



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

JANUARY 17, 2022 – 4:00 PM

By Zoom

Board of Education Vancouver Island West School District 84

A G E N D A

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
 - a. Regular Meeting of December 13, 2021
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. Working Relations Committee Meeting
 - c. Enhancement Agreement Meeting
9. **UNFINISHED BUSINESS**
 - a. Budget 2021-2022
10. **NEW BUSINESS**
 - a. Board Committees for 2022, and:
 - i. BCSTA Provincial Councillor and Alternate
 - ii. BCPSEA Trustee Representative and Alternate
 - b. Spring Community Consultation Meetings and Preliminary Budget 2022-2023
 - c. Three-Year School Calendar
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. February 14, 2022, 4 pm – by Zoom
15. **ADJOURNMENT**

- First Nations Leadership Council
- Chair, SD57 (Prince George)
- BC School Sports
- BCSTA
- BC Public School Employers' Association
- Chair, SD42 (Maple Ridge & Pitt Meadows)
- BCSTA
- BCSTA
- Chair, SD75 (Mission)
- BCSTA
- BCSTA
- Zeballos School
- Minister of Education
- Vancouver Island School Trustees' Association
- BCSTA
- Ray Watkins Elementary
- BCSTA
- BCSTA
- Chair, SD20 (Kootenay-Columbia)
- BC Principals' and Vice-Principals' Association
- Minister of Advanced Education and Skills Training
- BCSTA
- BCSTA
- Copy of Letter to Minister of Education re Foundation Skills Assessment
- Copy of Letter to Minister of Education Requesting Immediate Action on the Nine Government Recommendations in the Special Advisors Report Dated June 24, 2021
- BCSS Events and BC Gasoline Shortage
- BCSTA Headlines: Daily News for School Trustees
- Reminder: Annual General Meeting First Notice: Call for Proposed Resolutions and Nominations for Election to the Board of Directors
- Copy of Letter to Chair, BCPSEA, in Response to Recent Announcement that BCPSEA is Conducting a Total Compensation Review for Exempt Salary Grids for K-12
- BCSTA Weekly: Academy Speaker – Ann Makosinski; COVID-19 K-12 Report; Budget Consultation Report; Childcare Engagement; Bargaining; BCSTA Scholarships
- BCSTA Update: Summary of Changes for the BCSTA Motions and BCSTA Expense Websites
- Copy of Letter to Minister of Education Requesting that the Ministry of Education Fund School Bus Replacements at the Full Cost of Electric School Busses
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to the President of the Canadian School Boards Association re Declaration of National Opiate Death Crisis
- December Newsletter
- Copy of Letter to the BCSTA President in Response to her Request to Support Climate Literacy in All BC Schools
- Agenda for Business Meeting December 4, 2021
- BCSTA Representative to the Technical Advisory Committee
- December 2021 Newsletter
- BCSTA Weekly: Academy is Here; BCSTA Logins Have Changes; BCPSEA AGM; Boards at Work – Kindness Day in SD41; Letters; Reminders
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to the BCSTA Board of Directors re Travel and Implementing Hybrid Communication for Meetings
- Copy of Letter to BCSTA President re 2021 – Learning and Looking Forward
- Copy of Letter to BCSTA President re BCSTA's Request to Post-Secondary Institutions to Increase Their Intake of Education Students
- BCSTA Update: Help Keep BCSTA's Lists Current
- BCSTA Weekly: Thank You; FNLC Letter on FSAs; Blueprint for Action; Childcare Engagement; Accessibility Survey; BCCPAC News; Affirmations Deck; Tech for Learning; Opinion – How Much Would it Cost to Close the Education Gap; Letters; BCSTA Logins Have Changes; BCSTA Scholarships

2021:R-064 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Fehr reported that one land, three legal and six labour items were discussed – and the Board will not be initiating a process to require mandatory vaccines for School District employees at this time.

TRUSTEE REPORTS:

a. School Reports

Trustee Mann reported that the contemporary dance company, SQX, visited Ray Watkins to promote kinship, collaboration and team work and the December newsletter has some great photos of the children participating. Report cards went home on December 7 and parent-teacher interviews were held on December 9 and 10. The PAC held a meeting on December 8, and Christmas Spirit Week is the week before Winter Break with many fun activities!

Trustee Stiglitz reported on the recent after-school activities at Captain Meares: Monday sports events, Tuesday yoga and breathing exercises and Wednesday Rec Centre activities. There have been two Parent Advisory Council meetings and a 'Shop Don't Stop' Bazaar last weekend with fun festival games outside after shopping. It was report card day on Friday along with a snowboarding trip – the first of the year for the two CMESS students who attended, and everyone is practicing for the upcoming Christmas Concert. The Student Council has also been very busy with Spirit activities for students and staff.

Chairperson Fehr reported that the Spirit Group at Gold River Secondary School has also been busy with many activities for students, including a 'Fancy Dress Day' last Friday. The girls' and boys' basketball teams have been very busy – and there will be more to report in January!

b. Working Relations Committee Meeting

The Committee met on November 22 and checked in around the three-year school calendar, the Teacher In Charge job description and the joint VIWTU/CUPE communication to employees. The impact of unfilled job postings and the decreased time of CUPE positions was discussed, and how that is affecting teaching. There are some teachers who do not know how to report violent incidents, and Principals will be following up. A District-wide literacy plan was discussed as well as the reduced remedy being used because of the lack of TTOCs. Principals recently received their school budgets, which have not been significantly reduced unless the school enrollment has dropped.

The next WRC meeting is scheduled for December 14.

c. BCSTA Trustee Academy

Trustees Fehr, Hanson and Mann attended the Trustee Academy held in Vancouver on December 2-4, 2021.

Several pre-Academy sessions were offered:

Session 1: Flight of the Hummingbird – Michael Nicoli Vahgulanaas (Haida)

- Equity, peace, friendship, love
- We are doing what we can
- A story with no end
- We are the fire but we have not abandoned the forest

Session 2: How Are We Doing? – Data in Support of Equity - Deborah Jeffery, FNEC

- Respect, recognition, and accommodation of differences
- Individual's level of education directly correlates to future quality of life
- How are we doing report
- Support FSAs
- Use data to address inequalities
- Strive to do the best we can

Session 3: Equity in Action – Indigenous Student Success and Framework for Equity - Joe Heslip, Ministry of Education

- This project is being adopted by Nova Scotia and maybe Alberta
- Equity districts are increasing completion rates
- Seven key themes:
 1. collective responsibility
 2. truth at the center
 3. connection to community

4. bias and privilege awareness
 5. respect for IWVP (Indigenous World View Perspectives)
 6. evidence informed
 7. professional development collective culture
- Equity Project resources are available and are password protected
 - Start with what you can manage

Session 4: Capacity Building – Denise Augustine (Ministry, Superintendent, Indigenous Education)

- Full of possibility
- Satellite data – FSAs, etc.
- Street data – voices of students, parents, and community
- Brad Baker, part of the Ministry

Session 5: Tale of Four Chiefs – Dr. John Chenoweth, SD58 (Nicola-Similkameen), BCSTA Director

- Identity, Community, Policy, and Confident

Academy Evening Keynote: Students Have to be the Ones to Bring About Change - Eddy Robinson

- Respect, responsibilities, relationships

Academy – Day 1, December 3:

Opening and Welcome from Minister Whiteside

- Need more attention to Climate Change in schools
- Three-year partnership with BC Lions – anti-racism project
- Now have Assistant Deputy Minister of Indigenous Education

Plenary 1: Learning Should Know No Boundaries - Natalie Panek, Aerospace Engineer (works on space robotics)

1. Teamwork – Learn from others on the team
2. Working outside your comfort zone
 - learn skills from people around you
 - ask a lot of questions
 - curiosity
 - wonder
 - dream big
3. Optimistic
 - keep vision in mind to remember when working on a problem that is difficult
4. Rejection
 - move forward from what you learned in this incident
5. Success is not a straight line
 - success does not look the same for everyone
6. Compassion
 - help others
 - kindness motivates others

Concurrent Sessions:

1. The Last Year: Strategies to Meet Goals Before End of Mandate
2. New Framework for Enhancing Student Learning (FESL) Tools & the Review Program
 - Seven themes from Equity scans
 - Videos available for Board to see
3. Leadership Management Standards
4. Knowledge Series – A Brave Journey
 - Indigenous Education Committee (BCSTA)
 - Series of 5 posters brought back to give to schools
5. Policy Session on Surplus and Financial Reporting
 - Ministry person speaking (Finance)

Academy – Day 2, December 4:

Plenary 2: Reimagining the Future Through Education – Inventing the Future - Ann Makosinski, Student Inventor

- 80% of learning happens outside of School District 84
- “Failure is not the opposite of success, its’ part of success” (Arianna Huffington)

Plenary 3: Meeting the Needs of Children and Youth in the New Learning - Dr. Jennifer Charlesworth, Representative for Children & Youth

- Creating belonging, helping kids thrive
- Similar relationship as an Ombudsman to Children & Youth
- Not part of Ministry
- Serve 0-27 years

UNFINISHED BUSINESS:

a. **Framework for Peer Review Process**

The Superintendent/Secretary-Treasurer attended the online presentation about the continuous improvement program and the review that the Ministry is doing for all 60 districts on the Framework for Enhancing Student Learning reports. The Ministry team’s focus will be on three areas - district data, strategic engagement and alignment, and the process is for the team to share one consideration and one strength for each of those areas. School District 84 will work through the same process with its District management committee in the New Year and, in February, will conduct some self-assessment and then meet with the Ministry. A follow-up report will be presented to the Board.

NEW BUSINESS:

a. **Election of Board Chairperson**

The Superintendent/Secretary-Treasurer took over the chair and called for nominations for Board Chairperson. Trustee Mann nominated Trustee Fehr, seconded by Trustee Stiglitz, and Trustee Fehr accepted the nomination. The Superintendent/Secretary-Treasurer called for nominations a second and third time and, hearing none, declared Trustee Fehr acclaimed as Board Chairperson for another year.

b. **Election of Board Vice-Chairperson**

Chairperson Fehr called for nominations for Board Vice-Chairperson. Trustee Mann nominated Trustee Hanson, seconded by Trustee Stiglitz. Chairperson Fehr called for nominations a second and third time and, hearing none, declared Trustee Hanson acclaimed as Board Vice-Chairperson for another year.

c. **Employment Recognition and Service Awards**

Congratulations to the following employees who are recognized this year for reaching significant employment milestones with School District 84:

10 Years:

- Christian Stapff, First Call Teacher Teaching on Call, Ray Watkins Elementary
- David Gledhill, Learning Assistance Resource Teacher, Zeballos School
- Jason Hsia, District Computer Technician 1
- Jon Christall, Primary Teacher, Zeballos School
- Tara Westwood, Noon Hour Supervisor, Gold River Secondary

30 Years:

- Dana Plett, Literacy Support Teacher, Ray Watkins Elementary
- Sharon Parsey, Administrative Assistant, Gold River Secondary

d. Statement of Financial Information

2021:R-065 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO approve the Statement of Financial Information for the fiscal year ended June 30, 2021, as presented."

e. Local Capital

The Superintendent/Secretary-Treasurer presented the Nine-Year Local Capital Equipment Replacement Plan and requested Board approval for two items: (1) the purchase of a 21-passenger activity bus for Kyuquot/Zeballos Schools as both schools have basketball teams and many other extra-curricular activities taking place which makes shuttling buses back and forth very expensive; and, (2) approval of the Plan. He noted that all vehicles are on a seven-year replacement cycle, with the Board budgeting funds each year to support this plan but replacing vehicles only when necessary.

2021:R-066 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO approval the Local Capital Equipment Replacement Plan for 2021-2022, as presented."

2021:R-067 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO purchase a new 21-passenger activity bus, as per the Nine-Year Local Capital Equipment Replacement Plan."

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. District Update

It is the week before Christmas and that time of year when everyone is looking forward to a break, while also knowing that it is still a long haul through the year. Everyone in the District would agree that it has been a very difficult two years, and now getting back together and having face-to-face meetings, while being balanced with the concerns about COVID, vaccinations, the new variants, and everyone's feelings throughout the District in their work and in their relationships. The Winter Break will be appreciated while knowing that difficult times will continue in January and throughout the rest of the year. At the same time, the teachers and staff have been working so hard to create normalcy for students and a special thank you to the coaches for the basketball teams who are now travelling out of Kyuquot, Zeballos and Gold River on a regular basis which is awesome. The teachers have their students on a regular schedule and getting educated, which is a very positive situation because, in many places, students are still not attending school.

b. Enrollment Report

The District enrollment has dropped down to 296 students this month, but will likely increase again in the New Year. A teacher has been hired for the Continuing Education Program, with Mr. Rockwell taking over the administration of the program, so it will be good to see the program building and creating success for adult students.

c. Finance Warrants

Ms. Natalie Lowe presented the finance warrants for November and noted that this is the first month that the District had the budget submitted into the accounting systems and could make some comparisons. Last year at this time, the District still had 66.6% of its budget and this year, has 67.8% remaining so is trending appropriately in terms of spending. The Ministry will be announcing final funding amounts this week and most likely the District will not see any significant changes in its budget amounts. The local capital planning puts the District in good shape for many years, and there are a number of capital projects on the go: Captain Meares – upgrades to parking lot, lighting and daycare room; Kyuquot – upgrades to modular classrooms and lighting; Ray Watkins – new playground on order; and, Zeballos – lighting upgrades.

TRUSTEE INQUIRIES:

Chairperson Fehr asked if the Actions for Learning projects have started for this school year, and the Superintendent/Secretary-Treasurer will follow up with a report to the Board in January.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETINGS:

The next regular meeting of the Board of Education will be held on Monday, January 10, 2022, at 4 pm by Zoom. Any requests for agenda additions should go 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 4:53 pm:

2021:R-061 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO adjourn."

Merry Christmas!



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84
BOARD COMMITTEES 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 Mann (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/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/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/Operations Supervisor, Associate Director of Human Resources

Scholarship Committee – Trustee Mann, Trustee Fehr (Alternate) Superintendent/ Secretary-Treasurer, Director of Instruction

VIWTU Negotiating Committee – Trustee Fehr, Trustee Mann (Alternate), Superintendent/ Secretary-Treasurer, Associate Director of Human Resources, Director of Instruction

Working Relations Committee – Trustee Fehr, Trustee Mann (Alternate), Superintendent/ Secretary-Treasurer, Associate Director of Human Resources

Vancouver Island West School District 84
ENROLLMENT REPORT 2021-2022
 As of January 5, 2022

Grade	CMESS	GRSS	KESS	RWES	ZESS	CONT ED	TOTALS
K	0			15	4		19
1	2		4	11	3		20
2	6		2	9	4		21
3	1		2	7	3		13
4	4		5	10	6		25
5	1		4	21	4		30
6	2		6	17	3		28
7	1		2	10	4		17
8	0	16	5		1		22
9	2	11	2		2		17
10	2	18	4		4		28
11	1	16	4		2		23
12	0	16	6		3	5	30
Totals:	22	77	46	100	43	5	293

CMESS - Captain Meares Elementary Secondary School

GRSS - Gold River Secondary School

KESS - Kyuquot Elementary Secondary School

RWES - Ray Watkins Elementary School

ZESS - Zeballos Elementary Secondary School

CONT ED - Continuing Education

School District No. 84 (Vancouver Island West)

Operating Expenses

December 31, 2021

OBJECT	DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	\$	REMAINING %	2020 %
-105	PRINCIPAL & VP SALARIES	752,305	1,511,568	759,263	50.20%	49.50%
-110	TEACHERS SALARIES	977,996	2,157,896	1,179,900	54.70%	57.70%
-120	SUPPORT STAFF SALARIES	375,414	754,243	378,829	50.20%	48.40%
-123	EDUCATIONAL ASST SALARIES	152,553	312,842	160,289	51.20%	62.10%
-130	OTHER PROFESSIONAL SALARIES	250,649	461,824	211,175	45.70%	43.00%
-140	SUBSTITUTE SALARIES	88,707	487,000	398,293	81.80%	71.40%
-200	EMPLOYEE BENEFITS	564,045	1,391,972	827,927	59.50%	61.80%
-310	SERVICES	259,152	712,729	453,577	63.60%	64.70%
-330	STUDENT TRANSPORTATION	61	38,500	38,439	99.80%	68.00%
-340	TRAVEL	63,015	486,614	423,599	87.10%	75.90%
-360	RENTAL & LEASES	0	3,000	3,000	100.00%	0.70%
-370	DUES & FEES	27,390	29,900	2,510	8.40%	14.90%
-390	INSURANCE	16,943	39,000	22,057	56.60%	66.70%
-510	SUPPLIES	380,600	813,591	432,991	53.20%	79.10%
-540	UTILITES	86,128	378,750	292,622	77.30%	67.20%
		<u>3,994,958</u>	<u>9,579,429</u>	<u>5,584,471</u>	<u>58.30%</u>	<u>58.10%</u>

The school district budget is very healthy and tracking appropriately.

We have our final funding and have an operating budget of \$9,804,134. We built our current budget on \$9,225,779 - a difference of \$550,000.

Capital Projects

	Expenses	Funds Available	
CMESS	111,412	450,000	15,000 parking lot, energy systems
Kyuquot	385,036	605,000	350,000 modular classrooms exterior wall systems
CMESS	47,280	450000*	50,000 lighting
ZESS	1,889	100,000	5,000 lighting
Kyuquot	3,739	150,000	25,000 lighting
RWES	-	165,000	playground
<u>549,356</u>		<u>1,470,000</u>	<u>445,000</u>

CMESS has \$450,000 for energy upgrades in total

Haven't drawn more as there is \$285,000 in funds drawn for AFG and not spent.