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QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES

TUESDAY, OCTOBER 24, 2023
6:00 PM
VIA VIDEO-CONFERENCING

ATTENDEES

Trustees

Julie Austin	Vice Chairperson (Acting Chairperson)
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Phil Munro	Director of Operations
Ben Braun	Vice-Principal, École Oceanside Elementary School Qualicum District Principals and Vice Principals Association

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
District Parents Advisory Committee (DPAC)

1. CALL TO ORDER

Acting Chairperson Austin called the video-conferencing meeting to order at 6:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Acting Chairperson Austin acknowledged that the Board was meeting on the shared territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations and she thanked them for allowing the Board and meeting attendees to live, work and play on their lands.

3. ADOPTION OF THE AGENDA

22-94R

Moved: Trustee Kellogg *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: September 26, 2023
- b. Ratification of In Camera Board Meeting Minutes: September 26, 2023
- c. Receipt of Reports from Trustee Representatives
 - Tribune Bay Outdoor Education Centre Society – Trustee Young
 - OBLT Early Years Coalition – Trustee Young

23-95R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 24, 2023, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Matt Woods, MATA President, thanked the District for its commitment to providing \$100,000 for this year's learning grants. Teachers appreciate the opportunity and look forward to seeing how funds get used to support the broader landscape of the teaching community in the District.

He then referred back to the September Board Meeting minutes where it was noted by the Superintendent that teachers have been taught how to use results of the Foundation Skills Assessments (FSA) in their classrooms. Mr. Woods suggested that they have not been specifically taught, rather shown how to use the results. The FSA data typically does not guide classroom practices or pedagogy and MATA would like to remind the Board that teachers are assessing students on a daily basis, which drives teachers to form the planning and learning in their classrooms.

Mr. Woods also referred to the class size report provided in the agenda package and, while noting that MATA appreciates the open conversations with Associate Superintendent Wilson regarding some classes that are over class size limits and that there is remedy that follows, it is the union's position that, as much as possible, classes should not be over ministry guided numbers.

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Karri Kitazaki, DPAC President, introduced the Board to the members of the 2023/24 DPAC Executive, noting that they are each also an executive member of the PAC at their child(ren)'s school.

She then thanked the District for sending out a letter on October 20, 2023, to staff and parents reaffirming its commitment to the educational community. DPAC appreciates that the District strives to create safe spaces and a sense of belonging in the Qualicum School District.

She also thanked everyone involved in organizing the upcoming parent information session scheduled for Thursday, October 26 at Ballenas Secondary. The session will build parent/guardian/caregiver awareness about the realities and risks faced by youth in the community and will be of benefit to all families.

Trustee Young thanked DPAC, MATA and all the other community members for their support of the Inclusive Rally that took place on October 21 as it was affirming that so many people came out to support us and thank you for continuing that type of support as it is important for all our students to feel safe and included and that they belong to our schools and community.

10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)

None

11. ACTION ITEMS

a. Change in Nomenclature for Winchelsea Place

Superintendent Jory spoke to part of the rationale of the proposal to refer to Winchelsea Place as “Winchelsea Learning Centre” and Autumn Taylor, Principal of the Parksville Alternate Secondary School (PASS) and the Collaborative Education Alternative Program (CEAP) provided additional information on how the staff and students determined the new name so it is representative of what occurs in that building.

23-96R

Moved: Trustee Young *Seconded:* Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) approve “Winchelsea Learning Center” as the official name for the site informally known as Winchelsea Place.

CARRIED UNANIMOUSLY

12. INFORMATION ITEMS

a. Superintendent’s Report

Superintendent Jory spoke to the following:

- The first couple of months of the school year have been going well despite some recent high numbers of staff and student absences. While there are a few shortages to deal with overall, the District is well staffed compared to the rest of the province.
- Interviews for the Vice Principal pool will be on Friday, October 27th and senior staff are looking for the opportunity to welcome and grow a crew of new educational leaders into those formal roles. Thank you to everyone who have volunteered their time on the competition panel.
- The first Equity Scan of this year is scheduled on the afternoon of Thursday, October 26. Participants will be looking at the new District Strategic Plan, discussing interview questions for the next Indigenous students’ survey process, and sharing recent progress towards Truth & Reconciliation with

a focus on the last week of September as well as setting some goals for the coming school year.

- Staff have been accelerating the rebranding work in response to last month's Board approval of the nomenclature "Qualicum School District" and Dr. Jory showed a picture of the new door decals being added to the white fleet.
- The new Strategic Plan brochures will be picked up later this week to distribute to schools as a hard copy and the on-line version is also available on the District's website along with a revised version of the District Technology Plan and other operational plans as well as the most recent Framework for Enhancing Student Learning publication.
- In regard to achievement and the MATA President's comments about the FSA, Dr. Jory reminded everyone that one of the designers of the FSA was brought in a couple of years ago to provide two fulsome workshops for MATA members in the related grades who are facilitating the FSA's. He recognized that should be something the District does on a regular basis to capture staff turnover; however, he thought those members who had attended were pleased about their burgeoning understanding of the assessment and how they might use it. Dr. Jory noted that if teachers are not using the FSA data as a means to guide their practice, he does not believe that is an FSA problem. Teachers should be taking the opportunity to acknowledge what their students have been doing on those particular exercises, which are designed to assess the curriculum.

b. Enrolment Report

Gillian Wilson, Associate Superintendent, advised that the ECHO report shows that there are four less students than originally projected. She noted that there is some old language in the Collective Agreement with the BC Teachers Federation that is no longer used by districts (i.e. special needs and special education) and, instead, districts refer to learning support. Non-enrolling teachers provide support for learning in different ways: Speech-Language Pathologists, Deaf and Hard of Hearing, Vision teacher, Occupational Therapists, Physical Therapists and anything the district does with SET-BC. She then spoke to the ratio of non-enrolling teachers to students, noting that the Qualicum School District's non-enrolling teachers are higher than required as the District looks at needs-based requirements and needs-based staffing.

Trustee Young added that, while the District is better than some others in the province, the provincial ratio is over 600 students per teaching FTE and the Qualicum School District is staffing at approximately 300 students per teaching FTE. She stated that she believes that the Board still has some advocacy to make the province understand how important non-enrolling teachers are, specifically counsellors. She encouraged the Board to continue to advocate for the right kinds of supports in the right areas and for support for a needs-based budget.

c. Class Size Report

Gillian Wilson, Associate Superintendent, referred to the class size report provided in the agenda package, acknowledging that there is one site that has a higher than usual number of classes over 30 and there is an anomaly with a Grade 10 English cohort at that site, which staff are monitoring.

d. Educational Programs Update

Rudy Terpstra, Director of Instruction, reported on the following:

- The French Language Advisory, Education Technology and Assessment for Student Learning Committees have been established with meetings planned during November and December. The District appreciates having ratified teachers joining those committees as well as managers and school administrators.
- Revisions have been made to the Qualicum Learns Portal of the staff page of the website so that it is easier for staff to find the information they are looking for.
- A large number of teachers participated in the provincial professional development day held on Friday, October 20th. Sessions were offered on-line and in person. Of note was a virtual keynote presentation by Justice Murray Sinclair, Chair of the Truth and Reconciliation Commission, hosted by the BC Teachers of English Language Arts (BCTELA), which was very popular and well-attended.
- The Teaching and Learning Team, Learning Support, Indigenous Education teams, the Director of Instruction and all the principals and senior administrators look forward to planning how we can support not only our students in the classrooms but also teachers in learning to support those students.

Gillian Wilson, Associate Superintendent, reported on the following:

- Appreciation to Sheila Morrison, Early Learning Principal, for her work around Early Learning. Ms. Morrison has been actively looking at funding opportunities, including one received from the Ministry regarding new initiatives that other districts have obtained in order to support transitioning into Kindergarten. She then referenced the program piloted in the district last year and, if the District receives this funding, it would be used to support that work.
- Thank you to Iain Hay, District Social Worker, for his work in organizing the Parent Information Session scheduled for October 26, 2023. This is a great opportunity to have the community come together to talk about issues facing youth in the community and the resources available to them.
- Kindergarten snapshots have finished and that is part of some of the data that the Director of Instruction referred to. Teachers are doing the school reviews to learn who their learners are, which is a process that has been unique to the District.
- Feeding Futures Funding – While the District appreciates the funding, it still requires people to implement the initiative to provide meals during the school day to students in need. Credit was given to the principals and vice principals for collecting information on students with food insecurities and for the Human Resources department who supported schools which needed additional staffing to do the work to provide food to students. The District has been working with Nanaimo Food Share (in collaboration with Loaves and Fishes), a non-profit organization, which makes and delivers the lunches to one school from which the other participating schools can pick up for their students. Other sites have had staffing added to make the lunches and positions have been posted at other sites. Ms. Wilson noted that this is a trial year and a more fulsome report will be provided at the December meeting as to how the Feeding Futures Fund is being used throughout the District.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

Trustee Young referred to her committee report provided in the agenda.

a. Three-Year Financial Plan

Trustee Young highlighted that the three-year financial plan is an interesting planning document for the district to not only consider the current and next year's financial position of the district but expanding to consider how it might be in 3 to 5 years. She encouraged people to read and think about the report in some detail.

Secretary Treasurer Amos added that the longer range plan was suggested by the Ministry and, while not currently required, it likely would be after this year. The document was created to ensure transparency and to dovetail with the work the Superintendent is leading with governance and business forecasting (Strategic Plan, Facilities Review) and tying it all together for educational purposes.

23-97R

Moved: Trustee Young *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) receive the Qualicum School District 2023-2026 Three-Year Financial Plan as presented.

CARRIED UNANIMOUSLY

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. Administrative Procedure to Board Policy 603: Employee Attendance Support

Changes were noted on the document for information.

b. Board Bylaw 2 – Board Structure

23-98R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

c. Board Bylaw 3: Meetings of the Board

23-99R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

d. Board Bylaw 4: Banking

23-100R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

e. **Board Policy 103: New/Repurposed Facilities**

23-101R

Moved: Trustee Kellogg

Seconded: Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

f. **Board Policy 600: Personnel**

23-102R

Moved: Trustee Kellogg

Seconded: Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 600: Personnel at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

g. **Board Bylaw 1: Board of Education**

Trustee Kellogg noted that *Powell River Regional District* will be changed to *qathet Regional District* on the final version of Board Bylaw 1.

23-103R

Moved: Trustee Kellogg

Seconded: Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

At 6:52 p.m. Secretary Treasurer Amos assumed the Chair for the remainder of the meeting due to technical difficulties being experienced by Acting Chairperson Austin.

15. **EDUCATION COMMITTEE OF THE WHOLE REPORT**

As provided in the agenda package.

16. **REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

None

17. **TRUSTEE ITEMS**

a. **Vancouver Island School Trustees Association (VISTA) Fall Meeting Report**

As provided in the agenda package.

18. **NEW OR UNFINISHED BUSINESS**

None

19. **BOARD CORRESPONDENCE AND MEDIA**

None

20. PUBLIC QUESTION PERIOD

21. ADJOURNMENT

Trustee Kellogg moved to adjourn the meeting at 6:58 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER