



REGULAR BOARD MEETING AGENDA

TUESDAY, NOVEMBER 26, 2019

6:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. CALL TO ORDER AND INTRODUCTIONS

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

3. ADOPTION OF THE AGENDA

Recommendation:

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

4. APPROVAL OF THE CONSENT AGENDA

- | | | |
|----|---|---------|
| a. | Approval of Regular Board Meeting Minutes: October 22, 2019 | p 1-7 |
| b. | Ratification of In Camera Board Meeting Minutes: October 22, 2019 | p 8 |
| c. | Receipt of Ministry News | |
| | • K-12 students learn how STEAM connects to careers | p 9 |
| | • Supporting extracurricular opportunities for students in BC schools | p 10 |
| | • New early learning guide sets up young learners for success | p 11-12 |
| | • Vaping restrictions to protect youth | p 13-15 |
| | • Opening doors to trades for youth, women | p 16-19 |
| d. | Receipt of Reports from Trustee Representatives | |
| | • Building Learning Together Early Years Coalition– Trustee Austin | p 20 |
| | • Early Learning & Child Care Council in Oceanside– Trustee Austin | p 21 |
| | • Curriculum Implementation Advisory Committee – Trustee Austin | p 22 |
| e. | Receipt of Status of Action Items – November 2019 | p 23 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of November 26, 2019, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

6. BUSINESS ARISING FROM THE MINUTES

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

8. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

-
9. **DISTRICT PARENTS ADVISORY COUNCIL**
10. **PUBLIC QUESTIONS AND COMMENTS (WRITTEN)**
11. **ACTION ITEMS**
12. **INFORMATION ITEMS**
- a. **Education Update** (Gillian Wilson/Vivian Collyer)
- b. **Superintendent's Update** (Keven Elder)
13. **EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Godfrey) p 24
- a. **Vaping in School Washrooms/Washroom Doors Bolted Open**
- b. **Foundation Skills Assessment for French Immersion Learners**
Recommendation:
THAT the Board of Education consider writing a letter in support of developing a version of the Foundation Skills Assessment for French Immersion learners in the language in which they are learning in Grades 4 and 7.
14. **POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Young) p 25-28
- a. **Bylaw 1: Board of Education (previously titled *Trustee Elections*)** p 29-36
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of November 26, 2019.
- b. **Bylaw 2: Board Structure** p 37-39
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of November 26, 2019.
- c. **Bylaw 7: Bylaw and Policy Development and Review** p 40-42
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of November 26, 2019.
- d. **Board Policy 7012: Students' Right to Engage in Peaceful Protests** p 43
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 7012: *Students' Rights to Engage in Peaceful Protests* at its Regular Board Meeting of November 26, 2019.

-
- e. Board Policy 9000: Information Management and Access** p 44-57
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 9000: *Information Management and Access* at its Regular Board Meeting of November 26, 2019.
- f. Provision of Menstrual Products** p 58
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 7011: *Provision of Menstrual Products* at its Regular Board Meeting of November 26, 2019.
- g. Bylaw 3 – Meetings of the Board of Education** p 59-68
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of November 26, 2019.
- h. Bylaw 6 – Indemnification** p 69-72
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of November 26, 2019.
- 15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** (Trustee Flynn) p 73-74
a. Statement of Financial Information (SOFI) Report p 75-91
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) receive the Statement of Financial Information (SOFI) Report for the year ended June 30, 2019.
- 16. REPORTS FROM TRUSTEE REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**
- 17. TRUSTEE ITEMS**
- a. Climate Emergency Declaration** (Trustee Austin)
Rationale:
This Declaration will help the newly established *Climate Action Task Force* advance strategies and action within the school district (Ref: <https://climateemergencydeclaration.org/>)
- A climate emergency situation refers to catastrophic changes to the world's climate caused by human activity and resulting in a loss of a safe climate, which threatens all life on earth. The climate emergency response refers to a specific approach to tackling climate change, which seeks to mobilize and take action at a scale and speed that will restore a safe climate, with the least possible loss and damage during the transition back to a safe climate.

To restore a naturally safe climate we need a rapid transition to zero emissions across all sectors, as well as the drawdown of all the excess greenhouse gases in the air. 'Business as usual' and incremental or gradual improvements will not be enough. A 1.5°C rise is not considered safe, and will not avoid dangerous climate change. What is needed now is appropriate political action and rapid implementation of the solutions

Local governing bodies at the Indigenous, municipal and school district level are fundamental in the climate response. Innovation is also more likely to be initiated at the local government level, because with so much diversity at this level of government, different approaches to responding to the climate emergency will emerge. Local governments are also in a good position to network and learn from each other. It is a natural progression that local governing bodies can not only provide services and support through a climate change lens, but can also assist with channeling their community's desire for advocacy to provincial and federal governments.

This Declaration requires that the school district reconsider its strategic priorities in the context of a climate emergency and commit to reshaping the short, medium and long-term strategies of the school district.

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) declare a Climate Emergency and address its current and future strategic priorities through a Climate Emergency lens.

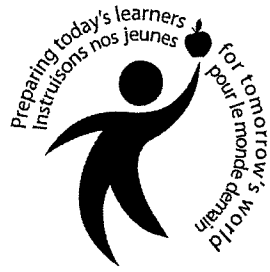
18. NEW OR UNFINISHED BUSINESS

19. BOARD CORRESPONDENCE AND MEDIA

- a. **Letters from Parents re English Program at Oceanside Elementary School** p 92-96

20. PUBLIC QUESTION PERIOD

21. ADJOURNMENT



REGULAR BOARD MEETING MINUTES

TUESDAY, OCTOBER 22, 2019
6:00 PM

THE FORUM
PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice-Chairperson
Laura Godfrey	Trustee
Elaine Young	Trustee
Barry Kurland	Trustee

Administration

Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Vivian Collyer	Director of Instruction
Chris Dempster	General Manager of Operations
Rudy Terpstra	Principal, Ballenas Secondary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

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

1. CALL TO ORDER

Chair Flynn called the meeting to order at 6:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF THE AGENDA

19-98R

Moved: Trustee Godfrey *Seconded:* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.
CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

Items 4.c. 4.d. and 4.e. were pulled from the consent agenda for consideration after discussion of item 13.b.

- a. Approval of Regular Board Meeting Minutes: September 24, 2019
- b. Ratification of In Camera Board Meeting Minutes: September 24, 2019
- c. Receipt of Ministry News
 - Winners of the 2019 Premier's Awards for Excellence in Education announced
- d. Receipt of Reports from Trustee Representatives
 - Oceanside Building Learning Together Coalition – Trustee Young
 - French Advisory Council – Trustee Young
- e. Receipt of Status of Action Items – October 2019

19-99R

Moved: Trustee Godfrey *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 22, 2019 as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

- a. **Postponed Motion Re: Cessation of Category 4 & 5 Field Experiences (Trips)**
This motion was considered after Item 13

THAT the Board of Education of School District 69 (Qualicum) will not condone or sanction long distance, category 4: Out of Province (Canada and Continental United States) and category 5: Extended Off-Continent Field Experiences (*Trips*).

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, MATA President,

- Acknowledgement and appreciation for all the teachers who have been busy with parent-teacher-student conferences and celebrations of learning over the past few weeks.
- Thanks to the Board for creating committees of the whole where partner groups and the public can meet to discuss finance, operations, policy and education.
- MATA members will be wearing red on Fridays to show their support for public education and to draw attention to the need for increased funding to support recruitment and retention issues, resources for students and teachers, to address student needs and address a lack of Teachers Teaching on Call (TTOC).

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

Troy Forster, CUPE President, expressed his hope that the Board had ratified the new support staff Collective Agreement.

Chair Flynn reported that the Board had ratified the new CUPE Local 3570 Collective Agreement at its In Camera Meeting held earlier in the day.

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No report

10. PUBLIC QUESTIONS AND COMMENTS (WRITTEN)

None

11. ACTION ITEMS**12. INFORMATION ITEMS****a. Education Update**

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

- Senior management team looking forward to beginning fall conversations administrative teams in each school.
- October is Principals and Vice-Principals Month and she acknowledged the amazing work being done by the district's team of principals and vice-principals.
- The senior management team was invited to join the district administrators for some shared learning over the past weekend.
- She is working with formal and informal educational leaders to create a brochure which will share the philosophy of the proposed Primary Learning Community program. It is anticipated that information will be distributed in November.

Vivian Collyer, Director of instruction, then provided an update on the student reporting policy pilot, of which the district is among 13 BC school districts working on informing the ministry on how to provide feedback in a timely and flexible way to parents. This year the ministry will be seeking feedback from students, parents and teachers through a survey beginning November 15th to determine people's experiences with the reporting policy pilot. The second survey will take place in late January/early February to determine what type of information can be obtained for the district.

Any further information coming forward regarding the pilot project and from the conversations with school administrators will be shared with trustees through the Education Committee of the Whole.

b. Superintendent's Update

Superintendent Elder reported on the following:

- The BC Tripartite Education Agreement meeting was held on October 16, 2019. It is the first joint annual meeting held for that purpose. Additional information is available at <http://www.fnesc.ca/bctea/>
- A joint meeting of BC school superintendents and senior ministry staff was held on October 17th. Topics included the new funding model; however, details will not be provided until closer to when funding is announced in March 2020.
- Vancouver Island University student will be using the Qualicum Commons as their test site for an urban planning project which will include community dialogue to identify potential uses of that property. The Board will receive

the student’s findings with interest; however, there is no planning in relation to the students’ project.

- Appreciation to all the districts coaches for volunteering their time to support students in a variety of sports being held throughout the fall season.
- Advised that the district has identified Physical Literacy Ambassadors who will be taking part in workshops and school-based events to learn about programs, resources and games to provide the capacity towards supporting children to become more physically active. Regular physical activity has been proven to contribute to overall wellbeing and an increased capacity for learning.
- The first Superintendent’s Student Leadership Group meeting will be held at the end of November with representatives from each of the secondary levels. Topics will include vaping, climate change, challenges and successes students are experiencing in their school, and to learn from and challenge one another.
- The Ballenas Secondary Track Renewal Committee will hold its first meeting at the end of November. Rudy Terpstra, Principal of Ballenas, will be chairing the committee, which is becoming larger due to community interest. One of the first priorities of the committee will be to determine the scope of the project (6 or 8 lane track) and which option would be supported by the community.

c. Enhancing Student Learning Brochure

Superintendent Elder distributed a copy of the current Enhancing Student Learning brochure which provides a detailed overview of how the district’s strategic plans are being realized in schools and what activities are supporting what we know about our learners.

d. Class Size Report October 18, 2019

Associate Superintendent presented the class size report as at October 18, 2019, noting that the three classes identified were appropriate for student learning. Work has been done with the local teachers’ union and with teachers who will be in a remedy situation.

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Godfrey expressed her gratitude for the respectful atmosphere of the meeting held on October 15th, which was attended by students, teachers and parents. Discussion at the meeting resulted in a clear message that there was a need for the district to create a climate action group.

a. Climate Action Task Force

19-100R

Moved: Trustee Godfrey *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) create a Climate Action Task Force comprised of students, staff and community members; and, **THAT** the mandate of the Task Force will be to review what the school district and community are doing to support climate action initiatives and make recommendations to the school board for further action no later than the February 2020 Regular Board Meeting.

CARRIED

Trustee Godfrey abstained from voting

Superintendent Elder volunteered to take responsibility for creating the Climate Action Task Force.

b. Motion 19-94R - Cessation of Category 4 and 5 Field Experiences (Trips)
(postponed from September meeting)

Trustees then continued to debate the motion postponed from the September Board meeting, weighing the educational value of out of province and out of country field trips to the environmental impact of those types of trips.

19-94R

Moved: Trustee Kurland *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) will not condone or sanction long distance, category 4: Out of Province (Canada and Continental United States) and category 5: Extended Off-Continent Field Experiences (*Trips*).
DEFEATED

Trustees Austin and Kurland voted in favour of the motion

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. Rescinding of Policy 3000: Foundational Principles

19-101R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) rescind Board Policy 3000: *Foundational Principles* at its Regular Board Meeting of October 22, 2019.

CARRIED UNANIMOUSLY

b. Provision of Menstrual Products

19-102R

Moved: Trustee Young *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 7011: *Provision of Menstrual Products* at its Regular Board Meeting of October 22, 2019.

CARRIED UNANIMOUSLY

c. Board Bylaw 3: Meetings of the Board of Education

19-103R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of October 22, 2019.

CARRIED UNANIMOUSLY

d. Board Bylaw 6: Indemnification

19-104R

Moved: Trustee Young *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of October 22, 2019.

CARRIED UNANIMOUSLY

e. Long Term Policy Manual Review

19-105R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve the long term policy manual review project as proposed by Superintendent Elder in his memo dated September 26, 2019.

CARRIED UNANIMOUSLY

15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

As per report provided in the agenda package.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

a. Tribune Bay Outdoor Education Center

Trustee Austin reported that the Tribune Bay Outdoor Education Centre Society held its Annual General Meeting on Thursday, October 10th. The superintendents of the two partner districts of SD69 and SD71, who hold the Park Use Permit for the site, have initiated a review of the programs at the Centre. The review will be managed by Clyde Woolman, a retired superintendent. It is anticipated that Mr. Woolman will present the two districts' superintendents with a report by December which would suggest ways in which to enhance current and implement new programming, create efficiencies, and generate funding.

17. TRUSTEE ITEMS

a. Elementary Basketball Games

Trustee Young noted that she had enjoyed attending an elementary basketball game between Arrowview and École Oceanside elementary schools. She encouraged staff and parents to attend an elementary basketball game if they have the opportunity.

b. Approval in Principle for a Kwalikum Secondary School student trip to Calgary from May 19-24, 2020.

19-106R

Moved: Trustee Godfrey *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give approval in principle for a Kwalikum Secondary School student trip to Calgary from May 19-24, 2020.

CARRIED UNANIMOUSLY

c. Approval in Principle for a Kwalikum Secondary School student trip to Belize

Trustees debated the merits of the proposed field experience to Belize and determined that, not only was the cost high for an eight-day trip, there was no educational value that could not be provided locally.

19-107R

Moved: Trustee Godfrey *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give approval in principle for a Kwalikum Secondary School student trip to Belize during spring break 2020.

DEFEATED

- d. **Final Approval for Kwalikum Secondary School Student Trip to Japan**
At the request of the Board, Brad Wilson, sponsoring teacher, provided some additional background to the student trip to Japan, commenting on the sister school and traditional exchange nature of the trip.

19-108R

Moved: Trustee Kurland *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) give final approval for a Kwalikum Secondary School student trip to Japan during Spring Break, March 11, 23, 2020.

CARRIED UNANIMOUSLY

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA

None

20. PUBLIC QUESTION PERIOD

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

- Proposed primary program
- Appreciation for the communication with parents in the English program at École Oceanside Elementary School. There was nothing further to report on future conversations regarding the English program at the school.
- Additional transportation provided by the Board for increased local field experiences for students.
- Resubmission of a request for approval in principle for out of province/country field experiences that were previously declined.
- Personal risks of teachers who might consider undertaking an out of province/country field experience for students that have not been sanctioned by the board.

21. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 7:41 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT
October 22, 2019

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Elaine Young	Trustee
Laura Godfrey	Trustee
Barry Kurland	Trustee

Administration

Dr. Keven Elder	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Brenda Paul	Director of Human Resources

The Board of Education discussed the following topics:

- Labour Relations
- Personnel
- Legal Matters
- Land

The Board of Education passed motions regarding the following topics:

- Labour Relations
- Personnel

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2019EDUC0092-002063
Oct. 28, 2019

Ministry of Education

K-12 students learn how STEAM connects to careers

VICTORIA – Students and educators throughout B.C. will be able to connect with learning opportunities in science, technology, engineering, art and design, and mathematics (STEAM) through a new network of resources and mentorships.

The Ministry of Education and Science World are working together to support the network.

“Students throughout B.C. are preparing now to take advantage of the tens of thousands of rewarding career opportunities that will come from B.C.’s thriving technology sector,” said Rob Fleming, Minister of Education. “Our government supports STEAM learning and training initiatives like Science World’s Symbiosis, so students can follow their passions and achieve their career goals.”

Fleming visited students taking part in Science World’s “takeover” of the Parliament Buildings on Monday, Oct. 28, 2019. He announced a \$100,000 one-time grant to Science World for Symbiosis, a cross-sector initiative that is under development. It will provide B.C. youth with equal and increased access to education opportunities to help prepare them for the STEAM-heavy job landscape of the future.

"We are thankful for the funds provided by the Ministry of Education that support the important work Science World is doing to expand STEAM learning throughout the province through Symbiosis," said Janet Wood, president and CEO of Science World. "This is the start of a great partnership with the Province of British Columbia and we look forward to growing this exciting initiative with them."

Symbiosis is the first program of its kind in Canada and supports STEAM education by:

- increasing the number of qualified STEAM mentors in B.C. – from teachers and scientists, to technologists and entrepreneurs – so students can engage with mentors on personalized learning projects.
- linking students and educators to networking opportunities, classroom visits, volunteer opportunities, internships and activities like STEAM camps, school-based Super Science Clubs, and the Girls and STEAM Symposium.
- developing a digital hub where students, parents, teachers and mentors can connect and access learning materials and educational opportunities, all linked to the new ShareEd BC tool, which will be available for B.C. teachers in spring 2020.

STEAM learning resources developed through Symbiosis will be used in K-12 classrooms and are aligned with B.C.’s new curriculum, which has a strong focus on science, technology, electronics, arts and design and math, and provides students the opportunity to develop their skills in a range of technologies including coding, electronics, mechatronics and robotics.



NEWS RELEASE

For Immediate Release
2019MAH0158-002059
Oct. 28, 2019

Ministry of Municipal Affairs and Housing

Supporting extracurricular opportunities for students in B.C. schools

VICTORIA – More than 1,300 parent advisory councils (PAC) and district parent advisory councils (DPAC) throughout B.C. are receiving approximately \$11 million in Community Gaming Grants for the 2019-20 school year.

“It’s rewarding to support parents who are committed to enriching students’ learning experiences with extracurricular activities, whether it’s field trips, additional arts experiences or athletic endeavours,” said Selina Robinson, Minister of Municipal Affairs and Housing. “All of these experiences support students in their school experience.”

Schools receive PAC funding each year to provide students from kindergarten to Grade 12 with a variety of extracurricular experiences.

Students will have more opportunities to participate in extracurricular programs and activities at school through the Community Gaming Grants for PACs and DPACs.

“Community Gaming Grants enable PACs and DPACs across the province to help enrich students’ lives by supporting extracurricular learning and activities,” said Andrea Sinclair, president, BC Confederation of Parent Advisory Councils. “This funding helps PACs/DPACs support activities parents and students deem important, such as student-led clubs, music, theatre, drama skills and performances, field trips and sports.”

Community Gaming Grants provide up to \$140 million to about 5,000 not-for-profit organizations throughout British Columbia each year.

Quick Facts:

- Every year, commercial gambling generates revenue that the Government of B.C. invests in key services. These include health care and education, a wide array of organizations representing arts and culture groups, sport, environment, public safety, human and social services and parent advisory councils.
- A portion of these revenues are also allocated via the Community Gaming Grants program into community-based programming and major capital projects. This funding helps not-for-profit organizations invest in programming, facilities, infrastructure and major acquisitions that provide direct benefit to their communities.

Learn More:

Applications for the human and social services sector of Community Gaming Grants are currently open. Information is available at: <http://ow.ly/4PAY30fHvsR>



NEWS RELEASE

For Immediate Release
2019EDUC0120-002142
Nov. 8, 2019

Ministry of Education

New early learning guide sets up young learners for success

VANCOUVER – British Columbian children ages eight and under will have access to high-quality early learning experiences that will help ensure they are successful from infancy, thanks to the release of a new provincial early learning guide.

In response to significant developments in the social, political, economic and cultural context of B.C. — creating new realities for children, families and communities — the Early Learning Framework was recently revised. It now offers a host of new perspectives on education, as well as tools and resources to help young learners be successful.

“The revised Early Learning Framework is receiving national and international attention for its potential to make a positive difference in the lives of our province’s early learners,” said Rob Fleming, Minister of Education. “We are focusing on providing accessible high-quality early learning opportunities to all British Columbian children and making sure education professionals, parents and caregivers have the knowledge required to support kids to move forward positively through their K-12 studies to reach their full potential.”

Developed in consultation with more than 600 early child care and education stakeholders, and Indigenous partners (including representatives from the First Nations Education Steering Committee, Métis Nation BC and the BC Aboriginal Child Care Society), for the first time, the framework has a focus on reconciliation with Indigenous peoples and inclusion for children with diverse abilities. The revised framework expands the focus to children from infancy to eight years of age (formerly birth to five years of age), integrates theory with practice and reflects the modernized kindergarten to Grade 12 curriculum.

The framework advocates for the importance of young children's development and learning through all learning environments — from StrongStart BC programs and primary classrooms to child care settings, preschools and other early childhood development or child health programs. In addition, it guides early learning programs and activities, encourages discussion with families about their child’s early learning and shapes professional development.

The changes are intended to improve B.C. children's access to consistent quality care and early childhood education programs and activities, no matter where they live. Associated resources provide information intended to guide education professionals, parents and caregivers on how to engage early learners in activities that will set them up for success.

The Early Learning Framework is providing the foundation for the Ministry of Education’s first Early Learning and Child Care Summit. The summit will bring together 225 representatives from B.C. school districts and early learning, child care, education and Indigenous groups at the Sheraton Vancouver Wall Centre on Nov. 8, 2019.

Conference attendees will hear from international early learning and child care experts and will offer feedback on before- and after-school care options currently being considered by government. The ministry will work with school districts to provide new before- and after-school child care spaces on school grounds independently or in partnership with licensed operators, ensuring more families have access to quality care.

“The early years are key to a child’s development — it’s in those years that the majority of a child’s brain development happens,” said Katrine Conroy, Minister of Children and Family Development. “By encouraging child care to be offered in our schools and making early learning a foundation of the education curriculum, we are creating an inclusive, safe environment for children to learn the skills that will carry them to success throughout their lives.”

To support the implementation of the revised framework, Fleming announced the Province is investing \$1.28 million so education professionals throughout B.C. will be better supported to help young children from birth to eight years of age build a strong foundation for learning. Grants will go out to public school districts to support early learning educators at StrongStart BC centres to participate in early learning professional development activities.

In addition, the funding will support district capacity building through two early learning programs focused on enabling school districts to help improve the social, emotional and learning outcomes for early learners. Grants will be distributed to school districts participating in the Changing Results for Young Children (CR4YC) and Strengthening Early Years to Kindergarten Transitions (SEY2KT) programs. The United Way of the Lower Mainland will also receive a grant as part of its involvement in CR4YC.

“To help our kids thrive, we need to make sure that our educators have the tools and resources they need to bring learning to life in the classroom,” said Katrina Chen, Minister of State for Child Care. “These grants will make it easier for early care and learning professionals to keep up with best practices and provide B.C. kids with a smooth transition from child care to schools across the province.”

Learn More:

To view the revised Early Learning Framework, visit:

<https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/early-learning-framework>

To view the Play Today: B.C. Handbook, visit: <https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/play-today>

To view, Let’s Play! Activities for Families, visit:

<https://www2.gov.bc.ca/gov/content/education-training/early-learning/support/play#letsplay>

To learn more about Ready, Set, Learn, visit: <https://www2.gov.bc.ca/gov/content/education-training/early-learning/support/programs/ready-set-learn>

To learn more about StrongStart BC, visit: <https://www2.gov.bc.ca/gov/content/education-training/early-learning/support/programs/strongstart-bc>

To learn more about CR4YC and SEY2KT, visit: <https://www2.gov.bc.ca/gov/content/education->



NEWS RELEASE

For Immediate Release
2019HLTH0118-002192
Nov. 14, 2019

Ministry of Health
Ministry of Finance
Ministry of Education

Vaping restrictions to protect youth

VICTORIA – The Province will restrict vapour product access, flavours, nicotine content, packaging and advertising, and intends to increase taxes on vapour products, to protect youth from risks associated with vaping.

“Some vaping manufacturers are using flavours and advertising to entice and normalize vaping for youth – introducing a new generation to very high levels of a very addictive drug,” said Adrian Dix, Minister of Health. “As a result, youth vaping rates are rising, putting them at risk for addiction and serious illness. That’s why we are bringing in the most comprehensive plan in the country, and supporting young people to end this dangerous trend.”

The new regulations will restrict the amount of nicotine in vapour pods and liquid to 20mg/ml and will require plain packaging for vapour products that include health warnings. Public advertising of vapour products will also be restricted in areas where youth spend time, such as bus shelters or community parks. The sale of vapour flavours, other than tobacco flavours, will only be allowed in age-restricted shops.

The regulations will come into force in spring 2020, following stakeholder engagement.

“I encourage the federal government to bring in national regulations that address vapour product wholesalers,” Dix said. “Until they do, there will be a black market of non-compliant vapour products from other jurisdictions that can make their way into our province, our schools and the lungs of our young people.”

The regulations will be supported by a youth-led anti-vaping social media campaign to de-normalize vaping.

“When young people are the ones driving change, we know it gives their peers the energy and motivation to be part of the solution,” said Rob Fleming, Minister of Education. “That’s why we are supporting our youth with resources and information to help them take on an industry that has targeted them for glamourized addiction.”

The Province has partnered with the B.C. Lung Association to work with youth to build a vaping prevention toolkit that has been piloted in some schools. This initiative will begin expanding immediately to schools across the province, providing information for educators, parents and youth to use when having discussions and making choices about vaping.

The Province’s quit-smoking resource, QuitNow, will be updated to include new quit-vaping resources for youth.

“Created by youth for youth, these actions are crucial to ensuring that a new generation of young people does not become addicted to nicotine,” said Judy Darcy, Minister of Mental Health and Addictions. “Today’s announcement is all about prevention, which is the central focus of our 10-year roadmap for building a system of mental health and addictions care that works for everyone, especially children and youth.”

To further deter harmful behaviour, government intends to introduce legislation later this month to increase the provincial sales tax (PST) rate applied to vaping products from 7% to 20%, which would make British Columbia the first province in Canada to introduce a specific tax rate related to vaping products.

The new tax rate would go into effect on Jan. 1, 2020 and would be applied to all vaping devices, the substance or juice that is used with the vaping device and any vaping part or accessory.

“We share the urgent concerns from health professionals and parents surrounding youth vaping in our province,” said Carole James, Minister of Finance. “Our government is committed to deterring young people from turning to vapour products out of convenience and cost. We know from taxing tobacco that teenagers respond the most to price increases and we are now introducing a similar strategy for vaping.”

The legislation would also include increasing the tobacco tax rate by two cents. Effective Jan. 1, 2020, the tax applied would be 29.5 cents per cigarette and 39.5 cents per gram of loose tobacco. Nicotine gum, patches and similar smoking cessation products would continue to be exempt from the PST.

Quotes:

Dr. Bonnie Henry, provincial health officer –

“It’s time we addressed the rapidly growing use of vapes by young people in B.C., as vape advertising and the draw of vapes for youth become even more attractive and deadly. We have years of successful and effective anti-smoking efforts already, and it’s beyond time we turned to solve the problem of a new generation of young people addicted to nicotine.”

Jeff Sommers, director, government relations and health promotion, Heart & Stroke B.C. and Yukon –

“Good on the B.C. government for taking such bold action, introducing the most comprehensive regulations to address youth vaping. Industry tactics targeting youth are creating a new generation addicted to nicotine – profiting from them at the cost of the health of our kids. Emerging research suggests vaping is turning into a gateway to cigarette use for youth. In Canada in one year alone, vaping among youth skyrocketed 74% and their smoking rate rose 45%. This is particularly alarming because the probability of dependency after trying tobacco just once exceeds that of heroin, cocaine and alcohol.”

Christopher Lam, president and CEO, BC Lung Association –

“We’re at a time and place where there is a real risk to youth who turn to vapes instead of cigarettes, not really understanding the potential risks of becoming addicted to nicotine. We applaud the province for taking action and joining forces to help address this now.”

Dr. Khairun Jivani, director, cancer control, Canadian Cancer Society, B.C. and Yukon –

“The e-cigarette industry has created a persuasive and enticing environment for youth, and popularity is alarming, with a 74% single-year increase in youth using e-cigarettes from 2017 to 2018. The Government of B.C. is taking the right approach by introducing the strongest regulations in Canada, which will address youth access to e-cigarettes, promotion, price and addictive content by setting maximum nicotine levels. We will continue to monitor e-cigarette trends and support policies to protect the health of Canadians as new evidence emerges.”

Stephanie Higginson, president, British Columbia School Trustees Association –

“Vaping is a serious community health issue that has made its way into our schools. B.C.’s boards of education are pleased with this comprehensive plan from government to address the issue. We applaud the addition of youth-led resources to help educators talk to students about the health risks these products pose. Expanding the QuitNow program to focus on young people will ensure youth across B.C. have age-appropriate programs available to them when they make the decision to quit vaping.”

Learn More:

BC Lung Association Vaping toolkit: <https://bc.lung.ca/vaping-toolkit>

B.C. Ministry of Health vaping site: gov.bc.ca/vaping

Provincial Sales Tax (PST): www.gov.bc.ca/pst

Tobacco Tax: www.gov.bc.ca/tobaccotax

Contacts:

Ministry of Health
Government Communications and Public
Engagement
250 952-1887 (media line)

Ministry of Finance
Government Communications and Public
Engagement
778 974-3341 (media line)

Ministry of Education
Government Communications and Public
Engagement
250 356-5963 (media line)

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



NEWS RELEASE

For Immediate Release
2019AEST0104-002189
Nov. 14, 2019

Ministry of Advanced Education, Skills and Training
Industry Training Authority

Opening doors to trades training for youth, women

VANCOUVER – New funding is being invested in thousands of youth, women and under-represented groups to get the training and support they need for apprenticeships and employment in the skilled trades.

At Sir Charles Tupper Secondary school, Melanie Mark, Minister of Advanced Education, Skills and Training, announced that \$12.4 million will support seven new programs to help 2,036 women and other under-represented groups access opportunities for pre-apprenticeship training, apprenticeship services and employment.

Additionally, an estimated 1,300 secondary students throughout B.C. will benefit from access to trades training, with \$1.37 million to fund Industry Training Authority (ITA) Youth Work in Trades programs at 51 school districts and several independent schools.

“Our government is committed to moving the dial for women, young people and under-represented groups who want to reap the economic benefits of a good paying, family-supporting career in the trades,” said Mark. “We value the tradespeople who work hard every day to keep our lights on, our homes warm and our cars running. These new programs will open pathways to opportunity for young people who wish to pursue their dream careers in the trades, while also ensuring employers have access to an industry-ready labour force to continue building the best B.C.”

The ITA is providing \$12.4 million in supports for women and other under-represented groups, with funding provided through the Canada-BC Workforce Development Agreement. The programs increase access to opportunities for apprenticeship training, apprenticeship services and employment.

Funding for the Youth Work in Trades programs comes from the ITA’s annual youth budget. It is a dual credit program for students in grades 10-12 that allows them to earn credits towards high school graduation and begin the paid work-based training component of an apprenticeship.

“Access to the Youth Work in Trades program gives students a head start on training for a good career by providing real-world experience and high school credits,” said Rob Fleming, Minister of Education. “Together with the ITA and school districts across the province, we are ensuring that students have better opportunities to transition into the workforce.”

Quick Facts:

- The 2018 Labour Market Outlook projected nearly 71,000 trades job openings in the province through 2028.

- Trades careers where skilled workers are in demand include millwrights, heavy-duty mechanics and carpenters.
- November is Apprenticeship Recognition Month in B.C.

Quotes:

Paulette Higgins, director of training investment, ITA —

“ITA is thrilled with the opportunity to continue supporting and expanding programs for women and other under-represented groups, and to encourage youth to pursue one of the 100 rewarding trades careers in B.C. Innovative approaches to pre-apprenticeship training, apprenticeship services and employment help increase the number of under-represented people working in the trades and completing their apprenticeships.”

Suzanne Hoffman, superintendent, School District 39 —

“Working with the ITA, the district is able to provide hands-on trades training in our secondary schools and on-the-job training that provides engaging learning opportunities. Such programs expose our students to some of the diverse range of opportunities that exist, where they can begin to consider how they can match career paths with their interests and passions.”

Riley McBride, electrical apprentice, Protec Installation Group —

“I really benefited from having the opportunity to learn and work in a trade while in high school at Sir Charles Tupper Secondary. I’m already a Level 3 electrical apprentice, and I’ve found a great career where I can combine hands-on work with problem solving and planning. Being able see a project progress and see a finished project is my dream job.”

Learn More:

Industry Training Authority: <https://www.itabc.ca/>

Canada-BC Workforce Development Agreement programming: www.workbc.ca/Employment-Services/Labour-Market-Programs/Workforce-Development-Agreement-programs-informati.aspx

WorkBC: www.workbc.ca/

A backgrounder follows.

Contacts:

Sean Leslie
 Communications Director
 Ministry of Advanced Education, Skills and
 Training
 250 893-4403

Nicole Adams
 Director of Communications
 Industry Training Authority
 nadams@itabc.ca
 604 364-1039

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



BACKGROUND

For Immediate Release
2019AEST0104-002189
Nov. 14, 2019

Ministry of Advanced Education, Skills and Training
Industry Training Authority

Programs support youth and women in trades

Six service providers will receive a total of \$12.4 million for two-year contracts to support women and other under-represented groups in the trades to access opportunities for pre-apprenticeship training, apprenticeship services and employment.

The contracts started in September 2019.

Women in Trades Training Programs:

- BC Construction Association: \$1,303,178 for Skilled Trades Employment Program
- BC Federation of Labour: \$2,354,800 for BC Centre for Women in The Trades
- Camosun College: \$1,580,000 for Women in Trades Training Program
- Excel Career College: \$492,525 for Practical Approach to Women in Trades Program
- Okanagan College: \$1,537,492 for Women in Trades Training Program
- Thompson Rivers University: \$740,192 for EmpowerHER: Attract, Recruit, Retain Women in Trades Training Program

Equity Seeking Groups in Trades Training Programs:

- BC Construction Association: \$4.4 million for Skilled Trades Employment Program

Fifty-one school districts and independent schools are receiving a total of \$1.37 million for Youth Work in Trades Programs for the 2019-20 school year:

(School district/community/amount):

8 Kootenay Lake: \$20,000
19 Revelstoke: \$20,000
20 Kootenay-Columbia: \$20,000
22 Vernon: \$20,000
23 Central Okanagan: \$40,000
27 Cariboo-Chilcotin: \$20,000
28 Quesnel: \$20,000
33 Chilliwack: \$30,000
34 Abbotsford: \$40,000
35 Langley: \$40,000
36 Surrey: \$40,000
37 Delta: \$40,000
38 Richmond: \$40,000
39 Vancouver: \$40,000
40 New Westminster: \$30,000

41 Burnaby: \$40,000
42 Maple Ridge and Pitt Meadows: \$40,000
43 Coquitlam: \$40,000
45 West Vancouver: \$30,000
46 Sunshine Coast: \$20,000
47 Powell River: \$20,000
48 Sea to Sky: \$20,000
49 Central Coast: \$10,000
51 Boundary: \$10,000
52 Prince Rupert: \$20,000
53 Okanagan Similkameen: \$20,000
54 Bulkley Valley: \$20,000
57 Prince George: \$30,000
58 Nicola-Similkameen: \$20,000
59 Peace River South: \$20,000
60 Peace River North: \$30,000
61 Greater Victoria: \$40,000
62 Sooke: \$30,000
63 Saanich: \$30,000
64 Gulf Islands: \$20,000
67 Okanagan Skaha: \$20,000
68 Nanaimo Ladysmith: \$30,000
69 Qualicum: \$20,000
70 Alberni: \$20,000
71 Comox Valley: \$30,000
72 Campbell River: \$20,000
73 Kamloops/Thompson: \$30,000
75 Mission: \$30,000
78 Fraser-Cascade: \$20,000
79 Cowichan Valley: \$30,000
81 Fort Nelson: \$20,000
82 Coast Mountains: \$20,000
83 North Okanagan-Shuswap: \$30,000
84 Vancouver Island West: \$10,000
85 Vancouver Island North: \$20,000
91 Nechako Lakes: \$10,000

Independent schools: \$40,000

Contacts:

Sean Leslie
Communications Director
Ministry of Advanced Education, Skills and
Training
250 893-4403

Nicole Adams
Director of Communications
Industry Training Authority
nadams@itabc.ca
604 364-1039



Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: **BLT Early Years Coalition**
Meeting Location: Family Place, Parksville
Meeting Time: Nov. 7, 2019 12:00 pm

Mission Statement

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

Representatives from: Island Health, ACRA, Parent Support Services, SD69, SOS, BLT

Discussed:

Advancing outdoor play and ECE. The Lawson Foundation has a discussion paper online <http://lawson.ca/advancing-op-ece.pdf> (well worth the read)

EDI expo- Judy watched online and it was a fund of information.

- It has been found that only 3 neighbourhoods out of 300 in the province where only 15% or less of children were found to be living with vulnerabilities. We are not one of those three.
- Also interesting movement 'Generation Squeeze' by UBC prof Paul Kershaw https://www.gensqueeze.ca/paul_kershaw
- Perspectives of parents and teachers of kids going into kindergarten. Teachers felt children should have some self-regulation tools while parents felt children should have more reading/writing/ math.

Childcare Needs Assessment

SPARC, the consultants on the project, have a survey coming out November 15 to assess parents and caregivers needs. It should be on the SD website as well as many other community places.



Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: **ELCCO** - Early Learning & Childcare Council in Oceanside (formerly ECCO)
Meeting Location: Qualicum Commons
Meeting Time: November 13, 2019 10:00 am

In attendance: Julie Austin, SD69 Board; Eva Hillborn, CFUW; Judi Malcolm, BLT; Adam Walker, Town of Qualicum; Leanne Salter, RDN; Adam Fras, City of Parksville, Bill Preston

Discussed:

Letter fro ELCCO to the Town of Qualicum Beach offering support if they are applying for UBCM grant with deadline by the end of Nov. 2019

The Spooktacular event was a great opportunity to share with the community about the new assessment presently underway. A newsletter/info sheet was prepared and distributed

SPARC survey should be online by the end on November for parents and caregivers to give feedback about childcare needs. The Nanaimo Multi-Cultural Centre has agreed to support with language interpretation. VIU has offered student support for specific events.



Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin
Committee Name: **Curriculum Implementation Advisory Committee**
Meeting Location: DRC, Parksville
Meeting Time: Nov. 7 , 2019 3:30 pm

Curriculum Implementation Advisory Committee

There shall be a Curriculum Implementation Advisory Committee struck annually for the purpose of making recommendations to the Board on curriculum implementation matters having regard to the following considerations:

- time requirements;
- professional development needs;
- material requirements;
- funding requirements;
- such other matters as the Committee feels appropriate.

Additional educational matters may be referred to the Committee by agreement of the Association and the Board.

Gillian Wilson and Debbie Comer were elected as co-chairs

Discussion:

Questions about district budget line item of \$20,000 for Curriculum development. This was clarified to reflect that the money goes to Teaching & Learning.

New Curriculum supports

English - questions regarding changes to senior level English courses and what has been implemented to support teachers. MATA/PVP/DRC representatives will talk to their members about any possible needs/concerns

CLE/CLC

The courses are new. What has been done to support teachers with the changes to CLE/CLC? MATA/PVP/DRC representatives will talk to their members about any possible needs/concerns

Graduation

Capstone-- MATA/PVP/DRC representatives will talk to their members about any possible needs/concerns

Reporting

Grades K-9 have points of progress AECSL committee. Supporting new teachers with SSDAS in grades K-7. Grades 8-9 is MyEdBC – do it initially with new staff and then ongoing in the schools. Any changes are supported through staff meetings.

Curriculum Implementation Grants

Concern with name change from 'Curriculum Implementation Grant' to 'Learning Grant' and that there may be a shift in focus from curriculum to pro-d. The only thing that changed is the title, not the components of the application process. It went to the teaching & learning group to ensure everyone knew about the grant, though it was felt it should have come to CIAC first. Change of deadline to earlier was to try to ensure people could access the funds earlier to support them throughout the year.

TO DO

Given the changes to the Grade 10-12 English, CLC/CLE, and Graduation Capstone projects, the CIAC would like to do a quick check in to see how things are going. Are there supports &/or information that you need? Is there anything else that you need to be supported with the implementation of this course/project? We are hoping to have your **responses by Nov. 25, 2019.** (via google docs)

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Capital Planning (May 28, 2019) THAT the Board of Education of School District 69 (Qualicum) begin a process to determine its support by October 31, 2019 for the placement of modular buildings on school district property for educational purposes.</p>	<p>Board/Executive Leadership Staff</p>	<p>The topic was discussed at a Board Planning Meeting held September 6, 2019. The Board, with staff, continue to learn more about the potential needs of the School District by looking at enrolment growth, capacities of current schools and the potential responses to those needs.</p>	<p>October 31, 2019</p>
<p>Climate Action Task Force (October 22, 2019) THAT the Board of Education of School District 69 (Qualicum) create a Climate Action Task Force comprised of students, staff and community members; and, THAT the mandate of the Task Force will be to review what the school district and community are doing to support climate action initiatives and make recommendations to the school board for further action no later than the February 2020 Regular Board Meeting</p>	<p>Superintendent</p>	<p>A planning meeting was held on November 12, 2019. The Director of Instruction will be supporting the Board in identifying district and community members to serve on the committee.</p>	<p>February 2020</p>



**Education Committee of the Whole Report
Tuesday, November 19, 2019
Library – Bowser Elementary School
3:30 p.m.**

Mandate:

To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.

Attendees:

Trustees Godfrey (Chair), Austin, Flynn, Kurland and Young
Gillian Wilson, Associate Superintendent of Schools
Vivian Collyer, Director of Instruction
Brian Worthen, Principal, Bowser Elementary
Lisa Pedersen-Skene, Vice-Principal, Springwood Elementary
Andrea Button, DPAC President
Ewen Rycroft, CUPE Local 3570
Rudy Terpstra, Principal, Ballenas Secondary School

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

2. SHARED LEARNING

- **Presentation cancelled - Ecosystems KSS Students**

- **Vaping**

There was good discussion around the issue of vaping. This topic is front of mind in the Province with new legislation regarding nicotine amounts and flavouring. It is hoped that this will continue to flow into more education about the harm of vaping. A brief conversation continued regarding what is happening in our schools and whether there is a concern that students are vaping at the elementary level.

- **Primary Program**

Lisa Pedersen-Skene spoke to the new Primary Program being proposed, the development of the information pamphlet, the plans underway for the information public meetings and the timeline. It is hoped that the first public meeting can be scheduled in the beginning of December with another scheduled to take place in January.

3. INFORMATION

- **Enhancing Student Learning – Strategic Priorities**

- **Mental Health Data**

- **Graduation – Assessment (Vivian)**

- **Indigenous Education**

- **First Nations, Metis, Inuit Education Enhancement Agreement**
- **Winter Celebration**

4. RECOMMENDATIONS TO THE BOARD OF EDUCATION

Recommendation:

THAT the Board of Education consider writing a letter in support of developing a version of the Foundation Skills Assessment for French Immersion learners in the language in which they are learning in Grades 4 and 7.

5. NEXT MEETING DATE:

- **Tuesday, January 21 at 3:30; Arrowview Elementary School**



**Policy Committee of the Whole Report
Monday, November 18, 2019
Library – Qualicum Commons
1:00 p.m.**

Mandate: To Discuss and make Recommendations to the Board on all matters related to Policy and By-laws.

Acknowledgment: We live, play and work on the unceded lands of the Coast Salish Peoples. We thank the Nanoose and Qualicum Bands for sharing their shared territory with us.

Present at the meeting:

Elaine Young (Trustee and Chair), Eve Flynn, Barry Kurland, Julie Austin, Laura Godfrey (Trustees)
Debbie Comer (MATA), Troy Forster (CUPE Local 3570)

1. Items Recommended to First Reading November 26 Board Meeting
 - Bylaw 1: *Board of Education* (New Title – previously Trustee Elections)
 - Bylaw 2: *Board Structure*
 - Bylaw 7: *Bylaw and Policy Development and Review* with Worksheet
 - Policy 7012: *Students' Right to Engage in Peaceful Protests* (NEW)
2. Items Recommended to Second Reading November 26 Board Meeting
 - Policy and AP 9000: *Information Management and Access*
 - Policy 7011: *Provision of Menstrual Products*
3. Items Recommended to Third Reading November 26 Board Meeting
 - Bylaw 3: *Meetings of the Board*
 - Bylaw 6: *Indemnification*
4. Bylaws reviewed and no changes recommended
 - Bylaw 4: *Banking*
 - Bylaw 5: *Parent/Student Appeals to the Board of Education*
5. Three Year Policy/Bylaw Review Plan accepted
6. Next Meeting:
 - January 20, 2020 at 1:00 PM in the Library of Qualicum Commons.

All are welcome to our Committee of the Whole Meetings!!

Three Year Policy/bylaw Review Plan
November 18, 2019

Principles:

- Each policy and bylaw to be reviewed in accordance with Trustee Terms and Strategic Plan (every 4 years currently).
- Work distributed over the whole period when schools are in session (7-8 meetings per year).
- Policies rewritten in line with Bylaw 7.
- First readings/reviews only in this plan

November 2019

- Bylaws 1, 4 and 5
- Bylaw 2 (with rewrites)
- Bylaw 7 (with rewrites)
- New policy re: student protests
- New Bylaws from handbook

December 2019 (No Meeting)

January 2020

- 5002?-- Field Experiences (early review)
- 3001 – Living Wage
- 3003 – Framework for Enhancing Student Learning

February 2020

- 3004 -- School Closure Consolidation or Reconfiguration
- 3050 – Cooperation of School and Learning Communities
- Other Governance related policies

March 2020 (No Meeting)

April 2020

- Catch up Meeting re: Bylaws and Governance (If Needed)

May 2020

- 4000 – Sustainable Practices
- 4001 – Capital Project – Tendering Purchase and Disposal
- 4002 – Purchasing and Disposal of Supplies and Equipment
- 4007 – School Bus Disposal

June 2020

- 4003 -- New Repurposed Facilities
- 4004 – Video Monitoring
- AP Standalones relating to Facilities

September 2020

- 4005 – Financial Reporting
- 4006 – Accumulated Operating Surplus
- 4008 – School Generated Funds

October 2020

- AP standalones relating to Administration and Finance
- Any other Administration and Facilities Policies and AP's

November 2020

- Catch up meeting re: Administration and Facilities (If needed)

December 2020 (No Meeting)

January 2021

- 5000 – Communicating Student Learning
- 5004 – Student Promotion-Placement
- 5001 – Conduct of Coaches

February 2021

- 5003 – Internet Access and Network Citizenship
- AP Standalones related to Instruction
- 5002 – Field Experiences (if not already reviewed)
- Any other Instruction related policies

March 2021 (No Meeting)

April 2021

- 6000 – Vacation Extensions – Teachers
- 6001 – Employee Health Wellness and Attendance
- 6002 – Recognition of Retirement and Long-term Service

May 2021

- 6003 – Employee Conflict of Interest
- 6004 – Workplace and Harassment
- 6005 -- Bullying Resolution of Complaints

June 2021

- AP Standalones related to Personnel (there are 9 in total)

September 2021

- AP Standalones related to Personnel (Con't)
- Other Policies related to Personnel
- Catch up meeting as necessary

October 2021

- 7000 – Safe Caring and Inclusive School Communities
- 7001 – Student Discipline
- 7002 – Substance Use – Student

November 2021

- 7003 – Student Fees and Band Instruments
- 7004 – Student Catchment Areas Cross Boundary
- 7005 – Transportation of Students by District Bus Service
- 7006 – Corporate Community Sponsorship

December 2021 (No Meeting)

January 2022

- 7007 – Reporting of Suspected Child Abuse and Neglect
- 7008 – Student Records
- 7009 – Emergency Preparedness

February 2022

- AP Standalones related to Student Services
- Other Student Service Related Policies

March 2022 (No Meeting)

April 2022

- Catch up Meeting if necessary

May 2022

- 8000 – Impairment in the Workplace
- 8001 – Health and Safety of Employees in the Workplace

June 2022

- 8002 – Student Health – Common Medical Conditions
- 8003 – Toward a Safer Considerate Workplace
- 8004 – Physical Restraint and Seclusion of Students

September 2022

- AP Standalones related to Health and Safety
- Other Policies related to Health and Safety
- 9000 – Information Management and Access

October 2022

- Catch up Meeting if necessary



TRUSTEE ELECTIONS BOARD OF EDUCATION

PURPOSE

A bylaw to provide for the determination of various procedures for the conduct of general school elections, and other trustee elections, outline board role, trustee role and code of ethics.

I. ELECTION OF TRUSTEES:

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 69 (Qualicum), under the *School Act*, trustee elections in the following trustee electoral areas are the responsibility of the Board of Education of School District No. 69 (Qualicum):

<u>No. of Trustees to be elected.</u>	<u>Electoral Areas to be represented</u>
1	E of the Regional District of Nanaimo, District of Lantzville
1	F of the Regional District of Nanaimo
2	G of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach and E of the Regional District of Powell River <u>(Lasqueti Island)</u>
1	H of the Regional District of Nanaimo

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education, in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

"Election" means a trustee election.

"Board" or "school board" means the Board of Education of School District No.69 (Qualicum).

2. Application

This bylaw applies to both general elections and by-elections and to those trustee elections carried out by other authorities, except as otherwise indicated.

3. Resolution of Tie Votes after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *School Act* and the *Local Government Act*.



TRUSTEE ELECTIONS BOARD OF EDUCATION

(Page 2 of 8)

4. Mandatory Advance Voting Opportunities and Local Government Special Voting Opportunities

As required by the *Local Government Act* and the *School Act*, the mandatory advance voting opportunities are established as follows:

- i. on the tenth day before general voting day; and
- ii. for a trustee election that is the subject of an agreement or agreements with the local governments of the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach, the District of Lantzville or the Regional District of Powell River under which either the local government conducts all or part of the trustee election on behalf of the school board, or a local government election is conducted in conjunction with the trustee election: the date specified for the additional mandatory advance voting opportunity - as well as the date, location and voting hours of any special voting opportunities - in the general election bylaw of that local government, as it is amended from time to time, shall apply in the trustee electoral area or part of the trustee electoral area that is the subject of the agreement;
- iii. for a trustee election that is not the subject of an agreement referred to in (ii): the third day before general voting day.

5. Additional Advance Voting Opportunities

As authorized under the *Local Government Act* and the *School Act* the school board authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

6. Additional General Voting Opportunities

As authorized by the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish additional voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

7. Special Voting Opportunities

As authorized under the *Local Government Act* and the *School Act*, the school board authorizes the chief election officer to establish special voting opportunities for each election and to designate the location, the date and the voting hours, within the limits set out in the *Local Government Act*, for such special voting opportunities.

8. Public Access to Election Documents

The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 69 (Qualicum) until 30 days after declaration of the election results.



9. **Public Access to Election Documents Cont.**

- i. The Board authorizes but does not require chief election officers to post nomination documents of trustee candidates for public access on any or all of websites of the City of Parksville, Town of Qualicum **Beach**, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.
- ii. The Board authorizes posting of trustee candidates' campaign financing disclosure statements and declarations and supplementary statements and declarations on the website of School District No. 69 (Qualicum) until one year from general voting day.
- iii. The Board authorizes but does not require chief elections officers to post campaign financing disclosure statements for public access on any or all of websites of the City of Parksville, Town of Qualicum **Beach**, Regional District of Nanaimo and Regional District of Powell River, until such time as established by the bylaws of the relevant local government.

II) **BOARD ROLE:**

As the corporate body elected by the voters, the Board of Education is responsible for the development of goals and policies to guide the provision of educational services to students attending District schools and programs, in keeping with the requirements of government legislation and the values of the electorate.

SPECIFIC AREAS OF RESPONSIBILITY

1. **Accountability to Governments**

The Board shall:

- 1.1 **Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.**
- 1.2 **Perform Board functions required by governing legislation and existing Board policy.**

2. **Accountability to and Engagement of Community**

The Board shall:

- 2.1 **Make decisions that address the needs and demands of the district.**
- 2.2 **Establish processes and provide opportunities for community input**
- 2.3 **Communicate the district strategic plan, and achievements of students and staff to the community, at least annually.**
- 2.4 **Develop procedures for and hear appeals as required by statute and/or board policy.**
- 2.5 **Provide for two-way communication between board and stakeholder groups.**
- 2.6 **Meet regularly with municipal governments and other educational/public service or business governing authorities to achieve educational ends.**



2.7 Model a culture consistent with district values.

3. Planning

The Board shall:

- 3.1 Provide overall direction for the district by establishing a vision, values and strategic issues to be addressed.**
- 3.2 Develop and approve the district's long term strategic plan.**
- 3.3 Annually set district goals and key results, aligned with the district's strategic plan**
- 3.4 Monitor progress toward the achievement of student outcomes and other desired results.**
- 3.5 Annually evaluate the effectiveness of the district in achieving established goals and desired results.**

4. Policy

The Board shall:

- 4.1 Identify the purpose to be achieved and the criteria for a new policy.**
- 4.2 Make the final decision as to the approval of all policy statements.**
- 4.3 Evaluate policy impact to determine if policy has created the desired change.**
- 4.4 Determine policies and bylaws which outline how the board is to function.**
- 4.5 Monitor policy changes and seek input on those changes.**
- 4.6 Delegate authority to the superintendent and define commensurate responsibilities.**

5. Board/Superintendent Relations

The Board shall:

- 5.1 Select the superintendent**
- 5.2 Provide the superintendent with clear corporate direction.**
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.**
- 5.4 Evaluate the superintendent and review compensation in accordance with the superintendent's contract.**
- 5.5 Respect the authority of the superintendent to carry out executive action and support the superintendent's actions which are exercised within the delegated discretionary powers of the position.**

6. Political Advocacy

The Board shall:

- 6.1 Address external issues in a manner consistent with district values.**
- 6.2 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public Sector Employees' Association (BCPSEA) issues.**



- 6.3 Advance district positions and priorities through relevant provincial organizations and associations.
- 6.4 Educate and inform the public
7. Board Development
The Board shall:
- 7.1 Annually evaluate the Board's effectiveness.
- 7.2 Annually develop a Board development plan aligned with District priorities.
8. Fiscal Accountability
The Board shall:
- 8.1 Approve process and timelines for budget deliberations.
- 8.2 In collaboration with the superintendent, identify assumptions and draft priorities for the creation of the annual budget.
- 8.3 Approve the annual budget which aligns with key goals and the strategic plan.
- 8.4 Annually approve the district's facilities planning document.
- 8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 8.6 Review annually the audit report and management letter.
- 8.7 Provide direction regarding the mandate for local employee negotiations.
- 8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 8.9 Approve the acquisition and disposition of district land and buildings.
- 8.10 Approve tender selection for contracts over \$50,000 (fifty thousand dollars)
- 8.11 Approve construction projects in excess of \$500,000 (five hundred thousand dollars)
9. Selected Responsibilities
- 9.1 Establish parameters for early retirement incentive plans.
- 9.2 Approve local school calendars, as requested in accordance with legislation.
- 9.3 Approve Board/Authority Authorized Courses
- 9.4 Hear appeals on the reconsideration of resource materials which are challenged.
- 9.5 Approve the naming of educational facilities and land.
- 9.6 Recognize students, staff and community members.
- 9.7 Approve school catchment areas.
- 9.8 Approve transportation service level changes.
- 9.9 Approve District partnerships.

III) ROLE OF THE TRUSTEE:

Date of Initial Board Approval: January 1999
Amendments: August 2002, October 2005, September 2008, May 2014



As members of the corporate board, trustees are accountable to the public for the collective decisions of the board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate board. A trustee acting individually has only the authority and status of any other citizen in the district.

Specific Responsibilities:

1. **Support the decision of the Board and monitor progress to ensure decisions are implemented.**
2. **Strive to develop a positive and respectful learning and working culture both within the board and the district.**
3. **Become familiar with, and adhere to, the Trustee Code of Ethics.**
4. **Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the board.**
5. **Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate. Also refer to School District 69 Board Policy 6005: *Resolution of Concerns*.**
6. **Act as a liaison to assigned schools according to purpose and parameters as outlined in Liaison Schools- Purpose and Parameters document.**
7. **Keep the Board and the Superintendent informed in a timely manner of matters coming to his/her attention that might affect the district.**
8. **Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.**
9. **Come prepared to board meetings, participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of children within the district.**
10. **If a personal disagreement arises between a member of the team and another member, a one to one meeting between the two should be arranged to deal with and resolve the disagreement.**
11. **If there is any doubt about contacting employees of the district, the Superintendent or the Secretary Treasurer should be contacted first.**



12. Strive to develop a positive and respectful learning and working culture both within the board and the district, based on collaboration and transparency.

IV) TRUSTEE CODE OF ETHICS:

1. It is vital that the Board of Education commits itself and its members to conduct which is appropriate and ethical. All personal interactions should be respectful and should acknowledge the worth of each person.
2. In compliance with the B.C. Human Rights Code, trustees will endeavor to ensure that all schools in School District 69 (Qualicum) provide the best quality education possible for all of our students regardless of their ability, sex, sexual orientation, gender identity or expression, creed, social standing or any physical or mental disability conditions.
3. Trustees must devote time, thought and study to the duties and responsibilities of being a trustee so as to be able to render effective and competent decisions.
4. Trustees must work together to communicate to the electorate the facts about our schools.
5. Trustees as individuals have no Board authority. All relationships must be conducted based on this fact. Media interviews must be handled by the Board Chair, Vice-chair or Superintendent unless expressly delegated to the individual trustee.
6. All in camera business is to be kept strictly confidential.
7. Trustees must respect the Superintendent's responsibility for the day-to-day administration of the district.
8. Trustees are expected to refer all complaints and criticisms to the proper process.
9. The board as a whole has to take responsibility to resolve potentially dysfunctional situations and strive to build dynamics that demonstrate:
 - 9.1 A commitment to collaborative decision-making
 - 9.2 A commitment to doing the homework and sharing responsibility
 - 9.3 A commitment to contributing to public meetings in a way that earns public confidence in the work of the Board
 - 9.3 A commitment to put the good of the school system before individual political agendas
 - 9.4 A commitment to focus at least as much on assessing the value of initiatives as in controlling costs



V. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) ~~Trustee Elections~~ Board of Education Bylaw No.1. "

Read a first time this _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

Read a third and final time, passed and adopted this _____ day of _____, 2019.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

DRAFT 19.11.19



PURPOSE

A bylaw to provide for the various procedures and conduct of meetings. **set out processes for inaugural meetings, election of the chairperson and vice chairperson, appointment of trustee representatives, trustee remuneration, and duties of the chairperson and presiding officers.**

I. INAUGURAL MEETINGS

1. **In an election year,** ~~The Inaugural Meeting of the Board of Education, in each year following Trustee Elections,~~ shall be held on the first Monday after November 1.
2. The Chairperson of the Inaugural Meeting shall be the Secretary Treasurer until such time as the Chairperson of the Board has been elected.
3. Election of the Chairperson shall be in accordance with the procedures outlined in Section II.
4. The interim Chairperson shall announce the results of the trustee elections prior to the swearing-in ceremonies.
5. The Swearing of Oaths and the taking of Declarations shall be done by the Secretary Treasurer, or by a Judge of a Court of Record or by a Justice.
6. The interim Chairperson shall call for nominations for Chairperson of the Board by ballot and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, the person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. **This process will continue until a chairperson is elected.**
7. Following the election of the Chairperson of the Board the order of business shall be:
 - a. Election of a Vice Chairperson of the Board
 - b. Motion to destroy the nomination and election ballots
 - c. Passage of Banking Resolutions
 - d. Discussion of Committee and Representative Appointments
8. The election of Vice Chairperson shall follow the same procedure as that for the Chairperson.

II. ANNUAL ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE BOARD (non-election years)

1. The Chairperson and the Vice Chairperson shall be elected for a term of one year commencing September 1st of each year, except in election years.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 2

BOARD STRUCTURE

(Page 2 of 3)

The election shall be held at the Regular Board Meeting held in August of each year, except in election years. In an election year, the Chairperson and Vice Chairperson terms will extend up to the trustee elections.

2. Until the Board Chairperson is elected, the Interim Chairperson of the meeting shall be the Secretary Treasurer.
3. The interim Chairperson shall call for nominations by ballot for Chairperson of the Board and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a chairperson is elected.
4. Following the election of Chairperson of the Board, the order of business shall be:
 - a. Election of Vice Chairperson of the Board;
 - b. Passage of Banking Resolutions.
 - c. Discussion of Committee and Representative Appointments.
5. The election of the Vice Chairperson of the Board shall follow the same procedure as that for the Chairperson of the Board.

Reference: Section 67 of the *School Act*

III. APPOINTMENT OF TRUSTEE REPRESENTATIVES

The Chairperson of the Board of Education shall annually appoint Trustee Representatives to External and District Internal Committees.

Trustee representation and participation on committees shall be approved by the Board of Education.

IV. TRUSTEE REMUNERATION

1. Trustee Remuneration will be established as follows:
 - In the first year of the term the remuneration will be the previous year's Provincial Average Trustee Remuneration as established by BCSTA
 - In all subsequent years of a term, the remuneration will be increased by the Consumer Price Index of the previous calendar year
2. ~~Each Trustee shall receive an annual remuneration of which two-thirds is paid as remuneration and one-third is paid as an expense allowance. The remuneration and expense allowance shall be paid on a monthly basis.~~



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 2

BOARD STRUCTURE

(Page 3 of 3)

- 2.3. The Chairperson shall receive an additional 20% of the base Trustee Remuneration. The Vice-Chairperson will receive an additional 10% of the base Trustee Remuneration.
- 3.4. Each Board, during budget deliberations in the fourth year of its term, shall review the Trustees' Remuneration and make any adjustments the Board deems appropriate. **Such changes will be effective as of the election of the new Board.**

V. CHAIRPERSON AND PRESIDING OFFICERS

1. The Chairperson shall preside at all meetings of the Board, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Ministry of Education.
2. The Vice Chairperson shall have the powers and duties of the Chairperson, in the Chairperson's absence or during the Chairperson's disability, and such other powers and duties as the Board may from time to time determine.
3. In the event that neither the Chairperson nor the Vice Chairperson is able or willing to take the Chair the presiding officer shall be such person as the Board may elect for that meeting.
4. The presiding officer shall rule on all points of order and shall state reasons and the authority for ruling when making a ruling.

A Board member shall have the right to appeal the presiding officer's ruling.

An appeal may only be requested immediately after a ruling and before resumption of business.

VI. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Board Structure Bylaw No. 2."

Read a first time this _____ day of _____, 2019.

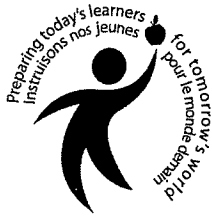
Read a second time this _____ day of _____, 2019.

Read a third and final time, passed and adopted this _____ day of _____, 2019.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

BYLAW AND POLICY DEVELOPMENT AND REVIEW



PURPOSE

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/By-law in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. ~~and the opportunity for the~~ **The Superintendent will be responsible for the development of to exercise professional judgement in the administration (Administrative Procedures that accompany Board policies.)** of the District.

It shall be the Board's ~~practice policy~~ **practice** to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage all appropriate participation by ~~our professional staff~~ **all staff, representatives of partner groups,** and the community, ~~thereby contributing to the successful implementation of most policies.~~ The Board will ensure that its Bylaws and Policies will be accessible to all ~~staff, its partners and other citizens in the community.~~ **staff, its partners and other citizens in the community.**

In consideration of the development of or amendments to bylaws and policies:

1. The Board of Education is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. **Development of or amendments to bylaws and policies shall be within the oversight of the Board's Standing Policy Committee of the Whole, which will deliberate in public and with the involvement of advisors the committee. Recommendations will flow from the committee to the Board as part of the Board's monthly public Board meetings.**
3. **Bylaws and policies will be developed in keeping with the definitions below.**
4. **Bylaws and Administrative Procedures will be formatted according to need. Policies will be formatted with the following headings:**
 - Context (preamble, whereas statement)**
 - Policy Statement (clear statement of action or intent)**
 - Guiding Principles (board beliefs)**
 - Definitions**
 - References (statutory, policy, contractual)**
 - Dates of Adoption/Amendment**
5. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.

BYLAW AND POLICY DEVELOPMENT AND REVIEW



6. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.
7. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
8. Policies may be proposed for adoption, revision or appeal by any member of the board, staff member, student, parent or member of the community, by utilizing the worksheets for "New Policy Development" or for "Request for Policy Revision" attached to this Bylaw.
- ~~9. In the spirit of collaboration the Board Policy Committee will review with the Policy Advisory Committee (stakeholder representatives) all policy and procedures work.~~
9. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
10. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
11. The Superintendent must inform the Board of any changes to administrative procedures.
12. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
13. The Board shall review each policy ~~biannually~~ **every Board term (four years)**.

GUIDING PRINCIPLES

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objective? **If not, why not?**
4. **How will consistency with other policies, regulations, bylaws or legislation be ensured?**
5. **In what ways** is the issue of significance or of general public concern?



6. Is the policy or regulation written in concise and easily understood language? **If not, what could be changed?**
7. **What, if any,** are there the financial considerations?
8. **What, if any,** are the legal implications?

DEFINITIONS

Bylaw: A rule or set of rules that defines the operation of an organization and that establishes governance of the internal affairs of the organization.

Policy: A set of rules that both describe and prescribe what will be expected in particular situations that are within the requirements of an organization.

Administrative Procedures: A set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability

STATUTORY REFERENCES: School Act : Sections 65(4), 68(1), 68(4), and 85(2)

TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Bylaw and Policy Development and Review Bylaw No.7."

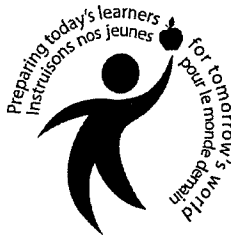
Read a first time this _____ day of _____, 2019.

Read a second time this _____ day of _____, 2019.

Read a third and final time, passed and adopted this _____ day of _____, 2019.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



STUDENTS' RIGHT TO ENGAGE IN PEACEFUL PROTESTS

Context:

The Board recognizes international law through the UN Declaration of Human Rights (1948 Article 19) which guarantees the right to freedom of expression, The Canadian Bill of Rights (1960 Section 1 d) which guarantees freedom of speech and the Canadian Charter of Rights and Freedoms (1981 Fundamental Freedoms section c) which guarantees freedom of peaceful assembly.

Policy Statement:

The Board of Education supports the efforts of students to engage in peaceful protests on issues of importance to them as part of their learning experience.

No student be penalized for participating in peaceful protests.

Guiding Principles:

The Board of Education believes in the right to freedom of expression, speech and peaceful assembly.

The Board believes in the right of people to disagree with Governing bodies and to exercise that disagreement through peaceful protest.

Definitions:

References:

- Declaration of Human Rights (United Nations 1948)
- The Canadian Bill of Rights (1960)
- Canadian Charter of Rights and Freedoms (1981)

Dates of Adoption and Amendment:



**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS**

Policy

The Board of Education is committed to meeting its obligations **to protect personal information from unauthorized access, use and disclosure in accordance with** of the ~~protection of personal information as well as the disclosure of appropriate information under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*~~ **and the School Act.**

The District recognizes that all procedures for the collection and storing of information by District staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of *FOIPPA*.

It is the intent of this policy and related administrative procedure (collectively recognized as this policy) to:

~~The purposes of *FOIPPA* and this Policy and attendant related administrative procedure (collectively recognized as this policy) are is to:~~

- a. ~~control the manner in which a public body may collect~~ **the School District collects, retains, uses, accesses, discloses and disposes of protects, retains, uses and discloses employee and student** personal information from individuals;
- b. allow any person a right of access to the records in the custody or under the control of the School District subject to limited and specific exceptions as set out in *FOIPPA*;
- c. ~~Control the manner in which a public body may collect~~ **the District collects, uses, stores, disposes and discloses** personal information from individuals
- d. ~~to Control the use that the District may make of that information and to control the disclosure by the District of that information;~~
- e. allow individuals, subject to limited and specific exceptions as set out in *FOIPPA*, a right of access to personal information about themselves that is held by the School District;
- f. allow individuals a right to request corrections to personal information about themselves that is held by the School District; and
- g. Provide for independent reviews of decisions made by the School District under *FOIPPA* and the resolution of complaints under the *FOIPPA*.

The Superintendent is the *FOIPPA* Officer for the School District and may delegate this authority.

References:

- Administrative Procedure I to Board Policy 9000: *Information Management and Access*
- Administrative Procedure II to Board Policy 9000: *Information Management and Access*
- Board Policy 5056: *Acceptable Use of Technology* and its attendant Administrative Procedure
- Board Policy 7144: *Student Records* and its attendant Administrative Procedure
- School District 69 Personal Information Directory
- SD69 File Management Handbook
- *Freedom of Information and Protection of Privacy Act*
- *The School Act*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS

Page 1 of 13

1. The purpose of this administrative procedure is to set out how the School District will handle employee and student personal information. This Administrative Procedure should be read in conjunction with the policy. See appendix 1 for definitions.

ROLES AND RESPONSIBILITIES

2. The Superintendent Secretary Treasurer is recognized as the Privacy Officer for the School District and is responsible for:
 - a. conducting a privacy audit and self-assessment;
 - b. developing a privacy policy;
 - c. implementing and maintaining a privacy policy
 - d. managing privacy training;
 - e. responding to requests for access to and correction of personal information;
 - f. working with the Information and Privacy Commissioner in the event of an investigation.

3. The Executive Assistant to the Secretary-Treasurer will provide appropriate supports to the Privacy Officer.

(or designate), as Privacy Officer, will designate a coordinator for the purposes of the Freedom of Information and Protection of Privacy Act (FOIPPA). The Coordinator is hereby empowered to fulfill the duties described in the FOIPPA which include the establishing of procedures and practices to ensure appropriate management of the legislation.

Routine requests will be handled at the point of contact. Formal written requests will be handled by the Coordinator through the office of the Superintendent of Schools.

4. Employees must:
 - a. participate in privacy and information management training as required;
 - b. not alter, copy, interfere with or destroy personal information, except as required;
 - c. not disseminate personal information to anyone not covered by a confidentiality agreement;
 - d. practice safeguarding measures to ensure personal information held by the School District is protected from unauthorized access, use and disclosure;
 - e. ensure that disclosures of information are made only to those entitled to that information;
 - f. ensure that confidential or personal matters relating to students or staff are not divulged or discussed unnecessarily with other staff members;
 - g. report possible breaches of confidentiality to the School District Privacy Officer.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS

Page 2 of 13

COLLECTING PERSONAL INFORMATION

5. The School District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual to whom it pertains, unless another method of collection is authorized by the individual or the statute.
6. When the School District collects personal information about students or families, parents / guardians should be informed of the purpose for which the information is being collected. The parents / guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs, such as:
- a. newsletter publications
 - b. website postings
 - c. video conferencing
 - d. social media applications
 - e. web-based educational tools
 - f. honour roll lists
 - g. team rosters
 - h. yearbooks
7. Upon their child's initial enrollment, parents/guardians will complete and submit the form entitled Student FOIPPA/Personal Information Consent.
8. Where a parent or guardian provides consent, the School District will allow the school to publish student personal information for purposes such as:
- a. recognition of achievement
 - b. promotion of events
 - c. commemoration of school events
- This authorization is deemed in effect until the student changes or transitions to another school.
9. Parents / guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the School District's operational activities.

USE OF PERSONAL INFORMATION

10. Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Employees should seek clarification from the School District Privacy Officer if there is uncertainty as to the confidentiality of the

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS

Page 3 of 13

information or they need to access information for a purpose other than why it was collected.

RETENTION AND DISPOSAL OF PERSONAL INFORMATION

11. Personal information must be retained for specific periods of time. See Appendix 2 for the records retention and disposal schedule.
12. Information management must be dealt with in a responsible, efficient, ethical and legal manner. The following safeguards, though not an exhaustive list, will assist in protecting the privacy of employee and student personal information:
 - a. security measures, such as encryption or passwords, must be in place for personal information that is electronically stored, printed, or transferred;
 - b. all mobile devices, including personal devices, that access or store School District data must be secured by a password login and have the highest available encryption options;
 - c. passwords must not be shared nor should anyone login to a system using a username and password that has not been specifically assigned to them;
 - d. computer screens should be located in such a way that they cannot be read by visitors or people passing by;
 - e. computer screens should be locked when the user is away from their work station;
 - f. paper files should be held in locked storage;
 - g. personal information should be removed from work areas when not in use; and,
 - h. paper files, including notes, reports, letters and emails, containing personal information should be protectively marked as private and confidential.
13. Any personal information that is held electronically and is no longer required for administrative, financial or legal purposes must be deleted in their entirety and data storage devices must be fully erased prior to disposal.
14. Paper files containing employee and student personal information that are due for disposal must be securely shredded.

DISCLOSING PERSONAL INFORMATION

15. Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under the age of thirteen, consent is required from the student's parent or guardian.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS

Page 4 of 13

16. Disclosure of personal information is permitted if the information is immediately necessary for the protection of the health and safety of an employee.
17. Consent is not required from a student or parent when information is being disclosed for worker or student safety. If a plan is developed to protect the health and safety of a worker or a student, which also affects the health and safety of any student, the parent of that student will be informed, as per the requirements of the School Act.
18. Managers and Principals are required to investigate incidents that caused or could have caused injury to an employee, in conjunction with the members of the school or work site's Joint Health and Safety Committee.
19. Incident report forms contain employee personal information and therefore cannot be disclosed to employees outside of the Joint Health and Safety Committee, except for the purpose of reporting an incident to WorkSafe BC, or in keeping with Collective Agreements.
20. If student information is used to complete an incident investigation or report, personal identifiers must be removed so that the student is not able to be identified.

ACCESS TO PERSONAL INFORMATION

21. Access to any personal information is based on employment duties requiring such access. Unauthorised access to information about colleagues, friends, or family is not permitted.
22. The School District governs the right of access by an individual to their own personal information and by the public to any information or records in its custody or control.
23. Other school districts, government ministries or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.
24. Requests for access to information, including access to personal information, must be made in writing and must provide sufficient detail to enable the School District, with reasonable effort, to identify the records sought. A record of all such transactions must be kept on file.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS**

Page 5 of 13

- ~~25. Copies of any personal information shall be provided only to the employee/individual or his/her the employee's/individual's agent on the specific written request of the employee/individual. A record of all such transactions must be kept on file.~~

STUDENT PERSONAL INFORMATION

25. Access to student records will be in accordance with Board Policy 7144: Student Records and its attendant Administrative Procedure.
26. Routine requests will be handled at the point-of-contact. Formal written requests will be handled by the School District Privacy Officer through the office of the Superintendent of Schools.

EMPLOYEE PERSONAL INFORMATION

27. Access to personal information may be gained during normal business hours, upon appointment and is available to:
- the employee, in the presence of a supervisory officer, or the appropriate personnel officer;
 - other parties (e.g. legal counsel of the employee) with the specific written consent of the employee;
 - appropriate Board employees and/or the Board's legal counsel, subject to the approval of the Superintendent or designate, or the appropriate personnel officer.
 - the individual, in the presence of the appropriate manager or a designate; and/or,
 - other parties (e.g. legal counsel for the individual) with the specific written consent of the individual.

FEES

28. When fees are to be levied under the *Freedom of Information and Protection of Privacy Act (FOIPPA)* the rates adopted by the Government of British Columbia, as specified in Schedule 1 (*attached*) of the Regulation 155/2012 under the *FOIPPA*, shall be confirmed as the rates used by the School District. Fees shall not be charged to individuals who are accessing their own personal information. See appendix 2 for the fee schedule.

Confidentiality

~~The Board of Education acknowledges its responsibility to safeguard and ensure the confidentiality of personal information pertaining to students, employees and individuals in accordance with the *School Act* and the *Freedom of Information and Protection of Privacy Act*.~~

~~Personal information may only be obtained as authorized by the *School Act* and the *FOIPPA* and used for the specific purposes for which it is gathered.~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY INFORMATION MANAGEMENT AND ACCESS

Page 6 of 13

~~Any personal information of an employee/individual that is no longer required for either administrative, financial, legal, or historical purposes, and its retention is not regulated by any statute, may be destroyed.~~

Retention of Records

~~Retention of records will be managed in accordance with the Board's *File Management Handbook*.~~

ERRORS OR OMISSIONS

30. **An applicant who believes there is an error or omission in their personal information may request correction of the information in writing to the department responsible for the information. The Manager responsible for collecting and retaining the particular type of record will be responsible for the correction or annotation of the information, in consultation with the School District Privacy Officer.**
31. **Notification of the correction or annotation must be given to any other public body or third party to whom that information has been disclosed during the one year period before the correction was requested.**
32. **Any correction, annotation or notification must be documented.**

INVESTIGATION OF COMPLAINTS

33. **Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee information or other protocol set out in this administrative procedure must notify the School District Privacy Officer.**
34. **All employees, volunteers and third parties are expected to adhere to the confidentiality requirements of the School District. Those found to be in violation of this procedure may be subject to disciplinary action.**

References:

- Board Policy 9000: *Information Management and Access and its attendant Administrative Procedure II*
- Board Policy 5003: *Acceptable Use of Technology and its attendant Administrative Procedure*
- Board Policy 7144: *Student Records and its attendant Administrative Procedure*
- School District 69 Personal Information Directory
- ~~SD69 File Management Handbook~~
- *Freedom of Information and Protection of Privacy Act*
- *The School Act (Sections 22, 65, 85)*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS

Page 7 of 13

Appendix 1 – Definitions

<u>Personal information</u>	<u>Any information that is about an identifiable individual. Personal information may include data such as unique identifiers (e.g. social insurance number, school records, contact numbers, gender, medical history, education, employment, personnel evaluations, audio/video recordings, digital images, and categories identified in the Human Rights Code).</u>
<u>Contact information</u>	<u>Information that allows an employee to be contacted at work and includes the name, position, business contact number, business address and business email.</u>
<u>Employee personal information</u>	<u>Any recorded information about an identifiable employee (see personal information above) other than contact information.</u>
<u>Student personal information</u>	<u>This includes personal information (defined above) plus any information that identifies a student include a student's name, address, contact number, personal education number (PEN), assessments, results, and educational records.</u>
<u>Record</u>	<u>A record is defined as all recorded information in the custody or control of the School District regardless of physical format, which is collected, created, deposited or held by or in the School District. Records include books, documents, maps, drawings, photographs, letters, paper or any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means.</u>

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

~~FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY~~
INFORMATION MANAGEMENT AND ACCESS

Appendix 2 – Records Retention and Disposal Schedule

The principal of the school or the supervisor of the department responsible for the records is authorized to destroy the records in accordance with the following schedule. Records may be maintained beyond the scheduled time if the principal or supervisor believes that they have a further use or historical or archival value.

The following retention schedule outlines the minimum amount of time that School District 69 records must be retained.

Board Records

Board policy	Permanent
Agendas of regular, in-camera and special board meetings	Permanent
List of electors	2 years after the year of creation
Minutes	Permanent
Notice of meetings	1 year
Oaths and declaration of trustees	Selected Retention
School trustees list	While current
Debenture and bylaw register	Permanent
Debenture and coupons redeemed	6 years after year redeemed
Annual Report as required by the School Act	Permanent
School District publications and newsletters	Selected Retention
Information and Privacy	
Freedom of Information requests	2 years after the calendar year of creation
Requests to review Freedom of Information decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued
Freedom of Information requests to correct personal information	2 years after the personal information has been updated, annotated, or request has been transferred to another public body

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

~~FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY~~
INFORMATION MANAGEMENT AND ACCESS

Page 9 of 13

Financial Records

Annual budget and summary supporting documents	Permanent
Auditor's reports	Permanent
Cancelled cheques	6 years after year of creation
Cheque duplicates, invoices, requisitions	6 years after year of creation
Purchase orders	2 years after year of creation
Employee travel claims	6 years after year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	6 years after year of creation
Subsidiary ledgers and journals	6 years after year of creation
Receipts issued	6 years after year issued
Bank statements, debit and credit notes	6 years after year of creation
Deposit books	6 years after year of creation
Loans, authorization	6 years or term of loan, if longer
Loans, cancelled notes	6 years after year of creation
Stop payment orders	1 year after year of creation

Facilities Records

Rental of facilities	1 year after year of rental
Appraisal and inventory records	6 years after year of asset disposal
Authorization for expenditure of capital funds	6 years after year capital plan completed
Building plans and specifications (with related change, guarantees, bonds liens and valuable correspondence)	6 years after year of asset disposal
Land titles, deeds and plans	Permanent

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS**

Page 10 of 13

Leases 6 years after expiration of term

General Records

General correspondence 2 years after year of creation

Health and Safety Records

<u>First aid treatment records, including Form 7 and 7a</u>	3 years
<u>Investigation of overexposure to hazardous substances</u>	10 years
<u>Incident investigation reports</u>	six months
<u>Risk assessments, where a regulatory requirement, including violence in the workplace first aid, ergonomics, working alone</u>	10 years
<u>Asbestos materials on site, including inventories, risk assessments inspections and monitoring</u>	10 years
<u>Inventory of hazaroud substances – MSDS</u>	while current
<u>Asbestos release, training and written procedures, and Notification to WCB</u>	3 years
<u>Workers exposure to biohazardous material</u>	length of employment plus 10 years
<u>Worker exposure to biohazardous material</u>	3 years
<u>Lead exposure, including risk assessments, worker Exposures, trainng and health monitoring</u>	length of employment
<u>Pesticide application monitoring, including health monitoring records for workers</u>	length of employment
<u>Pesticide use</u>	while current
<u>Hearing tests</u>	length of employment
<u>Noise exposure measurements</u>	as long as equipment is in use
<u>Radiation surveys</u>	10 years
<u>Radiation exposure monitoring and personal dosimetry</u>	10 years
<u>PPE fit test restults, worker instruction</u>	while current

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS**

Page 11 of 13

Workplace inspection reports **1 year**

Automotive lifts / hoists, maintenance and inspection **while current**
Cranes and hoists, inspection, maintenance records **while current**

Elevated work platform inspections, maintenance **while current**
Repair

Firefighting equipment tests, inspections **while current**
and records

Competency of equipment operators **length of employment**

Human Resource Records

Applications	1 year after position is filled
Job Competitions	Selected Retention
Collective Agreements with unions	Permanent
Contracts with individual employees	20 years after the year employment ceases
Teacher-on-Call files	5 years after the year employee leaves district
Individual grievance files	Permanent
Letters of discipline	20 years after the year employment ceases
Personnel file	20 years after the year employment ceases
Seniority lists	Permanent
Unsolicited resumes	6 months
Violence incident reports	6 years after year of creation

Employee medical information **While Current - Minimum of 1 year**

Information Systems

User ID's When user is removed from the system

Insurance Records

Incident Reports 2 years or until finalized

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
INFORMATION MANAGEMENT AND ACCESS**

Page 12 of 13

Claims 6 years after claim settled for adults; 2 years after age of majority is reached for individuals under 19 years

Insurance policies While current

Payroll Records

Employee payroll files 20 years after the year employee leaves district

Employee payroll register 20 years after the year employee leaves district

Employee attendance records 6 years after the year employment ceases

Purchasing Records

Quotations and relative correspondence 6 years after year of creation

Purchasing contracts 6 years after year of creation

Requisitions and purchase orders 6 years after year of creation

Student Records

Student Information Data Permanent

Permanent Record Cards 55 years after graduation or withdrawal

Attendance reports and registers Permanent

Out-of-boundary attendance requests 2 years after decision is made

Provincial scholarships and district awards Permanent

Transcript of Marks Permanent

Teachers' student files While current

Other student records Useful life of record

Transportation Data

Student bus registration forms 1 year after year of creation

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE I

**~~FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY~~
INFORMATION MANAGEMENT AND ACCESS**

Page 13 of 13

Transportation assistance forms	1 year after year of creation
School bus behaviour report	1 year after year of creation
School bus video tapes	1 year after year of creation as needed
Vehicle maintenance forms	life of bus
Pre-trip forms	3 months
Driver time logs	6 months

DRAFT



PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS

(Page 1 of 1)

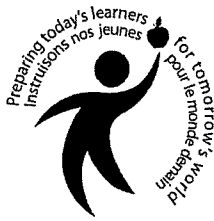
The Board of Education of School District 69 is committed to providing menstrual products to students who may require them.

The Board will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

DRAFT

This suggested policy is in response to the Ministry of Education's amendment of the Support Services for Schools Order and is the work of Audrey Ackah, Legal Counsel, BCSTA.



PURPOSE:

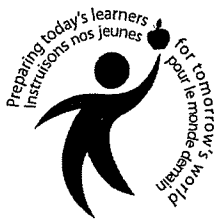
To set out the structure of meetings and rules for the conduct of meetings that will allow each Trustee to be heard and make informed decisions

I. RULES OF ORDER

1. Where these rules are silent and where not inconsistent with these Rules, *Robert's Rules of Order* shall apply to the conduct of meetings.
2. The Board may adopt a procedural Rule for one or more meetings by resolution of a simple majority of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
3. The Rules may be amended by Bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
4. The presiding officer's ruling on a point of order shall be based upon Rules of Order as stated in paragraph (1) above.
5. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
6. All questions shall be decided by a vote on the motion.
7. These Rules shall be applicable to all regular, special and in-camera meetings of the Board.

II. MOTIONS

1. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
2. The presiding officer may divide a motion containing more than one subject if the presiding officer feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
3. No motion, other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. (See Item 7 below.)
4. All motions must be seconded in order that they may be recognized by the Board Chair and allow debate to proceed.



5. All motions shall be subject to amendment except the following:
 - a. Motion that the question be now put.
 - b. Motion for adjournment of debate or adjournment of a meeting.
 - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled.
 - d. Motion to refer to Committee.
 - e. Motion to proceed to next business.

6. **Amendment**

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

7. **Reconsideration**

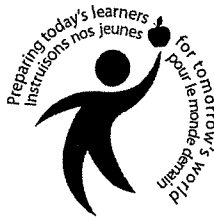
A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority of the votes cast.

III. **REGULAR BOARD MEETINGS**

1. There shall be one regular meeting of the Board of Education held on the fourth Tuesday in each calendar month at 6:00 p.m. during the regular school year.
2. Due to the Winter and Spring Break periods, the Regular Board Meetings in December and March will be held on a the second Tuesday of those two months.
3. During the summer months of July and August one regular meeting of the Board of Education shall be held on the last Tuesday in August at 6:00 p.m. No regular meeting will be held in July.
4. A quorum for all regular meetings shall be a majority of trustees holding office at the time.
5. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these Bylaws.
6. All regular meetings of the Board shall be open to the public.
7. Improper conduct at meetings shall be dealt with as set out in *the School Act*. Any person deemed by the presiding officer to be guilty of improper conduct shall be expelled.



8. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision.
9. The order of business at all regular meetings unless varied by resolution shall be as follows:
 - 1) Call to Order and Introductions
 - 2) Acknowledgement of Traditional Territory
 - 3) Adoption of the agenda
 - 4) Approval of the Consent Agenda
 - 5) Delegations/Presentations (10 minutes each)
 - 6) Business arising from the minutes.
 - 7) Mount Arrowsmith Teachers' Association
 - 8) Canadian Union of Public Employees, Local 3570
 - 9) District Parents Advisory Council
 - 10) Public Questions and Comments (written related to agenda items)
 - 11) Action Items
 - 12) Information Items
 - 13) Education Committee of the Whole Report
 - 14) **Finance and Operations Committee of the Whole Report**
 - 145) Policy Committee **of the Whole Report**
 - 156) Reports from Representatives to Outside Organizations
 - 167) Trustee items
 - 178) New or Unfinished Business
 - 189) Board Correspondence and Media
 - 4920) Public Question Period (**on any topic**)
 - 2021) Adjournment
10. A change to the prescribed order of business may be proposed by any trustee and shall require the consent of a simple majority without debate.
11. The agenda shall be prepared by the Secretary Treasurer and the Superintendent of Schools under the direction of the Chair and shall be available at the Board office by noon of the day preceding the Regular Board Meeting.
12. An addition to the agenda of any item not listed requires the consent of a simple majority without debate.
13. Minutes of all regular meetings shall be kept by the Secretary Treasurer in accordance with the *School Act*.
14. Minutes of all regular meetings shall be communicated electronically upon ratification by the Board.



IV. IN-CAMERA BOARD MEETINGS

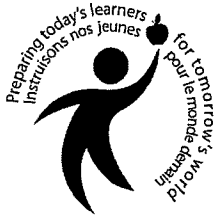
1. The Board of Education may meet in-camera for the following purposes:
 - a. To discuss matters of collective negotiations between the Board and School District Staff.
 - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
 - c. To consider information regarding appointment, employment, dismissal and personnel matters.
 - d. Legal opinions and or claims respecting the liability or interest of the Board.
 - e. Matters pertaining to individual students including conduct, discipline, suspension or expulsion.
 - f. Medical examiners or examinations and medical reports.
 - g. Matters pertaining to the safety, security or protection of Board property.
 - h. Such other matters as the Board may decide.

- 2. Attendees at the Board in-camera meetings will include all trustees, the superintendent of schools, the secretary treasurer, the associate superintendent, and, by invitation, other senior management staff in relation to specific agenda items, including operations, human resources, labour relations and legal matters.**

- 2.3.** Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting, shall be approved by the Board in an in-camera meeting and ratified by the Board in regular meeting. The minutes of an in-camera meeting shall not be filed with the minutes of regular meetings. A Section 72 Report, as per *the School Act*, shall be made available to the public following approval by the Board.

- 3.4.** An agenda, similar in format to that of a regular meeting, shall be prepared by the Secretary Treasurer and the Superintendent of Schools under the direction of the Chair. The proposed agenda shall be available at the Board Office by noon of the day preceding the meeting.

- 4.5.** The order of business at all in-camera sessions, unless varied by motion, shall be as follows:
 1. Call to order
 2. Adoption of the Agenda
 3. Approval of the Minutes
 4. Business Arising from the Minutes
 5. Personnel Items
 6. Action Items
 7. Information Items
 8. New or Unfinished Business
 9. Trustee Items
 10. Adjournment



- 5.6.** All newly elected School Trustees shall be invited to attend any in-camera Board meetings between the time of their election and the Inaugural Board Meeting.

V. SPECIAL MEETINGS

1. A special meeting of the Board of Education may be called by the Chair of the Board or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. **For public meetings, time** for public comments and/or questions will be included. Public Comments/Questions must be directly related to the topics on the special meeting agenda
2. All reasonable steps shall be taken to notify each Trustee 24 hours in advance of a special meeting.
3. In the event of crisis or catastrophe within the School District, all reasonable steps shall be taken to notify each Trustee immediately of a special meeting.
4. The Agenda shall be set by the Board of Education. The agenda shall be prepared by the Secretary Treasurer and/or the Superintendent of Schools under the direction of the Chair.

VI. DELEGATIONS

1. Delegations wishing to appear before the Board of Education shall provide a request in writing to the Secretary Treasurer by 9:00 a.m., the Monday one week prior to a Board meeting. The exception will be for statutory holidays that fall on the third Monday of the month that will require the request from the Delegation to be received by 9:00 a.m. on the Friday before the statutory holiday Monday. The request shall include the brief to be presented.
2. The Secretary Treasurer will advise the Board Chair of the request. The Board Chair, at his/her **the Chair's** discretion, will rule whether the Delegation will be heard by the Board. The period of time normally allocated to the delegation shall be ten minutes. The Secretary Treasurer will advise the delegation of the Board Chair's decision.
3. At the earliest opportunity following the Board's decision the Secretary Treasurer will contact the spokesperson of the delegation to advise the delegation of the Board's decision and subsequently, confirm the Board's decision in writing to the delegation.

VII. CONSENT AGENDA



1. The full agenda, including the consent items should be disseminated prior to the Board Meeting along with copies of reports and back up materials so that Board members can do their due diligence prior to voting.
2. As the first item of business the Board Chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
3. The Board Chair then asks for a motion to accept the consent agenda.
4. Once the motion has been received, the Board Chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
5. If any items were removed from the consent agenda the Board Chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the Board Chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

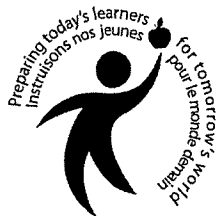
What Belongs on the Consent Agenda?

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

- Approval of minutes
- Reports for information only e.g. Enrolment Report
- Routine matters such as appointments to committees
- Field trip approvals
- Matters which do not appear to warrant a discussion
- **Information from the Ministry of Education or provincial organizations**

VIII. PUBLIC QUESTION PERIOD

1. The Board of Education encourages the participation of members of the public at each Regular Board Meeting.
2. Persons wishing to question the Board during the public question period should stand and identify themselves.
 - a. Questions at a Regular Board Meeting may deal with any topic related to the Board's conduct of the schools.
 - b. Questions at Special Board Meetings must be related to the call of the meeting.
3. Questions asked by the public will, when possible, be answered immediately by the Board Chair or referred to staff members present for reply. Questions requiring



investigation shall be referred to the Board Chair or administrative staff for consideration and later response.

4. A question period for the Press will be provided after the meeting adjourns.

IX. BOARD STANDING COMMITTEES

1. The Board will operate within three Board Standing Committees, all of which will be Committees of the Whole:

- i. Education Committee of the Whole**
- ii. Finance and Operations Committee of the Whole**
- iii. Policy Committee of the Whole**

2. The Board Chair will, on an annual basis, appoint the Chairperson of each of the Board's Standing Committees.

3. Any matters considered by a committee of the Board which have financial implications are to be referred to Finance and Operating Committee of the Whole for comment before the originating committee brings the matter to the Board.

4. Education Committee of the Whole:

Mandate: To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.

Membership: The committee will consist of all five trustees, the associate superintendent, the director of instruction, the superintendent, and as topics require, the secretary treasure. The associate superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

Operation: The trustee chair of the committee will host the meeting in a structured but informal manner. Presentations will be scheduled and introduced by the associate superintendent, and will be of a duration that makes sense for that topic at that time, as determined by the chair and associate superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus among trustees, with the chair being the final arbiter of the decision.

5. Finance and Operations Committee of the Whole:



Mandate: To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.

Membership: The committee will consist of all five trustees, the secretary treasurer, the superintendent, the general manager of operations, and as topics require, the associate superintendent. The secretary treasurer will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity.

Operation: The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the secretary treasurer, with support from the general manager of operations for matters related to facilities, maintenance, technology and transportation. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair will then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. From time to time the finance and operations would have to operate in camera.

This committee will also serve as the Audit Committee of the Board. In that capacity the committee will:

- a. **Review the audited financial statements and once satisfied recommend approval by the board of the submission to the Minister of Education and publication of the audited statements;**
- b. **Review the Statement of Financial Information, specifically the compensation and expenses for employees;**
- c. **Oversee the internal control structure with a focus on safeguarding district assets;**
- d. **Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;**
- e. **Review the nature and extent of other services provided by the auditor in relation to auditor independence;**
- f. **Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;**
- g. **Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;**
- h. **Meet as necessary with the external auditors at an in camera meeting, without staff members present;**
- i. **Meet annually with the external auditor to review the financial statements;**



- j. Have a separate agenda and terms of reference which reflect best practice for audit committees.

6. Policy Committee of the Whole:

Mandate: To discuss and make recommendations to the board on all matters related to policy and bylaws.

Membership: The committee will consist of all five trustees, the superintendent, the secretary treasurer and the associate superintendent. The superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the district parent advisory council (DPAC) would serve on the committee in an advisory capacity. The committee would be supported by the Executive Assistant, Board Governance and Operations.

Operation: The trustee chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the superintendent. On matters of deliberation for the committee to refer to the board, the chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the board by way of a motion for a subsequent board meeting. The decision as to what would be referred to the board would be by consensus between the trustees, with the chair being the final arbiter of the decision. How matters get to the committee and are then processed by the board will be in accordance with Board Policy 7: Bylaw and Policy Development and Review.

7. Committee Meeting Times:

The time and dates for meetings for the ensuing year will be determined by the Board Chair in consultation with the Board and Executive Leadership Team.

X. CHIEF EXECUTIVE OFFICER

The Superintendent of Schools shall be the chief executive officer of the board and is responsible and accountable to the board for the effective and efficient operation of the school district.

The Superintendent of Schools will be responsible for ensuring the following:

- a. Leadership and direction is provided at all levels of the school system.
- b. The board is assisted in its short and long-term planning, and in working to achieve the board-approved goals.
- c. The district has an efficient and effective organizational structure and management system.
- d. Processes are in place for the supervision and evaluation of the district's schools, programs and services.
- e. Decisions and policies of the board are implemented.
- f. Resources are allocated based on board-approved budget levels.



- g. Communications within the district and through public and community relations are effective.
- h. A synergy is built within the district that challenges all employees to contribute to the success of the school system.

XI. EXECUTIVE COMMITTEES AND COMMUNICATIONS WITH THE BOARD

- a. The Executive Committee, composed of the Superintendent of Schools, the Secretary-Treasurer, and the Associate Superintendent, shall be chaired by the Superintendent of Schools.
- b. The executive committee shall administer the district and provide leadership in accordance with the Board's directives and policies.
- c. The Superintendent of Schools shall be the chief spokesperson for the executive committee and is responsible and accountable for the coordination and functioning of the executive committee.
- d. The Superintendent of Schools shall ensure that information, reports, and proposed resolutions shall be brought to the board table by the appropriate member of the executive committee, either directly, or in support of one of the standing committees as it reports to the board.
- e. Members of the executive committee may consult with individual trustees, or groups of trustees, or committees of the board, as necessary, to carry out their individual responsibilities. Individual trustees, or groups of trustees, or committees of the board may consult, as necessary, with one or more members of the executive committee.
- f. The Superintendent of Schools shall ensure that executive decisions and recommendations are reached, wherever possible, through discussion and collaboration. However, in cases where a consensus cannot be reached, the Superintendent of Schools shall, unless the issue is properly a matter to be decided by the board, resolve the issue at hand. In this event the Superintendent will report each such resolution to the Board at the next opportunity.

XII. TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

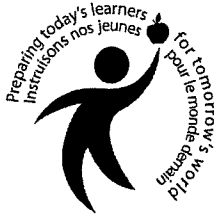
Read a first time the ____ day of _____, 20__.

Read a second time the ____ day of _____, 20__.

Read a third and final time, passed and adopted this ____ day of _____, 20__.

SECRETARY TREASURER

BOARD CHAIR



A bylaw to provide that the Board of Education shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of her/his **that person's** duties; and for an inquiry or proceeding involving the administration and conduct of the business of the school district; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

WHEREAS the *School Act* R.S.B.C. 1996 c. 412 provides that the Board of Education may by bylaw provide that the Board will indemnify a trustee, an officer, or an employee of the Board against a claim for damages against a trustee, officer, or employee of the Board arising out of performance of her or his **that person's** duties and, in addition, pay legal costs incurred in proceeding arising out of the claim;

AND WHEREAS the *School Act* R.S.B.C. 1996 c. 412 also provides that the Board may by bylaw indemnify a trustee, an officer, or an employee of the Board where an inquiry under Part 2 of the *Public Inquiry Act* or other proceeding involves the administration and conduct of business of the School District, and also pay legal costs incurred in a proceeding arising out of the inquiry or other proceeding;

NOW THEREFORE the Board of Education of School District No. 69 (Qualicum) in open meeting assembled enacts as follows:

1. Interpretation

In this bylaw, which may be cited as "Indemnification Bylaw No. 18":

- a. "Board" means the Board of Education of School District 69 (Qualicum);
- b. "trustee" means a member of the Board of Education of School District 69 (Qualicum);
- c. "officer" means a superintendent, ~~assistant~~ **associate** superintendent, secretary-treasurer, assistant secretary-treasurer, district principal, principal or vice principal of the Board;
- d. "employee" means all Board teaching and non-teaching personnel other than officers;
- e. ~~wherever the singular or masculine or neuter is used in this bylaw, the same shall be construed as meaning the plural, the feminine, or the body corporate whenever the context so requires.~~

2. Indemnification

- a. The Board shall indemnify a trustee, an officer, or an employee of the Board against a claim for damages against the trustee, officer, or employee arising out of the performance of her/his **that person's** duties and, in addition, pay the reasonable legal costs incurred by the trustee, officer, or employee in proceedings arising out of the claim except as otherwise provided for in this bylaw.
- b. The Board shall indemnify a trustee, an officer, or an employee where there is an inquiry under the *Public Inquiry Act* or other proceedings involving the administration and conduct of the business of School District No. 69 (Qualicum), and also pay reasonable legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw;



- c. The Board may, by affirmative vote of not less than 2/3 of all trustees, pay any sum required to indemnify a trustee, an officer or an employee if the prosecution arises out of the performance of ~~his or her~~ that person's Board duties, and costs necessarily incurred.
- d. Section 2(a), 2(b), and 2(c) apply in respect of a person who was a trustee, an officer, or an employee of the Board at the time ~~he/she~~ that person's performed the duties out of which the claim, inquiry or other proceeding arise, whether or not ~~he/she~~ that person is a trustee, an officer, or an employee at the time the claim for damages, inquiry, prosecution, or other proceeding arises, or any legal action arising out of the claim, inquiry or other proceeding is commenced or concluded except as otherwise provided in this bylaw;
- e. This bylaw applies only to:
 - i. the performance of duties by current or former trustees, officers, or employees; and
 - ii. inquiries or proceedings arising out of the administration and conduct of the business of School District No. 69 (Qualicum).

3. Administration of Medication

Without limiting the generality of Section 2, the Board's indemnification of trustees, officers, or employees against claims for damages as set out in Section 2(a) hereof, shall include, but is not limited to, claims arising from Board-authorized administration of medication to students, supervision of self-administration of medication by students, and performance of physical procedures relating to the medical needs of students.

4. Contracts

This bylaw refers to officer and employee employment contracts, including collective agreements, now in force or in force in the future. It does not supersede those contracts or collective agreements.

5. Exclusions

- a. In the event that insurance coverage is available to the trustee, officer, or employee with respect to the liability of the trustee, officer, or employee, the Board shall not indemnify the trustee, officer, or employee as the case may be until the available insurance coverage is exhausted.
- b. The Board shall not indemnify a trustee, officer, or employee against:
 - i. legal fees and/or liability resulting from an action or any other proceeding taken by the trustee, officer, or employee against the Board.
 - ii. liability and/or legal fees resulting from investigations or proceedings undertaken pursuant to the *Teachers Act* unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
 - iii. a fine, penalty, or order imposed as a result of a conviction for a criminal offense.
 - iv. legal fees incurred in an appeal of any conviction, sentence, judgment, or order unless the Board agrees to the contrary by an affirmative vote of a majority of its members.



- v. liability and/or legal fees incurred by a trustee where there has been a determination by a Court that the trustee knowingly contravened Section 58 of the *School Act*. liability and/or legal fees incurred by a trustee, officer, or employee where there is a determination by a Court that the trustee, officer, or employee knowingly permitted and/or authorized an expenditure not otherwise authorized by an enactment.
- vi. liability incurred by a trustee resulting from any restitution ordered pursuant to Section 63(1)(b) of the *School Act*.
- vii. those matters for which the Board pursuant to its authority under Section 95(3) of the *School Act* may seek indemnity from an employee.
- viii. in respect of any complaint of harassment made against the trustees, officer or employee.

6. Legal Counsel

For those matters provided in Sections 2 and 3 of this bylaw, and not excluded by Section 5 and 6:

- a. the Board has the authority to appoint and instruct legal counsel; or,
- b. with the prior approval of the Board, the trustee, officer, or employee may retain legal counsel chosen by the trustee, officer, or employee, in which case the Board shall have the right to:
 - i. approve, in advance, any agreement for legal fees and disbursements;
 - ii. pay all or part of the legal fees and disbursements and to set a reasonable maximum for legal fees and disbursements;
 - iii. direct the defence and to settle or compromise a claim or action;
 - iv. review the account of the legal counsel pursuant to the *Legal Profession Act* and the trustee, officer, or employee shall include such a term in an agreement with her/his that person's legal counsel; and,
 - v. determine whether or not the trustee, officer, or employee will be reimbursed by the Board for legal fees or any portion of the legal fees that have been paid by the trustee, officer, or employee prior to the approval of the Board.

7. Amounts Payable

Any amount that may be payable by the Board shall be reduced by any court costs awarded and paid to the trustee, officer, or employee.

8. Advancing Legal Costs

The Board may advance legal costs to the trustee, officer, or employee prior to the final resolution of a claim or action in order to prevent undue hardship. When the Board advances such costs to a trustee, officer, or employee, the trustee, officer, or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer, or employee by the Board. The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer, or employee is not entitled to be indemnified pursuant to the terms of this bylaw.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD BYLAW 6

INDEMNIFICATION

(Page 4 of 4)

9. Severability

If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

10. Citation

This bylaw may be cited for all purposes as Board of Education of School District No. 69 (Qualicum) "Indemnification Bylaw No. 6".

TITLE

This bylaw may be cited as "School District No.69 (Qualicum) Indemnification Bylaw No.6".

Read a first time this ___ day of _____, 2019.

Read a second time this ___ day of _____, 2019.

Read a third and final time, passed and adopted this ___ day of _____, 2019

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



SD69 QUALICUM

Finance & Operations Committee of the Whole Report
Monday, November 18, 2019
Library – Qualicum Commons
10:30 a.m.

Mandate:

To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.

Attendees:

Trustees Flynn (Chair), Kurland, Young, Austin, and Godfrey
Ron Amos, Secretary Treasurer
Gillian Wilson, Associate Superintendent of Schools
Debbie Comer, MATA Representative
Troy Forster, CUPE Local 3570 Representative
Lesley Rowan

Project Updates:

- **PowerSchool (Atrieve)**
 - Transition is going well; board office staff are working through one-off situations
 - Staff is maintaining contact with PowerSchool for advice and best practices
 - The use of meeting codes as an absence code continuing to be advanced
 - It was explained that the costs associated with Atrieve included on the Statement of Financial Information include training and the a one-time license fee
 - Clarification was provided for when employees can change an absence record
- **Copier Replacement**
 - A summary report showing the positive environmental impact of unreleased print jobs was shared as well as a general discussion on the benefits that come with a managed print solution
 - Elementary school upgrades are complete; equipment for the secondary school sites is expected to arrive before the end of November
 - Personal fobs are not necessarily universal but all users can use their network credentials to access their print jobs otherwise

Items for Discussion

- **Childcare New Spaces Fund**
 - It was shared that the district will be pursuing an application for the New Spaces fund for Arrowview Elementary
 - District staff had various conversations with the current daycare operator and Oceanside BLT Society, so that support for a joint application was received
 - If we are successful, the new model would have Oceanside BLT Society managing the childcare centre, and maintaining the existing staff of the daycare, which would minimize the impact on server delivery
 - We are working with an architect, 3 options are being developed to include attached vs. stand-alone structures
 - Over the coming weeks the application will be finalized to include estimated timelines and budgets

- **Electric School Buses**

- It was shared that Ministry staff reached out to district staff to gauge the districts' interest in including electric school buses in the bus replacement program
- Due to the higher cost, some contribution would be expected from the district
- Their staff confirmed that we will be approved for 3 buses in the 2020/21 program
- Costs for electric buses are about 3 times higher than conventional diesel buses but there is also operational saving over the life of the bus
- Along with the Ministry of Education capital contribution, there would be a financial contribution from the Ministry of Energy and Mines. Generally the Ministries contribution would be around 70% with the district portion being 30%.
- Local funding sources could be from our current energy projects reserve or other funds that could be set aside
- General discussion on seat belts and the public dialogue

Items for Recommendation:

- **2018-2019 Statement of Financial Information (SOFI)**

- The report was discussed with the rationale for the SOFI being provided
- Board will receive the document at the November public board meeting

INFORMATION ITEM

- **BC Tripartite Education Agreement (BCTEA) – Joint First Nation Student Transportation Plan Approvals.**

- An information letter from the three partner organizations was shared
- Plans might be approved later this month

Future Topics:

- **Introduction to Modular Buildings – Presentation**

- The General Manager of Operations has reached out to a representative from Muchalat Construction who is willing to present at the January committee meeting.

Next Meeting Date/Location:

- Monday, January 21, 2020 at 10:30 a.m.
Library - Qualicum Commons



Ministry of Education

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER 69		NAME OF SCHOOL DISTRICT Qualicum	YEAR 2019
OFFICE LOCATION(S) 100 Jensen Avenue East		TELEPHONE NUMBER 250-248-4241	
MAILING ADDRESS PO Box 430			
CITY Parksville		PROVINCE BC	POSTAL CODE V9P 2G5
NAME OF SUPERINTENDENT Keven Elder		TELEPHONE NUMBER 250-954-4687	
NAME OF SECRETARY TREASURER Ron Amos		TELEPHONE NUMBER 250-954-4675	

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended June 30, 2019 for School District No. 69 as required under Section 2 of the Financial Information Act.

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

EDUC. 6049 (REV. 2008/09)

Statement of Financial Information for Year Ended June 30, 2019

Financial Information Act-Submission Checklist

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

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

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

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2019

TABLE OF CONTENTS

Documents are arranged in the following order:

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

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

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2019

MANAGEMENT REPORT

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

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

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

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

On behalf of School District

Keven Elder, Acting Superintendent

Date:

Ron Amos, Secretary Treasurer

Date:

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

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

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2019

SCHEDULE 1 - SCHEDULE OF DEBT

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

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

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

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2019

SCHEDULE 2 - SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

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

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

SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

ELECTED OFFICIALS

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
AUSTIN, JULIE E	16,264.78	1,979.20
FLYNN, EVE M.	17,742.98	1,736.14
GAIR, JACOB	4,804.90	-
GODFREY, LAURA	9,975.10	1,126.84
KURLAND, BARRY	14,786.00	2,863.51
YOUNG, ELAINE	14,786.00	361.39
TOTAL ELECTED OFFICIALS	<u>78,359.76</u>	<u>8,067.08</u>

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
ABEL, JARET	89,819.35	22.98
AMOS, RONALD	149,841.51	3,095.19
AVIS, MICHAEL	80,897.15	161.81
AYERS, BYRON M	90,542.26	613.11
BARBER, DONALD C	81,954.14	-
BAUDER, AYNLEE ELIZABETH	95,947.41	10.00
BAYNTON, CATHERINE	90,609.98	414.35
BEASLEY, MICHELLE JO	78,336.70	-
BELL, RONDA	124,269.68	10,950.94
BELLWOOD, KIMBERLY CAROL	90,084.53	180.07
BEVILACQUA, BARRY	82,587.05	72.76
BOLD, DONALD M	124,647.18	2,970.52
BONNOR, LAURA L	89,819.34	-
BOUDROT, SARA L	90,622.07	-
BRADBURY, MONICA	89,819.41	1,004.72
BRAVO, ELIA M	91,270.70	446.45
BRITZ, DARYL	81,954.18	107.43
BROWN, JILL	79,618.93	1,434.19
BURGER, ELIZABETH	81,954.13	-
BURN, ROSALYN K	85,626.93	-
CAMPBELL, DOUGLAS B	99,173.74	3,599.60
CAMPBELL, RICK D	89,819.35	-
CARMICHAEL, DARIN J.	99,266.08	3,677.88
CARPENTER, STEPHEN	92,448.60	1,178.00
CARTWRIGHT, HEATHER ANN	93,371.91	699.34
CATHRINE, PATRICIA	107,538.50	-
CAVE, SHELLY ANDRE	99,174.51	689.66
CHARNOCK, GAYNOR	95,426.82	640.66
COMER, DEBORAH ANNE	97,003.24	-
CONFORTIN, SHANNON	99,192.52	834.50
CONN, JEREMY	87,774.14	-
COOMES, JENNIFER A	79,667.85	-
CRAIG, PATRICIA	82,018.35	487.40
CRAVEN, DAN	90,601.01	-
CROSSLEY, ANNE MARIE	99,239.20	144.12

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
DANIEL, TIM	81,535.31	766.98
DANOIT, WINNIFRED	85,900.75	-
DAVIDSEN, BRADLEY ROBERT	99,190.05	-
DAVIDSON, ANGELA ZOE	83,511.84	164.65
DE BUYSSCHER, DEBBIE L	99,270.71	21.14
DEMPSTER, CHRISTEN	111,902.44	10,514.06
DIEWOLD, JEANNETTE NAOMI	90,278.35	98.77
DINNING, ROBERT	90,629.00	416.84
DODD, GORDON A	99,186.15	118.21
DONKERS, MARK GREGORY	82,148.57	10.00
DORSAY, STEPHEN ALFRED	98,991.85	883.56
DRAGANI, ERICA	98,586.08	-
ELLIOTT, VICTORIA SUSAN	87,880.41	50.00
FAA, KERRI	89,819.36	-
FENTON, JASON D	87,518.69	10.00
FERNANDEZ, LINDA TAMARA	79,691.85	84.49
FINSTAD, TRACIE ALISON	81,351.26	760.43
FLETCHER, CARMEN	81,954.24	200.00
FLYNN, DALLAS DIANA	90,492.75	521.16
FRAMPTON, CARRIE	89,819.36	3,488.59
FRASER, DAVID	90,864.18	291.93
FRIESEN, YAKOV	90,452.24	398.68
GIBBS, ROBERT	87,774.11	1,198.88
GIRARD, JOHN ROBERT	79,581.59	67.00
GRAFF, TERRY	77,431.75	-
GUNN, JOHN	96,356.52	2,132.29
GUNN, TANDY	124,647.18	85.06
HAGARTY, MARJORIE A	79,690.04	-
HARWIJNE, KEITH	90,525.20	-
HEINRICHS, NORBERTA	99,236.60	87.43
HOLDER, TERESA LORRAINE	81,733.54	-
HOLMAN, MINDY MARIE	81,954.18	446.58
HUGGINS, SHAUNA	106,213.32	-
HUNG, SARAH	98,747.81	1,388.66
HUNTER, TRACY PAULINE	99,189.11	-

SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
ISENOR, KRISTOFOR MILES	89,030.08	165.26
JANSSEN, DEIRDRE	97,996.08	46.60
JEDLIK, MARTIN	84,062.97	1,061.12
JOHNSEN, CORBY DAVID	76,438.50	176.72
KATCHUR, KAREN	98,892.29	-
KELLAS, BRENT J.	90,609.98	-
KELLY, GERALDINE	79,533.17	-
KENNY, MICHAEL	99,306.19	264.26
KENT, THERESA C	96,520.12	-
KILKENNY, NADINE B	87,587.93	80.23
KING, DAWN L	95,095.21	57.75
KINNEY, DENISE MARIE	76,653.17	117.29
KLASSEN, DENNIS	89,819.31	-
KNIGHT, JANE	91,269.62	-
KOOP, ROLAND	195,713.21	3,704.91
KORTAS, HELENA M	81,954.14	-
KOZIELECKI, SUSAN	90,305.93	35.99
LACOUVEE, LESLEY ELLEN	113,795.64	2,042.36
LANGENMAIER, KONRAD TORU	89,342.77	-
LANTAIGNE, MICHELLE	76,322.65	3,899.76
LAPPER, JAYNE	99,299.94	17.66
LAUER, CANDICE NICOLE	75,516.31	180.41
LAWRENCE, KAREN	89,819.41	-
LEWIS, GREG	99,869.66	-
LITTON, PATRICK	85,920.83	910.06
LUKIANCHUK, PAUL	99,406.57	-
LUNNY, JENNIFER A	89,819.41	5,249.64
MACLEOD, HEATHER	95,408.53	277.41
MANDZIUK-HALFORD, STEPHEN WAYNE	79,442.99	-
MARSHALL, LORI	131,385.64	-
MATTICE, CAROLIN C	84,457.14	-
MCCALLUM, LESLIE	97,725.04	-
MCCONACHIE, BRENDA JUNE	89,819.40	22.40
MCKEE, KEVIN	121,470.54	-
MCKEE, SHERRI IRENE	90,314.15	-

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
MCKINNON-SANDERSON, CORLEEN CRYSTAL	109,339.14	181.35
MCLATCHIE, WILLIAM	80,631.76	283.38
MCLAUGHLIN, BARBARA J	89,819.37	943.85
MCLEOD-SHANNON, ROSIE	115,249.68	1,470.53
MCMILLEN, KEVIN	90,588.18	235.20
MCMULLIN, AASE	87,774.05	441.40
MCNABB, MARY	90,631.82	-
MEIER, JOLIN PAGE	98,876.35	36.10
MEREDITH, GREGORY	99,479.42	2,344.60
MIHOC, MARIA	90,525.14	-
MORGAN, MICHELLE C	89,559.41	-
MORRISON, SHEILA	124,647.18	179.99
MORRISON, TARRI	97,017.31	378.54
MOSTAD, KAREN	99,190.68	852.73
MOUSSEAU, DENNIS	77,507.26	-
MURRAY, LYNNE N	81,954.14	106.35
NAILOR, GRAEME	99,128.29	-
NDIAYE, DJIMITH	90,622.00	-
NEUMEYER, ERIC SCOTT	87,635.09	79.72
NIKIRK, LAUREN E.	90,735.69	-
NIKULA, BRIAN	99,173.66	-
NIKULA, JESSICA	89,819.42	5,365.71
NOWAK, TOBIAS	87,774.10	-
OUELLET, LUC J	89,819.34	5,760.13
PARKIN, PAULETTE	79,436.77	-
PATTERSON, ROSEMARY IRENE	83,916.45	-
PAUL, BRENDA-LEE	137,724.97	2,295.30
PEARCE, ANNE	99,251.15	-
PEARCE, JAMES	187,527.22	209.99
PEDERSEN-SKENE, LISA	105,749.68	757.49
PELLETIER, MONIQUE	81,954.16	-
PEPPER, DEANNA	90,522.25	-
PEPPER, ROSS WILLIAM	124,647.18	8,032.26
PHILIP, CARRIE	76,504.53	628.95
PICKARD, JENNIFER	83,549.26	245.11

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
PINTAL, DANIEL	90,542.34	48.93
PRESTON, JONATHAN C	81,954.14	697.00
PRESTON, SOPHIE	90,452.26	752.77
PRICE, ELIZABETH	90,525.12	-
PROCTOR, JANIS MARIE	99,222.63	136.83
PROVENCHER, JEAN-FRANCOIS	99,147.42	1,759.98
RAHN, LANA GAIL	99,109.20	1,138.63
RASA, LILIAN	96,937.36	5,426.22
RAVIGLIONE, MANUELA	79,611.83	-
RAY, JENNIFER LEE	96,815.78	254.47
RHODE, PATRICK DENNIS	99,601.96	57.69
RIDYARD, KATE PENELOPE	76,670.38	520.93
ROCKHILL, LINDA	107,775.67	-
ROGERS, GREG	90,569.15	-
ROTH, MELANIE	111,564.62	-
ROWAN, LESLEY	115,249.68	630.00
SAREMBA, ANTHONY	124,647.18	522.14
SAREMBA, EILEEN	97,014.59	5,427.01
SAVAGE, CARL	90,632.08	479.03
SAVAGE, GARY EDWARD	98,526.10	-
SCHULZ, JACQUELYN	89,819.43	143.50
SEIDEL, EDWARD	89,819.40	643.15
SLAUGHTER, KELI	96,956.36	-
SNYDER, DARREN JOSEPH	89,793.82	-
SOMMERFELD, KATIE EVA	95,453.04	10.00
SPENCER, TEVIS M.A.	80,554.79	-
SPENCER-DAHL, DENISE C	88,429.34	100.41
SPRAY, BRYAN	99,298.83	-
STANDING, KATHRYN	89,819.46	234.57
STEFANEK, LARRY	89,197.01	-
STEFANEK, RUTH	92,385.96	-
STEFIUK, ADAM MURRAY	100,809.50	769.76
STEPP, LISA CATHERINE	96,099.46	-
STEWART, JUDITH M	89,819.38	-
SULLIVAN, DEANNA B	96,925.28	-
TANNER, AMBER C	96,780.97	-
TAUDIN-CHABOT, MARIAN	90,616.45	35.69
TAYLOR, AUTUMN	117,448.60	844.76

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Remuneration</u>	<u>Expenses</u>
TAYLOR, EKATERINE	79,979.96	-
TERPSTRA, RUDOLPH	131,385.64	290.08
THIRLWELL, MANDY JAYNE	81,954.17	222.45
THOMAS, JUDY	97,078.15	433.36
TICKELL, KAREN	99,216.18	-
TOMIYAMA, KAZUO	99,698.50	-
VERHEIJEN, SANDRA	99,235.52	380.89
VOLLMERS, SHAYNE	81,954.22	3,968.54
WATERS, JODI	90,542.15	-
WATERS, JON D	90,639.13	-
WHETSTONE, MARLENE (ROO)	77,696.44	78.93
WHYNACHT, JULIE RACHELLE	77,594.93	34.80
WIDING, ANDREA HARMONY	78,962.11	10.00
WILLERS, BONNIE	88,590.31	133.76
WILLIAMS, JOHN	124,647.18	1,791.96
WILLIAMS, KATHRYN	90,283.01	-
WILLIAMS, NICHOLA	84,695.08	-
WILSON, BRADLEY W	99,173.60	2,313.13
WILSON, GILLIAN DENISE	148,303.51	3,419.85
WILSON, KIMBERLEY	89,305.48	163.43
WILSON, REID DAVID	99,173.59	-
WITTE, JESSE	124,647.17	207.31
WOODS, LINETTE KATRINE	81,954.27	-
WOODS, MATTHEW	88,975.98	-
WORTHEN, BRIAN D	109,339.13	356.58
WORTHEN, KATI	89,819.40	-
WYKER, JACOB (JIM)	112,906.04	76.90
ZALINKO, LARA JEAN	76,479.20	72.98
TOTAL DETAILED EMPLOYEES > 75,000	19,535,028.08	141,368.00
TOTAL EMPLOYEES <= 75,000.00	<u>19,105,016.12</u>	<u>180,417.77</u>
TOTAL EMPLOYEES OTHER THAN ELECTED OFFICIALS	38,640,044.20	321,785.77
CONSOLIDATED TOTAL	<u>38,718,403.96</u>	<u>329,852.85</u>
CONSOLIDATED TOTAL, REMUNERATION PAID	<u>39,048,256.81</u>	
TOTAL EMPLOYER PREMIUM FOR CPP/EI		<u>1,977,609.53</u>

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

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2019

SCHEDULE 4 - STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between School District No. 69 (Qualicum) and its non-unionized employees during fiscal year 2018-19.

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

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
1071095 BC LTD	130,144.21
ALPHA ROOFING & CLADDING INC.	595,413.00
ANDREW SHERET LIMITED	36,620.95
APPLE CANADA INC. C3120	58,068.64
ARCHIE JOHNSTONE PLUMBING & HEATING LTD.	266,441.22
ARI FINANCIAL SERVICES T46163	49,540.00
B.C. HYDRO & POWER AUTHORITY	452,809.10
B.C.T.F. (SIF)	249,598.96
BCSTA	41,254.39
BUNZL CANADA INC, DBA ACME SUPPLIES	118,420.64
CDW CANADA CORP.	46,554.50
CITY OF PARKSVILLE	120,923.24
COLLINS ELECTRIC INC.	72,396.45
CREDENTIAL ASSET MANAGEMENT	27,659.50
DISCOVER CANADA TOURS	55,490.00
E.B. HORSMAN & SON	97,493.27
FIRST TRUCK CENTRE VANCOUVER INC.	468,491.96
FORTISBC	187,093.61
GRAND & TOY LIMITED	77,794.51
GUARD.ME INTERNATIONAL INSURANCE	74,485.35
HAKAI ENERGY SOLUTIONS	85,433.89
HAYLOCK BROS. PAVING LTD.	192,831.09
HEROLD ENGINEERING LTD	29,533.48
ISLAND EQUIPMENT RENTALS	27,327.95
JMX ENVIRONMENTAL INC.	52,447.50
JORNN VON CONRUHDS	67,644.00
KEV SOFTWARE INC.	28,605.92
KEVEN ELDER	155,233.92
LAIRD WHEATON CHEVROLET BUICK	31,746.40
M.A.T.A.	58,292.54
MADILL - THE OFFICE COMPANY	37,096.02
MCGORMAN MACLEAN	26,512.50
MICROSERVE, V8205	37,490.39

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
MID ISLAND CONSUMER SERV. CO-OP	229,952.90
MIKE'S COMPUTER SHOP	85,771.13
MINISTER OF FINANCE	90,377.04
MINISTER OF FINANCE, MEDICAL	223,321.00
MORNEAU SHEPELL	36,165.42
MUNICIPAL PENSION PLAN	906,759.63
NELSON EDUCATION LTD	28,234.79
NUENERGY GROUP HOLDINGS (BC) LTD.	36,000.00
OCEANSIDE BUILDING LEARNING	142,325.91
PACIFIC BLUE CROSS	828,452.87
PETER B. KEY ENTERPRISES LTD.	69,832.35
POWERSCHOOL CANADA ULC	308,536.53
PUBLIC EDUCATION BENEFITS TRUST	490,529.05
QDPVPA-PERSONAL PROFESSIONAL D	49,400.00
RICOH CANADA INC.	59,783.68
ROCKY POINT ENGINEERING LTD	64,344.00
SMCN CONSULTING INC.	26,617.50
SUPER SAVE PROPANE	52,436.92
TEACHERS' PENSION PLAN	2,760,218.49
TELUS COMMUNICATIONS INC.	44,604.79
TELUS MOBILITY CELLULAR INC.	36,173.87
THE GREAT-WEST LIFE ASSURANCE	120,706.46
THE SHERWIN-WILLIAMS CO.	67,882.87
THINK COMMUNICATIONS INC.	152,197.47
TOWN OF QUALICUM BEACH	42,976.16
UNITED FLOORS	58,748.74
VANCOUVER ISLAND UNIVERSITY	231,310.85
WASTE MANAGEMENT OF CANADA CORP	37,725.90
WINDSOR PLYWOOD	37,292.84
WORKSAFEBC	225,937.54
	<hr/>
TOTAL DETAILED VENDORS > 25,000.00	11,601,505.80
TOTAL VENDORS <= 25,000.00	3,473,198.71
	<hr/>
TOTAL PAYMENTS FOR THE GOODS AND SERVICES	15,074,704.51
	<hr/>

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2019**

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

SCHEDULED PAYMENTS

Schedule of Remuneration and Expenses	
Remuneration	\$ 38,718,404
Employee Expenses	329,853
Employer Portion of EI and Canada Pension Plan	<u>1,977,610</u>
 Total Schedule of Remuneration and Expenses	 \$ 41,025,866
 Schedule of Payments for Goods and Services	 <u>15,074,705</u>

CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS **\$ 56,100,571**

FINANCIAL STATEMENT EXPENDITURES

Operating Fund Expenditures	\$ 48,334,105
Trust Fund Expenditures	5,850,412
Capital Fund Expenditures	3,423,217

CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES **\$ 57,607,734**

**DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND
FINANCIAL STATEMENT EXPENDITURES** **(1,507,163)**

EXPLANATION OF DIFFERENCE

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

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

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

November 11, 2019

To Senior School District staff and Trustees/Principal and Vice Principal, EOES

As a parent with a child the English program at Oceanside, I am concerned about the long term viability of the English program and if my son will be able to finish his elementary years there. My son is in grade 2, so has several years of elementary school left. It would be nice if he could finish them at the school that is closest to our home with friends in the same neighborhood and at the same school.

We have seen the number of children in the English program decrease in the last couple years. My son's peer group has declined each year and this causes me concerns, particularly from a social aspect. My son has lost friends he made strong connections with each of the last couple years, both to other schools and other classrooms. Although the children from different classes do have the opportunity play together at recess, most of their day is spent with their classmates and that is where the strongest connections will be made. I understand that some friends will come and go over the years, but there is a greater number of peers leaving the school and than coming in which makes replacing those friendships more difficult.

I seriously considered applying for cross-boundary for my son last year, as his peer group declines and he was struggling with school (he asked several times to go to Springwood, as he has friends there), but felt that at this time it is still best for him to stay at Oceanside. I want my son to be able to attend a school close to our home, so he can ride his bike or walk to school. I want him to have friends in the neighborhood, that he attends school with, and can play with outside of school in a semi-independent way; be able to go to their house or the park to play with his friends without me having to chauffeur him across town to play with his friends from school. I believe that giving my son these opportunities will provide him confidence and help him grow into a responsible individual.

I am concerned that if nothing is done then the English program will dwindle down to a level that is not viable, and as much as I may want him to, my son will not be able to finish his elementary years at Oceanside. There is no English kindergarten this year. There was a loss of 23 English students as compared to last year. What is to prevent the same from happening again next year? I am concerned in regards to class composition next year, what grades will there be and how will they be split? How can the rumours of there being no English program at EOES in the near future be stopped? I understand that not all these questions can be answered at this time, but as a parent have a right to ask these questions and I want to work together to come up with solutions.

While I appreciate that this is not an easy situation, it is frustrating to see the enrollment declining and the rumors that there will not be an English program at Oceanside continuing. I would like to see some proactive measures to help prevent the rumors, to prevent the reduction of the English program, and hopefully attract some new families. We have been informed that it is the School District's intention to continue Oceanside as a dual track school; communication to the community, both the school community and the general public, outlining the School District's intentions to sustain the dual tracks at Oceanside may help reduce some of the rumors and alleviate some concerns.

I would ask that timely information be provided to the parents of the English program so that they can make an informed decision as to the best educational experience for their children; this would be by February so that cross-boundary applications can be done if they feel that is in their child(ren)'s best interest. If it is not possible to provide timely information, then would ask that the families from Oceanside have priority in the cross-boundary applications.

Thank you for your time in hearing my concerns.

Gail Magee

November 11, 2019

To Senior School District staff and Trustees/Principal and Vice Principal, EOES

We are writing to you today to articulate our concerns regarding the English Program at Oceanside Elementary School. As a family with one child in grade 2 and another entering Kindergarten in September 2020, we are uncertain about our children's future in the Oceanside Elementary facility. This is a huge disappointment to us, for it was only 2016 that our family decided to make Parksville our home. After working in the community for 10 years, we decided to relocate to ensure that our children would start school in a place where they could build relationships and attachments for the full elementary program. There were many reasons why we decided to relocate, but one of the final deciding factors was the School District 69 process for the reconfiguration that took place in 2014. We were impressed with the way in which this difficult process and decision were executed and although it provided considerable upheaval, felt confident that it would provide stability for the district for years to come.

When we moved to the area, we knew that Oceanside Elementary was our catchment school. We knew that it was a dual track school with both English and French programs. We had also heard the rumours; *don't send your child to Oceanside if you are planning to register in English*. We were also aware of the District's interest in allowing for families to have choices and trying to accommodate the cross boundary applications. French immersion was not the choice for our family so we made our cross boundary request. With the 2017 school year came additional pressures for the class sizes and composition and we were repeatedly told that it was very unlikely that our son would be accepted to the school of our choice. In July, we pulled our request for cross boundary, accepted that Oceanside would be our school for the next 10 years and prepared our son for his Kindergarten transition.

There have been so many positives for having our children at our catchment school. Oceanside is close to our home and work, allowing us as parents to be a part of the school community; to drop-off and pick-up, pop over to help with the Terry Fox Run or watch a quick assembly. When our children are older they will be able to enjoy the benefits of added physical activity while they ride their bikes to school and then move on to walk to Ballenas and maybe an after school job at the arena or Wembley Mall. We have established relationships with other people in the surrounding neighbourhoods who also have children at Oceanside and this is vital in creating stronger communities. These are some of the attributes that we valued when we made the decision to move our family to Parksville and we are grateful that we have found them in our local school community.

There are amazing staff at Oceanside Elementary and thankfully, due to their dedication a difficult transition to school has turned into great successes for our son in grade 2. We are grateful for the support from: Mr. Isenor, Mrs. Roth, Mrs. Isenor, Mrs. Dean, Ms. Levins, Mrs. Charnock, Mrs. Donaldson, Mrs. LaCouvee, Mrs. Neumeyer, and Mr. Beaulieu. It is the relationships that have been established with these staff that has contributed to our son's success and that is why it is so concerning to even consider the possibility of moving him to another facility. However, with no Kindergarten in the 2019/2020 year, we are left feeling that we may not have a choice if there is no class for our daughter to go to in 2020. We have been told repeatedly by District Staff and Trustees that it is the District's intent to continue to offer English at Oceanside and we hope that this intent will come to fruition. For our family, we have two primary expectations:

- that there is an English kindergarten class in September 2020 and,

- that there are at least two classrooms for every grade level (single or multi-grade) allowing for adjustments to create the most balanced class composition possible.

However, it is our concern that with no direct attention to recruitment and retention, the numbers in the English program will continue to decline. As a family, we would like to work as a school community to grow the English program and continue to provide a thriving dual track program at Oceanside Elementary. We need the District Staff and School Board Trustee's help and our family is asking for four things:

1. A public statement outlining the intention of the District to continue to offer the English program at Oceanside Elementary School
2. Proactive measures, to help prevent the reduction of the English program students and attract new families.
3. Timely information provided to the parents so that they can make informed decisions as to the best educational experience for their children.
4. If information is not timely, that families of Oceanside Elementary be given priority in any cross boundary requests for the upcoming school year.

We appreciate that this is a difficult situation and do not underestimate the complexities of the solutions. We hope that Staff, Trustees and parents can meet again at the end of November 2019 with information from the District and an outline for the plan moving forward.

Thank you for your time and service. We look forward to hearing from you.

Sincerely,
The Hopewell Family
Jennifer, Matthew, Thomas and Abigail.

To Senior District Staff and Trustees at School District 69

We are writing today in regards to our concerns with the English program at Oceanside Elementary school.

We enrolled our daughter at École Oceanside Elementary School (EOES) as a cross boundary student. Our daughter had been going to a daycare in the area and they offered after school care. To support consistency in her life we applied cross boundary to keep her in the same daycare and to attend Kindergarten with children she had already built relationships with. We did our research on the school and agreed, despite the rumours of a dwindling English program, that this was a great choice. We actually considered this to be a bonus at the time as it meant smaller class sizes plus with it being dual track we see she is constantly picking up French sayings and songs and has taken an interest in the French language which she may not have done at other schools.

This is an important aspect of EOES. Not only are the English students being introduced to French language at an early age it also builds strong relationships between French and English students. Our daughter has built friendships with children in both the French and English program during recess, school activities and field trips. Friendships that can continue well into high school and beyond. This is a benefit to both English and French students as they move onto Ballenas Secondary where it is also a dual track school and will allow a smoother transition. Consider also some parents who are more willing to put their kids in the French program in a dual track school because if they find the French program is not the best fit for their child they can switch over to the English program in an easy transition without having to change schools, bus routes, after school care, school sports teams, friends, etc.

Not only does EOES offer the benefits of being a dual track school it offers the benefits of a Home Ec. room, woodworking facilities, and fantastic music and sports programs. The students are taken on multiple field trips to help them learn outside the classroom. The PAC works tirelessly to help the kids and many families assist the PAC to make this happen. It really is a fantastic school for our children. We have noticed in the past couple years a dwindling of this community especially in the English side of the dual track program. A lot of the English families have decided to leave EOES. With even smaller class sizes also brings issues with lack of distance between students who may have behavioural and or social problems with each other and lack of choices of 'friend groups' within their classroom. Unfortunately all of these complications have had a ripple effect on the school as a whole. The most visible being the reclaiming the home ec. room for a classroom displacing the PAC Bagel Cafe and hot lunch program. When the multi grade program was introduced it was not communicated to the families in the English program and this pilot program scared many families away from the school due to lack of communication and a failure to seek input from the families. This was seen as a confirmation of rumours that the English program was being pushed out of EOES and a 'jump ship' mentality began so families could ensure they got a spot at their cross boundary school of choice. The rumours are not slowing down, if anything they are escalating and more and more English families are wanting to pull out of EOES and transfer to other schools in the community which are bursting at the seams with enrolment.

Students in the English program are being brought into the rumours and questioning their future at the school. This is not healthy and it is a lot for students to take on. They deal with enough issues as it is, they don't need to feel they are not wanted in their own school. The students in the primary grades are seeing their friends leave one by one, leaving stress and anxiety for the students left behind. This will become a major issue within the next couple years. What are the plans when more students leave? With the multi grade program comes social and behavioural issues stronger than what I assume was to be expected by those who approved this program. The multi grade was a good pilot try but it is proving that it does not work within today's society.

It seems in our opinion that pilot programs are currently being designed to fight fires and not ensure long term security for our students. We need to start focussing on maintaining consistency for our children and not creating more 'new' programs. Please stop focussing on new primary programs in facilities not up to standards for public schools and redirect the focus and finances to the issue at hand, namely EOES.

We do not work in the schools but we do have a child in elementary and one in high school, so we do know what the kids are capable of. Too much change is not a good idea. When we heard about school shut downs and the closing of middle schools all parents and students were advised appropriately of the changes. The changes and plans at EOES are not being communicated to parents.

Although the intention may not be to dissolve the English program at EOES it is being perceived by our community as that is what is going on. There was not enough English students enrolled to do a Kindergarten at EOES yet there was 59 students enrolled at Springwood Kindergarten. If changes are not made to improve the English program at EOES we are positive more families will leave which will put a strain on other schools in the district and leave a large school like EOES not fully utilized for its capacity.

We don't know the answers to fix this issue but please consider a public announcement from the school board that it is not your intention to dissolve the English program at this school. We strongly believe that a public announcement and a write up in the local paper highlighting the wonderful programs and benefits this school offers to both English and French students would be a positive first step.

Thank you for taking the time to read our concerns

Sincerely
Shari Hargrave and Bill Court