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**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
TUESDAY, JANUARY 20, 2026
1:00 P.M.
VIA VIDEO CONFERENCING (Teams)**

Facilitator: Trustee Eve Flynn

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

1. INDIGENOUS LAND ACKNOWLEDGEMENT AND INTRODUCTIONS

Chair Flynn gave thanks and acknowledged that the lands on which the committee members live, work, and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanose) First Nations People.

2. FOR INFORMATION

Chair Flynn noted that there would be a shift to reviewing the policies to streamline the process and move toward more concise, accessible policy documents. The plan is to 'batch' series of policies, where able, for first readings and have most of them reviewed and adopted prior to the newly elected board taking office in November 2026.

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

a. Policy Overhaul – 300 Series Crosswalk

Superintendent Jory reviewed the rationale to redrafting the policy manual to remove redundancies and shorten text. The policies would also focus on clarity and a 'point-form' structure. Most of the policies would have the same content and be presented in the revised form for first reading separately, and where possible, given second as well as third and final reading at one meeting rather than three separate readings. He noted that some policies would require a more in depth review and could be given three separate readings.

He then shared a proposed timeline to accomplish revising the policies to the new format by November 2026.

The Committee agreed to the proposed approach while confirming that there would be flexibility for any member requesting a more in depth discussion and consideration of any policy and/or additional time to obtain feedback from the members of their respective partner groups. Those policies could then revert to the process of three separate readings.

i. Policy 301: Living Wage

Committee members discussed the merits of the policy and whether it was still necessary to maintain as the district wages were above the local living wage thresholds.

There was a query to why the district's name no longer appeared on the BC Living Wage employer list and whether it might be related to any contracted work. It was noted that there was an annual fee

attached to do so, which the district may have not renewed and Superintendent Jory advised he would check whether fees or administrative factors were the cause of removal from the list.

Members debated the value in preserving the policy for current as well as future considerations in the event of implementation of a new initiative that the policy would support e.g., a teaching cafeteria that would include paying students to work there. It also was recognized as having merit as an educating resource for the concept of a living wage.

The revised policy will move forward for first reading at the January Board Meeting.

ii. Policy 302: Community and Volunteer Involvement

The Committee approved of the updated policy and clarity of the administrative procedure.

Questions were raised about criminal record check (CRC) requirements, volunteer insurance, consistency of volunteer processes across schools, the proposed implementation of volunteer application forms, and volunteer orientation.

After some discussion, it was determined that minimum insurance requirements would be articulated and a centralized (ideally on-line) volunteer application form would be developed in the future. Clarification of criminal record check expectations would include removing the 'low risk volunteer' category (due to safety concerns), when a CRC is required, and how long the CRC was valid and also that with a letter from a school, there is no cost to the volunteer for a CRC.

It was suggested that the language be added to ensure that volunteers not displace unionized employees; however, it was noted that language was embedded in the Collective Agreements for both professional and support staff.

Some of the suggested revisions will be discussed further, and as deemed relevant, will be included in the Administrative Procedure prior to second reading.

The revised policy will move forward for first reading at the January Board Meeting.

iii. Policy 303: Enhancing Student Learning

The requirement for an administrative procedure was debated and the committee agreed that a short one could accompany this policy which would include references to Ministerial requirements, strategic planning processes, district handbooks/manuals and examples of the types of meaningful engagement with students, parents, and staff.

It was suggested that when it came time to renumber the policy sections that this policy might better be placed under the 700: *Student Services* series.

Content of the administrative procedure will be considered for development prior to second reading.

The policy will go forward to first reading at the January Board Meeting.

iv. Policy 304: School Closure, Consolidation or Reconfiguration

A request was made to have the timeframes be outlined more specifically in the administrative procedure to ensure that the Board would make any decisions on closure, consolidation or reconfiguration in a timely fashion. If a decision is not made by a certain date, then there would not be a change to the upcoming school year.

It was noted that the Board would also need to adhere to Collective Agreement language related to this topic.

The policy will go forward to first reading at the January Board Meeting

v. Policy 305: Public Interest Disclosure

Clarity was requested as to which senior administrator is the designated officer for the district. The policy will be revised to indicate that the Secretary-Treasurer is the senior district administrator assigned to receive and respond to disclosure. If the disclosure is related to the Secretary-Treasurer, then the Superintendent of Schools would receive and respond to disclosure

The policy will go forward to first reading at the January Board Meeting.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING

a. Policy 701: Student Discipline

A concern was raised under Context with the removing of 'District' when responding to behaviour that compromises safety or learning as it would be important for professional and support staff to know they had the support of the school and/or the District which would work together to find solutions. The reference will be reinstated to indicate that "the school and/or the District will respond..."

Attendees also considered whether the policy statement might state that 'The Board **will commit** to maintaining an environment where all students can learn and thrive' as opposed to 'The Board **is committed to...**' The policy statement will remain as currently written and given future consideration.

It was suggested that a definition of, and references to, *restorative practices* be included in either the policy or administrative procedures as it is referenced numerous times; however, it was shared that it was hard to define it clearly as there are a number of diverse types of restorative practices. Consideration will be given to there being an internal reference to the options for staff to consider when addressing an issue rather than honing it down to one definition.

A question was raised as to whether families could bring a support person with them to the District Drug and Alcohol Review Committee. It was confirmed that they are welcome to do so and the administrative procedure will be revised to include that information.

The timeline for advising the parent/caregiver(s) in writing, and whether that would be by mail or email, will also be clarified to ensure the process is user friendly, with advocacy being a part of that. The revisions will be made for final draft of the administrative procedure.

The pronouns will also be replaced in the administrative procedure.

The policy will go forward to second reading at the January Board Meeting.

b. Policy 710: Resolution of Student and Parent/Caregiver Complaints

No further suggestions were made and the policy will go forward to second reading at the January Board Meeting.

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

(Final review including input on Administrative Procedures)

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

No further suggestions were made and the policy will go forward to 3rd and final reading.

b. Policy 709: Board of Education Bursary

No further suggestions were made and the policy will go forward to 3rd and final reading.

6. FUTURE TOPICS

a. Policy Overhaul

b. Revisions to 603, 604 and 606 pending changes to WorkSafeBC Regulations

7. NEXT MEETING DATE

Tuesday, February 17, 2026 at 1:00 p.m. via videoconferencing