



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

## **REGULAR BOARD MEETING**

**WEDNESDAY, MARCH 16, 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 February 14, 2022
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
  - d. Spring Community Consultation Meetings, February 22 and 23
  - e. Vancouver Island School Trustees' Association Branch Meeting
9. **UNFINISHED BUSINESS**
  - a. COVID Update
  - b. Three-Year School Calendar
  - c. Preliminary Budget 2022-2023
10. **NEW BUSINESS**
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. April 11, 2022, 4 pm
15. **ADJOURNMENT**



**REGULAR MEETING OF THE BOARD OF EDUCATION  
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,  
HELD ON MONDAY, FEBRUARY 14, 2022  
VIA ZOOM**

**TRUSTEES PRESENT:** Arlaine Fehr, Chairperson (Gold River)  
Jenniffer Hanson, Vice-Chairperson (Kyuquot)  
Debbie Mann (Gold River)

**TRUSTEE ABSENT:** Allison Stiglitz (Tahsis)

**ALSO PRESENT:** Lawrence Tarasoff, Superintendent/Secretary-Treasurer  
Natalie Lowe, Assistant Secretary-Treasurer  
Annie McDowell, Associate Director of Human Resources  
Two Staff Members

**CALL TO ORDER:**

Chairperson Fehr called the meeting to order at 4:08 pm.

**APPROVAL OF AGENDA:**

**2022:R-005** MOVED: Trustee Mann, SECONDED: Trustee Hanson  
AND RESOLVED:  
*"TO approve the agenda with the addition of 10.e, Change of Board Meeting Date."*

**ADOPTION OF MINUTES:**

**2022:R-006** MOVED: Trustee Hanson, SECONDED: Trustee Mann  
AND RESOLVED:  
*"TO adopt the minutes of the Regular Board meeting of January 17, 2022."*

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**PUBLIC INQUIRIES AND PRESENTATIONS:**

Nil.

**CORRESPONDENCE:**

- Chair, SD52 (Prince Rupert)
- Chair, SD52 (Prince Rupert)
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BC Teachers' Federation
- BC Public School Employers' Association
- BCSTA
- BCSTA
- Zeballos School
- Copy of Letter to BC School Trustees Association re Virtual Attendance for BCSTA Events
- Copy of letter to Minister of Children and Family Development re Family Connection Hubs
- Copy of Letter to Minister of Education re Increased Funding for the Annual Facilities Grant
- Copy of Letter to Chair, SD20 (Kootenay-Columbia) re Travel
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Weekly: President's Holiday Message; Academy Recap; Motion Submission Deadline Reminder; SOGI Update; Publication Break; Letters
- Copy of Letter to Minister of Education re Providing Space at Decision-Making Tables for Participation from Indigenous Peoples
- BCPSEA Annual General Meeting Second Notice: Proposed Resolutions, Candidates for Trustee Directors, Proposed Budget
- Copy of Letter to Associate Deputy Minister, Policy & Coordination, re Congratulations and Introduction to the BCSTA
- Copy of Letter to Deputy Minister, Ministry of Education, re Thank You and Congratulations
- December Newsletter

- Chair, SD57 (Prince George)
- BCSTA
- BCPSEA
- BCSTA
- BCSTA
- BCPSEA
- BCSTA
- Copy of Letter to Minister of Education with Invitation to Visit District and Meet with the Board
- BCSTA Headlines: Daily News for School Trustees
- BCPSEA Annual General Meeting – Virtual Delivery
- BCSTA Weekly: Virtual February Provincial Council; Motion Deadlines; K-12 Reporting Update; Winter Food Learning; PHE Canada Youth Council; Letters; Reminders; BCSTA Scholarships
- BCSTA Headlines: Daily News for School Trustees
- Reminder – AGM Trustee Representative Zoom Call
- BCSTA Update: Registration Open for Provincial Council

**2022:R-007**      MOVED: Trustee Mann, SECONDED: Trustee Hanson  
AND RESOLVED:  
"TO receive and file the correspondence."

### **REPORT OF THE CLOSED MEETING:**

Chairperson Fehr reported that four labour items were discussed, with one being the Board's support of the Letter of Understanding for the three-year calendar.

### **TRUSTEE REPORTS:**

a.      **School Reports**

Nil.

b.      **Working Relations Committee Meeting**

The meeting of January 24, 2022 focussed on the three-year school calendar and extended health benefits. The Committee will meet again in March.

c.      **Enhancement Agreement Meeting**

The Committee met on January 31, 2022 to continue its work on the equity scan with facilitator John Swift. Participants worked through 32 guiding questions and the follow-up meeting on February 28 will look at the themes arising from the first equity scan meeting and to move forward from that, along with any of the other Committee business.

d.      **BCSTA Provincial Council Meeting**

Chairperson Fehr reported on the short meeting of February 12, 2022. The President's Report addressed child care, capital and surplus policies, inclusive education, climate change, anti-racism, upcoming COVID update on February 15 and the budget to be released on February 22.

The CEO reported on the Election Guide and noted that more information would be coming re the Ministry's childcare policy. The Canadian School Board Association reported on the project to update the equity policy. There were Standing Committee Reports from the Professional Learning, Indigenous Education, and Legislative Committees.

The BCSTA 2022/2023 draft budget will be presented for approval at the upcoming Annual General Meeting. There were no motions.

### **UNFINISHED BUSINESS:**

a.      **Spring Community Consultation Meetings, February 22 and 23**

- District Update – Challenges and Opportunities
- Budget 2022/2023
- School Calendar
- Questions and Feedback

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The public is invited to attend on either date, from 6:30-8:00 pm, by Zoom. To register, please contact [amcdowell@viw.sd84.bc.ca](mailto:amcdowell@viw.sd84.bc.ca).

b. **Three-Year School Calendar**

The Superintendent/Secretary-Treasurer reported that the Letter of Understanding required for the three-year calendar has been negotiated with the VIWTU, and is ready to be signed locally and provincially.

**2022:R-008** MOVED: Trustee Mann, SECONDED: Trustee Hanson  
AND RESOLVED:  
*"TO circulate the three-year school calendar for input."*

**NEW BUSINESS:**

a. **Amended Annual Budget 2021-2022**

The Assistant Secretary-Treasurer presented the Amended Annual Budget 2021-2022 and answered questions.

**2022:R-009** MOVED: Trustee Hanson, SECONDED: Trustee Mann  
AND RESOLVED:  
*"THAT the Board of Education for School District 84 waive the requirement for the bylaw to be read on different days."*

**2022:R-010** MOVED: Trustee Hanson, SECONDED: Trustee Mann  
AND RESOLVED:  
*"THAT the Board of Education approve the Amended Annual Budget for the 2021-2022 fiscal in the amount of \$12,876,563, as presented."*

b. **Enrollment Projections and Preliminary Budget 2022-2023**

Based on the projected enrollment of 270 students for next school year, the District will continue in funding protection at 98.5% of this year's revenue. In March, the Board will consider its budget strategy – i.e. aggressive, conservative or somewhere in the middle – and the implications will be discussed in terms of staffing, supplies, fixed costs, anticipated surplus, feedback from community consultation meetings, etc. In April, a draft budget will be ready for the Board's input, and then a preliminary budget presented in May for approval. If additional work is needed, this schedule gives the Board enough time to finalize the preliminary budget by the Ministry's deadline of June 30.

c. **Resignation of Zeballos School Trustee**

Chairperson Fehr was saddened to report that Trustee Andrew Smith of Zeballos has resigned.

**2022:R-011** MOVED: Trustee Mann, SECONDED: Trustee Hanson  
AND RESOLVED:  
*"TO accept Trustee Andrew Smith's resignation."*

The *Election Act* states that if a vacancy occurs on a board of education after January 1 in the year of a general school election, the board can hold the vacancy open as long as at least three trustees continue to hold office.

**2022:R-012** MOVED: Trustee Hanson, SECONDED: Trustee Mann  
AND RESOLVED:  
*"TO not hold a by-election due to Trustee Smith's resignation date being in the year of a general school election."*

Chairperson Fehr announced the following changes to the Board Committees for 2022:

- District Earthquake Safety Committee – Trustee Mann (Alternate)
- First Nations Education Liaison Committee – Trustee Mann (Alternate)
- Joint Rental Accommodations Committee – Trustee Stiglitz (Alternate)

d. **2022 General Local Elections – Election Period**

The election period begins on January 1 of an election year until 29 days before General Voting Day which is this year, October 15, 2022. Campaigns must report all expenses incurred during the election period.

e. **Change of Board Meeting Date – March 2022**

**2022:R-013** MOVED: Trustee Mann, SECONDED: Trustee Hanson  
AND RESOLVED:

*“TO change the date of the Regular Board meeting from Monday, March 14, 2022 to Wednesday, March 16, 2022.”*

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

a. **District Update**

Although COVID continues to cause much strain in the system, the Superintendent/Secretary-Treasurer was happy to report on the positive things that are happening in the District:

- The boys' and girls' basketball teams took part in tournaments over the weekend - Kyuquot, Zeballos and Gold River Secondary sent boys' teams, and Kyuquot joined with Zeballos to form a team who went along with a Gold River Secondary girls' team – so to have the students able to get out and participate in team sports activities once again.
- The Outdoor and International Programs continue to thrive and enjoy skiing, tubing and hiking trips – with all trips having COVID safety plans in place.
- Positive and productive work continues throughout the District with teachers collaborating every second Friday on reading, writing and assessment strategies and feeling empowered in their ability to support each other as they work together to improve success for students.
- It is exciting to see the portable classrooms in Kyuquot being replaced by modularized buildings, two of which are being installed now and possibly ready to use before the end of this school year. If the Ministry supports the installation of two more, the old Kyuquot School portables will be gone!

The District has a very bright Spring ahead, as things lighten up on the COVID front!

b. **Enrollment Report**

The District enrollment is at 298 students (head count), up slightly from last month.

c. **Finance Warrants**

The indicated in the January 31 report, the District is trending exactly on course with 49.8% remaining in 2022 vs 49.0% remaining at the same time in 2021. More money will be pulled down next month for capital projects, with Kyuquot benefitting from almost \$400,000 being spent this year on modular classroom improvements. There are many good things happening in the District and the Assistant Secretary-Treasurer agreed that the future is bright for the District!

**TRUSTEE INQUIRIES:**

Chairperson Fehr expressed appreciation to the Superintendent/Secretary-Treasurer, the administrators and all staff for being flexible with the constant COVID changes, reporting and updating whenever necessary to make sure that the students are safe. Hopefully this bumpy road will become smoother and everyone can look forward to a brighter Spring!

**PRESS AND PUBLIC INQUIRIES:**

The VIWTU President asked who would be responsible for checking in on Zeballos School and to be available for the community. Chairperson Fehr noted that the Board will take responsibility and make a plan. It may even

be possible to start having Board meetings in the communities once again, and more information will be known by the March Board meeting.

**NOTICE OF MEETINGS:**

The next regular meeting of the Board of Education will be held on **Wednesday, March 16, 2022**, at 4 pm by Zoom. Any requests for agenda additions should go to [amcdowell@viw.sd84.bc.ca](mailto: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 5:00 pm:

**2022:R-014**      MOVED: Trustee Mann, SECONDED: Trustee Hanson  
AND RESOLVED:  
                  "*TO adjourn.*"



# Summary of Changes: Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings



The following outlines the key changes in the March 2022 update to the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings. **This update is effective the first day of a school's spring break.** For exact wording, please see the [full document](#).

Prevention Measure	October 2021	March 2022 – First Day of Spring Break
Space Arrangement	Schools to create space between people.	Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches, though should still consider strategies to create space between people.
School Gatherings and Events	<p>Intra-school events do not have a capacity limit.</p> <p>Inter-school events or those with visitors (e.g., parent spectators) should not exceed 50% capacity and proof of vaccination should not be implemented.</p> <p><i>Guidance provided to sector via DM Bulletin October 2021</i></p>	<p>Intra-school events (events with just students, staff and necessary volunteers) do not have a capacity limit.</p> <p>Inter-school events or those with visitors (e.g., parent spectators):</p> <ul style="list-style-type: none"> <li>Should not exceed 50% capacity and proof of vaccination should not be implemented while the PHO Gatherings &amp; Events Order is in place.</li> <li>Can return to 100% capacity when the PHO Gatherings &amp; Events Order is lifted (expected end of day April 7, 2022).</li> </ul> <p>Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate.</p>
Visitor Access/Community Use	<p>Schools must have a sign in/sign out process for anyone not typically onsite.</p> <p>Schools should keep a list of the date, names and contact information for those not typically onsite over the past 45 days.</p> <p>Where possible, visitor access should be limited to those areas required for the purpose of the visit.</p>	<p>Schools can return to routine sign in/sign out practices. Schools do not need to keep a list of the date, names and contact information of visitors for communicable disease prevention purposes.</p> <p>Schools can return to routine pick up/drop off practices.</p>
Illness & Self-Assessment Policies and Protocols	Reflect public health practices of Fall 2021.	Updated to align with current public health recommendations and practices for testing and self-isolation periods.
Personal Protective Equipment	All students, staff and visitors are required to wear a mask indoors at schools.	The decision to wear a mask or face covering is a personal choice for staff, students and visitors. A person's choice is to be supported and respected.
Field Trips	Proof of vaccination not referenced.	Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate, particularly students. If this is not possible (and the field trip/travel cannot occur otherwise), schools can require participants to confirm they are able to meet additional requirements (e.g., are able to provide proof of vaccination).



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK  
SCHOOL CALENDAR  
2022 - 2023**

**SEPTEMBER 2022**

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**September**

05 Labour Day  
06 Schools Open  
09 School Not in Session  
12 School Board Meeting  
23 CI Day

**February**

10 Schools Not In Session  
13 School Board Meeting  
20 Family Day  
24 Pro D Day

**FEBRUARY 2023**

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**OCTOBER 2022**

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**October**

07 Schools Not In Session  
10 Thanksgiving  
11 School Board Meeting  
21 Provincial Pro-D Day

**March**

10 Schools Not In Session  
13 School Board Meeting  
20 Schools Closed Spring Break

**MARCH 2023**

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**NOVEMBER 2022**

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**November**

04 Schools Not in Session  
11 Remembrance Day  
14 School Board Meeting  
18 Pro D Day

**April**

03 Schools Re-open  
07 Good Friday  
10 Easter Monday  
11 School Board Meeting  
21 Pro D Day

**APRIL 2023**

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**DECEMBER 2022**

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**December**

02 Schools Not In Session  
12 School Board Meeting  
16 Schools Not In Session  
19 Schools close for Winter Break

**May**

05 Schools Not in Session  
08 School Board Meeting  
19 Schools Not in Session  
22 Victoria Day

**MAY 2023**

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**JANUARY 2023**

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**January**

02 in Lieu of New Years Day  
03 Schools Re-open  
09 School Board Meeting  
13 Schools Not In Session  
27 Schools Not In Session

**June**

02 Pro D Day  
12 School Board Meeting  
16 Schools Not In Session  
29 Last day of Instruction  
30 Administration Day

**JUNE 2023**

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**Days in Session: 170**  
**Days of Instruction: 163**  
**Number of Hours of Instruction: Elementary 873 / Secondary 947**  
**Minutes per Day: Elementary 337 / Secondary 349**

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





VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK  
SCHOOL CALENDAR  
2023 - 2024**

**SEPTEMBER 2023**

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**September**

04 Labour Day  
05 Schools Open  
08 School Not in Session  
11 School Board Meeting  
22 CI Day

**February**

09 Schools Not In Session  
12 School Board Meeting  
19 Family Day  
23 Pro D Day  
LEAP YEAR

**FEBRUARY 2024**

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**OCTOBER 2023**

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**October**

06 Schools Not In Session  
09 Thanksgiving  
10 School Board Meeting  
20 Provincial Pro-D

**March**

08 Schools Not In Session  
11 School Board Meeting  
18 Schools Closed Spring Break  
29 Good Friday

**MARCH 2024**

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**NOVEMBER 2023**

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**November**

03 Schools Not in Session  
13 School Board Meeting  
17 Pro D Day

**April**

01 Easter Monday  
02 Schools Re-open  
05 School Not in Session  
08 School Board Meeting  
19 Pro D Day

**APRIL 2024**

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**DECEMBER 2023**

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**December**

01 Schools Not In Session  
11 School Board Meeting  
15 Schools Not In Session  
18 Schools close for Winter Break  
26 in Lieu of Christmas Day  
27 in Lieu of Boxing Day

**May**

03 Schools Not in Session  
13 School Board Meeting  
17 School Not in Session  
20 Victoria Day  
31 Pro D Day

**MAY 2024**

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**JANUARY 2024**

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**January**

01 New Years Day  
02 Schools Re-open  
08 School Board Meeting  
12 Schools Not In Session  
26 Schools Not In Session

**June**

10 School Board Meeting  
14 Schools Not In Session  
27 Last day of Instruction  
28 Administration Day

**JUNE 2024**

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**Days in Session: 176**  
**Days of Instruction: 169**  
**Number of Hours of Instruction: Elementary 878 / Secondary 952**  
**Minutes per Day: Elementary 327 / Secondary 338**

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



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK  
SCHOOL CALENDAR  
2024 - 2025**

**SEPTEMBER 2024**

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**September**

02 Labour Day  
03 Schools Open  
06 School Not in Session  
09 School Board  
20 CI Day

**February**

07 Schools Not In Session  
10 School Board Meeting  
17 Family Day  
23 Pro D Day

**FEBRUARY 2025**

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**OCTOBER 2024**

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**October**

04 Schools Not In Session  
14 Thanksgiving  
15 School Board Meeting  
18 Pro-D Day

**March**

07 Schools Not In Session  
10 School Board Meeting  
17 Schools Closed Spring Break  
31 Schools Re-open

**MARCH 2025**

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**NOVEMBER 2024**

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**November**

01 Schools Not in Session  
11 Remembrance Day  
12 School Board Meeting  
15 Pro D Day  
29 School Not in Session

**April**

04 Pro D Day  
14 School Board Meeting  
18 Good Friday  
21 Easter Monday

**APRIL 2025**

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**DECEMBER 2024**

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**December**

09 School Board Meeting  
13 Schools Not In Session  
23 Schools close for Winter Break  
26 in Lieu of Christmas Day  
27 in Lieu of Boxing Day

**May**

02 Pro D Day  
12 School Board Meeting  
16 School Not in Session  
19 Victoria Day  
30 School Not in Session

**MAY 2025**

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**JANUARY 2025**

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**January**

06 Schools Re-open  
10 Schools Not in Session  
13 School Board Meeting  
24 Schools Not In Session

**June**

09 School Board Meeting  
13 School Not in Session  
26 Last day of Instruction  
27 Administration Day

**JUNE 2025**

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: 176**  
**Days of Instruction: 169**  
**Number of Hours of Instruction: Elementary 878 / Secondary 952**  
**Minutes per Day: Elementary 327 /Secondary 338**

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

Vancouver Island West School District 84  
**ENROLLMENT REPORT 2021-2022**  
 As of March 10, 2022

Grade	CMESS	GRSS	KESS	RWES	ZESS	CONT ED	TOTALS
K	0			15	4		19
1	2		4	13	3		22
2	5		2	9	4		20
3	1		2	7	3		13
4	4		5	11	6		26
5	1		3	21	4		29
6	2		6	17	4		29
7	1		2	10	4		17
8	1	15	5		1		22
9	2	11	2		2		17
10	2	18	4		4		28
11	1	17	4		3		25
12	0	17	6		3	5	31
<b>Totals:</b>	<b>22</b>	<b>78</b>	<b>45</b>	<b>103</b>	<b>45</b>	<b>5</b>	<b>298</b>

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