



REGULAR BOARD MEETING AGENDA

TUESDAY, FEBRUARY 27, 2018

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: January 23, 2018 p 1-10
- b. Ratification of In Camera Board Meeting Minutes: January 16, 2018 p 11
- c. Ministry News
 - BC students celebrate French Immersion Week p 12-15
 - Find Your Fit tour reaches Qualicum Beach to inspire future career choices p 16
 - Students to benefit from funding to support teacher hiring p 17-19
 - Budget 2018 puts people first, makes life more affordable for British Columbians p 20-22
 - BCSTA Response to BC Government Throne Speech p 23-24
 - BCSTA Response to the 2018 Provincial Budget p 25-26
- d. Reports from Board Representatives to Outside Organizations
 - BCSTA Provincial Council – Trustee Flynn p 27-28
 - BCPSEA Annual General Meeting – Trustee Kurland p 29-32
 - Oceanside Building Learning Together Coalition – Trustee Young p 33-34
 - District 69 Recreation Commission (RDN) – Trustee Young p 35
 - Indigenous Education Advisory Committee – Trustee Young p 36
- e. Status of Action Items – February 2018 p 37

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 27, 2018, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. **Tulnuxw Lelum – Bowser Cultural Learning Space** *(Laura Bonner/Dave MacVicar)*

6. BUSINESS ARISING FROM THE MINUTES

7. TRUSTEE HIGHLIGHTS

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

10. DISTRICT PARENTS ADVISORY COUNCIL

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

12. ACTION ITEMS

- a. 2018/19 School Calendars (Gillian Wilson)
- i. 2018/19 District School Calendar p 38
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve, as presented, the District School Calendar for the 2018/19 school year with the provision that, by May 31st, all schools will distribute to parents/guardians a copy of the final District School Calendar 2018/19 that includes all the provisions stipulated in the *School Act*, and the *School Calendar Regulation 314/12*.
- ii. 2018/19 Collaborative Education Alternative Program (CEAP) School Calendar p 39
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve the school calendar for the Collaborative Education Alternative Program (CEAP) School Calendars for the 2018/19 school year as presented.
- iii. 2018/19 False Bay School Calendar p 40
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve the school calendar for False Bay School for the 2018/19 school year as presented.

13. INFORMATION ITEMS

- a. Educational Programs Update (Gillian Wilson)
- b. Education Planning Update (Rollie Koop)
- c. 2018/19 Preliminary Operating Budget Process Update (Ron Amos)

14. CORRESPONDENCE ATTACHED

None

15. POLICY/ADMINISTRATIVE PROCEDURE*(Trustee Young)*

- a. Administrative Procedure: Police Information Check with Vulnerable Sector Screening (Formerly Criminal Record Check)** p 41-43

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Police Information Check with Vulnerable Sector Screening* at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Police Information Check with Vulnerable Sector Screening* at its Regular Board Meeting of February 27, 2018.

- b. Board Policy 7010: Student Fees and Band Instruments Rental (Merging of Board Policies 7010 and 7065)** p 44-46

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of Board Policy 7010: *Student Fees and Band Instruments Rental* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 7010: *Student Fees and Band Instruments Rental* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.

- c. Board Policy 7015: Catchment Areas/Cross Boundary Transfer** p 47-49

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 7015: *Catchment Areas/Cross Boundary Transfer* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 7015: *Catchment Areas/Cross Boundary Transfer* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.

- d. Board Policy 7054: Transportation of Students by District School Bus Service** p 50-51

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 7054: *Transportation of Students by District School Bus Service* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 7054: *Transportation of Students by District School Bus Service* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.

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- e. **Board Policy 7059: Corporate/Community Sponsorships, Partnerships and Advertising in Schools (*Merging of Board Policies 7059 and 7060*)** p 52-56
- Recommendations:*
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 7059: *Corporate/Community Sponsorships, Partnerships and Advertising in Schools* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.
- THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 7059: *Corporate/Community Sponsorships, Partnerships and Advertising in Schools* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.
- f. **Board Policy 7155: Emergency Preparedness** p 57-60
- Recommendations:*
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the revisions to Board Policy 7155: *Emergency Preparedness* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.
- THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 7155: *Emergency Preparedness* and its attendant Administrative Procedure at its Regular Board Meeting of February 27, 2018.
- g. **Administrative Procedure: Performance Management Process – Superintendent of Schools and Exempt Staff (Formerly Board Policies 6195 and 6196)** p 61
- Recommendations:*
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Performance Management Process – Superintendent of Schools and Exempt Staff* at its Regular Board Meeting of February 27, 2018.
- THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Performance Management Process – Superintendent of Schools and Exempt Staff* at its Regular Board Meeting of February 27, 2018.
- h. **Administrative Procedure: Emergency Closure of Schools/Worksite - Employees (Formerly Board Policy 6135)** p 62-64
- Recommendations:*
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Emergency Closure of Schools/Worksites - Employees* at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Emergency Closure of Schools/Worksites - Employees* at its Regular Board Meeting of February 27, 2018.

- i. **Administrative Procedure: Emergency Closure of Schools - Students** p 65-66
(Formerly Board Policy 7160)

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Emergency Closure of Schools - Students* at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Emergency Closure of Schools - Students* at its Regular Board Meeting of February 27, 2018.

- j. **Administrative Procedure: District Scholarships** p 67
(Formerly Board Policy 7061)

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *District Scholarships* at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *District Scholarships* at its Regular Board Meeting of February 27, 2018.

- k. **Administrative Procedure: Boarding Subsidy** p 68
(Formerly Board Policy 7070)

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure: *Board Subsidy* at its Regular Board Meeting of February 27, 2018.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Board Subsidy* at its Regular Board Meeting of February 27, 2018.

16. **TRUSTEE ITEMS**

17. **NEW OR UNFINISHED BUSINESS**

18. **PUBLIC QUESTION PERIOD**

19. **ADJOURNMENT**

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: November 28, 2017
- b. Ratification of In Camera Board Meeting Minutes: November 21, 2017
- c. Ratification of In Camera Board Meeting Minutes: December 12, 2017
- d. Ratification of Special In Camera Board Meeting Minutes: December 1, 2017
- e. Approval for an International Student Field Trip to Portland/Seattle from March 19 to 22, 2018.
- f. Final approval for a Kwalikum Secondary School student field trip to Moscow, Idaho from February 21 to 25, 2018.
- g. Ministry News
 - New child-care spaces will help families around BC
 - Students in six schools to gain easier access to healthy water
 - Education and prevention the focus of Human Rights Commission recommendations
 - Thousands of students and new teachers benefit from provincial support
 - Student success continues to build in BC
 - Communities celebrate Family Literacy Week
- h. Reports from Board Representatives to Outside Organizations
 - BCSTA Trustee Academy – Trustee Young
 - Oceanside Building Learning Together – Trustee Austin
 - Indigenous Education Advisory Committee – Trustee Young
- i. Status of Action Items – January 2018
- j. Approval in principle for a Kwalikum Secondary School Student Field Trip to Seattle, Washington from May 16-20, 2018.

18-02R

Moved: Trustee Young

Seconded: Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of January 23, 2018, as amended.
CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS**a. Sustainability Project at Ballenas Secondary School**

Monica Bradbury, Foods and Sustainability teacher at Ballenas Secondary School, shared her goal of encouraging a sustainable future by connecting community and inspiring one individual at a time. She has been teaching her students about sustainability which resulted in her organizing a classroom presentation from *Communities Protecting Our Coast*.

Lois Eaton, a member of Communities Protecting our Coast (CPOC) explained how humans have created the equivalent of toxic smog in the ocean environment and how the CPOC organization is working to educate the community on reducing waste, especially one-time-use plastics. CPOC representatives have also shared that information with students, followed by discussion groups in which students provided feedback on what they learned and ideas about way they could encourage their fellow students to reduce the amount of garbage in landfills, particularly plastic.

Grade 8 students from Ballenas Secondary school then presented examples of the sustainability projects they have initiated and are beginning to implement at the school and in the community. They also spoke to the impact of learning how waste, particularly plastic, is impacting the ocean environment.

6. BUSINESS ARISING FROM THE MINUTES
None

7. TRUSTEE HIGHLIGHTS

Trustee Kurland

- Trustees' meetings with Minister Scott Fraser and MLA Stilwell on topics of mutual interest such as child poverty and decreasing the voting age for trustee elections.

Trustee Young

- Indigenous Education Services Department hosting a presentation on January 23, 2018, of Theatre for Living's *šxʷ?amət* (home), which is an interactive production on issues of Reconciliation.
- Errington Elementary School will be holding a Paddle Celebration on Thursday, February 1st at 1:00 p.m. Everyone is welcome.
- The Regional District of Nanaimo's Recreation Committee is reviewing the Draft Five-Year Recreation Plan which is available for review and feedback from all members of the community.
- Enhancing Student Learning pamphlet, which outlines the curriculum changes and the impact on how teachers teach and learners learn. It also contains information about the District's Strategic Plan, which the Board is in the process of reviewing. The pamphlet will be provided to all students.

Trustee Gair

- Trustees' discussion with Minister Fraser, particularly regarding the Board's motion to decrease the trustee voting age to 16. The motion will be presented at the Annual General Meeting of the BC School Trustees Association in April.

Trustee Austin

- A workshop co-hosted by the Oceanside Building Learning Together Society and the Child Care Resources and Referral will be held on Saturday, February 17th, on supporting social and emotional skills in children. Cost is \$10.00.
- Secondary internal and provincial exams will be held January 25 and 26, 2018.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, President, commented on the following:

- Union training was held earlier in the day at the District Resource Centre with sixteen (16) teachers in attendance, all of whom were covered by a Teacher Teaching on Call (TTOC).
- Attendance with her counterparts from other district at a meeting on January 12, 2018 in Port Alberni with MLA Scott Fraser, Minister of Indigenous Relations. Attendees shared their concerns and issues from each of their sectors. MLA Fraser has offered to set up a meeting between the local teachers' unions and Rob Fleming, Minister of Education, which she hopes will take place in Victoria in February.
- The MATA Social Justice Committee (MSJC) was successful in its application for a social responsibility grant in the amount of \$2000. The grant will be used to support students in the LGBTQ community and to develop a Gender Sexuality Alliance (GSA) in the District's high schools and PASS/Woodwinds. The MSJC is also looking forward to integrating the work they have done over past 2 years on SOGI in schools and to integrate all of these initiatives.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)
No Report

10. **DISTRICT PARENT ADVISORY COUNCIL (DPAC)**
No Report

11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD**
None

12. **ACTION ITEMS**

a. **Creation of Capital Planning Committee of the Whole**

Secretary Treasurer Amos presented the terms of reference as requested by the Board following the creation of the District's Long Range Facilities Plan. A Committee of the Whole would be established that would meet approximately three (3) times per year and have responsibility for review of the Long Range Facilities Plan to keep it current as well as for other matters arising from the planning for the physical facilities of the School District.

18-03R

Moved: Trustee Young *Seconded:* Trustee Kurland
THAT the Board of Education of School District 69 (Qualicum) receive and approve the Terms of Reference for the Capital Planning Committee of the Whole.
CARRIED UNANIMOUSLY

b. **Amended Annual Budget Bylaw 2017/18**

Secretary Treasurer Amos provided a summary of the amended annual budget which takes into account the changes in enrolment, funding and expenses since September start up.

18-04R

Moved: Trustee Kurland *Seconded:* Trustee Gair
THAT the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2017/18 fiscal year at its Regular Board Meeting of January 23, 2018.
CARRIED UNANIMOUSLY

18-05R

Moved: Trustee Kurland *Seconded:* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$55,486,747 for the 2017/18 fiscal year.
CARRIED UNANIMOUSLY

18-06R

Moved: Trustee Kurland *Seconded:* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$55,486,747 for the 2017/18 fiscal year.
CARRIED UNANIMOUSLY

18-07R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$55,486,747 for the 2017/18 fiscal year.
CARRIED UNANIMOUSLY

c. 2018 Trustee Elections

Secretary Treasurer Amos requested that, with 2018 being a municipal election year, the Board appoint a Chief Elections Officer who would act on the District's behalf to run the election and act as a conduit to the various municipalities within the School District's boundaries.

18-08R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) appoint Dennis J.A. Brown as Chief Election Officer for the District for the October 2018 Trustee elections, and Ron Amos, Secretary-Treasurer, as a Deputy Election Officer.
CARRIED UNANIMOUSLY

18-09R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the City of Parksville for expenses associated with the 2018 election, if required.
CARRIED UNANIMOUSLY

18-10R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the Town of Qualicum Beach for expenses associated with the 2018 election, if required.
CARRIED UNANIMOUSLY

18-11R

Moved: Trustee Kurland *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the Regional District of Nanaimo for expenses associated with the 2018 election, if required.
CARRIED UNANIMOUSLY

18-12R

Moved: Trustee Austin *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the District of Lantzville for expenses associated with the 2018 election, if required.
CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Education Planning Update

Superintendent Koop reported on the following education planning work underway in the District:

- Staff are in the midst of enrolment projections for 2018/19. That information will then be used to model the staffing needs for the upcoming school year.
 - Superintendent Koop and the Assistant Superintendent are also engaged in meetings with principals and vice principals to discuss each of their career interests and trajectories in order for Senior Staff to form the administrative staffing plan for 2018/19 that will be presented to the Board in March or April.
 - The Leadership Team has also done a review to ensure compliance with the class size and non-enrolling staffing aspect of the restored language.
 - As previously mentioned, staff have completed work on the Enhancing Student Learning Plan which links to the District Strategic Plan. The rest of the document refers to the context within which staff are working, whether it be within the concept of educating citizens, core competencies, foundational skills or First Peoples Principal of Learning. The document also highlights for parents the journey the district is on in the area of assessment and reporting. Each student will take home a copy with their first formal report at the end of January.
 - Work is ongoing to support staff with a new reporting tool while working closely with SSDAS. Superintendent Koop commended the members of the Assessment, Evaluation and Reporting Committee for their work as the District is ahead of others in the province in the area of assessment.
 - Advertisements have been posted for principal and vice principal positions in the district as there are two confirmed retirements at L'Ecole Oceanside Elementary School and staff would also like a pool of administrative staff to draw on in case other vacancies arise.
 - The Director of Human Resources position is also advertised as Ms. Shepherd will be retiring.
 - Safer School Together has organized presentations in the District on Wednesday, February 7th for student in Grades 8 to 10 and for parents that same evening at 7:00 p.m. in the Qualicum Commons on Social Media Awareness + Parenting in the Digital World.
 - Through work being done with the Island Chapter of the Canadian Mental Health Association, the District will be bringing a version of the Living Life to the Full program which focuses on youth mental health. The parties have procured some funding from the Parksville/Qualicum Foundation and the Mental Health Association and seeking to fully fund two programs through an application made to the District 69 Recreation Grants Program; one in Qualicum Beach to serve Kwalikum Secondary and CEAP students, and the other to serve Ballenas Secondary School and PASS/WW students. The Canadian Mental Health Association will also be sponsoring a youth mentor in the community who has graduated from the District and is studying in a related area.
- b. 2017/18 Financial Report to December 31, 2017**
Secretary Treasurer Amos presented the financial status of the district as at the second quarter ending December 31, 2017. Overall, the budget is tracking as anticipated.
- c. Proposed 2018/19 Preliminary Operating Budget Timelines**
Secretary Treasurer Amos reviewed the draft schedule for the budget process to draft and finalize the 2018/19 preliminary operating budget. Superintendent Koop noted a conflict on February 21st with the monthly DPAC meeting; however, he will present the preliminary budget information to attendees of the DPAC meeting while

Secretary Treasurer Amos will present at the staff and public meeting at the same time.

d. 2018/19 School Calendar Update

Superintendent Koop referred to the draft calendars for the upcoming year noting the different calendars for False Bay School and the CEAP program. Some dates are still to be confirmed for non-instructional and conferencing days.

14. CORRESPONDENCE ATTACHED

a. Thank you message from Roots of Empathy International Office

15. POLICY

a. Board Policy 6170: Employee Conflict of Interest

18-13R

Moved: Trustee Young *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 6170: *Employee Conflict of Interest* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

b. Board Policy 3002: Cooperation of School and Learning Communities

18-14R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the revisions to the Administrative Procedure to Board Policy 3002: *Cooperation of School and Learning Communities* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

c. Board Policy 7000: Safe, Caring and Inclusive School Communities

18-15R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the revisions to the definitions to Board Policy 7000: *Safe, Caring and Inclusive School Communities* and the revisions to its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

d. **Administrative Procedure: Police Information Check with Vulnerable Sector Screening (PIC_VS)** (*Formerly Criminal Record Check*)

18-16R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Police Information Check with Vulnerable Sector Screening (PIC_VS)* at its Regular Board Meeting of January 23, 2018.
CARRIED UNANIMOUSLY

e. **Board Policy 7010: Student Fees and Band Instruments Rental**
(*Merging of Board Policies 7010 and 7065*)

18-17R

Moved: Trustee Young *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of Board Policy 7010: *Student Fees and Band Instruments Rental* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.
CARRIED UNANIMOUSLY

f. **Board Policy 7015: Catchment Areas/Cross Boundary Transfer**

18-18R

Moved: Trustee Young *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7015: *Catchment Areas/Cross Boundary Transfer* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.
CARRIED UNANIMOUSLY

g. **Board Policy 7054: Transportation of Students by District School Bus Service**

18-19R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7054: *Transportation of Students by District School Bus Service* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.
CARRIED UNANIMOUSLY

h. **Board Policy 7059: Corporate/Community Sponsorships, Partnerships and Advertising in Schools** (*Merging of Board Policies 7059 and 7060*)

18-20R

Moved: Trustee Young *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7059: *Corporate/Community Sponsorships, Partnerships and Advertising in Schools* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.
CARRIED UNANIMOUSLY

i. Board Policy 7155: Emergency Preparedness

18-21R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7155: *Emergency Preparedness* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

j. Administrative Procedure: Performance Management Process – Superintendent of Schools and Exempt Staff (Formerly Board Policies 6195 and 6196)

18-22R

Moved: Trustee Young *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Performance Management Process – Superintendent of Schools and Exempt Staff* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

k. Administrative Procedure: Emergency Closure of Schools/Worksite - Employees (Formerly Board Policy 6135)

18-23R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Emergency Closure of Schools/Worksites - Employees* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

l. Administrative Procedure: Emergency Closure of Schools - Students (Formerly Board Policy 7160)

18-24R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Emergency Closure of Schools - Students* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

m. Administrative Procedure: District Scholarships (Formerly Board Policy 7061)

18-25R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *District Scholarships* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

n. **Administrative Procedure: Boarding Subsidy** (Formerly Board Policy 7070)

18-26R

Moved: Trustee Young Seconded: Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Boarding Subsidy* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

16. **TRUSTEE ITEMS**

None

17. **NEW OR UNFINISHED BUSINESS**

None

18. **PUBLIC QUESTION PERIOD**

Trustees/senior administrators received comments and/or answered questions on the following topics:

- Vaping in schools – the District considers vaping under the same provisions as smoking; it is not allowed on school property. All violations should be dealt with in the context of the school code of conduct by the school administrators.

19. **ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:35 p.m.

CHAIRPERSON

SECRETARY TREASURER



IN-CAMERA MEETING

SECTION 72 REPORT
January 16, 2018

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):

- Labour Relations
- Land
- Legal

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

- Personnel

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2018EDUC0006-000108
Jan. 28, 2018

Ministry of Education

B.C. students celebrate French Immersion Week
(disponible en français en bas de page)

VICTORIA – Students throughout British Columbia are getting ready to celebrate en français because this week is French Immersion Celebration Week, as proclaimed by the Province of B.C.

“Our government understands the many benefits of bilingualism,” said Minister of Education Rob Fleming. “Learning other languages and embracing different cultures boosts appreciation of diversity, strengthens memory, critical thinking and problem-solving – and even increases job opportunities.”

Many communities are hosting French Immersion Celebration Week activities. Kamloops French immersion students will be bussed to a ski hill where they’ll spend time with Bonhomme, the mascot of the Carnaval de Quebec, try snowshoeing, sample maple taffy and enjoy live, traditional Québécois music.

Students in both the French immersion and English streams at École Alberni Elementary will be immersed in French Canadian culture with René the Maple Man, making maple taffy in the snow, playing music and experiencing traditional Canadian folk dancing.

In the South Cariboo, the community can attend a family public skate, high school students will prepare and taste French cooking and the local junior B hockey game will open with the national anthem sung in French.

In addition, on Saturday, the Province will say bon voyage to 38 grade 10 and 11 students from throughout British Columbia as they depart for a three-month exchange in Quebec through the B.C.-Quebec Exchange Program. The students will fully experience French culture and language by living with host families and attending a French school. The Province supports this program in partnership with the federal government.

“Research shows that second language learning improves problem-solving, critical thinking and literacy skills, and develops empathy and understanding of other cultures,” said Diane Tijman, president of Canadian Parents for French, B.C. and Yukon. “Let’s ensure all students in British Columbia be extended this opportunity.”

The Ministry of Education supports French immersion programming in B.C. schools, providing the opportunity for students whose first language is not French to become bilingual in English and French. Immersion refers to using French as the language of instruction and communication in the school setting. French immersion students follow the same curriculum as all students in the province.

Quick Facts:

- In the last 10 years, the French immersion student population has increased by about 30%.
- 53,487 students are currently enrolled in a French immersion program, nearly 10% of B.C.'s public school population.
- The graduation completion rate in 2016-2017 for French immersion students was 96%.
- B.C. students who graduate from the French immersion program receive two diplomas: the Dogwood Diploma and le Diplôme de fin d'études secondaires (the French Dogwood).

Learn More:

See the proclamation here:

<http://www.bclaws.ca/civix/document/id/proclamations/proclamations/FrImmerCelWk2018>

B.C. government education programs in French:

<https://www2.gov.bc.ca/gov/content/education-training/ways-to-learn/french-programs/learn-in-french/kindergarten-to-grade-12>

B.C.-Quebec exchange program: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/bc-quebec-exchange-program>

Canadian Parents for French: <https://bc-yk.cpf.ca/activities/french-immersion-celebration-week/>

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

COMMUNIQUÉ DE PRESSE

Pour diffusion immédiate
2018EDUC0006-000108
28 janvier 2018

Ministère de l'Éducation

Les étudiants de la Colombie-Britannique célèbrent l'immersion en français

VICTORIA – Aux quatre coins de la Colombie-Britannique, les étudiants se préparent à célébrer la langue de Molière, parce que cette semaine a été proclamée « Semaine de célébration de l'immersion en français » par la Province de la Colombie-Britannique.

« Notre gouvernement est conscient des nombreux avantages du bilinguisme », remarque Rob Fleming, ministre de l'Éducation. « Le fait d'apprendre d'autres langues et d'embrasser différentes cultures favorise l'ouverture d'esprit à la diversité, la mémoire, la pensée critique, la capacité de résolution de problèmes, et même les perspectives d'emploi. »

À l'occasion de la Semaine de célébration de l'immersion en français, des activités ont été organisées dans diverses localités. Les élèves de classes immersives de Kamloops se rendront en autobus à un centre de ski où ils passeront du temps avec le Bonhomme Carnaval – la mascotte du Carnaval de Québec, feront de la raquette et dégusteront de la tarte d'érable servie sur la neige, le tout au son de musique traditionnelle québécoise jouée par des musiciens.

Les élèves des programmes en anglais et de l'immersion française de l'École Alberni Elementary se plongeront dans la culture canadienne-française en compagnie de René « le Maple Man ». Ce sera une occasion de savourer de la tarte sur la neige et de jouer de la musique sur place, et d'être initié à des danses folkloriques canadiennes.

Dans la région de South Cariboo, on aura l'occasion de patiner en famille, des étudiants de l'école secondaire prépareront (et dégusteront) de la cuisine française, et c'est avec l'hymne national chanté en français que commencera la partie de hockey de l'équipe locale de la ligue Junior B.

De plus, ce samedi, des représentants du Ministère vont souhaiter « bon voyage » à 38 élèves de 10e et de 11e année provenant des quatre coins de la province, qui vont séjourner trois mois au Québec dans le cadre du Programme d'échanges C.-B. – Québec. Ces élèves vivront pleinement en français et s'imprégneront de la culture francophone puisqu'ils seront hébergés dans des familles hôtes et fréquenteront une école francophone. Le Ministère contribue à ce programme en association avec le gouvernement fédéral.

« Des études démontrent que l'apprentissage d'une deuxième langue améliore la capacité de résolution de problèmes, la pensée critique et les compétences linguistiques, en plus de cultiver l'empathie et la compréhension d'autres cultures », explique Diane Tijman, présidente de Canadian Parents for French–B.C. & Yukon. « Veillons à ce que cette option soit offerte à tous les étudiants de la Colombie-Britannique. »

Le ministère de l'Éducation soutient les programmes d'immersion en français dans les écoles de la Colombie-Britannique, grâce auxquels des étudiants dont la première langue n'est pas le français ont l'occasion de devenir bilingues (anglais – français). Dans le cadre d'un programme d'immersion, la langue d'enseignement et de communication, à l'école, est le français. Les élèves inscrits suivent cependant le même programme d'études que les autres étudiants de la

province.

Faits en bref :

- Au cours des 10 dernières années, le nombre d'étudiants inscrits à des programmes d'immersion en français s'est accru d'environ 30 pour cent.
- 53 487 élèves sont actuellement inscrits à un programme d'immersion en français, ce qui représente environ 9,5 pour cent de la population étudiante.
- En 2016-2017, le taux d'obtention de diplôme des étudiants en immersion française était de 96 pour cent.
- Les élèves britanno-colombiens qui obtiennent leur diplôme du programme d'immersion en français reçoivent deux diplômes : le diplôme Dogwood et le diplôme de fin d'études secondaires (le Cornouiller).

Renseignements additionnels:

Government Communications and Public
Engagement
Ministère de l'Éducation
250 356-5963

Branchez-vous sur la Colombie-Britannique: news.gov.bc.ca/connect (en anglais seulement)



NEWS RELEASE

For Immediate Release
2018AEST0018-000085
Jan. 29, 2018

Ministry of Advanced Education, Skills and Training

Find Your Fit tour reaches Qualicum Beach to inspire future career choices

QUALICUM BEACH – The Find Your Fit tour stop in Qualicum Beach is a great opportunity for students to get valuable hands-on experience with helpful career-planning tools.

WorkBC's Find Your Fit tour will be in Qualicum Beach at Qualicum Beach Elementary on Tuesday, Jan. 30, 2018, and open to the public from 3:15 p.m. to 7 p.m.

"With more than 900,000 job openings throughout B.C. expected over the next 10 years, there are so many great opportunities, from tech to trades through to health care and business, for British Columbians," said Melanie Mark, Minister of Advanced Education, Skills and Training. "Find Your Fit will give Qualicum Beach residents the chance to try careers on for size and learn about what steps they need to take on their path to a bright future."

Students can visit up to 16 career activity stations where they can take part in hands-on, career-related activities like creating digital graphics, completing an electrical circuit and taking someone's blood pressure. These activities will help students uncover their strengths and interests, giving them the knowledge they need to get started with their career planning. They can then move on to a labour market information station, where they can dig deeper into a career of their choice.

Industries such as tourism, tech and health care will need a broad range of skilled British Columbians. The Find Your Fit tour stop in Qualicum Beach is a unique opportunity to get insight into in-demand careers from a diverse range of industries that are important to building a strong, sustainable and innovative economy for the 21st-century that works for everyone.

The Find Your Fit tour builds on the government's commitment to provide British Columbians with the services they need by giving them the information to help them make decisions about education and training.

The Find Your Fit tour and WorkBC.ca are first steps for all British Columbians on a journey to discovering information about a variety of exciting careers that will build a brighter future for individuals, families and communities, and help build a better B.C. for everyone.

Find Your Fit tour dates are available online at: <https://www.workbc.ca/Jobs-Careers/Find-Your-Fit-Tour/Upcoming-Events.aspx>



NEWS RELEASE

For Immediate Release
2018EDUC0008-000184
Feb. 9, 2018

Ministry of Education

Students to benefit from funding to support teacher hiring (disponible en français en bas de page)

VICTORIA – To make sure students are getting the support they need in the classroom, government is taking action to assist school districts with recruitment and retention challenges.

“School districts have successfully hired thousands of teachers to meet the needs of our students, and we need to ensure they can continue on that path,” said Education Minister Rob Fleming. “We are investing to train more than 100 new specialist teachers in the highest-demand fields, so students can continue to thrive and benefit from quality teaching.”

The actions are in response to recommendations made by an expert task force appointed by the Minister of Education to identify immediate actions that can be taken to help address teacher workforce challenges facing school districts, while long-term solutions are sought.

Immediate actions government is taking include:

- Creating more than 100 additional spaces in teacher education programs over the next two years. These spaces will produce qualified special education, French language, secondary math and physics teachers, and help meet some of the highest demand for teachers. Intake for 92 spaces is September 2018, while 15 will start in January 2019. (Total funding: \$571,000)
- The creation of 37 additional spaces in teacher education programs in French is co-funded by the Government of Canada through the Canada-British Columbia Agreement on Minority-Language Education and Second Official-Language Instruction 2013-2014 to 2017-2018.
- Supporting initiatives aimed at increasing the number of Indigenous teachers throughout British Columbia. The funding provides for curriculum development for new pathways for Indigenous students to enter teacher education programs, and will also enable the University of British Columbia to pilot community-based delivery of all four years of its Indigenous Teacher Education Program in Williams Lake/Quesnel to approximately 20 Indigenous students. (Total funding: \$260,000)
- This reflects government’s commitment to the United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action from the Truth and Reconciliation Commission.
- Supporting the B.C. Public School Employers’ Association (BCPSEA) and other partner groups to develop regional profiles that accurately define how B.C.’s teacher supply-and-demand challenges are being uniquely experienced in each region, so that targeted recruitment strategies can be further refined.
- Supporting BCPSEA’s development of the BC Passport feature on makeafuture.ca – which will allow applicants to apply for teaching opportunities to multiple districts with the one

application. (Total funding: \$31,500)

- Supporting the B.C. School Superintendents' Association (BCSSA) and BCPSEA to collaborate in helping school districts develop and enhance materials and practices that promote effective recruitment and retention. (Total funding: \$100,000)

"K-12 teachers are helping to shape the minds of our future innovators and creators," said Melanie Mark, Minister of Advanced Education, Skills and Training. "We know there are shortages, particularly in specific areas. Investing in targeted teacher education spaces, such as French language, special education and math and physics, will help tackle recruitment and retention challenges in classrooms. We also need to increase the number of Indigenous teachers, and supporting the development of new education pathways, as well as community-based delivery of UBC's Indigenous teacher education program, will help us get there."

Government will continue to work with sector partners to find the best ways to implement the remaining recommendations.

"This announcement is an important and welcome part of the overall strategy to address critical staffing needs in B.C.'s K-12 education system, through a strategic investment in public post-secondary teacher education programs," said Kris Magnusson, dean of education at Simon Fraser University and task force member.

The task force found that since March, public schools in the province have successfully filled the vast majority of the 3,700 full-time teaching positions required this year. Government is funding the new teaching positions as a result of restored class size and composition limits set out in the memorandum of agreement (MOA) with the BC Teachers' Federation (BCTF), combined with growing student enrolment in most districts.

"New investment in teacher education programs is an important component of a larger strategy to ensure our schools have all of the classroom teachers, specialists, and on-call teachers our students need," said Glen Hansman, president of the BC Teachers' Federation (BCTF). "The teacher shortage, created and left behind by the previous government's legal fight against B.C. teachers, is bigger than this announcement will fix, but the focus on increasing Indigenous teachers and specialist teachers is very welcome. The BCTF will continue to work with the government to implement more of the task force's recommendations."

"The BCSSA is immensely proud of the work done by school districts in managing the addition of more than 3,500 teachers across the province," said Chris van der Mark, superintendent, Bulkley Valley School District and task force member. "The BCSSA appreciates government's support, complementing the expertise and leadership provided by BCPSEA to ensure districts can continue to develop and maintain effective recruitment and retention practices beneficial to public education."

While hiring efforts have been largely successful, they have exacerbated existing teacher recruitment and retention challenges facing some school districts.

The task force received the findings of a recent survey, where 54 school districts identified some difficulties finding and retaining learning assistance teachers, teacher librarians, counsellors, senior science and math teachers, and French teachers.

Some districts also have reported challenges finding substitute teachers, due to depleted

Teachers Teaching on Call (TTOC) lists and the increasing number of TTOC's not accepting assignments. Recruitment and retention challenges can be greater for rural school districts, but the MOA amplified the challenges for all districts.

To address these long-term recruitment and retention challenges, government is supporting a comprehensive review of the labour market challenges, to be conducted by BCPSEA. The project is funded through the Canada British Columbia Labour Market Development Agreement as a Sector Labour Market Partnerships project. The study will specifically look at the long-term labour market outlook for specialty positions, rural and remote teachers and teachers on call. The findings will inform strategies to provide solutions to these challenges.

Quick Facts:

- There are approximately 46,000 teachers in the province's 1,566 public schools.
- In 2016-17, overall public school student enrolment grew by approximately 1.1%.
- Government is fully funding teacher hiring and enrolment increases, accounting for over \$515 million to support students and fund about 3,700 full-time teaching positions.
- From July 1, 2017, to Sept. 30, 2017, 855 teachers migrated between districts, up from 308 during the same time in 2016.

Learn More:

See the full task force report here:

<https://www2.qa.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/recruitment-retention>

A backgrounder follows.

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
2018FIN0005-000238
Feb. 20, 2018

Ministry of Finance

Budget 2018 puts people first, makes life more affordable for British Columbians

VICTORIA – Budget 2018 carves a new path to shared prosperity for everyone in the province with a made-in-B.C. child-care plan, a comprehensive housing plan and record levels of capital investment in every corner of the province, Finance Minister Carole James announced today.

“Budgets are not only about the bottom line, they should be about people. That’s why British Columbians are at the centre of every choice we have made in Budget 2018,” said James. “These include historic investments in child care and affordable housing that will be felt for generations.”

Over three years, an investment of more than \$1 billion will set the province on the path to a universal child-care plan that will make child care affordable for parents and caregivers, create more than 22,000 child-care spaces throughout the province and ensure those spaces meet rigorous quality and safety standards.

Budget 2018 also lays out a comprehensive housing plan that introduces new taxation measures to tackle foreign and domestic speculation, to close loopholes and crack down on tax fraud, and to stabilize housing prices. It invests more than \$1.6 billion over three years to build and maintain affordable rental housing, help finance student housing, increase rental assistance for low-income seniors and working families, and provide supportive housing for at-risk British Columbians.

“Budget 2018 balances the needs and priorities of British Columbians with the fiscal prudence that marks B.C. as an economic leader in Canada,” said James. “Our province needs bold action, and Budget 2018 delivers by investing in choices that make life more affordable, improving the services we all count on, and supporting a strong, sustainable economy for all British Columbians.”

Making Life More Affordable

Building on the Province’s progress to date, Budget 2018 takes action to make life more affordable by:

- Introducing a new affordable child-care benefit that will reduce child-care costs by up to \$1,250 per month for every child and support 86,000 B.C. families per year by 2020-21.
- Providing up to \$350 per month directly to licenced child-care providers to reduce fees for an estimated 50,000 families per year by 2020-21.
- Curbing speculation in B.C.’s housing market and helping to build 114,000 affordable rental, non-profit, co-op and owner-purchase housing units through partnerships.
- Eliminating Medical Services Plan (MSP) premiums by Jan. 1, 2020, saving individuals up to \$900 a year, and families up to \$1,800 a year.

- Making ferries more affordable by freezing fares on all major BC Ferries routes, reducing fares on non-major routes and fully restoring the Monday to Thursday seniors passenger fare discount.
- Improving B.C.'s Fair PharmaCare program to eliminate deductibles for families with annual net incomes below \$30,000, starting Jan. 1, 2019. Approximately 240,000 families will receive expanded coverage.
- Reinstating free bus passes with the flexibility to support other transportation needs will help over 100,000 people receiving disability assistance to better connect them with their communities and the services they rely on.

Delivering the Services People Count On

British Columbians deserve services they can depend on. That's why Budget 2018 invests in priority services, including:

- Significant investments in health care, with funding of \$548 million over three years to improve care for seniors and \$150 million to help connect those who do not have a family doctor with team-based primary care.
- Hiring more teachers, bringing the total to over 3,700 new hires around the province to support students and meet the need for qualified teachers in B.C.
- Making a historic investment of \$50 million this fiscal year to support the revitalization and preservation of Indigenous languages in B.C.
- Dedicating \$18 million to services that provide outreach and counselling support for women and children affected by violence.
- Improving access to justice through increased funding for legal aid, family law services, and the hiring of more sheriffs and court staff to help reduce court delays.

Building a Strong, Sustainable Economy

Budget 2018 invests in a strong, sustainable economy through B.C.'s greatest resource – its people, by:

- Supporting communities hit the hardest by the 2017 wildfire season and investing in wildfire preparedness to protect people, communities and wildlife.
- Increasing funding for B.C.'s agrifood sector to support enhanced Buy BC, Grow BC and Feed BC initiatives to drive consumer demand and get B.C.'s goods to overseas markets.
- Confirming the removal of fees for Adult Basic Education and English Language Learning to give people opportunities to grow and succeed.
- Partnering with industry, the federal government and First Nations communities to support Indigenous skills training programs with \$30 million over three years.
- Increasing grants administered through the BC Arts Council and Creative BC, which support B.C.'s vibrant communities and creative economy.
- Expanding B.C.'s tuition waiver program and increasing financial support for former youth in care while they attend post-secondary school or training programs.

Budget 2018 commitments are being funded by improved revenue forecasts over the fiscal plan period, as well as new revenue sources, including:

- A speculation tax, and increases in the foreign buyers' tax, to address housing affordability in B.C. by reducing foreign demand, and curbing speculation in the

residential property market.

- An employer health tax to allow for the full elimination of MSP premiums.

“For too long, British Columbians have not been able to get the services that they need or afford to live in the communities in which they work or grew up in,” James said. “We are taking bold action to change that with Budget 2018 – a budget that works for everyone in B.C.”

Learn More:

For more details on Budget 2018, please visit: www.bcbudget.ca

For information on government services, programs and for general information, please see: www.gov.bc.ca

Two backgrounders follow.

Contact:

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



British Columbia
School Trustees
Association

MEDIA RELEASE

BCSTA responds to B.C. government's throne speech

[Vancouver, B.C. – February 14, 2018] On Tuesday, February 13, 2018, the government's speech from the throne highlighted the need for British Columbia to invest in our children and youth. To quote from the speech:

"Education is the great equalizer. From young students eager to learn, to adults training to earn the skills they need to join the workforce, an investment in education is an investment in our future."

It was left unclear, however, how these words will translate into tangible action by the current government.

The BC School Trustees Association (BCSTA) was pleased to see reconfirmation of government's previous commitments to accelerate the pace of school construction, review the current funding distribution formula and to fund the Supreme Court of Canada decision on collective agreement class size and composition language. What the speech lacked, however, was any indication of substantive new initiatives or policy direction. Beyond promising a new capital fund for school playground construction, this throne speech did not signal investment or a fresh vision for K-12 education.

In his response to the speech, BCSTA President Gordon Swan noted:

"I was pleased to hear recognition of the importance of education to both our province and our youth. Our members would, however, like to see that sentiment translated into something more tangible for local schools and their students."

"There is much work to be done in school districts to ensure improvements in student success. BCSTA will be advocating for fresh ideas and new investments that signal a progressive path forward, and support student achievement as our key focus."

Boards of education across the province will now be looking to next week's provincial budget, and perhaps some yet to be announced policy direction, to assist them with their commitment to improving outcomes for all students.

"It isn't just about government providing the budget necessary to support appropriate learning opportunities for students across the province. We need changes in legislation and provincial policy that truly put students first," said President Swan. "Flexibility to meet local needs is equally important."

BCSTA will continue to work with our provincial government to encourage the changes needed to ensure an effective and equitable public education system for all students.

Local boards of education are the voice of parents and communities in advocating for the quality schools, programs and opportunities we need to ensure that “education is the great equalizer.”

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For further information about BCSTA’s review of the throne speech, or to reach President Gordon Swan for additional comments, please contact:

Glenda Ollero

Media and Graphics Specialist, BCSTA
gollero@bcsta.org, mobile: (604) 842-1167

The British Columbia School Trustees Association is a non-profit organization dedicated to assisting Boards of Education in their work. Boards of Education locally represent the interests of their communities in the public education system in British Columbia. For more information about our Association and work, please visit www.bcsta.org.



British Columbia
School Trustees
Association

MEDIA RELEASE

BCSTA Response to the 2018 Provincial Budget

[Vancouver, B.C. – February 20, 2018] Today's provincial budget appears to have delivered a stable year ahead for British Columbia's sixty public school districts, along with some significant improvements in funding for future capital construction projects. The British Columbia School Trustees Association (BCSTA) recognizes the importance of balanced budgets for our province, but supports increased spending on K-12 public education as a wise investment on behalf of both taxpayers and families.

"Stable budgets, which allow boards of education to maintain current educational programs and services for students, are the key to success within the K-12 education system," noted BCSTA President Gordon Swan. "This budget should provide the improvements necessary for school districts to maintain educational programs in spite of increasing costs and student enrollment."

At present, forty of B.C.'s public school districts are seeing year over year growth in student numbers, which is a significant change from the years past. If we are to maintain our ranking as one of the best public education systems in the world, we must continue to invest in both school infrastructure and staffing to accommodate this student enrollment growth.

"When school trustees know there is the money in their budget to cover core expenses, they can then work to improve the quality of educational programs by focusing spending where it provides the greatest impact for students," stated Swan. "With the provincial education budget stabilizing, trustees will now be looking for the flexibility to direct those funds to educational priorities. Local decision making in the best interest of students is critical to the future success of our schools."

Although B.C.'s school districts have seen budgets and staffing levels rise significantly over the last two years, there has been little opportunity for school boards to direct those improvements to meet the local needs of students. A variety of provincial policies, collective agreements, and directives have tied the hands of school trustees in meeting the needs of their students and communities.

"BCSTA looks forward to working with government and our public education partners to implement the changes needed to ensure every education dollar provided in this budget is directed to the most effective uses possible. We cannot afford to see money wasted through imposed requirements that do not put students first," said President Swan.

The additional dollars provided in this budget to address the capital construction needs of school districts is appreciated. There are a large number of school additions and upgrades as well as new projects needed in all regions of the province. Constructing school and community infrastructure is a sound economic investment for our province.

Likewise, government's significant investment in quality childcare and early learning should have a positive impact on the readiness of children for successful entry into the school system. Boards of education are interested in hearing from the government as to how these new programs and facilities will integrate with K-12 schools in future years.

Further information about the impact of today's provincial budget announcement on B.C. school districts and the priorities of school boards can be obtained by contacting BCSTA.

- 30 -

For additional information and to arrange an interview with BCSTA President Gordon Swan, please contact:

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Board and Trustee Representative Committee Report

Trustee Representative: Eve Flynn
Committee Name: Provincial Council
Meeting Location: WOSK Centre for Dialogue Vancouver
Meeting Time: February 16-17, 2018

Committee Report:

Friday Session

- Ministry of Education Staff (Reg Bawa, Assistant Deputy Minister, Resource Management and Executive Financial Office, and Kim Abbott, Executive Director, Sector Resourcing & Service Delivery Branch) reviewed the progress to date of the K-12 Funding Allocation System.
- Districts have been invited to present to a Panel (participants to be announced by the end of February) their concerns/ideas if how the Operating Funds aspect of the Ministry of Education Budget can be redefined.
- The total envelope of funding will not change but how it is distributed is the key to the discussions.
- District Board Chairs, Superintendents and Secretary Treasurers will also meet with the Panel in regional meeting scheduled March through to the end of April.
- A discussion paper is also being prepared by the Ministry to assist in focusing these discussions.
- Also, the Purpose and Statement of Principles for the K-12 Public Education Funding Model Review will be released by the Minister the week of February 19, 2018

Saturday Morning Business Meeting

- The business meeting reviewed and approved the 2018-19 Budget for the BCSTA for final approval at the AGM in April.
- The Vancouver Island School Trustees Association (VISTA) Constitution and Bylaw Amendments were also approved.
- The following six emergent motions were presented to the assembly:
 1. Impact of Funding Formula Review
Be it resolved that BCSTA request that in the impending funding formula review, the provincial government ensure that no district experiences a funding loss.
Carried
 2. Specific Focus for Funding Model Review
Be it resolved that BCSTA request that during the funding model review, the Ministry of Education's province-wide consultation include consideration of how to best strengthen the delivery of public education in rural and remote communities.
Carried
 3. Rural Education Enhancement Funding Reporting an Criteria
Be it resolved that BCSTA request the Rural Education Enhancement Fund (REEF) be included in the Ministry of Education's budget as a line item incorporating this funding into operations revenue (similar to the Unique Geographic Factors Supplement) and, should the criteria change, schools currently receiving the grant continue to receive the grant.
Defeated

4. Additional Funding for Emergency Preparedness
Be it resolved that BCSTA urge the Ministry of Education to provide sufficient additional funding to school districts, beginning in the 2018-2019 school year, to provide the basic level of resources for emergency preparedness as detailed in the Ministry of Education's Emergency Management Planning Guide for Schools, Districts, and Authorities.
Carried
5. Additional Funding for Aboriginal Perspectives, Content and Instructional Methodologies
Be it resolved that BCSTAT urge the Ministry of Education to increase funding to support Indigenous perspectives, content and instructional methodologies in public schools.
Carried
6. Base funding for small remote and Rural districts with Low Enrolment
Be it resolved that BCSTA request that the Ministry of Education consider implementing a minimum base funding level for small remote and rural districts with low enrolment.
Carried

Saturday Afternoon

Provincial Council delegates discussed the funding allocation formula review process. Specifically, we addressed the question "What is your Board's key concerns with the way in which the Ministry of Education currently allocates and/or distributes funding to school districts?" (I.e. What are your concerns with the current funding distribution formula?)

Some of the common themes which emerged were:

- Our special education/vulnerable student categories for funding.
- Community Link funding.
- 18 different categories for targeted funding (e.g. pay equity, transportation, administrative savings).
- Equitable, sustainable and predictable funding over 3-5 years so that it can be linked to our Strategic Plans.

Conference Report: Annual General Meeting

The 24th Annual General Meeting (AGM) of the BC Public School Employers' Association (BCPSEA) was held January 25-26, 2018 at the Coast Coal Harbour Hotel, 1180 West Hastings Street, Vancouver, BC.

Thursday, January 25, 2018

The AGM opened Thursday morning at 10:00 am with reports from BCPSEA Public Administrator Michael Marchbank, CEO Renzo Del Negro, as well as greetings from BC School Trustees Association President Gordon Swan and video greetings from Minister of Finance Carol James.

Business Session

Eli Mina, Registered Parliamentarian and board effectiveness consultant, reviewed the Standing Rules of Order for conduct of the business session at AGM. A copy of the Standing Rules was included in attendees' AGM packages.

Finance Issues

The business session opened with the report of the 2016-2017 audited financial statements. Following presentation and the opportunity to ask questions, the members adopted the following motion:

BE IT RESOLVED that KPMG be appointed auditors to the British Columbia Public School Employers' Association for the 2017-2018 fiscal year.

Carried

In accordance with the BCPSEA bylaws, the session then moved into a Representative Council for review of the proposed 2018-2019 BCPSEA budget. Following presentation of the budget, which included an update on the current fiscal year (year ending March 31, 2018), the members adopted the following motion:

BE IT RESOLVED that the membership approve the proposed BCPSEA budget for April 1, 2018 through March 31, 2019 as presented.

Carried

The assembly moved back into the AGM business session to debate Ordinary Resolution O-1 submitted by School District No. 42 (Maple Ridge-Pitt Meadows). An amendment was proposed to the motion, which was adopted. The following motion was then voted on and adopted by the members:

BE IT RESOLVED that the BC Public School Employers' Association members request that the Public Sector Employers' Council Secretariat approve changes to excluded benefit plans so that Boards of Education have the flexibility needed to maintain equity within school district employee groups and between school districts.

Carried

Governance Issues

After a brief refreshment break, the business session continued with consideration of governance issues, specifically Proposed Special Resolution S-1 which, in accordance with the BCPSEA bylaws, was distributed to boards of education on December 21, 2017.

As advised in the notice to boards, the special resolution was presented as a package of amendments to the bylaws in their entirety and addressed two specific issues:

- Amendments required to bring the BCPSEA bylaws into compliance with the new *Societies Act*, which came into effect on November 28, 2016. In the two years following that date, every pre-existing society — which includes BCPSEA — is required to transition to the new Act. Societies have two years, until November 28, 2018, to file their Transition Application.

The necessary amendments were identified by BCPSEA legal counsel. The proposed amendments to the bylaws set out these required changes — as well as housekeeping changes — in the content distributed to boards highlighted in gray.

- The second set of amendments addressed the governance changes requested by the Minister of Finance arising from the Public Sector Employers' Council Governance Consultation Process initiated by the Minister of Finance on September 5, 2017. The amendments to the bylaws as set out in the content distributed to boards highlighted in yellow were drafted to give effect to the Minister's request.

The Minister's letter and the PSEC Secretariat Report on Employers' Association Governance Consultations, setting out the context for the requested amendments, were distributed to boards in December and were also included in attendees' AGM package.

Discussion of S-1 opened with a presentation by BCPSEA legal counsel Dierk Ullrich of Fasken on the required *Societies Act* amendments with an opportunity to ask questions.

Robert Pauliszyn, Executive Director, Public Sector Bargaining and Compensation of the Public Sector Employers' Council (PSEC) Secretariat, and Christina Zacharuk, President and CEO of the PSEC Secretariat, provided a presentation on the amendments arising from the PSEC Secretariat Employers' Association Governance Consultation Process.

Following discussion and debate on the amendments to give effect to the request by the Minister of Finance, the members proceeded to vote — by weighted ballot as required by the BCPSEA bylaws — on the Special Resolution:

BE IT RESOLVED THAT the BCPSEA Bylaws be amended pursuant to the attached revisions as follows:

1. to incorporate the amendments required to be in compliance with the *Societies Act*
2. to incorporate the amendments to give effect to the request by the Minister of Finance arising from the Public Sector Employers' Council Governance Consultation Process.

Carried

The resolution was adopted by the members.

Given the adoption of Special Resolution S-1, after a break for lunch, the business session continued with nominations from the floor for trustee Directors to the BCPSEA Board of Directors.

The AGM adjourned for the day.

Friday, January 26, 2018

Elections

The business session opened with speeches by nominated candidates. Elections were held in three of the seven regions as set out in the amended bylaws (trustees in four of the regions were elected by acclamation). Voting was conducted by weighted ballot in accordance with the bylaw requirements. While ballots were being counted, those trustees who had been elected by acclamation during the nominations process Thursday afternoon had the opportunity to provide their remarks to the AGM attendees.

The following trustees were elected to the Board of Directors:

Kootenay Boundary Region

Rebecca Huscroft, School District No. 8 (Kootenay Lake)

Northern Interior Region

Jaret Thompson, School District No. 60 (Peace River North)

Metro Region

Terry Allen, School District No. 36 (Surrey)

Fraser Valley Region

Shirley Wilson, School District No. 34 (Abbotsford)

acclaimed

Northwest Region

Terri-Lynne Huddlestone, School District No. 52 (Prince Rupert)

acclaimed

Thompson Okanagan Region

Alan Chell, School District No. 19 (Revelstoke)

acclaimed

Vancouver Island/Coastal Region

Eve Flynn, School District No. 69 (Qualicum)

acclaimed

Acknowledgement and thanks were expressed to members of the BC Association of School Business Officials who acted as scrutineers for voting at the AGM.

Closing and Adjournment

A special thank you was expressed to Michael Marchbank for his contributions to BCPSEA and the K-12 public education sector in his role as BCPSEA Public Administrator.

A closing thank you was provided to all delegates for their engagement and participation in the AGM events, and appreciation expressed for the members' support of the ongoing work of BCPSEA.

The meeting then adjourned.



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young (alternate)
Committee Name: OBLT Coalition
Meeting Location: Family Place
Meeting Time: Noon February 1, 2018

Mission Statement:

Oceanside 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.

Our Vision:

Thriving children, families and community

Our Priorities:

1. Decrease Qualicum EDI reported vulnerabilities.
2. Create strategies for Kindergarten Transition
3. Parent engagement/inclusion approach
4. Connecting Early Years providers and strengthening local Early Years Collaboration

Upcoming BLT Events:

- Pete the Cat on April 19th 2018 – Please save the date <http://www.oblt.ca/first-steps-to-school-fair/>

City Council Presentation:

Judi Malcolm, OBLT Literacy Outreach Coordinator, recommended “Building Child Friendly Cities” published by UNICEF as a resource for preparing the presentation. Ms. Malcolm read a passage from “Justifying A Special City Focus On Children” on page 5. The full document can be downloaded from this link. <https://www.unicef-irc.org/publications/416-building-child-friendly-cities-a-framework-for-action.html>

Other sources are: EDI Results, First 2000 Days and Early Childhood Brain Development. The goal of these presentations is to underline the importance of having a municipal representative at the Coalition Table.

Ms. Malcolm is looking into scheduling a date with both municipal councils.

\$10 a day childcare update:

Sharon Gregson (Provincial spokesperson for the \$10/day campaign, for Coalition of Child Care Advocates of BC)

- Ms. Malcolm participated in a conference call that outlined what kind of things they are going to fund in terms of child care through the Childcare Operating Fund
- They have three priorities: reduce child care fees, increase ECE wages, and add 22,500 new spaces
- They are working on making the ECE education certification a 2-year program
- The focus is on quality and quantity of care
- Donna indicated that some spaces have been awarded and it is not a large number on Vancouver Island.
- Priority is infant toddler care. The current ratio is 1:4 which can make it cost prohibitive for providers. They are also looking at supportive child care, Indigenous child care (on and off reserve) as well as infrastructure
- It is very likely that Child Care will be moving to the Ministry of Education

Good News from United Way

- Saturday Breakfast Club will be funded for another year by United Way.
- Group discussed the positive benefits of the program.
- Trying to reach more vulnerable families, the working poor, and ESL families. Requested ideas on how to reach more of these families.
- A comfortable capacity is 20-25.
- Coalition guests are welcome.
- Many grandparents take advantage of the program.
- It could be in the budget to offer gas cards - for those people who have difficulty with transportation. Another option is for parents to offer transportation by and ride sharing.
- Maybe Mid-Island Co-op might help with gas for families.
- Vancouver Island Real Estate Board or individual realtors are possible funders

We watched the Brain Story video:

<http://www.albertafamilywellness.org/resources/video/how-brains-are-built-core-story-of-brain-development>

Discussion about what do we do with this information and how do we educate those of us involved in the early years?

Community Partner Updates

Partners discussed the many programs available in the Oceanside area. Unfortunately, the highlighted events have already passed us by between this meeting and the time of this report.

Meeting End: 1:30

Next Meeting:

Thursday March 1, 2018

Room 130 @ Family Place – 494 Bay Avenue

12:00-1:30



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: RDN District 69 Recreation Commission
Meeting Location: Oceanside Place Meeting Room
Meeting Time: February 15, 2018 at 2:00 PM

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.

As this is a new year for the Commission, we introduced and re-introduced ourselves, re-elected the chair etc.

Delegation and presentation from Oceanside Track and Field regarding Track upgrade at Ballenas. Outcome is for the Commission to reopen discussions with stakeholders regarding the possible upgrade of the track, realizing that there is discussion of a Multiplex as a part of the Recreation Master Plan.

Correspondence as follows:

1. RDN News Release BC Healthy Communities Society Grant Awarded for improving accessibility and opportunities for physical activity in the RDN.
2. Ravensong Aquatics Club requesting a reduction in lane fees. Not granted at this time as other forms of subsidy are available.
3. SOS Angel Tree Program acknowledgement of the involvement of RDN Ravensong Pool in their event.
4. Oceanside Community Arts Council certificate of appreciation to the RDN for contributions to the aging artfully and Seniors Art Programs.

Grants Committee

Accepted the District 69 Youth Recreation and the Community Recreation Grants as recommended by the Committee

Reports as follows:

- For Information - the Parks Update Report for Fall 2017 and an update with particular attention to the flooding on the E and N trail.
- Verbal update on the process regarding the Recreation Master Plan. The most up to date information is available through the "Get Involved RDN" tab on the home page of the Regional District of Nanaimo's website www.rdn.bc.ca. New recommendations will be presented to the RDN Board on March 13. The Commission will be updated most likely at the April meeting.
- Report of ACRA activities in writing presented. Wow!! What a lot of programs!

Date of Next Recreation Commission Meeting – Thursday, March 15 at 2:00 PM



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: Indigenous Education Advisory Committee
Meeting Location: Indigenous Education Services Office - Winchelsea Place
Meeting Time: February 19, 2018

Data from the Province

- District Graduation Rates for Indigenous Students may be inaccurate as they include students who are deceased as well as those who have moved to other districts.
- Many districts are finding that recently released data is flawed in some respects.
- Efforts are being made to correct this so that we can effectively use the information.

Home – An Experiential Play

- This was a very moving performance for many in the audience.
- The play was interactive (Forum Theatre) and asked the audience to reflect on the meaning of home and of reconciliation.
- Other experiential activities can be booked through the Totally Tuesdays program.
- The Blanket Exercise (another example) is coming to the next MATA sponsored Pro-D.

Monday Afternoon Workshops:

- The students are setting the program and will be making woolen pouches today.
- Cedar Basket making and large loom weaving will follow in March.
- This program is open to the community and happens at 3:30 pm on Mondays at Indigenous Education Services.

Staff Reports:

- On March 1 and 2 there will be a gathering of Indigenous Services from all Island Districts at the Beach Club in Parksville where each District will share what they are doing to support Aboriginal language and culture programs, support service programs, and other locally developed Indigenous education programs.

Next Meeting Date:

- No Meeting in March due to Spring Break.
- Next meeting is scheduled for Monday, April 16, 2018

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Strategic Planning Process (January 24, 2017)	Superintendent	To begin in the 2017-18 school year	July 1, 2018
Establishment of Performance Assessment Committee (June 24, 2014)	Senior Staff	In abeyance pending Ministry of Education's review of assessment, evaluation and reporting	In abeyance



2018-2019 Local School Calendar District

Designation	2018-2019
Days in Session	188
Days of Instruction	179
Minimum Hours of Instruction (Grades 1 – 7)	873
Minimum Hours of Instruction (Grades 8 – 12)	947
Schools open Regular start time – schools dismiss three hours early Ballenas and Kwalikum Secondary – grade 8 students only	Tuesday September 4
Ballenas and Kwalikum Secondary First day for grades 9-12 students	Wednesday September 5
District Planning Day Non-instructional Day	Friday September 28
Thanksgiving Day	Monday October 8
Conferencing Adjustment Non-instructional Day	Thursday October 18
Provincial Professional Development Day Non-instructional Day	Friday October 19
Professional Development Day Non-Instructional Day	Thursday November 1
Curriculum Implementation Day Non-Instructional Day	Friday November 2
Remembrance Day	Monday November 12 (observed)
Winter Vacation Period	December 24, 2018 to January 4, 2019
Schools Reopen after Winter Vacation	Monday January 7
BC Family Day	Monday February 18
Professional Development Day Non-instructional Day	Tuesday February 19
Spring Vacation Period	March 18 to March 29
Schools Reopen after Spring Vacation	Monday April 1
Professional Development Day Non-instructional Day	Thursday April 18
Good Friday	Friday April 19
Easter Monday	Monday April 22
Conferencing Adjustment Day Non-instructional Day	Friday May 17
Victoria Day	Monday May 20
Final Day for Students Schools dismiss three hours early	Thursday June 27
Administrative Day Non-instructional Day	Friday June 28



2018-2019 Local School Calendar Collaborative Education Alternative Program (CEAP)

Designation	2018-2019
Days in Session	212
CEAP is a distributed learning program where students participate, for the most part, in home-based learning. From time to time, students attend group activities in the community and CEAP classrooms, according to schedules distributed by program teachers.	
Canada Day	Monday July 2 (observed)
Start of Summer School/Programs	Tuesday July 3
School Program Closed	July 30 to August 24
Intake Commences for Programs	August 27 to August 31
Schools open	Tuesday September 4
Regular start time – schools dismiss three hours early Ballenas and Kwalikum Secondary – grade 8 students only	September 4
Ballenas and Kwalikum Secondary First day for grades 9-12 students	Wednesday September 5
District Planning Day Non-instructional Day	Friday September 28
Thanksgiving Day	Monday October 8
Conferencing Adjustment Non-instructional Day	Thursday October 18
Provincial Professional Development Day Non-instructional Day	Friday October 19
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Victoria Day	Monday May 20
Final Day for Students Schools dismiss three hours early	Thursday June 27
Administrative Day Non-instructional Day	Friday June 28



2018-2019 Local School Calendar
False Bay School based on 13 Altered Fridays

Designation	2018-2019
Days in Session	175
Days of Instruction	166
Minimum Hours of Instruction (Grades 1 – 7)	873
Minimum Hours of Instruction (Grades 8 – 12)	947
Schools open	Tuesday September 4
Regular start time – schools dismiss three hours early Ballenas and Kwailikum Secondary – grade 8 students only	
Ballenas and Kwailikum Secondary First day for grades 9-12 students	Wednesday September 5
Altered Friday Non-instructional Day	Friday September 14
District Planning Day Non-instructional Day	Friday September 28
Altered Friday Non-instructional Day	Friday October 5
Thanksgiving Day	Monday October 8
Conferencing Adjustment Non-instructional Day	Thursday October 18
Provincial Professional Development Day Non-instructional Day	Friday October 19
Altered Friday Non-instructional Day	Friday October 26
Professional Development Day Non-instructional Day	Thursday November 1
Curriculum Implementation Day Non-instructional Day	Friday November 2
Remembrance Day	Monday November 12 (observed)
Altered Friday Non-instructional Day	Friday November 30
Altered Friday Non-instructional Day	Friday December 14
Winter Vacation Period	December 24, 2018 to January 4, 2019
Schools Reopen after Winter Vacation	Monday January 7
Altered Friday Non-instructional Day	Friday January 25
Altered Friday Non-instructional Day	Friday February 8
Altered Friday Non-instructional Day	Friday February 15
BC Family Day	Monday February 18
Professional Development Day Non-instructional Day	Tuesday February 19
Altered Friday Non-instructional Day	Friday March 1
Spring Vacation Period	March 18 to March 29
Schools Reopen after Spring Vacation	Monday April 1
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SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

POLICE INFORMATION CHECK WITH VULNERABLE SECTOR SCREENING (PIC-VS) (Formerly 'Criminal Record Check')

Page 1 of 3

School District 69 (Qualicum) requires all individuals seeking to volunteer in School District 69 schools, programs, or activities to undergo a *"Police Information Check with Vulnerable Sector Screening"*.

Process

Parents, guardians and/or community members who wish to act as a school volunteer must contact the school office to obtain a *"Police Information Check with Vulnerable Sector Screening"* letter. The *"Police Information Check with Vulnerable Sector Screening"* letter must be on school letterhead, signed and dated by the principal and must contain the statement: "The applicant will require a vulnerable sector check" (sample letter attached).

Potential volunteers are then referred to the Oceanside RCMP Detachment, at which time they will submit the *"Police Information Check with Vulnerable Sector Screening"* letter and the *"Police Information Check with Vulnerable Sector Screening"* form.

- The *"Police Information Check with Vulnerable Sector Screening"* form is available from the school or the Oceanside RCMP detachment and must be submitted at the same time as the *"Police Information Check with Vulnerable Sector Screening"* letter. Please note that **old forms will not be accepted**.
 - i. *For convenience, a copy of the "Police Information Check with Vulnerable Sector Screening" form has been attached and can be provided to applicants by the School Principal or designate at the same time that the applicant receives the "Police Information Check with Vulnerable Sector Screening" letter from the school.*

Note: The *"Police Information Check with Vulnerable Sector Screening"* letter is required to waive the processing fee. If the letter is not included with the package, the processing fee will be levied on the applicant.

The RCMP will return the processed form to the parent, guardian or community member who will then submit the form to the School Principal.

Forms that show any type of criminal record or other concerning disclosures must be forwarded to the Superintendent of Schools or designate for review. School Principals will be advised of any advice or considerations arising from this review.

Completed *"Police Information Check with Vulnerable Sector Screening"* are **valid for a maximum of five years only at which time they are expired**.

All new volunteers (including those who may have previously completed a PIC_VS at another school and are now changing school sites) must submit forms (preferably in September). This would include Kindergarten, and Grade 8 as well as any new registrations.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

POLICE INFORMATION CHECK WITH VULNERABLE SECTOR SCREENING (PIC-VS) (Formerly 'Criminal Record Check')

Page 2 of 3

The following is an excerpt from the *British Columbia Guideline for Police Information Checks (June 2015)*

"Police Information Check with Vulnerable Sector Screening (PIC-VS) is restricted to applicants seeking employment and/or volunteering in positions responsible for vulnerable individuals. This product is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders, non-convictions and adverse police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension, subject to authorization by the Minister of Public Safety and Emergency Preparedness.

The Police Information Check with Vulnerable Sector Screening **WILL** include the following information:

- Criminal convictions (summary and indictable) from CPIC, local databases, or JUSTIN and findings of guilt within the YCJA non-disclosure schedule.
- Outstanding judicial orders, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- Absolute and conditional discharges for 1 or 3 years respectively.
- Charges recommended and/or processed by other means such as Diversion or Alternative Measures.
- Dispositions listed in the CPIC Identification Databank or CRII under non-convictions including, but not limited to, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.
- Any additional information recorded in police databases documenting the applicant to have been a suspect in an offence (whether or not charged), subject to provincial retention periods specific to the offence type.
- Adverse contact involving the threat of actual use of violence directed at other individuals and oneself that places others at risk regardless of, but without disclosing, mental health status (e.g.: uttering threats, assault, etc.)
- As authorized for release by the Minister of Public Safety for all record suspension (pardoned) criminal convictions, including non sex offences, identified as a result of a VS query.

The Police Information Check with Vulnerable Sector Screening (PIC-VS) **WILL NOT** include:

- Convictions where a record suspension has been granted (except for sexual offences)
- Apprehensions under s.28 of the *Mental Health Act*, or suicide threats or attempts where there was no harm or threat to others (e.g.: No "subject of threat or harm to others").
- Convictions under federal and provincial statutes unless under exceptional circumstances.
- Traffic violations, including roadside suspensions.
- Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to may result in the record check being delayed or terminated.
- *Youth Criminal Justice Act* (YCJA) information beyond applicable disclosure period.
- Special Interest Police (SIP) category of CPIC.
- Information gathered outside formal occurrence reports (i.e.: street checks, CAD) except under exceptional circumstances.
- Any reference to contagious diseases.
- Victim/Complainant information unless under exceptional circumstances.
- Information from foreign law enforcement systems."

References:

- *Board Policy 3002: Cooperation of School and Learning Communities*
- *Administrative Procedure: Cooperation of School and Learning Communities*

Police Information Check with Vulnerable Sector Screening *Sample Letter*

Page 3 of 3

LETTERHEAD

DATE

R.C.M.P.
727 Island Highway West
Parksville, BC
V9P 1B9

To Whom it May Concern:

RE: POLICE INFORMATION CHECK WITH VULNERABLE SECTOR SCREENING

This letter is to confirm that NAME OF VOLUNTEER APPLICANT will be acting as a volunteer for various school/class events or activities throughout the school year. He/She will require a "Police Information Check with Vulnerable Sector Screening" as per the R.C.M.P. definition.

Thank you for your attention to this matter.

Yours Sincerely,

PRINCIPAL NAME
Principal

c: School File



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 7010

STUDENT FEES AND BAND INSTRUMENTS RENTAL

Page 1 of 1

(Formerly Board Policies 7010 and 7065)

POLICY

It is the intention of the Board of Education to permit schools to charge fees to students only in circumstances permitted by the School Act and in conformity with the attached Regulations **attendant Administrative Procedure**. No student shall be denied access to a program, course or class because of financial hardship. Fees may not be charged for programs, courses or classes which are required to complete educational programs essential for graduation.

References:

- **Administrative Procedure: Student Fees and Band Instruments Rental**

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT FEES AND BAND INSTRUMENT RENTALS

Page 1 of 2

(Formerly Board Policies 7010 and 7065)

4. Schools in which any student fees are to be levied must present their fee schedule to the Superintendent for approval by May 15 of each school year. Prior to June 30 each year, the Superintendent will present a schedule of fees for each school for Board approval.
2. Prior to the submission of the fee schedule to the Superintendent each school must present the proposed full fee schedule to the Parent Advisory Council of the school for consultation regarding the appropriateness and amount of the fees to be charged.
3. Each school must annually establish and communicate to parents procedures to facilitate participation by any student who would otherwise be excluded from, or experience hindered access to, a program, class or course.
4. In general, the Board permits schools to charge the following types of fees to students provided that the above conditions are met by schools:
 - Schools may charge for, or request that parents/guardians provide for students, personal supplies and equipment which have not traditionally been provided by schools: writing tools, notebooks, binders, gym wear, basic art supplies, basic calculator, student planners and other supplies for a student's personal use.
 - The rental or purchase of musical instruments for a student's personal use. **No student will be denied participation in the instrument music program because of inability to pay for the rental of an instrument. Such cases will be determined by the teacher in consultation with the Principal of the school.**
 - Schools may charge students a returnable deposit for the use by students of school or district equipment or learning resources which are expected to be returned by students after use.
 - Fees may be charged for optional school special events, clubs, sporting and social activities which are not regulated by the *School Act* and which are not essential to the educational curriculum of the school. The Board expects schools to be sensitive to the issue of student/family financial hardship in making decisions to sponsor or organize extra-curricular activities.
 - Fees may be charged for optional field trips which are not essential to the educational curriculum. If such field trips occur during the normal operating hours of the classroom, the Board requires that students who do not participate in the optional field trip will be provided with quality alternative educational experiences.
 - Fees may be charged where students opt to use materials of superior quality - for example, in a shop class - provided that all students have the option of selecting materials of satisfactory quality without charge.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT FEES AND BAND INSTRUMENT RENTALS

Page 2 of 2

- Fees may be charged for specialty academies in accordance with Specialty Academy provisions of ~~section 82.1~~ of the *School Act*.
- Students in "trades programs" (as defined in the School Act) may be required to provide their own tools, equipment and materials, or the Board may charge fees for the purchase or rental of these items as per ~~section 82.2~~ of the *School Act*.

Reference:

- The School Act
- Board Policy 7010: Student Fees and Band Instrument Rentals



STUDENT CATCHMENT AREAS – CROSS BOUNDARY TRANSFER

POLICY

The Board of Education has the responsibility to assign students to various schools in the School District, and authority to divide the District into areas for the purpose of assigning students to schools.

The Board of Education believes that, in general, students should attend their neighbourhood school **schools designated by the Board for their particular attendance area. For purposes of school attendance, a student's residence shall be considered that of his/her parent(s) or legal guardian(s).**

Parents may request permission for their children to attend schools outside their normal attendance area. Such a request may be made through submission of the Student Transfer Request form.

When such permission is obtained, parents will be expected to assume responsibility for transportation, or any additional costs incurred by granting of a cross-boundary transfer

References:

- **The School Act (Sections 74.1, 75, and 75.1)**
- **Administrative Procedure: Student Catchment Areas – Cross-Boundary Transfer**
- **Board Policy 7054: Transportation of Students by District School Bus Service**
- **Cross Boundary Transfer Form**

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT CATCHMENT AREAS – CROSS-BOUNDARY TRANSFER

Page 1 of 2

1. Changes in catchment areas, if required, shall be determined and approved by the Board not later than March 1, to be implemented in September.
2. Transfer of a student to a school outside of his/her catchment area will be considered upon written application of the parent to the Superintendent of Schools or designate, on or before April 1st each school year.
3. Approval of transfer is to be based on space availability in the requested school. Space availability is deemed to exist when there is expected, based on reasonable projections, to be capacity to provide the student or applicant with an educational program appropriate to his or her needs, taking into account physical and educational resources.

The Board of Education delegates to the Superintendent of Schools or ~~his or her designate~~, the decisions as to whether space and facilities are is available in individual schools and educational programs.

Decisions on space and facilities availability will be made in consultation with the principal of the affected school and will be based on consideration of the following factors:

- the operating capacity of the school as defined by the Ministry of Education
- staff assigned to a school by the District
- the physical space in which instructional programs operate in the school
- the ability of the school to provide appropriate educational programs for the applicant and other students
- the needs of other programs located in the school

If space and facilities are determined to be available, enrolment in educational programs in the school will be offered in the following priority order, provided that application deadlines and requirements are met:

- catchment area child who attended the school during the previous school year
- other catchment area child
- non-catchment area child
- non-school district child

4. Students who reside within a defined school catchment area will be given placement priority up to September 30th of any school year. Transfer students may be returned to their catchment area school, or, upon a parent's request, to another District 69 school (subject to space availability) up to and including September 30th of any school year.
5. A student who has spent the previous school year in an approved cross-boundary placement at a District 69 school will be deemed to be a catchment area student for the duration of his/her attendance at the school. This status will be retained upon transition to the ~~middle~~ or secondary school which students from that school would normally attend based on district catchment areas.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT CATCHMENT AREAS – CROSS-BOUNDARY TRANSFER

Page 2 of 2

6. Siblings of students (who, by nature of Regulation #5 above are considered “students of this school’s catchment area”) will, at the request of the parent through the completion of the district’s Student Transfer Request form, be considered catchment area students for this school.
7. Access to District programs, such as Collaborative Education Alternative Program (CEAP), PASS/Woodwinds Alternate School or French Immersion, is not subject to Transfer Request approval.
8. Transportation or transportation assistance will be provided (subject to Regulation 4, Policy 7054) for a student who cannot attend his or her catchment area school because space is not available.
9. Transportation for a student choosing to attend a non-catchment area school or district program is the responsibility of the parent.

References:

- **The School Act (Sections 74.1, 75, and 75.1)**
- **Board Policy 7015: Student Catchment Areas – Cross-Boundary Transfer**
- **Board Policy 7054: Transportation of Students by District School Bus Service**
- **Cross Boundary Transfer Form**



POLICY

The Board of Education is the final authority on all local aspects of school busing.

The Board of Education believes in providing an efficient and self-sufficient (cost neutral) system of safe transportation for eligible students to and from school and further believes that student transportation is a privilege not a right.

~~If there is additional space on the school bus, seats will be offered to courtesy riders.~~

Reference:

- *Administrative Procedure: Transportation of Students by District School Bus Service*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

TRANSPORTATION OF STUDENTS BY DISTRICT SCHOOL BUS SERVICE

Page 1 of 1

1. Walk limits are distances determined by the Ministry of Education. Funding is based on provincially established eligibility walk limits. The Board will establish local walk limits annually.
2. Exceptions to established walk limits are:
 - a. Students at all grade levels who are living, and attending school, in the catchment areas for Nanoose Bay, Errington, and Bowser Elementary Schools, will have an eligible walk limit of 1.5 km.
 - b. Special needs students, where transportation costs are recognized on a door-to-door basis for those students diagnosed unable to walk to school due to physical or mental disabilities and therefore need to travel to school by vehicle.
 - c. Extra curricular activities, when funding is provided for this service by schools.
3. It is the parent/guardian's responsibility to provide transportation for their child(ren) who choose to attend a District program or school outside of their catchment area.
4. The need for transportation fees and the cost of any actual fees **for courtesy riders*** will be determined by the Board during budget deliberations in the spring of each year. Announcement of any fees and payment schedule will be made public following approval of the budget for the next school year. **There are no fees for eligible riders.**
5. Transportation assistance may be provided for a student who cannot be accommodated at the school in his/her own catchment area.
6. Students must abide by the regulations as set out in the Transportation Procedures Handbook and accept the authority of the bus driver. The driver is the final authority in all matters relating to the safety and well-being of passengers.
7. All other matters relating to the transportation of students and school bus safety shall operate within the parameters of the Transportation Procedures Handbook.

***Courtesy Riders – students who fall outside of the criteria for eligible riders but who can be accommodated through surplus space on existing transportation routes on a fee for service basis.**

Reference:

- **Board Policy 7054: Transportation of Students by District School Bus Service**



**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS**

(Formerly Board Policies 7059 and 7060)

Policy

The Board of Education acknowledges that corporations, businesses and service organizations may from time to time choose to support financially and/or materially public school activities through sponsorships or partnerships. The Board supports the development of sustainable education-business relationships between the Board, its schools, and the community, and encourages community groups, businesses, corporations, labour groups, civic organizations, industries, government agencies, colleges, universities, and others.

Acceptable sponsorships/partnerships provide benefits to the educational, cultural, artistic or athletic programs of students through the donations/contributions of products, services or money to a school or the School District. The Board wishes to secure sponsorships/partnerships that are consistent with the values, principles, and objectives of the School District.

The Board believes that it is appropriate to recognize, thank or publicly acknowledge a sponsor's support. Sponsors may be recognized in a dignified and appropriate manner in programs, directories, press releases, newsletters, assemblies and posters. Use of corporate logos and slogans should be modest. There shall be no actual or implied obligation to purchase the product or services of the sponsor.

Where financial considerations are involved as a result of education-business relationships, revenue opportunities for the Board or school shall be optimized. The revenues acquired through sponsorships, partnerships or donations will be used to complement and not replace public funding for education.

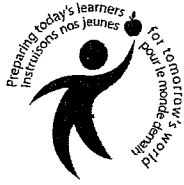
While encouraging business and community relationships, the Board recognizes that it has a responsibility to provide as safe, caring and inclusive an environment as possible for all students and recognizes the privacy of parents and teachers. Schools, as learning communities, must not become vehicles for circulation of materials intended primarily for commercial gain, nor for propaganda materials that are inflammatory in nature or contrary to District values.

This Policy does not apply to contracts where a service or product is provided to the Board for a fee or to other arrangements the Board enters into in order to manage its operations.

Definitions

Sponsorship - refers to an organization or commercial enterprise providing financial support or goods or services for an activity, series of activities, program or service. Generally sponsorships shall be for a specific, short term and limited purpose usually no more than one year in duration. Long-term sponsorships may be acceptable provided there is commensurate recognition through appropriate sized contributions to the school or School District. There will be no provision for automatic renewal or extension of the agreement and will be subject to an evaluation process.

Donation - means money, goods or services given to a school or the School District with no expectation of reciprocal provision of goods or services to the donor.



**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS**

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Partnership - is a collaborative relationship between the Board and an organization or business wherein the resources of the Board and the partner are combined to enhance the quality and relevance of the educational program provided by the Board.

School Partner Groups - may include the Parents' Advisory Council (PAC), District Parent Advisory Council (DPAC), teachers and support staff.

Reference:

- *Administrative Procedure - Corporate/Community Sponsorships, Partnerships and Advertising in Schools*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS
AND ADVERTISING IN SCHOOLS**

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Purpose

The Board acknowledges that corporations, businesses and service organizations may from time to time choose to support financially and/or materially public school activities through sponsorships or partnerships. The Board supports the development of sustainable education-business relationships between the Board, its schools, and the community provided they do not compromise the District's commitment to maintaining *safe, caring and inclusive schools*.

The Board or, in the case of a school, the Principal or designate, in consultation with school partner groups, shall have the authority to decline any form of donation, sponsorship or partnership that is inconsistent with the values, principles or policies of the School District or the particular school.

No employee of the School District shall accept a personal gift in cash or kind, or benefit from the corporate sponsor or donor. Corporate involvement programs shall not limit the discretion of the schools, teachers, and the School District in the use of sponsored materials.

The following points should be considered in determining whether to allow a request for access to teachers or students or to accept a donation, sponsorship or partnership agreement:

- Will not lead to exploitation of the students
- Does not imply endorsement of the school or the Board
- Offers significant educational, cultural, artistic or athletic benefits or social values for students
- Expected acknowledgement is dignified, modest, reasonable and consistent with this policy
- Is not primarily to solicit sales
- Ensures protections against claims that are false or misleading
- Involves minimal intrusion into instructional time
- School or School District has sufficient funds to pay the costs of installation, on-going maintenance, repairs and training
- Donated goods and services are held to the same standard used for the selection and purchase of curriculum materials.

Sponsorships or sponsorship agreements exceeding \$5000 in amount or longer than one (1) year in duration shall be confirmed by contract through the School District. Proposals shall be sent to the Secretary-Treasurer's office with a detailed rationale to obtain appropriate approvals and/or draw up proper legal agreements in consultation with all stakeholder groups.

Each sponsorship arrangement should have an agreed upon sponsor acknowledgement plan prior to accepting the sponsorship or donation. The sponsor acknowledgement plan shall be approved by the school principal in consultation with the education partner groups for school level sponsorships. The Secretary-Treasurer's office will ensure the sponsor acknowledgement plan is acceptable and consistent with this policy for District-wide sponsorship agreements.

Sponsor or partner activity must not infringe on any collective agreement or labour relations' practices.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS
AND ADVERTISING IN SCHOOLS**

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Advertising

In general, the sales, the promotion of sales or the support to sales by canvassing, advertising or by other means on the part of any commercial enterprise may be seen as a violation of the safe and secure environment for students or an invasion of the privacy of parents or teachers. Therefore, commercial enterprises will not normally be permitted access to teachers and students either directly on school property or indirectly through the use of School District or school mailing information or systems.

Limited or selected advertising may be permitted in school or School District publications, provided that it meets standards of good taste and does not conflict with educational objectives. Some requests by individuals or agencies for access to teachers and students are reasonable and contribute to the teaching-learning programs in schools. Recognized charitable organizations and agencies and other organizations having educational and community services attributes may be allowed the opportunity to approach school principals or designated Board staff at the discretion of the Superintendent.

Distribution of materials supplied by genuine, community-oriented organizations may be authorized by the Superintendent, provided that they do not demand undue disruption of school time or routine, and provided that they do not contain political, religious or inflammatory material/messages/images which might create unfavourable community reaction and/or run counter to School District values.

Partnerships

The Board supports and encourages partnerships that:

- Treat the educational and personal welfare of students as the paramount concerns and are in accordance with the highest ethical standards and considerations
- Address an identifiable educational or operational purpose or need consistent with the School District's strategic priorities, statements of purpose, and the provincial goals of education
- Increase the equitable access of students to high quality educational programs, service or learning resources.

Education-business relationships shall be designed to support the curriculum, enhance the quality and relevance of learning, and be relevant to the Board's desired educational outcomes. Care must be taken to ensure that neither schools nor students are exploited through the partnership activities. Any direct involvement by students in a workplace setting shall be for reasons that are educationally relevant and consistent with the principles governing cooperative education.

Where the Board is approached by organizations to participate in education-business ventures that will involve co-development of products or services related to education, it is expected that these products/services will be marketable and hence will generate revenue for the Board.

It is important that a school or the School District regularly give public acknowledgement to the direct and/or indirect contributions of business partners to school or School District educational programs. The school or School District shall undertake a review of the goals, objectives and

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS
AND ADVERTISING IN SCHOOLS**

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outcomes of each partnership annually. This must involve input from both partners. The review should allow for revisions to and updating of the partnership agreement.

Donations

The School District is able to issue tax receipts for cash donations and donations of furniture, equipment or similar items valued \$1000 or less. In accordance with Canada Revenue Agency's Policy 413, donated items valued at more than \$1000 must be independently assessed by a third party before the School District can issue a tax receipt. A sponsorship payment from a business for which the business receives a material advantage such as promotion or advertising (for example, in a press release) as part of an acknowledgement plan may not be eligible for a tax receipt under Canada Revenue Agency's rules.

New or used equipment must be at a standard acceptable for use in classrooms and schools and meet School District specifications. Equipment must be installed according to the standards of the School District. The school principal shall consult with the appropriate Board office staff to make this determination. The school and/or School District must consider costs of installation, maintenance, repairs, and training, where necessary, to ensure funds are available to support the acquisition of the donated equipment. If accepted, donations shall become the property of the School District.

Parent Advisory Council (PAC)

A school's Parent Advisory Council (PAC) is often a successful fund-raising group whose efforts facilitate the acquisition of equipment, goods or services in support of the school. Decisions on the methods of raising funds for the school shall be made in consultation with the school's Principal in accordance with School District policies and administrative procedures.

Reference:

- *Board Policy 7059 – Corporate/Community Sponsorships, Partnerships and Advertising in Schools*



Purpose

The Board of Education recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session, necessitating the need to implement appropriate plans and procedures to deal with such emergencies. ~~at school and district facilities or involving School District transportation services.~~

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize the situation. Emergencies affecting schools and District facilities, ~~school buses, and/or school District transportation services~~ that may prohibit the intended uses for an unspecified period of time may include earthquake, fire, flood, road closure, hazardous material accident/spill, threat to schools (i.e. bomb threat), violent physical incident or threat, school bus accident, **and/or** inclement weather, etc.

All schools and work sites will develop, implement, and maintain an Emergency Preparedness Plan taking potential **larger scale** emergency situations into consideration. The ~~Emergency Preparedness Plan~~ **District Emergency Procedures and Site Emergency Preparedness Plan** will identify and outline the role of the affected staff in an emergent situation.

To this end, it is important that students, employees and parents be knowledgeable about the various emergency plans and procedures in place at a specific work site and for the District, and to be prepared should an emergency occur. **All School District 69 sites will follow the District Emergency Procedures and Site Emergency Preparedness Plan.**

The Board of Education will endeavor to ensure that staff and students are trained in fundamental emergency procedures, and that District facilities are as safe as possible from hazards.

Reference:

- **Administrative Procedure: Emergency Preparedness**
- **District Emergency Procedures**

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY PREPAREDNESS

Page 1 of 3

4. Site Administrators, in cooperation with the appropriate authorities, shall have Emergency Preparedness Plan procedures in place to ensure the safety of staff and students. **That plan should provide for** ~~2. A school Emergency Preparedness Plan committee composed of all partners shall develop and implement a plan for the evacuation, care and reuniting of students with parents.~~
3. All employees shall be informed about the Emergency Preparedness Plan procedures to be followed at their worksite to ensure their safety and the safety of others.
4. ~~Site Emergency Preparedness Plans are to be submitted to the Operations and Maintenance Manager by October 30 of each school year.~~
5. At the beginning of each school year, parents shall be informed in writing of the school emergency plan **District Emergency Procedures and Site Emergency Preparedness Plan**. This information will outline emergency procedures to be followed by parents in the event of an earthquake or other **staff and students in case of an** emergency.
6. Emergency drills, separate from fire drills, using procedures determined by the Emergency Preparedness Plan, shall be conducted at least twice per year. The first drill shall be held during the first two weeks of school. **including fire, earthquake, and lockdown shall be undertaken in conformity with the District Emergency Procedures and Site Emergency Preparedness Plan**
7. The Board of Education will endeavor to ensure that each school has sufficient staff trained in the following:
 - a. emergency planning
 - b. the reduction of hazardous conditions
 - c. Basic First Aid, C.P.R. Systematic Search and Basic Rapid Building Damage Assessment.
8. If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the worksite's **Site** Emergency Preparedness Plan procedures, then it shall be the responsibility of each worksite to obtain and maintain supplies in good order.
9. The ~~worksite~~ **Site** Emergency Preparedness Plan must be easily identifiable and located in the main office of the worksite and any other locations that can be easily accessed by all site employees
40. The ~~Transportation Manager~~ **General Manager of Operations** shall also develop an Emergency Preparedness Plan to address the safety of students and staff on school buses. Copies of this plan will be located at the Transportation Department Office, on each school bus and at each school.
44. In the event that a Site Administrator (or designate) must implement emergency procedures, the Superintendent of Schools (or designate) must be kept informed of the situation in the manner described in the ~~Emergency Preparedness Plan~~.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY PREPAREDNESS

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42. In the event of an advance warning of an impending natural disaster or any other occurrence which is a threat to the safety of children in school, the following action will be taken:
- a. The Superintendent of Schools (or designate) and/or Principal shall order a school or school(s) to be closed **locked down or closed.**
 - b. Parents will be notified in accordance with established school procedures.
 - c. Students will be dismissed and ~~the normal transportation of students will prevail~~ **a student release/transportation plan enacted.**
 - d. ~~The Transportation Manager~~ **General Manager of Operations** shall be responsible for providing the immediate transportation of students.
 - e. The Superintendent of Schools (or designate) shall immediately notify the public of the threat to students safety and the nature of the emergency.
43. ~~This policy shall be reviewed annually.~~

Reference:

- *Board Policy 7155: Emergency Preparedness*

Staff Emergency Procedures

Lockdown

Used in response to an armed or dangerous assailant **WITHIN** the school.

Lockdown

- Gather people in your vicinity into a secure room – do this quickly
- Close and secure doors
- Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- Silence all cell phones and ask they be placed face down on floor
- Alert other occupants by any means available and/or call 911 - only if safe to do so

Or Leave Safe If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

*Normal activities in the school cease. Await police response.

Hold & Secure

Used if there is a security concern in the neighbourhood

Bring everyone into the school and remain inside

Secure exterior doors

Close exterior window blinds/drapes (if available)

No one may enter or exit the school during Hold and Secure

*Typically normal activities continue **WITHIN** the school.

Room Clear

Used to move people away from a hazard contained in one room/area

Direct students to leave the room/area and report to designated area (Ex. Library)

Summon assistance as needed and appropriate (Ex: call First Aid Attendant, Principal/Vice Principal, Maintenance Staff, 911)

*Staff should remain to manage the situation arising or exit if the room is unsafe

Shelter in Place

Used if an environmental hazard may impact the school

Bring everyone into the school and remain indoors

Secure exterior doors and windows

Close exterior window blinds/drapes (if available)

Turn off all ventilation systems (if locally available/situation dependent)

Staff designates will monitor access to the school via the main entrance.

Access may be denied if a risk exists that jeopardizes the safety of occupants

*Typically normal activities continue **WITHIN** the school

Evacuate

Used to move people out of the school when a hazard exists **inside**

Direct students and other staff to exit the school via the shortest safe route

Report to and assemble outside at the designated assembly site

*Principal or designate will determine next steps

Drop, Cover, and Hold On

Used in the event of an earthquake, explosion, or any event that shakes the school

Quickly move away from obvious hazards

Drop - low to the ground

Cover - take Cover under a sturdy table, desks, furniture, or other large sturdy items

Hold On - to the furniture you are under and stay there until the shaking stops

After the shaking stops, wait 60 seconds and then Evacuate via the shortest safe route

Report to and assemble outside at the designated assembly site

*Principal or designate will determine next steps

EMERGENCY TERMINOLOGY QUICK REFERENCE

LOCKDOWN

Used in response to an armed or dangerous assailant **WITHIN** the school.

HOLD & SECURE

Used if there is a security concern in the neighbourhood

ROOM CLEAR

Used to move people away from a hazard contained in one room/area

Used if an environmental hazard may impact the school

EVACUATE

Used to move people out of the school when a hazard exists **inside**

Used in the event of an earthquake, explosion, or any event that shakes the school



SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

PERFORMANCE MANAGEMENT PROCESS
SUPERINTENDENT OF SCHOOLS AND EXEMPT STAFF

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(Formerly Board Policies 6195 and 6196)

Purpose:

The Board of Education believes that a performance management process should be an ongoing process of communication between a supervisor and an employee that occurs throughout the each year in support of accomplishing the mission and strategic priorities of the organization. The communication process includes clarifying expectations, setting objectives, identifying goals, providing feedback, planning for professional growth/learning and reviewing results progress in each area.

The Board believes that performance management processes undertaken with exempt staff should be:

- Simple and clear
- Focused on personal professional growth and learning
- ~~Grounded in the duties/responsibilities/ expectations of the job~~
- **Premised on clearly articulated expectations, deliverables and accountabilities grounded in duties/responsibilities of the job description**
- Based on goals/objectives/actions linked to strategic priorities and operational plan of the district/school
- ~~Premised on clearly articulated expectations (based on job description), deliverables and accountabilities~~
- Continuously looping with ongoing and regular check-ins and dialogue

The Board will ensure that it engages the Superintendent/CEO in an ongoing performance management process as agreed to by the parties. This process is to be facilitated by the Director of Human Resources or a designate.

The Superintendent will ensure that an appropriate and ongoing performance management process is carried-out with the following exempt staff:

- Secretary Treasurer
- Assistant Superintendent
- Director of Human Resources
- Principals and Vice Principals
- Executive Assistant – Education Programs and Operations
- ~~Other educational supervisory staff~~

***Note: Also responsible to see that an appropriate and ongoing performance management process is carried out with other educational staff.**

The Secretary Treasurer will ensure that an appropriate and ongoing performance management process is carried-out with the following exempt staff:

- Assistant Secretary Treasurer
- General Manager of Operations
- Executive Assistant – Board Governance and Operations
- ~~Other operational supervisory staff~~

Note: Also responsible to see that an appropriate and ongoing performance management process is carried out with other operational staff.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY CLOSURE OF SCHOOLS/WORKSITES - EMPLOYEES

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(Formerly Policy 6135)

Purpose

The Board of Education has the responsibility, under *the School Act*, to keep district schools in session for all students and staff according to the annual School Calendar established by the Ministry of Education. Employees are expected to report to work each day.

However, the Board of Education also believes that the health and safety of staff and students is of paramount importance and recognizes that schools may have to be closed temporarily at times for any of several reasons, including the following: inclement weather, power outage, failure of heating or water services, emergency health issues, as well as a variety of other emergency situations.

The Board of Education authorizes the Superintendent of Schools, or designate, to close schools and/or worksites by reason of weather emergencies or for other causes that might endanger the health or safety of staff and students.

School and/or worksite closure due to emergent conditions will be of three types:

- For students only
- For students and school-based employees
- For students and all employees

Principals, or designates, are expected to have school buildings open to provide for students who, for whatever reason, arrive at school. Principals who are unable to get to work must contact the Superintendent of Schools so that alternate arrangements can be made to have the school open.

School Bus Service

There are occasions when the General Manager of Operations, in consultation with the Superintendent of Schools, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m.

- The decision to cancel school bus service is made by the General Manager in consultation with the Superintendent of Schools.
- If buses **are not** running in School District 69 (Qualicum) it does NOT mean that schools are closed.
- If buses **are not** running in School District 69 (Qualicum) it does NOT mean that staff cannot get to school – conditions vary throughout the District and staff need to assess the conditions in their own area.
- **If buses are running in School District 69 (Qualicum), employees are expected to be at work.**

Closure during the School Day

- In extreme emergencies, schools may be closed after school has commenced.
- In those situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a Principal has concerns for local road conditions in his/her school zone, the Principal should contact the Superintendent of

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY CLOSURE OF SCHOOLS/WORKSITES - EMPLOYEES

Page 2 of 3

Schools. It is the responsibility of the Superintendent of Schools to notify the Principal as soon as it becomes apparent that school emergency closure will be necessary.

- When an emergent situation occurs after school has begun it may be prudent for students to be dismissed and therefore staff will activate their plan to contact parents. In this case, parents of students in elementary schools must be contacted prior to releasing students to go home. In the case of busing students, all students will be held at the school until we can confirm that all effected parents have been contacted.
- Depending on the severity of the circumstances, the Principal shall, in consultation with the Superintendent of Schools, determine whether school staff complete their work day at school or at home.

Employee Responsibilities

General

It is expected that all staff will undertake normal precautions for winter weather; e.g. allowing more time for travel, snow tires, an analogue phone, battery operated radio, battery operated alarm clock in the event power is out.

Employees are expected to make every reasonable effort to attend their regular place of work. Employees who are unable to get to work must contact their immediate supervisor each day of their absence and contact dispatch.

1. When schools are open and buses in School District 69 (Qualicum) are not running:

CUPE

- CUPE staff who are unable to get to work, must contact their supervisor and dispatch for each day of absence.
- **Within 3 days of returning to work**, CUPE staff must put in writing the reason they were unable to get to work and the efforts made to get to work, and direct the letter to the Secretary-Treasurer. **Late requests will not be accepted.**
- This documentation will be reviewed on a case by case basis. Pay may be adjusted retroactively.

MATA

- MATA staff must make reasonable efforts to attend at their school (Collective Agreement Article D.28).
- MATA staff who are unable to attend at their school, will contact their Principal and TTOC dispatch for each day of absence.
- MATA staff must contact their Principal to explain the circumstances which preclude attendance to duties at their school. This communication needs to occur as early in the day as possible in order to ensure appropriate coverage of classes.
- It is recommended that any verbal communication from MATA staff to their Principal be followed-up with an email as a means of documenting that the required communication occurred.
- If MATA staff are unable to attend at their school due to weather conditions, it is expected that they will carry-out work duties from home.
- Such an absence will be treated as a 'Leave with Pay' (Collective Agreement Article D.28).

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY CLOSURE OF SCHOOLS/WORKSITES - EMPLOYEES

Page 3 of 3

PRINCIPALS

Principals will document contact made by MATA staff regarding absences due to weather conditions and confirm with TTOC dispatch, by the end of the day, all absences.

2. When schools are closed:

Every effort will be made to make a decision early enough so that announcements can start no later than 6:30 am through local media and the District website: www.sd69.bc.ca if power is available.

CUPE

- If schools in this District are closed, CUPE staff will be paid at their normal rate. **This applies to school closures in School District 69 (Qualicum) only.** It does not apply if a CUPE staff member lives in another district and schools in that district are closed.
- CUPE staff who are ~~not school-based (including custodians)~~ are expected **deemed necessary are requested** to report to work.

Necessary services during a District wide temporary school closure day are payroll clerks and the School Board Office receptionist as well as, if applicable, maintenance, grounds and custodial staff on the Snow Crew (per the General Manager of Operations). If safe for them to do so, they are requested to report to work. If they do so, they will receive their regular pay and additional banked hours (at straight time) for each hour worked up to their assignment hours for that day.

- If CUPE support staff are unable to get to work, they must contact their supervisor and dispatch for each day of absence.
- Within 3 days of returning to work, CUPE support staff must put in writing the reason they were unable to get to work and the efforts made to get to work, and direct the letter to the Secretary-Treasurer.
- This documentation will be reviewed on a case by case basis. Pay may be adjusted retroactively.

MATA

If schools in this District are closed, MATA staff will be paid at their normal rate. This applies to school closures in this district only. It does not apply if a MATA staff member lives in another district and schools in that district are closed.

PRINCIPALS

Principals are expected to report to work when schools are closed. If this is not possible, Principals must contact the Superintendent of Schools to ensure that an adult presence is available at the site should students arrive at the school.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY CLOSURE OF SCHOOLS - STUDENTS

Page 1 of 2

(Formerly Board Policy 7160)

Purpose:

The Board of Education has the responsibility, under the *School Act*, to keep District schools in session for all students and staff according to the annual School Calendar established by the Ministry of Education. However, the Board of Education also believes recognizes that the health and safety of staff and students is of paramount importance and recognizes that schools may have to be closed temporarily at times for any of several reasons, including the following:

- Inclement weather
- Power outage
- Failure of heating or water services
- Emergency health issues
- Other emergency situations.

~~The Board of Education authorizes the~~ The Superintendent of Schools, or designate, has the authority to close schools by reason of weather emergencies or for other causes that might endanger the health or safety of students and staff.

School Closure

1. There are occasions when the ~~Transportation~~ General Manager of Operations, in consultation with the Superintendent of Schools ~~and the Operations and Maintenance Manager~~, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m.
2. Changes in bus operations or school closures shall be communicated to the following media outlets, which usually make such announcements between 6:30 and 8:00 a.m.:
 - CIBH Radio ("The Beach" – 88.5 FM) Parksville
 - CHPQ Radio ("The Lounge" – 99.9 VM) Parksville
 - CHWF Radio ("The Wolf" – 106.9 FM) Nanaimo
 - CKWW Radio ("The Wave" - 102.3 FM) Nanaimo
 - CKNW (980 AM) Vancouver
 - CBC Radio One (690 AM) Vancouver
 - CHEK TV News Victoria
 - ~~/A\ News Vancouver Island~~
 - Parksville/Qualicum Beach News (PQB News)
3. Prior to the end of October each year, parents will be reminded through school newsletters of the procedures that will be implemented in the event of emergent conditions.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

EMERGENCY CLOSURE OF SCHOOLS - STUDENTS

Page 2 of 2

Emergency Early Dismissal

4. Each school shall have an established plan by which parents can be notified in the event of an early closure.

In those situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a Principal or designate has concerns for local road conditions in their his/her school zone, the Principal or designate should contact the Superintendent of Schools. It is the responsibility of the Superintendent of Schools to notify the Principal or designate as soon as it becomes apparent that school emergency closure will be necessary.

6. When an emergent situation occurs after school has begun it may be prudent for students to be dismissed and, therefore, staff will activate their plan to contact parents. On such occasions the Superintendent of Schools shall activate radio broadcasts communication which notify parents that schools will be closed early and some or all bus schedules have been advanced.
7. If a school bus driver is unable to complete his/her normal bus run, the driver will so advise the ~~Transportation Department~~ General Manager of Operations. After discussion with the ~~Transportation Department~~, General Manager of Operations the driver will either return the students to their home school or deliver them to an alternate location identified by the ~~Transportation Manager~~ General Manager of Operations. Parents will be advised of such route changes either by announcement over the radio or direct telephone contact or other means.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

DISTRICT SCHOLARSHIPS

Page 1 of 1

(Formerly Board Policy 7061)

Purpose

The Board of Education believes that encouraging the pursuit of excellence in all areas of student learning is an integral part of its role. To that end, ~~the Board of Education will annually set aside \$5,000 for district scholarships to be distributed among the three secondary schools as detailed in the Regulations below.~~ **District staff will set aside not less than \$5,000 annually to be granted as District 69 scholarships to be distributed among the District's three secondary schools and Distributed Learning Program.**

1. ~~Scholarship funds will be allocated as follows:~~
- ~~• \$2,000 to Ballenas Secondary School~~
 - ~~• \$2,000 to Kwalikum Secondary School~~
 - ~~• \$1,000 to Parksville Alternate Secondary School (PASS)~~

District Scholarships are intended to be awarded to students who:

- Continually strive to demonstrate success
- Are active participants in school activities and/or the local community
- Are well-rounded individuals

Process

A District Scholarship Committee will be established consisting of ~~one~~ **two** Trustees (**one of whom** will chair the committee), the Superintendent or designate, the Secretary-Treasurer or designate, ~~an elementary school administrator, and a middle school administrator,~~ **and an elementary school Principal/Vice Principal.**

The District Scholarship Committee will review a short list of applicants from each school as determined by each school's scholarship committee.

~~The Board will then interview applicants and award the scholarships.~~ **The District Scholarship Committee will then interview applicants and recommend recipients to the Board of Education for approval.**

District Scholarships will be awarded at each school's Commencement Ceremony.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

BOARDING ALLOWANCE SUBSIDY

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Purpose

The Board of Education acknowledges that it may be necessary for students from Lasqueti or other islands within School District 69 electoral boundaries to live away from home in order to attend school beyond the grade levels offered at False Bay School.

The Board of Education may assist in providing an allowance of \$350.00 per month for a monthly Boarding Subsidy to eligible students in order to ensure an opportunity for these students to fulfill graduation requirements. assist families with the costs associated with living away from home to pursue high school graduation in a School District 69 school.

Procedure

1. Application shall be made annually to the Secretary Treasurer.
2. Applicants shall meet the following criteria:
 - a. The student's ordinary residence (the place to which the student returns when not in school) is on Lasqueti or other islands within School District 69 electoral boundaries.
 - b. The student will be in attendance at a School District 69 public school.
 - c. The student may not be taking all of his/her courses through a distributed learning program such as the Collaborative Education Alternative Program (CEAP).
 - d. The student is required to enroll in a grade level not offered at False Bay School.
 - e. The student is of school age (less than 20 years of age at the end of the school year).
3. Payment shall be dependent upon regular school attendance and a demonstrated commitment to learning and success. by the student on days when the school is open for instruction. ~~If there are more than five unexcused absences within a school month, a reduction of \$20.00 will be applied for each day the student was absent without an excuse acceptable to the school. If there are more than ten unexcused absences within a school month, the monthly allowance will be withheld in total. In exceptional circumstances, parents or students may apply to the Board for relief from this section of the regulations.~~
4. Payments shall be made at the end of each school month following receipt by the Secretary Treasurer of verification from the enrolling school of the student's regular attendance and commitment to success.
5. An assignment by the parent(s) must be submitted to allow the Board to pay the allowance on behalf of the parent(s) directly to the person providing the boarding/lodging.
6. All contractual arrangements for boarding/lodging of a student are between the parent(s) of the student and the person(s) providing the boarding/lodging.
7. Necessary forms for boarding/lodging allowance application shall be made available in on the School District 69 office of the Secretary Treasurer website.
8. The amount of the subsidy will be reviewed annually and adjusted in concert with the Consumer Price Index for BC in January of each year.