



**REGULAR BOARD MEETING AGENDA**

TUESDAY, APRIL 26, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

2. **CALL TO ORDER AND INTRODUCTIONS**

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 as amended: March 8, 2016              | p 1-7   |
| b. | Ratification of In Camera Board Meeting Minutes: March 8, 2016                   | p 8     |
| c. | Ratification of Voucher No. 16-03 in the amount of \$3,469,562.79                | p 9     |
| d. | Ministry News Releases   |         |
|    | • Updated WorkBC Parents' Guide supports parents and students in career planning | p 10-11 |
|    | • \$40-million fix-it fund will help revamp and refresh BC schools               | p 12-13 |
|    | • Government reviewing fines for drivers passing stopped school buses            | p 14    |
| e. | Reports from Board Representatives to Outside Organizations                      |         |
|    | • Oceanside Building Learning Together Coalition - Trustee Young                 | p 15-16 |
|    | • Curriculum Implementation Advisory Committee – Trustee Young                   | p 17    |
|    | • First Nations Advisory Council – Trustee Flynn                                 | p 18    |
|    | • VISTA Branch Report – Trustee Flynn  | p 19    |
|    | • BC School Trustees Association AGM – Trustee Young                             | p 20    |
| f. | Status of Action Items - April 2016  | p 21    |

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 26, 2016, as presented (*or, as amended*).

5. **DELEGATIONS/PRESENTATIONS (10 MINUTES)**

6. **BUSINESS ARISING FROM THE MINUTES**

7. **TRUSTEE HIGHLIGHTS**

- 
- 
8. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**
9. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
10. **DISTRICT PARENTS ADVISORY COUNCIL**
11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD** (10 MINUTES)
12. **ACTION ITEMS**
- a. **Annual Facility Grant Allocations** p 22-23  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the Annual Facility Grant allocations for 2016-17 as presented.
- b. **Capital Project Bylaw 127105– Annual Facilities Grant** p 24  
*Recommendations:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Project Bylaw 127105 the 2016/17 fiscal year at its Regular Board Meeting of April 26, 2016.  
  
**THAT** the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.  
  
**THAT** the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.  
  
**THAT** the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.
- c. **2016/17 Annual Budget Bylaw** p 25-39  
**THAT** the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2016/17 fiscal year at its Regular Board Meeting of April 26, 2016.  
  
**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 \$49,157,553 for the 2016/17 fiscal year.  
  
**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 \$49,157,553 for the 2016/17 fiscal year.

**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 \$49,157,553 for the 2016/17 fiscal year.

**13. INFORMATION ITEMS**

- |    |                                    |                  |      |
|----|------------------------------------|------------------|------|
| a. | <b>Educational Programs Update</b> | (Gillian Wilson) |      |
| b. | <b>Education Planning Update</b>   | (Rollie Koop)    |      |
| c. | <b>Enrolment Report</b>            | (Rollie Koop)    | p 40 |
| d. | <b>Class Size Report</b>           | (Rollie Koop)    | p 41 |

**14. CORRESPONDENCE ATTACHED**

**15. POLICY**

(Chair Flynn)

- |    |  |  |         |
|----|--|--|---------|
| a. | <b>Board Policy 4004: Purchasing and Disposal of Supplies and Equipment</b>  |  | p 42-49 |
|    | <i>Recommendation:</i>   |  |         |
|    | <b>THAT</b> the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4004: <i>Purchasing and Disposal of Supplies and Equipment</i> , and its attendant Administrative Procedure, at its Regular Board Meeting of April 26, 2016. |  |         |
| b. | <b>Board Policy 4046: Financial Reporting</b>  |  | p 50-51 |
|    | <i>Recommendation:</i>   |  |         |
|    | <b>THAT</b> the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4046: <i>Financial Reporting</i> , and its attendant Administrative Procedure at its Regular Board Meeting of April 26, 2016.                                |  |         |
| c. | <b>Board Policy 4096: School-Generated Funds</b>   |  | p 52-55 |
|    | <i>Recommendations:</i>  |  |         |
|    | <b>THAT</b> the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 4096: <i>School-Generated Funds</i> and its attendant Administrative Procedure, at its Regular Board Meeting of April 26, 2016.             |  |         |
| d. | <b>Rescinding of Board Policies</b>  |  | p 56    |
|    | <i>Recommendation:</i>   |  |         |
|    | <b>THAT</b> the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policy:  |  |         |
|    | <ul style="list-style-type: none"> <li>• 4091: <i>Operations &amp; Maintenance Vehicle Replacement</i></li> </ul>  |  |         |

**16. TRUSTEE ITEMS**

**17. NEW OR UNFINISHED BUSINESS**

**18. PUBLIC QUESTION PERIOD**

**19. ADJOURNMENT**



**REGULAR BOARD MEETING MINUTES**

TUESDAY, MARCH 8, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

**Administration**

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Karin Hergt	Executive Assistant (Recording Secretary)

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
Canadian Union of Public Employees (CUPE) Local 3570  
Qualicum District Principals/Vice Principals' Association (QDPVPA)  
District Parent Advisory Council (DPAC)

**1. CALL TO ORDER**

Chair Flynn called the meeting to order at 7:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the traditional territory of the Coast Salish people and thanked the Qualicum and Nanoose First Nations for sharing their shared territories with the District.

International Day of Women

**3. ADOPTION OF THE AGENDA**

**16-18R**

*Moved* Trustee Kurland *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**

- a. Approval of Regular Board Meeting Minutes as amended: February 23, 2016
- b. Ratification of In Camera Board Meeting Minutes: February 16, 2016
- c. Ratification of Voucher No. 16-02 in the amount of \$2,364,090.20
- d. Ministry News Releases
  - Support Dry Grad to give students safe, alcohol-free celebrations
  - Nominations open for Child Care Awards of Excellence
  - Design unveiled for Aboriginal Youth Sports Awards
  - Grants connect students with training for jobs of tomorrow
- e. Reports from Board Representatives to Outside Organizations
  - Vancouver Island School Trustees' Association – Trustee Flynn
  - Oceanside Building Learning Together Society – Trustee Young
  - Tribune Bay Outdoor Education Center Society – Trustee Austin
- f. Status of Action Items - March 2016

**16-19R**

*Moved* Trustee Gair *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 23, 2016, as amended.

**CARRIED UNANIMOUSLY**

**5. DELEGATIONS AND PRESENTATIONS**

- a. **Science, Technology, Robotics, Engineering and Math (STREAM) Program**  
Sarah Hung, Teacher of the STREAM program at Arrowview Elementary School, provided the board with an overview of the learning that takes place in the program. Students then showcased the products they have created, including a video game, sumo bot, kinetic energy vehicle, and Lego® Mindstorms. Students have also made birdhouses and First Nations paddles.

Ms. Hung noted that student held a Maker Fair on Saturday, March 5<sup>th</sup>, where the products being sold were all made by students. The event raised \$540.00 in one hour with the proceeds being donated to the BCSPCA.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS****Trustee Young**

- Acknowledged International Women's Day
- Expressed her pleasure at seeing Anti-bullying day being reframed to Kindness Day at Springwood Elementary School.
- Referred to a recent news article about a new nature immersion camp in the area, and noted that the Qualicum School District already offers a similar year-round primary program through the SOLE (Sustainable Outdoor Learning and Exploration (SOLE) Primary Program at Nanoose Bay Elementary School.

**Trustee Kurland**

- Compared the life cycle of education to that of frogs and stressed the importance of exploratories which connect students to nature and create an awareness of the earth and the life that exists on it. During his consideration of the frogs' life cycle, he also discovered that frog calling is related to the moon's cycle.

**Trustee Gair**

- Found the Vancouver Island School Trustees Associations Spring Conference informative and entertaining. He enjoyed meeting other Vancouver Island trustees and attending the joint presentation on the new curriculum by Rod Allen, Superintendent of the Cowichan Valley School District, Jennifer McRae, Assistant Deputy Minister (MoE) and Jim Iker, BCTF President.

**Trustee Austin**

- Attended the Heritage Fair at Qualicum Beach Elementary School where students provided a different perspective on their heritage projects and tied their learning about the struggles and challenges of refugees to their own family's immigration stories, including the barriers they experienced with language and culture. The food they provided was also delicious.

**Trustee Flynn**

- Experienced a new way of conferencing at Nanoose Bay Elementary School. The entire school was used to showcase exhibits of students' work including art, Makerspace and Technological/Mechanical projects. She noted that education is now taking students down many different pathways with a variety of learning styles and integration of relevant life and skills training. It also provides a different format for parents to see the work of their children as well as others.

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

Norberta Heinrichs, President, recognized International Women's Day on behalf of MATA by acknowledging all the women of the world that are still fighting against inequality, inequity and sexism and presented each person at the Board table with a spray of carnations to acknowledge the women in the room for their contributions for moving positively and inclusively forward. She suggested that the men use their flowers to acknowledge in reality or symbolically the influential women in their lives.

Ms. Heinrichs then reported that a delegation from MATA is preparing to attend the upcoming BCTF Annual General Meeting being held March 12-15, 2016, and celebrating its 100<sup>th</sup> Anniversary of the founding of the BC Teachers' Federation.

She stated that MATA is in the process of finalizing discussions for the Staffing Agreement and the draft two-year calendar. She thanked the Senior Administration team for allowing the process to involve the MATA Executive and its staff representatives at various stages of the processes, creating a spirit of interest-based discussions and collaboration.

Ms. Heinrichs also stated that she will be relying on her colleagues to provide feedback to a question from trustees as to what last year's budget increase to staffing achieved and wished everyone a restful spring break.

**9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**

No report

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

Jalyn Sorg, Co-Chair, provided the following DPAC update via written submission after the Board meeting:

- DPAC will be hosting presentations by Gary Anaka on April 13<sup>th</sup> with plans for a presentation to students during the day and to parents in the evening.
- DPAC will be hosting a Parent Evening on Monday April 25<sup>th</sup> at the Quality Resort Bayside.
- The next DPAC meeting will be held on March 30<sup>th</sup> at Qualicum Commons
- DPAC sponsored four parents from the District to attend the Vancouver Island Parents Conference held in Victoria on February 27, 2016.
- Eight parents attended the DPAC Treasurers' Workshop presented by the District's Secretary Treasurer, Ron Amos, on February 29<sup>th</sup>.

**11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD (10 MINUTES)**

None

**12. ACTION ITEMS**

**a. 2016/17 and 2017/18 District School Calendars**

Assistant Superintendent Wilson reviewed the process taken to collaborate with the local unions on a two-year calendar and to provide opportunities for feedback from staff and parents on the calendars prior to being recommended for approval by the Board.

**16-20R**

*Moved* Trustee Austin *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve, as presented, the District School Calendars for the 2016/17 and 2017/18 school years with the provision that, by May 31<sup>st</sup>, all schools will distribute to parents/guardians a copy of the final School Calendars 2016/17 and 2017/18 that includes all the provisions stipulated in the *School Act*, and the *School Calendar Regulation 314/12*.

CARRIED UNANIMOUSLY

**b. 2016/17 and 2017/18 CEAP School Calendars**

**16-21R**

*Moved* Trustee Kurland *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve school calendars for the Collaborative Education Alternative Program (CEAP) School Calendars for the 2016/17 and 2017/18 school years as presented.

CARRIED UNANIMOUSLY

**c. 2016/17 and 2017/18 False Bay School Calendars**

**16-22R**

*Moved* Trustee Gair *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve school calendars for False Bay School for the 2016/17 and 2017/18 school years as presented.

CARRIED UNANIMOUSLY

**d. 2016/17 Staffing Process**

Superintendent Koop stated that the Board is on the cusp of signing a Staffing Agreement with the local teachers' union, which would move the staffing timeline forward dramatically in an attempt to settle staffing in schools as quickly as possible to provide understanding to staff of where they will be working in the fall. Therefore, staff are requesting that the Board provide the Assistant Superintendent and the Director of Human Resources the authorization to move ahead with that plan in anticipation of approval of the budget.

It was noted that staffing adjustments could be made if the budget so dictates.

**16-23R**

*Moved* Trustee Austin *Seconded* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) authorize the Assistant Superintendent and the Director of Human Resources to commence with the staffing process subject to any further revisions required upon approval of the 2016/17 Operating Budget.

CARRIED UNANIMOUSLY

**13. INFORMATION ITEMS**

**a. Educational Programs Update**

Assistant Superintendent Wilson reported on the following district initiatives:

- Members of the Curriculum Implementation Day Planning Committee will be reviewing feedback from the February 19th Curriculum Implementation Day to shape the sessions for the next one scheduled on April 25, 2016.
- The Arrowsmith Community Enhancement Society held community celebration at Errington Elementary School on March 7<sup>th</sup> to showcase all of the projects they had completed together.
- Thank you to teachers for successful conferencing with parents on Thursday night and Friday, which were well attended at all grade levels.
- School District 69 was fortunate to be one of the BC school districts to receive a \$5000 grant towards skills training access and staff are determining how to allocate that funding.
- Spring Break will begin March 14 and, while many are anticipating a break, it was acknowledged that some students will miss the structure and positive aspects and opportunities of attending school during that time.

**b. Education Planning Update**

Superintendent Koop stated that there is a great deal of planning work taking place at this time of year and it is exciting to see the work going on from the conversations that have taken place regarding the implementation of the redesigned curriculum. He then referred to the Action Framework for 2015-16 document provided in the agenda package, noting that the District is in the midst of a 5-year strategic plan that was developed in 2013. He noted the four key priorities established through the collaboration process and reviewed the some of the initiatives that have taken place at both the school and district levels to support the annual work being done in each area.

As part of the Framework for Enhancing Student Learning the Board can expect the Action Framework to be presented again in the early fall with less of a retrospective and more of a prospective view. The document provides a broad view to share with teachers, parents and students and provides a means of



communicating to the public what is being done in the District to support the Strategic Plan.

Superintendent Koop noted that, during conversations occurring throughout the District in relationship to curriculum, people treat the four key priorities as an active and live part of the work they do each day.

**14. CORRESPONDENCE ATTACHED**

None

**15. POLICY**

**a. Board Bylaw 5: Parent/Student Appeals to the Board of Education**

**16-24R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**b. Board Policy 6240: Resolution of Complaints**

**16-25R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 6024: *Resolution of Complaints* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**c. Board Policy 3030: Framework for Enhancing Student Learning**

**16-26R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 3030: *Framework for Enhancing Student Learning* (formerly titled *School Planning Councils*) at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**16-27R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 3030: *Framework for Enhancing Student Learning* at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**d. Board Policy 4004: Purchasing and Disposal of Supplies and Equipment**

**16-28R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4004: *Purchasing and Disposal of Supplies and Equipment*, and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**e. Board Policy 4046: Financial Reporting**

**16-29R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4046: *Financial Reporting* and its attendant Administrative Procedures, at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**f. Board Policy 4096: School-Generated Funds**

**16-30R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 4096: *School-Generated Funds* and its attendant Administrative Procedure, at its Regular Board Meeting of March 8, 2016.

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**

Trustee Young noted that the date for the Nanoose First Nation's Daycare's parent workshop on protection of pre-school children is March 11<sup>th</sup> and not March 4<sup>th</sup> as indicated in her report from the Oceanside Building Learning Together Society meeting.

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

None

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:13 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY TREASURER



**IN-CAMERA MEETING**

**SECTION 72 REPORT**  
**March 8, 2016**

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**ATTENDEES:**

**Trustees**

Eve Flynn	Chair
Elaine Young	Vice-Chair
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

**Administration**

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
JoAnne Shepherd	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matter(s):

- Land
- Labour
- Law

The Board of Education approved motions regarding the following matter(s):

- Labour

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Chairperson

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Secretary Treasurer



**SCHOOL DISTRICT NO. 69 (QUALICUM)**

**Month of March 2016**

**Voucher No. 16-03**

**CHEQUE LISTING ATTACHED in the amount of \$3,469,562.79**

Submitted on April 26, 2016 to the Board of Education for ratification of payment.

  
\_\_\_\_\_  
**ASSISTANT SECRETARY-TREASURER**

Ratified for payment by the Board of Education

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**SECRETARY-TREASURER**

FILE: 1880-01



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## NEWS YOU CAN USE

For Immediate Release  
2016JTST0046-000502  
April 1, 2016

Ministry of Jobs, Tourism and Skills Training and  
Responsible for Labour

### **Updated WorkBC Parents' Guide supports parents and students in career planning**

VICTORIA – Finding the right career can be challenging at the best of times. The new WorkBC Parents' Guide is designed to help parents and guardians support their teens as they learn about the wide range of opportunities available to them, making searching for in-demand careers just a little bit easier.

The Government of British Columbia, in collaboration with the Canada Career Information Partnership, is pleased to have an updated career guide that assists parents in coaching their teens through the many choices before them. The WorkBC Parents' Guide is a resource to help parents answer questions their teens will likely have, and covers a range of important topics, including: talking about careers with teens; understanding today's labour market ; and helping teens find a career they can be passionate about.

As noted in the B.C. Skills for Jobs Blueprint, nearly one million job openings are expected in B.C. by 2024 due to retirements and economic development, and nearly eight out of ten of these openings will require post-secondary education and/or skilled trades training. The guide aims to support parents and guardians by providing information and resources to help facilitate career conversations with young people.

#### **Quotes:**

#### **Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour –**

“B.C. is expecting almost one million job openings in the next decade and this WorkBC Parents' Guide will serve as a valuable career development tool for parents to support their teens, as they make important decisions that will shape their future.”

#### **Andrew Wilkinson, Minister of Advanced Education –**

“It is important that prospective students are able to make an informed choice when it comes to their decisions about post-secondary education. A post-secondary education comes with professional and personal benefits that can last a lifetime, whether it is a career in the skilled trades, a professional qualification or a university degree.”

#### **Mike Bernier, Minister of Education –**

“When high school students think about the next step in their lives, parents and guardians are right there with them. This guide can help start the conversation about career planning and helps map out in-demand careers and how to get ready for them.”

**Michelle Stillwell, Minister of Social Development and Social Innovation –**

“It’s important to start planning for future career goals early. The information and resources in the WorkBC Parents' Guide will help parents and their teens begin thinking about the many options available in our province – from the kind of training they will need to succeed on their career path to the job opportunities that await them after graduation.”

**Learn More:**

To read the WorkBC Parents' Guide, visit: [WorkBC.ca/ParentGuide](http://WorkBC.ca/ParentGuide)

To learn more about WorkBC, visit: [www.workbc.ca](http://www.workbc.ca)

For more information on B.C.'s Skills for Jobs Blueprint, visit: [www.workbc.ca/skills](http://www.workbc.ca/skills)

To find out more about the BC Jobs Plan, visit: [www.engage.gov.bc.ca/bcjobsplan/](http://www.engage.gov.bc.ca/bcjobsplan/)

**Media Contact:**

Media Relations  
Ministry of Jobs, Tourism and Skills Training  
and Responsible for Labour  
250 387-2799

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



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## NEWS RELEASE

For Immediate Release  
2016EDUC0030-000386  
March 14, 2016

Ministry of Education

### **\$40-million fix-it fund will help revamp and refresh British Columbia schools**

VICTORIA – Government is helping extend the life of B.C. schools with today’s investment of \$40 million in the School Enhancement Program to help school districts repair, upgrade and improve their facilities.

Over the next week school districts throughout B.C. will be notified about how they can apply for funding under this program. Projects will be chosen based on need, priority and supporting student learning and must cost more than \$100,000. All projects must be mostly completed by March 31, 2017.

The types of projects eligible for the funding include:

- Heating and ventilation upgrades;
- Roof repairs or replacement,
- Windows, lighting and electrical system upgrades, and
- Mechanical upgrades - including plumbing and boiler replacements,
- Safety enhancements - including fire protection.

This year’s \$40-million School Enhancement Program builds on last year’s \$35-million Routine Capital Program investment, which supported 109 school improvement projects throughout the province.

As a result of B.C.’s fiscal discipline and its balanced budget, the government is able to support key investments like the School Enhancement Program. Budget 2016 provides \$1.7 billion in capital funding over three years to replace aging facilities, build more student spaces in growing communities and improve seismic safety.

#### **Quotes:**

##### **Mike Bernier, Minister of Education –**

“This fix-it-fund for schools will give school districts across the province the help they need to extend the life of schools – actions like fixing roofs, installing new heating equipment, and replacing windows. Not only will this help make schools more comfortable for students and staff, it’s also going to make sure we are protecting and enhancing infrastructure worth millions of dollars.”

##### **Shawn Wilson, Surrey School Board chair –**

“Keeping our schools modern and up-to-date benefits both staff and students. Here in Surrey previous funding from the Government of B.C. under this program made it possible for us to

upgrade boilers, portables, roofs and other exterior upgrades to local schools.”

**Teresa Rezansoff, president, the BC School Trustees Association –**

“We are happy to see the ministry building upon what was a very successful program last year. Districts across the province welcome the capital dollars that will help us address needs within schools and other district buildings. We appreciate the work that school district staff has done, and will continue to do, to ensure that they meet the timelines and criteria for this program.”

**Quick Facts:**

- Districts have until Friday, April 15, 2016, to submit their proposed projects to the ministry. Successful applicants will be notified by May 31, 2016.
- Budget 2016 provides \$1.7 billion over three years to replace aging facilities, build more student spaces in growing communities, and improve seismic safety.
- Since 2001, the Province has committed more than \$4.2 billion in new and improved schools, including \$2.2 billion in seismic upgrades.
- Since 2001, the Province has built 48 new schools, replaced 70 aging schools, added space at 186 schools and seismically upgraded 149 schools.

**Learn More:**

Last year’s projects: <https://news.gov.bc.ca/releases/2015EDUC0075-001895>

**Media Contact:**

Government Communications and Public  
Engagement  
Ministry of Education  
250 356-5963

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)





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## NEWS RELEASE

For Immediate Release  
2016TRAN0043-000354  
March 9, 2016

Ministry of Transportation and Infrastructure

### **Government reviewing fines for drivers passing stopped school buses**

VICTORIA – Children’s safety is of the utmost importance to all of us, which is why drivers are required to stop when school bus lights are flashing.

Despite the efforts to raise awareness, some drivers still fail to stop when children are getting on and off the bus.

“Failing to stop puts children at risk, and this is a concern to all British Columbians,” said Todd Stone, Minister of Transportation and Infrastructure. “I have heard from school bus drivers, trustees and parents that the current penalty – a \$167-fine and three demerit points – is not enough to deter drivers. Ministry staff have begun discussions with stakeholders, including the police, and we can expect changes to be in place before the end of the school year.”

“I’d like to thank Cindy Dettling, who drives a school bus in School District 60 - Peace River North, for her efforts in raising awareness that action is needed,” Stone said.

In British Columbia, between 2009 and 2014, police issued 1,100 tickets for failing to stop for a school bus. Thankfully, in that period, no child died while getting on or off a school bus, but 14 children were injured.

“Parents expect their children to come home safely at the end of the school day – and our Education system is focused on this each and every day. This review is another step in keeping our kids safe,” said Mike Bernier, Minister of Education. “School buses are yellow for a reason – it means ‘pay attention and be cautious.’ We all need to double our attention to safety when we see a school bus.”

Please join in government’s goal for British Columbia to have the safest roads in North America by 2020 – safest for everyone, but especially for our children.

#### **Media Contact:**

Government Communications and Public  
Engagement  
Ministry of Transportation and Infrastructure  
250 356-8241

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** Building Learning Together Coalition  
**Meeting Location:** Family Place  
**Meeting Time:** April 7, 2016

The Oceanside Building Learning Together (OBLT) is our early learners program, which is operated as a non-profit society. The Coalition includes community groups, government and others who are interested in early learning in District 69. OBLT operates Munchkinland at Qualicum Commons and Family Place as well as Storybook Village.

### **Pete the Cat:**

Poster attached. April 21 at Oceanside Place for the pre-school set. There will be 16 community tables and 4 other tables. The concession will not be open but there will be a Pete the Cat food booth. Pete the cat will be there!

### **WOW bus III:**

May 15 will be a 'soft' opening at the Community Park. Much fundraising will be needed to convert the bus from School District to WOW programs.

### **Heart/mind Interest Group:**

Working on Pete the Cat and on the "kindfulness" initiative. The latter may be renamed and will likely not happen until February 2017 to make certain we have a broad base of support.

### **Dad's Night Out:**

Low enrollment may mean that some programs could be consolidated.

### **Success By 6:**

The website has useful webinars for people to consider early learning. Their Charter of Rights may help us with the formulation of our own Charter.

### **VI Early Years Forum Report:**

Was at Nanoose Nation on March 11. Introduced the Blanket Approach. The idea of reducing barriers by having agencies together either physically or through a website. There appears to be an issue with funding. The end goal is to have 100 'centres' in the province. Report to come.

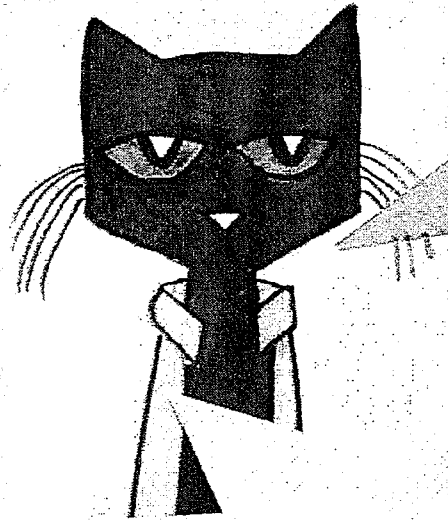
### **Storybook Village:**

Clean up on April 23. 9:00 AM until done.

### **'What's Happening' Round:**

- Child and Youth Mental Health – Connect Parenting Group in progress
- Forward House – Forums completed and reports are being written regarding needs assessment for District 69.
- ACRA – Wrap recently on the Newspaper. ACE club starting again at Errington Elementary. More youth programs on the way. June 10 Community Picnic at French Creek Elementary starting at 5:30 PM. Great fun!!
- Pacific Care – Childcare Resource and Referral Programs have been reviewed. May is childcare month and there will be a Teddy Bear Picnic in Nanaimo on May 27. \$ for a lending library and updates continue at Qualicum Commons.
- SD 69 – Thought Exchange for students is in the "star phase." More results will follow.
- Nanoose Place – Teddy Bear Picnic July 9
- RDN – Spring programs are filling up. Results are better than expected.

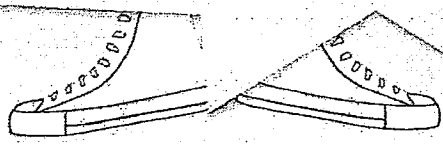
# Pete the Cat First Steps to School Fair



Hey all you cool cats aged 3 to 5! Bring your adult and join me for all kinds of fun!



Thursday, April 21st  
5:00 pm to 7:00 pm  
Oceanside Place Arena, Pond



Art Activities

Get your picture taken with Pete the Cat!

Walk away with a special bag full of ideas!

Music

Meet Kindergarten Teachers!

Take home snacks!

Arena concession will be OPEN

[www.oblt.ca](http://www.oblt.ca)  
250-947-8252

Presented by:  
Oceanside Building Learning Together  
School District 69, and  
Ready, Set Learn



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** Curriculum Implementation Advisory Committee  
**Meeting Location:** Winchelsea  
**Meeting Time:** March 10, 2016

### Continued Discussion from Previous Meeting

1. Parent education re: redesign of curriculum--Ideas
  - a. Evening discussions, anchor schools: Provide opportunities for parents to understand the redesigned curriculum
  - b. Monitor assessment; parents may have more questions
  - c. Ask VIREL to order books re: Modernized Curriculum (ex: ZHAO, Yong)
  - d. Links in SD website (short & sweet)
  - e. MATA and District continue to share guest speakers opportunities with parents
  - f. Presentation at DPAC – done
  
2. Resources
  - a. Look at list we created
  - b. Process(es) for gathering info about current resources (stuff & people)--Ideas

### New Discussion:

1. Correspondence Letter from MATA regarding payment for part-time and TTOC's to be paid to go to Curriculum Implementation days
  
2. Discussion re: process of requests, presentations, representation on committee
  
3. Share out information from Curriculum Implementation day; feedback



## Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn  
Committee Name: First Nations Advisory Council  
Meeting Location: Winchelsea Place  
Meeting Time: April 18, 2016 at 12:30

### Committee Report:

Judy Malcolm, Manager of Oceanside Building Learning Together Society and the early learning initiatives for SD 69 has joined the committee. Judy highlighted the upcoming *Pete the Cat* event for ages 3-5 as part of our Ready Set Learn initiatives. Also the WOW bus will now be travelling to the Qualicum and Nanoose First Nations with a Qualicum Cultural Coordinator on board with cultural boxes.

The third First Nations, Metis and Inuit Educational Enhancement agreement is on the district website. People should be encouraged to view it there.

Carrie Reid the First Nations teaching resource teacher has prepared for teachers and liaison workers a FN Content Sheet which indicates the grade level content areas for each of Art, Language Arts, Math, Science and Social Studies to be built into the modernized curriculum

Liaison Staff Report – Dallas reported on the activities in our schools. Jesse Recalma is coming to Springwood Elementary to present on the Qualicum traditional territory. Bowser is building a long House and Errington students were building their own smoke houses.

First Nations Year End celebration is scheduled for June 2, 2016 at the Parksville Community Centre. Gifts gratefully accepted for the Loonie/Toonie Draw....all welcome!



## Board and Trustee Representative Committee Report

Trustee Representatives: Eve Flynn, Elaine Young, Barry Kurland, Jacob Gair  
Committee Name: VISTA – Vancouver Island School Trustees Branch  
Meeting and AGM  
Meeting Location: Hyatt, Vancouver  
Meeting Time: Friday, April 15 - 7:30 am

### Committee Report:

The member boards of VISTA discussed the fall agenda to which we hope to invite the Minister of Education and all the Vancouver Island MLA's. The possibility of a panel discussion on education is being considered to align ourselves with advocating for public education in the upcoming election May 2017.

Advocacy for public education will be the key focus for Trustees in the Spring of 2017.

The Learning Forward Conference is a joint conference of BCSSA, BCPVPA, and BCASBO. This is a North America wide initiative being held this fall (November) in Vancouver.

The BCSTA is co-sponsoring the Canadian School Boards Associations Annual Conference next July 2017 with a National Aboriginal Education Conference at Whistler.

Elections for the VISTA Executive was also held and the following trustees were elected: Eve Flynn, President; Denise Riley (Sooke), First Vice-President; Candace Spilsbury (Cowichan), Second Vice-President; Pam Craig (Port Alberni), Secretary; Janice Caton (Comox), Education Committee Representative.



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** B.C. School Trustees (BCSTA) Annual General Meeting  
**Meeting Location:** Vancouver  
**Meeting Time:** April 14 – 16, 2016

Note that this report gives an outline of the events and activities of the AGM. Please talk with Trustees if you wish further detail. Final results of motions and elections have not yet been distributed as yet.

### **April 14 Opening Sessions:**

Pre-conference workshop for Board Chairs and Vice Chairs – What is working well, what's not and what's next?? – Attended by Eve Flynn and Elaine Young

AGM Official Opening/nominations/keynote address – Attended by Eve, Barry, Elaine and Rollie

Opening featured a choir from Seaquam Secondary School (Delta). Nominations for the BCSTA Board and introductions of those nominated. Keynote Presentation by Dr. Samantha Nutt (Founder, War Child Canada) entitled "Damned Nations: Greed, Guns, Armies and Aid" The presenter has a book of the same name. Worth reading for anyone who wishes to know about how world economics influences war and the collateral damage of war.

President's Reception – a chance to network and talk with other Trustees

### **April 15 Morning Group Discussions and Plenaries:**

VISTA (Vancouver Island School Trustees Association) Branch Breakfast Meeting – Eve, Elaine, Barry attended. Update on Branch activities since our Spring Meeting. Review of motions sent to the BCSTA by our branch.

Plenary 1 – Larry Rosenstock (High Tech High) "The World is Changing, Schools Should Too." Discussion of the way in which High Tech High has organized learning to support the interests of students and passions of educators.

Plenary 2 – Mike Bernier (Minister of Education). Presentation and Question/answer period. Trustees were disappointed and underwhelmed....The minister took only a few questions and Trustee Kurland was able to talk with him individually after his presentation.

### **April 15 Afternoon Concurrent Sessions/ reception:**

Trustees attended all relevant sessions. We have not yet had an opportunity to share information so the trustee responsible for sharing is noted.

1. Shaping Education Through Vision, Governance and Finance (Barry attended)
2. Residential School Experience and Reconciliation: An Engaging Inquiry Discussion (Elaine Attended)
3. Working Together to Get it Right: Post-Secondary Response to K-12 Transformation (Eve and Jacob attended)

Evening Reception sponsored by CUPE.

### **April 16 Annual General Meeting (Election of Board and Motions to AGM)**

Please contact this or any other Trustee for information regarding this. Details will follow as to motions passed. Board Executive and members at large remained largely the same as last year.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Establishment of Performance Assessment Committee (June 24, 2014)	Senior Staff	In abeyance pending Ministry of Education's review of assessment, evaluation and reporting	In abeyance



## 2016/17 Annual Facility Grant Allocation

School District	Total AFG	Capital Portion	Operating Portion				Total Allocation to Districts
			Gross	Withheld		Net	
				CAMS	NGN		
5 Southeast Kootenay	1,398,557	1,087,130	311,427	24,430	48,860	238,137	1,325,267
6 Rocky Mountain	954,177	741,703	212,474	16,667	33,335	162,472	904,175
8 Kootenay Lake	1,362,450	1,059,063	303,387	23,799	47,598	231,990	1,291,053
10 Arrow Lakes	304,342	236,572	67,770	5,316	10,632	51,822	288,394
19 Revelstoke	318,543	247,611	70,932	5,564	11,129	54,239	301,850
20 Kootenay-Columbia	944,731	734,361	210,370	16,502	33,005	160,863	895,224
22 Vernon	1,737,299	1,350,442	386,857	30,347	60,694	295,816	1,646,258
23 Central Okanagan	3,827,069	2,974,867	852,202	66,851	133,702	651,649	3,626,516
27 Cariboo-Chilcotin	1,519,172	1,180,887	338,285	26,537	53,074	258,674	1,439,561
28 Quesnel	872,748	678,407	194,341	15,245	30,490	148,606	827,013
33 Chilliwack	2,224,708	1,729,316	495,392	38,861	77,722	378,809	2,108,125
34 Abbotsford	3,372,033	2,621,157	750,876	58,902	117,805	574,169	3,195,326
35 Langley	3,314,554	2,576,478	738,076	57,898	115,797	564,381	3,140,859
36 Surrey	11,510,327	8,947,236	2,563,091	201,064	402,122	1,959,905	10,907,141
37 Delta	2,996,665	2,329,375	667,290	52,346	104,691	510,253	2,839,628
38 Richmond	4,040,422	3,140,711	899,711	70,578	141,156	687,977	3,828,688
39 Vancouver	10,905,847	8,777,361	2,128,486	190,502	381,005	1,556,979	10,334,340
40 New Westminster	1,149,421	893,471	255,950	20,078	40,156	195,716	1,089,187
41 Burnaby	4,536,492	3,526,317	1,010,175	79,243	158,486	772,446	4,298,763
42 Maple Ridge-Pitt Meadows	2,521,811	1,960,261	561,550	44,051	88,102	429,397	2,389,658
43 Coquitlam	5,553,460	4,316,830	1,236,630	97,007	194,015	945,608	5,262,438
44 North Vancouver	3,051,872	2,372,289	679,583	53,310	106,620	519,653	2,891,942
45 West Vancouver	1,302,974	1,012,831	290,143	22,760	45,520	221,863	1,234,694
46 Sunshine Coast	957,987	744,665	213,322	16,734	33,468	163,120	907,785
47 Powell River	599,046	465,652	133,394	10,464	20,928	102,002	567,654
48 Sea to Sky	931,429	724,021	207,408	16,270	32,540	158,598	882,619
49 Central Coast	293,806	228,382	65,424	5,132	10,264	50,028	278,410
50 Haida Gwaii	537,939	418,152	119,787	9,397	18,793	91,597	509,749
51 Boundary	552,360	429,362	122,998	9,649	19,297	94,052	523,414
52 Prince Rupert	660,950	513,771	147,179	11,545	23,091	112,543	626,314
53 Okanagan Similkameen	613,260	476,701	136,559	10,712	21,425	104,422	581,123
54 Bulkley Valley	690,315	536,597	153,718	12,058	24,117	117,543	654,140
57 Prince George	3,251,395	2,527,383	724,012	56,795	113,590	553,627	3,081,010
58 Nicola-Similkameen	613,178	476,637	136,541	10,711	21,422	104,408	581,045
59 Peace River South	1,392,407	1,082,349	310,058	24,322	48,645	237,091	1,319,440
60 Peace River North	1,456,872	1,132,459	324,413	25,449	50,897	248,067	1,380,526
61 Greater Victoria	3,948,544	3,069,292	879,252	68,973	137,946	672,333	3,741,625
62 Sooke	1,641,318	1,275,833	365,485	28,670	57,341	279,474	1,555,307
63 Saanich	1,490,254	1,158,408	331,846	26,032	52,063	253,751	1,412,159
64 Gulf Islands	504,992	392,542	112,450	8,821	17,642	85,987	478,529
67 Okanagan Skaha	1,308,259	1,016,939	291,320	22,853	45,705	222,762	1,239,701
68 Nanaimo-Ladysmith	2,707,680	2,104,741	602,939	47,298	94,595	461,046	2,565,787
69 Qualicum	971,426	755,111	216,315	16,969	33,938	165,408	920,519
70 Alberni	1,031,979	802,181	229,798	18,027	36,053	175,718	977,899
71 Comox Valley	1,707,660	1,327,403	380,257	29,829	59,659	290,769	1,618,172
72 Campbell River	1,282,239	996,713	285,526	22,398	44,796	218,332	1,215,045
73 Kamloops/Thompson	3,420,173	2,658,578	761,595	59,743	119,487	582,365	3,240,943
74 Gold Trail	680,558	529,013	151,545	11,888	23,776	115,881	644,894
75 Mission	1,215,891	945,139	270,752	21,239	42,478	207,035	1,152,174
78 Fraser-Cascade	522,723	406,324	116,399	9,131	18,262	89,006	495,330
79 Cowichan Valley	1,871,599	1,454,836	416,763	32,693	65,386	318,684	1,773,520
81 Fort Nelson	314,856	244,745	70,111	5,500	11,000	53,611	298,356
82 Coast Mountains	1,502,194	1,167,689	334,505	26,240	52,480	255,785	1,423,474
83 North Okanagan-Shuswap	1,668,687	1,297,108	371,579	29,148	58,297	284,134	1,581,242
84 Vancouver Island West	385,996	300,043	85,953	6,743	13,485	65,725	365,768
85 Vancouver Island North	723,054	562,046	161,008	12,630	25,261	123,117	685,163
87 Stikine	296,041	230,119	65,922	5,171	10,342	50,409	280,528
91 Nechako Lakes	1,410,407	1,096,341	314,066	24,637	49,274	240,155	1,336,496
92 Nisga'a	264,632	205,704	58,928	4,623	9,245	45,060	250,764
93 Conseil scolaire francophone	1,353,807	1,052,345	301,462	23,648	47,296	230,518	1,282,863
<b>Provincial Total</b>	<b>114,495,587</b>	<b>89,300,000</b>	<b>25,195,587</b>	<b>2,000,000</b>	<b>4,000,000</b>	<b>19,195,587</b>	<b>108,495,587</b>

**Annual Facilities Grant (AFG) EXPENDITURE PLAN**  
 Period: April 1, 2016 - March 31, 2017

Facility	Description of Work	Cost Estimate	Comments	Is this a VFA Requirement	VFA Uniformat Code (see uniformat tab for more info)	Actual Cost
1	Errington Elementary School	200,000	Dead end street and congestion		G20 Site Improvement	
2	Kwailikum Secondary School	185,000	replacement-energy efficiency		G30 Site Mechanical Utilities	
3	Errington Elementary School	33,367	water quality		D20 Plumbing	
4	Qualicum Elementary School	14,175	Air quality		D30 HVAC	
5	Springwood Elementary School	66,376	Replacement		G30 Site Mechanical Utilities	
6	Kwailikum Secondary School	19,184	Increased power to shops		D50 Electrical	
7	Springwood Elementary School	23,310	Increase life of floor		C30 Interior Finishes	
8	False Bay Elementary School	67,237	increased fuel efficiency		B20 Exterior Enclosure	
9	Errington Elementary School	60,000	removal and replacement of damaged floor		F10 Special Construction	
10	Ballenas Secondary School	51,472	Increased envelope life		B20 Exterior Enclosure	
11	Kwailikum Secondary School	58,000	Safety of shop area		C10 Interior Construction	
12	Oceanside Elementary School	24,570	Increase life of floor		C30 Interior Finishes	
13	District Technology Infrastructure	30,000	Updating switches and wire		D60 Electrical	
14	Arrowview Elementary School	4,092	Safety		C20 Stairs	
15	Arrowview Elementary School	5,592	Erosion		G20 Site Improvement	
16	Multiple Schools	2,139	Repair of Doors		C10 Interior Construction	
17	Qualicum Elementary School	7,192	To alleviate flooding		G20 Site Improvement	
18	Nanoose Bay Elementary	3,500	Security of building		B20 Exterior Enclosure	
19	Springwood Elementary School	4,800	Replacement of fixtures		D20 Plumbing	
20	Oceanside Elementary School	4,800	Replacement of fixtures		D20 Plumbing	
21	Qualicum Elementary School	4,800	Replacement of fixtures		D20 Plumbing	
22	Ballenas Secondary School	10,000	Security of building		B20 Exterior Enclosure	
23	Ballenas Secondary School	20,000	Repair from erosion		G20 Site Improvement	
24	Ballenas Secondary School	20,915	Flooring removal		F10 Special Construction	
25						
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36						

EXPENDITURE PLAN TOTAL \$	920,520
2016/17 TOTAL ALLOCATION TO DISTRICT \$	920,520
REMAINING AFG AVAILABLE \$	-

**CAPITAL PROJECT BYLAW 127105  
CAPITAL PORTION OF ANNUAL FACILITY GRANT**

A BYLAW by the Board of Education of School District No. 69 (Qualicum) (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a capital plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The capital project of the Board approved by the Minister and specifying a maximum expenditure of \$755,111 for Project No. 127105 is hereby adopted.
2. This Bylaw may be cited as "School District No. 69 (Qualicum) Capital Project Bylaw No. 127105".

READ A FIRST TIME THE 26<sup>TH</sup> DAY OF APRIL, 2016.

READ A SECOND TIME THE 26<sup>TH</sup> DAY OF APRIL, 2016.

READ A THIRD TIME, PASSED AND ADOPTED THE 26<sup>TH</sup> DAY OF APRIL, 2016.

\_\_\_\_\_  
Board Chair

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

I HEREBY CERTIFY this to be a true and original School District No. 69 (Qualicum) Capital Project Bylaw No. 127105 adopted by the Board the 26<sup>th</sup> day of April, 2016.

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

Annual Budget

**School District No. 69 (Qualicum)**

June 30, 2017

# School District No. 69 (Qualicum)

June 30, 2017

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\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 69 (Qualicum) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$49,157,553 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 26th DAY OF APRIL, 2016;

READ A SECOND TIME THE 26th DAY OF APRIL, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF APRIL, 2016;

(Corporate Seal)

---

Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Annual Budget Bylaw 2016/2017, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

---

Secretary Treasurer

# School District No. 69 (Qualicum)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	4,125,000	4,110,128
Adult	3,000	3,375
<b>Total Ministry Operating Grant Funded FTE's</b>	<u>4,128,000</u>	<u>4,113,503</u>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	41,037,722	41,607,777
Other	101,450	101,450
Tuition	3,200,000	2,811,000
Other Revenue	1,475,000	1,433,385
Rentals and Leases	450,000	350,000
Investment Income	125,000	132,000
Amortization of Deferred Capital Revenue	2,103,955	2,103,955
<b>Total Revenue</b>	<u>48,493,127</u>	<u>48,539,567</u>
<b>Expenses</b>		
Instruction	38,289,897	38,279,206
District Administration	2,019,825	1,981,845
Operations and Maintenance	6,864,196	6,992,868
Transportation and Housing	1,615,085	1,595,296
<b>Total Expense</b>	<u>48,789,003</u>	<u>48,849,215</u>
<b>Net Revenue (Expense)</b>	<u>(295,876)</u>	<u>(309,648)</u>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	338,121	351,893
<b>Budgeted Surplus (Deficit), for the year</b>	<u>42,245</u>	<u>42,245</u>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	42,245	42,245
<b>Budgeted Surplus (Deficit), for the year</b>	<u>42,245</u>	<u>42,245</u>

**School District No. 69 (Qualicum)**

Annual Budget - Revenue and Expense  
 Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	43,469,807	43,504,379
Operating - Tangible Capital Assets Purchased	368,550	368,550
Special Purpose Funds - Total Expense	2,888,936	2,914,576
Capital Fund - Total Expense	2,430,260	2,430,260
<b>Total Budget Bylaw Amount</b>	<b>49,157,553</b>	<b>49,217,765</b>

Approved by the Board

DRAFT

Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_



# School District No. 69 (Qualicum)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(295,876)</u>	<u>(309,648)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(368,550)	(368,550)
From Deferred Capital Revenue	(755,111)	(1,293,737)
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(1,123,661)</u>	<u>(1,662,287)</u>
Amortization of Tangible Capital Assets	<u>2,430,260</u>	<u>2,430,260</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>1,306,599</u>	<u>767,973</u>
	-	-
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u>1,010,723</u>	<u>458,325</u>

# School District No. 69 (Qualicum)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	39,448,786	39,993,201
Other	101,450	101,450
Tuition	3,200,000	2,811,000
Other Revenue	175,000	133,385
Rentals and Leases	450,000	350,000
Investment Income	125,000	132,000
<b>Total Revenue</b>	<u>43,500,236</u>	<u>43,521,036</u>
<b>Expenses</b>		
Instruction	35,617,276	35,580,945
District Administration	1,803,510	1,765,530
Operations and Maintenance	4,433,936	4,562,608
Transportation and Housing	1,615,085	1,595,296
<b>Total Expense</b>	<u>43,469,807</u>	<u>43,504,379</u>
<b>Net Revenue (Expense)</b>	<u>30,429</u>	<u>16,657</u>
<b>Budgeted Prior Year Surplus Appropriation</b>	<u>338,121</u>	<u>351,893</u>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(368,550)	(368,550)
<b>Total Net Transfers</b>	<u>(368,550)</u>	<u>(368,550)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

**School District No. 69 (Qualicum)**

Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	38,312,506	39,057,025
Other Ministry of Education Grants		
Pay Equity	936,176	936,176
Additional Supplement Distribution	100,104	
Miscellaneous	100,000	
<b>Total Provincial Grants - Ministry of Education</b>	<u>39,448,786</u>	<u>39,993,201</u>
<b>Provincial Grants - Other</b>	<u>101,450</u>	<u>101,450</u>
<b>Tuition</b>		
Offshore Tuition Fees	3,200,000	2,811,000
<b>Total Tuition</b>	<u>3,200,000</u>	<u>2,811,000</u>
<b>Other Revenues</b>		
Miscellaneous		
Transportation Revenue	161,000	119,385
Miscellaneous	10,000	10,000
P-Card Rebate	4,000	4,000
<b>Total Other Revenue</b>	<u>175,000</u>	<u>133,385</u>
<b>Rentals and Leases</b>	<u>450,000</u>	<u>350,000</u>
<b>Investment Income</b>	<u>125,000</u>	<u>132,000</u>
<b>Total Operating Revenue</b>	<u><u>43,500,236</u></u>	<u><u>43,521,036</u></u>

# School District No. 69 (Qualicum)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	17,518,412	17,693,050
Principals and Vice Principals	2,511,273	2,307,576
Educational Assistants	3,182,805	3,147,607
Support Staff	4,425,267	4,419,611
Other Professionals	1,222,636	1,200,089
Substitutes	1,212,433	1,208,807
<b>Total Salaries</b>	<b>30,072,826</b>	<b>29,976,740</b>
<b>Employee Benefits</b>	<b>7,926,835</b>	<b>8,124,364</b>
<b>Total Salaries and Benefits</b>	<b>37,999,661</b>	<b>38,101,104</b>
<b>Services and Supplies</b>		
Services	2,130,156	2,032,976
Student Transportation	1,000	1,000
Professional Development and Travel	427,338	398,338
Rentals and Leases	5,000	5,000
Dues and Fees	50,450	50,450
Insurance	174,000	174,000
Interest	-	-
Supplies	1,690,702	1,670,011
Utilities	991,500	1,071,500
<b>Total Services and Supplies</b>	<b>5,470,146</b>	<b>5,403,275</b>
<b>Total Operating Expense</b>	<b>43,469,807</b>	<b>43,504,379</b>

# School District No. 69 (Qualicum)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	14,356,081	592,649		10,654		739,714	15,699,098
1.03 Career Programs	179,267			38,811			218,078
1.07 Library Services	408,497			173,213		38,087	619,797
1.08 Counselling	370,565	57,402					427,967
1.10 Special Education	1,723,897	172,482	3,006,922	41,080		245,476	5,189,857
1.30 English Language Learning	128,991						128,991
1.31 Aboriginal Education	34,211	99,216	175,883	6,849			316,159
1.41 School Administration		1,440,700		975,679		76,005	2,492,384
1.61 Continuing Education	13,896				86,517		13,896
1.62 Off Shore Students	303,007	148,824		48,257	32,500		586,605
1.64 Other							32,500
<b>Total Function 1</b>	<b>17,518,412</b>	<b>2,511,273</b>	<b>3,182,805</b>	<b>1,294,543</b>	<b>119,017</b>	<b>1,099,282</b>	<b>25,725,332</b>
<b>4 District Administration</b>							
4.11 Educational Administration					333,575		333,575
4.40 School District Governance					84,387		84,387
4.41 Business Administration				285,958	442,069	3,000	731,027
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>285,958</b>	<b>860,031</b>	<b>3,000</b>	<b>1,148,989</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				50,463	197,245	500	248,208
5.50 Maintenance Operations				1,884,378		10,500	1,894,878
5.52 Maintenance of Grounds				109,615			109,615
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,044,456</b>	<b>197,245</b>	<b>11,000</b>	<b>2,252,701</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				49,606	46,343	500	96,449
7.70 Student Transportation				750,704		98,651	849,355
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>800,310</b>	<b>46,343</b>	<b>99,151</b>	<b>945,804</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>17,518,412</b>	<b>2,511,273</b>	<b>3,182,805</b>	<b>4,425,267</b>	<b>1,222,636</b>	<b>1,212,433</b>	<b>30,072,826</b>

**School District No. 69 (Qualicum)**  
 Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	15,699,098	4,032,250	19,731,348	740,802	20,472,150	20,489,030
1.03 Career Programs	218,078	60,296	278,374	423,130	701,504	709,724
1.07 Library Services	619,797	167,842	787,639	23,700	811,339	834,227
1.08 Counselling	427,967	107,130	535,097		535,097	552,558
1.10 Special Education	5,189,857	1,487,788	6,677,645	69,900	6,747,545	6,744,108
1.30 English Language Learning	128,991	30,742	159,733		159,733	159,895
1.31 Aboriginal Education	316,159	77,144	393,303	121,742	515,045	540,309
1.41 School Administration	2,492,384	655,912	3,148,296	107,800	3,256,096	3,320,643
1.61 Continuing Education	13,896	3,636	17,532		17,532	21,622
1.62 Off Shore Students	586,605	150,056	736,661	1,623,200	2,359,861	2,168,771
1.64 Other	32,500	8,874	41,374		41,374	40,058
<b>Total Function 1</b>	<b>25,725,332</b>	<b>6,781,670</b>	<b>32,507,002</b>	<b>3,110,274</b>	<b>35,617,276</b>	<b>35,580,945</b>
<b>4 District Administration</b>						
4.11 Educational Administration	333,575	76,721	410,296	73,000	483,296	481,253
4.40 School District Governance	84,387	8,162	92,549	85,340	177,889	177,881
4.41 Business Administration	731,027	174,598	905,625	236,700	1,142,325	1,106,396
<b>Total Function 4</b>	<b>1,148,989</b>	<b>259,481</b>	<b>1,408,470</b>	<b>395,040</b>	<b>1,803,510</b>	<b>1,765,530</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	248,208	51,690	299,898	175,200	475,098	481,147
5.50 Maintenance Operations	1,894,878	512,819	2,407,697	338,282	2,745,979	2,718,160
5.52 Maintenance of Grounds	109,615	32,694	142,309	79,050	221,359	291,801
5.56 Utilities	-	-	-	991,500	991,500	1,071,500
<b>Total Function 5</b>	<b>2,252,701</b>	<b>597,203</b>	<b>2,849,904</b>	<b>1,584,032</b>	<b>4,433,936</b>	<b>4,562,608</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	96,449	23,446	119,895	28,100	147,995	151,599
7.70 Student Transportation	849,355	265,035	1,114,390	328,700	1,443,090	1,419,697
7.73 Housing	-	-	-	24,000	24,000	24,000
<b>Total Function 7</b>	<b>945,804</b>	<b>288,481</b>	<b>1,234,285</b>	<b>380,800</b>	<b>1,615,085</b>	<b>1,595,296</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>30,072,826</b>	<b>7,926,835</b>	<b>37,999,661</b>	<b>5,470,146</b>	<b>43,469,807</b>	<b>43,504,379</b>

# School District No. 69 (Qualicum)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	1,588,936	1,614,576
Other Revenue	1,300,000	1,300,000
<b>Total Revenue</b>	<u>2,888,936</u>	<u>2,914,576</u>
<b>Expenses</b>		
Instruction	2,672,621	2,698,261
District Administration	216,315	216,315
<b>Total Expense</b>	<u>2,888,936</u>	<u>2,914,576</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

**School District No. 69 (Qualicum)**  
 Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2017

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Service Delivery Transformation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			13,325	777,782			17,354		25,000
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	216,315	788,994	1,830	1,300,000	96,000	19,600	101,323	364,874	
Other	216,315	788,994	1,830	1,300,000	96,000	19,600	101,323	364,874	
<b>Less:</b> Allocated to Revenue	216,315	788,994	1,830	1,300,000	96,000	19,600	101,323	364,874	
<b>Deferred Revenue, end of year</b>	-	-	<b>13,325</b>	<b>777,782</b>	-	-	<b>17,354</b>	-	<b>25,000</b>
<b>Revenues</b>	216,315	788,994	1,830	1,300,000	96,000	19,600	101,323	364,874	
Provincial Grants - Ministry of Education	216,315	788,994	1,830	1,300,000	96,000	19,600	101,323	364,874	
Other Revenue									
<b>Expenses</b>									
Salaries									
Teachers		429,009						59,483	
Principals and Vice Principals							38,204		
Support Staff	68,798	137,639						166,623	
Other Professionals								32,500	
Substitutes		97,824							
Employee Benefits	68,798	664,472					38,204	258,606	
Services and Supplies	15,746	124,522	1,830	1,300,000	96,000	19,600	8,662	55,189	
	131,771		1,830	1,300,000	96,000	19,600	54,457	51,079	
	216,315	788,994	1,830	1,300,000	96,000	19,600	101,323	364,874	
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



**School District No. 69 (Qualicum)**  
 Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2017

	<u>TOTAL</u>
	\$ 833,461
<b>Deferred Revenue, beginning of year</b>	
<b>Add:</b> Restricted Grants	
Provincial Grants - Ministry of Education	1,588,936
Other	1,300,000
	<u>2,888,936</u>
<b>Less: Allocated to Revenue</b>	
<b>Deferred Revenue, end of year</b>	<u>2,888,936</u>
	<u>833,461</u>
<b>Revenues</b>	
Provincial Grants - Ministry of Education	1,588,936
Other Revenue	1,300,000
	<u>2,888,936</u>
<b>Expenses</b>	
Salaries	
Teachers	488,492
Principals and Vice Principals	38,204
Support Staff	373,060
Other Professionals	32,500
Substitutes	97,824
	<u>1,030,080</u>
Employee Benefits	204,119
Services and Supplies	1,654,737
	<u>2,888,936</u>
<b>Net Revenue (Expense)</b>	<u>-</u>

# School District No. 69 (Qualicum)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Amortization of Deferred Capital Revenue	2,103,955		2,103,955	2,103,955
<b>Total Revenue</b>	<b>2,103,955</b>	-	<b>2,103,955</b>	<b>2,103,955</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,430,260		2,430,260	2,430,260
<b>Total Expense</b>	<b>2,430,260</b>	-	<b>2,430,260</b>	<b>2,430,260</b>
<b>Net Revenue (Expense)</b>	<b>(326,305)</b>	-	<b>(326,305)</b>	<b>(326,305)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	368,550		368,550	368,550
<b>Total Net Transfers</b>	<b>368,550</b>	-	<b>368,550</b>	<b>368,550</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	-	-	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>42,245</b>	-	<b>42,245</b>	<b>42,245</b>

## ENROLMENT REPORT FOR FEBRUARY 12, 2016 (1701 - FINAL)

SCHOOL	Home		Grade Level													Intl.		Elem		Sec.		FTE		School		Loss/Gain from Previous 1701
	Ed.	KF	1	2	3	4	5	6	7	8	9	10	11	12	Elem Ungr.	Sec Ungr.	GA	Prog.	Total	Total	Total	Total	Total	Total		
			0	0	1	1	0	0	1	1	6	12	26	42											52	
Ballenas Secondary School <i>Immersion</i>										132	158	163	152	176		1		77	0	782	830.8750	899	-13			
PASS/Woodwinds										18	25	21	15	28				1	0	107						
Continuing Ed. Program (Adults)**			0	0	2	1	1	0	0	1	6	12	26	42	52				1	138	143.0000	143	-4			
Kwaikikum Secondary	4									116	103	112	132	139				58	0	602	562.1250	602	1			
Arrowview Elementary		31	24	46	27	34	48	31	32									5	273	0	273.0000	273	2			
Bowser Elementary		26	27	21	24	22	23	22	25										190	0	190.0000	190	7			
Errington Elementary	5	41	43	31	57	39	43	30	33										317	0	317.0000	317	-1			
False Bay School		2	5	5	2	4	0	3	1										22	0	22.0000	22	0			
Nanose Bay Elementary		28	30	32	33	29	42	23	41									1	258	0	258.0000	258	3			
Oceanside Elem. - Regular		17	10	14	17	9	19	19	34									3	139	0	408.0000	408	-5			
Immersion		43	40	44	32	35	22	21	32										269	0						
Qualicum Beach Elementary		33	39	42	38	44	49	45	65									1	355	0	355.0000	355	13			
Springwood Elementary		45	57	57	55	58	59	74	68									9	473	0	473.0000	473	16			
SUB-TOTALS	9	266	275	294	286	275	305	268	332	272	298	322	341	407	407	0	1	0	155	2301	1641	3834.3750	3942	23		
CEAP		0	0	0	2	1	1	0	1	2	0	113	79	125				14	5	325	71.1250	330	34			
TOTALS	9	266	275	294	288	276	306	268	333	274	298	435	420	532	532	0	3	4	169	1966	3905.5000	4272	57			

NOTE: Secondary, CEAP, CEC and FBS changes will be reported by headcount ONLY during the year.  
 In February FTE will be edited to reflect February snapshot data

September FTE for:

CEAP: 100.1875 BSS: 869.6875

CEC: 1.375 KSS: 575.1250

FBS: 22.0 PASS/MW: 146.1250



## SCHOOL DISTRICT No.69 (QUALICUM)

### Class Size Report - March 1, 2016 Snapshot

School	Division or Course Name	Class Size
Ballenas Secondary School	Calculus 12 (01)	32
Ballenas Secondary School	Calculus 12 (02)	32
Ballenas Secondary School	ÉDUCATION PHYSIQUE 9 (01); ÉDUCATION PHYSIQUE 10 (0)	32
Ballenas Secondary School	English Language Arts 8 (01); English Language Arts 9 (01)	31
Ballenas Secondary School	Physical Education 10 (05)	31
Ballenas Secondary School	Physics 11 (03)	38
Ballenas Secondary School	Physics 12 (02)	34
Kwalikum Secondary School	Music 10: Concert Band (01); Music 9 (01)**	32**

\*\* - Exclusion for the purposes of Class Size Consultation

This declaration is to confirm that I have received and reviewed the Principals' reports for all schools and classes, and I verify that as of the date of this report the organization of classes in the school district:

- (a) is in compliance with the provisions as defined in the School Act and related regulations and,
- (b) is appropriate for student learning.

Respectfully submitted,

Rollie Koop  
Superintendent of Schools

RK/hc



**PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT**

(Page 1 of 1)

It shall be the policy of the Board of Education to require that purchases be made with consideration of best value which includes all aspects such as cost, quality, supply, servicing, maintenance, local availability and environmental impact. When the value of a purchase is such that the tendering process is administratively justifiable, tenders will be awarded on a competitive basis with consideration to all of the above aspects.

**SCHOOL DISTRICT No. 69 (QUALICUM)**

**ADMINISTRATIVE PROCEDURES**

**PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT**

In order that the policy of the board is followed to ensure as far as possible that the best value is obtained for dollars expended, all personnel who are delegated some responsibility for purchasing will observe the guidelines provided below.

**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	N	N	Purchasing Card/Expense Claim with Receipts	Local
> \$1,000	Verbal	N	Invoice	Local
> \$5,000	Written	N	Invoice	Local
> \$10,000	Written	N	Invoice	Secretary Treasurer or designate
> \$25,000	N/A	Non-Advertised	Non-Advertised Tender	Secretary Treasurer or designate
> \$50,000	N/A	Public	Public Tender	Secretary Treasurer

**Use of Requisitions (Requests for Purchase Orders)**

All supplies, services, and equipment being purchased over \$1000 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 their 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.

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURES

### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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#### **Exceptional Circumstances**

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

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

#### **Determination of Suppliers**

##### Purchasing Card Program

The Purchasing Card Program is not intended to avoid or bypass purchasing policies and procedures as outlined in these regulations. Instead, it is intended to provide flexibility and autonomy to the user while complementing current existing purchasing procedures and payment guidelines. Unlike personal charge cards, the P-Card Program incorporates controls over certain types of expenditures. These controls ensure that the P-Card can only be used with specific types of merchants and within specific dollar limits.

##### Quotations Process

- a. Request for quotes can take the following forms:
  - i. Written quotations from three or more sources in response to a written request. Responses may be submitted by fax or email;
  - ii. Verbal quotations given by two or more supplier representatives, usually by telephone. Such quotations are to be recorded by the requester and retained with the purchase order;
- b. All things being equal quality and suitability preference shall be given to local firms, then BC and then Canada. Local and provincial firms which have previously supplied the school district will continue to be given the opportunity to provide quotations on items similar to those which they normally supply. Should a school or department wish an exemption from requesting quotes from previous suppliers, approval must first be obtained from the secretary-treasurer.
- c. Quotations must be solicited from a minimum of three (3) suppliers, except when less than three (3) are known. If assistance is required with the names of potential suppliers, contact the School Board Office, Maintenance Department, or Learning Resources Centre as appropriate.
- d. Quotation forms may be forwarded to suppliers either direct or through the School Board Office.
- e. Copies of quotations received must be kept with the purchase documentation for later verification.

## SCHOOL DISTRICT No. 69 (QUALICUM)

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#### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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- f. The requisition must include the date of the quote and other pertinent details, such as whether or not delivery cost is included in the price. Incomplete requisitions will not be approved.
- g. If quotations are obtained from less than three suppliers, or if purchase from other than the low bidder is recommended, a memorandum of explanation must be kept with the purchase documentation.

#### Petty Cash Administration

The policy on the use of Petty Cash is as follows:

- a. Petty cash will not be used without prior approval of the principal.
- b. Petty cash will be reimbursed ONLY if submitted within thirty (30) days of the purchase.
- c. To reduce the administrative burden created by the use of petty cash, school principals will set and monitor the limit of purchase using petty cash.
- d. There will be no administration conducted by accounts staff to obtain tax rebates on petty cash purchases.
- e. Schools and departments are to submit a remittance form on a bi-weekly schedule.
- f. This policy does not apply to the purchase of equipment and technology hardware/software as these purchases should be made through the Information Technology and/or Operations and Maintenance departments.
- g. Suppliers with poor performance records should have their vendor registration revoked for periods of time. To enable this to be defensible, schools should send documented instances to the warehouseman for compilation.

#### **Tender Process**

Tenders are offers made by firms which have been invited to submit tenders, in sealed envelopes, for goods or services; these tenders are received before a closing date and time specified in the "Invitation to Tender" document. The formality of this procedure ensures that the tender of a supplier is not disclosed to competitors before the closing date specified in the "Invitation to Tender".

#### Receiving of Tenders

- a. Sealed tenders, clearly marked with the tender number or title, will be received by the appropriate member of senior management as outlined in the bid process. The method of delivery to accomplish this is the responsibility of the bidder. Tenders received after the closing time will be returned unopened. Faxed or emailed tenders will not be accepted.
- b. Tenders will be opened publicly immediately following the tender closing.
- c. Bidders wishing to obtain competitors' bid information must attend the tender opening. Bidders not attending the opening can request information through the Freedom of Information Act.



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### ADMINISTRATIVE PROCEDURES

#### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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##### Submission of Tenders

- a. Tenders must be submitted on the form provided and returned in the self-addressed envelope, also provided.
- b. Other information requested to be submitted, or submitted by the bidder as additional information, such as product printed matter, samples etc are not required to be enclosed in the envelope with the tender form. The tender form must be affixed to the other material being submitted as a single package.
- c. All tenders submitted become the property of School District No.69 (Qualicum) and as such, are subject to the Freedom of Information and Protection of Privacy Legislation. To request documentation confidentiality, bidders must submit a covering letter, with their tender detailing the specifics of their request.

##### 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.
- 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.

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURES

### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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#### Insurance Clauses

The successful bidder must provide proof of the required insurance within five (5) business days of notice of award prior to proceeding with the work.

#### Indemnification

Notwithstanding the provision of coverage and insurance by the owner, the contractor will indemnify and save harmless the owner, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the owner, may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly by reason of any act or omission of the contractor or of any agent, employee, officer, director or subcontractor of the contractor pursuant to this contract, excepting always liability arising out of the independent negligent acts of the owner.

1. The contractor shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance with insurers licensed in British Columbia and in forms and amounts acceptable to the owner:
  - a. Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury and property damage. The owner is to be added as an additional insured under this policy. Such Insurance shall include, but is not limited to:
    - .01 Products or Completed Operations Liability;
    - .02 Owner's and Contractor's Protective Liability;
    - .03 Blanket written Contractual Liability;
    - .04 Contingent Employer's Liability;
    - .05 Personal Injury Liability;
    - .06 Non-Owned Automotive Liability;
    - .07 Cross Liability;
    - .08 Employees as additional Insured's;
    - .09 Broad Form Property Damage;
    - .10 Broad Form Completed Operations;and where such further risk exists:
    - .11 Shoring, Blasting, Excavating, Underpinning, Demolition, Pile driving and Caisson Work, Work below Ground Surface, Tunneling and Grading, as applicable
    - .12 Elevator and Hoist Liability; and
    - .13 Operation of Attached Machinery.
  - b. Automobile Liability, on all owned or leased vehicles in an amount not less than \$2,000,000.
  - c. Aircraft and/or Watercraft Liability, where applicable, for all owned or non-owned craft operating or used in the performance of the work by the contractor, in an amount not less than \$5,000,000 per occurrence and including aircraft passenger hazard liability, where applicable.

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### ADMINISTRATIVE PROCEDURES

#### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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- d. Property insurance, which shall cover all property, of every description, to be used in the construction of the work, against "All Risks" of physical loss or damage, while such property is being transported to the site, and thereafter until substantial performance of the work. Such policy of insurance shall extend to protect the interest of the owner, and shall contain a waiver of subrogation against the owner.
2. All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the owner.
3. The contractor shall provide the owner with evidence of all required insurance prior to the commencement of the work or services. Such evidence shall be in a form acceptable to the owner. When requested by the owner, the contractor shall provide certified copies of required insurance policies.
4. All required insurance shall be endorsed to provide the owner with thirty (30) days advance written notice of cancellation or material change.
5. The contractor hereby waives all rights of recourse against the owner with regard to damage to the contractor's property.
6. The contractor shall require and ensure that each subcontractor maintains liability insurance comparable to that required above.
7. Unless specified otherwise, the duration of each insurance policy shall be from the date of commencement or the Work until the date of the final certificate for payment.

#### **Bonds**

The contractor shall enclose a Bid Bond or certified cheque in the amount of ten percent (10%) of the total of the tender figure(s) in the lawful money of Canada, made payable to the owner.

#### 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
- 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.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

#### PURCHASING AND DISPOSAL OF SUPPLIES AND EQUIPMENT

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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 4XXX: Purchasing and Disposal of Supplies and Equipment  
Motor Vehicle Act Regulations, Section 11, "Removal of 'school bus' insignia on disposition of bus"

**MONTHLY VOUCHER SUMMARY FINANCIAL REPORTING**



**POLICY**

~~While recognizing that expenditures made by the Board of Education must be on an ongoing basis in order to meet payroll and supplier commitments, the Board of Education believes that all expenditures must be open to public scrutiny.~~

**REGULATIONS**

- ~~1. When required, payment may be made prior to final Board approval.~~
- ~~2. A trustee is designated as responsible for scrutinizing expenditures and making recommendations for their adoption by the Board at its regular meeting.~~

**The Board of Education recognizes its stewardship role in the care and effective use of public funds granted for the purpose of providing 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 of Education requires the Secretary-Treasurer to develop and present to the Board of Education quarterly financial reports at a Regular Public Board Meeting which outline the financial position of School District.**

**SCHOOL DISTRICT No. 69 (QUALICUM)**

**ADMINISTRATIVE PROCEDURES**

**FINANCIAL REPORTING**

Page 1 of 1

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.

## SCHOOL-GENERATED FUNDS



The Board of Education requires that school-generated funds be maintained in accordance with good accounting principles and in a manner acceptable to the Secretary-Treasurer.

**The Board of Education recognizes its responsibility and accountability for all funds raised and dispersed in the name of any school or program in School District 69 (Qualicum). The Board is also clear that this stewardship role does not extend to funds raised and dispersed by Parent Advisory Councils in the school district.**

**The Secretary Treasurer shall ensure that procedures, systems and controls are in place to effectively manage the receipt, care, and expenditure of school-generated funds.**

### **REGULATIONS**

1. ~~The Board authorizes schools to maintain school-generated funds to support curricular and extra-curricular activities.~~
2. ~~The Board requires that school-generated funds be used for their expressed purpose and that benefit of these funds is received directly by students participating in the fund-raising activity.~~
3. ~~The principal of the school has overall responsibility for school accounts.~~
4. ~~One individual or group is identified as being responsible for each individual account.~~
5. ~~One bank account will be established in each school for receipt and disbursement of all funds held by the school.~~
6. ~~The bank account will require two of three signatories. These signatories shall be the principal, the school secretary and the vice-principal or designated teacher.~~
7. ~~Cheques and receipts must be pre-numbered in sequential order.~~
8. ~~All funds received must be issued with a receipt. No payments will be made from cash received.~~
9. ~~Payments should be made by cheque. Supporting documentation shall include original invoice, approval of the individual responsible for the particular account, confirmation of goods received and confirmation that extensions on the invoice are correct.~~
10. ~~Schools may maintain a petty cash fund for school-generated funds. The maximum float will be \$200. Each disbursement requires supporting documentation which shall include original invoice, approval by the individual responsible for the particular account, confirmation of goods received and confirmation that extensions on the invoice are correct. In addition, recipients must sign for cash received.~~
11. ~~The principal shall receive a monthly trial balance and monthly bank reconciliation.~~
12. ~~Copies of the current trial balance will be available on request to employees of the school.~~
13. ~~Copies of the current trial balance will be distributed to the Parent Advisory Council at least three times per year.~~
14. ~~Schools shall provide the following reports to the Secretary-Treasurer:~~
  - a. ~~Bank reconciliation, trial balance and statement of revenue and expenditures for the period May 1 to July 31;~~

SCHOOL-GENERATED FUNDS



- b. ~~Bank reconciliation, trial balance and statement of revenue and expenditures for the period August 1 to October 31;~~
- c. ~~Bank reconciliation, trial balance and statement of revenue and expenditures for the period November 1 to January 31;~~
- d. ~~Bank reconciliation, trial balance and statement of revenue and expenditures for the period May 1 to April 30;~~
- e. ~~Reports must be received prior to the end of the month following the end of the reporting period.~~



# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURES

### SCHOOL GENERATED FUNDS

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#### **Purpose:**

The purpose of this administrative procedure is to reinforce the importance of the control of cash generated by school activities.

#### **Procedure:**

Cash and cheques (hereinafter referred to as cash) represent one of the greatest risks of asset loss to the "School Generated Funds" environment. It is extremely important to establish and maintain strong internal controls and procedures for the handling of cash to guard against loss and misuse.

#### **1. Control over Cash Receipts**

The secretary/accounts clerk MUST keep track of fees assessed by fee type and by student. A running balance of amounts owed to the school by fee type must be available. All payments shall be receipted providing sufficient detail to confirm who made the payment, for what reason, and in the amount paid. The Principal is responsible to approve ALL reasons for cash being collected. Individual employees are NOT to engage in any form of fund raising without the prior approval of the Principal.

#### **2. Cash Management**

Cash collected by teachers and other employees must NOT be kept overnight in a desk drawer, filing cabinet and/or other similar storage facility. Cash must NOT be taken home. All cash, regardless of amount collected, must be turned into the office on a daily basis. At no time should there be more than \$1000.00 (one thousand dollars) in cash held on site. In all circumstances, cash must not remain on the school premises over a weekend and thus must be deposited each Friday. All cash on school premises prior to a deposit must be secured in a locked cabinet/safe. In unique circumstances, the Principal can vary this requirement provided sufficient cash security exists.

Adequate segregation of duties and restricted access to cash handling areas must be implemented, to the extent possible, to ensure the safeguarding of cash. Wherever possible, this should include the separation of the cash handling from the control and reconciliation of bank deposit receipts. Before cash is received by the secretary/accounts clerk or Principal, the funds are to be counted by the coordinator of the activity and recorded.

All cheques must be restrictively endorsed, i.e., "For Deposit Only", immediately upon receipt and the bank account number to be credited should also be entered on the reverse side of the cheque.

#### **3. Control over Payments**

All schools must have at least three (3) signing authorities registered at the bank. Signing authorities are NOT to sign blank cheques. Cheques should only be written to pay invoices that have been approved by the Principal (or designate) and have an account code. Do not use physical cash to pay bills, except as authorized through petty-cash. The

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURES

#### SCHOOL GENERATED FUNDS

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full amount of cash received should be deposited directly into this bank account. Cash receipts shall not be used for personal loans, cashing of cheques, making purchases, or for salaries, honoraria or travel/Pro-D reimbursements.

**4. Out of School Events**

If a school event is held outside the regular school days/hours, planning ahead on how/where to safeguard the cash collected for the overnight/weekend should be done in consultation with the Principal. This plan must include accounting for cash received by two individuals at the end of the activity.

**5. Ledger Accounts**

Cash receipts must be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers must also be made on a timely basis.

**Financial Monitoring**

The Assistant Secretary-Treasurer shall conduct periodic reviews of school cash handling procedures as provided in this administrative procedure. Reviews may include periodic reviews of account activity, on site reviews of accounting records, or formal review by the School District auditor. Finding of such review will be shared with the Superintendent, Secretary Treasurer, and Principal.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4091

OPERATIONS & MAINTENANCE VEHICLE REPLACEMENT

**POLICY**

The Board of Education believes that vehicles and specialized equipment owned and operated by the School District must be maintained in a safe operational condition at all times and should be replaced on a specified replacement plan to ensure that safe operational needs can be achieved.

**REGULATIONS**

1. Vehicles must be inspected by the Transportation Department or an approved certified government inspection shop once every 12 months and certified to ensure they meet the Motor Vehicle Branch Standards. Any vehicle or piece of equipment that cannot be certified for safe use will be removed from the inventory.
2. A budget amount of \$50,000.00 will be allocated on an annual basis to ensure that a systematic plan will remain in force to maintain the replacement of vehicles and specialized equipment.
3. The Operations and Maintenance Manager will report annually to the Board on expenditures for vehicle purchases.

**RESCIND**