



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84
REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, JANUARY 8, 2023 – 4:00 PM
SCHOOL BOARD OFFICE, GOLD RIVER

AGENDA

**Board of Education
Vancouver Island West School District 84**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
 - a. Regular Meeting of December 11, 2023
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
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
 - a. Administrative Procedure 445 – Remote Work
 - b. Budget 2024/25
 - c. Community Consultations
11. **SUPERINTENDENT/SECRETARY-TREASURER’S REPORT**
 - a. District Update
 - b. Finance Warrant
 - c. Enrollment Report
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
 - a. February 12, 2024, 4 pm – School Board Office
15. **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, DECEMBER 11, 2023,
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

TRUSTEES PRESENT: Arlaine Fehr, Chairperson (Gold River)
Jenniffer Hanson, Vice-Chairperson (Kyuquot) (Zoom)
Katie Unger (Gold River)
Allison Stiglitz (Tahsis) (Zoom)
Cyndy Rodgers (Zeballos) (Zoom)

ALSO PRESENT: Lawrence Tarasoff, Superintendent and Secretary-Treasurer
Ryan Brennan, Director of Instruction (Human Resources)
Stephen Larre, Director of Instruction (Student Learning)
Deane Johnson, Director of Instruction (Operations)
Luke Charlton, Executive Assistant
1 Member of the Public Present

CALL TO ORDER:

Chairperson Fehr called the meeting to order at 4:05 pm, acknowledged and gave thanks that the meeting was taking place on the traditional, ancestral and unceded territory of the Mowachah/Muchalaht First Nation.

APPROVAL OF AGENDA:

2023:R-053 MOVED: Trustee Unger, SECONDED: Trustee Rodgers
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2023:R-054 MOVED: Trustee Hanson, SECONDED: Trustee Unger
AND RESOLVED:
"TO adopt the minutes of the Regular Board meeting of November 14, 2023."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

Nil.

CORRESPONDENCE:

| | |
|---|-------------------------------|
| British Columbia School Trustee Association | December 7 - Daily Headlines |
| British Columbia School Trustee Association | December 7 – Weekly Headlines |
| British Columbia School Trustee Association | December 5 – Daily Headlines |

2023:R-055 MOVED: Trustee Hanson, SECONDED: Trustee Rodgers
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Fehr reported that the Board discussed 0 land, 0 legal, and 2 labour.

TRUSTEE REPORTS:

a. **School Reports**

CMESS

Christmas staff party on Saturday went well.

Christmas Bazar happened.

Students received a 3D printer and they 3D printed mistle-toads.

A tech club has been started that runs through the lunch hour. They are talking about making their own board games going forward.

Christmas concert upcoming on Dec 13.

GRSS

Nil.

RWES

Nil.

ZESS

Nil.

KESS

Report Cards being sent home.

Food Safe course was provided for high school students.

New Teacherage was put into place.

Entrepreneurship seniors are learning how to make fish leather and fish leather accessories.

November – ceremony was held to honour First Nation Veterans.

UNFINISHED BUSINESS:

a. **Advocacy**

Chairperson Fehr noted that the MLA would be in touch to confirm dates to visit.

b. **Trustee Academy**

Chairperson Fehr provided an overview of this item and provided a report of discussion topics.

c. **VISTA**

Chairperson Fehr provided an overview of her time at this meeting. A motion was passed for permanent Strong Start funding and a motion was defeated for criminal record checks for those running for a Trustee position.

NEW BUSINESS:

a. **SOFI Report**

Superintendent and Secretary-Treasurer Tarasoff noted that this SOFI report has been updated from last month and is the correct version for approval.

2023:R-056 MOVED: Trustee Rodgers, SECONDED: Trustee Unger
AND RESOLVED:
"THAT the board adopt the SOFI Report as presented."

b. Election of the Board Chair / Vice-Chair

Superintendent and Secretary-Treasurer Tarasoff took over as chair of the meeting to hold an election for the role of Chairperson for the upcoming year.

Chair nominations: Trustee Hanson nominated Trustee Fehr. Called for nominations for a second and a third time – Trustee Fehr was acclaimed to the position of Chairperson. Trustee Fehr retook the role of Chairperson for the duration of the meeting.

Vice-Chair Nominations: Trustee Stiglitz nominated Trustee Hanson. Called for nominations for a second and third time – Acclaimed.

Provincial Councillor: Trustee Fehr was acclaimed as the primary and Trustee Hanson was acclaimed as the alternate.

BCPSEA Rep.: Trustee Unger was acclaimed as the primary and Trustee Stiglitz was acclaimed as the alternate.

The board also noted that all other board positions would remain the same in 2024 as they were in 2023. This would include the following:

Budget Committee – Board of Education, Superintendent/Secretary-Treasurer, Director of Human Resources

CUPE Labour Management Committee – Trustee Fehr, Trustee Unger (Alternate), Superintendent/Secretary-Treasurer, Director of Human Resources

CUPE Negotiating Committee – Trustee Fehr, Trustee Unger (Alternate), Superintendent/ Secretary-Treasurer, Director of Human Resources, Director of Instruction

District Earthquake Safety Committee – Trustee Rodgers, Trustee Hanson (Alternate), Superintendent/Secretary-Treasurer, 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 Unger (Alternate), Associate Director of Human Resources, Director of Instruction/Operations Supervisor

District Policy Review Committee – Board of Education, Superintendent/ Secretary-Treasurer, Director of Human Resources

First Nations Education Liaison Committee – Trustee Stiglitz, Trustee Rodgers (Alternate), Superintendent/Secretary-Treasurer, Director of Human Resources

Grievance Committee – Area Trustee, Superintendent/Secretary-Treasurer, Director of Human Resources

Joint Rental Accommodations Committee – Trustee Unger, Trustee Hanson (Alternate), Director of Instruction/Operations Supervisor, Director of Human Resources

Scholarship Committee – Trustee Unger, Trustee Fehr (Alternate), Superintendent/

Secretary-Treasurer, Director of Instruction

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

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

c. Adjusting Board Meeting Dates

The Board decided that the March, April, May, and June meetings will have a delayed start of 5:30pm to accommodate Trustee Stiglitz's schedule. Trustee Stiglitz also noted that she may be able to attend Closed Meetings if they are held over the lunch hour.

For the March meeting, Chairperson Fehr noted that she will be travelling and unlikely to attend. It was determined that the meeting will stay on March 11 and Trustee Hanson may have to chair the meeting.

2023:R-057 **MOVED:** Trustee Stiglitz, **SECONDED:** Trustee Hanson
AND RESOLVED:
"THAT the board move the start of the Regular meeting to 5:30pm for the months of March to June 2024."

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. District Update

Superintendent and Secretary-Treasurer Tarasoff noted that there have been Christmas concerts, staff parties, and Gold River Secondary School hosted a turkey dinner for 100 students/parents. He also noted that we are promoting road safety and travel safety for this Winter season. We are doing well with staffing and have certified teachers in front of students for the most part. Our teacher education program saw three student teachers graduate. We are looking at a second cohort starting Summer 2024.

b. Finance Warrants

Superintendent and Secretary-Treasurer Tarasoff provided a brief overview of this item.

c. Enrollment Report

Superintendent and Secretary-Treasurer Tarasoff provided a brief overview of this item.

TRUSTEE INQUIRIES:

Promoting the link to accessibility – Ryan Brennan, Director of Instruction (Human Resources) noted that we were waiting until the Strathcona Regional District finalized its plan. Trustee Rodgers noted that she would like the link included on our website. Director Brennan noted that it will be up by the end of the week.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETINGS:

The next regular meeting of the Board of Education will be held on Monday, January 8, 2024, at 4:00pm, at the School Board Office in Gold River. The public is invited to attend. Any requests for agenda additions should go to lcharlton@viw.sd84.bc.ca two weeks prior to the meeting. Board meeting minutes are posted on the District's website at sd84.bc.ca/about-sd84/board-meetings/.

ADJOURNMENT:

At 4:41 pm:

2023:R-058 MOVED: Trustee Unger, SECONDED: Trustee Hanson
AND RESOLVED:
"TO adjourn."

REMOTE WORK

Vancouver Island West School District 84 ("SD84" or the "District") recognizes that providing flexibility to employees, including the opportunity for remote work, where and when appropriate and possible, helps the District achieve its strategic goals, including: recruiting and retaining talent, minimizing environmental impacts, and increasing employee wellness. The purpose of this Administrative Procedure is to put structure around Remote Work Arrangements (RWAs), so that employees, supervisors, clients, and colleagues have clarity around this topic.

Definitions

Remote Work Arrangements (RWAs): Arrangements approved by an employee's supervisor that allows the employee to perform their job duties at a remote location on a scheduled and ongoing basis. This does not include temporary arrangements, such as dependent illness, etc., as approved by the Supervisor.

Eligible Employees: Employees that are in positions that meet the requirements for remote work. Employees who are in roles requiring "in-person" service are generally not eligible.

Supervisor: Exempt Supervisors, Superintendent and Secretary-Treasurer and Directors

Procedure

The District will consider RWAs for Eligible Employees where the following criteria are met:

1. The RWA has no adverse impact on co-workers, workflow, or other departments;
2. The RWA coordinates with the needs of internal and external stakeholders;
3. The level of productivity and quality is maintained, and operational deadlines are met;
4. There is no increase in labour or operational costs to the organization, including overtime; and
5. The provisions of applicable employment legislation and Collective Agreements are respected.

The District may cancel an RWA with a minimum notice of two weeks in the event the arrangement is no longer working due to business needs, performance or conduct concerns. Notwithstanding, the Supervisor, in consultation with Human Resources ("HR"), may also terminate or suspend an RWA immediately if warranted.

Responsibilities

Employees

- If initiated by the employee, they must first gain approval of the RWA from their Supervisor. Follow the expectations of the program as outlined below. Ensure knowledge of and adherence to District policies and procedures (e.g., Use of Technology, Confidentiality, FIPPA, etc.).

Supervisors

- Ensure the RWA approval/denial decision adheres to the guidelines.
- Advise employee of final decision.
- If approved, complete the RWA Agreement and forward it to HR and copy the employee.
- Monitor and evaluate the effectiveness of any approved RWAs, discuss any concerns with HR.

Human Resources Department

- Ensures the RWA adheres to the guidelines.
- If the request is approved, provide final written confirmation to the employee.
- If the application by a unionized employee is denied, notify the Union.
- Maintain records related to RWA approval.

Eligibility Requirements

The factors outlined below must be considered by the Supervisors, in consultation with HR as required, when assessing RWA requests. Requests may be hybrid (e.g., partially on site, partially remote) or fully remote.

Job Eligibility

- Degree to which the work duties can be completed with online platforms and/or remote technology.
- Degree of necessity to be on-site to be operationally effective (e.g., requirement for in person service and face-to-face interaction or reliance on equipment).
- Degree of impact on stakeholders (e.g., external, internal work group, other departments, students).
- The District's ability to retain the right mix of people working remotely and working in person to meet job requirements, including coverage for vacation, illness and other absences.
- Any additional considerations determined by the Supervisor.

Employee Eligibility

- Have completed any probationary period, unless the Supervisor agrees otherwise.
- Have demonstrated a good understanding of job requirements and skills in time management and workload management.
- Have demonstrated ability to meet performance expectations.
- Be able to work well independently with little or no supervision.

Location Eligibility

- Must be a dedicated workspace in professional and safe condition with the required equipment and supplies, secure internet, and a secure location for files.
- Must be within reasonable distance to the employee's regular office location as agreed between the Supervisor and Eligible Employee. Any exceptions must be approved in writing.
- Must be free of distraction, and provide for the confidentiality required of the Eligible Employee's position

Process

1. The employee requests an RWA for the Supervisor's approval.
2. If the request is approved or denied, the Supervisor forwards to HR.
3. The Supervisor and/or HR notifies the employee of the final decision on the request.

Administration

Upon approval of the RWA request, the following outlines the requirements and responsibilities associated with the arrangement:

- An employee may be required to attend work on site on their scheduled remote work day(s) for operational reasons.
- Unless otherwise stated in their contract, employees are not eligible to claim expenses from the District incurred from working remotely (e.g., internet, cellphone, etc.) as the RWA is not a requirement of employment.
- The District assumes no responsibility for any damage to, wear of, or loss of any of the employee's personal property.
- Any at-home use of District-owned resources must be pre-approved by the Supervisor.

Overall Remote Work Expectations

Upon approval of the RWA request, the following are expectations of employees working remotely:

- The RWA cannot detract from the District's mission statement, *"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."*
- Adhere to all District policies, procedures, and guidelines.
- Maintain the same performance standards as when working in the regular work environment.
- Have a suitable remote work location, reliable high-speed internet capability, a proper ergonomic setup. It is up to the employee to ensure that they have a safe remote work environment, and they should contact their supervisor if they are unsure what this means.
- Confirm working alone call-in procedures with Supervisor and check in and out with Supervisor accordingly.
- Attend the office when business/operational need arises.
- Work regular business hours, as per the Collective Agreement for Union-affiliated employees.
- Maintain data and document security and confidentiality.
- Ensure proper disposal of materials used during District business; materials must be returned to the District for proper shredding.
- Immediately inform your supervisor of any privacy breach affecting District resources or information (i.e., loss or theft of computer technology or documents containing confidential materials).
- Assume any additional costs incurred to maintain remote workspace (e.g., insurance, utilities, internet and data, supplies and furniture).
- Protect any District-owned resources from theft, damage, or misuse.
- Agree to return in good working order and as soon as reasonably feasible, all District-owned resources used at their remote location upon request or if the RWA is discontinued for any reason.
- Must not have concurrent obligations or responsibilities that interfere with commitment to work during work hours (e.g., cannot be responsible for looking after children or dependent adults while working remotely).



School District 84 Vancouver Island West

Box 100, #2 Highway 28, Gold River, BC V0P 1G0
Office: 250-283-2241 Fax: 250-283-7352
www.sd84.bc.ca

Remote Work Agreement Form

This form is to be used when requesting a Remote Work Agreement.

As per Administrative Procedure 445 – Remote Work, all Eligible Employees must submit a Remote Work Agreement form to their supervisor for approval prior to commencing the Remote Work Agreement.

Section One: Employee Information

| | |
|-----------|--------------|
| | |
| Last Name | First Name |
| | |
| Position | Manager Name |

Section Two: Remote Work Arrangement Details

Dates:

| | |
|------------|----------|
| | |
| Begin Date | End Date |

Remote Work Location:

| | |
|----------------|-----------------------------|
| | |
| Street Address | City, Province, Postal Code |

Work Schedule:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

Section Three: Equipment and Furniture

As per AP 445 the Employee agrees to return, in good working order and as soon as reasonably feasible, all District-owned resources used at their remote location upon request or if the RWA is discontinued for any reason. The list of District-owned resources is as follows:

| Equipment/Furniture | Serial Number (if applicable) |
|---------------------|-------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Section Four: Employee Acknowledgement

By signing this document, the Employee affirms they have read, understood, and agree to the terms and conditions outlined in the Agreement, as well as AP 445 – Remote Work, including the policy, responsibilities, eligibility requirements, administration, and expectations. The Employee agrees to abide by and operate in accordance with the terms and conditions outlined in both documents. The Employee agrees that the sole purpose of this agreement is to regulate the Remote Work Arrangement and it neither constitutes an employment contract nor an amendment to any existing contract.

| | |
|--------------------|------|
| | |
| Employee Signature | Date |

Section Five: Approvals

I certify that the Employee is eligible and authorized for the above Remote Work Arrangement.

| | |
|----------------------|------|
| | |
| Supervisor Signature | Date |

| OBJECT | DESCRIPTION | Expenditures | Budget | Balance | Balance | 2022 | KEY |
|--------------------|-----------------------------|------------------|-------------------|------------------|---------------|---------------|------------|
| | | 2023 | 2023 | Remaining | Remaining | | |
| | | | | 2023 | Percent | % difference | APPROX |
| -105 | PRINCIPAL & VP SALARIES | 869,589 | 2,039,205 | 1,169,616 | 57.36% | 48.40% | 50% |
| -110 | TEACHERS SALARIES | 743,922 | 2,425,156 | 1,681,234 | 69.32% | 57.30% | 60% |
| -120 | SUPPORT STAFF SALARIES | 371,081 | 1,038,703 | 667,622 | 64.27% | 47.90% | 60% |
| -123 | EDUCATIONAL ASST SALARIES | 121,678 | 378,284 | 256,606 | 67.83% | 49.40% | 60% |
| -130 | OTHER PROFESSIONAL SALARIES | 383,589 | 817,735 | 434,146 | 53.09% | 45.70% | 50% |
| -140 | SUBSTITUTE SALARIES | 87,855 | 325,000 | 237,145 | 72.97% | 73.80% | 60% |
| -200 | EMPLOYEE BENEFITS | 510,102 | 1,687,574 | 1,177,472 | 69.77% | 59.80% | 58% |
| -310 | SERVICES | 218,194 | 513,110 | 294,916 | 57.48% | 68.90% | 60% |
| -330 | STUDENT TRANSPORTATION | 0 | 33,500 | 33,500 | 100.00% | 98.50% | 60% |
| -340 | TRAVEL | 403,200 | 585,619 | 182,419 | 31.15% | 56.20% | 60% |
| -360 | RENTAL & LEASES | 1,645 | 0 | -1,645 | 0.00% | 0.00% | 60% |
| -370 | DUES & FEES | 35,327 | 42,200 | 6,873 | 16.29% | 40.90% | 60% |
| -390 | INSURANCE | 42,838 | 39,000 | -3,838 | -9.84% | 25.50% | 60% |
| -510 | SUPPLIES | 227,444 | 652,392 | 424,948 | 65.14% | 87.20% | 60% |
| -540 | UTILITIES | 100,613 | 378,750 | 278,137 | 73.44% | 76.00% | 60% |
| GRAND TOTAL | | 4,117,077 | 10,956,228 | 6,839,151 | 62.42% | 60.40% | 60% |

| Capital Projects | | | current | | Total | | Funds | | | |
|------------------|---------|-------------|-------------------|---------------------|---------------------|---------------------|-------------|-------|-----------|-------|
| acct | loc | yr expenses | yr expenses | expenses | Available | Funds Drawn | | | | |
| CMESS | 785-334 | 22 | 10,769.63 | 97,746.35 | 450,000.00 | 300,000.00 | CNCP | 22/23 | | |
| CMESS | 785-333 | 22 | 49,578.00 | 81,214.02 | 795,000.00 | - | SCH ENHANC | 22/23 | interior | |
| KESS | 785-333 | 41 | - | 150,000.00 | 150,000.00 | 150,000.00 | SCH ENHANC | 22/23 | electric | |
| RWES | 785-334 | 11 | 11,926.00 | 29,677.33 | 180,000.00 | 50,000.00 | CNCP | 22/23 | hvac | |
| RWES | 785-333 | 11 | 1,711.89 | 1,711.89 | | | SCH ENHANCE | | electric | |
| GRSS | 785-334 | 12 | 69,520.00 | 249,520.00 | 180,000.00 | 180,000.00 | CNCP | 22/23 | hvac | |
| GRSS | 785-333 | 12 | 43,797.15 | 493,797.15 | 450,000.00 | 450,000.00 | MECH UPG | 22/23 | electric | |
| AFG | | | 162,706.03 | 162,706.03 | 362,857.32 | 362,857.32 | | | | |
| KESS | | | 28,002.00 | 28,002.00 | | | | | new grant | 23/24 |
| | | | <u>378,010.70</u> | <u>1,266,372.77</u> | <u>2,567,857.32</u> | <u>1,492,857.32</u> | | | | |

\$1,122,607 has been spent on the upgrade to KESS gym out of local capital.

Vancouver Island West School District 84
ENROLLMENT REPORT 2023-2024
As of January 8, 2024

| Grade | CMESS | GRSS | KESS | RWES | ZESS | CONT ED | TOTALS |
|----------------|--------------|-------------|-------------|-------------|-------------|----------------|---------------|
| K | 0 | 0 | 0 | 20 | 5 | 0 | 25 |
| 1 | 2 | 0 | 7 | 18 | 6 | 0 | 33 |
| 2 | 0 | 0 | 4 | 15 | 4 | 0 | 23 |
| 3 | 1 | 0 | 4 | 12 | 4 | 0 | 21 |
| 4 | 5 | 0 | 2 | 7 | 3 | 0 | 17 |
| 5 | 1 | 0 | 1 | 12 | 4 | 0 | 18 |
| 6 | 4 | 0 | 7 | 14 | 4 | 0 | 29 |
| 7 | 3 | 0 | 5 | 25 | 4 | 0 | 37 |
| 8 | 1 | 22 | 8 | 0 | 3 | 0 | 34 |
| 9 | 2 | 11 | 2 | 0 | 1 | 0 | 16 |
| 10 | 2 | 21 | 5 | 0 | 0 | 0 | 28 |
| 11 | 1 | 23 | 3 | 0 | 2 | 0 | 29 |
| 12 | 3 | 16 | 3 | 0 | 5 | 9 | 36 |
| Totals: | | | | | | | 346 |

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