



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

MONDAY, APRIL 8, 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 March 11, 2019
6. **BUSINESS ARISING FROM THE MINUTES**
7. **PUBLIC INQUIRIES AND PRESENTATIONS**
 - a. Gold River Secondary School Report - Mr. Ken Lees, Principal
 - b. New Zealand Student Exchange Trip – Mr. Jeff Rockwell and Students
 - c. Tahsis Salmon Enhancement Proposal – Mr. Tony Ellis
8. **CORRESPONDENCE**
9. **REPORT OF THE CLOSED MEETING**
10. **TRUSTEE REPORTS**
 - a. School Reports
11. **UNFINISHED BUSINESS**
 - a. Preliminary Budget 2019-2020
12. **NEW BUSINESS**
 - a. Measles Catch-up Program at School-Based Immunization Clinics
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. May 13, 2019 – 4 pm in Kyuquot (location TBA)
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, MARCH 11, 2019
AT ZEBALLOS ELEMENTARY SECONDARY SCHOOL, ZEBALLOS, BC**

TRUSTEES PRESENT: Arlaine Fehr, Chairperson (Gold River)
Jenniffer Hanson, Vice-Chairperson (Kyuquot)
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

CALL TO ORDER:

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

APPROVAL OF AGENDA:

2019:R-015 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2019:R-016 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO adopt the minutes of the Regular Board Meeting of February 19, 2019."

BUSINESS ARISING FROM THE MINUTES:

Trustee Smith reported that there are funding supports from other sources for Zeballos' tsunami evacuation site, so this has been resolved.

PUBLIC INQUIRIES AND PRESENTATIONS:

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

Mr. Broderick reported on a very busy year to date. There has been some teacher turnover this year and everyone was happy to recently welcome Ms. Cindy Rodgers to Zeballos School. Ms. Rodgers, who is a veteran teacher with extensive counselling experience, is settling in very nicely and quickly becoming an integral part of the team. Another new teacher, Mr. Christopher Rolle, joined Zeballos School at the beginning of this school year and is doing a very good job with the Math/Science and highschool Physical Education Programs.

The Board had the privilege of meeting with Miss Florence John earlier in the day. Florence is the only grad this year and is looking forward to post-secondary education at Vancouver Island University where she has received a conditional acceptance for next year. A Girls' Club has been started (with a Boys' Club slated to start soon). Zeballos School provides the space, time and resources so that the girls and women of the community can spend time together to talk about families and connections, while enjoying activities, games, dinners, etc. This week, Zeballos School is hosting a family dinner as part of the consultation around the school planning process, and everyone hopes for a good turnout. A similar event occurred last year with over 100 parents and children in attendance! The School Based Team has been talking about bullying prevention and Mr. Broderick has been following up with staff to make sure that all employees (K-12) are using the same bullying prevention language. As bullying can be a symptom of unhealthy relationships, the staff will be looking at resources to enhance healthy relationships. Zeballos School recently hosted an NTC workshop with Natalie Ocean,

the Harm Reduction Coordinator from NTC, who provided education around marijuana, coping skills and calming strategies such as 'tapping' which is a physical strategy to calm one's heart and breathing.

With the assistance of the Nuuchahnulth Education Workers, Zeballos School provides K-12 language and culture lessons to students each week – primary/intermediate each day and highschool twice weekly – and dancing lessons and practice each Wednesday afternoon. Students are preparing for their performances at the upcoming Ahousat potlatch. A language and culture 'land camp' is being planned for a week in June with all Grade 7-12 students going for three days (boys and girls on separate days), and all intermediate students going mid-week for one day. The Principal has been approached by the NEWs to open a discussion about Zeballos School hosting a District potlatch next year, and that conversation will happen after Spring Break.

Mr. Elmar Nabbe, Teacher Teaching on Call, is working at Zeballos School this week to continue the ongoing hatchery and pond projects. Zeballos School has an educational partnership with the Ehattesaht Hatchery. Fish were donated to the School this year to raise onsite from the Conuma River. The restoration pond is located by Marker 37 which was originally a quarry that was excavated and developed into a restorative habitat. As the weather permits, students and teachers will work together this week to remove many invasive species and transplant native species. The teachers are interested and looking forward to getting involved in a database that can be used to integrate all of this work into the curriculum. Extensive work and support has been provided to Zeballos School by registered professional biologist Mike Wright and his company.

Ms. Emma Denhoff has been organizing bi-weekly Spirit Days at Zeballos School with many different themes that have all been very enjoyable. Ms. Denhoff, Mr. Rolle and Ms. Rodgers have also been working with the Nootka Sound Outdoor Program teacher, Ms. Jones, on upcoming day trips to different nearby locations. A ski trip is planned for April 1st, followed by a performance by a First Nations Hip Hop Artist on April 3rd – a lead-in to a very busy Spring to come with the primary students getting ready to work on their garden in the School's back yard, and the older students preparing for planting in the Ehattesaht Community Garden site. Mr. Broderick was very happy to report that the new water bottle fountain arrived today, so it should be in full working order in the very near future! He also noted that Zeballos School has an open-door policy and invited the Trustees to come and visit whenever they have an opportunity, and to feel welcome to spend time in any of the classes.

CORRESPONDENCE:

- BC Principals' & Vice-Principals' Association
- Chair, SD28 (Quesnel)
- BC School Trustees Association
- BCSTA
- F. MacMillan, Ministerial Enquiries Division
- President, BCSTA
- BCSTA
- BCSTA
- SD84 Board
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- Copy of Letter to Minister of Education re the School Community Mental Health Conference
- Copy of Letter to Minister of Education re All Playgrounds Being Accessible for Those with Physical Disabilities
- Headlines: Daily News for School Trustees
- BCSTA Update: Media Release: BC School Trustees Respond to the 2019 Provincial Budget
- Copy of Letter to BCSTA President re Support Services for Newcomers to Canada
- Copy of Letter to Minister of Education re BCSTA Response to Funding Model Independent Panel Report
- BCSTA Weekly: AGM Substantive Motions Deadline, Taxation of School Trustee Remuneration, HUB Update
- Headlines: Daily News for School Trustees
- Responses to the Funding Model Review Questions
- Headlines: Daily News for School Trustees
- Headlines: Daily News for School Trustees
- The Education Leader: Issue 24: Leadership Series, Mental Health, Students and Tech, Legislative Committee

- BCSTA
- BCSTA
- Ray Watkins Elementary School
- BCSTA
- Chair, SD43 (Coquitlam)
- BCSTA
- BCSTA
- Chair, SD70 (Alberni)
- Headlines: Daily News for School Trustees
- Headlines: Daily News for School Trustees
- March 2019 Newsletter
- Headlines: Daily News for School Trustees
- Copy of Letter to Minister of Education re Funding Model Review Panel's Findings and Their 22 Recommendations
- BCSTA Weekly: AGM Information, Call for Deputy Chairs and Readers, External Facilitation Services
- Headlines: Daily News for School Trustees
- Copy of Professional Learning Committee Report to VISTA Branch Spring Meeting

2019:R-017 **MOVED:** Trustee Stiglitz, **SECONDED:** Trustee Hanson
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Fehr reported on the discussion of two labour issues, one legal issue, and a motion was passed to adjust the mileage increase to match the teachers' provincial rate of \$.55 per kilometer.

TRUSTEE REPORTS:

a. School Reports

Trustee Smith noted that earthquake drills had taken place at Zeballos School and, as Mr. Broderick had already reported, the focus will now turn to the aquaculture and other outdoor projects.

Trustee Mann reported on the Ray Watkins' PAC meeting of February 19, 2019, with one new member attending but still in need of more members to fill the executive. Some of the highlights included the purchase of new softball equipment thanks to a donation from the Mowachaht/Muchalat First Nation, discussion of a parent volunteer calendar, \$628.55 in box office proceeds were raised to offset the cost of Missoula Theatre, and the Gaming Grant has been received and deposited. At its meeting in March, PAC agreed to start fundraising for a new intermediate playground, made plans for the Spring Fling on March 10 and 11, and will be meeting with The Hub to organize a screening of the documentary, *Resilience for Parents, Caregivers and Educators*.

Upcoming events at Ray Watkins Elementary School are as follows:

- March 11 - Report cards, Art Club
- March 13 and 14 – No school in afternoon for parent/teacher interviews and Mr. Wilson will be available to meet with parents to discuss FSA results for Grades 4 and 7 students.
- March 15 – Crazy Hat Day
- March 16-31 – Spring Break
- April 03 – PALS (Numeracy)
- April 08 – PAC meeting

Trustee Hanson reported that the Kyuquot School's highschool students will, once again, be involved in a student exchange program with Ontario students this Spring. Approximately 25 students will be travelling to Hamilton, Ontario in early May with their teachers, Ms. Randall and Ms. Comeau, and the Hamilton students will arrive in Kyuquot towards the end of May. Needless to say, everyone is very excited!

Trustee Stiglitz reported that the Captain Meares secondary students are busy planning for their garden beds in the Community Garden, all part of the 'Farm to School Program'. She attended the recent PAC meeting and it was decided that this year's PAC Spring Bazaar will be held on May 5th from Noon to 3 pm.

Chairperson Fehr reported the following activities at Gold River Secondary School:

- A very successful Mental Health Fair was held on March 26, with students attending a variety of sessions and visiting numerous exhibitors in the school lobby.
- Gold River Secondary hosted the District Basketball Jamboree and all students enjoyed the team play. Thank you to all of the volunteers who helped make this event a success.
- The local Science Fair will be held March 14 and the winners will compete at the Regional Science Fair in Port McNeil in April.

b. **Ministry of Education-BCSTA 4th Annual Partner Liaison Meeting**

Chairperson Fehr reported on the meeting of February 22, 2019, the theme of which was 'Improving Student Outcomes'. The Minister of Education, Rob Fleming, spoke about the Funding Model Review and the new K-12 curriculum implementation. A Collective Bargaining update was provided and there is confidence that agreements will be reached by the end of June. Districts were urged to complete their Local Education Agreements. Working groups are in place to review the Finance Review Committee's recommendations and have expanded their scope to ensure that all recommendations are reviewed before a report is submitted by the end of June.

c. **BC School Trustees Association Professional Development for Trustees**

The Trustees and Superintendent/Secretary-Treasurer attended the BCSTA Professional Development event held in Campbell River on February 28 and March 1. Topics covered:

- Board governance
- Responsibility for student success
- Strategic planning
- Roles and responsibilities
- Fiduciary governance
- Annual budget – setting objectives, principles, consultation, and communication plan
- Annual budget preparation
- Implementing, managing, and monitoring the budget plan
- Annual financial statements and audit committees
- Communicating strategic directions and decisions of the board

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



The Trustees and Superintendent/Secretary-Treasurer attended the meeting in Courtenay on March 1-2, 2019. Friday evening's program included a performance by "Little Bears" and a bargaining update by Mr. Del Negro of the BC Public School Employers' Association.

Saturday's agenda included the U'mista Exhibit viewing, a performance by 'Destination Imagination', a group challenge, and presentations on the Hornby Island School fire, Blended Learning, Fine Arts Academy and Creative Collection. As evidenced by this photograph, School District 84's Trustees also enjoyed their bus trip to a French Immersion School in Comox. Saturday's business meeting included a round-table discussion on committees, special needs children, local bargaining teams, child care expenses, and student voice on the Board

e. **First Nations Education Liaison Committee Meeting**

Trustee Smith reported that the meeting focused on finalizing the Pathways curriculum tool, with the emphasis on ensuring that this will be a very helpful tool for teachers to use. The Committee also

agreed to look into the Downey Jack Foundation, which will require more consultation. The next meeting of the First Nations Education Liaison Committee is scheduled for May 21, 2019 in Zeballos.

UNFINISHED BUSINESS:

a. **School Calendar 2019-2020**

This calendar was circulated with the only input coming from Kyuquot School requesting its own local calendar. The Superintendent/Secretary-Treasurer recommended that the Board approve the District calendar as presented so it can be sent to the Ministry for approval. He will follow up with the Kyuquot Principal to get clarification on the local calendar request.

2019:R-017 MOVED: Trustee Mann, SECONDED: Trustee Smith
AND RESOLVED:
"TO accept the 2019-2020 calendar as circulated."

b. **Spring Community Consultation Meetings**

The meetings all took place, with a good turnout at most locations. The consultation forms are due in the Board Office by March 15th, to be considered as part of the budget and education process. The Superintendent/Secretary-Treasurer stated that he enjoyed the meetings very much and everyone appreciated the informative Powerpoint presentation, created by Mr. Steve Larre.

c. **Preliminary Budget 2019-2020**

The Superintendent/Secretary-Treasurer explained that, in order to start building the budget, he needs to know if the Board is comfortable with a conservative approach, a moderate approach or an aggressive approach to the budget. The Trustees all agreed on a moderate approach, and the Superintendent/Secretary-Treasurer stated that all three budgets will be developed but with more in-depth detail on what things will be missing in a 'moderate' approach, all to be presented in April. The Superintendent/Secretary-Treasurer reminded Trustees that this is only one step of the budget process and - as Joan Axford says - the day after the budget is passed, it will already be changing.

NEW BUSINESS:

a. **Student Teachers**

The Australian student teachers have come and gone, this time spending all of their time in Gold River. Their visits not only expose the District to the world, but help to make connections with international partnerships to increase the ability to hire teachers in BC. Student teachers from VIU and UBC will be in the District in the Spring, which hopefully will have a positive effect on teacher recruitment.

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. **District Update**

There is a Continuing Education teacher posting open in Gold River until the end of March, currently being filled by a Teacher Teaching on Call. Apart from a few support staff issues, the schools are staffed and functioning quite well.

b. **Enrollment Report**

The enrollment is at 521 students, a slight increase from last month.

c. **Finance Warrants**

The finance warrants were included in the agenda package, and the District is trending almost exactly as it was this time last year.

TRUSTEE INQUIRIES:

Trustee Mann asked if there were any districts with vaccination policies and districts changing their policies around vaccinations. The Superintendent/Secretary-Treasurer will follow up.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETINGS:

The next public meeting of the Board of Education will be held on April 8, 2019, at 4 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. Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

At 5 pm:

2019:R-018 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO adjourn."

Excellent health and care, for everyone,
everywhere, every time.



April 3, 2019

Dear Superintendents and Principals:

Re: Measles Catch-up Program at School-Based Immunization Clinics

The Province of British Columbia is launching a measles immunization catch-up program to help B.C. families ensure their children are protected from measles. The program will run from April through June 2019, with a goal of immunizing as many of the under immunized school aged children as possible by the end of the school year.

Island Health Public Health Nurses will be in contact with your school this Spring to book clinic dates and distribute consents to parents and guardians of children who are unimmunized or under immunized.

As Island Health is already offering a full catch up program in grade 6 and 9 a focus will be given to grades where catch-up vaccines have not already been offered or will soon be offered. We will begin with offering Measles, Mumps, Rubella (MMR) vaccine to grade 10-12 students who are unimmunized or under immunized. Following the immunization of grade 10-12 students, Public Health will immunize children in kindergarten to grade 4.

Consents for students will first be sent to parents/guardians however students in grade 10-12 will be able to provide consent if parents are unavailable or do not respond.

Most children in kindergarten to grade 4 will attend clinics at their local Public Health office. Where there are a large number of kindergartens to grade 4 students requiring immunization the PHN may arrange a clinic to immunize in schools. Where this option is offered, an invite will be sent to parents to attend as parents of children in kindergarten to grade 4 will need to be present at the time of immunizations.

The measles catch-up program is the first step in a two-phase plan to educate people about the importance of immunization and help them become aware of their immunization status. Offering the measles immunization catch-up program now will prepare parents for mandatory reporting of vaccination status, which is planned for the fall of 2019.

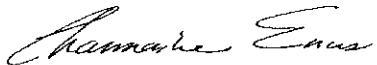
Additional Information:

- HealthLinkBC file on Measles, Mumps, Rubella vaccine can be found at <https://www.healthlinkbc.ca/healthlinkbc-files/measles-mumps-rubella-vaccine>

- HealthLinkBC file on mature minor consent and immunizations can be found at <https://www.healthlinkbc.ca/healthlinkbc-files/infants-act-mature-minor-consent-and-immunization>
- Information will be made available to the school for inclusion in newsletters to students and parents/guardians/representatives.

We look forward to continuing to work with your students and staff to promote good health and healthcare service through our immunization and other public health programs.

Yours in Health,

A handwritten signature in cursive script that reads "Charmaine Enns".

Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer

Vancouver Island West School District 84
ENROLLMENT REPORT 2017-2018
As of April 3, 2019

Grade	CMESS	ESPERANZA	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	1			1	12		4		18
1	3			6	18		4		31
2	0			6	25		4		35
3	1			5	26		6		38
4	1			2	14		2		19
5	2			5	21		2		30
6	1			1	14		2		18
7	3			4	18		4		29
8	1		14	5		6	3		29
9	3		20	4		12	4		43
10	4		29	6		16	2		57
11	1		20	7		17	3		48
12	4		14	1		39	4	68	130
Totals:	25		97	53	148	90	44	68	525

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

April 3, 2019

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

From: Natalie Lowe Accountant

Subject: March 2019 Financial Review

Executive summary

As at March 31, 2019, nine months or 75% of the 2018/19 fiscal year and seven months or 70% of the school calendar year has elapsed. The budget amounts shown in this report are the 2018/19 amended budget amounts based upon the Fall 2018 actual 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. Approximately \$300,000 has been added to the budget in line with the additional revenue received.

Revenues

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

To the end of February 2019, the District received \$6,719,447 out of a predicted \$8,992,918 in MOE operating grants (not including special purpose fund). This is 75% of the total grants to be received. To the end of March 2019 the District received \$2,063,798 for the LEA

Expenditures

See attached

Currently the variance is 31.1% of budget so the District is right on track with spending. You can see that the variance for rentals is negative due to adding more space in Nanaimo. This will be included in the budget for next year.

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

March 31, 2019

DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	REMAINING	% REMAINING
PRINCIPAL & VP SALARIES	\$ 1,027,444	\$ 1,378,806	\$ 351,362	25.5%
TEACHERS SALARIES	\$ 2,204,522	\$ 3,289,119	\$ 1,084,597	33.0%
SUPPORT STAFF SALARIES	\$ 545,192	\$ 803,772	\$ 258,580	32.2%
EDUCATIONAL ASST SALARIES	\$ 352,851	\$ 457,018	\$ 104,167	22.8%
OTHER PROFESSIONAL SALARIES	\$ 259,277	\$ 388,455	\$ 129,178	33.3%
SUBSTITUTE SALARIES	\$ 255,273	\$ 338,919	\$ 83,646	24.7%
EMPLOYEE BENEFITS	\$ 1,031,221	\$ 1,491,876	\$ 460,655	30.9%
SERVICES	\$ 542,217	\$ 504,328	-\$ 37,889	-7.5%
SUPPLIES	\$ 419,296	\$ 859,313	\$ 440,017	51.2%
UTILITES	\$ 252,320	\$ 376,750	\$ 124,430	33.0%
	\$ 7,356,906	\$ 10,678,178	\$ 3,321,272	31.1%

added \$150,000 from increase in funding
in Principals and Support staff

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

DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	REMAINING
Annual Facilities Grant	98,910	79,210 -	19,700
By-law Capital			
Youth Trade	4,206	4,987	781
Playground	50,979	90,000	39,021
ZESS Replacement	85,972	102,754	16,782
CNCP (295,000)	24,048	110,148	86,100
Kyuquot Electrical	36,513	356,926	320,413
Capital AFG	193,926	310,157	116,231
Local Capital		142,517	142,517