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**REGULAR MEETING OF THE BOARD OF EDUCATION  
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,  
HELD ON MONDAY, FEBRUARY 5, 2018  
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

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**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  
Sheldon Lee, Assistant Secretary-Treasurer  
Annie James, Associate Director of Human Resources/Recorder  
One Member of the General Public

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**CALL TO ORDER:**

Chairperson Hanson called the meeting to order at 4:08 pm.

**APPROVAL OF AGENDA:**

**2018:R-005** MOVED: Trustee Pringle, SECONDED: Trustee Alsop  
AND RESOLVED:  
*"TO approve the agenda."*

**ADOPTION OF MINUTES:**

**2018:R-006** MOVED: Trustee Pringle, SECONDED: Trustee Kennedy  
AND RESOLVED:  
*"TO approve the minutes of the Regular Board Meeting of January 8, 2018."*

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**PUBLIC INQUIRIES AND PRESENTATIONS:**

a. **Request for Funding Support – Experiences Canada Cultural Exchange, Gold River Secondary**

Gold River Secondary School teacher, Mrs. O'Reilly, together with two students – Noah Pridge and Olivia Stratton – attended the meeting to inform the Board of Education about the upcoming GRSS student exchange trip to Quebec during the first week of Spring Break, to be followed by a visit from the Quebec students in May. The students have been busy fundraising towards the cost of travel and the costs involved in hosting the visiting students. On behalf of the students, Noah requested financial support from the Board to cover the TTOC costs for four days during the Quebec students' visit, so that Mrs. O'Reilly can be released to accompany the students during the many planned activities and trips. While in Quebec, the Gold River Secondary students and chaperones will be staying in dorms during the week and homestays during the weekend. They will be visiting Quebec City for two days, and are looking forward to enjoying the many Quebec winter activities!

**CORRESPONDENCE:**

- Kathleen Keil
- BC School Trustees' Association
- BCSTA
- Thank You Card re Employee Appreciation Service Recognition
- BCSTA Provincial Council and Committee Meetings, February 16-17, 2018
- BCSTA Weekly: Welcome Back: A Quick Situational Awareness Update, February Provincial Council Motions Deadline, Register for the February

- BC Public School Employers' Association
  - BCSTA
  - BCSTA
  - Schools Institute
  - BCSTA
  - BCPSEA
  - BCSTA
  - BCSTA
  - Ministry of Education, Governance and Analytics Division
- Provincial Council, Funding Formula Guiding Principles Review Process, Board Preparation for BCPSEA AGM, BCSTA Scholarships for Student Citizenship, BCSTA Strategic Plan Update, More Information on Canadian Copyright Review, Important Dates
  - AGM 24 – Annual General Meeting Third Notice
  - BCSTA Weekly: Health Canada Consultation on Non-Medical Cannabis, Local Elections Campaign Financing, Local Elections Materials, BCSTA Hub: LISTSERV Replacement, Letters from Boards of Education, BCSTA Branch Meetings
  - BCSTA Weekly: BCSTA Annual General Meeting 2018: Working Together for Successful Student Transitions, Letters from Boards of Education, Advocacy Update, BCSTA Expense Form and Policy on Travel Expenses, Local Elections Materials, Education Resource, BCSTA Branch Meetings
  - 'Instructional Program Effectiveness to 2016/17' Report
  - BCSTA Update: CSBA's Media Release re Abolishment of School Trustees in Nova Scotia
  - NewsLinkexpress 2018-01: Conference Report: Annual General Meeting
  - BCSTA Weekly: CSBA Congress 2018 at Nova Scotia, Labour Market Partnership Program, A Guide for School Trustee Candidates Update
  - Provincial Council Agenda Package
  - Ministerial Order No. M410/17 Clarifying the Ambiguity in the Description of the Boundary Between Trustee Electoral Areas in School District 84

**2018:R-007**    MOVED: Trustee Pringle, SECONDED: Trustee Alsop  
                  AND RESOLVED:  
                  *"TO receive and file the correspondence."*

**REPORT OF THE CLOSED MEETING:**

Chairperson Hanson reported on the discussion of one legal, two land and one labour issue.

**TRUSTEE REPORTS:**

a.    **School Reports**

Trustee Kennedy reported on the recent Gold River Secondary School PAC meeting, which started off with the Treasurer's report by Dave Kornylo, followed by the Principal's report from Katrina Kornylo. There are many things on the go at GRSS: the Grade 12 English finals, mid-term exams, report cards sent out on February 5<sup>th</sup>, and the upcoming Spirit Day on March 1<sup>st</sup> at the students' choice of either the swimming pool and skating rink. The wrestling team is heating up, the grad class is looking forward to the trip to Disneyland in April, the 3-D printer is up and running in the library, the two metal lathes have been installed in the Shop, and the water bottle filling station is installed. Mrs. O'Reilly, Mr. Lawrence and 15 students are getting ready for their trip to Sherbrook, Quebec with Experiences Canada. They depart on March 23<sup>rd</sup> and will return on the 30<sup>th</sup>, and will then host the Sherbrook students in Gold River from May 4-11. Fundraising is on the go – bingo, bagging groceries in Campbell River, a basketball concession, and much more. Mr. Parkes and several students will be off to France for a month around Spring Break and will no doubt have a trip of a lifetime! There are three long-term international students arriving at Gold River Secondary School in April – two from Korea and one from Japan – with possibly two more students arriving from Germany. Gold River Secondary School will be hosting the Island Basketball Tournament on February 23-25. Last year's graduate, Hannah Charette, recently performed her first solo helicopter flight!

Last but not least, a film crew from New York will be in Gold River on March 2<sup>nd</sup> and April 20<sup>th</sup>, and will be filming a video about Gold River. Mrs. Stratton will be escorting the team around the Village to show

them the sites. The dates of filming are March 2<sup>nd</sup> and April 20<sup>th</sup>. Trustee Kennedy expressed appreciation to the PAC group for all they do, noting that she has never seen anyone turned away – from uniforms to help with gaming licenses – and the list goes on and on.

Trustee Eastcott reported that the Grade 7-12 students at Captain Meares School have been busy with weekly field trips to local destinations with teacher, Ms. Brooke Jones. This month, they visited the Municipal Office, Tahsis Recreation Centre and Health Centre, and got a behind-the-scenes look at how these service facilities operate. They also visit the weight room at the Recreation Centre once a week as part of their PE curriculum and the students love the opportunity to work out and follow an exercise program. All students from K-12 have been learning to sing and play musical instruments in Mr. Baron's music class. With PAC's help, CMESS hopes to purchase some new equipment so students can learn about sound, mixing and set up in addition to performing skills. The primary class with Ms. Alice Malthouse have been busy learning about the muscular systems, cooking up delicious treats and creating some amazing artwork. A field trip is planned in February for the elementary class to walk a local trail and a visit to the Tahsis Farm to see the animals. The recent tsunami warning was a wake-up call (quite literally) for many individuals, in terms of emergency preparedness. The school and the PAC have taken measures to prepare for emergencies (i.e. emergency bags, protocols, etc.) and this event has prompted everyone to review these processes and ensure that CMESS is prepared in the event that something like this happens during a school day. Ms. Jones took the senior students to Mount Washington on an NSOP trip in early January, and a great time was had by all. There are many activities planned for February and everyone looks forward to the next few months – and excited for what they will bring!

**b. District Policy Review Committee Meeting**

The Committee met on February 5, 2018 and reviewed Policy E.44, *District Student Award – Special Recognition of a Student, or Group of Students, with Outstanding Interests, Skills, Aptitudes, or Achievements*. This policy will be brought forward for further discussion in March.

With reference to Policy E.10, *Alcohol and Illicit Substances*, the Committee discussed having Naloxone kits in the schools – something that many schools in the Province now have in place. It was agreed that this would be included as part of the first treatment available in schools, and that kits will be ordered and directions provided via 911. If, at some point, the Ministry of Education mandates school districts to address Naloxone kits in policy, then this will be revisited.

**c. Working Relations Committee Meeting**

At the January 15<sup>th</sup> meeting, the School Calendar 2018-2019 was reviewed with some requests from the VIWTU for changes to the dates for one of the NIS days and one of the Pro-D days. The requests would be forwarded to the community consultation meetings for feedback, and the Board will review and make a decision. The VIWTU expressed frustration at the lack of affordable housing in Gold River and wondered if the Board would consider acquiring teacherages in Gold River. The Superintendent/Secretary-Treasurer acknowledged this concern and explained that replacement teacherages for Zeballos are the Board's current focus. The next meeting of the Working Relations Committee is scheduled for February 6<sup>th</sup> at 4 pm.

**d. BC Public School Employers' Association Annual General Meeting**

Vice-Chairperson Kennedy attended the AGM, together with the Superintendent/Secretary-Treasurer and Assistant Secretary-Treasurer. Delegates were welcomed by Mr. Michael Marchbank, public administrator, followed by a welcome from the BC School Trustees' Association President, Gordon Swan and a report from BCPSEA's Renzo Del Negro. The business session and governance issues followed, with the focus on BCPSEA changing its bylaws to restore the ability of school trustees to elect seven directors to the Association's board and the Province appointing up to four. In 2013, BCPSEA went through a restructuring process and removed trustees from the board responsible for bargaining with the public school unions. Mr. Marchbank was appointed public administrator for school bargaining at that time. The vote on Resolution S-1 to change the bylaws and restore seven trustees to the board was enthusiastically approved and the meeting moved on to nominating trustees for the positions. Candidates' speeches were delivered the following morning, and four trustees acclaimed -

Shirley Wilson (SD34), Terry Lynne Huddleston (SD52), Alan Chell (SD19) and Eve Flynn (SD69) – and three elected – Rebecca Huscraft (SD8), Jaret Thompson (SD60) and Terry Allen (SD36). The meeting adjourned after some discussions on the upcoming 2019 bargaining preparations.

e. **District OH&S Committee Meeting**

A meeting was held on January 23<sup>rd</sup> with new co-chairs acclaimed: Employee Co-Chair Dereck Mejias from Zeballos School and Employer Co-Chair Marty Szetela from Kyuquot School. A brief round-table discussion addressed some issues/concerns/trends. This year, all Committees must focus on completing an evaluation report and all reports will be reviewed by the District Committee early next school year. Committee members were reminded of the requirement to complete two investigations of incidents/injuries – a preliminary within 48 hours and a full investigation within 30 days. The morning earthquake and tsunami warning were reminders of the importance of being prepared for emergencies, and each worksite is committed to getting their inventories updated and supplies purchased as needed. Mandatory training for all Joint Committee members was discussed and information provided in terms of the on-line courses which are available. The 'Find a Hazard' draw was held and the prize winner was Alison Cross, who identified that the stairs coming down from the staff parking lots at Ray Watkins had nails that had worked loose on the treads and risers and were a tripping hazard. A work order was submitted and the stairs have been repaired. The next meeting is scheduled for May 29<sup>th</sup>, 2018 at 3:30 pm.

**UNFINISHED BUSINESS:**

a. **Spring Community Consultation Meetings 2017-2018**

The Board held community consultations from January 22–February 1 in Nanaimo, Zeballos, Kyuquot, Tahsis, and Gold River. Hosted by the local Trustee(s), the consultations featured a brief informational presentation by the Superintendent/Secretary-Treasurer and five questions designed to elicit feedback around school calendar and budget priorities from the 10-20 community and staff members who attended each session.

In total, 29 response sheets were submitted and are summarized below:

School Calendar 2018-2019: The Nine-Day/Two-Week Calendar received support from 23 of the 29 who expressed an opinion. The Standard Calendar was supported by one person. Three people had no opinion and one person supported a completely different calendar that featured no school during the last week of June.

Budget Priorities:

- **Zeballos (five responses):** Literacy, experiential education opportunities;
- **Kyuquot (five responses):** Special Education, social responsibility, facilities upgrades;
- **Tahsis (eight responses):** Experiential education opportunities, special education, technology;
- **Gold River (four responses):** Experiential education opportunities, social responsibility;
- **Nanaimo (six responses):** Flexible programming, facilities upgrades.

The Superintendent/Secretary-Treasurer recommended that the Board consider the following areas for focused discussion in the budget process:

- 1) Options for continued expansion of experiential education opportunities for all students.
- 2) Options to expand programs and services in special education and social responsibility education.
- 3) Develop a three-year Annual Facilities Grant (AFG) program to proactively address minor facilities issues.

b. **School Calendar 2018-2019**

As previously reported, the School Calendar 2018-2019 was part of the community consultation process and the Board now needs to circulate a calendar for consideration by communities. The recommendation is the nine-day, two-week School Calendar 2018-2019, and consideration was given to a request from the VIWTU for two date changes.

- 2018:R-008**      MOVED: Trustee Pringle, SECONDED: Trustee Kennedy  
AND RESOLVED:  
*“TO circulate the nine-day, two-week school calendar for feedback with the following two changes: (1) to move the September 17<sup>th</sup> ‘Not in Service’ (NIS) Day to June 14<sup>th</sup>; and, (2) November 2<sup>nd</sup> will be a ‘Not in Service’ (NIS) Day and April 5<sup>th</sup> will be a Professional Development Day.”*

**NEW BUSINESS:**

a.      **Amended Annual Budget 2017-2018**

The Assistant Secretary-Treasurer presented the 2017-2018 Amended Annual Budget 2017-2018 and discussed the 2017-2018 budget directives, the challenges, the operating revenue and expenditures, and a summary of the Special Purpose Funds. He noted that the District has a balanced budget with approximately \$450,000 surplus to provide some flexibility, and recommended approval of the 2017-2018 Amended (Final) Annual Budget Bylaw of \$11,492,383 as presented.

- 2018:R-009**      MOVED: Trustee Pringle, SECONDED: Trustee Alsop  
AND RESOLVED:  
*“TO give the 2017-2018 Amended (Final) Annual Budget Bylaw three readings in one.”*

Vice-Chairperson Kennedy read the bylaw aloud.

- 2018:R-010**      MOVED: Trustee Pringle, SECONDED: Trustee Kennedy  
AND RESOLVED:  
*“TO adopt the Amended Annual Budget Bylaw for the fiscal year 2017-2018 pursuant to Section 113 of the School Act, showing the estimated revenue and expense for the 2017-2018 fiscal year and the total budget bylaw amount of \$11,492,383 for the 2017-2018 fiscal year.”*

**SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR’S REPORT:**

a.      **District Update**

The Superintendent/Secretary-Treasurer reported that the schools are all very busy and doing well.

b.      **Finance Warrants**

As at February 28th, eight (8) months or 66.7% of the 2017/18 fiscal year, and six (6) months or 60.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2017/18 Amended (Final) Budget amounts based on the September 30, 2017 enrolment for 2017/18. At this time, the year-to-date revenue and expenses are trending as predicted 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 February 2018, \$3,198,000 or 60.3% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. To the end of February 2018, \$1,480,000 or 51.3% of the 2017/18 school year (LEA) Local Education Agreement has been recorded.

To the end of February 2018, the total salaries and benefits expenditure is trending slightly to a surplus amount of \$244,000 based on a prorated budget for the school year. The budget amounts shown are based on the Amended (Final) Budget that was approved in February 2018. To the end of February 2018, service/supplies expenditures have a deficit of <\$42,000> as budgeted on a prorated budget basis.

Based on strictly actual revenues less actual expenditures, the School District is recording a small deficit of approximately <\$204,000> for the year to the end of February 2018, due mainly to the rental and lease payment paid in advance for the entire year and the Local Education Agreement (LEA) billing

for February has not occurred as the District is awaiting finalize LEA enrollment figures from INAC. This represents approximately \$288,000 of LEA revenue not recognized.

With appropriated surplus of \$595,000 included in the actual analysis, the February 2018 adjusted surplus balance can be restated with a surplus \$391,000.

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 February 2018, the AFG received a total of \$372,000 in revenue, for a total of \$403,000 being available. To date, \$283,000 of expenditures has been incurred to the end of February 2018, and the balance remaining in AFG is \$121,000. 000 being available.

To the end of February 2018, \$719,000 of funds was available to carry out major capital projects. To date, \$482,000 of expenditures has been incurred to the end of February 2018. The balance remaining for all Bylaw Capital Projects is \$237,000.

To the end of February 2018, \$331,000 of funds was available to carry out local capital projects.

To date, \$189,000 of expenditures has been incurred to the end of January 2018 for vehicle purchases. Balance remaining for Local Capital projects is \$142,000.

c. **Enrollment Report**

The January enrollment report shows that School District 84 is holding steady at 420 students, with a projected enrollment for 2018-2019 of 410 students.

d. **Operations Report**

The Operations Department is still focussing on the heat pump situation at Gold River Secondary School with another meeting scheduled on Thursday, as well as some warranty work being done on the dust collection system there. There are currently a number of small projects on the go and, during Spring Break, the Maintenance Shop roof will be replaced.

**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, March 12, 2018 at Zeballos Elementary Secondary School. The public is invited to attend. Any requests for additions to the agenda should be forwarded to the School Board Office 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 5:13 pm.