



REGULAR BOARD MEETING MINUTES

TUESDAY, JANUARY 24, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Lisa Pedersen-Skene	Vice-Principal, Arrowview Elementary Qualicum District Principals/Vice Principals' Association (QDPVPA)
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570
District Parents 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 Qualicum and Nanoose First Nations for sharing their shared territories with the District.

She also expressed the Board's sadness at the recent passing of Jesse Demerse, the District's first Elder in Residence, and David Bob Jr, former Chief of the Snaw-Naw-As First Nation.

3. ADOPTION OF THE AGENDA

17-01R

Moved Trustee Kurland *Seconded* Trustee Gair

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

CARRIED UNANIMOUSLY

2. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: December 13, 2016
- b. Ratification of In Camera Board Meeting Minutes: December 13, 2016
- c. Final approval for an International Student Field Trip to Seattle, WA, from March 13-15, 2017
- d. Approval in Principle for Ballenas Secondary School Music Students Field Trip to Seattle, WA, from May 13-16, 2017
- e. Approval in Principal for Ballenas Secondary School Volunteer Student Field trip to Nicaragua from March 18-29, 2018.
- f. Ministry News Releases
 - Qualicum students tapped for career and skills-training development
 - Looking for leaders: nominations open for BC Social Innovation Youth Awards
 - BC Teachers' Council's annual report maps out progress being made
 - Province provides \$46.7 million to school districts to support enrolment increases
 - New website connects international students with critical information
 - BC students continue to excel and finish high school
 - New Year will build on government's school construction success of 2016
 - Students to learn about Canada's past, help shape future with WE Schools partnership
 - Province provides \$50 million for priority measures to hire teachers, Support students
 - BC's new curriculum continues to drive positive changes
 - BC students continue to crack the code in 2017 with new skills
 - Get out and play for Family Literacy Week
- g. Reports from Board Representatives to Outside Organizations
 - Oceanside Building Learning Together Coalition – *Trustee Young*
- h. Status of Action Items - January 2017

17-02R

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 January 17, 2017, as amended.
CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS**Trustee Austin**

- The benefits of Coffee with Trustees and the opportunity for trustees to obtain information that is useful to the Board when considering programming and in budget deliberations. She encouraged staff and parents to participate when Coffee with Trustees is scheduled at their school.

Trustee Young

- Benefits of having small affordable space in the district in which a non-profit organization can develop, such as the Vancouver Island Compassionate Dogs Society which is located in the Qualicum Commons, before potentially needing to expand their operations and move to a larger space.

Trustee Gair

- Attended a CUPE meeting as a representative of BC's Young New Democrats which he found was an informative opportunity to observe firsthand how the Union worked at a local level.

Trustee Kurland

- Participated in a conference call with the Minister of Education as the Trustee representative to BCPSEA and he was pleased at how genuinely positive and willing to move forward the Minister was to better education in the province.
- Will be attending the BCPSEA Annual General Meeting being held on January 27th.

Trustee Flynn

- Will also be attending the BCPSEA AGM and she shared five motions that are being brought forward by various districts.
- Acknowledged Family Literacy Week, January 22 to 29, 2017.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, commented on the following:

- Appreciation for the priority measures funding and the discussions between members of the MATA executive and senior administration which have resulted in an agreement on the staffing allocations. While the parties had differing perspectives, they were aligned in terms of allocations and recognized the importance to expedite the process to identify staffing so that it would be in place for the second semester.
- Local and provincial perspective that full implementation of the restored language is in place for September 2017.
- MATA will be monitoring the change of delivery of the secondary exam schedule in regard to workload, working conditions and services to students.
- The Professional Development Committee met earlier in the day to finalize plans for the February 24th professional development day. The theme for the day is Hands-On-Learning.
- Wording in Board Policy 5010: *Communicating Student Learning*, which will be before the Board for second and third reading, could be problematic to language in the Collective Agreement.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

No Report

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Ms. Kim Hancock, Director at Large, thanked Senior Staff for recognizing the importance of hosting a forum for parents and students to have a conversation about Fentanyl use.

She then posed a series of questions to the Board/Senior Staff which she hoped could be answered at the upcoming DPAC meeting being held on Wednesday, January 25th.

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS**a. Amended Annual Budget Bylaw 2016/17**

Secretary Treasurer Amos presented the amended annual budget and summarized the changes in revenues and expenditures since the preliminary budget was approved. He noted that the amended budget does not include the priority measure funding as it was not granted until January. That funding will be included on the year-end financial statements.

17-03R

Moved Trustee Kurland *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2016/17 fiscal year at its Regular Board Meeting of January 24, 2017.
CARRIED UNANIMOUSLY

17-04R

Moved Trustee Young *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$50,681,867 for the 2016/17 fiscal year.
CARRIED UNANIMOUSLY

17-05R

Moved Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$50,681,867 for the 2016/17 fiscal year.
CARRIED UNANIMOUSLY

17-06R

Moved Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$50,681,867 for the 2016/17 fiscal year.
CARRIED UNANIMOUSLY

b. Strategic Planning

Superintendent Koop referred to his memo in the agenda package which outlined the chronology of the collaboration undertaken to draft the District Strategic Plan currently in place. He then presented a proposal to the Board for staff to begin a collaborative planning process during the 2017/18 school year to draft the next District Strategic Plan, which would be implemented in the 2018/19 school year for a five-year period.

17-07R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education direct the Superintendent to design and carry-out a collaborative community-based strategic planning process to be completed during the 2017-18 school year with the resulting five year plan to be implemented during the 2018-19 school year; and,

THAT the District and Schools use the current Enhancing Student Learning Plan model for the 2016-2018 school years and then move into multi-year plans that will be informed by the new strategic plan which would come into play on July 1, 2018.
CARRIED UNANIMOUSLY

The Board requested that staff ensure that a review of current priorities is also undertaken during that process in order to identify what progress was made to date and which priorities have been met or may require a revision or simply continue to be included in the 2018/19 Strategic Plan.

13. INFORMATION ITEMS

a. Educational Programs Update

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

- Effect of flu season on district staff and students.
- Elementary report cards are in the process of being completed.
- Semester II begins on January 30th.
- Secondary student exam week is currently underway. The format of the Provincial exams have changed this year and will provide teachers with a tool with which to provide a summative assessment of a student's learning to date.
- Acknowledgement of the collaborative work done between senior staff and the MATA executive to identify areas in which to allocate the priority measures funding in order to have staffing changes and additional resources in the classroom by the start of second the semester. She noted that when comparing current resources to the 2002 language, the District has exceeded many of the staffing proponents through regular staffing, which has validated the work done each year through classroom reviews to identify needs in each school.
- The allocation of the priority measure funding has resulted in an increase of 8.78 FTE hours, which will allocated by increasing existing staff hours or with new postings. The Assistant Superintendent then reviewed the increases which have been allocated for each school in the District.
- Foundation Skills Assessments (FSA) are underway at the elementary schools and it was noted that this will be the last year the current FSA will be implemented. The Ministry has announced that a new provincial assessment process has been identified which will be implemented in the fall of 2017.
- Kindergarten teachers will be completing the Early Development Index (EDI) which is a valuable tool to support early learning programs and identify where vulnerabilities are in the community.
- Registration for Kindergarten and Programs of Choice for the 2017/18 school year opened on Monday, January 23rd and closes on Friday, February 3, 2017.
- Cross-boundary applications are also being accepted for the 2017/18 school year.
- Projections of enrolment in the International Student Program (ISP) are higher than anticipated; however, there is still a shortage of homestays. ISP staff have done a good job to ensure diversity in the community with international students arriving from a number of countries.
- Assistant Superintendent provided clarification on the process used by the District for registration of Kindergarten and Programs of Choice due to misinformation that was circulated in the community. The District accepts all applications and then makes decisions regarding how many classes would be possible based on the amount and type of applications received and the budget process.
- The District is in the process of Late French Immersion registration and the District Principal of French Programs is currently visiting grade 5 classes

with information. An information session will also be held for parents prior to spring break to identify how many students are interested and that information will also be brought forward for budget deliberations for a September start.

b. Education Planning Update

Superintendent Koop reported that the District was one of eight districts in the province to receive the Industry Training Authority (ITA) Youth Work in Trades Performance Award for outstanding work with youth apprentices in the community. While many districts provide an average of 7 apprenticeships, SD69 has 17. He acknowledged the work of the Career Programs staff in assisting students to obtain apprenticeship positions by supporting them in working with local employers or as they bridge into training at post-secondary institutions.

He also recognized the work done by Steven Stahley and Bob Bate over the years to obtain support from Vancouver Island University (VIU) to get district students into academic programs. VIU has appointed a person at the administrative level to work with the Qualicum School District with a focus on providing opportunities for students to begin training in careers outside of the trades since the District is already doing well with its Trades and Secondary Apprenticeship programs.

Superintendent Koop then reviewed the Ministry of Education's proposed [Graduation Assessments: Design Framework and Assessment Structure](#) which is a draft of the evidence-centred design and structure of BC's new graduation literacy and numeracy assessments being considered as a model for all of BC's provincial assessments. The Ministry is seeking input on two areas on the design and implementation of the assessments: *Questions about Design* and *Questions about Implementation* which can be submitted either through the Ministry website or at 'roadshows' in various communities throughout the province.

Superintendent Koop reviewed the curriculum and assessment timeline to 2018/19 that will inform the District in the planning needed to be done by the leadership team on a go forward basis. Staff will ensure that good information is shared with the parent community, teaching staff and students to obtain feedback on the questions to confirm that the District is headed in the right direction.

Trustees inquired as to how the new assessment would translate for students applying to post-secondary institutions in and outside of the province. Assistant Superintendent Wilson noted that the Ministry's [BC's New Curriculum](#) website contains a list of answers to those and other questions posed by the education community to apprise parents of the direction the Ministry is taking.

c. 2016/17 Financial Report to December 31, 2016

Secretary Treasurer Amos presented his second quarterly summary of the financial status of the District as at December 31, 2016 and as compared to December 31, 2015.

d. 2017/18 Preliminary Operating Budget Timelines

Secretary Treasurer Amos reviewed the budget process schedule to determine the 2017/18 Preliminary Operating Budget. Trustees encouraged staff and parents to attend budget meetings to provide feedback on their priorities for the Board's consideration during budget deliberations.

e. 2017/18 School Calendar Update

Assistant Superintendent Wilson noted that while the 2017/18 calendar has already been approved as part of the multi-year planning cycle now allowed by the District, there is still conversation underway regarding the conferencing days.

14. CORRESPONDENCE ATTACHED

- a. **Response from Minister of Education re: Request for By-Election**
- b. **Response from Minister of Education re: District Visit/Recommendations**

15. POLICY

- a. **Board Policy 7140: *Reporting of Child Abuse and Neglect***
17-08R

Moved Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading of Board Policy 7140: *Reporting of Child Abuse and Neglect* and its attendant Administrative Procedure, at its Regular Board Meeting of January 24, 2017; and,

THAT the Board of Education of School District No. 69 (Qualicum) approve renumbering of Board Policy 7140 to Board Policy 7015.

CARRIED UNANIMOUSLY

- b. **Administrative Procedure – *Copyright***

(previously Board Policy 5085)

17-09R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Copyright*, at its Regular Board Meeting of January 24, 2017.

CARRIED UNANIMOUSLY

- c. **Administrative Procedure – *Fundraising in Schools***

(previously Board Policy 5040)

17-10R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Fundraising in Schools*, at its Regular Board Meeting of January 24, 2017.

CARRIED UNANIMOUSLY

- d. **Administrative Procedure – *Animals in Schools***

(previously Board Policy 5060)

17-11R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Animals in Schools*, at its Regular Board Meeting of January 24, 2017.

CARRIED UNANIMOUSLY

- e. Administrative Procedure – Physical and Health Education Curriculum Provisions for Alternate Delivery of Instruction**
(previously Board Policy 5095)
17-12R
Moved Trustee Flynn *Seconded* Trustee Kurland
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Physical and Health Education Curriculum Provisions for Alternate Delivery of Instruction*, at its Regular Board Meeting of January 24, 2017.
CARRIED UNANIMOUSLY
- f. Administrative Procedure: Lasqueti Island Teacherage (Housing)**
(previously Board Policy 4055)
17-13R
Moved Trustee Flynn *Seconded* Trustee Gair
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Lasqueti Island Teacherage (Housing)*, at its Regular Board Meeting of January 24, 2016.
CARRIED UNANIMOUSLY
- g. Board Policy 5020: Field Experiences**
(previously titled *Co-Curricular and Extra Curricular Activities*)
17-14R
Moved Trustee Flynn *Seconded* Trustee Gair
THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of Board Policy 5020: *Field Experiences* and its attendant Administrative Procedure at its Regular Board Meeting of January 24, 2017.
CARRIED UNANIMOUSLY
- h. Rescinding of Policies**
17-15R
Moved Trustee Flynn *Seconded* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of January 24, 2017:
- 4055: Teacherages (*now an administrative procedure*)
 - 5004: Selection of Learning Resources
 - 5025: Complaints on Instructional Materials
 - 5026: Challenged Materials
 - 5040: Fundraising in Schools (*now an administrative procedure*)
 - 5055: Computer Technology
 - 5057: Trustee Information and Communications Technology (*now in Trustee Handbook*)
 - 5060: Animals in Schools (*now an administrative procedure*)
 - 5065: Gifted Enriched Education
 - 5076: Early French Immersion
 - 5080: Integration of Special Needs Students
 - 5085: Copyright
 - 5090: Home Education
 - 5095: Health Curriculum Component Provision for Alternate Delivery of Instruction (*now an administrative procedure*)
- CARRIED UNANIMOUSLY

i. Board Policy 5010: Communicating Student Learning
(previously titled District Assessment)

Chair Flynn noted that the policy and administrative procedure before the Board would be in effect for one year after which any revisions required would be incorporated into the policy and/or administrative procedure and brought to the Board for approval.

17-16R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of Board Policy 5010: *Communicating Student Learning* and its attendant Administrative Procedure at its Regular Board Meeting of January 24, 2017.

CARRIED

Trustee Young abstained

17-17R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading of Board Policy 5010: *Communicating Student Learning* and its attendant Administrative Procedure at its Regular Board Meeting of January 24, 2017.

CARRIED

Trustee Young abstained

16. TRUSTEE ITEMS

None

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

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

- Funding from the Ministry for coding. *The District did receive a lump sum that is targeted to support coding. Two teachers attended training and the Technology Education Advisory Committee is identifying where to allocate the balance of that money.*
- New Assessment practices and how the reporting might affect student applications to post-secondary institutions.

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:48 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER