

**REGULAR BOARD MEETING MINUTES**  
**Tuesday, December 18, 2018**  
**7:00pm**

A copy of the Public Board Meeting will be posted on the School District website at:  
<http://www.comoxvalleyschools.ca>

**1. Call to Order – 7 pm**

<b>Present:</b>	<b>Trustees</b> Janice Caton, Board Chair Tonia Frawley, Vice Chair Ian Hargreaves Sheila McDonnell Kat Hawksby Michelle Waite Sarah Jane Howe	<b>Staff</b> Dean Lindquist, Superintendent of Schools Tom Demeo, Assistant Superintendent Nicole Bittante, Secretary Treasurer Candice Hilton, Director of Finance Geoff Manning, Director of Instructional Services K-12 Ian Heselgrave, Director of Operations Esther Shatz, Director of Instruction (Student Services) Josh Porter, Director, Information Technology Mary Lee, Communications & Community Engagement Manager Debbie Page, Recording Secretary
<b>Regrets</b>	Sarah Jane Howe	Lynda-Marie Handfield, Director, Human Resources

*The Board of Education acknowledges that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.*

**2. Adoption of Agenda**

Recommendation:  
**THAT the Board of Education adopt the December 18, 2018 Regular Public Board Meeting Agenda as amended.**

**Addition Under Board Business:**  
- **Board Procedural Bylaw 2018**

**CARRIED**

**3. Board Meeting Minutes**

Recommendation:  
**THAT the Board of Education adopt the Regular Board Meeting Minutes of November 27, 2018 as presented.**

**CARRIED**

4. **Report on In-Camera Meeting – Tuesday, November 27, 2018**

- Human Resources

5. **Board Chair's Report**

- Board Chair Janice Caton formally welcomed new and returning Trustees.
- Acknowledged and thanked senior staff for their hard work, dedication and commitment.
- The board will begin work on developing their strategic plan (goals and budget), governance/policy and continuing to work with community and partners.

6. **Presentation or Delegation – 15 minutes**

*Early Years Child Care Community Work, Allan Douglas*

We currently have:

- Long wait lists
- Lack of appropriate space
- High parent fees
- High operating costs
- Lack of professional educators

What we need:

- High quality affordable accessible child care
- Support for healthy development
- Support for families
- Support for communities

Recommendation:

***THAT the Board of Education write a letter to the Comox Valley Early Years Collaborative Child Care Planning Committee (CVEYC) in support of its application for funding.*** **CARRIED**

7. **Education Committee Meeting Report**

None

Next Meeting:

**DATE:** Tuesday, January 8, 2019

**TIME:** 6:30 pm

**LOCATION:** Glacier View Secondary Centre

8. **Strategic Direction**

A. **Superintendent**

i. **District News**

- *Sumdog's Canadian National Math Competition – Congratulations to Mr. Webb's Grade 5-6 class, Royston Elementary School – 1<sup>st</sup> place.*

- *Mark R. Isfeld Secondary School Culinary Club (Gr. 9-12)* were invited to cook with Chef Eric and his team at Tigh-Na-Mara Resort – community toy drive and fundraiser brunch, serving approximately 2000 people.
- *2018 Premier’s Awards for Indigenous Youth Excellence in Sport* went to three students from a Comox Valley secondary school.
- *Everybody Deserves a Smile (EDAS) Program* filled 1155 gift bags for our homeless community. Thank you everyone for your support.
- Valley View Elementary Grade 3 class partnered with Mark R. Isfeld’s Foods 11 class to bake *gingerbread cookies*.
- *Highland Secondary School delivers holiday gift cards* throughout their school community – for another successful year.
- *Winter Break – School Closure: Monday, December 24, 2018 to Friday, January 4, 2019 (inclusive); Re-opening: Monday, January 7, 2019.*
- *In-District Cross Boundary Requests Begins January 7, 2018* for a seven-week period – more information visit the school district website: [www.sd71.bc.ca](http://www.sd71.bc.ca).

ii. **Environmental Outdoor Leadership**

- Planning is underway to replicate the program – Summer 2019.

iii. **Governance and Policy Workshop**

**DATE:** Saturday, January 12, 2019  
**TIME:** 9 am to 3 pm  
**LOCATION:** School Board Office

iv. **K-12 Regular Enrolment Audit, Briefing Note**

Recommendation:

***THAT the Board of Education, through the Board Chair, write a letter expressing the concerns regarding the audit process to the Minister of Education and copy this letter to the BC School Trustees Association.*** **CARRIED**

B. **Secretary Treasurer**

i. **G.P. Vanier Seismic Project Update, Briefing Note**

Recommendation:

***THAT the Board of Education of School District No. 71 (Comox Valley) approve the transfer of \$1,450,000 from unrestricted operating surplus to cover the overspend on the G.P. Vanier Seismic Project.*** **CARRIED**

ii. **2018-19 Ministry of Education Recalculated Operating Grant Allocation, Briefing Note**

Recommendation:

***THAT the Board of Education of School District No. 71 (Comox Valley) approve the transfer of unrestricted operating surplus in the amount of \$1,220,129 in order to balance the 2018-19 Amended Annual Budget.***

**CARRIED**

*Trustee McDonnell (opposed)*

iii. **2019-20 Preliminary Budget Process, Briefing Note**

Recommendation:

***THAT the Board of Education of School District No. 71 (Comox Valley) receive the briefing note for information.***

**CARRIED**

iv. **Governance Workshop – Eli Mina, Briefing Note**

Recommendation:

***THAT the Board of Education receive the briefing note as information.***

**CARRIED**

v. **Draft Board of Education Annual Work Plan, Briefing Note**

Recommendation:

***THAT the Board of Education receive the draft proposed Board Annual Work Plan for review and feedback.***

**CARRIED**

**C. Human Resources**

i. **Retirements and Recognition**

- Susan Bannister, Teacher, Arden Elementary School will retire effective December 31, 2018 after 10 years of service with the district.

Recommendation:

***THAT the Board of Education receive this report as information.***

**CARRIED**

9. **Board Committee Reports**

None

10. **Board Business / Correspondence**

i. **Board Committees 2018-2019**

Recommendation:

***THAT the Board of Education approve the Standing Board Committee structure as presented:***

***Board Standing Committees:***

- ***Finance***
- ***Policy***

- *Labour Relations*
- *Community Engagement*
- *Facilities*

**Board Standing Committee – Sub-Committees:**

- *Budget Advisory*
- *Audit*

**CARRIED**

ii. **Board Committee Appointments 2018-19**, Briefing Note

Recommendation:

***THAT the Board of Education approve the Board Committee appointments and committee schedules as presented.***

**CARRIED**

iii. **Trustee – School Liaisons**, Briefing Note

Recommendation:

***THAT the Board of Education approve the Trustee – School Liaisons as presented.***

**CARRIED**

iv. **BC School Trustees Association (BCSTA) Academy**, Verbal Report, November 29 – December 1, 2018, Vancouver, BC

Trustees provided a verbal report for information.

v. **BC School Trustees Association (BCSTA) Provincial Council Report**, Ian Hargreaves, BCSTA Trustee Representative

Recommendation:

***THAT the Board of Education receive the briefing note as information.***

**CARRIED**

vi. **Notice of Motion**

**RE:** Establishment of a Comox Valley School Designated Fund (or family of funds) in partnership with the Comox Valley Foundation will come forward on the January 22, 2019 regular public Board meeting agenda.

vii. **Board Procedural Bylaw 2018** will come forward on the January 22, 2019 regular public Board meeting agenda.

11. **Public Question Period**

12. **Adjournment – 8:30 pm**