



SCHOOL DISTRICT No. 69 (QUALICUM)

REGULAR BOARD MEETING AGENDA

TUESDAY, MAY 23, 2023
6:00 PM
VIA ZOOM

Join Zoom Meeting

<https://sd69-bc-ca.zoom.us/j/63078778543?pwd=OXF4d2tnVXNucFNta1pleE9GQjNpQT09>

Meeting ID: 630 7877 8543

Passcode: 906262

1. CALL TO ORDER AND INTRODUCTIONS

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

3. ADOPTION OF THE AGENDA

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or, as amended*).

4. APPROVAL OF THE CONSENT AGENDA

- | | | |
|----|---|---------|
| a. | Approval of Regular Board Meeting Minutes: April 25, 2023 | p 1-9 |
| b. | Approval of Special Board Meeting Minutes: April 27, 2023 | p 10-11 |
| c. | Ratification of In Camera Board Meeting Minutes: April 25, 2023 | p 12 |
| d. | Receipt of Ministry News Releases | |
| | • New partnerships preparing BC students with future-ready skills | p 13-14 |
| | • Minister's statement on Child Care Provider Appreciation Day | p 15-16 |
| | • More people can pursue in-demand careers in early childhood educators | p 17-18 |
| | • More kindergartners, families benefit from pilot expansion | p 19-22 |
| | • Extra school playground funds mean more fun for kids, families | p 23-25 |
| | • Funding supports sign language interpreter education | p 26 |
| e. | Receipt of Reports from Trustee Representatives | |
| | • BCSTA Annual General Meeting – Trustee Young | p 27 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 23, 2023, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

6. BUSINESS ARISING FROM THE MINUTES

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7. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**
8. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
9. **DISTRICT PARENTS ADVISORY COUNCIL**
10. **PUBLIC QUESTIONS AND COMMENTS (WRITTEN)**
11. **ACTION ITEMS**
12. **INFORMATION ITEMS**
- a. **Superintendent's Report** (Peter Jory)
- **Strategic Plan Update**
- b. **Educational Programs Update** (Gillian Wilson/Rudy Terpstra)
13. **FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** (Trustee Young) p 28-29
- a. **Annual Facilities Grant Spending Plan** p 30-32
Recommendation
THAT the Board of Education of School District 69 (Qualicum) receive and support the Annual Facilities Grant Spending Plan as presented.
- b. **2022 Climate Change Accountability Report (CCAR)** p 33-35
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) receive the 2022 Climate Change Accountability Report as presented.
- c. **Carbon Reduction Strategy**
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) request staff draft a carbon reduction strategy for School District 69 schools, to be provided to the Board by September 2023.
14. **POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Kellogg)
- a. **Revisions to Administrative Procedures - For Information**
- i. **101AP: Projects: Tendering, Purchasing and Disposal** p 36-40
- b. **Bylaw 1: Board of Education** p 41-48
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of May 23, 2023.

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- c. Board Policy 100: Sustainable Practices** **p 49-51**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 100: *Sustainable Practices* at its Regular Board Meeting of May 23, 2023.
- d. Board Policy 301: Living Wage** **p 52-54**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 301: *Living Wage* at its Regular Board Meeting of May 23, 2023.
- e. Board Policy 106: Financial Reporting and Operating Surplus** **p 55-59**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 106: *Financial Reporting and Operations Surplus* at its Regular Board Meeting of May 23, 2023.
- f. Board Policy 900: Privacy Management and Accountability** **p 60-81**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 900: *Privacy Management and Accountability* and its two new attendant Administrative Procedures at its Regular Board Meeting of May 23, 2023.
- 15. EDUCATION COMMITTEE OF THE WHOLE REPORT** *(Trustee Austin)* **p 82-25**
- 16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
- 17. TRUSTEE ITEMS**
- a. ELLCO Endorsement of the Regional District of Nanaimo (RDN) *(Trustee Austin)* motion to the Union of British Columbia Municipalities (UBCM)** **p 86**
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) endorse the following motion being submitted by the Regional District of Nanaimo to the August Union of British Columbia Municipalities (UBCM) Convention:
- WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day childcare program, and Child Care BC's growing system of universal childcare has been life- changing for families, with demand far outstripping supply; AND WHEREAS the current grant- based process to expand universal childcare relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded childcare needs assessments and action plans:*

THEREFORE, BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi- year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process;

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal childcare that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

- 18. NEW OR UNFINISHED BUSINESS**
- 19. BOARD CORRESPONDENCE AND MEDIA**
- 20. PUBLIC QUESTION PERIOD**
- 21. ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 25, 2023
6:00 PM
VIA ZOOM

ATTENDEES

Trustees

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Carol Kellogg	Trustee
Barry Kurland	Trustee

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Phil Munro	Director of Operations
John Williams	Principal, Qualicum Beach Elementary School Qualicum District Principals/Vice Principals' Association

Education Partners

Canadian Union of Public Employees (CUPE) Local 3570
Mount Arrowsmith Teachers' Association (MATA)
District Parents Advisory Committee (DPAC)

1. CALL TO ORDER

Chair Flynn called the Zoom meeting to order at 6:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board lives, works and plays on the lands that are the shared territory of the Snaw-Naw-As (Nanoose) and Qualicum Nations.

She then noted that it is Education Week April 23 to 29, 2023.

Friday will be the National Day of Mourning, April 28th to recognize workers who have lost their lives, suffered injury or illness on the job, or experienced a work-related tragedy. A joint ceremony will be held at the Parksville Beach Park at 5:30 p.m. to recognize the National Day of Mourning.

3. ADOPTION OF THE AGENDA

22-26R

Moved: Trustee Kellogg *Seconded:* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented.
CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: March 14, 2023
- b. Ratification of In Camera Board Meeting Minutes: March 14, 2023
- c. Receipt of Ministry News Releases
 - More funding will improve schools for students
 - Bursary applications open for early childhood education students
 - School food programs get historic investment to help feed kids
- d. Receipt of Reports from Trustee Representatives
 - Tribune Bay Outdoor Education Center Society – Trustee Young
 - OBLT – Early Years Coalition (February and April)– Trustee Kellogg

23-27R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland
THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 25, 2023, as presented.
CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. MOUNT ARROWSMITH TEACHERS’ ASSOCIATION (MATA)

Matt Woods, President, thanked the Board Chair for acknowledging the National Day of Mourning and the ceremony being held at Parksville Beach Park on April 28th at 5:30 p.m. He reminded trustees that the MATA Annual General Meeting will be held on Tuesday, May 16th, which is when all union members will gather to elect positions for the upcoming year.

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

Sherrie Brown, President, reported that staff are already preparing for the upcoming school year with some changes to support staff assignments.

She then shared the story of the tragic event that occurred in 1958 where the Second Narrows Bridge collapsed during construction, resulting in the death of 19 people with 20 others seriously injured. In December 1990, the federal government passed Bill C-223, the Workers Mourning Day Act, making April 28, 1991 the first government recognized National Day of Mourning. She stated that CUPE Local 3570 stands in unity for all those who have suffered injury or death at the workplace.

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Karri Kitazaki, Vice-President, commented on the following:

- Reminder to SD69 parents/guardians and their families as well as staff that they were welcome to attend the presentation with Keynote Speaker Mischa Oak on April 26th at 6:30 at the Ballenas Secondary School Theatre
- The original date for the CPR-C and AED Course had to be rescheduled and parents/guardians will receive notification of the next date to attend a second free training.
- Appreciation to the District for its transparency and inclusion of parent/guardian participation in the recent strategic planning sessions and budget meetings.
- DPAC enjoyed participating in the Pete the Cat event to welcome new families to the District.
- DPAC has begun accepting nominations for the 2023/2024 volunteer positions of DPAC President and DPAC Vice President. Elections will take place at the May 17th DPAC Meeting.

10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)

None

11. ACTION ITEMS

a. 2023/2024 Annual Budget Bylaw

Secretary Treasurer reviewed the budget process undertaken to date after which he reviewed the budget summary of anticipated revenues and expenses. He also reviewed the areas that staff had identified as needing to be addressed as well as ongoing cost pressures and outlined revenues that would support some of those pressures, which would result in a \$515,000 shortfall.

Secretary Treasurer Amos then outlined some responses to the shortfall in terms of shifting some costs into newly announced funds as well as making adjustments to staffing and supply budgets. Staff overcompensated for the shortfall and presented a response of \$840,000 which allows for a cushion of \$325,000. Of that, embedded in the budget was the consideration for a Technology refresh additional to the Evergreen program, a White Fleet contribution, Transportation route software and an HR request for eDocs/Workflow software

Secretary Treasurer Amos then presented the proposed Budget Bylaw in the amount of \$68,095,158

Trustees considered the proposed budget and requested further details regarding the additional items to be considered, of particular note, the transportation route software and a suggestion by staff to charge a \$25 application fee. It was noted that it was not included are revenue in the budget. *(The topic was discussed further later on in the meeting.)*

In regard to the exempt grid adjustments, at this time it was not known if that cost would be funded. In the past, it has been the responsibility of boards of education to cover exempt staff increases. It was noted that, should PSEC decide to fund the exempt staff lift, it would place \$340,000 back into the budget. Reallocation of those funds would then be determined and included in the amended budget.

Trustees then debated whether or not it might be prudent to defer third and final reading of the budget bylaw to the May meeting in anticipation of a decision within the next few weeks. Trustees were reminded that the preliminary budget is a 'point in time' budget and there could be some other funding changes happening over the coming months. At this juncture, all the funding may not be known; however, the Board does know what it has at this point in time and staff cautioned delaying approval of the preliminary budget because of those unknowns. The exempt compensation is not a number that changes the scope of the budget and there are also other variables that will arise. Passing the preliminary budget as it stood would provide staff with some stability in terms of being able to plan for the Fall.

23-28R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2023/2024 fiscal year at its Regular Board Meeting of April 25, 2023.

CARRIED

Trustee Austin voted against the motion

23-29R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$68,095,158 for the 2023/2024 fiscal year.

CARRIED

Trustee Austin voted against the motion

23-30R

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$68,095,158 for the 2023/2024 fiscal year.

CARRIED

Trustee Austin voted against the motion

23-31R*

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$68,095,158 for the 2023/2024 fiscal year.

CARRIED

Trustee Austin voted against the motion

***NOTE:** Following the meeting it was confirmed that the third reading should not have occurred as unanimous consent was not provided to give all three readings to the Bylaw at this meeting and the motion for third reading was rescinded on Thursday, April 27, 2023.

b. Request from *Concerned Citizens re Hodges Road Cell Tower*

Further to a presentation in March, trustees discussed an email received following the meeting requesting the Board to write a letter to the Regional District of Nanaimo in opposition to the proposed cell tower. The results of past requests for letters of support to oppose proposed cell towers in the area were reviewed. The Chair then inquired whether or not the Board had an appetite to write a letter with

the majority not being in favour of doing so. It was noted that as a private citizen, everyone does have the opportunity to write to their elected officials.

12. INFORMATION ITEMS

a. Superintendent's Report

Peter Jory, Superintendent of Schools, reported on the following:

- The Transportation Department has been planning for next year with the intention of rolling out some significant improvements in addition to actively recruiting more bus drivers. Staff will be introducing real-time text communication with parents as well as moving to an electronic registration process that will keep student data intact, prevent the need for annual form collection and open registration months earlier, which will allow for more planning time of routes. The district will not be on the routing software right way; that change will flow soon with the potential benefit of more efficient routing that is mirrored a.m. to p.m., GPS integration and digital passenger manifest.

Superintendent Jory noted that there have been some recent discussions of a \$25 registration fee capped at \$50 per family, which staff believe will keep the rider list more accurate and possibly open up more seats for courtesy riders. Superintendent Jory stated that, if the Board would like a pause on that initiative, staff would like some direction and some unanimity regarding that direction.

- The final meeting of the Code of Conduct Working Group is being rescheduled from last week to Monday, May 8, which will give the group one more opportunity to give feedback on the template, the instructions that will be given to principals and the roll out process which will give our schools to adopt new expectations over the next fall months depending on the state of their ongoing conversations and level of readiness. Schools which have content that already matches the new criteria will be able to move into the new template and submit that information the Board in June with their consultation forms. Those schools which will need more time to do work with their stakeholders, to build or choose an expectation matrix, revise their language around consequences will have some time to do that work in earnest before switching over to the new template while still doing the yearly process. This soft start also allows Principals to focus on the new school planning methodology and upcoming presentations. All schools will have adopted the observable impact framework.
- School Plan presentations will occur on Tuesday, May 9 at the Qualicum Commons at 3:30.

b. Draft Strategic Plan

Superintendent Jory reviewed the strategic planning process undertaken to date with staff parents and students and then reviewed the draft of the Plan as provided in the agenda package. He noted that 97% of the document is as was presented; however, through further conversation with the District's Indigenous Education Department it was decided to include the First People's Principals of Learning in the goals as a framework to shape the way that outcomes are interpreted. What the district wants to see from its students is placed in the forefront, the action of the educators, the tasks and the artifacts are all part of the standard observable impact methodology and for this process what the District will do to support these processes was also included.

More conversations will follow between the Superintendent and Trustees regarding what the potential roll-out will look like, the use of a brochure or other publications, potentially a new logo and other branding options. He then provided the Board with a quick sample of what the document might look like when it is published. He is looking forward to taking in more feedback beginning after the June 6th Town Hall presentation through links which will be shared to give people one more opportunity to weigh in on the document and provide information to the Board in time for its June Board Meeting.

Trustees thanked everyone for their work with the Strategic Planning Groups as the work was meaningful interesting and thoughtful and a special thank you to the parents and students who responded to the survey as that really helped to inform the Board.

Trustees then discussed the Superintendent's request for direction regarding the \$25 bus pass registration fee. Trustees noted the fee might or might not result in ensuring that students who need to ride the bus are being accommodated rather than accommodating empty seats for those who purchase a pass for the rare occasion on which they might need it. They also noted that while charging the fee might offset a small portion of the cost of the transportation software it will pose an additional hardship on a number of families, those hardships having already been recognized by the province by its bringing in of the food grant.

After further deliberations the Board advised that it did not have an appetite to implement the \$25 registration fee and directed staff not to proceed with the initiative.

c. Education Update

Rudy Terpstra, Director of Instruction, reported on the following:

- Two students who participated in the Skills Canada Competition through the Career Education Department qualified at the Provincial Level and achieved gold and silver at the Elementary Level. Thank you to Mrs. Mostad and Mr. Gauvin for taking the students to the competition.
- SOGI lead training will take place in the district on May 4th with Mischa Oak. An invitation has been extended for trustees and some of the district's health partners to attend.
- The Assessment, Evaluation, and Communicating Student Learning Committee met on April 24th with the focus of discussion being the new Reporting Order and how teachers will report goal setting and core competencies to parents and how teachers will get students to set goals around core competencies and how that will be reported to parents.
- On May 1st staff will be attending an Assessment Education Camp hosted by the Cowichan School District with other educators around the province to focus on secondary assessment and learn how other districts are responding to the new Reporting Order.

Gillian Wilson, Associate Superintendent, reported on the following:

- On Monday, June 19th teachers will be showcasing their Learning Grant projects at the Bayside Resort at 3:30 p.m.
- A District Team will be attending a Ministry sponsored BC Mental Health in School Conference on May 2 and 3, 2023. This year's theme is 'Connections' with a focus on how connections promote mental health and well-being and to see what trends are happening in the province.

- The BC School Superintendent's Association (BCSSA) hosted a Spring Forum on Friday, April 21, 2023 with Jo Chrona – *Wayi Wah! Padding Stronger Together: A Day of Focussed Learning and Reflection*. A report on the session will be provided at the May Education Committee of the Whole Meeting.
- Capstone Projects were presented at Ballenas Secondary School on Friday, April 21st where Grade 12 students showcased their learning as part of their graduation requirements.
- The Pete the Cat event was a huge success with community agencies sharing information with families on what they do to support the community and activities for the children, who really enjoyed the event. Attendance was high and a larger space for next year's event is being considered. Thank you to the Building Learning Together Centre, Denise Spencer-Dahl, Elementary Support Teacher, and Sheila Morrison, District Principal of Early Learning for their work in organizing this successful event.
- Planning is currently underway for the Grade 7 Health and Wellness Conference which will take place on Wednesday, May 10th at Nanoose Place. This year staff have created a booklet containing information about many of the topics being presented, such as technology and sleep, anxiety, anti-racism and micro aggressions. There will also be a Youth Panel of students from the high school to answer questions on what transitioning to secondary school can look like. Community partners will also have tables set up with information on resources students can access.
- It was acknowledged that, as planning continues for the upcoming school year, it does introduce change and teachers are curious about where they are going to be next year which can create worry and wonder for staff.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

a. Oceanside Community Track

23-32R

Moved: Trustee Young *Seconded:* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) support the final planning required and direct staff to proceed with the building of a 6-lane track at Ballenas Secondary School.

CARRIED UNANIMOUSLY

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. For Information:

Revisions to the Administrative Procedures to Board Policy 105: *Use of School Facilities*, which will revise the fees for youth groups.

b. Board Policy 106: Financial Reporting

23-33R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 106: *Financial Reporting* at its Regular Board Meeting of April 25, 2023.

CARRIED UNANIMOUSLY

c. Board Policy 900: Privacy Management and Accountability

23-34R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 900: *Privacy Management and Accountability* and its two new attendant Administrative Procedures at its Regular Board Meeting of April 25, 2023.

CARRIED UNANIMOUSLY

d. Board Policy 502: Field Experiences

23-35R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 502: *Field Experiences (Trips)* and its attendant Administrative Procedures at its Regular Board Meeting of April 25, 2023.

CARRIED

Trustee Young voted against the motion

e. NEW Board Policy 508: Career Education

23-36R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 508: *Career Education* and its attendant Administrative Procedures at its Regular Board Meeting of April 25, 2023.

CARRIED UNANIMOUSLY

15. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Austin directed attendees to the report in the agenda. She added that, at the time of the writing of the report, the Kwalikum Secondary School Student Climate Action Symposium had not taken place and there would be a fulsome report at the May Education Committee of the Whole meeting. She did share that the students did an amazing job organizing the event and the speakers were all well-received.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

None

17. TRUSTEE ITEMS

a. KSS Climate Action Symposium

Trustee Kurland added his congratulations to the students for a meaningful and inspiring event and suggested that the Board send an acknowledgement to the staff and students involved in organizing the event. Trustees were in agreement and the Chair will draft a letter for trustees' approval prior to delivery.

b. Secondary School Events

Trustee Young reported that the Ballenas Secondary Student Capstone Projects showcased on Friday, April 21st was also an amazing event. On April 20th Ballenas also held its First Annual Art Show and that same evening the Kwalikum Secondary School Fine Arts Society held its Premier Performance, both of which were student organized and well received.

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA

None

20. PUBLIC QUESTION PERIOD

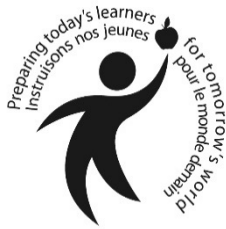
None

21. ADJOURNMENT

Trustee Kellogg moved to adjourn the meeting at 7:29 p.m.

CHAIRPERSON

SECRETARY TREASURER



SPECIAL BUDGET BOARD MEETING MINUTES

TUESDAY, APRIL 27, 2023

5:30 P.M.

VIA ZOOM

ATTENDEES

Trustees

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Carol Kellogg	Trustee
Barry Kurland	Trustee

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent
Rudy Terpstra	Director of Instruction
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

District Parents Advisory council (DPAC)

1. CALL TO ORDER

Chair Flynn called the Special Board Meeting to order at 5:30 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board lives works and plays on the territory of the Qualicum and Snaw-Naw-As First Nations and thanked them for their stewardship of these lands over time.

3. RESCINDING OF THIRD READING OF THE 2023-2024 BUDGET BYLAW

23-37R

Moved: Trustee Flynn *Seconded:* Trustee Kurland

THAT, the Board of Education of School District 69 (Qualicum) rescind approval of the following motion:

23-31R

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$68,095,158 for the 2023/2024 fiscal year at its Regular Board Meeting of April 25, 2023.

CARRIED

Trustee Young voted against the motion

It was expressed that in future, should a question arise regarding process, the Chair will pause the meeting to allow for confirmation of the process in Board Bylaws, policies and/or Roberts of Rules of Order.

4. THIRD READING OF THE 2023-2024 BUDGET BYLAW

23-38R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$68,095,158 for the 2023/2024 fiscal year at its Special Board Meeting of April 27, 2023.
CARRIED

Trustee Austin voted against the motion

5. PUBLIC QUESTIONS/COMMENTS

None

6. DATE OF NEXT REGULAR PUBLIC BOARD MEETING

Tuesday, May 23, 2023; Via Zoom; 6:00 p.m.

7. ADJOURNMENT

The Special Budget Board Meeting adjourned at 5:37 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

**SECTION 72 REPORT
APRIL 25, 2023
Via ZOOM**

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Carol Kellogg	Trustee
Barry Kurland	Trustee

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent

The Board of Education discussed the following topics:

- Personnel
- Labour Relations
- Legal
- Properties

No motions were presented for approval at this meeting.

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2023ECC0027-000687
May 9, 2023

Ministry of Education and Child Care

New partnerships preparing B.C. students with future-ready skills

VICTORIA – Students from kindergarten to Grade 12 in B.C. will have more access to programs that develop skills needed to succeed in technology and other in-demand careers.

“We’re providing B.C. students with access to opportunities that will help them succeed after they graduate,” said Rachna Singh, Minister of Education and Child Care. “These exciting partnerships are just one of the many ways we support students with the tools needed to learn, grow and thrive in our rapidly changing, digital-first world.”

The Province is partnering with several organizations to develop and implement programs that equip students with skills for emerging sectors such as digital marketing and technology. This is part of the StrongerBC: Future Ready Action Plan which is working to remove barriers and create more career-building opportunities for B.C. K-12 students.

“Our government is focused on creating opportunities for young people to pursue exciting careers in their chosen fields,” said Selina Robinson, Minister of Post-Secondary Education and Future Skills. “As part of our StrongerBC: Future Ready Action Plan, we’re boosting the opportunities available to students while they are still in high school, so more young people can gain skills and experience in some of the emerging and in-demand sectors such as technology.”

To provide students throughout B.C. with opportunities to learn about a variety of career paths, the Province has partnered with these three organizations:

- DigiBC has received \$250,000 to expand their interactive Play to Learn program, where students learn about foundational STEM (science, technology, engineering and mathematics) skills. This program is offered to vulnerable students in grades 6 to 8.
- NPower Canada offers grade 11 and 12 students in-depth exposure to digital career pathways. B.C. government’s \$150,000 for this initiative will be matched by the Future Skills Centre, an organization dedicated to helping Canadians gain skills for a changing labour market. Students and families can expect this to be offered in classrooms throughout B.C. during the 2023-24 school year.
- Jelly Academy will support high school students interested in digital marketing by offering the Digital Marketing: Workforce Training Certificates 12 course. The course is open to students throughout B.C. via the Key Learning Centre – one of the new Provincial Online Learning Schools.

These partnerships support the StrongerBC: Future Ready Action Plan by preparing K-12 students in B.C. with access and opportunities to develop in-demand skills that suit their interests and prepare them with skills needed for post-graduation.

Budget 2023 invested \$480 million over three years to support the StrongerBC: Future Ready

Action Plan work to break down barriers to post-secondary training so more people can get the training needed for in-demand careers and employers can access the talent they need.

Quotes:

Darian Kovacs, founder, Jelly Academy –

“According to LinkedIn's 2023 Jobs in the Rise Report for Canada, growth marketing is the most in-demand role in the country. We are so thrilled to have the opportunity to bring this training to high school students across the province, helping them land jobs and meet the hiring demands for small and medium-sized businesses.”

Julia Blackburn, CEO, NPower Canada –

“NPower Canada is excited to help inspire and inform students throughout B.C. about the vast and diverse opportunities available in the province’s booming technology sector. This funding will enable us to host engaging career exploration sessions and demonstrate alternative paths towards meaningful and rewarding digital careers to barriered students. We are excited to collaborate with the B.C. Ministry of Education and Child Care and the Future Skills Centre to inspire the future generation of tech.”

Loc Dao, executive director, DigiBC –

“We’re very pleased to receive the Province’s support for Play to Learn to help children explore the possibilities of careers in STEM. We believe these are building blocks for skills that the next generation will be able to use in a rapidly changing world, whether it’s making video games, programming a music algorithm or developing the next AI.”

Learn More:

To read the StrongerBC: Future Ready Action Plan, visit: <https://news.gov.bc.ca/files/Future-Ready-May2023.pdf>

For more information about DigiBC, visit: <https://www.digibc.org/cpages/home>

For more information about Npower Canada, visit: <https://npowercanada.ca/>

For more information about Jelly Academy, visit: <https://jellyacademy.ca/>

Contact:

Ministry of Education and Child Care
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Connect with the Province of B.C. at: news.gov.bc.ca/connect

STATEMENT

For Immediate Release
2023ECC0026-000684
May 12, 2023

Ministry of Education and Child Care

Minister's statement on Child Care Provider Appreciation Day

VICTORIA – Grace Lore, Minister of State for Child Care, has released the following statement for Child Care Provider Appreciation Day in B.C.:

“Today is a day to honour and show appreciation for all of B.C.’s early childhood educators and child care professionals for the work they do every day with the utmost patience, knowledge and dedication.

“Child care providers are skilled professionals, and your work means kids throughout the province can access high-quality care in their early years. You offer care, connection and learning experiences for our children at some of the most important times in their lives.

“More than that, you teach our children to explore their world and never let them lose their way; you share in our children’s joy and wipe away their tears; and you build our children up and lift them when they fall down. And when you lift up children and their families, you lift up the communities around them.

“As we continue building toward our ChildCareBC goal of making affordable, accessible, quality and inclusive child care a core service families can rely on, you provide the highest standards of health and safety in culturally safe environments and support children in learning through play.

“Affordable child care is life-changing for families, good for our communities and essential for the economy. Affordable child care means parents can pursue employment, education or other opportunities. Communities across this province are stronger because of the work child care professionals do every day.

“That’s why investing in child care professionals is an investment in the future of our province. Our government is taking steps to ensure you are well-supported through increased wages and financial support for your post-secondary education and professional development opportunities. We’ve made progress and there is more work to do – work we are committed to delivering on.

“We’re also making it easier for high school students who have an interest in working with children to get into the field by offering dual-credit programs, which allows them to get a head start on a career in early childhood education.

“Child Care Provider Appreciation Day is a great opportunity for families, business owners and everyone who relies on those services to thank the early childhood educators and child care professionals who take care of our children, allowing parents and guardians to pursue opportunities and our communities to thrive.

“I cannot thank you enough for your professionalism and commitment, long hours and hard work, and for the love and care you offer to all of the families you serve. As a mom, as the Minister of State for Child Care – I thank you.”

Contact:

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NEWS RELEASE

For Immediate Release
2023ECC0027-000718
May 12, 2023

Ministry of Education and Child Care
Ministry of Post-Secondary Education and Future Skills

More people can pursue in-demand careers as early childhood educators

Updated May 12, 2023, for clarification

VICTORIA – Many more early childhood educators (ECE) will attend post-secondary institutions throughout British Columbia, benefiting families, communities and the growing child care sector.

“We’re increasing opportunities for people to access education in the rewarding and in-demand field of early childhood education,” said Grace Lore, Minister of State for Child Care. “ECEs are skilled professionals that provide care, connection and early learning opportunities for our young children during one of the most important times of their lives. They are essential for us to achieve our ChildCareBC goal of making access to affordable, quality, inclusive child care a core service all families can rely on.”

In partnership with public post-secondary institutions, the Province is accelerating the expansion of early childhood education programs so more than 1,300 people will have the opportunity to access this education over the next three years, with public post-secondary spaces in B.C. expected to increase by approximately 50%.

“By working with the public post-secondary institutions, we’re creating more post-secondary spaces where they are needed most as a part of the StrongerBC: Future Ready Action Plan,” said Selina Robinson, Minister of Post-Secondary Education and Future Skills. “We’re accelerating talent development and skills training throughout the province – to address workforce challenges across all sectors of the economy.”

With an additional \$16 million in provincial funding, more than 400 student spaces will be created in each of the next three years for people to take ECE programs to help address staffing pressures and prepare for anticipated job openings for certified ECEs and ECE assistants in the coming decade.

“I was drawn to train as an early childhood educator because it’s exciting to help raise the next generation of kids that love you with no conditions and teach me new things every single day,” said Archi Sharma, ECE student, Ridge Meadows College. “As a parent facilitator, I was educating parents about how to support children in difficult situations and the ECE program will help me understand how to work with kids.”

Creating more early childhood education training opportunities supports the StrongerBC: Future Ready Action Plan, which will help thousands of people get the skills they need to succeed in the growing economy and help close the skills gap many businesses are facing. Budget 2023 invests \$480 million over three years to support Future Ready’s work to break down barriers to post-secondary training so more people can get training for in-demand

careers and employers can access the talent they need.

In B.C., 18 of 25 public post-secondary institutions are recognized to deliver ECE education programs approved by B.C.'s ECE Registry. Since 2018, the Province has created 1,713 new, additional student spaces in approved ECE programs at 16 B.C. public post-secondary institutions throughout the province.

Students enrolled in approved ECE programs can apply for bursaries to help pay for their education through the Province's ECE Education Support Fund administered through the Early Childhood Educators of British Columbia. Métis ECE students can also receive help with the cost of post-secondary education through Métis Nation BC.

Quick Facts:

- Since the launch of ChildCareBC in 2018 through to 2020-21 and the development of the Early Care and Learning Recruitment and Retention Strategy, public post-secondary enrolment in early childhood education programs has grown by 40%, compared to 2017-18.
- Since 2018, more than \$24 million in bursary funding have been awarded to more than 6,500 ECE students.
- In partnership with the federal government, the Province has funded the piloting and expansion of ECE programs delivered through work-integrated learning at six public post-secondary institutions, enabling 227 students, including ECE assistants, to obtain or upgrade their full ECE credentials while remaining employed.
- In 2022-23, the Province provided a \$4-per-hour wage enhancement for 14,800 ECEs, helping bring the median wage to \$26 per hour.

Learn More:

To read the StrongerBC: Future Ready Action Plan, visit:

<https://news.gov.bc.ca/files/Future-Ready-May2023.pdf>

For more information about post-secondary institutions offering ECE programs:

<https://www2.gov.bc.ca/gov/content?id=62102395C4F64F068A63E42921E67720>

For more information and to apply for the ECE Education Support Fund, visit:

<https://www.ecebc.ca/ece-education-support-fund>

For more information and to read the Early Care and Learning Recruitment and Retention Strategy, visit:

www.gov.bc.ca/childcare/ecestrategy

For more information about Métis Nation BC's post-secondary ECE funding, visit:

<https://www.mnbc.ca/education>

NEWS RELEASE

For Immediate Release
2023ECC0032-000734
May 15, 2023

Ministry of Education and Child Care

More kindergartners, families will benefit from pilot expansion

OLIVER – A pilot has expanded to nearly double the number of schools in B.C., providing more families with access to affordable early learning and child care, before and after school, conveniently located in the kindergarten classroom.

“Adding more Seamless classrooms means providing continuity for more B.C. kids and peace of mind to more B.C. parents,” said Rachna Singh, Minister of Education and Child Care. “To have kindergartners learning and receiving before- and after-school care all in one place makes days easier for everyone.”

Seamless Day Kindergarten integrates before- and after-school care into the kindergarten classroom, delivered by certified early childhood educators (ECEs) who work alongside the classroom teacher. The program makes the best use of available school space, existing classrooms, outdoors, school gyms and libraries outside of school hours.

“We know many families continue to need child care once their children begin school,” said Grace Lore, Minister of State for Child Care. “The Seamless Day Kindergarten classroom offers child care before and after school and will make it easier for busy families to get through their workday knowing their children are learning and well cared for at school.”

The province’s first Seamless Day Kindergarten pilot began at Oliver Elementary in the Okanagan Similkameen School District (SD 53) in 2019, which continues to be a success, supporting some of the community’s youngest learners and their families. The Province provided \$3 million in 2022-23 to add 20 classrooms, expanding the Seamless Day Kindergarten to 45 classrooms throughout the province. In 2023-24, \$4.1 million in new funding will be provided to support the Seamless Day Kindergarten pilot.

Seamless Day Kindergarten is part of ChildCareBC, government’s plan to make access to affordable, quality, inclusive child care a core service that families can rely on.

Quotes:

Roly Russell, MLA for Boundary-Similkameen –

“No matter if you live in a small town like Oliver or a big city like Vancouver, quality child care is enormously valuable and certainly in high demand. In rural places, we’re especially aware of the need for diverse solutions to help address local needs. This is exciting news for families across this province because it provides one more option to help support families, and brings the solution to meet them where they’re at.”

Rob Zandee, board chair, Okanagan Similkameen School District (SD 53) –

“We are proud of this program that serves to improve outcomes for our students as well as provide needed before- and after-school care in our schools for families. We wish to thank the Ministry of Education and Child Care for their financial support for our Seamless Day programs.”

Melia Dirk, kindergarten teacher, Oliver Elementary –

“Seamless Day Kindergarten allows children to make authentic connections with several adults in the building and the ability to build stronger relationships with each other. Children feel more confident in who they are and become positive leaders in the classroom and school.”

Alaina Smith, early childhood educator, Oliver Elementary –

“As an ECE working in this collaborative team approach to teaching, I feel very appreciated, valued and seen. I love my job!”

Tracy Maplesden-McClymont, parent, Oliver Elementary –

“The familiarity and routine for my son is priceless in building his confidence and trust. He has flourished in school, and we could not be happier.”

Learn More:

Seamless Day Kindergarten Program: <https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/projects>

Oliver Seamless Day Kindergarten Program: <https://www.sd53.bc.ca/apps/pages/earlylearning>

A backgrounder follows.

Contact:

Ministry of Education and Child Care
Media Relations
250 356-5963

Connect with the Province of B.C. at: news.gov.bc.ca/connect

BACKGROUND

For Immediate Release
2023ECC0032-000734
May 15, 2023

Ministry of Education and Child Care

Seamless Day Kindergarten expansion details

The new school districts that joined the Seamless Day Kindergarten pilot during the 2022-23 school year are:

- Abbotsford (SD 34) at Godson Elementary
- Boundary (SD 51) – host school to be determined
- Coast Mountains (SD 82) at Cassie Hall Elementary
- Conseil scolaire francophone (CSF) (SD 93) – host school to be determined
- Delta (SD 37) at Sunshine Hills Elementary
- Langley (SD 35) at Parkside Centennial Elementary
- New Westminster (SD 40) for a second SDK classroom at École Qayqayt Elementary (first classroom funded in 2021)
- Nicola Similkameen (SD 58) – host school to be determined
- Okanagan Similkameen (SD 53) at Osoyoos Elementary
- Okanagan Skaha (SD 67) at Queen’s Park Elementary
- Powell River (SD 47) at Edgehill Elementary
- Prince George (SD 57) – host school to be determined
- Prince Rupert (SD 52) at Conrad Street Elementary
- Sunshine Coast (SD 46) at Kinnikinnick, Cedar Grove and Gibsons Elementary Schools
- Surrey (SD 36) – host school to be determined
- Vernon (SD 22) at Bearisto Elementary
- West Vancouver (SD 45) at Irwin Park Elementary
- Society of Christian Schools BC (one independent school at Langley Christian)

The Seamless Day Kindergarten pilot also expanded in 2021 to 25 classrooms in the following school districts/elementary schools:

- Arrow Lakes (SD 10) at Burton Elementary
- Central Okanagan (SD 23) at Bankhead Elementary
- Chilliwack (SD 33) at Central Elementary Community School
- Conseil scolaire francophone (CSF) (SD 93) at L’École de l’Anse-au-sable in Kelowna
- Gold Trail (SD 74) at Cayoosh Elementary
- Gulf Islands (SD 64) at Fulford Community Elementary School
- Haida Gwaii (SD 50) at Sk’aadgaa Nay Elementary
- Kamloops-Thompson (SD 73) at Arthur Hatton Elementary
- Kootenay Lakes (SD 08) at Winlaw Elementary Elementary
- Langley (SD 35) at Nicomekl Elementary
- Nanaimo-Ladysmith (SD 68) at Pleasant Valley
- Nechako Lakes (SD 91) at Mouse Mountain

- New Westminster (SD 40) at École Qayqayt
- North Okanagan-Shuswap (SD 83) at Silver Creek Elementary
- Okanagan Similkameen (SD 53) at Oliver Elementary
- Peace River North (SD 60) at Taylor Elementary
- Qualicum (SD 69) at Errington Elementary
- Sea to Sky (SD 48) at Brackendale Elementary
- Sooke School (SD 62) at Millstream Elementary
- Sunshine Coast (SD 46) at West Sechelt Elementary
- Vancouver (SD 39) at Lord Strathcona Elementary
- Vernon (SD 22) at Okanagan Landing
- West Vancouver (SD 45) at Hollyburn Elementary
- Society of Christian Schools BC (two independent schools at Abbotsford Christian and Nanaimo Christian)

Contact:

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NEWS RELEASE

For Immediate Release
2023ECC0029-000721
May 16, 2023

Ministry of Education and Child Care

Extra school playground funds mean more fun for more kids, families

VICTORIA – Thousands more students will soon have access to new, safe and accessible playgrounds that support play and health as the Province continues to support the Playground Equipment Program (PEP) for a sixth year.

“Playgrounds are excellent for our kids’ physical and mental health, and are spaces where they can be themselves and express their fun-loving nature,” said Rachna Singh, Minister of Education and Child Care. “Our government is helping communities throughout the province with better access to modern playground equipment that will benefit everyone.”

This year, the PEP will provide \$5 million toward 25 new school playgrounds across 25 school districts. The Province has increased the amount of funding that school districts will receive per playground to \$195,000. Playgrounds are expected to be designed, built and installed over the next year. The program significantly reduces parent-led fundraising that was previously needed to help build playgrounds.

Playgrounds promote physical activity, while encouraging students to share and develop conflict-resolution skills. They also provide students with opportunities to learn new things, reduce anxiety, improve focus, increase attention span, and enhance gross-motor, social, emotional and sensory development.

Since 2018, government has supported students and families with \$35 million for new playgrounds at 256 schools, benefiting more than 63,000 students. This funding builds on the Province’s commitment to provide safe learning environments for all students.

Budget 2023 includes \$3.4 billion for school capital projects over the next three years, including new and expanded schools, seismic upgrades and replacements, and land purchases for future schools. Since September 2017, the Government of B.C. has announced \$3.2 billion for new and improved schools, as well as land purchases for future schools throughout the province. This includes adding approximately 20,000 new student spaces and 33,000 seismically safe seats at B.C. schools.

Quotes:

Harwinder Sandhu, MLA for Vernon-Monashee –

“Playing is essential to every child’s mental and physical health. The Alexis Park community’s playground has provided a safe place where children and families can play, create adventures and grow together for many more years to come.”

Chris Schultz-Lorentzen, president, BC Confederation of Parent Advisory Councils –

“PACs have historically taken on this task through massive fundraising efforts. Accessible playgrounds and outdoor play areas not only provide options for physical activity but are also an important venue to promote and encourage social engagement and development that benefit students, staff, families and the whole community. Aging, outdated or absent outdoor play equipment is a constant challenge, and this continued fund will help improve and address those issues.”

Gen Acton, board chair, School District 22 (Vernon) –

“We are delighted to be part of the Playground Equipment Program. Since this project has been completed, we have seen not only Alexis Park Elementary families using it, but the entire neighbourhood in the evenings, and people from across the city on weekends.”

Cordell Ware, principal, Alexis Park Elementary –

“Alexis Park students love their new playground and we have seen positive changes in mental health and engagement since it has been completed.”

Laura Tifenbach, PAC chair, Alexis Park Elementary –

“Our children get to play on excellent equipment. It is great to hear them laugh and wonderful to see them all having a great time. It has become a place for the community to come together and enjoy play.”

Learn More:

The Playground Equipment Program: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/programs>

A backgrounder follows.

Contact:

Ministry of Education and Child Care
Media Relations
250 356-5963

Connect with the Province of B.C. at: news.gov.bc.ca/connect

- Dr. D.A. Perley Elementary

SD58 (Nicola-Similkameen)

- Merritt Bench Elementary

SD59 (Peace River South)

- Canalta Elementary

SD62 (Sooke)

- Dunsmuir Middle School

SD64 (Gulf Islands)

- Fulford Community Elementary

SD69 (Qualicum)

- Arrowview Elementary

SD70 (Pacific Rim)

- Alberni Elementary

SD71 (Comox Valley)

- Denman Island Community School

SD72 (Campbell River)

- Pinecrest Elementary

SD79 (Cowichan Valley)

- Lake Cowichan Elementary

SD82 (Coast Mountains)

- Thornhill Primary

SD83 (North Okanagan-Shuswap)

- Armstrong Elementary

SD84 (Vancouver Island West)

- Captain Meares Elem-Secondary

SD85 (Vancouver Island North)

- Alert Bay Elementary

SD91 (Nechako Lakes)

INFORMATION BULLETIN

For Immediate Release
2023PSFS0033-000737
May 16, 2023

Ministry of Post-Secondary Education and Future Skills

Funding supports sign language interpreter education

VANCOUVER – People training to become American sign language (ASL) interpreters will be able to continue their education at Vancouver Community College as the ASL interpretation diploma program moves from Douglas College.

Sign language interpreters are vitally important to the Deaf and hard-of-hearing community and are essential for accessibility. Interpreters use sign language to translate spoken language and vice versa during meetings, conversations or television programs. They work in schools and courts, and for social service agencies, interpretation services, government services and television stations.

The B.C. government is providing \$655,000 to support the transition of the province’s only ASL interpretation diploma program from Douglas College to Vancouver Community College in time for the fall 2023 semester.

Vancouver Community College offers a one-year certificate in ASL and Deaf studies, and the transition will have the one-year certificate and the two-year sign language interpretation diploma co-located together at Vancouver Community College. Co-location of the programs will allow the institution to explore options for different credential types, methods of delivery and entry pathways, all of which are intended to better serve students, graduates and the Deaf and hard-of-hearing community, while improving supports for students, curriculum co-ordination and alignment of program goals.

With provincial funding, the ASL interpretation diploma program at Douglas College will continue for another academic year to allow current students to graduate without interruption to their studies and with opportunities to transfer available for staff. Meanwhile, the program will also be available at Vancouver Community College starting in September 2023.

Learn More:

Vancouver Community College: <https://www.vcc.ca>

ASL supports and services: <https://www2.gov.bc.ca/gov/content/family-social-supports/services-for-people-with-disabilities/supports-services/american-sign-language-asl-interpreter-services>



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: BCSTA AGM
Meeting Location: Vancouver
Meeting Time: April 27-30 2023

APRIL 27, 2023 7:00 PM

Keynote Address – Jody Wilson-Raybould

Jody discussed her background and her journey as a leader. She encouraged all of us to become leaders and to encourage leadership in the schools. She took the concept of “two-eyed seeing” to another level and asked us to embrace our “in betweenness.”

APRIL 28, 2023

VISTA Branch Meeting (Vancouver Island Trustee Branch AGM)

Education Minister’s Address – The Minister read a list of the previous accomplishments of the provincial government as far as education is concerned.

System Transformation – using Student Voice – Students from W. J. Mouat Secondary in Abbotsford spoke on how to make schools better. I took more than 2 pages of notes. Basically, they were explaining that first of all students need to feel cared for at school. Notes on request. I’ve asked for more student voice at BCSTA. Best session of the conference.

Board Governance – Some Key Learnings. – In the last election, almost half of the trustees elected were new trustees. This session was a quick introduction to the difference between governance and operations. Basic advice on the role of the school trustee.

Students as owners of learning and partners of Educational Change – Dr. Yong Zhao

Always a breath of fresh air to listen to Yong Zhao. This time he took some key beliefs about education and turned them upside down. It is difficult to summarize all that he had to say. Zhao is consistently engaging and data driven in his research and teaching. I was impressed with his last visit and read more when I returned home. This time I can say, I may be becoming a “Zhaoist.”

Candidates Forum and Networking – Because it is an AGM, we have the usual speeches and campaigning.

APRIL 29, 2023

Provincial Council Breakfast (Usually attended by the Board Chairs)

To understand and vote on the BCSTA budget.

BCSTA AGM - 35 Items to discuss, debate, amend and then amend the amendment and vote on. Plus voting for the Board of Directors. Definitely, a high point for governance nerds like me. Because our Board Chair could not be with us, I have given her a fully annotated copy of the day’s action. For more information contact Trustees Eve Flynn or Elaine Young.



SD69 QUALICUM

Finance & Operations Committee of the Whole Report
Monday, May 15, 2023
In Person - Craig Street Commons
10:30 a.m.

Mandate: *To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.*

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

- 2. SITE TOUR** – Director of Operations Phil Munro and Manager of Operations Brent Prunkl led a tour of the facility, highlighting work that has been done recently as well as concerns and problems that are being monitored.

3. PROJECT UPDATES

a. Oceanside Community Track at Ballenas

Director of Operations Phil Munro updated the committee on the planning work that is occurring to proceed with this project with the expected completion in Fall 2024. He highlighted that discussions are underway that include the DRC portables and moving the department to within the Winchelsea School and consideration of where the Ballenas Whalers trailers might be relocated to on the site. It was acknowledged that staff at Ballenas will continue to be informed of the work as the project progresses. Trustee Young shared that she would be stepping down as Chair of the Oceanside Track Society to allow others to continue with fundraising efforts.

4. ITEMS FOR DISCUSSION

a. Proposal for Installation of Heat Pumps at Kwalikum Secondary School

Trustee Barry Kurland opened the discussion on the need to do more if the district is to reduce its greenhouse gas emissions and meet the targets as required by the Province. He indicated that one way would be to install heat pumps at district schools in order to move away from fossil fuel to cleaner fuels.

There were some thoughts on what a motion could be to support this effort considering that there would be more related content shared later in the meeting. The wording of a motion would be considered later on in the meeting.

b. 2023-24 Annual Facilities Grant (AFG) Expenditure Plan

Phil Munro, Director of Operations, reviewed the projects as detailed in the expenditure plan, highlighting how the work comes forward for planning purposes. The various projects include considerations from the Ministry's asset management system (VFA), discussions with administration and discussion with Operations staff to determine what priorities are needing to be addressed with these funds. It was shared that the 23/24 Minor Capital project funds are allowing districts to shift traditional AFG projects out of AFG to the capital programs SEP/CNCP. This shift frees up AFG funds for other projects, highlighting a significant bathroom project at Ballenas Secondary School can now be undertaken within the AFG plan. Other

discussion considered the need for outdoor play areas like basketball courts This document will be presented at the May public board meeting to be supported prior to submission to the Ministry of Education.

c. BC Hydro Small School District Energy program

Phil Munro, Director of Operations, shared a recent conversation with BC Hydro that led to the opportunity for the School District to access an Energy Manager Program. Since small school districts did not have the funding or need for a full time Energy Manager, BC Hydro launched a program for smaller school districts to support one manager. Director of Operations Munro will reach out to the Coordinating Manager at BC Hydro to arrange for an opportunity hear about the planned work.

d. 2022 Climate Change Accountability Report (CCAR)

Secretary Treasurer Amos provided a background to the report, highlighting the most recent Solar (SV) installations, and the work that came from the Prism report. It was noted that some of the reductions achieved in previous years has dissipated due to WorkSafe requirements to circulate more air and the increased use of MERV 13 filters during the pandemic resulting in an increase in building energy consumption. Superintendent Peter Jory shared that new administrative procedures would outline new expectations on staff to work to reduce energy usage through efforts in lighting, energy systems and behavior, such as closing windows and doors so as to not overload the HVAC systems.

e. Canada Infrastructure Bank (CIB)

Trustee Julie Austin discussed the recent information that was shared after the April Finance & Operations Committee of the Whole meeting regarding initiatives of sustainable projects. She indicated that there is a CIB program in place to help School Districts finance the local portion associated with purchasing electric buses. There was some additional discussion on whether there were other programs but; however, none are known at this time.

5. INFORMATION ITEMS

6. RECOMMENDATIONS TO THE BOARD OF EDUCATION

- AFG Expenditure Plan
- 2022 Climate Change Accountability Report
- Request staff draft a carbon reduction strategy for School District 69 schools, to be provided to the Board by September 2023

7. FUTURE TOPICS

8. NEXT MEETING DATE:

Monday, June 20 at 10:30; Via Zoom



Submission Summary

Submission Summary:	AFG 2023/2024 2023-05-19
Submission Type:	Expenditure Plan
School District:	Qualicum (SD69)
Open Date:	2023-04-05
Close Date:	2023-05-19
Submission Status:	Draft

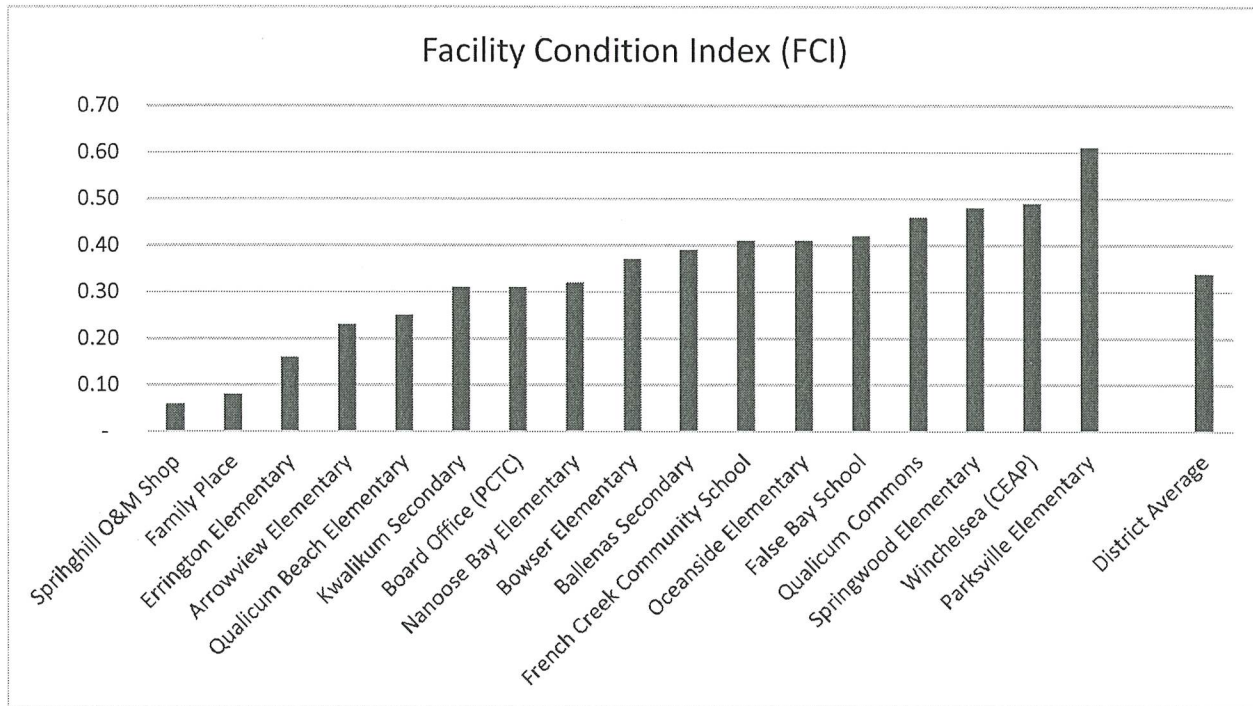
Submission Category	Sum Total Project Cost
AFG	\$1,231,085
Total	\$1,231,085

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
161564	No	BES, QBES, KSS, AES, OES, WP, BSS,	Electrical (AFG)			Fire alarm annual inspection.	\$50,000
161565	No	BES, QBES, KSS, AES, OES, WP, BSS,	Site Upgrades			Generator maintenance and servicing.	\$10,000
161566	No	BES, QBES, KSS, AES, OES, WP, BSS,	Site Upgrades			Fire extinguisher, fire suppression, and back flow	\$10,000
161567	No	BES, QBES, KSS, AES, OES, WP, BSS,	Asbestos Abatement			Hazmat inventory update.	\$10,000
161569	No	BES, QBES, KSS, AES, OES, WP, BSS,	Roofing (AFG)			Roof drain cleaning and roofing inspections.	\$50,000
161571	No	BES, QBES, KSS, AES, OES, WP, BSS,	Site Upgrades			CCTV upgrades.	\$133,000
161573	No	BES, QBES, KSS, AES, OES, WP, BSS,	Site Upgrades			CAT 6 wire for IT projects.	\$10,000
161578	No	BES, QBES, KSS, AES, OES, WP, BSS,	Electrical (AFG)			Fix fire alarm deficiencies.	\$15,000
161579	No	BES, QBES, KSS, AES, OES, WP, BSS,	Roofing (AFG)			Install safety anchors on roofing for maintenance	\$13,000
161526	Yes	Ecole Secondaire Ballenas Secondary	Asbestos Abatement			Remove asbestos wrapping around roof drainage	\$16,500
161537	Yes	Ecole Secondaire Ballenas Secondary	Plumbing (AFG)			Replace roof drains.	\$25,150
161538	Yes	Ecole Secondaire Ballenas Secondary	HVAC (AFG)			Duct cleaning.	\$80,000
161539	Yes	Ecole Secondaire Ballenas Secondary	Interior Construction			Upgrade existing washrooms in 300 wing.	\$140,000
161540	Yes	Ecole Secondaire Ballenas Secondary	Exterior Wall Systems			Replace existing front entry doors.	\$4,760
161583	Yes	Ecole Secondaire Ballenas Secondary	Interior Construction			Replace existing lockers.	\$150,000
161584	Yes	Ecole Secondaire Ballenas Secondary	Electrical (AFG)			Fire alarm replacement.	\$150,000
161542	Yes	Errington Elementary	Site Upgrades			Building an outdoor classroom.	\$10,000
161544	Yes	Errington Elementary	Site Upgrades			Upgrade septic system.	\$28,415
161581	Yes	Errington Elementary	Site Upgrades			Replace playground soffitfall.	\$25,000
161541	Yes	Kwialikum Secondary	Exterior Wall Systems			Replace some existing exterior entry doors.	\$4,760



Submission Summary

161570	Yes	Kwailikum Secondary	Site Upgrades	Demolition and removal of old basketball courts.	\$25,000
161556	Yes	Nanoose Bay Elementary	Electrical (AFG)	Replace security alarm system.	\$15,500
161548	Yes	Oceanside Elementary	Interior Construction	Retro fit existing space into new classroom.	\$15,000
161558	Yes	Oceanside Elementary	Interior Construction	Gymnasium curtain removal.	\$15,000
161574	Yes	Oceanside Elementary	Plumbing (AFG)	Upgrade fire suppression system.	\$150,000
161576	Yes	Oceanside Elementary	Site Upgrades	Replace playground softfall.	\$10,000
161554	Yes	Qualicum Beach Elementary	Site Upgrades	Playground surround upgrade.	\$65,000
				Submission Category Total:	\$1,231,085



Facility Condition Index (FCI)	Year Established	2023 FCI			
		Avg	Bldg	Site	
Sprinthill O&M Shop	2008	0.06	0.05	0.09	
Family Place	2010	0.08	0.14	0.07	
Errington Elementary	1999	0.16	0.18	0.10	
Arrowview Elementary	1999	0.23	0.26	0.10	
Qualicum Beach Elementary	2002	0.25	0.25	0.19	
Kwalikum Secondary	1982	0.31	0.33	0.17	S-0.37/N-0.25
Board Office (PCTC)	2007	0.31	0.30	0.34	
Nanoose Bay Elementary	1993	0.32	0.34	0.15	
Bowser Elementary	1984	0.37	0.40	0.25	
Ballenas Secondary	1977	0.39	0.40	0.30	
French Creek Community School	1911	0.41	0.47	0.15	closed
Oceanside Elementary	1993	0.41	0.42	0.27	
False Bay School	1951	0.42	0.45	0.32	Sch-.45/Teac-.50
Qualicum Commons	1949	0.46	0.45	0.54	closed
Springwood Elementary	1996	0.48	0.49	0.35	
Winchelsea (CEAP)	1982	0.49	0.53	0.15	closed
Parksville Elementary	1910	0.61	0.60	0.62	closed
District Average		0.34	0.36	0.24	

All Facilities were inspected by VFA in July 2022

2022 PSO Climate Change Accountability Report

Organization: School District No. 69 (Qualicum)

Declaration statement:

This PSO Climate Change Accountability Report for the period January 1, 2022 to December 31, 2022 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2022 to reduce our GHG emissions and our plans to continue reducing emissions in 2023 and beyond.

Overview:

The district concluded the creation of a Board wide Strategic Plan in 2019. This plan included the following items which are applicable to emission reduction:

- Under Values: “Social responsibility and environmental sustainability” and “Innovation as a means of ensuring that we respond and adapt to a changing world and new understandings”.
- As a Guiding Principle: “Stewardship of the public investment in education in our community is crucial. This requires an unwavering commitment to fiscal responsibility and allocation of resources based on identified needs and strategic priorities.” We see this guiding principle as including environmental stewardship as part of fiscal responsibility.

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5 year Capital Plan and our Annual Facility Grant projects. In 2022, the district initiated or completed the following projects which will directly reduce carbon emissions:

- The district continues to evaluate every bus replacement in the context of carbon footprint, so with that in mind, we received our first electric bus in August 2021. We now feel we have some understanding of the right “fit” for an electric vehicle, but recognize that with the current technology the pay back on investment could extend beyond the life of the vehicle. That said, we will continue to review the size and type of buses required to continue to reduce our carbon footprint.
- During summer 2022 the District constructed a Photovoltaic (PV) array placements on the roof of Bowser Elementary, Springwood Elementary and Ballenas Secondary. The District now has 8 sites with placements that continue to help reduce our use of diesel and natural gas and take advantage of this alternate energy source.
- The district continued its waste program at a total of 8 schools to encourage the reduction in the amount of waste removed from school sites, with separation between food waste, recyclables and landfill.
- The district engaged an Engineering firm to review the energy usage of five of its buildings. The goal of the project was to identify opportunities to enhance the buildings’ performance through a process of “tuning up” building systems. In doing so, the intent was to save energy and improve operations without having to undertake a major capital investment. Throughout 2022 and 2023 the District has been active in operationalizing the recommendations that were in the report.

2022 PSO Climate Change Accountability Report

Energy conservation continues to be a goal for the district. Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures with low flow units. Operations has continued to monitor the water usage on school fields with meters being installed where possible to monitor the water usage to reduce the need to water, particularly in summer. These are all part of the day to day operational work as well as project based work when Ministry or other funding permits.

Recognizing their role as the leaders of educational change in the School District, the School Board created a Climate Action Task Force in 2019. This group includes membership from all educational partners including students, staff and administration. Its mandate is to promote action to decrease greenhouse emissions, help develop plans to educate our learning community and advocate for progressive policy solutions.

In 2023 we will be introducing two new initiatives that will further our work in reducing our energy consumption and support sustainability objectives. A new administrative procedure will reinforce the collective responsibility to protect and conserve the environment, and encourage efforts in areas of lighting, heating, ventilation, renovations and new construction and recycling programs. The District will also be exploring with BC Hydro a program to support smaller School Districts in accessing their Energy Manager program.

Emissions and Offset Summary Table:

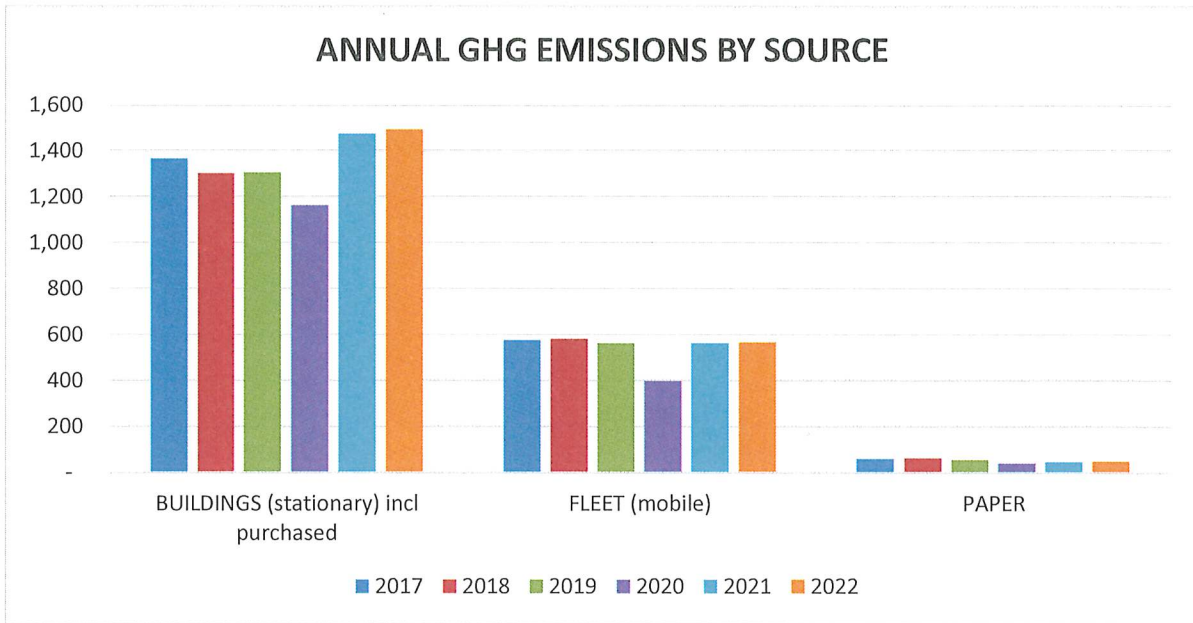
School District No. 69 (Qualicum) GHG Emissions and Offsets for 2022	
Total Emissions (tCO2e)	2,106
Total BioCO2	21
Total Offsets (tCO2e)	1,652
Offset Investment (\$25 per tCO2e)	\$ 41,293

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District No. 69 (Qualicum) **(the Organization)** is responsible for arranging for the retirement of the offsets obligation reported above for the 2022 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy **(the Ministry)** ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

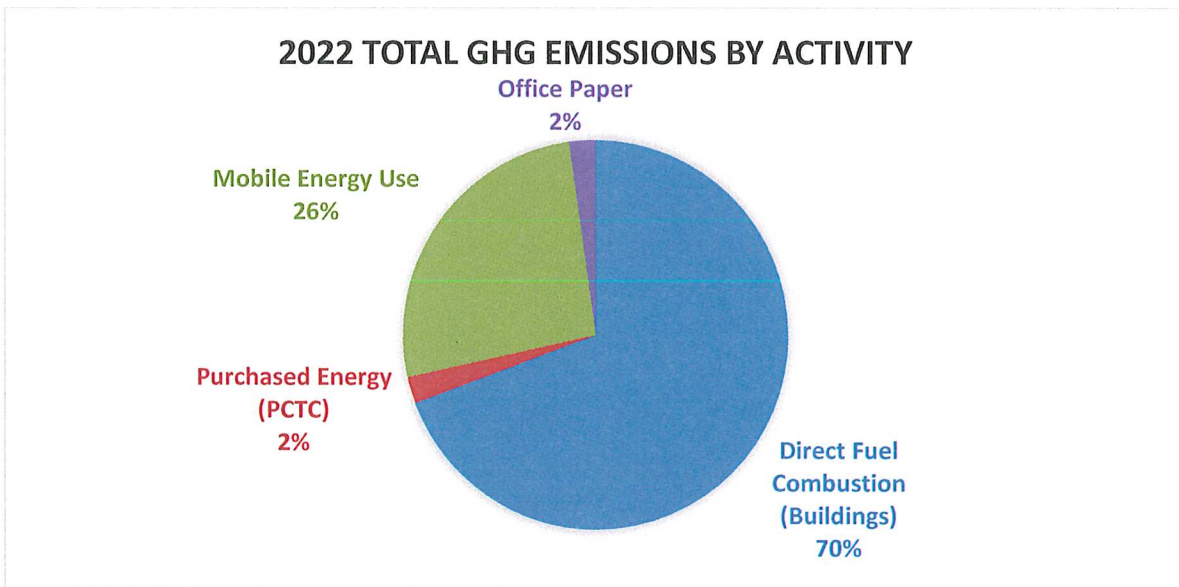
Executive sign-off:

	MAY 23, 2023
Signature	Date
RON AMOS	SECRETARY TREASURER
Name (please print)	Title



Emissions (tCO2e)	5 yr chg	10 yr chg	2017	2018	2019	2020	2021	2022
BUILDINGS (stationary) incl purchase	9%	-13%	1,366	1,302	1,306	1,163	1,475	1,493
FLEET (mobile)	-2%	-35%	575	581	561	399	563	565
PAPER	-19%	-43%	59	62	55	39	47	48
TOTAL	5%	-21%	2,000	1,945	1,922	1,600	2,085	2,106

from BC Climate Action Secretariate Clean Government Reporting Tool (CGRT) Datasets





ADMINISTRATIVE PROCEDURES TO BOARD POLICY 101

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Purpose

These administrative procedures describe the means by which Board Policy 101: Tendering, Purchasing, and Disposal will be enacted.

Authority

1. The Secretary Treasurer or designate is authorized to approve the expenditure of funds within approved Capital Budgets for all project work.
2. The Secretary Treasurer or designate will have authority to accept and approve individual change orders to capital projects, providing that funds are available.
3. The Secretary Treasurer shall report to the Board, for information, capital expenditures which are of significance and of public import whereby the resulting expenditure has an affect of enhancement of the district's capital facilities.

General Guidelines

Definitions of varying methods of procurement described below, and the decision to use any particular form will depend on the complexity of the requirement, the monetary value, and the urgency.

Purchasing Decision Matrix				
	Determination of Supplier		Payment Process	Approver
	Quote	Tender		
< \$1,000 < \$2,000	N	N	Purchasing Card/Expense Claim with Receipts	Local
> \$1,000 > \$2,000	Verbal	N	Invoice	Local
> \$5,000	Written	N	Invoice	Local
> \$10,000	Written	N	Invoice	Secretary Treasurer or designate
> \$25,000 > \$50,000	N/A	Non-Advertised	Non-Advertised Tender	Secretary Treasurer or designate
> \$50,000 > \$100,000	N/A	Public	Public Tender or Request for Proposal	Secretary Treasurer



Use of Requisitions (Requests for Purchase Orders)

~~All supplies, services, and equipment being purchased over \$10,000 must be covered by a requisition initiated by the school or district department. Individual staff members are not to place orders other than by this method. This requisition is in a form that becomes a purchase order when signed by the secretary-treasurer or designate. The only exceptions to this requirement are as follows:~~

- ~~a. With prior authorization from the employee's supervisor/Principal, employees may purchase items through petty cash or purchasing card.~~
- ~~b. Purchases may be made through school trust accounts for home economics and industrial education consumable supplies, with reimbursement claimed by submission of a Reimbursement Requisition form with receipts attached.~~
- ~~c. Gas and fuel refills.~~

At the request of suppliers, or as deemed required, purchase orders may be provided as a legally binding agreement to place an official order of supplies and/or services. A purchase order with an authorized signature is authority to purchase on behalf of School District No. 69 (Qualicum).

Authorized signatories include School Principals, Department Managers, and Senior Managers operating within the scope of their budget authority and ensuring sufficient funds exist.

Exceptional Circumstances

The secretary-treasurer may authorize the immediate purchase of any item or service without recourse to the provisions of this procedure where:

- a. staff, student or public safety is in question;
- b. purchase will prevent damage to School District facilities;
- c. essential services will be restored; and/or,
- d. essential physical plant services will be restored.

It is not necessary to tender or go through the quotation process for purchases of used items and legal services.

Opening of Tenders

1. The Board shall be made aware of all tender closings.
2. The Board shall be represented at the opening of tenders by the consultant, if applicable, Secretary Treasurer or designate, and the Properties Department designated contact person.
3. Criteria for selection will be as per Board Policy 101.
4. The consultant shall submit a written recommendation regarding the award of contract within forty-eight hours following the close of tenders.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 101

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

5. The lowest qualified tender received, that is supported by a recommendation from the consultant and meets criteria in Board Policy 101, shall form the contract, providing that it is within the budget approved.
6. Tenders funded from a Capital Plan must receive Ministry of Education and Child Care approval.
7. To award a contract to other than the low bidder, it must first be approved by the Board and supported by a written recommendation from the Secretary Treasurer or designate, giving full justification for the recommendation.

Withdrawal of Tenders

Tenders may be withdrawn personally, by written notice, fax, or email provided such notice of withdrawal is received by the appropriate member of senior management or delegate prior to the tender closing time.

Revisions of Tenders

- a. A tender already delivered to School District No. 69 (Qualicum) (owner) may only be revised in the following manner and the revision must be plainly referable to a particular tender. Revisions to tenders already received must be submitted only by fax or signed letter. The revision must state only the amount of which a figure is to be increased or decreased or specific directions as to the exclusion or inclusion of particular words.
- b. Please note in the case of faxed revisions to tender, School District No. 69 (Qualicum) assumes no responsibilities and the bidder assumes all risks of using faxed communications for revisions. The faxed transmission must be received by the appropriate member of senior management or delegate prior to closing time.
- c. Alterations, qualifications or omission to the tender form may be cause for rejection.
- d. Failure to complete the tender document may result in rejection of tenders submitted.

Awarding of Tender

- a. This tender will be irrevocable for a period of sixty (60) days from tender closing time. The lowest or any tender will not necessarily be accepted.
- b. The completed tender document, terms, conditions, instructions, specifications and any attachments shall become part of any contract entered into between the successful bidder and School District No. 69 (Qualicum).
- c. The right is reserved to reject any or all tenders and to waive any minor informalities or irregularities in tenders received.
- d. This tender, if awarded, may be in whole or in part and School District No. 69 (Qualicum), reserves the right to award this tender to multiple bidders. In the event of funding difficulties, some areas or schools may be eliminated in order to meet budget constraints.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 101

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

- e. Criteria for award or rejection of this tender may include but not be limited to the following: price stated, total cost implication, product quality, references, past performance and the demonstrated ability and personnel to fulfill the requirements of the tender.

Disposal of Capital Assets

1. Prior to disposing of any land, buildings, leases, rights-of-way and easements, the Board shall in each such case:
 - a. consider the future educational needs of the school district and the effect of the disposal of same.
 - b. dispose of the land, building, lease, right-of-way or easement by public meeting or public tender with or without accepting any offers or the highest offer;
 - c. dispose of the land, building, lease, right-of-way or easement at the fair market value.
2. Fair market value in the disposal of any land, building, lease, right-of-way or easement shall be determined by a professional appraisal obtained at the direction of the Board and consideration for such value may be comprised of cash, trade, barter or otherwise.
3. The Board shall pass a bylaw authorizing the disposal of any land, building, lease, right-of-way or easement authorizing the disposal of same prior to the disposal.
4. Once the Board has disposed of any land, building, lease, right-of-way or easement, the Board shall provide the Minister of Education and Child Care with:
 - a. a copy of the authorizing bylaw; and
 - b. written notification of the disposition and allocation of the proceeds of the said sale as required under Section 100 (2) of the *School Act*.

Disposal of Surplus Material

Where equipment, vehicles or materials are considered surplus to the needs to the School District and are expected to have resale value, the Secretary Treasurer may direct these items be disposed of in any one of the following ways:

- a. Offered for sale to public bodies;
- b. Sold at public auction;
- c. Sold by public or invited tender;
- d. Sold at a fixed price public sale; or,
- e. Sold privately (Private sale shall be restricted to items which have previously been offered under a, b, c, or d above or where the potential benefits of such a process are greater than the costs of it.)

The cost of disposing of the item must not exceed the expected resale value.

Equipment, vehicles or material will not be sold to school district employees unless they are the successful bidder in a public tender process.



Where equipment or materials are considered surplus to the School District's need and do not have a resale value, the Secretary Treasurer or designate may authorize items to be disposed of according to environmentally acceptable practices including,

- a. salvaged for parts
- b. scrapped
- c. traded in for credit against purchases.

Disposal of Surplus School Buses

Whenever possible, surplus school buses shall be traded to bus dealers provided the trade price is deemed to be of fair market value.

Only if a surplus school bus cannot be traded to bus dealers, any alternating flashing lamps and any stop arm fitted to the school bus must be removed and all school district identification, any School Bus lettering and the warning signs associated with the alternating flashing shall be removed prior to any surplus school bus being offered for public tender.

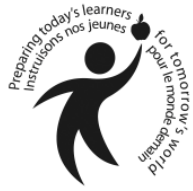
References:

- Board Policy 101: Projects - Tendering, Purchase and Disposal
- Board Policy 301: Living Wage
- The School Act
- Ministerial Order (M193/08) Disposal of Land or Improvements Order

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended: 2020.09.22: **2022.10.25**



PURPOSE

A bylaw to provide for procedures for the conduct of general school elections, other trustee elections, outline board role, trustee role and code of ethics.

I. ELECTION OF TRUSTEES:

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 69 (Qualicum), under the *School Act*, trustee elections in the following trustee electoral areas are the responsibility of the Board of Education of School District No. 69 (Qualicum):

<u>No. of Trustees to be elected.</u>	<u>Electoral Areas to be represented</u>
1	E of the Regional District of Nanaimo, District of Lantzville
1	F of the Regional District of Nanaimo
2	G of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach and E of the Regional District of Powell River (Lasqueti Island)
1	H of the Regional District of Nanaimo

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education, in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

"Election" means a trustee election.

"Board" or "school board" means the Board of Education of School District No.69 (Qualicum).

2. Application

This bylaw applies to both general elections and by-elections and to those trustee elections carried out by other authorities, except as otherwise indicated.

3. Resolution of Tie Votes after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *School Act* and the *Local Government Act*.



4. Mandatory Advance Voting Opportunities and Local Government Special Voting Opportunities

As required by the *Local Government Act* and the *School Act*, the mandatory advance voting opportunities are established as follows:

- i. on the tenth day before general voting day; and
- ii. for a trustee election that is the subject of an agreement or agreements with the local governments of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach, the District of Lantzville or the Regional District of Powell River under which either the local government conducts all or part of the trustee election on behalf of the school board, or a local government election is conducted in conjunction with the trustee election: the date specified for the additional mandatory advance voting opportunity - as well as the date, location and voting hours of any special voting opportunities - in the general election bylaw of that local government, as it is amended from time to time, shall apply in the trustee electoral area or part of the trustee electoral area that is the subject of the agreement;
- iii. for a trustee election that is not the subject of an agreement referred to in (ii): the third day before general voting day.

5. Additional Advance Voting Opportunities

As authorized under the *Local Government Act* and the *School Act* the school board authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

6. Additional General Voting Opportunities

As authorized by the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish additional voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

7. Special Voting Opportunities

As authorized under the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish special voting opportunities for each election and to designate the location, the date and the voting hours, within the limits set out in the *Local Government Act*, for such special voting opportunities.

8. Public Access to Election Documents

The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 69 (Qualicum) until 30 days after declaration of the election results.

9. Public Access to Election Documents Cont.

Date of Initial Board Approval: January 1999

Amendments: August 2002, October 2005, September 2008, May 2014, February 25, 2020



- i. The Board authorizes but does not require chief election officers to post nomination documents of trustee candidates for public access on any or all of websites of the City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.
- ii. The Board authorizes posting of trustee candidates' campaign financing disclosure statements and declarations and supplementary statements and declarations on the website of School District No. 69 (Qualicum) until one year from general voting day.
- iii. The Board authorizes but does not require chief elections officers to post campaign financing disclosure statements for public access on any or all of websites of the City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.

II. BOARD ROLE:

As the corporate body elected by the voters, the Board of Education is responsible for the development of goals and policies to guide the provision of educational services to students attending District schools and programs, in keeping with the requirements of government legislation and the values of the electorate.

SPECIFIC AREAS OF RESPONSIBILITY

1. Accountability to Governments

The Board shall:

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to and Engagement of Community

The Board shall:

- 2.1 Make decisions that address the needs and demands of the district.
- 2.2 Establish processes and provide opportunities for community input
- 2.3 Communicate the district strategic plan, and achievements of students and staff to the community, at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or board policy.
- 2.5 Provide for two-way communication between board and stakeholder groups.
- 2.6 Meet regularly with municipal governments and other educational/public service or business governing authorities to achieve educational ends.
- 2.7 Model a culture consistent with district values.



3. Planning

The Board shall:

- 3.1 Provide overall direction for the district by establishing a vision, values and strategic issues to be addressed.
- 3.2 Develop and approve the district's long term strategic plan.
- 3.3 Annually set district goals and key results, aligned with the district's strategic plan
- 3.4 Monitor progress toward the achievement of student outcomes and other desired results.
- 3.5 Annually evaluate the effectiveness of the district in achieving established goals and desired results.

4. Policy

The Board shall:

- 4.1 Identify the purpose to be achieved and the criteria for a new policy.
- 4.2 Make the final decision as to the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired change.
- 4.4 Determine policies and bylaws which outline how the board is to function.
- 4.5 Monitor policy changes and seek input on those changes.
- 4.6 Delegate authority to the superintendent and define commensurate responsibilities.

5. Board/Superintendent Relations

The Board shall:

- 5.1 Select the superintendent
- 5.2 Provide the superintendent with clear corporate direction.
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 5.4 Evaluate the superintendent and review compensation in accordance with the superintendent's contract.
- 5.5 Respect the authority of the superintendent to carry out executive action and support the superintendent's actions which are exercised within the delegated discretionary powers of the position.

6. Political Advocacy

The Board shall:

- 6.1 Address external issues in a manner consistent with district values.
- 6.2 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public Sector Employees' Association (BCPSEA) issues.
- 6.3 Advance district positions and priorities through relevant provincial organizations and associations.
- 6.4 Educate and inform the public



7. Board Development

The Board shall:

- 7.1 Annually evaluate the Board's effectiveness.
- 7.2 Annually develop a Board development plan aligned with District priorities.

8. Fiscal Accountability

The Board shall:

- 8.1 Approve process and timelines for budget deliberations.
- 8.2 In collaboration with the superintendent, identify assumptions and draft priorities for the creation of the annual budget.
- 8.3 Approve the annual budget which aligns with key goals and the strategic plan.
- 8.4 Annually approve the district's facilities planning document.
- 8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 8.6 Review annually the audit report and management letter.
- 8.7 Provide direction regarding the mandate for local employee negotiations.
- 8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 8.9 Approve the acquisition and disposition of district land and buildings.
- ~~8.10 Approve tender selection for contracts over \$50,000 (fifty thousand dollars)~~
- 8.11 **8.10** Approve construction projects in excess of \$500,000 (five hundred thousand dollars) **major and minor capital projects prior to submission to the Ministry.**

9. Selected Responsibilities

- 9.1 Establish parameters for early retirement incentive plans.
- 9.2 Approve local school calendars, as requested in accordance with legislation.
- 9.3 Approve Board/Authority Authorized Courses
- 9.4 Hear appeals on the reconsideration of resource materials which are challenged.
- 9.5 Approve the naming of educational facilities and land.
- 9.6 Recognize students, staff and community members.
- 9.7 Approve school catchment areas.
- 9.8 Approve transportation service level changes.
- 9.9 Approve District partnerships.

III. ROLE OF THE TRUSTEE:

As members of the corporate board, trustees are accountable to the public for the collective decisions of the board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate board. A trustee acting individually has only the authority and status of any other citizen in the district.



Specific Responsibilities:

1. Support the decision of the Board and monitor progress to ensure decisions are implemented.
2. Strive to develop a positive and respectful learning and working culture both within the board and the district.
3. Become familiar with, and adhere to, the Trustee Code of Ethics.
4. Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the board.
5. Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate. Also refer to School District 69 Board Policy 6005: *Resolution of Concerns*.
6. Act as a liaison to assigned schools according to purpose and parameters as outlined in Liaison Schools- Purpose and Parameters document.
7. Keep the Board and the Superintendent informed in a timely manner of matters coming to his/her attention that might affect the district.
8. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
9. Come prepared to board meetings, participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of children within the district.
10. If a personal disagreement arises between a member of the team and another member, a one to one meeting between the two should be arranged to deal with and resolve the disagreement.
11. If there is any doubt about contacting employees of the district, the Superintendent or the Secretary Treasurer should be contacted first.
12. Strive to develop a positive and respectful learning and working culture both within the board and the district, based on collaboration and transparency.



IV. TRUSTEE CODE OF ETHICS:

1. It is vital that the Board of Education commits itself and its members to conduct which is appropriate and ethical. All personal interactions should be respectful and should acknowledge the worth of each person.
2. In compliance with the B.C. Human Rights Code, trustees will endeavor to ensure that all schools in School District 69 (Qualicum) provide the best quality education possible for all of our students regardless of their ability, sex, sexual orientation, gender identity or expression, creed, social standing or any physical or mental disability conditions.
3. Trustees must devote time, thought and study to the duties and responsibilities of being a trustee so as to be able to render effective and competent decisions.
4. Trustees must work together to communicate to the electorate the facts about our schools.
5. Trustees as individuals have no Board authority. All relationships must be conducted based on this fact. Media interviews must be handled by the Board Chair, Vice-chair or Superintendent unless expressly delegated to the individual trustee.
6. All in camera business is to be kept strictly confidential.
7. Trustees must respect the Superintendent's responsibility for the day-to-day administration of the district.
8. Trustees are expected to refer all complaints and criticisms to the proper process.
9. The board as a whole has to take responsibility to resolve potentially dysfunctional situations and strive to build dynamics that demonstrate:
 - 9.1 A commitment to collaborative decision-making
 - 9.2 A commitment to doing the homework and sharing responsibility
 - 9.3 A commitment to contributing to public meetings in a way that earns public confidence in the work of the Board
 - 9.3 A commitment to put the good of the school system before individual political agendas
 - 9.4 A commitment to focus at least as much on assessing the value of initiatives as in controlling costs



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 1

BOARD OF EDUCATION

(Page 8 of 8)

V. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Board of Education Bylaw No.1. "

Read a first time this 1st day of November 2019.

Read a second time this 28th day of January 2020.

Read a third and final time, passed and adopted this 25th day of February, 2020.

Signed copy on file

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



Context:

The Board of Education recognizes a world-wide climate emergency is occurring. Environmental sustainability is the responsibility of trustees, senior staff, principals/vice principals, teachers, students, support staff, parents and community.

Policy Statement:

The Board will take action to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions.

The Board will ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Board will provide a strong educational approach to understanding the climate emergency.

Guiding Principles:

- a. A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- b. The review and continuous improvement of the school district's energy management plan within the financial resources available.
- c. The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment.
- d. Communicating environmental sustainability initiatives, and consulting with partner groups on the implementation of new initiatives.
- e. The ~~encouragement~~ **expectation** of students and staff to be cognizant of **actively reduce** their energy use and material consumption.
- f. The integration of environmentally sustainable considerations into the operations, educational and business decisions of the school district.
- g. The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.

Definitions:

Sustainable practices are those business, educational, and individual practices that result in a smaller carbon footprint and enhanced presence in our curriculum aimed at creating a culture of conservation.

References:

- Administrative Procedure: Sustainable Practices
- Sustainable Schools Best Practices Guide, Ministry of Education

Dates of Adoption/Amendments:

Adopted: 92.02.25
Amended: 94.02.22: 16.08.31: **20.09.22**



Purpose

These Administrative Procedures will support Policy 100: Sustainable Practices in order to develop the collective responsibility to protect and conserve the environment.

Requirements

1. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
 - a. Integration of environmentally sustainable considerations into the school district's business decisions related to:
 - i. Lighting
 - ii. Heating, ventilation, air conditioning systems
 - iii. Renovation and new construction
 - iv. Recycling programs
 - b. Purchasing policies that encourage suppliers to meet or exceed the district's environmental management standards.
 - c. Mechanisms to regularly assess and continually improve the district's environmental sustainability performance.
 - d. Creating, managing and monitoring a carbon reduction plan in keeping with provincial programs and expectations of government.
2. The Director of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
3. The Director of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
4. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the General-Manager Director of Operations. **This includes the closing of windows and doors during when the HVAC is required, turning off of lights, and the removal of extraneous applicances.**
5. Principals and vice-principals will be responsible for ensuring that climate action is a consideration for field trips in keeping with Board policy 502.
6. Teachers and support staff are encouraged to integrate environmental themes at every level and provide the opportunity for students to participate in energy management initiatives.



7. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools and learning activities that utilize a wide range of appropriate local environmental field trips.

References:

- Board Policy 100: Sustainable Practices
- Board Policy 502: Field Experiences (Trips)
- Sustainable Schools Best Practices Guide, Ministry of Education and Child Care

Dates of Adoption and Amendments:

Adopted: 16.08.31

Amended: 2020.09.22: **2022.10.25**



Context:

The Board strives to be a responsible and just employer in the Oceanside area. Paying a living wage on an hourly basis is a way to express these values. The Board understands that families may work less than part-time or have non-traditional family earnings and we share our responsibility for living wage provision with individuals, governments and community.

Policy Statement:

This Policy is to ~~ensure~~ **encourage** that all School District 69 (Qualicum) staff service providers and sub-contractors to our School District who work on School District premises for a specified period of time earn, at a minimum, an hourly *Living Wage* based on calculations which are congruent with the methodology developed by the *Living Wage For Families Campaign*.

Guiding Principles:

1. The Board of Education of School District 69 (Qualicum) believes that it is important to demonstrate social responsibility through actions that have a positive impact on our community, our staff and the people we serve.
2. The Board of Education believes that families should earn an hourly rate sufficient for them to pay for the basic necessities of life so that they can live with dignity and participate as active members of our communities.
3. As a responsible employer, the Board of Education recognizes that paying a *Living Wage* constitutes a critical investment in the well-being of our staff and the broader community.

Definitions:

1. Employees are all Union and Exempt Staff employed by the District in either a full-time, part-time, or casual, spare board, or replacement worker capacity.
2. *Living Wage* is the hourly rate of pay that enables wage-earners living in a family (2 parents and 2 children) household to:
 - a) Feed, clothe and provide shelter (based on rental rates) for their family
 - b) Promote healthy child development (child care expenses)
 - c) Participate in activities that are an ordinary element of life in the community
 - d) Avoid the chronic stress associated with living in poverty
 - e) Small savings to be used in emergencies.



Living Wage does not include:

- a) Debt or credit card repayment
 - b) Any significant savings (for example to provide a downpayment for a house or to send a student to university)
 - c) Recreation or entertainment costs beyond that needed for physical and emotional health.
 - d) Care of an ill, disabled or aged family member.
3. Premises are all District-owned premises, roadways, and grounds.
 4. Service Providers are companies and their employees that have a direct business relationship to the School District 69 (Qualicum). These employees are individuals that perform services to the District on District premises.
 5. Sub-contractors are companies and their employees that have been sub-contracted by our Service Providers. They do not have a direct business relationship with School District 69 (Qualicum).

References:

- <http://www.livingwageforfamilies.ca>
- *Administrative Procedures to Board Policy 301*

Dates of Adoption/Amendments:

Adopted: 15.11.24
Amended: **2020.04.28**



Purpose

These Administrative Procedures are written in support of Policy 301: Living Wage

Implementation, Compliance and Communication:

1. The living wage will be set annually by staff based on the methodology developed by the Living Wage for Families Campaign (www.livingwageforfamilies.ca).
2. This policy will encompass all district employees, service providers and sub-contractor employees with the following exclusions:
 - a. Students seeking work experience credits for educational purposes;
 - b. Volunteers; and,
 - c. Employees of organizations (for profit or not-for-profit) that lease space/property from the district.
3. The district, as a living wage employer, will ensure all staff are paid no less than the living wage as established in the year of ratifying of any of the district's collective agreements with its unions. The district will not open up any existing collective agreement during its existence to adjust hourly rates in the event those hourly rates dip below the living wage for that year. For example, if in year 2 of a 3-year agreement an employee's hourly rate falls below the living wage hourly rate for that present year, no alteration to the collective agreement will be considered.
4. The District has established the following criteria to determine a service provider's or sub-contractor's eligibility under the Living Wage Policy.
 - a. An employee of a service provider or of its sub-contractor must perform services physically on district premises.
 - b. Work must last longer than ~~one~~ four continuous hours per occasion.
5. The district requires all service providers and sub-contractors, whose services fall within the parameters established within this policy, to be compliant for the duration of their contract with the district.
6. The district will incorporate into all of its competitive bid documents (invitations to tender, requests for proposal, quotes, etc.) a sample declaration to be signed as part of the service provider's contract with the district.
- ~~7. The district will enforce the policy by performing audits of its service providers and sub-contractors when notification of non-compliance is received by the district. Non-compliance may result in the cancellation of the contract at the discretion of the district.~~

Reference:

- Board Policy 301: Living Wage

Dates of Adoption and Amendments:

Adopted: 2015.11.24

Amended: 2020.04.28

FINANCIAL REPORTING AND OPERATING SURPLUSES

**Context:**

The Board of Education has a mandated obligation to care for and effectively use public funds to provide an educational program for all School District 69 (Qualicum) students. In order to ensure the financial integrity of the public accounts in its care, the Board requires the Secretary-Treasurer to develop and present to the Board quarterly financial reports at a Regular Public Board Meeting which outline the financial position of the School District. The Board also has a responsibility to effectively manage any accumulated surpluses. An accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Policy Statement:

1. The Board expects management of current and future finances will be wise and prudent.
2. In all financial decision making, the interests of providing a quality educational program to students will be central.
3. Wherever possible, financial plans will consider environmental sustainability as an important short-term and long-term factor.
4. The Board expects (and is mandated) to prepare a balanced budget.
5. The Board will maintain an unrestricted operating surplus as a contingency reserve to be used to mitigate future budget shortfalls. If possible, the targeted amount of unrestricted operating surplus will be between 2% and 3% of the total operating budget **expenses** for that year.

Guiding Principles:

The Board believes that:

1. All school district business will conform with generally accepted best business management practices
2. To maintain an open and honest climate in School District 69, all financial documentation will be explainable and clearly understandable by trustees and the public.
3. Budget preparation will include planning, reviewing and decision-making phases. At each phase consultation with stakeholders and **the public, including First Nations and Métis Nation BC**, will be arranged and encouraged.
4. Budget planning will recognize needs of the students, the system, and new programs identified by all those involved in consultations and will align with existing policies, programs and initiatives [i.e. Framework for Enhancing Student Learning (FESL) and targeted funds for Indigenous Education].
5. Newly budgeted projects and programs will be fully reviewed and evaluated on an ongoing basis.
6. Financial reports will be presented quarterly at a public meeting of the Board.
7. An unrestricted operating surplus of between 2% and 3% of the preliminary budget should be built into budget planning.

Multi-Year Financial Plans

The Board annual operating budget is aligned with the three-year financial plan that the Board must develop, implement, and annually provide to the Ministry reflecting the implementation and maintenance of the Board's educational and operational objectives

FINANCIAL REPORTING AND OPERATING SURPLUSES



including enhanced student educational outcomes. The financial allocations included in the budget should support the strategic directions identified in the Board's Strategic Plan

Financial Reporting

The Board will also report the Board's progress on aligning funding and resources with their strategic plans and other operational needs of the school district, including enhancing student educational outcomes, by posting annual information on its website as part of its usual report out to stakeholders and the public.

The Board will use the existing Ministry financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on boards' progress towards meeting board objectives as outlined in their multi-year financial plans (for example, enhanced student educational outcomes and other operational needs of the board).

Definitions:

1. Accumulated operating surplus: The extent to which operating revenues from all previous years exceeds operating expenditures ~~from all previous years~~ **less Inter-Fund Transfers from current and prior years.**
2. Accumulated Operating Deficit: The extent to which operating expenditures from all previous years exceeds operating revenues ~~from all previous years.~~ **less Inter-Fund Transfers from current and prior years.**
3. **Accumulated Operating Deficit: The accumulated excess of Operating Expenses over Operating Revenues less Inter-Fund Transfers from current and prior years.**

References:

- The School Act, Part 6 – Boards of Education

Dates of Adoption/Amendments:

Adopted: 79.11.21

Amended: 84.06.06: 87.10.28: 89.02.22: 94.02.22: 00.11.28: 16.04.26: 2021.01.26:
2022.05.24



Financial Reporting

In order to ensure the financial integrity of the public accounts in its care, the Board of Education will be provided with quarterly financial reports showing the current financial status of the School District. These reports will include year-to-date summations of revenues and expenditures and will compare to the current budget and to prior year results.

Accumulated Operating Surpluses

The Accumulated Operating Surplus will be comprised of the following ~~two components~~ categories:

1. Internally restricted operating surplus

To support long-term financial planning the board can restrict operating surplus for use in future years within ministry-specified guidelines (see the [Ministry Companion Guide to the Accumulated Operating Surplus Policy](#)). To increase transparency, appropriations require a board motion. It is appropriate for some motions to be made in a closed board meeting (for example, related to land, legal or personnel matters), but the default should always be to a public meeting motion whenever possible.

Restrictions can be made for items that are identified by the board, have defined timelines, are directly related to a board's goals outlined in their strategic, operational and financial plans, or that meet the specified needs of the school district. The three streams of internally restricted operating surplus are:

- a. Restricted due to the nature of constraints on the funds;
- b. Restricted for anticipated unusual expenses identified by the board; and
- c. Restricted for operations spanning multiple school years

2. Restricted for future capital cost sharing

To support major capital projects that are identified in boards' 5-year Capital Plans, and approved by the Ministry for concept plan or business case development, the board may restrict operating surplus to satisfy capital project cost share expectations at the time the project is brought forward for funding approval. Capital cost share expectations can be found within the [Capital Planning Instructions](#).

3. Local capital

Local Capital includes the board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Transfers from operating funds to Local Capital must be made only for specific initiatives that have a clear linkage to the board strategic goals, or that address capital assets investment, or that meet the specified needs of the school district.



4. **Unrestricted operating surplus (contingency)**

a. ~~Appropriated Operating Surplus~~

b. ~~Unrestricted Operating Surplus~~

1. In conjunction with the Board's review and approval of the annual financial statements, the Board will recognize a portion of the accumulated operating surplus (if one exists) for the purpose of forming a reserve for contingencies.
2. The unrestricted operating surplus will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.
3. Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.
4. ~~The balance of the accumulated operating surplus will be held as unrestricted operating surplus.~~
5. The unrestricted operating surplus is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board's approval, in response to unforeseen circumstances.
6. Examples for use of the unrestricted operating surplus may include:
 - a. Elimination of any deficit arising at the end of the fiscal year
 - b. Incurring of new cost pressures in a fiscal year that were not known at the time of budget development
 - c. Settlement of legal action that is not covered by the School Protection Program
 - d. Initial one-time cost outlays for new educational programs
 - e. Coverage for disaster recovery expenditures
 - f. Extraordinary unknown utilities cost pressures
 - g. To appropriate to balance the next year's budget
7. When use of the unrestricted operating surplus reduces the balance below what is determined to be sufficient, the Board will adopt strategies for replenishing the unrestricted operating surplus within an appropriate timeframe.

5. **Reporting**

The board will use the existing Ministry financial reporting framework and the sample reporting template in the Companion Guide to annually provide the Ministry with an annual report on their budget allocation decisions, (including operating surplus and Local Capital), demonstrating that approved allocations support boards' strategic objectives.



Process

1. In conjunction with the Board's review and approval of the financial statements, the Secretary Treasurer will present for the Board's review and approval the internal restriction of accumulated operating surplus for:
 - a. Multi-year funding of projects and programs; and,
 - b. Capital project cost sharing

2. Prior to adoption of each annual budget and amended budget, the Secretary Treasurer will present for the Board's review and approval, allocation of budget for the purpose of unrestricted operating surplus, and when applicable, strategies for replenishing the unrestricted operating surplus, or opportunities for allocation of accumulated surplus to support annual program expenditures.

References:

- Board Policy 106: Financial Reporting and Operating Surpluses

Dates of Adoption/Amendments:

Adopted: 18.08.28

Amended: 2021.01.26: **2022.05.24**



**BOARD POLICY 900: INFORMATION MANAGEMENT AND ACCESS
PRIVACY MANAGEMENT AND ACCOUNTABILITY**

Context:

The Board of Education is committed to meeting its obligations to protect personal information from unauthorized access, use and disclosure in accordance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, *The School Act* Sections 9 and 79 and Ministerial Order M14-91.

Policy Statement:

The Board will hold and provide access to student and all other files in full compliance with the FOIPPA, School Act and Ministerial Orders.

Guiding Principles:

The Board will provide clear written direction on the nature of and access to all files which will:

- a. **include being open and transparent about the purposes for which personal information may be collected and used by the School District;**
- b. control the manner in which the School District collects, retains, uses, accesses, discloses and disposes of employee and student personal information;
- c. allow any person a right of access to the records in the custody or under the control of the School District subject to limited and specific exceptions as set out in *FOIPPA*;
- d. allow individuals, subject to limited and specific exceptions as set out in *FOIPPA*, a right of access to personal information about themselves that is held by the School District;
- e. allow individuals a right to request corrections to personal information about themselves that is held by the School District; and
- f. provide for independent reviews of decisions made by the School District under *FOIPPA* and the resolution of complaints under the *FOIPPA*.

References:

- Administrative Procedure I – *Personal Information Management and Access* to Board Policy 900
- Administrative Procedure II – *Privacy Breach Response* to Board Policy 900
- Administrative Procedure III – *Privacy Impact Assessments* to Board Policy 900
- Board Policy 501: *Acceptable Use of Technology* and its attendant Administrative Procedure
- School District 69 Personal Information Directory
- SD69 File Management Handbook
- *Freedom of Information and Protection of Privacy Act*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00
- The *School Act* (Section 9)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_02#section9
and (section 79)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_06#section79
- Ministerial Order M14/91
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m14_91.pdf

Adopted/Amended:

Adopted: 1980.01.23



BOARD POLICY 900: ~~INFORMATION MANAGEMENT AND ACCESS~~
PRIVACY MANAGEMENT AND ACCOUNTABILITY

Amended: 19.85.07.03: 1987.11.25: 1989.01.25: 1991.02.12: 1996.06.18: 2001.02.27:
Interim Revision September 2010: 2020.01.28: **2022.09.13**



ADMINISTRATIVE PROCEDURES I TO BOARD POLICY 900:
INFORMATION MANAGEMENT AND ACCESS

PRIVACY MANAGEMENT AND ACCOUNTABILITY

PERSONAL INFORMATION MANAGEMENT AND ACCESS

PURPOSE

The purpose of this administrative procedure is to set out how the District will handle employee and student personal information. This administrative procedure should be read in conjunction with Board Policy 900: Information Management and Access. See Appendix I for definitions.

ROLES AND RESPONSIBILITIES

1. The Superintendent of Schools/CEO is recognized as the Head of the Public Body (or any person to whom the Head has delegated their powers by written instrument).
2. The Secretary Treasurer is recognized as the Privacy Officer for the District and is responsible for:
 - a. conducting a privacy audit and self-assessment;
 - b. developing a privacy policy;
 - c. implementing and maintaining a privacy policy
 - d. managing privacy training;
 - e. responding to requests for access to and correction of personal information;
 - f. working with the Information and Privacy Commissioner in the event of an investigation.
3. The Executive Assistant to the Secretary-Treasurer will provide appropriate supports to the Privacy Officer.
4. Employees must:
 - a. complete mandatory privacy and information management training;
 - b. not alter, copy, interfere with or destroy personal information, except as required;
 - c. not disseminate personal information to anyone not covered by a confidentiality agreement;
 - d. practice safeguarding measures to ensure personal information held by the School District is protected from unauthorized access, use and disclosure; ~~and~~,
 - e. ensure that disclosures of information are made only to those entitled to that information, ~~and~~.
 - f. **Report privacy breaches to the School District**

COLLECTING PERSONAL INFORMATION

5. The School District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual to whom it pertains, unless another method of collection is authorized by the individual or the statute.



**ADMINISTRATIVE PROCEDURES I TO BOARD POLICY 900:
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PRIVACY MANAGEMENT AND ACCOUNTABILITY

6. When the School District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected. The parents/guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs, such as:
 - newsletter publications;
 - website postings;
 - video conferencing;
 - social media applications;
 - honour roll lists;
 - team rosters;
 - yearbooks.
7. Upon their child's initial enrollment, parents / guardians will complete and submit the form entitled Student FOIPPA / Personal Information Consent.
8. Where a parent or guardian provides consent, the School District will allow the school to publish student personal information for purposes such as:
 - recognition of achievement;
 - promotion of events;
 - commemoration of school events.

This authorization is deemed in effect until the student changes or transitions to another school.

9. Parents / guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the School District's operational activities.

USE OF PERSONAL INFORMATION

10. Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Employees should seek clarification from the District Privacy Officer if there is uncertainty as to the confidentiality of the information or they need to access information for a purpose other than why it was collected.

RETENTION AND DISPOSAL OF PERSONAL INFORMATION

11. Personal information must be retained for specific periods of time. See Appendix II for the records retention and disposal schedule.
12. Information management must be dealt with in a responsible, efficient, ethical and legal manner. The following safeguards, though not an exhaustive list, will assist in protecting the privacy of employee and student personal information:



**ADMINISTRATIVE PROCEDURES I TO BOARD POLICY 900:
INFORMATION MANAGEMENT AND ACCESS**

PRIVACY MANAGEMENT AND ACCOUNTABILITY

- a. security measures, such as encryption or passwords, must be in place for personal information that is electronically stored, printed, or transferred;
 - b. all mobile devices, including personal devices, that access or store District data must be secured by a password login and have the highest available encryption options;
 - c. passwords must not be shared nor should anyone login to a system using an username and password that has not been specifically assigned to them;
 - d. locate screen in such a way that it can't be read by visitors or people passing by;
 - e. lock the computer screen when away from your desk;
 - f. paper files should be held in locked storage;
 - g. personal information should be removed from work areas when not in use; and,
 - h. paper files, including notes, reports, letters and emails, containing personal information should be protectively marked as private and confidential.
13. Any personal information that is held electronically and is no longer required for administrative, financial or legal purposes must be deleted in their entirety and data storage devices must be fully erased prior to disposal.
14. Paper files containing employee and student personal information that are due for disposal must be securely shredded.

DISCLOSING PERSONAL INFORMATION

16. Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under the age of thirteen, such consent may be provided by the student's parent or guardian.
17. Disclosure of personal information is permitted if the information is immediately necessary for the protection of the health and safety of an employee.
18. Consent is not required from a student or parent when information is being disclosed for worker safety. If a plan is developed to protect the health and safety of a worker, which also affects the health and safety of a student, the parent will be informed, as per the requirements of the School Act. However, parental approval is not required to develop and implement plans to keep workers safe.
19. Managers and Principals are required to investigate incidents that caused or could have caused injury to an employee, in conjunction with the members of the school or work site's Joint Health and Safety Committee.
20. Incident report forms contain employee personal information and therefore cannot be disclosed to employees outside of the committee, except for the purpose of reporting incident to WorkSafe BC.



**ADMINISTRATIVE PROCEDURES I TO BOARD POLICY 900:
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PRIVACY MANAGEMENT AND ACCOUNTABILITY

21. If student information is used to complete an incident investigation or report, personal identifiers must be removed so that the student is not able to be identified.

ACCESS TO PERSONAL INFORMATION

22. Access to any personal information is based on employment duties requiring such access. Unauthorised access to information about colleagues, friends, or family is not permitted.
23. The School District governs the right of access by an individual to their own personal information and by the public to any information or records in its custody or control.
24. Other school districts, government ministries or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.
25. Requests for access to information, including access to personal information, must be made in writing and must provide sufficient detail to enable the School District, with reasonable effort, to identify the records sought. A record of all such transactions must be kept on file.

STUDENT PERSONAL INFORMATION

26. Access to student records will be in accordance with Board Policy 7144: Student Records 900: Personal Information Management and Access and its attendant Administrative Procedure.
27. Routine requests will be handled at the point-of-contact. Formal written requests will be handled by the District Privacy Officer through the office of the Secretary Treasurer.

EMPLOYEE PERSONAL INFORMATION

28. Access to personal information may be gained during normal business hours, upon appointment and is available to:
 - a. the employee, in the presence of a supervisory officer, or the appropriate personnel officer;
 - b. other parties (e.g. legal counsel of the employee) with the specific written consent of the employee;
 - c. appropriate Board employees and/or the Board's legal counsel, subject to the approval of the Superintendent or designate, or the appropriate personnel officer.
 - d. the individual, in the presence of the appropriate manager or a designate; and/or,
 - e. other parties (e.g. legal counsel for the individual) with the specific written consent of the individual.

FEES



ADMINISTRATIVE PROCEDURES I TO BOARD POLICY 900:
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29. When fees are to be levied under the *Freedom of Information and Protection of Privacy Act (FOIPPA)* the rates adopted by the Government of British Columbia, as specified in Schedule 1 (*attached*) of the Regulation 155/2012 under the *FOIPPA*, shall be confirmed as the rates used by the School District. Fees shall not be charged to individuals who are accessing their own personal information. See Appendix III for the fee schedule.

ERRORS OR OMISSIONS

30. An applicant who believes there is an error or omission in their personal information may request correction of the information in writing to the department responsible for the information. The Manager responsible for collecting and retaining the particular type of record will be responsible for the correction or annotation of the information, in consultation with the District Privacy Officer.
31. Notification of the correction or annotation must be given to any other public body or third party to whom that information has been disclosed during the one year period before the correction was requested.
32. Any correction, annotation or notification must be documented.

INVESTIGATION OF COMPLAINTS

33. Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee information or other protocol set out in this administrative procedure must notify the District Privacy Officer.
34. All employees, volunteers and third parties are expected to adhere to the confidentiality requirements of the School District. Those found to be in violation of this procedure may be subject to disciplinary action.

References:

- Board Policy 900: *Personal Information Management and Access*
- Board Policy 501: *Acceptable Use of Technology* and its attendant Administrative Procedure
- School District 69 Personal Information Directory
- SD69 File Management Handbook
- *Freedom of Information and Protection of Privacy Act*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00
- The *School Act* (Section 9)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_02#section9
- And (section 79)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_06#section79



SCHOOL DISTRICT No. 69 (QUALICUM)

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Amended: 19.85.07.03: 1987.11.25: 1989.01.25: 1991.02.12: 1996.06.18: 2001.02.27:
Interim Revision September 2010: 2020.01.28: **2022.09.13**

Appendix 1 – Definitions

Personal information	Any information that is about an identifiable individual. Personal information may include data such as unique identifiers (social insurance number, school records, contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origins, sexual orientation or religious beliefs.
Contact information	This enables an employee to be contacted at work and includes the name, position, business contact number, business address and business email.
Employee personal information	This is any recorded information about an identifiable employee (see personal information above) other than contact information.
Student personal information	This includes personal information (defined above) plus any information that identifies a student include a student's name, address, contact number, personal education number (PEN), assessments, results, and educational records.
Record	A record is defined as all recorded information in the custody or control of the School District regardless of physical format, which is collected, created, deposited or held by or in the School District. Records include books, documents, maps, drawings, photographs, letters, paper or any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means.

Appendix II – Records Retention and Disposal Schedule

The principal of the school or the supervisor of the department responsible for the records is authorized to destroy the records in accordance with the following schedule. Records may be maintained beyond the scheduled time if the principal or supervisor believes that they have a further use or historical or archival value.

The following retention schedule outlines the minimum amount of time that School District 69 records must be retained:

Board Records

Board policy	Permanent
Agendas of regular, in-camera and special board meetings	Permanent
List of electors	2 years after the year of creation
Minutes	Permanent
Notice of meetings	1 year
Oaths and declaration of trustees	Selected Retention
School trustees list	While current
Debenture and bylaw register	Permanent
Debenture and coupons redeemed	6 years after year redeemed
Annual Report as required by the School Act	Permanent
District publications and newsletters	Selected Retention

Information and Privacy

Freedom of Information requests	2 years after the calendar year of creation
Requests to review Freedom of Information decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued
Freedom of Information requests to correct personal information	2 years after the personal information has been updated, annotated, or request has been transferred to another public body

Financial Records

Annual budget and summary supporting documents	Permanent
Auditor's reports	Permanent
Cancelled cheques	6 years after year of creation
Cheque duplicates, invoices, requisitions	6 years after year of creation

Purchase orders	2 years after year of creation
Employee travel claims	6 years after year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	6 years after year of creation
Subsidiary ledgers and journals	6 years after year of creation
Receipts issued	6 years after year issued
Bank statements, debit and credit notes	6 years after year of creation
Deposit books	6 years after year of creation
Loans, authorization	6 years or term of loan, if longer
Loans, cancelled notes	6 years after year of creation
Stop payment orders	1 year after year of creation

Facilities Records

Rental of facilities	1 year after year of rental
Appraisal and inventory records	6 years after year of asset disposal
Authorization for expenditure of capital funds	6 years after year capital plan completed
Building plans and specifications (with related change, guarantees, bonds liens and valuable correspondence)	6 years after year of asset disposal
Land titles, deeds and plans	Permanent
Leases	6 years after expiration of term

General Records

General correspondence 2 years after year of creation

Human Resource Records

Applications 1 year after position is filled

Job Competitions Selected Retention

Collective Agreements with unions Permanent

Contracts with individual employees 20 years after the year employment ceases

Teacher-on-Call files 5 years after the year employee leaves district

Individual grievance files Permanent

Letters of discipline 20 years after the year employment ceases

Personnel file 20 years after the year employment ceases

Seniority lists Permanent

Unsolicited resumes 6 months

Violence incident reports 6 years after year of creation

Employee medical file 20 years after the year employment ceases

Information Systems

User ID's When user is removed from the system

Insurance Records

Incident Reports 2 years or until finalized

Claims 6 years after claim settled for adults; 2 years after age of majority is reached for individuals under 19 years

Insurance policies While current

Payroll Records

Employee payroll files	20 years after the year employee leaves district
Employee payroll register	20 years after the year employee leaves district
Employee attendance records	6 years after the year employment ceases

Purchasing Records

Quotations and relative correspondence	6 years after year of creation
Purchasing contracts	6 years after year of creation
Requisitions and purchase orders	6 years after year of creation

Student Records

Student Information Data	Permanent
Permanent Record Cards	55 years after graduation or withdrawal
- <u>Form 1704 (MyEdBC)</u>	
- <u>A minimum of the two most recent years of student Progress Reports</u>	
<u>OR</u>	
<u>An official copy of the Transcript of Grades</u>	
Attendance reports and registers	Permanent
Out-of-boundary attendance requests	2 years after decision is made
Provincial scholarships and district awards	Permanent
Transcript of Marks	Permanent
Teachers' student files	While current
Other student records	Useful life of record

Transportation Data

Student bus registration forms	1 year after year of creation
Transportation assistance forms	1 year after year of creation
School bus behaviour report	1 year after year of creation
School bus video tapes	1 year after year of creation as needed
Vehicle maintenance forms	life of bus
Pre-trip forms	3 months
Driver time logs	6 months

Health and Safety Records

References refer to the applicable part from the WCB Occupational Health and Safety Regulation and/or the Workers Compensation Act.

Topic	Type of Records	Reference	Length of time	Springhill	Board Office	Worksite /School
Asbestos	<ul style="list-style-type: none"> • inventory of asbestos containing materials • risk assessments • inspections • air monitoring 	6.32(1)	10 years			x
	<ul style="list-style-type: none"> • corrective actions to control the release of asbestos fibres • written work procedures • written notification to WorkSafeBC of abatement works • training and instruction of workers 	6.32	3 years 6 years	x	x	

Topic	Type of Records	Reference	Length of time	Springhill	Board Office	Worksite /School
Automotive Lifts and Hoists	<ul style="list-style-type: none"> inspection reports maintenance and testing 	12.78	while equipment in use			x
Biohazardous Material	<ul style="list-style-type: none"> worker exposures investigation reports 	5.59(3)	length of employment plus 10 years		x	
	<ul style="list-style-type: none"> worker education and training 	6.41	6 years		x	
Competency of equipment operators		16.4	length of employment		x	
Cranes and Hoists	<ul style="list-style-type: none"> inspection reports maintenance 	14.14	while equipment in use			x
Elevated Work Platforms	<ul style="list-style-type: none"> inspection Reports maintenance repairs modifications 	13.163	while equipment in use	x		
Fire Fighting Equipment	<ul style="list-style-type: none"> tests inspections 	31.9	while in use			x
First Aid	<ul style="list-style-type: none"> injury or illness report 	3.19	3 years			x
Hazardous Substances	<ul style="list-style-type: none"> inventory 	5.98(1)	while in use			x
	<ul style="list-style-type: none"> exposure reports investigation reports 	5.59(3)	length of employment plus 10 years		x	

Topic	Type of Records	Reference	Length of time	Springhill	Board Office	Worksite /School
Incident Investigation Reports		WC Act	6 years			x
Joint Health and Safety Committee Meetings	<ul style="list-style-type: none"> meeting minutes 	WC Act	2 years			x
Lead	<ul style="list-style-type: none"> risk assessments 	6.68	while current			X
	<ul style="list-style-type: none"> worker exposure report health monitoring worker training 	6.68	length of employment plus 10 years		x	
Noise	<ul style="list-style-type: none"> hearing test for each worker working in a noise environment 	7.8	length of employment plus 10 years		x	
	<ul style="list-style-type: none"> noise exposure measurement results 	7.8 (2)	while equipment in use			x
Radiation	<ul style="list-style-type: none"> surveys 	7.43	10 years			x
Workplace Inspections		WC Act	1 year			x

APPENDIX III
Schedule 1
Schedule of Maximum Fees
As per BC Reg. 155/2012 (O.C. 591/2012)

Item	Column 1	Column 2
	Description of Services	Management Fees
1	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative
		\$12 each for 16" x 20" photograph
		\$9 each for 11" x 14" photograph
		\$4 each for 8" x 10" photograph
		\$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service



**ADMINISTRATIVE PROCEDURES II TO BOARD POLICY 900:
INFORMATION MANAGEMENT AND ACCESS**

PRIVACY MANAGEMENT AND ACCOUNTABILITY

PRIVACY BREACH RESPONSE

PURPOSE

The Board of Education of School District No. 69 ("School District") is committed to ensuring the protection and security of all personal information within its control. That commitment includes responding effectively and efficiently to privacy breach incidents that may occur. The purpose of this Procedure is to set out the School District's process for responding to significant privacy breaches and to comply with its notice and other obligations under the Freedom of Information and Protection of Privacy Act (FIPPA).

Responsibilities of Staff

- a. All Staff must without delay report all actual, suspected or expected Privacy Breach incidents of which they become aware in accordance with this Procedure. All Staff have a legal responsibility under FIPPA to report Privacy Breaches to the Head.
- b. Privacy Breach reports may also be made to the Privacy Officer, who has delegated responsibility for receiving and responding to such reports.
- c. If there is any question about whether an incident constitutes a Privacy Breach or whether the incident has occurred, Staff should consult with the Privacy Officer.
- d. All Personnel must provide their full cooperation in any investigation or response to a Privacy Breach incident and comply with this Procedure for responding to Privacy Breach incidents.
- e. Any member of Staff who knowingly refuses or neglects to report a Privacy Breach in accordance with this Procedure may be subject to discipline, up to and including dismissal.

Privacy Breach Response

Step One – Report and Contain

- a. Upon discovering or learning of a Privacy Breach, all Staff shall:
 - i. Immediately report the Privacy Breach to the Head or to the Privacy Officer.
 - ii. Take any immediately available actions to stop or contain the Privacy Breach, such as by:
 - isolating or suspending the activity that led to the Privacy Breach; and
 - taking steps to recover Personal Information, Records or affected equipment.
 - iii. preserve any information or evidence related to the Privacy Breach in order to support the School District's incident response.
- b. Upon being notified of a Privacy Breach the Head or the Privacy Officer in consultation with the Head, shall implement all available measures to stop or contain the Privacy Breach. Containing the Privacy Breach shall be the first priority of the Privacy Breach response, and all Staff are expected to provide their full cooperation with such initiatives.



**ADMINISTRATIVE PROCEDURES II TO BOARD POLICY 900:
INFORMATION MANAGEMENT AND ACCESS**

PRIVACY MANAGEMENT AND ACCOUNTABILITY

Step Two – Assessment and Containment

- a. The Privacy Officer shall take steps, in consultation with the Head, to contain the Privacy Breach by making the following assessments:
 - ii. the cause of the Privacy Breach;
 - iii. if additional steps are required to contain the Privacy Breach, and, if so, to implement such steps as necessary;
 - iv. identify the type and sensitivity of the Personal Information involved in the Privacy Breach, and any steps that have been taken or can be taken to minimize the harm arising from the Privacy Breach;
 - v. identify the individuals affected by the Privacy Breach, or whose Personal Information may have been involved in the Privacy Breach;
 - vi. determine or estimate the number of affected individuals and compile a list of such individuals, if possible; and,
 - vii. make preliminary assessments of the types of harm that may flow from the Privacy Breach.

- b. The Head, in consultation with the Privacy Officer, shall be responsible to, without delay, assess whether the Privacy Breach could reasonably be expected to result in significant harm to individuals (“Significant Harm”). That determination shall be made with consideration of the following categories of harm or potential harm:
 - i. bodily harm;
 - ii. humiliation;
 - iii. damage to reputation or relationships;
 - iv. loss of employment, business or professional opportunities;
 - v. financial loss;
 - vi. negative impact on credit record,
 - vii. damage to, or loss of, property,
 - viii. the sensitivity of the Personal Information involved in the Privacy Breach; and
 - ix. the risk of identity theft

Step Three – Notification

- a. If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:
 - i. report the Privacy Breach to the Office of the Information and Privacy Commissioner; and
 - ii. provide notice of the Privacy Breach to affected individuals, unless the Head determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual’s safety or physical or mental health or threaten another individual’s safety or physical or mental health.

- b. If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to affected individual if the Head determines that notification would be in the public interest



ADMINISTRATIVE PROCEDURES II TO BOARD POLICY 900:
~~INFORMATION MANAGEMENT AND ACCESS~~

PRIVACY MANAGEMENT AND ACCOUNTABILITY

or if a failure to notify would be inconsistent with the School District's obligations or undermine public confidence in the School District.

- c. Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.

Step 4 - Prevention

The Head, or the Privacy Officer in consultation with the Head, shall complete an investigation into the causes of each Breach Incident reported under this Procedure, and shall implement measures to prevent recurrences of similar incidents.

References:

- Board Policy 900: *Privacy Management and Accountability*
- Administrative Procedure I – *Personal Information Management and Access to Board Policy 900*
- Administrative Procedure III – *Privacy Impact Assessments to Board Policy 900*
- Board Policy 501: *Acceptable Use of Technology* and its attendant Administrative Procedure
- School District 69 Personal Information Directory
- SD69 File Management Handbook
- *Freedom of Information and Protection of Privacy Act*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00
- The *School Act* (Section 9)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_02#section9
- And (section 79)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_06#section79
- Ministerial Order M14/91
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m14_91.pdf

Adopted/Amended:

Adopted: 1980.01.23

Amended: 19.85.07.03: 1987.11.25: 1989.01.25: 1991.02.12: 1996.06.18: 2001.02.27:
Interim Revision September 2010: 2020.01.28: **2022.09.13**



**ADMINISTRATIVE PROCEDURES III TO BOARD POLICY 900:
INFORMATION MANAGEMENT AND ACCESS
PRIVACY MANAGEMENT AND ACCOUNTABILITY**

PRIVACY IMPACT ASSESSMENTS

PURPOSE

The Board of Education of School District No. 69 ("School District") is responsible for ensuring that it protects the Personal Information within its custody and control, including by complying with the provisions of the Freedom of Information and Protection of Privacy Act ("FIPPA"). FIPPA requires that the School District conduct a Privacy Impact Assessment ("PIA") to ensure that all collection, use, disclosure, protection and processing of Personal Information by the School District is compliant with FIPPA.

A Privacy Impact Assessment (PIA) is an in-depth review of any new or significantly revised initiative, project, activity or program to ensure that it is compliant with the provisions of FIPPA, to identify and mitigate risks arising from the initiative and to ensure that the initiative appropriately protects the privacy of individuals.

The purpose of this Procedure is to set out the School District's process for conducting PIAs in accordance with the provisions of FIPPA.

RESPONSIBILITIES OF ALL EMPLOYEES

Any Employees responsible for developing or introducing a new or significantly revised Initiative that involve or may involve the collection, use, disclosure or processing of Personal Information by the School District must report that Initiative to the Privacy Officer at an early stage in its development.

All Employees involved in a new or significantly revised Initiative will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA.

All Employees will, at the request of the Privacy Officer, cooperate with the Privacy Officer in the preparation of any other PIA that the Privacy Officer decides to perform.

THE ROLE OF THE RESPONSIBLE EMPLOYEE (*responsible for overseeing the initiative, i.e. District Principal, IT*)

Responsible Employees are responsible for:

- a. ensuring that new and significantly revised Initiatives for which they are the Responsible Employee are referred to the Privacy Officer for completion of a PIA;
- b. supporting all required work necessary for the completion and approval of the PIA;
- c. being familiar with and ensuring that the Initiative is carried out in compliance with the PIA; and
- d. requesting that the Privacy Officer make amendments to the PIA when needed and when significant changes to the initiative are made.



**ADMINISTRATIVE PROCEDURES III TO BOARD POLICY 900:
INFORMATION MANAGEMENT AND ACCESS
PRIVACY MANAGEMENT AND ACCOUNTABILITY**

INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION OUTSIDE OF CANADA

- a. Employees may not engage in any new or significantly revised Initiative that involves the storage of Personal Information outside of Canada until the Privacy Officer has completed and the Head has approved a PIA and any required Supplemental (or enhanced) Review.
- b. The Responsible Employee or Department may not enter into a binding commitment to participate in any Initiative that involves the storage of Personal Information outside of Canada unless any required Supplemental Review has been completed and approved by the Head.
- c. It is the responsibility of the Privacy Officer to determine whether a Supplemental Review is required in relation to any Initiative, and to ensure that the Supplemental Review is completed in accordance with the requirements of FIPPA.
- d. The Head is responsible for reviewing and, if appropriate, approving all Supplemental Reviews and in doing so must consider risk factors including:
 - i. the likelihood that the Initiative will give rise to an unauthorized, collection, use, disclosure or storage of Personal Information;
 - ii. the impact to an individual of an unauthorized collection, use, disclosure or storage of Personal Information;
 - iii. whether the Personal Information is stored by a service provider;
 - iv. where the Personal Information is stored;
 - v. whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posted by the Initiative.
- e. Approval of a Supplemental Review by the Head shall be documented in writing.

References:

- Board Policy 900: *Privacy Management and Accountability*
- Administrative Procedure I – *Personal Information Management and Access to Board Policy 900*
- Administrative Procedure II – *Privacy Breach Response to Board Policy 900*
- Board Policy 501: *Acceptable Use of Technology* and its attendant Administrative Procedure
- School District 69 Personal Information Directory
- SD69 File Management Handbook
- *Freedom of Information and Protection of Privacy Act*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00
- The *School Act* (Section 9)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_02#section9
- And (section 79)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_06#section79
- Ministerial Order M14/91
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m14_91.pdf



EDUCATION COMMITTEE OF THE WHOLE REPORT

TUESDAY, MAY 15, 2023
VIA ZOOM
2:30 p.m.

Facilitator: Trustee Austin

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.

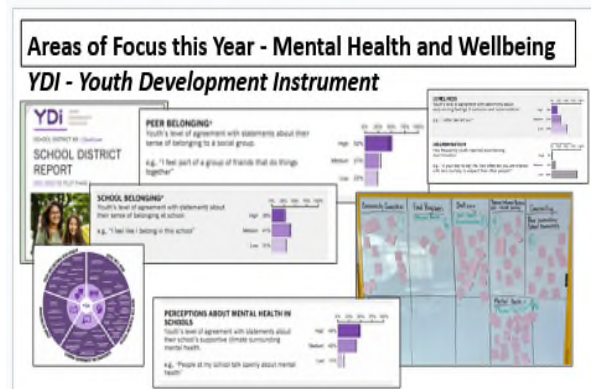
MANDATE:

To discuss and make recommendations to the Board on aspects of teaching, learning and educational equity. We will strive to have all students receive whatever they need to develop to their full academic and social potential and to thrive every day.

SCHOOLS AND/OR PROGRAMS

Youth Development Institute: Ballenas Secondary Students Sharing (Ms. Catherine and student group)

The students of BSS 'Student Voice' presented on their activities this past school year, with a focus on the YDI (Youth Development Instrument) and Wi-Fi. Each Home Room (HR) or Career Life Connections (CLC) have two students that attend meetings and bring their class perspectives to the discussion. They surveyed fellow students to initially get a sense of some of the concerns which included washroom facilities, seating, ramp access to fields, theatre upgrades and more.



Due to extreme download bandwidth being used the students are looking at reducing background usage, peak times, using airplane mode and strategic streaming.

- More meetings - especially when deep into a big topic
- Communication - IE: Google Classroom to keep us connected
- Utilize Flex for meeting
- Be more visible - share out more, bulletin boards, social media, documentation of journey, etc.
- Representation - merchandise, yearbook
- More direct connection to CLC (greater opportunities to share student voice, get input)
- Connect with other groups within the school
- Look for opportunities to connect with other student voice groups locally, and beyond

They did a deep dive into the data from the YDI and how to address some of the concerns. This sharing and learning will be ongoing with the students.

They are hoping to connect with other "Student Voices", here on the island and beyond.

Moving forward, they hope to Continuation with YDI themes, Safe, Inclusive School Communities, Mental Health Education.

The experience this year has been a 'wonderful experience' and helped hone public speaking skills.

Thanks for all you are doing! Please keep us informed and how the board may help.

Ministry Mental Health Conference (Linette and Gillian)

Linette, Gillian and other representatives from district counselling, learning support and our district social worker attended the BC Mental Health Conference – Connections, May 2-3, 2023.

Speakers included:

Monique Gray-Smith, Connecting with Light Hearts

Dr. Kim Schonert-Reichl, Leveraging Systemic Social and Emotional Learning to Promote the Well-being of Educators and Students.

Dr. Bonnie Henry and Dr. Danièle Behn Smith, Youth Mental Health in B.C.

Dr. Michael Unger, How Schools, Families and Communities Build Children's Resilience

Dr. Allison Briscoe-Smith - Bridging Differences: Strategies for Connecting Across Our Divides.



The conference was information dense with discussion on Social Emotional Learning, student perspectives and recent data.

Resources:

Ministry of Mental Health and Addictions – Report -Pathways to Hope

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/initiatives-plans-strategies/mental-health-and-addictions-strategy/bcmentalhealthroadmap_2019web-5.pdf

Video- Resilience through their Eyes - Students (age 8-10) from Surrey, British Columbia reflect on their lives and share their wisdom about how adults can cultivate resilience.

<https://www.youtube.com/watch?v=peUzEr9q2k8>

What supports are available in SD69

[https://www.sd69.bc.ca/Programs/Student%20Support%20Services/Pages/default.aspx#/="](https://www.sd69.bc.ca/Programs/Student%20Support%20Services/Pages/default.aspx#/=)

English First Peoples Requirements (Rudy)

Rudy spoke to the Bold, Brave action for English First Peoples (EFP) 10 course, including the findings from the Truth and Reconciliation Commission and finding teachers passionate about EFP is essential.

Last May teachers and secondary administrators met and it was agreed that our district would extend EFP 10 from 2 credit to 4 credits for all students to meet the grad requirement. It was felt that this would have the potential of increasing enrollment in EFP 12 (ELA 12 required credit option) and/or BCFPS 12 (SS required credit option) as elective options. Further, it was recognized that other approved provincial or future local Board/Authority Authorized courses may be added.

Thank you for teaching me this course, please continue teaching this course. It should be necessary for Canadian youth to at least be aware of our history with First Peoples and to rightfully eliminate misconceptions and stereotypes. Also, the contributions of individuals with First peoples status/descent is grossly under celebrated in terms of fine arts, the workplace, etc. Teaching EFP gives those contributions more recognition.

From student who took the EFP Course

ENVIRONMENTAL STEWARDSHIP AND CLIMATE ACTION

Trustee Austin gave a shout-out to the student leadership at Ballenas. Last year they potted over 100 grand fir seedlings with community steward, Sunshine Goldberry. This year they took all those trees and planted them in the Parksville Wetlands. Thank you!

SOCIAL JUSTICE AND EQUITY

BC Teachers Federation Conference - Responding to Hate in Schools and Community

Trustee Austin attended the BCTF conference that addressed the insidious, rising and concerning trend of hate in schools across the province and the country. Guest speakers included BC Human Rights Commissioner Kasari Govender and representation from the Anti-Hate Network of Canada.

'Student Voice' students from Imagine High in Chilliwack attended and gave a powerful presentation on their activities, particularly in standing-up for 2S LGBTQ+ issues during the last trustee election.

Resources:

Anti Hate Network of Canada

<https://www.antihate.ca/about>

B.C.'s Human Rights Commissioner

<https://bchumanrights.ca/>

SHARED LEARNING

Grade 7 Health and Wellness Conference

Thanks to Gillian, Karin, Eve and more who helped put on this year's Grade 7 Health & Wellness Conference. Lots of information shared. Looking forward, student feedback suggested offering more time to hear from the students themselves and asked if it was possible to extend the event for two days as there was so much information.

Also, a big thank to the bus department and drivers who organized transporting the students.

Update Director of Instruction (Rudy)

K-12 are preparing how to report the core competencies. Teachers are looking for the containers for students to report their core competency reflections. Our district is well ahead of the curve compared to other districts.

Two students from our district competed at the provincial level for the Skills Canada competition in April. Congratulations on their gold and silver wins!

Resources:

Skills Canada BC: <https://skillscanada.bc.ca/>

School Plans Presentations (All Trustees)

Trustees reflected on the school plans presented by school administrators in early May. This year introduced a new format where principals and vice-principals shared out their plans with other schools present to foster dialogue and sharing. Numeracy and literacy was a focus for many schools as they foster an inclusion caring culture. The format was well received and may continue with some tweaking.

INFORMATION

Teachers will be sharing their learning this year from their Learning Grants Projects at the Bayside on June 19. Sharing will be small 'ignites' with opportunity to share further and informally throughout the evening. The event is open to all teachers and hopefully some parents and students will attend, though we are mindful that the space may be limited.

ITEMS FOR DISCUSSION TO MOVE TO THE BOARD MEETING

None

Note: Discussion regarding the recording of Education Committee of the Whole Meetings was deferred once again to June's meeting due to DPAC and MATA representatives having previous engagements and not available to attend the May Education Committee of the Whole Meeting and we would like to have their input. This item will be moved up the agenda for June's meeting to try and find resolution.

NEXT MEETING DATE:

Tuesday, June 20 at 2:30 p.m. (via Zoom)

ADJOURNMENT

The Education Committee of the Whole Meeting adjourned at 4:05 p.m.

The following Motion will be presented by the Regional District of Nanaimo at the August Union of British Columbia Municipalities (UBCM) convention. Please reach out to your MLA, Directors, Councillors and School Trustee's, and Indigenous governments to ask that they endorse this motion.

It was moved and seconded that the Board direct Staff to submit the following resolution to the Union of British Columbia Municipalities (UBCM) for consideration at the 2023 UBCM Convention:

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day childcare program, and Child Care BC's growing system of universal childcare has been life-changing for families, with demand far outstripping supply; AND WHEREAS the current grant-based process to expand universal childcare relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded childcare needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal childcare that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Tuesday, April 11, 2023, 1:00 P.M.

23-241

Regular Board Minutes - April 11, 2023 - CARRIED UNANIMOUSLY