



**REGULAR BOARD MEETING MINUTES**

**TUESDAY, MAY 23, 2017**

**7:00 PM**

**THE FORUM**

**PARKSVILLE CIVIC & TECHNOLOGY CENTRE**

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**ATTENDEES**

**Trustees**

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

**Administration**

Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Don Bold	Principal, Qualicum Beach Elementary School
	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 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 Qualicum and Nanoose First Nations for sharing their shared territories with the District.

**3. ADOPTION OF THE AGENDA**

Chair Flynn noted the following amendments:

- The Addition of the Indigenous Education Advisory Committee Report to the Consent Agenda
- The removal of Policy 6010: *Recruitment* from the list of policies to be rescinded as the administrative procedure to replace it has not yet been finalized.

**17-39R**

*Moved:* Trustee Young

*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: April 25, 2017
- b. Ratification of In Camera Board Meeting Minutes: April 18, 2017
- c. Approval in Principal for a Kwalikum Secondary School student field trip to Japan in March 2018.
- d. Reports from Board Representatives to Outside Organizations
  - Curriculum Implementation Advisory Committee – Trustee Young
  - District French Advisory Committee – Trustee Gair
  - Indigenous Education Advisory Committee – Trustee Young
- e. Status of Action Items- May 2017

**17-40R**

*Moved:* Trustee Gair                      *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 May 23, 2017, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. Update on Island Health's Response to Overdose Crisis**

Dr. Hasselback, Island Health, provided the Board with an update on the island health's response to the overdose crisis, noting it is generally not a school-aged population they are working with.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS****Trustee Young**

- The success of the TedX presentation on sustainability and innovation hosted by Ballenas on May 13, 2017. The presentations are available on YouTube.

**Trustee Gair**

- Interviewing of Kwalikum and Ballenas Secondary student candidates for the District Scholarship.

**Trustee Kurland**

- Field trip with Kwalikum Secondary students to the Bar to watch a case being argued, which included an interactive visit from Justice Susan Griffin.

**Trustee Flynn**

- Grad transition interviews of graduating students at Kwalikum Secondary School.

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

Norberta Heinrichs, President, commented on the following:

- The MATA AGM/Retirement Dinner which included an address from the 2<sup>nd</sup> Vice President of the BC Teachers Federation, Cling Johnson. She then shared the outcome of the MATA Election.
- May 19<sup>th</sup> Professional Development Day – The Pro-D Committee worked hard to engage their colleagues by providing learning opportunities to meet the needs of every individual and keeping professionals engaged and cognizant of what was relevant and autonomous.

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

No Report

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

Andrea Button, President, advised that the next DPAC Meeting will be held on Wednesday, May 24, 2017.

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

None

**12. ACTION ITEMS****a. Lions Club SPOT Vision Screening Program Agreement**

Assistant Superintendent Wilson thanked the Lions Club for providing the SPOT Vision Screening Service to students in the fall.

**17-41R**

*Moved* Trustee Young *Seconded* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) enter into an agreement with the Parksville Lions Club to continue to partner on the SPOT Vision Screening Program for district students.

CARRIED UNANIMOUSLY

**b. School Fees**

Assistant Superintendent Wilson provided an overview of the school fees as allowed under the School Act to inform parents of fees and to maintain consistency of fees between schools.

**17-42R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve the 2017/18 School Fees as presented.

CARRIED UNANIMOUSLY

**c. Board/Authority Authorized Course - Sociology 12**

Don Bold, Principal and Co-Creator of the Course Outline with Ed Seidel, stated that the proposed course will replace an existing BAA Social Studies 11 course for 2 credits and Social Studies 12 course for an additional 2 credits. This provides the ability for students to obtain 4 credits at the Grade 12 level. The course's purpose is to serve as a Grade 12 elective and does not take the place of Social Studies 11.

**17-43R**

*Moved* Trustee Gair *Seconded* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *Sociology 12*.

CARRIED UNANIMOUSLY

**c. Board/Authority Authorized Course – ELL Writing 11**

Assistant Superintendent Wilson advised that the course is being brought forward by Ross Pepper, Principal of the International Student Program, to offer a course that will focus on English writing skills for international students.

**17-44R**

*Moved* Trustee Gair *Seconded* Trustee Young  
**THAT** the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *ELL Writing 11*.  
CARRIED UNANIMOUSLY

**e. Annual Facility Grant Allocations**

Secretary Treasurer Amos reviewed the process undertaken to identify a number of projects that have since been approved by the Ministry in the amount of approximately \$120 million of provincial funding. These projects will support the District in extending and maintaining the life of its facilities.

**17-45R**

*Moved* Trustee Gair *Seconded* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) receive the Annual Facility Grant spending plan for 2017-18 as presented.  
CARRIED UNANIMOUSLY

**f. 2017/18 Annual Budget Bylaw**

Secretary Treasurer Amos provided a summary of the 2017/18 Preliminary Operating Budget, noting that it does not include items identified in the request to the Ministry for additional funds.

**17-46R**

*Moved* Trustee Young *Seconded* Trustee Gair  
**THAT** the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2017-18 fiscal year at its Regular Board Meeting of May 23, 2017.  
CARRIED UNANIMOUSLY

**17-47R**

*Moved* Trustee Kurland *Seconded* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$52,791,058 for the 2017-18 fiscal year.  
CARRIED UNANIMOUSLY

**17-48R**

*Moved* Trustee Kurland *Seconded* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$52,791,058 for the 2017-18 fiscal year.  
CARRIED UNANIMOUSLY

**17-49R**

*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) Annual Budget Bylaw in the amount of \$52,791,058 for the 2017-18 fiscal year.  
CARRIED UNANIMOUSLY

### 13. INFORMATION ITEMS

#### a. Educational Programs Update

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

- *Pete the Cat* Event which was attended by approximately 150 parents and preschoolers, which was slightly less than attended last year.
- Acknowledgement of the counsellors and administrators who attended the ERASE training earlier in May
- Acknowledgement of the work done by the MATA Professional Development Committee to provide sessions which were very well received.
- CUPE support staff attended behavioural crisis training which was organized by Kerri Steel through Vancouver Island University. The session was well attended and well received.
- International student enrolment for 2017/18 is already at projections and Ms. Wilson acknowledged the work of all the recruiters who support the program and the creation of diversity in the community with students attending from over 10 different countries.
- Short and Long Term Homestays for international students are needed.
- The Assessment and Evaluation Committee will be hosting a presentation for parents titled: *Why all the Change?* on Wednesday, May 24 at the Qualicum Commons.
- Congratulations to Ballenas Secondary on hosting a successful TedX session on May 13, 2017.
- The final District French Advisory Committee Meeting for the 2016/17 school year was held on May 11<sup>th</sup>. The District has received a number of qualified applications for postings
- Acknowledgement of the work of staff in the Human Resources Department throughout the new posting and filling process, which is working smoothly.

#### b. Education Planning Update

Assistant Superintendent Wilson reported that she and the Superintendent have almost completed their spring school conversations with administrators to talk about each of their progress with goals they have set for themselves and review the work they have done with their school teams.

Schools' Enhancing Student Learning Plans are due to be presented to the Superintendent by Friday, June 9<sup>th</sup>. Trustees will also meet with school administrators to review the plans beginning the week of Jun 5, 2017. Those conversations will lead into the School Plans which will be presented to Trustees at the June Regular Board Meeting.

#### c. 2016 Carbon Neutral Action Report

Secretary Treasurer Amos reviewed the projects undertaken by the District to identify efficiencies, noting that the general trend lines for electricity use, greenhouse gas emissions and paper use indicate reductions in all three areas.

### 14. CORRESPONDENCE ATTACHED

None

**15. POLICY**

Chair Flynn reviewed the process for changes to administrative procedures, which will not require three readings to adopt the changes as is the process for new administrative procedures or Board Bylaws/Policies.

**a. Revision to Form attached to Administrative Procedure for Reporting of Suspected Child Abuse and Neglect****17-50R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revision to the form attached to the administrative procedure: *Reporting of Suspected Child Abuse and Neglect* to remove the references to the Executive Assistant of the Superintendent.

CARRIED UNANIMOUSLY

**b. Administrative Procedure – Travel Expenses (Previously Board Policy 6005)****17-51R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Travel Expenses* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**c. Administrative Procedure – Credit Cards (Previously Board Policy 6006)****17-52R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Credit Cards* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**d. Administrative Procedure – Interview and Relocation Reimbursement for Exempt Staff (Previously Board Policy 6166)****17-53R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Interview and Relocation Reimbursement for Exempt Staff* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

**e. Board Policy 6065: Recognition of Retirement and Long Service****17-54R**

*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 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

- f. **Board Policy 6033: Employee Attendance, Health and Wellness**  
*(will also replace Board Policies 6031: Staff Attendance and 6032: Return to Work)*

**17-55R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6033: *Employee Attendance, Health and Wellness* at its Regular Board Meeting of May 23, 2017.

CARRIED UNANIMOUSLY

- g. **Rescinding of Policies**

**17-56R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of May 23, 2017:

- 6015: *Officer in Charge*
- 6030.5: *Leave of Absence for Educational Purposes other than Approved In-Service*
- 6060: *Teacher Exchange/DND Postings*
- 6080: *Placement of Student Teacher Assistants or Child and Youth Care Workers*
- 6225: *Non-Discrimination*
- 6155: *Staff Participation in Student Activities*

CARRIED UNANIMOUSLY

**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:

- Board Policy 6033 – *Employee Attendance, Health and Wellness*: the combining an attendance support program with encouragement of employees to pathways to personal health and wellness when, for some, health and wellness means not attending work, was questioned. The Board was urged to separate the two pieces.

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:16 p.m.

*Original signed copy on file*

CHAIRPERSON

SECRETARY TREASURER