



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

MONDAY, JANUARY 8, 2018 – 4 PM

Via Teleconference and at the School Board Office, Gold River, BC

A G E N D A

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
 - a. Regular Meeting of December 11, 2017
4. **BUSINESS ARISING FROM THE MINUTES**
5. **PUBLIC INQUIRIES AND PRESENTATIONS**
 - a. Honouring Colleen Robertson, Special Needs Education Assistant 1, Ray Watkins Elementary School – Retired December 31, 2017
6. **CORRESPONDENCE**
7. **REPORT OF THE CLOSED MEETING**
8. **TRUSTEE REPORTS**
 - a. School Reports
 - b. District Policy Review Committee Meeting
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
 - a. Board Committees 2018
 - b. Appointment of BCSTA Provincial Councillor and Alternate
 - c. Appointment of BCPSEA Representative and Alternate
 - d. School Calendar 2018-2019
 - e. Spring Community Consultation Meetings 2017-2018
11. **SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT**
 - a. District Update – International Program Update
 - b. Finance Warrants
 - c. Enrollment Report
 - d. Operations Report
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
 - a. February 5, 2018 – 4 pm - School Board Office, Gold River
15. **ADJOURNMENT**

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

"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, DECEMBER 11, 2017 BY TELECONFERENCE
AND AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

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

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor
Annie James, Associate Director of Human Resources/Recorder

CALL TO ORDER:

Chairperson Hanson called the meeting to order at 4:01 pm.

APPROVAL OF AGENDA:

2017:R-045 MOVED: Trustee Pringle, SECONDED: Trustee Kennedy
AND RESOLVED:
 "*TO approve the agenda.*"

ADOPTION OF MINUTES:

2017:R-046 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
 "*TO approve the minutes of the Regular Meeting of November 13, 2017.*"

PUBLIC INQUIRIES AND PRESENTATIONS:

Nil.

CORRESPONDENCE:

- BC School Trustees Association, BC School Superintendents' Association and BC Principals & VP's Association
 - BCSTA
 - BCSTA
 - BCSTA
 - BC Public School Employers' Association
 - BCSTA
 - BCSTA
 - BCSTA
 - BCSTA
 - BCSTA
- Copy of Letter to Minister of Finance and Minister of Education re Request of the K-12 Education Management Partners to Discuss the February 2018 Provincial and Education Budgets
 - BCSTA Weekly: One More Week to Academy, Policy Update on Travel Expenses, Deadline for Motions to Provincial Council, Letters from Boards of Education
 - Copy of Letter to Minister of Education and Minister of Finance re Key Funding Priorities for the 2018 Education Budget
 - BCSTA Weekly: Trustee Academy Program Changes, Action Required: Information for the Local Elections Engagement Committee, Important Dates
 - BCPSEA 24th Annual General Meeting – Registration and Submission of Proposed Resolutions
 - BCSTA Weekly: Trustee Academy Feedback Survey and Presentations Materials, Changes in Boards of Education Leadership and Roles
 - The Education Leader: Issue 18: BCSTA Hug is Open for Business / New Trustee Learning Guide Launch / Trustee Academy Photo Gallery and Feedback Survey
 - 1st Reminder: Provincial Council Motions Due by Friday, January 12, 2018

- BCSTA
- BCSTA Weekly: Advocate, BCSTA Hug Access for Board Chairs, BCSTA-BCLTA LOU, SOGI Q&A, Holiday Office Hours, Letters from Boards of Education, Academy Survey Reminder, Online Mental Health Wellness Platform, Call for Presentations
- BCSTA
- Ministry of Education – Deputy Minister’s Bulletin

2017:R-047 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
“TO receive and file the correspondence.”

REPORT OF THE CLOSED MEETING:

Chairperson Hanson reported on the discussion of two labour issues and one land issue. The School Board Office will be closed to the public from December 18-29, 2017.

SCHOOL REPORTS:

a. School Reports

Trustee Eastcott reported that Captain Meares has been busy with day-to-day operations as everyone gears up for the Winter Break. Picture Day was held on November 15th. Miss Brooke Jones began hosting a teen/adult floor hockey drop-in evening every Tuesday, which has been very well received, with many participants. This will continue into the New Year! Miss Jones has also been very busy with the high school students taking them on exploratory learning field trips to local destinations. The students have enjoyed walking to and touring local places such as the Tahsis Museum, Regional Library and Tahsis Salmon Hatchery, to name a few. Miss Jones has many other trips planned and the students are truly enjoying learning about and exploring their own community organizations and places.

The Childhood Resiliency meeting, facilitated by Maggie Hodge-Kwan, was held on November 22nd. The meeting was very well attended, and the discussion areas were interesting and informative. The Captain Meares PAC has been busy with their “Fresh to You” fundraiser, Purdy’s chocolates and the Christmas Bazaar. The Bazaar was excellent with the new addition of live music and a great time was had by all. The entire school, under the direction of Principal Baron, is getting ready to perform the annual Christmas Concert, “The Colours of Christmas”. The Concert is an original performance with the students playing live musical instruments and singing. Everyone, including parents and community members, are really looking forward to the performance.

Trustee Kennedy reported on the December 6th PAC meeting at Gold River Secondary School, which started with two of the new cheerleaders giving everyone a look into the new squad. They will attend school sports events and cheer our teams on. Ashlee Klatt and Eva Sommerfelt were very enthusiastic bringing their chocolate basket raffle price and uniform wish list to the meeting. Treasurer Dave Kornylo ran them through the rules and regulations of gaming licenses (which the girls were not aware of) and, given that a raffle license would take about two weeks to acquire, suggested that the girls might be better off to raffle the basket at the upcoming basketball jamboree or perhaps Valentine’s Day, as the gaming rules must be followed. Principal Johnson volunteered to store the chocolate basket in his office for safe keeping, although no one was too sure about how safe that chocolate will be! The girls also requested help in purchasing their uniforms, and each individual will purchase their own pom-poms and white runners leaving the outfit cost at about \$577.32. After discussions, it was decided that PAC would donate \$200, GRSS will contribute \$200 and the girls will fundraise the remaining \$200. Good luck to these enthusiastic students and Go, Gold River!

Principal Johnson reported that the water bottle filling station is on order. One of GRSS’s international students will be heading home to Japan and there are several Grade 5-12 students arriving from Korea in the New Year. The grads will be going to Disneyland for their grad trip this year. St. George’s private school will be arriving on May 10th to present a drama production, the Regional Science Fair will be April 18-19 in Port Hardy, the Chemainus Theatre have been working with the drama class, nine students will be receiving scuba diving training, and drivers’ training started on December 7th. Mr. Robert Keetings will be travelling to GRSS to show the wonders of poisonous snakes, spiders and other creepy crawlers. Mrs. O’Riley will be organizing the “Experiences Canada” trip to Quebec in the upcoming months, and many fundraisers are yet to be organized. The parent

helper this year is Neil Lawrence, an excellent addition to the trip. A big welcome to one of the new Mounties in Gold River, Cpl, Kim Rutherford, who has been relocated to Gold River with her husband Randy and her Mom, Heather. Kim has been visiting GRSS and will soon be riding the school bus to get acquainted with the local students. PAC is still getting new bank signing authorities in place for the new executive, which can be a slow process when the bank is closed on weekends. Vice-Principal Lees popped in near the end of the meeting and it was very nice to have him attend. Congratulations to GRSS teachers who have reached District milestones this year – Delores Whyte with 20 years of service and Lukas Mudge with 10 years of service. We just couldn't and wouldn't want to do it without you, so thank you!

The next PAC meeting will be held on January 31, 2018. Trustee Kennedy expressed her thanks to the students and staff of Gold River Secondary School for their never-ending enthusiasm, and a very Merry Christmas to all!

b. Working Relations Committee Report

The Committee met on December 4th and discussed some issues that have been arising around remedy and Teachers Teaching on Call. The School Calendar for 2017-2018 was discussed, and the VIWTU looks forward to receiving more information so that a calendar vote can be conducted for teachers. The Working Relations Committee will meet again on January 15, 2018.

c. Enhancement Agreement Meeting

Trustee Alsop reported on the Enhancement Agreement meeting which was held in Campbell River on December 4, 2017, with eight members in attendance. The main topic of discussion was the Pathways Program, and Joanie Johnson from GRSS is the School District liaison working with the Nuu-chah-nulth Tribal Council to expand the Program. Due to staff turnover at NTC and within the School District, there have been setbacks in expanding the Program, and it is important to establish a Teachers' Guide. Discussion recapped the history of the program and its purpose, which is to provide students with specific supports throughout their education and in their life. There are 214 students in the School District 84 that could benefit from the Pathways Program, and there will be follow up with community meetings and a survey. Other subjects discussed included:

- potlatch funding;
- targeted funds for Pathways development;
- children and youth in care, and how to better facilitate the permission process for children to participate in field trips;
- cultural biases and low expectations about learning outcomes for Aboriginal students.

The next meeting is tentatively set for February 19, 2018 in Tsaxana's House of Unity.

UNFINISHED BUSINESS:

Nil.

NEW BUSINESS:

a. School Calendar 2018-2019

The Board is looking at calendar options and will be sharing some information around different calendar options at the upcoming community consultation meetings, with dates to be set at the next Board meeting.

b. Employee Recognition and Service Awards

A very special thank you to the following employees for their long service to the District:

10 Years:

- Alan Cruickshank – Bus Driver, Gold River Worksite
- Liz Hanson – Special Needs Education Assistant, Zeballos Elementary Secondary School
- Lukas Mudge - Teacher, Gold River Secondary School

- Catherine Wilson - Teacher, Ray Watkins Elementary School
- Rob Wilson - Vice-Principal, Ray Watkins Elementary School

15 Years:

- Rick Osenenko - Custodian, Kyuquot Elementary Secondary School

20 Years:

- Delores Whyte - Teacher, Gold River Secondary School

30 Years:

- Kathleen Keil - Special Needs Education Assistant, Ray Watkins Elementary School

c. **Actions for Learning 2017-2018**

An overview of the different proposals was presented for this school year. Of note, the group that is doing the Growth Mindset, which are all teachers from Ray Watkins, have also been approved for a Growing Innovations grant from Rural Schools BC. The list represents a great amount of work going on in the District, with most of the teachers, Principals and Vice-Principals involved!

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

a. **District Update**

In the Superintendent/Secretary-Treasurer's words, "all is calm, all is bright".

b. **Finance Warrants**

As at November 30, five (5) months or 41.7% of the 2017/18 fiscal year, and three (3) months or 30.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2017/18 Annual (Preliminary) Budget amounts based on the Spring 2017 estimated enrollment for 2017/18.

At this time, it is too early to predict the year-to-date revenue and expenses trends in comparison to the budget for the School District.

At the end of June 30, 2017 the District had an Operating surplus of \$1,048,000 carried forward from 2016/17 to 2017/18, of which \$596,000 has been allocated, and \$452,000 is unallocated. To the end of November 2017, \$1,645,000 or 31.0% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. To the end of November 2017, \$1,480,000 or 51.3% of the 2017/18 school year (LEA) Local Education Agreement has been recorded. To the end of November 2017, the total salaries and benefits expenditure is trending slightly to a surplus amount of \$7,000 based on a prorated budget for the school year. The budget amounts shown are based on the Annual (Preliminary) Budget that was approved in May 2017.

To the end of November 2017, the service/supplies expenditures has a deficit of <\$135,000> as budgeted on a prorated budget basis, due mainly to summer expenditures and one-time expenditures of \$160,000 for Nanaimo rent. Based on strictly actual revenues less actual expenditures, the District is recording a surplus of approximately \$230,000 for the year to the end of November 2017. This is due mainly to the LEA revenue recorded \$615,000 greater on a prorated basis

With appropriated surplus of \$595,000 included in the actual analysis, the November 2017 adjusted surplus balance can be restated with a surplus \$825,000.

At the end of the 2016/17 fiscal year, the Annual Facilities Grant (AFG) had a surplus of \$31,000 being brought forward to 2017/18. To the end of November 2017, the AFG received revenue of \$279,000 which totals \$310,000 being available. To date, \$231,000 of expenditures has been incurred to the end of November 2017. The balance remaining to AFG is \$79,000.

To the end of November 2017, \$524,000 of funds is available to carry out major capital projects. To date, \$440,000 of expenditures has been incurred to the end of November 2017. The balance

remaining for all Bylaw Capital Projects is \$83,000. To the end of November 2017, \$331,000 of funds is available to carry out local capital projects.

To date, \$189,000 of expenditures has been incurred to the end of November 2017 for vehicle purchases. The balance remaining for Local Capital projects is \$142,000.

c. **Enrollment Report**

The December enrollment report was presented, showing a total of 415 students in the District.

d. **Operations Report**

Currently, the Operations Department is focussing on preventative maintenance in preparation for another busy spring and summer ahead.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETINGS:

The next regular meeting of the Board of Education will be held at 4 pm on Monday, January 8, 2018 at the School Board Office and by teleconference. 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 Hanson declared the meeting adjourned at 4:26 pm.

Merry Christmas to All!



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84
BOARD COMMITTEES 2018

Budget Committee –

CUPE Labour Management Committee –

CUPE Negotiating Committee –

District Earthquake Safety Committee –

District Mission and Goals Committee –

District Occupational Health and Safety Committee –

District Policy Review Committee –

First Nations Education Liaison Committee –

Grievance Committee –

Joint Rental Accommodations Committee –

Scholarship Committee –

VIWTU Negotiating Committee –

Working Relations Committee –



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84
BOARD COMMITTEES 2017

Budget Committee – Board of Education, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

CUPE Labour Management Committee – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

CUPE Negotiating Committee – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

District Earthquake Safety Committee – Trustee Alsop, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator, Principal

District Mission and Goals Committee – ad hoc

District Occupational Health and Safety Committee – Trustee Eastcott, Trustee Pringle, Human Resources Administrator, CMESS Principal

District Policy Review Committee – Board of Education, Superintendent/ Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

First Nations Education Liaison Committee – Trustee Alsop, Trustee Pringle (Alternate), Superintendent/ Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Grievance Committee – Area Trustee, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Joint Rental Accommodations Committee – Trustee Hanson, Trustee Pringle (Alternate), Human Resources Administrator

Scholarship Committee – Trustee Kennedy, Superintendent/Secretary-Treasurer/Operations Supervisor, Principal

VIWTU Negotiating Committee – Trustee Pringle, Trustee Hanson (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator, Principal of Special Education, Student Learning and Technology

Working Relations Committee – Trustee Pringle, Trustee Eastcott, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Vancouver Island West School District 84
ENROLLMENT REPORT 2017-2018
As of January 5, 2018

Grade	CMESS	ESPERANZA	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	3				17		3		23
1	0			3	28		2		33
2	0			6	26		2		34
3	1			3	15		2		21
4	0	1		5	23		1		30
5	1			1	16		1		19
6	2	1		3	16		3		25
7	1			5	13		2		21
8	1		18	4		3	3		29
9	3		21	5		11	2		42
10	0		22	4		9	2		37
11	3		17	6		10	4	1	41
12	1		16	2		19	3	18	59
Totals:	16	2	94	47	154	52	30	19	414

CMESS - Captain Meares Elementary Secondary School

ESPERANZA - Esperanza 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