

School District No. 69 (Qualicum)



REGULAR BOARD MEETING MINUTES

TUESDAY, JUNE 27, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

| | |
|---------------|-------------------|
| Eve Flynn | Board 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 |
| Autumn Taylor | Vice Principal, Springwood 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

17-57R

Moved: Trustee Gair *Seconded:* Trustee Kurland

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 as amended: May 23, 2017
- b. Approval of Special Board Meeting Minutes: May 16, 2017
- c. Ratification of In Camera Board Meeting Minutes: May 16, 2017
- d. Ratification of Special In Camera Board Meeting Minutes: May 12, 2017
- e. Reports from Board Representatives to Outside Organizations
 - Oceanside Building Learning Together Coalition – Trustee Young
 - Curriculum Implementation Advisory Committee – Trustee Young
- f. Status of Action Items- June 2017

17-58R

Moved: Trustee Kurland *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 June 27, 2017, as presented/amended.
CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

a. Assessment, Evaluation, Reporting Committee Update

Assistant Superintendent Wilson provided an overview of the work that has been done by the Committee to identify their guiding principles of assessment, the parameters for evidence of learning and a template from which students can complete a summary of their learning journey, which includes a portion for a teacher's comments. The PowerPoint presentation, *From Grades to Feedback-Preparing Students for a Different Future* is available on the District web-site.

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, commented on the following:

- Teachers are in the midst of year-end activities, tasks and responsibilities
- Implementation of the restored language and the uncertainty of whether or not the District will be allocated sufficient funding for adequate staffing as of September 2018 given the recent revised classroom enhancement grant which still leaves the District with a shortfall.
- Lack of information regarding capacity in labs and shops or the status of repurposed rooms.
- MATA will continue to advocate for the language that addresses issues of class composition and to discuss and formulate recommendations that not only address student need but resource the teacher.
- Acknowledgement of the work done to date by the district indicates sound efforts to address class size at this time and specialist ratios have been traditionally kept intact since the introduction of the Education Fund and the Priority Measures.
- The MATA and Board could improve relations to better share information necessary for teachers to do their jobs.

Ms. Heinrichs ended by thanking the Board and Senior Staff for respecting her role during her terms as MATA President in carrying out her responsibilities to her members.

Debbie Comer, Incoming President, expressed her appreciation on being elected as President of MATA and stated that the major focus of the MATA executive in the upcoming school year will continue to be the restoration of CA language and supporting teachers with the implementation of that language.

The Board expressed its appreciation to Norberta Heinrichs for her past service as the MATA president and best wishes on her return to the classroom.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

Julie Fowler, Corresponding Secretary for CUPE Local 3570, expressed the following concerns on behalf of education assistants:

- reduction to number of hours worked
- working through coffee and lunch break
- challenges in taking time off in lieu
- allocation of hours to junior staff
- clarification required for policies, procedures and legislation for education assistants driving students to extra-curricular activities
- access to supplies

Assistant Superintendent Wilson offered to move into conversations with education assistants in order to clarify the process for allocation of hours and to provide accurate information to their questions. She noted that education assistant hours are allocated to meet the needs of students during school hours. Therefore, some positions are part time until the September enrolment count at which time additional hours are released. Additional hours are allocated by seniority as well as timetabling.

Brian Thorpe, Vice President, CUPE Local 3570, acknowledged the work done by the General Manager and the Assistant Manager of Operations to address the issue of custodial workloads that have arisen since reconfiguration of the district. That work will continue into the next school year and is appreciated by the custodial staff.

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No report

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS

a. 2017-18 Enhancing Student Learning – School Plans

Superintendent Koop reviewed the process used by school staff to create the Enhancing Student Learning Plans. Trustees then provided highlights from their visits to review their liaison schools' Enhancing Student Learning Plans.

17-59R

Moved Trustee Kurland *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the 2017-18 *Enhancing Student Learning - School Plans* as reviewed by members of the Board at each school between June 5 and June 16, 2017.

CARRIED UNANIMOUSLY

b. Annual 5-Year Capital Plan

Secretary Treasurer Amos reviewed the process required by the Ministry to submit the District's 2018/19 annual five year capital plan and reviewed the projects being submitted to the Ministry this year.

17-60R

Moved Trustee Gair *Seconded* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve the Annual Five Year Capital Plan as presented.

CARRIED UNANIMOUSLY

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

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

- Island Health has allocated funds to hire a youth, who was a previous ENITY leader in the community and is doing his university thesis on sexual health, to provide mentorship to some of the peer educators.
- Staff are in the midst of planning how the final allocation of local action team money will be spent.
- IT staff will be working with schools to update their SharePoint sites.
- Indigenous Education Year End Celebration held on June 6th.
- District Elementary Track and Field Meet held on June 15th
- The MATA Round 3 posting & filling process has been completed.
- Secondary student commencement ceremonies

b. Education Planning Update

Superintendent Koop advised that he and Assistant Superintendent Wilson will incorporate the information from the school-based plans to update the district's plan which also amalgamates work set out by the District's Strategic Plan and Ministry initiatives. The updated District plan will be presented to the Board in the fall.

He further reported that he has been working with ThoughtExchange on aspects of the strategic planning process to planning for a fall engagement with staff and the community to identify where people are at with current Strategic Plan, what is working, what is not working, what is resonating, and what areas the District may need to move forward from.

Superintendent Koop stated that he is also working with Don Bold, Principal of CEAP, and BlackBerry Creative to create a newspaper wrap to highlight system change in the District, what looks different for educators and for students – moving from 'dot collectors' to 'dot connectors'.

c. Classroom Enhancement Fund

Secretary Treasurer Amos reported that the district has received \$400,000 of the \$956,000 requested by the District in the staffing plan submitted to the Ministry to address some operational needs. The Ministry has advised that the remedy portion of the request, approximately \$163,000, will be held back until September when enrolment is confirmed. This reduces the District's unfunded need to \$550,000 and, in order to move forward on staffing for September and with the Board's support to use \$200,000 of surplus, the District will need to hold back \$350,000 worth of budgetary needs that are currently unfunded. Some partial

increases were able to be addressed such as \$100,000 in support of additional education assistant hours. Most of the money from the Curriculum Implementation funds were meant to address teaching positions with \$100,000 held back until the fall.

Superintendent Koop added that districts have heard a commitment from the Deputy Ministry to fully funding the restored language. If a gap exists between the needs of students and available resources, districts have the opportunity to submit another proposal for additional funding.

14. CORRESPONDENCE ATTACHED

a. Letter of Appreciation re: Vancouver Island University Student Teacher Placements

Superintendent Koop highlighted the work of school administrators and teaching staff to support student teachers in providing them with experience in district classrooms and, at the same time, giving them a good idea of how they would be supported by their colleagues in a teaching environment.

15. POLICY

a. Board Policy 6065: Recognition of Retirement and Long Service

17-61R

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 Policy 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

b. Board Policy 6033: Employee Health, Wellness and Attendance

(Also merges with Board Policies 6031: Staff Attendance and 6032: Return to Work)

17-62R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 6033: *Employee Health, Wellness and Attendance* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

c. Administrative Procedure: Recruitment and Selection of Exempt Staff

17-63R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Recruitment and Selection of Exempt Staff* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

d. Board Policy 6030: Vacation Extensions-Teachers

17-64R

Moved Trustee Flynn *Seconded* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 6030: *Vacation Extensions – Teachers* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

e. Administrative Procedure to Board Policy 5010: Communicating Student Learning

17-65R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the revisions to the Administrative Procedure to Board Policy 5010: *Communicating Student Learning* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

f. Administrative Procedure: Criminal Records Search

(Previously Board Policy 6011)

17-66R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the revisions to the Administrative Procedure: *Criminal Records Search* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

g. Administrative Procedure: Leave of Absence: Community Service/Public Office

(Previously Board Policies 6030.9 and 6055)

17-67R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Leave of Absence: Community Service/Public Office* at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

h. Policy 6190: Workplace Bullying and Harassment (Including Sexual Harassment)

17-68R

Moved Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the revisions to Board Policy 6190: *Workplace Bullying and Harassment (Including Sexual Harassment)* and its attendant Administrative Procedure at its Regular Board Meeting of June 27, 2017.

CARRIED UNANIMOUSLY

i. Rescinding of Policies

17-69R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policy at its Regular Board Meeting of June 27, 2017:

- 7030: *Suspension of Students (incorporated into 7001: Student Discipline)*

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

a. DRAFT 2017/18 Board Meetings Schedule

Chair Flynn noted the draft schedule of board meetings for the 2017/18 school year.

b. Trustee Handbook

Chair Flynn noted the housekeeping amendments to the Trustee Handbook for the 2017.

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

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

- Cost of the additional template from SSDAS (*It is part of the current contract*)
- Compatibility of MyEdBC to capture changes to reporting in Gr 8 and 9. (*Fujitsu is working over the summer to make MyEdBC more reflective of assessment*).
- How reporting templates would populate the SSDAS template. (*The two systems for the pilot are FreshGrade or Scholantis. A link will be created in a section of the reporting summary that will take the reader directly to the portfolio. It will import a picture or thumbnail of what a student wants to share*)
- Concern from MATA of the workload associated with reporting. This has been a main topic of discussion at the Assessment, Evaluation, Reporting Committee and the purpose of having two systems of reporting is to support communicating student learning as a journey and not to create a 'report card'.
- Education Assistants not being paid for overtime when required to support a student on overnight outings i.e. camping trips. *As noted earlier in the meeting, Assistant Superintendent will be providing an opportunity to address concerns expressed on behalf of all education assistants*)

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:56 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER DESIGNATE