

# School District No. 69 (Qualicum)



## REGULAR BOARD MEETING MINUTES

TUESDAY, JANUARY 26, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

### **ATTENDEES**

#### **Trustees**

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

#### **Administration**

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
Ryan Hung	Assistant Secretary Treasurer
Karin Hergt	Executive Assistant (Recording Secretary)

#### **Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
Canadian Union of Public Employees (CUPE) Local 3570  
Qualicum District Principals/Vice Principals Association (QDPVPA)  
District Parents 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**

##### **16-01R**

*Moved* Trustee Gair *Seconded* Trustee Austin

**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: December 15, 2015
- b. Ratification of In Camera Board Meeting Minutes: December 8, 2015
- c. Ratification of Voucher No. 15-12 in the amount of \$3,092,268.49
- d. Approval in principle for an International Student Program field trip to the Rocky Mountains, Alberta from April 29 to May 2, 2016.
- e. Approval in principle for an International Student Program field trip to Seattle, Washington, from April 10 to 12, 2016.
- f. Final approval for a Ballenas Secondary School student field trip to Rome, Paris and London, from March 14 to 23, 2016.
- g. Approval in principle for a Kwalikum Secondary School student field trip to Japan in March 2017.
- h. Ministry News Releases
  - Report highlights growth and stability in student completion rates
  - Bernier responds to Supreme Court decision
  - WorkBC's Find Your Fit to showcase BC's in-demand jobs at BC Tech Summit
  - #BCTECH Summit delivers unprecedented tech collaboration
  - Refugee guidebook now online
- i. Reports from Board Representatives to Outside Organizations
  - Building Learning Together (BLT)
- j. Status of Action Items - January 2016

**16-02R***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 26, 2016, as amended.  
CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. Ballenas Electronics/Robotics Club Showcase**

Kevin McKee, Vice-Principal, and Mike Kinney, Teacher at Ballenas Secondary provided the Board with an overview of the Science, Technology, Robotics and Making (STREAM) course offered at Ballenas, which is a great example of personalization and differentiation of learning.

Students then showcased some of the robotics projects they have been working on and presented a number of objects created with a 3D printer, including a mechanical hand.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS****Trustee Austin**

- Requested a moment of silence in remembrance of the victims of a school shooting in La Loche, Saskatchewan and all those in the community who were affected by the event.

**Trustee Young**

- Acknowledged the Co-Chairs of the Springwood Elementary School Parent Advisory Council who were in the audience
- Highlighted the Heart-Mind Index group which operates in conjunction with the Oceanside Building Learning Together Society to promote mindfulness strategies amongst a large group of service providers in the Oceanside area. She invited anyone interested to become involved to share ideas around mindfulness, compassionate response and behaviours.
- Advised that, further to an editorial in a recent edition of the local newspaper, she will be responding with posts on her Facebook page each week to provide people with a sense of the role of a trustee in the district and to share her reflections on other issues.

**Trustee Flynn**

- Reported that the Board and senior staff met with members of the City of Parksville Council and senior staff to discuss items of mutual interest. Members of the Parksville Museum gave a presentation regarding the reinvigoration of the Craig Heritage Park. The respective elected officials and senior staff discussed pedestrian and vehicle safety concerns associated with the new Quality Foods complex planned for the corner of Despard Avenue and the Island Highway. Also discussed was the City's community plan and collaboration on events to commemorate the 150<sup>th</sup> Anniversary of Canada

**Trustee Kurland**

- Stated that he is looking forward to attending the BC Public School Employers' Association as the Board's representative on Friday, January 29<sup>th</sup>. Of note is that the Board Chair will be chairing a panel discussion with the Superintendent and Director of Human Resources on the Superintendent's Performance Review process. Also on the panel will be Jacquie Taylor, who has assisted the Board with a pilot of the process over the past year.

**Trustee Gair**

- Attended his first Coffee with Trustees at Qualicum Beach Elementary School earlier in the day. Of note was a comment from a teacher who shared his opinions as to the role of a trustee and as a liaison to a particular school, including what they would like to see from an individual trustee and not as they relate to a Board as a whole. Trustee Gair chose to view the criticism as an opportunity to receive feedback on how to grow and improve as a trustee.

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

Norberta Heinrichs, President, commented on the following:

- Acknowledgement of the passing of loved ones who have made their contributions to the education family locally and provincially and those who served before the recent tragedy at La Loche, Saskatchewan.
- Reiterated her suggestion that, with the upcoming sitting of the Legislative Assembly and the provincial budget to follow, the Board continue its efforts within the BC School Trustees' Association to support the recommendations for higher funding for K-12 education in BC, made by the Select Standing Committee on Finance and Government Service.
- The resuming of the District Technology Committee for renewed conversations, a mandate for collaboration and a movement forward from the events and experiences with technology from the fall.

- The Foundation Skills Assessment (FSA) which commenced in schools this month and her disappointment to hear that some parent requests to withdraw their children from writing the tests have been denied. MATA has encouraged any parents to talk to their school’s PAC to express their concerns.
- Trustees were encouraged to discuss testing with teaching staff in their next series of coffee chats as they can provide a number of examples of where testing fits the learning experience and when it becomes purposeful and valuable.

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

No Report

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

Alice De Boer, Vice-President, advised that the DPAC meeting scheduled for Wednesday, January 27<sup>th</sup> would begin at 6:30 with a presentation from DJ Allgood, who uses his ‘Turntemple’ (a solar powered multi turntable mixstation), to serve as a pop-up afterschool program, providing fine arts activities with an urban edge to youth.

**11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD (10 MINUTES)**

None

**12. ACTION ITEMS**

**a. Amended Annual Budget Bylaw 2015/16**

Secretary Treasurer Amos stated that boards of education are required to submit a preliminary operating budget for the current school year by June 30<sup>th</sup> of each year to provide the Board with a financial plan from which to begin the upcoming school year. Boards are then required to submit an amended annual budget by February 29<sup>th</sup> once enrolment is confirmed and all funding sources have been identified. He then reviewed the 2015/16 Amended Annual Budget which provided a snapshot of the financial state of the District at a particular point in time and provides a comparison to the preliminary operating budget.

**16-03R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

**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 2015/16 fiscal year at its Regular Board Meeting of January 26, 2016. CARRIED UNANIMOUSLY

**16-04R**

*Moved* Trustee Young *Seconded* Trustee Kurland

**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 \$49,217,765 for the 2015/16 fiscal year. CARRIED UNANIMOUSLY

**16-05R**

*Moved* Trustee Kurland *Seconded* Trustee Gair

**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 \$49,217,765 for the 2015/16 fiscal year.

CARRIED UNANIMOUSLY

**16-06R**

*Moved* Trustee Austin *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 \$49,217,765 for the 2015/16 fiscal year.

CARRIED UNANIMOUSLY

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

Assistant Superintendent Wilson reported on the following district initiatives:

- Kindergarten teachers and Judi Malcolm, Manager of the Building Learning Together Centre, are in the planning stages of organizing an event to be held on April 21<sup>st</sup> to provide parents with an orientation of community service providers that support young learners.
- The Building Learning Together Centre has begun a six-week pilot of Saturday sessions to see how well-attended they might be. Trustee Young will be volunteering at the centre.
- *Mondays at the DRC* learning sessions have resumed with a variety of topics for teachers to help support learning in the classroom.
- Judy Halbert and Linda Kaser presented a session on Assessment for learning at the Comox Valley School District on Monday, January 25<sup>th</sup>.
- A number of initiatives are underway to support the new curriculum. Carrie Reid, Aboriginal Support Teacher is working in classrooms to teach the Hul'qumi'num language to elementary and secondary students using the My Space app. The same application is being taught by technology teachers to support students in creating their own stories
- The Curriculum Implementation Committee is working to identify meaningful sessions for the upcoming Curriculum Implementation Day scheduled for Friday, February 19<sup>th</sup>.
- The Technology Committee meeting have resumed as of Thursday, January 21<sup>st</sup> with a focus on regaining trust for technology in the District.
- The Information Technology Project Manager circulated information to all staff earlier in the day on the status of the work the Technology Department staff has done over the past six months. Ms. Wilson acknowledged the technology staff for that work and their continued efforts to address any issues as they arise.
- The Privacy Impact Assessment for Google Apps has been completed and submitted to the Office of the Information and Privacy Commissioner for BC. The District has received feedback regarding its assessment, which included some recommendations for a few changes. Those changes are being made and teaching staff have begun learning what they can do with that particular domain.
- Secondary students are being introduced to OverDrive, an eBook app, which facilitates easy access to eBooks, audiobooks and videos from local libraries. At the moment it is being focused at the secondary level to identify

where students are engaged in using e-devices for reading to complement their learning.

- She thanked school administrators and teaching staff for their work in supporting and preparing students for the internal and provincial exams currently underway in the District.
- The Foundation Skills Assessment testing is also underway. It was noted that the District uses the data from the FSA's as one of a number of assessment practices. This will also likely be the last year that the FSA's will be administered and districts are anticipating the type of assessment the BC Teachers Federation is creating.
- Staff are working with schools to address high absenteeism due to illness and re-educating students and staff about preventing the spread of germs (i.e. regular hand washing)
- Shelley Moore, Inclusion Consultant, will be in the District on February 9<sup>th</sup> to present a session on Teaching and Empowering Students. 80 people were registered as of the deadline of January 26<sup>th</sup>. Her blog post from November 5, 2013 containing a bowling analogy, is worth a look.

**b. Education Planning Update**

Superintendent Koop reported that a policy regarding approaches to enhance student learning will come forward to the Policy Advisory Committee. The new policy will replace policies related to the School Growth Plans and the School Planning Council due to changes in provincial legislation. The policy will outline how the District will make itself accountable to the public and have implications on the District Literacy Plan, Aboriginal Education and other District planning documents.

The Board and Senior Staff are in the midst of finalizing the questions and determining the timeline for a ThoughtExchange community conversation for students to determine how they are feeling about their learning experience. Consideration is being given to engaging students from mid-February into early March with results to follow spring break.

The Action Framework which will link to the Strategic Plan has been drafted and, once the Assistant Superintendent has had the opportunity to review it, the Framework will be presented to the Board.

Superintendent Koop mentioned that he recently had conversation with Pat Horstead, a former Assistant Superintendent, in Surrey, who has been contracted by the Ministry to work in support of the new ministry Reporting Order. One key element of the Order is to understand more clearly how we can align our assessment practices and support of student learning with the new curriculum. If the two are not in sync, work done in one area will be counteracted by the other. Ms. Horstead had mentioned that districts around the province have a great deal of respect for what occurs in the Qualicum School District in the area of assessment. SD69 is moving beyond the Ministry tools and the District has been asked to share some of its assessment practices to compare to those identified by the province.

The District has also been asked to complete a report to the Ministry of Education by January 27<sup>th</sup> on the status of Curriculum Implementation in the District: What is working? Where are the challenges? What kind of support is needed from the Ministry in terms of moving forward? For the District, it will be the legislative pieces

which would allow it to not be bound to letter grades and reports but rather, to pursue meaningful conversations with parents about what is happening with learners.

**c. 2015/16 Financial Report to December 31, 2015**

Secretary Treasurer Amos reported on the status of the 2015/16 expenditures and revenues as compared to the preliminary budget and the past year's amended budget.

He stated that the District's operational budget relates to a 12-month period from July 1<sup>st</sup> to June 30<sup>th</sup>, whereas the educational year is a 10-month period. He noted that, while expenditures for salary and benefits were slightly higher to December as were supplies and services, this was largely due to the job action in 2014. Overall, the District is where it should be in terms of its expenditure to date.

**d. DRAFT 2016/17 Preliminary Operating Budget Timelines**

Secretary Treasurer Amos reviewed the process that will take place over the next few months to determine the 2016/17 preliminary operating budget.

**e. School Calendar Planning for 2016/17**

Assistant Superintendent Wilson provided an overview of the calendar process required in order to be in compliance with the School Act and to ensure that consultation takes place with all stakeholder groups, school staff committees and the public. She then distributed and reviewed DRAFT calendars for the 2016/17 and 2017/18 school years, noting dates which are yet to be determined and that the District is working towards consideration of a multi-year calendar. She anticipated presenting the calendars at the District Parent Advisory Council meeting scheduled for Wednesday, January 27<sup>th</sup> after which the calendars could be circulated to all families, beginning the 30-day consultation period.

**14. CORRESPONDENCE ATTACHED**

None

**15. POLICY**

**a. Board Bylaw 5: Parent/Student Appeals to the Board of Education**

**16-07R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* and its attendant Administrative Procedure, at its Regular Board Meeting of January 26, 2016.

CARRIED UNANIMOUSLY

**b. Board Policy 6240: Resolution of Complaints**

**16-08R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6240: *Resolution of Complaints and its attendant Administrative Procedure*, at its Regular Board Meeting of January 26, 2016.

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**

None

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

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

- Where the adjustment for the economic stability dividend to be paid on May 1<sup>st</sup> to teaching and support staff was recorded in the Amended Annual Budget. *Secretary Treasurer Amos advised that the amount is not included in the documents as the Ministry has not yet announced the funding. It is known that it will be fully funded and districts anticipate a release of the detailed information in May.*

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:20 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER