



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON TUESDAY, APRIL 14, 2020
BY ZOOM**

- 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
One Staff Attendee

CALL TO ORDER:

Chairperson Fehr called the meeting to order at 4:00 pm, and acknowledged that the meeting was taking place virtually on the traditional territory of the Mowachaht/Muchalat First Nation.

APPROVAL OF AGENDA:

2020:R-017 MOVED: Trustee Hanson, SECONDED: Trustee Smith
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2020:R-018 MOVED: Trustee Mann, SECONDED: Trustee Hanson
AND RESOLVED:
"TO adopt the minutes of the Regular Board meeting of March 9, 2020."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

Nil

CORRESPONDENCE:

- BC School Trustees Association
- Chair, SD72 (Campbell River)
- BC Principals and Vice-Principals' Association
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to Minister of Education re Response to Funding Formula Review
- Principl(ed) – Volume 1, Issue 2, March 2020
- BCSTA Weekly: BCSTA AGM Update; CSBA President's Bulletin; CSBA Congress Registration; National Indigenous Education and Reconciliation Network Gathering; Nicola Valley Institute of Technology Bursary Expansion; Reminder – Lend a Helping Hand at AGM; Reminder – Join a BCSTA Committee; Reminder – Board Candidate Questions; Reminder – Leadership Series; Letters of Interest including President Higginson to Minister Flemming re: School Site Acquisition Charges
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Update: AGM 2020 – COVID-19 Update
- BCSTA Weekly: Minister's Statement on Suspension of In-Class Learning; AGM

- Cancelled; Reminder – Join a BCSTA Committee; CSBA Conference Registration Postponed; CSBA Strategic Plan; BCTC Annual Report; Letters of Interest
- BCSTA
- BCSTA
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Weekly: Provincial Council Meeting April 17; BCSTA Board Elections; Branch Elections; Committees Suspended; Legal Bulletin – FIPPA Extension; Legal Bulletin – Individual Tax Returns; K-12 COVID-19 FAQ; Expense Claims; COVID-19 App; COVID-19 Resources for K-12; Talking to Kids About COVID-19; Covid-19 Anxiety; Helpful Links
- Minister of Education and President, BC Confederation of Parent Advisory Councils
- Copy of Letter to Parents re COVID-19 Pandemic
- BCSTA
- BCSTA Update: Legal Bulletin on 2020-21 Board Budgets
- Ministry of Education
- News Release: Tentative Agreement Reached Between BCTF, BCPSEA
- BCSTA
- BCSTA Headlines: Daily News for School Trustees
- Chairperson Fehr
- Copy of Letter Sent to All SD84 Employees
- BCSTA
- BCSTA Update: Zoom Video Conferencing Safety Update
- BCSTA
- BCSTA Headlines: Daily News for School Trustees
- BCSTA
- BCSTA Weekly: Board Election Update; Provincial Council Meeting April 17; Zoom for Schools; Zoom Resources; Keep Learning; Childcare Help for Essential Workers; CSSBA 2020 Congress Cancelled; Self-Isolation Fact Sheet
- BCSTA
- BCSTA Headline: Daily News for School Trustees

2020:R-019 MOVED: Trustee Hanson, SECONDED: Trustee Smith
AND RESOLVED:
“TO receive and file the correspondence.”

REPORT OF THE CLOSED MEETING:

Chairperson Fehr reported on the discussion of seven labour issues.

TRUSTEE REPORTS:

a. School Reports

Trustee Stiglitz reported that the Captain Meares Principal is feeling confident with the teachers' plans so far, and things are moving along well to date.

b. BC School Trustees Association Elections

Chairperson Fehr reported that, on Friday, April 24, 2020, five directors will be elected to the 2020-2021 BCSTA Board of Directors by member boards through a single round of electronic voting. Trustees have been provided with details, including an overview of the election process, district ballot counts and candidate statements. Each board chair has been asked to enter their board's assigned votes for the candidates of their choice.

The Board of Education for School District 84 is assigned 10 votes. After discussing the candidates, the Board agreed that Chairperson Fehr will cast the votes as follows: five for Valerie Adrian (Gold Trail SD74), two for Tim Bennett (Prince George SD57), one for Mike Murray (Maple Ridge-Pitt Meadows SD42), one for Rick Price (Sea to Sky SD48), and one for Linda Van Alphen (Okanagan Skaha SD67).

c. BCSTA Provincial Council Update

Chairperson Fehr reported that the Provincial Council meeting has been rescheduled to 8:30 am on Friday, April 17th by Zoom, with two agenda items: (1) 2020/2021 BCSTA budget; (2) appointment of

auditors. There are two motions on the floor, both dealing with the budget. The BCSTA Provincial Council will meet again in the Fall.

Chairperson Fehr noted that the BCSTA holds a weekly update meeting for board chairs each Friday, and VISTA (Vancouver Island School Trustees' Association) each Thursday afternoon.

UNFINISHED BUSINESS:

a. **Audit Update**

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

b. **Preliminary Budget 2020-2021**

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.

c. **Strategic Plan**

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 enrollment and an increase in direct spending on District level programs designed to support student success and wellbeing.

d. **COVID-10 Update**

Four Provincial Themes:

(1) 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/Vice-Principals. Weekly (or more) meetings with the 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.

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

- April 9, the District announced via the website, that the schools were offering childcare and education services to all ESWs' children.

(3) Support vulnerable students:

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

(4) 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. Focussing 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.

e. **School Calendar 2020-2021**

The Superintendent/Secretary-Treasurer submitted the calendar to the Ministry of Education as required, and is waiting for Ministry approval. Although last month there was some discussion about investigating aligning the school calendar with community pay days, the COVID-19 pandemic has made it impossible to follow up on that.

f. **Disposition of Property Bylaws No. 20-1, 20-2 and 20-3**

The Superintendent/Secretary-Treasurer informed the Board that, if a bylaw is in printed form in the Board agenda package and available for people attending the meeting to read, then reading it out loud at the Board meeting is not required.

The Disposition of Property Bylaws No. 20-1, 20-2 and 20-3 all received first and second reading at last month's Board meeting. The Superintendent/Secretary-Treasurer recommended third and final reading in order to seek permission from the Ministry to dispose of the three teacherages in Zeballos. This does not mean that they will be sold but, if the Board should decide to sell, then this step of the process has been approved.

2020:C-020 MOVED: Trustee Mann, SECONDED: Trustee Hanson
AND RESOLVED:
"TO give third reading and final adoption of Disposition of Property Bylaws No. 20-1, 20-2 and 20-3, as presented."

NEW BUSINESS:

a. **Capital Bylaw No. 2020/21**

The Capital Bylaw No. 2020/21 and Annual Programs Funding Agreement was included in the agenda package and outlined the intent of the capital funding of approximately \$1 million which is to be used for the purposes of: (1) lighting upgrade for Ray Watkins Elementary School; (2) mechanical upgrades to Captain Meares School; (3) building enclosure upgrades for Kyuquot School; and, (4) two new busses. The Superintendent/Secretary-Treasurer strongly recommended Board approval of the Bylaw and the Annual Programs Funding Agreement.

2020:R-021 MOVED: Trustee Stiglitz, SECONDED: Trustee Smith
AND RESOLVED:
"TO give Capital Bylaw No. 2020/21 three readings in one."

2020:R-022 MOVED: Trustee Hanson, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO adopt Capital Bylaw No. 2020/21 and the Annual Programs Funding Agreement, as presented."

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. District Update

The Superintendent/Secretary-Treasurer reported that, overall, the District has done a good job of rising up and meeting the current challenges. He expressed appreciation to the Board Chair for contacting him regularly and for being very supportive during these trying times.

b. Enrollment Report

The enrollment is holding stable at 460 students (without Continuing Education), which was where the District started in September 2019.

c. Finance Warrants

As of March 31, nine months or 75% of the 2019/20 fiscal year and seven months or 70% of the school calendar year has elapsed. The budget amounts shown in this report are the 2019/20 final 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.

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. The District is currently using approximately \$750,000 to balance the budget.

To the end of March 2020, the District received \$5,491,432 in MOE operating grants. This is 70% of total anticipated so the District is right on track.

To the end of March 2020, the District received \$2,382,666 (no change from February) for the LEA (2019-\$1,588,444).

Expenditures

There is 27.4% of the budget left with 30% of the year remaining. Last year, 28.8 % of the expense budget was remaining. Currently the 72.6% of budget has been spent so the District is tracking a little higher in spending than last year; however, with the current situation of at-home schooling, it is difficult to forecast if the numbers will improve or not.

PRESS AND PUBLIC INQUIRIES:

There was one inquiry about the status of the job competition for Principal of Gold River Secondary School. The Superintendent/Secretary-Treasurer stated that this has taken longer because of COVID-19, but he hopes to have some information out to GRSS by next week.

TRUSTEE INQUIRIES:

On behalf of the Board, Trustee Stiglitz will coordinate a message of appreciation to all employees.

NOTICE OF MEETING:

The next public meeting of the Board of Education will be held on Monday, May 11, 2020, at 4:00 pm, by Zoom. The public is invited to attend. Any requests for additions to the agenda should be forwarded to amcdowell@viw.sd84.bc.ca 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 4:40 pm:

2020:R-023 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO adjourn."