



School District No. 69 (Qualicum)

REGULAR BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 22, 2020
6:00 PM
VIA ZOOM

ATTENDEES

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice-Chairperson
Laura Godfrey	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Keven Elder	Superintendent of Schools
Gillian Wilson	Associate Superintendent of Schools
Ron Amos	Secretary Treasurer
Vivian Collyer	Director of Instruction
Chris Dempster	General Manager of Operations
Brayden Gordon	Vice Principal, Oceanside Elementary School Qualicum District Principals/Vice Principals' Association

Education Partners

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

1. CALL TO ORDER

Chair Flynn called the zoom meeting to order at 6:00 p.m., and reviewed the protocol for the zoom meeting. She noted that the meeting was being recorded and would be posted on the district website.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting via zoom on the unceded territory of the Coast Salish people and appreciated the Snaw-Naw-As (Nanoose) and Qualicum First Nations for allowing the district to live, work and play on their lands.

Chair Flynn also noted that September 20th is Orange Shirt Day and October 5th is World Teachers' Day.

3. ADOPTION OF THE AGENDA 20-91R

Moved: Trustee Young *Seconded:* Trustee Godfrey

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: August 25, 2020
- b. Ratification of Special Board Meeting Minutes: August 12, 2020
- c. Ratification of In Camera Board Meeting Minutes: August 25, 2020
- d. Receipt of Ministry News
 - New federal funding builds on plans for a safe back to school
 - Students, staff supported by new Mental Health in Schools Strategy
- e. Status of Action Items – September 2020

20-92R

Moved: Trustee Austin *Seconded:* Trustee Godfrey

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 22, 2020, as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

a. 2019-2020 Audited Financial Statements

Leanne Souchuk, auditor from McGorman MacLean, provided a high level overview of the financial statements and noted that the statements presented fairly the financial position of the district as of June 30, 2020. She acknowledged the full cooperation of the board and district staff during the audit process.

6. BUSINESS ARISING FROM THE MINUTES

a. Update on Transit Discussion with Regional District of Nanaimo (RDN)

Superintendent Elder advised that he and the General Manager of Operations had met with the senior transportation staff at the RDN to determine if there might be some options available or that could be made available for those courtesy riders who were not able to be accommodated on district buses due to the new protocols and reduced number of available seats on the bus. Unfortunately, it was determined that there was relatively little opportunity to adjust current routes in any meaningful way nor to add routes as the RDN did not have the buses available.

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Deb Comer, President, commented on the following:

- Last week MATA members participated in the District Planning Day and then Professional Development Day. Giving a larger world view perspective on Indigenous ways of being and learning, and on racism was appreciated. Members also appreciated having time to collaborate with their colleagues in a wide variety of professional activities.
- Thank you to the MATA In-District Pro-D chairs Denise Spencer-Dahl and Michelle Beasley for organizing a range of activities that schools could use if they wanted.
- The Association was thrilled to see the recommendation from the Education Committee of the Whole to write a Letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing be cancelled due to COVID-19 and encouraged the Board to pass that motion. The MATA would then infer that, based on the Board's direction, if the FSAs were to still be required by the province, then any parental requests to withdraw from the FSAs would be supported by school administration.
- While teachers are happy to be back at work and connecting with their students again, there is trepidation about keeping themselves, their students, and their

family safe. It can be disconcerting/stressful/anxiety producing to be unclear as to which guidelines to follow for health and safety in schools. Mixed messages regarding how close to get to students in a cohort (1 metre or no physical contact?). Some teachers are surprised at how large their classes are when the message in the media is that there will be classes which have less density in order to stop the spread of COVID-19.

- Many members have commented that it feels like November already. With the school day and many lunch breaks being shortened the days are very long, busy and intense. Due to social distancing, members feel isolated, disconnected, and fragmented from their colleagues, and they are noticing this in their students as well.
- October 5th will be Teacher Appreciation Day and on behalf of MATA, she would like all teachers in the district to know how much she admires and respects their ability to continually provide a professional learning environment for their students, and adapt to ever changing demands placed upon them.

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

No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No Report

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

None

11. ACTION ITEMS

a. District Staff Flu Vaccinations

Secretary Treasurer Amos advised that it has been past practice to provide flu vaccinations to district staff. Normally, approximately 100 individuals participate in the offer at a cost of \$25/vaccine; however, it is anticipated that there may be an increase in participation this year.

Trustee Austin inquired whether teachers and schools staff would be eligible for free vaccines being offered by Island Health. Secretary Treasurer Amos reported that he had reviewed the information on the Island Health website and teachers did not qualify for free flu vaccinations. However, some staff may qualify for other eligible reasons. He will continue to follow up with the service provider to inquire whether they would be able to track the number of district staff who would be eligible for a free flu vaccination.

20-93R

Moved: Trustee Godfrey

Seconded: Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2020-2021 school year.

CARRIED UNANIMOUSLY

b. 2019-2020 Audited Financial Statements**i. Internally Restricted Funds**

Secretary Treasurer Amos spoke to the internally restricted funds which are directly related to Note 15 in Financial Statements and speaks to amount of surplus it speaks to commitment to appropriate money for various programming. He then reviewed the list of proposed projects to which the funds would be allocated. To specifically recognize those future uses of the funds.

20-94R

Moved: Trustee Kurland *Seconded:* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.
CARRIED UNANIMOUSLY

ii. 2019-2020 Audited Financial Statements**20-95**

Moved: Trustee Godfrey *Seconded:* Trustee Austin
THAT the Board of Education of School District No. 69 (Qualicum) approve the 2019-2020 Audited Financial Statements as presented.
CARRIED UNANIMOUSLY

c. Selection of Auditors for 2020-2021

Secretary Treasurer Amos stated that once the audited financial statements are approved, it would be the normal process for the Board to select or reappoint an auditor for the next year or put it out to tender. Recognizing the thorough service provided by McGorman MacLean over the past number of years and the current state of affairs due to COVID when there are so many other issues to deal with, his recommendation, would be to reappoint McGorman MacLean as the auditors for 2020-2021 and reassess next year.

20-96R

Moved: Trustee Godfrey *Seconded:* Trustee Young
THAT the Board of Education of School District 69 (Qualicum) appoint the firm of McGorman McLean as the School District 69 (Qualicum) auditor for the 2020-2021 fiscal year.
CARRIED UNANIMOUSLY

d. Capital Plan Bylaw No. 2020/21-CPSD69-02

Secretary Treasurer Amos stated that this was an extension of the financial contribution of the Ministry for an electric bus, the first portion of which was provided in April 2020. The Ministry normally funds 100% of a diesel bus; however, other agencies have come forward through the CNCP project to support the additional cost of an electric bus which is 3x the cost of a diesel bus. The third instalment would come from the Ministry of Energy and Mines and a 4th installment would be locally supported.

20-97R

Moved: Trustee Young *Seconded:* Trustee Godfrey
THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-02 at its Regular Board Meeting of September 22, 2020.
CARRIED UNANIMOUSLY

20-98R

Moved: Trustee Godfrey *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-02 at its Regular Board Meeting of September 22, 2020.
CARRIED UNANIMOUSLY

20-99R

Moved: Trustee Kurland *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2020/21-CPSD69-02 at its Regular Board Meeting of September 22, 2020.
CARRIED UNANIMOUSLY

20-100R

Moved: Trustee Austin *Seconded:* Trustee Godfrey

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 No. 2020/21-CPSD69-01 at its Regular Board Meeting of September 22, 2020.
CARRIED UNANIMOUSLY

12. INFORMATION ITEMS**a. Education Update**

Gillian Wilson, Associate Superintendent, reported on the following district initiatives and events:

- Acknowledgement that the district was on day 2 of week 1 of the first full week of school and the message the presenters gave last week on the District-Wide Planning Day was clear to all educators and staff in the system. She then provided some quotes from the first presentation by Monique Gray Smith's which connected to district initiatives from climate control to making sure the district is caring for its children.
- The four blankets was something our educators really took to heart with the work they have been and continue to do – sense of self, sense of family, sense of community, sense of culture.
- The second session from Safer School Together was on racism, bias and prejudice and the district could not have asked for a more important and relevant topic to ensure all children are welcome and comfortable in district schools.
- Staff are currently reviewing the first set of enrolment figures and, while some adjustments are still necessary to correct some entries, the district is on target for its projected enrollment with the exception of the International Student Program. Currently the district has 31 international students and she acknowledged the work of the homestay coordinators and homestay families for their work with students to confirm to the COVID protocols, particularly those who were able to return to the district.

Vivian Collyer, Director of Instruction, added that the district leadership team met with principal and vice principals earlier in the day and she noticed how many comments were made as to what was working in schools. The students are getting used to the routines they have to follow and are respectful of the safety protocols. Parents are also being supportive of the process. She thanked the school-based

administration for their preparation and leadership which has made a huge difference. She also thanked the teaching and support staff for helping students develop the new routines.

b. Superintendent's September Restart Update

Superintendent Elder expressed special thanks:

- To custodians for summer work and for return with altered shifts and responsibilities;
- To bus drivers for their role-modelling in not only transportation safety but COVID safety and protocols;
- To maintenance and grounds staff for their ongoing work over summer and now;
- To clerical staff for continuing to be the hub of the school;
- To our teachers for embracing the return to working with children;
- To our Education Assistants for their ongoing critical work in support of children;
- To our itinerant staff who work across our schools with a focus on safety as well as support for children;
- To the Indigenous Education Advisory Committee and the representatives of Qualicum and Snaw-Naw-As First Nations, and to both Nations for their ongoing support and connection;
- To our parents for working with us on safe return and health monitoring processes;
- To our PACs and DPAC for their ongoing support, and for understanding that most of their work will occur away from the school during COVID times;
- To our district level employees from the School Board Office to the Springhill site for their key work behind the scenes
- To our school administrators who have worked so hard through the summer and now every day (unusual times)
- To everyone who is making our home support model work, even through its growing pains
- To our union locals for their ongoing commitment to dialogue and proactive planning even as they attend first and foremost to the well-being of their members
- To all of our community partners for their continued engagement
- To trustees individually and collectively who continue to work with senior staff and for their work across the region.

It is the work of everyone together that has helped the district move forward and also new ways to learn how to keep working together in a post-COVID world. He expressed his belief that everyone knows that together we are going to be able to make this school year work, in new and creative ways, and the district's leadership team thanks everyone for their efforts.

He then provided some specific updates of where the district stands two weeks into the school year.

- Our learning groups of up to 60 at elementary and 120 at secondary are in place, with all students spending the majority of their time with one class of under 30 students.
- We continue to organize for as much as can be offered safely to students by way of opportunities beyond the classroom including athletics, performing arts and community connection.

- Health and safety protocols continue to be our most important focus, with some adjusting as we go forward including publishing a new daily health check list of symptoms to watch for, and a continued focus on masks and distancing away from learning groups.
- We work on a daily basis with public health and our medical health officer in terms of understanding and fending off COVID-19, including knowing how we will be expected to act and what we are expected to share (and not share) should a case be diagnosed in our community that is in any way connected to our schools.
- Transportation is almost fully organized. Our transportation department is reaching out to eligible riders who have not yet registered and asking that they do so this week or forego their seat, and to registered riders to see if they can give up their seat if they have no intention of riding. As routes are confirmed this week there may be a limited opportunity to offer seats to courtesy riders on certain routes based on the order of their applications earlier this year.
- An update regarding the new daily check list, transportation and the wearing of masks was sent to parents earlier in the day through School Messenger.
- The district is doing all it can collectively to support a positive educational experience and environment for students and staff.

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Godfrey referred to the report as provided in the agenda package.

a. School Codes of Conduct

20-101R

Moved: Trustee Godfrey *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) accept the School Codes of Conduct for the 2020-2021 school year as presented, recognizing that the Province's Ministry of Education's COVID-19 protocols supersede in regards to Health and Safety of all.

CARRIED UNANIMOUSLY

b. School Codes of Conduct Review Working Committee

Trustees noted that there were some questions that arose from discussion at the Education Committee and a desire to have each of the schools' codes of conduct reflect the uniqueness of those individual schools, so parent and student involvement would be beneficial when creating the Codes of Conduct. Trustees would also like to see the Codes of Conduct contain acknowledgement of the climate crisis and the need for climate action. Some updates to policy references was also needed.

20-102R

Moved: Trustee Godfrey *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) ask senior staff to create a working group, which includes student and parent advisory council representatives, to work on the School Codes of Conduct

CARRIED UNANIMOUSLY

c. **Letter to Minister re: Foundation Skills Assessment (FSA)**

Trustees expressed concerns regarding additional challenges and stress for parents, students and staff in administering the FSA testing during an already challenging and stressful time due to the pandemic. It was suggested that a letter be written to the Minister of Education to request that he cancel the FSA this year. Given that the district does not have full enrollment (85%), the results would be skewed and, therefore, meaningless and with so many other factors in play at the moment, it wouldn't be practical to continue with the testing.

20-103R

Moved: Trustee Godfrey *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) write a letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.

CARRIED UNANIMOUSLY

Trustees then discussed providing an option for parents to opt out of the FSA should the district's request not be responded to in time as the FSA's are scheduled to begin on October 5, or if the board's request is denied.

20-104R

Moved: Trustee Austin *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) support parents who choose to withdraw their child from participation in the Foundation Skills Assessment (FSA) for extenuating circumstances related to COVID-19.

CARRIED UNANIMOUSLY

Staff were asked to ensure that the motion and the types of extenuating circumstances be clarified in the letter to parents that is sent out prior to the FSA testing.

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. **Board Policy 509: Mandated Educational Changes Due to Emergencies**

(NEW)

20-105R

Moved: Trustee Young *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt Board Policy 509: *Mandated Educational Changes Due to Emergencies* and its attendant Administrative Procedures at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

b. Board Policy 103: New/Repurposed Facilities

(previously numbered 4003)

20-106R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

c. Board Policy 104: Video Monitoring

(previously numbered 4004)

20-107R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 104: *Video Monitoring* at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

d. Board Policy 105: Use of School Facilities

(NEW policy and previously an Administrative Procedure only)

20-108R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

e. Board Policy 100: Sustainable Practices

(previously numbered 4009)

20-109R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 100: *Sustainable Practices* and its attendant administrative procedure at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

f. Board Policy 101: Projects - Tendering, Purchase, and Disposal

(merging of 4001, 4002 and 4007)

It was noted that a revision was made to the administrative procedure since the Policy Committee of the Whole meeting which would increase the amount required to generate a purchase order from \$1000 to \$10,000.

20-110R

Moved: Trustee Young *Seconded:* Trustee Godfrey

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 101: *Projects: Tendering, Purchase, and Disposal* and its attendant administrative procedures at its Regular Board Meeting of September 22, 2020.

CARRIED UNANIMOUSLY

15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

As provided in the agenda package. No recommendations were brought forward from the meeting.

Trustee Austin added that the District has been supportive of the seamless childcare proposal from CUPE BC and is in communication with the Ministry so that if opportunities arise, they would be seriously considered by the Board, perhaps as a pilot project. The topic will continue to be an agenda item at future Finance & Operations Committee of the Whole meetings.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

No Reports

17. TRUSTEE ITEMS**a. Trustee Committee and Representative Appointments**

Chair Flynn noted two changes to the appointments.

b. Trustee Liaison Schools

Chair Flynn noted two changes to the trustee liaison schools.

c. BCSTA Events

Chair Flynn advised of the following upcoming trustee events:

- i. VISTA Fall Conference (via Zoom) – October 3, 2020
- ii. BCSTA Zoom Meetings
 - Board Chair Meeting, October 15, 2020
 - Board Chair/Minister of Education, October 16, 2020
 - Provincial Council, October 23-24, 2020

d. Ministry News Release: Enhanced mental health programs support a safe return to school

Trustee Austin inquired as to how the Ministry announcement would affect the District.

Associate Superintendent Wilson advised that an announcement is anticipated in the near future which would provide more details regarding the criteria for the funds. The funds are a result of the mental health grants provided over the past 2 years with which the district began its trauma informed practice, presented the Grade 7 Health Conference, and provided training for staff.

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA**a. Letter to Minister of Education re: Federal Funding****b. Letter to Minister of Health re: COVID Restart Plans**

20. PUBLIC QUESTION PERIOD

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

- Internally restricted funds

21. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 7:35 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER