



**REGULAR BOARD MEETING MINUTES**

TUESDAY, APRIL 28, 2020  
3:00 PM  
VIA ZOOM

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice-Chairperson
Laura Godfrey	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Keven Elder	Superintendent of Schools
Gillian Wilson	Associate Superintendent of Schools
Ron Amos	Secretary Treasurer
Vivian Collyer	Director of Instruction
Chris Dempster	General Manager of Operations
Brian Worthen	Principal, Bowser Elementary School Qualicum District Principals/Vice Principals' Association

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)

**1. CALL TO ORDER**

Chair Flynn called the zoom meeting to order at 3:00 p.m. and reviewed the protocol for the zoom meeting.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was living, working and playing on the shared territory of the Coast Salish people and appreciated the Qualicum and Snaw-Naw-As (Nanoose) and First Nations for sharing their shared territories with the District.

She then acknowledged that April 28th was the National Workers' Day of Mourning to remember and honour those who have died, been injured or suffered illness in the workplace.

**3. ADOPTION OF THE AGENDA**

**20-37R**

*Moved:* Trustee Austin      *Seconded:* Trustee Young

**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: March 10, 2020
- b. Ratification of In Camera Board Meeting Minutes: March 10, 2020
- c. Receipt of Ministry News
  - Tentative Agreement Reached between BCTF and BCPSA
  - Taking steps to keep kids learning during in-class suspension
  - Province helps essential service workers find child care
  - BC brings in more emergency supports for Indigenous students
  - Families throughout BC to benefit from enhanced digital library services
  - Teachers find new, fun ways to connect with students during COVID-19 Pandemic
  - More online options for students to support social, emotional well-being
  - Technology loans giving more children the opportunity to learn at home
  - Education assistants find new ways to help students
- d. Receipt of Status of Action Items – April 2020

**20-38R**

*Moved:* Trustee Godfrey      *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 April 28, 2020, as presented.

**CARRIED UNANIMOUSLY**

**5. DELEGATIONS/PRESENTATIONS**

None

**6. BUSINESS ARISING FROM THE MINUTES****7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

Judy Stewart, Acting President, commented on the following:

- Acknowledgement of the Workers Day of Mourning and the sad and tragic events that took place in Nova Scotia that took the life of so many including an elementary school teacher
- Acknowledgement of Workers' Day of Mourning and the loss of so many lives throughout the world from COVID-19 and the work being done by those on the front lines.
- Working and learning in isolation due to COVID-19 and how people are learning the value of education in our society. Parents have discovered that education and learning are both easy, as in incorporating learning in daily tasks, and complex, as in how to introduce those higher learning concepts for older students based on evidence and facts.
- Appreciation of the compassionate messages from administration to the rapid distribution of resources to support the continuity of learning and anticipation that the same compassionate approach will be extended to teachers when they return to the classroom.
- Acknowledgement of the various employee groups in supporting the work of all staff in the district.
- Acknowledgement of teachers who have found creative ways to provide continuity of learning to students from home, while learning new technology and ways of teaching.

- April 27<sup>th</sup> was the opening round 1 of postings with a new process for submitting applications.
- BC Teachers Federation members are voting this week in a provincial ratification vote between the BCTF and the BC Public School Employers Association. Results are expected at the end of the week.
- Local articles are having their own ratification vote over the next several weeks, soon to be followed by the MATA Annual General Meeting.
- Appreciation to senior administrators who have been working with Ms. Stewart for the past few weeks as Acting President and for paying attention to the needs of MATA members as everyone learned the ins and outs of working remotely and using different technology.
- Ms. Comer will return to her duties as MATA President by the May Board meeting.

Chair Flynn thanked Ms. Stewart for stepping into her role as Acting President of MATA and for showing strong leadership in that position, which has been an asset to the hard work everyone has had to do during the pandemic.

## 8. **CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570**

No Report

Chair Flynn acknowledged the work of all support staff during the pandemic, particularly those providing childminding and custodial services.

## 9. **DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

No Report

## 10. **PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)**

None

## 11. **ACTION ITEMS**

None

## 12. **INFORMATION ITEMS**

### a. **Education Update**

Gillian Wilson, Associate Superintendent, commented on the following education/district initiatives and events:

- Acknowledgement of the work done by Judy Stewart in her role as Acting President of MATA.
- Childminding for Essential Service Workers:
  - Acknowledgement of the work being done by staff to support the provision of childminding to essential service workers childminding, which is currently being offered at Springwood Elementary School.
  - Acknowledgement of the Human Resources Department staff in recruiting education assistants as childminders and providing safe work procedures training.
  - Acknowledgement of the team of teachers and school administrators who assisted the education assistants in developing a structure of activities for students each week.

- Acknowledgement of the Springwood Elementary administrative team for their good work in welcoming students into the school.
- Acknowledgement of the school administrators from other sites who have each been taking shifts at Springwood Elementary to ensure that there is always an administrator on site.
- There are currently 34 students attending childminding. Staff ratios are relatively small with accommodations made to ensure social distancing in each space with the number of adults on site as well.
- It was noted that the hours during which childminding is provided is driven by the need of the essential service workers who have registered their children to date.
- False Bay School Calendar
  - Staff have resumed the collaboration and consultation process with the school community.
  - Conversations have taken place with the Principal of False Bay School who will be calling each of the families, teachers and support staff to obtain their input.
  - The goal is to bring back the ultimate calendar for board approval at the May board meeting
- Shared Ed BC
  - The district has participated in this project which began with an invitation to teachers to upload some of their lesson plans which would be shared with teachers across BC. 105 entries were uploaded by just after the spring break period.
  - The project generated \$7800 for the district. While it has yet to be determined how that money will be spent, the Teaching & Learning team have agreed that it should be allocated to providing learning opportunities for teachers.
- Continuity of Learning
  - Teachers are doing a phenomenal job of talking to families to determine their student's individual needs.
  - She then shared a document created by the Teaching & Learning team that is shared with each site through the school administrator which provides a summary of a variety of resources which can be used by teachers and fits with any level based on where the student is at in their learning. The document can be used as a template to be personalized by each site.
  - Teaching & Learning has also moved to on-line collaboration with the first Kindergarten meeting being held this week for teachers to learn from one another as to what their families' needs are and how best to connect with them.
  - Ms. Wilson then shared a video created by a drama teacher at Ballenas Secondary School to support students' connections.
  - The conversation is now moving forward in terms of assessment. The direction from the ministry is bringing wonders and concerns from teachers and senior staff will be providing direction and support in that area – Tandy Gunn, District Principal of Learning Services, at the elementary level and Vivian Collyer, Director of Instruction, at the secondary level.
  - Acknowledgement to the teachers who are also volunteering in the community through the SD69 Backpack program to ensure families in need are still receiving those backpacks of food. Contact Sheila

Morrison at Errington Elementary School if you wish to support the program.

Vivian Collyer, Director of Instruction, spoke to the following:

- Following the spring break period, school teams were connecting with families and students to determine what the main focus for learning would be for each student, what the circumstances were at home, and what would work best for learning.
- At the elementary level, the focus has been on continuing to develop literacy, numeracy and social/emotional learning while continuing core competency development.
- Graduating students are working on completing their Capstone projects
- The Provincial grad assessments for Grades 10 and 11 have been postponed by the Ministry of Education. The Ministry will advise what the alternative for those students will be.
- The Ministry is working with post-secondary institutions to ensure that this year's graduating students will have a seamless transition to post-secondary schools this year.
- Within all schools, the school-based teams have been thinking about school based teams and referrals to counsellors to connect and how can we support. Indigenous Workers are also connecting with students.
- Staff are thinking about assessment and report cards for June and will be working on that this week and next.
- Acknowledgement of school teams (principals, vice-principals, teachers and support staff) on the amount of work they have put into preparing learning for students to ensure continuity of learning and engaging with them remotely; the success they are having is really encouraging.
- Recognition of families during this difficult time for their flexibility and support of learning for their children.
- While these times are challenging, many teachers are enjoying trying new approaches to teaching, while learning new technology and sharing lots of ideas. The potential for continuing this learning into the future is exciting.

It was suggested that some information be provided to the local media that would inform the public of all the work being done in the district to support students and families as well as staff.

**b. Superintendent's Update**

Superintendent Elder commented on the following:

- Acknowledged the Board's work in keeping a steady hand on the tiller of governance during the pandemic.
- Deep appreciation to all of the district's employees, partner representatives, students, parents, families and community partners. Everyone is finding ways to stay strong and resilient and stay positive and connected.
- Particular appreciation to the custodians who have, from day one, continued to attend worksites every day through spring break to present and as they have been redeployed to do extraordinary duties. He noted that the work culture is positive and custodians are proud of the work they are doing.

- Appreciation to the education assistants who are servicing the community and children by childminding for essential service workers at Springwood Elementary School.
- Appreciation to the Springwood Elementary School administration who are overseeing the childminding at that site as well as a team of colleagues who are supporting the work that is ongoing there.
- Everyone is doing work above and beyond the call and everywhere there are people doing extraordinary things
- Reminder that whatever is being done is being done not only out of the best possible judgements in unusual circumstances, but also through the direction of the Provincial Health Officer, local health officers and the Ministry of Education. Staff are finding ways to ensure that the district is abiding by all expectations and requirements while doing so 'the SD69 way' – with compassion and commitment without straying outside of the parameters set by the Provincial Health Officer.
- There is talk of a phased return to work for more than children of essential service workers and those with unique needs and vulnerabilities. The Minister of Education has advised that, at this point, it is too early for a return to school announcement and it was the Superintendent's stance that there not be a return to school this year. If the district were to create an environment for when all children could be invited into schools the district will approach that extremely cautiously within guidelines established by health authorities. The district will take its direction from others with autonomy and concern for its own context.
- Generating grades for secondary students - leadership staff are supporting teachers in doing what they can to work within those parameters. Students still have to continue to engage in key essential learning within a course with outreach from teachers in order to give teachers the confidence to provide a grade and to give students the confidence to move forward. Grads will have to continue with some work to be deemed finished in each course and a grade assigned based on that work. The Capstone and career work, etc. will continue to be supported by teachers doing work on a course by course basis so students can graduate with honour and dignity
- Provision of bursaries and scholarships are still being provided; however, Superintendent Elder has reluctantly informed grads that graduation ceremonies and prom have been canceled. Alternative options are being discussed in order to celebrate the district's grads and senior staff look forward to supporting those conversations.

Trustee Young requested that any ideas for alternate plans to celebrate long service and retiring employees would also be welcome.

- Staff continue to navigate towards next year with school staffing and organization of classes processes continue. The new posting process has gone extremely well.
- Capital planning continues as well.
- Budget planning continues on a delayed timeline.

**13. EDUCATION COMMITTEE OF THE WHOLE REPORT**

Trustee Godfrey referred to the committee report provided in the agenda package, adding to the gratitude extended to teaching and CUPE staff who have been working hard to offer educational opportunities to students. She noted that the highlight of the education committee of the whole meeting was the presentation from the teachers who attended the Teachers Institute on Parliamentary Democracy in Ottawa in February.

A request to post the vaping presentation on the district website was reiterated. However, it was noted that PASS students had not participated in the survey and a request was made to either include it first or add it to the presentation as supplementary information at a later date.

**14. POLICY COMMITTEE OF THE WHOLE REPORT**

Trustee Young acknowledged the work of all the partners on the policy committee, in particular trustees who are working hard to provide robust policies and administrative procedures which provides the structure which the district needs to move forward. She noted that approval of the administrative procedures would no longer be included in the motions unless there were substantial changes or a new administrative procedure was drafted.

**a. Board Policy 302: Cooperation of School and Learning Communities**

*(previously numbered 3002)*

**20-39R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 302: *Cooperation of School and Learning Communities* at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

**b. Board Policy 304: School Closure, Consolidation or Reconfiguration**

*(previously numbered 3004)*

**20-40R**

*Moved:* Trustee Young      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 304: *School Closure, Consolidation or Reconfiguration* at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

**c. Board Policy 502: Field Experiences (Trips) *(previously numbered 5020)*****20-41R**

*Moved:* Trustee Young      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 502: *Field Experiences (Trips)* at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

d. **Board Policy 617: Selection and Assignment of Exempt Staff** *(previously AP Only)*

**20-42R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 617: *Selection and Assignment of Exempt Staff* and its attendant Administrative Procedure at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

e. **Board Policy 301: Living Wage** *(previously numbered 3001)*

**20-43R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 301: *Living Wage* at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

f. **Board Policy 503: Animals in Schools and Workplaces** *(previously AP only)*

**20-44R**

*Moved:* Trustee Young      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 503: *Animals in Schools and Workplaces* at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

15. **FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**

Chair Flynn referred to the committee report as provided in the agenda package.

a. **Capital Plan Bylaw No. 2020/21-CPSD69-01**

**20-45R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-01 at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

**20-46R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-01 at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY

**20-47R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-01 at its Regular Board Meeting of April 28, 2020.

CARRIED UNANIMOUSLY



**20-48R**

*Moved:* Trustee Flynn *Seconded:* Trustee Godfrey  
**THAT** the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw No. 2020/21-CPSD69-01 at its Regular Board Meeting of April 28, 2020.  
CARRIED UNANIMOUSLY

**b. Annual Facilities Grant Plan 2020/21**

**20-49R**

*Moved:* Trustee Flynn *Seconded:* Trustee Young  
**THAT** the Board of Education of School District 69 (Qualicum) receive the Annual Facilities Grant Plan as presented.  
CARRIED UNANIMOUSLY

**c. Letter Submitted by Parksville Lions Housing Society**

Chair Flynn referred to the letter in the agenda package to consider land at back of Craig Street Commons as potential site for affordable housing.

**20-50R**

*Moved:* Trustee Flynn *Seconded:* Trustee Austin  
**THAT** the Board of Education of School District 69 (Qualicum) direct staff to further explore and provide information to the Board related to the letter submitted by the Parksville Lions Housing Society, by the June Board meeting.  
CARRIED UNANIMOUSLY

**d. Update on Budget Process**

Secretary Treasurer Amos advised that the budget process has been deferred to May due to the pandemic and will look a bit different. Will begin with board during the first week of May followed by stakeholder and public engagement. Ministry has also asked Districts to clearly articulate what assumptions have made and what are the risks and how would we manage them within planning our budgets.

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

No Report

**17. TRUSTEE ITEMS**

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

None

**21. ADJOURNMENT**

Trustee Godfrey moved to adjourn the meeting at 4:26 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER