



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84  
**REGULAR BOARD MEETING**  
**MONDAY, SEPTEMBER 12, 2016 – 7:00 PM**  
School Board Office, Gold River, BC

## **A G E N D A**

**Board of Education**  
**Vancouver Island West School District 84**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
  - a. Regular Meeting of June 13, 2016
4. **BUSINESS ARISING FROM THE MINUTES**
5. **PUBLIC INQUIRIES AND PRESENTATIONS**
6. **CORRESPONDENCE**
7. **REPORT OF THE CLOSED MEETING**
8. **TRUSTEE REPORTS**
  - a. School Reports
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
  - a. New School Year Begins!
  - b. 2015-2016 Audited Financial Statements
  - c. Community Consultation Meetings for 2016-2017
  - d. Essential Skills Training
11. **SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT**
  - a. Enrollment Report
  - b. Operations Report
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
  - a. Tuesday, October 11, 2016 – Captain Meares Elementary Secondary School, Tahsis
15. **ADJOURNMENT**

*"In partnership with our diverse communities, School District 84 will provide all students with a quality education relevant to the demands of a modern society."*



**REGULAR MEETING OF THE BOARD OF EDUCATION  
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,  
HELD ON MONDAY, JUNE 13, 2016, IN THE  
HOUSE OF UNITY, TSAXANA RESERVE**

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

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

**ALSO PRESENT:** Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor  
Annie James, Human Resources Administrator/Recorder  
One Public Member

**CALL TO ORDER:**

Chairperson Kennedy called the meeting to order at 7:10 pm.

**APPROVAL OF AGENDA:**

**2016:R-036** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott  
AND RESOLVED:  
*"TO approve the agenda with the addition of 10.c. Five-Year Capital Plan Bylaw."*

**ADOPTION OF MINUTES:**

**2016:R-037** MOVED: Trustee Pringle, SECONDED: Trustee Alsop  
AND RESOLVED:  
*"TO adopt the minutes of the Regular Board meeting of May 9, 2016."*

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**PUBLIC INQUIRIES AND PRESENTATIONS:**

Ms. Whyte's presentation is rescheduled to September's meeting.

**CORRESPONDENCE:**

- Chair, SD57 (Prince George)
- Chair, SD20 (Kootenay-Columbia)
- Chair, SD5 (Southeast Kootenay)
- BC School Trustees Association
- Deputy Minister of Education
- Chair, SD 28 (Quesnel)
- Copy of Letter to Minister of Education Calling on Government to Increase Annual Facility Grant Funding Each Year for Three Years to Meet Facilities Needs
- Copy of Letter to Minister of Education re Minister's Visit to SD20 on April 20<sup>th</sup> and Request That He Remember His Visit with Advocating for More Funding for the Ministry of Education
- Copy of Letter to Minister of Education re SD69 Board Letter of March 11, 2016 to Minister Bernier re: Minister's Interview of February 23, 2016 on CBC's *Early Edition*
- Boards Making a Difference, Issue 11: Personalizing School for our High Performers – School District 22 (Vernon)
- Copy of Letter to BCSTA President re Resolutions Following the BCSTA 2016 AGM on April 15, 2016
- News Release: School District 28 (Quesnel) Budget Pressures

- Chair, SD8 (Kootenay Lake)
- Chair, SD61 (Greater Victoria)
- Minister of Education
- BCSTA
- Chair, SD72 (Campbell River)
- BCSTA
- Chair, SD5 (Southeast Kootenay)
- Chair, SD8 (Kootenay Lake)
- BC Government
- BCSTA
- Chair, SD5 (Southeast Kootenay)
- Chair, SD46 (Sunshine Coast)
- Chair, SD48 (Sea to Sky)
- BCSTA
- Chair, SD83 (North Okanagan-Shuswap)
- Vancouver Island Regional Library, Village of Tahsis and School District 84
- BCSTA
- Chair, SD68 (Nanaimo Ladysmith)
- BCSTA
- BC Public School Employers' Association
- Copy of Letter to Minister of Education re Appreciation for His Visit to SD8 to Share Outstanding Efforts of Staff, Students, etc. and Issues re Implementation of Grades 10-12 Curriculum .....
- Copy of Letter to Minister Bernier, re School District No. 61 (Greater Victoria) Needs Budget
- Copy of Letter to BCSTA President re Her Letter to the Premier Requesting Ministries Respond to Written Responses from the BCSTA in a Timely and Thorough Manner
- Update: BCSTA Meeting of Board Chairs Next October
- Copy of Letter to Minister of Finance Urgently Requesting that the Provincial Government Make Several Changes in its Funding Formula for Public Schools
- Trustee Update: Board of Directors' Meeting with Minister Bernier and Ministry Staff to Discuss BCSTA AGM Motions and Related Concerns
- Copy of Letter to President, BCSTA, re BCSTA Process for Timely Distribution of Letters to Boards of Education
- Copy of Letter to Minister of Education re 2016-2017 Funding and Budget Pressures
- BC Government News: Provincial Exams on Core Skills, Parents to be Consulted on Reporting
- The Education Leader, Issue 08: Spotlight on Rural Education: Trustees Discuss Challenges at Northern Interior Forum
- Copy of Letter to Premier of BC, Minister of Education and Minister of Finance and House Leader re SD5 Replacement Objective in Light of Minister Bernier's Media Comments
- Copy of Letter to Minister of Education, re Administrative Savings
- Copy of Letter to Minister of Education re Significant Concerns Regarding 2016-17 Funding
- Media Release: BCSTA Pleased the Province Will Leave \$25 Million in School District Budgets
- Copy of Letter to Minister of Education and Minister of Finance re Concern that the Salary Increases for Exempt Staff Will Not be Funded by Government
- News Release: A New Library for the Village of Tahsis
- Learning Forward Conference – December 2016
- Copy of Letter to
- Special Committee to Review the Freedom of Information and Protection of Privacy Act
- Minister of Finance Response to BCPSEA 22<sup>nd</sup> Annual General Meeting Resolution Regarding Release from the Direction of the Public Administrator

**2016:R-038**      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 seven labour issues, two land issues, the completion of the demolition of the old Zeballos School, and the return of the property to the Crown.

## **TRUSTEE REPORTS:**

### **a. School Reports**

Trustee Eastcott reported that the big event for April was the arrival of our exchange visitors from Quebec. With some help from Mr. Parkes, Captain Meares hosted an exciting week, including a day at Friendly Cove via the Uchuck, three days of outdoor adventure on Quadra Island, and capping it off with a family brunch at the school. Meanwhile, the elementary students finished up their second round of swimming lessons and participated in Jump Rope for Heart – thanks again to Mrs. Sanderson for organizing this event. In PAC news, Gareth completed construction of some memorial benches that are being dedicated to the memory of Hugh Tucker, a resident of Tahsis and good friend to CMESS. Hugh's family made a donation to PAC in his name. The cedar benches and planters will be located in the playground for parents and visitors. PAC also held a very successful fundraiser selling fresh veggie bundles through the Agriculture in the Classroom Program. They sold more than 70 packages, which was one of the highest sales per student in the Province! On the topic of vegetables, Aubrey Stewart and Terry Fassbender have been busy preparing the school garden bed to grow produce for next year's Farm to School lunch program. Farm to School wrapped up their lunch program with a free pizza lunch for the whole school community.

Captain Meares hosted a number of visitors this month including Kim Barthell who presented her fascinating material on the brain, trauma and learning, Lina Gilkeson who presented a full day of workshops on gardening on the west coast, the librarians from the Vancouver Island Regional Library came presented on their summer reading programs and to read some stories to the younger students, as well as a group of lifeguards from the Lifesaving Society of BC who presented workshops on water and boat safety. Students learned what to do in a marine emergency and now they know what it is like to be in the water with a life jacket and all their clothes on! Last, but certainly not least, the Captain Meares Graduation Ceremony was held last weekend with one graduate and two students who are very close to the completion of their Adult Dogwood. Congratulations to Lexi Nielsen on her graduation and on her acceptance to North Island College. Lexi was the recipient of a number of scholarships and bursaries to help her on her way.

Trustee Alsop reported that Zeballos School has been busy preparing for the recent potlatch which was a huge success and now everyone is focussing on preparations for the upcoming Graduation Ceremony. Planning for the new school year is underway, with a new and exciting Lifeskills Work Program to implement. Staffing will stay much the same, with the exception of Mr. Stapff who will be moving to Ray Watkins Elementary. As a result of the recycling and hatchery work this year, Zeballos School won a prize for stewardship and three students who were most involved in the fish hatchery went on a free trip to Prince George to meet up with other students who are leaders in stewardship. Congratulations!

Chairperson Kennedy reported that interviews were conducted on May 20<sup>th</sup> for a replacement for Mr. Lapointe's position as Vice-Principal of Gold River Secondary School. Several people were on the interview team and several candidates were interviewed. Mr. Ken Lees was awarded the position, and Chairperson Kennedy expressed appreciation to everyone who applied, noting how hard it is to go through an interview process. Chairperson Kennedy wishes Mr. Lapointe and his family all the luck in the world in their new home of New Zealand, noting that Mr. Lapointe taught her son several times over the years and she has nothing but respect for his teaching.

The Gold River Secondary School PAC met on May 25<sup>th</sup> and discussed fundraisers for the 2016-2017 school year and are looking into the idea of "Gold River Bucks" to be sold by students with the lucky winner winning "Bucks" to be spent at Gold River businesses. Other ideas included having a theatre performance which could be presented as a dinner show. PAC is still very interested in a water bottle fountain and this will likely be on their "purchase list" for next year. A special thank you to Rachel Stratton, Sharon Charette and Sarah Burge for all of their hard work and enthusiasm keeping PAC up and running and for accepting another term as President, Secretary and Treasurer.

On May 26<sup>th</sup>, Chairperson Kennedy and Trustee Eastcott travelled with Mr. Larre to the Zeballos School potlatch. They joined Trustee Alsop and thoroughly enjoyed the event. Schools from all over the District as well as Port Alberni attended and put on a spectacular show. The dancers were proud of their culture and ranged from tiny individuals to high school students, each one wearing fascinating regalia with masks. A big thank you to Wayne Alsop and the staff, parents and students of Zeballos School. The work associated with such a grand show was a load but enjoyed immensely by everyone in attendance.

Chairperson Kennedy and Trustee Pringle attended the Gold River Secondary School Graduation Ceremony on June 4<sup>th</sup>. The decorations were gorgeous and the gym was a full house with family and friends as well as many past Gold Riverites attending. There were 14 stunning grads and several speakers as well as the Valedictorian address presented by Garret Peters and McKenzie Shillito. The Superintendent had something in his eye several times while giving his presentation – not sure what that could have been? This was followed with the presentation of scholarships and bursaries totalling approximately \$31,000! A hearty thank you to all who made such generation donations! Chairperson Kennedy wishes this class the very best with their future endeavours. The students have worked so hard to get to where they are, and will continue to do in the future and make Gold River even prouder – if that's possible!

**b. District Scholarship Committee Report**

Chairperson Kennedy, Vice-Principal Wilson and District Principal Larre met on May 30<sup>th</sup> to interview graduates applying for the District scholarships as well as the Harris & Company Law Scholarship and the Emcon Bursary. Chairperson Kennedy stated that this is, with a doubt, one of her favourite times of the year. Nine students were interviewed with a series of several questions. The answers were varied but, by and large, it was touching to hear that most of the students thanked their parents for the support they have received over the years. With all of these students heading off to universities and trade schools, parents, teachers and staff should be proud of the future generation that they have helped to form.

**c. Working Relations Committee Report**

The meeting was held on June 6<sup>th</sup> with the Board and the VIWU and discussions included the school calendar with pro-d dates to remain as originally set. Unfinished business included a discussion about the Collective Agreements (2011-2013 and 2013-2019) which are still unsigned and will hopefully be completed by the end of June. The Learning Improvement Fund decisions were discussed, with the Union and Superintendent agreeing on the LIF to be used to fund a full-time first call Teacher Teaching On Call for Zeballos School as well as a 0.7 FTE teacher at Ray Watkins. Under new business, the PBIS – Positive Behaviour Interventions and Supports – was discussed, which is supported District-wide but must be decided by staff at each school. Principals teaching part of the time, which is an economic reality in this District, was also discussed. The new curriculum implementation was discussed and more resources are needed. The District Complaint Policy pamphlet was also reviewed. The next WRC meeting is scheduled for October.

**d. District Policy Committee Report**

Policy B.14, *Rental Accommodations*, was reviewed with some housekeeping changes made to the lease agreement.

**UNFINISHED BUSINESS:**

Nil.

**NEW BUSINESS:**

**a. School Fees for 2016-2017**

The only fees in the District are optional fees for Ray Watkins Elementary School for Kindergarten to Grade 2 supplies (\$25 for each), and Grade 4-7 Agenda Homework Books (\$10).

**2016:R-039** MOVED: Trustee Pringle, SECONDED: Trustee Alsop  
AND RESOLVED:  
*"TO approve the school fees for 2016-2017, as presented."*

**b. Codes of Conduct for 2016-2017**

The Codes of Conduct outline expectations for students and give examples of some potential consequences for not meeting expectations. They also reference the BC Human Rights Code, and meet the Ministry's requirements for Codes of Conduct. The Superintendent/Secretary-Treasurer/Operations Supervisor recommended approval of the Codes, which are reviewed with staff and community each year.

**2016:R-040** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott  
AND RESOLVED:  
*"TO approve the Codes of Conduct as presented."*

**c. Five-Year Capital Bylaw No.15/16-CP-SD84-01**

The Ministry has approved the Five-Year Capital Bylaw which is the Annual Program Funding Agreement.

**2016:R-041** MOVED: Trustee Pringle, SECONDED: Trustee Alsop  
AND RESOLVED:  
*"TO give the Five-Year Capital Bylaw No.15/16-CP-SD84-01 three readings in one."*

Trustee Alsop read aloud the bylaw.

**2016:R-042** MOVED: Trustee Pringle, SECONDED: Trustee Eastcott  
AND RESOLVED:  
*"TO adopt the Five-Year Capital Bylaw No.15/16-CP-SD84-01 (Annual Program Funding Agreement) specifying a maximum expenditure of \$361,210, as approved by the Minister."*

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

**a. Enrollment Report**

The District currently has 340 students with an additional 20 FTE as a result of extra NSOP courses, which brings the total close to the projected 370 FTE for the 2016-2017 budget. With the Continuing Education Program in place, adult graduates represent about one-third of the total number of graduates in the District this year.

**b. Operations Report**

As reported in past meetings, it is going to be a busy summer. Captain Meares School is getting a new insulated roof which should save on heating costs. Kyuquot School is getting a new playground. A concrete floor will be poured in the Quonset at Zeballos School. The lower stairs from the students' parking lot at Gold River Secondary School will be renewed and a roof built over the totem pole. Several upgrades will be done to teacherages, including a new roof and various painting projects in Kyuquot and hopefully a new teacherage started in Zeballos.

**c. Financial Warrants Update**

As at May 31, 2016, eleven months or 91.67% of the 2015/16 fiscal year, and nine months or 90.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2015/16 Amended Budget amounts based on the final September 30, 2015 enrolment for 2015/16.

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 May 2016, \$4,502,000 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 May 2016, \$3,068,000 or 100% of the 2015/16 school year (LEA) Local Education Agreement has been recorded. At this time, there will be an adjustment of \$90,000 reduction in the LEA revenue as NTC is disputing payment for student taking a course load of greater than 1.0 FTE.

To the end of May 2016, total salaries and benefits expenditures are trending slightly to a surplus on a prorated budget for the school year. The budget amounts shown are based on the Amended Budget that was approved in February 2016. To the end of May 2016, service/supplies expenditures are meeting budget amounts on a prorated budget basis. At this time, service/supplies are trending favorably for the school year. In total, expenditures to the end of May 2016 is in a small surplus of \$596,000 or 8.0% on a prorated basis.

Note: For this finance warrant, the expenditures are estimated to be understated by approximately \$150,000 due to expenditures and purchase cards for May 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 small surplus of approximately \$782,000 for the year to the end of May 2016. With appropriated surplus of \$634,000 included in the actual analysis, the May 2016 actual can be restated with as a surplus balance of \$1,416,000.

At the end of the 2014/15 fiscal year, the Annual Facilities Grant (AFG) had a surplus of \$345,000 being brought forward to 2015/16. To the end of May 2016, the AFG has a surplus of approximately \$630,000 remaining of which approximately \$700,000 is being committed to repair the roof at Captain Meares School in the summer of 2016, and with AFG funding from 2016/17 school year. To date, \$125,000 of expenditures has been incurred to the end of May 2016. 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
- \$60,000 for various building renovations
- \$22,000 staff salary and benefits charged to AFG

Future major AFG projects include:

- continue with lighting fixture upgrades
- interior painting
- fencing
- floor replacement
- refurbishment of teacherages (employee housing) at Zeballos
- roof repair and insulation of roof at CMESS
- install playground equipment at KESS

To the end of May 2016, \$232,000 of funds remain on the ZESS Replacement School capital project. This balance is to be used for the demolition of the old school that is currently in progress (which should be completed in the summer of 2016), and land preparation for the teacherages (employee housing) move and replacement.

**TRUSTEE INQUIRIES:**

Nil.

**PRESS AND PUBLIC INQUIRIES:**

Nil.

**NOTICE OF MEETINGS:**

The next public meeting of the Board of Education will be held on Monday, September 12, 2016, at 7 pm, 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 two weeks prior to the meeting.

**ADJOURNMENT:**

Chairperson Kennedy declared the meeting adjourned at 7:55 pm.





Vancouver Island West  
School District 84  
Box 100  
Gold River, BC  
V0P 1G0

September 8, 2016

### Superintendent/Secretary Treasurer/Operations Supervisor's Report

#### 1) School Enrollment:

	<i>Projected</i>	<i>Actual at September 7</i>	<i>Difference</i>
RWES	125	116	-9
NK (Nanaimo)	16	26	10
GRSS	87	88	1
TLC (Nanaimo)	0	22	22
ZESS	38	39	1
KESS	52	47	-5
CMESS	32	21	-11
NSOP	20	18	-2
District	370	377	7

In summary, the District is up in overall enrollment due to the additional 32 students registered in our two Nanaimo-based programs.

#### 2) Facilities Update:

- a. CMESS Roof: The new roof is now 85% complete with an anticipated completion date of September 30.
- b. KESS Playground: All materials are on site and the project should be substantially completed by September 16.
- c. Teacherage Roof and Grounds: A new roof was completed on the double wide trailer in Kyuquot. Between roofing tasks, maintenance completed substantial brush clearing around all seven teacherage sites as well as the school.
- d. ZESS Workshop: the cement work was done to complete the floor, sidewalks and ramp for the ZESS workshop.

3) New Teacher Orientation and Housing Orientation:

The Human Resources Administrator, Superintendent/ST/OS and the President of the VIWTU travelled to KESS on September 6 to do a new teacher orientation.

While there, we were also able to meet with all our teacherage tenants to review procedures and trouble shoot any immediate move in issues. On the way back from KESS, we stopped in and had a housing orientation at ZESS for those teachers renting teacherages in Zeballos.

4) New Curriculum Day:

September 9 will be the first District Curriculum Implementation Day and has been set aside for teachers to work at aligning their current students' learning needs with the new provincial curriculum.

5) International Summer Program and Growth:

SD84 welcomed nine Korean students to Gold River for a full month of English language learning and outdoor fun! The students' agent was so impressed that she is going to bring another 12–15 students to attend classes at RWES in January and February 2017, including her own son. We are also expecting two Japanese students to attend GRSS this year.

6) Literacy and Essential Skills Training:

SD84 received a grant from the Decoda Literacy Society to help them to complete a rural literacy and essential skills report for the federal government. The report details six rural communities across Canada, including Gold River. SD84 will be holding a community forum to help the Decoda interviewer/report writer to gather information while she is in the community from October 3-5.