

REGULAR BOARD MEETING AGENDA

TUESDAY, JUNE 26, 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: May 22, 2018 p 1-6
- b. Ratification of In Camera Board Meeting Minutes: May 15, 2018 p 7
- c. Ratification of Special In Camera Board Meeting Minutes: May 22, 2018 p 8
- d. News Releases
 - Nominate a deserving BC education professional today p 9
 - Students to benefit from investments in educational leadership p 10-11
 - New tools help high school students jump-start Trades careers p 12-13
 - Tentative provincial framework agreement reached with K-12 support staff p 14
- e. Reports from Board Representatives to Outside Organizations
 - Oceanside Building Learning Together Coalition – Trustee Austin
 - Curriculum Implementation Advisory Committee – Trustee Gair
- f. Status of Action Items – June 2018 p 15

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of June 26, 2018, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. **Cannabis in a New World Order** *(Dr. Hasselback)*
- b. **International Student Program Update** *(Ross Pepper/Ronda Bell)*
- c. **Student Led Code of Conduct – Errington Elementary** *(Roo Whetstone)*

6. BUSINESS ARISING FROM THE MINUTES

7. TRUSTEE HIGHLIGHTS

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

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9. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
10. **DISTRICT PARENTS ADVISORY COUNCIL**
11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD (10 MINUTES)**
(forms available at entrance to Forum to be submitted to the Assistant Superintendent)
12. **ACTION ITEMS**
- a. **Enhancing Student Learning Plans** (Rollie Koop)
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the 2018-19 *Enhancing Student Learning - School Plans* as reviewed by members of the Board at each school between May 29 and June 7, 2018.
- b. **Annual 5-Year Capital Plan** (Ron Amos) p 16-17
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the Annual Five Year Capital Plan as presented.
13. **INFORMATION ITEMS**
- a. **Educational Programs Update** (Gillian Wilson)
- b. **Education Planning Update** (Rollie Koop)
14. **CORRESPONDENCE ATTACHED**
- a. **Letters to/from MLA Andrew Weaver re: Reducing Voting Age** p 18-19
15. **BYLAWS/POLICIES/ADMINISTRATIVE PROCEDURES** (Trustee Young)
- a. **Board Policy 4006: Accumulated Operating Surplus** p 20-22
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 4006: *Accumulated Operating Surplus* and its attendant Administrative Procedure at its Regular Board Meeting of June 26, 2018.
- b. **Board Policy 7144: Student Records** p 23-31
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 7144: *Student Records* and its attendant Administrative Procedure at its Regular Board Meeting of June 26, 2018.
16. **TRUSTEE ITEMS**
- a. **DRAFT 2018/19 Board Meetings Schedule** (Chair Flynn) p 32-33

b. Letter from Board to Minister of Advanced Education *(Trustee Young)**Rationale:*

Whereas the Province of British Columbia appears to be undergoing a time when many people are retiring from work creating difficulties in replacement of trained employees;

And whereas some school districts are reporting a chronic shortage in Educational Assistants and other support staff positions;

And whereas training programs for support staff positions such as Educational Assistants and Custodians are usually short-term (less than one year) therefore allowing people to move quickly into the job market.

Be it moved:

THAT the Board of Education of School District 69 (Qualicum) formally advocate through a letter written to the Ministry of Advanced Education (copied to the Ministries of Finance and Education, our area MLA's, Unions, and local newspapers) calling on the Ministry of Advanced Education to increase the number of training seats available for short-term training; and, **THAT** training institutions be encouraged to establish training in collaboration with local school districts so that students may have the option of staying and transitioning to work in their local communities.

c. Board Support for Student Engagement in Peaceful Protests *(Trustee Gair)**Rationale:*

Because of the repercussions to students in several school districts in the United States following the protest of the Parkland shooting in Florida on the 14th of February 2018, the Board of Education of School District 69 resolves to take a stance to support students exercising their democratic rights to protest.

The Board seeks to demonstrate its support for student engagement in civil and peaceful political processes as part of their learning experience.

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) support the efforts of students to engage in peaceful protest on issues of importance to them as part of their learning experience.

17. NEW OR UNFINISHED BUSINESS**18. PUBLIC QUESTION PERIOD****19. ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, MAY 22, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Chris Dempster	General Manager of Operations
Lesley Rowan	Vice-Principal, Kwalikum Secondary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF THE AGENDA

18-79R

Moved: Trustee Young *Seconded:* Trustee Gair

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

Two reports were added to the Consent Agenda:

- Indigenous Education Services Committee – Trustee Young
- RDN District 69 Recreation Commission – Trustee Young

Trustee Young requested that the April 24th Regular Board Meeting minutes reflect that the Social Justice Event was hosted by the Mount Arrowsmith Teachers' Association (MATA) and not Vancouver Island University.

- a. Approval of Regular Board Meeting Minutes as amended: April 24, 2018
- b. Approval of the Special Board Meeting Minutes: April 17, 2018
- c. Ratification of In Camera Board Meeting Minutes: April 17, 2018
- d. Ratification of Special In Camera Board Meeting Minutes: April 20, 2018
- e. News Releases
 - Premier announces awards for excellence in education
 - Statement on Mental Health Week and Child & Youth Mental Health Day
 - Premier announces new school playgrounds for students throughout BC
 - Programs that enhance student well-being receiving \$300,000
 - Improving supports for students is the focus of inaugural two-day mental-health conference
- f. Reports from Board Representatives to Outside Organizations
 - BCSTA Annual General Meeting – All Trustees
 - Tribune Bay Outdoor Education Centre Society – Trustee Austin
 - Oceanside Building Learning Together Coalition – Trustee Austin
 - RDN District 69 Recreation Commission – Trustee Young
 - Indigenous Education Services Advisory Committee – Trustee Young
- g. Status of Action Items – May 2018

18-80R

Moved: Trustee Young

Seconded: Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 22, 2018, as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS**a. The Real Toy Story Project at Qualicum Beach Elementary School**

Staff, students, seniors from the Gardens and representatives of partner organizations, shared information and visuals from the Real Toy Story Project. The project included multi generations and community partners to assist students in exploring toys from past and present and to look into the future to what the next best toy might be. Students also designed and created toys for a friend with assistance from seniors.

Some of the participants then shared their experiences while working on the project and the many benefits gained through the learning partnership.

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS**Trustee Kurland**

- Attended Ballenas Secondary School's Indigenous Celebration Day and enjoyed a luncheon which included an array of traditional foods such as elk stew, baked salmon and salads.

Trustee Young

- Attended the False Bay Spring Fling on Saturday May 19th with Trustee Gair. Attendees from the community participated in a variety of activities and she encouraged people to make the opportunity to attend next year's event.

Trustee Gair

- Advised that the motion he brought forward to lobby the government to reduce the voters' age from 18 to 16 years for trustee elections, which was approved by the Board, then the Vancouver Island School Trustees Association, passed at the April Annual General Meeting of the BC School Trustees Association. The motion will now be presented to the government for consideration.
- Attended the Ballenas Secondary School Carnival and assisted with the bouncy castle. He was pleased with the level of engagement of students in speaking with him to lobby for their school.
- Attended the False Bay Spring Carnival and enjoyed reuniting with some friends from work and University whom he did not realize were from Lasqueti
- Joined the Outdoor Education Class at Ballenas Secondary Students for a whitewater rafting trip.

Trustee Austin

- Attended the Errington Elementary School Chess Tournament and was struck by the intensity with which many of the younger students from grades K-1 observed the games.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

No report

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

The Board was asked whether, when they attend a school for events, is their visit announced so that others can come and speak to trustees while they are on site. Chair Flynn advised that trustees attend events at the invitation of the school; however, the Board will consider expanding those visits to provide opportunities for staff, students and parents to liaise with trustees before or after the event.

12. ACTION ITEMS**a. Annual Facilities Grant Spending Plan****18-81R**

Moved: Trustee Kurland *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) receive the Annual Facility Grant spending plan for 2018-19 as presented.

CARRIED UNANIMOUSLY

b. 2018/19 School Fees**18-82R**

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve the 2018/19 School Fees as presented.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS**a. Education Programs Update**

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

- Complemented MATA on the May 18th Professional Development Day workshops and activities provided.
- Round 3 of the posting and filling process for teaching positions was held earlier in the day with school administrators.
- Field trips are in full swing this time of year which are a great way to provide year end celebrations while linking the trip to the curriculum. These trips take a lot of work and organization and new field trip forms were created this year to obtain all the information required and that processes are in place to ensure the safety of students.
- The first Grade 7 Health & Wellness Conference was held on May 15th at the Parksville Civic & Conference Centre, which received positive comments from all participants and attendees. The District hopes to host the conference again next year.

b. Education Planning Update

Superintendent Koop reported on the following education planning taking place in the District:

- The first phase of the ThoughtExchange survey related to strategic priorities closed on May 8th. That feedback is being used to develop the next set of strategic priorities for the District and staff are working to have a draft for the current Board in the fall and the recommended version being presented to the new board for approval by the end of the year. ThoughtExchange is working with the data from the first phase and the survey will move into the 'star' phase for participants to prioritize the thoughts of those who responded. That phase will begin on May 28th.
- Schools are working on their Enhancing Student Learning Plans and a group of trustees will be visiting each site to meet with school staff and review the school's plans. Those plans will come forward for approval by the Board at the end of June and will inform the District Enhancing Student Learning Plan.

- Superintendent Koop will be attending the BC Superintendent's meeting with the Deputy Minister of Education, Scott Campbell, on Thursday, May 24 to map out the upcoming school year in terms of student learning, curriculum changes, and attend an extensive presentation on mental health in public education system.

c. 2017 Carbon Neutral Action Report (CNAR)

Secretary Treasurer Amos presented the District's 2017 Carbon Neutral Action Report which is an annual requirement of the Climate Action Secretariat. The report articulates the District's 2017 emissions profile, offsets purchased and actions taken to reduce GHG emissions and plans to further reduce emissions in 2018 and beyond.

14. CORRESPONDENCE ATTACHED

None

15. BYLAW/POLICY/ADMINISTRATIVE PROCEDURE

a. Board Bylaw 2 – Board Structure

18-83R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to School District No. 69 (Qualicum) Board Bylaw 2: *Board Structure*, at its Regular Board Meeting of May 22, 2018.

CARRIED UNANIMOUSLY

b. Board Policy 4006: Accumulated Operating Surplus

18-84R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 4006: *Accumulated Operating Surplus* and its attendant Administrative Procedure at its Regular Board Meeting of May 22, 2018.

CARRIED UNANIMOUSLY

c. Board Policy 7144: Student Records

18-85R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 7144: *Student Records* and its attendant Administrative Procedure at its Regular Board Meeting of May 22, 2018.

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

a. Letter to MLA's re Advocating to Reduce the Voting Age of Electors for School Trustees

Trustee Gair noted MLA's Michelle Stilwell, Scott Fraser and Andrew Weaver have either expressed interest in the Board's motion to reduce the voting age of electors for trustees from 18 years of age to 16 years of age or are actively advocating to lower the voting age. As such, they would likely be interested to hear that the

motion he originally initiated to lobby the government to reduce the voters' age from 18 to 16 years for trustee elections was passed at the recent Annual General Meeting of the BC School Trustees Association, especially considering the next step would be for the motion to be debated by the provincial government.

18-86R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board Chair, on behalf of the Board of Education of School District 69 (Qualicum), write a letter to Premier Horgan, MLA's Michelle Stilwell, Scott Fraser and Andrew Weaver advising them that a motion was passed at the recent Annual General Meeting of the BC School Trustees Association (BCSTA) requesting that BCSTA advocate for the provincial government to amend the *School Act* by changing the voting age of electors from 18 years of age to 16 year of age for school trustee elections.

CARRIED UNANIMOUSLY

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

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

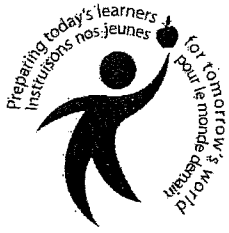
- None

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 7:57 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT
May 15, 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
JoAnne Shepherd	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

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

- Personnel/Labour Relations
- Board of Education Scholarships

The Board of Education passed motions on the following matter(s):

- Board of Education Scholarships

Chairperson

Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)

SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT
May 22, 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

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

- Labour Relations

Chairperson

Secretary Treasurer



INFORMATION BULLETIN

For Immediate Release
2018PREM0043-001141
June 8, 2018

Office of the Premier
Ministry of Education

Nominate a deserving B.C. education professional today

VICTORIA – Nominations close June 30, 2018, for the new Premier's Awards for Excellence in Education, honouring the dedication of British Columbia's highly skilled and innovative teachers, administrators, principals, vice-principals and support staff.

The inaugural awards program was launched April 23, 2018, during B.C.'s Education Week (April 23-27, 2018). It is an opportunity to recognize the contributions of education professionals who go above and beyond to make life better for students in British Columbia.

The Premier's Awards for Excellence in Education will honour the achievements of education professionals working in public, independent, First Nations and offshore schools.

Nine awards are available:

- Teacher award categories include: community engagement, outstanding new teacher, technology and innovation, diversity and inclusion, Indigenous education, social equity and extracurricular leadership.
- A school and district leadership award is open to principals, vice-principals and administrators.
- An outstanding support award is open to support staff (including bus drivers, crossing guards, student supervisors, education assistants, Indigenous support workers, custodians, maintenance workers and those completing clerical functions).

Shortlisted nominees will be announced in late August 2018. Finalists will be invited to an awards ceremony at Government House in Victoria on World Teachers' Day, Oct. 5, 2018, with Premier John Horgan and Rob Fleming, Minister of Education, in attendance.

Winners will receive a \$3,000 personal bursary for professional learning, and a \$2,000 contribution to their school community for professional learning.

To nominate an education professional, go to: www.gov.bc.ca/excellenceineducation

Contacts:

Sage Aaron
Communications Director
Office of the Premier
778 678-0832

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

NEWS RELEASE

For Immediate Release
2018EDUC0032-001175
June 13, 2018

Ministry of Education

Students to benefit from investments in educational leadership

VICTORIA – The Government of British Columbia is increasing leadership development funding for more than 3,500 education leaders, to meet the rapidly changing needs of students and communities throughout the province.

“Our education system is evolving at a very fast pace,” said Rob Fleming, Minister of Education. “Providing students with the skills and knowledge needed in an ever-changing 21st-century world requires leaders who are empowered to drive schools toward the future.”

Aimed at professionals in leadership roles and those aspiring to leadership, the Ministry of Education will increase professional learning development funding from \$200,000 in 2017-18, to \$600,000 in 2018-2019, with a further \$800,000 investment in 2019-2020. This brings the three year total funding to \$1.6 million.

Expanded leadership development will enable new and existing professional learning opportunities across the education system, including:

- training and mentorship for new school and district leaders
- increased financial training for district leaders
- additional training in B.C.'s new curriculum and supporting Indigenous education
- managing the training of new leaders who are replacing retirees
- recruitment, training and mentoring supports for new Indigenous education leaders

Students will benefit from leadership development that is focused on improving students' success and contributes to an innovative, dynamic and high-performing school life.

The ministry has partnered with the B.C. School Trustees Association, BC School Superintendents Association, BC Association of School Business Officials, B.C. Principals' and Vice-Principals' Association and the Federation of Independent School Associations in B.C., to create a leadership development framework.

“We are grateful to the Ministry of Education for recognizing leadership is the key to improving student success,” said Tom Longridge, president of the BC School Superintendents Association. “Investing additional support is critical to this goal. Each partner group plays an integral role, and we look forward to continued collaboration for strengthening our already world-class education system.”

“As co-governors of B.C.'s public education system, we are very supportive of the government's commitment to leadership development within the K-12 system,” said Gordon Swan, president of the B.C. School Trustees Association. “This action will have a significant, positive impact on students and staff for years to come.”

“Our leaders keep our public education system at the world’s top tier, and they are essential for continuing student achievement,” said Kevin Reimer, president of the B.C. Principals’ and Vice-Principals’ Association. “We welcome the ministry’s partnership in our endeavours.”

Learn More:

Read the leadership development framework:

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

Contact:

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

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



NEWS RELEASE

For Immediate Release
2018AEST0082-001190
June 15, 2018

Ministry of Advanced Education, Skills and Training

New tools help high school students jump-start trades careers

COURTENAY – British Columbia high school students are getting a taste of the trades, and the chance to explore new career paths, thanks to new equipment funding.

School districts throughout the province will receive \$3.5 million this year to buy new equipment to upgrade trades classrooms and workshops.

“Today’s high school students will be the engine driving B.C.’s economy into the future,” said Melanie Mark, Minister of Advanced Education, Skills and Training. “I’m thrilled that government is helping them get early exposure to training for rewarding and good-paying trades careers.”

Fifty-eight school districts will receive funding this year through the Industry Training Authority’s (ITA’s) Youth Trades Capital Equipment Program. This will allow them to buy modern equipment that improves safety in the classroom, and ensures students are learning on the most up-to-date technology.

Ronna-Rae Leonard, MLA for Courtenay-Comox, made the announcement at Georges P. Vanier Secondary school, in the Comox Valley School District. The district has received \$178,782 over the last three years, including \$26,262 this year, to buy equipment that gives students a chance to build skills required in the workplace, and experience different trades. Worn-out table saws and drill presses have been replaced, and cutting-edge, computerized wood machines and plasma torches have been purchased.

“ITA youth initiatives have breathed new life into old shops, and helped shop teachers continue to encourage students to work with their hands and their heads,” said Randy Grey, careers program co-ordinator for Comox Valley School District. “We are seeing more students each year identifying that a trade is a great way to get a head start in life.”

Graduates have gone on to work in industries including construction, with some currently working on seismic upgrades at the school.

“We’re giving students the tools they need to succeed, and kick-starting successful careers in trades,” said Leonard. “I’m so pleased to see some of them working right here in our hometown.”

Examples of how funding will be spent this year include buying saws with features to prevent injuries to fingers at Chilliwack School District, and allowing all grade 7–9 students at Kamloops/Thompson School District to experience applied skills, design and technologies. It will also allow Coast Mountains School District to purchase a van that will bring tools and training to students in distant communities.

“The apprentices and tradespeople that build the communities in which we thrive are invaluable,” said Gary Herman, chief executive officer of the ITA. “That’s why funding programs that equip students with the tools they need to explore and gain skills in skilled trades are so important to B.C.’s future.”

ITA leads and co-ordinates B.C.’s skilled trades system. ITA works with apprentices, employers, industry, labour, training providers and government to fund training, issue credentials, support apprenticeships, set program standards and increase opportunities in the trades.

Learn More:

ITA: www.itabc.ca

Read more about the ITA Youth Trades Capital Equipment Program, and see the funding amounts by district:

https://news.gov.bc.ca/files/ITA_youth_trades_equipment_funding_brings_training_to_students.pdf

Contacts:

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604 315-9959

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



NEWS RELEASE

For Immediate Release
2018FIN0027-001222
June 16, 2018

Ministry of Finance

Tentative provincial framework agreement reached with K-12 support staff

VICTORIA – The fifth tentative agreement under the Sustainable Services Negotiating Mandate has been reached.

“Government recognizes the incredibly valuable role K-12 support staff fulfil in our school system,” said Carole James, Minister of Finance. “Investing in the people who provide support to our children during their education is an investment in the future of our province.”

On June 14, 2018, the BC Public School Employers’ Association reached a framework agreement with the K-12 Presidents’ Council. The council is comprised of representatives of support staff unions in the sector, with the majority of support staff represented by locals of the Canadian Union of Public Employees.

The framework agreement covers about 34,000 support staff in a variety of positions, including custodians, trades and maintenance workers, education assistants, clerical, accounting and information technology.

The Sustainable Services Negotiating Mandate supports government’s core priorities of improving the services people count on, making life more affordable, and building a strong, sustainable economy in British Columbia. It also encourages employers and unions to find ways to sustain, enhance and modernize the delivery of services that British Columbians rely on.

Details of the framework agreement will be available over the coming months when the ratification of this agreement, and locally negotiated agreements, have been completed by individual school districts with their respective local support staff unions.

Quick Facts:

- There are more than 422,000 people work in B.C.’s core public service, Crown corporations and agencies, health and community social services, K-12 education, post-secondary and research universities.
- Of those, more than 326,000 are unionized employees.
- The majority of agreements reached under the 2014 mandate expire in 2019.

Learn More:

For more information about public-sector bargaining, visit:

<https://www2.gov.bc.ca/gov/content/employment-business/employers/public-sector-employers/public-sector-bargaining>

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Strategic Planning Process (January 24, 2017)</p>	<p>Superintendent</p>	<ul style="list-style-type: none"> • DPAC Consensogram activity completed by DPAC, Trustees, PVP and school staff. • ThoughtExchange engagement to follow in Spring 2018. • ThoughtExchange engagement went 'live' April 25th and the first phase closed May 8, 2018 • Participants were invited to prioritize the thoughts of others during the upcoming 'Star Phase' • Results are available to trustees and staff for their consideration • Trustees have done an initial review of the District 69 Vision, Mission, Values and Guiding Principles for Decision-making • Trustees will receive a draft of the 2018-2023 Strategic Priorities in the Fall of 2018 with a recommended version going to the incoming Board prior to year end for adoption 	<p>December 2018</p>
<p>Establishment of Performance Assessment Committee (June 24, 2014)</p>	<p>Senior Staff</p>	<ul style="list-style-type: none"> • Questions raised by previous Board in this regard are part of the considerations of the District Assessment, Evaluation and Reporting Committee. • Additional consideration of appropriate performance measures are the subject of discussions being undertaken by the Ministry of Education in relation to the re-designed K-12 curriculum and BC graduation requirements. • Board and Senior Staff are being accorded opportunities to inform these conversations. 	<p>Ongoing</p>



Ron Amos, Secretary Treasurer

Memo

Date: June 26, 2018
From: Ron Amos, Secretary Treasurer
To: Board of Education
cc: Rollie Koop, Superintendent
Re: **Annual Five Year Capital Plan**

Background/Rationale:

The Ministry of Education is requesting Boards of Educations to submit their 2019/20 Annual Five-Year Capital Plan.

As per the Ministerial policy,

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

The 2019/20 Capital Plan submission continues in the format introduced in 2016 when it was changed in a number of significant ways:

- The 2019/20 Capital Pan applies to the five fiscal years 2019/20 to 2023/24.
- The Five Year Capital Plan submission and supporting documentation must be submitted to the Ministry by June 30, 2018. Board approval is still required.
- The Capital Branch has changed to an annual June submission to align with the Provincial fiscal year.
- All capital funding programs, with the exception of the Annual Facility Grant (AFG) are to be included with the same submission.
- The plan requires Districts to consider the projects based on eight defined programs: Playground Equipment Program (PEP), Seismic Mitigation (SMP), School Expansion (EXP), School Replacement (REP), Building Envelope (BEP), School Enhancement (SEP), Carbon Neutral Capital (CNCP) and Bus Replacement (BUS).
- The submission is via a single Excel spreadsheet with a separate workbook for each program
- The school district priorities are to be set by individual program (not a global priority list as in previous years)
- Only BEP projects currently on the Ministry list can be submitted under this program. Other projects concerning building envelope should be submitted under the School Enhancement Program.
- Capital projects can span multiple programs i.e. seismic and addition. These projects should be submitted under both programs in the Capital Plan submission

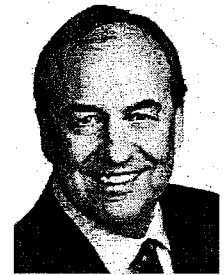
The SMP and BEP programs generally reside with the Province and their ongoing efforts to which our District has no identified needs. Our Districts submission only includes projects within the scope of the last 4 programs, PEP, SEP, CNCP and BUS.

Recommendation:

That the Board of Education of School District 69 (Qualicum) approve the Annual Five Year Capital Plan as presented.



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



Dr. Andrew Weaver MLA
Oak Bay-Gordon Head

June 6, 2018

Eve Flynn, Board Chair
School District 69 (Qualicum) Board of Education
PO Box 430, 100 Jensen Ave East
Parksville, BC V9P 2G5

Dear Board Chair Flynn,

Thank you very much for your letter regarding lowering the voting age to 16. I am very pleased to know that the BC School Trustees Association has passed the motion to request the BC Government change the voting age to 16 years for School Trustee elections.

As you may know, I introduced into the BC Legislature during this spring session (for the third time) a Private Member's Bill that would lower the voting age to 16. This is an opportunity for an important change in legislation that would strengthen our democracy for those it impacts the most. Our youth should have a say in the direction we are heading, as they have the greatest stake in the future. There is ample evidence to suggest that the earlier in life a voter casts their first ballot, the more likely they are to develop voting as a habit throughout their lifetime.

I was very impressed by the recent initiative taken by a 14 year old, Grade 8 student from the Cowichan Valley who gathered 483 signatures in a petition to lower the voting age to 16 years. This petition was presented in the BC legislature on May 31, 2018 by Sonia Furstenau, MLA for Cowichan Valley and the BC Green Caucus spokesperson for electoral reform. It is inspiring to see a young person engaging his peers in the democratic process and advocating for them to have a say in the future of our province.

Thank you again for writing to me and informing me of this motion by the BCSTA.

Constituency Office

219-3930 Shelbourne St.
Victoria BC V8P 5P6
T 250-472-8528
Andrew.Weaver.mla@leg.bc.ca

Legislative Office

Room 027 Parliament Buildings
Victoria BC V8V 1X4
T 250-387-8347
Andrew.Weaver.mla@leg.bc.ca



SCHOOL DISTRICT No.69 (QUALICUM)

June 5, 2018

MLA Andrew Weaver
Oak Bay – Gordon Head
219-3930 Shelbourne Street
Victoria, BC V8P 5P6

Dear MLA Weaver:

This April, at its Annual General Meeting, the British Columbia School Trustees Association passed the following motion put forward by the Board of Education of School District 69 (Qualicum) to request that the Government of BC lower the voting age for School Board elections to 16:

That BCSTA advocate for the provincial government to amend the School Act by changing the voting age of electors from 18 years of age to 16 years of age for school trustee elections.

We know you have an interest in a similar proposal and we wanted to provide you with the background of why we created and promoted this motion.

Our education system is intended to prepare our children and youth to participate in our society once they come of age. Part of participating in our society is being active in our democracy. This motion allows our students to practice democratic participation on a smaller scale and to see how their votes can affect change before they become voters at the age of 18.

Furthermore, this motion makes students full stakeholders in an education system in which they have been participating since they were young children. In the final years of their education they will be able to have direct input into the future direction of one of the most significant and fundamental publicly administered systems in our society. Their input will provide an incredibly important perspective for the work of the education system, the perspective of the student, and will allow governments and trustees to better engage students and to help improve education.

These are just some of the reasons to think carefully about lowering the voting age for School Board Elections to 16. We greatly appreciate your interest in our motion and we hope you will support implementing the change suggested.

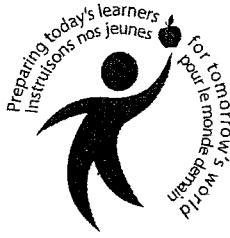
Sincerely,

Eve Flynn, Board Chair
On behalf of the Board of Education of SD69

c: Board of Education of School District 69
Rollie Koop, Superintendent of Schools

File: 0530-01

PO Box 430, 100 Jensen Ave. East, Parksville, B.C. V9P 2G5
Phone (250) 248-4241 Fax (250) 248-5767 www.sd69.bc.ca



Purpose

Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Conversely, when operating expenditures from all previous years exceeds operating revenues from all previous years an accumulated operating deficit results. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in BC are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.

An accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Policy

The Board of Education of School District 69 (Qualicum) is responsible for ensuring the District is protected financially from financial forecasting risk and unforeseen circumstances which could negatively impact the education of students. To discharge this responsibility, the Board will establish a restricted portion of its accumulated operating surplus and/or its annual operating budget as a Contingency Reserve to be used to mitigate any negative impact such circumstances might cause. If possible, the targeted amount of Contingency Reserve will be up to 2.5% of total operating budget for that year.

References:

- *Administrative Procedure: Accumulated Operating Surplus*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCUMULATED OPERATING SURPLUS

Page 1 of 2

Purpose

The Accumulated Operating Surplus will be comprised of the following three components:

- Contingency Reserve
- Appropriated Operating Surplus
- Unrestricted Operating Surplus

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.

Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.

The balance of the accumulated operating surplus will be held as unrestricted operating surplus.

The Contingency Reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board of Education's approval, in response to unforeseen circumstances.

Examples for use of the Contingency Reserve may include

- a. Elimination of any deficit arising at the end of the fiscal year
- b. Incurring of new cost pressures in a fiscal year that were not known at the time of budget development
- c. Settlement of legal action that is not covered by the School Protection Program
- d. Initial one-time cost outlays for new educational programs
- e. Coverage for disaster recovery expenditures
- f. Extraordinary unknown utilities cost pressures
- g. To appropriate to balance the next year's budget

When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the Contingency Reserve within an appropriate timeframe.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCUMULATED OPERATING SURPLUS

Page 2 of 2

Process

1. In conjunction with the Board of Education's review and approval of the financial statements, the Secretary Treasurer will present for the Board of Education's review and approval the internal restriction of accumulated operating surplus for:
 - a. Contingency Reserve; and,
 - b. Multi-year funding of projects and programs.
2. Prior to adoption of each annual budget and amended budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of Contingency Reserve, and when applicable, strategies for replenishing the Contingency Reserve, or opportunities for allocation of accumulated surplus to support annual program expenditures.

References:

- *Board Policy 4006: Accumulated Operating Surplus*



POLICY

Students' records shall be maintained in a manner that ensures the confidentiality of information and compliance with the *School Act* and the *Freedom of Information and Protection of Privacy Act*. Students and parents shall have access to all information in the student record, except for records of reports made under the *Child, Family & Community Service Act* or information that forms the basis of a child abuse report under this act.

~~Student records, either in written or electronic form, shall be subject to the following regulations regarding content, access, transfer and storage.~~

References:

- Administrative Procedure: Student Records
- The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure
- The Freedom of Information and Protection of Privacy Act
- SD69 File Management Manual

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 1 of 8

Purpose:

Student records, either in written or electronic form, shall be subject to the following regulations administrative procedure regarding content, access, transfer and storage.

Procedures:

1. Content of Student Records

Student records shall include the Permanent Student Record and student file as defined by the Ministry of Education, which together shall be referred to hereafter as the Cumulative Student File.

The Permanent Student Record is comprised of the following:

- The Permanent Student Record (Form 1704)
- Report cards for the two most recent years or a transcript of grades

The student file contains the following:

- All documents listed as inclusions on Form 1704
- A copy of the student's current Student Learning Plan, if any
- A copy of the student's current IEP, if any

The student file may also contain, but not be limited to the following:

- Professional assessment reports from staff and/or from outside agencies
- School based team meeting minutes relating to the student
- Medical information provided at the option of the parent or public health
- Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies
- Court orders or other legal documents
- Other reports deemed by the Principal to be appropriate for inclusion

The Permanent Student Record and the student file may be electronic or in hard copy format.

Notes prepared by and for the exclusive use of a teacher or administrator are not considered part of the student record but are subject to the requirements of the *Freedom of Information and Protection of Privacy Act*.

Records of reports made under the *Child, Family & Community Service Act* or information that forms the basis of a child abuse report under this act are not part of the Cumulative Student File and should be maintained separately.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 2 of 8

1 2. Responsibility

School Principals are responsible for the establishment, security and maintenance of the cumulative files for each student registered in their school.

The criterion for determining the appropriateness of information to be included in a student's file should be: What do the educators working for the benefit of this student, now and/or in the future, need to know to best help the student?

2 3. Review of Records

Each Cumulative Student File is to be subject to a periodic review by the Principal or designate to ensure that information is complete, current and relevant.

3 4. Access to Student Records

Access to student records shall be in accordance with the *School Act*, the *Freedom of Information and Protection of Privacy Act* and other applicable legislation.

A student or parent/guardian shall have the right to review the Cumulative Student File by arrangement with the school Principal.

Non-custodial parents may attain access to the Cumulative Student File only if:

- a) the custodial parent has consented in writing; or,
- b) the non-custodial parent is granted access to the Cumulative Student File by a court order; or,
- c) there is a written agreement between the custodial and non-custodial parents that permits access to student information.

Any examination of the student record by a student or parent shall occur in the presence of the Principal or a person designated by the Principal to interpret the records. Prior arrangement shall be required in order to give the Principal adequate opportunity to arrange for the examination of the student's record.

Copies of report cards, academic transcripts and statements of standing may be provided to other parties where a written request has been made by a legal parent (guardian), legal representative of the student, or by the student if they are an adult. However, copies of documents requiring interpretation shall not be provided to other parties except where the Superintendent has granted permission or where the release of such records is required by a subpoena or court order.

Copies of academic transcripts may be provided to post-secondary institutions directly by the school at the request of a student.

School and District staff have a right to access student records on a 'need to know' basis in order to fulfill the duties of their position.

As required by the *School Act*, student records shall also be made available, with proper authorization, to a person planning for the delivery or delivering health, social or support services to the student, or to the board's insurer to the extent necessary to meet any claims

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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against the Board. Records will also be made available in response to valid court orders and subpoenas and/or in keeping with legislation.

4.5. Disputes with Respect to Content of Records

If the student or parent (guardian) is in disagreement with the information on a student's record, they may challenge its validity or inclusion by writing to the Principal of the school. Within ten (10) working days the student or parent (guardian) will receive a written reply from the school Principal and/or a personal conference. If the request is denied, the student or parent (guardian) shall be informed of their right to appeal the decision under Board Bylaw 45: Parent/Student Appeals to the Board of Education.

6. Transfer of Records

~~Prior to transfer the Principal should review the Cumulative Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education, is included. The *Freedom of Information and Protection of Privacy Act* requires that any document used to make a decision that directly affects a student must be retained for one year. The Principal will determine whether inclusion of behavioural references, particularly those relating to violence or other potential harmful behaviour or any other material of a sensitive nature, is necessary.~~

~~In the event that the student transfers to another school within the district, the entire Cumulative Student File shall be sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.~~

~~In the case of transfer to other public schools in British Columbia, the Cumulative Student File will be transferred upon receipt of a written request from the Principal of the receiving school.~~

~~In the case of a student transferring to an Independent School or an educational institution outside of British Columbia, a copy only of the Cumulative Student File will be transferred upon receipt of a written request from the Principal of the receiving school. The original Cumulative Student File is to be maintained at the school.~~

~~No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the *Independent Schools Act* and in British Columbia, listed in the Ministry document Public and Independent Schools Book.~~

~~A log book tracking system shall be maintained at each school for the purpose of recording all student record transfers. The log book will contain the date of transfer, student name, date of birth, Personal Education Number (PEN) and destination.~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

5. Student Records and Permanent Student Record (PSR) File Management

Student File	Confidential Student File	Permanent Student Record and/or when student leaves district
<p>IEP (copy), if any</p> <p>Inclusions (copy) as follows:</p> <ul style="list-style-type: none"> - Health Services Information, if school has been copied on report (includes medical records that refer to a designation) - Court Orders (Legal Alert) - Other legal document, such as Name Change or Immigration documents - Notification that student is registered as Home Schooler <p>Medical information (copy) provided at the option of the parent or public health</p> <p>Student's current Learning plan, if any</p> <p>Copies of Student Learning Services information as follows:</p> <ul style="list-style-type: none"> - Screening notes - Referral forms - Consent forms <p>Other reports deemed by the Principal to be appropriate for inclusion, example as follows:</p> <ul style="list-style-type: none"> - Summary of recommendations for academic/cognitive assessments 	<p>IEP (original)</p> <p>Inclusions (original) as follows:</p> <ul style="list-style-type: none"> - Health Services Information (includes medical records that refer to a designation) - Learning Services Information (includes, academic and cognitive assessments) - Student Ministry Designation (includes Ministry Checklist) <p>Medical information (original) provided at the option of the parent or public health, if student has designation</p> <p>Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies</p> <p>Professional assessment reports from staff and/or outside agencies, as well as the following:</p> <ul style="list-style-type: none"> - Screening notes - Referral forms - Consent forms 	<p>Form 1704 (PSR)</p> <p>Inclusions List as follows:</p> <ul style="list-style-type: none"> - Historical hard copy Inclusions List or; - Inclusion List as entered in MyEdBC <p>Minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades); or an official copy of the Transcript of Grades</p>

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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Permanent Student Record (PSR):

The hard copy of a PSR consists of the following:

1. Form 1704
2. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) or: an official copy of the Transcript of Grades

Inclusion(s):

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school. For all inclusions, list the document date, title, and expiry date or date rescinded (if applicable).

The following inclusions must be listed on the PSR:

- Health services information as indicated by medical alert, for example:
 - Diabetes
 - Epilepsy with a history of seizures in the past two years
 - Allergy (only those which produce an anaphylactic type of response, needing hospitalization and/or adrenaline at once by school staff)
 - Blood clotting disorders
 - Serious heart conditions
 - Situations that may interfere with student performance, health or behaviour, such as:
 - Hearing aids
 - Medication prescribed by the doctor (example: asthma)
 - Cerebral palsy
 - Cystic fibrosis
 - Any other condition which may require emergency care may be added after consultation with supervisor, senior public Health Nurse, or Medical Health Officer
- Learning Services information, for example:
 - Adjudication requirements for completing assessment activities
 - Learning Assistance Report
 - Occupational Therapy Report
 - Physiotherapy Report
 - Psycho-Ed Assessment
 - Speech and Language Report
 - Standardized Achievement Tests
- Student Ministry Designation

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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- Court orders as indicated by the legal alert, for example:
 - Custody Orders
 - Restraining Orders
 - Instructions re: access to student and/or student records
- Other legal documents, for example:
 - Name change
 - Immigration document
- Notification that a student is on an IEP (Individual Education Plan) or on an AIP (Annual Instruction Plan)
- Notification that a student is registered as a Home Schooler

The following inclusions may be listed on the PSR inclusion:

- Records of information which an educator deems relevant to the educational program of the student

Student Progress Reports and Student Learning Plans are also kept in the student file but are not to be listed on the PSR in the inclusion section.

Inclusions - School Process(es):

Elementary Schools:

1. Schools to determine most efficient process for them to obtain information for school-entered inclusions.
Example: Mid June - Office clerical to email teachers (classroom, Learning Services or counselor, etc.) a blank Inclusion Sheet requesting that inclusion information be entered for each student that has received additional services and/or Achievement testing (separate Inclusion Sheet per student).
2. Information is to be returned to office clerical via email within 10 days.
3. The inclusions are then entered into MyEdBC by office clerical.
4. Inclusion Sheet to be affixed to left-hand side of student file (most recent Inclusion Sheet at the front).
5. When a student leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

Secondary Schools:

The School's Student Learning Services department will supply a separate Inclusion Sheet for each student (with inclusions) to the office clerical at the end of the school year. The inclusions are then entered into MyEdBC by the office clerical. The Inclusion Sheet is affixed to the left hand side of the student file (most recent Inclusion Sheet at the front).

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

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When a student graduates or leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

Transfer of Student Record

Prior to transfer the Principal should review the Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education is included. The Principal will determine whether inclusion of behavioral references, particularly those relating to violence or other potential harmful behavior or any other material of a sensitive nature is necessary.

Schools are to maintain a log book tracking system for the purpose of recording all student record transfers. The log book will contain the date of the transfer, student name, date of birth, Personal Education Number (PEN) and destination.

All schools are required to complete a Permanent Student Record for each student enrolled in School District 69. The District requirements are that PSR cards are printed and inclusions or inclusion lists are attached to the PSR when a student leaves the district or graduates.

Procedures

1. In-District Transfer: In the event that a student transfers to another school within the district, the entire Student File is sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.
2. In-Province Transfer (Public Schools): When a student moves to another School District within BC, SD69 School is to print an official copy of the PSR card and send with the student's file to the principal of the new school. Do not give the original PSR card or student file directly to the parent or student.
3. BC Independent Schools: Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Retain the official copy as normally done in the student's file. Do not send the original documents or student file to the Independent school. The original file is to be retained by the school before archiving.
4. Out-of-Province or Country: Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Do not send the original documents or student file out of Province or out of the Country. The original file is to be retained by the school for two years before archiving.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 8 of 8

6 7. Retention of Student Records PSR Card Retention Requirements

The Permanent Student Record must be retained in the School District for 55 years after a student has withdrawn or graduated from school.

The Permanent Student Record along with any inactive Cumulative Student Files Student Files will be stored by the school in which the student was last registered.

Inactive student files, including files for students who have successfully completed Grade 12, will be retained by the school until the student reaches the age of 22 (19 years plus 3 years). Once the retention period has lapsed, student files will be destroyed in a confidential manner.

In the case of a student's death before graduation, the Permanent Student Record shall be retained for 55 years.

References:

- Board Policy 7144: Student Records
- The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure
- The Freedom of Information and Protection of Privacy Act
- SD69 File Management Manual

**SCHOOL DISTRICT NO. 69 (QUALICUM)
TRUSTEE CALENDAR 2018-19**

AUGUST 2018			
28	In Camera Board Meeting	Room 100	3:30 pm
28	Regular Board Meeting	The Forum	7:00 pm
SEPTEMBER 2018			
12	Policy Advisory Committee	Room 200	3:30 pm
14	Trustee Informal	Room 205	9:30 am
18	In Camera Board Meeting	Room 100	3:30 pm
25	Regular Board Meeting	The Forum	7:00 pm
28	Board Policy Committee	Room 205	9:30 am
OCTOBER 2018			
8	<i>Thanksgiving Day</i>		
10	Policy Advisory Committee	Room 200	3:30 pm
12	Trustee Informal	Room 205	9:30 am
16	In Camera Board Meeting	Room 100	3:30 pm
23	Regular Board Meeting	The Forum	7:00 pm
26	Board Policy Committee	Room 205	9:30 am
NOVEMBER 2018			
5	Inaugural Board Meeting	TBD	TBD
9	Trustee Informal	Room 205	9:30 am
12	<i>Remembrance Day Observed</i>		
14	Policy Advisory Committee	Room 200	3:30 pm
20	In Camera Board Meeting	Room 100	3:30 pm
23	Board Policy Committee Meeting	Room 205	9:30 am
27	Regular Board Meeting	The Forum	7:00 pm
29-30	BCSTA Trustee Academy	Richmond	
DECEMBER 2018			
11	In Camera Board Meeting	Room 100	3:30 pm
12	Policy Advisory Committee	Room 200	3:30 pm
14	Trustee Informal	Room 205	9:30 am
18	Regular Board Meeting	The Forum	7:00 pm
TBD	Board Policy Committee	Room 205	9:30 am
24-Jan 4	<i>Winter Break</i>		
JANUARY 2019			
9	Policy Advisory Committee	Room 200	3:30 pm
11	Trustee Informal	Room 205	9:30 am
15	In Camera Board Meeting	Room 100	3:30 pm
22	Regular Board Meeting	The Forum	7:00 pm
25	Board Policy Committee	Room 205	9:30 am
FEBRUARY 2019			
8	Trustee Informal	Room 205	9:30 am
18	<i>BC Family Day</i>		
13	Policy Advisory Committee	Room 200	3:30 pm
19	In Camera Board Meeting	Room 100	3:30 pm
22	Board Policy Committee	Room 205	9:30 am
26	Regular Board Meeting	The Forum	7:00 pm

**SCHOOL DISTRICT NO. 69 (QUALICUM)
TRUSTEE CALENDAR 2018-19**

MARCH 2019			
8	Trustee Informal	Room 205	9:30 am
12	In Camera Board Meeting	Room 100	3:30 pm
12	Regular Board Meeting	The Forum	7:00 pm
13	Policy Advisory Committee	Room 200	3:30 pm
TBD	Board Policy Committee	Room 205	9:30 am
18-28	<i>Spring Break</i>		
APRIL 2019			
10	Policy Advisory Committee	Room 200	3:30 pm
12	Trustee Informal	Room 205	9:30 am
16	In Camera Board Meeting	Room 100	3:30 pm
19	<i>Good Friday</i>		
22	<i>Easter Monday</i>		
23	Regular Board Meeting	The Forum	7:00 pm
25-28	BCSTA 113 th AGM	Richmond	
TBD	Board Policy Committee	Room 205	9:30 am
MAY 2019			
8	Policy Advisory Committee	Room 200	3:30 pm
10	Trustee Informal	Room 205	9:30 am
21	In Camera Board Meeting	Room 100	3:30 pm
20	<i>Victoria Day</i>		
24	Board Policy Committee	Room 205	9:30 am
28	Regular Board Meeting	The Forum	7:00 pm
JUNE 2019			
12	Policy Advisory Committee	Room 200	3:30 pm
14	Trustee Informal	Room 205	9:30 am
18	In Camera Board Meeting	Room 100	3:30 pm
25	Regular Board Meeting	The Forum	7:00 pm
28	Board Policy Committee	Room 205	9:30 am
AUGUST 2019			
27	In Camera Board Meeting	Room 100	3:30 pm
27	Regular Board Meeting followed by	The Forum	7:00 pm
27	Special Board Meeting - Annual Election of Chair/Vice Chair	The Forum	Following Regular Board Meeting

Dates to Add/Confirm:

- District Budget Committee Meetings
- Public Budget Information Session(s)
- Special Board Meetings - Budget
- District Retirement/Long Service Event
- Graduation/Awards Ceremonies