

# School District No. 69 (Qualicum)



## REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 26, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

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### **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
Chris Dempster	General Manager of Operations
Karin Hergt	Executive Assistant (Recording Secretary)

#### **Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
Qualicum District Principals/Vice Principals' Association (QDPVPA)  
District Parent 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.

Chair Flynn then took the opportunity to recognize that Thursday, April 28<sup>th</sup> is the International Day of Mourning to honour the memory of workers who have been killed, injured, or suffered illness as a result of work-related incidents.

**3. ADOPTION OF THE AGENDA**

The following items were removed from the Consent Agenda and moved for discussion to Information Items:

- Ministry news release: \$40-million fix-it fund will help revamp and refresh BC schools
- Status of Action Items – April 2016.

**16-31R**

*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 presented: March 8, 2016
- b. Ratification of In Camera Board Meeting Minutes: March 8, 2016
- c. Ratification of Voucher No. 16-03 in the amount of \$3,469,562.79
- d. Ministry News Releases
  - Updated WorkBC Parents' Guide supports parents and students in career planning
  - Government reviewing fines for drivers passing stopped school buses
- e. Reports from Board Representatives to Outside Organizations
  - Oceanside Building Learning Together Coalition - Trustee Young
  - Curriculum Implementation Advisory Committee – Trustee Young
  - First Nations Advisory Council – Trustee Flynn
  - VISTA Branch Report – Trustee Flynn
  - BC School Trustees Association AGM – Trustee Young

**16-32R**

*Moved* Trustee Gair *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 22, 2016, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS**

None

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS**

**Trustee Austin**

- Thanked the District Parents Advisory Council for hosting the DPAC Appy Night at the Bayside which was held on Monday, April 15<sup>th</sup>. She acknowledged the work done by parents to support students, particularly their fundraising efforts for resources and events that she believes should be included in Ministry funding. She appreciated parents' presence at the event to ask questions, make comments, query teachers and the Board of Education.

**Trustee Young**

- Reported that the Pete the Cat event held on Thursday, April 21<sup>st</sup> at Oceanside Place for children ages 3 to 5 and their parents, was a very well-attended successful event.
- Attended an informative Coffee with Trustees at Nanoose Bay Elementary School where Trustees were shown the Continuum of Writing.

**Trustee Flynn**

- Was honoured to be invited to the Grade 5/6 Leadership Class at Nanoose Bay Elementary School to share with students what leadership meant to her, why she wanted to be a leader and what she liked least about being a leader. It was a very enlightening afternoon.

**Trustee Kurland**

- Attended the BCSTA Annual General Meeting on April 14-16<sup>th</sup> and had the opportunity to speak to the Minister of Education.
- Had the opportunity to share his table at the BCSTA AGM with one of the pre-conference presenters, David King, who served as a Minister of Education in Alberta for 7 years (1979-1986), which makes him the longest serving Minister of Education for the past 45 years. Trustee Kurland spoke to Mr. King of his varied teaching career and Mr. King suggested that he read the book, *The Courage to Teach*. A quote on Mr. King's business card, attributed to Pierre Tielhard de Chardin, which stated, "The future belongs to those who give the next generation reason to hope" caused Trustee Kurland to reflect that it was a good way to look at teaching and one of the reasons Trustees were there - to give the next generation hope.

**Trustee Gair**

- Also attended the BCSTA AGM and found the experience was generally fantastic; however, he was disappointed by the failure of the collective boards to pass a resolution to immediately withdraw from the current Memorandum of Understanding that governs Boards' relationship with the provincial government. He believes Trustees' relationship with the provincial government has been a very shaky one for a long time and saw the motion as a rare opportunity for the BCSTA to take a symbolic stand against our government without risking serious repercussions. BCSTA actively speaks of defending public education but instead seems to mitigate, along with many important partner groups, the damage caused by the BC government's chronic underfunding. He stated that if the Association does not take a stand somewhere, on some issue, then Trustees only help our government along in its policies aimed at starving public education. He felt he learned an important lesson in politics at the BCSTA AGM this month, namely that there is a strong tendency to lethargy in large democratic organizations faced with obscure and opaque threats. He added that he hopes the greater public is also aware of this tendency and keeps it in mind during discussions with boards of education and during provincial elections.

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

Norberta Heinrichs, President, stated that her theme this month was 'Appreciation' for the following:

- Trustees' letter to Minister Bernier which called to task Minister Bernier's comments on his CBC interview that minimized the public outcry to 'a few noisy

- groups'. It highlighted that all partner groups are a united voice when calling on the Ministry to address the chronic underfunding to public education and how, in real terms, it has affected each community, school system and, most importantly, the children. She was curious whether the Minister replied and, if so, whether he addressed the concerns.
- The Secretary Treasurer and his team, as well as Senior Administration, for the presentation of the plan for next year's budget at the Special Board Meeting held April 19<sup>th</sup>. She appreciated that the priorities MATA presented were heard and a tentative plan put in place to address Mentorship, Curriculum Implementation and vulnerable students in transition.
  - Human Resources department and Senior Administration for working closely and collaboratively with MATA on the staffing agreement and the current post and fill process.
  - The General Manager of Operations for his collaborative work on the District Health & Safety Committee to bring the practice of Health and Safety into the forefront of everyone's minds. She also appreciated his quick ability to problem solve and address the concerns of her colleagues. She stated that the District is slowly changing to a culture of heightened awareness and a lens of prioritizing the safety of all.
  - Her colleagues and CUPE brothers and sisters who participated in the Curriculum Implementation Day as they engaged in collaborative discussions and concerted planning. She is looking forward to hearing what the day provided for her colleagues in terms of opportunities and questions and to being part of the process in determining their needs, which will inform the needs for the next Curriculum Planning Day in the fall.
  - DPAC for their invitation to the DPAC gathering on April 25<sup>th</sup>. She thanked them for the continuous hard work done by the DPAC and the PACS to support their children and their teachers.

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

No report

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

Jalyn Sorg, Co-Chair, thanked everyone who attended the DPAC evening on April 25<sup>th</sup>. She was pleased with the number of parents who attended and appreciated the number of district staff who were willing to come and share their time and knowledge with attendees.

She reported that the next DPAC meeting is scheduled for Wednesday, April 27<sup>th</sup> at which time nominations will be received for the DPAC executive position and elections will be held in May.

Ms. Sorg further added that Qualicum Beach Elementary School students will be giving their speeches on May 3<sup>rd</sup>.

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

**(10 MINUTES)**

None

**12. ACTION ITEMS****a. Annual Facility Grant Allocations**

Secretary Treasurer Amos presented the Board with the projects staff propose to complete with the Annual Facility Grant, which is provided by the Ministry to assist districts in maintaining the life of capital assets.

**16-33R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve the Annual Facility Grant allocations for 2016-17 as presented.  
CARRIED UNANIMOUSLY

**b. Capital Project Bylaw 127105– Annual Facilities Grant****16-34R**

*Moved* Trustee Kurland *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Project Bylaw 127105 the 2016/17 fiscal year at its Regular Board Meeting of April 26, 2016.  
CARRIED UNANIMOUSLY

**16-35R**

*Moved* Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.  
CARRIED UNANIMOUSLY

**16-36R**

*Moved* Trustee Austin *Seconded* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 127105 in the amount of \$755,111 for the 2016/17 fiscal year.  
CARRIED UNANIMOUSLY

**16-37R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

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 127105 in the amount of \$755,111 for the 2016/17 fiscal year.  
CARRIED UNANIMOUSLY

**c. 2016/17 Annual Budget Bylaw**

Secretary Treasurer Amos presented the annual budget which, once approved by the Board, would be forwarded to the Ministry of Education. He then stated that, while the recent budget meetings have focused on the operating funds, the final budget document contains the merging of three funds: Operating, Special Purpose and Capital. He presented a balanced budget to the Board for its approval.

Trustee Austin noted that in order to balance the budget, a portion of the anticipated operating surplus for the 2015/16 school year was applied to the projected deficit and, unless a good portion of that surplus can be recovered with the realization of other savings during the upcoming school year, next year's budget may be more difficult to balance.

**16-38R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2016/17 fiscal year at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY

**16-39R**

*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) Annual Budget Bylaw in the amount of \$49,157,553 for the 2016/17 fiscal year.

CARRIED UNANIMOUSLY

**16-40R**

*Moved* Trustee Young *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) Annual Budget Bylaw in the amount of \$49,157,553 for the 2016/17 fiscal year.

CARRIED UNANIMOUSLY

**16-41R**

*Moved* Trustee Gair *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 \$49,157,553 for the 2016/17 fiscal year.

CARRIED UNANIMOUSLY

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

Assistant Superintendent Wilson reported on the following district initiatives:

- The staffing process is underway and she acknowledged the work done with both locals with the Learning Improvement Fund and the Education Plan based on spring consultations, which are based on school and class reviews.
- The first round of postings for teaching staff went out on Friday, April 22<sup>nd</sup> and those close on Wednesday, April 27<sup>th</sup>.
- The second Curriculum Implementation Day was held on Monday, April 25<sup>th</sup> and initial feedback is positive. Feedback from the first Curriculum Implementation Day was used to inform the sessions for the second and allowed attendees more time for exploration. The Education Assistants attended a Numeracy presentation by Ms. Francine Frisson at Oceanside Elementary School and gained information and materials which they could use and apply in classrooms the following day.
- Kindergarten registration for 2016/17 is currently in progress.
- The Cross-Boundary application process for 2016/17 is also underway.
- The SOLES and STREAMS programs already have waitlists for next year.
- The International Student Program is in the midst of receiving short term students. Homestays are still being sought for both short and long-term students, particularly in the Qualicum Beach area.
- Pete the Cat was a well-attended and well-received event with all of the District's Kindergarten teachers in attendance facilitating stations as were

members of other local businesses and organizations. It was noted that there were more dads in attendance than at some other events due to the event being held in the evening.

- Rotary Club has taken on the stewardship of Storybook Village and have repaired and painted a number of the buildings. There are still three more buildings requiring maintenance and another 'work-a-thon' will be scheduled to complete those projects.
- Technology staff have done a lot of work to get the systems up and running and are now focusing on working with staff on supporting teaching and learning in the classroom. A presentation to teachers on the FreshGrade program for communicating student learning to teachers was well received.
- A presentation by Scholantis on the district's new internal portal was presented earlier in the evening and it is anticipated that it will be up and running by the new school year.
- The pilot to use OneDrive eBooks has been going well so far.
- The Technology Education Committee finished creating a survey to obtain input from teachers as to what technology they are currently using, what products they feel are needed and what training or professional development they require to support the use of technology in the classroom. The results of that survey will be included into the education technology plan to help the target goal areas.
- Parents will be receiving a letter communicating the District's process and protocols for violent risk and threat assessment.

**b. Education Planning Update**

Superintendent Koop stated that, as part of the transition to the District's Framework for Enhancing Student Learning, he and the Assistant Superintendent will be meeting with each school's leadership team to review and discuss their progress on their school plans. The drafts will be provided to Trustees on May 27<sup>th</sup> after which the Board will begin Trustee visits to schools to review the plans with parents and staff as well as the school's leadership team to talk about their plans for the upcoming year. The School Plans will be presented to the Board at the June 28<sup>th</sup> Regular Board Meeting after which the Superintendent and Assistant Superintendent will merge the information from the school plans with their own planning to present a District Enhancing Student Learning Plan to the Board at its September Regular Board Meeting. That will lead back to conversations with principals and vice principals in October and November to begin the process again for the following year.

Superintendent Koop then advised that the ThoughtExchange process to survey Grade 6-12 students has been completed. On April 22<sup>nd</sup>, he met with the staff of the ThoughtExchange analytical team to map out a presentation which he received that afternoon. He will begin to bring the results of the survey to the Board as well as the schools' leadership teams. He noted that the Board also had expressed an interest in doing another year end survey as an analysis of what the District is doing well, areas in which to grow/improve, and perspective about the learning experience from parents and educators. Planning is in progress for that process.

Superintendent Koop then thanked Assistant Superintendent Wilson and Francine Frisson, Vice Principal of Oceanside Elementary School, for their work in organizing the two well-received Curriculum Implementation Days.

**c. Enrolment Report**

Superintendent Koop presented the Enrolment Report as at March 31, 2016, noting that the February 1701 count shows a reduction from projected enrolment in the Distributed Learning and Continuing Education Alternate Program by 34 Full Time Equivalent (FTE). Staff are reflecting on the cause of the decline in enrolment in those programs. He noted that the financial impact was slightly offset with the receipt of the funding for students with unique needs in the 3 and 4 categories which increased.

**d. Class Size Report**

Superintendent Koop presented the class size report as at March 1, 2016, which indicated classes that have over 30 students. Teachers of classes not excluded within the class size guidelines which have more than 30 students are eligible for compensation. All but one of the classes are located at Ballenas Secondary School. Since the date of the report, the size of one of the Calculus 12 classes has dropped to 31 students and the Physical Education 10 class is now in compliance with 30. More detailed information is available for review by Trustees.

**e. Ministry News Release: \$40-million fix-it fund will help revamp and refresh BC schools**

Trustee Austin inquired what the District plans to do with money received from its application for the Fix-It Fund.

Secretary Treasurer Amos advised that last year the District received funding for two boilers and this year's money will be used to install the boilers. The other projects for which funding is being requested are the replacement of a transformer as well as part of the roof at Ballenas Secondary and Winchelsea Place.

**f. Status of Action Items**

Trustee Austin inquired as to why there was only one item on the Status of Action Items as there used to be many more initiatives noted that were at various stages of completion. Superintendent Koop responded that as projects are completed they are removed from the document, which is for particularly long-term projects. Also, Trustee Informal meetings have been reinstated which has provided the opportunity for query type conversation rather than motions that would normally have ended up on the Action Items sheet.

**14. CORRESPONDENCE ATTACHED**

None

**15. POLICY****a. Board Policy 4004: Purchasing and Disposal of Supplies and Equipment****16-42R**

*Moved* Trustee Flynn *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4004: *Purchasing and Disposal of Supplies and Equipment*, and its attendant Administrative Procedure, at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY



**b. Board Policy 4046: Financial Reporting****16-43R**

*Moved* Trustee Flynn      *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4046: *Financial Reporting* and its attendant Administrative Procedure, at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY

**c. Board Policy 4096: School-Generated Funds****16-44R**

*Moved* Trustee Flynn      *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 4096: *School-Generated Funds* and its attendant Administrative Procedure, at its Regular Board Meeting of April 26, 2016.

CARRIED UNANIMOUSLY

**d. Rescinding of Board Policies****16-45R**

*Moved* Trustee Flynn      *Seconded* Trustee Austin

**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policy:

- 4091: *Operations & Maintenance Vehicle Replacement*

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:

- The percentage of International Students in classes of over 30 students and, if it is between 33 and 50%, could funds from the International Student Program be used to reduce class size? *Superintendent Koop will do an analysis of the classes over 30 and provide the information to the MATA President.*
- Whether there might be changes to the catchment areas for the 2016/17 school year? *Chair Flynn advised that the situation will be monitored over the next school year to determine if a change to catchment and/or transportation in the 2017/18 school year would affect student movement, particularly between Errington and Qualicum Beach Elementary Schools. Vice-Chair Young added that there is a process that would have to take place if the Board were to consider changes to catchment areas to provide long term solutions to school capacity. That process would include public consultation.*

- Whether the current DPAC Chair could invite some interested parents to attend the next Policy Advisory Committee with the intent of doing succession planning. *Chair Flynn stated that they would be welcome to attend.*

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:10 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER