



QUALICUM SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
TUESDAY, DECEMBER 12, 2023  
6:00 PM  
VIA VIDEO CONFERENCING

[Click here to join the meeting](#)

Meeting ID: 297 193 643 719

Passcode: 2rSyyu

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: November 28, 2023 p 1-10
  - b. Ratification of In Camera Board Meeting Minutes: November 28, 2023 p 11  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of December 12, 2023, as presented (*or, as amended*).
5. **DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)**
  - a. **Report from Brain Wellness Initiative at Qualicum Commons** *(Bill Preston)*
6. **BUSINESS ARISING FROM THE MINUTES**
  - a. **French Creek Elementary – Public Consultation Results** *(Ron Amos)*
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)*
- b. **Educational Programs Update** *(Gillian Wilson/Rudy Terpstra)*
- c. **2023-2024 Budget Process Schedule** *(Ron Amos)* **p 12**

**13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** *(Trustee Young)*

The next Finance & Operations Committee of the Whole Meeting is scheduled for Monday, January 20, 2024 at 10:30 a.m.

**14. POLICY COMMITTEE OF THE WHOLE REPORT** *(Trustee Kellogg)*

The next Policy Committee of the Whole Meeting is scheduled for Monday, January 20, 2024 at 1:00 p.m.

**15. EDUCATION COMMITTEE OF THE WHOLE REPORT** *(Trustee Austin)*

The next Education Committee of the Whole Meeting is scheduled for Tuesday, January 21, 2024 at 2:30 p.m.

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS****17. TRUSTEE ITEMS****18. NEW OR UNFINISHED BUSINESS****19. BOARD CORRESPONDENCE AND MEDIA****20. PUBLIC QUESTION PERIOD****21. ADJOURNMENT**



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**QUALICUM SCHOOL DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
**TUESDAY, NOVEMBER 28, 2023**  
**6:00 PM**  
**VIA VIDEO-CONFERENCING**

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	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
Lesley Rowan	District Principal of Information Technology Qualicum District Principals and Vice Principals Association

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
 District Parents Advisory Committee (DPAC)

**1. CALL TO ORDER**

Chairperson Flynn called the video-conferencing meeting to order at 6:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations and she thanked them for allowing the Board to live, work and play on this beautiful part of the island.

**3. ADOPTION OF THE AGENDA**

Chair Flynn added the following item under Trustee Items: French Advisory Council Report

**23-104R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

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

**CARRIED UNANIMOUSLY**

**4. APPROVAL OF THE CONSENT AGENDA**

The Tribune Bay Outdoor Education Centre Society Report was pulled from the consent agenda and placed under Trustee Items.

- a. Approval of Regular Board Meeting Minutes: October 24, 2023
- b. Ratification of In Camera Board Meeting Minutes: October 24, 2023
- c. Receipt of Ministry News Releases
  - Province makes systems change to improve outcomes for K-12 Indigenous students
  - Increased wages recognize early childhood educators' vital role
  - BC to make Holocaust Education mandatory for high school students

**23-105R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of November 28, 2023, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS**

**a. Health Risks Associated with AvGas (leaded fuel) Provided at Qualicum Beach Airport**

Todd Provost, President and David Mitchell, Director, of the Qualicum Woods Residents Association shared their concerns regarding leaded fuel still being used at the Qualicum Beach Airport and the lead pollution it causes to the air and soil, especially in the area of Arrowview Elementary School. The school is under the current flight path which is of concern for students and staff as well as residents in the area. They requested that the Board support them in their efforts to advocate to the Town of Qualicum Beach and the Minister of Transport to enact changes by switching to offering unleaded fuel at the Qualicum Beach Airport and that the flight path be altered away from Arrowview Elementary School when it is safe to do so.

Trustees requested clarification on the approved flight path and the potential for a change in the current one to then affect Kwalikum Secondary School. They also learned that there are often 40 or more flights a day on that flight path. It was also mentioned that non-leaded fuel has been created that will work for smaller single piston aircraft which could result in leaded aviation gas being replaced within two years. Also noted was that the town will be replacing the current fuel tank; however, that was not for unleaded as that would require a secondary tank for the transition from leaded to unleaded aviation gasoline.

The Board thanked Mr. Provost and Mr. Mitchell for their presentation and advised that it would consider the information provided.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

No report.

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

No report.

**9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Karri Kitazaki, DPAC President, reported on the following:

- DPAC has sent out a Google Form Survey titled: “DPAC Learning Opportunity Inquiry 2024” for all PACs to share with their families. The survey asks parents/caregivers to weigh in on what topics are of importance to them and where they would like to see DPAC direct a Gaming Grant received in the amount of \$2500.00. The survey will be open until December 15 and the results announced at the January 17<sup>th</sup> DPAC meeting.
- DPAC no longer has a Facebook or Instagram Page on which to represent parents/caregivers in the Qualicum School District as a result of negative comments, bullying, harassment and intimidation that can occur on social media and how groups can be misrepresented and targeted. DPAC will, instead, focus on directing parents/caregivers to sanctioned and supported school district and provincial websites and resources for a positive experience.
- DPAC and PAC parent/caregiver volunteers are committed to the success of kids, families and the Qualicum School District. They are motivated by positivity and teamwork and are looking forward to 2024.

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

None

**11. ACTION ITEMS**

None

**12. INFORMATION ITEMS****a. Superintendent’s Report**

Superintendent Jory reported that things are going well across the district, and the positive “buzz” that was present in the first week of September has continued to carry on for the most part into November. There were some protests (but much, much more support for the district’s work) and some absences due to illness; however, the district was still able to do business and things appear to be improving. He invited parents, as always, to talk to their child, their child’s teacher, their child’s principal, and those who are learning and working in the system to learn as much as they can about what is going on the district’s schools today.

November seemed to be conference month in BC for the education sector. Exempt staff have been to events hosted by a number of provincial and local associations. The district’s union partners have also been attending significant gatherings across BC and beyond.

Superintendent Jory further noted that it was good to see the return of many sports activities in schools, as well as dances, clubs, trips and all of the things students and parents said that they missed and value about their schools when the district gathered input to build its strategic plan. As much as learning will always be at the forefront, the district believes that giving, growing, and belonging are the pathways to better learning, and absolutely worth supporting in their own right.

The *Qualicum School District Strategic Plan 2023-2028* brochures have been handed out to staff and delivered to schools where they are available for any students or parents that want a hard copy. Rebranding of district vehicles is occurring throughout the district. Senior staff will be holding planning sessions with the principals and vice-principals next week where they will continue their journey towards alignment between district and schools, and the Board can expect to see drafts of new operational plans coming forward in the next two months.

There is a survey out to staff right now to help inform a potential plan for the district's Learning Support Program.

He noted that a technical glitch at the Ministry has delayed the release of the achievement data and it is anticipated that a report will be shared at the December Board Meeting.

Friday, December 1st will be a Ministry Day in the Qualicum School District with students not in session. All staff will be in attendance for the morning session where they will hear first from Chief Recalma of the Qualicum First Nation, then from the Superintendent regarding some Strategic Plan highlights, and then from the keynote speaker, Dr. Dustin Louie, who will be sharing some of his insights into supporting Truth and Reconciliation.

Superintendent Jory will be introducing some upcoming topics at the Ministry Day session that will need to be discussed with the Board. The questions will be framed from the perspective of Truth and Reconciliation, Equity, First Peoples' Principals of Learning, the Framework for Enhancing Student Learning (FESL) mandate of improving student outcomes, and the district's Strategic Plan, which serves as the nexus for all of these concepts, as well as the emerging concerns around student attendance which stretch around the globe in this post-pandemic era. The questions are: What are some things that could impact all of these things positively; and, what is one thing would be at the top of that list?

Superintendent Jory suggested that it may be time for the Board to consider school start time. Research has shown that the standard start times in North American schools are a problem for kids, and often for parents as well. Sleeping in just a little longer can have noticeable positive impacts on student attendance, engagement, and learning.

**b. Educational Programs Update**

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

- The Director of Instruction and the Principal of IT Services along with the IT staff attended the IT4K12 Conference which was held on November 14 and 15. The focus of the conference was the use of AI (Artificial Intelligence) in education, the benefits as well as the cautions, which is also something that students will need to be educated about moving forward.
- Mr. Terpstra also attended the Career Education Conference where he learned that the Ministry of Education and Child Care is enhancing dual credit and providing extra funds for school district in the area of healthcare disciplines and early childhood education as part of its *StrongerBC: Future Ready Action Plan*. The Qualicum School District currently has a healthcare pilot course and in the next semester will have a dual credit course and there are plans to add one for Early Childhood Education.

- District-wide assessments were concluded in November, which included Grades 3 and 5 Writing, Grades 6 and 9 Numeracy, and 5 and 8 Literacy assessments. Staff reviewed the student data and considered what actions and areas they wanted to focus on as well as what learning they had to do in order to achieve those actions. The Grade 9 Literacy assessment will take place on November 29<sup>th</sup>.
- Staff are also participating in Learning Rounds with teachers from the Nanaimo and Cowichan Valley school districts. They will also be participating in observing a classroom teacher.
- Learning Updates will be coming out for elementary and high school students by December 18<sup>th</sup> and staff are looking forward to communicating student learning with parents/caregivers.

Gillian Wilson, Associate Superintendent, reported on the following:

- Ms. Wilson expressed her appreciation to the Operations staff for their assistance in delivering a large supply of non-perishable food to families of students in the district last week. This is part of the Feeding Futures initiative by the Ministry of Education and Child Care, which has allowed the district to add to the District 69 Backpack Program with a monthly delivery of groceries. This was the first month of the expansion of the program and 70 families received a large food hamper. The initiative was supported by volunteers, operations staff and school staff, who delivered the groceries to homes.
- A new teacher session was co-hosted with the Mount Arrowsmith Teachers' Association (MATA) at the beginning of November at the Winchelsea Learning Center to provide an opportunity for new teaching staff to meet colleagues, explore the District Resource Centre and meet the Teaching & Learning Team. It was not as well attended as hoped and timing will be considered when planning another session.
- The District is constantly hiring to the Teacher Teaching on Call (TTOC) list and there are also currently over 40 student teachers in the district which is promising for a healthy TTOC pool as others move into permanent positions.
- Winter concerts and programs are being planned with many rehearsals underway for the many December performances.
- The Superintendent mentioned the Learning Support Survey that has been sent to the system to help form part of the Operational Manual. The District is also seeking parent input on that survey.
- Another survey underway is the Accessibility Survey being done through the district's accessibility work and supported by the Manager of Operations – Safety & Transportation to ensure the district is in compliance with new legislation requiring all public organizations to implement a feedback mechanism regarding accessibility.
- The Ministry of Education and Child Care is also conducting a survey to help inform the Province's ChildCareBC initiatives and to better understand the regional and provincial demand for school age child care. Qualicum School District is aware that there are small waitlists for childcare in the Arrowview and Qualicum Beach Elementary School areas. There is also a larger waitlist for the Nanoose Bay Elementary area. The district is working with that particular school to determine how additional child care spaces might be added.

- Social media is constantly an area of concern with youth and the district is concerned about students who get involved with behaviours that result in harm to themselves or others. The district is reaching out to students to educate them on more positive supports that are available to them, as well as holding some grade-wide assemblies to continue to educate them on ways to stay safe while on-line.

Chair Flynn added that she appreciated the announcement from the Ministry of Health that the Province will be launching its anti-vaping campaign in schools to help children and youth learn about the adverse effects of vaping. Associate Superintendent Wilson noted that the District Child and Youth Worker, Miranda Agostini, also goes into schools to talk to students about decision-making and healthy choices, which is an ongoing conversation in schools.

### 13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

Trustee Young referred to her committee report as provided in the agenda and deferred to Secretary Treasurer Amos to speak to the Statement of Financial Information Report.

#### a. Statement of Financial Information (SOFI) Report

Secretary Treasurer Amos noted that the part of the report contains the financial statements that have already been approved. This is part of the annual reporting for salaries greater than \$75,000 and supplies greater than \$25,000 and those thresholds have not changed in the last 15 years resulting in the report becoming longer as wage rates are matching COLA.

#### 23-106R

*Moved:* Trustee Young      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) receive the Statement of Financial Information (SOFI) Report for the year ended June 30, 2023.

CARRIED UNANIMOUSLY

### 14. POLICY COMMITTEE OF THE WHOLE REPORT

#### a. Policy Committee Meetings Reporting Process

Superintendent Jory advised that the Board has had ongoing conversation as to how to share information from the committee meeting. Typically, all five trustees are in attendance at those meetings and discuss each policy change three separate times and then bring them forward to the board table for three readings when appropriate. However, at the Board table, there isn't often in-depth discussion on the rationale to any changes indicated on the drafts since trustees have already reviewed and discussed them at length at the committee meeting. It was suggested that the rationale and changes could either be summarized in a report to the regular board meeting; added prior to the recommended motions on the regular board meeting agenda to provide key points for the public; or that the summaries be prepared ahead of time to be read prior to the motions being considered for approval by the board.

He then provided an example of the ChatGPT app which can take a section of a transcript of a meeting and create a shorter summary, which could either be added to the board package or read in advance of the motion.



Trustees considered the options, noting that they had attempted to provide a transcript of the meetings; however, they were not very accurate in content or grammar and not something the board wished to post publicly as an unofficial record of the discussions. It was noted that until there is a synopsis of the discussions, then it would behoove trustees to repeat any comments or concerns at the public board table.

A synopsis of the discussions at the Policy Committee Meeting of the Whole will be drafted for the next meeting in January and trustees will consider if that will suffice for all future meetings.

**b. Administrative Procedures to Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools**

For information

**c. Board Policy 100: Sustainable Practices**

Trustee Austin requested that, prior to second reading, the Board continue to work on the policy statement as she feels it is lacking a community piece.

Superintendent Jory noted that the administrative procedure contains a line that is bolstering the necessity for everyone to get on board with reducing waste in regard to power and garbage, and the word sustainable was also added specifically in the language.

**23-107R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**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 November 28, 2023.

CARRIED UNANIMOUSLY

**d. Board Policy 105: Use of School Facilities**

Trustee Kellogg noted a correction to a reference from the Director of Instruction to the Director of Operations

Superintendent Jory added that changes were made to the policy based on feedback to encourage smoother operations and were apparent by the notations in the policy specifically.

Trustee Austin noted that she would also like additional consideration of the wording of the policy statement to reflect the intent of the policy and administrative procedures.

**23-108R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

e. **Bylaw 5 – Student and/or Parent/Caregiver Appeals to the Board of Education**

Superintendent Jory noted that this one contained mostly housekeeping items.

**23-109R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 5: *Student and/or Parent/Caregiver Appeals to the Board of Education* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

f. **Bylaw 6 – Indemnification**

**23-110R**

*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 Bylaw 6: *Indemnification* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

g. **Bylaw 7 – Bylaw and Policy Development and Review**

**23-111R**

*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 Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

h. **Bylaw 2 – Board Structure**

**23-112R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve Board Bylaw 2: *Board Structure* as currently written at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

i. **Board Bylaw 3: Meetings of the Board**

Superintendent Jory noted the addition of wording to note that the Board Chair may call a recess at their discretion, and a reference to videoconferencing as that had never been explicitly stated in a policy.

**23-113R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

**j. Board Bylaw 4: Banking****23-114R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

**k. Board Policy 103: New/Repurposed Facilities**

Superintendent Jory noted a strike out that eliminated a restriction that would present the district from engaging in opportunities to name facilities in a variety of ways, including being gifted a name.

Trustee Austin suggested that prior to final reading that wording be reintroduced in the administrative procedure to ensure that no facilities would be named after people (as has been noted in the guiding principles of the policy)

**23-115R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

**l. Board Policy 600: Personnel**

Trustee Young noted that changes had been to expand the milestones of years of service as it is believed that any form of recognition the Board can give to staff is paid back in improved productivity over time and the change was one way to thank staff at every opportunity.

**23-116R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 600: *Personnel* at its Regular Board Meeting of November 28, 2023.

CARRIED UNANIMOUSLY

**15. EDUCATION COMMITTEE OF THE WHOLE REPORT**

Trustee Austin referred to her report as provided in the agenda package. She added that the committee hosts some wonderful presenters and she encouraged people to attend if and when they can.

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

None

**17. TRUSTEE ITEMS****a. Report on BC School Trustees Association Fall Academy**

Trustees shared their highlights from sessions they attended at the BCSTA Fall Academy held on November 23 to 25, 2023 in Vancouver.

**b. French Advisory Council (FAC)**

Chair Flynn highlighted the following discussions that took place at the French Advisory Council (FAC) on November 27<sup>th</sup>:

- Oceanside Elementary is a dual track school and she noted that this year there are three French speaking education assistants on staff.
- No students were left on the Kindergarten French Immersion waitlist this year.
- A main focus of the group is to work on the transitioning of students from FI elementary to FI secondary with the goal to graduate more students with a bilingual Dogwood. Part of that goal will be to provide professional development by connecting the elementary and secondary French teachers to support that process.
- Science 10 is now being offered in French as well as P.E. 10 which may help with retention of French teachers and the recruitment of senior grade level French teachers.
- A grant has been received by the District which will support Lynne Bouchard's presence in the District to provide professional growth for French Immersion teachers and identify classroom resources to support their work.

**c. Tribune Bay Outdoor Education Centre Society**

Trustees and Superintendent Jory noted that the Park Use Permit held by the Qualicum and Comox Valley school districts was due to expire in December 2024 and would require 4 months' notice for the districts to either renew the permit or decide not to.

Qualicum School District's use has been low over the past few years due to COVID and other factors and the Board felt it was valuable to have the discussion as to whether the district values the site and, if so, how much. Teachers were encouraged to organize trips to the site if they value the Centre offerings. The district will also be including information on the site's programs in its regular communications to staff. Trustees and senior staff will be discussing the topic further in December.

**18. NEW OR UNFINISHED BUSINESS****19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD****21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:44 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



**QUALICUM SCHOOL DISTRICT**

**IN-CAMERA MEETING**

**SECTION 72 REPORT  
November 28, 2023  
Via ZOOM**

**ATTENDEES:**

**Trustees**

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

**Administration**

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

The Board of Education discussed the following topics:

- Land
- Legal
- Labour Relations/Personnel
- Scholarships/Bursaries

The Board of Education approved a motion on the following topic:

- Personnel

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary Treasurer

# 2024-2025 Budget Process Schedule

<b>January/February</b>	<b>Senior Staff Compile Enrolment Projections &amp; Staffing Needs Budget Survey Circulated</b>	
<b>Tuesday, February 6, 2024</b>	<b>Monthly Administrators Meeting</b>	<b>Time: 1:30 pm</b>
<b>Location:</b>	Qualicum Commons	
<b>Purpose:</b>	To review Year to Date for 2022-2023, provide a general overview to 2023-2024 including projections and general staffing levels, discuss budget meeting schedule, discuss obligations and restraints, and identify two PVP to attend February 16 Budget Discussion with Stakeholders	
<b>Compile List of Priorities/Options/Staffing Needs Due to Projections</b>		
<b>Tuesday, February 13, 2024</b>	<b>Trustees/Senior Staff Budget Working Session</b>	<b>Time: 2:00 to 4:00 pm</b>
<b>Location:</b>	Qualicum Commons	
<b>Purpose:</b>	Budget goal-setting exercise	
<b>Thursday, February 15, 2024</b>	<b>Budget Discussion - Trustees/District and School Administration meet with MATA/CUPE/DPAC Representatives</b>	<b>Time: 1:00 to 3:00 pm</b>
<b>Location:</b>	Video-Conferencing	
<b>Purpose:</b>	To review Year to Date for 2022-2023, provide a general overview to 2023-2024 which will include projections, staffing levels, obligations and restraints and will also allow for stakeholder input. Members of the public are welcome to attend and provide comments/ask questions at the end of the meeting.	
<b>Thursday, February 15, 2024</b>	<b>Staff/Public Budget Information Sessions with Trustees and Senior Staff</b>	<b>Time 6:00 p.m.</b>
<b>Location:</b>	Video-Conferencing	
<b>Purpose:</b>	Following the input received from the stakeholders meeting earlier in the day, attendees will receive the same overview and have an opportunity to provide the Board with input as to District budget priorities.	
<b>Tuesday, February 27, 2024</b>	<b>Regular Board Meeting</b>	<b>Time: 6:00 pm</b>
<b>Location:</b>	Video-Conferencing	
<b>March 5/2024</b>		
<b>Departments Submit Draft Budgets to Secretary-Treasurer</b>		
<b>March 12/2024</b>	<b>Regular Board Meeting</b>	<b>Time: 6:00 pm</b>
<b>Location:</b>	Video-Conferencing	
<b>March 13, 2024 Funding Announcement (TBC)</b>		
<b>March 18 to April 1, 2024 Spring Break Period and Easter Weekend</b>		
<b>Tuesday, April 2, 2024</b>	<b>Monthly Administrators Meeting</b>	<b>Time: 1:30 pm</b>
<b>Location:</b>	Qualicum Commons	
<b>Purpose:</b>	All administrative staff to review revised funding and priority list	
<b>Tuesday, April 9, 2024</b>	<b>Trustees/District and School Administration meet with MATA/CUPE/DPAC Representatives</b>	<b>Time: 1:00 to 3:00 pm</b>
<b>Location</b>	Video-Conferencing	
<b>Purpose:</b>	To review draft budgets in comparison to preliminary revenues. Members of the public are welcome to attend and provide comments/ask questions at the end of the meeting.	
<b>Additional Board/Senior Staff Budget Discussions as Required</b>		
<b>Tuesday, April 16, 2024</b>	<b>Location: Special Public Budget Meeting</b>	<b>Time: 6:00 pm</b>
<b>Location:</b>	Video-Conferencing	
<b>Purpose:</b>	To review draft budget	
<b>Tuesday, April 23, 2024</b>	<b>Regular Board Meeting</b>	<b>Time: 6:00 pm</b>
<b>Location:</b>	Video-Conferencing	
<b>Purpose:</b>	To potentially Adopt the 2023-2024 Preliminary Annual Operating Budget	