



**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE REPORT  
TUESDAY, FEBRUARY 18, 2025  
1:00 P.M.  
VIA VIDEO CONFERENCING**

**Facilitator: Trustee Eve Flynn**

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

**1. INTRODUCTIONS AND TERRITORIAL ACKNOWLEDGEMENT**

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.

**2. FOR INFORMATION**

**a. Draft QSD Secondary Athletics Handbook**

Director of Instruction Terpstra highlighted the changes made since the last meeting. He noted that, after discussion with coaches and athletic directors, it was determined that a separate handbook specific to elementary athletics would be drafted in the spring with similar sections included.

Mr. Terpstra clarified that if there is no teacher or staff sponsor, then the Athletic Director would fulfill that role. In the rare case where there is no teacher or staff sponsor and the Athletic Director is not able to attend an overnight trip and no other staff member is available to attend, then that trip will not proceed.

Also of note was that the team selection lists would not be made public as that was deemed as inappropriate. Any student not making the team would be given personal feedback by the coach.

The handbook will be brought forward for information to the February Board meeting to be attached to the Administrative Procedures to Board Policy 506: *Conduct of Coaches*.

It was suggested that Policy 703: *Field Experiences (Trips)* should also address financial hardship and the statement that: *No student will be denied access to a program, course or class that is required for graduation because they cannot afford the fee*, be reviewed so that it was clear that it did not only refer to graduating students but to all grades. Policy 703 will be brought forward for review at the April Policy Committee Meeting.

**b. Administrative Procedures to Board Policy 617: Selection and Assignment of Exempt Leadership Staff**

Superintendent Jory reviewed the revisions made to ensure there was inclusion of an invitation to the Indigenous Education Council, to honour the contract language for notification of retirement, to remove Item 7 as that is no longer the district's practice, and to also note that vacancies will normally be advertised internally and externally.

A revision will also be made to confirm that the Superintendent would present an annual administrative staffing plan to the Board for the upcoming school year, even if there are no changes from the current year.

- c. **Administrative Procedures to Board Policy 703: Student Fees and Subsidies**  
Superintendent Jory referred to wording added to ensure that a link, to the procedures to facilitate participation by any students who might be excluded from a program, class or course due to financial hardship, be included in any request for funds to parents/caregivers. A note was also added to the administrative procedures to ensure that requests for Indigenous targeted and First Nations funding be limited to enhancement activities that are in addition to those being experienced by the general student population.

The Committee then discussed the need to ensure that Policy 703 be revised to reflect wording in the administrative procedure to ensure no child is denied access to a program or activity due to financial hardship. It was further noted that there have been some changes to legislation that would require some revisions to the policy.

It was determined that the changes being proposed for the policy would not interfere with moving the revised administrative procedures forward for information to the February Board Meeting. As previously noted, Policy 703 will be reviewed at the April Policy Committee of the Whole.

It was also recommended that the webpage containing the Board Bylaws, Policies and Administrative Procedures include a short definition of each of those documents.

### 3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING

- a. **Board Policy 600: Personnel**

Links to the MATA and CUPE collective agreements will be added and the context statement revised to include a note that the District takes pride in being a good employer and valuing its employees.

The policy will be brought forward for first reading to February Board Meeting.

- b. **Board Policy 601: Employee Conflict of Interest**

No specific changes to the policy or administrative procedures were suggested at this time. The policy will be forwarded to the February Board Meeting to be confirmed as written.

- c. **Board Policy 602: Exempt Staff Supplementary Employee Benefits**

It was noted that this policy and its administrative procedures speak to matching benefits as provided for in collective agreements that are lost when an employee moves from a teaching position into an exempt position. The Committee suggested that the matching benefits language could be included in exempt staff contracts.

Ryan Brennan, Director of Instruction-Human Resources will review the references to the specific articles in the MATA Collective agreement to ensure they are correct and the link to the MATA Collective Agreement will be included.

The policy will be brought forward for first reading to the February Board Meeting.

**4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING****a. Board Bylaw 3: Meetings of the Board of Education**

The Committee discussed the merits of adding language which would allow the Board latitude to revise the date/time of a Board Standing Committee when exigent circumstances arise, as well as to determine whether or not the meeting will be recorded.

A past query of how best to include student voice at meetings was also discussed. Superintendent Jory will follow up on this and speak to students to find out how they felt they could bring their voice to the board.

It was requested that a 'Status of Action Items' document would be included in the consent agenda of the Regular Board Meeting, if and when required.

Revisions will be made to IX (4) and the Bylaw will be forwarded for 2<sup>nd</sup> reading to the February Board meeting.

**b. Board Policy 500: Communicating Student Learning**

No further edits were suggested and the policy will be forwarded for 2<sup>nd</sup> reading to the February Board Meeting.

**c. Board Policy 502: Field Experiences (Trips)**

A reference to Board Policy 703: *Student Fees and Subsidies* will be added to Guiding Principle 2 c and included in the References section.

The policy will be brought forward for 2<sup>nd</sup> reading to the February Board meeting.

Additional revisions were recommended by the Director of Instruction regarding reference to core competencies which will be brought to the April Policy Committee of the Whole Meeting prior to third reading.

**d. Board Policy 504: Copyright and Intellectual Property**

No further edits were suggested and the policy will be forwarded for 2<sup>nd</sup> reading to the February Board Meeting.

**Board Policy 507: Programs of Choice and Specialty Academies**

No further edits were suggested and the policy will be forwarded for 2<sup>nd</sup> reading to the February Board Meeting.

**f. Board Policy 606: Respectful Workplace**

No further edits were suggested and the policy will be forwarded for 2<sup>nd</sup> reading to the February Board Meeting.

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

None

**6. FUTURE TOPICS****a. Board Policy 603: Employee Attendance Support****b. Board Policy 604: Workplace Bullying and Harassment****c. Board Policy 703: Student Fees and Subsidies****7. NEXT MEETING DATE: Monday, April 14, 2025 at 1:00 p.m. via Microsoft Teams**