



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON TUESDAY, OCTOBER 13, 2015,
AT CAPTAIN MEARES ELEMENTARY SECONDARY SCHOOL, TAHSIS, BC**

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

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

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

CALL TO ORDER:

Chairperson Kennedy called the meeting to order at 3:35 pm.

APPROVAL OF AGENDA:

2015:R-039 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2015:R-040 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO adopt the minutes of the Regular Board Meeting of September 14, 2015."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

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

Mr. Howell reported on a whirlwind month of September at Captain Meares School. Although a couple of families moved away during the summer, some students returned from Gold River so enrollment has remained about the same. There are three Grade 12 students this year and all expected to graduate in June. There is an active parent and tot group with 12 preschoolers who are meeting on a regular basis and receiving some planning and activity support from the Gold River StrongStart Facilitator. The first function of the school year was a 'Welcome Back BBQ' with about 80 people in attendance. The Terry Fox Run took place on September 23rd, organized by Mrs. Ante. The Grade 7-9 students joined Mr. Cooper's class from Ray Watkins last week on a field trip to Esperanza's wilderness adventure camp at Ferrier Point. Mrs. Sanderson's class has many hands-on activities underway and the science table is in full swing with all kinds of creatures living in there, including Henry, the praying mantis! Mrs. Ante's class will be continuing to work on their canoe skills with Mr. Parkes, with a trip coming up next week. Everyone looks forward to an exciting year ahead with the possibility of a Grade 3-12 field trip to Victoria with possible funding support from the Provincial Government, the NSOP outdoor adventures with Mr. Parkes, a possible exchange trip to Quebec together with some Gold River students, and some great professional learning for the teachers.

CORRESPONDENCE:

- Chair, SD27 (Cariboo-Chilcotin)
- BC Confederation of Parent Advisory Councils
- BC School Trustees Association
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BC Teachers' Federation
- BC School Trustees Association
- BCSTA
- BCSTA
- BCSTA
- BC Public School Employers' Association
- BCSTA
- Co-Chair, SD74 (Gold Trail)
- BCSTA
- SD38 (Richmond)
- BCSTA
- SD64 (Gulf Islands)
- President, BCTF
- Assistant Deputy Minister, Ministry of Education
- SD64 (Gulf Islands)
- Copy of Letter to Attorney General and Minister of Justice, re Section 149, Meeting School Bus
- BCCPAC Information
- Registration Announcement – Provincial Council Issues Forum
- October 24, 2015 Provincial Council Issues Forum
- Final Reminder: Provincial Council Motions Due by September 18th, 2015
- Update on October Meetings and BCSTA Provincial Council
- SmartSAVER and the BCTESG (BC Training and Education Savings Grant)
- Announcement: Fresh Voices Awards: Deadline September 22, 2015
- Submission to the Select Standing Committee on Finance and Government Services
- A Brief to the Select Standing Committee on Finance and Government Services
- Announcement of BCSTA Representatives to the New BCPSEA School District and Government Advisory Committee
- Boards Making a Difference Issue 03: Bridging Gap Between Students and Careers – A Forum at SD34 (Abbotsford)'s Rick Hansen Secondary School
- BCSTA Update on Lost Government Hard Drive
- Updates from BCSTA Including Submission to Select Standing Committee on Finance and Government Services
- BCPSEA School District and Government Advisory Committee
- Provincial Council Issues Forum – Topic Announcement for October 24, 2015
- Copy of Letter to Premier of BC Supporting the Truth and Reconciliation Commission Report, *Honouring the Truth Reconciling for the Future*
- The Education Leader: New Teacher Mentoring Project is Life-Line for New Teachers
- Copy of Letter to Select Standing Committee on Finance and Government Services re Implementation of the Recommendations for the K-12 Sector
- BC News – Province and Teachers Partner on New Curriculum Training for Educators
- VISTA Agenda and Business Agenda Package
- A Brief to the Select Standing Committee on Children and Youth – Mental Health
- October 21st Annual Liaison Meeting – Final Agenda Attached
- Presentation Material from VISTA – October 2 and 3, 2015

2015:R-041 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
 “TO receive and file the correspondence.”

REPORT OF THE CLOSED MEETING:

Chairperson Kennedy reported that one land issue and five labour issues were discussed.

TRUSTEE REPORTS:

a. School Reports

Trustee Pringle reported that Ray Watkins Elementary School had a bumpy start to the school year with the power being lost from September 23-24 due to a faulty line that needed replacement. This resulted in three days of no school for the Kindergarten-Grade 3 students, and classes at Gold River Secondary School for Grades 4-7. A big thanks to all of the teachers and staff at both schools for making the transition work, and thanks to the Board Office staff and the Operations Department for keeping Trustee Pringle up-to-date on the situation. It was gratifying to see how everyone at Ray Watkins, Gold River Secondary and the School Board Office work as a team in the best interest of the students during this time. On September 28th, the Parents' Advisory Council held its annual AGM and elections and the new executive members are: President – Laura Letourneau; Secretary – Katie McGee; Treasurer – Rob Wilson. On September 30th, everyone participated in the Terry Fox Run and many thanks to all of the staff, volunteers and participants who made the event a success. Upcoming events include the Great BC ShakeOut Drill on October 15th, lockdown drills on October 26-28, KUNDA African Culture Music & Dance on October 28th, and Picture Day on October 29th. 'Caine's Arcade' is scheduled for the end of the month, as well as the start-up of the "Relax and Read" Program. The StrongStart Program is in Room #116 daily from 8:45 am until noon, when school is in session, and the "PALS" Program is scheduled to start on November 4th.

Trustee Alsop reported that the partnership with the Ehattesaht First Nation to run the Fish Hatchery has progressed steadily. Mr. Nabbe recruited seven junior high students for this project. At first, they were cleaning and preparing the Hatchery, but now they have reached the exciting part! Last week they set up a net on the river and manned it wearing waders and life jackets. On the first day, they trudged back with four salmon, harvested the roe from one and placed the others in the tanks for later. During the night, all of the salmon jumped out, pushing the lids off of the tanks, and died. The next day, the Zeballos students were back on the river to do it all over again. It is amazing to observe the dedication and excitement that has been generated by this project. Some very important learning is taking place. The Nuu-chah-nulth Education Worker, Sheila John, has been smoking fish in preparation for hosting the School Potlatch in May. There have been discussions about the possibility of having the students build a smokehouse behind the school as it is a vital part of the Culture Program to pass on these seasonal skills to the students. There is a concern, however, about the bears that have been especially aggressive in finding food this year due to the dry summer.

NSOP donated four canoes with a trailer to Zeballos School this past month. It is unfortunate that Mr. Nabbe is the only teacher with certification permitting him to instruct the students in basic canoe techniques. Interested staff members are being encouraged to pursue this area for professional development and it is a priority to facilitate skill development in staff, especially in such isolated schools.

Mr. Stapff and Ms. Charleson (NEW) are taking a group of high school students to join the SD 84 group going to WE DAY in Vancouver. Each school participating must have a local and a global initiative that helps people or the environment. The Hatchery is Zeballos School's local initiative, and when the group returns, will build on this experience to develop a global project.

The School is visiting the Zeballos Fire Hall for Fire Safety Week and is preparing to evacuate the school for Shake-out Week. A tsunami remains the number one threat to students in Zeballos and, in November, Mr. Gledhill will be attending a PreparED workshop on preparing for emergency situations in schools.

Twenty-four students and staff ran or walked two kilometers for the Terry Fox Run, enjoying the beautiful day. Zeballos is excited to have five possible Grads this year and the PAC will be meeting this week to choose a date for the Commencement Ceremonies.

The most difficult challenge faced by the teaching staff so far this year is the scarcity of TTOCs. The school has been forced to rely on internal coverage, especially for single days of absence, and those days then get bundled together to make it more attractive for a TTOC to travel to Zeballos School.

Chairperson Kennedy reported that a short Parents' Advisory Council meeting was held at Gold River Secondary School. The PAC is doing well financially and will plan one main fundraiser this year, to be announced. Everyone is enjoying Principal Deane Johnson!

In addition to Principal Howell's report, Trustee Eastcott made note of the Wild Berry Festival coming up on October 26th in Captain Meares' kitchen from 4-8 pm.

b. District Policy Review Committee Report

The District Policy Review Committee met earlier in the day and reviewed all of the policies in Sections A and B of the District Policy Manual, with no recommended changes.

2015:R-042 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:

“NOTICE of motion to amend Policy C.3, Extra and Co-Curricular Activities.”

The proposed amendments will be circulated for feedback. The Committee will meet again on November 9th to review Sections C and D policies.

c. District Earthquake Safety Committee Meeting

The District Earthquake Committee met earlier in the day and reviewed the minutes of the last meeting, reviewed Policy B.28, *Emergency Preparedness*, reviewed each worksite's emergency preparedness plan, and set the budget for 2015-2016. This year's priorities include brushing the trail/road to the Captain Meares evacuation site, acquiring emergency supplies for Kyuquot School and sectioning off an area in one of the portables to provide for secure storage of supplies, moving Zeballos School's emergency supplies container to a more suitable location and, if any funds are left over, providing some funding support towards Mr. Gledhill's attendance at the upcoming Tsunami Training Conference.

d. Vancouver Island West School Trustees' Association Fall Meeting

Trustee Eastcott reported on the recent VISTA Fall meeting on Salt Spring Island, hosted by Gulf Islands School District 64. She attended 'Our Youth Mental Health Substance Abuse' presentation which addressed the issues that impact students in the school system, their families, educators, and communities. The intent of this presentation was to inform and engage Vancouver Island Trustees in this important matter.

e. Working Relations Committee Meeting

This Committee of Board and VIWTU representatives met on October 5th to talk about violent incidents involving teachers, MyEdBC training, WRC meeting protocol, the District OH&S Committee, the investigation process for violent incident reports, TTOC coverage in Zeballos School, implementation of the new curriculum, improving communication, the role of Vice-Principals, the upcoming community consultation meetings, and an agreement to keep the calendar on the agenda as a permanent item. The next meeting is scheduled for November 2nd, at 4 pm.

UNFINISHED BUSINESS:

a. Community Consultations 2015-2016

This year's community consultations will include discussions on a District review of students, facilities and staff, current and future learning opportunities, cost pressures, and questions and feedback. Meetings are scheduled as follows:

- October 26, 2015 – Kyuquot Elementary Secondary School, 6:30-8:00 pm;
- October 27, 2015 – Zeballos Elementary Secondary School, 4:00-5:30 pm;
- October 28, 2015 – Captain Meares Elementary Secondary School, 6:30-8:00 pm;
- October 29, 2015 – School Board Office in Gold River, 6:30-8:00 pm.

NEW BUSINESS:

a. Five-Year Capital Plan

The Superintendent of Schools/Secretary-Treasurer explained the different sources of revenue in the District: (1) operating revenue to provide education to students; (2) AFG (Annual Facilities Grant) revenue to upkeep and maintain buildings; and, (3) capital revenue that is held by the Ministry of Education for major capital upgrades that districts would not normally be able to afford to do on their own. There are currently two projects on the books for School District 84: (1) a biomass boiler system conversion for Gold River Secondary School which would be less expensive to operate with a much smaller carbon footprint; and, (2) a mechanical upgrade for Gold River Secondary School to move to an electrical heating system. Each year the Ministry of Education reviews the projects for all 60 school districts and chooses the ones that have the most priority.

Chairperson Kennedy stated that this item will be for in-camera discussion after the public meeting adjourns.

SUPERINTENDENT OF SCHOOLS/SECRETARY-TREASURER'S REPORT:

a. Enrollment Report

The current head count is 350 students with an anticipated 370 FTE as some of the secondary students take more than a 1.0 FTE course load. The budget is based on 380 FTE. Everyone is excited about the number of students this year who are expected to graduate in June 2016!

b. Operations Report

After a fairly extensive project completion rate over the summer, the time has come to focus on what remains on the list and look to the future. If the weather holds, painting of the Kyuquot portables will recommence now that staff have returned from leaves. The assembly of the metal building in Zeballos is also on the short list.

During the past month, work was concentrated on some of the minor work requests along with overcoming start-up issues in this new school year. Reoccurring plumbing leaks in a small section of Gold River Secondary have been a nagging problem.

The most notable issue later in September was the loss of electrical power at Ray Watkins Elementary School. BC Hydro, along with a construction contractor and the District's electrical contractor worked effectively, despite the hidden roadblocks that seemed to pop up, to correct the problem. In short, the power lines from the transformer at the top of the bank running into the main panel inside the school had failed and were in need of replacement. An electrical generator was also brought in as standby measure, in order to assure that school could be reopened should there have been any further delays. It was not needed.

c. Financial Warrants Update

As at September 30, 2015, three months or 25.0% of the 2015/16 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 2015/16 Preliminary Budget amounts based on the estimated enrolment for 2015/16 as prepared in Spring 2015.

At the end of June 30, 2015, the District had an Operating surplus of \$1,035,000 carried forward from 2014/15 to 2015/16, of which \$634,000 has been allocated, and \$401,000 is unallocated.

To the end of September 2015, only \$511,000 or 9.8% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. The actual and budgeted Ministry Grant will be adjusted for the final September 30 enrollment.

To the end of September 2015, \$0 or 0.00% of the 2015/16 school year (LEA) Local Education Agreement has been recorded. The 2015/16 LEA funding will be adjusted based on the actual 2015/16 nominal roll funding data in Spring 2016.

To the end of September 2015, the total salaries and benefits expenditure is trending slightly favourably on a prorated budget for the school year. At this time, it is too early in the school year to determine the exact trending pattern. The budget amounts shown are based on the Preliminary Budget.

To the end of September 2015, service/supplies expenditures are meeting budget amounts on a prorated budget basis. At this time, it is too early in the school year to determine the exact trending pattern. In total, expenditures to the end of September 2015 are in a surplus of \$284,000; or 22.8% on a prorated basis.

Note: For this finance warrant, the expenditures are estimated to be understated by approximately \$200,000 due to expenditures not being recorded for September, Purchase Cards expenses for August and September are not recorded, and 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 <\$444,000> for the year to the end of September 2015. Approximately \$280,000 of this deficit is due to the non-recording of September LEA billing.

With appropriated surplus of \$634,000 included in the actual analysis, the September 2015 actual can be restated with a surplus balance of \$191,000.

At the end of the 2014/15 fiscal year, the AFG (Annual Facilities Grant) had a surplus of \$345,000 being brought forward to 2015/16. To the end of September 2015, the AFG has a surplus of approximately \$371,000 remaining. To date, \$60,000 of expenditures has been incurred to the end of September 2015. Major expenditures incurred in AFG are:

- \$7,000 for the Ministry CAMS (Capital Asset Management System);
- \$36,000 for the Ministry Next Generation PLNet system;
- \$1,000 for various building renovations;
- \$6,000 staff salary and benefits charged to AFG.

Future major AFG projects include:

- repair electrical wiring for Ray Watkins;
- continue with lighting fixture upgrades;
- interior painting;
- fencing;
- floor replacement;
- refurbishment of teacherages (employee housing) in Zeballos;
- roof repair and insulation of roof at Captain Meares.

To the end of September 2015, \$262,000 of funds is remaining on the ZESS Replacement School capital project. This balance is to be used for the demolition of the old school, and land preparation for the teacherages (employee housing) move and replacement.

d. **Enhancement Agreement Committee Meeting**

The second Enhancement Agreement was signed last spring and focuses on creating individual student plans for Grade 6-12 Aboriginal students specifically, but there is a move afoot to take a more holistic approach with all students by starting early to map out plans with them, their families and their teachers on how they can move through school and successfully transition into post-secondary education or employment. To have the First Nations communities come and present this as their desire and their plan, and having the Nuu-chah-nulth Tribal Council taking much of the responsibility for it, will be very helpful because it will build our partnership with the NTC and the Aboriginal communities. One of the main areas to focus on is around training and ensuring that it is tied to the new curriculum and current services and supports offered, rather than trying to re-invent the wheel. The Committee will meet again in another two months or so, and the hope is to have half of the Aboriginal students up and going within the next year which will help to make a big difference. The school system on its own cannot do a great job with Aboriginal students because it needs the Aboriginal partnership in a project like this.

Another important item of business at this meeting included setting the budget for the year.

TRUSTEE INQUIRIES:

Trustee Pringle asked if any new flags would be installed at Ray Watkins Elementary School and the Superintendent of Schools/Secretary-Treasurer replied that he has talked to the Principals about flags, and the Administrative Assistants are to go ahead and order flags if they are required. Replacing the flag does not need any assistance from Maintenance if the flag pole is in working order.

PRESS AND PUBLIC INQUIRIES:

There was an inquiry about the nature of the notice of motion, and it was to do with a proposed amendment to the *Extra and Co-Curricular Activities Policy C.3* which will be circulated publicly and then brought back to the Board for approval.

NOTICE OF MEETINGS:

The next public meeting of the Board of Education will be held at 7 pm on Monday, November 9, 2015, at 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 Board Office two weeks prior to the meeting.

ADJOURNMENT:

Chairperson Kennedy declared the meeting adjourned at 4:25 pm, and expressed appreciation to the Captain Meares staff for their kind hospitality and wonderful lunch.