



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

MONDAY, MARCH 9, 2020 - 4:00 PM

Zeballos Elementary Secondary School

AGENDA

- 1. CALL TO ORDER
- 2. APPROVAL OF AGENDA
- 3. ADOPTION OF MINUTES
 - a. Regular Meeting of February 10, 2020
- 4. Business Arising from the Minutes
- 5. Public Inquiries and Presentations
 - a. Mr. Sean Broderick, Principal, Zeballos Elementary Secondary School
- 6. CORRESPONDENCE
- 7. REPORT OF THE CLOSED MEETING
- 8. TRUSTEE REPORTS
 - a. School Reports
 - b. BC School Trustees Association Provincial Council Meeting
 - c. VISTA Spring Conference
 - d. Hobiyee Celebration
- 9. Unfinished Business
 - a. Spring Community Consultation Meetings
 - b. Preliminary Budget 2020-2021
 - c. School Calendar 2020-2021
 - d. Strategic Planning
 - e. Policy Project Update
- 10. New Business
 - a. Disposition of Property Bylaws No. 20-1, 20-2 and 20-3
 - b. COVID-19 (Novel Coronavirus)
- 11. SUPERINTENDENT/SECRETARY-TREASURER'S REPORT
 - a. District Update
 - b. Enrollment Report
 - c. Finance Warrants
- 12. TRUSTEE INQUIRIES
- 13. Press and Public Inquiries
- 14. NOTICE OF MEETING
 - a. April 14, 2020 4 pm School Board Office, Gold River
- 15. ADJOURNMENT



REGULAR MEETING OF THE BOARD OF EDUCATION FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84, HELD ON MONDAY, FEBRUARY 10, 2020 AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC

TRUSTEES PRESENT:

Arlaine Fehr, Chairperson (Gold River)

Jenniffer Hanson, Vice-Chairperson (Kyuquot)

Debbie Mann (Gold River) Allison Stiglitz (Tahsis)

Andrew Smith (Zeballos) (telephone)

ALSO PRESENT:

Lawrence Tarasoff, Superintendent/Secretary-Treasurer Annie McDowell, Associate Director of Human Resources

CALL TO ORDER:

Chairperson Fehr called the meeting to order at 4:00 pm and acknowledged that the meeting was being held on Mowachaht/Muchalat First Nations Territory.

APPROVAL OF AGENDA:

2020:R-005

MOVED: Trustee Stiglitz, SECONDED: Trustee Hanson

AND RESOLVED:

"TO approve the agenda."

ADOPTION OF MINUTES:

2020:R-006

MOVED: Trustee Hanson, SECONDED: Trustee Mann

AND RESOLVED:

"TO adopt the minutes of the Regular Board Meeting of January 13, 2020."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

Nil.

CORRESPONDENCE:

 BC Teachers' Federation

 Copy of Letter to Minister of Education re the Importance of Transparency and Accountability in School District Budgets

 Minister of Education

 Copy of Letter to President, BC School Trustees Association, re 2020 Premier's Awards for Excellence in Education – Deadline to Submit is April 30, 2020

· BC School Trustees Association

· BCSTA Headlines: Daily News for School Trustees

Chair, SD19 (Revelstoke)

 Copy of Letter to Ministry of Health re BC Ministry of Health – Vapour Product Intention Paper Feedback

BCSTA

 BCSTA Weekly: Provincial Council Motion Deadline; AGM Motion Deadlines; Leadership Series Registration Open; Communications Survey; Contact Updates; Premier's Awards for Excellence in Education; BC Achievement's Community Awards; Letters

· BCSTA

· BCSTA Headlines: Daily News for School Trustees

· BCSTA

BCSTA Weekly: Reminder – Late Motions to Provincial Council; AGM Resource –
 Motion Database; BCSTA Branch Constitution Bylaws; Court Decision - Servatius v.
 Alberni SD70; Leadership Series Registration Open; Changes to the BC Emergency Program Act; Skills Canada National Competition; Chemical Institute of Canada Scholarship; Resource – Vaping Prevention Toolkit; Opinion – Are Global Competencies

Scholarship, Resource - vaping rievention rooms, opinion into o

a Fad?; Sad News; Letters

· BCSTA

- · The Education Leader: Sustaining Indigenous Learning in SD47; BCSTA 2020
- Scholarships; Our Sacred Children Mini-Documentary; Pilot Girls in Trades Program a

Success

BCSTA

 BCSTA Weekly: Motions for AGM 2020; AGM Speaker – Michael Fullan; Coronavirus Risk Low; Leadership Series Registration Open; Moose Hide Campaign; Questions on SOGI; New Indigenous Education Resources; Premier's Awards for Excellence in Education; Opinion – Do Low Expectations Hurt Indigenous Learners; Letters

BCSTANorthernInterior Branch

Copy of Letter to BCSTA Board of Directors and CEO Mike Roberts to Express

Appreciation for Support at Northern Interior Branch AGM

Ray Watkins
Elementary
School

· February 2020 Newsletter

· BCSTA

- · BCSTA Headlines: Daily News for School Trustees
- · BCSTA · BCSTA
 - BCSTA Weekly: AGM Motion Update; AGM Nominations; Leadership Series;
 Celebrate French Immersion; Black History Month; Pink Shirt Day; BCSTA Scholarships;
 Letters

2020:R-007

MOVED: Trustee Smith, SECONDED: Trustee Stiglitz

AND RESOLVED:

"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Fehr reported on the discussion of two labour items.

TRUSTEE REPORTS:

a. School Reports

Trustee Smith reported that the Zeballos high school students enjoyed the NSOP trip to Mt. Cain on January 13th with Ms. Jones and Ms. Rodgers. The intermediate class also enjoyed a day at Mt. Cain on February 3rd, accompanied by Mr. Stupich, Mr. Gledhill and Mr. Broderick. Thirteen junior and senior students are currently on a week-long 'Experiences Canada' trip to Berthierville, Quebec (near Quebec City) and highlights will include the Quebec City Winter Carnival and a day-trip to Montreal. In May, Zeballos School will host the students from Quebec and this exchange trip has been planned and lead by Mr. Rolle, Ms. Rodgers, Nuu-chah-nulth Education Worker Celina Charleson, and Parent/Chaperone Annie John. Zeballos School will also celebrate Pink Shirt Day on February 26th.

Thanks to the funding which was applied for and received by the Ehattesaht First Nation, resident elder Vince Smith has been working in Zeballos School each day with staff and students and will continue to the end of February. Ms. Julie Colborne is organizing a Nuu-chah-nulth Health Fair for the end of March, and the Zeballos Literacy Group will be hosting a Nuu-chah-nulth Literacy Fair on May 20th.

Trustee Hanson reported that the Kyuquot Parents' Club recently started up, welcoming all parents of preschool-aged children right up to Grade 12. The Club held a successful first hot dog sale fundraiser and looks forward to the next event which will be a Valentine's Dinner on February 12th. Trustee Hanson was pleased to report that one of the adult students will be graduating this year.

Trustee Stiglitz reported that Captain Meares looks forward to another visit from Missoula Theatre during the last week of February, and the community consultation meeting will take place on February 24th.

Trustee Mann reported that the community lunch is scheduled for February 18th, and her last report highlighted activities up to and including April.

Gold River Secondary has 100 students registered and they continue to welcome International students. Report cards were issued February 7th and Parent/Teacher Conferences are scheduled for February 19th. Grades 10 and 12 students participated in the Ministry of Education Numeracy Assessment. All parents/guardians received an email with a description of these assessments. Any students who missed the January writing session can take it in April. The Student Council hosted a Mental Health Awareness afternoon and a semi-formal dance. Boys' basketball and wrestling are gearing up for finals.

The Girls' Basketball Team attended the RCMP Boot Camp. Students traveling to France will leave in early March. NSOP will have two trips in February. Vaping continues to be an issue, and a Vancouver Island Health Authority presentation is planned to provide extended information on the effects of vaping.

UNFINISHED BUSINESS:

a. Spring Community Consultation Meetings

The upcoming community consultation meetings will include a quick overview of the Board's Strategic Plan, the draft Mission, Vision and Values, and a reminder of the education focus areas and how they will go together with plans for the 2020-2021 preliminary budget. Questionnaires will be distributed to parents, students and staff to provide input to the Board on the following four questions:

- 1. What are your thoughts on the draft Mission, Vision and Values? Any suggestions for the Board?
- 2. What are your thoughts on the District Education Plan goals? Do you see your child's/community's education needs reflected in the goals? Any suggestions?
- 3. What do you see as the three major budget priorities for the Board over the next three years? Next year?
- 4. What else would you like the Board to know?

The dates for community consultation meetings are as follows:

- Gold River Monday, February 24 School Board Office 7:00-8:30 pm;
- Nanaimo Tuesday, February 18 Nisaika Kum'tuks Learning Centre 4:00-5:30 pm;
- Tahsis Monday, February 24 Captain Meares Elementary Secondary School 4:00-5:30 pm;
- Zeballos Tuesday, February 25 Zeballos Elementary Secondary School 4:00-5:30 pm;
- · Kyuguot Wednesday, March 11 Kyuguot Elementary Secondary School 7:00-8:30 pm.

NEW BUSINESS:

a. Amended Annual Budget Bylaw

2020:R-008 MOVED: Trustee Stiglitz, SECONDED: Trustee Smith

AND RESOLVED:

"TO give the Amended Annual Budget Bylaw three readings in one."

Trustee Mann read aloud the Amended Annual Budget Bylaw.

2020:R-009 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz

AND RESOLVED:

"TO adopt the Amended Annual Budget Bylaw for the fiscal year 2019-2020 pursuant to Section 113 of the School Act, showing the estimated revenue and expense for the 2019-2020 fiscal year and the total budget bylaw amount of \$13,288,946 for the 2019-2020 fiscal year."

b. Enrollment Projections for 2020-2021

The projected enrollment for September 2020, including the Nootka Sound Outdoor Program and the Nanaimo Learning Centres, is 443 FTE. This represents a decrease of approximately 20 FTE which will have an impact on next year's programs and services.

c. Preliminary Budget 2020-2021

With the decline in enrollment, there will be changes to the budget and all areas will be considered very carefully. The community consultation meetings will provide input on the priority areas, to be presented to the Board in March. A draft budget will be presented in April, followed by the final budget in May.

d. School Calendar 2020-2021

Next school year is shorter than most due to the first day of school being September 8th and the last day being Friday, June 25th. If keeping with the 'Nine Day Fortnight/Two Week Spring Break' model, it would require each school day to be 10 minutes longer, which was considered by the Superintendent/Secretary-Treasurer to be excessive. In consultation with the Vancouver Island West Teachers' Union, it was agreed to extend the school year to June 30th and eliminate the 'NIS Day' on September 11th and June 18th which results in five additional days of instruction - 329 minutes including recess for elementary, and 340 minutes for secondary. The Superintendent/Secretary-Treasurer recommended that the proposed calendar be circulated for input.

2020:R-010 MOVED: Trustee Stiglitz, SECONDED: Trustee Hanson AND RESOLVED:

"TO circulate the proposed calendar for 2020-2021."

The Superintendent/Secretary-Treasurer will include a cover letter inviting input on the proposed calendar, which will be presented to the Board in March.

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. District Update

There are a number of individual students and teams taking part in activities. The GRSS girls' basketball team travelled to the mainland to attend basketball training and to visit the UBC Aboriginal Museum. The District's wrestling team will be going to the Provincials, and the GRSS boys' basketball team is attending the North Island Finals and will hopefully qualify for the Provincials once again. The District Basketball Jamboree is being organized, to take place in Gold River.

There are a number of International students visiting the District this year, with a group of Korean students currently in Gold River and staying in the dorms at Ray Watkins Elementary School.

b. Enrollment Report

The District enrollment is holding steady at 460 FTE.

TRUSTEE INQUIRIES:

Trustee Smith noted that there was a suggestion last month that the March Board meeting in Zeballos would be moved to April. The Superintendent/Secretary-Treasurer clarified that the change was suggested because of the likelihood of poor driving conditions in March, and will not take effect until the 2020-2021 school year.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETING:

The next public meeting of the Board of Education will be held on Monday, March 9, 2020, at 4 pm, at Zeballos Elementary Secondary School. 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-schoolo-district-84.

ADJOURNMENT:

At 4:26 pm:

2020:R-011 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz AND RESOLVED: "TO adjourn."



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

9 DAY - 2 WEEK SCHOOL CALENDAR 2020 - 2021 (DRAFT)

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September

08 Schools Open 25 CI Day

October 09 Schools Not In Session 12 Thanksgiving Day 23 Provincial Pro D Day

November 06 Schools Not In Session 11 Remembrance Day 20 Pro D Day

December

04 Schools Not in Session 18 Schools Not in Session 21 Schools Close for Winter Break 25 Christmas Day 28 in lieu of Boxing Day

January

01 New Years Day 04 Schools Re-Open 15 Schools Not In Session 29 Schools Not In Session

February

12 Schools Not In Session 15 Family Day 26 Pro D Day

March

12 Schools Not In Session 15 Schools Closed for Spring Break 29 Schools Re-Open

April

02 Good Friday 05 Easter Monday 09 Schools Not In Session 23 Pro D Day

May

07 Schools Not In Session 21 Pro D Day 24 Victoria Day

June

04 Schools Not In Session 29 Last Day of Instruction 30 Administration Day

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Days in Session: 175 Days of Instruction: 168 Number of Hours of Instruction: Elementary 878 /Secondary 952

Minutes per Day: Elementary 329 /Secondary 340

Instruction Pro-D/CI Day Schools Not in Session Statutory Holidays

DISPOSITION OF PROPERTY BY-LAW NO. 20-1

SCHOOL DISTRICT 84 (VANCOUVER ISLAND WEST)

A by-law of the Board of Education of School District 84 (Vancouver Island West) (hereinafter called the "Board") to sell a teacherage in Zeballos.

WHEREAS the Board intends to sell the teacherage located in Zeballos, a by-law is required as a part of the documentation to be forwarded to the Ministry of Education.

THEREFORE, pursuant to the *School Act*, Sections 96(3) and 168(2)(t) and Ministerial Order M193/08, the Board adopts the following:

- The Board of Education of School District 84 (Vancouver Island West) sells a mobile home and the property located at 602 Keno Crescent in Zeballos, British Columbia.
- 2. The proceeds from this sale shall be deposited into the Local Capital Reserve Account, to be used to reduce outstanding loans of teacherages.

This by-law is cited as School District 84 (Vancouver Island West) Disposition of Property By-law No. 20-1.

Date of First Reading: Date of Second Reading:	
Date of Third Reading and Adoption:	
bate of Time Housing and Adoption.	
egyptylanangyspanydyssanan	Chairperson of the Board
	 Secretary-Treasurer

DISPOSITION OF PROPERTY BY-LAW NO. 20-2

SCHOOL DISTRICT 84 (VANCOUVER ISLAND WEST)

A by-law of the Board of Education of School District 84 (Vancouver Island West) (hereinafter called the "Board") to sell a teacherage in Zeballos.

WHEREAS the Board intends to sell the teacherage located in Zeballos, a by-law is required as a part of the documentation to be forwarded to the Ministry of Education.

THEREFORE, pursuant to the *School Act*, Sections 96(3) and 168(2)(t) and Ministerial Order M193/08, the Board adopts the following:

- 1. The Board of Education of School District 84 (Vancouver Island West) sells a mobile home and the property located at 604 Keno Crescent in Zeballos, British Columbia.
- 2. The proceeds from this sale shall be deposited into the Local Capital Reserve Account, to be used to reduce outstanding loans of teacherages.

This by-law is cited as School District 84 (Vancouver Island West) Disposition of Property By-law No. 20-2.

Date of First Reading:	
Date of Second Reading:	
Date of Third Reading and Adoption:	
	Chairperson of the Board
1	
	Secretary-Treasurer

DISPOSITION OF PROPERTY BY-LAW NO. 20-3

SCHOOL DISTRICT 84 (VANCOUVER ISLAND WEST)

A by-law of the Board of Education of School District 84 (Vancouver Island West) (hereinafter called the "Board") to sell a teacherage in Zeballos.

WHEREAS the Board intends to sell the teacherage located in Zeballos, a by-law is required as a part of the documentation to be forwarded to the Ministry of Education.

THEREFORE, pursuant to the *School Act*, Sections 96(3) and 168(2)(t) and Ministerial Order M193/08, the Board adopts the following:

- 1. The Board of Education of School District 84 (Vancouver Island West) sells a duplex mobile home and the property located at 610A and 610B Keno Crescent in Zeballos, British Columbia.
- 2. The proceeds from this sale shall be deposited into the Local Capital Reserve Account, to be used to reduce outstanding loans of teacherages.

This by-law is cited as School District 84 (Vancouver Island West) Disposition of Property By-law No. 20-3.

Date of First Reading:	
Date of Second Reading:	
Date of Third Reading and Adoption:	
	Chairperson of the Board
	Secretary-Treasurer

Vancouver Island West School District 84

ENROLLMENT REPORT 2019-2020

As of March 4, 2020

Grade	CMESS	ESPERANZA	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
К	5			0	14		2		21
1	0			1	11		6		18
2	3			6	17		4	:	30
3	0			4	24		4		32
4	1			7	26		2		36
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6	2			6	20		1		29
7	1			1	13	1	2		18
8	3		15	3	1	9	4		35
9	2		17	4		13	3		39
10	4		25	9		18	4		60
11	2		23	3		16	4		48
12	1		18	8		40	6	73	146
Totals:	26		98	54	143	97	45	73	536

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

March 3, 2020

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

From: Natalie Lowe Accountant

Subject: February 2020 Financial Review

Executive summary

As at February 2020, eight months or 67% of the 2019/20 fiscal year and six months or 60% of the school calendar year has elapsed. The budget amounts shown in this report are the 2019/20 preliminary budget amounts based upon the Fall 2019 enrolment for 2019/20.

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 2019 the District had an operating surplus of \$1,003,741 (L/Y\$1,036,442) of which \$504,000 was allocated for use in the current year leaving an unrestricted surplus of \$500,000. We are currently using approximately \$750,000 to balance the budget.

To the end of February 2020, the District received \$3,580,469 (2019-3,198,000) in MOE operating grants. This is 37% of total anticipated(L/Y 41%).

To the end of February 2020 the District received \$2,382,666 for the LEA (2018-1,588,444)

Expenditures

See attached

Operating expenses last year were 59% of budget. Currently the 63% of budget has been spent so the District is tracking a little higher in spending.

School District No. 84 (Vancouver Island West) 2019/2020 Summary Financial Analysis

29-Feb-20

DESCRIPTION	 PENDITURE RRENT YEAR	CURRENT BUDGET	REMAINING	% REMAINING	PRIOR YEAR
PRINCIPAL & VP SALARIES	\$ 895,034	\$ 1,435,660	\$ 540,626	37.7%	36.86%
TEACHERS SALARIES	\$ 2,125,213	\$ 3,533,930	\$ 1,408,717	39.9%	43.07%
SUPPORT STAFF SALARIES	\$ 489,057	\$ 614,752	\$ 125,695	20.4%	39.58%
EDUCATIONAL ASST SALARIES	\$ 289,207	\$ 536,142	\$ 246,935	46.1%	33.04%
OTHER PROFESSIONAL SALARIES	\$ 267,493	\$ 421,555	\$ 154,062	36.5%	43.33%
SUBSTITUTE SALARIES	\$ 278,068	\$ 343,589	\$ 65,521	19.1%	34.74%
EMPLOYEE BENEFITS	\$ 969,129	\$ 1,600,053	\$ 630,924	39.4%	42.69%
SERVICES	\$ 1,194,016	\$ 1,483,777	\$ 289,761	19.5%	13.97%
SUPPLIES	\$ 319,797	\$ 821,149	\$ 501,352	61.1%	60.45%
UTILITES	\$ 206,761	\$ 379,750	\$ 172,989	45.6%	51.70%
	\$ 7,033,775	\$ 11,170,357	\$ 4,136,582	37.0%	41.43%

School District No. 84 (Vancouver Island West) 2019/2020 Summary Financial Analysis

DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	REMAINING	
Annual Facilites Grant	63,957	79,210	15,253	
By-law Capital				
Youth Trade	4,206	4,987	781	
			-	
ZESS Replacement	78,000	102,754	24,754	
Kyukot	584,139	583,499	- 640	
SEP 19/20	41,505	50,000	8,495	
Capital AFG	105,714	310,157	204,443	
Local Capital		142,517	142,517	
Local Capital		142,317	142,317	