

## REGULAR BOARD MEETING AGENDA

TUESDAY, OCTOBER 24, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

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**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: September 26, 2017  | p 1-7   |
| b. | Ratification of In Camera Board Meeting Minutes: September 19, 2017  | p 8     |
| c. | Ratification of Special In Camera Meeting Minutes: September 15, 2017  | p 9     |
| d. | Approval in principle for a Kwalikum Secondary School student field trip to Anaheim, California from April 18, 2018 to April 22, 2018. | p 10-15 |
| e. | Approval in principle for a Kwalikum Secondary School student field trip to Moscow, Idaho from February 22, 2018 to February 25, 2018. | p 16-19 |
| f. | Final approval for a Kwalikum Secondary School student field trip to France from March 14 to 25, 2018.                                 | p 20-24 |
| g. | Ministry News  |         |
|    | • Indigenous families, communities to benefit from \$6.4M investment   | p 25-26 |
|    | • A visit will get you thinking: October is Library Month  | p 27-28 |
|    | • October is Cyber Security Awareness Month: Work and play safe online   | p 29-30 |
|    | • Government proclaims World Teachers' Day   | p 31-32 |
|    | • Provincial Child Care Council welcomes new members   | p 33    |
|    | • Arts, culture and sport organizations receive provincial Community Gaming Grants   | p 34-35 |
|    | • Provincial Community Gaming Grants boost extracurricular activities for K-12 students  | p 36-37 |
| h. | Reports from Board Representatives to Outside Organizations  |         |
|    | • Oceanside Building Learning Together Coalition – Trustee Austin  | p 38    |
|    | • Indigenous Education Advisory Committee – Trustee Young  | p 39-40 |
|    | • District 69 Recreation Commission – Trustee Young  | p 41-42 |
| i. | Status of Action Items - October 2017  | p 43    |

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 24, 2017, as presented (*or, as amended*).

- 5. **DELEGATIONS/PRESENTATIONS (10 MINUTES)**
  - a. **Long Range Facilities Plan** (Ron Amos/Jim Alkins)
  - b. **Foundation Skills Assessment Overview** (Gillian Wilson)
  
- 6. **BUSINESS ARISING FROM THE MINUTES**  
None
  
- 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. **Long Range Facilities Plan** (Ron Amos) p 44  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the Long Range Facilities Plan as presented with the understanding that the Plan will be reviewed annually.
  
  - b. **School Codes of Conduct** (Rollie Koop)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the Schools' Codes of Conduct for the 2017-18 school year.
  
  - c. **2017-18 Enhancing Student Learning Plan – District** (Rollie Koop)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the 2017-18 Enhancing Student Learning Plan - District as presented.
  
- 13. **INFORMATION ITEMS**
  - a. **Enrolment Report as at September 29, 2017** (Rollie Koop) p 45
  - b. **Class Size Report: October 13, 2017 Snapshot** (Rollie Koop) p 46
  - c. **Educational Programs Update** (Gillian Wilson)
  - d. **Education Planning Update** (Rollie Koop)
  - e. **Quarterly Financial Update** (Ron Amos) p 47-48

**14. CORRESPONDENCE ATTACHED**

- a. **BC School Trustees Association presentation to the Select Standing Committee on Finance and Government Services** p 49-55
- b. **BC Teachers' Federation brief to the Select Standing Committee on Finance and Government Services** p 56-57

**15. POLICY/ADMINISTRATIVE PROCEDURE***(Chair Flynn)*

- a. **Board Policy 6033: Employee Health, Wellness and Attendance** p 58  
*(merges with Board Policies 6031: Staff Attendance and 6032: Return to Work)*  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 6033: *Employee Health, Wellness and Attendance* at its Regular Board Meeting of October 24, 2017.
- b. **Administrative Procedure: Recruitment & Selection of Exempt Staff** p 59-60  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure: *Recruitment and Selection of Exempt Staff* at its Regular Board Meeting of October 24, 2017.
- c. **Board Policy 6030: Vacation Extensions-Teachers** p 61  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the revisions to Board Policy 6030.11: *Vacation Extensions – Teachers* and renumbering of the policy to 6030, at its Regular Board Meeting of October 24, 2017.
- d. **Administrative Procedure: Leave of Absence: Community Service/ Public Office** p 62-63  
*(Previously Board Policies 6030.9 and 6055)*  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure: *Leave of Absence: Community Service/ Public Office* at its Regular Board Meeting of October 24, 2017.
- e. **Board Policy 6170: Conflict of Interest** p 64-67  
*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 6170: *Conflict of Interest* and its attendant Administrative Procedure at its Regular Board Meeting of October 24, 2017.

**f. Rescinding of Policies**

p 68-80

*Recommendation:***THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following policies at its Regular Board Meeting of October 24, 2017:

- Board Policy 6030.9: *Leave of Absence – Community Service*
- Board Policy 6031: *Staff Attendance*
- Board Policy 6032: *Return to Work*
- Board Policy 6055: *Employees and Public Office*
- Board Policy 7025: *Student Release from School During School Hours*
- Board Policy 7045: *Student Absence*
- Board Policy 7050: *Grants to Students*
- Board Policy 7161: *International Student Program*

**16. TRUSTEE ITEMS****a. Letter to Ministers of Education and Finance***(Trustee Austin)* p 81*Recommendation:***THAT** the Board of Education of School District 69 (Qualicum) write a letter to Education Minister Rob Fleming and Finance Minister Carole James outlining the proposal to amend the *School Act* to better reflect opportunities for Boards of Education to submit a deficit budget based on sound financial planning. This will facilitate more flexibility to address student needs as well as support more effective capital planning.**17. NEW OR UNFINISHED BUSINESS****18. PUBLIC QUESTION PERIOD****19. ADJOURNMENT**



**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes of August 29, 2017
- b. Approval of the Special Board Meeting Minutes of August 29, 2017
- c. Ratification of In Camera Board Meeting Minutes: August 29, 2017
- d. Ministry News
  - Education by the numbers
  - Gearing up for a new school year
  - Funding to make sports affordable, so all kids can play
  - The Province provides \$500,000 to support readers
  - BC and the Orange Shirt Society say 'Every Child Matters'
  - Celebrating coaches in BC - #Thankscoach
  - Government undertakes fiscal sustainability review (*Deferred to Trustee Items*)
- e. Reports from Board Representatives to Outside Organizations
  - Oceanside Building Learning Together Coalition –Trustee Young
  - Celebration of an Indigenous Learning Partnership – Trustee Young
  - RDN District 69 Recreation Commission – Trustee Young
- f. Status of Action Items- September 2017

**17-78R**

*Moved:* Trustee Gair                      *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 26, 2017, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. 2016-17 Audited Financial Statements**

Ms. Kelly Olson and Alex McLean, Auditors from McGorman McLean, presented the 2016-17 Audited Financial Statements, noting it was a clean audit and thanking the Secretary Treasurer and Assistant Secretary Treasurer for their assistance during the audit.

**b. Senior Staff Response to CUPE Presentations**

Chair Flynn outlined the intent and parameters under which partner groups are afforded the opportunity to keep the Board apprised of aspects of their work as well as the Board's expectations of the tone and content of messaging by partner groups.

Superintendent Koop and Assistant Superintendent Wilson then responded to the presentations made by CUPE Local 3570 at the June and August Board Meetings by providing information about how resources are allocated to schools, including education assistant hours, in order to meet the needs of all students. They also clarified that, contrary to what was stated by CUPE Local 3570 and reported in the press, there was no discipline of any staff member as a result of the presentations. The various processes and grievance procedures through which support staff can bring forward concerns if there is an alleged breach of the Collective Agreement were also outlined.

**c. Superintendent Recognition of District Parent Advisory Council**

Superintendent Koop presented Andrea Button, the DPAC President, with a 125<sup>th</sup> Anniversary Service Certificate of Merit from the Royal Life Saving Society, acknowledging the DPAC's support of the Swim to Live program. DPAC hosted the program for all grade 7 and some grade 6 students and made a financial contribution to the Society.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS**

**Trustee Kurland**

- Attended the District Health & Safety Committee Meeting on September 18<sup>th</sup> and appreciated the collaborative approach by all attendees. He thanked his fellow trustees for providing additional funding for health & safety training and to purchase the *City Reporting* program which will facilitate the monthly monitoring and reporting requirements at each work site.

**Trustee Young**

- Attended the Springwood Elementary Open House on September 19<sup>th</sup>, with a theme of *Magnificent Things* based on a book titled, The Most Magnificent Thing, which all classes in the school were involved in examining. She enjoyed observing the different ways teachers and students approached their work as well as ways they approached it in similar ways.
- In reference to the response by senior staff to the support staff presentations, she noted that the Board's goal is to always work to support students in a collaborative and open process and she hoped that all those working at different 'tables' would continue to work collaboratively with the Board because that, and only that, will serve the needs of the District's students.

**Trustee Austin**

- Thanked Ballenas Secondary staff for providing a link to 30-second clips showcasing the professional development day activities. They were enjoyable to watch and offered a great opportunity for the Board to see what happens and the resulting good work.

**Trustee Flynn**

- Acknowledged *Raise-a-Reader Week* which was held September 14-21
- Advised that schools in the District will be recognizing *Orange Shirt Day* (which will fall on a Saturday this year) on Friday, September 29<sup>th</sup> to come together in the spirit of truth and reconciliation.
- Recognized *World Teachers' Day* which occurs on Thursday, October 5<sup>th</sup>.

**Trustee Gair**

- Is looking forward to presenting his motion to reduce the voting age to 16 years to the island Boards of Education at the upcoming Vancouver Island School Trustees' Association (VISTA) Fall Conference. If the motion passes, it will be brought to the BC School Trustees Association's Annual General Meeting at the end of November. If that motion passes, it would then be forwarded to government.

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

Debbie Comer, President, commented on the following:

- Sessions presented at the District-Wide Planning Day and the School-Based Professional Development Day. The sessions were well-attended and were a wonderful opportunity for teachers to collaborate, share ideas, learn and grow with their colleagues.
- MATA is proud that teachers attend professional opportunities offered within and outside the District to continue to grow as lifelong learners as well as to volunteer to represent staff on a wide variety of committees.

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

Brian Thorpe, Vice President, stated that the Union has responded to a letter from the Board regarding the Union's previous two presentations and a letter to the editor.

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

No Report

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

None

**12. ACTION ITEMS****a. 2016-17 Audited Financial Statements**

Secretary Treasurer Amos referred to the *Financial Statement Discussion and Analysis* which preceded the financial statements. The information is a result of recommendations from the Ministry's Financial Health Working Group to provide local context as well as additional information and analysis so that stakeholders can more fully understand the school district's 2016/17 financial performance.

Trustees Austin and Young noted that all trustees are members of the District's Audit Committee and had previously taken the opportunity to review the audited financial statement line by line as well as to review the information with the auditors.

**17-79R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the 2016-17 Audited Financial Statements as presented.

CARRIED UNANIMOUSLY

**b. Reallocation of Surplus Funds**

Secretary Treasurer Amos requested the Board's approval to reallocate \$100,000, which is no longer required for the boiler upgrades, to expedite the 3-year commitment to upgrade the information technology infrastructure.

Trustee Austin questioned whether there might not be other projects to which the \$100,000 could be allocated. Staff advised that the reallocation to technology infrastructure this year would allow concurrent projects to be completed in a more efficient manner; i.e. wiring for lighting at the same time as wiring for technology, which will also help to reduce costs. Those savings could then be redirected to other projects planned by the District.



**17-80R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District 69 (Qualicum) approve the Secretary Treasurer's reallocation of \$100,000, originally approved for use from the District's operating surplus to fund local capital projects for boiler replacement, to Information Technology Infrastructure improvements.

CARRIED UNANIMOUSLY

**c. School Codes of Conduct**

*Deferred to the October Regular Board Meeting*

**13. INFORMATION ITEMS**

**a. Educational Programs Update**

Assistant Superintendent Wilson reported on the following district initiatives and events:

- Acknowledged the work of the Curriculum Implementation Planning Group
- Acknowledged the work of the Professional Development Committee and the Curriculum Planning Committee which hosted a presentation on Assessment by Damian Cooper at the District-Wide Planning Day on September 22<sup>nd</sup>.
- The Local Action Team will be meeting on Thursday, September 28<sup>th</sup> with Jan Ference to discuss Trauma Informed Practice and OCRC networking.
- A presentation is also being held for parents and members of the public on Thursday evening titled: *How Neuroscience Can Help Us Be Better Caregivers*. Jan Ference will be featured and the event is being co-sponsored by the District Parent Advisory Council.
- The District enrolment data is due to be submitted to the Ministry by September 30<sup>th</sup>.
- International student enrolment is above projections with a vast range of countries represented. Homestays for international students are being sought on a continuous basis. The District Principals of the International Student Program are planning to make a presentation to the Board in the near future.
- Acknowledgement of the work of the Learning Improvement Fund (LIF) Committee with the assistance of the Director of Human Resources. A Support Staff Agreement has been reached.
- The District is working with partner groups on a multi-year calendar and hope to have it completed by December 2017.
- The Assessment, Evaluation & Reporting group has met for a 3<sup>rd</sup> week to discuss e-portfolios and determine what would work best to showcase a student's work and learning progress.
- Video clips showcasing activities at the recent professional development day were played for the Board. These were a great example of having fun while learning.

**b. Education Planning Update**

Superintendent Koop reported on the following education planning initiatives underway:

- Material is being sent to Principals and Vice Principals to begin the fall conversations about what they know about their learners and how it shapes the work they do with those learners.

- School Administrators will be working with Senior Staff to begin the process of determining how they are doing with the four Strategic Priorities, communicating student learning and implementation of the redesigned curriculum. School Administrators will then take the Consensogram Activity, in which they participated as part of their summer learning, to their schools to carry out over the next month. This will provide a site by site articulation as teachers and support staff share how we are doing and how we are progressing on the continuum.
- Once the Superintendent receives that 'quick read' from schools, he will work with ThoughtExchange to create the next survey.
- The Superintendent and Assistant Superintendent are working on the Enhancing Student Learning Plan (ESLP) for the District which will be presented in a different format this year. The ESLP will amalgamate individual school ESLP's and district initiatives. The District Plan will be brought forward to the October Regular Board Meeting
- Senior Staff continue to work with the Teachers' Union to work on the class size and composition conversations in a problem solving mode. Currently they are engaged in conversation with MATA regarding some specialty class areas.

#### 14. CORRESPONDENCE ATTACHED

None

#### 15. POLICY

##### a. Board Policy 6065: Recognition of Retirement and Long Service

###### 17-81R

*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 Policy 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of September 26, 2017.  
CARRIED UNANIMOUSLY

##### b. Administrative Procedure: Recruitment and Selection of Exempt Staff

###### 17-82R

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Recruitment and Selection of Exempt Staff* at its Regular Board Meeting of September 26, 2017.  
CARRIED UNANIMOUSLY

##### c. Board Policy 6030: Vacation Extensions-Teachers

###### 17-83R

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 6030: *Vacation Extensions – Teachers* at its Regular Board Meeting of September 26, 2017.  
CARRIED UNANIMOUSLY

- d. **Administrative Procedure: Leave of Absence: Community Service/Public Office**  
(Previously Board Policies 6030.9 and 6055)

**17-84R**

*Moved* Trustee Flynn *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Leave of Absence: Community Service/Public Office* at its Regular Board Meeting of September 26, 2017.

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**

- a. **Trustee Liaison Schools/Board Committee Representatives 2017/18**  
Chair Flynn referred to the document which summarized the changes to the liaison schools and committee representative appointments for the 2017/18 school year.
- b. **Ministry News Release: Government undertakes fiscal sustainability review**  
Trustee Austin inquired whether District staff had received any information on the process that would be used to review the education budget. Secretary Treasurer Amos noted that the information had been released earlier in the day and no further information on the process had been provided.

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

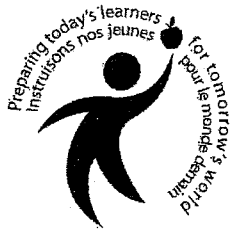
None

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:33 p.m.

\_\_\_\_\_  
CHAIRPERSON

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



SCHOOL DISTRICT No. 69 (QUALICUM)

**IN-CAMERA MEETING**

SECTION 72 REPORT  
September 19, 2017

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**ATTENDEES:**

**Trustees**

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

**Administration**

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

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

- Land
- Labour
- Legal

No motions were presented for approval at this meeting

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Chairperson

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Secretary Treasurer



**SPECIAL IN-CAMERA MEETING**

**SECTION 72 REPORT**  
September 15, 2017

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**ATTENDEES:**

**Trustees**

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

**Administration**

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

The Board of Education discussed the following matter:

- Legal – Audit of Year End Financial Statements

The Board of Education passed a motion regarding the following matter:

- Legal – Audit of Year End Financial Statements

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Chairperson

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Secretary Treasurer



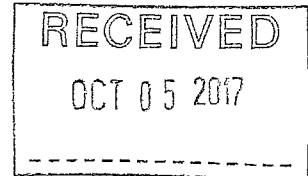
# KWALIKUM SECONDARY SCHOOL

*Working together to realize our full potential*

Principal: Lori Marshall [lmarshall@sd69.bc.ca](mailto:lmarshall@sd69.bc.ca)

Vice- Principal: Lesley Rowan [lrowan@sd69.bc.ca](mailto:lrowan@sd69.bc.ca)

October 3, 2017



School District 69 (Qualicum)  
PO Box 430, 100 Jensen Avenue East  
Parksville, BC  
V9P 2G5

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field Trip to Anaheim, California from 04/18/18 – 04/22/18. This trip has been planned by teachers Dan Craven and Crystal-Anne Howell.

Please see attached planning pages for details.

We would ask that the Board grant approval in principle for this exciting trip.

Respectfully submitted,

Ms. Lori Marshall  
Kwalikum Secondary School

Copy: Dan Craven, Crystal-Anne Howell, Sponsoring Teachers

FORM SD69-FE10: REQUEST FOR PRELIMINARY APPROVAL OF CATEGORY 4 OR 5 (OUT OF PROVINCE BUT WITHIN CANADA AND/OR CONTINENTAL USA OR OFF-CONTINENT) FIELD EXPERIENCE

School District 69 (Qualicum) Board of Education  
FORM SD69-FE10

Request for Preliminary Approval of Category 4 or 5 Field Experience

(Out of Province but Within Canada and/or Continental USA or Off-Continent)

APPROVAL CHECKLIST (Check if answer is yes)		
<input checked="" type="checkbox"/>	Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?	
<input checked="" type="checkbox"/>	Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?	
<input checked="" type="checkbox"/>	Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)?	
<input type="checkbox"/>	Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion and an "opt out" section for parents to complete if they choose to do so?	
<input checked="" type="checkbox"/>	Have you attached the appropriate information and forms to the request as per the Field Experiences Resource Book?	
<input type="checkbox"/>	Teacher will forward this application and attachments to the District Office, after review and approval by school Principal.	
SCHOOL NAME: <u>KWALIKUM SECONDARY</u>		
Educator-in-Charge: <u>D. CRANWELL</u>		
Email Address: <u>DCRANWELL@SD69.BC.CA</u>		
Proposed Destination: <u>ANAHEIM, CALIFORNIA</u>		
Proposed Departure Date: <u>APRIL 18, 2018</u> Proposed Return Date: <u>APRIL 22 2018</u>		
Area of Study: <u>MUSIC</u> Grades: <u>9-12</u>		
Educational Purpose of Trip: <u>CANADA ANAHEIM MUSIC FESTIVAL PERFORMANCES, CLINICS, WORKSHOPS</u>		
Total No. of Students: <u>40</u>		
Total Projected Cost:		
Projected Cost per Student: <u>1600</u>	Projected Built-in Cost per Teacher: <u>SDC +5 x 2</u> <u>TOTAL 4.00?</u>	Projected Cost to Teacher (if any):
Proposed Excursion Details (or attach Planning Form): <u>PROPOSED ITINERARY ATTACHED</u>		
Plan to ensure appropriate level of supervision and support for students based on gender/gender identity. Indicate if supervisors will be teachers, volunteers or other: <u>REFER TO FE-07</u>		
Educator-in-Charge (please print): <u>D. CRANWELL</u>	Date (day/month/year): <u>03/10/2017</u>	Educator-in-Charge signature: <u>[Signature]</u>
Principal Name (please print): <u>Lori Marshall</u>	Date (day/month/year): <u>03/10/2017</u>	Principal Signature: <u>[Signature]</u>
Preliminary Approval of Board of Education or designate (please print):	Date (day/month/year):	Signature:
Distribution Key: White: District Office Canary: District Office - to be returned to school/teacher confirming Board of Education Preliminary Approval Pink: Teacher Copy - to be kept on file at school prior to submission for Board of Education Preliminary Approval Goldenrod: School Office Copy: to be kept on file prior to submission for Board of Education Preliminary Approval		

October 2017

***KSS Music Program Trip to the  
Canada-Anaheim Music Festival.  
April 2018***



**Dear Parents/Guardians of KSS Music Students:**

Our Proposed trip to the Canada Anaheim Music Festival in Anaheim California is coming up in April. **Please fill out the attached forms and return them to the school by Wednesday, November 1<sup>st</sup>.**

**This field experience takes place from Wednesday, April 18th to Sunday, April 22nd at Disneyland Park in Anaheim, California.** The music groups involved will be a grade 9-12 tour band, tour choir, and Senior Jazz Band. The purpose of the festival is to give students the opportunity to perform and receive workshops, see other high-level student groups perform, and attend concerts featuring world-class professionals.

**Students that are considering participating in the Anaheim, California field experience are asked to return the attached form by the November 1<sup>st</sup> deadline along with a \$200 deposit.** We do not know the final cost of the travel or hotel expenses yet, so it is not possible to have an exact cost for the trip at this time. However, we expect it to cost around **\$1600 per student** (before any fundraising is done). We will do our best to make this trip as affordable as possible. You can reduce your child's individual cost by taking part in the fundraisers we are running over the next few months.

The trip costs include festival registration, transportation, four night's accommodation and three tickets for evening concerts. This does not include food. Since we have a number of different groups and combinations of student involvement, the cost for each student differs, and will be invoiced individually.

The fees will be paid in installments of cheques written out to KSS: **Schedule to be determined**

Due to booking flights, activities and hotel rooms in advance, students who sign up and pay the first installment are ensuring their participation in this event. **The fees are non-refundable (unless the entire trip does not go ahead).**

Students must be in good academic standing to participate in this trip, and all KSS expectations for behaviour will be in effect for the duration of the trip. ***Students may be denied the opportunity to participate in this field trip if their teachers or administrators do not consider them to be in good academic standing.***

A detailed itinerary is being prepared and will be distributed in the coming months. Please contact Mr. Craven or Ms. Howell if you have any questions or concerns.

Sincerely,

D.Craven & C.Howell  
KSS Music Directors  
250-752-5651  
[dcraven@sd69.bc.ca](mailto:dcraven@sd69.bc.ca)  
[chowell@sd69.bc.ca](mailto:chowell@sd69.bc.ca)

**Please submit the first \$200.00 payment (cheques written out to KSS) and the attached paperwork in to Ms. Howell or Mr. Craven by Wednesday, November 1<sup>st</sup>. The remaining installments will be collected in the coming months.**





ITINERARY  
KWALIKUM SECONDARY SCHOOL  
CANADIAN ANAHEIM MUSIC FESTIVAL  
APRIL 18-22 OR April 19-23, 2018

**Day 1** **QUALI CUM BEACH | NANAIMO | ANAHEIM, CA** (D)

Today your coach will meet you at your school and transfer you to Victoria Airport for your flight to Los Angeles (via Vancouver)

Upon arrival at Los Angeles airport you will be met by an Affinity Group Tours Representative who will help you collect your luggage and then escort you to your hotel.

4 nights' moderate accommodation in Anaheim within walking distance to Disneyland.

**Day 2** **CANADIAN ANAHEIM MUSIC FESTIVAL** (B & D)  
Breakfast is included.

After breakfast, students walk to the Main Gate Entrance at Disneyland. Meet your "Canadian Anaheim Music Festival" Representative for your scheduled events.

Today, your ensemble Band OR Choir will participate in a **90-minute Recording Workshops** where you will perform pieces of Disney music to the corresponding Disney animated film.

This afternoon, be an audience member for another school as they perform for festival and park guests!

Afterwards, spend the evening enjoying the arts and entertainment that Disney is famous for. Tonight take in the spectacular show **World of Color** in California Adventure Park or **Fantasmic** at Disneyland Park.

**Day 3** **CANADIAN ANAHEIM MUSIC FESTIVAL** (B, D)  
Breakfast is included.

Today, each ensemble will enjoy a **20-minute Adjudicated Performance**, followed by a **Disney Mini-Clinic** with a professional Disney Musician.

During the afternoon **Canadian Anaheim Music Festival** participants will take part in **Mass Band and Choir** with a very special guest **Disney Conductor!**

Enjoy a few hours in the parks before attending this evenings **Closing Ceremonies Dinner!**

Tonight there will be time to return to the parks to take in **World of Color** or **Fantasmic**

**Day 4** **Bonus Day**  
Breakfast is included.

Today your group has the option of the following day tours  
(Prices vary on day tour, please see pricing chart)

- 1) Today spend a great bonus day using your **Park Hopper** ticket to explore **California Adventure and Disneyland Parks for a full day!**
- 2) After breakfast depart Anaheim for world famous **Universal Studio's**; one of southern California's active movie studios and theme park all in one! Spend the day enjoying the rides and shows inside the park. In the late afternoon your coach will return to take your group to **Medieval Times Dinner Theatre** in Buena Park, where you will step back in time for tonight's **hands on dinner experience and theatre show!**
- 3) After breakfast depart for a visit to the **Grammy Museum**, once here you will have hands on learning on the **four** floors of the amazing museum, with its interactive exhibits from music's past and present. Afterwards you will meet your **LA step on guide who will escort you to the famous LA Farmers Market and the Grove for lunch** (own expense). After lunch it's off to **Hollywood BLVD**, with a surprise stop along the way. In Hollywood your guide will take you on a walking tour of famous **Hollywood Boulevard**, with the Walk of Fame, Mans Chinese Theatre and views of the Hollywood Sign. From Hollywood your motor coach will take you the **Santa Monica Pier** where you will have free time to explore the famous pier and the beach. Tonight have a **group dinner at Bubba Gump Shrimp Co.** (included) on the pier before returning to your Anaheim hotel

**Day 5 ANAHEIM, CA | VICTORIA, BC | QUALICUM BEACH (B)**  
**Breakfast is included.**

This morning, pack and load your motor coach and transfer to the Los Angeles Airport for your flight back to Victoria and coach to your school

### **Welcome Home and Happy Memories**

**PRICING:**

**(OPTION 1)**

**\$1569.00 per student based on 40 paying students and 4 non paying chaperones**

**(OPTION 2)**

**QUOTE:**

**\$1750.00 per student based on 40 paying students and 4 non paying chaperones**

**(OPTION 3)**

**QUOTE:**

**\$1615.00 per student based on 40 paying students and 4 non paying chaperones**

**INCLUDES:**

- ❖ Return airfare from Victoria to Los Angeles on a scheduled airline including all taxes;
- ❖ 4 nights moderate accommodation in Anaheim – Students in Rooms for 6 and Chaperones in rooms for 2
- ❖ Return coach transfer from Los Angeles International Airport to hotel;
- ❖ Coaching to Victoria Airport
- ❖ Magic Music Days Package with a 3 or 4-Day Park Hopper Pass (package dependent), including admission, Disney Performing Arts Souvenir Swag Item, a 20-minute Adjudicated Performance at the Disneyland Resort - followed by a adjudicated Mini-Clinic as well as a 90 minute Premium Recording Workshop with a professional Disney Musician; - **1 Band, 1 Jazz Band, 1 Choir**
- ❖ Van rental for costume/equipment transportation to and from the Park as required;

- ❖ Daily Breakfast;
- ❖ Closing Ceremonies Dinner
- ❖ Coach Service per itinerary
- ❖ Baggage fee's for 1 suitcase per person each way within airline size/weight guidelines.
- ❖ Medical Insurance for travel within the USA;
- ❖ Taxes and service charges;
- ❖ Planning, services and representation by Affinity Group Tours;

**NOT INCLUDED:**

- ❖ Meals other than as specified above
- ❖ Manulife STUDENT YOUTH Cancellation and Trip Interruption Insurance (\$99.00 per student – minimum 16 students needed to purchase insurance)
- ❖ Items of a personal nature
- ❖ Additional coach transportation, workshops or entrance fees
- ❖ Gratuities
- ❖ Charges by the airline for excess baggage weight or additional pieces or music instruments.
- ❖ Exchange rate fluctuations
- ❖ Airline fuel surcharges
- ❖ Coach costs from school to airport

**PAYMENT SCHEDULE:**

- First deposit of \$200.00 Per person plus the completed booking form and photocopy of the passport is due at time of booking
- Disney Magic Music Days audition due October 10 2017
- Second deposit of \$300.00 is due on October 15, 2017
- Second deposit of \$300.00 is due December 15, 2017
- Final rooming list is due January 15, 2018
- Final payment is due February 1, 2018
- All deposits are non-refundable.

**Note: Disney “Magic Music Days” is subject to Acceptance and Confirmation by Disney once they have received your audition tapes and information necessary, as per Disney conditions. No arrangements or prices are to be considered confirmed until a written confirmation has been received by you from Affinity Group Tours**

**ALL MONIES ARE NON REFUNDABLE**

**Please note:** Airline seats for your group can only be booked upon receipt of your initial non-refundable deposit. At this time you should be advising relatively firm numbers for your tour as it may be difficult (though not impossible) to add more seats to your flights.

**Fuel surcharged imposed by the airline or coach company after March 15, 2015**

**TOUR QUOTED AT 1.36 US EXCHANGE, ANY FURTHER FLUCUATION COULD LEAD TO ADDITIONAL CHARGES.**

**States. If any persons are not Canadian citizens, they may require special paperwork or a US Visa. It will be the individual’s responsibility to ensure they have the correct documentation to enter the US and to re-enter Canada following the tour.**

No arrangements or prices are to be considered confirmed until a written confirmation has been received by you from *Affinity Group Tours*. This is a 'Proposal & Quotation' only at this time. Nothing has been requested or booked for your trip, pending your go-ahead & receipt of the initial deposit as outlined above.



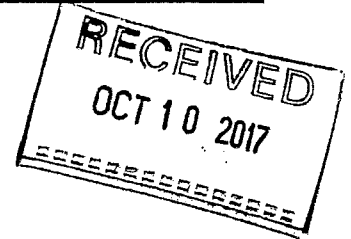
# KWALIKUM SECONDARY SCHOOL

*Working together to realize our full potential*

Principal: Lori Marshall [lmarshall@sd69.bc.ca](mailto:lmarshall@sd69.bc.ca)

Vice-Principal: Lesley Rowan [lrowan@sd69.bc.ca](mailto:lrowan@sd69.bc.ca)

October 5, 2017



School District 69 (Qualicum)  
PO Box 430, 100 Jensen Avenue East  
Parksville, BC  
V9P 2G5

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field Trip to Moscow Idaho from 2/22/2018 to 2/25/2018. This trip has been planned by teachers Dan Craven and Crystal-Anne Howell.

Please see attached itinerary for details.

We would ask that the Board grant approval in principle for this exciting trip.

Respectfully submitted,

Ms. Lori Marshall  
Kwalikum Secondary School

Copy: Dan Craven, ~~Brent Kellas~~, Sponsoring Teachers  
Crystal-Anne Howell *am.*

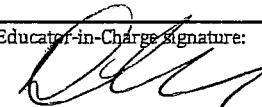
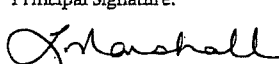
FORM SD69-FE10: REQUEST FOR PRELIMINARY APPROVAL OF CATEGORY 4 OR 5 (OUT OF PROVINCE BUT WITHIN CANADA AND/OR CONTINENTAL USA OR OFF-CONTINENT) FIELD EXPERIENCE

School District 69 (Qualicum) Board of Education

FORM SD69-FE10

Request for Preliminary Approval of Category 4 or 5 Field Experience

(Out of Province but Within Canada and/or Continental USA or Off-Continent)

APPROVAL CHECKLIST (Check if answer is yes)		
<input checked="" type="checkbox"/>	Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?	
<input checked="" type="checkbox"/>	Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?	
<input checked="" type="checkbox"/>	Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)?	
<input type="checkbox"/>	Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion and an "opt out" section for parents to complete if they choose to do so?	
<input checked="" type="checkbox"/>	Have you attached the appropriate information and forms to the request as per the Field Experiences Resource Book?	
<input type="checkbox"/>	Teacher will forward this application and attachments to the District Office, after review and approval by school Principal.	
SCHOOL NAME: <u>KSS</u>		
Educator-in-Charge: <u>D. CRAVEN</u>		
Email Address: <u>ON FILE</u>		
Proposed Destination: <u>MOSCOW ID USA</u>		
Proposed Departure Date: <u>FEB 22 - 2018</u> Proposed Return Date: <u>FEB 25 2018</u>		
Area of Study: <u>MUSIC</u> Grades: <u>8-12</u>		
Educational Purpose of Trip: <u>LIONEL HAMPTON JAZZ FESTIVAL</u>		
Total No. of Students: <u>TBD (40?)</u>		
Total Projected Cost:		
Projected Cost per Student: <u>EST 500-600</u>	Projected Built-in Cost per Teacher: <u>1.5 FTE (600?)</u>	Projected Cost to Teacher (if any):
Proposed Excursion Details (or attach Planning Form): <u>SAMPLE ITINERARY ATTACHED</u>		
Plan to ensure appropriate level of supervision and support for students based on gender/gender identity. Indicate if supervisors will be teachers, volunteers or other: <u>AS FR-07</u>		
Educator-in-Charge (please print): <u>D. CRAVEN</u>	Date (day/month/year): <u>04/10/2017</u>	Educator-in-Charge Signature: 
Principal Name (please print): <u>Lori Marshall</u>	Date (day/month/year): <u>05/10/17</u>	Principal Signature: 
Preliminary Approval of Board of Education or designate (please print):	Date (day/month/year):	Signature:
Distribution Key: White: District Office Canary: District Office - to be returned to school/teacher confirming Board of Education Preliminary Approval Pink: Teacher Copy - to be kept on file at school prior to submission for Board of Education Preliminary Approval Goldenrod: School Office Copy: to be kept on file prior to submission for Board of Education Preliminary Approval		

October 2017

***KSS Jazz Dept. Trip to  
Lionel Hampton Jazz Fest. - Feb. 2018***



**Dear Parents/Guardians of KSS Jazz Students:**

Our trip to the Lionel Hampton Jazz Festival is coming up in February. **Please fill out the attached form and return them to the school by Wednesday, November 1<sup>st</sup>.**

**The Lionel Hampton Jazz Festival takes place from Wednesday, February 21<sup>st</sup> to Sunday, February 25<sup>th</sup> at the University of Idaho, in Moscow Idaho.** The music groups involved will be our two Jazz Bands, Vocal Jazz, Jazz Combos, and soloists. The purpose of the festival is to give students the opportunity to perform and receive workshops, see other high-level student groups perform, and attend concerts featuring world-class professionals!

**Students that are considering participating in the Moscow, Idaho trip are asked to return the attached form by the November 1<sup>st</sup> deadline along with a \$200 deposit.** We do not know the final cost of the travel or hotel expenses yet, so it is not possible to have an exact cost for the trip at this time. However, we expect it to cost around **\$600.00 per student** (before any fundraising is done). We will do our best to make this trip as affordable as possible. Please help in this effort by taking part in the fundraisers we are running over for the next few months.

The trip costs include festival registration, transportation, four night's accommodation and three tickets for evening concerts. This does not include food. Since we have a number of different groups and combinations of student involvement, the cost for each student differs, and will be invoiced individually.

The fees will be paid in three installments of cheques written out to KSS: **November 1<sup>st</sup> -- \$200.00 payment & permission form, January 16<sup>th</sup> (\$200.00), and February 15<sup>th</sup> (remaining balance – fundraising will be calculated at this time).**

Due to booking activities and hotel rooms in advance, students who sign up and pay the first installment are ensuring their participation in this event. **The fees are non-refundable (unless the entire trip does not go ahead).**

Students must be in good academic standing to participate in this trip, and all KSS expectations for behaviour will be in effect for the duration of the trip. ***Students may be denied the opportunity to participate in this field trip if their teachers or administrators do not consider them to be in good academic standing.***

A detailed itinerary is being prepared and will be distributed in the coming months. Please contact Mr. Craven or Ms. Howell if you have any questions or concerns.

Sincerely,

D. Craven & C. Howell  
KSS Music Directors  
250-752-5651

**Please submit the first \$200.00 payment (cheques written out to KSS) and the attached permission form in to Ms. Howell or Mr. Craven by Wednesday, November 1<sup>st</sup>. The remaining installments will be due in January and February.**

# Lionel Hampton Jazz Festival 2018

## ITINERARY

### Thursday, February 22, Day 1

6:15am Assemble at KSS, load bus  
6:45am Depart KSS for Departure Bay Ferry Terminal  
8:30am Leave Departure Bay for Horseshoe Bay  
10:05am Arrive Horseshoe Bay, travel to Moscow, Idaho  
Breaks will be taken en-route  
10:00pm Arrive Moscow, Idaho – Check in to Palouse Inn  
10:30pm In rooms  
11:00pm In own rooms, curfew in place

### Friday, February 23, Day 2

6:00 a Wake up call  
6:45 a breakfast all  
7:45 a Board Bus, Leave for Festival Site  
Festival Schedule TBA  
7:30p-9pm Concert Artist TBA  
8p-9:30pm Concert Artist TBA  
8:30p-10pm Concert Artist TBA  
9p- 10:30pm Concert Artist TBA  
10:35pm **Bus to motel after concert**  
11:15 pm In own rooms, curfew in place

### Saturday, February 24, Day 3

6:00 a Wake up call  
6:45 a breakfast all  
7:45 a Board Bus, Leave for Festival Site  
Festival Schedule TBA  
5:00 p Supper  
7:30 p Meet at bus, Palouse Inn, prior to Evening Concert  
7:35 p travel to Kibbie Dome  
8:30p-9:45p Concert Artist TBA  
10p-11:45p Concert Artist TBA  
11:45 p **Back to motel after concert**  
12:00 a In own rooms, curfew in place

### Sunday, February 25, Day 4

5:30 a Assemble, Board bus  
6:00 a Leave Moscow - Road Trip to Vancouver  
Food stops en-route  
4:15 p Arrive Horseshoe Ferry terminal  
5:00 p Leave on B.C. Ferries Horseshoe Bay  
7:30 p Arrive KSS



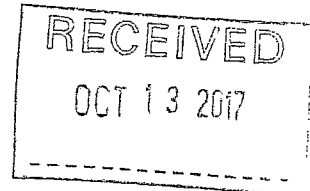
# KWALIKUM SECONDARY SCHOOL

*Working together to realize our full potential*

Principal: Lori Marshall [lmarshall@sd69.bc.ca](mailto:lmarshall@sd69.bc.ca)

Vice-Principal: Lesley Rowan [lrowan@sd69.bc.ca](mailto:lrowan@sd69.bc.ca)

October 11, 2017



School District 69 (Qualicum)  
PO Box 430, 100 Jensen Avenue East  
Parksville, BC  
V9P 2G5

Board of Education – School District 69 (Qualicum)

Please accept this letter as my support for the Kwalikum Secondary School Student Field Trip to France and Italy in March 2018. The students and staff involved will be away approximately 12 days – likely from March 14, 2018 to March 25, 2018, over our district's spring break. The exact dates are still to be determined by EF tours, sometime in late fall. This trip has been planned by teachers Jaret Abel, Kris Isenor and Fiona Mathison.

Please see the attached itinerary for details.

I would ask that the Board grant final approval for this excellent learning opportunity for our students.

Sincerely,

Ms. Lori Marshall, Principal  
Kwalikum Secondary School

Cc: Jaret Abel, Sponsoring Teacher





FORM SD69-FE11

Request for Final Approval of Category 4 or 5 Field Experience

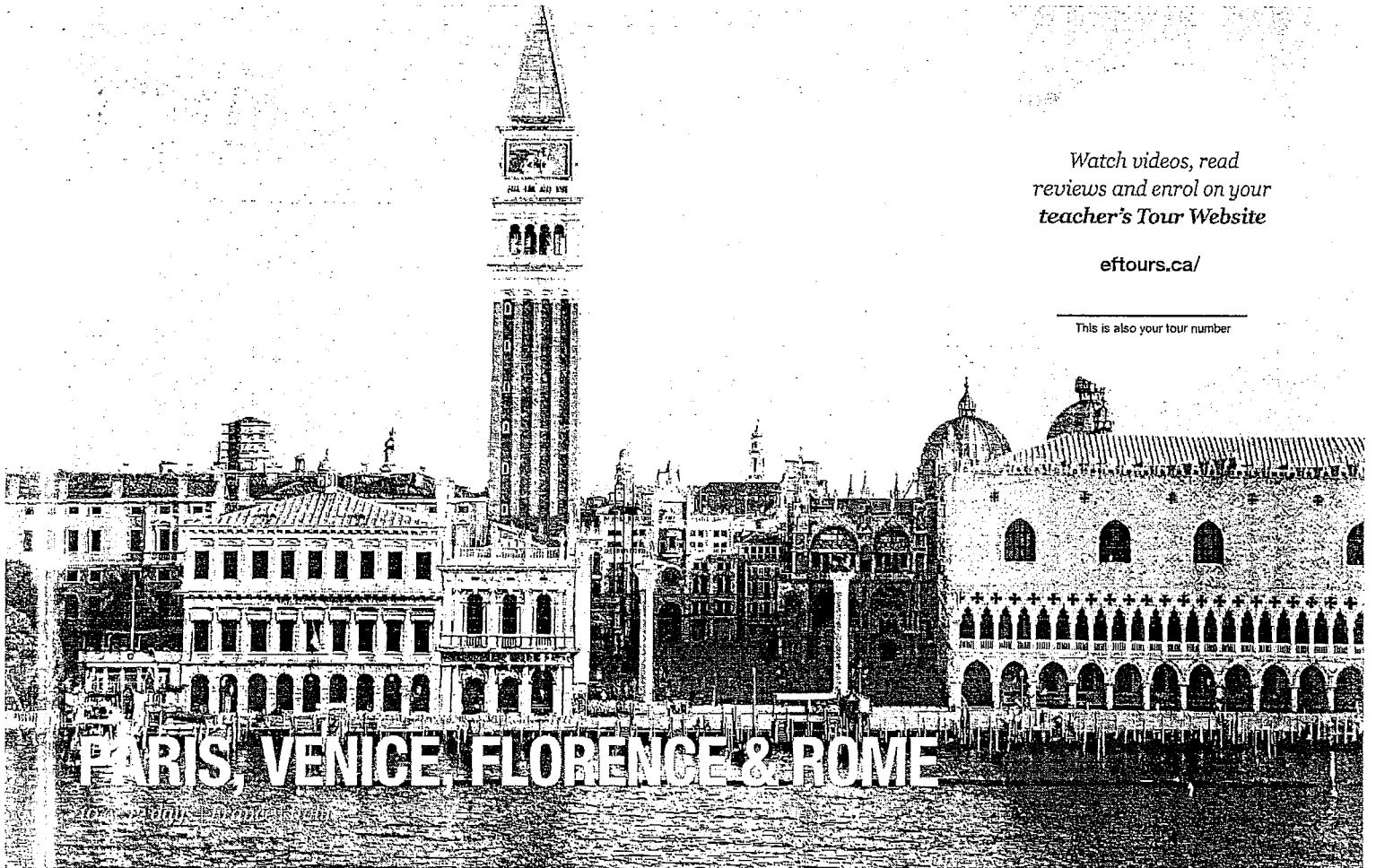
(Out of Province but Within Canada and/or Continental USA or Off-Continent)

APPROVAL CHECKLIST (check in answer to Yes)		
<input checked="" type="checkbox"/>	Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?	
<input checked="" type="checkbox"/>	Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?	
<input checked="" type="checkbox"/>	Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)	
<input checked="" type="checkbox"/>	Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion and an "opt out" section for parents to complete if they choose to do so?	
<input checked="" type="checkbox"/>	Have you attached the appropriate information and forms to the request as per the Field Experiences Resource Book?	
<input checked="" type="checkbox"/>	Teacher will forward this application and attachments to the District Office, after review and approval by school Principal.	
<p><b>SCHOOL NAME:</b> <u>Kualicum Secondary</u></p> <p><b>Educator-in-Charge:</b> <u>Jaret Abel</u></p> <p><b>Email Address:</b> <u>Jabel@sd69.bc.ca</u></p> <p><b>Destination:</b> <u>France / Italy</u></p> <p><b>Departure Date:</b> <u>March 2018</u>      <b>Return Date:</b> <u>March 2018</u></p> <p><b>Area of Study:</b> <u>history</u>      <b>Grades:</b> <u>9-12</u></p> <p><b>Educational Purpose of Trip:</b> <u>Historical contextual visit</u></p>		
<b>Total No. of Students:</b> <u>18</u>		
<b>Total Cost:</b>		
FINAL Cost per Student:	FINAL Built-in Cost per Teacher:	FINAL Cost to Teacher (if any):
<u>\$ 4500</u>	<u>\$ 500</u>	<u>\$ 500</u>
<b>FINAL Excursion Details (or attach Planning Form):</b> <u>attached</u>		
<p>Plan to ensure appropriate level of supervision and support for students based on gender/gender identity. Indicate if supervisors will be teachers, volunteers or other): <u>2 male teachers</u> <u>1 female teacher</u></p>		
<b>Educator-in-Charge (please print):</b>	<b>Date (day/month/year):</b>	<b>Educator-in-Charge signature:</b>
<u>Jaret Abel</u>	<u>10/10/17</u>	<u>[Signature]</u>
<b>Principal Name (please print):</b>	<b>Date (day/month/year):</b>	<b>Principal Signature:</b>
<u>[Signature]</u>	<u>11/10/17</u>	<u>[Signature]</u>
<b>FINAL Approval of Board of Education or designate (please print name):</b>	<b>Date (day/month/year):</b>	<b>Signature:</b>

Watch videos, read reviews and enrol on your teacher's Tour Website









[eftours.ca/](http://eftours.ca/)

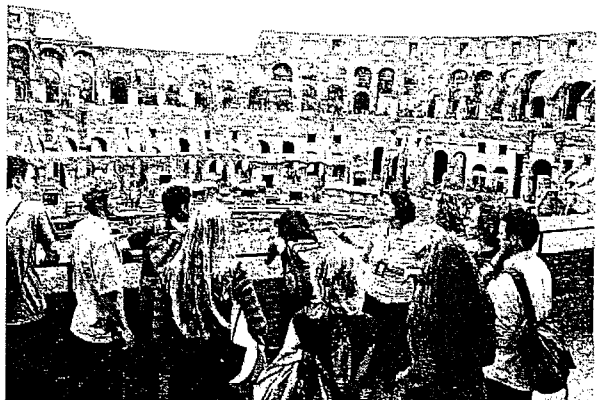
This is also your tour number



Once you've seen the Mona Lisa, Eiffel Tower and Notre Dame Cathedral up close, you might feel like you could go home happy. But that's only the beginning on this nine-day tour de force—as you still get to explore the canals of Venice, the Renaissance masterpieces of Florence, the ancient wonders of Rome and the sacred treasures of Vatican City.

#### EVERYTHING YOU GET:

-  Full-time Tour Director
-  Sightseeing: 5 sightseeing tours led by expert, licensed local guides (7 with extension); 1 walking tour
-  Entrances: Louvre; Notre Dame Cathedral; Doge's Palace; Glass-blowing demonstration; Duomo; Leather-making demonstration; Art workshop; Colosseum; Roman Forum; Sistine Chapel; St. Peter's Basilica; *With extension: Pompeii Roman Ruins; Capri island cruise*
-  weShare, our online platform that taps into each student's interests for a more engaging learning experience
-   All of the details are covered: Round-trip flights on major carriers; Comfortable motor coach; Night train;
-   7 overnight stays in hotels with private bathrooms (9 with extension); 1 night couchette accommodation; European breakfast and dinner daily



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your *Tour Director* in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, *weShare*, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels and meals while also providing their own insight into the local history and culture. *Expert local guides* will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #travellinginschool*

ANDREA TRAVELER

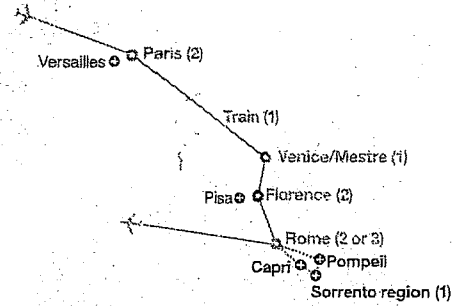
Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at [eftours.ca/](http://eftours.ca/)

Your teacher's Tour Website



*Tour may be reversed*



Learn from your Tour Director and expert local guides



Via Instagram

## What you'll experience on your tour

### Day 1: Fly overnight to France

#### Day 2: Paris

- Meet your Tour Director at the airport in Paris, the City of Light. During your stay you'll get a taste of Parisian style as you ride down the Champs-Élysées, an elegant boulevard packed with high-fashion boutiques. Pass the Place de la Concorde and the Arc de Triomphe and strike a pose in front of the Eiffel Tower. At the École Militaire, see where a promising young Napoleon launched his rise to power. I.M. Pei's iconic glass pyramid marks the entrance to the renowned Louvre, home to treasures like Leonardo da Vinci's Mona Lisa. Then, admire the Notre Dame Cathedral's sculptured façade, stained-glass rose windows and seemingly weightless vaulted ceilings.
- Take a walking tour of Paris: Opera district; Place Vendôme; Rue du Faubourg Saint-Honoré; Tuileries
- Visit the Louvre

#### Day 3: Paris

- Take an expertly guided tour of Paris: Place de la Concorde; Champs-Élysées; Arc de Triomphe; Les Invalides; Eiffel Tower
- Visit Notre Dame Cathedral
- Time to see more of Paris or
  - Visit Versailles

#### Day 4: Paris | Night train

- Free time to explore on your own
- Travel by night train to Venice

#### Day 5: Venice

- Arrive in Venice, the Floating City crisscrossed with romantic bridges, laced with history and boasting some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot Campanile (Bell Tower). At the pink-and-white Doge's Palace, see where mighty Venetian dukes once ruled. Stroll over the Bridge of Sighs, which links the palace to a prison. As they crossed the bridge, prisoners supposedly sighed with perfect sadness as they regarded their beautiful city for the last time.
- Take an expertly guided tour of Venice: St. Mark's Square; Grand Canal
- Visit the Doge's Palace
- See a glass-blowing demonstration

#### Day 6: Venice | Florence

- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's statue of David and Botticelli's The Birth of Venus still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's Gates of Paradise at the Baptistery. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop. Then, find Florentine souvenirs at a leather workshop.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise
- Visit the Duomo
- See a leather-making demonstration

#### Day 7: Florence

- Time to see more of Florence or
  - Visit Pisa
- Participate in an art workshop

#### Day 8: Florence | Rome

- Travel to Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colourful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci," toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.
- Take an expertly guided tour of Rome
- Visit the Colosseum
- Visit the Roman Forum

#### Day 9: Rome

- Take an expertly guided tour of Vatican City
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps

#### Day 10: Depart for home

#### • 2-DAY TOUR EXTENSION

##### Days 10-11: Sorrento region | Rome

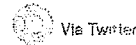
- Take an expertly guided tour of Pompeii
- Take an expertly guided tour of Capri
- Take an island cruise

##### Day 12: Depart for home



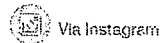
*The Louvre. #paris @Eftours can run a heck of a tour.*

- AMY TRAVELLER



*Rome, Italy, the Colosseum :) #italy #touring #europe #eftours #amazing #beautiful #gorgeous*

- ADRIANNA TRAVELLER



### TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



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## NEWS RELEASE

For Immediate Release  
2017CFD0013-001654  
Sept. 30, 2017

Ministry of Children and Family Development

### **Indigenous families, communities to benefit from \$6.4M investment**

VICTORIA – All B.C. First Nations, as well as Métis-serving agencies, will share \$6.4 million to help keep Indigenous families together and improve outcomes for children and youth, announced Minister of Children and Family Development Katrine Conroy on Orange Shirt Day.

“Indigenous communities are in the best position to identify and deliver services and supports that will have positive and lasting effects for Indigenous families,” said Conroy. “Each First Nation and Métis-serving agency will be able to use this funding to best serve their community, whether that means hiring additional family support workers, creating a new program, collaborating with another community within their nation, or working with a Delegated Aboriginal Agency to improve outcomes for families.”

Each of the 203 First Nations and the seven agencies that serve Métis people in B.C. are invited to apply for \$30,000 by Oct. 20, 2017. The application must include a proposal outlining their community’s prevention and family-support needs, and how the funding can help them address those needs.

Grand Chief Ed John’s November 2016 report on Indigenous child welfare identified a range of family services where funding was needed. Examples from that report, which are eligible under the new program, include:

- Supporting parents from rural communities who may benefit from transportation assistance to court or counselling
- Hiring a family-support worker to help guide parents through the child-welfare process
- Working with an Elder to teach parenting skills from a traditional point of view
- Strengthening traditional Indigenous skills within families, such as fishing, hunting or storytelling
- Pooling the funding to work with other communities on a new or existing program or service

“Reconciliation is a cornerstone of this government’s mandate and that means moving beyond words to action,” said Minister of Indigenous Relations and Reconciliation Scott Fraser.

“Reducing the number of children in care is part of the very first call to action by the Truth and Reconciliation Commission. We support that important work and recognize it must be led by Indigenous communities.”

The \$6.4-million investment is part of government’s broader response to recommendations made in John’s report. Within his report, John called for provincial and federal partners to invest in the development and delivery of child and family services directly within First Nations communities in B.C.

In 2018/19, the prevention funding will increase to \$9.5 million annually. The Ministry of Children and Family Development is currently considering how the additional funding will further support family preservation services.

"Sept. 30 has been declared Orange Shirt Day in B.C. It marks the time of year when Indigenous children were taken from their homes to residential schools — a dark period in B.C.'s history that has resulted in a cycle of inter-generational trauma still felt in many Indigenous communities and families today," said Conroy.

"Many Indigenous families became involved with the child-welfare system as a result of this cycle of abuse. Orange Shirt Day is an acknowledgement of this experience and an opportunity for First Nations and other Indigenous communities, governments, schools and communities throughout the province to come together in the spirit of reconciliation and hope."

**Quick Facts:**

- The \$6.4 million is part of ongoing family preservation services delivered by the ministry.
- On Nov. 21, 2016, John submitted his final report, entitled Indigenous Resilience, Connectedness and Reunification — from Root Causes to Root Solutions.
- This funding, and the community-based services resulting from it, is a direct response to recommendations 1, 2 and 34 of John's report on Indigenous child welfare.

**Learn More:**

To read more about the recommendations made in John's report, visit:  
<http://ow.ly/ci8Y30fx7K2>

To learn more about Orange Shirt Day, visit: [www.orangeshirtday.org](http://www.orangeshirtday.org)

**Contact:**

Government Communications and Public  
Engagement  
Ministry of Children and Family Development  
250 812-0495

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## NEWS RELEASE

For Immediate Release  
2017EDUC0101-001652  
Oct. 1, 2017

Ministry of Education

### **A visit will get you thinking: October is Library Month**

VICTORIA – The Province has declared October as Library Month — a chance to recognize and celebrate the value libraries deliver to communities throughout B.C.

Learn a language, attend a speaker series, test out new technology, access free internet, borrow early literacy kits or family recreation, museum or art gallery passes; these are just a few of the varied programs and services that public libraries can offer.

During this month, libraries and library partners raise awareness of the valuable role libraries play in our lives.

Libraries ensure that all British Columbians have free access to trusted sources of information, workspace, interactive experiences, expertise and learning opportunities. Beyond borrowing books, libraries are where people go to explore an idea, test a theory, make community connections, find information and share knowledge. Libraries are increasingly offering a wider range of digital services such as coding workshops, 3-D printers, technology labs and robotics kits.

Libraries help people discover the joy of reading, develop new skills, form deep community ties, find a job, become entrepreneurs and participate in recreation and cultural experiences. Last year in B.C., libraries hosted over 73,000 programs, provided 3,500 computers for public use and circulated over 59 million items.

School Library Day, also known as Drop Everything and Read (DEAR), will be Monday, Oct. 23, 2017. On that day, British Columbians are invited to put down their work and turn off computer screens so they can read a book, magazine or newspaper for 20 minutes.

Libraries: go check one out. A visit will get you thinking!

#### **Quotes:**

##### **Rob Fleming, Minister of Education –**

"I am a passionate supporter of literacy and libraries, and Library Month is a great way to support and reinforce the role of B.C. libraries in information-seeking, literacy, exploration and lifelong learning. Libraries enhance our quality of life and contribute to strong, resilient and inclusive communities."

##### **Anne Olsen, president, British Columbia Library Association –**

"All libraries are cornerstones of their communities and society. They ensure that every British Columbian has equitable access to information, ideas and works of the imagination."

**Quick Facts:**

- Library access is free to British Columbians.
- Everyone has a chance to learn new skills.
- 99% of B.C.'s population has access to a public library.
- Since 1999, B.C. has joined other provinces in celebrating Library Month to promote the many services provided by public, school, post-secondary and special libraries.
- Government provides annual funding of \$14 million to B.C. libraries.
- Each year, the Ministry of Education provides \$500,000 to Postmedia's Raise-A-Reader campaign. Working with Decoda Literacy Solutions — the only provincewide literacy organization in British Columbia — the campaign supports community-based literacy organizations throughout B.C.

**Learn More:**

B.C. public libraries: <http://www2.gov.bc.ca/gov/content/sports-culture/arts-culture/public-libraries>

British Columbia Library Association: <https://bclaconnect.ca/>

**Contact:**

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

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## NEWS RELEASE

For Immediate Release  
2017CITZ0028-001666  
Oct. 2, 2017

Ministry of Citizens' Services

### **October is Cyber Security Awareness Month: Work and play safely online**

VICTORIA – The British Columbia government is inviting families, business owners and educators to consider their shared role in making the internet safer and more secure for everyone, especially children.

October is national Cyber Security Awareness Month, which invites British Columbia's digital citizens to consider "our shared responsibility" to stay alert for the latest cyber security threats.

Approximately 70% of Canadians have experienced cyber-crime. While many people take steps to guard themselves, the types of threats are continually evolving. This is why it is important to take a moment and discuss online safeguards with friends, co-workers and families – especially those with children.

Most cyber security threats can be avoided by taking simple steps. For example:

- Password-protect your wireless network
- Use up-to-date anti-virus software
- Install the latest operating system updates
- Back up your files

Just like families and businesses in this province, the B.C. government has a responsibility to protect and secure the data, information and computer systems in its care. This is why British Columbia regularly upgrades its digital security to increase protection for government users and protect our citizens' personal information.

The Office of the Chief Information Officer (OCIO) and every government ministry has dedicated staff to monitor and respond to security issues. In fact, the OCIO is constantly evaluating potential threats – with systems monitoring 24 hours per day, seven days a week.

To help British Columbians stay cyber safe, the OCIO has prepared a free Cyber Security Awareness Month Quiz. To test your knowledge of data breaches and to get tips on improving the digital security of your home and workplace, click here:

<http://www.gov.bc.ca/informationsecurityawareness>

Online crimes affect everyone. By taking steps to guard their information, British Columbians can also help to reduce online risks for their neighbours.

#### **Quote:**

**Jinny Sims, Minister of Citizens' Services –**

"One of the greatest assets we have to ensure British Columbians stay safe online is our

neighbours. By taking the time to learn how to keep our own families safe online, we can help reduce online risks for our friends and colleagues. This is why protection of government data and networks is a top priority for government – especially where it concerns British Columbians’ personal information.”

**Quick Facts:**

- Many Canadians protect their computers from online threats, but only 50% know of the risks to their other connected devices.
- Every minute, 232 computers around the world are infected by malware.
- Roughly 156 million phishing emails are sent globally every day – and 800,000 links are clicked.
- 9% of online Canadians have replied to spam mail unknowingly, and 3% have entered bank details on a site they don’t know – that’s more than one million Canadians.
- Cyber-crimes cost smaller business about \$1,088 and larger businesses about \$284 per person each year.

**Learn More:**

- Government of B.C. cyber security awareness website:  
<http://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/information-security-awareness/cyber-security-awareness-month>
- 10 simple steps for staying safe online, from the Government of Canada:  
<https://www.getprepared.gc.ca/cnt/rsrscs/sfttps/tp201010-en.aspx>
- Cyber Security Awareness Month Toolkit from Public Safety Canada:  
<https://www.getcybersafe.gc.ca/cnt/rsrscs/csam-tlkt-en.aspx>
- Tips and advice on staying safe online from the National Cyber Security Alliance:  
<https://staysafeonline.org/>
- Stop-think-connect is a global online safety education initiative with tips and tools:  
<https://staysafeonline.org/stop-think-connect/>

**Contact:**

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## NEWS RELEASE

For Immediate Release  
2017EDUC0102-001687  
Oct. 5, 2017

Ministry of Education

### **Government proclaims World Teachers' Day**

VICTORIA – The Province has officially declared Oct. 5, 2017, as World Teachers' Day in British Columbia to celebrate the outstanding contributions of educators throughout the province.

Premier John Horgan and Education Minister Rob Fleming joined together with B.C. Teachers' Federation president Glen Hansman, local teachers, students and key education stakeholders at the Parliament Buildings today to celebrate and honour B.C. teachers. The event also included students from the South Park Elementary school choir. The students lit up the event with their performances of O Canada and Freedom Train.

"I am thrilled to officially proclaim Oct. 5 as World Teachers' Day in British Columbia. The dedicated teachers throughout our province deserve to be honoured and celebrated for the work they do," said Premier Horgan. "We are going to make sure that teachers in B.C. have the resources and tools they need to give children the education they deserve."

World Teachers' Day is a significant symbol of awareness, understanding and appreciation for the vital contribution that teachers make to education and development of students. British Columbia has a world-renowned education system, due in large part to the contributions of outstanding teachers. British Columbia's students continue to be world leaders in many subjects, including reading, science and math.

"We are extremely proud of the quality of teachers in B.C. Teaching is a highly respected and honoured profession filled with the best and brightest talent," Fleming said. "The B.C. government is focused on investing in British Columbia's education system and developing new relationships with our education partners that are built on trust and respect."

World Teachers' Day began in 1994 when the United Nations Educational, Science, and Cultural Foundation (UNESCO) proclaimed Oct. 5 as a day to show appreciation for teachers and to raise awareness about the significant contributions that teachers make to education and society. Today, over 100 countries worldwide observe World Teachers' Day.

"There's a lot to celebrate on this World Teachers' Day, with so many new teachers coming into B.C.'s public schools," Hansman said. "They bring a tremendous infusion of new energy and expertise to add to the incredible base of knowledge, skills and caring within our established teaching force. This is a new chapter for B.C. teachers, one in which our commitment is valued and our professionalism is respected. We will continue to do our very best for all of the students in our care, and ensure safe and inclusive schools for all learners."

"Great teachers motivate, inspire and lead. Great teachers change lives. They interact with their community to affect positive change through their students and themselves. On World Teachers' Day, the B.C. Teachers' Council wishes to acknowledge the extraordinary work done

by our B.C. K-12 certified teachers. Thank you to the great teachers of British Columbia for making lasting differences in both the lives of B.C. students and the well-being of B.C. communities. Happy World Teachers' Day 2017," said Rebecca Blair, chair of the B.C. Teachers' Council.

"I teach because I see it as a way for making meaningful connections and change in the world. Education is one way to heal our communities," said Tanya Adams, a Grade 2/3 teacher from Craigflower Elementary school in Victoria.

Adams is Nilha7kapmux and a member of the Lytton First Nation. "I knew from a young age that change needed to happen and that's what I'm striving to do as a teacher. The new B.C. curriculum beautifully weaves Indigenous knowledge and truthful histories of Canada, so we can teach and integrate First Nations history to all students, both First Nations and non-First Nations."

**Learn More:**

UNESCO World Teachers' Day: <http://en.unesco.org/themes/teachers/world-teachers-day>

**Contact:**

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

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## NEWS RELEASE

For Immediate Release  
2017CFD0014-001723  
Oct. 12, 2017

Ministry of Children and Family Development

### **Provincial Child Care Council welcomes new members**

VANCOUVER – The Provincial Child Care Council (PCCC), which will play a key role in supporting the Province’s efforts to introduce universal child care in B.C., is welcoming five new members to its roster.

“I am looking forward to working with the Provincial Child Care Council in the coming months,” said Minister of Children and Family Development Katrine Conroy. “Our universal child-care plan will ultimately lead to one of the most significant new social programs in B.C.’s history, and having the council’s collective expertise to support us through this process is invaluable.”

The PCCC provides advice on the policies and programs that affect the affordability, quality, stability and accessibility of child care. Its members are appointed from throughout the province, and represent five key sectors: Aboriginal, law/business, child care, education and non-profit/local government.

“Parents are struggling to find quality, affordable child care in B.C.,” said Minister of State for Child Care Katrina Chen. “We need input from child-care professionals and policy makers, like those on the Provincial Child Care Council, to help us shape the move to universal child care – a move that will make an enormous difference for B.C. families.”

Joining the 21-member council this year are:

- Kim Adamson, general manager of child care for the YMCA of Greater Vancouver.
- Deb Bryant, CEO of the Association of Neighbourhood Houses of British Columbia in Vancouver.
- Kevin Campbell, managing director of Investment Banking at Haywood Securities Inc. in Vancouver.
- Charlene Gray, president of the Early Childhood Educators of BC and senior manager of the Comox Valley Children’s Day Care Society.
- Rena Laberge, owner/operator of Buddy Bears Family Child Care in Victoria.

“We are excited to welcome our new members to the Provincial Child Care Council, and we look forward to working together to advocate for quality, affordable child care for every B.C. family,” said Wayne Robertson, chair of the PCCC. “I’m confident that the skills our members bring to the table will help the B.C. government find a solution to the child-care crisis in our province.”

The PCCC members are trusted, confidential advisors to the Minister of Children and Family Development and the Minister of State for Child Care. The members will provide valuable input into the overall implementation details for B.C.’s universal child-care plan.



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## NEWS RELEASE

For Immediate Release  
2017MAH0007-001754  
Oct. 16, 2017

Ministry of Municipal Affairs and Housing

### **Arts, culture and sport organizations receive provincial Community Gaming Grants**

VICTORIA – Community programs provided by not-for-profit arts, culture and sport organizations throughout the province are receiving support from the B.C. government’s Community Gaming Grants program.

Recipients represent not-for-profit organizations of all sizes, delivering programs such as concerts, community sports, and multicultural festivals. Every year, gaming revenues generate hundreds of millions of dollars that government invests in key services, including health care and education, for citizens and communities throughout the province.

“Local and regional soccer organizations throughout British Columbia all benefit greatly from the Community Gaming Grants,” said Jason Elligott, executive director of BC Soccer. “The grants allow BC Soccer and our member groups to continue to plan with certainty, and be able to offer programs and services to support the individuals within the soccer community in B.C. This support allows the soccer community to collectively work together to develop, promote and grow the game to ensure every British Columbian has the opportunity to be involved in soccer as part of an active, healthy and involved lifestyle.”

“From childhood through to our senior years, engaging in arts, culture and sports activities improves our mental and physical health,” said Selina Robinson, Minister of Municipal Affairs and Housing. “Not-for-profit organizations providing this type of programming are contributing to thriving communities, and I am proud that our government supports this excellent work.”

The Province is distributing \$17.7 million to 725 organizations in the arts and culture sector, and \$28.3 million to 895 organizations in the sport sector. This funding is part of the \$140 million the Community Gaming Grants program provides annually to about 5,000 not-for-profit organizations.

“Arts and culture experiences, and participation in sports, change people’s lives,” said Rob Gloor, chair of the B.C. Association for Charitable Gaming. “Not-for-profit organizations and charities focused on arts, culture and sport offer tremendous social benefits to their communities, and support from the Community Gaming Grant program helps enhance the services they deliver.”

To apply for a B.C. community gaming grant, visit: <http://ow.ly/4PAY30fHvsR>

#### **Quick Facts:**

- Eligible organizations can apply for gaming grant funding in one of the following six sectors: arts and culture; sport; environment; public safety; human and social services; and parent advisory councils/district parent advisory councils.

- The Community Gaming Grants program is accepting applications for the human and social services sector until Nov. 30, 2017.
- The next intake for the arts and culture, and sport sectors opens Feb. 1, 2018.
- To raise awareness of community gaming grants and assist organizations apply, the Community Gaming Grants branch hosts outreach events throughout the province.
- Upcoming presentations will be held in Penticton on Oct. 25 and Cranbrook on Nov. 2.
- Please visit <http://www.gov.bc.ca/gaminggrants> for more information.

**Contact:**

Ministry of Municipal Affairs and Housing  
250 952-0617

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## NEWS RELEASE

For Immediate Release  
2017MAH0008-001768  
Oct. 18, 2017

Ministry of Municipal Affairs and Housing

### **Provincial Community Gaming Grants boost extracurricular activities for K-12 students**

VICTORIA – Students throughout British Columbia are benefiting from enhanced extracurricular activities and a stronger school system with help from Community Gaming Grant funding for parent advisory councils (PACs) and district parent advisory councils (DPACs).

PAC funding supports a range of activities intended to enrich extracurricular experiences for K-12 students, such as student publications, societies and ceremonies; sports and playground equipment; and field trips, travel and transportation. Every year, gaming revenues generate hundreds of millions of dollars that government invests in key services, including health care and education, for citizens and communities throughout the province.

“Community Gaming Grants enable parent groups to fund priorities in their local school and district, such as playground and sports equipment, field trips and student clubs,” said Jen Mezei, BC Confederation of Parent Advisory Councils (BCCPAC) president. “Without Community Gaming Grants, many PACs would not be financially able to provide the extracurricular activities and school events that are integral to community involvement and engagement of students and their families. BCCPAC is grateful that the Community Gaming Grants program provides funding that helps provide equitable access for all students to participate in extracurricular activities that are not dependent on parent fundraising.”

“Parents are tremendous advocates for their children and I commend the advisory councils for pursuing projects that improve students’ experiences,” said Selina Robinson, Minister of Municipal Affairs and Housing. “Our government is proud to support these programs that promote intellectual, social and physical well-being of our next generation and help set our children up for future success.”

For the 2017-18 school year, the Province is distributing \$11 million in Community Gaming Grant funding to almost 1,400 PACs and DPACs throughout B.C. This funding is part of the \$140 million that the Community Gaming Grants program provides annually to about 5,000 not-for-profit organizations.

“Parents play an essential role in making our schools a healthy and active hub for children to learn and succeed,” said Rob Fleming, Minister of Education. “These grants provide parent advisory councils with funding to support extracurricular activities and purchase items, such as sports equipment and musical instruments, to enhance students’ educational experience and support their development.”

#### **Quick Facts:**

- Through the Community Gaming Grant program, all public and independent school PACs are eligible to receive \$20 per student annually. All DPACs are eligible to receive \$2,500



each year.

- Eligible organizations can apply for gaming grant funding in one of the following six sectors: arts and culture; sport; environment; public safety; human and social services; and parent advisory councils/district parent advisory councils.
- The Community Gaming Grant program is accepting applications for the Human and Social Services sector until Nov. 30, 2017.
- The next intake for PACs/DPACs opens on April 1, 2018.
- To raise awareness of Community Gaming Grants and assist organizations apply, the Community Gaming Grants branch hosts outreach events throughout the province.
- Upcoming presentations will be held in Penticton on Oct. 25 and Cranbrook on Nov. 2, 2017.

**Learn More:**

To apply for a B.C. Community Gaming Grant, visit: <http://www.gov.bc.ca/gaminggrants>

**Contact:**

Ministry of Municipal Affairs and Housing  
Media Relations  
250 952-0617

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SD69 QUALICUM

# Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin  
Committee Name: **Oceanside Building Learning Together Early Years Coalition**  
Meeting Location: Family Place, Parksville  
Meeting Time: October 5, 2017 12:00 pm

## **Mission Statement**

*Building Learning Together Early Years Coalition focuses on encouraging healthy relationships with families, with each other and with community as it relates to the importance of early learning and successful development for young children.*

As the new representative for SD69 on the BLT Early Years Coalition it was heartwarming to be in a room with folks who so readily live their mission statement. Thanks for the warm welcome.

Discussed:

## **New WOW Bus**

- Success by 6 Funding will be used for improvements for the new WOW bus
- SD69 gave BLT a decommissioned bus to use as the new WOW
- The new WOW bus should be on the road by mid-October
- Bus will be visiting Nanoose – both at the Nanoose Community Hall and at Nanoose First Nation, Errington, Qualicum Beach First Nation and Parksville

## **Parent/ECE Representative for BLT Early Years Coalition**

- Recognizing the unique perspective a parent of a young child and Early Childhood Educators can bring to the table it was discussed how best to involve parents/ECEs at the table and how to accommodate them to make it easier for them to attend meetings.

## **Heart Mind**

- A wide ranging discussion on Heart Mind Wellness. Looking for a speaker to come to a community forum to speak on anxiety.

## **Updates from Coalition members:**

ACRA - Coombs Candy Walk October 31; 6-8 pm fireworks at 8:00. Partnered with Ballenas Secondary School Students - they will be doing haunted house with an underwater theme. Event is for all ages, everyone welcome!

## **RDN**

- Winter Wonderland booking up if you want a date please call ASAP
- Drop in program at Craig Street Commons on Mondays and Thursdays & Drop in program at QB Commons on Wednesdays
- Saturday Morning Breakfast club at Munchkinland starting next week – leaders are so excited

QB First Nations: Parents nights at QB band hall - Steady and well attended

FRA Hiring many positions  
Parent mediator -- Victims services --Supported child development 17 hours

Joanne McNeil (BLT): Barn dance went well! We hope to do another one next year



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** Indigenous Education Advisory Committee  
**Meeting Location:** Indigenous Services Winchelsea Place  
**Meeting Time:** October 16, 2017

### Introductions:

New members from the Indigenous community. Acknowledgement that at present there is no rep. from senior management.

### Annual Calendar:

Paper copy distributed. Meeting times for Advisory have been changed to 10:00 AM. Note that there are no Advisory Meetings in December (Winter Celebration) and in June (Year-end Celebration). Noted that Indigenous communities welcome our calendar as they try to set their calendar of programs to cover the Pro-D and Curriculum Implementation Days as well as School Holidays.

### Monday Afternoon Workshops:

Will start in November and happen at Winchelsea Place on Mondays at 3:30 PM. These are open to the public. Ideas and resources were brainstormed and some as follows:

Button Blankets, Carving Paddles, Making Hand drums, Cooking Elk Stew (Mmmm!) with Bannock and fry bread (Double Mmmm!), lahal, exploring medicinal plants, food preservation, language classes, drumming, singing etc. Many ideas and looking for resource people....

### Program Updates:

Classroom Presentations have been switched from Wednesdays to Tuesdays and are now called "Totally Tuesdays." Workers throughout the district are booked by teachers into classrooms to present on a variety of topics. Full details are available through schools or through school district website. A list of topics is attached to this report (SEE NEXT PAGE)

Same staff in the same places as last year to provide continuity. Staff will also be arranging to go to False Bay Elementary School on Lasqueti. Date to be determined.

### Next Meeting:

November 20, 2017 at Winchelsea Place at 10 AM.

## Quick View

### Presentations aimed at the primary level:

- Hul'qami'num Language
- Snowy Owl
- Arctic Games
- Medicine Wheel
- Northern Lights
- Button Blankets
- Salmon
- Kwakwaka'wakw Nutrition

### Presentations aimed at the intermediate level:

- Button Blankets
- Wool Dyeing
- The Harry Manson Story
- Hul'qami'num (grade 4)
- Medicine Wheel
- Metis Sashes
- Arctic Games
- Northern Lights
- Oolichans
- Residential School (grade 5)
- Salish Weaving
- Kwakwaka'wakw Nutrition
- Lahal
- Small Pox Game (grade 6, 7)

### Presentations aimed at the high school level:

- The Harry Manson Story
- Medicine Wheel
- Metis Sashes
- Oolichans
- Residential School
- Salish Weaving
- Button Blankets
- The 60's Scoop
- Small Pox
- Wool Dyeing
- Kwakwaka'wakw Nutrition

### Hands on activities:

- Snowy Owl
- Medicine Wheel
- Button Blankets
- Wool Dyeing
- Northern Lights
- Salmon
- Metis Sashes
- Salish Weaving



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** RDN District 69 Recreation Commission  
**Meeting Location:** Oceanside Place Meeting Room  
**Meeting Time:** 2:00 PM October 19, 2017

The Commission is composed of representatives from Electoral Areas E, F, G and H; Town of Qualicum Beach; Parksville City and School District 69 as well as staff from Recreation. The Commission advises the RDN Board (through the chair-person of the commission).

Delegations often present to the Commission on recreation related issues in their area of interest/expertise.

### **Presentations/Delegations:**

#### **R.D.N. Youth Programmer – re: 2017 Summer Programs**

- 90% full this summer with a 50% increase in registrations
  - Mostly in day camps due to new registration system
  - Many camps were expanded and a new camp was added (Camp Ice at Oceanside Arena)
  - Playground Programs were expanded
  - Longest Day of Play and multi-camp day in Nanoose added to the fun
- 36 summer positions; 6 leaders had prior experience and had come through Junior Leadership Training, then Leaders in Training programs
- 32 new Leaders in Training received 20 hours of training and completed 45 hours (min.) of volunteer work over the summer
- Feedback was generally positive
  - Instructors and careful planning listed as strengths
  - Program reported as being fun and creating memories
  - Great life skills are taught as well including problem solving and conflict resolution
- Next Year
  - Expand basic camps schedule
  - Add Soccer and Outdoor Recreation (and probably others)
  - Provide Junior Leadership Training (Many interested pre-teens)

#### **District 69 Commission Grants:**

Approved to go to the RDN Board the youth and community groups. (I had to declare a conflict of interest on one community grant and so was not present for that discussion. Forgot to ask if it was approved....)

Discussion and passed a recommendation to increase the funding level for the grants to an annual amount of \$75,000 from the current \$62,500. This will go forward to the RDN Board.

**Draft Master Plan:**

- Received and retained for further discussion and consideration
- Opportunities for further public input:
  - November 20 – 5:30-7:30 Nanoose Place
  - November 21 – 1:00-3:00 Qualicum Beach
  - November 21 – 5:30-7:30 Arrowsmith Hall
  - November 22 – 5:30-7:30 Oceanside Arena
  - November 23 – 5:30 - 7:30 Lighthouse Community Centre

**Parks Update (Summer 2017):**

Received as information.

**Arrowsmith Community Recreation Committee Report:**

- Offered 2 camps, currently offering Sole Sisters Walking Program, African Hand Drumming, Youth Drop In as well as many other community based programs. See the “wrap” in an upcoming edition of the PQB News....
- ACRA’s main fundraiser the *Blast from the Past* (Oceanside Idlers) car club is in jeopardy because of booking problems at the Coombs Fairgrounds! Stay tuned for more information classic car lovers!

**Roundtable:**

- Concerns expressed about ammonia due to recent deaths in Fernie. Management at Oceanside Arena is “on it.”
- Request for more/better signage at the French Creek site to be taken to the Board.
- Acknowledgment of the official opening of the E&N rail trail between Coombs and Parksville

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Strategic Planning Process (January 24, 2017)	Superintendent	To begin in the 2017-18 school year	July 1, 2018
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



SD69 QUALICUM

**Ron Amos**  
**Secretary-Treasurer**

## Memo

**Date:** October 24, 2017  
**To:** Board of Education  
**cc:** Rollie Koop, Superintendent  
**From:** Ron Amos, Secretary Treasurer  
**Re:** Long Range Facilities Plan

---

### Background/Rationale:

In June 2016, the Ministry of Education updated its Capital Planning processes with instructions that Boards of Educations submit an Annual Five-Year Capital Plan.

As per the Ministerial policy,

*"A board of education's five-year capital plan should reflect a strategy for balancing the supply of existing facilities against both current and projected enrolment demands. This plan should also reflect the replacement or rejuvenation of existing facilities, including seismic upgrades and building envelope remediation."*

Along with the requirement for submission of Annual Capital plans, which the Board did in June, Boards were asked to develop Long Range Facilities Plans (LRFP).

The LRFP is a mechanism for school districts to effectively demonstrate that proper facility planning is taking place in support of the Districts' Educational Plan over a 10 year window.

LRFP's are required to:

- Be developed, maintained and made available upon Ministry's request.
- Have the concurrence of the appropriate Ministry Planning Officer (MPO) prior to being approved by the Board.
- Be in planning, development or finalized upon receiving the Capital Plan Instruction 2016.

**LRFPs remain valid until they are changed and are not required to be revised or re-submitted annually. However, as part of their annual Capital Plan submission, the Board will be required to certify that no significant changes have occurred within the District that warrant a revision to the LRFP.**

### Recommendation:

**THAT** the Board of Education of School District 69 (Qualicum) approve the Long Range Facilities Plan as presented with the understanding that the Plan will be reviewed annually.



## ENROLMENT REPORT FOR SEPTEMBER 29, 2017(SNAPSHOT)

SCHOOL	Home Ed.		Grade Level													Elem Ungr	Sec Ungr	GA	Intl. Prog.	Elem Total	Sec. Total	FTE Total	Headcount	
	Ed.	KF	1	2	3	4	5	6	7	8	9	10	11	12	Incl. ISP								Funded Headcount	
Ballenas Secondary School <i>Immersion</i>									135	163	138	149	170			1		99		756	852.1250	955	856	
PASS/Woodwinds			1	1	1	1	1	1	0	5	14	27	76						6	122	128.0000	128	128	
Continuing Ed. Program (Adults)**													8				4			12	2.1250	12	12	
Kwalikum Secondary	6								111	133	115	105	123					74		587	577.3750	661	587	
Arrowview Elementary	1	37	39	32	27	52	28	38	34									1	287	287.0000	288	287		
Bowser Elementary	2	18	18	27	27	30	22	28	21										191	191.0000	191	191		
Errington Elementary	1	29	34	42	34	37	55	38	42										311	311.0000	311	311		
False Bay School		3	5	2	5	4	2	2											23	23.0000	23	23		
Nanoose Bay Elementary		30	42	30	35	29	31	25	36										258	258.0000	258	258		
Oceanside Elem. - Regular		14	12	20	13	13	19	12	16									2	119	441.0000	443	441		
<i>Immersion</i>		60	50	41	41	41	35	31	23										322					
Qualicum Beach Elementary		39	36	37	49	57	48	57	69										392	392.0000	392	392		
Springwood Elementary		50	46	45	54	61	62	57	65									3	440	440.0000	443	440		
<b>SUB-TOTALS</b>	<b>10</b>	<b>280</b>	<b>282</b>	<b>277</b>	<b>286</b>	<b>325</b>	<b>303</b>	<b>289</b>	<b>307</b>	<b>265</b>	<b>330</b>	<b>281</b>	<b>304</b>	<b>392</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>179</b>	<b>2349</b>	<b>1577</b>	<b>3902.6250</b>	<b>4105</b>	<b>3926</b>	
CEAP		1	1	2	5	1	3	7	13	11	15	106	111	211			1	7	33	455	143.5000	495	488	
<b>TOTALS</b>	<b>10</b>	<b>281</b>	<b>283</b>	<b>279</b>	<b>291</b>	<b>326</b>	<b>308</b>	<b>296</b>	<b>320</b>	<b>276</b>	<b>345</b>	<b>387</b>	<b>415</b>	<b>603</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>186</b>	<b>2382</b>	<b>2032</b>	<b>4046.1250</b>	<b>4600</b>	<b>4414</b>	

NOTE:  
 In February FTE will be edited to reflect February snapshot data  
 September FTE for:  
 CEAP: 143.50 BSS: 852.1250  
 CEC: 2.1250 KSS: 577.3750  
 PASS/WW: 128.00



## SCHOOL DISTRICT No.69 (QUALICUM)

### Class Size Report - October 13, 2017 Snapshot

School	Division or Course Name	Class Size
Ballenas Secondary School	Choral Music 11: Concert Choir (01), *** Choral Music 12: Concert Choir (01), LD Choir 8 (01), Music 10: Concert Choir (01)	31
Ballenas Secondary School	Instrumental Music 11: Concert Band (01), *** Instrumental Music 12: Concert Band (01), Music 10: Concert Band (01), Music 9 (02)	51
Ballenas Secondary School	Music 8 (01)***	33
Ballenas Secondary School	Music 9 (01)***	33
Kwalikum Secondary School	Choral Music 11: Concert Choir (01), *** Choral Music 12: Concert Choir (08), Music 10: Concert Choir (01), Music 8 (01), Music 9 (01)	41
Kwalikum Secondary School	Instrumental Music 11: Concert Band (01), *** Instrumental Music 12: Concert Band (01), Music 10: Concert Band (01)	33
Kwalikum Secondary School	Music 8 (01)***	35

\*\*\* - 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

SCHOOL DISTRICT NO. 69 (QUALICUM)  
- Financial summary -

10/17/2017

	2016/17				2017/18		
	Amended Budget	YTD Sep-16	% of Budget	Actual	Annual Budget	YTD Sep-17	% of Budget
<b>REVENUE</b>							
<b>PROVINCIAL GRANTS</b>							
Operating Grant	39,618,782	4,359,831	11.0%	39,877,164	39,636,644	4,787,808	12.1%
Other MOE Grants-H/B			0.0%		623,604		0.0%
Other MOE Grants-Additional grant			0.0%				0.0%
Other MOE Grants-Ed Guarantee			0.0%	11,701			0.0%
Other MOE Grants-Pay Equity	936,176		0.0%	936,176	936,176	93,617	10.0%
Other MOE Grants-Misc	60,000		0.0%	59,261	60,000	5,000	8.3%
<b>TOTAL MINISTRY OF ED GRANTS</b>	<b>40,614,958</b>	<b>4,359,831</b>	<b>10.7%</b>	<b>40,884,302</b>	<b>41,256,424</b>	<b>4,886,425</b>	<b>11.8%</b>
<b>OTHER REVENUES</b>							
Other Provincial Revenues	101,450	0	0.0%	100,535	101,450	4,500	4.4%
Offshore Tuition	3,500,000	2,599,121	74.3%	3,607,652	3,500,000	2,790,304	79.7%
Miscellaneous other	135,000	69,306	51.3%	251,012	135,000	65,439	48.5%
Rental and Leases	450,000	409,736	91.1%	515,508	450,000	559,398	124.3%
Investment Income	125,000	32,793	26.2%	127,381	125,000	42,140	33.7%
<b>TOTAL OTHER REVENUE</b>	<b>4,311,450</b>	<b>3,110,956</b>	<b>72.2%</b>	<b>4,602,088</b>	<b>4,311,450</b>	<b>3,461,781</b>	<b>80.3%</b>
<b>TOTAL REVENUES</b>	<b>44,926,408</b>	<b>7,470,787</b>	<b>16.6%</b>	<b>45,486,390</b>	<b>45,567,874</b>	<b>8,348,206</b>	<b>18.3%</b>
<b>EXPENDITURES</b>							
<b>SALARIES AND BENEFITS</b>							
Teachers	17,667,238	1,822,095	10.3%	17,740,776	17,844,554	1,854,492	10.4%
Principals and Vice Principals	2,599,983	616,133	23.7%	2,615,952	2,698,685	653,083	24.2%
Educational Assistants	3,228,237	226,100	7.0%	3,121,242	3,377,630	229,410	6.8%
Support Staff	4,448,981	677,670	15.2%	4,410,934	4,612,380	956,738	20.7%
Other Professionals	1,283,347	264,147	20.6%	1,335,329	1,370,496	336,178	24.5%
Substitutes	1,242,713	137,170	11.0%	1,340,769	1,294,281	177,030	13.7%
Benefits	8,152,811	1,137,126	13.9%	8,180,308	8,292,708	1,136,969	13.7%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>38,623,310</b>	<b>4,880,441</b>	<b>12.6%</b>	<b>38,745,310</b>	<b>39,490,734</b>	<b>5,343,900</b>	<b>13.5%</b>
Benefits as a % of Total Salaries	26.8%			26.8%	26.6%		
<b>SUPPLIES AND SERVICES</b>							
Services	2,595,558	391,784	15.1%	2,445,394	2,595,558	391,596	15.1%
Training and Travel	427,338	82,240	19.2%	607,738	472,338	108,581	23.0%
Rental and Leases	5,000	1,923	38.5%	4,146	5,000	838	16.8%
Dues and Fees	50,450	47,755	94.7%	70,483	50,450	47,926	95.0%
Insurance	174,000	30,992	17.8%	155,642	174,000	-227	-0.1%
Supplies	1,690,702	245,497	14.5%	1,712,523	1,700,702	281,735	16.6%
Utilities	991,500	121,117	12.2%	959,881	991,500	166,409	16.8%
Capital Equipment	368,550	34,581	9.4%	323,436	368,550	118,354	32.1%
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>6,303,098</b>	<b>955,889</b>	<b>15.2%</b>	<b>6,279,243</b>	<b>6,358,098</b>	<b>1,115,212</b>	<b>17.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>44,926,408</b>	<b>5,836,330</b>	<b>13.0%</b>	<b>45,024,553</b>	<b>45,848,832</b>	<b>6,459,112</b>	<b>14.1%</b>
<b>NET REVENUE (EXPENDITURE)</b>	<b>0</b>	<b>1,634,457</b>		<b>461,837</b>	<b>-280,958</b>	<b>1,889,094</b>	

SCHOOL DISTRICT NO. 69 (QUALICUM)  
- Financial summary -

10/17/2017

	2016/17				2017/18		
	Amended Budget	YTD Sep-16	% of Budget	Actual	Annual Budget	YTD Sep-17	% of Budget
<b><u>INSTRUCTION</u></b>							
Regular Instruction	20,747,721	2,292,282	11.0%	20,901,771	21,105,099	2,315,665	11.0%
Career Programs	699,771	70,796	10.1%	746,153	702,338	78,803	11.2%
Library Services	822,040	92,176	11.2%	825,859	822,951	97,428	11.8%
Counselling	571,649	47,653	8.3%	574,022	581,648	114,538	19.7%
Special Education	6,802,967	620,928	9.1%	6,769,696	6,914,231	562,094	8.1%
English as a Second Language	174,838	7,694	4.4%	175,534	176,221	8,817	5.0%
Aboriginal Education	538,466	68,948	12.8%	535,360	542,948	81,913	15.1%
School Administration	3,340,238	687,432	20.6%	3,354,702	3,415,257	832,644	24.4%
Continuing Education	27,076	2,680	9.9%	27,183	27,289	0	0.0%
Off Shore Students	2,651,699	377,202	14.2%	2,736,105	2,737,004	357,815	13.1%
Other	41,738	10,294	24.7%	44,044	41,738	10,733	25.7%
Function 1 - Instruction	<b>36,418,203</b>	<b>4,278,085</b>	<b>11.7%</b>	<b>36,690,429</b>	<b>37,066,724</b>	<b>4,460,450</b>	<b>12.0%</b>
<b><u>DISTRICT ADMINISTRATION</u></b>							
Educational Administration	499,484	89,458	17.9%	492,203	517,281	119,354	23.1%
School District Governance	178,868	64,158	35.9%	174,920	178,868	67,154	37.5%
Business Administration	1,159,404	310,753	26.8%	1,107,334	1,185,815	338,243	28.5%
Function 4 - District Administration	<b>1,837,756</b>	<b>464,369</b>	<b>25.3%</b>	<b>1,774,457</b>	<b>1,881,964</b>	<b>524,751</b>	<b>27.9%</b>
<b><u>OPERATIONS AND MAINTENANCE</u></b>							
Operations and Maintenance Admin	481,592	122,878	25.5%	551,168	502,580	121,989	24.3%
Maintenance Operations	2,804,855	592,086	21.1%	2,931,780	2,925,980	816,536	27.9%
Maintenance of Grounds	217,551	55,062	25.3%	196,498	287,463	62,225	21.6%
Utilities	1,141,500	121,117	10.6%	959,881	1,141,500	166,409	14.6%
Capital Equipment	368,550	34,581	9.4%	323,436	368,550	118,354	32.1%
Function 5 - Operations and Maint	<b>5,014,048</b>	<b>925,724</b>	<b>18.5%</b>	<b>4,962,763</b>	<b>5,226,073</b>	<b>1,285,513</b>	<b>24.6%</b>
<b><u>TRANSPORTATION AND HOUSING</u></b>							
Transportation and Housing Admin	148,804	18,586	12.5%	139,288	149,792	23,904	16.0%
Student Transportation	1,483,597	149,566	10.1%	1,443,616	1,500,279	164,144	10.9%
Housing	24,000	0	0.0%	14,000	24,000	350	1.5%
Function 7 - Transportation and Housing	<b>1,656,401</b>	<b>168,152</b>	<b>10.2%</b>	<b>1,596,904</b>	<b>1,674,071</b>	<b>188,398</b>	<b>11.3%</b>
TOTAL FUNCTION 1-7	<b>44,926,408</b>	<b>5,836,330</b>	<b>13.0%</b>	<b>45,024,553</b>	<b>45,848,832</b>	<b>6,459,112</b>	<b>14.1%</b>



British Columbia  
School Trustees  
Association

October 12, 2017

**BC School Trustees Association presentation to the  
Select Standing Committee on Finance and Government Services**

Good afternoon,

My name is Gordon Swan, President of the BC School Trustees Association. I am here today representing all 60 Boards of Education and school districts across British Columbia. Thank you for this opportunity to provide you with our input and priorities for the upcoming 2018 provincial budget.

Our highest priority is, of course, BC's public education system. A corner stone of every community in our province as well as our economic and cultural future.

Although significant money was added to the overall K-12 education budget for this school year, all of that additional money was directed at fulfilling new obligations for schools arising out of the Supreme Court of Canada ordered reinstatement of collective agreement clauses and the resulting Memorandum of Agreement with the BCTF. In reality, school districts have no additional money this fall to address identified needs, inflation, or new initiatives.

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*The confirmation of a \$681 million increase to the provincial K-12 education budget (over 3 years) in September was both significant and appreciated. It allowed school districts to meet the additional obligations imposed by the Supreme Court of Canada decision restoring collective agreement language.*

- \$521 million to fund the MOA with the BCTF
- \$51 million to fund enrollment growth
- \$44 million for the Economic Stability Mandate
- \$57 million to independent schools as required by law
- \$8 million to the BC Training and Education Savings Plan as required

*It did not, however, provide school districts with any additional funding to address other previously identified needs. Although the Ministry of Education was provided the funding to meet obligations, school districts did not receive any additional money to address rising costs or identified needs. 100% of the \$177 million added to the Ministry of Education budget for this school year went to fund the noted government obligations.*

We believe investing in public education is a smart investment that brings both positive short and long-term returns to students, communities, government and society as a whole. If we want **ALL** students to succeed – indigenous students, immigrants, students with special needs, children in care, disadvantaged individuals, and those who live in remote and rural communities - we need to provide them all with the required programs and resources needed to be successful on their own terms.

While BC can be proud of its public schools, we do not yet ensure equal access and success for those students facing unique challenges.

If we are to see equal outcomes for **ALL** students, equitable investments must be made. In particular, there is a need to invest in programs that provide equal opportunities for those students with special needs, our indigenous students, and students who live in remote locations. This will require additions to the public education funding, but also changes to way in which we allocate those resources.

There are many options to where you could effectively invest in K-12 education toward ensuring improved student outcomes. Some of the options are relatively inexpensive, and would bring significant improvements across the province.

We respectfully request that you:

- Increase school district general operating grants by the cost of inflation each and every year without assigning the use of those funds. Allow school districts to spend the money where it is needed in local schools.

---

*Although the provincial education budget has increased steadily year over year for a significant number of years, the increases have been focused on either added program obligations or meeting required employee compensation improvements. There has been little, if any, money to cover the cost of general inflation. Unfunded cost pressures include such items as:*

- \$11 million cost inflation on operations and supplies*
- \$5.5 million compensation improvements for school and district administrators*
- \$19 million to implement the Next Generation Network in schools*

*As a result, boards of education have had to cut programs or services to students each year in order to produce a legally required balanced budget. By funding the cost of general inflation (BC's CPI is currently at 2% per year) over and above additional required obligations, you would allow school districts to at least maintain existing programs and services.*

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- Get rid of the requirement for forced administrative savings, and replace that money with an investment in school and district leadership – a key component of ensuring student success.
- 

*A policy carry-over to the 2017/2018 school year, is the Ministry of Education requirement for school districts to show a combined \$29 million in administrative savings. On the surface, this requirement may seem insignificant, but it is in fact an arbitrary limitation on school district leadership. At a time of rising student enrollment and greatly increased teacher staffing numbers, districts are hampered by this indirect restriction on principal, vice-principal and senior staff numbers. By cancelling the requirement and replacing the \$29 million boards were required to cut, the province would be investing in school and district leadership.*

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- Pay the cost of implementing and maintaining the Next Generation Network project in all school districts in support of equity of access to technology in all schools across the province.
- 

*The Next Generation Network (NGN) has been a valuable tool for both students and staff in terms of opening access to programs and resources, especially in B.C.'s more remote and rural schools. The ongoing cost of the NGN was, however, assigned to school districts without any corresponding increase in funding. If the NGN were funded by the Ministry of Education directly, school districts would be able to redirect this spending to meet other identified local needs. This ongoing cost is estimated at approximately \$19 million per school year.*

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- Add to the Annual Facilities Grant that all school districts receive to maintain school buildings. Safe and adequately maintained facilities should not be optional.
- 

*Each year, school districts receive funding for school maintenance and minor facility improvements through the Annual Facilities Grant (AFG). Unfortunately this fund has not kept pace with inflation and necessary work. The result has been school buildings and grounds not being maintained at reasonable levels, resulting in a deterioration of learning and working conditions. By adding to the current AFG budget of \$110 million, government would be ensuring our schools are well maintained both for now and the future. This will be even more important going forward due to the large number of classrooms reopened as a result of the Supreme Court of Canada decision regarding class size language in B.C.*

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- Increase learning resource grants to school districts so that students have the books, equipment and resources necessary to provide a learning environment reflective of our 21<sup>st</sup> century economy.
- 

*In the spring of 2017, school districts shared a one-time provincial learning resource grant of \$30 million intended to provide much needed classroom resources. Although commitments were made that this would be an ongoing grant, no additional money has been allocated for the current school year or for the future. In order for our schools to provide the world class public education we all identify as important, they must have the books, equipment and technology needed to support those programs. This is particularly important for students facing economic challenges, where their family cannot supplement school budgets.*

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The key, though, is allowing school districts the flexibility to meet student needs at the local level by ensuring operational funding is not tied to 'one size fits all' requirements. Beyond simply increasing the quantum of money that comes to school districts – which is truly needed - changes to government policy and regulation could improve both the efficiency and effectiveness of current spending. School districts have very little flexibility as to how dollars are spent, with over 90% of their budgets tied to meeting current government requirements or collective agreement obligations.

There has been an increasing trend toward 'targeted funding' and restrictive provincial requirements that are often unproductive and unwarranted. Last year, for example, school districts were tied to specific transportation grant requirements, targeted rural education grants, and the requirements of the Memorandum of Agreement. Virtually every new dollar received by school districts over the previous 18 months was tied to a specific external requirement or new obligation. There was no opportunity for decision making by boards of education to address local priorities.

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*During the previous school year, a few targeted grants were announced to address rural education, student transportation and the purchase of high cost items such as busses. While school districts would never turn down these specified grants, local decision making to address local priorities would have been greatly preferred. A 'one size fits all' budgeting model that specifies spending targets is both inefficient and less effective than allowing boards of education to determine funding priorities to meet the needs of their students and communities.*

*While the quantum of money provided to school districts must be sufficient to cover the cost of providing quality programs and facilities, we must also ensure the money can be spent as effectively and efficiently as possible. At present, this is not happening.*

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This does not allow for effective or efficient allocation of resources to meet the needs of students at the school district level. The time has come to remove at least some of these restrictive requirements, and allow boards of education to make financial decisions in the best interest of their students.

Beyond maintaining operating funding at a workable level for school districts, and ensuring board's the flexibility to meet student needs, it is important that funding for capital projects also be sufficient to address the significant backlog of need for new schools, seismic upgrading, and the replacement of aging facilities.

While we recognize the limitations of government spending, providing the dollars AND the expedited processes necessary to address these building projects within a reasonable length of time is of critical importance. This will take an ongoing commitment by government far beyond just the upcoming 2018 budget.

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*The government spending on capital projects for K-12 education for the next three years is estimated at: 2017/18 = \$635m, 2018/19 = \$687m and 2019/20 = \$629 m. While this is a sizable investment, it is unclear if it is sufficient to meet the demand for needed new schools, seismic upgrades and aging facility replacement. We are also concerned that capital spending plan does not extend further than two years beyond the current school year.*

*We recommend government work with school districts to first determine the scope of capital construction needed to meet the projected requirements for new facilities and safety upgrades, and then budget accordingly over a longer time period. If we are to ever clear the backlog of capital projects needed in B.C.'s school districts, we must take a different approach to both funding and approving construction of schools.*

---

Needed changes to both the funding of school districts and related government policies must be initiated in the February 2018 budget. We do, however, recommend a long range - minimum five year - plan to address both the operational and capital funding of K-12 public education, as well as the needed improvements to the efficiency and effectiveness of current allocation and spending requirements.

Should government also announce broad program or policy changes in other sectors during the upcoming budget year, we would expect that all incurred costs of any impact or expanded mandate for K-12 education would be fully covered by new government funding. If school districts are to become directly or indirectly responsible for child care, early learning programs, expanded youth mental health programs, or other new initiatives by government, all of the operational and capital costs of these programs must be covered by additional funding from government.

---

*The September 8, 2017 throne by government indicated a number of new initiatives that might have a direct or indirect impact on K-12 education across the province. Included were:*

- a provincewide universal child care program*
- the training of more early childhood educators*
- the elimination of tuition fees for adult basic education and English language learners*
- restoration of funding for K-12 public education*
- a new capital investment plan focused on building new schools*
- greater assistance for students attending post-secondary programs*

*The following quote from the throne speech perhaps best summarizes the intent of government:*

*“Education is one of your government’s highest priorities. There is no greater or more important investment we can make in our economy and our future. Education is the key to opportunity for young people to realize their full potential.*

*Your government will fix the problems in our education system, and invest in student success. The September budget update will take our first steps toward restoring proper funding for B.C. classrooms, and give students the supports they need to succeed.*

*This government’s priority is making sure children are ready to learn, and have classrooms to learn in, as B.C. moves toward full implementation of class size and composition requirements.”*

*The BCSTA is encouraged by the promise of new programs as well as the overall commitment to public education. In order for all of these initiatives to come to fruition, government must provide the necessary additional funding and policy changes to support them. It will also be critical that boards of education are directly involved in both the planning and implementation of each initiative.*

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Certainly, our hope would be that government would also commit to co-construction of new programs under consideration for placement within school districts. As co-governors of public education, boards of education should have the opportunity to participate in the design and initiation of any programs or responsibilities to be added to the school districts they oversee.

Thank you for the opportunity to present to you today. Please be assured that the BC School Trustees Association and our member boards are committed to working with government to find meaningful and effective answers to these concerns. We are committed to being part of the solution and not just a requester of additional dollars.

I would be happy to answer any questions you might have.

*Gordon Swan - BCSTA President*

## Summary of Recommendations by the BC School Trustees Association

1. Increase general operating grants to school districts by the rate of inflation each year, and allow boards of education to determine how this funding is spent.
2. Eliminate the current requirement for forced administrative savings by school districts, and return the \$29 million to local budgets.
3. Cover the full cost of implementing and maintaining the Next Generation Network so that school districts do not have to subsidize the project.
4. Substantially increase the \$110 million Annual Facilities Grant to school districts toward supporting increased school maintenance and facilities improvement.
5. Increase learning resource grants to school districts by at least the previous commitment of an additional \$30 million per year.
6. Provide boards of education with increased flexibility to spend their budgets as determined by local priorities. Eliminate requirements for 'one size fits all' spending as well as targeted grants.
7. Increase spending on school capital projects to address the backlog of needed new schools, seismic upgrades and replacement facilities in accordance with a multi-year 'needs' based budget.
8. Consult directly with boards of education regarding the planning and implementation of new programs or initiatives that might have a direct or indirect impact on the K-12 education system, including additional funding requirements. This should include initiatives to address the needs of Indigenous students, students with special needs, immigrants, children in care, individuals from disadvantaged backgrounds and those who live in remote locations.
9. Identify and address current barriers to the effective and efficient spending of existing budgets by school districts. Wherever possible, provide increased flexibility to ensure boards of education can direct spending to meet local priorities and the needs of students.
10. Emphasize and reinforce the co-governance relationship between boards of education and the Ministry of Education for the oversight of B.C.'s school districts, including identifying future budget priorities and related policy decisions.
11. Continue to invest in B.C.'s public education system as a means of achieving both current and future provincial goals for a society that is rich, both culturally and economically.



# BCTF

**British Columbia Teachers' Federation** A Union of Professionals  
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 [bctf.ca](http://bctf.ca)  
604-871-2283 1-800-663-9163  
Executive Offices fax: 604-871-2290

**MEMO TO:** School Board Chairpersons  
**FROM:** Glen Hansman, President  
**DATE:** October 6, 2017  
**SUBJECT:** **A brief to the Select Standing Committee on Finance and Government Services**

On behalf of the BCTF, I am pleased to provide a copy of the Federation's brief to the Select Standing Committee on Finance and Government Services. We've also posted the brief online at the Briefs and Positions Papers [bctf.ca/BriefsAndPositionPapers.aspx](http://bctf.ca/BriefsAndPositionPapers.aspx) so that it can be easily shared with others. We are also sending *Priorities for Public Education*, a brief to the Ministry of Education on a range of important topics in education.

The BCTF recommends that government improve the conditions in BC public schools through the following:

**Provide support for implementing new curriculum**

1. That the Ministry of Education fully and sustainably fund curriculum change. The multi-year curriculum implementation plan must make clear commitments to funding and support for curriculum change including teaching resources and equitable access to technological networks, supports, and tools that meet curricular demands.
2. That the Ministry of Education provide grants to school districts based on a minimum of \$1,500 per teacher per year (\$60 million) for each of three years to support time and learning resources needed for the implementation of the redesign of the entire curriculum from Kindergarten to Grade 12.
3. That the Ministry of Education work with the BCTF to plan and fund a wide variety of in-service opportunities in all areas of the province to support the implementation of the new curriculum and the enhanced Aboriginal content.
4. That the Ministry of Education provide funding for an expanded TeachBC, a resource database of materials developed by teachers for the new curriculum.

**Provide funding for teaching resources**

5. That the Ministry of Education allocate funds for teacher-selected learning resources required to meet existing and new curricular demands.
6. That the Ministry of Education work with the BCTF and others to co-ordinate, develop, and make available the necessary teaching resources to address the enhanced Aboriginal content in the revised curriculum and the sexual health components of the Physical and Health Education curriculum.

**Provide the resources needed to support successful inclusion**

7. That the Ministry of Education provide stable, predictable, and adequate funding to enable school districts to fulfill their responsibility to provide:
  - early and timely identification and designation of students with special needs.
  - adequate wrap-around services and supports, including full team complement staffing, services, and technology (e.g., learning support teachers, psychologists, special needs assistants, occupational therapists, Special Education Technology BC).

8. That the Ministry of Education increase availability of and access to professional development, in-service, and specialist training for both general and specialist teachers on inclusive education theory and practice.

**Review and revise the education finance system**

9. That the Ministry of Education carry out a public review of the public education finance system based on the principles of adequate, stable and predictable funding.

**Accelerate capital funding for building and seismic upgrading of schools**

10. That the Ministry of Education adopt an aggressive timetable for capital expenditures that meet the needs for more schools and for mitigating seismic dangers.

**Support the recruitment, retention, and mentorship of teachers**

11. That the Ministry of Education work with the BCTF to initiate a series of recruitment and retention initiatives to address the immediate needs in school districts around the province in filling both contract positions and in ensuring sufficient numbers of teachers teaching on call (TTOCs) are available.
12. That the Ministry of Education approve the funding to continue the BC New Teacher Mentorship Project to support teachers new to the profession or in new roles, such as inclusion support teachers.
13. That the Ministry of Education provide a significant funding increase and policy guidelines dedicated to teacher recruitment strategies and incentives for all BC public school districts.

**Expand Adult Education**

14. That the Ministry of Education increase the number of courses that are funded by government in Adult Education to reflect a range of educational needs and interests that help create an educationally enriched society as well as improved employment opportunities for individuals.
15. That the Ministry of Education provide funding to school districts for adult students on an equivalent basis to students in K-12.

**Eliminate public funding for private schools**

16. That the Ministry of Education adopt a schedule for the reduction of the level of funding of private schools over several years, beginning with the elite private schools in the Group 2 category that receive 35% funding.

**Track changes in the relationship between funding and staff and educational services**

17. That the Ministry of Education make data available on a timely basis to allow for the tracking of and reporting on how funding is related to staffing and educational services.

The briefs go into detail in explaining our recommendations.

I hope you will take time to read the brief and get in touch with us with any questions or suggestions so that we can work together on behalf of BC students and their families.

Teachers want to play an important role in improving our public education system and making schools safe and caring communities of learning.

Enclosure

GH:jw:feu

CCD17-0093



BOARD POLICY NO. 6033  
(will also replace Board Policies 6031: Staff  
Attendance and 6032: Return to Work)

**EMPLOYEE ASSISTANCE- HEALTH, WELLNESS, AND  
ATTENDANCE**

**POLICY**

The Board of Education values its employees and is committed to making offers of assistance to employees whose performance is affected by health and well-being issues which have an effect on an employee's job performance. Health will include physical and mental health. Well-being issues may include, but are not limited to, family and marital concerns, alcohol and chemical dependencies, financial and legal problems.

**REGULATIONS**

1. All offers of assistance will be strictly confidential.
2. Any information related to requests for assistance or treatment will be kept strictly confidential.
3. Records related to assistance or treatment will be segregated from an employee's personnel records.
4. Absences needed for counseling or treatment will be covered by the sick leave provisions in the respective collective agreements and employment contracts.
5. The Board and employee may arrange for extended absences under the provisions of sick leave, holiday or leave without pay as appropriate to the specific health or well-being issue and in concert with provisions of the respective collective agreement contracts.
6. An employee's continued employment is dependent on their job performance and any performance evaluation is not affected by offers or, or requests for, assistance.

**Purpose**

**The Board of Education recognizes the contribution each employee makes to the achievement of the District's goals and provision of services.**

**The Board of Education believes that employee attendance at work is important and is committed to promoting employee attendance, health and wellness in positive and proactive ways wherever possible by:**

1. **encouraging employees to pursue personal pathways to health and wellness;**
2. **promoting early intervention strategies to support improved employee attendance health and wellness;**
3. **utilizing programs and practices that allow employees to remain active and healthy in their work or to return to work successfully following a period of absence; and,**
4. **applying the Employee Attendance Support Program in a consistent and supportive manner.**

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### RECRUITMENT AND SELECTION OF EXEMPT STAFF

Page 1 of 2

*(Formerly Policies 6200 and 6210)*

#### **Purpose**

The Board of Education believes that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees.

The Board of Education, in the case of the Superintendent of Schools, will assume sole responsibility for initiating the recruitment process. The Superintendent of Schools, in all other instances, will assume sole responsibility for initiating staffing processes. The Superintendent of Schools may delegate exempt staffing responsibilities to other senior staff.

The Board of Education accepts that a periodic change of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole. The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths and a transfer of a principal/vice-principal may enable a school to benefit from these strengths.

Recognizing that an indicator of performance is past performance, the Board of Education expects that references are thoroughly canvassed. It shall be the Superintendent of School's responsibility to ensure that candidates' credentials are verified.

The Superintendent of Schools will notify the Board of Education of all exempt staff appointments as soon as possible after these appointments are made.

#### **Guidelines for Selection of Staff**

1. **Selection of the Superintendent of Schools/Chief Executive Officer:**
  - a. A committee composed of all available Board members and chaired by the Board Chairperson will meet with the Director of Human Resources to discuss the recruitment process and develop the desired qualifications, skills and characteristics for the position.
  - b. The Board will assess the District succession plan and make a determination as to its impact on the recruitment process.
  - c. Should circumstances warrant, the position may be advertised locally, provincially, and nationally.
  - d. The Board may choose to hire a consultant to assist in the recruitment and selection process.
  
2. **Selection of All Other Exempt Staff:**
  - a. The Superintendent of Schools will establish a suitable selection process in consultation with the Director of Human Resources.
  - b. The Superintendent of Schools will assess the District succession plan, and make a determination as to its impact on the recruitment process.
  - c. The Board of Education will be apprised of the selection process and invited to participate as it sees fit.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RECRUITMENT AND SELECTION OF EXEMPT STAFF

Page 2 of 2

**3. Administrative Staffing Plan**

- a. The Superintendent of Schools will, each spring, present an Annual Administrative Staffing Plan to the Board of Education outlining the principal/vice-principal assignments for the upcoming school year.

**Reference:**

- *Board Policy 6010: Recruitment and Selection of Exempt Staff*





VACATION EXTENSIONS - TEACHERS

POLICY

The Board of Education believes that in general all teaching staff should be present in schools before and after each vacation break (**Winter, Spring or Summer**). **For this reason, teachers will not normally be granted leave to extend these break periods** subject to the terms of the Mount Arrowsmith Teachers' Association (MATA) Collective Agreement.

REGULATION

- ~~1. No teacher shall normally be granted extension of vacation leave immediately before or after Christmas, Spring, Easter or Summer breaks.~~
- ~~2. Should special circumstances exist, a teacher may make application for Leave Without Pay to the Assistant Superintendent of Schools for a time just prior or immediately after a vacation break. Subject to the educational and operational needs of the school, such leave request may or may not be approved.~~

**Reference:**

- *Mount Arrowsmith Teachers' Association (MATA) Collective Agreement*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

Page 1 of 2

*(Previously Board Policies 6030.9 and 6055)*

**Purpose**

The Board of Education encourages its employees to participate in a wide range of community service organizations and recognizes the right of these employees to seek public office.

**Emergency Services**

1. In cases where staff members are giving emergency services on a voluntary basis and find it impossible to report for duty because of fatigue which has resulted from extended late night duties related to such service, then the employee may be granted, on request to the appropriate ~~Administrative Officer or Department Manager~~ **Director of Human Resources**, one day's leave of absence with pay.
2. In cases where staff members are called to provide voluntary community service in the event of an emergency or catastrophe, the employee may be granted on request such leave of absence with pay as ~~district administration~~ **the Superintendent of Schools or designate** deems appropriate.

**Public Office**

During leaves of absence granted under this policy **these procedures**, an employee shall be relieved of all the duties and responsibilities required by his/her position and he/she may be replaced during his/her absence by another acting or temporary employee.

Annual leave may be taken in conjunction with a leave of absence.

Leaves of absence under this policy **these procedures** cannot be terminated during its term without the express consent of the Board.

When an employee, who is a candidate for public office, has not applied for a leave of absence and when, in the opinion of the Board, his/her campaign is interfering with the performance of the duties and responsibilities required by the employee's position, he/she shall be so informed by the Board and he/she shall forthwith make arrangements satisfactory to the Board or else be subject to dismissal for cause.

**Election to Federal Parliament**

An employee elected as a Member of Parliament shall be granted a leave without pay for the duration of one term in office.

On termination of office as a Member of Parliament, a former employee of the Board shall receive priority of placement but not necessarily in his/her former position.

**Election to Provincial Legislature**

On taking office as a Member of the Legislative Assembly of the Province of British Columbia, an employee of the Board shall, for two (2) terms of office, be granted a leave without pay.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

Page 2 of 2

On termination of office as a Member of the Legislative Assembly of the Province of British Columbia, a former employee of the Board shall receive priority of placement but not necessarily in his/her former position.

#### **Election to Municipal Council**

It is presumed that service on a Municipal Council will not interfere greatly with the usual performance of an employee's duties and responsibilities. As an employee of the Board it is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel them him/her to devote their his/her full capacities to their public duties and responsibilities. The Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten working days he/she is absent.

#### **Election to Public Office**

It is presumed that service in other public offices will not interfere greatly with the usual performance of an employee's duties and responsibilities as an employee of the Board. It is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel the employee to devote his/her full capacities to his/her public duties and responsibilities. The Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten days he/she is absent.

It is the intent of these Regulations procedures to permit the School Board's employees to participate in public affairs benefiting the public and concurrently to protect the interests of the Board, the persons it employs and the public it serves.

#### **Leave of Absence for Political Campaigns**

On being duly accepted as a candidate for public office, whether it be for Federal Parliament, the Provincial Legislature, the Municipal Council or other public office, an employee of the Board may apply to the Board in writing for a leave of absence to conduct his/her campaign. The Board shall grant a continuous leave of absence as requested for up to sixty (60) calendar days and shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day that he/she is absent.

The reduction in salary is implicit in the application for leave of absence notwithstanding any other salary agreement that exists between the Board and the employee concerned and it is also implicit that the full or normal salary shall be pro-rated according to the length of the leave of absence. The nominal salary of One Dollar (\$1.00) per working day is intended to protect the employee's status as an employee of the Board.

#### **References:**

- *MATA Collective Agreement; Article G.28, Leave for Elective Office*

*(Note: Where there is an inconsistency or conflict in interpretation or meaning between the Regulations procedures and the MATA Collective Agreement, the wording of the Collective Agreement is applicable to teachers)*



The Board of Education expects the highest standards of conduct from its employees and views such behaviour as paramount in developing and maintaining the public's trust and confidence in the District.

The Board firmly believes that employees must, in the performance of their duties, conduct themselves honestly, with personal integrity, avoiding any conflict of interest.

Employees shall avoid any situation or activity that compromises, or may be perceived as compromising their judgment or ability to act fairly, without bias and in the best interest of the District.

The requirements for compliance with the high standards of conduct established by the Board are a condition of employment. Employees are expected to comply with the standards and expectations expressed in this policy **and its attendance Administrative Procedure** and to generally exhibit these qualities and values within their daily activities as they relate to district business.

**References:**

- *Administrative Procedure: Conflict of Interest*
- *School District #23 – (Central Okanagan) Policy 390*

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### CONFLICT OF INTEREST

Page 1 of 3

#### **Understanding Conflict of Interest**

The issue of conflict of interest is a delicate one that must be handled with the utmost care and consideration for employees while still adhering to an unwavering commitment to high standards of employee conduct including but not limited to the following:

District employees have a duty of loyalty to the District as their employer. This duty requires employees to provide services to the best of their ability regardless of their own personal perspectives of Board direction or policy.

The honesty and integrity of District employees must be above reproach and coupled with impartiality in the conduct of their duties to ensure that their actions are above public suspicion.

The actions and conduct of employees must be such as to instill within the public a sense of trust and confidence in the District.

It is essential that employees recognize their responsibility to ensure that confidential information received as a result of employment with the District remains confidential, and not be divulged to anyone other than individuals authorized to receive such information. This includes confidential information received verbally or in written or electronic form. Disclosure of confidential information may put employees in a position of conflict of interest, and great care must be taken when communicating with individuals both inside and outside of the District.

A conflict of interest may also occur when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired
- the employee's actions or conduct could undermine or compromise the public's confidence in the employee's ability to discharge work responsibilities
- the trust that the public places in the public service **is undermined**

#### **Expectations for Employees**

Employees are expected to request a determination of the Superintendent before engaging in any activity which might reasonably give rise to questions about a possible conflict of interest.

The Superintendent is expected to request a determination of the Board before engaging in any activity that might reasonably give rise to questions about a possible conflict of interest.

A breach of the conflict of interest policy is considered to be a serious breach of an employee's obligations and as a result, **may result in discipline up to and including dismissal.**

While the Board recognizes the right of public service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their job-related duties.

Employees are to disqualify themselves as participants in personnel decisions when their objectivity would be compromised for any reason, benefit or perceived benefit which could accrue

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### CONFLICT OF INTEREST

Page 2 of 3

to them. For example, employees are not to participate in staffing actions involving direct relatives or persons living in the same household.

Upon accepting a position in the District, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

#### **Representative Examples of Conflict of Interest**

Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses District property or the employee's position to pursue personal interests.
- An employee is under obligation to a person who might benefit from or seek to gain special consideration or favour.
- An employee, in the performance of duties, gives preferential treatment to an individual, corporation or organization, including a non-profit organization, in which the employee, a relative or friend of the employee has an interest, financial or otherwise.
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment.
- An employee benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals or appointments) an employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of their employment in the District other than the exchange of normal hospitality between persons doing business together or gifts to persons participating in public functions.

Employees are in a conflict of interest when dealing with direct relatives or individuals who permanently reside with them when the following working relationships exist:

- A reporting relationship exists where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters.
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the employer's interest.

The above restriction on working relationships may be waived provided that the Superintendent or Secretary-Treasurer is satisfied that sufficient safeguards are in place to ensure that the employer's interests are not compromised.

Employees may engage in remunerative employment with another employer, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities without there being a conflict of interest, provided it does not:

- Interfere with the performance of their duties as an employee of the District.
- Bring the District into disrepute.
- Represent a conflict of interest or create the reasonable perception of a conflict of interest.
- Appear to be an official act or to represent District direction or policy.
- Involve the unauthorized use of work time or District premises, services, equipment or supplies to which they have access by virtue of their employment with the District.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

CONFLICT OF INTEREST

Page 3 of 3

- Gain an advantage or appear to gain an advantage that is derived from their employment with the District.

**Duty to Report**

Employees shall promptly report any fact or circumstances of which they become aware that might give rise to a real or perceived conflict of interest. Reports shall be made in writing to the employee's Principal or Supervisor.

An employee who alleges conflict of interest on the part of another employee, may report this to their Principal or Supervisor, in writing. If the employee whose actions are being questioned is the direct Supervisor, the matter may be reported to the Superintendent of Schools or Secretary-Treasurer.

A Principal or Supervisor who receives a written report of an alleged conflict of interest will seek guidance from the Superintendent or Secretary-Treasurer.

**References:**

- *Board Policy 6170: Conflict of Interest*
- *School District #23 – (Central Okanagan) Policy 390*



**LEAVE OF ABSENCE: COMMUNITY SERVICE**

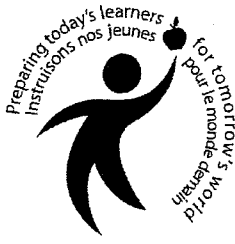
**POLICY**

The Board of Education encourages employees to participate in a wide range of community service organizations.

**REGULATIONS**

1. In cases where staff members are giving emergency services on a voluntary basis and find it impossible to report for duty because of fatigue which has resulted from extended late night duties related to such service, then the employee may be granted, on request to the appropriate Administrative Officer or Department Manager, one day's leave of absence with pay.
2. In cases where staff members are called to provide voluntary community service in the event of an emergency or catastrophe, the employee may be granted on request such leave of absence with pay as district administration deems appropriate.



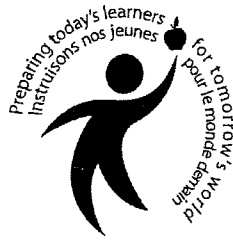


**POLICY**

In recognizing the contribution each employee makes to the achievement of the district's goals and services the employees provide to its students, the Board of Education encourages and promotes a healthy lifestyle for staff and is committed to initiatives and measures designed to facilitate employee attendance.

**REGULATIONS**

1. The Board expects employees to attend work on a regular and consistent basis and is committed to making every reasonable effort to assist employees in achieving and maintaining exemplary attendance.
2. The Board supports programs and practices that aid in returning employees safely to the workplace.
3. The Board also promotes early intervention to assist employees in dealing with attendance problems.



**POLICY**

The Board of Education encourages the return of employees to the workplace in a safe, timely and efficient manner.

The Board of Education supports a gradual return to work plan when applicable and where possible. The purpose of this plan is to support the rehabilitation process of employees with the objective of returning to work as per the Human Rights Code.

**REGULATION**

The District will review each individual case in consultation and with the approval of the Unions in an attempt to develop a gradual return to work plan.

Some of the options which may be considered in the work plan are: mentoring by fellow Union members, physical accommodation within the worksite, different worksite/locations, and accommodation as to hours of work. This plan will be reviewed at regular intervals by both parties.

The staff at the worksite will be made aware of the supportive nature of the employee's placement prior to that placement.



**POLICY**

The Board of Education recognizes the right of staff members to seek election to public office.

**REGULATIONS (see note following Reference)**

During leaves of absence granted under this policy, an employee shall be relieved of all the duties and responsibilities required by his/her position and he/she may be replaced during his/her absence by another acting or temporary employee.

Annual leave may be taken in conjunction with leave of absence.

Leaves of absence under this policy cannot be terminated during its term without the express consent of the Board.

When an employee, who is a candidate for public office, has not applied for leave of absence and when, in the opinion of the Board, his/her campaign is interfering with the performance of duties and responsibilities required by the employee's position, he/she shall be so informed by the Board and he/she shall forthwith make arrangements satisfactory to the Board or else be subject to dismissal for cause.

**Election to Federal Parliament:**

An employee elected as a Member of Parliament shall be granted a leave without pay for the duration of one term in office.

On termination of office as a Member of Parliament, a former employee of the Board shall receive priority of placement but not necessarily his/her former position.

**Election to Provincial Legislature:**

On taking office as a Member of the Legislative Assembly of the Province of British Columbia, an employee of the Board shall, for two (2) terms of office, be granted leave without pay.

On termination of office as a Member of the Legislative Assembly of the Province of British Columbia, a former employee of the Board shall receive priority of placement but not necessarily his former position.

**Election to Municipal Council:**

It is presumed that service on a Municipal Council will not interfere greatly with the usual performance of an employee's duties and responsibilities as an employee of the Board it is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel them to devote their full capacities to their public duties and responsibilities and the Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten working days he/she is absent.

**Election to Public Office:**



It is presumed that service in other public offices will not interfere greatly with the usual performance of an employee's duties and responsibilities as an employee of the Board but it is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel the employee to devote his/her full capacities to his/her public duties and responsibilities and the Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten days he/she is absent.

It is the intent of these Regulations to permit the School Board's employees to participate in public affairs benefiting the public and concurrently to protect the interests of the Board, the persons it employs and the public it serves.

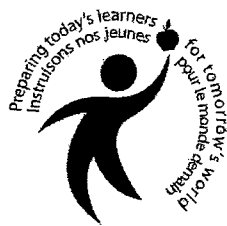
**Leave of absence for Political Campaigns**

On being duly accepted as a candidate for public office, whether it be for Federal Parliament, the Provincial Legislature, the Municipal Council or other public office, an employee of the Board may apply to the Board in writing for leave of absence to conduct his./her campaign and the Board shall grant a continuous leave of absence as requested for up to sixty (60) calendar days and shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day he/she is absent.

The reduction in salary is implicit in the application for leave of absence notwithstanding any other salary agreement that exists between the Board and the employee concerned and it is also implicit that the full or normal salary shall be pro-rated according to the length of the leave of absence. The nominal salary of One Dollar (\$1.00) per working day is intended to protect the employee's status as an employee of the Board.

**Reference:** MATA Collective Agreement  
Article G.10, Leave for Elected Office

**(Note:** Where there is an inconsistency or conflict in interpretation or meaning between the Regulations and the MATA Collective Agreement, the wording of the Collective Agreement is applicable to teachers)



**STUDENT RELEASE FROM SCHOOL DURING SCHOOL HOURS**

**POLICY**

The Board of Education recognizes a responsibility to provide safeguards to ensure that students who are permitted to leave school upon a specific request are released into the custody of appropriate adults.

**REGULATIONS**

1. Schools must record the name(s) of the parent or legal guardian of each student.
2. Students are to be released from school only into the custody of their parents or legal guardians.
3. With the written permission of the parents or legal guardians, students may be released into the custody of other designated persons.
4. The principal or staff teacher in charge shall be certain of the identity of any person requesting release of a student from school, before the student is released.

RESERVED



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 7045

### STUDENT ABSENCE

#### POLICY

The Board of Education believes that it is the responsibility of the home and the student to establish positive attendance patterns. The Board of Education recognizes the responsibility of the schools in the district to inform the parents of students of absenteeism.

#### REGULATIONS

1. Elementary and middle schools within the District will establish routines so that, where practicable, a reasonable effort is made to contact immediately each home by telephone when the cause of a student absence is unknown to the school officials.
2. Secondary schools will establish routines to inform parents, on a needs basis, of students who display unsatisfactory attendance patterns.

RESERVED



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 7050

### GRANTS TO STUDENTS

#### POLICY

The Board of Education supports the concept of student participation in provincial or national conferences which are organized to promote a better understanding of the cultural, political, geographical, or social fabric of our country. The Board of Education may provide financial grants to students who attend such gatherings.

#### REGULATIONS

1. Recommendations for funding shall be made to the Superintendent of Schools during the annual budget process.
2. Schools, through their Principals, may apply to the Board for support grants for students who attend such conferences.
3. Applications for grants shall be made in writing to the Superintendent of Schools.



## POLICY

The Board of Education supports the attendance of International Students in School District 69 as part of a well-managed International Student Education Program which is designed to foster intercultural and international understanding, to generate supplementary revenues for the district, where appropriate, and to provide a means of supplementing or adjusting school enrollments, where organizationally helpful

## REGULATIONS

### 1. FOUNDATION PROCEDURES

- 1.1 The Superintendent and/or designate has the sole authority to approve the acceptance and enrolment in District schools of those international students who would not qualify for enrolment in this district except under the provisions of this Policy.
- 1.2 All international students new to the District must register at the District International Student Education Office.
- 1.3 The International Student Education Office shall determine whether a student will be admitted with or without tuition fees.
- 1.4 Fees will be reviewed as necessary by the Board of Education and will be outlined in the "Fee Schedule" section of the Qualicum International Student Program Manual. International student fees may vary from year to year and may be based on:
  - market conditions
  - the cost of providing direct services to students
  - the costs of administering the program
  - the budgetary decisions of the Board of Education.

### 2.0 ENROLMENT OF STUDENTS WITH AN IMMIGRATION RECORD (BILL) OF LANDING

#### 2.1 Enrolment of Immigrant Students WITHOUT FEE

A student who possesses an immigrant record (bill) of landing, including those whose parents possess a Work Visa, or who has applied for permanent residence and can substantiate this with documentation such as a letter of approval in principle from a recognized Canadian authority, will be admitted without fee provided that: (a) the student is ordinarily resident in the district, and (b) the "parent or legal guardian" (as defined in Canadian family law) is ordinarily resident in British Columbia. The phrase "ordinarily resident" is defined here as living in a family setting where the student resides with a mother, and/or father or legal guardian where the family intends to make its permanent home in the District.





## 2.2 Enrolment of Immigrant Students WITH FEE

A student who possesses an immigration record (bill) of landing but who is unable to meet the requirements of 2.1 (above) may be enrolled on a fee-for-service basis pursuant to Procedure 1 (above) and under the terms of the "Fee Schedule" outlined in the Qualicum International Student Program Manual.

## 3.0 ENROLMENT OF INTERNATIONAL STUDENTS

### 3.1 Enrolment of international students WITHOUT FEE.

A student may be eligible for Ministry of Education funding and enrolled without fee if he/she qualifies under any of the following categories:

3.1.1 The student possesses a valid Study Permit and is participating in a recognized, non-profit reciprocal student exchange program such as that operated by Rotary International (one student in/out of the District at the same time with personal liability coverage provided by the exchange program), or,

3.1.2 The student possesses a valid Study Permit and whose parent or legal guardian has been admitted to Canada on a Study Permit or Work Permit and is resident in School District 69 (Qualicum) on September 30 of any given school year; or,

3.1.3 The student qualifies under such additional categories as may be stipulated by the Ministry of Education. It shall be the responsibility of the International Student Education Department to ensure that District practice is in keeping with current Ministry rules and guidelines.

### 3.2 Enrolment of International Students WITH FEE.

An International Student who does not qualify for enrolment in District schools without fee (3.1, above) may be granted permission to attend District schools as a fee-paying international student

#### 3.2.1 Making Application

In order to be enrolled, the student and parent(s)/guardian(s) must make formal application to enroll through the District International Student Education Office and must meet the following requirements:

- a. The appropriate District 69 application forms must be completed in full.
- b. Documentation as outlined in the application forms must be provided.
- c. A non-refundable Application Processing Fee under the terms of the Fee Schedule must be paid in full.
- d. Past school records for the student covering at least the previous two years must be provided.
- e. The International Student Program is intended for students aged 13 to 19 years; if the student is younger than 13 years of age, special consideration must be requested and he/she may be enrolled at the discretion of the Superintendent and/or designate.

#### 3.2.2 Payment of Tuition Fees



With the exception of the rare circumstances provided for in 3.2.2.d (below) the student shall pay tuition fees in full to the district upon verification of acceptance as follows:

- a. Tuition fees will be levied according to the current fee schedule set annually by the Board of Education and outlined in the "Fee Schedule" section of the Qualicum International Student Program Manual.
- b. Tuition will be pro-rated in cases where the Superintendent and/or designate has granted special permission for a student to enroll for less than one year.
- c. If a student requires additional services owing to a special need or needs, additional fees may be levied at the discretion of the Superintendent and/or designate.
- d. Similarly, if a student requires additional English as a Second Language (ESL) educational support services, additional fees may be levied by the District.
- e. In special circumstances the Superintendent and/or designate may approve alternate payment plans for individual students, such as payment of an initial sum with subsequent installments.

### 3.2.3 Letter of Acceptance

Upon receipt of fees, the Superintendent and/or designate shall issue an official letter of acceptance which the student must present to the Canadian High Commission, Canadian Embassy or Canadian Consul in his/her home country for the purpose of having Citizenship and Immigration Canada issue a Student Authorization/Study Permit.

### 3.2.4 Enrolment in a District School.

Enrolment in a District School will be effected by the Superintendent and/or designate upon presentation to the District of proof of the existence of a Citizenship and Immigration Canada Student Authorization/Study Permit.

### 3.2.5 Refunds

- a. The Application Processing Fee is non-refundable.
- b. All requests for refunds must be in writing.
- c. A full refund of all fees, with the exception of the Application Processing Fee, will be paid only if a Student Authorization/Study Permit is not issued by Citizenship and Immigration Canada. In order to qualify for a refund under these circumstances, the student must submit copy of a letter of rejection from Citizenship and Immigration Canada.
- d. A full refund of tuition - less the Application Processing Fee and the Homestay Placement Fee - will be granted if the student withdraws from the program prior to the start of the school year.
- e. A 60% refund of tuition fees - less the Application Processing Fee and the Homestay Placement Fee - will be granted if the student withdraws before October 1 in any given school year.



- f. A 30% refund of tuition fees - less the Application Processing Fee and the Homestay Placement Fee - will be granted if the student withdraws after October 1 and before February 1 in any given school year.
- g. After February 1 no refund will be granted.
- h. In circumstances where a student is dismissed from the program or counseled to leave due to rule violations or for other reasons the District will apply the rules of fairness in deciding what level of refund ought to apply. It is understood in these circumstances that no student or family has the right to expect a full refund of fees.
- i. A full refund of tuition - less the Application Processing Fee and the Homestay Placement Fee - will be granted and pro-rated on a monthly basis if the student incurs a change in his/her immigration status which is clearly beyond his/her control after being accepted into and beginning the program.

### 3.2.6 Comprehensive Health and Accident Insurance

All international students must have comprehensive health and accident insurance.

- a. The Fee Schedule for international students will contain a statement of the insurance premium which must be paid by students to cover the duration of the student's enrolment.
- b. The International Student Education Department shall register the student with MSP (British Columbia Medical Services Plan) or with a private insurance carrier in cases and for time periods when students do not qualify for MSP coverage.
- c. Because of the challenges associated with monitoring regular slight changes to MSP premiums, it is policy to balance any small overpayments with small underpayments and to allow any surplus remaining in the insurance trust account at the end of the school year to revert to the District.

### 3.2.7 Legal Custodianship

To comply with the guideline imposed by Citizenship and Immigration Canada that all international students must be in the care of a "custodian", the District is deemed to be the "custodian" of international students. The official designated to act as "custodian" for the District shall be the Superintendent, the Superintendent's designate or an agency sponsoring the student.

### 3.2.8 Homestay Placements for International Students

All international students must reside in living arrangements approved by the District. For most students this will be in a homestay arranged and directly supervised by the International Education Department.

- a. Homestay families will be approved for hosting through an application process that includes an interview with the family and an inspection of the home.



- b. All persons over the age of 19 years living in the home are required to submit to a criminal record check.
- c. The host parent will sign a Homestay Agreement and a Homestay Remuneration Agreement with the District. These agreements which stipulate the responsibilities of both parties to the agreements - the District and the homestay family - as well as the monthly payment schedule are subject to periodic review and are contained for reference, along with application forms and interview expectations, in the Qualicum International Student Program Manual.

### 3.2.9 Homestay Fees

- a. Except in special circumstances which must be approved by the Superintendent and/or designate, the student will pay to the District upon his/her arrival in the District the full amount of the homestay/room and board fee for the school year. The amount paid by the student will be held in trust by the District and paid by the District to the homestay family on the first day of each month throughout the period of the homestay. The homestay family may not demand any other fee for service.
- b. It is understood that students in a homestay setting may create additional costs for the homestay family which are the responsibility of the student and are not covered in the agreement, such as, for example, telephone bills and internet use fees. The District expects that students will promptly settle these accounts directly with the homestay family on a monthly basis.

### 3.2.10 Extending the Student's Period of Study Beyond One Year

Students may be permitted to continue their study period beyond one year at the discretion of the Superintendent and/or designate provided that they have the specific recommendation of their school Principal. If permission to continue is granted, the District will issue an official letter of acceptance to facilitate the student receiving an extension of his/her Student Authorization/Study Permit from Citizenship and Immigration Canada. The student is expected pay all tuition, insurance and homestay fees for the next year by September 1 of any given school year.

**TRUSTEE ITEM**

a. **Letter to Ministers of Education and Finance**

(Trustee Austin)

***Rationale:***

The BC *School Act* reads:

*Part 6 65(1.1) A board is responsible for the improvement of student achievement in the school district.*

and

*Part 8 111(3) estimated expenditures in the annual budget must not exceed estimated revenues*

The task of improving student achievement while at the same time maintaining balanced annual budgets often places Boards of Education in the position of making difficult decisions. In order for the goals of the BC Ed Plan to be fully realized and sound capital planning to take place, there would be value in providing Boards of Education with broader financial planning windows. School district programs, cost saving initiatives (including capital projects) and other services may need more than one year to realize savings and/or generate additional revenues.

In the past few years School District 69 (Qualicum) with the support of the Vancouver Island School Trustees Association (VISTA) and the British Columbia School Trustees Association (BCSTA) have all passed motions that had embedded within them a request to the provincial government to work with school districts to amend the *School Act* to reflect the realities of budgeting for 21<sup>st</sup> Century Learning.

With the formation of a new provincial government, we hope to revisit this concept and begin conversation to move this initiative forward.

***Recommendation:***

**THAT** the Board of Education of School District 69 (Qualicum) write a letter to Education Minister Rob Fleming and Finance Minister Carole James outlining the proposal to amend the *School Act* to better reflect opportunities for Boards of Education to submit a deficit budget based on sound financial planning. This will facilitate more flexibility to address student needs as well as support more effective capital planning.