



Updated September 2020

**Guidelines and Information for Indigenous Education Cultural Presenters and School District 71 Staff
for School District 71 (Comox Valley)
2020-21 School Year**

Thank you for participating in our Indigenous Education Cultural Presenter Program in School District 71 (Comox Valley). It is an honour and pleasure to have you participate in this exciting and important role for our students within our Comox Valley schools.

The COVID-19 pandemic has proven to be a challenge for our planet and our Province has led us in a good way to keep everyone safe and health. The following guidelines are specific to 2020-21.

I hope this information helps in detailing our guidelines and processes to welcome you into our school communities while keeping everyone safe and healthy.

1. COVID-19 Guidelines – NEW for 2020-21

Please keep updated on our School District response to COVID-19 by reviewing the most recent guidelines on our School District 71 website linked here → <https://www.comoxvalleyschools.ca/apps/news/article/809015>

Our SD71 website also has Frequently Asked Questions and the BC Stage 2 Restart Plan for schools on our website. Linked here →

https://www.comoxvalleyschools.ca/apps/pages/index.jsp?uREC_ID=1064165&type=d&pREC_ID=1374664

Primary guidelines to be aware of (as of Sept 30th, 2020);

- Stay home when sick
- Daily health screening
- Keeping a safe distance (2 meters / 6')
- Wearing masks at school (wear whenever a safe distance is not possible)

See 'back to school' information page linked here →

<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/covid/covid19-backtoschool-factsheet.pdf>

2. How Indigenous Education supports Cultural Presenters:

Our goal is to support our Cultural Presenters with;

- a. Invitations to semiannual gathering to celebrate contribution from our Cultural Presenters.
**** any gatherings / celebrations are postponed during 2020-21 school year**
- b. Celebrate Cultural Presenters with a Role Model Poster (professional photo and Biography)
- c. Provide an Indigenous Education vest and Identification tag.
- d. Provide an Honorarium to acknowledge contribution to our schools.

3. What is an Honorarium?

The Honorarium Fund is our current process to support the integration of First Peoples perspectives, worldviews, and content in our School District 71 schools. It is a means to bring community members (Indigenous knowledge keepers and allies) into the learning environment while offering a gift of appreciation.

4. Who gets a Honourarium?

Honourariums are provided to each Cultural Presenter who presents to a classroom or school event during school hours. The honourarium is a way of saying “thank you” for classroom or school wide presentations.

5. How many Cultural Presenters can each school access through the school year?

The Honourarium Fund allows each school to receive a set number of standard honourariums. Currently, each school is budgeted to receive up to 20 (twenty), \$50 honourariums. If a school is close to their limit, we will contact the school to discuss how to proceed.

6. Procedure to book a Cultural Presenter UPDATED

STEP 1: Choose a Cultural Presenter.

A classroom teacher or Indigenous Support Worker reviews our list of Cultural Presenters (or consults with an Indigenous Education staff member) and determine who is best suitable for their classroom / presentation topic.

STEP 2: Contact Cultural Presenter.

The staff member requesting the Presenter contacts the Cultural Presenter directly to discuss their visit (date and time is established). ***Ensure this visit is scheduled a minimum of two weeks prior to the requested date.***

- **Host school will provide information about COVID-19 protocols at school or field trip site you are visiting.**
- **Indigenous Education will provide a face mask and hand sanitizer if needed. Please contact Sue at our District office to arrange to pick up.**

STEP 3: Confirmation of Visit. School staff member emails or phones Sue Cambrey at the Indigenous Education Centre with details of visit to request an honorarium (see contact information at bottom of page). Sue will confirm these details in an email sent out to the School Staff person requesting the presentation, the Cultural Presenter, the schools Indigenous Support Worker and the District Principal, Indigenous Education.

STEP 4: Confirmation and Honourarium payment. The Cultural Presenter visits as planned and, once confirmed by Sue Cambrey, the honorarium is begins being processed.

7. Invoicing for Presentation Materials:

Any expenses above this Honourarium (e.g. presentation materials) are the responsibility of the school where the Cultural Presenter is visiting. Any expenses need to be negotiated prior to the visit to a school and the Cultural Presenter needs to provide an invoice for these materials.

8. Travel Support:

If a Cultural Presenters is travelling to Miracle Beach Elementary School, Hornby Island or Denman Island schools, our Indigenous Education District office will provide additional travel support if requested.

9. Standard Rate Cultural Presenter Rate/Breakdown

Three \$50 honorariums is the **daily maximum** per Cultural Presenter. The Honourarium breakdown is as follows:

- 1) Presentation(s) Before Morning Recess = one \$50 honourarium
- 2) Presentation(s) After Morning Recess = one \$50 honourarium
- 3) Presentation(s) After Lunch = one \$50 honourarium
- 4) If Cultural Presenters stay for the full time periods above; the maximum is:
\$50 x 3 = \$150/day
- 5) Any honorariums above this maximum \$150.00 as described in “4” above will be the schools’ responsibility to fund at their discretion.

10. Honourariums Payment

Cultural Presenters should receive their honorarium payment a few days after their presentation through an **EFT (Electronic Funds Transfer)** into their Bank Account.

** This banking information is collected by Sue when a presenter first begins presenting in schools.

** The Accounting Department processes payment on Thursdays when schools are in session.

11. Criminal Record Check (CRC)

Cultural Presenters are required to have a updated / valid Criminal Record Check on file with Indigenous Education Services before visiting any schools. The steps to organize this item are as follows:

- a) Cultural Presenter calls Indigenous Education Senior Administrative Assistant, Sue Cambrey, to request web link to CRC form;
- b) Cultural Presenter fills out the CRC form online (or come into office for assistance from Sue).
- c) The CRC will be emailed back to Sue to be put on file at our office.
- d) Someone from our office will contact the Presenter to inform them of the status of their CRC.

12. Income Tax Implications

A T4A will be issued for honorariums totally over \$500 during the calendar year (as well as for payments to individuals who do not have a registered business. Since we do not know at the beginning of a year how many payments are being made it is unknown if the total of all payments will exceed \$500. Therefore, we are required to document a SIN number and date of birth when a Presenter first begins presenting in our schools.

13. Cancellation Process:

Cultural Presenters. If a Cultural Presenter needs to cancel their presentation for any reason, please contact school staff at the respective school as soon as possible (the day before a presentation).

Host Teacher / ISW. In the event the Presenter host (classroom teacher or Indigenous Support Worker) is not present or is uncertain they will be present when a Cultural presenter is planned to arrive at a school (e.g. is sick/on leave), the planned presentation will be postponed to a future date.

** In the event of an unexpected cancellation due to Presenter Host being absent, the Cultural presenter will be provided an honorarium.

We look forward to working with you this year, and if you have any questions or concerns, please contact any of our Indigenous Education District Staff at 250-331-4040.



Gilakas'la,

Bruce Carlos,
District Principal, Indigenous Education Services