



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

## **REGULAR BOARD MEETING**

**MONDAY, MAY 8, 2017 – 4 PM**

Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nation Board Room, Kyuquot, BC

### **A G E N D A**

**Board of Education  
Vancouver Island West School District 84**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
  - a. Regular Meeting of April 10, 2017
4. **BUSINESS ARISING FROM THE MINUTES**
5. **PUBLIC INQUIRIES AND PRESENTATIONS**
  - a. Mr. Mike Preston, Principal, Kyuquot Elementary Secondary School
6. **CORRESPONDENCE**
7. **REPORT OF THE CLOSED MEETING**
8. **TRUSTEE REPORTS**
  - a. School Reports
  - b. BC School Trustees' Association Annual General Meeting
9. **UNFINISHED BUSINESS**
  - a. Preliminary Budget 2017-2018
10. **NEW BUSINESS**
  - a. Capital Bylaw No. 2017/18-CPSD84-01 – Annual Programs Funding Agreement
11. **SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT**
  - a. District Update
  - b. Enrollment Report
  - c. Operations Report
  - d. Finance Warrants
  - e. Student Teachers
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
  - a. Monday, June 12 at 4 pm in the School Board Office, Gold River
15. **ADJOURNMENT**

*"In partnership with our diverse communities, School District 84 will provide all students with a quality education relevant to the demands of a modern society."*



**REGULAR MEETING OF THE BOARD OF EDUCATION  
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,  
HELD ON MONDAY, APRIL 10, 2017  
IN THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

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**TRUSTEES PRESENT:** Kathy Kennedy, Chairperson (Gold River)  
Jenniffer Hanson, Vice-Chairperson (Kyuquot)  
Fern Eastcott (Tahsis)  
Ken Pringle (Gold River)

**TRUSTEE ABSENT:** Gwen Alsop (Zeballos)

**ALSO PRESENT:** Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor  
Annie James, Human Resources Administrator/Recorder  
One Staff Member

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**CALL TO ORDER:**

Chairperson Kennedy called the meeting to order at 4:00 pm.

**APPROVAL OF AGENDA:**

**2017:R-015** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott  
AND RESOLVED:  
*"TO approve the agenda."*

**ADOPTION OF MINUTES:**

**2017:R-016** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott  
AND RESOLVED:  
*"TO adopt the minutes of the Regular Board Meeting of March 13, 2017."*

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**PUBLIC INQUIRIES AND PRESENTATIONS:**

**a. Gold River Secondary School Presentation re Hosting Hamilton Exchange Students**

Mr. Rockwell, accompanied by three students, provided information about the very busy itinerary planned for the upcoming Hamilton Exchange Students' visit to Gold River, May 29 to June 4. The GRSS students, staff and parents have been working very hard to raise funds to host the many planned activities for the 60 GRSS/Hamilton students, including a Uchuck charter to Friendly Cove and an overnight trip to MacKenzie Beach Resort in Tofino. They have been doing very well towards reaching their goal of raising \$14,000. The single biggest cost item is replacement staff to cover Mr. Rockwell's and Mrs. Gjesdal's absences during the Gold River visit and while chaperoning the students to Hamilton from May 7-13. Mr. Rockwell stated that, while this has been a major undertaking for Gold River Secondary School, it will instill pride in the students for who they are, where they live and what they have accomplished.

Chairperson Kennedy expressed appreciation for the presentation and stated that the Board would discuss this funding request. The Superintendent/Secretary-Treasurer/Operations Supervisor stated that, because Gold River Secondary School has already paid for many other student activities this year, he recommended that the Board consider supporting this request.

**CORRESPONDENCE:**

- Assistant Deputy Minister of Education
- Chair, SD5
- Additional Information Regarding the Student Learning Grant
- Copy of Letter to the BC School Trustees' Association re Request for Copies of

- (Southeast Kootenay)
  - Chair, SD5
  - (Southeast Kootenay)
  - Chair, SD5
  - (Southeast Kootenay)
  - Chair, SD5
  - (Southeast Kootenay)
  - Chair, SD28
  - (Quesnel)
  - Chair, SD23
  - (Central Okanagan)
  - Chair, SD5
  - (Southeast Kootenay)
  - Chair, SD5
  - (Southeast Kootenay)
  - Chair, SD5
  - (Southeast Kootenay)
  - Chair, SD20
  - (Kootenay-Columbia)
  - Chair, SD5
  - (Southeast Kootenay)
  - BCSTA
  - Ministry of Education
  - BCSTA President
  - BCSTA
  - BCSTA
  - Vancouver Island School Trustees' Association
  - Mr. Philip Parkes
  - BCSTA
  - Manager, Conuma Cable Systems Ltd.
  - BCSTA
  - BCSTA
  - BCSTA
  - Chair, SD42
  - (Maple Ridge & Pitt Meadows)
  - BCSTA
  - Chair, SD69
  - (Qualicum)
  - VISTA
  - Chairperson, Canada Day 150 Committee in Gold River
- Government Responses to BC Boards of Education Letters of Advocacy
  - Copy of Letter to BC Premier, Minister of Finance and Government House Leader, and Minister of Education re Provincial Budget, SSCGFS, "Prosperity Fund" and Public Education Funding
  - Copy of Letter to All Boards of Education re Request to All Boards to Forward to SD5 Their Responses From Government re: Board Advocacy
  - Copy of Letter to the BCSTA Board of Directors re Provincial Budget and the BCSTA Strategic Plan: Media/Communications
  - Copy of Letter to Minister of Education re Frustration and Displeasure Regarding the Downloading of Unfunded Costs to School Districts Within BC
  - Copy of Letter to Minister of Education and Minister of Finance re Core Funding for Aboriginal Education
  - Copy of Letter to SD43 (Coquitlam) re SD43 Letter to the Select Standing Committee on Finance and Government Services
  - Copy of Letter to President of BCSTA re BCSTA Letter in Support of SD61's Letter of October 28<sup>th</sup>, 2016
  - Copy of Letter to Federal Minister of Health re Request for Additional Provincial Funding for Child and Youth Mental Health Services
  - Copy of Letter to Parliamentary Secretary re Undertaking to Develop a Rural Education Strategy
  - Copy of Letter to Minister of Finance re Support for the BCSTA Letter of November 25<sup>th</sup>, 2016
  - Boards Making a Difference: 100 Per Cent Graduation Success Rate for Students in Take-A-Hike Program
  - Service Delivery Project 2015-16 Annual Report
  - Copy of Letter to Minister of Education and Minister of Finance re Full Funding for the the BCPSEA-BCTF Memorandum of Understanding
  - Reminder: BCSTA's 113<sup>th</sup> Annual General Meeting – Registration and Hotel Block
  - 2017 BCSTA Annual General Meeting Motions
  - Copy of Letter to Representative for Child and Youth, Inviting Him to VISTA Meetings
  - Update re GRSS Ambassadors' First Presentation in France
  - April 2017 BCSTA Provincial Council Agenda Package
  - Request for Letter of Support re Application for Federal Government Funding to Bring Mandated 50Mbps as Set Out by CRTC
  - The Education Leader: Issue 14 – A Guide to Hosting an All-Candidates' Meeting
  - Key Action 6: Host an All-Candidates' Meeting
  - Boards Making a Difference: Abbotsford Community Pitches in for Syrian Refugee Students
  - Copy of Letter to Minister of Education re Follow-Up Regarding FSA Reporting
  - BCSTA AGM 2017 – Ballot Information
  - Copy of Letter to Minister of Education and Minister of Finance and House Leader, re Support for the \$10aDay Child Care Plan and Request that the Province Fully Support and Fund the Plan
  - VISTA Late AGM Motion re Early Childhood Education
  - Request to Use School Bus for Transporting Tsaxana Residents to July 1<sup>st</sup> Activities in Nimpkish Park

**2017:R-017**      **MOVED:** Trustee Pringle, **SECONDED:** Trustee Hanson  
**AND RESOLVED:**

*"THAT the Board of Education send a letter of support to Economic Development Canada's Connect to Innovate Program regarding the Conuma Cable Systems Ltd. application for funding for Gold River and Tahsis."*

**2017:R-018** MOVED: Trustee Pringle, SECONDED: Trustee Hanson  
AND RESOLVED:  
"TO refer the Canada Day 150 Committee's bus request to District staff for response."

### **REPORT OF THE CLOSED MEETING:**

Chairperson Kennedy reported on the discussion of two labour issues, two legal issues, the forthcoming posting for a new Principal for Zeballos Elementary Secondary School, development of a Long-Range Facilities Plan, and some vehicle replacements funded by the 10-year Capital Plan.

### **TRUSTEE REPORTS:**

#### **a. School Reports**

Trustee Eastcott reported that the Captain Meares staff and students returned from Spring Break, rested and ready for the final push through to June. It always seems that the calendar fills up so quickly at this time of year as everyone tries to take advantage of the warmer weather for field trips and outdoor activities.

Prior to Spring Break, the senior students travelled to GRSS to participate in the RCMOP's online safety presentations. It was a great day and all of the students reported that they felt it was valuable and informative. Staff enjoyed the opportunity to spend an evening with Kim Barthel who shared her unique perspective on Captain Meares' students and the dynamics she observes in the school. Now that Kim has observed Captain Meares over a number of years, it is exciting to hear her positive feedback on the students' development. Sometimes the small weekly and monthly increments of growth are not noticed, but are more easily observed after a year has passed.

Everyone enjoyed the recent workshop facilitated by local artist, Pat O'Connell, on traditional Ukrainian Easter eggs and the students created some truly beautiful eggs with her guidance. This past weekend PAC hosted their annual Spring Bazaar with 25 tables of food, crafts, jewellery, and more. It was a very successful day. The Tahsis community is very supportive and the bazaar always draws an impressive crowd.

Chairperson Kennedy reported that she will attend the upcoming BC School Trustees' Association Annual General Meeting in Vancouver, together with Trustee Eastcott and Trustee Hanson.

On behalf of Trustee Alsop, Chairperson Kennedy reported that everyone has returned from Spring Break with extra energy, and Zeballos School is busy planning year-end trips and events. On March 15<sup>th</sup>, District Principal Steve Larre accompanied Ms. Kim Barthel to Zeballos School to discuss student needs in the classroom and to observe if bullying behaviours were occurring. They saw no signs of bullying during their visit and stated that learning was proceeding with strong gains over what they had observed last year. Staff were concerned that minimal academic progress was being made, and Kim noted that the students need to learn basic skills that will enable them to continue further learning as adults. Kim also took a minute to observe in the alternate wood-working class and was very excited about how the hands-on activities met the needs of these students. In particular, she mentioned the collaborative atmosphere where students willingly helped each other build projects.

The Alternate Program is now closed for the remainder of the year and the students have returned to their classrooms. Mr. Alsop is helping support their learning with the high school teachers, and the students are calmer, more willing to engage, and more willing to listen. They are, of course, still teenagers.

#### **b. Working Relations Committee Report**

At the April 3<sup>rd</sup> meeting, the Committee was informed that work on the Teacher Handbook is continuing, with information regarding Kyuquot to be placed on the VIWTU's new website and linked to the District's website. TTOC callout and TIC (Teacher In Charge) remain on the agenda with no new information at this time. The Superintendent provided an update regarding the District's classrooms in Nanaimo, and the hope that the District's video conferencing system will be able to expand to include them. There are two new electronic programs in the works – one is 'Invoice Entry Web' with the object to minimize workload, paperwork and storage and to promote efficiency; and the other is a

'Leave Management System' which will include electronic leave forms to create a digital record instead of the (sometimes) multiple paper copies of the same leave form. Although there is extensive work involved in order to set up this system, the hope is that it will streamline the approval process and create efficiencies in the payroll system. The VIWTU President confirmed that the restored Collective Agreement language will not be a melded language agreement but rather an attachment as a *Memorandum of Agreement*. This process will probably be worked through this month and – as a result of the additional funding received - new postings will be published in early May. The next meeting of the Working Relations Committee is scheduled for May 1, 2017.

#### **UNFINISHED BUSINESS:**

##### **a. Preliminary Budget 2017-2018**

The Superintendent/Secretary-Treasurer/Operations Supervisor reported that the preliminary budget is looking good. At the last meeting, the Board directed that a moderate approach be taken in developing the preliminary budget, with as few cuts as possible while maintaining the surplus and keeping the District in a sound financial position. The plan is to present the preliminary budget at the May Board meeting for approval. With the restored Collective Agreement language and the resulting funding, School District 84 will have an increased number of teaching staff next year. Given that the District's population has stabilized and the proactive efforts that are underway to generate new revenue, the District should be in a better budget year than in the past.

#### **NEW BUSINESS:**

##### **a. 2016-2017 Commencement Ceremonies**

This year's ceremonies will be held as follows:

- Gold River Secondary School – June 10, 2017 – 7 pm;
- Kyuquot Elementary Secondary School – June 17, 2017 – 2 pm;
- Zeballos Elementary Secondary School – June 15, 2017 – 5 pm.

#### **SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT:**

##### **a. Enrollment Report**

The enrollment remains stable at 434 students.

##### **b. Operations Reports**

The District has received approval for the rezoning to allow for dorms in Ray Watkins Elementary School, and is now awaiting the building permit. Materials have been ordered and the goal is to have the project complete by May 8<sup>th</sup> when the next group of international students arrive. The new dust collection system for Gold River Secondary School is substantially complete, just waiting for the electrician to do the commissioning and give the owners instructions about how to run it. The District continues to work on an upgrade to the heating system for Gold River Secondary School, and hopefully moving to an air-sourced heat pump which will be more economical and environmentally friendly. The roof over the GRSS totem pole has been completed, which should result in the totem lasting much longer.

##### **c. Finance Warrants**

As at March 31, 2017, nine months or 75.0% of the 2016/17 fiscal year, and seven months or 70.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2016/17 Amended (Final) Budget amounts based on the September 30, 2016 actual enrollment for 2016/17.

Year-to-date revenue and expenses to the end of March 2017 is trending appropriately and within the total budget for the School District. At the end of June 30, 2016, the District had an Operating surplus of \$1,092,000 carried forward from 2015/16 to 2016/17, of which \$693,000 has been allocated and \$399,000 is unallocated. To the end of March 2017, \$3,955,000 or 72.5% of the Ministry Operating

Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. To the end of March 2017, \$2,220,000 or 75.0% of the 2016/17 school year (LEA) Local Education Agreement has been recorded. The School District has received the final nominal roll from INAC and has adjusted the LEA billing accordingly for the balance of the school year.

To the end of March 2017, the total salaries and benefits expenditure is trending slightly to a surplus amount of \$421,000 based on a prorated budget for the school year. The budget amounts shown are based on the Amended (Final) Budget that was approved in January 2017. To the end of March 2017, the service/supplies expenditures are in a slight deficit of - \$96,000 as budgeted on a prorated budget basis. Note: For this finance warrant, the expenditures are estimated as accurately and appropriately for the March 2017 Ministry GRE reporting requirements.

Based on strictly actual revenues less actual expenditures, the School District is recording a small surplus of approximately \$247,000 for the year to the end of March 2017. With appropriated surplus of \$692,000 included in the actual analysis, the March 2017 actual can be restated with as a surplus balance of \$940,000.

At the end of the 2015/16 fiscal year, the Annual Facilities Grant (AFG) had a surplus of \$589,000 being brought forward to 2016/17. To the end of March 2017, the AFG has a surplus of approximately \$179,000 remaining. To date, \$796,000 of expenditures has been incurred to the end of March 2017. Major expenditures incurred in AFG are:

- \$18,000 for Salary & Benefit charge out from Operating
- \$20,000 for Ministry NGN upgrade
- \$19,000 for development of Capital Plan and Long Range Facilities Plan
- \$624,000 for the CMES Roofing
- \$63,000 for KESS Playground Equipment
- \$52,000 for various LED lighting upgrades

Future major AFG and Capital projects include:

- continue with LED lighting fixture upgrades;
- refurbishment of teacherages (employee housing) at Zeballos;
- dust collection system at GRSS wood shop, expenditure to March 2017 = \$169,000, which is approximately \$14,000 greater than the funding received and this over-expenditure will be supplemented by the ZESS surplus balance;
- boiler upgrade at GRSS from diesel fuel to wood pellet, expenditure to March 2017 = \$137,000 and has \$127,000 of funds remaining; any over-expenditures will be supplemented from the ZESS surplus balance.

To the end of March 2017, \$111,000 of funds is remaining on the ZESS Replacement School capital project. The District is seeking approval from the Ministry to utilize this balance to be used for the GRSS boiler upgrade.

#### **TRUSTEE INQUIRIES:**

Nil.

#### **PRESS AND PUBLIC INQUIRIES:**

Nil.

#### **NOTICE OF MEETINGS:**

The next meeting of the Board of Education will be held on Monday, May 8, 2017, at 4 pm, in Kyuquot – location TBA. The public is invited to attend. Any requests for additions to the agenda should be forwarded to the School Board Office two weeks prior to the meeting. Note: Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

#### **ADJOURNMENT:**

Chairperson Kennedy declared the meeting adjourned at 4:40 pm.

**CAPITAL BYLAW NO. 2017/18-CPSD84-01  
ANNUAL PROGRAMS FUNDING AGREEMENT**

A BYLAW by the Board of Education of School District No. 84 (Vancouver Island West) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 2017/18-CPSD84-01.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$295,000 for Project No. 2017/18-CPSD84-01 is hereby adopted.
2. This Bylaw may be cited as School District No.84 (Vancouver Island West) Capital Bylaw No.2017/18-CPSD84-01.

READ A FIRST TIME THE 8th DAY OF MAY, 2017;  
READ A SECOND TIME THE 8th DAY OF MAY, 2017;  
READ A THIRD TIME, PASSED AND ADOPTED THE 8th DAY OF MAY, 2017.

**CORPORATE SEAL**

\_\_\_\_\_  
Kathy Kennedy, Board Chair

\_\_\_\_\_  
Lawrence Tarasoff, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 84 (Vancouver Island West) Capital Bylaw No. 2017/18-CPSD84-01 adopted by the Board the 8th day of May, 2017.

\_\_\_\_\_  
Sheldon Lee, Acting Secretary-Treasurer

Vancouver Island West School District 84  
**ENROLLMENT REPORT 2016-2017**  
 As of May 5, 2017

Grade	CMESS	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	2			30		2		34
1	0		5	25		2		32
2	1		3	14		3		21
3	1		5	23		2		31
4	1		2	16		2		21
5	3		3	15		3		24
6	1		5	15		2		23
7	1		5	16	1	4		27
8	3	21	6		4	3		37
9	0	21	4		6	5		36
10	2	14	6		17	6		45
11	5	17	5		13	3		43
12	3	17	6		15	4	31	76
<b>Totals:</b>	<b>23</b>	<b>90</b>	<b>55</b>	<b>154</b>	<b>56</b>	<b>41</b>	<b>31</b>	<b>450</b>

CMESS - Captain Meares Elementary Secondary School

GRSS - Gold River Secondary School

KESS - Kyuquot Elementary Secondary School

RWES - Ray Watkins Elementary School

TSAWALK - Tsawalk Learning Centre

ZESS - Zeballos Elementary Secondary School

CONT ED - Continuing Education



**The Board Of Education of School District No.84 (Vancouver Island West)**  
**Office of the Assistant Secretary Treasurer**

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Date: May 1, 2017  
To: Board of Education for School District 84 (Vancouver Island West)  
From: Sheldon Lee, Assistant Secretary Treasurer  
Subject: **April 2017 Financial Warrant Update for 2016/17**

1. *Executive Summary*

- 1.1. As at April 30, ten months or 83.3% of the 2016/17 fiscal year, and eight months or 80.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2016/17 Amended (Final) Budget amounts based on the September 30, 2016 actual enrolment for 2016/17.
- 1.2. Year to date revenue and expenses to the end of April 2017 is trending appropriately and within the total budget for the school district.

2. *Revenues*

- 2.1. At the end of June 30, 2016 the district had an Operating surplus of \$1,092,000 carried forward from 2015/16 to 2016/17. Of which \$693,000 has been allocated, and \$399,000 is unallocated.
- 2.2. To the end of April 2017, \$4,474,000 or 82.0% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted.
- 2.3. To the end of April 2017, \$2,301,000 or 77.7% of the 2016/17 school year (LEA) Local Education Agreement has been recorded. The school district has received the final nominal roll from INAC and has adjusted the LEA billing accordingly for the balance of the school year. LEA revenue is trending appropriately within the budget.

3. *Expenditures*

- 3.1. To the end of April 2017, total salaries and benefits expenditure is trending slightly to a surplus amount \$465,000 based on a prorated budget for the school year. The budget amounts shown are based on the Amended (Final) Budget, that was approved in January 2017.
- 3.2. To the end of April 2017, service/supplies expenditures has a small surplus of \$25,000 as budgeted on a prorated budget basis.
- 3.3. Note; for this finance warrant, the expenditures is approximately \$150,000 under estimated due to the early composition of this April 2017 Finance Warrant.

4. *Actual*

- 4.1. Based on strictly actual revenues less actual expenditures, the school district is recording a small surplus of approximately \$313,000 for the year to the end of April 2017.
- 4.2. With Appropriated surplus of \$692,000 included in the actual analysis, the April 2017 actual can be restated with as a surplus balance of \$1,006,000.

