



REGULAR BOARD MEETING MINUTES

TUESDAY, JUNE 28, 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 |
| 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 7:01 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

Trustee Young requested that the Ministry media release regarding funding for rural schools be pulled from the consent agenda for further discussion under Trustee Items.

16-57R

Moved Trustee Gair *Seconded* Trustee Young

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: May 24, 2016
- b. Ratification of In Camera Board Meeting Minutes: May 17, 2016
- c. Ministry of Education News Releases
 - Provincial exams on core skills, parents to be consulted on reporting
 - Administrative savings from school districts being redirected back to students
 - \$6m to help connect students with coding, new curriculum and computers
- d. Reports from Board Representatives to Outside Organizations
 - First Nations Education Advisory Committee – Trustee Gair
 - Oceanside Building Learning Together Society – Trustee Young
 - Curriculum Implementation Committee – Trustee Young
- e. Status of Action Items - June 2016

16-58R

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 June 28, 2016, as amended.

CARRIED UNANIMOUSLY

5. **DELEGATIONS AND PRESENTATIONS**

- a. **CEAP Elementary Student “Our Spirit of Canada” Performances**
Students from the Collaborative Education Alternate Program (CEAP) presented a number of the “Our Spirit of Canada” vignettes performed on June 16 and 17, 2016 at the Whalebone Theatre, some of which were written by the students themselves.

6. **BUSINESS ARISING FROM THE MINUTES**

- a. **SPOT Vision Screening**
Superintendent Koop reviewed the proposal presented at the May Board Meeting by the local Lions Club to provide spot vision screening for Grade 4 and 7 students

16-59R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) enter into an agreement with the Parksville Lions Club to partner on a one-year pilot of the SPOT Vision Screening program, beginning in September 2016, with an option for the parties to renew the agreement on mutually satisfactory terms if it is determined that the pilot year was well-received and worked well with schools.

CARRIED UNANIMOUSLY

7. **TRUSTEE HIGHLIGHTS**

Trustee Young

- Progress of the Curriculum Implementation Committee
- Appreciation to the administrators and staff/parents at all schools during the Trustees’ visits to review each school’s Enhancing Student Learning Plans.
- Heart/Mind will be presenting a series of summer programs for young learners at Storybook Village between July 12 and August 16. www.oblt.ca
- Ballenas Grad Parade will be held on Saturday, July 2, 2016

Trustee Gair

- Attendance at the Qualicum Beach Honours Society Dinner where he sat at the same table as one of the students whom the District Scholarship Committee interviewed.

Trustee Flynn

- PASS/Woodwinds graduation ceremony to honour 20 graduates.
- Chair and Vice Chair meeting with the auditors during the preliminary audit indicated that the District appears to be in good stead.

Trustee Austin

- Appreciation of the Trustees' visits to review each school's Enhancing Student Learning Plans which have given her a better understanding of each school's initiatives and resources to support student learning
- Graduation and Prom events for Grade 12's as well as for the Grade 7's moving into high school. Grade 7 students had presented Kindergarten students with a small gift at the start of the school year and, at year end, Kindergarten students presented Grade 7's with a small gift.

Trustee Kurland

- Presented a slideshow of other scenes from the CEAP students' "Our Spirit of Canada" performance as well as from the Kwalikum Secondary Grad Parade.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, reported on the following:

- Colleagues are working to wrap up the year and to create joyful experiences for children while, at the same time, looking ahead to welcome and create experiences in order to build relationships with the new group of students in September.
- Provided suggestions as to how the District could allocate the \$197,000 of administrative savings that the Ministry has redirected back into programs and initiatives.
- Concerns regarding the lack of sufficient call-out hours for some experience Teachers Teaching on Call (TTOC).
- Concerns with technology infrastructure and the need to provide training to support teachers through the integration of new technology and devices.
- A District teacher, Karen Frieson, and the Mata Vice President, Debbie Comer, will be attending the New Teacher Mentorship Project Conference next week. They will report back to build on the work that has already been done to create a platform for accessing the mentorship funds budgeted for next year.

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. 2016-17 Enhancing Student Learning – School Plans**

Chair Flynn reported that, as previously mentioned during the Trustee Highlights, Board members participated in the process to visit each school and meet with principals, vice-principals, teachers, and, in some cases, parents for an in-depth review of each school's plans for enhancing student learning. This work links directly to the Strategic Plan and forms a base from which to create the District Framework for Student Learning (previously the District Achievement Contract)

16-60R

Moved Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve the 2016-17 Enhancing Student Learning School Plans as reviewed by member of the Board at each school from June 3 to June 20, 2016.

CARRIED UNANIMOUSLY

b. Capital Project Bylaw 15/16-CP-SD69-01

Secretary Treasurer Amos advised that the Ministry has streamlined the capital project bylaw so that a number of projects are now covered under one bylaw. The bylaw before the Board was for mechanical and lighting upgrades and a passenger bus.

16-61R

Moved Trustee Gair *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 Project Bylaw 15/16-CP-SD69-01 for the 2015/16 fiscal year at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

16-62R

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 15/16-CP-SD69-01 in the amount of \$536,855 for the 2015/16 fiscal year,

CARRIED UNANIMOUSLY

16-63R

Moved Trustee Gair *Seconded* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 15/16-CP-SD69-01 in the amount of \$536,855 for the 2015/16 fiscal year.

CARRIED UNANIMOUSLY

16-64R

Moved Trustee Kurland *Seconded* Trustee Austin

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 15/16-CP-SD69-01 in the amount of \$536,855 for the 2015/16 fiscal year

CARRIED UNANIMOUSLY

Trustees encouraged the District to continue to replace florescent lights with LED's and to consider including the installation of sinks in each classroom at the elementary schools as part of the ongoing maintenance projects.

c. Use of Restricted Capital

Secretary Treasurer Amos referred to the memo provided in the agenda package regarding the higher than anticipated cost of the three boiler replacement projects and the identification of shortfalls in the wiring during the recent equipment upgrades. The District has been directed by the Ministry to identify local funds for the boiler replacements. The Secretary Treasurer further proposed that the District also use local capital to support the installation of fibre optic wiring in addition to using money from the Annual Facility Grant.

Trustees acknowledged the necessity to replace boilers for future savings to recoup the money as well as the need to install the infrastructure to support the increased use of information technology equipment by staff and students; however, they also cautioned that the Board and senior staff remain diligent before considering any further future use of operating funds for capital projects.

16-65R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the use of \$300,000 from the District's Operating Surplus to fund local capital projects of boiler replacements and Information Technology Infrastructure improvements.
CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Educational Programs Update

Assistant Superintendent Wilson reported on the following district initiatives:

- Year-end celebrations and planning for the upcoming school year.
- The completion of Round 3 of the staffing process which has resulted in only one teacher being placed on recall.
- Hold back of support staff hours until such time as enrolment and the specific needs of schools can be confirmed in September to ensure staffing meets those needs.
- Submission of a budget to support a multi-year plan for the redesigned curriculum which would address some of the suggestions from MATA as to where to allocate the administrative savings.
- The Curriculum Advisory Committee members were acknowledged for their work in identifying how teachers would like to implement the redesigned curriculum and how to support them in that process.
- An information package on the Mentorship Program has been developed and distributed to Principals and Vice Principals with the Curriculum Implementation package for teachers to access.
- The Professional Development Chairs for the Principals/Vice Principals and the Mount Arrowsmith Teachers' Association met to discuss how best to support teachers as they work through the new curriculum
- A number of grants that have been approved through SetBC that will support student learning in the areas of coding, numeracy, and literacy.
- Ballenas and Qualicum Beach Elementary School are participating in a two-month pilot of the Read&Write program for Google Chrome which student and staff can access at school or at home.
- The Information Technology Department is implementing a device management system for iPads to make it easier for teachers to work on apps and not spend as much time setting iPad up

- FreshGrade and Scholantis e-portfolios are being piloting at two schools with support from SetBC and the District.
- The Building Learning Together Centre has partnered with Island Health on a Passport to Wellness where community groups work with Kindergarten students and their parents to talk about ways to deal with anxiety regarding immunization.
- The Teaching & Learning Team members' reflection on the past year highlighted an increased use by teachers of the resources available through the District Resource Centre, excitement about the work being done with the redesigned curriculum, and the integration of First Nations culture in all curriculum areas and an increase in aboriginal graduation rates in the District.
- Acknowledgement of the work of support staff with students in classrooms.

b. Education Planning Update

Superintendent Koop updated the Board on the following Education Planning initiatives:

- He and the Assistant Superintendent will amalgamate the work done on the individual school plans into an Enhancing Student Learning Plan for the District.
- 500 people participated in the ThoughtExchange process for staff, parents and the broader community. Approximately 2000 comments were shared and 30,000 stars were placed valuing those comments. He will be shaping that data in July, and then working with that information with the Principals/Vice Principals in August and then bringing the data forward to the Board.
- Work is continuing on the data from the student ThoughtExchange survey results and will be communicated to the broader community in a wrap on the July 5th edition of the PQB News. The information will have a theme on renovating the system, changes to the curriculum and assessment practices, and communicating student learning changes to the graduation program.
- An agreement has been signed between the District and North Island College for dual credit programs which will provide an opportunity for students to participate in university courses via video-conferencing.
- Carrie Reid, First Nations Liaison Worker, presented a Cultural Awareness training session for staff at the Regional District of Nanaimo office which was well received. This is an example of communities working together to share resources for the entire good of a community.
- Planning is underway to shape the professional learning for principals and vice principals in August.

14. CORRESPONDENCE ATTACHED

- a. Letter from Ministry re: Use of Restricted Capital for Construction of a new drop off and parking area at Errington Elementary School**

15. **POLICY**

a. **Board Policy 4001: Capital Projects – Tendering, Purchasing and Disposal**

16-66R

Moved Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 4001: *Capital Projects - Tendering, Purchasing and Disposal* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

b. **Board Policy 4005: New/Repurposed Facilities**

16-67R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 4005: *New/Repurposed Facilities* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

c. **Administrative Procedure: Rental and Use of School Facilities and Equipment (Previously Board Policy 4015)**

16-68R

Moved Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Rental and Use of School Facilities and Equipment*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

d. **Administrative Procedure: Sports Grounds and Site Playgrounds (Previously Board Policy 4026)**

16-69R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Sports/Grounds Areas and Site Playgrounds*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

e. **Administrative Procedure: Lasqueti Island Teacherage (Housing) (Previously Board Policy 4055)**

16-70R

Moved Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Lasqueti Island Teacherage (Housing)*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

f. **Administrative Procedure: Security of Property and Assets**
(Previously Board Policy 4012)

16-71R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Security of Property and Assets*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

g. **Board Policy 4014: Video Monitoring**

16-72R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4014: *Video Monitoring* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

h. **Board Policy 4100: Sustainable Practices**

16-73R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4100: *Sustainable Practices* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

i. **Administrative Procedure: Section 177 - Exclusion Order**

16-74R

Moved Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Section 177 - Exclusion Order*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

Notice of Motion was given by Chair Flynn that she would be presenting the Section 177 – Exclusion Order Administrative Procedure for second and third reading at the August Regular Board Meeting to meet Ministry timeline requirements.

16. **TRUSTEE ITEMS**

a. **Trustee Handbook 2016**

Chair Flynn referred to the Trustee Handbook provided in the agenda package which was developed over the past year to guide the work of current and future boards. She noted that the handbook addresses a number of recommendations made to another school district in a special advisory report.

Trustees Austin suggested that at the end of each term, outgoing trustees could write some anecdotal pieces to include in the handbook.

16-75R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the Trustee Handbook 2016 as presented to be used as the formal reference document for all current and future School District 69 (Qualicum) Trustees, subject to annual review.

CARRIED UNANIMOUSLY

b. Board Meetings Schedule for 2016/17

Chair Flynn noted a change in time to the Board Policy Committee Meeting scheduled on September 23, which would take place at 1:30 pm instead of 9:30 am and that the Annual Election for the Chair/Vice Chair positions would take place in August (not December as was also noted on the Draft Schedule). She also noted that the In Camera Meetings were scheduled to begin at 1:00 pm from January to April inclusive to allow for Trustee Gair’s course schedule.

c. Rural Education Enhancement Fund to keep rural schools open

Trustees discussed their consternation as to the Ministry’s news release following the recent difficult decision by a number of school districts in the province, including No. 69 (Qualicum), to close schools. The Premiere is now allowing districts to keep schools open that Boards had approved closing for next year while districts who have made those resolutions in the recent past are not allowed to revisit those decision.

Trustees discussed sending a letter to the Minister outlining what the District’s closure of four schools meant to the community and the pressures it has put on other schools in the District.

Trustee Austin will liaise with staff and draft a submission to the Ministry for the Board to consider.

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

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

- Estimated time for beginning the Errington Elementary School drop off/pick up area and parking lot upgrades. *The District has completed all of the requirements by the various ministries and is now waiting for approval to be granted for the use of Crown Land. A continued delay in approval will have an effect on when the work can begin on the project.*

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:45 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER