



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

TUESDAY, APRIL 14, 2020 – 4:00 PM

By Zoom

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 March 9, 2020
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
 - b. BC School Trustees Association Elections
 - c. BCSTA Provincial Council Update
9. **UNFINISHED BUSINESS**
 - a. Audit Update
 - b. Preliminary Budget 2020-2021
 - c. Strategic Plan
 - d. COVID-19
 - e. School Calendar 2020-2021
 - f. Disposition of Property Bylaws No. 20-1, 20-2 and 20-3
10. **NEW BUSINESS**
 - a. Capital Bylaw No. 2020/21
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 MEETINGS**
 - a. May 14, 2020 – 4 pm – School Board Office, Gold River
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, MARCH 9, 2020
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

TRUSTEES PRESENT: Jenniffer Hanson, Acting Chairperson (Kyuquot)
Debbie Mann (Gold River)
Allison Stiglitz (Tahsis)
Andrew Smith (Zeballos)

TRUSTEE ABSENT: Arlaine Fehr (Chairperson)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer
Annie McDowell, Associate Director of Human Resources
Five staff and public attendees

CALL TO ORDER:

Chairperson Hanson brought the meeting to order at 4:00 pm, and acknowledged that the meeting was taking place on the traditional territory of the Ehattesaht First Nation.

APPROVAL OF AGENDA:

2020:R-012 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2020:R-013 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO adopt the minutes of the Regular Board meeting of February 10, 2020."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

a. Sean Broderick, Principal, Zeballos Elementary Secondary School

Principal Broderick welcomed the Board and District staff to Zeballos Elementary Secondary School, and spoke of the very busy year to date. Some of the many highlights include:

- A special welcome to Ehattesaht Resident Elder Vince Smith, who will be spending time in all of the classrooms sharing cultural knowledge and teachings;
- Secondary, intermediate and primary students, led by Celina Charleson, are really enjoying learning and practicing the Nuuchahnulth language through directed activities and games;
- Kear Porttris of Gwai Engineering Ltd. led a workshop highlighting home energy and heat loss, and the highschool students were challenged to use engineering principles and their own dexterity to build a model home using their observation skills to determine the energy leakage/waste;
- The intermediate students, along with Mr. Gledhill, Mr. Broderick and Mr. Stupich, enjoyed a beautiful day at Mount Cain, snowboarding and skiing as well as romping in the abundant snow;
- Thirteen students, accompanied by Ms. Rodgers, Ms. John and Mr. Rolle, travelled to Berthierville, Quebec on a student exchange trip, and enjoyed a very busy week with a myriad of activities from snow shoeing, ice fishing, visiting the Quebec Winter Carnival, and a day trip to Montreal;
- Students continue to enjoy the delicious and nutritious Hot Lunch Program on Wednesdays, served up by the Ehattesaht First Nation and Trustee Andrew Smith;
- Adult Education classes continue each week on Mondays and Thursdays from 6-8:30 pm;
- Staff and students participated in Pink Shirt Day by not only wearing a pink shirt, but tie-dyeing the shirts as well!

- Zeballos School welcomed Josh and Hayden, visiting Aboriginal teachers from Australia, who enjoyed the experience of Zeballos classrooms first hand;
- The NTC Community Dinner was well-attended on March 2nd, and everyone looks forward to the 'Gearing UP' Science Workshop scheduled for March 10th;
- Elementary report cards will be issued on March 12th, followed by Spring Break; and;
- Congratulations to Matteo Janisse for his excellent reading skills this month!

CORRESPONDENCE:

- BC School Trustees Association Thompson Okanagan Branch
 - Coalition of Child Care Advocates of BC
 - Zeballos Elementary Secondary School
 - Ministry of Education
 - BCSTA
 - BCSTA
 - Vancouver Island School Trustees' Association
 - BCSTA
 - BCSTA
 - Chair, SD46 (Sunshine Coast)
 - BCSTA
 - Chair, SD69 (Qualicum)
 - BCSTA
 - VISTA
 - ZESS
 - BCSTA
 - VISTA
 - BCSTA
 - BCSTA
- Copy of Letter to Minister of Education re Funding Model Review
 - Significant Discussions at Early Learning Summit
 - ZESS January Newsletter
 - Copy of Letter to BCSTA President re the K-12 Funding Model Review
 - BCSTA Headlines: Daily News for School Trustees
 - BCSTA Update: Throne Speech – Education Highlights
 - Agenda for Upcoming VISTA Business Meeting, March 7, 2020
 - BCSTA Headlines: Daily News for School Trustees
 - BCSTA Weekly: AGM 2020 Registration; AGM Speaker – Natalie Panek; AGM Nominations; ; AGM Motions; Leadership Series; Accessibility Legislation Update; Copyright and Fair Dealing Week; Sad News; Letters
 - Copy of Letter to Minister of Transportation and Infrastructure re Support for the Use of Extended Stop Arms on School Buses
 - BCSTA Headlines: Daily News for School Trustees
 - Copy of Letter to Ministers of Education and Finance to Request the Provincial Government to Adequately Fund Public Education
 - BCSTA Weekly: AGM Registration Open; AGM Speaker – Ann Makosinski; AGM Nominations; AGM Motions; Share Your Passion; AGM Ministers' Panel; Leadership Series; Local Voices, Local Choices Campaign; School Bus Report; Languages Build Campaign and Contest; Golden Star Award Winners Announced; Opinion – Taking Public Out of Public Education; Letters
 - VISTA Spring Conference Updated Agenda
 - Zeballos Elementary Secondary School Newsletter
 - BCSTA Headlines: Daily News for School Trustees
 - VISTA Spring Conference Update
 - BCSTA Headlines: Daily News for School Trustees
 - BCSTA Weekly: Register for AGM 2020; Volunteer for AGM; Help Out on Committees; Candidate Questions; AGM Fees and Travel Discount; Arline Discount for AGM; Budget Consultation; Coronavirus Resources; Child Care Information; Vaping Resource; Welcome New Superintendents; Reminder – Leadership Series

2020:R-014 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Hanson reported on the discussion of three labour issues and one land issue.

TRUSTEE REPORTS:

a. School Reports

The Trustees reported that all of the schools are winding down to Spring Break. Trustee Smith takes part in the Zeballos Hot Lunch Program as cook on Wednesdays, and Trustee Stiglitz reported that Captain Meares' program is going very well with a nutritionist coming this week to speak to students and families about new recipes and meals using ordinary ingredients. The GRSS teaching staff have completed their Term 2 report cards and Parent/Teacher Conferences were held on February 19th, which was well attended. Parents reported that students feel safe and respected by the adults at GRSS, and the staff feel that they are working diligently to report academic concerns to parents in a timely manner via telephone and email.

The non-academic components of student life at GRSS continue:

- GRSS Wrestling season has completed, with the team of four earning nine medals in five tournaments this year!
- GRSS Women's Basketball travelled to Duncan on February 21st for the zone qualifier tournament.
- GRSS Men's Basketball team travelled to Nanaimo for their zone qualifier tournament.
- NSOP took a large group of students to Mount Washington for a two-day Alpine Skiing/Snowshoeing and Intro to Biathlon Clinic.
- Eleven students from Grades 10-12 participated in the NIC Open House in Courtenay, and hopefully a comparable number of students will be able to attend the February 28th VIU Discovery Days.
- The International Program is getting set for their month-long French Exchange to Lyon, France.

GRSS held a Term 2 assembly last week, where they welcomed international students, appreciated the achievement of Stephanie Mather who earned a prize from the Legion for their annual Remembrance Day Poster Contest and concluded with both a reminder of behaviour expectations and the beginning of an incentive program. The incentive program is hoped to increase citizenship and collegiality. When a student or staff member witnesses someone demonstrating "Random Acts of Kindness &/or Senseless Acts of Beauty", they can go to the office and fill out a ballot sheet. Once every fortnight, a name will be drawn and both the witness and kind actor will receive special recognition from the office.

Mr. Rockwell will be administrating the annual Student Learning Survey for Grade 10 and 12 students, parents and staff. Gold River Secondary School will be using both the email call-out system as well as paper notices to inform families of their opportunity to comment on how students feel and achieve in the school and District. Term 3 report card will be distributed on April 17th.

b. BCSTA Provincial Council Meeting

Chairperson Fehr attended the recent BCSTA meeting in Vancouver, held on February 21-22. Friday evening's agenda included a presentation by Deputy Minister Scott MacDonald who provided a BC status update and spoke on building a strong, sustainable economy, affordability and improved public services. Assistant Deputy Minister Reg Bawa spoke about the provincial budget which is aimed at building a stronger BC for everyone. The education budget, of which 91.5% goes to public schools, represents 13% of the total BC budget. The Ministry of Education will be increasing its use of electronic meetings in an attempt to reduce costs and provide more funding support for students. BC's student enrollment continues to grow. The funding model review is a two-part action plan and the preliminary operating funding will be announced by March 13th.

Ms. Nicola Lemmer, Assistant Deputy Minister of the Education Programs Division spoke on Adult and Career Programs, and the K-12 Education mandate which is 'The Educated Citizen'. A draft document on the 'Focus on Career Development' will be released in March/April, 2020.

The Provincial Council business meeting was held on February 22nd, with the announcement that there will be no inflationary fee collected this year because of a budget surplus. There was one motion passed about the funding model, to request that 'by-course funding' remain for Grades 10-12. Afternoon presentations and discussion focussed on the implications of the funding model review and the next steps – budgets and strategic plans, no increase in AFG and Learning Improvement Fund, PST tax on Netflix and carbonated sweetened drinks, carbon tax, child care capital continues with new application forms and requirements (intakes close March and November).

c. **VISTA Spring Conference**

The Vancouver Island School Trustees' Association Spring Conference was held in Nanaimo on March 6-7, with Trustees Smith and Hanson in attendance along with Superintendent/Secretary-Treasurer Tarasoff. Friday evening included a First Nations welcome and introductions, followed by a presentation by author David Bouchard, "Before Truth and Reconciliation, There has to be Trust". Saturday's agenda included a presentation by School District 68 and the VISTA Branch meeting.

d. **Hobiye Celebration**

Trustee Hanson attended the recent 2020 Celebration of Hobiye held in Vancouver with hundreds of people in attendance. This cultural extravaganza showcased many First Nations Dance Groups, including the Tsawalk students who performed very well on the second day (video on Tsawalk's Facebook page).

e. **Spring Community Consultation Meetings**

The Board held community consultations from February 18-25 in Nanaimo, Zeballos, Tahsis, and Gold River (Kyuquot has been postponed to April 2). Hosted by the local Trustee(s), the consultations featured a brief informational presentation by the Superintendent/Secretary-Treasurer and four questions designed to elicit community feedback around the Board's strategic planning with a focus on mission, vision, values, education goals, and budget priorities. About 50 staff, students and community members attended the four sessions. In total, 15 response sheets were submitted and are summarized below:

Mission, Vision and Values - In general, responses indicated support for the draft mission, vision and values as presented. There were several suggestions for improvements/clarifications, but not such as would constitute a pattern.

Education Plan - In general, responses indicated support for the Education Plan as presented. There were several suggestions for improvements/clarifications, but not such as would constitute a pattern.

Budget Priorities - There were a variety of responses here, but mainly the responses focused on programs, staffing and special education services.

Other - The feedback was mainly supportive of the work the Board is currently doing. Areas for increased focus are special education and variety in programming.

b. **Preliminary Budget 2020-2021**

The District is significantly overspent in relation to the amount of income it is receiving. Instead of using the approximate \$504,000 allocated surplus to balance the budget, it will need closer to \$750,000 to balance – and with audits taking place, these could result in an even greater deficit. Even though the annual fiscal audit usually results in a surplus, this year's budget is tight and will require the Board to be very conservative in its planning for the new school year. As a result, it is contemplated that temporary employees may not be hired back until enrollments are confirmed in September. Going forward, the Board will provide the Superintendent/Secretary-Treasurer with exact expectations at the April Board meeting, the Ministry's audit report will be received, and the preliminary budget passed in May or in June at the very latest.

c. **School Calendar 2020-2021**

The proposed school calendar was circulated for feedback, with 12 responses received and 11 of those requesting that the Friday closures be changed to line up with the community's pay days. This is a perpetual problem in the District in that not every employer pays on the same Fridays. The teachers have a Collective Agreement right to the standard calendar and therefore have to agree each year to a different calendar. As a result, the "Nine-Day Fortnight/Two Week Spring Break Calendar" has always been built around October's Provincial Professional Development Day being a non-instructional day, so that teachers can attend various pro-d functions across the Province.

In order to focus on improving student attendance, it is important that the District's non-instructional Fridays line up with communities' pay days as much as possible. The Superintendent/Secretary-

Treasurer recommended that the Board approve the proposed school calendar as circulated, so that it can meet the Ministry's March 31st deadline. Then, the Superintendent/Secretary-Treasurer will contact various employers in the communities to determine pay dates and, if there is significant alignment and approval from the teachers, the calendar could be changed with the proper notice, consultation and Board approval.

- 2020:R-015** **MOVED:** Trustee Stiglitz, **SECONDED:** Trustee Mann
AND RESOLVED:
"TO adopt the School Calendar 2020-2021 as presented, and direct the Superintendent/Secretary-Treasurer to compile information regarding communities' pay days, for consideration."

d. Strategic Planning

Based on the community consultations, the Board will continue with its strategic planning. The aim is to have a strategic plan document by next September which will incorporate the mission, vision, values, and education plan, and will link to the budget for support. This is a three-year plan, which will be reviewed each year.

e. Policy Project Update

The Superintendent/Secretary-Treasurer has been tasked with splitting the current 101 District policies into a few required policies that will address the major governance structures. The rest will be converted to administrative procedures which should result in a far more usable governance and administrative structure for the District. It is anticipated that it will take approximately six months to compile a draft, which will then be circulated for feedback.

NEW BUSINESS:

a. Disposition of Property Bylaws

The Superintendent/Secretary-Treasurer explained that when the District acquired the property for the new Zeballos School, it agreed to eventually list the existing teacherages left on Keno Crescent and replace them with homes in the new subdivision. In order to dispose of any property, the Board must adopt a bylaw as a first step to the extensive Ministry of Education property disposal application process. The Superintendent/Secretary-Treasurer explained that passing a bylaw does not necessarily mean that a property will be sold, and final decisions will be based on the District's housing needs and finances.

The Superintendent/Secretary-Treasurer recommended first and second reading of the three Disposition of Property bylaws as presented, with the third and final reading to be considered once the required consultations have occurred.

- 2020:R-015** **MOVED:** Trustee Mann, **SECONDED:** Trustee Smith
AND RESOLVED:
"TO give first reading to the Disposition of Property Bylaws No. 20-1, 20-2 and 20-3, as presented."

The Superintendent/Secretary-Treasurer read the bylaws aloud.

Trustee Smith stated that, at the recent Zeballos community consultation meeting, the Board was informed that the Ehattesaht First Nation is planning to do an ATR (Additions to Reserve) which could result in a significant increase to population and school enrollment, and the need for additional teachers and teacherages. The Superintendent/Secretary-Treasurer explained that Zeballos School was built for 75 students so would have to show significant growth before the Ministry would consider increasing the size of the school.

- 2020:R-016** **MOVED:** Trustee Smith, **SECONDED:** Trustee Stiglitz
AND RESOLVED:
"TO give second reading to the Disposition of Property Bylaws No. 20-1, 20-2 and 20-3, as presented."

The Superintendent/Secretary-Treasurer read the bylaws aloud a second time.

b. **COVID-19 (Novel Coronavirus)**

The Superintendent/Secretary-Treasurer stated that the District follows the directives of the Minister of Health and the Provincial Medical Health Officer. As such, the District's approach is to ensure that staff, students and volunteers are reminded of the importance of standard flu prevention precautions as these are the same precautions currently recommended to address COVID-19. The District is also prepared to do higher levels of cleaning and disinfecting if and when the need may arise. Any student, staff or volunteer in the schools who may be concerned that they have been exposed to or are experiencing symptoms of the coronavirus should contact their primary care provider or local public health unit, or call 811 (HealthLink BC). The District is encouraging families and staff members to monitor the situation and gather as much information as necessary to make important decisions for their family, home and workplace. Regular updates will be posted on the District's website at www.sd84.bc.ca.

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. **District Update**

Along with the reports already provided, the schools are all winding down in preparation for the upcoming two-week Spring Break.

b. **Enrollment Report**

The enrollment is holding stable at 536 students, with 473 being of school-age. The District is projecting a drop of 20 students next year, with the possibility of a significant decline if the Nanaimo Learning Centres are transferred to School District 68.

c. **Finance Warrants**

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 report is based on the budget amounts of the 2019/20 preliminary budget amounts based upon the Fall 2019 enrollment 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.

At the end of June 2019, the District had an operating surplus of \$1,003,741 (last year - \$1,036,442) of which \$504,000 was allocated for use in the current year leaving an unrestricted surplus of \$500,000. The District is currently using approximately \$750,000 to balance the budget.

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

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

The AFG (Annual Facilities Grant) expenditures for the current year are \$63,957, with \$15,253 remaining. Operating expenses last year were 59% of budget. Currently, 63% of budget has been spent so the District is tracking a little higher in spending.

PRESS AND PUBLIC INQUIRIES:

Public inquiries included:

- whether there was a threat of School District 84 being amalgamated with another district, and the Superintendent/Secretary-Treasurer responded that there had been no recent word of amalgamations;
- looking at strategies to implement the Local Education Agreement, with discussions to follow at the EA/LEA meeting scheduled for April 2nd in Kyuquot;
- if the District accepts donations, to which the Superintendent/Secretary-Treasurer explained that the District can issue receipts for generic donations that are not specifically targeted;
- correspondence addressed to the Board, which is presented at Board meetings under the 'Correspondence' section of the agenda.

TRUSTEE INQUIRIES:

Nil.

NOTICE OF MEETING:

The next public meeting of the Board of Education will be held on Tuesday, April 14, 2020, at 4:00 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:

Chairperson Hanson declared the meeting adjourned at 5:15 pm.

	<p>Lawrence Tarasoff Superintendent of Schools/ Secretary- Treasurer/Operations Supervisor ltarasoff@viw.sd84.bc.ca</p>	<p>Vancouver Island West School District 84 Box 100, #2 Highway 28 Gold River, BC V0P 1G0</p> <p>Telephone: 250-283-2241</p>
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April 8, 2020

RE: Report for Board Meeting

Audit Update, Preliminary Budget and Strategic Plan:

The District has faced some unusual financial constraints this year linked to the need to retain our staff and ongoing student enrollment audits. At this point, these audits are on hold and as such, their current and future impact on the current budget is unknown.

Despite the challenges this year, next year is looking to be much better. The change to the Ministry's funding formula sees the District projected to receive \$10,000,000 in operating funds. This is an increase of \$500,000 over fiscal 2019/2020, despite a projected enrollment decline of 31.375 FTE.

District staff have already been linking budget expenditures to supporting the current Education Plan and its two focus areas: 1) supporting student wellbeing; and, 2) success for all learners. Should the Board approve continuing to develop the preliminary budget based on resourcing the draft Strategic Plan and the current Education Plan, the Board should anticipate largely the same level of staffing, service and supplies as in 2020/2021. The major difference will be an anticipated reduction in a few staff positions due to the anticipated decline in enrolment and an increase in direct spending on district level programs designed to support student success and wellbeing.

COVID-19:

Four Provincial Themes:

Maintain a healthy and safe environment for all students and families and all employees:

Communication - Daily meetings at 9 - 11 am with District Leadership Team and 2 - 4:30 pm with principals/VPs. Weekly (or more) meetings with our union presidents and provincial partners. Multiple communications with public

and staff each week until the end of Spring Break. Now transitioned to mainly local communication by each principal and weekly updates from the District.

COVID4Schools – District expectations around building access with a focus on washing hands and physical distancing. Each school adapted to local needs.

Training – All staff accessing the schools are expected to have taken part in training to ensure the maintenance of the safe and healthy environment.

Work from Home – The District has developed a Request to Work from Home administrative procedure. Employees may request to work from home and may be granted permission provided that there is work available, that they are not required at the school and that they have attested that they have both a safe and productive workspace.

Provide services to support children of essential service workers (ESWs):

April 9, the District will announce, via our website, that the schools will be offering childcare and education services to all ESWs' children. The response is not yet known.

Support vulnerable students:

District staff are working with School Based Teams and our non-enrolling teachers (LARTs, District Counsellor, Primary Literacy Mentor and Librarian) to identify and implement supports for our most vulnerable students and their families.

Provide continuity of educational opportunities for all students:

District staff are working with principals, teachers and support staff to provide learning opportunities for all students. Teachers began contacting students and families on March 30 to discuss how they are coping and to find out their learning priorities. Teachers spent the rest of that week developing class instructional plans and individual and group learning opportunities.

All teachers have been asked to offer one high quality learning opportunity to all their students during the week of April 6-9. The idea is to start slow and focus on creating a strong re-connection, rather than overloading the students. Focusing on the essential learning outcomes is key.

Beginning April 14, all teachers will be asked to begin to follow up on any students/families who are not fully engaged and to expand the learning opportunities, as appropriate, for those who are ready.

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:

1. 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: March 9, 2020

Date of Second Reading: March 9, 2020

Date of Third Reading and Adoption: April 14, 2020

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: March 9, 2020

Date of Second Reading: March 9, 2020

Date of Third Reading and Adoption: April 14, 2020

Chairperson of the Board

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: March 9, 2020

Date of Second Reading: March 9, 2020

Date of Third Reading and Adoption: April 14, 2020

Chairperson of the Board

Secretary-Treasurer

**CAPITAL BYLAW NO. 2020/21–CPSD84-01
ANNUAL PROGRAMS FUNDING AGREEMENT**

A BYLAW by the Board of Education of School District No. 84 (Vancouver Island West) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c.412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Projects and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 1, 2020 from the 2020/21 Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No. 84 (Vancouver Island West) Capital Bylaw No. 2020/21-CPSD84-01.

READ A FIRST TIME THE 14th DAY OF APRIL, 2020;
READ A SECOND TIME THE 14TH DAY OF APRIL, 2020;
READ A THIRD TIME, PASSED AND ADOPTED THE 14TH DAY OF APRIL, 2020.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 84 (Vancouver Island West) Capital Bylaw No. 2020/21-CPSD84-01 adopted by the Board the 14th DAY OF April, 2020.

Secretary-Treasurer

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 1st day of March 2020, is in effect for the 2020/21 fiscal year period of April 1, 2020 to March 31, 2021.

BETWEEN: **Her Majesty the Queen in Right of the Province of British Columbia**,
represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

AND: **the Board of Education of School District No. 84 (Vancouver Island West)**
(the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide to the Board capital funding to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Ray Watkins Elementary	CNCP - Lighting - LED lighting upgrade	\$400,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Captain Meares Elem-Secondary	SEP - Mechanical Upgrades - Air handler upgrades	\$75,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Kyuquot Elementary Secondary	SEP - Building Enclosure Upgrades - Roof replacement	\$275,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

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Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
0008	C (64-69) with 0 wheelchair spaces	\$138,830	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org
0010	C (34-45) with 0 wheelchair spaces	\$130,141	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the

Financial Administration Act ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2021;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

4.03 At the request of the Ministry, prepare additional reports relating to the Project.

- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A).

7. NOTICE

2020/21 Annual Programs Funding Agreement for School District No. 84 (Vancouver Island West)

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 84 (Vancouver Island West)
Box 100, Gold River, BC V0P 1G0
Attention: Lawrence Tarasoff, Superintendent of Schools & Secretary-Treasurer
Email: ltarasoff@viw.sd84.bc.ca

b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Ravnit Aujla
Email: Ravnit.Aujla@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:

- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
- ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

2020/21 Annual Programs Funding Agreement for School District No. 84 (Vancouver Island West)

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education)

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 84 (Vancouver Island West) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON CAPITAL PROJECTS BETWEEN THE
MINISTRY OF EDUCATION AND SCHOOL DISTRICTS**

PROJECT AGREEMENT STAGE

News Release

After the Minister or designate signs a funding agreement with the school district for a capital project the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

Signage

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. They are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. School districts are responsible for installing the signs. Sign design and installation steps are included in the Ministry of Education's School Construction Project Sign Protocol.

GROUNDBREAKING STAGE

Public Announcements, Official Events or Ceremonies

An official ceremony may be held to commemorate the ground-breaking for a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four (4) weeks' notice** of any proposed public announcement or official ceremony related to the ground-breaking for a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed upon date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

News Release

On the day of a ground-breaking ceremony the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

OFFICIAL OPENING STAGE

Public Announcements, Official Events or Ceremonies

2020/21 Annual Programs Funding Agreement for School District No. 84 (Vancouver Island West)

A ceremony may be held to commemorate the official opening of a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least six (6) weeks' notice** of any proposed public announcement or official ceremony related to the opening of a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

News Release

On the day of an official opening ceremony, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

Plaques

The Ministry of Education may request the district provide and install, upon completion of major capital projects, a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by the Ministry of Education. Cost of the plaque is to be funded from the approved construction budget.

SCHOOL CONSTRUCTION PROJECT SIGN PROTOCOL

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Sign production must only be handled by Queens Printer.

Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable.

A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. These are the standard small sign size: 1951 mm x 1220 mm (C035_u_1951x1220). The school districts are responsible for installing the signs.

The steps from design to installation are as follows:

1. Project is announced;

2020/21 Annual Programs Funding Agreement for School District No. 84 (Vancouver Island West)

2. Government Communications and Public Engagement (GCPE) will have their graphics department create a construction sign;
3. The GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notify GCPE when the sign is ready;
5. GCPE will notify the district when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.gp.gov.bc.ca/submit-print/print-form.aspx> ;
6. The school district orders, pays and arranges for the sign to be installed. (signs are to be post mounted in a visible location);
7. District will notify GCPE when the sign is installed and send photo as confirmation.

Vancouver Island West School District 84
ENROLLMENT REPORT 2019-2020
As of April 9, 2020

Grade	CMESS	ESPERANZA	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	5			0	14		2		21
1	0			1	11		6		18
2	3			6	16		4		29
3	0			4	23		4		31
4	1			7	26		2		36
5	2			2	17		3		24
6	2			6	20		1		29
7	1			1	13	1	2		18
8	3		15	3	1	10	4		36
9	2		17	4		13	3		39
10	4		24	8		18	3		57
11	2		23	3		17	3		48
12	1		18	8		40	6	73	146
Totals:	26		97	53	141	99	43	73	532

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