



**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Jacob Gair	Trustee
Elaine Young	Trustee
Barry Kurland	Trustee

**Administration**

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Chris Dempster	General Manager of Operations
Don Bold	Principal, CEAP
	Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
District Parents Advisory Council

**1. CALL TO ORDER**

Chair Flynn called the meeting to order at 7:00 p.m. and welcomed all attendees back from summer break.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the traditional territory of the Coast Salish people and thanked the Nanoose and Qualicum First Nations for sharing their shared territories with the District.

**3. ADOPTION OF THE AGENDA**

**18-95R**

*Moved:* Trustee Gair                      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

**CARRIED UNANIMOUSLY**

**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes as amended: June 26 2018
- b. Ratification of In Camera Board Meeting Minutes: June 19, 2018
- c. Ratification of Special In Camera Board Meeting Minutes: June 12, 2018
- d. Ratification of Special In Camera Board Meeting Minutes: June 5, 2018
- e. News Releases
  - BC expands program to keep youth away from gangs
  - Education by the Numbers
  - Year of record investment in BC schools benefits students
- f. Reports from Board Representatives to Outside Organizations
  - RDN District 69 Recreation Commission – Trustee Young
  - City of Parksville Community Park Master Plan – Trustee Young
- g. Status of Action Items – August 2018

**18-96R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of August 28, 2018, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. Career Education - Summer “Explore the Trades” Program**

Don Bold, Principal of the Collaborative Education Alternate Program, provided context to the Career Education Program, which provides opportunities for students to transition from high school into post-secondary institutions and/or future careers. Martin Jedlik, Career Coordinator, then reviewed the itinerary of offerings for students who participate in the summer *Explore the Trades* program.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS****Chair Flynn**

- The Parksville District Chamber of Commerce scholarships were awarded to two District students; one from PASS and the other from Ballenas Secondary. She expressed appreciation for the tremendous support students have from the local community groups and organizations.

**Trustee Young**

- Finds it inspirational to work with the Ballenas Rotary Interact Club at Ballenas Secondary. She volunteered at the concession with the students at the recent RCMP Musical Ride with the students taking the lead for the whole service.

**Trustee Kurland**

- Attended the Celebration of Life for Daryl Craig, a longtime employee of the District who made a huge impact on the students and staff as an administrator at Ballenas Secondary and for a shorter time, at Kwalikum Secondary. It was an honour to have had the opportunity to work with Mr. Craig.

**Trustee Gair**

- Expressed his enthusiasm for the upcoming municipal elections and encouraged anyone interested in running for a school trustee position to attend an information session being hosted by the District on the *Roles and Responsibilities of Trustees*

at 7:00 p.m. on Thursday, September 13<sup>th</sup> in the Forum of the Parksville Civic and Technology Centre. He also encouraged everyone to get out and vote!

**8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

Debbie Comer, MATA President, commented on the following:

- Best wishes to the teachers, students, parents and community of Hornby Island who lost their school to fire. She has been in contact with the president of the teachers local to offer any support we could provide.
- The personal benefits of the dual program for her son who attended the culinary program.
- Confidence that there are no class size overages for 2018-19.
- Hopeful that there will be a robust Teacher Teaching on Call list for 2018-19
- 2018-19 will see the implementation of the redesigned curriculum for Grade 10s and is an optional year for grades 11 and 12
- Teachers are looking forward to the Curriculum Implementation Day scheduled for November 2<sup>nd</sup> and want to ensure that the resources are available for the redesigned curriculum as they have not yet been received.
- The value of the opportunity for teachers to be part of the mentorship or curriculum implementation grant over the past year and anticipate the continuation of those grants.

**9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**

None

**10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Andrea Button, confirmed that she was re-elected as the DPAC President and she is excited about the upcoming school year.

**11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD**

None

**12. ACTION ITEMS**

**a. District Staff Flu Vaccinations**

**18-97R**

*Moved:* Trustee Gair                      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2018-19 school year.

CARRIED UNANIMOUSLY

**b. Audit Committee Terms of Reference**

Secretary Treasurer Amos noted that a Terms of Reference has been drafted as a follow up to the Auditor General's recommendations that spoke to good governance. While the District does have an audit committee it did not have Terms of Reference which would formalize the scope and work of the committee.

**18-98R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District 69 (Qualicum) approve the Audit Committee Terms of Reference as presented.

CARRIED UNANIMOUSLY

**13. INFORMATION ITEMS****a. Education Programs Update**

Assistant Superintendent Wilson reported on the following district initiatives and events:

- Four days of Teaching and Learning opportunities for summer learning and District Resource Centre Open House
- Student enrolment continues on a daily basis and staffing is adjusted as students arrive.
- Nanoose Bay Elementary was in need of a new classroom which is being built.
- The latest round of postings for teaching staff closes on August 30<sup>th</sup>. The District is seeking a French Immersion teacher due to a late resignation.
- TTOC interviews continue with the hope to add to the TTOC complement.
- She and the Superintendent have been meetings with principals and vice principals to review their personal and professional growth plans. She acknowledged their work over the past and current weeks to ensure schools are ready for staff and students.
- The District stands in good stead for counselling staff as well as speech and language pathologists.

**b. Education Planning Update**

Superintendent Koop reported on the following education planning initiatives in the District:

- Superintendent Koop and Assistant Superintendent Wilson received and reviewed each of the Principal and Vice Principals' (PVP) personal and professional growth plans throughout the month of July. They provided a sense of where PVP's are in terms of their growth. Many opted to use a portfolio approach that reflects what is happening with assessment planning and growth. The BC School Superintendents' Association held its summer conference in Kelowna on August 15-17, 2018. The Deputy Minister of Education, Scott MacDonald, shared the Ministry's vision of education over the next four years and the Ministry's *Policy for Student Success*. Attendees were then given the opportunity to provide feedback on the document. Superintendent Koop then accorded that same opportunity to the District's PVP's and discussed how that plan fits in with the District Strategic Plans. Superintendent Koop will forward a copy of the Ministry's slide deck to Trustees.
- Superintendent Koop and Assistant Superintendent Wilson participated in a sharing circle at the Island Chapter Meeting which was led by Denise Augustine, Director of Aboriginal Education and Learning in the Cowichan Valley School District. Participants were asked to introduce themselves and then to 'introduce a child' into the circle and share ways that child impacted how they shape their work. Everyone found the process very moving and powerful and the District's Principals and Vice Principals were invited to engage in that same activity at their August Administration Meeting held August 22 to 24.

- Four new members of the Qualicum District Principals and Vice Principals Association (Gaynor Charnock, Melanie Roth, Heather MacLeod and Adam Stefiuk) were introduced to administrators at the August Administration Meeting. Also introduced was a pooled administrative candidate, Steve Mills, who chose to come to the District as a counsellor in order to be available as an administrator candidate should the opportunity present itself.
- Beginning this week, Superintendent Koop and Assistant Superintendent Wilson moved into individual meetings with PVP to review the three goals they set during the Administration Meetings and to review their growth plans.
- Thank you to members of the leadership team who organized and attended the clerical meetings held August 22nd and 23rd.
- Senior Staff have also been working on a project made possible with funding through the BC Public School Employers Association to support the attraction of teachers to BC as districts seek to fill 4000 positions made available through the restored language in the collective agreement. Senior Staff have used that money to create three videos with the support of a local videographer to promote the District in a variety of ways. The process also provided an opportunity for local students to gain experience in the marketing field. Superintendent Koop then shared one of the videos which showed the community and lifestyle of the area. One of the other two videos focuses on the primary years and the other provides highlights of how the district is engaging its learners and outlines the programs available in the District.
- Another part of the work done with the Administrators was to review the District's Strategic Plan and the accompanying Mission, Vision, Values and Guiding Principles to determine what should be kept, what could be added and what could be removed. That document will come to the Board in early fall.

**c. Operations & Maintenance Department Summer Work Report**

Chris Dempster, General Manager of Operations, provided the Board with a summary of maintenance projects completed over the summer as well as the status of projects still underway.

**14. CORRESPONDENCE ATTACHED**

**a. Response to Letter sent to Minister Mark**

**15. BYLAW/POLICY/ADMINISTRATIVE PROCEDURE**

**a. Board Policy 4006: Accumulated Operating Surplus**

**18-99R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 4006: *Accumulated Operating Surplus* and its attendant Administrative Procedure at its Regular Board Meeting of August 28, 2018.

CARRIED UNANIMOUSLY

**b. Board Policy 7144: Student Records**

**18-100R**

*Moved:* Trustee Young *Seconded:* Trustee Gair

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 7144: *Student Records* and its attendant Administrative Procedure at its Regular Board Meeting of August 28, 2018.

CARRIED UNANIMOUSLY

**c. Board Policy 8003: Impairment in the Workplace**

Trustee Young advised that the Board and Senior Staff have drafted a policy to address the upcoming legalization of marijuana and, although it has not yet been reviewed by the Policy Advisory Committee, trustees were bringing it forward for first reading to move it into the public domain in order to meet the timeline to have a policy in place prior to October 17, 2018.

**18-101R**

*Moved:* Trustee Young *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 8003: *Impairment in the Workplace* and its attendant Administrative Procedure at its Regular Board Meeting of August 28, 2018.

CARRIED UNANIMOUSLY

The policy will be presented for review/edits at the Policy Advisory Committee meeting for scheduled for September 12<sup>th</sup> prior to being given second and third/final reading at the September Regular Board Meeting so it can be enacted by October 17, 2018.

**16. TRUSTEE ITEMS**

None

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

None

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:28 p.m.

*Original signed document on file*

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CHAIRPERSON

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SECRETARY TREASURER