



**REGULAR BOARD MEETING MINUTES**

**TUESDAY, FEBRUARY 23, 2016**

**7:00 PM**

**THE FORUM**

**PARKSVILLE CIVIC & TECHNOLOGY CENTRE**

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

**Administration**

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	Acting General Manager of Operations
Karin Hergt	Executive Assistant (Recording Secretary)

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
Canadian Union of Public Employees (CUPE) Local 3570  
Qualicum District Principals/Vice Principals' Association (QDPVPA)  
District Parent Advisory Council (DPAC)

**1. CALL TO ORDER**

Chair Flynn called the meeting to order at 7:00 p.m.

**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**

**16-09R**

*Moved* Trustee Young *Seconded* Trustee Gair

**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: January 26, 2016
- b. Ratification of In Camera Board Meeting Minutes: January 19, 2016
- c. Ratification of Special In Camera Board Meeting Minutes: January 26, 2016
- d. Ratification of Voucher No. 16-01 in the amount of \$1,368,970.23
- e. Final approval for an International Student Program field trip to the Rocky Mountains, Alberta from April 29 to May 2, 2016.
- f. Final approval for an International Student Program field trip to Seattle, Washington, from April 10 to 12, 2016.
- g. Final approval for a Ballenas Secondary School student field trip to Alberta, from May 13-18, 2016.
- h. Ministry News Releases
  - New Scholarship sends students and teachers on exchanges to Asia
  - French Immersion Celebration Week
  - New Chinese scholarship helps students learn a second language
  - BC, BMO partner to help opportunities grow with \$1,200 education grant
  - New Evergreen certificate rules address Auditor General, education partner concerns
- i. Reports from Board Representatives to Outside Organizations
  - Curriculum Implementation Advisory Committee – Trustee Young
  - Oceanside Building Learning Together Society – Trustee Young
  - First Nations Advisory Committee - Trustee Flynn
  - French Advisory Committee - Trustee Gair
  - BCPSEA Annual General Meeting - Trustee Kurland
- j. Status of Action Items - February 2016

**16-10R**

*Moved* Trustee Gair *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 23, 2016, as presented.  
CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. Community Power Project**

Mr. Kim Burden, Executive Director, Parksville & District Chamber of Commerce, presented the Board with a proposal to establish a community power grid, primarily using solar power as the generator. He asked the Board to participate with the City of Parksville by continuing to consider solar energy as a power source and increase the use of solar energy in the school district wherever possible. Such an initiative would provide an emergency and on-going power supply to help decrease hydro costs for the district as well as provide an opportunity for education and training for students. He noted that there are a number of grants available that could be investigated to determine whether the School District fits the criteria to receive.

**6. BUSINESS ARISING FROM THE MINUTES**

None

## 7. **TRUSTEE HIGHLIGHTS**

### **Trustee Austin**

- Expressed her appreciation for the Coffee with Trustees events scheduled throughout the year at each school site which provides the opportunity for trustees to speak informally with parents, staff and students. She hopes it has been as beneficial and informative for the parents and staff who have taken that opportunity to speak with trustees.

### **Trustee Young**

- Reported that the Heart Mind group met last week and is considering holding a Kindness Week in the Oceanside area the week before or after Thanksgiving. The event would encourage people to do random acts of kindness and instill a mindset of thankfulness and gratitude.
- Announced that Ballenas Secondary School is presenting the play "Little Shop of Horrors" over the next two weeks and encouraged people to attend.

### **Trustee Flynn**

- Commended the Board on its facilitated Board Self Review process conducted internally on Friday, February 5, 2016. The Board spent four hours reviewing the highlights and challenges over the past fourteen months of its term, considering its future directions in keeping with the District's mission, vision and values. She appreciated trustees' honesty and respectful conversation and the recognition that each trustee brings their own unique perspectives and skills to the table and all recognize the power that comes from the divergent nature of each Board member. The Board plans to undertake a Board Self Review on an annual basis.
- Reminded attendees of Pink Shirt Day February 24, 2016. All schools will be participating in various ways with some making it a week-long highlight.

### **Trustee Kurland**

- Noted that he sits on the District Health & Safety Committee and one of the topics raised is the irresponsibility of some dog owners to pick up after their dogs on school fields and playground. He suggested that members of the public who use the school sites to exercise their dogs to be more responsible and considerate of students by removing droppings to prevent students from inadvertently coming into contact with them and tracking them into the schools. It would also assist with the work and health of the Grounds staff.

### **Trustee Gair**

- Stated that he continues to enjoy attending rides with the Bike Club at Qualicum Beach Elementary school.
- Attended the second half of the Curriculum Implementation Day for teachers and was impressed with what he observed and heard as teachers worked to understand the revised curriculum.
- Noted that he is looking forward to the results of the Board's ThoughtExchange process for students, which commenced that day. Some grade groupings will have the opportunity to participate during class time while other grades will be given the link to participate on their own time. If responses are positive, that would be great; however, if not, the Board can learn from the information provided and facilitate any necessary changes required to students' educational experience and then pose the same questions again.

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

Norberta Heinrichs, President, commented on the following:

- Appreciation to Secretary Treasurer Amos for providing opportunities for members to attend budget presentations to hear and share budgetary concerns.
- Acknowledgement that in the midst of the District's response to meeting its financial and fiduciary responsibilities in the next budget year, the Ministry has set this and many other districts up for failure by increasing the administrative savings requirement. This does not help communities or schools but more specifically, it does not help children and their families
- MATA continues to advocate that the budget includes the following:
  - i. A mentorship program to address the shift in the current teaching demographic
  - ii. A curriculum implementation budget to represent the Board's commitment to supporting teachers through the changes that will be implemented in 2016/17 and beyond
  - iii. Appropriate staffing ratios for the District's most vulnerable students and students in transitional years.
- Appreciation of the reports from Trustee representatives on internal and external committees.
- The first Curriculum Implementation Day in-service held Friday, February 19<sup>th</sup> provided a snapshot of the changes to the redesigned curriculum and attendees participated in discussions that investigated the core competencies. MATA anticipates receiving the feedback from that session, which will provide direction for the next scheduled Curriculum Implementation Day (April 25, 2016).
- The Professional Development Day held February 22<sup>nd</sup> found attendees focusing on the theme of raising awareness of the prevalence of mental health issues amongst children and youth.
- Acknowledgement of the MATA Pro-D Chair, Denise Spencer-Dahl, and the other members of the pro-d committee who worked hard to organize the sessions and are already beginning to plan for the May 13<sup>th</sup> pro-d day.
- Anti-bully Day is February 24<sup>th</sup> (Pink Shirt Day)

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

No report.

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

Jalyn Sorg, Co-President reported on the following DPAC activities:

- Appreciation to MATA for assisting in the coordination of having Dr. Lynn Miller extend her stay and provide a presentation to parents on the evening of February 22<sup>nd</sup> on Conversations about Childhood Anxiety.
- Ms. Sorg also thanked MATA for inviting parents to attend the Safe Teen workshop on February 22<sup>nd</sup>.
- Secretary Treasurer Amos will be presenting a Treasurers' workshop for parents on Monday, February 29<sup>th</sup> at the Qualicum Commons at 6:30.
- DPAC is planning an evening gathering for parents, possibly on Monday, April 25<sup>th</sup>, that will be similar to the DPAC breakfast. This will provide an opportunity for working parents to attend.

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

**(10 MINUTES)**

None

**12. ACTION ITEMS**

None

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

Assistant Superintendent Wilson reported on the following district initiatives:

- ENITY (Engaging New Ideas Toward Youth) held an open house at Family Place. While the event was not well attended, those who were in attendance had nothing but positive comments about the program. Peer educators will be working with Grade 6 classrooms over the next six weeks.
- The French Advisory Committee has asked the Board to consider options for a Late French Immersion program in the District. Staff will be providing a formal presentation to the Board on the logistics of a Late Immersion Program which would include a recommendation to begin implementation in September 2017.
- The School Review Process has been completed to identify the supports required at each site, which will direct staffing for the upcoming year.
- *A Teaching and Empowering Students* presentation by Shelley Moore on the morning of February 9th created a lot of interest with 90 attendees talking about inclusion and how to support all of our learners. Ms. Moore spent the afternoon working with elementary teachers to review the changes to the redesigned curriculum. Ms. Moore will be returning to the District on May 2<sup>nd</sup> to present a third session on the same topic.
- Acknowledgement of the Curriculum Implementation Planning Committee members for their work in organizing the sessions for February 19<sup>th</sup>, which included presentations from district teachers who have been working with the redesigned curriculum, and a presentation from Maureen Dockendorf and Jan Unwin from the Ministry of Education, who spoke about the philosophy behind the redesigned curriculum.
- The proposed 2016/17 and 2017/18 calendars have been distributed to partner groups and parents for public consultation. A public consultation meeting held on January 21st was not well attended; however, some feedback has been received from parents recommending that the District align its winter and spring breaks with those of neighbouring districts. That is being taken into consideration while ensuring that the District complies with contractual language. The proposed two-year calendar will be presented to the Board for approval at its March 8<sup>th</sup> Regular Board Meeting.
- Save the Date- on the evening of April 21, 2016, the District will be holding its first community function on the topic of Transitioning to Kindergarten to provide information and support for families throughout the community to alleviate anxiety which will help students transition into the school system. She then played a clip from the *Pete the Cat – Rocking in my School Shoes* video. Pete the Cat will be the mascot for the April 21<sup>st</sup> event. Ms. Wilson is seeking a volunteer from the community to be the mascot for the evening. The event will be followed in May and June by the regularly scheduled orientation of Kindergarten parents/students to schools.

**b. Education Planning Update**

Superintendent Koop presented an overview on the Framework for Enhancing Student Learning related to the changes by the Ministry to the reporting and accountability requirements. The new requirements remove the accountability reporting and, instead, speak to the continuing and public commitment by Board

to continually improve learning for every student. The new policy 3030: *Framework for Student Learning* being brought forward for approval by the Board will be in alignment with the provincial changes and the District will be required to present the planning process to the community in March or April.

Superintendent Koop then provided additional details regarding the ThoughtExchange process underway, which will provide the opportunity for students from grade 6-12 to respond to the following questions:

- What are things school is doing to make learning exciting, interesting and engaging?
- What are things you think your school could be doing to make learning more interesting and engaging?
- Provide an example of an experience that represents when school was working well for you.

The link will be open for three weeks and the responses will be reviewed and collated over the spring break period. Once students return, they will then have the opportunity to participate in the 'star' phase where they place priority value on the thoughts of others with consolidation of that material occurring by mid-April.

Superintendent Koop then spoke to the provincial announcement regarding changes made to the criteria for Evergreen Certificates to address concerns raised regarding the high number of Aboriginal students receiving them. Students who receive an Evergreen Certificate must now meet the following criteria:

1. Be classified as a student with special needs
2. Have an Individual Education Plan (IEP)
3. Be enrolled in a program that does not lead to any Dogwood or graduation certificate

Further to the announcement, the District Principal of First Nations Programs and the District Principal of Learning Services undertook a five-year retrospective analysis of students in the district who have received an Evergreen Certificate. Superintendent Koop was pleased to report that all of those students are in compliance with the new requirements.

**c. Update on Learning Improvement Fund**

Assistant Superintendent Wilson reported that staff have worked closely with the two Union locals to allocate the Learning Improvement Fund to provide the following supplemental supports for students:

- Hiring of an additional Child and Youth Care Worker at one school which has benefited from the work she is doing at that site.
- Providing student support hours for Education Assistants to hold a meeting or collaboration with teachers or at the school level.
- Providing two training sessions all district education assistants by the District Principal of Learning Services
- Increasing 12 education assistant hours by 1 to 2.4 hours per week.
- Working with MATA to add staffing into the system in April and May
- Providing additional counselling hours
- Providing Numeracy and Literacy support for all sites
- Providing release time for teachers during school reviews

d. **2016-17 Preliminary Operating Budget Process Update**

Secretary Treasurer Amos reported that, to date, the Board has met individually with the three partner groups and held one staff and two public information sessions. Information was shared on the budget process and where the financial status of the district as it stands today. The budget process will continue after the funding announcement in mid-March.

14. **CORRESPONDENCE ATTACHED**

None

15. **POLICY**

a. **Board Bylaw 5: Parent/Student Appeals to the Board of Education  
16-11R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

b. **Board Policy 6240: Resolution of Complaints  
16-12R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 6240: *Resolution of Complaints* and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

c. **Board Policy 3030: Framework for Enhancing Student Learning  
(to replace School Planning Councils)  
16-13R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt Board Policy 3030: *Framework for Enhancing Student Learning* (formerly *School Planning Councils*) at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

d. **Board Policy 4004: Purchasing and Disposal of Supplies and Equipment  
16-14R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve **first** reading to adopt Board Policy 4004: *Purchasing and Disposal of Supplies and Equipment*, and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

**e. Board Policy 4046: Financial Reporting  
16-15R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt Board Policy 4046: *Financial Reporting* (formerly *Monthly Voucher Summary*) and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

**f. Board Policy 4096: School-Generated Funds  
16-16R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve **first** reading to adopt the revisions to Board Policy 4096: *School-Generated Funds* and its attendant Administrative Procedures, at its Regular Board Meeting of February 23, 2016.

CARRIED UNANIMOUSLY

**g. Rescinding of Board Policies  
16-17R**

*Moved* Trustee Flynn *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of February 23, 2016:

- 4021: *Inventories*
- 4065: *Vehicle Use by Staff*
- 4085: *Smoke Free Environment*
- 4085.1: *Smoking Cessation & Prevention Programs*

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**

None

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

Trustees and senior administrators received comments and/or answered questions on the following topics:

- Pink Shirt Day events in schools
- Policy regarding unsightly litter in general traffic areas and areas of congestion on school sites, specifically related to the use of tobacco.

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:22 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER