



**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE REPORT  
MONDAY, APRIL 14, 2025  
1:00 P.M.  
VIA VIDEO CONFERENCING**

**Facilitator: Trustee Eve Flynn**

*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**

None

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

**a. Board Policy 604: Workplace Bullying and Harassment**

Anna Phillips, Health & Wellness Coordinator, reviewed the revisions which were intended to avoid overlap and make the policy and administrative procedures more concise. The revisions were as follows:

- i. Removal of some of the language in the policy statement that was referred to in the Board's Guiding Principles.
- ii. 'Scope' was pulled out of the administrative procedures and placed in the Policy to ensure it is clear as to who the policy does or does not apply to in the policy statement.
- iii. Definitions were removed from policy as they were also contained in the administrative procedures.

A clarification was requested as to which employees the policy referred to. 'Employee' was defined as encompassing district staff other than the Board of Education as they are governed by the Trustee Code of Conduct included in the Trustee Handbook. That definition will be made clear with some additional wording.

It was also noted that the use of 'employee' versus 'personnel' is to reflect WorkSafe BC policy which uses the term 'employee'.

Discussion was also had as to whether the definitions might provide more clarity to the reader if they were contained in the policy rather than the administrative procedure, and whether 'Scope' would be better situated in the Policy Statement.

Chair Flynn will discuss with Health & Wellness Coordinator Phillips to determine where the references would be best placed.

Health & Wellness Coordinator Phillips then reviewed the changes in the administrative procedures as follows:

- i. Providing a broader definition of bullying and harassment expanded on those additions.
- ii. An additional point to state that bullying and harassment is not any reasonable action taken by an employer or supervisor relating to management and direction of workers or the place of employment. This comes from a WorkSafeBC document and is also referred to similarly in the teachers' collective agreement and the support staff collective agreement.
- iii. The district's reporting and investigating procedures were removed from the administrative procedures and reincorporated as an HR Procedure, which is now the district's internal process for the reporting and investigation of incidents and complaints. This would not be a public facing document and will be posted internally for staff reference.

The policy will be not be forwarded for first reading. It will, instead be reviewed and edited as discussed and reviewed again at the May Education Committee.

**b. Board Policy 703: Student Fees and Subsidies**

Superintendent Jory highlighted the revisions made to make it clear in the policy that when school request funds from families that there is are options for those experiencing financial challenges.

The other revision made was to clarify that core funding is used when all students are involved while targeted funding is for something that is very specialized in addition to curriculum and core funding only after reaching an agreement with the Indigenous Education Council.

The Committee then discussed wording to ensure that families are easily able to access the process at each school to apply for a fee waiver.

Superintendent Jory will edit the policy and administrative procedure to provide that clarity to and ease of access to the process for families.

It was also suggested to remove the reference to 'required for graduation' as a fee waiver could also be requested for courses/activities that are not required for graduation.

The policy will be brought forward for first reading with edits as suggested.

**c. Board Policy 101: Projects – Tendering, Purchase and Disposal**

The Committee discussed whether there were some edits required to the priority list under Guiding Principles and including wording to prioritize buying Canadian.

It was suggested that it might be more practical to create a separate Purchasing Policy for the less costly items and a capital policy for tendering of larger capital projects, especially considering two larger projects having been approved.

The policy will be held for editing prior to being brought forward to a future policy committee meeting for review and potential first reading.

**4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING****a. Board Policy 600: Personnel**

Superintendent Jory noted that the Contextual statement has been bolstered and some minor housekeeping edits made.

No further revisions were suggested and the policy will be brought forward to the April Regular Board Meeting for second reading.

**b. Board Policy 602: Exempt Staff Supplementary Employee Benefits**

No further revisions were suggested and the policy will be brought forward to the April Regular Board Meeting for second reading.

**5. BYLAWS/POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING****a. Board Bylaw 3: Meetings of the Board of Education**

It was noted that inclusion of Student Voice still required some work and could be added at a later date. A request was made to change the word 'exigent' to 'special' in point IX. 4.

The requested edit will be made and the bylaw will be brought forward to the April Regular Board Meeting for third and final reading.

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

No further changes were recommended and the policy will be brought forward to the April Regular Board Meeting for third and final reading.

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

Additional revisions to the context and guiding principles as provided by the Director of Instruction were reviewed.

The changes were accepted and the policy will be brought forward to the April Regular Board Meeting for third and final reading.

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

The striking of Guiding Principle No. 3 was queried as, should the district provide training and knowledge of copyright laws, it should be clear that it would be the responsibility of any individual who breached those laws, not the school or the school district. The point was noted as being redundant as it is already contained in law and, therefore, not necessary to include in Board Policy.

No further changes were recommended and the policy will be brought forward to the April Regular Board Meeting for third and final reading.

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

It was noted that this policy including wording to ensure that applications would include opportunities for bursaries or fee waivers, as was recommended to be included in Policy 703.

No further changes were recommended and the policy will be brought forward to the April Regular Board Meeting for third and final reading.

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

The Committee reviewed the changes made by Anna Phillips, Health & Wellness Coordinator, to clarify who the policy applies to and to reinstate administrative procedures. Upon further reflection and in light of the earlier conversation regarding the Policy 600: Personnel, it was suggested that some additional review and revisions were needed to correct some inconsistencies and clarify to what extent the district has responsibility and to ensure district employees are conducting themselves in an appropriate professional manner.

It was also suggested to include a reference to Board Bylaw 1 which outlines the Trustee Code of Conduct, so that the policy encompasses the entire educational community.

The policy will be held for further review and edits prior to being presented for third and final reading at a future date.

**6. FUTURE TOPICS**

**a. 700 Series: Student Services**

Chair Flynn asked trustees to consider the BCSTA document and Accessibility and Inclusion in upcoming discussions of policy relevant to same.

**7. NEXT MEETING DATE: Tuesday, May 20, 2025 at 1:00 p.m. via Microsoft Teams**