



**REGULAR MEETING OF THE BOARD OF EDUCATION  
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,  
HELD ON MONDAY, JANUARY 11, 2021  
VIA 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  
Two Staff Members

**CALL TO ORDER:**

Chairperson Fehr called the meeting to order at 4:00 pm.

**APPROVAL OF AGENDA:**

**2021:R-001** MOVED: Trustee Stiglitz, SECONDED: Trustee Smith  
AND RESOLVED:  
*“TO approve the agenda, with the addition of 8.d., District Policy Review Committee Meeting.”*

**ADOPTION OF MINUTES:**

**2021:R-002** MOVED: Trustee Stiglitz, SECONDED: Trustee Mann  
AND RESOLVED:  
*“TO adopt the minutes of the Regular Board meeting of December 14, 2020.”*

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**CORRESPONDENCE:**

- BC Teachers' Federation
- Chair, SD19 (Revelstoke)
- President, BCSTA
- BCSTA
- Chair, SD42 (Maple Ridge & Pitt Meadows)
- Chair, SD48 (Sea to Sky)
- Chair, SD69 (Qualicum)
- Zeballos School
- BC Public School Employers' Association
- BCSTA
- BCSTA
- Copy of Letter to BC Public School Employers' Association re Sustainable Teacher Workforce Labour Market Project: Sector Labour Market Partnership Report
- Copy of Letter to BC School Trustees Association (BCSTA) re Trustee Academy
- Copy of Letter to Minister of Education re Review of BCSTA Provincial Council Motions and Priorities
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to Minister of Education to Reinstate Funding for Graduated Students Under the Age of 19 who are Continuing the Second Year of Trades Training Program
- Copy of Letter to Minister of Finance re Executive Compensation Freeze
- Copy of Letter to Minister of Education re Cancellation of Foundation Skills Assessment (FSA) 2020-2021
- ZESS Newsletter
- BCPSEA AGM Second Notice – Proposed Resolutions, Candidates for Trustee Directors, Proposed Budget
- Legal Bulletin – Ministerial Order – Freedom of Information and Protection of Privacy Act
- BCSTA Weekly: President's Message; AGM 2020; Financial Disclosure Forms Due January; Executive Disclosure Reports Going Live; NSBA 2021 Online Conference; By-election Resources; Report – Special Needs Children and Youth in the Pandemic; Boards at Work – SD72 Gives Back; UN Declaration on the Rights of Indigenous People's Act – Bill C-15; Upcoming and Reminders

- Ray Watkins Elementary
- BCSTA
- BCSTA
- RWES Newsletter – January 2021
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Weekly: Provincial Council Reminders; 2021 AGM Reminders; Financial Disclosure Forms Due; Ministerial Order-FIPPA Extension; School Life Cycle Funding Paper; Registration Open-NSBA Conference; Indigenous Youth Input Needed; What Educators Learned From COVID; Upcoming and Reminders

**2021:R-003** MOVED: Trustee Smith, SECONDED: Trustee Hanson  
AND RESOLVED:  
*“TO receive and file the correspondence.”*

### **REPORT OF THE CLOSED MEETINGS:**

Chairperson Fehr reported on the discussion of three labour issues and two land issues.

### **TRUSTEE REPORTS:**

#### **a. School Reports**

Trustee Hanson extended a special welcome to new teachers at Kyuquot Elementary Secondary School: Bryson Marks, Catherine Lundy and Matthew Thompson.

Chairperson Fehr provided a report from Gold River Secondary School. There will be an NSOP cross-country ski trip on January 21<sup>st</sup>, a school spirit activity on January 22<sup>nd</sup> and an international student joining GRSS next Monday until April 17<sup>th</sup>. Term 2 ends on January 28<sup>th</sup>, Term 3 starts on February 1<sup>st</sup> and report cards will be distributed on February 8<sup>th</sup>.

#### **b. LEA/EA Meeting**

A short meeting was held in December and focussed on the two VIU courses – ILRP 100 and Education 450 – and with a thought towards using those as a foundation for a new teacher orientation to the District. A teacher's guide was discussed, and Vicki White will provide an update at the end of January. There was some discussion around budget, and the need to ensure that there is proper consultation with each community around the spending of targeted funds.

#### **c. Working Relations Committee Meeting**

A meeting was held on December 15<sup>th</sup> to discuss Teacher Teaching On Call (TTOC) travel costs and the admin trailer at Kyuquot and Zeballos, TTOC call-out transparency and availability, COVID issues specific to mask-wearing and health checks, the timing for in-service for the literacy project, and remedy and the timing of TTOC notifications.

#### **d. District Policy Review Committee Meeting**

A meeting was held on January 11<sup>th</sup> to review Sections A and B policies. A proposal to amend Policy B.32, *Community and Commercial Use of Facilities and Grounds for Child Care*, will be brought forward to the February meeting as a 'notice of motion to amend'. No other changes to Sections A and B policies are required at this time.

### **UNFINISHED BUSINESS:**

#### **a. Budget 2020-2021**

The Superintendent/Secretary-Treasurer reminded the Board that the amended budget for 2020-2021 will be brought forward to the Board in February for finalization. He reviewed the budget process which is as follows: (1) enrollment projections are submitted to the Ministry in February; (2) the District is notified of its draft budget amounts towards the end of March; (3) a preliminary budget is approved by the Board in May; (4) the final budget allocation is confirmed by the Ministry in December; and, a final amended budget is presented to the Board in February for approval.

**b. Update on Capital Projects**

As a result of Ministry funding this year, the following capital projects (Carbon Neutral (CNCP); School Enhancement (SEP)) are in progress or completed:

- |   |               |   |
|---|---------------|---|
| • CNCP Bus Charging Station for Zeballos  | \$65,000      | To be completed February 2021             |
| • CNCP RWES Lighting                      | \$400,000     | Complete                                  |
| • SEP CMESS Air Handlers                  | \$75,000      | Complete                                  |
| • SEP Kyuquot Improvements                | \$275,000     | 80% complete; tbc March 2021              |
| • Washroom renovations pending            |               |   |
| • Hydronic Duct heater pending            |               |   |
| • Outside Air Damper actuator pending     |               |   |
| • Bus Replacement - NSOP                  | \$138,830     | Delivered Spring of 2020                  |
| • Bus Replacement – ZESS<br>for electric) | \$130,141 (+) | Delivery in February (+ additional grants |

Current Issues:

- The boilers at Gold River Secondary did not pass inspection. An emergency installation of a propane boiler was completed over the Christmas Break (rental at \$7,000/month). In speaking with the Ministry’s Capital Planning Department, the earliest that grant money can be expected for GRSS heating is the Spring of 2022. The Ministry advised of the option to use \$150,000 of the funds allocated this spring (for Kyuquot School), for GRSS instead.
  - Option 1 (preferred) – Repair one of the diesel boilers using Annual Facility Grant/surplus dollars, and run it for one more year and then plan to replace the heating system in the Spring of 2022 unless the amalgamation of the Gold River Schools is a go ahead. The information gained during this period should help in the design going forward (about \$350,000).
  - Option 2 – Try to come up with a \$150,000 solution that allows the heat pump to pre-heat a boiler (electric or propane – preferably electric).
- Backup power at Kyuquot School and teacherages, and working with High Tide Energy to complete the plan which will be a combination of solar panels, power wall and generator. Although most of the funding is anticipated through CNCP grants and AFG, the District may need to invest some local capital into this project.

Update on 2020/22 Projects: The Ministry’s Capital Planning Department is recommending funding for the following projects:

- |                                |           |  |
|--------------------------------|-----------|--|
| • SEP KESS – Modularity        | \$605,000 | School expansion to replace two portables  |
| • CNCP KESS – Solar Panels     | \$150,000 | Back-up power and reduced electrical costs |
| • CNCP ZESS – Lighting Upgrade | \$100,000 | LED Lighting and low voltage controls      |
| • Playground – RWES            | \$100,000 | New Universal Access Playground            |

Annual Facility Grant (AFG) Projects Completed: \$383,000 allocated

- Remove dangerous trees across the District (ongoing)
- Fire safety equipment serviced and inspected
- Emergency lighting replaced across the District
- Exit signs updated to ‘Running Man’ signs across the District (as per Code)
- Replaced light standards at RWES and SBO
- Annual inspections and maintenance of electrical and mechanical systems
- New floor cleaning machines
- Four disinfecting fogging machines
- Repair of heat pumps at GRSS and ZESS
- Repair and maintenance of RWES perimeter drainage system
- Replacement of AC units at SBO with heat pumps
- Replacement of heating system at the Health Hub
- Repair of ceiling tiles at RWES
- Direct Digital Controls maintenance and upgrades at SBO, RWES and GRSS
- Retaining wall between the field and playground at KESS
- Installation of five power walls to back-up KESS during power outage (still working on the plan for heat and teacherages)

The Superintendent/Secretary-Treasurer expressed appreciation to Mr. Deane Johnson and his Operations Department team for all of the work completed during Christmas Break to ensure heat at GRSS by January 4<sup>th</sup>. Welcome also to Tyler Kohlman, new District Tradesperson!

**NEW BUSINESS:**

a. **Appointment to Board Committees for 2021**

- **Budget Committee** – Board of Education, Superintendent/Secretary-Treasurer, Associate Director of Human Resources
- **CUPE Labour Management Committee** – Trustee Fehr, Trustee Mann (Alternate), Superintendent/Secretary-Treasurer, Associate Director of Human Resources
- **CUPE Negotiating Committee** – Trustee Fehr, Trustee Man (Alternate), Superintendent/Secretary-Treasurer, Associate Director of Human Resources, Director of Instruction
- **District Earthquake Safety Committee** – Trustee Stiglitz, Trustee Smith (Alternate), Superintendent/Secretary-Treasurer, Associate Director of Human Resources, Director of Instruction and Operations Supervisor
- **District Mission and Goals Committee** – ad hoc
- **District Occupational Health and Safety Committee** – Trustee Stiglitz, Trustee Mann (Alternate), Associate Director of Human Resources, Director of Instruction and Operations Supervisor
- **District Policy Review Committee** – Board of Education, Superintendent/ Secretary-Treasurer, Associate Director of Human Resources
- **First Nations Education Liaison Committee** – Trustee Smith, Trustee Stiglitz (Alternate), Superintendent/ Secretary-Treasurer, Associate Director of Human Resources
- **Grievance Committee** – Area Trustee, Superintendent/Secretary-Treasurer, Associate Director of Human Resources
- **Joint Rental Accommodations Committee** – Trustee Smith, Trustee Hanson (Alternate), Director of Instruction and Operations Supervisor, Associate Director of Human Resources
- **Scholarship Committee** – Trustee Mann, Trustee Fehr (Alternate) Superintendent/Secretary-Treasurer, District Principal
- **VIWTU Negotiating Committee** – Trustee Fehr, Trustee Mann (Alternate), Superintendent/Secretary-Treasurer, Associate Director of Human Resources, District Principal
- **Working Relations Committee** – Trustee Fehr, Trustee Mann (Alternate), Superintendent/Secretary-Treasurer, Associate Director of Human Resources, District Principal

The BC Public School Employers' Association Representative and Alternate will be Trustee Stiglitz and Trustee Fehr. The BC School Trustees Association Provincial Councillor and Alternate will be Trustee Fehr and Trustee Hanson.

b. **Spring Community Consultation Meetings and Preliminary Budget 2021-2022**

The Superintendent/Secretary-Treasurer reported that the District is in funding protection by about \$35,000 and, regardless of enrollment, will receive 98.5% next year which makes it a little easier for planning in terms of budget. It is anticipated that the District's enrollment for next year will decline by approximately 20%, largely because of Nisaika Kum'tuks and Tsawalk Learning Centres going to SD68 (Nanaimo-Ladysmith). Traditionally, spring community consultation meetings are held to discuss the school calendar, budget and any other topics of interest – and this year will include a discussion of the draft Framework to Enhance Equity and Achievement. Due to the COVID restrictions around gatherings, the Board agreed that a District meeting will be held by Zoom on two separate days - February 22<sup>nd</sup> and 23<sup>rd</sup> - to provide flexibility for people to join on whichever day works best for them. Chairperson Fehr suggested Trustees gather input from communities on what they would like to have included on the agenda.

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**SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:**

**a. District Update**

Due to COVID, Zeballos students were largely kept at home for approximately seven weeks prior to the Winter Break, with school work sent out to students as much as possible. The good news is that the First Nations communities in the area have now been vaccinated, and offers of vaccination went to the staffs of Kyuquot and Zeballos as well. Although students are now returning to school, there will be major challenges in the District in terms of the students' learning gaps and allowances will have to be made for that, moving forward. Vancouver Island continues to be one of the safest places and, as of yet, there have been no COVID cases in any of the District's schools. The 'normal' field trips are on hold, with only day trips taking place in accordance with safety plans.

**b. Enrollment Report**

The enrollment is currently at 395 students, down considerably from the 474 FTE from last year – and expected to drop close to 300 FTE after this school year. Unfortunately, when looking at the projections, there are still larger classes at the higher grades than at the lower grades, so the trickle-down effect will continue until young families move into the District.

**c. Finance Warrants**

As of the end of December, the District is on track with its budget – being 40% of the way through the school year and having about 58.1% of the funding left.

**TRUSTEE INQUIRIES:**

Nil.

**PUBLIC AND PRESS INQUIRIES:**

Mrs. Katrina Kornyllo from GRSS expressed appreciation to Mr. Deane Johnson for the work over the Winter Break to ensure that there would be heat on in the school.

Ms. Judy van Boven from KESS expressed appreciation to the Board for sending out the box of Christmas chocolates to Kyuquot School. She inquired if there is room in the budget to provide a covered play area and a small trampoline for one of the special needs students, and she was advised to discuss these questions with her Principal. Ms. van Boven also expressed appreciation to the Superintendent/Secretary-Treasurer for all of the work that he does.

**NOTICE OF MEETINGS:**

The next regular meeting of the Board of Education will be held on Monday, February 8, 2021, at 4 pm, at the School Board Office in Gold River or by Zoom – to be confirmed. Any requests for agenda additions should go to [amcdowell@viw.sd84.bc.ca](mailto:amcdowell@viw.sd84.bc.ca) 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 4:44 pm:

**2021:R-004**    MOVED: Trustee Smith, SECONDED: Trustee Hanson  
AND RESOLVED:  
"TO adjourn."