



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON MONDAY, JANUARY 8, 2018
VIA 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)
- TRUSTEE ABSENT:** Ken Pringle, Gold River
- ALSO PRESENT:** Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor
Annie James, Associate Director of Human Resources/Recorder
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CALL TO ORDER:

Chairperson Hanson called the meeting to order at 4:04 pm.

APPROVAL OF AGENDA:

2018:R-001 MOVED: Trustee Alsop, SECONDED: Trustee Kennedy
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2018:R-002 MOVED: Trustee Alsop, SECONDED: Trustee Kennedy
AND RESOLVED:
"TO approve the minutes of the Regular Board Meeting of December 11, 2017."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

- a. **Honouring Colleen Robertson, Special Needs Education Assistant 1, Ray Watkins Elementary School – Retired December 31, 2017**



On behalf of the Board of Education, Vice-Chairperson Kennedy congratulated Colleen Robertson on her retirement and expressed sincere appreciation for the service that she provided as Special Needs Education Assistant at Ray Watkins Elementary.

Hired in 1989, Colleen's background in practical nursing and her course work in caring for students with special needs served the Gold River students very well, and especially those with multiple disabilities. Colleen has always been extremely dedicated and committed to helping students live more successful and happy lives. Her work ethic has been exemplary and she has gone above and beyond to ensure that students are well looked after. Colleen has supported the teachers, support staff and administration by always being willing to go the extra mile. Colleen has also worked tirelessly on health and safety and emergency preparedness, as co-chair and secretary of the RWES Joint Health and Safety Committee, co-chair of the District OH&S Committee, and past leader of the Emergency Social Services Team of Gold River. Colleen has been a treasured employee and will be missed.

Vice-Chairperson Kennedy wished Colleen a happy and healthy retirement, and presented her with a retirement gift and plaque. Mrs. Robertson's name will also be added to Ray Watkins' "Plaque of Honour" in accordance with the District's *Employee Recognition and Services Award Policy*.

CORRESPONDENCE:

- BC School Trustees' Association
- BCSTA
- BC Public School Employers' Association
- BCSTA Weekly: Elections Engagement Committee Update, Local Elections Campaign Financing, Non-medical Cannabis Legalization Update, Human Rights Commission Update, Changes in Boards of Education Leadership and Roles
- Second Reminder: Provincial Council Motions Due by Friday, January 12
- BCPSEA AGM Second Notice and Proposed Resolution

2018:003 MOVED: Trustee Kennedy, SECONDED: Trustee Alsop
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

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

SCHOOL REPORTS:

a. School Reports

Trustee Eastcott reported that December was a fun and busy month at Captain Meares. Miss Jones and the Grade 10-12 students participated in a fun and informative NSOP 'Intro to Scuba' course on December 1st in Gold River. Parent meetings were held in early December followed by report cards. The students are all doing very well in school and are excited for what 2018 will bring! The senior students have been working hard on a full timetable with their academic courses and electives including PE, Music, French, and Foods. Miss Jones will be using the Tahsis Recreation Centre weight room as part of the high school PE class and the students are all very excited about that. The elementary class was also busy preparing for the Christmas Season with much baking, cooking and crafts. On December 13th, the entire school (K-12), under the direction of Principal Baron, performed their Christmas Concert, "The Colours of Christmas". The Concert was an original performance with the students playing musical instruments and singing. The students had a wonderful time performing, and the crowd made up of parents and community members truly enjoyed the event. A night to remember!

Vice-Chairperson Kennedy wished everyone a Happy New Year and a welcome back, noting that she has been thinking quite a bit lately about the people who make up the District and how lucky we are to have each and every one. Over the years, naturally many have come and gone, usually with a partner transfer or a move closer to a more urban centre, but by and large, the District has maintained so many. There are new employees who have chosen School District 84 and some that have changed schools within the District - and welcome to all. Trustee Kennedy noted that, on her street, there are three retired teachers still living in the community and still very interested in the comings and goings of the schools, as well as other retired SD84 folks that have chosen to stay and enjoy the peaceful way of life. Trustee Kennedy expressed that she felt so fortunate to have the opportunity to be a Trustee. Although it has been tough, there is so much to learn – she does not know if she will ever learn it all – but is trying her best to listen to those more experienced, to share what she has learned and to slow down, which is a struggle for her. What she does know is that she feels so fortunate to be living in Gold River.

Vice-Chairperson Kennedy is off to Vancouver on January 25-26 to attend the BC Public School Employers' Association Annual General Meeting, and will then attend the GRSS PAC meeting on January 31st.

b. District Policy Review Committee Meeting

The Committee met on January 8, 2018 and reviewed the feedback regarding the proposed amendment to Policy C.4, *Community Use of School Buses*, which states that the driver is a properly licensed School District 84 employee. Most of the feedback pertained to the driver's liability, which has been part of the policy since 2010. Any organization wishing to use a school bus must sign a rental agreement which outlines the responsibilities and liabilities. The policy is written to protect the Board, and the

proposed amendment addresses insurance and liability issues, in that all school districts are part of a Province-wide ICBC program which results in all deductibles and insurance practices being uniform across the Province, and the School Protection Program's insurance coverage is specific to school buses being used by school district employees only. Therefore, an organization using a school bus assumes all liabilities in terms of following highway rules and damage to the bus and, even though the driver is a School District 84 employee, he/she is still a volunteer acting as an agent of the organization and must be sure that the organization is insured for that liability.

2018:R-004 MOVED: Trustee Alsop, SECONDED: Trustee Kennedy
AND RESOLVED:
"TO amend Policy C.4, Community Use of School Buses, as presented."

With the exception of Policy E.44 which will be reviewed at the next meeting, all of the Section E policies and the Bylaws were reviewed with no changes. The next meeting of the District Policy Review Committee will be held on February 5, 2018.

UNFINISHED BUSINESS:

Nil.

NEW BUSINESS:

a. **Board Committees 2018**

Chairperson Hanson appointed the Board Committee members as follows:

- **Budget Committee** – Board of Education, Superintendent/Secretary-Treasurer/Operations Supervisor, Associate Director of Human Resources
- **CUPE Labour Management Committee** – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Associate Director of Human Resources
- **CUPE Negotiating Committee** – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Associate Director of Human Resources
- **District Earthquake Safety Committee** – Trustee Alsop, Superintendent/Secretary-Treasurer/Operations Supervisor, Associate Director of Human Resources, Principal
- **District Mission and Goals Committee** – ad hoc
- **District Occupational Health and Safety Committee** – Trustee Eastcott, Trustee Pringle, Associate Director of Human Resources, Principal
- **District Policy Review Committee** – Board of Education, Superintendent/ Secretary-Treasurer/Operations Supervisor, Associate Director of Human Resources
- **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

b. **Appointment of BCSTA Provincial Councillor and Alternate**

Chairperson Hanson is the BCSTA Provincial Councillor for 2018, with Trustee Kennedy being the Alternate.

c. **Appointment of BCPSEA Representative and Alternate**

Chairperson Hanson is the BCPSEA Representative for 2018, with Trustee Kennedy being the Alternate.

d. **School Calendar 2018-2019**

The Superintendent/Secretary-Treasurer will contact the VIWTU President for the teachers' feedback regarding the proposed School Calendar for 2018-2019.

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

Spring meetings will be focussed on calendar and budget, with proposed dates as follows:

- January 22 – Gold River - School Board Office – 6:30-8:00 pm
- January 23 – Nanaimo - Tsawalk Learning Centre – 5:30-7:00 pm
- January 29 – Kyuquot - Kyuquot School – 6:30-8:00 pm
- January 30 – Zeballos - Zeballos School – 5:30-7:00 pm
- February 1 – Tahsis - Captain Meares – 6:30-8:00 pm

The Superintendent/Secretary-Treasurer will confirm the dates with the Principals before posting.

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

a. **District Update – International Program Update**

It turns out that international students love our schools, host families and community. They find our teachers to be welcoming, knowledgeable and kind. They love the warm family atmosphere of our small town and the unparalleled pristine nature, freedom and outdoor opportunities. This is what separates our small program from the rest in BC.

One of the Board's goals of this program was to bring a taste of the world to schools in Gold River with the intent of enriching the lives of the students, both academically and socially, and eventually to expand the program to the District's other communities. Mr. Parkes has noted how he loves to watch students interact and naturally share each other's cultures and ways of life. The marketing of the international program has also opened up opportunities for student exchanges – the most recent exchange being with France where the District will send 10 students to study for one month over Spring Break. The students from France visited Gold River over the month of October.

As well as providing a rich experience for students, there is also a reasonable economic benefit as the program also hired students, summer staff and local contractors to deliver the programming and homestays. Tuition is also used in part to pay for school field trips.

Now into its second year, the District has seen the International Program's enrollment more than double, to 66 students, with students from Korea, Japan, China, France and Germany. The bulk of the students are short term (two weeks to two months). There will be six long-term students attending GRSS in the New Year with two students studying until graduation in 2020.

The key hindrance to growing the Program is to find host families, but that is starting to change. The lack of cell phone service, which is considered by foreign parents to be an essential service, is a safety concern for them and, as a result, the District has lost interested students. .

Enrollment July 1, 2017 to June 30, 2018

Country	Dates	Duration	# of Students	Age	Program	Notes
China	August 12-26, 2017	2 weeks	15	10-16	Summer	
Japan	July- Dec, 2017	6 months	1	15	Long-term	Stayed for 11 months
France	Oct 6- Nov 3, 2017	1 month	10	15-18	Exchange	Sister school
S. Korea	Sept-June	10 months	1	15	Long-term	Staying for 3 years
S. Korea	Jan-Feb	2 months	14	9-18	Short-term	
S. Korea	Jan – June	6 months	1	16	Long-term	Staying for 2 years
Japan	Feb-June	5 months.	1	15	Long-term	
*China	Mar. 1-12	2 weeks	8	10-16	Short-term	
*China	April 14 – 28	2 weeks	12	10-16	Short-term	Sister school
Japan	April-June	3 months	1	15	Long-term	
Germany	April-June	3 months	2	15	Long-term	

*Enrollment to be confirmed

b. Finance Warrants

As at December 31, six (6) months or 50.0% of the 2017/18 fiscal year, and four (4) months or 40.0% 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, 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 December 2017, \$2,167,000 or 40.8% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. To the end of December 2017, \$1,480,000 or 51.3% of the 2017/18 school year (LEA) Local Education Agreement has been recorded.

To the end of December 2017, the total salaries and benefits expenditure is trending slightly to a surplus amount of \$23,000 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. The Amended budget will be presented for approval at the February 2018 Board meeting, at which time staffing will be adjusted accordingly. To the end of December 2017, service/supplies expenditures has a deficit of <\$1,000> as budgeted on a prorated budget basis.

Based on strictly actual revenues less actual expenditures, the School District is recording a surplus of approximately \$95,000 for the year to the end of December 2017. This is due mainly to the LEA revenue recorded \$326,000 greater on a prorated basis.

With appropriated surplus of \$595,000 included in the actual analysis, the December 2017 adjusted surplus balance can be restated with a surplus of \$691,000.

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 December 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 December 2017. The balance remaining to AFG is \$79,000.

To the end of December 2017, \$524,000 of funds is available to carry out major capital projects and, to date, \$440,000 of expenditures has been incurred to the end of December 2017. The balance remaining for all Bylaw Capital projects is \$83,000.

To the end of December 2017, \$331,000 of local capital funds is available to carry out local capital projects.

To date \$189,000 of expenditures has been incurred to the end of December 2017 for vehicle purchases (refer to detail chart).

The balance remaining for Local Capital projects is \$142,000.

c. **Enrollment Report**

The December enrollment report was presented, showing a total of 414 students in the District.

d. **Operations Report**

The Operations Department is currently focussing on wrapping up the heat pump project, conducting the facility evaluation and getting ready for the Annual Capital Plan and the Request for Proposal for new teacherages for Zeballos.

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, February 5, 2018 at the School Board Office. 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 4:53 pm.