



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON MONDAY, MARCH 12, 2018
AT ZEBALLOS ELEMENTARY SECONDARY SCHOOL, ZEBALLOS, BC**

TRUSTEES PRESENT: Kathy Kennedy, Vice-Chairperson (Gold River)
Fern Eastcott (Tahsis)
Ken Pringle, Gold River

TRUSTEE ABSENT: Jenniffer Hanson, Chairperson (Kyuquot)
Gwen Alsop (Zeballos)

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

CALL TO ORDER:

Vice-Chairperson Kennedy called the meeting to order at 4:00 pm.

APPROVAL OF AGENDA:

2018:R-011 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
“TO approve the agenda.”

ADOPTION OF MINUTES:

2018:R-012 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
“TO adopt the minutes of the Regular Meeting of February 5, 2018.”

BUSINESS ARISING FROM THE MINUTES:

Nil

PUBLIC INQUIRIES AND PRESENTATIONS:

a. **Sean Broderick, Principal, Zeballos Elementary Secondary School**

Mr. Broderick reported that the enrollment at Zeballos School started off at 37 students this year and, although currently at 32, is expected to be back to 37 in September. Staff members include Administrative Assistant Cherie John, Library Assistant Kim Johnson, Teachers Emma Denhoff, Dereck Mejias and Lowell Orr, Precision Reading Education Assistant and StrongStart Facilitator Florence John, Youth and Child Care Worker Emilia Margoreeth, Noon Hour Supervisor and Custodian Arlene Coburn, Special Needs Education Assistants Maggi Miller and Liz Hanson, and Custodian/Bus Driver/Maintenance Worker Randy Hlagy. The ZESS team is working together to increase expectations for school and students – less traffic in halls, expectation of completing work and following School Code of Conduct, parental communication and involvement, documentation and progressive discipline, and return to school contracts. All IEPs have been reviewed with two added, and parents have been engaged in that process. A Teacher Teaching on Call (TTOC) lives in Zeballos and has been available regularly to cover any necessary remedy. Teachers are working on realistic assessments of where the students are at and what they have completed, and are communicating that information with parents. There has been good parental engagement with parents coming to the school regularly to attend meetings. Term Two goals include improved attendance mostly in the highschool, the hatchery/pond/compost projects and school-wide activities/experiential learning. Any surplus budget will be used on projects/resources/activities for the remainder of the year. Areas for improvement include individual student support (staffing/resources/instruction),

instruction (options/experiential/alternative assessments), emergency preparedness (drills/post-evacuation – container/evacuation site/evacuation resources), student grade groupings (considerations for next year), and school activities. Future challenges include continuing to change the highschool culture (non-compliance/work habits/understanding high school/behaviour and expectations), and staff turn-over (three teaching positions this year are term and LART is term).

CORRESPONDENCE:

- BC School Trustees Association
 - BCSTA
 - BCSTA
 - BCSTA
 - Trustee, SD61 (Greater Victoria)
 - Village of Tahsis
 - BCSTA
 - Village of Tahsis
 - BCSTA
 - BCSTA
 - BCSTA
 - Village of Gold River
 - BCSTA
- BCSTA Weekly: Financial Government and Accountability Requirements; Local Elections Materials; Stay Informed About Upcoming Events on the HUB; BCSTA Branch Meetings; Important Dates
 - BCSTA Update: Speech from the Throne: Opening of the Third Session, Forty-first Parliament
 - BCSTA Weekly; February Provincial Council; BCSTA Responds to the BC Throne Speech, Letters from Boards of Education; BCSTA Branch Meetings; Important Dates
 - BCSTA Update: Media Release: BCSTA Responds to BC Budget 2018
 - Addition to Vancouver Island School Trustees' Association Spring Business Meeting Agenda Package
 - Celebration of Life: Mayor Jude Schooner
 - BCSTA Budget 2018 Overview and Update
 - Jude Schooner's Passing
 - BCSTA 114th Annual General Meeting – Registration and Hotel Block Booking is Open Today
 - BCSTA Update: SOGI 1 2 3 Parent Resources
 - BCSTA Weekly: Board of Directors Nominations; Advocacy Update; AGM 2018 Preliminary Program (Updated); Elections Resource: A Guide for School Trustee Candidates; EA Access to the BCSTA HUB; BCSTA Scholarships for Student Citizenship; Story: In Canada's Public Schools, Immigrant Students Are Thriving
 - Village of Gold River – Official Community Plan – Public Consultation
 - BCSTA Weekly: Ministry of Education Funding Model Review Regional Meetings; Non-Medical Cannabis Legalization Update; Trustee Elections Bulletin; BCSTA Board of Directors Nominations; Letters from Boards of Education; BCSTA Former President is New BC Information and Privacy Commissioner; Ministry of Education Secondment Pool; CMEC Copyright Consortium Issues a Policy Statement on Fair Dealing

2018:R-013 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Vice-Chairperson Kennedy reported on the discussion of one land issue, one labour issue and approval to sign a partnership agreement with the Boys' and Girls' Club of Central Vancouver Island.

TRUSTEE REPORTS:

a. School Reports

Trustee Eastcott reported on Captain Meares' busy month of February. The Spirit Days in February included "Crazy Hair/Hat Day" and "Pajama Day". Student and staff participation was great and it was a lot of fun. The whole school, K-12, participated in two field trips this month – to the 'Bull of the Woods' trail for an interpretive hike, and a field trip to the Tahsis Farm where the students really enjoyed exploring the greenhouse/garden, animal pen and property. The Work BC "Find Your Fit Tour" came to

Captain Meares on February 22nd and provided very informative and interactive stations for students, parents and community members which was enjoyed by all.

The senior students continue working with Ms. Jones on their Math, Science, French, and Physical Education and have also begun working on a new, locally-based project - a community guidebook! Mr. Baron's elective music class provides all students, K-12, with a designated area where the students can express themselves musically and has been a great way for children of all ages to come together through music. The elementary class has been busy, and two new students were welcomed this month and two more scheduled to arrive in March! As the classes grow, so does the enthusiasm. Ms. Malthouse has been working hard on regular academic subjects with her students, as well as Art, Cooking, and DPA. The elementary students really enjoy the opportunity to participate in the field trips and other "whole school" events as well.

Captain Meares extends a big thank you to the Tahsis Literacy Society for providing a grant used for the purchase of new lighting and sound equipment for the school.

Trustee Kennedy reported on the usually busy bunch at Gold River Secondary School and a good-bye to the Korean students who left on February 21st. There will be more international students still to come this school year, including 20 students from India, two students from Germany and two students from Japan – as well as four student teachers from Australia who arrive on March 14th. The GRSS Cougars basketball team is doing fantastic, and went off to the Provincials on March 6th in Langley with Coach Stephen Larre and Ellena Gjesdal (official Mum). The team placed 15th in the 1A division for the Province and were voted the most sportsmanlike team – goooooo Cougars! Good news as well, the heat pump has worked non-stop for one full week.

The Gold River video is half-filmed, starting at the pool and weight room and then moving on to Clayworks Café, the Revellers and ending the day at the arena. Final filming will be on April 20th, showing Gold River and its beautiful surroundings. Thank you to Rachel Stratton for taking on this endeavour.

Several of the students will be heading off to France soon with NSOP's Mr. Parkes, and will spend a month involved in school and learning. Mr. Parkes is very excited about the trip and his wife and daughter will be meeting him in France as well. Mrs. O'Reilly and Mr. Lawrence will be taking 15 students to Sherbrook, Quebec with Experiences Canada from March 23-30, with the Quebec students behind hosted by Gold River from May 4-11. Last but not least, Mrs. Kornyllo will be taking the grads to Disneyland in April for their class grad trip. Fundraising is on the go with 50/50 draws, Uchuck ticket raffles, bagging groceries at Superstore, coffee and chocolate sales, and much, much more.

Trustee Kennedy recently visited the local Children's Health Hub where Coordinator Carrie Tarasoff has many events happening including Mrs. Henkelman's family story time on Wednesday mornings through to April 25th, leading children and families in stories, song and puppetry. Mrs. Henkelman, who recently retired from her VIRL position as Gold River Librarian for many years, is now sharing herself at the Hub and a special thank you to her for this service!

Tonight, Gold River's local black belt karate instructor, Scott Patrick, will be teaching a self-defense class for women 14 years of age and up and thanks so much to Scott for his dedication to Gold Riverites. Scott has been volunteering to teach karate to students young and old for many years, and folks like Scott keep small towns a great place to call home.

b. **District Policy Review Committee Meeting**

The Committee met on March 12th and discussed a proposal for a new policy to provide scholarships to graduating students who are pursuing careers in the field of education. If adopted, the intention would be to rescind Policy E.44, *District Student Award – Special Recognition of a Student, or Group of Students, with Outstanding Interests, Skills, Aptitudes, or Achievements*. The Committee also discussed a proposed new policy which is required by the Ministry of Education to ensure that there is a reserve fund established in the District which is adequate enough for the size of the District's budget.

The Committee recommended that these three policies should be brought forward to the public Board meeting as “notices of motion” to create two new policies and rescind Policy E.44.

- 2018:R-014** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
“NOTICE of motion to create a new policy, District Student Award – Future Education Workers.”
- 2018:R-015** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
“NOTICE of motion to rescind Policy E.44, District Student Award – Special Recognition of a Student, or Group of Students, with Outstanding Interests, Skills, Aptitudes, or Achievements.”
- 2018:R-016** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
“NOTICE of motion to create new policy, Reserve Fund.”

All three proposals will be circulated for feedback, which will be reviewed at the April 9th meeting of the District Policy Review Committee.

c. **Working Relations Committee Meeting**

The meeting of March 5th discussed some questions from the VIWTU in terms of plans for next year but there was nothing firm to report at this time. There will be a staffing meeting with each of VIWTU and CUPE Local 2769 before the end of April.

d. **BC School Trustees’ Association Provincial Council Meeting**

Chairperson Hanson will report at next month’s public Board meeting.

e. **Vancouver Island School Trustees’ Association Meeting**

Together with Chairperson Hanson, the Superintendent/Secretary-Treasurer attended the VISTA meeting at the Esquimalt High School on March 2nd and 3rd. Friday evening’s plenary speaker was the new Minister of Education, Rob Flemming, who spoke of the many educational highlights and initiatives throughout the Province. Representatives of Victoria School District 61 spoke of some of the highlights in their District – the Poverty Program, the 3:1 ratio of students to computers, five ipad carts for the small elementary schools, their push towards reconciliation and recognizing Aboriginal students, and improving Special Education in the District. A principal and vice-principal spoke about at-risk students’ needs and the role of technology in that. Lunch was prepared and served by the Esquimalt students, and the business meeting followed.

UNFINISHED BUSINESS:

a. **School Calendar 2018-2019**

The proposed School Calendar 2018-2019 was circulated with no particular feedback because most people had already provided feedback at the community consultation meetings. The Superintendent/Secretary-Treasurer recommended adoption of the calendar, as circulated.

- 2018:R-017** MOVED: Trustee Eastcott, SECONDED: Trustee Pringle
AND RESOLVED:
“TO adopt the ‘Nine-Day Fortnight/Two-Week Spring Break Calendar for 2018-2019, as circulated.”

NEW BUSINESS:

a. **Preliminary Budget 2018-2019**

The Ministry of Education will be announcing the preliminary budget on March 14th and, barring any significant changes, the District should be in a similar position with the budget for next year. The aim is to present the Board with a balanced budget for approval at the May Board meeting.

b. **Student Teachers**

A group of indigenous student teachers and two supervisors from Australia will be arriving on March 14th for six days – four to Gold River, two to Zeballos, three to Kyuquot, and two to Tahsis – and staying in teacherages and various homestays. The hope is that they will be able to share their culture with students, staff and community members during their short stay, while enjoying some of the social activities that have been organized for them.

After Spring Break, there will be three more groups of student teachers coming to spend time in all of the schools, and the hope is that there will be some who will be interested in returning to teach in School District 84.

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

a. **District Update and Operations Report**

The Superintendent/Secretary-Treasurer reported that the District received a grant for some improvements to Kyuquot School, which will be hopefully contracted out during the summer. The Operations Department is fairly up-to-date on work orders, with some larger projects on the horizon for the summer as well as a new roof of the Maintenance Shop during Spring Break. Service Agreements are being set up for regular maintenance of the heat pump and septic system at Zeballos School, and the District is continually working towards the five-year capital plan which will include several repairs to the facilities as well as the three big projects - the expansion of Ray Watkins Elementary School to include Gold River Secondary School, a renovation of Captain Meares and the upgrading or new school for Kyuquot. The District is hoping to receive smaller grants to get some of the work done, which will free up some of the Annual Facility Grant (AFG) money to get small projects done.

The Curriculum Implementation Committee has been meeting to organize the Spring CI Day which will focus on assessments with guest speaker, Paige Fisher. Plans are also being finalized for the upcoming District Professional Development Day on May 4th.

Actions for Learning Groups continue with their projects and everyone looks forward to those reports in June. There are many workshops on the go, including Special Education, non-violent crisis intervention, and community and student work with Occupational Therapist Kim Barthel, as well as lots happening with the International Program including visits from two Grade 11 students from Japan (one long-term), two Korean girls who are staying through to graduation (about two years), and two German students who are coming for three months in the Spring.

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 in this Finance Warrant report are the 2017/18 Amended (Final) Budget amounts based on the September 30, 2017 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 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 has 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. This is due mainly to the rental and lease payment paid in advance for the entire year, and the Local Education Agreement (LEA) billing for February which has not occurred as the District is awaiting finalized 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, 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. The balance remaining in AFG is \$121,000.

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

c. Enrollment Report

The second Ministry 1701 reporting took place in February, showing a total headcount of 483 students and a full-time equivalent (FTE) of 417.375 students.

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, April 9, 2018 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 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:

Vice-Chairperson Kennedy declared the meeting adjourned at 5:10 pm.