



REGULAR BOARD MEETING AGENDA

TUESDAY, NOVEMBER 28, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

2. **CALL TO ORDER AND INTRODUCTIONS**

3. **ADOPTION OF THE AGENDA**

Recommendation:

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

4. **APPROVAL OF THE CONSENT AGENDA**

- | | | |
|----|--|---------|
| a. | Approval of Regular Board Meeting Minutes: October 24, 2017 | p 1-10 |
| b. | Ratification of In Camera Board Meeting Minutes: October 17, 2017 | p 11 |
| c. | Final approval for a Kwalikum Secondary School student field trip to Japan in March 2018 | p 12-19 |
| d. | Final approval for a Ballenas Secondary School student field trip to Japan in March 2018 | p 20-26 |
| e. | Final approval for a Ballenas Secondary School student field trip to Nicaragua in March 2018 | p 27-32 |
| f. | Ministry News | |
| | • Standing up for inclusion | p 33 |
| | • High five an apprentice: It's Apprenticeship Recognition Week in BC | p 34-35 |
| | • Investing in education helps students succeed | p 36-37 |
| | • British Columbia celebrates International Education Week | p 38 |
| | • Sign your children up today for the BC Training and Education Savings Grant | p 39-40 |
| g. | Reports from Board Representatives to Outside Organizations | |
| | • BCSTA Provincial Council – Trustee Flynn | p 41-42 |
| | • Ministry of Education Partner Liaison Meeting – Trustee Flynn | p 43 |
| | • BCSTA Board Chairs Meeting – Trustee Flynn | p 44 |
| | • Tribune Bay Outdoor Education Centre Society – Trustee Austin | p 45 |
| | • Oceanside Building Learning Together Coalition– Trustee Austin | p 46 |
| | • District 69 Recreation Commission – Trustee Young | p 47 |
| | • Indigenous Education Services Committee – Trustee Young | p 48 |
| h. | Status of Action Items - November 2017 | p 49 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of November 28, 2017, as presented (*or, as amended*).

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5. **DELEGATIONS/PRESENTATIONS (10 MINUTES)**
 - a. **Core Competencies - Kwalikum Secondary School** (Gillian Wilson)
 - b. **Kwalikum Secondary School Solar Project** (Chris Dempster)

 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. **Statement of Financial Information (SOFI) Report** (Ryan Hung) p 50-66
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) receive the Statement of Financial Information (SOFI) Report for the year ended June 30, 2017.

 13. **INFORMATION ITEMS**
 - a. **Educational Programs Update** (Gillian Wilson)
 - b. **Education Planning Update** (Rollie Koop)

 14. **CORRESPONDENCE ATTACHED**
 - a. **SD69 Letter to Ministers James and Fleming re: Proposed Amendment to the *School Act*** p 67-68
 - b. **SD69 Submission to BCSTA re: BCPSEA Board of Directors** p 69
 - c. **BCSTA Letter to Ministers James and Fleming re: Key funding priorities for the 2018 Education Budget** p 70-74

 15. **POLICY/ADMINISTRATIVE PROCEDURE** (Chair Flynn)
 - a. **Board Policy 6170: Conflict of Interest** p 75-78
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 6170: *Conflict of Interest*

and its attendant Administrative Procedure at its Regular Board Meeting of November 28, 2017.

b. Rescinding of Policies

p 79

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) rescind the following policies at its Regular Board Meeting of November 28, 2017:

- Board Policy 6010: *Recruitment*

16. TRUSTEE ITEMS

a. Christmas Oranges

(Chair Flynn)

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the purchase and delivery by Trustees of 'Christmas oranges' to staff at all District work sites.

17. NEW OR UNFINISHED BUSINESS

18. PUBLIC QUESTION PERIOD

19. ADJOURNMENT



REGULAR BOARD MEETING MINUTES

TUESDAY, OCTOBER 24, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Board Chairperson
Julie Austin	Vice Chairperson
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
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Lori Marshall	Qualicum District Principals/Vice Principals' Association (QDPVPA)
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

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

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF THE AGENDA

17-85R

Moved: Trustee Young

Seconded: Trustee Gair

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: September 26, 2017
- b. Ratification of In Camera Board Meeting Minutes: September 19, 2017
- c. Ratification of Special In Camera Meeting Minutes: September 15, 2017
- d. Approval in principle for a Kwalikum Secondary School student field trip to Anaheim, California from April 18, 2018 to April 22, 2018.
- e. Approval in principle for a Kwalikum Secondary School student field trip to Moscow, Idaho from February 22, 2018 to February 25, 2018.
- f. Final approval for a Kwalikum Secondary School student field trip to France from March 14 to 25, 2018.
- g. Ministry News
 - Indigenous families, communities to benefit from \$6.4M investment
 - A visit will get you thinking: October is Library Month
 - October is Cyber Security Awareness Month: Work and play safe online
 - Government proclaims World Teachers' Day
 - Provincial Child Care Council welcomes new members
 - Arts, culture and sport organizations receive provincial Community Gaming Grants
 - Provincial Community Gaming Grants boost extracurricular activities for K-12 students
 - New curriculum transition extended for graduation years
- h. Reports from Board Representatives to Outside Organizations
 - Oceanside Building Learning Together Coalition – Trustee Austin
 - Indigenous Education Advisory Committee – Trustee Young
 - District 69 Recreation Commission – Trustee Young
- i. Status of Action Items - October 2017

17-86R

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 October 24, 2017, as amended.
CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS**a. Long Range Facilities Plan**

Secretary Treasurer Amos reviewed his memo provided in the agenda package outlining the requirement for Districts to prepare a long range facility plan. He then introduced Jim Alkins of Alkins Project Services Inc., who provided trustees with a review of the data used to demonstrate to the Ministry that the District is making efficient use of its facilities and identifying asset needs to support requests to the Ministry for funding.

Chair Flynn noted that the Board and Senior Staff have discussed the benefit of creating a Committee to monitor the Long Range Facilities Plan on a quarterly basis as it is a fluid document and changes will likely be required as additional information becomes available. The structure of the committee will be discussed and confirmed at a later date.

b. Foundation Skills Assessment Overview

Assistant Superintendent Wilson presented the Board with an overview of the Ministry's website outlining the New Foundation Skills Assessment (FSA), noting that the provincial assessment was created and designed by current practicing

teachers who were seconded to the Ministry. She then provided examples of some of the changes made to the assessment to a collaboration activity to identify more background knowledge, an on-line component and self-reflection to connect the assessment to the redesigned curriculum.

Trustees and Senior Staff raised concerns as to how the FSA data is used, particularly by the Fraser Institute. Superintendent Koop noted that the issue was also raised at a meeting held earlier in the day with Superintendents and Ministry staff. The Ministry is looking at options to keep the data as pure as possible and using the data to ensure it is used in the best way as possible by districts for planning purposes and being responsive to student needs as opposed to ranking schools.

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

Trustee Austin

- Attended the Spooktacular at Storybook Village at the Qualicum Commons earlier in the evening. The event was well-attended and it was wonderful to see the community involvement and the participation of the children in all the activities.

Trustee Kurland

- Attended the District Parent Advisory Council meeting on October 18th and found it interesting to observe the interaction of parents during the meeting and to hear the information presented at the pre-session 'Let's Talk about Drugs' and how drugs are impacting district students.

Trustee Young

- Highlighted the *Totally Tuesdays Classroom Presentation Handbook* created by the Indigenous Education Program which provides information to classroom teachers about cultural teachings available on Tuesdays to supplement classroom lessons within the redesigned curriculum.
- Referred to a news article regarding a BC trustee who has written a post against the SOGI curriculum. She stated that, to her it seems that the key to this issue is respect and learning to truly understand and embrace diversity. She hoped that in this District that the Board is doing a good job of that and that at some point all of us will understand that to respect is to reduce fear and to respect is to be open in our hearts and compassionate in our way forward. She noted that, for those reasons, she wore her *Public Education is the Key to Social Justice* T-shirt.

Trustee Gair

- Announced that his motion regarding a decrease of the voting age to 16 years was passed unanimously at the fall Vancouver Island School Trustees Association's (VISTA) Fall Conference and will be forwarded for consideration to the Annual General Meeting of the BC School Trustees Association (BCSTA) in the spring of 2018.
- Attended Errington Elementary School and had the opportunity to speak with the administrators and staff about their new process of drafting the school's Code of Conduct to include student input, a model that was shared with trustees by the Sooke School District.

Trustee Flynn

- Advised that she and senior staff will be meeting with the Minister of Education on Wednesday, October 25th at the 3rd Annual Partners Liaison Meeting where attendees will discuss the Ministry's vision and priorities, the framework for

enhancing student learning, improving student outcomes, fostering strong leadership in support of student success, and provide input into a review of the funding system.

- On October 26th she will be attending the BCSTA Meeting of Board Chairs for media training, natural disaster response planning and a discussion on budgets and the funding formula.
- On October 27th she will be attending Provincial Council to discuss the governance model for the BC Public School Employers Association. Trustees can submit their suggestions/comments to Trustee Kurland, the Board's BCPSEA representative regarding how they see the governance model unfolding under the review by the Public Sector Employers Council.

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

Debbie Comer, President, commented on the following:

- Congratulations to Trustee Gair on having his motion move forward to the provincial level.
- The MATA Social Justice Committee met earlier in the day and the topic of SOGI is an important high priority.
- Concerns by MATA members regarding the use of data from the FSA's, parent requests to have their child excused from taking the FSA, and assessment of Grade 4 students who have just come out of K-3 French Immersion program.
- MATA continues to work with Senior Staff on the implementation of the restored Collective Agreement language and how it will be implemented in the District.
- November 10 is the last Curriculum Implementation Day for teachers and Ms. Comer suggested that perhaps an additional day could be identified following the Ministry announcement that the curriculum transition for graduation years has been extended.
- She attended a Conference in Vancouver on the Provincial Professional Development Day held Friday, October 20th which was well attended by the local and provided a large variety of learning opportunities for all attendees.

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

No report

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

No representatives were in attendance from DPAC.

Trustee Young noted that at the recent DPAC meeting, concerns were raised about parents not being able to have their child excused from the FSA.

Superintendent Koop explained that the directions from the Ministry are very clear around what type of extenuating circumstance(s) would allow administrators to excuse a student from participating in the FSA. Districts have not been given the latitude to excuse a student simply on the request of a parent.

It was suggested that with the new government, it would be timely for parents and trustees to advocate to the Ministry for provisions that would allow parents to request that their child opt out of the FSA.

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

- Why have Naloxone kits not been provided to elementary schools? *Chair Flynn will forward the request for consideration to the Committee overseeing the provision of Naloxone kits in schools.*
- Why are the District's reasons for denying parents' requests to have their child opt out of taking the FSA more important than the parents'? *Superintendent Koop repeated his earlier comments as to the requirements of districts to administer the FSA under Ministerial Order. He suggested that, if there is an interest in that topic, now would be a good time for parents to advocate to the provincial government to modify its Order rather than place the Superintendents or Principals in a position of defying it at the request of a parent.*

12. ACTION ITEMS**a. Long Range Facilities Plan****17-87R**

Moved: Trustee Kurland *Seconded:* Trustee Young

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.

CARRIED UNANIMOUSLY

The document will be forwarded to the Ministry and posted on the District website.

b. School Codes of Conduct**17-88R**

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the Schools' Codes of Conduct for the 2017-18 school year.

CARRIED UNANIMOUSLY

c. 2017-18 Enhancing Student Learning Plan – District

Superintendent Koop provided information on the process used to create the district plan and then reviewed the Enhancing Student Learning Plan for the District.

17-89R

Moved: Trustee Austin *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the 2017-18 Enhancing Student Learning Plan - District as presented.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS**a. Enrolment Report as at September 29, 2017**

Superintendent Koop presented a snapshot of enrolment in the District as of September 29, 2017, which indicated that enrolment is up by 23 FTE over what was projected in the budget; therefore, staff are waiting to see how that will affect funding. In the interim, some resources have been shifted throughout the District to accommodate the increased number of students. He also noted that there are a large number of non-resident and international students who are part of the total FTE this year.

b. Class Size Report: October 13, 2017 Snapshot

Superintendent Koop advised that staff are now working with two areas in terms of accountability regarding class size. The first is the *School Act* which refers to classes over 30 students and the other is the restored Collective Agreement language.

The Class Size Report articulates classrooms outside of the *School Act* guideline of 30 and noted that the only ones outside of the provisions of the School Act are Choral and Instrumental music classes; therefore, there is a requirement to consult with teachers of those classes.

Conversations are ongoing with MATA regarding the Collective Agreement language as it relates to those classes which were excluded for the purpose of class size. When considering the Collective Agreement language, there were no classes at Kwilikum Secondary over the Collective Agreement language and three classes which were using the flex factor of 29+2 for a single-grade grouping or 27+2 for a multi-grade grouping. Ballenas also had no classes over the Collective Agreement language and two were using the flex factor by one student. The parties are also continuing to discuss the band and shop class sizes.

At the elementary level, there were no classes over the Collective Agreement language and none using the flex factor.

Superintendent Koop also noted that, in comparison to the class size averages of the restored language, the district is below the average at all grade levels. Class sizes are really manageable now, which is a testament to the work of the school administrators and the Assistant Superintendent in terms of ensuring that the District has the right staffing in the right places to meet the needs of learners as well as the commitment by the Board to ensure we have appropriate class levels. He added that the District is also in compliance with non-enrolling class ratios.

c. Educational Programs Update

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

- The Local Action Team funding needs to be used by the end of December.
- Distribution to all youth at the secondary schools of the *Every Door is the Right Door* card, which provides contact information of community support services.
- Three separate sessions held with Jan Ference to discuss Trauma Informed Practice and OCRC Networking; one with the Local Action Team, one with parents and one with local physicians which included a youth representative.
- Seven staff members have begun the Train the Trainer session for trauma informed practice.
- A recent edition of the PQB News highlighted the International Student Program which is now represented by over 20 countries.
- Two administrators stepped forward in response to a request for representatives of the District to be part of the curriculum planning for SOGI 1, 2 and 3. They will be the District leads who will make presentations to school counselors. There is still work being done to identify school leads as well as student leads who would attend regional meetings. The Royal Bank of Canada has donated funds to each district to work on training and

implementation of the SOGI curriculum. The District received \$4300.00 of that donation to the SOGI Network.

- The next round of applications for Mentors and Mentees closed and the first training session is scheduled for Monday, October 30th for mentors identified through part of their role within their job, their role with their association or who have signed up to be a mentor. The session will be led by Norma Jamieson from the University of BC.
- Three new Teachers Teaching on Call were hired last week and the District continues to review applications to identify candidates to interview and hire.
- Conferencing has started with a variety of different approaches amongst schools as to when they occur.
- The Assessment, Evaluation and Reporting group met on Monday, October 23rd for a live viewing of the portfolio pilot template to provide feedback on the template and receive clarification about the process.
- Attended the K-20 Collaborations Group Fall meeting at Vancouver Island University to begin planning actionable activities/projects/collaborations to engage K-20 educators across Vancouver Island. Of the 25 K-12 educators, five were from the Qualicum School District with another 25 post-secondary educators in attendance. The main focus of discussion was Assessment.

d. Education Planning Update

Superintendent Koop reported on the following topics discussed at the All Superintendents' Meeting with the Deputy Minister of Education which was held earlier in the day:

- The delay of the implementation of the Grade 11 and 12 curriculum transition to July 2019. Teachers have asked for and received more time to ensure the transition is done properly and this will be an opportunity to spend more time preparing for that difficult transition. Grade 10 will continue to be implemented in July 2018, which will be the first step to that graduation program. Documents will be available to teachers in April of 2018 and documents for the 11/12 transition will be available by June 30, 2018.

This new curriculum will also create challenges around assessment. Suzanne Hoffman, Superintendent of Learning Transformation, introduced the Slido Tool (an audience interaction tool for meetings), which generated 53 questions about the impact of various assessment tools. The Ministry will respond to those questions while districts will take the delay as an opportunity to be well prepared for the transition.

He also noted that a companion piece to the transition is that districts have to revisit all of the Board/Authority Authorized Courses to ensure they confirm to the structure present in the redesigned curriculum.

- In reference to the K-20 Collaboration Group, discussion took place for the better part of the afternoon regarding the Ministry's vision that child care and early learning will be offered in school buildings. Districts have always understood that they need to be mindful of what is happening before a student crosses the threshold into a school building and everyone is aware that early learning looks different around the province. Child care also looks different from jurisdiction to jurisdiction and there is some consideration for expanding the role districts will play. This district will need to be mindful of the people who have been providing those services for a long time, many of whom are resident in our schools.

- The Ministry is also working to link its education data sets to some of its other sets so all types of achievement and they are seeking to link that to learnings, and other data sets they possess and can draw clearer inferences about what is happening in various parts of community based on conditions.
- Districts are days from receiving their spring results. Again, there is a concern about how the data is used by others outside of the system before educators have time to work with it.
- He noted that of all the money allocated to the Education sector, 0.8% remains resident with the Ministry with 99.2% of the \$6 Billion budget is allocated to schools. So, if districts are relying on the Ministry to do something, they are looking in the wrong direction. There has been a significant reduction in funding retained at the Ministry level so that Districts can determine how best to allocate those funds.

e. **Quarterly Financial Update**

Secretary Treasurer Amos presented a summary of the Districts' financial status for the first three months of the school year as compared to the previous year.

14. **CORRESPONDENCE ATTACHED**

- a. BC School Trustees Association presentation to the Select Standing Committee on Finance and Government Services
- b. BC Teachers' Federation brief to the Select Standing Committee on Finance and Government Services

15. **POLICY**

- a. **Board Policy 6033: Employee Health, Wellness and Attendance**
(merges with Board Policies 6031: Staff Attendance and 6032: Return to Work)

17-90R

Moved: Trustee Flynn Seconded: Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 6033: *Employee Health, Wellness and Attendance* at its Regular Board Meeting of October 24, 2017.

CARRIED UNANIMOUSLY

- b. **Administrative Procedure: Recruitment & Selection of Exempt Staff**
(replaces Board Policy 6010: *Recruitment*)

17-91R

Moved: Trustee Flynn Seconded: Trustee Young

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.

CARRIED UNANIMOUSLY

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

17-92R

Moved: Trustee Flynn Seconded: Trustee Gair

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.

CARRIED UNANIMOUSLY

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

17-93R

Moved: Trustee Flynn *Seconded:* Trustee Gair

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.

CARRIED UNANIMOUSLY

e. Board Policy 6170: Conflict of Interest

17-94R

Moved: Trustee Flynn *Seconded:* Trustee Young

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.

CARRIED UNANIMOUSLY

f. Rescinding of Policies

17-95R

Moved: Trustee Flynn *Seconded:* Trustee Gair

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*

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

a. Letter to Ministers of Education and Finance

Trustee Austin spoke to the motion, advising that this was a follow up motion to one made two years prior to the Vancouver Island School Trustees Association to encourage the government to review the School Act and reconsider the requirement for Boards to submit balanced budgets and, instead, allow for a Board to carry deficits for up to 3 years in order to better plan for capital projects and/or program initiatives prior to realizing a return on its investment or creating revenue.

Trustees discussed the advantages and disadvantages of carrying a deficit and considered the potential impact it might have on the District's budget.

17-96R

Moved: Trustee Austin *Seconded:* Trustee Young

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.

CARRIED

Trustee Kurland voted against the motion

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

Trustees and Senior Staff responded to comments/questions regarding the following topics:

- Absence of references to special education spaces in the Long Range Facility Plan.
Special Education spaces are not included in the plans (i.e. libraries, gymnasiums, office space). The District supports integration within the context of its classrooms and has sustained spaces in all sites dedicated to students who may need additional supports.
- Linking of other types of data sets to FSA data.
No specific were provided by the Deputy Minister; however, the Ministry is privy to all types of data sets which might identify a link to other ways things are influencing education in each community. This would provide additional areas of reference for the Ministry to ensure that the investment it is making in education is making the most difference for students.
- Privacy of student information regarding the linking of data sets.
Specific data sources were not identified by the Deputy Minister. The discussion focused on the fact that the Ministry of Education probably has some of the most robust and extensive data sources which inform the work of districts and could ensure we are making enough of a difference by applying resources in the same way or identifying areas where it might be more beneficial to take a different approach.
- Exploratories offered at the elementary schools.
Each school provides different learning opportunities depending on a teacher's skill set, space, and location. It is not always about a specific curricular content area.

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 9:13 p.m.

 CHAIRPERSON

 SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT

October 17, 2017

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

The Board of Education passed motions regarding the following matter:

- Labour

Chairperson

Secretary Treasurer

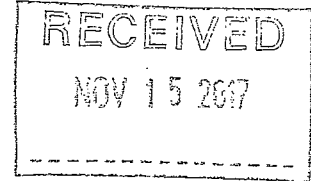


KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall lmarshall@sd69.bc.ca
Vice-Principal: Lesley Rowan lrowan@sd69.bc.ca

November 9, 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 requesting final approval of the Kwalikum Secondary School Student Field Trip to Japan in March 2018. The students and staff involved will be away approximately 12 days from March 14, 2018 to March 26, 2018, over our district's spring break. This trip has been planned by teacher, Brad Wilson.

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: Brad Wilson, Sponsoring Teacher

To School Board 69

Request for Final Approval for a student group to travel to Japan from March 14 to March 26, 2018 for a combination school exchange and tour.

October 29, 2017

Kwalikum Secondary School is asking for approval to take between 12 students on a combination school exchange and tour to Japan in March 2018. We will be away 12 days, – March 14 to March 26. We will spend four days with our sister school, Aichi Keisei High School, in the city of Inazawa in Aichi prefecture. The rest of that time will be spent on our own, visiting important cultural sites in Kyoto, Nara, Himeji, and Hiroshima.

Aichi Keisei High School has been visiting KSS every spring for the past eight years with about 60 students and their teachers for a four day stay. We have visited Aichi Keisei three times with small student groups. They have asked us to send a group of students and teachers to visit them again in 2018. The visits of Aichi Keisei to KSS and the proposed visit to Japan are organized by Brad Wilson, the Japanese teacher at KSS. Brad Wilson and KSS principal Lori Marshall and one parent Mrs. Alison Buik will be the chaperones on the trip.

The proposed trip is for students who will be in their grade 10, 11 and 12 years in School District 69 in 2018.

Thank you for your consideration.

Brad Wilson



Japanese Teacher,

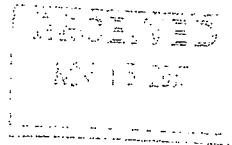
Kwalikum Secondary School



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 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 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.													
SCHOOL NAME: <u>Kualikum Secondary</u> Educator-in-Charge: <u>Brad Wilson</u> Email Address: <u>bwilson@sd69.bc.ca</u> Destination: <u>Tozawa City, and other Japan locations - see itinerary</u> Departure Date: <u>March 14, 2018</u> Return Date: <u>March 26, 2018</u> Area of Study: <u>Japanese Lang + Culture</u> Grades: <u>9-12</u> Educational Purpose of Trip: <u>Cultural Experience - visit to KSS's sister school</u> Total No. of Students: <u>8</u> Total Cost: <table border="1" style="width:100%"> <tr> <td>FINAL Cost per Student: <u>\$3600</u></td> <td>FINAL Built-in Cost per Teacher: <u>\$3200</u></td> <td>FINAL Cost to Teacher (if any): <u>\$1,000</u></td> </tr> </table> FINAL Excursion Details (or attach Planning Form): <u>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>1 Teacher 1 Admin</u> <table border="1" style="width:100%"> <tr> <td>Educator-in-Charge (please print): <u>Brad Wilson</u></td> <td>Date (day/month/year): <u>09 / 11 / 2017</u></td> <td>Educator-in-Charge signature: <u>B. Wilson</u></td> </tr> <tr> <td>Principal Name (please print): <u>Lori Marshall</u></td> <td>Date (day/month/year): <u>07 / 11 / 2017</u></td> <td>Principal Signature: <u>L Marshall</u></td> </tr> <tr> <td>FINAL Approval of Board of Education or designate (please print name):</td> <td>Date (day/month/year):</td> <td>Signature:</td> </tr> </table>			FINAL Cost per Student: <u>\$3600</u>	FINAL Built-in Cost per Teacher: <u>\$3200</u>	FINAL Cost to Teacher (if any): <u>\$1,000</u>	Educator-in-Charge (please print): <u>Brad Wilson</u>	Date (day/month/year): <u>09 / 11 / 2017</u>	Educator-in-Charge signature: <u>B. Wilson</u>	Principal Name (please print): <u>Lori Marshall</u>	Date (day/month/year): <u>07 / 11 / 2017</u>	Principal Signature: <u>L Marshall</u>	FINAL Approval of Board of Education or designate (please print name):	Date (day/month/year):	Signature:
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FINAL Approval of Board of Education or designate (please print name):	Date (day/month/year):	Signature:												

SCHOOL USE ONLY - DISTRIBUTION KEY:
 WHITE: DISTRICT OFFICE
 CANARY: DISTRICT OFFICE - TO BE RETURNED TO SCHOOL/TEACHER CONFIRMING BOARD OF EDUCATION FINAL APPROVAL
 PINK: TEACHER COPY - TO BE KEPT ON FILE AT SCHOOL PRIOR TO SUBMISSION FOR BOARD OF EDUCATION FINAL APPROVAL
 GOLDENROD: SCHOOL OFFICE COPY: TO BE KEPT ON FILE PRIOR TO SUBMISSION FOR BOARD OF EDUCATION FINAL APPROVAL

Japan Exchange 2018- March 14 to 26

Tour package suppliers:

Airlines	-	Japan Airlines
Land Operator in Japan	-	JTB Global Marketing & Travel
Travel Insurance	-	Manulife Insurance Co.
Rail Pass	-	Japan Rail Co.
PROJECTED COST:	-	\$3600 all inclusive

Day 01, 03 and Day 13 times are accurate. All other times are *approximate* – we will not have accurate times for trains until the rail passes and tickets are purchased in Nagoya on March 16.

Day 01 Mar. 14 Wed. Vancouver to Nagoya via Tokyo
05:00 Meet at KSS -
06:30 Walk on to ferry for Horseshoe Bay
09:00 Take bus 257 from Horseshoe Bay to downtown Vancouver.
Transfer to Skytrain and travel to Vancouver International Airport
10:40 Assemble in front of Japan Airlines at Vancouver Airport
14:00 Depart Vancouver by **Japan Airlines 017**
Cross International dateline – lose a day
Students buy own lunch at Vancouver airport prior to departure.

Day 02 Mar. 15 Thur. Narita, Tokyo – Nagoya
16:30 Arrive at Narita Tokyo airport and proceed through customs and immigration
18:25 Depart Narita by connecting flight for Nagoya
19:40 Arrive Nagoya Chubu Centrair airport.
Accommodation at Toyoko Inn Centrair Orange Side

Day 03 Mar.16 Fri. Nagoya/Aichi Homestay for 4 nights
08:00 Take Meitetsu Line, MU Sky 5 from Nagoya Airport arriving at Kounomiya Station in Inazawa City at 08:56. Met at the station by Aichi Keisei High School staff and taken by school bus to the school. School Activities for the day. **Breakfast will be provided at the hotel. Our students will work with Aichi Keisei students to prepare a traditional Japanese meal for lunch.**

HOME STAY from Mar 16 to 20 for 4 nights

- Day 04 Mar.17 Sat Nagoya/Aichi**
With host families.
- Day 05 Mar.18 Sun Nagoya/Aichi**
With host families.
- Day 06 Mar. 19 Mon Nagoya/Aichi**
School Activities for the day.
- Day 07 Mar. 20 Tue Nagoya to Kyoto**

Accommodation at Sakura Peace House Hostel

08:40 Travel by Bullet Train (Shinkansen)

09:30 Arrive in Kyoto and put bags in coin lockers. Explore the downtown area to orient group for shopping and inexpensive places to buy food. Buy and eat lunch. Walk to and visit Sanjuusangendo Temple. Then go by foot to Kiyomizu Temple. Return by foot to the train station by 5pm. Get supper at the shops at the station. Collect luggage and take local bus to hostel. Breakfast will be provided by the host families. **Students buy own lunch and supper.**

Day 08 Mar. 21 Wed Kyoto / Nara

Travel to the ancient capital of Nara – about 45 minutes by local train and walk to Todaiji Temple. Eat lunch in Nara. On the way back to Kyoto stop and visit Fushimi Inari Shrine and its famous tori gates. Return to Kyoto. **Students buy own breakfast, lunch and supper.**

Day 09 Mar. 22 Thu Kyoto to Himeji and Hiroshima

Accommodation at Hiroshima Grand Intelligent Hotel

08:00 Leave Kyoto by Shinkansen for Hiroshima.

09:00 Stop at the city of Himeji to tour Himeji Castle.

11:00 Get lunch at the shops around the train station.

11:30 Leave Himeji for Hiroshima by Shinkansen.

12:30 Arrive in Hiroshima. Check in to the hotel, then explore the downtown area to orient group for shopping and inexpensive places to buy food. Group gets lunch and then Take street car to Hiroshima Peace Park and Museum. Visit the children's shrine and make our offering of 1,000 paper cranes for peace. Return to downtown area at around 4pm. Students have free time until 7pm. Walk to Hiroshima castle for night the view of the castle. In own room by 11 pm.

Students buy own breakfast, lunch and supper.

Day 10 Mar. 23 Fri. Hiroshima

08:50 Take local train from Hiroshima Station.

09:18 Arrive at Miyajimaguchi Station. Travel by ferry to Miya island and view Itukushima Shrine. Then climb Mt. Misen to see the "2nd most beautiful view" in Japan. **Students buy own breakfast, lunch and supper.**

Day 11 Mar. 24 Sat. Hiroshima to Takayama via Shin Kobe and Nagoya

Accommodation at Muraiya Inn

09:50 Leave Hiroshima on **JR Super Express Sakura #542**

11:10 Arrive at Shin Kobe and change trains for Nagoya

11:20 Leave Shin Kobe for Nagoya on **JR Super Express # 466.**

12:30 Arrive at Nagoya and change trains for Takayama.

12:50 Leave Nagoya on **JR Limited Express Hida #011.**

15:10 Arrive at Takayama. Walk to Japanese Inn in about 20 minutes.

Students buy own breakfast and lunch. Supper will be provided at the inn.

Day 12 Mar. 25 Sun. Takayama

Tour the morning market and explore the streets of the "Old Town" which dates to the Edo Period. Have lunch and then take public transit to the Hida Folk Village. Return to the Inn by 16:00. **Students buy own lunch. Breakfast and supper will be provided at the inn.**

Day 13 MAR. 26 Mon. Takayama to Vancouver via Nagoya

06:45 Take train from Takayama to Nagoya.

09:15 Arrive at Nagoya and change trains to Nagoya Chubu Centrair Airport.

Check in to Japan Airlines flight for Narita, Tokyo by 11:50

14:50 Depart Nagoya by Japan Airlines 3084

16:00 Arrive at Narita Tokyo airport

18:00 Depart for Vancouver by Japan Airlines 018

11:00 Arrive Vancouver

Take Skytrain and Blue Bus to Horseshoe Bay Terminal

15:00 Sail from Horseshoe Bay to Departure Bay. Parents pick up their children at Departure Bay Terminal at approximately 16:30

(Students buy own lunch and supper. Breakfast provided at the inn.)

Students are insured through Manulife on their "Youth/Student Deluxe Plan". Please go over the plan here <https://www.igoinsured.com/TravelWeb/auth/itv/forms/policyydeluxe.pdf>

Benefit Summary

Trip Cancellation	Up to \$1400 & \$1700
Trip Interruption	Unlimited
Emergency Medical	Up to \$5,000,000 CAD
Baggage Loss or Damage	Up to \$1,500
Baggage Delay	Up to \$500
Flight Accident	Up to \$100,000
Travel Accident	Up to \$50,000

Group Leader	Brad Wilson	(250) 240-3328 cell (when calling in Japan add the 0101 prefix ahead of 250, when calling from Canada dial normally)	
Supervisor	Lori Marshall KSS Principal	(250) -240-0748 (when calling in Japan add the 0101 prefix ahead of 250, when calling from Canada dial normally)	
KSS Contact	Ms. Lesley Rowan	Cell (250) 954-9483	School (250) 756-5251 ext 102
SD 69 Contact	Mr. Rollie Koop	<i>Ms. Rowan will contact him, if needed</i>	

Contact Information for Hotels

Day 02 - Chaperones & Students	Nagaoya airport: Toyoko Inn Centrair Orange Side	011-81-569-38-0045
Days 03 to Day 06 - Chaperones only	Nagoya: APA Hotel Sakae Nagoya	011-81-52-42-9111
Days 07 to Day 09 - Chaperones & Students	Kyoto: Peace House Sakura	011-81-80-4762-5587
Days 10 to Day 11 - Chaperones & Students	Hiroshima: Hiroshima Grand Intelligent Hotel	011-81-82-263-5111
Day 12 - Chaperones & Students	Takayama: Oyado Iguchi Inn	011-81-577-34-0345
Other Contacts		
Canadian Embassy in Tokyo, Japan	Tel: 011-81-3-3408-2101	Fax: 011-81-3-3479 5320
Skyland Travel/Escapes.ca	Yoshin Tamaki	Tel: 604 685 6868

Weather and Clothing:

We can expect a range of temperatures of 8 to 14 degrees C. during the day while in Japan with a possibility of rain. The exception will be Takayama which is a mountain town. It could be from 0 to 10 degrees C in Takayama. A heavy winter coat is not needed. A good jacket to cut the wind, a sweater and other layers will be sufficient.

Sneakers are not a good idea as they do not provide good support for long walks or hikes. A good, broken in walking shoe is required.

Behaviour expectations:

This is a school trip. Students are expected to behave in a responsible and respectful manner no matter where they are or what time it is. Be conscious of your hosts during the homestay. Volunteer to help setting and clearing the table or other chores you may see. Avoid retreating to your room and participate fully in any and all activities. Stay off your electronic devices as much as possible – this is very anti-social behaviour.

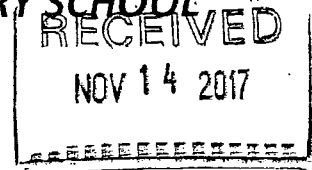
Important information for your trip to Japan

- No vaccinations or inoculations are required for Japan
- **Checked-in Baggage** – JAL allows 2 Free checked bags and weight limit per piece is 23 kg and dimension up to 203cm each. Carry-on is 10 kg and 115 cm. However when we are on the trains we will have room for only one suitcase and one carry-on.
- **Money – Cash in yen is the best plan.**
- **ATM's** where cash can be withdrawn from **Seven Bank ATM** machines compatible with foreign-issued cards. There are over 12,000 **Seven Bank ATM's located at 7-11 convenience store** all over Japan (may be subject to foreign exchange fee 1 to 3 %) Have at least \$500 in your account !
<http://www.sevenbank.co.jp/intlcard/index2.html>
- **Japanese Currency** is made up of: **Yen:** — current rate is 89.34 yen per Canadian dollar
Japanese yen in denominations of: Coins, 1, 5, 10, 50, 100, 500 Bills, 1000, 5000, 10000
Tell the bank you do not want 2,000 yen notes. They are rare in Japan and may cause some confusion with younger cashiers.
- One of the supervisors can be the banker (holding student cash) and the passport holder in Japan.
- **Canada Customs** duty free allowance is **\$800.00 per person** for purchases and gifts.
- Weather in Japan in March will be similar to Qualicum Beach. Except for Takayama which could have a temperature range from 0 to 10 degrees. As it is spring it can be variable – probably clear, but a chance of rain.
- For clothing for the trip and at the homestay be prepared with layers – shirt, sweater, wind-breaker/hoody. We can buy cheap umbrellas in Japan if it rains, but if you have a collapsible one you can bring it.
- Good walking shoes are a must as we will be walking a lot.
- For clothing at school, something professional. Dark pants (not jeans) and a plain white button down shirt for boys and a skirt and white blouse for girls is best as it will match the uniforms of the Aichi Keisei students.
- **Time Difference** – March to November, when it's 8:00 am Saturday in Japan, 4:00 pm Friday in Vancouver – 16 hours.
- **Call home from Japan- dial 001-1-area code-phone number (001-1-604-685 6868)**
- The non-stop flight to Tokyo from Vancouver will be approximately 9 ½ hours. The return flight will be about 8 ½ hours. A meal and snack will be served each way.
- **Electricity in Japan is 100 volt and 50/60 cycles.** All of our devices including hair dryers will work in Japan. However, they will not take a 3 prong plug. So get an adapter if needed.
- Traffic – cars and buses are right hand drive. They travel on left hand side of the road.
- **Public washroom often do not have paper towels.** Take a supply of Kleenex packets.



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd
Parksville, BC V9P 2H4
Telephone: (250)248-5721 Fax: (250)954-1531



Rudy Terpstra
Principal

Lesley LaCouvee
Vice-Principal

Jane Reynolds
Vice-Principal

November 6, 2017

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, B.C.
V9P 2G3

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Ballenas Secondary School Field Trip to Japan during Spring Break 2018 (dates to be confirmed; anticipated to be March 19th to March 30rd). This trip has been planned by Mr. Tomiyama and is an excellent artistic, cultural, and historical learning experience for our students. Mr. Tomiyama, a parent chaperone and eight students will participate on this trip.

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

Respectfully submitted,

Mr. Rudy Terpstra
Principal, Ecole Ballenas Secondary School

RECEIVED
NOV 14 2017



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 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 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.	
SCHOOL NAME: BALLENAS SECONDARY		
Educator-in-Charge: KAZ TOMIYAMA		
Email Address: ktomiyama@sdb9.bc.ca		
Destination: JAPAN		
Departure Date: MARCH 19 2018 Return Date: MARCH 30 2018		
Area of Study: HISTORY/CULTURE HANBUKE Grades: 8-12		
Educational Purpose of Trip: EXPLORE JAPAN'S HISTORY, CULTURE & HANBUKE		
Total No. of Students: 8		
Total Cost:		
FINAL Cost per Student: 4200	FINAL Built-in Cost per Teacher: 0	FINAL Cost to Teacher (if any): 0
FINAL Excursion Details (or attach Planning Form):		
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):		
Educator-in-Charge (please print): KAZ TOMIYAMA	Date (day/month/year): Nov 6 / 2017	Educator-in-Charge signature:
Principal Name (please print): Rudy Terpstra	Date (day/month/year): Nov 11, 2017	Principal Signature:
FINAL Approval of Board of Education or designate (please print name):	Date (day/month/year):	Signature:



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd
Parksville, BC V9P 2H4
Telephone: (250)248-5721 Fax: (250)954-1531

Rudy Terpstra
Principal

Lesley LaCouvee
Vice-Principal

Jane Reynolds
Vice-Principal

November 9, 2017

Dear parents/guardians,

With regards to the upcoming trip to Japan during Spring Break of 2018 please see the attached itinerary. Our dates are tentatively booked for March 19 – 30th, departing and arriving in Vancouver.

Many activities are planned for the 11 day trip and some highlights include:

- Visit to Akihabara – a shopping area in Tokyo
- Various temples and shrines in Tokyo, Kyoto, Nara and Osaka
- Hiroshima Peace Park – the location of the atomic bomb explosion
- Himeji Castle – a famous castle that you see in many Japanese movies

We have some fundraising efforts going on now and I would be open to others if you are interested in running them.

I will be continually having meetings with students at school and I am in contact with them using the Remind App. I will be in touch with you via the EF tours email system.

If you have any other questions please contact me at ktomiyama@sd69.bc.ca.

Thank You,

Kaz Tomiyama



Educational Tours

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

eftours.ca/








This is also your tour number

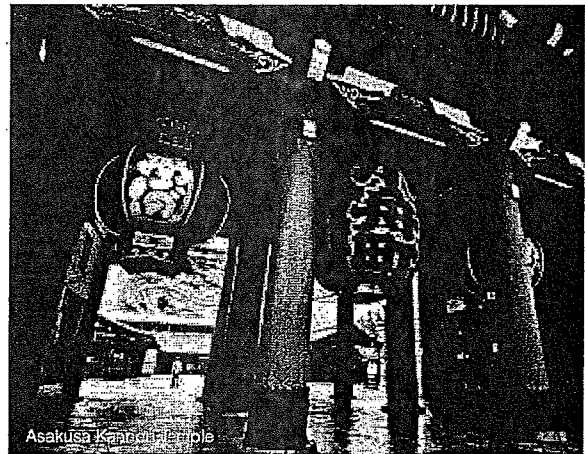
JAPAN: LAND OF THE RISING SUN

9 or 11 days | Japan

Japan has had many identities through the centuries; its story is a fascinating one. Tokyo is the modern-day centre of pop culture and business, while Kyoto remains the most traditional of the big cities. The country has unsurpassed natural beauty—see it from the window of the high-speed shinkansen train and in the majestic lakes and mountains of Hakone National Park.

EVERYTHING YOU GET:

-  Full-time Tour Director
-  Sightseeing: 2 sightseeing tours led by expert, licensed local guides; 1 walking tour
-  Entrances: Meiji Shinto Shrine; Asakusa Kannon Temple; Learn about sumo; Technology Showroom; Hachimangu Shrine; Lake Ashi cruise; Mount Komagatake ropeway; Nijo Castle; Gold Pavilion; kimono show; Fushimi Inari Shrine; *with extension:* Itsukushima Shrine; Peace Memorial Museum; Himeji Castle
-  Experiential Learning: Local exchange
-  weShare: Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project.
-   All of the details are covered: Round-trip flights on major carriers; comfortable motor coach; bullet train; 7 overnight stays in hotels with private bathrooms (9 with extension); breakfast and dinner daily
-  



Asakusa Kannon Temple



Heian Shrine

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.

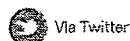
And the experience begins long before you get your passport stamped and meet your *Tour Director* in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized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

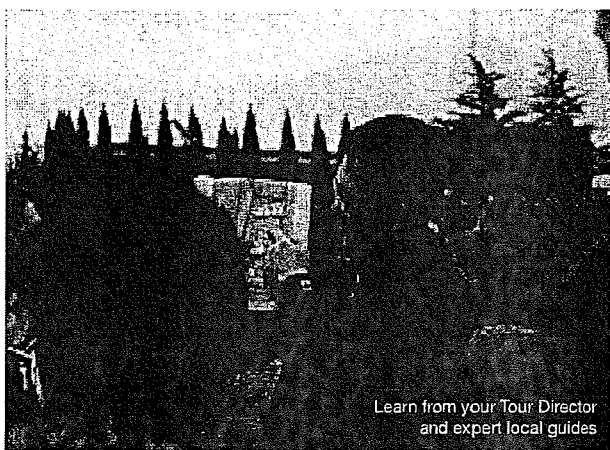
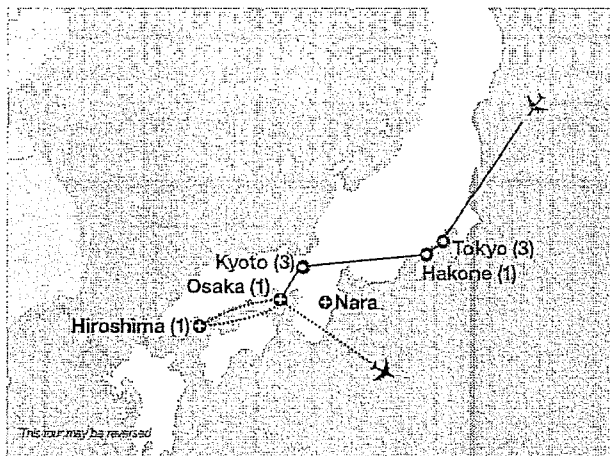
— MELISSA, TRAVELLER



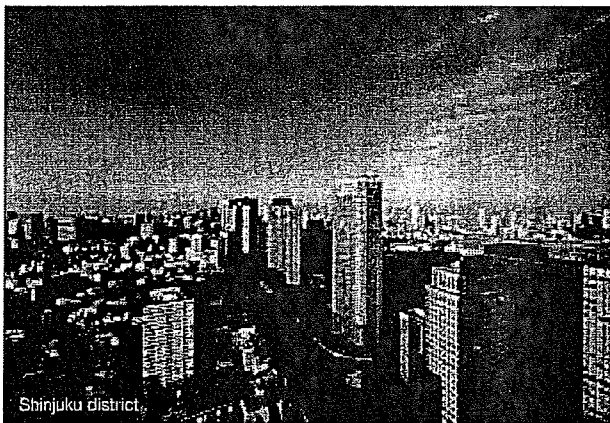
CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.ca/

Your Teacher's Tour Website



Learn from your *Tour Director* and expert local guides



Shinjuku district



What you'll experience on your tour

Day 1: Fly overnight to Japan


Day 2: Tokyo

- Meet your Tour Director at the airport in Tokyo, city of contrasts.

Day 3: Tokyo

- Take an expertly guided tour of Tokyo: Ginza district; Imperial Palace Plaza; Shinjuku district.
- Counteract the bustle of Tokyo's streets with a visit to the Meiji Shrine. Quiet and stillness reign inside its elaborate Inner Garden, a wooded oasis in the middle of the city.
- Visit Asakusa Kannon Temple, the city's largest Buddhist temple. Here, restaurants, theatres, and cinemas surround a five-story pagoda—a perfect symbol of Tokyo's enduring past and ultramodern future.
- Learn about sumo, a Japanese style of wrestling and the country's national sport.

Day 4: Tokyo

- Visit a Technology Showroom.
- Take a tour of Akihabara and participate in a scavenger hunt.
- Enjoy free time to explore Tokyo or  participate in a local exchange.

Day 5: Kamakura | Hakone

- Stop in Odaiba as you make your way to Kamakura.
- Visit the Hachimangu Shrine.
- See the Great Buddha.
- Continue on to Hakone, an alpine city known for its gurgling hot springs and awe-inspiring views of Mount Fuji.


Day 6: Hakone | Kyoto

- Travel to Owakudani.
- Tour Hakone National Park.
- Take a cruise on sparkling Lake Ashi.
- Ride a cable car up Mount Komagatake.
- Stop for a photo at Odawara Castle.
- Transfer to Odawara Station.
- Travel by bullet train to Kyoto, a city that conjures up images of sunlit walks around tiered pagodas and quiet lakes lined with cherry blossom trees.

Day 7: Kyoto

- Take an expertly guided tour of Kyoto. As the national capital for over a millennium, Kyoto offers you a unique glimpse into the history of Imperial Japan.
- On your visit to Nijo Castle, wander through the Japanese cypress halls where the powerful Tokugawa shogunate kept a second home.
- Visit the tranquil Gold Pavilion, a Zen Buddhist temple painted in delicate gold leaf.
- Enjoy a kimono show at the Textile Centre.
- Visit Fushimi Inari Shrine, located near the base of the Inari mountain. Originally constructed to honor the god of rice, the elaborate complex features stone foxes, the known messengers of Inari.

Day 8: Kyoto

- Take a tour of Arashiyama, known for its shrines and temples—and most of all—its incredible Bamboo Forest.
- Time to see more of Kyoto or  visit Nara: Todai Temple; Deer Park; Kasuga Shrine.

Day 9: Depart for home

2-DAY TOUR EXTENSION

Day 9: Kyoto | Hiroshima

- Travel by bullet train to Hiroshima.
- Take an excursion to Miyajima Park.
- Visit Itsukushima Shrine.
- Visit Hiroshima Peace Park and Memorial Museum.

Day 10: Osaka

- Visit Himeji Castle.
- Return to Osaka.

Day 11: Depart for home

The Land of the Rising Sun was an amazing trip! I highly recommend it to everyone! We saw and experienced so many things. Japan is a beautiful country with very welcoming people. Looking forward to my next EF Tour!

– JENNIFER, GROUP LEADER



Via Facebook

This was the best trip I have ever been on. Japan was absolutely beautiful and so very clean. The dining experiences were fascinating and something I would like to dive into again. Although if you like sushi, then the food is way better than what I thought. The shopping in Kyoto and Tokyo were fantastic (I wish I took more money with me). Everything in Japan is just so... so...efficient!

– SAMANTHA, TRAVELLER



Tour review

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

1. _____
2. _____
3. _____

— The easiest ways to —
ENROL TODAY



Enrol on our website
eftours.ca/enrol



Enrol by phone
1-800-263-2806
Enrol by fax
1-800-556-6046



Mail your Enrolment Form to:
EF Educational Tours
80 Bloor Street West, 16th Floor
Toronto, ON M5S 2V1

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.

—CHARLOTTE, DAUGHTER TRAVELLED, JUNE 2015



Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

- We always offer the lowest prices, guaranteed, so more students can travel.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.





ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

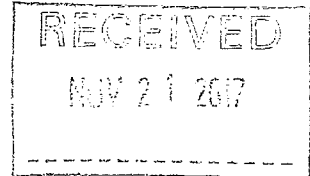
Box 1570, 135 N. Pym Rd
Parksville, BC V9P 2H4
Telephone: (250)248-5721 Fax: (250)954-1531

Rudy Terpstra
Principal

Lesley LaCouvee
Vice-Principal

Jane Reynolds
Vice-Principal

November 14, 2017



School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, B.C.
V9P 2G3

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Ballenas Secondary School Field Trip to Nicaragua during Spring Break 2018 (March 16 – 27). This trip has been planned by Ms. Hill and is an excellent service and learning opportunity for our students. Ms. Hill, Mr. Terpstra and twenty students will participate on this trip. The group is travelling to Monty's Beach Lodge that is run by a SD69 District TTOC, Don Montgomery. The itinerary and documents required are attached for your consideration.

I would ask that the Board grant final approval for this excellent service and learning opportunity.

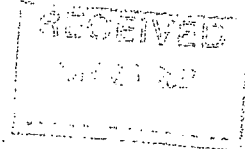
Respectfully submitted,

Mr. Rudy Terpstra
Principal, Ecole Ballenas Secondary School



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 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 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.	
SCHOOL NAME: <u>Ballenas Secondary</u>		
Educator-in-Charge: <u>Olivia Hill Rudy Terpstra</u>		
Email Address: <u>ohill@sd69.bc.ca rterpstr@sd69.bc.ca</u>		
Destination: <u>Monty's Beach Lodge, Nicaragua</u>		
Departure Date: <u>March 16, 2018</u> Return Date: <u>March 27, 2018</u>		
Area of Study: <u>Civics/Geography/Science</u> Grades: <u>9-12</u>		
Educational Purpose of Trip: <u>Service/Donation/Volunteer and Cultural Experience</u>		
Total No. of Students: <u>20</u>		
Total Cost:		
FINAL Cost per Student: <u>\$2700</u>	FINAL Built-in Cost per Teacher: <u>\$2300</u>	FINAL Cost to Teacher (if any): <u>N/A.</u>
FINAL Excursion Details (or attach Planning Form): <u>See attached itinerary</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>Teacher, Principal</u>		
Educator-in-Charge (please print): <u>Olivia Hill</u>	Date (day/month/year): <u>14/11/2017</u>	Educator-in-Charge signature: <u>[Signature]</u>
Principal Name (please print): <u>Rudy Terpstra</u>	Date (day/month/year): <u>14/11/2017</u>	Principal signature: <u>[Signature]</u>
FINAL Approval of Board of Education or designate (please print name):	Date (day/month/year):	Signature:

SCHOOL USE ONLY - DISTRIBUTION KEY:
 WHITE: DISTRICT OFFICE
 CANARY: DISTRICT OFFICE - TO BE RETURNED TO SCHOOL/TEACHER CONFIRMING BOARD OF EDUCATION FINAL APPROVAL
 PINK: TEACHER COPY - TO BE KEPT ON FILE AT SCHOOL PRIOR TO SUBMISSION FOR BOARD OF EDUCATION FINAL APPROVAL
 GOLDENROD: SCHOOL OFFICE COPY: TO BE KEPT ON FILE PRIOR TO SUBMISSION FOR BOARD OF EDUCATION FINAL APPROVAL

PARENT NIGHT - Tuesday, October 3rd - 6:00-7:00PM

Ballenas Secondary School Nicaragua Service Trip 2018

Potential Itinerary March 16-27 2018

Friday March 16: Fly to Managua.. Arrive 11:54am. Montys transportation to Jiquilillo (3.5 hour drive). Snacks, Orientation, Check-in, Safety, Surf lessons, Sunset, Welcome Dinner.

Saturday March 17: 730am Breakfast, Project tour of local projects (Health Clinic, Pop Bottle School/Baseball Field, Villa Nueva Esperanza). Beach clean-up at Padre Ramos Estuary followed by swim in the bay (4 hours).. 12:30 Lunch followed by reflective time/journal writing/hammock time. Afternoon visit Women's Cooperative Housing projects (home-building and gardening, chicken farm etc) and begin working (2-3 hours). Sunset/surf/swim/sunset time 5-6:30pm. Dinner at 7pm. Yoga deck after dinner for reflection time (highs and lows etc).

Sunday March 18: 5:00am Sunrise paddle-board/kayak in mangrove (8 people max) for those interested. Breakfast 7:30am. 8:30am depart for El Limonal (Garbage Dump Community near Chinandega) where we will sponsor a meal for 300-400 people at our Soup kitchen. Purchase food, prepare, tour of community and also play sports and games with the kids as well as observe our health clinic we built and run there. Serve food at 12:30pm. Go for lunch in Chinandega. Market tour time in Chinandega. Return to Jiquilillo around 4:30/5:00pm. Sunset/surf/swim/reflection time. Dinner at 7:00pm. Yoga deck for circle time (highs and lows, reflection, games, journal writing).

Monday March 19: 5:00am Sunrise paddle-board/kayak in estuary/mangrove (8 people max). Breakfast 7:30am. 8:30am-11:30am Home-building/gardening with women's cooperative, gardening, landscaping, painting school etc. Lunch at 12:30pm. Reflective/hammock time (1:00-2:00pm) Education classes (helping teach English) at Pop Bottle School and Villa Nueva Esperanza as well as continued work with Home-building and gardening (2:00-4:00pm). Sunset Estuary/Mangrove Boat Tour and Turtle Hatchery tour culminating in release of baby sea turtles at hatchery in Punta Venecia (4:00-6:00pm). Dinner at 7pm. Yoga Deck after dinner for reflection, games etc.

Tuesday March 20: Breakfast 7:30am. 8:30am-11:30am Home-building/gardening with women's cooperative. Lunch at 12:30pm. Reflective/hammock time (1:00-2:00pm) Education classes (helping teach English) at Pop Bottle School and Villa Nueva Esperanza as well as continued work with Home-building and gardening (2:00-5:00pm). Sunset/Swim/Volleyball games/soccer games on beach. Dinner at 7:00pm. KARAOKE night for those courageous enough to sing!

Wednesday March 21: Beach walk before Breakfast to observe the morning fishing industry (boats coming in and transactions in the heart of Jiquilillo with fish and all families helping out in different ways. Locals fish all night long and come back with catch around 6-7am). Breakfast 7:30am. 8:30am-11:30am Home-building/gardening with women's cooperative. Also classes for tortilla making and cheese making with a local woman in her home (8:30-11:00am) groups of 8

PARENT NIGHT - Tuesday, October 3rd - 6:00-7:00PM

max. Reflective/hammock time (1:00-2:00pm) Education classes (helping teach English) at Pop Bottle School and Villa Nueva Esperanza as well as continued work with Home-building and gardening (2:00-5:00pm). Sunset Surfing/Swim/Volleyball/games/soccer games on beach with locals. Dinner at 7:00pm. Yoga Deck after dinner for Circle time, games, reflection. Beach Bonfire and music afterwards!!

Thursday March 22: 5:00am Sunrise paddle-board/kayak in estuary/mangrove (8 people max). Breakfast 7:30am. 8:30am-11:30am Home-building/gardening with women's cooperative, gardening, landscaping, painting school etc. Lunch at 12:30pm. Reflective/hammock time (1:00-2:00pm) Education classes (helping teach English) at Pop Bottle School and Villa Nueva Esperanza as well as continued work with Home-building and gardening (2:00-4:00pm). Afternoon surf, swim, hammock time, sunset.. Dinner at 7pm. Yoga Deck after dinner for reflection, games etc.

Friday March 23: 6:00am surf session, beach walk. Breakfast 7:30am. 8:30am-11:30am Home building/gardening, painting and optional visit to Health Clinic to observe tropical medical work in developing countries. Lunch at 12:30pm. Reflective/hammock time (1:00-2:00pm) Education classes (helping teach English) at Pop Bottle School and Villa Nueva Esperanza as well as continued work with Home-building and gardening (2:00-4:00pm). Afternoon surf, swim, hammock time, sunset.. Possible baby turtle release on our beach from our "on-site" hatchery. Dinner at 7pm. Yoga Deck after dinner for reflection, games etc.

Saturday March 24: 6:00am breakfast. 7:00 am departure for Cerro Negro Volcano to do hike/sandboarding experience. Lunch in Leon at 12:30pm. City Revolutionary Tour in Leon at 1:30pm. Free Market time 2:30-4:00pm. Transport back to Montys for 7:00pm dinner. Yoga deck at 8pm for reflection time.

Sunday March 25: 7:30am breakfast. Beach clean up and swim 8:30-11:00am. Lunch at 12:30pm. Free time 1:30-3:30. Baseball Game at Bottle School with local kids 4:00-5:30pm. Dinner 7:00pm. Yoga Deck after dinner for reflection, games etc.

Monday March 26: Final Full Day! We will be connecting with the various groups.. Home building, gardening, teaching English classes, Women's cooperative etc and saying goodbye to the various friends we have met and worked with/learned from. We will take sunset pictures and do packing in the afternoon/evening preparing for the departure on Tuesday. There will be a "talent show" at night and special goodbye dinner prepared by the staff.

Tuesday March 27: Departure day. We can discuss how we want this day to look. Flight departs at 19:25pm Managua. Most likely leaving after an early lunch at Montys.

Activities on Schedule..

1. Surfing (tide dependent) can be done any day. Lessons are taught by Monty and local surfers he has trained. Donations for the classes go directly to the local surf kids.

PARENT NIGHT - Tuesday, October 3rd - 6:00-7:00PM

2. Morning Paddle-boarding/kayaking best at sunrise (5:00am-7:30am).
3. Cheese/Tortilla making classes by "Sarah" a local mom. Max 8 ppl per class, can be arranged any day.
4. Afternoon beach time.. Soccer, volleyball, surfing, swimming with locals.
5. **Cerro Negro Volcano Hike and Leon City tour** (Full day volcano hike, sandboarding down volcano followed by lunch in Leon and market tour, cathedral, revolutionary tour.

Activities not mentioned but can be included..

1. **Deep Sea fishing** (morning activity, any day)
2. **Horseback Riding** (lower tide activity, any day)
3. Visit our own local **health clinic** (Monday-Friday) for observing and learning about tropical medicine/health care.
4. Work with our **daycare** we are building across road that helps moms from community feel secure about working knowing their kids are being cared for. This is an upcoming project and will depend on whether this daycare is up and running or not.
5. Visiting **Orphanage** and learning about their gardening techniques and how they live off the land as well as help with gardening there. This is dependent on the orphanage needs and timing.

Donations for bringing in Suitcases..

Cloth/Washable/Reusable Diapers !!

-Basic first aid kits families can keep in their homes

-Sports equipment.. Especially baseball gloves and baseballs!

-Fabric and sewing materials

-Gently Used Clothing, Hats, Shoes

-Shoes/Sandals

-Reusable Grocery Bags/ Tote Bags

-Reusable Water Bottles

-Gently Used Kids' toys

-Kids & Adult Daily Vitamins

-Sunscreen

-Sunglasses

-Chapstick

-Toiletry packs

-Vegetable Seeds for gardens

-Notebooks/ Paper in Binders/ Paper in Duotangs

-Colored Pencils or Crayons (markers dry-up too quickly in this heat!)

-Wood Pencils with Eraser & Sharpener

(*mechanical pencils often end up as garbage)

-Backpacks

-Spanish books

-Mini White Boards & Dry-Erase markers or Mini Chalk-Boards & Chalk

-Puzzles

-Magnetic English/Spanish letters for sentence building

**Please make note to remove packaging of any sport. We do our best to not bring in extra garbage and unnecessary packaging from our countries to this one that would add to the waste problems.

Cost Estimate :

\$2700 CAD

Cost Breakdown:

\$900

Flights to Nicaragua

\$1450

Program Fees at Monty's
(includes accom & food)

\$ 150

Community Service Project
Fee (to be fundraised)

\$ 200

Additional Insurance and
Transportation, including
ferry and bussing

\$2700 CAD

Activities included in Fee:

- Surfing (Donations for the classes go directly to the local surf kids).
- Paddle-boarding or kayaking
- Soccer, volleyball, surfing, swimming.
- Cerro Negro Volcano Hike and Leon City tour (Full day volcano hike, sandboarding, market tour, cathedral, revolutionary tour).

Activities not mentioned but can be included..

- Deep Sea fishing
- Horseback Riding
- Cheese/Tortilla making classes by a local mom.
- Visiting Orphanage and learning about their gardening techniques and how they live off the land as well as help with gardening there.

Flight Details :

(Ferry to Vancouver
Depart Nanaimo: 5:00pm)

Friday, March 16th:

Depart YVR: 12:25am
Arrive in MEX: 7:03am

Depart MEX: 9:15am
Arrive in MGA: 11:54am

Tuesday, March 26th:

Depart MGA: 7:25pm
Arrive MEX: 10:30pm

Wednesday, March 27th:

Depart MEX: 1:32am
Arrive YVR: 6:30am
(Ferry to Nanaimo Depart
Vancouver: 10:30am)



STATEMENT

For Immediate Release
2017EDUC0104-001810
Oct. 25, 2017

Ministry of Education

Standing up for inclusion

VANCOUVER – The following is a statement from Minister of Education Rob Fleming, B.C. Teachers' Federation, B.C. School Superintendents' Association, B.C. School Trustees' Association, B.C. Principals and Vice-Principals' Association, B.C. Association of School Business Officials, Federation of Independent School Associations and B.C. Confederation of Parent Advisory Councils:

“We believe that all schools in our province, public and independent, must be spaces that are safe, acceptable, respectful, and welcoming for all students, regardless of their sexual orientation, gender identity, race, religion or background. There is no room for discrimination in B.C. schools.

“As provincial education partners, we are unified in this commitment. It is important that we all stand up and together to support inclusive-learning environments. Our goal as teachers, administrators, support staff, trustees and parents is to create learning environments where all students can thrive and live authentic lives.”

Contact:

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

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



NEWS YOU CAN USE

For Immediate Release
2017AEST0061-001859
Nov. 5, 2017

Ministry of Advanced Education, Skills and Training

High five an apprentice: It's Apprenticeship Recognition Week in B.C.

VICTORIA – Homes, hospitals, fine dining, kitchen cabinets, and everything in between – these are the services and products that are provided by skilled tradespeople and apprentices in British Columbia.

Nov. 5-11 marks Apprenticeship Recognition Week and the 82nd anniversary of formalized trades training in British Columbia. This week is about recognizing the hard-working and talented tradespeople and apprentices who participate in formal apprenticeship training. Upon graduation, they build up their communities by learning, offering and teaching a trade at the highest standard of quality.

This year alone there are over 35,000 adult apprentices, over 4,000 youth program participants, and over 4,000 foundation students in British Columbia. From arborists to heavy duty mechanics to welders, the Industry Training Authority (ITA) and post-secondary institutions in B.C. offer aspiring tradespeople more than 100 trades programs from which to choose.

Over an average of four years, an apprentice will spend 20% of their time in classroom based technical training, and 80% of their time getting paid on-the-job experience with an employer sponsor. After completing apprenticeship training and exams, an apprentice joins the workforce as a "ticketed" tradesperson.

This is a week to recognize the vital contributions apprentices make to the future of trades, to our economy, and to the workforce of British Columbia. Today's apprentices are tomorrow's skilled tradespeople who will be building B.C.'s highways, schools and hospitals.

Quotes:

Melanie Mark, Minister of Advanced Education, Skills and Training --

"Apprenticeship Recognition Week is a great way to give a shout out to all our trades students. These are the people who are creating, innovating, repairing and maintaining to build a better British Columbia for us all. Keep on shining and reaching for the stars."

Gary Herman, CEO, Industry Training Authority --

"ITA is proud to manage and support apprenticeship training in B.C. because it gives British Columbians the paid, hands-on experience they need to hit the ground running and secure a good-paying job. ITA will continue to ensure that British Columbians are equipped with the right skills for the job opportunities of today and tomorrow."

Kathy Kinloch, president, BCIT --

"BCIT has been helping apprentices build a foundation for their futures for over 50 years."

Through our Trades Discovery programs, we make it easier for students to find a trade they're passionate about and turn it into a rewarding career. In partnership with industry and government, apprentices have helped transform our province into one of the most livable regions in the world."

James Leard, landscape horticulture apprenticeship graduate, North Island College –

"An apprenticeship offered me recognizable skills, industry certifications and secure employment for years to come. As an employer, I know apprentices have the knowledge and training to succeed in my business."

Learn More:

WorkBC Trades Training: <https://www.workbc.ca/Training-Education/Trades-Training.aspx>

Trades Training BC: <https://www.tradetrainingbc.ca/>

Industry Training Authority: www.itabc.ca

Youth in Trades Program: <http://youth.itabc.ca/>

Trades Training seat finder instantly shows where trades training seats are available:
<https://www.tradetrainingbc.ca/>

Resources for employers are available on the ITA's website, including steps to success for managing apprentices and an employer guidebook: www.itabc.ca/resource-materials

Connecting students to trades training throughout B.C.:
<https://news.gov.bc.ca/releases/2017AEST0051-001465>

Contact:

Jennifer Fernandes
Ministry of Advanced Education, Skills and
Training
250 889-8370

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



NEWS RELEASE

For Immediate Release
2017EDUC0107-001882
Nov. 9, 2017

Ministry of Education

Investing in education leaders helps students succeed

VICTORIA – B.C. students are among the best in the world, thanks in part to strong leadership in schools throughout the province, and now government is strengthening that leadership so students continue to succeed.

The Ministry of Education is investing \$200,000 to support expanded professional learning opportunities for education leaders in British Columbia.

Aimed at education leaders and those who aspire to leadership roles, the funding will support new and existing professional learning opportunities across the education system.

As the education system evolves to serve the changing needs of students, the demands on leaders are increasingly complex and challenging. As well, many experienced and effective leaders are approaching retirement, and there's a need to recruit and train their replacements, and effectively manage the hand-over process. Throughout this, school administrators must maintain productive learning environments, while managing schools and school districts to the highest professional standards.

To address these challenges, the ministry has partnered with the B.C. School Trustees Association, B.C. School Superintendents Association, B.C. Association of School Business Officials, B.C. Principals' and Vice-Principals' Association and the Federation of Independent School Associations of B.C. to create a Leadership Development Framework.

The framework provides a vision for collaborative leadership development in the K-12 system that enables students, educators and school communities to thrive through skilled and effective educational leadership.

The framework organizations have over 3,500 members and provide training programs to support professional development.

Quotes:

Rob Fleming, Minister of Education –

"In order to ensure that students have the quality education they deserve, we are dedicated to developing the leaders of the education system. This investment and collaboration will directly enhance the educational experience of B.C. students and prepare them even better for future success."

Gordon Swan, president, B.C. School Trustees Association (BCSTA) –

"Minister Fleming's acknowledgement of the importance of strong leadership in K-12

education, as well as the accompanying initial funding, is strongly supported by BCSTA. If we want to maintain strong schools and an effective provincial education system, it is critical that we support our leaders at the school, district and board levels.”

Tom Longridge, president, B.C. School Superintendents Association (BCSSA) –

“The BCSSA is committed to working with the ministry and our other partner groups to continue to strengthen the already outstanding leadership in our province. We know that student success is directly linked to strong and supported leadership at all levels of the system. This framework will assist to expand the scope of the work as we collectively build capacity and continue to transform our education system.”

Kevin Reimer, president, B.C. Principals’ and Vice-Principals’ Association (BCPVPA) –

“The BCPVPA knows that leadership development builds capacity and enhances the entire school system. We are pleased to have joined with our education partners and the ministry to draft the Leadership Development Framework. Our ongoing collaborative work will ensure that B.C.’s well-earned reputation as an education super power will continue to provide all students with a foundation for success.”

Learn More:

Leadership Development in the B.C. Education Sector:

<https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/leadership-development>

Contact:

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

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



BRITISH
COLUMBIA

STATEMENT

For Immediate Release
2017EDUC0108-001887
Nov. 10, 2017

Ministry of Advanced Education, Skills and Training
Ministry of Education

British Columbia celebrates International Education Week

VICTORIA – Melanie Mark, Minister of Advanced Education, Skills and Training and Rob Fleming, Minister of Education have issued the following statement in recognition of International Education Week, Nov. 13-17:

“Through international education, students, educators and ideas flow between countries, giving us all the opportunity to share important ideas, build lifelong friendships and experience diverse cultures.

“Students from all over the world come to B.C. to take advantage of our world-class education system, enjoy our province’s beautiful natural surroundings, welcoming and inclusive communities and extensive extracurricular activities. Studying in B.C. opens doors for students’ futures and can offer them life-changing experiences, including the opportunity for some to contribute their skills and talent to the labour market.

“Having international students in B.C.’s schools and institutions also benefits local students by introducing them to new cultures and ideas, giving them global awareness and an appreciation for diversity. Including students from other countries in our classrooms helps all students develop strong communication, collaboration and interpersonal skills, and inspires mutual respect for people and countries.

“B.C. students can also benefit from our strong international education partnerships by taking opportunities to study and work abroad through exchange programs. These experiences give students a chance to engage with the world and develop skills that are increasingly important today and in the economy of the future.

“International Education Week is a great chance for British Columbians to learn about the benefits of international education, and to embrace the opportunities of international and intercultural learning.”

Contact:

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

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



NEWS RELEASE

For Immediate Release
2017EDUC0110-001941
Nov. 21, 2017

Ministry of Education

Sign your children up today for the B.C. Training and Education Savings Grant

VICTORIA – Making education more affordable for families is a key focus of Education Savings Week.

British Columbians are encouraged to sign up for a \$1,200 grant for their children’s post-secondary education and training.

“Our government is working hard to make life more affordable for all British Columbians and supporting the dream of further education is such a key part of that,” said Education Minister Rob Fleming. “This week, I encourage all parents, grandparents and guardians to take advantage and sign their kids up for this grant.”

The Canadian Imperial Bank of Commerce (CIBC) is now offering the B.C. Training and Education Savings Grant (BCTESG) at 163 banking centres in B.C., which means the grant is now available at all major B.C. financial institutions.

“The best school supply is a well-funded education savings plan, ideally, in the form of a Registered Education Savings Plan,” said Mike Stevenson, CIBC senior vice-president and region head, B.C. and northern territories retail markets. “The B.C. Training and Education Savings Grant, available today at all CIBC banking centres in B.C., is an investment opportunity not to be overlooked by parents and grandparents. We can work with you to fit an RESP into your overall financial plan and help you find ways to meet your family’s education savings goals.”

In order to be eligible for the grant, the child applying must have been born in 2006 or later and must be at least six years of age when they apply. The child and parent/guardian must both be residents of British Columbia.

Signing up for the grant is as easy as stopping in at your local financial institution and following these simple steps:

1. Bring social insurance number (SIN) cards for both the child and the parent/guardian.
2. Sign the child up as the beneficiary of a Registered Education Savings Plan.
3. Complete the application at your financial institution.
4. No additional contributions are required.

Education Savings Week runs nationally from Nov. 19-25 and encourages all Canadians to get the facts about education savings. This week is an important time for parents and guardians to start thinking about saving for their child’s post-secondary education. Dozens of organizations, from social service agencies to financial institutions throughout the country, work together to raise public awareness of the various government financial incentives available to them simply by opening Registered Education Savings Plans for their children.

Quick Facts:

- The BCTESG is available through 55 financial institutions, including credit unions.
- More than 280,000 B.C. children are eligible to receive the grant.
- As of Oct. 31, 2017, nearly 88,000 children have an additional \$1,200 in their RESP to support their post-secondary goals. That's over \$105 million invested in their future.
- Children who are not eligible for the BCTESG can apply for the Canada Learning Bond and the Canada Education Savings Grant through the Government of Canada.
- B.C. students preparing for post-secondary education can apply for scholarships through the Ministry of Education's Provincial Scholarships Program and for financial assistance through the Ministry of Advanced Education's StudentAidBC program.
- The BCTESG has been offered since August 2015.
- The Government of Canada administers the BCTESG.
- The Government of British Columbia is working with the Government of Canada to encourage all financial institutions to offer the grant.
- B.C. has the second-highest average annual personal RESP contribution per beneficiary in Canada at \$1,708.

Learn More:

For more information about the BCTESG including information about RESPs and a list of participating institutions, visit: <http://www.gov.bc.ca/bctesg>

For more information on the Canada Learning Bond: www.canada.ca/en/employment-social-development/services/learning-bond.html

For more information on the Canada Education Savings Grant: www.canada.ca/en/employment-social-development/services/student-financial-aid/student-loan/student-grants/cesg.html

For more information on the Ministry of Education's Provincial Scholarships Program: www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships

For more information on the Ministry of Advanced Education's StudentAidBC program: www.studentaidbc.ca

Canadian Imperial Bank of Commerce: <https://www.cibc.com/en/personal-banking.html>

Contact:

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

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



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: BCSTA Provincial Council
Meeting Location: Vancouver, BC
Meeting Time: Friday October 27 from 7-9 pm and
Saturday October 28 from 8:30 am – 3 pm

Committee Report:

Provincial Councilors met with Education Minister Rob Fleming and Deputy Education Minister Scott MacDonald. Each spoke to the high level items contained in the Ministers' Mandate Letter from Premier Horgan.

The Business meeting approved previous minutes, received verbal reports from the CEO, President, Aboriginal Education Committee and Professional Learning Committee. The launch of the Professional Learning Guide will commence November 4 through the BCSTA Hub. There also will be a session at the BCSTA Trustee Academy on November 23-25. The Finance Committee presented the year-end audited financial statements for BCSTA for June 30, 2017. Members were pleased that all School Districts in BC are again members of the association.

Motions:

Emergent motions are presented to PC on the basis that these items cannot be held over until the AGM in April. There were 5 motions for consideration in the agenda and an additional 6 motions came to the floor during the deliberations.

- 9.1 Funding for Compliance with SCC Decision – specifically the funding of portables, classroom conversions, and building additions – Carried
- 9.2 Standardized Modules for Learning and Assessment – for specialist teachers due to the influx of new teachers due to the LoA – Carried
- 9.3 Funding of Exempt Staff Salary Increases – Carried
- 9.4 Administrative Savings – request that \$30M in admin savings be returned to Districts – Carried
- 9.5 School District No. 83 By-election – be held to return the Okanagan Skaha Board – Carried

Five emergent motions were approved by the assembly for consideration at this meeting.

- 10.1 Tax Measurement – that BCSTA/CSBA challenge the new federal tax regulations include taxing Trustee unaccounted indemnity – Carried
- 10.2 Cannabis Regulations Framework – extension of the deadline for input by November 1 be extended – Carried
- 10.3 Rural Education Strategy – that the report be released to School Districts and that embedded recommendations for funding be considered by the new government in it MoE Funding Framework Review – Carried
- 10.4 Assistance Dogs in School – that the MoE develop a model policy – Carried
- 10.5 Exempt Staff – That School Districts be free to put exempt staff on the grid where they deem appropriate – Carried

Issues Forum:

PSEC CEO spoke about the request from the Minister of Finance to her office that there be a formal examination of the Boards (governance) of the four employer associations in the province to align and/or share best practices and resources. The four employer associations are:

- the Health Employers Association which is comprised of the CEO's of the Health Authorities;
- the Post Secondary Employers Association which is comprised of College/University Presidents;
- Community Social Services Employers Association is CEO's of a selection of community services; and,
- BCPSEA, which was comprised of 9 Trustees (elected from our BCPSEA Rep Assembly), 2 from PSEC, 2 from MoE, 1 Secretary Treasurer and 1 Superintendent.

Trustees have been asked to provide their input to PSEC as to how we see our BCPSEA Board being configured. General themes that arose were:

- That the membership of the Board be elected by our representative assembly.
 - That the membership could be elected regionally based on our 8 Branches.
 - That positions could be staggered 2 and 3 year terms to allow for change over.
- The notion of a technical advisory committee made up of staff from Districts was also contemplated.

District input to BCSTA is required by November 6 with a proposal coming forth from PSEC in time for a "new" Board to be considered at the BCPSEA AGM January 29, 2018.



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: Ministry of Education Partner Liaison Meeting
Meeting Time: October 25, 2017 8:30 – 3 pm & October 26 8:30 – 3 pm
Committee Report:

Provincial Board Chairs, Superintendents and Secretary Treasurers were in attendance.

Deputy Minister of Education, Scott Macdonald, presented on the Ministry's Vision and Priorities leading toward enhancing student learning with the major objective to improve student outcome for all students.

Key focus on provincial results through participations rates in FSA and the linkage at Grade 4 for intervention/early learning. The DM indicated that Districts will receive the FSA results first and they will attempt to work on masking results so that the Fraser Report on the Ranking of Schools will look different. The DM also addressed the extended timeframe of one year for the Grade 11-12 grad transition requirement and the critical link to post-secondary institutions. "We have to get it right".

The Ministry is also exploring involvement in early learning and child care and how that can be managed through the Ministry of Education and school district facilities. Minister Fleming is on a Child Care Working group on this topic.

Other key areas of focus for the Ministry will be mental health, recruitment and retention and the rural schools strategy.

The DM announced the MoE Funding model review and timeframe for completing this for implementation in March 15, 2019. This review will be of the present envelope of funding (the quantum) and not capital funding. *Caution:* there will be winners and losers. Written submissions will be received until April 30, 2018 to K12FundingReview@gov.bc.ca. To compliment this presentation Joan Axford, Executive Director of BCASBO, spoke on the history of the funding formula and how we came to where we are today. The last review of the funding formula was in 1983.



Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: BCSTA Board Chairs Meeting
Meeting Time: October 26 8:30 – 3 pm
Committee Report:

Board Chairs were first debriefed on the previous day's Partner Liaison Meeting with Ministry staff and any follow-up questions or initiatives we wished to have addressed.

Theresa Mickelson of Mickelson Public Relations presented on media relations and Interviewing Skills; the do's and don'ts in preparing and giving radio, TV and newspaper interviews.

George Farkas, previously with the Funding Division of the Ministry of Education and now with New Path Consulting, has been contracted to BCSTA to work with the funding framework review and assist Districts with capital and funding issues in schools districts. Mr. Farkas reviewed the overall ministry of education budget and pressures that have been realized through the Supreme Court decision and ensuing Letter of Agreement between Districts and the BCTF.

Natural Disaster Response Planning:

Paul Squire (MoE) presented the Integrated Response Plan which, although created around the scenario of an earthquake, has many relevant pieces to any disaster. We reviewed some local district experiences with the summer forest fires which certainly highlighted the need for School Districts to be an integral part of the "local" plan.

Open Forum – Cannabis:

Boards to be directed by their local policies on drug use, abuse, smoking and alcohol at this time until there is more clarity from the federal and provincial governments. Concern that revenue from the legalizing of marijuana be put aside for prevention education on narcotics and drug abuse. Concern raised about employees and the medical uses thereof for marijuana.

A Local Elections Committee (LEC), will be comprised of Branch presidents and framed around the "Public Education is the Key" campaign. The LEC is tasked with collecting and disseminating best practices on recruiting new trustees, trustee orientation, and articulating "what" is the work of Trustees.

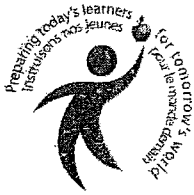


Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: Tribune Bay Outdoor Education Centre Society (TBOECS)
Meeting Location: SD 71 Board Office, Courtenay
Meeting Time: Nov. 6, 2017 10:00 am

Discussed:

- Welcome to Kate and Alex Ortwein, who have been hired as senior leaders/program managers.
- A feasibility report and study by the Hornby Island Community Economic Enhancement (HICEEC) has been drafted following a pilot of a community bus service on Hornby Island during the summer month through a partnership with the Tribune Bay Outdoor Education Centre Society (TBOECS). Following the success of this pilot, TBOECS will be looking at ways that the bus could benefit the whole island and help off-set costs to TBOEC transporting its campers.
- Winterizing the lodgings is a priority to attract year round programs. The main lodge has been designated an historical building so some upgrades will not be possible.
- Ground Search & Rescue Academy will be advertised to our school districts and the lower mainland for program delivery in the spring of 2018. This is a great opportunity for our kids, so keep your ears open!
- Rates for students attending TBOEC will remain the same for the upcoming year. Adult rates will be set at \$130/night with some latitude to accommodate some non-profit groups.
- The Firepit Pavilion (a covered outdoor gathering place) is half-way to its goal of \$70,000 fro construction



Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: **BLT Early Years Coalition**
Meeting Location: Family Place, Parksville
Meeting Time: Nov. 2, 2017 12:00 pm

Mission Statement

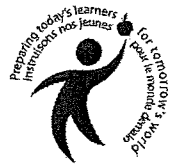
Building Learning Together Early Years Coalition focuses on encouraging healthy relationships with families, with each other and with community as it relates to the importance of early learning and successful development for young children.

Discussed:

- We had a quick overview of the **Early Development Instrument (EDI)** compiled by UBC with data from a questionnaire completed by kindergarten teachers across the province. Recognizing all the variables that can happen and that data of this type needs to have context, this is an interesting piece of the entire picture. SD69 subscales can be found at http://earlylearning.ubc.ca/media/subscales_wave_6_sept_2017/w6_edi_subscale_community_profile_-_69_qualicum.pdf
- We looked at **Appetite to Play**, an initiative designed to support early years providers promote and encourage physical activity and healthy eating. They have an interactive website that includes links to training, an online community, self-assessment tools and planners. <https://www.appetitetoplay.com>
- **Spooktacular** was another great success with approximately 600 people attending.
- The **WOW Bus** should be on the road at the beginning of December

Discussed Strategic Priorities for 2017-18

1. Decrease Qualicum EDI Reported Vulnerabilities
2. Create Strategies for Kindergarten Transition
3. Parent Engagement/Inclusion Approach
4. Connecting Early Years providers & strengthening local Early Years Collaboration



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: RDN District 69 Recreation Commission
Meeting Location: Oceanside Place Meeting Room
Meeting Time: November 15, 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.

November Events:

This month our regular meeting was replaced by a meeting with the Recreation Commission on November 15 so that we could receive the recommendations for the Facilities Plan. In addition, I attended the participant recognition event the next day and I am intending to attend at least one of the open houses on the proposed Facilities Plan.

Recommendations on Facilities:

By the time of the Board Meeting, open houses will have been held to receive feedback on the recommendations about changes/upgrades to RDN Facilities. In particular, these recommendations include plans for a possible expansion of Ravensong Pool and a further assessment for the need for upgraded fields and/or development of a new multi-use field in Oceanside. I am happy to report on the results as they become clear.

Recognition Event:

As a newbie to the Commission, I had no idea what I was walking into. The room I entered was full of athletes of all ages. Almost 100 people received recognition certificates. Many of our fine students were honoured, as were many folks from the Seniors' Games for those over 55. This was both overwhelming and inspiring. We should all be so proud of our youth in Oceanside as they achieve well in many team and individual sports. And our over 55 group, they jingled with multiple medals. Wow!!

Open Houses:

In my last report I gave the dates for upcoming open houses about the facilities report. They are all finished at the time of our Board Meeting. I hope that everyone took part in the discussion and, if you didn't, please feel free to offer your feedback to me.



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: Indigenous Advisory Committee
Meeting Location: Indigenous Services Winchelsea Place
Meeting Time: November 20, 2017

Provincial Indigenous Educators Events:

Rosie McLeod-Shannon, District Principal of Indigenous Education Services, reported out on a recent provincial gathering of Indigenous Educators. There was a variety of good speakers including many from the Education Ministry. The focus was on true implementation of Indigenous Teachings and Principles. We seem to be on the road to reconciliation.

Monday Afternoon Workshops:

From 3:30 to around 5:30 PM each Monday Indigenous Education Services hosts cultural workshops at Winchelsea Place. Today (November 20) will feature making bannock and fry-bread. Workshops will follow to learn more about Indigenous Cultures. All are welcome.

Totally Tuesdays:

Indigenous Education Staff are available to teachers on Tuesdays to provide workshops for the classroom. Last month, I included a list of topics. Demand has been strong so please make sure that all are aware of the vast number of opportunities available. These workshops have led to increased demand for Hul'qami'num Language now being pursued in four schools.

Staff Report:

Highlighted this month is work at Kwalikum Secondary and Springwood Elementary Schools. At Springwood, much interest has emerged to learn dances appropriate to the ages and genders of the students. At Kwalikum Secondary *Bannock Days* are happening at Lunchtime in Room 261 (Dec. 15, Jan. 26, March 2, April 13 and May 25). All students are welcome to come and have a piece of bannock and some tea. They can stay and hang out to discuss Indigenous Culture and learn about opportunities available for Indigenous students.

Next Meeting:

The Indigenous Education Services Winter Celebration will be held at the Parkville Community and Conference Centre on December 7 at 5:00 pm. Mark your calendars!!!

Stay up to date with what is happening in Indigenous Education in School District 69 by signing up for the newsletter on the School District 69 website.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Letter to Education and Finance Ministers 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 <i>School Act</i> 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.</p>	<p>Board Chair</p>	<p>Letter sent November 3, 2017 Copy on November Regular Board Agenda</p>	<p>Completed</p>
<p>Strategic Planning Process (January 24, 2017)</p>	<p>Superintendent</p>	<p>To begin in the 2017-18 school year</p>	<p>July 1, 2018</p>
<p>Establishment of Performance Assessment Committee (June 24, 2014)</p>	<p>Senior Staff</p>	<p>In abeyance pending Ministry of Education's review of assessment, evaluation and reporting</p>	<p>In abeyance</p>



Ministry of Education

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER 69	NAME OF SCHOOL DISTRICT Qualicum	YEAR 2017
OFFICE LOCATION(S) 100 Jensen Avenue East		TELEPHONE NUMBER 250-248-4241
MAILING ADDRESS PO Box 430		
CITY Parksville	PROVINCE BC	POSTAL CODE V9P 2G5
NAME OF SUPERINTENDENT Rollie Koop		TELEPHONE NUMBER 250-954-4687
NAME OF SECRETARY TREASURER Ron Amos		TELEPHONE NUMBER 250-954-4675

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended June 30, 2017

for School District No. 69 as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED

EDUC. 6049 (REV. 2008/09)

Statement of Financial Information for Year Ended June 30, 2017

Financial Information Act-Submission Checklist

- | | <i>Due Date</i> |
|---|---------------------|
| a) <input type="checkbox"/> A statement of assets and liabilities (audited financial statements). | <i>September 30</i> |
| b) <input type="checkbox"/> An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements) | <i>September 30</i> |
| c) <input type="checkbox"/> A schedule of debts (audited financial statements). | <i>September 30</i> |
| d) <input type="checkbox"/> A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31). | <i>September 30</i> |
| e) A schedule of remuneration and expenses, including: | <i>December 31</i> |
| <input type="checkbox"/> i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required. | |
| <input type="checkbox"/> ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member | |
| <input type="checkbox"/> iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required | |
| f) <input type="checkbox"/> An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required. | <i>December 31</i> |
| g) <input type="checkbox"/> Approval of Statement of Financial Information. | <i>December 31</i> |
| h) <input type="checkbox"/> A management report approved by the Chief Financial Officer | <i>December 31</i> |

School District Number & Name School District No. 69 (Qualicum)

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2017

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Documents are arranged in the following order:

1. Management Report
2. Audited Financial Statements with Note Disclosure
3. Schedule of Debt (Schedule 1)
4. Schedule of Guarantee and Indemnity Agreements (Schedule 2)
5. Schedule of Remuneration and Expenses (Schedule 3)
6. Statement of Severance Agreements (Schedule 4)
7. Schedule of Payments for Goods and Services (Schedule 5)
8. Comparison of Scheduled Payments to Audited Financial Statements (Schedule 6)

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2017

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, McGorman MacLean, Chartered Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District

Rollie Koop, Superintendent

Date:

Ron Amos, Secretary Treasurer

Date:

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2017

SCHEDULE 1 - SCHEDULE OF DEBT

Information on all long term debt is included in the School District Audited Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2017

SCHEDULE 2 - SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

School District No. 69 (Qualicum) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

ELECTED OFFICIALS

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
Austin, Julie	13,778.94	1,395.42
Flynn, Eve M.	16,534.74	1,890.89
Gair, Jacob	14,928.63	302.40
Kurland, Barry	13,778.94	2,008.20
Young, Elaine	14,007.10	862.02
TOTAL ELECTED OFFICIALS	<u>73,028.35</u>	<u>6,458.93</u>

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
Abel, Jaret	88,432.96	92.72
Amos, Ronald	133,319.66	2,675.22
Austin, Maria	87,595.00	
Ayers, Byron	80,736.84	
Barber, Donald	79,943.56	
Baynton, Catherine	80,336.00	
Bertrand, Gayle	80,247.48	
Bevilacqua, Barry	81,390.96	1,816.24
Bold, Donald	110,018.36	1,639.38
Bonnor, Laura	87,563.65	
Boudrot, Sara	80,263.80	
Bradbury, Monica	87,394.75	
Bravo, Elia	80,890.09	
Britz, Daryl	80,881.18	
Brown, Jill	83,564.39	148.99
Burger, Elizabeth	80,774.28	
Burn, Rosalyn	88,277.64	
Campbell, Douglas	88,445.52	
Carmichael, Darin	86,588.31	2,647.73
Cave, Shelly	88,445.72	
Chapdelaine, Sylvain	88,390.96	
Charnock, Gaynor	88,241.28	
Cleland, Louise	80,096.56	
Comer, Deborah	85,553.57	
Confortin, Shannon	88,448.25	
Conn, Jeremy	86,440.92	
Craig, Patricia	80,835.36	
Craven, Dan	80,785.80	
Crossley, Anne	87,995.72	
Daniel, Tim	80,774.28	
Davidson, Bradley	81,581.97	
Dawley, Marsha	109,048.32	
De Buysscher, Debbie	87,545.96	
Dempster, Christen	97,813.60	9,896.78
Diewold, Jeannette	88,768.36	

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
Dinning, Robert	81,353.34	
Dodd, Gordon	88,116.33	
Dorsay, Stephen	88,892.24	
Dragani, Erica	87,745.97	
Faa, Kerri	88,186.15	
Fletcher, Carmen	75,291.74	
Flynn, Gwendolyn	111,246.15	1,174.16
Frampton, Carrie	88,432.96	
Frampton, David	79,130.70	
Fraser, David	80,517.35	164.16
Friesen, Yakov	89,049.48	772.41
Frieson, Karen	88,390.96	2,411.19
Frisson, Francine	99,738.78	640.64
Frost, Richard	75,398.04	5,394.69
Gayton, Randal	88,445.52	
Gibbs, Robert	86,398.92	319.68
Graff, Terry	88,895.36	
Gunn, Tandy	110,161.42	
Harwijne, Keith	80,785.80	
Heinrichs, Norberta	87,545.30	
Henschel, Cody	87,550.43	1,471.49
Hockin-Grant, Lee Anne	80,260.90	
Holman, Mindy	80,774.28	
Huggins, Shauna	78,658.85	
Hung, Ryan	93,466.21	626.07
Hunter, Tracy	88,034.73	
Janssen, Deirdre	88,445.12	
Jezersek, Raymond	119,730.81	698.88
Johnsen, Corby	80,517.10	
Katchur, Karen	87,138.86	
Kellas, Brent	80,335.98	645.30
Kenny, Michael	88,403.56	
Kent, Theresa	77,951.42	
Klassen, Dennis	88,279.74	
Knight, Jane	80,560.74	

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
Koop, Roland	163,417.76	2,216.34
Kortas, Helena	79,874.28	
LaCouvee, Lesley	89,645.42	698.94
LaFleche, Maureen	88,235.53	2,649.00
Lapper, Jayne	87,995.72	
Lawrence, Karen	87,532.96	
Lewis, Greg	87,169.84	
Lukianchuk, Paul	88,078.73	
Lunny, Jennifer	85,857.31	
MacVicar, Dave	79,885.89	
Marshall, Lori	120,848.36	
McCallum, Leslie	80,560.80	
McConachie, Brenda	88,390.96	
McKee, Kevin	107,593.10	3,861.66
McKee, Sherri	79,886.08	
McKinnon-Sanderson, Corleen	100,630.38	
McLatchie, William	80,774.28	
McLaughlin, Barbara	87,982.96	434.65
McLeod-Shannon, Rosie	107,508.71	
McMillen, Kevin	79,339.65	
McMullin, Aase	86,414.28	617.52
McNabb, Mary	80,977.12	
Meier, Jolin	88,444.90	
Meredith, Gregory	88,493.05	
Mihoc, Maria	80,774.28	
Morgan, Michelle	88,390.96	
Morrison, Sheila	112,134.55	
Morrison, Tarri	86,003.42	
Mostad, Karen	88,526.34	
Murray, Lynne	80,732.28	
Nailor, Graeme	88,509.38	
Ndiaye, Djimith	78,467.19	
Nikula, Brian	112,134.55	
Nikula, Jessica	87,273.33	
Nowak, Tobias	80,587.64	

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
Ouellet, Luc	88,390.96	
Pawliuk, Robin	87,603.20	
Pearce, Anne	87,545.78	
Pearce, James	88,031.89	
Pedersen-Skene, Lisa	86,101.07	
Pepper, Deanna	78,359.92	
Pepper, Ross	111,232.94	9,500.63
Pickard, Jennifer	80,507.28	
Pintal, Daniel	80,675.31	
Preston, Jonathan	80,774.28	
Preston, Sophie	88,149.48	
Price, Elizabeth	80,785.80	
Proctor, Janis	87,036.38	100.24
Rasa, Lilian	86,411.22	
Raviglione, Manuela	87,997.88	
Reynolds, Jane	107,144.80	
Rhode, Patrick	88,380.29	
Richman, Bruce	88,036.13	
Robson, Richard	122,113.96	
Rogers, Greg	83,198.32	
Rowan, Lesley	104,313.47	
Saremba, Anthony	112,134.16	
Saremba, Eileen	85,204.65	
Savage, Carl	80,739.44	312.88
Savage, Gary	87,668.05	
Schulz, Jacquelyn	88,390.96	
Seidel, Edward	96,433.02	
Shepherd, JoAnne	119,948.38	329.89
Slaughter, Keli	88,465.61	
Snyder, Darren	78,943.76	
Spencer, Tevis	79,687.29	
Spencer-Dahl, Denise	79,743.29	
Spray, Bryan	91,765.92	
Stahley, Stephen	93,679.30	2,106.88
Standing, Kathryn	87,532.97	

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
Steel, Kerri	110,496.44	1,827.90
Stefanek, Larry	88,656.43	
Stefanek, Ruth	79,885.97	
Stepp, Lisa	86,003.40	
Stewart, Judith	88,390.96	
Sullivan, Deanna	83,881.81	
Tanner, Amber	78,863.83	
Taudin-Chabot, Marian	80,745.24	
Taylor, Autumn	85,592.47	465.92
Terpstra, Rudolph	121,943.46	
Thirlwell, Mandy	80,732.28	33.48
Thomas, Judy	82,376.68	
Tickell, Karen	87,735.67	
Tomiyama, Kazuo	87,545.80	
Verheyen, Sandra	88,284.72	
Vollmers, Shayne	80,754.49	
Waters, Jodi	80,393.79	
Waters, Jon	79,330.88	
Williams, John	112,134.55	
Williams, Kathryn	79,886.08	
Wilson, Bradley	88,445.50	132.84
Wilson, Gillian D	130,070.97	3,345.60
Wilson, Kimberley	80,646.31	
Wilson, Reid	98,673.54	
Witte, Jesse	112,973.29	
Woods, Linette	79,626.04	
Woods, Matthew	88,218.65	
Worthen, Brian	100,614.45	
Worthen, Kati	87,532.96	

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
TOTAL DETAILED EMPLOYEES > 75,000	15,123,898.11	61,870.10
TOTAL EMPLOYEES <= 75,000.00	<u>18,456,236.90</u>	<u>193,180.05</u>
TOTAL EMPLOYEES OTHER THAN ELECTED OFFICIALS	33,580,135.01	255,050.15
CONSOLIDATED TOTAL	<u>33,653,163.36</u>	<u>261,509.08</u>
CONSOLIDATED TOTAL, REMUNERATION PAID	<u>33,914,672.44</u>	
TOTAL EMPLOYER PREMIUM FOR CPP/EI		<u>1,737,497.18</u>

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2017

SCHEDULE 4 - STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between School District No. 69 (Qualicum) and its non-unionized employees during fiscal year 2016-17.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
ACME SUPPLIES LTD.	94,879.17
ANDREW SHERET LIMITED	69,863.01
APPLE CANADA INC. C3120	45,255.70
ARCHIE JOHNSTONE PLUMBING & HEATING	274,607.50
ARI FINANCIAL SERVICES T46163	40,140.61
B.C. HYDRO & POWER AUTHORITY	485,420.84
BCSTA	40,380.88
BEST BUY CANADA LTD	28,912.39
CALIBER SPORT SYSTEMS	59,772.30
CDW CANADA INC.	29,404.48
CITY OF PARKSVILLE	125,070.42
DISCOVER CANADA TOURS	38,756.12
E.B. HORSMAN & SON	139,078.52
ESC AUTOMATION, INC.	34,954.02
FELDER MACHINERY IMPORTS	29,624.00
FIRST TRUCK CENTRE	319,025.00
FORTISBC	244,851.68
GRAND & TOY LIMITED	74,171.51
GUARD.ME INTERNATIONAL INSURANCE	65,979.35
JONATHAN MORGAN & COMPANY LTD.	108,634.31
KAL TIRE (TRUCK CENTRE)	31,134.40
KEV SOFTWARE INC.	45,203.20
M.A.T.A.	55,031.39
MADILL - THE OFFICE COMPANY	26,088.27
MCGORMAN MACLEAN	25,200.00
MCGRAW-HILL RYERSON LTD.	64,408.57
MCGREGOR & THOMPSON HARDWARE LTD.	26,871.73
MID ISLAND CONSUMER SERV. CO-OP	194,560.06
MIKE'S COMPUTER SHOP	154,364.54
MINISTER OF FINANCE	67,453.64
MINISTER OF FINANCE, MEDICAL	442,915.50
MORNEAU SHEPELL	34,355.68
MOUNT BENSON MECH. (1991) LTD.	180,442.51
MUNICIPAL PENSION PLAN	1,017,258.55
N. HARRIS COMPUTER CORPORATION	54,052.80

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
NORTH WEST ENVIRONMENTAL GROUP	49,542.43
NOVA WOOD FLOORS	153,247.50
OCEANSIDE BUILDING LEARNING	111,758.56
PACIFIC BLUE CROSS	765,774.50
PUBLIC EDUCATION BENEFITS TRUST	488,735.94
QDPVPA-PERSONAL PROFESSIONAL DEV	47,500.00
RICOH CANADA INC.	64,267.72
RIDGELINE MECHANICAL LTD.	168,564.49
ROCKY POINT ENGINEERING LTD	43,312.52
SOFTCHOICE LP	33,111.91
SUN COAST WASTE SERVICES	39,551.66
SUPER SAVE PROPANE	27,236.63
SWING TIME DISTRIBUTORS	30,008.93
SYBERTECH WASTE REDUCTION LTD.	31,394.91
TEACHERS' PENSION PLAN	2,978,466.09
TELUS COMMUNICATIONS (B.C.)	50,420.98
TELUS MOBILITY CELLULAR INC.	36,337.00
THE GREAT WEST LIFE ASSURANCE CO.	73,376.13
TOWN OF QUALICUM BEACH	44,227.67
UNITED FLOORS	44,851.60
VANCOUVER ISLAND UNIVERSITY	172,942.56
WORKERS' COMPENSATION BOARD	287,107.70
	<hr/>
TOTAL DETAILED VENDORS > 25,000.00	10,509,860.08
TOTAL VENDORS <= 25,000.00	<hr/> 3,101,334.31
TOTAL PAYMENTS FOR THE GOODS AND SERVICES	<hr/> 13,611,194.39

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2017**

**COMPARISON OF SCHEDULED PAYMENTS TO AUDITED FINANCIAL STATEMENT EXPENDITURES
SCHEDULE 6**

SCHEDULED PAYMENTS

Schedule of Remuneration and Expenses	
Remuneration	\$ 33,653,163
Employee Expenses	261,509
Employer Portion of EI and Canada Pension Plan	<u>1,737,497</u>
Total Schedule of Remuneration and Expenses	\$ 35,652,169
Schedule of Payments for Goods and Services	<u>13,611,194</u>

CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS	<u>\$ 49,263,363</u>
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FINANCIAL STATEMENT EXPENDITURES

Operating Fund Expenditures	\$ 44,701,117
Trust Fund Expenditures	3,518,662
Capital Fund Expenditures	3,176,814

CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES	<u>\$ 51,396,593</u>
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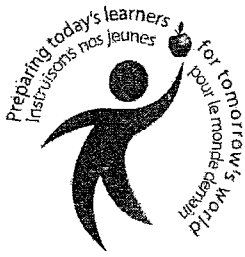
DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND FINANCIAL STATEMENT EXPENDITURES	<u><u>(2,133,230)</u></u>
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EXPLANATION OF DIFFERENCE

The schedule of payments for the provision of goods and services differs from the financial statements in the following ways:

- 100% of GST paid to suppliers is included, whereas the financial statement expenditures are net of the GST rebate
- Third party recoveries of expenses from PAC and school fundraising activities may not all be adjusted for in the schedules
- Employee benefits may be duplicated in the schedule of payments where also reported in employee remuneration
- Travel expenses that are paid directly to suppliers may be duplicated in employee expenses
- Other miscellaneous cost recoveries that may not have been deducted from the scheduled payments

The financial statements are reported on an accrual basis, and include payroll liabilities that are not reflected in the schedule of remuneration and expenses, and accounts payable balances that are not reflected in the schedule of payment for the provision of goods and services. Changes in liability balances from year to year affect the financial statement expenditures but not the scheduled payments which are reported on a cash basis.



SCHOOL DISTRICT No.69 (QUALICUM)

November 3, 2017

Hon. Carole James
Minister of Finance and Deputy Premier
(MLA Victoria-Beacon Hill)
1084 Fort Street
Victoria, BC V9V 3K4

via email: carole.james.MLA@leg.bc.ca

Hon. Rob Fleming
Minister of Education
(MLA Victoria-Swan Lake)
1020 Hillside Avenue
Victoria, BC V8T 2A3

via email: rob.fleming.MLA@leg.bc.ca

Dear Ministers James and Fleming:

RE: Proposed Amendment to 111(3) of the *School Act*

In 2014 our Board, with the support of the Vancouver Island School Trustees Association (VISTA) passed a motion that had embedded within it a request to the provincial government of the time to work with school districts to amend the *School Act* to reflect the realities of budgeting for 21st Century Learning. At its October 24, 2017 Regular Board Meeting, our Board passed the following motion:

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.

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.

As an example, our Board was presented with a proposal from our Trades teachers to buy a gutted residence in an expanding neighbourhood very near one of our high schools. This project would have greatly benefited our trades programs, computer design classes, math classes, etc., as the house would be finished by the local high school students. The house would then have been sold, most likely at a profit. In order to have created this opportunity for our students the Board had to act quickly and finance the project with our surplus. Unfortunately, the surplus was needed that year to balance the budget and the Board was unable to consider the proposal.

/2

Had the Board the opportunity of carrying the deficit over we would have reconciled that deficit within a year or two and most likely created some revenue to augment other programs.

While our recent Board resolution was made prior to the announcement of a Funding Formula Review by the Ministry of Education our hope would be that this analysis would include Capital Budgets; therefore, we will also be pursuing this request through that process as well.

With the formation of a new provincial government, we hope that you will both revisit this concept and begin conversation to move the initiative forward to revise Section 111(3) of the *School Act* in order to provide Boards with the opportunity to carry a deficit budget for a specified timeline in order to enhance existing programs and/or expand program choices for the improvement of student achievement.

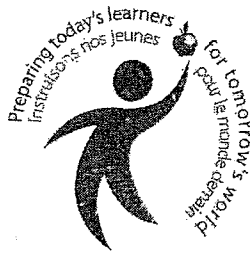
Sincerely,



Eve Flynn
Board Chair

c: Hon. Scott Fraser, Minister of Indigenous Relations and Reconciliation
Michelle Stilwell, MLA Parksville-Qualicum
Board of Education SD69
Ron Amos, Secretary Treasurer SD69

File: 0530-01



SCHOOL DISTRICT No.69 (QUALICUM)

November 3, 2017

Mr. Gordon Swan, President
BC School Trustees Association
4th floor – 1580 West Broadway
Vancouver, BC V6J 5K9

Dear Mr. Swan:

RE: PSEC Review of Employer Associations

On behalf of the Board of Education of School District 69 (Qualicum) I would like to thank the Board of the BC School Trustees Association (BCSTA) for continuing to pursue the return of trustees to the Board of Directors of the BC Public School Employers' Association (BCPSEA). The Minister of Finance Carole James' request for a review by the Public Sector Employers' Council (PSEC) Secretariat of the four major employer groups will provide for an excellent opportunity to benefit from best practices.

However, our Board believes that, in returning the BCPSEA Board, members should be elected from the assembly of 60 School District representatives. Consideration should be given to regional representation, which could be based on the Branch structure of BCSTA to maintain equity between rural and urban districts, and that members of the BCPSEA Board of Directors be staggered in their terms of office for two or three-year rotations.

We look forward to the 2018 BCPSEA AGM where a new Board of Directors will be elected.

Thank you for the opportunity to provide input.

Sincerely

Eve Flynn
Board Chair

c: Board of Education, SD69
Rollie Koop, Superintendent, SD69
Ron Amos, Secretary Treasurer, SD69
Christina Zacharuk, CEO, PSEC

File: 0530-10



British Columbia
School Trustees
Association

November 20, 2017

The Honourable Rob Fleming
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Carole James
Minister of Finance
PO Box 9048, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Rob Fleming and Minister Carole James,

RE: Key funding priorities for the 2018 Education Budget

Executive Summary:

In February 2018, the Minister of Finance will be tabling the government's first full Budget in the Legislature. In preparation for upcoming Budget discussions with government, Board Chairs recently met to identify the key Budget 2018 funding priorities that we, as governors of the system, believe are necessary to maintain student programs and services over the next three years. We feel that the priorities outlined in this letter are fully aligned with the government's Throne Speech commitment of "...restoring proper funding for B.C. classrooms, and give students the supports they need to succeed."

The BCSTA is recommending the following key investments and policy/procedural changes for consideration in Budget 2018:

- Increasing general operating grants to school districts by the rate of inflation and other known cost pressures over the next three years.
- Eliminating the current requirement for forced administrative savings by school districts, and return \$29 million to local budgets.
- Covering the full cost of implementing and maintaining the Next Generation Network.
- Fully reflecting enrollment increases in the ministry's three-year budget.
- Addressing recruitment and retention issues that have arisen due to the implementation of the Classroom Enhancement Fund.
- Increasing learning resource grants to school districts by at least the previous Throne Speech commitment of an additional \$30 million per year.
- Increase the Ministry of Education capital program to address the significant backlog of needs for new schools, seismic upgrading and the replacement/refurbishment of ageing facilities.

- Develop a “Capital Action Plan” that would outline the key policy and procedural changes needed for acceleration and completion of capital projects across the province.
- Make changes to government policy and regulation to improve both the efficiency and effectiveness of current spending.

Background:

It is important to note that on November 15, 2017, the non-partisan Select Standing Committee on Finance and Government Services acknowledged that funding has not been keeping pace and has made several recommendations to increase both operational and capital funding in the K-12 sector. Similar recommendations were made by the committee last year and in previous years. However, these recommendations were not reflected in previous provincial budgets or the Budget Update and, as a result, has left funding at a level where school district services cannot be improved or in many cases maintained.

We believe that investing in public education is a valuable use of provincial resources that brings both positive short and long-term returns to students, communities, government and society as a whole. A good education provides substantial benefits to individuals and, as individual benefits are spread throughout a community, it creates broad social, economic and fiscal benefits to the province. Individuals who graduate and have access to quality education are more likely to find gainful employment, have stable families and be active and productive members of society. They are also less likely to place high demands on other areas of the provincial budget, including health care and social services programs.

We fully recognize that there are limitations to the taxpayer’s ability to pay and we take our responsibility seriously of ensuring that each public dollar is spent wisely toward meeting the diverse needs of all learners and all communities. Considerable work has already been undertaken to put in place efficiencies and measures that ensure the greatest value can be obtained from the budgets we are provided, and this work will continue. As a result, a recent BC Association of School Business Officials report, based on national research and benchmarking, highlights BC’s school districts amongst the most administratively lean organizations in relation to their North American peers.

The BCSTA views the Budget Update in September as a first step towards restoring adequate levels of funding to classrooms. Although additional money was added to the overall K-12 education budget for the next three years, the funding was directed at fulfilling existing 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, or covering previously agreed to commitments such as funding enrollment growth and the labour settlement agreement. The Budget Update did not, however, provide school districts with additional money to address increased costs such as inflation or correct for the previous downloading of costs that has occurred over the last number of years.

While we recognize that the Budget Update fell short in these areas, we are also understanding of the limitations at hand given that the new government was legislatively required to introduce a budget within 90 days of the Executive Council being formed after the provincial election and that we had already commenced the 2017/18 school year, and any large changes to the system would have created challenges regarding implementation.

Recommendations:

In reviewing the mandate letter for the Ministry of Education, we were encouraged to see that many of the ministry's priorities are consistent with our own. For the past several years, BCSTA has advocated for real increases to school district operating budgets to allow school boards to address local issues and at least maintain existing service levels. We believe the following investments that were canvassed with our Board Chairs from across the province are in keeping with your mandate letter objective of "fast-tracking enhancement to K-12 education funding":

- **Increasing general operating grants to school districts by the rate of inflation and other known cost pressures over the next three years.** Fully funding inflation and other pressures such as hydro costs will ensure that student programs and services are not put at risk in upcoming school years.
- **Eliminating the current requirement for forced administrative savings by school districts, and return \$29 million to local budgets.** The government had noted that there was not any "low hanging fruit" to cut when the funding was removed from school district operating budgets. Many school boards were required to make very difficult decisions such as closing schools and cutting programs that had a direct impact on student outcomes. Restoration of administrative savings and providing Boards of Education with discretion on how best to utilize the funding would allow districts to restore previous service levels based on their own local needs, including making a much-needed investment in school and district leadership – a key component of ensuring student success.
- **Covering the full cost of implementing and maintaining the Next Generation Network.** Requiring school districts to find these costs through their existing budgets over the past number of years has resulted in real reductions in programs and services that negatively impact student achievement.
- **Fully reflecting enrollment increases in the ministry's three-year budget.** The BCSTA notes that the Ministry of Finance's own enrollment projections show increased enrollment over the next three years, yet funding has been flatlined in years two and three of the ministry's budget. It would be more appropriate from both a budgeting and transparency perspective to reflect the government's commitment to fund enrollment increases in the ministry's base budget allocation.
- **Addressing recruitment and retention issues that have arisen due to the implementation of the Classroom Enhancement Fund.** The BCSTA is pleased to see that the ministry recently struck a task force to review recruitment and retention issues across the sector. However, additional resources will need to be reflected in the February budget to ensure that school districts have adequate time to reflect these changes in their Spring 2018 hiring processes for the upcoming 2018/19 school year.
- **Increasing learning resource grants to school districts by at least the previous Throne Speech commitment of an additional \$30 million per year.** The BCSTA applauds the Minister's remarks during the estimates debates to consult with the sector as part of Budget 2018 budget deliberations on how best to structure and deliver this

program moving forward. The BCSTA strongly believes that additional funding for learning resources should not be tied to a 'one size fits all' requirement and that Boards of Education are best positioned to identify needs based on their own local circumstances.

We were also pleased to see numerous commitments referenced in the Minister's Mandate Letter related to the capital program given the significant backlog of needs for new schools, seismic upgrading, and the replacement of ageing facilities. While there have been recent comments made by the ministry about ensuring that the existing capital allocations are fully spent (including references to missed opportunities in particularly low performing years in the past), it should also be acknowledged that the sector and ministry have made considerable improvements in recent years. For example, only 12% of funding went unutilized last year, which is a large accomplishment given the size and scope of the capital program.

We welcome the opportunity to continually improve upon our results, recognizing that the successful delivery of the capital plan requires a substantial commitment by the province, local governments as well as school districts. The acceleration of approvals and successful delivery of our program will require us to collaborate on new, innovative practices moving forward. The BCSTA would like to engage with the ministry on developing a "Capital Action Plan" that would outline the key policy and procedural changes needed to enable the successful acceleration and completion of capital projects across the province. We also believe the Capital Action Plan should commit to achievable performance targets to measure our results over time and take corrective action if required.

While we welcome a streamlined process for project approvals, there is an extensive backlog of capital needs remaining that requires a greater investment by the province. For example, the Annual Facilities Grant has not increased for many years. However, the actual identified maintenance and rehabilitation needs greatly exceed the current levels of funding being provided, which puts at risk the health and safety of our student population. In addition, while we applaud your commitment to approve 50 seismic projects within the next 18 months, it should not come at the expense of new capital projects that have already been identified as key priorities in the ministry's capital plan.

Beyond simply increasing the quantum of money that comes to school districts – which is truly needed – we strongly believe that changes to government policy and regulation could improve both the efficiency and effectiveness of current spending. Over the past couple of years, there has been an increasing trend toward 'targeted funding' and restrictive provincial requirements that are often unproductive and unwarranted. This is an issue that all four K-12 education management partners have highlighted as a key Budget 2018 consideration. On November 3, 2017, the partners asked to meet with you and your colleague, the Minister of Finance to discuss this issue as well as other ideas on how funding to public education might be more effectively and efficiently allocated to improve student outcomes.

Last year, for example, school districts were tied to specific transportation grant requirements, learning resource grant requirements, targeted rural education grants, onerous reporting requirements with regards to administrative savings 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. This does not allow for effective or efficient allocation of resources to meet the needs of students at the school district level.

The BCSTA would ask the ministry to consider removing at least some of these restrictive requirements as part of the Budget 2018 deliberations. This would increase the efficiency and effectiveness of school district spending overall, by enabling Boards of Education to make financial decisions that are in the best interest of their students.

Should government also announce broad program or policy changes in other sectors as part of Budget 2018, we would expect that all incurred costs of any impact or expanded mandate for K-12 education would be fully covered as well. 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, we would expect to see additional operational and capital funding for these programs.

In closing, we are looking forward to meeting with both of you and our K-12 Education Management partners over the days ahead to ensure that the province's investment in the K-12 public education system during Budget 2018 is fully maximized and responds to the diverse needs of all students in BC.

Sincerely,

A handwritten signature in black ink, appearing to read "G B Swan". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Gordon Swan
President
BC School Trustees Association

cc: Scott MacDonald, Deputy Minister of Education
Lori Wanamaker, Deputy Minister of Finance



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*



POLICY

The Board of Education believes that an outstanding programme in this School District is dependent upon the employment and retention of the best qualified personnel.

REGULATIONS

1. Recruitment and selection is the role of the Human Resources Officer and the responsibility of the Superintendent of Schools for teaching staff and the Secretary Treasurer for support staff. Principals and Supervisors will assist as required.
2. Factors which influence selection of personnel are as follows:
 - a. Training and certification;
 - b. Experience;
 - b. Competence;
 - c. Personality, attitude and compatibility;
 - d. Suitability for the position;
 - e. Verified references.
3. The Board follows the practice of employing personnel without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person, unless the limitation, specification or preference is based on a bona fide occupational requirement.
4. All administrative personnel selected for employment shall be recommended to the Board for ratification of appointment.
5. Advertisement for recruitment of support staff shall include a notice that applicants will be asked to consent to a criminal record check.
6. Offers of employment shall be subject to the requirement of Board Policy 6011: Criminal Records Search.