

# School District No. 69 (Qualicum)



## REGULAR BOARD MEETING MINUTES

TUESDAY, JANUARY 23, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

### ATTENDEES

#### Trustees

Julie Austin	Acting Chair
Jacob Gair	Trustee
Elaine Young	Trustee
Barry Kurland	Trustee

#### Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
Corleen McKinnon-Sanderson	Qualicum District Principals/Vice Principals' Association
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

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Austin 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

##### 18-01R

*Moved:* Trustee Kurland                      *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

#### 4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: November 28, 2017
- b. Ratification of In Camera Board Meeting Minutes: November 21, 2017
- c. Ratification of In Camera Board Meeting Minutes: December 12, 2017
- d. Ratification of Special In Camera Board Meeting Minutes: December 1, 2017
- e. Approval for an International Student Field Trip to Portland/Seattle from March 19 to 22, 2018.
- f. Final approval for a Kwalikum Secondary School student field trip to Moscow, Idaho from February 21 to 25, 2018.
- g. Ministry News
  - New child-care spaces will help families around BC
  - Students in six schools to gain easier access to healthy water
  - Education and prevention the focus of Human Rights Commission recommendations
  - Thousands of students and new teachers benefit from provincial support
  - Student success continues to build in BC
  - Communities celebrate Family Literacy Week
- h. Reports from Board Representatives to Outside Organizations
  - BCSTA Trustee Academy – Trustee Young
  - Oceanside Building Learning Together – Trustee Austin
  - Indigenous Education Advisory Committee – Trustee Young
- i. Status of Action Items – January 2018
- j. Approval in principle for a Kwalikum Secondary School Student Field Trip to Seattle, Washington from May 16-20, 2018.

#### 18-02R

*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 23, 2018, as amended.

CARRIED UNANIMOUSLY

#### 5. DELEGATIONS AND PRESENTATIONS

##### a. Sustainability Project at Ballenas Secondary School

Monica Bradbury, Foods and Sustainability teacher at Ballenas Secondary School, shared her goal of encouraging a sustainable future by connecting community and inspiring one individual at a time. She has been teaching her students about sustainability which resulted in her organizing a classroom presentation from *Communities Protecting Our Coast*.

Lois Eaton, a member of Communities Protecting our Coast (CPOC) explained how humans have created the equivalent of toxic smog in the ocean environment and how the CPOC organization is working to educate the community on reducing waste, especially one-time-use plastics. CPOC representatives have also shared that information with students, followed by discussion groups in which students provided feedback on what they learned and ideas about way they could encourage their fellow students to reduce the amount of garbage in landfills, particularly plastic.

Grade 8 students from Ballenas Secondary school then presented examples of the sustainability projects they have initiated and are beginning to implement at the school and in the community. They also spoke to the impact of learning how waste, particularly plastic, is impacting the ocean environment.

## 6. BUSINESS ARISING FROM THE MINUTES

None

## 7. TRUSTEE HIGHLIGHTS

### Trustee Kurland

- Trustees' meetings with Minister Scott Fraser and MLA Stilwell on topics of mutual interest such as child poverty and decreasing the voting age for trustee elections.

### Trustee Young

- Indigenous Education Services Department hosting a presentation on January 23, 2018, of Theatre for Living's *šxʷʔamət* (home), which is an interactive production on issues of Reconciliation.
- Errington Elementary School will be holding a Paddle Celebration on Thursday, February 1<sup>st</sup> at 1:00 p.m. Everyone is welcome.
- The Regional District of Nanaimo's Recreation Committee is reviewing the Draft Five-Year Recreation Plan which is available for review and feedback from all members of the community.
- Enhancing Student Learning pamphlet, which outlines the curriculum changes and the impact on how teachers teach and learners learn. It also contains information about the District's Strategic Plan, which the Board is in the process of reviewing. The pamphlet will be provided to all students.

### Trustee Gair

- Trustees' discussion with Minister Fraser, particularly regarding the Board's motion to decrease the trustee voting age to 16. The motion will be presented at the Annual General Meeting of the BC School Trustees Association in April.

### Trustee Austin

- A workshop co-hosted by the Oceanside Building Learning Together Society and the Child Care Resources and Referral will be held on Saturday, February 17<sup>th</sup>, on supporting social and emotional skills in children. Cost is \$10.00.
- Secondary internal and provincial exams will be held January 25 and 26, 2018.

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

Debbie Comer, President, commented on the following:

- Union training was held earlier in the day at the District Resource Centre with sixteen (16) teachers in attendance, all of whom were covered by a Teacher Teaching on Call (TTOC).
- Attendance with her counterparts from other district at a meeting on January 12, 2018 in Port Alberni with MLA Scott Fraser, Minister of Indigenous Relations. Attendees shared their concerns and issues from each of their sectors. MLA Fraser has offered to set up a meeting between the local teachers' unions and Rob Fleming, Minister of Education, which she hopes will take place in Victoria in February.
- The MATA Social Justice Committee (MSJC) was successful in its application for a social responsibility grant in the amount of \$2000. The grant will be used to support students in the LGBTQ community and to develop a Gender Sexuality Alliance (GSA) in the District's high schools and PASS/Woodwinds. The MSJC is also looking forward to integrating the work they have done over past 2 years on SOGI in schools and to integrate all of these initiatives.

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

No Report

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

No Report

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

None

**12. ACTION ITEMS****a. Creation of Capital Planning Committee of the Whole**

Secretary Treasurer Amos presented the terms of reference as requested by the Board following the creation of the District's Long Range Facilities Plan. A Committee of the Whole would be established that would meet approximately three (3) times per year and have responsibility for review of the Long Range Facilities Plan to keep it current as well as for other matters arising from the planning for the physical facilities of the School District.

**18-03R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) receive and approve the Terms of Reference for the Capital Planning Committee of the Whole.

CARRIED UNANIMOUSLY

**b. Amended Annual Budget Bylaw 2017/18**

Secretary Treasurer Amos provided a summary of the amended annual budget which takes into account the changes in enrolment, funding and expenses since September start up.

**18-04R**

*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 2017/18 fiscal year at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

**18-05R**

*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) Amended Annual Budget Bylaw in the amount of \$55,486,747 for the 2017/18 fiscal year.

CARRIED UNANIMOUSLY

**18-06R**

*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) Amended Annual Budget Bylaw in the amount of \$55,486,747 for the 2017/18 fiscal year.

CARRIED UNANIMOUSLY

**18-07R**

*Moved:* Trustee Gair                      *Seconded:* Trustee Young

**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 \$55,486,747 for the 2017/18 fiscal year.

CARRIED UNANIMOUSLY

**c. 2018 Trustee Elections**

Secretary Treasurer Amos requested that, with 2018 being a municipal election year, the Board appoint a Chief Elections Officer who would act on the District's behalf to run the election and act as a conduit to the various municipalities within the School District's boundaries.

**18-08R**

*Moved:* Trustee Young                      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) appoint Dennis J.A. Brown as Chief Election Officer for the District for the October 2018 Trustee elections, and Ron Amos, Secretary-Treasurer, as a Deputy Election Officer.

CARRIED UNANIMOUSLY

**18-09R**

*Moved:* Trustee Young                      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the City of Parksville for expenses associated with the 2018 election, if required.

CARRIED UNANIMOUSLY

**18-10R**

*Moved:* Trustee Gair                      *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the Town of Qualicum Beach for expenses associated with the 2018 election, if required.

CARRIED UNANIMOUSLY

**18-11R**

*Moved:* Trustee Kurland                      *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the Regional District of Nanaimo for expenses associated with the 2018 election, if required.

CARRIED UNANIMOUSLY

**18-12R**

*Moved:* Trustee Austin                      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve staff entering into a cost-sharing agreement with the District of Lantzville for expenses associated with the 2018 election, if required.

CARRIED UNANIMOUSLY

**13. INFORMATION ITEMS****a. Education Planning Update**

Superintendent Koop reported on the following education planning work underway in the District:

- Staff are in the midst of enrolment projections for 2018/19. That information will then be used to model the staffing needs for the upcoming school year.

- Superintendent Koop and the Assistant Superintendent are also engaged in meetings with principals and vice principals to discuss each of their career interests and trajectories in order for Senior Staff to form the administrative staffing plan for 2018/19 that will be presented to the Board in March or April.
  - The Leadership Team has also done a review to ensure compliance with the class size and non-enrolling staffing aspect of the restored language.
  - As previously mentioned, staff have completed work on the Enhancing Student Learning Plan which links to the District Strategic Plan. The rest of the document refers to the context within which staff are working, whether it be within the concept of educating citizens, core competencies, foundational skills or First Peoples Principal of Learning. The document also highlights for parents the journey the district is on in the area of assessment and reporting. Each student will take home a copy with their first formal report at the end of January.
  - Work is ongoing to support staff with a new reporting tool while working closely with SSDAS. Superintendent Koop commended the members of the Assessment, Evaluation and Reporting Committee for their work as the District is ahead of others in the province in the area of assessment.
  - Advertisements have been posted for principal and vice principal positions in the district as there are two confirmed retirements at L'Ecole Oceanside Elementary School and staff would also like a pool of administrative staff to draw on in case other vacancies arise.
  - The Director of Human Resources position is also advertised as Ms. Shepherd will be retiring.
  - Safer School Together has organized presentations in the District on Wednesday, February 7<sup>th</sup> for student in Grades 8 to 10 and for parents that same evening at 7:00 p.m. in the Qualicum Commons on Social Media Awareness + Parenting in the Digital World.
  - Through work being done with the Island Chapter of the Canadian Mental Health Association, the District will be bringing a version of the Living Life to the Full program which focuses on youth mental health. The parties have procured some funding from the Parksville/Qualicum Foundation and the Mental Health Association and seeking to fully fund two programs through an application made to the District 69 Recreation Grants Program; one in Qualicum Beach to serve Kwalikum Secondary and CEAP students, and the other to serve Ballenas Secondary School and PASS/WW students. The Canadian Mental Health Association will also be sponsoring a youth mentor in the community who has graduated from the District and is studying in a related area.
- b. 2017/18 Financial Report to December 31, 2017**  
Secretary Treasurer Amos presented the financial status of the district as at the second quarter ending December 31, 2017. Overall, the budget is tracking as anticipated.
- c. Proposed 2018/19 Preliminary Operating Budget Timelines**  
Secretary Treasurer Amos reviewed the draft schedule for the budget process to draft and finalize the 2018/19 preliminary operating budget. Superintendent Koop noted a conflict on February 21<sup>st</sup> with the monthly DPAC meeting; however, he will present the preliminary budget information to attendees of the DPAC meeting while Secretary Treasurer Amos will present at the staff and public meeting at the same time.

d. **2018/19 School Calendar Update**

Superintendent Koop referred to the draft calendars for the upcoming year noting the different calendars for False Bay School and the CEAP program. Some dates are still to be confirmed for non-instructional and conferencing days.

14. **CORRESPONDENCE ATTACHED**

a. **Thank you message from Roots of Empathy International Office**

15. **POLICY**

a. **Board Policy 6170: Employee Conflict of Interest**

**18-13R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the revisions to Board Policy 6170: *Employee Conflict of Interest* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

b. **Board Policy 3002: Cooperation of School and Learning Communities**

**18-14R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revisions to the Administrative Procedure to Board Policy 3002: *Cooperation of School and Learning Communities* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

c. **Board Policy 7000: Safe, Caring and Inclusive School Communities**

**18-15R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the revisions to the definitions to Board Policy 7000: *Safe, Caring and Inclusive School Communities* and the revisions to its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

d. **Administrative Procedure: Police Information Check with Vulnerable Sector Screening (PIC\_VS)** (*Formerly Criminal Record Check*)

**18-16R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Police Information Check with Vulnerable Sector Screening (PIC\_VS)* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

e. **Board Policy 7010: Student Fees and Band Instruments Rental**  
(*Merging of Board Policies 7010 and 7065*)

**18-17R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of Board Policy 7010: *Student Fees and Band Instruments Rental* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

f. **Board Policy 7015: Catchment Areas/Cross Boundary Transfer**

**18-18R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7015: *Catchment Areas/Cross Boundary Transfer* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

g. **Board Policy 7054: Transportation of Students by District School Bus Service**

**18-19R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7054: *Transportation of Students by District School Bus Service* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

h. **Board Policy 7059: Corporate/Community Sponsorships, Partnerships and Advertising in Schools** (*Merging of Board Policies 7059 and 7060*)

**18-20R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7059: *Corporate/Community Sponsorships, Partnerships and Advertising in Schools* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

**i. Board Policy 7155: Emergency Preparedness**

**18-21R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the revisions to Board Policy 7155: *Emergency Preparedness* and its attendant Administrative Procedure at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

**j. Administrative Procedure: Performance Management Process – Superintendent of Schools and Exempt Staff**

*(Formerly Board Policies 6195 and 6196)*

**18-22R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Performance Management Process – Superintendent of Schools and Exempt Staff* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

**k. Administrative Procedure: Emergency Closure of Schools/Worksite - Employees** *(Formerly Board Policy 6135)*

**18-23R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Emergency Closure of Schools/Worksites - Employees* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

**l. Administrative Procedure: Emergency Closure of Schools - Students**

*(Formerly Board Policy 7160)*

**18-24R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Emergency Closure of Schools - Students* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

**m. Administrative Procedure: District Scholarships**

*(Formerly Board Policy 7061)*

**18-25R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *District Scholarships* at its Regular Board Meeting of January 23, 2018.

CARRIED UNANIMOUSLY

n. **Administrative Procedure: Boarding Subsidy** (*Formerly Board Policy 7070*)

**18-26R**

*Moved:* Trustee Young      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of the Administrative Procedure: *Boarding Subsidy* at its Regular Board Meeting of January 23, 2018.

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:

- Vaping in schools – the District considers vaping under the same provisions as smoking; it is not allowed on school property. All violations should be dealt with in the context of the school code of conduct by the school administrators.

19. **ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:35 p.m.

Original signed copy on file

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CHAIRPERSON

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SECRETARY TREASURER