balances. It was understood that some ledger accounts may have negative balances at year end, such as a PAC subsidized field trip; however, some of the money may not be collected until the fall. The rationale was to ensure that any ledger accounts that had a negative balance at year end were to be accompanied by a note outlining when and how the balance was to be repaid in full.

General Contingency Balances are general funds held at schools that have no targeted purpose, such as those obtained from vending machine sales or from interest on savings. After consultation with schools, it was determined that schools may hold contingency balances to a maximum of \$4000 for elementary and \$7000 for secondary to help address any unforeseen circumstances.

The administrative procedure will be presented for information at the April Regular Board Meeting.

3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING

a. Board Policy 804: Physical Restraint and Seclusion of Students

Superintendent Jory noted that the wording was updated to remove the reference to 'special needs', which is now considered derogatory. Reference is now being made to the ministry guidelines rather than including quotes from the document, which includes that former wording.

A review of the updated Report from Inclusion BC titled: *Stop Hurting Kids 2* was suggested to determine if there might be any other wording that might be considered for inclusion in the revised policy.

https://inclusionbc.org/wp-content/uploads/2018/11/InclusionBC_StopHurtingKids2.pdf

The policy will be presented for first reading at the April Regular Board Meeting.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING

a. Board Policy 103: School and District Branding

Superintendent Jory noted the change in title from *New/Repurposed Facilities* and the extensive rewrite of the policy under the new title as most of the information that was in the formerly titled policy exists in Board Policy 105: *Use of School Facilities*.

He then recapped the changes that were made including the additional four guiding principles regarding school and district branding.

Upon review of the new wording the suggested change to remove the guiding principle which stated that no facilities, nor portions of facilities, be named after people, Trustees reaffirmed the original intent of that line and the importance of including it in the policy. It was determined that the sentence would remain as one of the guiding principles.

The policy will be presented for second reading at the April Regular Board Meeting.

b. NEW Board Policy 510: Learning Resources

Director of Instruction Terpstra reviewed the changes made from suggestions made at the last meeting regarding reference to 'the outside world', the renumbering from #5 what is now listed as #3, and wording to make parents aware of the learning resources available to students and that they could view them through contact with their child's teacher or the school's principal.

Director of Instruction Terpstra then requested direction from the Board to clarify materials listed under the definitions that were noted as being "Board Authorized". After discussion, it was decided that "supported by the Board" would be more accurate so that the Board would not find themselves in conflict with definitions that may not reflect the materials approved for use in the Qualicum School District. For example, FNEC may have approved a resource that has local Indigenous communities not fully supporting it; therefore, the District would not want that resource to be considered as "authorized" by the Board.

The policy will be revised as per the agreed-to change and presented for second reading at the April Regular Board Meeting.

c. Board Policy 700: Safe Caring and Inclusive School Communities

Superintendent Jory shared a Ministerial Order that was released on April 12th which stated that Codes of Conduct must include a number of statements related to restricting the use of personal devices at school. As most schools have already undertaken their consultation process for their school's code of conduct, and most have come close to the requirements of the Order, Superintendent Jory will be asking administrators to adopt the terminology "personal digital devices" and weave in some of the specifics that are of most relevance to their school or that have already been supported through consultation already done.

It was discussed and suggested that the policy would be held from second reading pending further revisions. Director of Instruction Terpstra also recommended revisions to the administrative procedures relating to SOGI, specifically the Glossary, as terms are continually evolving which would result in the procedures having to constantly be updated.

It was agreed that the policy and administrative procedures would be deferred to allow for additional revisions as required under the new Ministerial Order. The drafts will be brought to the May Policy Committee of the Whole for review prior to being presented to the Board for second reading.

d. Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising

Trustee Kellogg advised that additional feedback had come from the Kwalikum Secondary School Athletic Department stating that while they appreciated the Board's consideration of allowing local sponsorship, the suggested changes do not quite address their needs as the volunteer time to post and remove signage for each activity/event would be additional time as well as a potential cost when considering how to display logos from sponsors. Their intention when raising funds is for that money to prevent the financial burden to students while not adding additional time and responsibility to volunteers. Trustee Kellogg noted that she was in support of their reluctance to be responsible for posting and removing signage.

Participants acknowledged the financial strain on athletic departments and the potential benefits of sponsorship in funding sports programs. They also discussed the potential pros and cons of sponsorship at length and, while they were in agreement that the policy should allow for sponsorship, with a preference for local sponsorships, it was the mechanism to display advertising for sponsors without increasing the responsibility and time of coaches and athletes, the permanence of signage, and the Board's belief to limit visibility and influence of corporate branding in educational settings that were the challenges.

A timeline for displaying sponsors' logos was also discussed with consensus on allowing it to be posted on a temporary basis.

Superintendent Jory suggested a revision to make reference to advertising for the purpose of extra-curricular sponsorship on a temporary basis. He also suggested an addition to the administrative procedures to allow solicitation of sponsorships for extra-curricular activities in exchange for limited space advertising, which could appear in school publications or on a portion of the gym wall with the principal's approval.

Trustees agreed with the suggestions and Superintendent Jory will present the revised policy and administrative procedures for consideration of second reading by Trustees at the April Regular Board Meeting.

5. BYLAWS/POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING

None

6. FUTURE TOPICS

a. Other bylaw/policy review as required.

7. NEXT MEETING DATE

Tuesday, May 21, 2024 via Microsoft Teams