



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON MONDAY, JANUARY 9, 2017, VIA TELECONFERENCE
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

TRUSTEES PRESENT: Kathy Kennedy, Chairperson (Gold River)
Jenniffer Hanson, Vice-Chairperson (Kyuquot) (telephone)
Fern Eastcott (Tahsis) (telephone)
Ken Pringle (Gold River)
Gwen Alsop (Zeballos) (telephone)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor
Sheldon Lee, Assistant Secretary-Treasurer (telephone)
Annie James, Human Resources Administrator/Recorder
VIWTU President

CALL TO ORDER:

Chairperson Kennedy called the meeting to order at 4:05 pm.

REMEMBERING NATALIE JACK, ADMINISTRATIVE ASSISTANT, KYUQUOT SCHOOL:



School District 84 mourns the passing of Natalie Jack who left us on January 3, 2017. Natalie was the Administrative Assistant at Kyuquot Elementary Secondary School for the past 25 years, and was the heart and soul of her home, her community and her school. She also held an important role in the shaping of Aboriginal Education throughout the District.

Natalie will always be remembered for her kindness and love for others, her contagious chuckle, her warm hospitality, and her sensational cooking.

A minute of silence was observed in remembrance of Natalie.

APPROVAL OF AGENDA:

2017:R-001 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
"TO approve the agenda with the addition of 9.b., District Policy Review Committee Report."

ADOPTION OF MINUTES:

2017:R-002 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
"TO adopt the minutes of the Regular Board Meeting of December 11, 2016."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

Nil.

CORRESPONDENCE:

- Claire Trevena, MLA · Copy of Letter to Honourable Linda Reid, Office of the Speaker, re Loss of Provincial Capital Commission *Capital for Kids* Travel Subsidy for School Trips to the Capital
- BC School Trustees' Association · Second Reminder: BCSTA Provincial Council Motions Due by Friday, January 13, 2017

- BC Public School Employers' Association
- Chair, SD28 (Quesnel)
- BCPSEA
- BCSTA
- BCSTA
- BCPSEA AGM Second Notice and Proposed Budget
- Copy of Letter to Minister of Finance re 2017 Budget for Public Education
- BCPSEA AGTM Third Notice and Proposed Resolutions
- Copy of Letter from BCSTA Regarding Input to the Rural Education Review Process
- BCSTA Provincial Council and Committee Meetings, February 17-18, 2017

2017:R-003 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Kennedy reported that the Board discussed six land issues, three labour issues and one legal issue.

TRUSTEE REPORTS:

a. School Reports

Trustee Alsop reported on a very quick month of December. The elementary students rehearsed their Christmas plays daily, made costumes and sets, and counted down the days. The Christmas Concert was held on December 14th and featured a turkey lunch followed by the presentations. Thanks go to Celina Charleson and Sheila John for cooking the turkey, and to those many parents who helped out or brought additions to the potluck lunch. Thanks also go to Louise Krohman and Jon Christall whose elementary classes presented lively and enjoyable shows, and to Adam Barber and David Gledhill for the behind-the-scenes work with their highschool students in preparing the stage decorations and setting up tables and chairs for the lunch. There was a great turnout with over 80 people in attendance. On the last day of school prior to Christmas Break, the school travelled to Port McNeill for its annual skating party and movie. Thanks to the many parents who helped to tie countless skates - the students had a blast!

In the highschool academic classes, students are busy completing work for the mid-term report card that comes out at the end of January. Students in the PE classes are already practicing their skills in preparation for the long-awaited Basketball Jamboree at the end of February. Students in the Alternate Shop Program have been building furniture, and projects include two bedside tables, an outdoor bench, a set of stools, and an artist's work table.

Trustee Eastcott reported that the Captain Meares' highschool class finished up their swimming lessons in December and the instructor was very pleased with their effort, with all students making excellent progress on their skills. Thanks to PAC and NSOP for helping out with this excellent opportunity. The 2016 classes ended with a dinner put together by staff, students and volunteers. Instead of the traditional Christmas play, Captain Meares hosted a gathering of more than 70 community members who listened to the students sing carols, then joined in for a sing-along. Local musicians Roy and Juanita Dulong also performed a few songs, including an original song written for the children of Tahsis. The students decorated the gym with original art produced during their art classes with Ms. Malthouse, and PAC held the draw for their biggest fundraiser of the year, the 'Annual Christmas Stocking'. A very special thanks to the students who pitched in with sorting and helping to deliver Christmas food hampers as part of their 'We to Me' commitment and, as a result, more than 500 pounds of additional food was added to the hampers this year. Back to school in 2017 and the breakfast and lunch programs continue to keep the students well-fed and ready to learn. Thanks go out to the Tahsis Literacy Society for their support of the breakfast program, and to all volunteers who contribute their time and energy to these programs and to the Nootka Sound RCMP for the help with the dishes!

Chairperson Kennedy reported that the Gold River Secondary School PAC is looking into some fundraising projects for the Spring, and noted that she attended the recent Winter Reading Program Library Awards presentation, which was an enjoyable event.

b. **District Policy Review Committee Report**

The proposed amendment to Policy D.13, *Violence in the Workplace*, was circulated for feedback and was now ready for adoption.

2017:R-004 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:

“TO adopt Policy D.13, Violence in the Workplace, as amended.”

Section E policies and Section F bylaws were reviewed with no changes. The next meeting of the District Policy Review Committee will be scheduled as required.

UNFINISHED BUSINESS:

a. **International Program Update**

There are five Korean students currently in Gold River - one in Grade 8 and four in Grades 5 and 6 – with the youngest here for five weeks and the others for eight weeks. Mr. Parkes has done a good job and homestays have been found once again. The District’s first Japanese student is heading back home in a month and another one is arriving at the end of January, for one year. The District has been working towards a partnership with the Leone School District in France – a district of 600,000 students – and may be sending some Gold River Secondary School students to France to build the relationship. Progress is being made with some schools in China as well, but the biggest issue for the District - much like the rest of the Province - is homestays. It is difficult, if not impossible, to accommodate groups of students – and there seems to be endless groups of 30 who would like to come to the District! The International Program is going very well to date, and the aim is to broaden the scope to look at opportunities all around the world.

NEW BUSINESS:

a. **Board Committees 2017**

Chairperson Kennedy announced the Board Committees for 2017, as follows:

Budget Committee – Board of Education, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

CUPE Labour Management Committee – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

CUPE Negotiating Committee – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

District Earthquake Safety Committee – Trustee Alsop, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator, Principal

District Mission and Goals Committee – ad hoc

District Occupational Health and Safety Committee – Trustee Eastcott, Trustee Pringle, Human Resources Administrator, CMESS Principal

District Policy Review Committee – Board of Education, Superintendent/ Secretary-Treasurer/ Operations Supervisor, Human Resources Administrator

First Nations Education Liaison Committee – Trustee Alsop, Trustee Pringle (Alternate), Superintendent/ Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Grievance Committee – Area Trustee, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Joint Rental Accommodations Committee – Trustee Hanson, Trustee Pringle (Alternate), Human Resources Administrator

Scholarship Committee – Trustee Kennedy, Superintendent/Secretary-Treasurer/Operations Supervisor, Principal

VIWTU Negotiating Committee – Trustee Pringle, Trustee Hanson (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator, Principal of Special Education, Student Learning and Technology

Working Relations Committee – Trustee Pringle, Trustee Eastcott, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

b. **2016/17 Amended (Final) Budget**

The Assistant Secretary-Treasurer presented the final budget to the Board, outlining the chronological sequence of events throughout the budget process, budget directives, consultations, challenges, revenue and expenses, outcomes, and summary. He noted that this is a balanced budget, and that enrollment seems to have levelled in the District. He recommended approval of the 2016-2017 Amended (Final) Budget as stated over the telephone.

2017:R-005 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
“TO give the Amended (Final) Budget Bylaw three readings in one.”

Chairperson Kennedy read aloud the bylaw.

2017:R-006 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
“TO adopt the 2016-2017 Amended (Final) Budget Bylaw, as presented.”

c. **School Calendar 2017-2018**

It is the time of year to start discussing the School Calendar for 2017-2018, which has to be circulated publicly, approved and sent to the Ministry of Education by the end of March. This will be a topic at the upcoming community consultation meetings, with discussions around an alternate vs the Collective Agreement calendar, and if a two-year or three-year calendar is an option.

d. **Spring Community Consultations 2016-2017**

The schedule is as follows:

- January 30 – Nanaimo – 6:00 pm – Tsawalk Learning Centre
- January 31 – Gold River – 4:00 pm – School Board Office
- February 6 – Kyuquot – 6:30 pm – Location TBA
- February 7 – Zeballos – 3:30 pm – Zeballos Elementary Secondary School
- February 8 – Tahsis – 5:30 pm – Captain Meares Elementary Secondary School

Topics of discussion will include calendar, budget, success stories, and questions/feedback. Bulletins will be posted in the schools, communities, and on the District website. .

SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT:

a. **Enrollment Report**

Enrollment is holding steady at just over 400 students, and to see enrollment level out is a positive sign that the District may start to turn the corner a bit and have some internal growth.

b. **Operations Report**

Lighting upgrades were started at Ray Watkins and Kyuquot School over the Christmas Break and hopefully the new LED lighting will be an improvement for the schools and result in cost-saving. LED bulbs will also be distributed to teachers for their teacherages.

The District finalized the sale of one of the two teacherages listed for sale in Zeballos.

c. **Finance Warrants**

As at December 31, 2016, six months or 50.0% of the 2016/17 fiscal year, and four months or 40.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2016/17 Preliminary Budget amounts based on the Spring 2016 estimated enrollment for 2016/17. Final budget amounts will be updated in January 2017 once the final enrollments and final funding are confirmed by the Ministry of Education.

Note to Readers: It is relatively early in the school year to accurately determine the trend for revenue and expenses for this December 2016 report. Also, budget amounts have not been adjusted for the actual September 30, 2016 enrollment nor any budget has been setup for the Nanaimo Learning Centre Alternate Program.

At the end of June 30, 2016, the District had an Operating surplus of \$1,092,000 carried forward from 2015/16 to 2016/17, of which \$693,000 has been allocated, and \$399,000 is unallocated. To the end of December 2016, \$2,272,000 or 44.3% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. To the end of December 2016, \$1,534,000 or 50.7% of the 2016/17 school year (LEA) Local Education Agreement has been recorded.

To the end of December 2016, the total salaries and benefits expenditure is trending slightly to a surplus amount \$198,000 based on a prorated budget for the school year. The budget amounts shown are based on the Preliminary Budget that was approved in May 2016, and will be adjusted in January 2017. To the end of December 2016, service/supplies expenditures are in a surplus amount of \$27,000 on a prorated budget basis. Of note, the Nanaimo Alternate program, specifically a <\$167,000> onetime payment for rent and services, was made. This rental expenditure will be updated into the budget in January 2017. In total, expenditures to the end of December 2016 are in a small surplus of \$225,000 or 6.0% on a prorated basis.

Note: For this finance warrant, the expenditures are estimated to be understated by approximately \$100,000 due to service/supplies expenditures and purchase cards expenditures not being recorded for December that has not been received nor processed, due to the early writing of this finance warrant. Based on strictly actual revenues less actual expenditures, the School District is recording a small surplus of approximately \$397,000 for the year to the end of December 2016. This is due mainly to approximately \$302,000 of January 2017 LEA revenue being recorded and billed in December. With appropriated surplus of \$692,000 included in the actual analysis, the December 2016 actual can be restated with as a surplus balance of \$788,000 less the net of the \$302,000 LEA January 2017 amount recorded in December.

At the end of the 2015/16 fiscal year, the Annual Facilities Grant (AFG) had a surplus of \$589,000 being brought forward to 2016/17. To the end of December 2016, the AFG has a surplus of approximately \$96,000 remaining. To date, \$732,000 of expenditures has been incurred to the end of November 2016. Major expenditures incurred in AFG are:

- \$18,000 for Salary and Benefit charge out from Operating
- \$20,000 for Ministry NGN upgrade
- \$7,000 for development of Capital Plan and Long Range Facilities Plan
- \$624,000 for the CMES Roofing
- \$63,000 for the KESS Playground Equipment

Future major AFG and Capital projects include:

- continue with lighting fixture upgrades
- refurbishment of teacherages (employee housing) at Zeballos
- dust collection system at GRSS wood shop
- boiler upgrade at GRSS from diesel fuel to wood pellet

To the end of December 2016, \$111,000 of funds is remaining on the ZESS Replacement School capital project. The District is seeking approval from the Ministry to utilize this balance to be used for the GRSS Boiler upgrade.

Trustee Alsop questioned why the balance of funds from the ZESS Replacement School project would be used for the boiler upgrade when the original plan was to use the funds for new teacherages in Zeballos. The Assistant Secretary-Treasurer explained that teacherages are not considered to be part of the Ministry's capital program whereas a boiler upgrade is, and the District will need to fund any new teacherages in the future. He also noted that the Local Education Agreement payments are up-to-date.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETINGS:

The next public meeting of the Board of Education will be held on Tuesday, February 14th, 2017, at 4 pm in the School Board Office. The public is invited to attend. Any requests for additions to the agenda should be forwarded to the School Board Office two weeks prior to the meeting. Note: Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

Chairperson Kennedy declared the meeting adjourned at 4:55 pm.