



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON TUESDAY, OCTOBER 11, 2016,
AT CAPTAIN MEARES ELEMENTARY SECONDARY SCHOOL, TAHSIS, BC**

TRUSTEES PRESENT: Kathy Kennedy, Chairperson (Gold River)
Fern Eastcott (Tahsis)
Ken Pringle (Gold River)
Gwen Alsop (Zeballos)

TRUSTEES ABSENT: Jenniffer Hanson, Vice-Chairperson (Kyuquot)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor
Annie James, Human Resources Administrator/Recorder
Five Members of Staff and Public

CALL TO ORDER:

Chairperson Kennedy called the meeting to order at 3:30 pm.

APPROVAL OF AGENDA:

2016:R-047 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO approve the agenda with the addition of a public presentation by Mayor Judith Schooner."

ADOPTION OF MINUTES:

2016:R-048 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO adopt the minutes of the Regular Board Meeting of September 12, 2016."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

a. **Mr. Glyn Howell, Principal, Captain Meares Elementary Secondary School**

Mr. Howell reported that declining enrollment at Captain Meares School is the most pressing issue, and staff members are initiating new ways to offer quality educational programming despite diminishing students and resources. As enrollment is now in the low 20's, classes have been reconfigured to provide more flexibility. Students are grouped into two-grade cohorts and they are moved around, based on the academic and social/emotional needs. Different groups of students are with different teachers to do different subjects which allows staff to prepare for other changes that will come in terms of student numbers/staffing, without having to re-invent the wheel. The students have responded very well to this structure, including improved student behaviours. There are a number of courses that run all Grades 6-12 students in one classroom which can be a challenging delivery but, so far, are working out quite well. The staff are continuing to get the students out to interact within and outside of the community and there are several activities already planned for various groups of students: 'WE for She' and 'WE Day' in Vancouver, Nootka Sound Outdoor Program activities that are curriculum-based (one being a canoe trip teaching a short unit on wave forms), first aid training, and swimming lessons to achieve bronze star and bronze medallion to prepare older students for the lifesaving course. Teachers are actively working towards implementation of the new curriculum and Mr. Howell is very impressed with the effort that the teachers are putting into planning for the new curriculum and how they are getting the students up to speed on being able to report on their own learning. Mr. Howell concluded his presentation by noting that 17 students, who were attending Captain Meares in September 2015, are no longer at the school – proof of the significant change in the community over the course of one year.

b. Mayor Judith Schooner, Village of Tahsis

Mayor Schooner thanked the Board for amending the agenda to allow her to speak. About one year ago, the community of Tahsis and Zeballos met with Minister Bond at the UBCM to talk about a trail between Tahsis and Zeballos, something that has been an idea for well over a decade and had never gained much momentum. The Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour, Shirley Bond, was very receptive and provided staff and a facilitator to research and provide a full report. The excitement of this project spread to the Mowachaht/Muchalat and Ehattesaht First Nations and it became a partnership of four councils. Funding applications were submitted and one fund was allocated to set the route and develop the business plan. More funding has been requested to conduct environmental assessments and the aim is to form a non-profit society to deal with the governance of the trail and to create economic growth. There are many First Nations people who are already certified in various areas and have not been able to get work so this will be a power driver as well. The partners are optimistic that this \$1 million project will be a success, and Mayor Schooner asked the Board for a letter of support from School District 84. The Village of Gold River was invited to partner but the Council is in a stand-down position at this time, having so much on their agenda that Councillors felt they could not get tied to this project – but perhaps in the future. An application for funding is being submitted on October 12th and another at the end of the month, requesting the Rural Dividend. Minister Bond is very excited about the project and Minister of Forests, Steve Thomson, is also aware that this is ongoing. The excitement is the collaboration and engagement that it is providing.

Trustee Alsop had attended a previous meeting in Zeballos and reported to the Board at that time that this project has great potential for the Zeballos School students who could be involved.

Mayor Schooner stated that there will be a loop going from Campbell River to Woss, with the main trail about 22 km long with secondary trails branching off. This multi-purpose trail will provide great opportunities for outdoor enthusiasts, including the Nootka Sound Outdoor Program. The trail will not be wide enough to allow anyone in a standard-sized vehicle but horses will be allowed and perhaps ATVs (if permission is granted by the Province). Gaining in popularity every year, the hope is that this project will bring jobs, families and business.

Mayor Schooner requested the Board's letter by the end of the month.

CORRESPONDENCE:

- BC School Trustees Association
- School District 62 (Sooke)
- Chair, SD5 (Southeast Kootenay)
- Chair, Union Presidents, DPAC, CPVPA, SD43 (Coquitlam)
- Chair, SD38 (Richmond)
- President, BCTF
- Canadian Centre for Policy Alternatives – BC Office
- BC Public School Employers Association
- Eve Flynn, VISTA President
- September 13, 2016 Legal Bulletin: Human Rights Code and Provincial Standards for Codes of Conduct Ministerial Order
- Updated: 2016 Fall VISTA Meeting Agenda and Materials
- Copy of Letter to Minister of Education re Submission Deadlines of September 30, 2016
- Copy of Letter to Select Standing Committee on Finance and Government Services, re Budget 2017 Consultations
- Copy of Letter to Select Standing Committee on Finance and Government Services re Needs of Students in Richmond
- A Brief to the Select Standing Committee on Finance and Government Services
- BC Commentary – Fall 2016
- Reminder: BCPSEA Symposium 2016 – Program and Registration
- FSA Motion Passed at the VISTA Fall Conference, and Copies of VISTA Materials and Presentations

- Chair, SD69 (Qualicum) · Copy of Letter to Minister of Education re Select Standing Committee on Finance
- Chair, SD69 (Qualicum) · Copy of Letter to Minister of Education re Foundation Skills Assessment
- Chair, SD46 (Sunshine Coast) · Copy of Letter to Select Standing Committee on Finance and Government Services re Inclusion of Public Input
- BCPSEA · BCPSEA Symposium 2016: Insight & Opportunities – Human Resources in Education

2016:R-049 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Kennedy reported on the discussion of one land and two labour issues.

TRUSTEE REPORTS:

a. School Reports

The partnership with the Ehattesaht First Nation to run the Fish Hatchery was started last year and continues this year. Mr. Elmar Nabbe recruited a group of junior and senior students to clean and prepare the Hatchery. Last week, Grades 7-12 walked down to the bridge where they watched volunteers set up a net on the river. Wearing waders and life jackets, students chased the salmon into the net. A young black bear watched from the far bank, before disappearing into the woods. Six live salmon were transported to the Hatchery, and ten were taken for food fish. Students helped to cut the fish, and Celina and Sheila have taken charge of smoking the fish at Ehattis. It is a vital part of Zeballos School's Culture program to pass on these seasonal skills to students.

David Gledhill and Stacey Miller are driving the junior and senior female students to the WE for SHE Day in Vancouver this week. This event encourages young ladies to set expectations for themselves which are outside the usual. One of the sessions looks at women in Trades. Women speakers who have taken leadership positions in politics, business and media are speaking to the students.

Each school participating in WE Day events must have a local and a global initiative that helps people or the environment. The Hatchery was chosen last year as our local initiative, and one of our students was interviewed recently in preparation for a media release designed to demonstrate to students across BC what small schools can accomplish. It will be released in November at the next large WE Day event for BC students.

Residential school students were remembered on September 30 with orange shirts for everyone in the school and a lunch for students and community members. The Learning Enhancement Agreement meeting was hosted by Zeballos that day, and visitors joined us in the lunch.

This year, students in Grades 7-12 will be using the Pathways Program developed by NTC. This program has been developed to help aboriginal youth set post-educational goals, make connections with staff and experience success within the school system. One of the first projects has been helping students to prepare their own family tree.

Zeballos has begun a Trades Program focusing on wood-working, carving and wood-burning. Students are building items such as shelves, a bed side table and ceremonial paddles. This alternate program runs in the mornings, during the academic classes. The seven students enrolled are considered at risk of not completing a regular high school program. All have IEPs which stress the need for hands-on activities. Math and English are learned in relation to the projects being worked on. For example, the first math lesson was about using the tape measure, before cutting the wood. This is the first year for this program, and our hope is that it will either lead students to work in the Trades, or will build their self-esteem and ability to focus on tasks so that they can successfully rejoin a more academic program.

Trustee Eastcott reported on the recent Vancouver Island School Trustees' Association (VISTA) Conference hosted by Sooke School District. One of the many highlights was a tour of Belmont Secondary School on Friday evening, followed by a tour on Saturday of Royal Bay Secondary School – a remarkable school in terms of programs and opportunities for students – shops, senior programs, chef programs, and a daycare program, to name a few.

Chairperson Kennedy missed the recent PAC meeting at Gold River Secondary School but also reported on the VISTA meeting in Sooke. Both Belmont Secondary and Royal Bay Secondary were amazing. The first stop at Belmont was started with a 45-minute tour conducted by a student. The school holds about 1300 students and, right now, has 1350 with four portables on site and an estimated four more to be added before the end of this school year, with plans already underway for a school expansion. This school has a complete VIHA medical centre with two full-time nurse practitioners, a full-time general practitioner doctor, two mental health workers, and two full-time mental health workers employed by the school. Within the clinic is examining, counselling and resting rooms, added for students who are stressed or needing time out. The school also includes an on-site auto shop, hairdressing studio, carpenter shop, metal shop, science wing, a huge gym, weight room, English wing, a complete theatre, computer labs, and most classrooms have glass garage doors which open up to the centre foyer if needed. A daycare program runs in the school to provide for students with little ones, and transgender washrooms are on each floor. Camosun College has a facility and provides college programs on site as well. The tour of Royal Bay Secondary School was an equally 'out-of-this-world' experience with as many specialty programs as Belmont with art, music, acting, and sports being the strong leaders on this school's agenda. Senior citizens have a facility on the main floor for their studies. The libraries in both schools have less than 200 books; most reading is done on tablets which are provided. The District created an Aboriginal Education Program in 2011 which provides an elder in residence to provide activities such as the teaching of art, language, dance, the uses of plants for medicine, traditional cooking, pit cooking, storytelling, and discussions on treaties. In total, there are six elders in residence.

b. Working Relations Committee Report

The meeting of October 3rd reviewed staffing, teacher evaluation plans, teachers in charge which have been appointed at each school, Learning Improvement Fund forms which have been completed, the respectful workplace letter which is ready for the Union Presidents to sign, school budgets, school-based team meetings, student attendance, school codes of conduct which requires the inclusion of LGBTQ policy, health and safety reps for this year, and the District's communication protocol. Discussions addressed the summer pay interest payments which will be paid at the end of October, an update to the Violent Incident Report Form, the results of the water quality tests conducted during the summer, a job description and training for teachers in charge, work on the new curriculum, and a District handbook to support teachers. The next meeting is scheduled for November 7th at 4 pm.

c. District Policy Review Committee Report

The October 11th meeting addressed a proposed amendment to Policy E.33, *Student Conduct*. The Ministry has sent a directive to districts that codes of conduct must specifically reference and list the prohibited grounds of discrimination and include examples of unacceptable behaviour.

2016:R-050 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
 "*NOTICE of motion to amend Policy E.33, Student Conduct.*"

The Ministry of Education is redesigning curriculum and assessment to fit with the modern education system needed for today's world. The Board is required to create a policy to outline the manner of communication of student progress which should align with current educational practice and reflect students' achievement and growth in relation to curricular learning outcomes.

2016:R-051 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
"NOTICE of motion to create a new policy, "Communicating Student Learning".

Both draft proposals will be circulated for input.

The Sections A and B policies of the District Policy Manual were reviewed, with no changes.

The Procedures Bylaw was discussed and a proposal was put forward to change the time of the Regular Board meetings from 7 pm to 4 pm. In order to do that, the Procedures Bylaw requires amendment.

2016:R-052 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO give the Amended Procedures Bylaw three readings in one."

Chairperson Kennedy read aloud the Amended Procedures Bylaw.

2016:R-053 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO adopt the Amended Procedures Bylaw, as read."

UNFINISHED BUSINESS:

a. Community Consultation Meetings for 2016-2017

- Kyuquot – Kyuquot School – October 17, 6:30-8:00 pm
- Tahsis – Captain Meares School – October 19, 5:00-6:30 pm
- Gold River – School Board Office – October 24, 7:00-8:30 pm
- Nanaimo – Tsawalk Learning Centre – November 1, 6:00-7:30 pm
- Zeballos – Zeballos School – November 8 – 4:00-5:30 pm

The meetings will focus on a review of students, staff and facilities, learning opportunities, challenges and an opportunity for questions and feedback. The public is encouraged to attend.

NEW BUSINESS:

a. Capital Plan

2016:R-053 MOVED: Trustee Eastcott, SECONDED: Trustee Alsop
AND RESOLVED:
"TO accept the Capital Plan Submission 2017/18, as presented."

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

a. Enrollment Report

The 1701 enrollment report totals 417.5 FTE, and the budget has been built on a projected 370 FTE students. About 65-67 are in Nanaimo so, geographically, the District is down by about 20 FTE students.

b. Operations Report

The focus is currently on completing the Kyuquot School playground, a project taken on by the Operations Department which should result in a significantly lower cost than that of contracting it out.

c. Finance Warrants

As at October 2, 2016, three months or 25.0% of the 2016/17 fiscal year, and one month or 10.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2016/17 Preliminary Budget amounts based on the Spring 2016 estimated enrolment for 2016/17. Final budget amounts will be updated in January 2017 once the final enrollments and final funding are confirmed by the Ministry of Education.

Note to Readers: It is too early in the school year to accurately determine the trend for revenue and expenses for this September 2016 report. Also, budget amounts have not been adjusted for the actual September 30, 2016 enrollment nor any budget has been setup for the Nanaimo Alternate Program.

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 September 2016, \$577,000 or 94.0% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted.

To the end of September 2016, \$0 or 0% of the 2016/17 school year (LEA) Local Education Agreement has been recorded. At this time, the first billing to NTC should occur in the near future.

To the end of September 2016, the total salaries and benefits expenditure is trending slightly to a deficit amount <\$50,000> based on a prorated budget for the school year. The budget amounts shown are based on the Preliminary Budget that was approved in May 2016. To the end of September 2016, service/supplies expenditures are in a deficit amount <\$77,000> on a pro-rated budget basis. This is due to expenditures made for the Nanaimo Alternate program, specifically a \$73,000 one-time payment for rent was made. In total, expenditures to the end of September 2016 are in a small deficit of <\$127,000> or -10.5% on a pro-rated basis. Note: For this finance warrant, the expenditures are estimated to be understated by approximately \$150,000 due to expenditures and purchase cards not being recorded for September, not received nor processed, due to the early writing of this finance warrant. Based on strictly actual revenues less actual expenditures, the School District is recording a deficit of approximately <\$715,000> for the year to the end of September 2016. With appropriated surplus of \$692,000 included in the actual analysis, the September 2016 actual can be restated with as a deficit balance of <\$22,000>.

At the end of the 2015/16 fiscal year, the Annual Facilities Grant (AFG) had a surplus of \$592,000 being brought forward to 2016/17. To the end of September 2016, the AFG has a surplus of approximately \$68,000 remaining. To date, \$521,000 of expenditures has been incurred to the end of September 2016. Major expenditures incurred in AFG are:

- \$468,000 for the Captain Meares School roofing;
- \$52,000 for Kyuquot School playground equipment;
- \$1,000 for various building renovations.

Future major AFG projects include:

- continue with lighting fixture upgrades;
- refurbishment of teacherages (employee housing) at Zeballos;
- dust collection system at Gold River Secondary School wood shop;
- boiler upgrade at Gold River Secondary School.

To the end of September 2016, \$111,000 of funds is remaining on the Zeballos Replacement School capital project. The District is seeking approval from the Ministry to utilize this balance to be used for the Gold River Secondary School boiler upgrade.

d. Enhancement Agreement Committee Meeting

There was a good turnout for the September 30th meeting in Zeballos. Work on the Pathways Program continues. Missy Haynes, who worked on the pilot projects, went around to the schools last year to help them with their Program and the next few meetings will focus on surveys and what questions to ask about Pathways to find out if it is accomplishing what it is meant to accomplish, and going back to the families to find out if they are happy with the program. Pathways is a philosophical approach of looking at each student, finding out their strengths, and then using a set of curriculum “tools” to develop an educational relationship with students.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

Mayor Schooner stated that the sustainability of Captain Meares School is imperative in the Village Council's mind, and that is why the public library is being moved into the school to generate revenue and assist with school expenses. The Village Council is also looking into the possibility of moving the Tahsis Daycare into the school which would provide a little more help to offset expenses.

NOTICE OF MEETINGS:

The next public meeting will be held on Monday, November 14, 2016, at 4 pm, in the School Board Office in Gold River. 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.

ADJOURNMENT:

Chairperson Kennedy declared the meeting adjourned at 4:50 pm.