



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

MONDAY, JANUARY 14, 2019 – 4 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**
5. **ADOPTION OF MINUTES**
 - a. Regular Meeting of December 10, 2018
6. **BUSINESS ARISING FROM THE MINUTES**
7. **PUBLIC INQUIRIES AND PRESENTATIONS**
8. **CORRESPONDENCE**
9. **REPORT OF THE CLOSED MEETING**
10. **TRUSTEE REPORTS**
 - a. School Reports
 - b. District Policy Review Committee Meeting
11. **UNFINISHED BUSINESS**
12. **NEW BUSINESS**
 - a. School District 84's Education Plan
 - b. Date Change for February Board Meeting
 - c. School Calendar 2019-2020
 - d. Spring Community Consultation Meetings
 - e. Mental Health Conference
 - f. Request for Funding Support
13. **SUPERINTENDENT/SECRETARY-TREASURER'S REPORT**
 - a. District Update
 - b. Enrollment Report
 - c. Finance Warrants
14. **TRUSTEE INQUIRIES**
15. **PRESS AND PUBLIC INQUIRIES**
16. **NOTICE OF MEETING**
 - a. February 2019 – date to be announced – 4 pm, School Board Office, Gold River
17. **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, DECEMBER 10, 2018
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

TRUSTEES PRESENT: Arlaine Fehr, Chairperson (Gold River)
Jenniffer Hanson, Vice-Chairperson (Kyuquot) (telephone)
Debbie Mann (Gold River)
Allison Stiglitz (Tahsis)
Andrew Smith (Zeballos)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer
Annie McDowell, Associate Director of Human Resources/Recorder
Three School District 84 Employees

CALL TO ORDER:

Chairperson Fehr called the meeting to order at 4 pm, and acknowledged that the meeting was taking place on the Mowachaht/Muchalat Territory.

APPROVAL OF AGENDA:

2018:R-056 MOVED: Trustee Smith, SECONDED: Trustee Mann
AND RESOLVED:
"TO approve the agenda with the following addition: 12.c. Trustee Stipend."

ADOPTION OF MINUTES:

2018:R-057 MOVED: Trustee Mann, SECONDED: Trustee Hanson
AND RESOLVED:
"TO adopt the minutes of the Inaugural Meeting of November 13, 2018."

2018:R-058 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO adopt the minutes of the Regular Meeting of November 13, 2018."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

a. Deane Johnson, District Principal, Operations, Human Resources and Technology

Mr. Johnson provided a detailed overview of his role and responsibilities:

Division of Responsibilities: (1) School Support (40%) - Principal mentorship and general school support for Ray Watkins, Gold River Secondary, Nisaika Kum'tuks and Tsawalk; (2) Operations (35%) – Schools, Teacherages, Dorms, Buses, Vehicles; (3) Human Resources (18%) – Interviews, Leave Approvals, Remedy, Student Teachers, Emergency Preparedness, and Contract Administration; and, Technology (7%) – Networks, Devices, Software, and Projects.

b. Stephen Larre, District Principal, Student Learning and Staff Development

Mr. Larre outlined his role and responsibilities including District Coordinator of all student learning-inclusive education support in the District including designations of students with special needs, training and inservice for school-based staff, and connections with outside agencies. He provides curriculum and assessment support to implement revised curriculum and the graduation program, revised reporting standards, and coordinates District-wide assessments. Mr. Larre is the Safe Schools

Coordinator and SOGI District Representative and is responsible for all Positive Behaviour Interventions and Supports (PBIS) and the School Crisis Action Plan (SCAP). His early learning responsibilities include the Early Development Instrument (EDI), StrongStart Programs, VIW Early Years Table, and Children's Health Hub. Staff Development responsibilities include Actions for Learning, Mentorship and Innovation Projects, as well as Pro-D and Curriculum Implementation. Mr. Larre is currently drafting the District's Education Plan which will be the framework for enhancing student learning in School District 84.

CORRESPONDENCE:

- President, Vancouver Island School Trustees' Association
- President, North Island College
- Chair, SD67 (Okanagan Skaha)
- BC School Trustees' Association
- Chair, SD57 (Prince George)
- Deputy Auditor General of BC
- Chair, SD75 (Gold Trail)
- Chair, SD75 (Gold Trail)
- BC Teachers' Council
- Chair, SD84 (Vancouver Island West)
- President, BC Teachers' Federation
- BCSTA
- VISTA
- BCSTA
- BC Public School Employers' Association
- Chair, SD52 (Prince Rupert)
- Chair, SD61 (Greater Victoria)
- Minister of Education
- BCSTA
- Congratulations to the New Board, and Upcoming Branch Meeting in Vancouver and Spring VISTA Meeting on March 2-3, 2019
- Congratulations to the New Board of Education
- Copy of Letter to Minister of Education re Rural Enhancement Funding
- Congratulation to the New Board of Education and Upcoming Trustee Academy and Available Resources for Trustees
- Copy of Letter to Minister of Finance and Minister of Education re Funding Model Review Update
- Questionnaire About Internal Audit Function and Needs
- Copy of Letter to Minister of Education and Deputy Minister of Education re Support of BCTF Letter, Grad Requirements, First Peoples
- Copy of Letter to Minister of Education re Funding Model Review
- Copy of Letter to President, BCSTA, re Review of Certification Standards and Teacher Education Program Approval Standards
- Copy of Response to BCSTA's Student Initiatives Working Group re SD84's Method of Collecting Feedback from Students
- Copy of Letter to Minister of Education re BC Graduation Program
- BCSTA Weekly: Late Motions to Provincial Council; Letters from Board of Education; Two Weeks to Academy; Academy Speaker Spotlight; BCSTA Leadership Workshops
- Revised Date for VISTA Branch Meeting at BCSTA Trustee Academy
- BCSTA Weekly: BCSTA – MoE Memorandum of Understanding – Update to all Boards; Report on the Budget 2019 Consultation Released; New Secretary-Treasurer – SD82 (Coast Mountains); Financial Literacy Webinar for Students; One Week to Academy; Letters from Boards of Education; Reminder: Late Motions to Provincial Council; Reminder: Call for Presentations – CSBA Congress 2019
- BCPSEA 25th Annual General Meeting – Second Notice: Call for Proposed Resolutions and Nominations for Directors
- Copy of Letter to First Nations Education Steering Committee re Mandatory Indigenous-Themed Course
- Copy of Letter to Minister of Education re Foundation Skills Assessment
- Copy of Letter to President, BCTF, re Teacher Recruitment and Retention and Teacher-Led Mentor Initiatives in BC Districts
- BCSTA Weekly: Academy Begins Tomorrow; BCSTA/MoE Memorandum of Understanding; Reminder – Branch Meetings at Academy; BCSTA Leadership Session Schedule Update; Did Your Know About BCSTA's Suggested

- Resources; Jean Ciriani Scholarship for Communications; 2019 Prime Minister's Awards Competition; RiskEd Review; Workshop Proposals – CSBA Congress 2019; Letters from Boards of Education
- BCSTA · BCSTA Provincial Council Agenda Package
- Ray Watkins · December Newsletter
- Elementary School
- BCSTA · BCSTA Weekly: Media Release: BCSTA and Ministry of Education Sign Update; Registration Open for BCSTA/BCPSEA Trustee Orientation 2019; BCSTA Rep Claim Policy Update; Trustee Academy Survey; Education Savings Incentives; Boards of Education; Did You Know About BCSTA's Media Releases?
- Carol Donaldson, · Youth Mental Health Summit – Time for Change: February 26th at GRSS
- Youth and Child Care Worker, SD84

2018:R-059 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO receive the file the correspondence."

REPORT OF THE CLOSED MEETINGS:

During the closed Board meeting of November 13th, the Board approved funding support of \$15 per attending staff member for Christmas staff functions. At today's meeting, the Board discussed a motion regarding a Memorandum of Understanding with School District 68, and reviewed a report on the effect of the upcoming tax on trustee stipends – both of which will be addressed later in this meeting. One labour issue was also discussed.

TRUSTEE REPORTS:

a. School Reports

Trustee Mann reported that Ray Watkins Elementary School has had a great year so far with many exciting events already experienced and many more to come. Following is a list of most of those experiences that have happened outside of the important daily classroom learning. A special thanks to the dynamic staff and community members who have made this possible with their creativity and hard work: Kyuquot Cup Soccer September 18th (Kyuquot students came to Ray Watkins for a mini tournament), Terry Fox Run, Field Hockey Club, Gymnastics Club, Art Club, WITS and WITS LEADS Program (RCMP), Great BC Shakeout (along with two fire drills and an intruder drill), Lunch Bunch, Orange Shirt Day, FSA's, monthly skating and swimming with the Village (started in October), other local area field trips, Tiny Islands Jazzology performance, Spirit Squad Club and monthly Spirit Days, Halloween costume parade, three students and two staff took part in New Zealand exchange (NZ students come to Gold River in June), Scholastic Book Fair, and Christmas Concert December 19th. Coming in January and February of 2019: Basketball Club, Free Friday Fieldtrip (On the Rocks – climbing gym), Caine's Arcade Cardboard Challenge, Garden and Greenhouse project, Korean International Students in Jan-Feb (including four field trips) and Missoula Theatre February 11-15.

Trustee Hanson reported on a busy December in Kyuquot, with the staff dinner on December 11th, and next week's KESS Christmas Craft Fair, followed by a day of Christmas activities including a student Christmas lunch, decorating gingerbread houses and the Kyuquot School Christmas Concert.

Chairperson Fehr reported on the following activities at Gold River Secondary School: ArtStarts performance by Tiny Islands Jazzology which was enjoyed by all; report cards were issued November 19; students participated in a Remembrance Day assembly; nine students attended WE Day and the Junior group went to Camp Homewood; the Boys' Basketball Team played games against Ucluelet and Timberline; three International students have returned home (Germany, Italy and Japan); a Movie Night to raise funds for the students going to the McMillan Space Centre; and, PAC will be participating in the Christmas activities the last afternoon before the Winter Break with draws for Christmas baskets and treats for all.

Trustee Stiglitz reported that she attended two Student Council meetings during the last month. The students have planned a few after-school Christmas Caroling practice sessions that they host for their younger peers and are also planning Spirit Days activities. She also attended two PAC meetings and parents are in full swing preparing for their Annual Christmas Stocking raffle to be drawn at the Christmas concert on December 19th. The 'Farm to School' Program, hosted by the students, is going wonderfully. Each week, one student is head chef and oversees menu planning, food ordering and meal preparation. The elementary students went on a field trip to the Vancouver Island Marble Quarries and had a wonderful time, and special thanks to Ms. Jones for her planning and to the Quarry crews. The senior students attended 'We Day' and came home inspired by so many amazing people at this empowering event.

Trustee Stiglitz is excited about this year's Christmas Concert which will feature original Christmas songs written and performed by the students, some with choreographed dances on a dance floor provided for community members. The elementary students will be performing a 'Nutcracker' theme play.

b. **BCSTA Trustee Academy 2018**

On November 29-December 1, the Board of Education and the Superintendent/Secretary-Treasurer attended the 2018 BC School Trustees Association Trustee Academy.

Trustees Mann and Stiglitz reported on the following pre-conference sessions:

The Trustee Basics - This first session was hosted by the BCSTA Board of Directors and attendees a wealth of information about the services and programs offered to school boards by this Association. The first fact that was recognized by CEO Mike Roberts was that 46% of the trustees were newly elected, an unprecedented amount in British Columbia. We were introduced to the basics of district funding, the annual budget process and the general background information for planning and accountability. Some of the important facts that Trustee Mann took away from this session was that each district is a corporate entity and is the trustee for the 6.3 billion tax dollars allocated for education in the Province this year. The Ministry of Education sets the priorities and how boards report but each board allocates where the money that their district receives will go. Finally, a board's role is first and foremost for children's achievement, financial accountability, vision and mission, strategy and structure, and establishing good relations with senior management.

BCPSEA and Labour Relations 101 - The second session was hosted by the BCPSEA CEO Renzo Del Negro, and provided trustees with an overview of their legislative and labour relations framework. Trustees learned that BCPSEA was formed in 1994 as the accredited bargaining agent for the Province's 60 public boards of education, for unionized teaching and support staff in the K-12 public education system. The Association elects seven school trustees yearly to its Board of Directors and they are joined by four government representatives appointed by the Minister of Education. This Association also provides and promotes a wide range of human resource services and solutions in the workplace in a shared effort with the Province's school districts. Trustees learned about the principles of a collective agreement and how the Association provides assistance to school boards in concluding collective agreements, the importance of union/employer relationships and some of the influencers that affect this relationship, trustees' role of employer and the importance of consistency, legitimacy and the ability to exercise reasonable judgement at all times.

Your Digital Footprint - The third and final session was presented by George Couros a leading educator in the area of innovative leadership, teaching and learning. He spoke of the fact that we all leave a digital footprint and as individuals and schools how we can shape this footprint in a positive way. The more we educate ourselves in this area, the better equipped we are to model positive digital citizenship for our children. We need to be teaching children the perils of posting inappropriate content online and the impact it will have on their lives in the future. Ignoring the realities of the digital world is not an effective strategy in preparing them for a world where they will be Googled for university entrance, job placement and many other aspects of their lives. Finally, he emphasized the importance of ensuring there is a balance of teaching skill to keep our children safe while still continuing to open up doors for them.

These pre-conference sessions were all very informative and provided trustees with an understanding of what they can look forward to over the next four years. The Trustee Academy officially opened at 7 pm with the keynote presentation - *Why Boards Matter: Empower Learning, Unleash Talent, and Lead a Culture of Creativity* – by George Courus, author of the book, “The Innovator’s Mindset”.

Friday’s and Saturday’s sessions included the following:

The Co-Governance Relationship Between Government and Boards of Education (signing of the MOU) with Minister of Education, Rob Fleming.

Learning Transformation and the Role of Trustees in Learning Success with Karen Chen, Superintendent of Learning, Ministry of Education.

We’ve Got to Stop Meeting Like This... with Eli Mina, Board Effectiveness Consultant and Registered Parliamentarian – who spoke on how to effectively have a meeting using Robert’s Rules of Order as a guide. Highlights of this session:

- Any presiding rules cannot replace fact and common sense
- The chair should never be more strict than required to maintain a peaceful meeting
- Don’t be afraid to use point of order if someone is drifting off topic – “suffering is optional”
- Electronic devices should be downplayed or turned off, giving less than your full attention reflects poorly on your office
- An efficient meeting is not necessarily an effective one
- Making motions on the fly can cause unforeseen collateral damage and pushing a motion through without the chance for public input could be seen as a lack of transparency - n alternative is to ask the administrator to write a motion after adequate research has been put into it
- Be cautious about “double-barreled motions” which is one motion with two topics – splitting them up ensures voting is focused on the topic and fair
- Discussing meetings as a group before the actual meeting is unfair to the public and demonstrates a lack of transparency
- Amendments have use but should not be overused
- Delay motions that do not have all the information available.

Governance vs. Operational: Understanding the Difference; Knowing Your Role; Doing It Well with Rick Price and Lisa McCullough:

1. Understanding the Difference Between Governance and Operational:

<u>Governance (Oversee)</u>	<u>Operations</u>
<ul style="list-style-type: none">· Oversight· Manage CEO· Create Vision and Mission	<ul style="list-style-type: none">· Actions· Manage staff· Design and manage collaborative processes for Strategic Planning
<ul style="list-style-type: none">· Approve plans and monitor progress	<ul style="list-style-type: none">· Create Business Plan (Education)· Create aligned Service plans
<ul style="list-style-type: none">· Consider Appeals· Approve Board Policies (align with the Law)· Engage with Public· Oversee Financial health	<ul style="list-style-type: none">· Guide public (parents and community)· Recommend and guide policy development· Establish Administrative Procedures· Work with Community and Partners· Establish budgets, financials, legal, and risk management

2. Knowing Your Role:

- Responsible for improving student learning
- Reflect local priorities, values and expectations
- Set local direction for achievement, allocating available resources, and monitoring budgets and capital plans

- Board of Education Governance: moral stewardship, governance leadership, organizational leadership, and relational leadership.

3. Doing It Well:

- Trustee conduct and behavior – using fairness, transparency, and democracy
- Boards have a shared (unified) and specific purpose for learning (a strong one) (articulate and identify) a unity of purpose e.g. strategic plan; therefore, student results will then improve and budgets will be easier to do, a united board models for the rest of the district which makes hiring easier to do and to get better staff;
- Once you have a plan, be curious about student results (hold staff responsible for positive progress), communicate the plan (know how to talk about the plan) and have conviction to plan and communicate that the Board knows the plan.
- The Board takes personal and corporate responsibility for a healthy supportive culture in the District – and leaves operations to staff!

4. Do's and Don'ts:

- Don't (results in decreased student achievement) get involved in cliques, parking lot discussions, email debates, pre-meeting meetings (not all trustees included), try to influence other trustees, plot with Interest groups or over coffee, or act as an individual.
- Do support all Board decisions publicly, even if you do not personally support it, do create a culture of trust and collaboration, do clear the path for student learning, and keep your focus.
- Do clear the path for student learning and follow respectful workplace processes
- Do build relationships for safety and risk taking and collaborate through any trickles
- Do establish effective structures
- Do separate policies and administrative procedures and be clear about public participation

Improving Media Relations to Reach Your Community: Using Communications to Connect with the Public with Theresa Mickelson. It is always best for trustees to be prepared. People expect transparency and be sure to communicate with the community and, as a public official, nothing said will ever truly be 'off the record' and will reflect on the School Board as a whole. Be sure to tell your part of the story or it will be told without you. 'Slinging mud' will always reflect poorly on the Board. Before agreeing to a media interview, ask for the deadline, the focus of the story and the materials needed; also, who else did they speak to? When ready to provide an interview, have a key message that you want to deliver to the public with no acronyms or jargon, be respectful but in charge of the interview, take advice on what you can or cannot say, do not repeat negatives but do address them, explain any incorrect information, do not address hypotheticals, and keep calm. If the report is incorrect, contact the reporter and request a correction. Practice interviews as home as no one starts out to be good at them!

Ministry of Education Funding Review Model (FRM) with Key Themes: Accountability, Financial Management, Equity of Education Opportunities

1. Accountability:

- Shared responsibility for student learning
- How funding is used and who is responsible for what?
- Need for capacity building and requirement for reporting
- Focus on how well students are doing

2. Framework for Enhanced Learning:

- Strategic planning
- Capacity building
- Use of evidence

The report will be out at by mid-March, and time will be provided for feedback. The Intent is to improve the way districts are funded. We do not know what is coming; i.e. what is best Provincially and what is best for students?

Bargaining Preparation – The BC Public School Employers' Association did a presentation on their preparations for the upcoming round of bargaining.

Current Topics for Boards of Education: Policy for Student Success with Deputy Minister of Education, Scott MacDonald – British Columbia offers world-class education and has an increasingly aging workforce that they will be replacing. Graduation rates are up but children in care and indigenous children continue to struggle.

Motion Writing 101 with Eli Mina – Board motions should be clear, succinct, factually accurate, and promote student learning. The rationale should link to relevant websites, state why motion is needed and include any relevant background information. Board motions do not include the word 'demand'. Trustees were encouraged to check the Motion Tracker on the BCSTA Hub to see if the motion already exists.

Board Decision Making: Is There a Real Need for a "Team" Approach? with Eli Mina - The fundamental premises of Board decision-making:

1. All trustees cast thoughtful, judicious, balanced, and fully-informed votes?
2. Learn quickly and participate fully
3. Everyone has an equal vote, even if you are new
4. Trustees are to be trusted and trustees must come to meetings with open minds (not "empty" minds) and listen
5. Without management staff's timely input, risk and liability may arise
6. Post-decision attacks (publicly not supporting a Board decision) should never happen – trustees must always support the wishes of the majority even is you do not agree with it
7. Distracted decision-making can have consequences (public and students need your full attention)

c. **Provincial Council Meeting**

A condensed session of the Provincial Council took place during the BCSTA Trustee Academy. Reports were provided from the President, CEO, Committees, and CSBA. Motions regarding: Audited Financial Reports, Lease New Offices, Travel Expense Changes, 2019/2020 Budget Planning; Earlier Release of FSA Results; and, seatbelts on school buses (defeated)

d. **Vancouver Island School Trustees' Association Meeting**

A short VISTA meeting was held during the Trustee Academy. Trustees were informed that VISTA meets four times a year including a Spring and Fall Conference. The 2019 Spring meeting will be held in SD71 (Comox Valley) and the 2019 Fall Conference will be in SD70 (Port Alberni) on October 25-26 with guest speaker, Mike Downing.

e. **Local Education Agreement/Enhancement Agreement Meetings**

Trustee Smith reported that the budget was presented and, fortunately, the District has a higher enrollment than was budgeted, resulting in a higher budget. The Pathways Program Teacher's Guide was discussed. The Nuuchahnulth Education Workers did a presentation about children using the Nuuchahnulth language in a video that is complete, but has not yet been made public. The Kyuquot Principal had questions about the upcoming Kyuquot School potlatch and whether it should be called a potlatch. The hereditary chiefs will be contacted for advice on this matter.

f. **Working Relations Committee Meeting**

Trustee Mann reported on her first meeting as a Trustee Representative on the Working Relations Committee. There was discussion around the policy regarding registering new students, and a

recommendation to bring it forward to the District Policy Review Committee for review. Also discussed was the teacher mentorship program and the tracking of teacher replacements in the classroom, which will be investigated and brought back to the next meeting, scheduled for January 21st at 4 pm.

g. District Policy Review Committee Meeting

In response to the Ministry's directive to boards of education regarding budgets and accountability, the Board must adopt a policy to ensure that financial reports are presented at every Board meeting to provide a summative status of performance against the budget. Reports will include an analysis of budget variances with an explanation of any variance in excess of 5% of the budget amount.

2018:R-060 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"NOTICE of motion to create a new policy B.34, Budget Monitoring and Reporting."

The draft policy will be circulated for input and presented to the Committee for recommendation in January.

UNFINISHED BUSINESS:

a. Community Consultation Meetings – Round One

A spirited conversation was held on November 26 in the Health Centre in Ehattis, and that wraps up Round One of the Community Consultation Meetings for 2018-2019. The NTC is seeking feedback from its communities in terms of the Pathways Program, and the community consultation feedback sheets are being gathered by the School Board Office. A follow-up meeting with the Gold River staff members will be held as many could not attend the meeting held at Tsaxana. The feedback received will be used in the development of the District's Education Plan.

NEW BUSINESS:

a. Closure of School Board Office for Winter Break

2018:R-061 MOVED: Trustee Smith, SECONDED: Trustee Hanson
AND RESOLVED:
"TO close the School Board Office to the public for Winter Break, December 24, 2018 to January 4, 2019 inclusive."

b. Employee Recognition and Service Awards

The Board of Education believes that the District's employees are its most valuable resource and supports the recognition of services they provide. The Board also recognizes that continuity of service within the teaching and non-teaching staff is a valuable asset to the School District.

In accordance with District Policy D.14, the following employees will be honoured this year:

10 Years:

- **Adam Barber**, Teacher, Zeballos School (on leave while serving as VIWTU President)
- **Cindy Erb**, Special Needs Education Assistant 1, Gold River Secondary School
- **Elizabeth Young**, Teacher, Gold River Secondary School
- **Kathleen O'Reilly**, Teacher, Gold River Secondary School
- **Lawrence Tarasoff**, Superintendent and Secretary-Treasurer
- **Louise Krohman**, Teacher, Nisaika Kum'tuks and Tsawalk Learning Centres
- **Maureen Roth**, Custodian 3 and Noon Hour Supervisor, Captain Meares Elementary Secondary School

15 Years:

- **Alison Cross**, Special Needs Education Assistant 1, Gold River Secondary School
- **Stephen Larre**, District Principal, Student Learning and Staff Development

20 Years:

- **Alison Pringle**, Administrative Assistant 1, Ray Watkins Elementary School
- **Pat Cruickshank**, Special Needs Education Assistant 1, Ray Watkins Elementary School

25 Years:

- **Annie McDowell**, Associate Director of Human Resources
- **Sharon Parsey**, Administrative Assistant 1, Gold River Secondary School

30 Years:

- **Helen McInnes**, Teacher, Ray Watkins Elementary School

c. **Trustee Stipend**

The Canada Revenue Agency has recently decided that the one-third of the trustee stipend, that was considered a non-taxable payment, is now taxable so a number of trustees (particularly in boards that have not raised their stipends in decades) are now receiving less each month and are adjusting the stipend so that the net amount will be approximately the same. This was brought to the Board's attention during the in-camera meeting, to explain why a number of boards have recently gone ahead and voted for increases to the gross stipend to keep the net amount approximately the same for their trustees.

- 2018:R-062** **MOVED:** Trustee Mann, **SECONDED:** Trustee Stiglitz
AND RESOLVED:
"TO increase Trustee stipends by \$1000 per year, effective January 1, 2019, to offset the new CRA tax on Board Trustee stipends."

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. **District Update**

The Board Chair and Superintendent/Secretary-Treasurer recently met with the Special Advisor appointed by the Minister of Education to work with School District 68 (Nanaimo-Ladysmith), who asked the Board to consider passing a motion to address a transition of the Nanaimo Learning Centres to School District 68. This was discussed at the in-camera meeting and was now brought forward to the public meeting for Board debate.

- 2018:R-063** **MOVED:** Trustee Smith, **SECONDED:** Trustee Hanson
AND RESOLVED:
"On the understanding that: (1) The current programs at Nisaika Kum'tuks Learning Centre and Tsawalk Learning Centres are fully meeting the needs of School District 84 (Vancouver Island West) students and will be continued in their current form with their current staff; (2) School District 68 (Nanaimo Ladysmith) has committed to continuing to build relationships with the Boys & Girls Clubs of Central Vancouver Island, the Nanaimo Aboriginal Centre and the Mid Island Metis Nation; (3) Any costs to School District 84 (Vancouver Island West) associated with the transfer will be fully funded by the Minister of Education; and, (4) the Minister will be monitoring the transferred programs and partnerships on at least an annual basis and on an ongoing basis; THAT the Board of Education of School District 84 (Vancouver Island West) direct staff to work in collaboration with the Minister of Education's Special Advisor and community partners, to develop a Memorandum of Understanding between School District 84 and School District 68 for the transfer of the Nisaika Kum'tuks and Tsawalk Educational Programs to School District 68 (Nanaimo-Ladysmith)."

b. **Enrollment Report**

The District is holding steady at 496 students which includes 56 students in the Continuing Education Programs in Zeballos and Kyuquot. There may be a possibility that Continuing Education may expand to Tahsis and Gold River, subject to funding support from the Nuu-chah-nulth Tribal Council.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETING:

The next public meeting of the Board of Education will be held on January 14, 2018, at 4 pm, in 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. Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

At 5:47 pm:

2018:R-064 MOVED: Trustee Stiglitz, SECONDED: Trustee Smith
AND RESOLVED:
"TO adjourn."



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **9,000 copies** of our Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2019, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this project allow us to fund the printing of this unique publication and helps our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service Organizations”, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a supporter letter outlining the many community activities of our over 45,000 Legion Members in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,



Glenn Hodge
President of BC/Yukon Command of The Royal Canadian Legion



BC/Yukon Command

#101 – 17618 58 Avenue
Surrey, BC V3S 1L3
Tel: (604) 575-8840
Fax: (604) 575-8820
info@legionbcyukon.ca
legionbcyukon.ca

Dear Valued Supporter,

Thank you very much for your pledge of support of The BC/Yukon Royal Canadian Legion's Military Service Recognition Book Project. This annual publication recognizes the Veterans and Service Personnel of BC and the Yukon who have so honourably served our country. This keepsake book helps us to remember their selfless contributions. Your vital and generous contribution makes it possible to print 9,000 copies of this book free of charge to distribute to communities throughout BC and the Yukon.

The Royal Canadian Legion plays an active role in communities throughout BC and the Yukon. There is barely a citizen within our Command whose life isn't touched by The Royal Canadian Legion. Often times the public isn't aware of the extent of our work.

Who we are and what do we do?

The Royal Canadian Legion receives no Government funding for our operations. We rely on our member's dues, donations from the public and in-house fundraising activities. The over 45,000 Legion members in BC/Yukon are dedicated to assisting Veterans and local communities. Here are some ways we give back:

- \$1,000,000 commitment to sponsor the Veterans' transition and trauma counseling program at UBC for Veterans.
- The Legion has contributed to the education of over 200 rural family doctors through UBC Chair of Family Practice.
- \$250,000 commitment to providing education transition services for Veterans at BCIT.
- Over \$500,000 donated annually for Veterans' hospitals and extended care facilities.
- Over \$350,000 donated to Youth Programs, sponsoring a variety of sports teams.
- Over \$275,000 in Bursaries and Scholarships.
- Sponsor over 5,000 cubs, scouts, guides and cadet groups.
- \$25,000 donated annually to send youth athletes to National Athletic Camps.
- Over \$500,000 from poppy funds in direct assistance to Veterans and their dependents in need.

Again, we thank you for your sponsorship and support of this very important project. Consider the Legion for your charitable giving, volunteer opportunities and even for a great place to meet new friends when you join as a member of your friendly local branch!

Sincerely,

Glenn Hodge,
President of BC/Yukon Command of The Royal Canadian Legion

P.S. Check out our organization at www.legionbcyukon.ca

Vancouver Island West School District 84
ENROLLMENT REPORT 2017-2018
As of January 9, 2019

Grade	CMESS	ESPERANZA	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	0			1	11		4		16
1	3			6	19		4		32
2	0			6	24		3		33
3	1			5	25		6		37
4	1			2	14		2		19
5	2			5	20		1		28
6	1			1	14		2		18
7	3			4	16		5		28
8	1		15	5		5	3		29
9	2		20	5		11	4		42
10	3		25	8		14	2		52
11	0		21	7		14	3		45
12	4		14	1		37	6	58	120
Totals:	21		95	56	143	81	45	58	499

CMESS - Captain Meares Elementary Secondary School

ESPERANZA - Esperanza Elementary Secondary School

GRSS - Gold River Secondary School

KESS - Kyuquot Elementary Secondary School

RWES - Ray Watkins Elementary School

TSAWALK - Tsawalk Learning Centre

ZESS - Zeballos Elementary Secondary School

CONT ED - Continuing Education

January 8, 2019

To: Board of Education School district No. 84 (Vancouver Island West)

From: Natalie Lowe Accountant

Subject: December 2018 Financial Review

Executive summary

As at December 31, six months or 50% of the 2018/19 fiscal year and four months or 40% of the school calendar year has elapsed. The budget amounts shown in this report are the 2018/19 preliminary budget amounts based upon the Spring 2018 estimated enrolment for 2018/19.

At this time, the year to date revenue and expenses are trending as predicted in comparison to the budget for the school district.

Revenues

At the end of June 2018 the District had an operating surplus of \$1,036,4472 of which \$555,000 was allocated for use in the current year leaving an unrestricted surplus of \$481,442.

To the end of December 2018, the District received \$2,308,002 (2017-2,167,000) in MOE operating grants. This is almost 45% of the total grants to be received.

To the end of December 2018 the District received \$1,384,488 for the LEA (2017-1,480,000)

Expenditures

See attached

Operating expenses last year were 58.7% of budget. Currently the variance is 57.7% of budget so the District is right on track with spending.

School District No. 84 (Vancouver Island West)
2018/2019 Summary Financial Analysis

DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	REMAINING	% REMAINING	PRIOR YEAR
PRINCIPAL & VP SALARIES	\$ 661,311	\$ 1,228,806	\$ 567,495	46.20%	42.30%
TEACHERS SALARIES	\$ 1,223,673	\$ 3,289,119	\$ 2,065,446	62.80%	61.80%
SUPPORT STAFF SALARIES	\$ 336,210	\$ 653,772	\$ 317,562	48.60%	54.40%
EDUCATIONAL ASST SALARIES	\$ 187,588	\$ 457,018	\$ 269,431	59.00%	58.80%
OTHER PROFESSIONAL SALARIES	\$ 161,705	\$ 388,455	\$ 226,750	58.40%	49.90%
SUBSTITUTE SALARIES	\$ 180,707	\$ 338,919	\$ 158,212	46.70%	50.80%
EMPLOYEE BENEFITS	\$ 546,731	\$ 1,491,876	\$ 945,145	63.40%	64.20%
SERVICES	\$ 467,293	\$ 789,822	\$ 262,209	59.10%	67.70%
SUPPLIES	\$ 255,421	\$ 853,313	\$ 597,892	70.10%	72.00%
UTILITES	\$ 131,109	\$ 376,750	\$ 245,641	65.20%	72.40%
	\$ 4,383,866	\$ 10,362,178	\$ 5,978,312	57.70%	58.70%