

## REGULAR BOARD MEETING AGENDA

TUESDAY, OCTOBER 27, 2020

6:00 PM  
via ZOOM

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: September 22, 2020 p 1-11
- b. Ratification of In Camera Board Meeting Minutes: September 22, 2020 p 12
- c. Receipt of Reports from Trustee Representatives
  - Oceanside Building Learning Together Coalition – Trustee Young p 13
  - French Language Advisory Committee – Trustee Young p 14-15
- d. Receipt of Status of Action Items – October 2020 p 16

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 27, 2020, 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

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- 12. INFORMATION ITEMS**
- a. **Educational Programs Update** (Gillian Wilson/Vivian Collyer)
  - b. **Education Planning Update** (Keven Elder)
  - c. **Class Size Report: October 16, 2020 Snapshot** (Gillian Wilson) p 17
- 13. EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Godfrey) p 18-19
- 14. POLICY COMMITTEE REPORT** (Trustee Young)
- a. **Board Policy 606: Respectful Workplace** p 20-24  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 606: *Respectful Workplace* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.
  - b. **Board Policy 106: Financial Reporting and Operating Surpluses** p 25-28  
 (Previously 4005 and 4006)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 106: *Financial Reporting and Operating Surpluses* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.
  - c. **Board Policy 108: School Generated Funds** p 29-31  
 (replaces 4008 and incorporates AP Fundraising)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 108: *School Generated Funds* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.
  - d. **Board Policy 509: Educational Changes Due to Emergencies** p 32-35  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt Board Policy 509: *Educational Changes Due to Emergencies* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.
  - e. **Board Policy 103: New/Repurposed Facilities** p 36-38  
 (previously numbered 4003)  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.

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- f. Board Policy 104: Video Monitoring** p 39-41  
*(previously numbered 4004)*

*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 104: *Video Monitoring* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.
  
  - g. Board Policy 105: Use of School Facilities** p 42-51  
*(NEW policy and previously an Administrative Procedure only)*

*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 105: *Use of School Facilities* and its attendant Administrative Procedures at its Regular Board Meeting of October 27, 2020.
  
  - 15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** (Trustee Flynn) p 52-53

*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) write a letter to the Premier to support, in principle, the concept of the seamless child care initiative proposed by CUPEBC.
  
  - 16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**  
None
  
  - 17. TRUSTEE ITEMS**

    - a. Oceanside Track Renewal (at Ballenas) Steering Committee** (Trustee Young) p 54-56

*Recommendations:*  
**THAT** the Board of Education of School District 69 (Qualicum) support the shift of the Ballenas Track Renewal project to a smaller scale than an 8-lane competitive track to either a four or six lane training track with a 6-lane straightaway, levelled or at current elevation, with costing and fundraising to determine the eventual configuration.

**THAT** the Board of Education of School District 69 (Qualicum) reset the Track Renewal Steering Committee to include a trustee, district senior staff, community members and students, with the membership to be confirmed by the Superintendent at a future Board meeting.
  
    - b. BCSTA's Meeting of Board Chairs** (Trustee Austin) p 57

**c. Climate Action Task Force Update***(Trustee Austin)***p 58-59***Recommendation:*

**THAT** the Board of Education of School District 69 (Qualicum) commits to the conservation of water through its operational management and through learning opportunities for its educational community. The Board of Education supports the "Blue Communities" project, and recognizes and affirms that access to water and sanitation services are fundamental human rights. School District 69 commits to the water commons framework:

- a. Recognizing water and sanitation as human rights.
- b. Banning or phasing out the sale of bottled water in school district facilities and at school district events,
- c. Promoting publicly financed, owned and operated water and waste water services.

**18. NEW OR UNFINISHED BUSINESS****19. BOARD CORRESPONDENCE AND MEDIA**

- a. **Letters to and from Ministry of Education re: Foundation Skills Assessment**

*(Chair Flynn)***p 60-61****20. PUBLIC QUESTION PERIOD****21. ADJOURNMENT**

REGULAR BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 22, 2020
6:00 PM
VIA ZOOM



ATTENDEES

Trustees

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

Administration

- Keven Elder Superintendent of Schools
Gillian Wilson Associate Superintendent of Schools
Ron Amos Secretary Treasurer
Vivian Collyer Director of Instruction
Chris Dempster General Manager of Operations
Brayden Gordon Vice Principal, Oceanside Elementary School
Qualicum District Principals/Vice Principals' Association

Education Partners

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

1. CALL TO ORDER

Chair Flynn called the zoom meeting to order at 6:00 p.m., and reviewed the protocol for the zoom meeting. She noted that the meeting was being recorded and would be posted on the district website.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting via zoom on the unceded territory of the Coast Salish people and appreciated the Snaw-Naw-As (Nanoose) and Qualicum First Nations for allowing the district to live, work and play on their lands.

Chair Flynn also noted that September 20th is Orange Shirt Day and October 5th is World Teachers' Day.

3. ADOPTION OF THE AGENDA

20-91R

Moved: Trustee Young Seconded: Trustee Godfrey

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

CARRIED UNANIMOUSLY

**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes: August 25, 2020
- b. Ratification of Special Board Meeting Minutes: August 12, 2020
- c. Ratification of In Camera Board Meeting Minutes: August 25, 2020
- d. Receipt of Ministry News
  - New federal funding builds on plans for a safe back to school
  - Students, staff supported by new Mental Health in Schools Strategy
- e. Status of Action Items – September 2020

**20-92R**

*Moved:* Trustee Austin      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 22, 2020, as amended.

**CARRIED UNANIMOUSLY**

**5. DELEGATIONS/PRESENTATIONS****a. 2019-2020 Audited Financial Statements**

Leanne Souchuk, auditor from McGorman MacLean, provided a high level overview of the financial statements and noted that the statements presented fairly the financial position of the district as of June 30, 2020. She acknowledged the full cooperation of the board and district staff during the audit process.

**6. BUSINESS ARISING FROM THE MINUTES****a. Update on Transit Discussion with Regional District of Nanaimo (RDN)**

Superintendent Elder advised that he and the General Manager of Operations had met with the senior transportation staff at the RDN to determine if there might be some options available or that could be made available for those courtesy riders who were not able to be accommodated on district buses due to the new protocols and reduced number of available seats on the bus. Unfortunately, it was determined that there was relatively little opportunity to adjust current routes in any meaningful way nor to add routes as the RDN did not have the buses available.

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

Deb Comer, President, commented on the following:

- Last week MATA members participated in the District Planning Day and then Professional Development Day. Giving a larger world view perspective on Indigenous ways of being and learning, and on racism was appreciated. Members also appreciated having time to collaborate with their colleagues in a wide variety of professional activities.
- Thank you to the MATA In-District Pro-D chairs Denise Spencer-Dahl and Michelle Beasley for organizing a range of activities that schools could use if they wanted.
- The Association was thrilled to see the recommendation from the Education Committee of the Whole to write a Letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing be cancelled due to COVID-19 and encouraged the Board to pass that motion. The MATA would then infer that, based on the Board's direction, if the FSAs were to still be required by the province, then any parental requests to withdraw from the FSAs would be supported by school administration.
- While teachers are happy to be back at work and connecting with their students again, there is trepidation about keeping themselves, their students, and their

family safe. It can be disconcerting/stressful/anxiety producing to be unclear as to which guidelines to follow for health and safety in schools. Mixed messages regarding how close to get to students in a cohort (1 metre or no physical contact?). Some teachers are surprised at how large their classes are when the message in the media is that there will be classes which have less density in order to stop the spread of COVID-19.

- Many members have commented that it feels like November already. With the school day and many lunch breaks being shortened the days are very long, busy and intense. Due to social distancing, members feel isolated, disconnected, and fragmented from their colleagues, and they are noticing this in their students as well.
- October 5<sup>th</sup> will be Teacher Appreciation Day and on behalf of MATA, she would like all teachers in the district to know how much she admires and respects their ability to continually provide a professional learning environment for their students, and adapt to ever changing demands placed upon them.

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

No Report

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

No Report

**10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)**

None

**11. ACTION ITEMS**

**a. District Staff Flu Vaccinations**

Secretary Treasurer Amos advised that it has been past practice to provide flu vaccinations to district staff. Normally, approximately 100 individuals participate in the offer at a cost of \$25/vaccine; however, it is anticipated that there may be an increase in participation this year.

Trustee Austin inquired whether teachers and schools staff would be eligible for free vaccines being offered by Island Health. Secretary Treasurer Amos reported that he had reviewed the information on the Island Health website and teachers did not qualify for free flu vaccinations. However, some staff may qualify for other eligible reasons. He will continue to follow up with the service provider to inquire whether they would be able to track the number of district staff who would be eligible for a free flu vaccination.

**20-93R**

*Moved:* Trustee Godfrey *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2020-2021 school year.

**CARRIED UNANIMOUSLY**

**b. 2019-2020 Audited Financial Statements**

**i. Internally Restricted Funds**

Secretary Treasurer Amos spoke to the internally restricted funds which are directly related to Note 15 in Financial Statements and speaks to amount of surplus it speaks to commitment to appropriate money for various programming. He then reviewed the list of proposed projects to which the funds would be allocated. To specifically recognize those future uses of the funds.

**20-94R**

*Moved:* Trustee Kurland *Seconded:* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.  
 CARRIED UNANIMOUSLY

**ii. 2019-2020 Audited Financial Statements**

**20-95**

*Moved:* Trustee Godfrey *Seconded:* Trustee Austin  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the 2019-2020 Audited Financial Statements as presented.  
 CARRIED UNANIMOUSLY

**c. Selection of Auditors for 2020-2021**

Secretary Treasurer Amos stated that once the audited financial statements are approved, it would be the normal process for the Board to select or reappoint an auditor for the next year or put it out to tender. Recognizing the thorough service provided by McGorman MacLean over the past number of years and the current state of affairs due to COVID when there are so many other issues to deal with, his recommendation, would be to reappoint McGorman MacLean as the auditors for 2020-2021 and reassess next year.

**20-96R**

*Moved:* Trustee Godfrey *Seconded:* Trustee Young  
**THAT** the Board of Education of School District 69 (Qualicum) appoint the firm of McGorman McLean as the School District 69 (Qualicum) auditor for the 2020-2021 fiscal year.  
 CARRIED UNANIMOUSLY

**d. Capital Plan Bylaw No. 2020/21-CPSD69-02**

Secretary Treasurer Amos stated that this was an extension of the financial contribution of the Ministry for an electric bus, the first portion of which was provided in April 2020. The Ministry normally funds 100% of a diesel bus; however, other agencies have come forward through the CNCP project to support the additional cost of an electric bus which is 3x the cost of a diesel bus. The third instalment would come from the Ministry of Energy and Mines and a 4<sup>th</sup> installment would be locally supported.

**20-97R**

*Moved:* Trustee Young *Seconded:* Trustee Godfrey  
**THAT** the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-02 at its Regular Board Meeting of September 22, 2020.  
 CARRIED UNANIMOUSLY

**20-98R**



*Moved:* Trustee Godfrey      *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-02 at its Regular Board Meeting of September 22, 2020.  
 CARRIED UNANIMOUSLY

**20-99R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Godfrey  
**THAT** the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-02 at its Regular Board Meeting of September 22, 2020.  
 CARRIED UNANIMOUSLY

**20-100R**

*Moved:* Trustee Austin      *Seconded:* Trustee Godfrey  
**THAT** the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw No. 2020/21-CPSD69-01 at its Regular Board Meeting of September 22, 2020.  
 CARRIED UNANIMOUSLY

**12. INFORMATION ITEMS**

**a. Education Update**

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

- Acknowledgement that the district was on day 2 of week 1 of the first full week of school and the message the presenters gave last week on the District-Wide Planning Day was clear to all educators and staff in the system. She then provided some quotes from the first presentation by Monique Gray Smith's which connected to district initiatives from climate control to making sure the district is caring for its children.
- The four blankets was something our educators really took to heart with the work they have been and continue to do – sense of self, sense of family, sense of community, sense of culture.
- The second session from Safer School Together was on racism, bias and prejudice and the district could not have asked for a more important and relevant topic to ensure all children are welcome and comfortable in district schools.
- Staff are currently reviewing the first set of enrolment figures and, while some adjustments are still necessary to correct some entries, the district is on target for its projected enrollment with the exception of the International Student Program. Currently the district has 31 international students and she acknowledged the work of the homestay coordinators and homestay families for their work with students to confirm to the COVID protocols, particularly those who were able to return to the district.

Vivian Collyer, Director of Instruction, added that the district leadership team met with principal and vice principals earlier in the day and she noticed how many comments were made as to what was working in schools. The students are getting used to the routines they have to follow and are respectful of the safety protocols. Parents are also being supportive of the process. She thanked the school-based administration for their preparation and leadership which has made a huge

difference. She also thanked the teaching and support staff for helping students develop the new routines.

**b. Superintendent's September Restart Update**

Superintendent Elder expressed special thanks:

- To custodians for summer work and for return with altered shifts and responsibilities;
- To bus drivers for their role-modelling in not only transportation safety but COVID safety and protocols;
- To maintenance and grounds staff for their ongoing work over summer and now;
- To clerical staff for continuing to be the hub of the school;
- To our teachers for embracing the return to working with children;
- To our Education Assistants for their ongoing critical work in support of children;
- To our itinerant staff who work across our schools with a focus on safety as well as support for children;
- To the Indigenous Education Advisory Committee and the representatives of Qualicum and Snaw-Naw-As First Nations, and to both Nations for their ongoing support and connection;
- To our parents for working with us on safe return and health monitoring processes;
- To our PACs and DPAC for their ongoing support, and for understanding that most of their work will occur away from the school during COVID times;
- To our district level employees from the School Board Office to the Springhill site for their key work behind the scenes
- To our school administrators who have worked so hard through the summer and now every day (unusual times)
- To everyone who is making our home support model work, even through its growing pains
- To our union locals for their ongoing commitment to dialogue and proactive planning even as they attend first and foremost to the well-being of their members
- To all of our community partners for their continued engagement
- To trustees individually and collectively who continue to work with senior staff and for their work across the region.

It is the work of everyone together that has helped the district move forward and also new ways to learn how to keep working together in a post-COVID world. He expressed his belief that everyone knows that together we are going to be able to make this school year work, in new and creative ways, and the district's leadership team thanks everyone for their efforts.

He then provided some specific updates of where the district stands two weeks into the school year.

- Our learning groups of up to 60 at elementary and 120 at secondary are in place, with all students spending the majority of their time with one class of under 30 students.
- We continue to organize for as much as can be offered safely to students by way of opportunities beyond the classroom including athletics, performing arts and community connection.

- Health and safety protocols continue to be our most important focus, with some adjusting as we go forward including publishing a new daily health check list of symptoms to watch for, and a continued focus on masks and distancing away from learning groups.
- We work on a daily basis with public health and our medical health officer in terms of understanding and fending off COVID-19, including knowing how we will be expected to act and what we are expected to share (and not share) should a case be diagnosed in our community that is in any way connected to our schools.
- Transportation is almost fully organized. Our transportation department is reaching out to eligible riders who have not yet registered and asking that they do so this week or forego their seat, and to registered riders to see if they can give up their seat if they have no intention of riding. As routes are confirmed this week there may be a limited opportunity to offer seats to courtesy riders on certain routes based on the order of their applications earlier this year.
- An update regarding the new daily check list, transportation and the wearing of masks was sent to parents earlier in the day through School Messenger.
- The district is doing all it can collectively to support a positive educational experience and environment for students and staff.

**13. EDUCATION COMMITTEE OF THE WHOLE REPORT**

Trustee Godfrey referred to the report as provided in the agenda package.

**a. School Codes of Conduct**

**20-101R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) accept the School Codes of Conduct for the 2020-2021 school year as presented, recognizing that the Province’s Ministry of Education’s COVID-19 protocols supersede in regards to Health and Safety of all.

**CARRIED UNANIMOUSLY**

**b. School Codes of Conduct Review Working Committee**

Trustees noted that there were some questions that arose from discussion at the Education Committee and a desire to have each of the schools’ codes of conduct reflect the uniqueness of those individual schools, so parent and student involvement would be beneficial when creating the Codes of Conduct. Trustees would also like to see the Codes of Conduct contain acknowledgement of the climate crisis and the need for climate action. Some updates to policy references was also needed.

**20-102R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) ask senior staff to create a working group, which includes student and parent advisory council representatives, to work on the School Codes of Conduct

**CARRIED UNANIMOUSLY**

**c. Letter to Minister re: Foundation Skills Assessment (FSA)**

Trustees expressed concerns regarding additional challenges and stress for parents, students and staff in administering the FSA testing during an already challenging and stressful time due to the pandemic. It was suggested that a letter be written to the Minister of Education to request that he cancel the FSA this year. Given that the district does not have full enrollment (85%), the results would be skewed and, therefore, meaningless and with so many other factors in play at the moment, it wouldn't be practical to continue with the testing.

**20-103R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) write a letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.

CARRIED UNANIMOUSLY

Trustees then discussed providing an option for parents to opt out of the FSA should the district's request not be responded to in time as the FSA's are scheduled to begin on October 5, or if the board's request is denied.

**20-104R**

*Moved:* Trustee Austin      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) support parents who choose to withdraw their child from participation in the Foundation Skills Assessment (FSA) for extenuating circumstances related to COVID-19.

CARRIED UNANIMOUSLY

Staff were asked to ensure that the motion and the types of extenuating circumstances be clarified in the letter to parents that is sent out prior to the FSA testing.

**14. POLICY COMMITTEE OF THE WHOLE REPORT**

**a. Board Policy 509: Mandated Educational Changes Due to Emergencies  
(NEW)**

**20-105R**

*Moved:* Trustee Young      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 509: *Mandated Educational Changes Due to Emergencies* and its attendant Administrative Procedures at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

**b. Board Policy 103: New/Repurposed Facilities**

*(previously numbered 4003)*

**20-106R**

*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 Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

**c. Board Policy 104: Video Monitoring**

*(previously numbered 4004)*

**20-107R**

*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 Policy 104: *Video Monitoring* at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

**d. Board Policy 105: Use of School Facilities**

*(NEW policy and previously an Administrative Procedure only)*

**20-108R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

**e. Board Policy 100: Sustainable Practices**

*(previously numbered 4009)*

**20-109R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 100: *Sustainable Practices* and its attendant administrative procedure at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

**f. Board Policy 101: Projects - Tendering, Purchase, and Disposal**

*(merging of 4001, 4002 and 4007)*

It was noted that a revision was made to the administrative procedure since the Policy Committee of the Whole meeting which would increase the amount required to generate a purchase order from \$1000 to \$10,000.

**20-110R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 101: *Projects: Tendering, Purchase, and Disposal* and its attendant administrative procedures at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

**15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**

As provided in the agenda package. No recommendations were brought forward from the meeting.

Trustee Austin added that the District has been supportive of the seamless childcare proposal from CUPE BC and is in communication with the Ministry so that if opportunities arise, they would be seriously considered by the Board, perhaps as a pilot project. The topic will continue to be an agenda item at future Finance & Operations Committee of the Whole meetings.

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

No Reports

**17. TRUSTEE ITEMS****a. Trustee Committee and Representative Appointments**

Chair Flynn noted two changes to the appointments.

**b. Trustee Liaison Schools**

Chair Flynn noted two changes to the trustee liaison schools.

**c. BCSTA Events**

Chair Flynn advised of the following upcoming trustee events:

- i. VISTA Fall Conference (via Zoom) – October 3, 2020
- ii. BCSTA Zoom Meetings
  - Board Chair Meeting, October 15, 2020
  - Board Chair/Minister of Education, October 16, 2020
  - Provincial Council, October 23-24, 2020

**d. Ministry News Release: Enhanced mental health programs support a safe return to school**

Trustee Austin inquired as to how the Ministry announcement would affect the District.

Associate Superintendent Wilson advised that an announcement is anticipated in the near future which would provide more details regarding the criteria for the funds. The funds are a result of the mental health grants provided over the past 2 years with which the district began its trauma informed practice, presented the Grade 7 Health Conference, and provided training for staff.

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

- a. Letter to Minister of Education re: Federal Funding
- b. Letter to Minister of Health re: COVID Restart Plans

**20. PUBLIC QUESTION PERIOD**

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

- Internally restricted funds

**21. ADJOURNMENT**

Trustee Godfrey moved to adjourn the meeting at 7:35 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



## IN-CAMERA MEETING

SECTION 72 REPORT  
September 22, 2020

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### 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

The Board of Education discussed the following topics:

- Legal
- Labour Relations/Personnel

No motions were presented for approval

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Chairperson

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Secretary Treasurer





Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: Oceanside Building Learning Together Coalition
Meeting Location: Zoom
Meeting Time: Noon October 1, 2020

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.

Our Vision: Thriving children, families and community

Our Goals:

- 1. Community Collaboration and Engagement
2. Decrease SD69 EDI Reported Vulnerabilities

In Attendance (Agency list)

SOS Child Youth and Family Program; Pacific Care Society; Island Health Nutrition and Dental); Oceanside Health and Wellness Network; RDN Recreation; Oceanside Building Learning Together; VIRL Qualicum/Bowser Children's Librarian; Sources; Child and Youth Mental Health; Parent Support Services; School District 69; Arrowsmith Recreation (ACRA)

All agencies updated programs and this information is listed on agency and OBLT websites.

Childcare Needs Assessment (early comments)

- Shows a difficulty finding childcare in our region (no surprise) especially Infant/toddler.
3 pilot programs dedicated to continuity of care model.
Problems in expansion includes finding qualified ECE's to staff.
SD 69 will continue discussions at upcoming meetings re: Seamless Childcare Initiative.

OBLT Childcare Update

- Arrowview project is in the early stages of building. Held up due to COVID. Provincial funding is in place.
Working on licensing for Errington Elementary (not an easy or short process)
Spooktacular
This COVID year will not have a large gathering. Celebration within the programs at OBLT and take-away treats.
Suggest declaring a Spook week in all partner programs
SOS is hoping to plan a scavenger hunt at Storybook village and other agencies may plan their own hunt.
Agencies offered to decorate a house at Storybook Village (sign up will be sent out via email)
Dad's Night Out - OBLT will not host at this time.

OBLT Programs

- No longer a drop-in program - have to register ahead
Smaller groups; zoom meetings; take away breakfast on Saturdays

Next meeting: Thursday, November 5, 2020 - will be replaced by an Early Years Forum via Zoom from 9-1 PM - Invites to come.



## Board and Trustee Representative Committee Report

SD69 QUALICUM

**Trustee Representative:** R. Elaine Young  
**Committee Name:** French Advisory Council (FAC)  
**Meeting Location:** Zoom  
**Meeting Time:** October 19, 2020

**Mandate** - FAC provides advice, recommendations and feedback to senior staff on matters relating to French language programs in the District.

**Role** - FAC meets at least three times each year to discuss strategic priorities as they relate to funding allocation and program development:

- To promote and support French Language learning in SD69
- To support relevant, accessible, high quality FSL programs that optimize resources and appropriately complement district programming
- To help integrate FSL program guidelines within the district's learning framework, as well as serve as a forum for ongoing sharing of perspectives on program directions to ensure our district programs align with federal funding guidelines

Attendees: Brayden Gordon, Rudy Terpstra, Francois Provencher, Angela Dodd, Catherine Buchanan, Elaine Young, Andrea Button, Debbie Comer, Greer Cummings, Vivian Collyer

### 1. School Updates:

#### a) **École Secondaire Ballenas Secondary School** – Francois and Rudy – summary French Immersion

- Grades 8, have FI full year; Grades 9 and 10 have FI for part of the year and this will be supplemented by further oral language support; Grade 11/12 will have the amount of FI needed to graduate with dual credit. (New courses PE 10; CLE10 and 20<sup>th</sup> C History 12)
- 3 FI Home Support students are receiving oral resources at home and are supported by a Home Support Teacher
- Students in Grade 8 were “rusty” from not using skills; Grade 12’s skills strong.
- COVID-19 safety protocols make it challenging to connect with other colleagues in the French Dept.

#### b) **École Oceanside Elementary School** – Angela and Brayden

- 15 FI divisions, 6 Eng; 21 new staff members
- Home support teachers report that French language resources are primary need for parents
- 3 students in DL at CEAP for this year only due to pandemic; return to EOES FI next year
- Class reviews today and overall FI doing very well, but definitely notice a language gap after longer absence due to COVID-19 last year. Teachers are trying to figure out how to support students while still honouring current grade curriculum and competencies.
- Learning Groups - many are mixed Eng/Fr groups and going well; some parents would prefer French only groups; Purpose aligns with EOES goal to create a “bilingual community” rather than a “dual track” school.
- Awakenning the “Welcome Pole” event with all classes

- Online resources “Raz-Kids” & “Je lis” have been purchased for both in school and home support. “Le monde en marche, Regardons sur le monde” (Science Humaines) and “Lalilo” (Phonics) are other good resources
- Student vote is happening this week
- Virtual Scholastic Book Fair & Library French resources - library opening this week for students
- Starting FI teacher meetings on Nov 3 (every 2nd month)
- Professional Learning (summary)
- Provincial Pro-D (organized largely through BCTF) occurs the 3<sup>rd</sup> Friday in October always. Now on-line and so open to many more people.
- <https://www.bcatml.org/courses--events.html> for the French component.

## 2. FI DL

- Discussion re. possibility of Ministry of Education supporting provincial options for FI DL so that there are more course offering choices to students in smaller program
- Greer (Canadian Parents for French) has information to share with us on this topic and will send to Vivian
- this topic will move forward to our next FAC meeting for discussion and possible recommendation to the Board of Education.

## 3. DELF

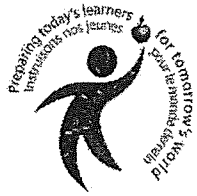
- French language proficiency scale based on the European Framework
- used around the world
- certification assessment available through UVic
- new tools for student self-assessment as well; possibility for FI teachers to consider for use with our students

### **Next meeting:**

Monday, November 30 (5:00-6:00 pm)

**SCHOOL DISTRICT 69 (QUALICUM)  
STATUS OF ACTION ITEMS**

Action Item	Responsibility	Status	Proposed Deadline
<p><b>Letter to Minister re Cancellation of FSA</b> September 22, 2020 THAT the Board of Education of School District 69 (Qualicum) write a letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.</p>	Board Chair	Completed	Completed
<p><b>Codes of Conduct Working Group</b> September 22, 2020 THAT the Board of Education of School District 69 (Qualicum) ask senior staff to create a working group, which includes student and parent advisory council representatives, to work on the School Codes of Conduct</p>	Senior Staff		Spring 2021
<p><b>Use of Common Space for Artwork</b> March 10, 2020 THAT the Board of Education of School District 69 (Qualicum) ask staff to work with Parksville Civic and Technology Centre partners to develop a plan and process to allow the display of wall art from SD69 students, VIU students and community members in the communal areas of the building; and, THAT this process may serve as a vehicle for installation art, be it temporary or permanent.</p>	Senior Staff	Deferred due to COVID	TBD
<p><b>Climate Action Symposium</b> December 17, 2019 THAT the Board of Education of School District 69 (Qualicum) support a task force initiative to host a Climate Action Symposium in the spring of 2020</p>	Climate Action Task Force Members	Has been decided to move timeline from spring 2020 to fall 2020 Will depend on status of pandemic	TBD



## SCHOOL DISTRICT No.69 (QUALICUM)

### Class Size Report - October 16, 2020 Snapshot

School	Division or Course Name	Class Size
École Secondaire Ballenas Secondary	Instrumental Music/Band 10, 11, 12 (combined class)	31

This declaration is to confirm that I have received and reviewed the Principals' reports for all schools and classes, and I verify that as of the date of this report the organization of classes in the school district:

- (a) is in compliance with the provisions as defined in the School Act and related regulations and,
- (b) is appropriate for student learning.

Respectfully submitted,

Gillian Wilson  
Associate Superintendent



**Education Committee of the Whole Report**  
**Tuesday, October 20, 2020**  
**VIA ZOOM**  
**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.*

**1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**

**2. OPENING COMMENTS**

**3. SHARED LEARNING:**

- a. **Being Kind/Orange Shirt Day Activity – Springwood Elementary,**  
Students in Grades 2 and 3 showcased artwork they created after reading two books written by Monique Gray Smith.
- b. **Outdoor Pursuits - Ballenas Secondary**  
Shayne Vollmers, teacher, and 3 past students from the Grade 9 Outdoor Pursuits program provided an overview of the program. The program offers students 70-80 experiences per year, though things will look a bit different this year. Average class size is 22-24 keen students. A lovely video was played which was created by a previous vision-impaired student, and showed a quick snapshot of last year's class and many of their experiences.
- c. **Enhancing Student Learning**  
Vivian Collyer, Director of Instruction, Gillian Wilson, Associate Superintendent, and Keven Elder, Superintendent of Schools, have begun visiting schools and talking about the plans to Enhance Learning in their school communities. This will hopefully be shared with Trustees in the late Spring.

**4. INFORMATION**

- a. **Enrollment Numbers**  
Ms. Wilson, Associate Superintendent, reported that currently 197 students in some form of Home Support but numbers are going down as parents and students are feeling more comfortable returning to the school setting.
- b. **CEAP Update**  
Ms. Wilson, Associate Superintendent,  
Our Distributed Learning program has increased in numbers and the district has added in extra staff to support the program
- c. **French Home Support Update**  
Dr. Collyer, Director of Instruction, reported that currently 38 students are using Home Support. She noted that this support is not in French language and total immersion, but staff are supporting the students in their progression.

- d. Professional Learning Opportunities Update**  
Dr. Collyer, Director of Instruction, spoke to the Numeracy Program for elementary and high school students (grades 8-9).  
Zoom strategies for teachers for Numeracy, currently 23 teachers in K-7 enrolled and 18 teachers for 8-9.
- She then provided information on Community of Practice which invites teachers to talk and share about best practices and common themes.  
17 teachers are currently participating and more can join at any time
- Professional Development this week will be mostly virtual so a good turnout expected because travel will not be a barrier.
- e. Backpack Program Update – Art Fundraiser**  
Ms. Wilson, Associate Superintendent, provided information on the District 69 Backpack Program and a current fundraiser in collaboration with a local artist, Aura Vanderwal, who has released Limited Edition Prints of orcas swimming in seaweed for sale with 20% of the proceeds going to the Backpack Program and 5% to the Centre for Whale Research. Prints can be purchased at <https://www.aurasgarden.com/>
- f. Foundation Skills Assessment (FSA)–** The Province has issued new dates for the FSA's to now be completed in February
- g. Alternative Education Review update**  
The LEAP program was moved to Qualicum Beach Elementary School as of September. The referral process is changing and partially complete for PASS WOODWINDS with referral of students coming through the District Based Team. This was a recommendation from the review last school year.

**5. DISCUSSION**

A topic for a future meeting will be Grad Rate 2019. Numbers came this week and need to be 'unpacked' and will then be brought to an Education Committee of the Whole in either November or December.

**6. RECOMMENDATIONS TO BOARD OF EDUCATION**

No recommendations at this time.

**7. QUESTION PERIOD**

**8. NEXT MEETING DATE**

- Tuesday, November 17 at 3:30 via Zoom



**Context:**

1. The Board of Education is responsible for creating and maintaining a respectful, healthy and productive learning and working place. A high standard of conduct is therefore expected, encouraged and maintained. The Board expects everyone involved in the school district to follow the highest standards of conduct in all aspects of their roles and believes that these standards are essential in providing the best learning environment for students. This policy is intended to cover school district employees, contractors, parents, school trustees, volunteers, third parties doing business, and members of the general public who interface with the school district. Students are not covered by this policy as those expectations are covered in the Board's Safe, Caring and Inclusive Schools Policy and by school codes of conduct.

**Policy Statement:**

The Board is committed to creating and maintaining a learning and working environment where all adults are treated and treat each other in a courteous and respectful manner.

The Board commits to the ideals of:

- a. A consistent understanding regarding proper and appropriate behavior in dealing with others, including speaking and acting without offending others;
- b. Interactions between people being fair, professional and respectful;
- c. Appropriate conduct being demonstrated with respect to school district property; and,
- d. Concerns being resolved in a timely and effective manner.
- e. Concerns being addressed in their appropriate place, whether within the provisions of a collective agreement, in Board policy or in other regulatory or restorative processes.

**Guiding Principles:**

1. The Board believes that a respectful, fair and equitable climate must be created, nurtured and actively maintained in all working and learning spaces.
2. The Board believes all members of the learning/working community must be able to easily voice and resolve complaints.
3. All people engaged in school district activities are expected to conduct themselves in a manner which is courteous, respectful of and responsive to the needs of others and which also treats school district property appropriately.
4. All people can expect to be free from objectionable or abusive behavior and comments.
5. Individuals involved in the learning and working environment are responsible and accountable for their actions.
6. The following are examples of behaviours that will not be tolerated by the board:
  - a. Bullying and harassment including gender based sexual harassment
  - b. Discrimination as outlined in the B.C. Human Rights code.
  - c. Any form of unfair or inequitable treatment based on gender, social class, sexual orientation, gender identity, country of origin, spiritual or religious beliefs.
7. Individuals are responsible for ensuring that their actions and communication with others (including electronic communication) adhere to the spirit and intent of this policy.
8. People in positions of authority are also entitled to a safe working and learning environment free from objectionable and abusive behavior.





9. People in positions of authority are held to a higher standard of performance and are expected to exercise their authority in a fair and consistent manner. As well, people in positions of authority have difficult tasks to perform including assigning work, setting performance expectations, providing feedback and taking corrective or disciplinary action when necessary. These activities can create tension, but the legitimate exercise of this authority is expected.

**References:**

- WorkSafeBC – Toward a Respectful Workplace: A Handbook on Preventing and Addressing Workplace Bullying and Harassment
- Board Bylaw 1
- Policy 6190: Workplace Bullying and Harassment
- Policy 6240: Resolution of Complaints

**Dates of Adoption/Amendments:**

Adopted:

Amended:

DRAFT



**Purpose:**

This policy is intended to provide a safe and effective procedure for resolving interpersonal conflicts and reporting inappropriate conduct in the workplace.

**Scope:**

1. This administrative procedure and associated policy covers all adults involved in the learning or working environment regardless of their role. This includes school district employees, contractors, parents, school trustees, volunteers, third parties doing business, and members of the general public who interface with the school district.
2. Students are not covered under this policy. Standards for student behavior are addressed under each school's code of conduct.
3. Inappropriate behavior by an adult toward a student is not covered by this policy. The School Act, School District Policy, the Teachers' Regulation Branch, the District's Collective Agreements along with the BC Human Rights Code and employment laws/statutes will define and govern the standard of behavior required by adults when dealing with students.
4. For District employees, this policy does not supersede any provision of an applicable Collective Agreement.
5. The conduct of the Board of Education is addressed in Board Bylaw 1 under Trustee Code of Ethics.
6. The following matters are not subject to the above principles
  - a. Student suspensions of more than five days (See Board Policy: Suspension of students)
  - b. Decisions of the District Discipline Committee
  - c. Investigations/resolutions through employment contracts, collective agreements, or codes of ethics.
  - d. Matters subject to legal proceedings
  - e. Matters involving serious misconduct which warrant an independent investigation and response by the district.
  - f. Malicious, frivolous, or bad faith complaints where the complainant refuses to participate in a respectful resolution process.

**Responsibilities**

7. School and district administration will ensure that provisions of this policy and administrative procedure are used to support the creation and continuation of respectful workplaces, and for providing support and intervention as needed to that end.
8. Employees will be expected to, in accordance with WorksafeBC requirements, report an incident of violence to their supervisor in accordance with the procedure for the handling of a violent incident.
9. School and district administration will work with anyone alleging an incident of bullying and harassment in accordance with Policy 6190 Workplace Bullying and Harassment.
10. School and district administration will ensure that matters are referred to the processes described in collective agreements as situations dictate.



**Definitions:**

11. Inappropriate workplace conduct is that which is objectionable and/or unwelcome to an individual. Examples of such conduct include, but are not limited to:
  - a. an action or comment by any person which insults, or degrades another person;
  - b. verbal abuse in any form, such as swearing at or displaying anger toward another person;
  - c. written or verbal comments, actions or gestures or other behaviors;
  - d. "jokes" which are offensive or belittling;
  - e. abusing authority;
  - f. yelling or shouting (except where intended to alert another to danger);
  - g. deliberately excluding an employee from relevant work activities or decision making;
  - h. decision making which is influenced by factors which have no work related purpose;
  - i. attempting to discredit an employee by spreading false information about them.

**Resolution Process**

12. Any allegation of behavior that is inconsistent with the expectations of this policy and administrative procedure should be referred to the provisions of a collective agreement or board policy where possible. If those referrals are not appropriate, the steps listed below may be undertaken.
13. For context, not all unpleasant or inappropriate conduct amounts to bullying and harassment. Employees might disagree on issues, they might not like what they are asked to do, or they might not be friends with all of their co-workers. However, all employees are expected to do what they can to interact respectfully with others.
14. Given that most reasonable people will change their behavior when they discover it is creating issues for others, a complainant should attempt to resolve concerns informally at the earliest possible stage without unnecessary escalation. The complainant may select an advocate for support through the following process:
  - a. the complainant should attempt to find a suitable resolution directly with the other person involved;
  - b. in the event that a satisfactory resolution was not achieved, the complainant should address the matter with a union or association representative and, as possible, with the other individual's supervisor;
  - c. If the issue remains unresolved, the complainant may refer the matter to the Director of Human Resources for consideration of further mediation or investigation, or directly to the Superintendent of Schools;
  - d. If the issue has not been concluded through the processes of 14 a through c, it shall be referred to the Superintendent (or designate).

**Reporting an Incident:**

15. In the event that someone uninvolved is a witness to inappropriate conduct (i.e., damage to property, an offense toward another individual, etc.) that individual must report the incident to the supervisor most responsible for that area immediately.

**References:**



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 606 - ADMINISTRATIVE PROCEDURES

#### RESPECTFUL WORKPLACE

Page 3 of 3

- WorkSafeBC – Toward a Respectful Workplace: A Handbook on Preventing and Addressing Workplace Bullying and Harassment
- Board Bylaw 1
- Policy 6190: Workplace Bullying and Harassment
- Policy 6240: Resolution of Complaints

**Dates of Adoption/Amendments:**

Adopted:

Amended:

DRAFT

## FINANCIAL REPORTING AND OPERATING SURPLUSES

**Context:**

The Board of Education has a mandated obligation to care for and effectively use public funds to provide an educational program for all School District 69 (Qualicum) students. In order to ensure the financial integrity of the public accounts in its care, the Board of Education requires the Secretary-Treasurer to develop and present to the Board of Education quarterly financial reports at a Regular Public Board Meeting which outline the financial position of School District. The Board also has a responsibility to effectively manage any accumulated surpluses. An accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

**Policy Statement:**

1. The Board expects management of current and future finances will be wise and prudent.
2. In all financial decision making, the interests of providing a quality educational program to students will be central.
3. Wherever possible, financial plans will consider environmental sustainability as an important short-term and long-term factor.
4. The Board expects (and is mandated) to prepare a balanced budget.
5. The Board will establish a restricted portion of its accumulated operating surplus and/or its annual operating budget as a contingency reserve to be used to mitigate future budget shortfalls. If possible, the targeted amount of contingency reserve will be up to 2.5% of total operating budget for that year.

**Guiding Principles:**

1. All business will conform with generally accepted best business management practices
2. To maintain an open and honest climate in School District 69, all financial documentation will be explained and clearly understood by trustees and the public.
3. Budget preparation will include planning, reviewing and decision-making phases. At each phase consultation with stakeholders and public will be arranged and encouraged.
4. Budget planning will recognize needs of the students, the system and new programs identified by all those involved in consultations.
5. Newly budgeted projects and programs will be fully reviewed and evaluated on an ongoing basis.
6. Financial reports will be presented quarterly at a public meeting of the Board.
7. At the end of each fiscal year, up to 2.5% of the accumulated operating surplus will be placed in contingency reserve to protect the district from unforeseen future risks.

**Definitions:**

1. Accumulated operating surplus: The extent to which operating revenues from all previous years exceeds operating expenditures from all previous years.
2. Accumulated Operating Deficit: The extent to which operating expenditures from all previous years exceeds operating revenues from all previous years.
3. Contingency reserve – Amounts transferred to an operating or capital account which can be used to protect the district from unforeseen future risks.



**FINANCIAL REPORTING AND OPERATING SURPLUSES**

**References:**

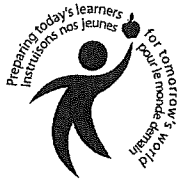
- School Act Part 6 – Boards of Education

**Dates of Adoption/Amendments:**

Adopted: 79.11.21

Amended: 84.06.06: 87.10.28: 89.02.22: 94.02.22: 00.11.28: 16.04.26:

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## Financial Reporting

1. In order to ensure the financial integrity of the public accounts in its care, the Board of Education will be provided with quarterly financial reports showing the current financial status of the School District. These reports will include year-to-date summations of revenues and expenditures and will compare to the current budget and to prior year results.

## Accumulated Operating Surpluses

1. The Accumulated Operating Surplus will be comprised of the following three components:
  - a. Contingency Reserve
  - b. Appropriated Operating Surplus
  - c. Unrestricted Operating Surplus
2. In conjunction with the Board's review and approval of the annual financial statements, the Board will restrict a portion of the accumulated operating surplus (if one exists) for the purpose of forming a contingency reserve.
3. The contingency reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.
4. Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.
5. The balance of the accumulated operating surplus will be held as unrestricted operating surplus.
6. The contingency reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board's approval, in response to unforeseen circumstances.
7. Examples for use of the Contingency Reserve may include
  - a. Elimination of any deficit arising at the end of the fiscal year
  - b. Incurring of new cost pressures in a fiscal year that were not known at the time of budget development
  - c. Settlement of legal action that is not covered by the School Protection Program
  - d. Initial one-time cost outlays for new educational programs
  - e. Coverage for disaster recovery expenditures
  - f. Extraordinary unknown utilities cost pressures
  - g. To appropriate to balance the next year's budget
8. When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the Contingency Reserve within an appropriate timeframe.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 106 - ADMINISTRATIVE PROCEDURES

### FINANCIAL REPORTING AND OPERATING SURPLUSES

Page 2 of 2

#### Process

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

#### References:

- Board Policy 105: Financial Reporting and Operating Surpluses

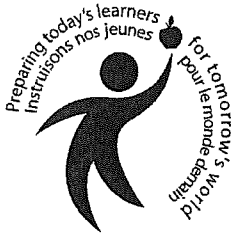
#### Dates of Adoption/Amendments:

Adopted:

Amended:



**SCHOOL-GENERATED FUNDS**



**Context:**

Funds may be collected at the school level through fees, events, field trips and other fundraising. Careful accounting of those school-generated funds is an important aspect of school management and leadership. Because fundraising events may involve cash, funds are not easily tracked, giving rise to the need for clear protocols and procedures. Other entities, most notably Parent Advisory Councils, may generate funds in connection with the school as well. While those accounts are not managed by the school or district, protocols for how that fundraising occurs need to be in place.

**Policy Statement:**

The Board of Education recognizes its responsibility and accountability for all funds raised and dispersed in the name of any school or program in School District 69 (Qualicum), and for the proper handling and managing of those funds. The Board understands that this stewardship role does not extend to funds raised and dispersed by Parent Advisory Councils in the school district, but that protocols for such fundraising should be in place.

**Guiding Principles:**

1. The Board expects the Secretary Treasurer to ensure that procedures, systems, and controls are in place to effectively manage the receipt, care, and expenditure of school-generated funds.
2. Fundraising at the school level will be appropriately conducted and managed.
3. The Board expects that all money collected will be properly secured immediately after the event is over.
4. Proper handling of cash receipts is expected.
5. Inactive accounts should be closed in timely manner.

**Dates of Adoption/Amendments:**

Adopted: 96.05.28  
Amended: 05.11.22; 16.04.26



BOARD POLICY 108 - ADMINISTRATIVE PROCEDURES

SCHOOL GENERATED FUNDS

**Purpose:**

The purpose of this administrative procedure is to reinforce the importance of the control of cash generated by school activities, and to provide guidance in relation to PAC fundraising, knowing that PACs have responsibility for administration of PAC funds.

**Procedures:**

Cash and cheques (hereinafter referred to as cash) represent one of the greatest risks of asset loss to the "School Generated Funds" environment. It is extremely important to establish and maintain strong internal controls and procedures for the handling of cash to guard against loss and misuse.

**1. Control over Cash Receipts**

The secretary/accounts clerk must keep track of fees assessed by fee type and by student. A running balance of amounts owed to the school by fee type must be available. All payments shall be receipted providing sufficient detail to confirm who made the payment, for what reason, and in the amount paid. The Principal is responsible to approve ALL reasons for cash being collected. Individual employees are NOT to engage in any form of fund raising without the prior approval of the Principal.

**2. Cash Management**

Cash collected by teachers and other employees must NOT be kept overnight in a desk drawer, filing cabinet and/or other similar storage facility. Cash must NOT be taken home. All cash, regardless of amount collected, must be turned into the office on a daily basis. At no time should there be more than \$1000.00 (one thousand dollars) in cash held on site. In all circumstances, cash must not remain on the school premises over a weekend and thus must be deposited each Friday. All cash on school premises prior to a deposit must be secured in a locked cabinet/safe. In unique circumstances, the Principal can vary this requirement provided sufficient cash security exists.

Adequate segregation of duties and restricted access to cash handling areas must be implemented, to the extent possible, to ensure the safeguarding of cash. Wherever possible, this should include the separation of the cash handling from the control and reconciliation of bank deposit receipts. Before cash is received by the secretary/accounts clerk or Principal, the funds are to be counted by the coordinator of the activity and recorded.

All cheques must be restrictively endorsed, i.e., "For Deposit Only", immediately upon receipt and the bank account number to be credited should also be entered on the reverse side of the cheque.

**3. Control over Payments**

All schools must have at least three (3) signing authorities registered at the bank. Signing authorities are NOT to sign blank cheques. Cheques should only be written to pay invoices that have been approved by the Principal (or designate) and have an account code. Do not use physical cash to pay bills, except as authorized through petty-cash. The full amount of cash received should be deposited directly into this bank account. Cash receipts shall not be used for personal loans, cashing of cheques, making purchases, or for salaries, honoraria or travel/Pro-D reimbursements.



BOARD POLICY 108 - ADMINISTRATIVE PROCEDURES

SCHOOL GENERATED FUNDS

**4. Out of School Events**

If a school event is held outside the regular school days/hours, planning ahead on how/where to safeguard the cash collected for the overnight/weekend should be done in consultation with the Principal. This plan must include accounting for cash received by two individuals at the end of the activity.

**5. Ledger Accounts**

Cash receipts must be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers must also be made on a timely basis.

**6. PAC and Non-School Fundraising in Schools**

The Board of Education understands that schools often require additional funds that are not provided by the Board or Ministry of Education and, further, the Board of Education recognizes the educational and humanitarian values of fundraising in and by schools and the schools' Parent Advisory Councils (PACs). The Board believes that fundraising is most acceptable when it provides a service or a product in the community, and when it adheres to the following procedures:

- a. Any school club, group or organization, including PACs, must request and receive permission from the principal to engage in a fund-raising activity.
- b. All funds raised by school clubs, groups or organizations shall be administered according to district standard accounting practices, and recorded in school accounts that are under the control of the principal.
- c. All funds raised by Parent Advisory Councils shall remain the responsibility of PACs until donated to the school, at which time the funds shall be recorded in school accounts that are under the control of the principal.
- d. Schools should be sensitive to community reaction regarding fund-raising and thereby keep the number of activities to a minimum.
- e. Principals will advise parents as to the purposes of all fund-raising activities sponsored by the schools and ensure that these funds are expended in accordance with the purposes stated.

**Financial Monitoring**

The Assistant Secretary-Treasurer shall conduct periodic reviews of school cash handling procedures as provided in this administrative procedure. Reviews may include periodic reviews of account activity, on site reviews of accounting records, or formal review by the School District auditor. Finding of such review will be shared with the Superintendent, Secretary Treasurer, and Principal.

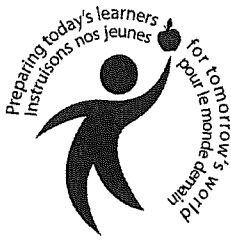
**Reference:**

- *Board Policy 108: School-Generated Funds*

**Dates of Adoption/Amendments:**

Adopted:

Amended:



EDUCATIONAL CHANGE DUE TO EMERGENCIES

**Context:**

Increasing globalization, climate change or other factors such as natural disasters, pandemics or epidemics may from time to time require emergency changes to how education is delivered. An example of this is the world-wide pandemic caused by COVID 19 which occurred in 2020. The Board will need to deal with those situations with as much forethought as possible.

**Policy Statement:**

1. In responding to educational changes related to any emergency, the Board will use an evidence-based approach that follows the advice or direction of experts and is responsive to requirements established by government or emergency response authorities.
2. The Board's priority in such an emergency, whether short term or of extended duration, is to ensure the health and safety of learners and employees.

**Guidelines:**

1. The Board is committed to ensuring clear, calm and honest communication in as much detail and in as timely a way as possible.
2. The Board will ensure all activities and interactions are as kind, calm and considerate as possible.
3. The Board will focus on continuity of authentic education as much as possible.
4. The Board will give high priority to equity and support for vulnerable learners.
5. Agile decision-making may be required, therefore all members of management and the Board will be ready for timely and effective decision-making.
6. The Board will act together and in a supportive way throughout the emergency.
7. Where there are challenges related to language in collective agreements the Board is committed to thorough consultation with union representatives.

**Definitions:**

1. World-wide, federal and provincial emergencies are those announced by United Nations bodies, such as the World Health Organization, and the federal and provincial governments. This policy is limited to said emergencies that cause disruption to the normal provision of education.
2. Experts are those sources, who are most likely to understand and have full knowledge of the emergency situation, for example in the case of a health emergency the World Health Organization, the Public Health Agency of Canada, the Provincial Health Officer and the regional Medical Health Officer.
3. Emergency response authorities from whom direction will be taken in the event of an emergency include Emergency Management BC and local or regional police, fire and emergency response agencies.

**References:**

B.C. Government (2020) [Next Steps to Move B.C. Through the Pandemic.](#)

**Dates of Adoption/Amendments:**

Adopted:

Amended:



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 509 – ADMINISTRATIVE PROCEDURES

#### EDUCATIONAL CHANGES DUE TO EMERGENCIES

Page 1 of 3

#### **Purpose**

Once an emergency situation that will have impact on the educational operations of School District 69 is declared, a planning and coordination task force will be established with membership from senior management, the Board and other staff as deemed important to effectively respond to the situation and ensure health, safety and the continuation of educational services.

This planning and coordination task force will meet as frequently as necessary to establish:

- a. Emergency control procedures and protocols
- b. Education of and communication with staff/student/families
- c. Effective maintenance of core operations and facilities
- d. Continuity of authentic student learning
- e. Communication planning, including possible reporting of elevated absenteeism
- f. Consultation with unions in relation to any employment related challenges
- g. Other emerging topics related to the emergency situation

#### **1. Role of the School Trustees:**

- a. To stay fully informed of the progress of the emergency, and to be informed as to the full impact of the emergency on all aspects of the District.
- b. To make any decisions regarding legal, policy and labour relations matters.
- c. To make decisions with regard to non-voluntary placements of employees.
- d. To maintain all practices of good governance during the emergency.

#### **2. Role of the Board Chair:**

- a. To liaise regularly with the BCSTA and with other Boards Chairs to understand how Boards are coping with the emergency.
- b. To liaise regularly with the Superintendent of Schools (or designate) to support and assist in scenario planning, agenda setting, planning of special public or in camera meetings and other similar governance duties.
- c. To chair meetings of the planning and coordination team.
- d. To work with the Superintendent (or designate) to speak for the Board of Education and for School District 69.
- e. To update and ensure that School Trustees are well informed.

#### **3. Role of Superintendent of Schools (or designate)**

- a. To serve as the planning and coordination team's leader.
- b. To ensure that decisions made by the planning and coordination team are carried out or to report why this did not happen.
- c. To direct school closures or changes as per directives of the Ministry of Education and/or other experts.
- d. To lead in the planning related to altered school operation including suspension of instruction and provision of services to limited numbers of students.
- e. To serve with the Board Chair, as the key spokesperson for school and district related issues.
- f. To provide ongoing clear, calm and honest communication to representatives of union locals, employee groups, DPAC and others.



BOARD POLICY 509 – ADMINISTRATIVE PROCEDURES

EDUCATIONAL CHANGES DUE TO EMERGENCIES

- g. To provide evaluation and debrief meeting(s) after the emergency situation has passed.
- 4. Role of the Associate Superintendent and Director of Instruction:**
- a. To develop and maintain education plans for implementation as a result of the emergency.
  - b. To provide clear, calm and honest responses to learners, staff and parents.
  - c. To ensure that vulnerable learners and their families are appropriately and equitably supported.
  - d. To assign staff as required while maintaining all employment contracts.
  - e. To support schools in planning during times of altered operations including in support of students moving toward graduation.
  - f. To support school principals and supervisors in the implementation of the emergency plan.
  - g. To liaise with community and provincial agencies.
- 5. Role of Principals and Supervisors:**
- a. To educate all staff and students about control measures.
  - b. To ensure that all decisions of the planning and coordination team are implemented at the school or site level.
  - c. To advise parents, students and staff of the protocols and procedures needed to mitigate the emergency.
  - d. To fully discuss emergency plans and protocols at safety committee and other staff meetings.
  - e. To ensure that parents/guardians have provided up to date contact information to the school.
  - f. To advise PAC and parents about district plans for the emergency, including website communications and personal preparedness.
  - g. To stay in regular communication with District and local public officials.
  - h. To report to the School Public Health Nurse and to the Director of Instruction if absenteeism is over 10% of the school/site population.
- 6. Role of General Manager of Operations and Maintenance:**
- a. To develop a transportation plan for students.
  - b. To provide general oversight of all operational areas as it relates to the emergency response plan.
  - c. To ensure Operations and Maintenance staff are fully trained in the emergency safety requirements.
  - d. To ensure Operations and Maintenance staff has necessary equipment and supplies to prevent an emergency.
  - e. To audit all Operations and Maintenance controls.
  - f. To provide continuation of core building functions.
  - g. To continue communication with District Health and Safety Committee.
- 7. Role of Information Technology Principal or Manager**
- a. To develop and maintain electronic communication.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 509 – ADMINISTRATIVE PROCEDURES

#### EDUCATIONAL CHANGES DUE TO EMERGENCIES

Page 3 of 3

#### 8. Role of the Secretary Treasurer

- a. To develop and implement key financial functions.
- b. To provide support to the Board in matters of governance and operations.
- c. To track changes in expenditures because of the emergency.

#### 9. Role of Director of Human Resources

- a. To coordinate employment arrangements for all teachers, support staff and administrators including in relation to leaves or absences related to the emergency.
- b. To assist departments with the development and implementation of cross training strategies.
- c. To develop and implement specific employee work practices for use during the emergency.
- d. To work with unions to consult and react consistently with decisions of the planning and coordination team.

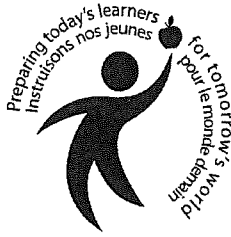
#### References:

- BC's Restart Plan (2020) [Next Steps to Move B.C. Through the Pandemic.](#)

#### Dates of Adoption/Amendments:

Adopted:

Amended:



**Context:**

The Board of Education believes that the collaborative approaches applied in other areas of School District 69 work should also be utilized used in planning for new/repurposed facilities and ~~for major additions~~ to existing facilities.

**Policy Statement:**

The Board of Education expects that all new School District 69 facilities shall have an official opening ceremony carried out within a consistent set of procedures will be used primarily to support the education of students.

**Guiding Principles:**

1. The Board believes that all facilities should be safe for all students, teachers and community members.
2. Facilities should be built, operated or upgraded to be efficient, cost effective and environmentally sound.
3. ~~The Board of Education believes that it is preferable that School District 69~~ All facilities will be named after places of local Indigenous, historical, or geographical prominence.
4. No facilities, nor portions of facilities, will be named after people.
5. Facilities will allow for students, schools and communities to use them as availability permits.

**References:**

- Administrative Procedures to Board Policy 103: New/Repurposed Facilities
- The School Act, Sections 74-01
- The Freedom of Information and Protection of Privacy Act.

**Dates of Adoption/Amendments:**

Adopted: 16.08.31

Amended:





## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 103 - ADMINISTRATIVE PROCEDURES

#### NEW/REPURPOSED FACILITIES

Page 1 of 2

**This Administrative Procedure describes those procedures that will be used when the Board of Education undertakes the design and construction of new or repurposed facilities. This does not apply to ongoing maintenance or renovations, rather major projects including both new builds and major renovations that come with repurposing a school or district facility.**

#### 1. PLANNING

- a. Prior to ~~sketch plans being initiated~~ the initiation of planning, a consultation meeting ~~process~~ shall take place with **be undertaken that will involve** the Architect **(if assigned)**, Principals **school administration or district staff responsible for the facility**, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community **(as appropriate)**, **the** Secretary Treasurer, the Superintendent of Schools, **Associate** Assistant Superintendent **of Schools** (or designates), Trustees **and representatives of the Canadian Union of Public Employees (CUPE) Local 3570, the Mount Arrowsmith Teachers' Association (MATA) and the District Parents Advisory Council (DPAC).**
- b. From the initial consultation meeting, a Building-Project Planning Committee shall be established. The ~~Trustee~~ representative on the ~~Building Project Planning Committee~~ shall regularly report to the Board on the progress of the project until completion.
- c. Consultation with the ~~Building Project Planning Committee~~ shall continue through the working drawings stage to ensure that all requests are considered in the plans and that all specifications are within Ministry of Education guidelines.
- d. The ~~Building-Project Planning Committee~~ shall consider all requests which are submitted for inclusion in the design of the new ~~school~~ **or repurposed facility**.

#### 2. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility, **or in the case of a repurposed facility the possible renaming of the facility.**
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. **All facilities will be named after places of local Indigenous, historical or geographical prominence.**
- d. The final decision shall remain the responsibility of the Board.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 103 - ADMINISTRATIVE PROCEDURES

#### NEW/REPURPOSED FACILITIES

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### 3. OPENING CEREMONIES

- a. A formal request shall be made to the Minister of Education to officially name and open that **the new or repurposed** facility, in accordance with Section 73(1) of the *School Act*.
- b. There shall be an official opening of all new **or repurposed** facilities within three months of completion.
- c. A date for the official opening of the school or **new or repurposed** facility shall be set in consultation with the Board of Education, staff and partner groups.
- d. A plaque shall be prepared for the official opening which will contain the following information **deemed appropriate by the Board of Education**.
  - i. ~~Trustees serving on the Board at the time the tender for the building was let.~~
  - ii. ~~Ministry official or other dignitary who is invited to open the school.~~
  - iii. ~~The names of the Superintendent of Schools and the Secretary Treasurer holding office at the time of the tender of the building.~~
  - iv. ~~Date of the official opening.~~
  - v. ~~The name of the Architect involved in the construction of the facility.~~
- e. Cost incurred for refreshments at an official opening shall be at the Board's expense.
- f. Former trustees involved in the planning stages of the facility, the parents of students attending the school, other members of the community, public officials, **other people involved with the school or facility**, and the media shall be invited to the official opening **of the new or repurposed facility**.

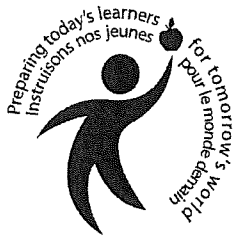
#### References:

- Board Policy 103: New/Repurposed Facilities

#### Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:



**Context:**

The Board of Education has responsibility for ~~ensuring~~ to ensure the safety of all people and to prevent damage or theft from district properties.

**Policy Statement:**

The Board of Education supports the judicious use of video monitoring systems in the District and also believes that the privacy of individuals should be protected

**Guiding Principles:**

1. The Board supports the judicious use of video monitoring systems to protect district facilities and properties including school buses.
2. The use of video monitoring must be strictly controlled by Administrative Procedures in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPP Act) guidelines.

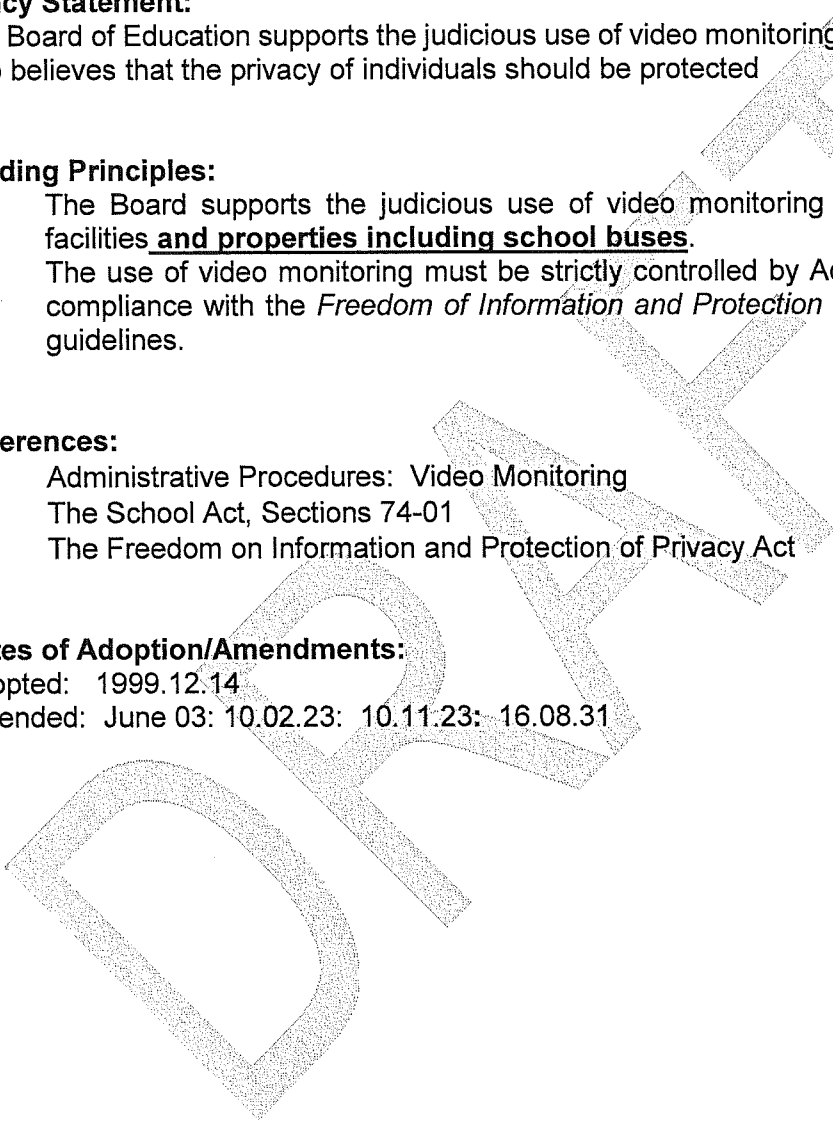
**References:**

- Administrative Procedures: Video Monitoring
- The School Act, Sections 74-01
- The Freedom on Information and Protection of Privacy Act

**Dates of Adoption/Amendments:**

Adopted: 1999.12.14

Amended: June 03: 10.02.23: 10.11.23: 16.08.31





## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 104 - ADMINISTRATIVE PROCEDURES

#### VIDEO MONITORING

Page 1 of 2

#### This Administrative Procedure is written in support of Board Policy 104: Video Monitoring

##### 1. Written Policy

- a. Each site using video monitoring systems shall prepare written procedures consistent with Board policy and the administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP Act).
- b. All staff shall be made aware of the policy and administrative procedure.
- c. Policies and administrative procedure will be made available through the District website.
- d. ~~All policies and administrative procedures~~ **In the interest of ensuring currency, this policy and administrative procedure** shall be subject to review on a regular basis at each site.

##### 2. Camera Location, Operation and Control

- a. The installation of new and permanent video monitoring equipment at a school ~~may only will occur if the only~~ **with prior approval of the school's** Parent Advisory Council (PAC).
- b. Cameras shall only be installed in identified public areas **and in school district buses**.
- c. Areas chosen for monitoring shall be where ~~monitoring is a necessary and viable deterrent to dangerous or illegal activity,~~ **as required for the purposes of protecting the safety of individuals in a school facility or on school land or the belongings of those individuals, or the school property itself,** or where the camera may provide important information for district planning purposes (e.g. traffic flow).
- d. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, staff rooms.
- e. Cameras shall not be directed so as to monitor private property.
- f. Only authorized personnel (**school and district management staff**) shall have access to the video monitoring equipment, **and only for the purposes of ensuring health and safety or prevention of theft or damage to property.**

##### 3. Protection of Information and Disclosure

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and destruction of recorded images shall be consistent with Board Policy No. 9004-9000.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.
- d. Disclosure of information shall be consistent with the **Freedom of Information and Protection of Privacy** (FOIPP) Act.

##### 4. Public Awareness

- a. The public shall be made aware of the existence of video monitoring by signage at visible points.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 104 - ADMINISTRATIVE PROCEDURES

#### VIDEO MONITORING

Page 2 of 2

#### 5. Audits

**a.** The use of video monitoring systems shall be subject to audit at all times by both school and district administrative staff.

**b.** School district staff will cooperate with any legal audit or review by the Office of the Information and Privacy Commissioner. ~~may conduct periodic audits of video monitoring systems.~~

#### 6. Review

**a.** Under the terms of the School Act, the Board must conduct an annual review that assesses whether the installation and operation of video monitoring equipment is accomplishing the purposes set out in the opening paragraph of the policy statement. Section 2.c above.

#### 7. Use of Information Collected

- a.** Use of video monitoring in the District shall at all times comply with the FOIPP Act guidelines for the collection of information.
- b.** Video monitoring may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research (i.e. the nature of area usage, traffic patterns, or particular camera systems).

#### 8. Access to Personal Information

**a.** Individuals subject to video monitoring have the right to request access to recorded images under Section 5 of the FOIPP Act.

#### References:

- Board Policy 104: Video Monitoring
- The School Act, Sections 74.01
- Freedom of Information & Protection of Privacy Act

#### Dates of Adoption/Amendments:

Adopted: 1999.12.14

Amended: 2010.02.23: 10.11.23: 16.08.30



**Context:**

The Board of Education recognizes that, while its job includes ensuring that facilities are used for their intended purposes and maintained to the highest standard, these facilities also are an integral part of the larger community. As such, the Board should ensure that procedures are in place that see to effective rental or community use, security of property, effective use of sports field and playgrounds, and appropriate use of the Lasqueti teacherage

**Policy Statement:**

The Board supports the community by allowing use of available facilities when not in use for educational purposes.

**Guiding Principles:**

1. When not in educational use, facilities should will be available for rental or lease to community partners, or groups.
2. Facilities will be used first and foremost in support of the education of students.
3. Security of all school district facilities and grounds should be paramount in district planning and operations.
4. Teacherages will be first offered to School Staff, and then to other members or departments of the School District.
5. Should a building become available, the Board will encourage and seek out long-term leases.
6. All rentals and leases will be charged a fee that will cover the costs of hosting the community activity and may reflect fair market value.
7. Outdoor facilities, including sports fields and playgrounds should be well designed in collaboration with school administration, and should be made available to the community through joint use agreements where possible..
8. When not being used by the School District, outdoor facilities may be available for public use.

**Dates of Adoption/Amendments:**

Adopted:

Amended:



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

USE OF SCHOOL FACILITIES

This Administrative Procedure is intended to provide procedural support for Board Policy 105 in four specific areas:

- I. Rentals and Community Use
- II. Security of Property and Assets
- III. Sports/Grounds Areas and Site Playgrounds
- IV. Lasqueti Teacherage (Housing)

I. RENTALS AND COMMUNITY USE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures are **will be in place** to ensure there is no additional cost attached to the school district's budget that facilities and grounds are provided to community users at a rate that provides net revenue to the school district as possible and appropriate, knowing that in certain cases rental rates will be cost recover only.

PROCEDURES

- 1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
- 2. The Board of Education has established the following user priority for the use of school facilities and equipment:
  - a. **School Programs:**  
School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
  - b. **Youth Programs:**
    - i. **Volunteer Instructors**  
Groups operating solely for youth under 18 and where they use volunteers to organize and teach activities. Eg. Scouts, Girl Guides, district youth sports associations, etc.
    - ii. **Paid Instructors**  
Groups operating solely for youth under 18 and where paid instructors organize and teach activities. Eg. RDN Recreation Commission programs
  - c. **Non-Profit Organizations/Adult Recreation Groups:**  
Groups which have paid instructors or organizers for activities and all adult groups.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

#### USE OF SCHOOL FACILITIES

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d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

Organizations which charge their members/participants and involve paid organizers and/or instructors who are funded either directly or on a fees for services basis. (Political or religious organizations are included in this group).

3. **Applications:**

- a. All applications are processed by the School District's General Manager of Operations.
- b. Applications must be made at least 21 days prior to the event taking place.
- c. The applicant must receive a booking confirmation from the General Manager of Operations prior to using a district facility (*approval from a school principal is not valid.*)

4. **Bookings:**

- a. Groups who have had a regular booking satisfactory to the Board in the previous school year will have until June 30 to renew their booking. After this date, bookings will be made as they are received.
- b. Preference for early evening times will be given to youth programs.
- c. School principals will advise the Operations & Maintenance Department of space availability by July 1 and January 1 of each year.

5. **Rental Fees:**

- a. Rental fees shall be paid in full at the end of August, the end of December, and the end of June.
- b. Fees will be charged as listed in Schedule "A".
- c. The Board may demand, in full or in part, payment of the rental fee at the time application is made. Should payment be refused on demand, the rental agreement will not be approved.
- d. Bookings may be cancelled without cost if notice of cancellation is received by the Secretary-Treasurer or the Secretary Treasurer's designate 24 hours prior to the booking date. The Renter will pay the full rental fee if notice is not received as stipulated above.
- e. Rental of school buildings does not include use of school or classroom equipment. Use of such equipment and associated costs must be determined in discussion with the school's principal.
- f. School activities, tournaments or other programs (carnivals, auctions, etc.) that require custodial services on Saturdays, Sundays, holidays, or after normal hours shall be invoiced for custodial costs.

6. **User Responsibilities:**

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco, vaping products, cannabis or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.





## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

#### USE OF SCHOOL FACILITIES

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- c. Access is limited to the area and times identified by the rental application.
- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.
- g. Renters must leave the facilities and equipment in the condition and location that they were found.

#### 7. Supervision:

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.
- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or designate.
- c. All groups using school facilities shall:
  - i. identify to the custodian the individual appointed by the organization who is responsible for the group
  - ii. provide adequate security for the area being rented and proper supervision of participants
  - iii. comply with Board administrative procedures and direction from the custodian

#### 8. Cancellation:

- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
- b. The Board reserves the right to terminate any approved rental agreement.
- c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
- d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.

#### 9. Insurance and Liability:

- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
- b. Proof of liability coverage must be provided upon application.
- c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.



- d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

## II. SECURITY OF PROPERTY AND ASSETS

### Security

The Board of Education believes that access to school district facilities should be controlled, and that a system should be maintained that does not impede access for authorized use.

1. The Operations and Maintenance Department shall:
  - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
  - b. Be responsible for providing keys to district office staff as required.
  - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
  - d. Ensure that District alarm systems are properly maintained and monitored.
  - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.
2. Each Principal or designate shall:
  - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
  - b. Ensure **his/her** staff are aware of the opening and closing procedures and aware of this policy.
  - c. Maintain an up-to-date registry of all keys within **his/her their** jurisdiction.
  - d. Maintain a daily register of building entries after hours.
3. Staff members shall:
  - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
  - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
  - c. Enter name and details of visit in register, giving time of entry and departure.
  - d. Upon departure ensure that:
    - i. there are no persons in the building
    - ii. the alarm system is activated
    - iii. the building is secure
4. The Monitoring Service shall:
  - a. Monitor district alarm systems.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

#### USE OF SCHOOL FACILITIES

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- b. Report all fault (trouble) alarms to the Operations and Maintenance Department.
  - c. In the first instance report all fire alarms to the relevant fire hall and then to the Operations and Maintenance Department emergency phone number.
  - d. Report all intruder alarms to the district security runner service.
  - e. Report all personal panic alarms to the district security runner service.
  - f. Report all high water-high sewer alarms in the first instance to the district security runner service and then to the Operations and Maintenance Department emergency phone number.
  - g. Report all buildings with low temperature alarms to the Operations and Maintenance Department emergency phone number.
5. The District Security Runner Service shall:
- a. Respond to alarm calls from the monitoring service.
  - b. Respond to calls from designated district staff for emergent work.
  - c. Send regular reports to the Operations and Maintenance Office.
6. Access to district facilities during non-operating hours is restricted to authorized school district employees.
7. Authorized access is granted by the Secretary Treasurer or designates (principal, vice-principal).
8. Staff wishing to access the school during Christmas, Spring or Summer breaks must confirm with the School Principal or the General Manager of Operations or designate to ensure there will be no conflict with the safety, security, planned maintenance or renovation projects. Facility uses must be scheduled and booked as per Administrative Procedure – Rental and Use of School Facilities and Equipment.
9. A key control system is to be established by district administration in accordance with administrative procedures approved by the Board.
10. Community Use
- a. Keys will be issued by the Operations and Maintenance Department Office for:
    - i. facilities use as required and returned after use is complete.
    - ii. joint use through the District 69 Recreation Commission.
11. Lost Keys
- Individuals or groups who lose a key may, as required to maintain the security of district assets, be subject to either of the following at the discretion of the General Manager of Operations:
- a. \$50.00 charge.
  - b. actual cost of re-keying any or all buildings.
12. Any person not complying with proper entry procedures, which results in a runner service callout, will be held responsible for absorbing the cost incurred by the



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

#### USE OF SCHOOL FACILITIES

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District, and will be invoiced by School District 69 (Qualicum). A first warning will be provided before invoicing for cost recovery.

#### Damage to Buildings and Equipment

The Board of Education believes that a student who has caused willful damage to school property be subject to engaging in restorative processes including restitution for damage caused.

13. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone, **email** and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
14. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
15. The Operations and Maintenance Department shall assess the cost of repair and/or replacement.
16. The Secretary Treasurer may invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board of Education.
17. This does not limit School Protection Branch from further civil action.
18. In special circumstances, a student may negotiate school/community service as a form of compensation.

#### III. SPORTS/GROUNDS AREAS AND SITE PLAYGROUNDS

1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the General Manager of Operations for review as to appropriate construction methods and to the School Health and Safety Committee for review.
2. The General Manager of Operations, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
3. The General Manager of Operations will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.
4. The General Manager of Operations and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 105 – ADMINISTRATIVE PROCEDURES

#### USE OF SCHOOL FACILITIES

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written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.

5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. **The worksite** ~~to~~ **must** meet all Workers Compensation Board regulations and be subject to spot inspections.
7. **The worksite** will be subject to inspection by all applicable Inspection Authorities at any time.

#### IV. LASQUETI TEACHERAGE (HOUSING)

1. The Board of Education acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.
2. The use of teacherages shall be administered by the Secretary Treasurer.
3. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
4. The Board shall determine an appropriate monthly rate to be charged in respect of each unit of housing accommodation.
5. Terms and Conditions
  - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
  - b. The rent shall be paid by the teacher through payroll deduction.
  - c. Teaching staff will be refunded for any monthly unused portion of the annual rent.
6. The teacher to whom the teacherage is let shall reside in the teacherage.
7. The teacher shall not sub-let the teacherage or any part thereof.
8. The teacher shall be responsible for telephone, internet and cable services.
9. The Board shall supply electricity power, water and septic/sewer at no charge.
10. Maintenance of Board-owned appliances shall be the Board's responsibility.
11. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any



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damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.

12. The teacher shall vacate the teacherage on termination of the teacher's teaching assignment.

#### Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended:

DRAFT

ADMINISTRATIVE PROCEDURE

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

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SCHEDULE A  
HOURLY RATES FOR RENT OF FACILITY

**MONDAY TO FRIDAY**

CATEGORY	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	No charge	No charge	No charge	No charge	No charge
Youth Programs (Volunteer Instructors)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

**WEEKEND/STATUTORY HOLIDAY**

CATEGORY	CUSTODIAL SERVICE	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	4 hrs. min. (when required)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Volunteer Instructors)	4 hrs. min	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	4 hrs. min (when required)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	4 hrs. min.	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	4 hrs. min.	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00



**Finance & Operations Committee of the Whole Report**  
**Monday, October 19, 2020**  
**VIA ZOOM**  
**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.*

### **Acknowledgement of Traditional Territories**

#### **Presentation:**

- **Parksville Lions Housing Society**

Laurie Nickerson, James Barrand and Michael Garland gave a presentation on the work of their Society. They currently have three facilities in the Parksville area that supports affordable housing. They have reached out to City of Parksville and are now asking the School District to see if there is available land to build another facility.

Specifically in looking at the Craig Street Commons site, they are asking if land could be made available to lease or sell to build, knowing they would need about 1 acre. They currently have a relationship with BC Housing already with their facilities as this type of initiative is supportable through them. They recognize the need for affordable housing is not going away so are asking for the School Board to consider their request.

There was some discussion and questions from Trustees regarding school sites and capital planning and will be followed up by the Secretary Treasurer for discussion at the next Committee meeting.

#### **Project Updates:**

- **Oceanside Community Track (at Ballenas) Project Update**

Superintendent Elder and Trustee Young gave an update on the project. In light of the recent discussions by the Oceanside Services Committee, there is a meeting scheduled for Tuesday, October 20 of the Steering Committee to consider next steps.

- **Arrowview Elementary Child Care Space**

The General Manager of Operations, Chris Dempster, provided a status report of the progress to date on this project. Permits will be submitted this week, so that the Request for Proposals can go out at the end of October. It is hoped that construction could start as early as December. Dates for opening could be as early as May 2021 if construction goes well or September to better align with school startup.

#### **Items for Discussion**

- **CUPEBC Seamless Childcare Proposal**

Trustee Austin spoke briefly to the letter received and asked for support for a recommendation to the Board to write a letter to the Premier in support of the proposal. This was generally supported and the motion will go the Board at its October regular Board meeting.



- **Class Size Costing**

Trustee Austin shared further understanding on the elements of costing for reduced class sizes. General discussion followed on current class sizes in light of the home support model.

Trustee Austin also shared recent provincial discussions and recommendations that Districts should start their Budget deliberations earlier this year. The Primary Program discussions will be added to the budget items later in the year.

- **COVID Related Expenses to Date**

Secretary Treasurer Amos walked the committee through the summary that was provided in the agenda. He highlighted that the costing includes the additional information required to account for the provincial and federal funds received in September.

### **Recommendations to Board of Education**

- **Letter to the Premier Regarding Seamless Child Care**

**THAT** the Board of Education of School District 69 (Qualicum) write a letter to the Premier to support, in principle, the concept of the seamless child care initiative proposed by CUPEBC.

### **Information Items**

- **Quarterly Financial Summary**

Secretary Treasurer Amos spoke briefly to the first quarters report, noting that it covers 3 months of information but only 1 month of the educational year. It is still early in the year however, he was cautious as to how the year will unfold. Two items were asked to be added as future topics: an update on rentals and general discussion on the ISP program.

- **Enrolment Report**

The preliminary enrolment report was presented based on the data submitted to the Ministry for the September 30 count. Enrolment has been better than projected overall; however, COVID has changed the choices that families have made. Whereas the elementary and secondary schools saw a decline in enrolment, the Distance Learning program has seen an increase. The other observation is the stark change in the international program with enrolment down by 83%, from 180 students in September 2019 to 30 students this year.

### **Next Meeting Date/Location:**

- Monday, November 16 at 10:30, via Zoom



## Briefing Note

**Date:** October 27, 2020  
**To:** Board of Education  
**From:** Elaine Young, Trustee Representative on Oceanside Track Renewal Steering Committee  
Dr. Keven Elder, Superintendent of Schools  
**RE: Proposed Changes to Scope of Track Renewal Project**

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As trustees will recall, the renewal of the track at Ballenas Secondary School has been under consideration by the Board and the broader community for many years. In 2019 the Board formed the Oceanside Track (at Ballenas) Renewal Steering Committee. At the same time the Board committed \$200,000 of capital funding to the project contingent upon other partners or funding agencies coming on board as contributors to an eventual \$2 million community resource, that being an 8-lane competitive track to replace the existing track at the school.

The Steering Committee, inclusive of community representatives as well as representatives from the City of Parksville, the Town of Qualicum Beach and the Regional District of Nanaimo, had its work interrupted by the COVID-19 pandemic. It is now time to restart the pursuit of this valuable community asset, albeit in a scaled down version without RDN support as will be explained below.

### Update on Request for RDN Support

Key to the eventual success of the project as envisioned was the involvement of the Regional District of Nanaimo and its member organizations including the City of Parksville and the Town of Qualicum Beach. Based on recommendations of the steering committee, and further to the collaboration of senior staff from the school district and the RDN, the Board submitted letters to the RDN on December 20, 2019 and January 21, 2020. The letters outlined requests for both the creation of a service agreement for ongoing use and maintenance and a grant of \$500,000 toward construction of the track as a community asset for health, well-being and fitness of citizens of the region. Further to those requests:

The matter was considered at the February 13, 2020 meeting of the Oceanside Services Committee of the RDN. Following a presentation from the Board's Superintendent, Secretary Treasurer and General Manager of Operations, a motion to support the project in principle was defeated. A subsequent motion was passed to send a letter to the School District outlining concerns and questions posed at the OSC level.

On May 6, 2020 the OSC received a report from the School District in response to the questions posed in February. Director Wallace provided the OSC with the following notice of motion for its meeting of June 25, 2020: *That funding of \$500,000 be committed for the construction of an 8 lane track at Ballenas Secondary consisting of \$204,407 included in the 2020 Financial Plan for a new track, and pending approval from the Union of BC Municipalities \$295,593 of Community Works Funds, allocated*

*per capita from Electoral Areas E, F, G, H, the City of Parksville, and the Town of Qualicum Beach, contingent upon Ballenas Track Steering Committee's securement of other funding sources and completion of a joint usage agreement.* The motion was deferred at that point to the September 17, 2020 meeting of the OSC.

On September 17, 2020 Director Wallace moved the following motion in place of the motion for which notice was given: *That the funding of the \$204,407 that is included in the 2020 budget financial plan be committed to an 8-lane track in Oceanside.* The motion specifically removed consideration of support for the track at Ballenas, shifting it to the region. The minutes reflect that *"after discussion of the committee Director Wallace withdrew the motion."*

For a full understanding of the discussion that led to the withdrawal of the motion, it is worth visiting the RDN website to view the archived video of the September 17, 2020 OSC meeting from minute 43 through minute 67. It is clear from the deliberations, including representation made by the City of Parksville, that even with some support within the committee for a project somewhere in Oceanside, both the RDN and the City of Parksville are standing down from the project as it relates to Ballenas. As Mayor Mayne said, "I know it has gone on forever. If you asked me to vote on whether we should keep going forward with this or not, my vote would be that we terminate this discussion, put this out of its misery." Other Directors spoke to the fiscal challenges of our time, including in relation to the global pandemic, as is entirely understandable given the state of the economy and the importance of other priorities at this time.

**It is safe to say that, for a combination of reasons, support from the RDN, and by extension from its members the City of Parksville and the Town of Qualicum, is not forthcoming.** The project will need to move to a community grass roots level under the leadership of the Board of Education and a reconstituted steering committee as will be described below.

### **Update from Steering Sub-Committees**

On Tuesday, October 20, 2020 an ad hoc "Options Sub-Committee" of the Steering Committee met to consider ways forward. Attendees included Ballenas Principal Rudy Terpstra as Chair, Superintendent Keven Elder, Trustee Elaine Young, General Manager Chris Dempster, and community partners Kim Burden, Michael Garland, Kim Longmuir and Randy Longmuir.

Mr. Terpstra reviewed the history of the project and reminded the sub-committee of the breadth of use of the track and its value to the community, including:

- Every student in School District 69 having used the track during their elementary years;
- All secondary students at Ballenas, past and present, using the track through PE programs;
- All SD69 track and field athletes training on an ongoing basis;
- Oceanside track and field athletes training on an ongoing basis;
- Mid-Island Distance Club athletes training on an ongoing basis;
- Orca Running Club athletes training on an ongoing basis;
- Special Olympics athletes training on the track on an ongoing basis; and,
- Community members walking or running on the track on a daily basis.

Mr. Amos provided a brief overview of fundraising and responses from granting agencies. Given the effect of the pandemic on those processes and grant options there has been little progress to date, but members of the fundraising committee are ready to redouble their efforts going forward. Six grant applications have been submitted without success, and we await response on a federal infrastructure

grant being run through BC Athletics. Other grants proposals are being prepared for grants with awarding dates early in the new year.

We all appreciate the dedication of our community partners to this cause, not just because of the benefits for students but for the expansion of community use that will come with a refurbished track. With this in mind, the fundraising subcommittee is turning its attention to seeking local partnerships; we believe that there is strong potential to leverage local community efforts and resources.

### **The Track Renewal Project Going Forward**

Consensus at the meeting of the options subcommittee was that if the track renewal project moves to a more community-based grassroots effort, the scope of the project should be reduced from an 8-lane competitive track to either a 6-lane or 4-lane training facility. The following reduced-scope options are being costed:

1. 6-lane track with 8-lane straightaway, levelled.
2. 6-lane track with 8-lane straightaway, current elevations.
3. 6-lane track with 6-lane straightaway, levelled.
4. 6-lane track with 6-lane straightaway, current elevations.
5. 4-lane track with 6-lane straightaway, levelled.
6. 4-lane track with 6-lane straightaway, current elevations.

A shift to a grassroots community focus would need Board approval, as would the reframing of the steering committee. As such, we submit the following for Board consideration:

#### **Recommendation:**

**THAT** the Board of Education of School District 69 (Qualicum) support the shift of the Ballenas Track Renewal project to a smaller scale than an 8-lane competitive track to either a four or six lane training track with a 6-lane straightaway, levelled or at current elevation, with costing and fundraising to determine the eventual configuration.

#### **Recommendation:**

**THAT** the Board of Education of School District 69 (Qualicum) reset the Track Renewal Steering Committee to include a trustee, district senior staff, community members and students, with the membership to be confirmed by the Superintendent at a future Board meeting.

With respect,

Elaine Young  
Trustee

Keven Elder  
Superintendent



## Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin  
Committee Name: BCSTA Meeting of Board Chairs  
Meeting Location: Zoom  
Meeting Time: October 15 , 2020

### BCSTA

The British Columbia School Trustees Association (BCSTA) serves and supports our members, B.C.'s boards of education, in their key work of improving student achievement.

At the local level BCSTA provides professional development, legal counsel and communications. Provincially, our non-profit Association acts as boards' strong, unified voice in advocating to government, other education partners and the public on matters affecting public education

### Topics of Conversation:

1. Introduction to BCSTA of three new resource guides:
  - Trustee Rights and Responsibilities
  - How Government Works
  - Board Advocacy

These look like great resources, especially as conversation starters. I attended the pull-out group on board advocacy and think it will be a topic to delve into deeper.

2. Acknowledging that the 2020/21 school year will have some unique challenges, three main topics were covered:
  - a. Student Learning Loss
    - loss of special services & programs
    - reduced learning opportunities
    - impact on students with unique needs and those at risk
    - How can our board address these issues? Through policy? budget & staffing? key strategic priorities? Advocacy?
  - b. Budget Pressures
    - Increased costs due to Co-Vid
    - Limited prov and fed funding
    - Depleted reserves
    - Demand for services and options
    - Prov already in \$13 billion deficit
    - How to deal with these issues? Cost containment? Reduction of options? Prioritization? Learn from others? Advocacy?
  - c. Framework for Enhancing Student Learning (FESL)
    - Now required policy by Sept 1.2020
    - Focus on board's approach to continuous improvement of student achievement
    - Report includes Indigenous students, children and youth in care and students with disabilities and diverse abilities

The meeting ended with the question, "What might the future hold for K-12 education in BC" posed to candidates from BC Conservatives, BC Liberals, BC Greens, and BC NDP.



## Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin & Barry Kurland  
Committee Name: **Climate Action Task Force**  
Meeting Location: Zoom  
Meeting Time: October 7, 2020, 3:30 pm

### **Mandate:**

The School District 69 Climate Emergency Task Force will promote action to decrease greenhouse emissions, help develop plans to educate our learning community and advocate for progressive policy solutions.

### **Topics of Conversation:**

- *Field trips and consideration of moratorium on air travel for this school year.* Because of COVID and SD policy that states at least an 8-month lead on board approval it was considered that all air travel will not be scheduled for this school year. This topic will come back for discussion as trips could potentially come to the board for approval starting in January 2021 for travel starting in September 2021
- *Should Climate action be a part of the provincially funded teacher learning grants, i.e. require a certain number of projects to be related to climate action?* Teacher and student input into this question confirmed that many projects already have a climate emergency perspective. Conversation revealed that this should not be mandated, but rather happen organically driven by interest. If these funds are not available for this, there must be other funds available for teachers. If funds are available, and teachers made aware, there will be interested educators. Educators as well as students can create solutions through inquiry. Discussion turned to emphasis on the science fairs and engaging students to help create solutions through inquiry,
- *Zoom conference or workshop or series of with knowledgeable guest speakers (Zoom offers all sorts of possibilities from around the world)* Keven will bring this idea to the district student leadership group and Elena from KSS will bring this to the student council at KSS. Hopefully this will be a student led initiative and the task force will be available for any help they may ask of us.
- *Incorporation of climate action and responsibility into school codes of conduct.* The district is establishing a Codes of Conduct Working Group and this will be a discussion for that group
- *Through contact and permission of the MATA Pro-d committee, perhaps guest speakers to inspire teachers and other staff.* Recognizing that Pro-Ds are primarily organized by MATA, community members could forward proposals for presentations to the MATA Pro-D committee (MATA OFFICE #: 250-248-3496) or proposals could come to the task force to be forwarded to MATA for consideration
- Discussion on how items from the task force will move forward. Staff will take away discussion items from the task force meeting as Action Items (see below) in order for the task force and the board to have updates and follow-ups. Some items may be recommendations as motions to the board.
- *That the school board becomes a 'Blue Community' (<https://canadians.org/content/booklet-blue-communities-project-guide>)* Recognizing that water and climate change are intricately linked (eg: shrinking ice caps, glaciers, droughts, floods, etc) the following recommendation emerged from the task force.

### **Recommendation:**

**THAT** the Board of Education of School District 69 (Qualicum) commits to the conservation of water through its operational management and through learning opportunities for its educational community. The Board of Education supports the “Blue Communities” project, and recognizes and affirms that access to water and sanitation services are fundamental human rights. School District 69 commits to the water commons framework:

- a. Recognizing water and sanitation as human rights.
- b. Banning or phasing out the sale of bottled water in school district facilities and at school district events,
- c. Promoting publicly financed, owned and operated water and waste water services.

With this endorsement School District 69 commits to the conservation of water through its operational management and through learning opportunities for its educational community.

**Action Items:**

Student-led Zoom conference? Interest and further steps – contact UN youth group. Information from Lois for potential speakers

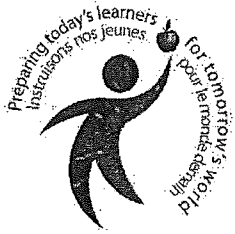
Science fair opportunities

Codes of Conduct- take Climate Action to new working group

Encouraging climate related inquiry, perhaps with learning grant dollars or elsewhere

**Next Meeting:**

November 2020, details to follow



## SCHOOL DISTRICT No.69 (QUALICUM)

September 24, 2020

Honourable Rob Fleming  
Minister of Education  
PO Box 9150, Stn Prov Govt  
Victoria, BC V8W 9H1

Dear Minister Fleming:

**RE: Cancellation of Foundation Skills Assessment (FSA) 2020-2021**

At its regular board meeting of September 22, 2020 the Board of Education of School District 69 (Qualicum) passed the following motion:

*THAT the Board of Education of School District 69 (Qualicum) write a letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.*

School Districts and the Provincial Ministries of Health and Education have acknowledged the anxiety and stress associated with these unusual times due to the current pandemic. We feel that to administer the FSA would place additional stressors on parents and students as well as staff.

School districts have been addressing the challenges of educational delivery since late March of this year. The diversity of educational environments for our learners is evolving as school districts identify and address issues resulting from these new formats. With so many variables in place, the result of the tests and the resulting distorted data would no longer be valid.

Your consideration of our request to remove the requirement for districts to administer this year's FSA is appreciated.

Sincerely,

Eve Flynn, Board Chair

c: SD69 Board of Education  
Keven Elder, Superintendent of Schools  
Gillian Wilson, Associate Superintendent of Schools  
Vivian Collyer, Director of Instruction  
Debbie Comer, President, Mount Arrowsmith Teachers' Association  
Andrea Button, President, District Parent Advisory Council  
BC Boards of Education (via BCSTA)

File: 0530-01 MoE

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





October 20, 2020

Ref: 239595

Eve Flynn, Chair  
Board of Education  
School District No. 69 (Qualicum)  
**Email: [eflynn@sd69.bc.ca](mailto:eflynn@sd69.bc.ca)**

Dear Ms. Flynn:

Thank you for your email on September 24, 2020, regarding your request for cancellation of the Foundation Skills Assessment (FSA) for the 2020/21 school year. Government is currently in an interregnum period through to October 24, 2020, when the provincial election takes place. I am pleased to respond as Deputy Minister.

The FSA is an important annual province-wide assessment for monitoring student learning throughout the K–12 education system; it provides essential information on how well students are progressing academically. Therefore, the importance of this assessment remains the same in the context of this unprecedented 2020/21 school year.

However, in recognition of the unique circumstances facing schools this fall, as they resume in-class instruction in the context of COVID-19, the timing for the administration of this assessment has been postponed. Administration of the FSA will now be conducted between January 18 and February 26, 2021. These new dates will allow students, teachers and parents to adjust to the new public health and safety protocols in schools and will also provide schools with more time to prepare for the administration of these assessments.

This FSA postponement was communicated formally via a Deputy Minister's Bulletin special update on September 28. Please visit the [Foundation Skills Assessment web page](#) for the updated calendar of important FSA dates.

Sincerely,

D. Scott MacDonald  
Deputy Minister