



**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
TUESDAY, MAY 20, 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

Chair Flynn gave thanks to the Qualicum and Snaw-Naw-As (Nanoose) First Nations People for their stewardship of the land on which we live, play and learn.

2. FOR INFORMATION

a. QSD Secondary Athletics Handbook

Rudy Terpstra, Director of Instruction, presented the final version of the handbook for information which will be available to school staff/coaches through the district's staff portal.

A spelling error was noted on page 18 which would be corrected and a suggestion was made to include page numbers in the Table of Contents.

It was also noted that student coaches, which require a coach or teacher sponsor, are seldom used as the District has staff who volunteer to coach.

3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING OR APPROVE AS CURRENTLY WRITTEN

Chair Flynn noted that Policies 603: Employee Conflict of Interest, 604: Workplace Bullying and Harassment, and 101: Projects – Tendering, Purchase and Disposal were being held for revisions and brought to the Policy Committee in the Fall with a potential new Purchasing policy being created with the intent of removing it from the current Policy 101.

a. Board Policy 700: Safe, Caring and Inclusive School Communities

Superintendent Jory recommended a revision to the Administrative Procedures to adjust the due date for the School Code of Conduct Review Forms to filed with the Superintendent of Schools or designate to be May 15th.

The Committee also considered whether #8 was required as #7 outlines what the procedure would be in the case of a breach of the Code of Conduct by a student.

It was also suggested to ensure that Indigenous Principles of Learning voices are represented by the Indigenous Education Council on the Policy's Guiding Principles.

The policy was deferred to the September meeting to allow time for the Superintendent to review district processes for referral when it is a school or district meeting and when it is appropriate to consult with school community, and to make any proposed changes as required.

b. Board Policy 701: Student Discipline

Chair Flynn noted that the Superintendent was considering some revisions in regard to how behavioural issues are dealt with at the school community level rather than at the Board Office level. The current Administrative Procedures do not speak specifically when someone would be referred to the Board Office for a meeting. The Superintendent will discuss with school administration.

It was suggested that the process for dealing with extreme behaviours that could lead to violence be included in the administrative procedures. The procedures should capture the District's practice in those circumstances and how to ensure that the rest of the learning community is not disturbed to the extent it could be otherwise. Once the next steps are articulated, the procedures should be included as to what the response is in the moment, at the school level and then as a district response.

A review of 800 and 900 policies was also recommended as they may relate to 701 and other policies in the 700 series

The policy will be held back for further review and revisions and will be discussed at a Policy Committee in the Fall.

c. Board Policy 702: Provision of Menstrual Products

One slight typo was noted in a referenced link.

No other changes were suggested as it was noted that, while it has become common practice, the policy is a requirement under Ministerial order.

The policy, with the correction to the typo, will be presented for approval as currently written at the May Board Meeting.

d. Board Policy 704: Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation

The Committee considered whether there might be a sentiment to increase the walk limits for the rural area schools from 1.5 km that were set in response to safety concerns regarding narrow roadways, lack of decent lighting and the presence of wildlife.

The Transportation Department staff will be consulted to determine whether or not any adjustments are required.

In the interim, the policy will be presented for approval as written.

Should the Transportation Department recommend a revision to more stringent walk limits, changes to the Administrative Procedures would be brought to the Policy Committee and then the Board for information.

e. Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools

The Committee discussed changing the word 'discouraged' in Guiding Principles #5 to 'not permitted'. It was noted the policy was given an extensive review and edits made in May 2024 to allow some advertising which allowed athletic programs to obtain some funding for those sports. Also, staff would use their professional autonomy and educational principles to avoid use of blatantly promotional material.

Unless there were an example of where logos are being used on instructional material to promote ideological and/or commercial interests, some felt there was no need to use the strong wording. An example was also given of Fortinet security software being used for student lessons which was vetted by Focussed Education Resources. The district wants teachers to use them as it is an amazing resource. The district's own staff security and privacy in-service is also created by companies the district is using and their branding is minimal.

How to police and then adjudicate instructional materials would also place time pressures on staff.

No changes were made and the policy will be presented for approval as currently written at the May Board Meeting.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING

a. Board Policy 703: Student Fees and Subsidies

There were no further suggestions for revisions and the policy will be moved forward to second reading at the May Board Meeting.

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

a. Board Policy 600: Personnel

In reference to the sentence: "The District takes pride in being a good employer and valuing our employees" a question was posed as to how the District measures that to ensure that is taking place.

It was noted that there are a number of mechanisms through which employees can express their dissatisfaction, i.e. Union Liaison meetings, process for resolution of concerns, at the Board table and through telephone and written communication. The Board believes it also engages with its partners in a respectful and compassionate manner.

It was further reported that the District would be participating in a Wellness Survey in October. The last one was three years ago (Guarding Minds at Work) and will allow the District to compare its own outlook versus the industry standard as a checkpoint as to what workplace culture is like. The data would be presented to the Board in the middle of the 2025/26 school year.

There were no further suggestions for revisions and the policy will be forwarded for third and final reading at the May Board Meeting.

b. Board Policy 602: Exempt Staff Supplementary Employee Benefits

There were no further suggestions for revisions and the policy will be moved forward to third and final reading at the May Board Meeting.

6. FUTURE TOPICS

a. Continue 700 Series: Student Services

7. NEXT MEETING DATE: Monday, June 16, 2025 at 1:00 p.m. via Microsoft Teams