



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

TUESDAY, FEBRUARY 19, 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 January 14, 2019
6. **BUSINESS ARISING FROM THE MINUTES**
7. **PUBLIC INQUIRIES AND PRESENTATIONS**
 - a. Mr. Tony Ellis, Tahsis Salmon Enhancement Proposal
 - b. Mr. Rob Wilson, Principal, Ray Watkins Elementary School
8. **CORRESPONDENCE**
9. **REPORT OF THE CLOSED MEETING**
10. **TRUSTEE REPORTS**
 - a. School Reports
 - b. District Policy Review Committee Meeting
 - c. BC Public School Employers Association Annual General Meeting
 - d. BCSTA/BCPSEA Trustee Orientation
 - e. BCSTA Provincial Council Meeting
 - f. School Community Mental Health Conference
11. **UNFINISHED BUSINESS**
 - a. School Calendar 2019-2020
 - b. Spring Community Consultation Meetings
12. **NEW BUSINESS**
 - a. Amended Annual Budget Bylaw
 - b. Enrollment Projections 2019-2020
 - c. Preliminary Budget 2019-2020
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. March 11, 2019 – 4 pm – Zeballos Elementary Secondary School
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, JANUARY 14, 2019
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

- TRUSTEES PRESENT:** Arlaine Fehr, Chairperson (Gold River)
Debbie Mann (Gold River)
Allison Stiglitz (Tahsis)
Andrew Smith (Zeballos)
- TRUSTEE ABSENT:** Jenniffer Hanson, Vice-Chairperson (Kyuquot)
- ALSO PRESENT:** Lawrence Tarasoff, Superintendent/Secretary-Treasurer
Annie McDowell, Associate Director of Human Resources/Recorder
Two School District 84 Employees

CALL TO ORDER:

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

APPROVAL OF AGENDA:

- 2019:R-001** MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

- 2019:R-002** MOVED: Trustee Stiglitz, SECONDED: Trustee Smith
AND RESOLVED:
"TO adopt the minutes of the Regular Meeting of December 10, 2018."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

With reference to Policy E.47, *Placement of Newly Enrolled Students*, the VIWTO President asked if the Board would consider amending Regulation 2 as follows: "Unless there are extenuating circumstances, parents will be informed that their child will be welcomed and placed in a class the following school day" changed to "placed in a class or program a full school day following registration". Also requested was an amendment to Regulation 4, with "the next school day" changed to "a full school day following registration".

Chairperson Fehr will bring this forward to the next District Policy Review Committee meeting for consideration.

CORRESPONDENCE:

- Chair, SD8 (Kootenay Lake)
- BC School Trustees Association
- Chair, SD53 (Okanagan Similkameen)
- BCSTA
- Ray Watkins Staff
- Chair, SD37 (Delta)
- Copy of Letter to Minister of Education re Funding Formula Review
- Financial Disclosure Act Statements to be Filed Between January 1 and 15
- Copy of Letter to Minister of Education re Funding Formula and REEF
- Legal Opinions – Personal Information Directories and Taxation of Mileage Allowances
- Thank You to Board for Christmas Chocolates
- Copy of Letter to Minister of Education re Opportunity for Board Input on the

- BCSTA · Independent Panel's Recommendations for an Improved Education Funding Model
- BCSTA Weekly: Happy Holidays from BCSTA; Registration for February Provincial Council; Reminder: Provincial Council Motions Due January 9, 2019; BCSTA/BCPSEA Trustee Orientation: Registration Expanded Due to Popular Demand; BCSTA Leadership Series; More BCSTA Events; Did You Know About BCSTA's Learning Guide; Second Reminder: Financial Disclosure Act Statements; BC Gov News – Education Funding Model Review; US Federal School Safety Report; Letters from Boards of Education
- BC Public School Employers' Association · BCPSEA AGM Third Notice – Proposed Resolutions and Candidates for Trustee Directors
- Chair, SD61 (Victoria) · Copy of Letter to Minister of Education re Employer Health Tax
- BCSTA · The Education Leader: Issue 22: MoU Signed / BC Tripartite Education Agreement Update; Academy 2018; SD40's New Lunch Program
- BCSTA · BCSTA Weekly: Final Reminder: PC Motions Due January 9, 2019; Registration for February PC Closing Soon; BCSTA Leadership Series; BCSTA/BCPEA Trustee Orientation; Amended Naming Privileges Policy and Naming Opportunity Request Form; Beyond Our Borders – International Stories; Reminder: Financial Disclosure Act Statements; Reminder: Call for Presentations – National Congress on Rural Education in Canada
- BCSTA · BCSTA Leadership Series
- Chair, SD61 (Victoria) · Copy of Letter to Minister of Education re Special Needs Designations
- BCSTA · BCSTA Weekly: Upcoming Meeting of Board Chairs and Partners Liaison Meeting in February; Registration for February PC and BCSTA Standing Committee Meeting Registration; Updates to BCSTA's Expense Form and Policy; Second Annual Premier's Awards for Excellence in Education – Nominations Now Open; NSBA Annual Conference – Early Registration Discount Ends January 11; Final Reminder: Financial Disclosure Act Statements; Did You Know About BCSTA's Network of Partners; French Immersion Celebration Week; Letters from Boards of Education

2019:R-003 MOVED: Trustee Stiglitz, SECONDED: Trustee Andrew
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETINGS:

Chairperson Fehr reported that the Board discussed two labour issues, and participated in an in-service on Policy A.3, *Trustee Expectations and Responsibilities*, including Trustee Conflict of Interest and Trustee Code of Ethics.

TRUSTEE REPORTS:

a. School Reports

Trustee Mann reported that she attended the Community School Lunch in December and the successful Christmas Concerts. At the Ray Watkins PAC meeting held on January 7, 2019, the newly elected president, John Amos, reported there are still vacant seats that need to be filled. They were happy to report they are in the final stages of acquiring a Gaming Grant and are also inquiring about a Breakfast Club Grant. They held a movie night in December and it had low turnout mostly due to short notice, timing and transportation issues, but the people that did attend really enjoyed it. They want to try again and will hold another movie night on January 24, 2019 at 6:15 pm and the movie will be *Early Man*.

Missoula Theatre will be at Ray Watkins from February 11-16. The PAC was trying to replace the very old stage curtain before this but was not able to do so. Concerns were voiced about the safety hazard this curtain presents.

After-school activities are back in full swing, with gymnastics Mondays and Thursdays, basketball on Wednesdays and trying to start up a drama club on Tuesdays. The PAC would like to try to set up some future parenting seminars with the Mowachaht/Muchalat First Nations as co-facilitators.

Trustee Smith reported that Zeballos School went on a skating trip and no one hurt themselves - a success! Other than that, it has been fairly quiet. One of the teachers will be resigning this week and a replacement has been hired.

Trustee Stiglitz reported that the Christmas Concert went over very well, with the students writing and performing their own Christmas carols and Mrs. Sanderson's students performing 'The Nutcracker'. The event was very well attended and a great turnout afterwards for snacks and the raffle draw, won by three separate people, so a good fundraiser for PAC. There will be a NSOP field trip this week and the next PAC meeting is scheduled for January 17th.

Chairperson Fehr reported on the following highlights from Gold River Secondary School:

- The Nootka Sound Outdoor Program (NSOP) is going strong.
- There is an increase in the International Student Program.
- The Nuu-chah-nulth class is preparing the program for students who will visit from New Zealand in June.
- The graduation class is continuing their fundraising.
- A new Humanities teacher, Samuel Nowicki from Winnipeg, has arrived and was welcomed at a recent assembly.
- Gold River Secondary School has three active competing teams: Girls and Boys Basketball and Wrestling
- The Grade 10-12 students will visit North Island College in February for the hands-on Open House.
- Students are working on Graduation Transitions.
- In February the Girls Basketball team will host teams from Ahousat and Tofino.
- Corporal Rutherford is bringing in the play, "Love Bomb" in February

b. District Policy Review Committee Report

The Committee met on January 14, 2019 and recommended Board approval of the new Policy B.34, *Budget Monitoring and Reporting*, which was circulated with no feedback. All Section A and B policies were reviewed, with some minor housekeeping changes required. Schedule C and D policies will be reviewed at the Committee meeting in February.

2019:R-004 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO adopt new Policy E.34, Budget Monitoring and Reporting"

UNFINISHED BUSINESS:

Nil.

NEW BUSINESS:

a. School District 84's Education Plan

Mr. Stephen Larre, District Principal of Student Learning and Staff Development, presented an overview of the District Education Plan development plan, a copy of which is attached and forms part of these minutes.

b. Date Change for February Board Meeting

2019:R-005 MOVED: Trustee Smith, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO change the February Board meeting date from Monday, February 11, 2019 to Tuesday, February 19, 2019."

c. School Calendar 2019-2020

As the Board has adopted an alternate calendar for several years now, the Superintendent/Secretary-Treasurer proposed that he prepare an alternate calendar for Board consideration in February. It would then be circulated for feedback and presented to the Board in March, at which time the Board can either adopt it or adopt a 'standard' calendar. This results in the same amount of consultation time for the calendar as in previous years, but without having to schedule the Spring community consultation meetings so early in the year when the enrollment projections are still unknown, making it difficult to have meaningful community discussions about budget and planning for next school year. If agreeable to the Board, the Superintendent/Secretary-Treasurer will send the proposed calendar to all staff and parents with a cover letter to state that this is the calendar that the Board is considering at the March Board meeting, and with instructions for feedback. The Board agreed. The calendar must be submitted to the Ministry at the end of March.

d. Spring Community Consultation Meetings

The Superintendent/Secretary-Treasurer will be submitting the enrollment projections to the Board and the Ministry in February. The Board provides a broad view of the budget in March and directs the Superintendent/Secretary-Treasurer on whether to build a conservative budget, a 'middle-of-the-road' budget or an aggressive budget. The draft budget is presented to the Board in May and to the Ministry in June.

The following dates and times are proposed for the Spring community consultation meetings, with the topics of discussion to include the District's Education Plan, budget consultation and plans for the 2019-2020 school year:

- February 25 – Nanaimo – 6 pm
- March 4 – Kyuquot – time TBA
- March 5 – Zeballos – 4 pm
- March 6 – Gold River – 6:30 pm
- March 7 – Tahsis – 4 pm

Once confirmed, the meetings will be posted on the District's website and in the schools and communities.

e. Mental Health Conference

Trustee Stiglitz, together with other District representatives, will attend the upcoming School Community Mental Health Conference 2019 on February 4-5 in Vancouver.

There will be a Youth Mental Health Summit featuring speakers and workshops on February 26th at Gold River Secondary School. The District Basketball Jamboree will follow that afternoon and the next morning, and Trustees were invited to attend both events.

f. Request for Funding Support

A motion to provide funding support to the British Columbia/Yukon Command of the Royal Canadian Legion was moved, seconded and debated. While acknowledging the Legion's financial support for students in the District, the Trustees agreed on the importance of designating District funds to students' education.

2019:R-006 **MOVED:** Trustee Stiglitz, **SECONDED:** Trustee Mann
AND DEFEATED:

"TO donate \$325 to the British Columbia/Yukon Command of the Royal Canadian Legion for a full-colour business card advertisement."

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. District Update

Despite the fact that Zeballos School recently lost a teacher, another one has been hired; also, a new teacher recently joined the staff at Gold River Secondary School so the District is fully staffed once again. It has been a challenging year in terms of staffing, with much time and effort going into recruitment. There are students teachers coming again this Spring from UBC and Australia, and hopefully also from Vancouver Island University.

b. Enrollment Report

The District is holding steady at 499 students which includes 56 students in the Continuing Education Programs in Zeballos and Kyuquot. As a result of funding support from the Nuuchahnulth Tribal Council, postings have been published recently for two 0.3 FTE Temporary Continuing Education teachers for second semester – one for Zeballos and one for Gold River.

c. Finance Warrants

Executive Summary - As at December 31, six months or 50% of the 2018/19 fiscal year and four months or 40% of the school calendar year has elapsed. The budget amounts shown in this report are the 2018/19 preliminary budget amounts based upon the Spring 2018 estimated enrollment for 2018/19. At this time, the year-to-date revenue and expenses are trending as predicted in comparison to the budget for the School District.

Revenues - At the end of June 2018, the District had an operating surplus of \$1,036,472 of which \$555,000 was allocated for use in the current year leaving an unrestricted surplus of \$481,442. To the end of December 2018, the District received \$2,308,002 (2017-2,167,000) in Ministry of Education operating grants. This is almost 45% of the total grants to be received. To the end of December 2018, the District received \$1,384,488 for the Local Education Agreement (2017-1,480,000)

Expenditures – A report of expenditures was provided. Operating expenses last year were 58.7% of the budget. Currently, the variance is 57.7% of the budget, so the District is right on track with spending.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETING:

The next public meeting of the Board of Education will be held on February 19, 2019 at 4 pm, in the School Board Office. The public is invited to attend. Any requests for additions to the agenda should be forwarded to the School Board Office two weeks prior to the meeting. Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

At 5:09 pm:

2019:R-007 MOVED: Trustee Smith, SECONDED: Trustee Mann
' AND RESOLVED:
"TO adjourn."



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK
SCHOOL CALENDAR
2019 - 2020**

SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

03 Schools Open
13 Schools Not In Session
27 CI Day

February

14 Schools Not In Session
17 Family Day
28 Pro-D Day

FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OCTOBER 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

11 Schools Not In Session
14 Thanksgiving Day
25 Prov. Pro-D Day

March

13 Pro-D Day
16 Schools Closed for Spring Break
30 Schools Re-open

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

08 Pro-D Day
11 Remembrance Day
22 Pro-D Day

April

10 Good Friday
13 Easter Monday
24 Pro-D Day

APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

06 Schools Not In Session
20 Schools Close for Winter Break
25 Christmas Day
26 Boxing Day

May

08 Schools Not In Session
18 Victoria Day
22 Schools Not in Session

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

01 New Year's Day
06 Schools Re-open
17 Schools Not In Session
31 Schools Not In Session

June

05 Schools Not In Session
25 Last Day of Instruction
26 Administration Day

JUNE 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days in Session: 177
Days of Instruction: 170
Number of Hours of Instruction: Elementary 878/Secondary 952
Minutes per Day: Elementary 325 /Secondary 336

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

Vancouver Island West School District 84
ENROLLMENT REPORT 2017-2018
As of February 6, 2019

Grade	CMESS	ESPERANZA	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	1			1	12		4		18
1	3			6	19		4		32
2	0			6	25		3		34
3	1			5	26		6		38
4	1			2	14		2		19
5	2			5	20		1		28
6	1			1	14		2		18
7	3			4	16		5		28
8	1		16	5		5	3		30
9	2		21	5		11	4		43
10	3		27	8		15	2		55
11	0		20	7		15	3		45
12	4		14	1		38	5	58	120
Totals:	22		98	56	146	84	44	58	508

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