



REGULAR BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 25, 2018  
7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

**ATTENDEES**

**Trustees**

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

**Administration**

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Chris Dempster	General Manager of Operations
Lisa Pedersen-Skene	Vice-Principal, Arrowview Elementary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)

**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.

She then advised that Orange Shirt Day will be held on September 30<sup>th</sup> and is a legacy of the St. Joseph Mission (SJM) residential school commemoration event held in Williams Lake, BC. Orange Shirt Day falls on a weekend this year; however, schools will be participating by wearing orange on either the Thursday prior or the following Monday.

She also acknowledged that Friday, October 5<sup>th</sup> is World Teachers Day which celebrates the step made for teachers in 1966 when a special intergovernmental conference convened by UNESCO in Paris adopted the UNESCO/ILO Recommendation concerning the Status of Teachers, in cooperation with the ILO.

Secretary Treasurer Amos then announced that the members of the incoming Board of Education for School District 69 (Qualicum) had been re-elected or elected by acclamation for the 2018-2022 term.

**3. ADOPTION OF THE AGENDA**

The following was added to the consent agenda:

- District 69 Recreation Commission Report –Trustee Young

The following was added to the agenda:

- ROAMS Students' Presentation to the Select Standing Committee on Finance and Government Services

The following policy item was deferred to the October Board Meeting:

- Second reading deferred to the October Meeting

**18-102R**

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

**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 as amended: August 28, 2018
- b. Ratification of In Camera Board Meeting Minutes: August 28, 2018
- c. News Releases
  - Are you ready for the school year ahead?
  - Premier's Awards for Excellence in Education finalists announced
  - Government launches new Grade 10 curriculum
  - British Columbians invited to help shape Budget 2019
  - Province Celebrates new French teacher education students and expands training efforts
  - Province supports innovative community literacy programs
- d. Board Committee/Trustee Representative Reports
  - Oceanside Building Learning Together Coalition- Trustee Austin
  - District 69 Recreation Commission – Trustee Young
- e. Status of Action Items – September 2018

**18-103R**

*Moved:* Trustee Gair      *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 September 25, 2018, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. 2017-2018 Audited Financial Statements**

Kelly Olsen and Alex McLean, representing the District's audit firm McGorman McLean, presented the Board with a review of the financial position of the District following the annual audit undertaken in August 2018 and stated that the financial statements present fairly as of June 30, 2018.

**b. ROAMS Students Presentation**

Olivia Hill, teacher of the Global Rivers Oceans and Mountains School (ROAMS) Program at Ballenas Secondary, provided an overview of the program and the types of learning and hands-on activities students are engaged in throughout the year. An invitation had been extended from the BC Legislature for students to present budget spending proposals to the Select Standing Committee on Finance and Government Services. They were the first high school students to ever present at a BC Budget Consultation.

Ms. Hill and three of the students from the Global ROAMS Program then shared the presentations made to the Committee on issues of education, health care, transportation, housing and the environment.

## 6. BUSINESS ARISING FROM THE MINUTES

None

## 7. TRUSTEE HIGHLIGHTS

### Chair Flynn

- Attended the Indigenous Education Advisory Committee in the absence of Trustee Young and enjoyed reconnecting with staff as well as meeting a new staff member, Tracie Finstad, who provides curriculum support for the program.

### Trustee Young

- Attended the Springwood Open House on September 18th
- Attended the Springwood Parent Advisory Council Meeting on Thursday, September 20<sup>th</sup>.
- Reported that there are 60 students in the INTERAC Club, which is sponsored by Parksville Rotary.
- Attended the District Parent Advisory Council Meeting on September 19<sup>th</sup> and appreciated the friendly tone of the meeting.

### Trustee Gair

- Noted that his term will soon be coming to an end and expressed his appreciation for the friendships created with his fellow board members during his time on the Board.

### Trustee Kurland

- Attended the school year's first Health & Safety Meeting, and appreciated the collegial attitude of the members which include representation from senior management, school administrators, teaching and support staff unions and the Board.
- Attended the *Meet the Teacher Night/BBQ* at Bowser Elementary School on September 20<sup>th</sup> and was pleased to recognize that the tone of the school was positive for the start of the new school year.
- Acknowledged the Operations and Maintenance Department staff for their work in having all schools ready for the school year.

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

Debbie Comer, MATA President, commented on the following:

- Congratulated re-elected trustees and welcomed Laura Godfrey. She also thanked Trustee Gair for being a good role model for youth in the community and encouraging them to become more civic-minded and engaged.
- Teachers are busily engaged with their classes and new set of students for the year. She looks forward to receiving confirmation that all class sizes are within Collective Agreement limits as well as the non-enrolling ratios for specialist teachers, and to see how the School Based Team process will address composition concerns that are currently present at the schools.
- The Government continues to request that all students in Grades 4 and 7 complete the Foundational Skills Assessment, and this will happen in October & November this year. The BC Teachers' Federation (BCTF) and MATA continue to have concerns regarding the availability of the data which can be used to rank schools throughout the province. There will be letters going home to parents outlining their concerns and supporting any parent request that their child not participate in these assessments.

- Appreciated the Board removing the second draft of the *Impairment in the Workplace* Policy from the agenda for further review. She then highlighted some of the issues MATA has with the draft document.

**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. 2017-18 Audited Financial Statements**  
**i. Reallocation of Surplus Funds**

**18-104R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the Secretary Treasurer's reallocation of \$300,000 from the 2017-18 Operating Surplus to the local capital account for the Information Technology wiring project and Qualicum Commons upgrades.

CARRIED UNANIMOUSLY

**ii. Schedule of Internally Restricted Surplus**

**18-105R**

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

**THAT** the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.

CARRIED UNANIMOUSLY

**iii. 2017-18 Audited Financial Statements**

**18-106R**

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

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the 2017-18 Audited Financial Statements as presented.

CARRIED UNANIMOUSLY

**b. Appointment of Auditor for 2018-19**

**18-107R**

*Moved:* Trustee Gair      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) appoint the firm of McGorman MacLean as the School District 69 (Qualicum) auditor for the 2018-19 fiscal year.

CARRIED UNANIMOUSLY

**c. School Codes of Conduct**

Superintendent Koop advised that it is an obligation of the Board to approve the School Codes of Conduct each year. The documents have been reviewed at the school level by stakeholder groups and then forwarded to the Superintendent who ensures that they contain all of the required components requirements prior to presentation to the board for approval.

**18-108R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Gair

**THAT** the Board of Education of School District 69 (Qualicum) approve the Schools' Codes of Conduct for the 2018-19 school year as presented.

CARRIED UNANIMOUSLY

**13. INFORMATION ITEMS**

**a. Education Programs Update**

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

- Teachers are busy in classrooms welcoming back students and doing an amazing job of reconnecting with students.
- Schools are doing something different for the District's newest learners and have introduced gradual entry for Kindergarteners. She commended the Kindergarten teachers for their work in that initiative and to the supporting mentor teacher, Eileen Saremba, who worked with staff.
- Attended the first meeting of the Network of Innovation and Inquiry Group earlier in the day at the Vancouver Island University campus in Nanaimo with a number of other district staff members. The District had the largest number of attendees and she is proud of the work they are doing and appreciated the opportunity for local school districts to share what they are doing in the area of Inquiry Based Learning.
- A couple of sessions were held to discuss assessment and how to promote descriptive feedback with secondary students and ensure that the District is engaging learning to become lifelong learners. She has also had conversations with elementary school staff around assessment. The District is piloting the Ministry's draft reporting policy and staff have the opportunity to provide feedback to the Ministry on what is or is not working. The group also discussed how to support parents understanding of what is happening in classrooms for learners.
- There are a number of new teachers in the system, not only to the District but to the profession. A session has been organized for those teachers to meet with the Teaching & Learning Team on Thursday, October 4<sup>th</sup>.
- She has the privilege of working with an amazing group of staff who make up the Teaching & Learning Team. Team members support District teachers and work with them in the classroom to provide guidance on how to best support learners.
- On September 28<sup>th</sup>, all staff in the District have been invited to attend a session on Trauma Informed Practice at Kwalikum Secondary School on the District Planning Day. Ballenas staff have invited all attendees to wear orange in recognition of Orange Shirt Day.
- The District is one of 36 which has been invited to attend the Changing Results for Young Readers (CR4YR) Conference in Vancouver on October 4<sup>th</sup>. The initiative is a partnership between the Ministry of Education and the United Way of the Lower Mainland. Attendees from the early years sectors will focus on social and emotional well-being to improve outcomes

for young children, which also fits well with the District's session on Trauma Informed Practice.

- A number of sessions for teachers have already been held this month at the District Resource Centre in terms of supporting teachers in the area of education technology, privacy impact assessments, Math assessments, reading mentors, etc. The DRC is also busy with staff dropping by to review resources, supplies and learning kits.
- Teaching postings closed and were filled this morning which has taken some of the Teachers Teaching on Call (TTOC) off the list; however, Ms. Wilson was feeling confident about the current number of TTOC's available at this time.

**b. Education Planning Update**

Superintendent Koop reported on the following education planning initiatives in the District:

- The Leadership Team reviewed the schools' Enhancing Student Learning Plans to see which aspects could be folded into the District Plan. The Board will be receiving a copy of the plan to approve at the October Board Meeting. He is also working with a communication specialist in order to share that with the community in a meaningful way.
- Work continues on revising the Vision, Mission, Values, Strategic Priorities and Guiding Principles and it is anticipated that the Board will be presented with the work done in that regard by the November Board Meeting.
- He is excited about the work done at Ballenas Secondary School to engage students in conversation about what they appreciate about their school experiences. Students were asked to reflect on personal stories about when the system worked for them, who the people involved were and what factors were at play. Staff will then identify those strengths as well as looking for any gaps. That synergy of reflecting on positive experiences generates new ideas. The grade 12's were engaged and asked for any recommendations they would share with the incoming board about strategic priorities and staff will include those for consideration by the Board.
- He and the Assistant Superintendent had the opportunity to visit schools and reviewed the progress made by the Operations & Maintenance Department made and to have conversations with teachers and administrators on the work they are doing and to find out how school start up is going.
- He and the Assistant Superintendent also had 27 conversation with individual principals and vice-principals regarding their professional growth and learning and to discuss what the District could do more of or less of in order to make their work more meaningful. They are now scheduling fall conversations to determine what schools have come to know about their learners this year and how that knowledge will shape their practice on a go-forward basis.

**14. CORRESPONDENCE ATTACHED**

None

**15. BYLAW/POLICY/ADMINISTRATIVE PROCEDURE**

- a. Board Policy 8003: Impairment in the Workplace**  
Second Reading Deferred to the October Meeting

**b. Board Policy 8005: Student Health - Common Medical Conditions**

**18-109R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 8005: *Student Health - Common Medical Conditions* and its attendant Administrative Procedure at its Regular Board Meeting of September 25, 2018.

CARRIED UNANIMOUSLY

**c. Board Policy 8009: Physical Restraint and Seclusion of Students**

**18-110R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 8009: *Physical Restraint and Seclusion of Students* and its attendant Administrative Procedure at its Regular Board Meeting of September 25, 2018.

CARRIED UNANIMOUSLY

**d. Administrative Procedure: Biohazard Exposure Control Plan - Safe Removal of Sharps (Needles) from SD69 Sites**

**18-111R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading of the Administrative Procedure: *Biohazard Exposure Control Plan – Safe Removal of Sharps (Needles) from SD69 Sites* at its Regular Board Meeting of September 25, 2018.

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**

None

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

None

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 7:58 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER