



# School District No. 69 (Qualicum)

## REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 25, 2023  
6:00 PM  
VIA ZOOM

### ATTENDEES

#### Trustees

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Carol Kellogg	Trustee
Barry Kurland	Trustee

#### Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Phil Munro	Director of Operations
John Williams	Principal, Qualicum Beach Elementary School Qualicum District Principals/Vice Principals' Association

#### Education Partners

Canadian Union of Public Employees (CUPE) Local 3570  
Mount Arrowsmith Teachers' Association (MATA)  
District Parents Advisory Committee (DPAC)

#### 1. CALL TO ORDER

Chair Flynn called the Zoom meeting to order at 6:00 p.m.

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board lives, works and plays on the lands that are the shared territory of the Snaw-Naw-As (Nanose) and Qualicum Nations.

She then noted that it is Education Week April 23 to 29, 2023.

Friday will be the National Day of Mourning, April 28<sup>th</sup> to recognize workers who have lost their lives, suffered injury or illness on the job, or experienced a work-related tragedy. A joint ceremony will be held at the Parksville Beach Park at 5:30 p.m. to recognize the National Day of Mourning.

**3. ADOPTION OF THE AGENDA****22-26R**

*Moved:* Trustee Kellogg

*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 14, 2023
- b. Ratification of In Camera Board Meeting Minutes: March 14, 2023
- c. Receipt of Ministry News Releases
  - More funding will improve schools for students
  - Bursary applications open for early childhood education students
  - School food programs get historic investment to help feed kids
- d. Receipt of Reports from Trustee Representatives
  - Tribune Bay Outdoor Education Center Society – Trustee Young
  - OBLT – Early Years Coalition (February and April)– Trustee Kellogg

**23-27R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 25, 2023, as presented.

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS**

None

**6. BUSINESS ARISING FROM THE MINUTES**

None

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

Matt Woods, President, thanked the Board Chair for acknowledging the National Day of Mourning and the ceremony being held at Parksville Beach Park on April 28<sup>th</sup> at 5:30 p.m. He reminded trustees that the MATA Annual General Meeting will be held on Tuesday, May 16<sup>th</sup>, which is when all union members will gather to elect positions for the upcoming year.

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

Sherrie Brown, President, reported that staff are already preparing for the upcoming school year with some changes to support staff assignments.

She then shared the story of the tragic event that occurred in 1958 where the Second Narrows Bridge collapsed during construction, resulting in the death of 19 people with 20 others seriously injured. In December 1990, the federal government passed Bill C-223, the Workers Mourning Day Act, making April 28, 1991 the first government recognized National Day of Mourning. She stated that CUPE Local 3570 stands in unity for all those who have suffered injury or death at the workplace.

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

Karri Kitazaki, Vice-President, commented on the following:

- Reminder to SD69 parents/guardians and their families as well as staff that they were welcome to attend the presentation with Keynote Speaker Mischa Oak on April 26<sup>th</sup> at 6:30 at the Ballenas Secondary School Theatre
- The original date for the CPR-C and AED Course had to be rescheduled and parents/guardians will receive notification of the next date to attend a second free training.
- Appreciation to the District for its transparency and inclusion of parent/guardian participation in the recent strategic planning sessions and budget meetings.
- DPAC enjoyed participating in the Pete the Cat event to welcome new families to the District.
- DPAC has begun accepting nominations for the 2023/2024 volunteer positions of DPAC President and DPAC Vice President. Elections will take place at the May 17<sup>th</sup> DPAC Meeting.

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

None

**11. ACTION ITEMS****a. 2023/2024 Annual Budget Bylaw**

Secretary Treasurer reviewed the budget process undertaken to date after which he reviewed the budget summary of anticipated revenues and expenses. He also reviewed the areas that staff had identified as needing to be addressed as well as ongoing cost pressures and outlined revenues that would support some of those pressures, which would result in a \$515,000 shortfall.

Secretary Treasurer Amos then outlined some responses to the shortfall in terms of shifting some costs into newly announced funds as well as making adjustments to staffing and supply budgets. Staff overcompensated for the shortfall and presented a response of \$840,000 which allows for a cushion of \$325,000. Of that, embedded in the budget was the consideration for a Technology refresh additional to the Evergreen program, a White Fleet contribution, Transportation route software and an HR request for eDocs/Workflow software

Secretary Treasurer Amos then presented the proposed Budget Bylaw in the amount of \$68,095,158

Trustees considered the proposed budget and requested further details regarding the additional items to be considered, of particular note, the transportation route software and a suggestion by staff to charge a \$25 application fee. It was noted that it was not included are revenue in the budget. (*The topic was discussed further later on in the meeting.*)

In regard to the exempt grid adjustments, at this time it was not known if that cost would be funded. In the past, it has been the responsibility of boards of education to cover exempt staff increases. It was noted that, should PSEC decide to fund the exempt staff lift, it would place \$340,000 back into the budget. Reallocation of those funds would then be determined and included in the amended budget.

Trustees then debated whether or not it might be prudent to defer third and final reading of the budget bylaw to the May meeting in anticipation of a decision within the next few weeks. Trustees were reminded that the preliminary budget is a 'point in time' budget and there could be some other funding changes happening over the coming months. At this juncture, all the funding may not be known; however, the Board does know what it has at this point in time and staff cautioned delaying approval of the preliminary budget because of those unknowns. The exempt compensation is not a number that changes the scope of the budget and there are also other variables that will arise. Passing the preliminary budget as it stood would provide staff with some stability in terms of being able to plan for the Fall.

**23-28R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2023/2024 fiscal year at its Regular Board Meeting of April 25, 2023.

CARRIED

Trustee Austin voted against the motion

**23-29R**

*Moved:* Trustee Flynn      *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 \$68,095,158 for the 2023/2024 fiscal year.

CARRIED

Trustee Austin voted against the motion

**23-30R**

*Moved:* Trustee Flynn      *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) Annual Budget Bylaw in the amount of \$68,095,158 for the 2023/2024 fiscal year.

CARRIED

Trustee Austin voted against the motion

**23-31R\***

*Moved:* Trustee Flynn      *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 \$68,095,158 for the 2023/2024 fiscal year.*

CARRIED

Trustee Austin voted against the motion

**\*NOTE:** Following the meeting it was confirmed that the third reading should not have occurred as unanimous consent was not provided to give all three readings to the Bylaw at this meeting and the motion for third reading was rescinded on Thursday, April 27, 2023.

b.

**Request from Concerned Citizens re Hedges Road Cell Tower**

Further to a presentation in March, trustees discussed an email received following the meeting requesting the Board to write a letter to the Regional District of Nanaimo in opposition to the proposed cell tower. The results of past requests for letters of support to oppose proposed cell towers in the area were reviewed. The Chair then inquired whether or not the Board had an appetite to write a letter with

the majority not being in favour of doing so. It was noted that as a private citizen, everyone does have the opportunity to write to their elected officials.

## 12. INFORMATION ITEMS

### a. Superintendent's Report

Peter Jory, Superintendent of Schools, reported on the following:

- The Transportation Department has been planning for next year with the intention of rolling out some significant improvements in addition to actively recruiting more bus drivers. Staff will be introducing real-time text communication with parents as well as moving to an electronic registration process that will keep student data intact, prevent the need for annual form collection and open registration months earlier, which will allow for more planning time of routes. The district will not be on the routing software right way; that change will flow soon with the potential benefit of more efficient routing that is mirrored a.m. to p.m., GPS integration and digital passenger manifest.

Superintendent Jory noted that there have been some recent discussions of a \$25 registration fee capped at \$50 per family, which staff believe will keep the rider list more accurate and possibly open up more seats for courtesy riders. Superintendent Jory stated that, if the Board would like a pause on that initiative, staff would like some direction and some unanimity regarding that direction.

- The final meeting of the Code of Conduct Working Group is being rescheduled from last week to Monday, May 8, which will give the group one more opportunity to give feedback on the template, the instructions that will be given to principals and the roll out process which will give our schools to adopt new expectations over the next fall months depending on the state of their ongoing conversations and level of readiness. Schools which have content that already matches the new criteria will be able to move into the new template and submit that information the Board in June with their consultation forms. Those schools which will need more time to do work with their stakeholders, to build or choose an expectation matrix, revise their language around consequences will have some time to do that work in earnest before switching over to the new template while still doing the yearly process. This soft start also allows Principals to focus on the new school planning methodology and upcoming presentations. All schools will have adopted the observable impact framework.
- School Plan presentations will occur on Tuesday, May 9 at the Qualicum Commons at 3:30.

### b. Draft Strategic Plan

Superintendent Jory reviewed the strategic planning process undertaken to date with staff parents and students and then reviewed the draft of the Plan as provided in the agenda package. He noted that 97% of the document is as was presented; however, through further conversation with the District's Indigenous Education Department it was decided to include the First People's Principles of Learning in the goals as a framework to shape the way that outcomes are interpreted. What the district wants to see from its students is placed in the forefront, the action of the educators, the tasks and the artifacts are all part of the standard observable impact methodology and for this process what the District will do to support these processes was also included.

More conversations will follow between the Superintendent and Trustees regarding what the potential roll-out will look like, the use of a brochure or other publications, potentially a new logo and other branding options. He then provided the Board with a quick sample of what the document might look like when it is published. He is looking forward to taking in more feedback beginning after the June 6<sup>th</sup> Town Hall presentation through links which will be shared to give people one more opportunity to weigh in on the document and provide information to the Board in time for its June Board Meeting.

Trustees thanked everyone for their work with the Strategic Planning Groups as the work was meaningful interesting and thoughtful and a special thank you to the parents and students who responded to the survey as that really helped to inform the Board.

Trustees then discussed the Superintendent's request for direction regarding the \$25 bus pass registration fee. Trustees noted the fee might or might not result in ensuring that students who need to ride the bus are being accommodated rather than accommodating empty seats for those who purchase a pass for the rare occasion on which they might need it. They also noted that while charging the fee might offset a small portion of the cost of the transportation software it will pose an additional hardship on a number of families, those hardships having already been recognized by the province by its bringing in of the food grant.

After further deliberations the Board advised that it did not have an appetite to implement the \$25 registration fee and directed staff not to proceed with the initiative.

**c. Education Update**

Rudy Terpstra, Director of Instruction, reported on the following:

- Two students who participated in the Skills Canada Competition through the Career Education Department qualified at the Provincial Level and achieved gold and silver at the Elementary Level. Thank you to Mrs. Mostad and Mr. Gauvin for taking the students to the competition.
- SOGI lead training will take place in the district on May 4<sup>th</sup> with Mischa Oak. An invitation has been extended for trustees and some of the district's health partners to attend.
- The Assessment, Evaluation, and Communicating Student Learning Committee met on April 24<sup>th</sup> with the focus of discussion being the new Reporting Order and how teachers will report goal setting and core competencies to parents and how teachers will get students to set goals around core competencies and how that will be reported to parents.
- On May 1<sup>st</sup> staff will be attending an Assessment Education Camp hosted by the Cowichan School District with other educators around the province to focus on secondary assessment and learn how other districts are responding to the new Reporting Order.

Gillian Wilson, Associate Superintendent, reported on the following:

- On Monday, June 19<sup>th</sup> teachers will be showcasing their Learning Grant projects at the Bayside Resort at 3:30 p.m.
- A District Team will be attending a Ministry sponsored BC Mental Health in School Conference on May 2 and 3, 2023. This year's theme is 'Connections' with a focus on how connections promote mental health and well-being and to see what trends are happening in the province.

- The BC School Superintendent's Association (BCSSA) hosted a Spring Forum on Friday, April 21, 2023 with Jo Chrona – *Wayi Wah! Padding Stronger Together: A Day of Focussed Learning and Reflection*. A report on the session will be provided at the May Education Committee of the Whole Meeting.
- Capstone Projects were presented at Ballenas Secondary School on Friday, April 21<sup>st</sup> where Grade 12 students showcased their learning as part of their graduation requirements.
- The Pete the Cat event was a huge success with community agencies sharing information with families on what they do to support the community and activities for the children, who really enjoyed the event. Attendance was high and a larger space for next year's event is being considered. Thank you to the Building Learning Together Centre, Denise Spencer-Dahl, Elementary Support Teacher, and Sheila Morrison, District Principal of Early Learning for their work in organizing this successful event.
- Planning is currently underway for the Grade 7 Health and Wellness Conference which will take place on Wednesday, May 10<sup>th</sup> at Nanoose Place. This year staff have created a booklet containing information about many of the topics being presented, such as technology and sleep, anxiety, anti-racism and micro aggressions. There will also be a Youth Panel of students from the high school to answer questions on what transitioning to secondary school can look like. Community partners will also have tables set up with information on resources students can access.
- It was acknowledged that, as planning continues for the upcoming school year, it does introduce change and teachers are curious about where they are going to be next year which can create worry and wonder for staff.

### **13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**

#### **a. Oceanside Community Track**

**23-32R**

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

**THAT** the Board of Education of School District No. 69 (Qualicum) support the final planning required and direct staff to proceed with the building of a 6-lane track at Ballenas Secondary School.

CARRIED UNANIMOUSLY

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

#### **a. For Information:**

Revisions to the Administrative Procedures to Board Policy 105: *Use of School Facilities*, which will revise the fees for youth groups.

#### **b. Board Policy 106: Financial Reporting**

**23-33R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 106: *Financial Reporting* at its Regular Board Meeting of April 25, 2023.

CARRIED UNANIMOUSLY

c. **Board Policy 900: Privacy Management and Accountability**

**23-34R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 900: *Privacy Management and Accountability* and its two new attendant Administrative Procedures at its Regular Board Meeting of April 25, 2023.

CARRIED UNANIMOUSLY

d. **Board Policy 502: Field Experiences**

**23-35R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 502: *Field Experiences (Trips)* and its attendant Administrative Procedures at its Regular Board Meeting of April 25, 2023.

CARRIED

Trustee Young voted against the motion

e. **NEW Board Policy 508: Career Education**

**23-36R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 508: *Career Education* and its attendant Administrative Procedures at its Regular Board Meeting of April 25, 2023.

CARRIED UNANIMOUSLY

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

Trustee Austin directed attendees to the report in the agenda. She added that, at the time of the writing of the report, the Kwalikum Secondary School Student Climate Action Symposium had not taken place and there would be a fulsome report at the May Education Committee of the Whole meeting. She did share that the students did an amazing job organizing the event and the speakers were all well-received.

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

None

**17. TRUSTEE ITEMS**

a. **KSS Climate Action Symposium**

Trustee Kurland added his congratulations to the students for a meaningful and inspiring event and suggested that the Board send an acknowledgement to the staff and students involved in organizing the event. Trustees were in agreement and the Chair will draft a letter for trustees' approval prior to delivery.

b. **Secondary School Events**

Trustee Young reported that the Ballenas Secondary Student Capstone Projects showcased on Friday, April 21<sup>st</sup> was also an amazing event. On April 20<sup>th</sup> Ballenas also held its First Annual Art Show and that same evening the Kwalikum Secondary School Fine Arts Society held its Premier Performance, both of which were student organized and well received.

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

None

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:29 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER