



COMMITTEE OF THE WHOLE

12:00 pm, Wednesday, June 12, 2024
School Board Office

NOTES

Present: Jaclyn Miller, Rob Hill, Dale Lawson, Kirsten Van't Schip, Maureen Mason

Also in attendance: Steve Hopkins (Secretary-Treasurer)

Regrets: Jay Yule (Superintendent)

The meeting was called to order by Chairperson Miller at 11:59 am.

1. APPROVAL OF AGENDA

MOVED: D. LAWSON

SECONDED: K. VAN'T SCHIP

THAT the Committee of the Whole Meeting Agenda of June 12, 2024, be adopted as circulated.

STATUS: CARRIED

2. STANDING COMMITTEES

2.a) Education & Strategic Planning Committee

2.a.i) District Planning Day Summary (oral)

K. Brach and A. Burt reported on the recent district planning day held on June 7, 2024. This day provides an opportunity for school-based teams to explore the board's strategic priorities and create school-specific plans that align with these priorities.

The event began with keynote speaker Kevin Lamoureux, who continued his presentation on the ten journeys of decolonization from the previous year's event. Following the keynote, schools reviewed their data to update their school plans, which are to be submitted to the district by July 15.

During the planning day, schools were encouraged to:

- Review implementation strategies alongside data to identify successes and areas for improvement.
- Use tools such as a data walk, with a focus on student learning survey results and district data, an ecocycle, and in some cases, a SWOT analysis.
- Develop multi-year plans.

The goal is for schools to critically assess what worked and what can be improved, ensuring their strategies are data-driven and aligned with district priorities.

2.a.ii) Framework for Enhanced Student Learning (FESL) Report Preparation

K. Brach and A. Burt provided an update on the FESL annual report to the ministry, which will be presented to the board in September for review and adoption.

The ministry has requested additional information in the year plan, covering intellectual development, human and social development, and career development. The data supporting these areas will include satellite data, such as the student learning survey, completion rates, and transitions to post-secondary education, with a focus on diverse learners, Indigenous learners, and children and youth in care.

A new requirement involves adopting a continuous improvement approach, which includes reviewing successes, engagement, and adaptations. This year's report will incorporate both local and provincial feedback and will shift to a data storytelling format rather than simply presenting data and associated strategies.

The ministry is providing additional support to small districts, including access to real-time district data and a coach to aid in developing the report.

2.a.iii) Childcare Programming Update (oral)

R. Rainbow provided an update on potential changes to after-school care programs at Henderson Elementary and Texada Elementary due to low enrollment.

- Henderson Elementary: The after-school care program has been operating for two years but has consistently had lower enrollment than anticipated, resulting in significant financial losses. The district considered raising the program fee, which would allow the district to recoup additional ministry grants without increasing the financial burden on parents. The board is contemplating whether to continue operating the program at a loss with this fee adjustment.
- Texada Elementary: The after-school care program has faced low enrollment and staffing challenges. Initially, the district expected the program to run at a loss due to the island's small population. However, only two students attended before staffing issues arose. The district will consider running the program if eight students commit to attending regularly, though staffing could still be an obstacle. Before-school care

will continue as there have been no enrollment or staffing issues with that program.

For the 2024-2025 school year, the district plans to run before and after-school programs at all schools except Henderson and Texada Elementary. Trustees supported the direction suggested by R. Rainbow.

R. Rainbow also reported that the district is negotiating with the YMCA to provide childcare at the new daycares operating from Kelly Creek Elementary and Edgehill Elementary in the 2024-2025 school year. The district is pleased that the YMCA has shown interest in these locations, as their strong background and experience in childcare services are expected to benefit families.

2.a.iv) BAA Course – Brooks Publishing and Yearbook 11

2.a.v) BAA Course – Brooks Publishing and Yearbook 12

A. Burt introduced two new locally developed courses: Publishing and Yearbook 11 and 12. These courses recognize the significant effort involved in creating a yearbook and highlight the skills students develop, including digital skills, writing, and photography. Each course offers 4 credits, with grade 12 students serving as mentors to grade 11 students. Trustees expressed their appreciation for the valuable skills these courses develop and offered their support.

2.b) Finance & Facilities Committee

2.b.i) 2024/2025 Annual Budget Information

S. Hopkins reported on the annual budget, noting that it will come to the board for approval at the June meeting using the ministry's template. The service levels included in the budget are generally consistent with current service levels and incorporate a 3.0% salary increase in line with negotiated collective agreements.

- Revenues:
 - Facility Rental Revenue: Reduced due to the district needing to reclaim space previously occupied by Youth and Family Services. The budget also includes a modest addition to offset costs related to the two new childcare centers, specifically for utilities and maintenance.
 - Ministry Grants: An updated grant announcement from the ministry is anticipated to increase all salaries to 3.0%. The previous grant announcement included a 2% salary increase but did not account for the additional COLA increase, which had not yet been quantified.
- Staffing:
 - Teaching FTE and Enrollment: Similar to the previous year.
 - Additional Roles: Includes two additional vice-principal positions.
 - Funding Levels: May see an increase in the amended budget if projected budgets rise following the adoption of the preliminary budget.
 - Increases: Accounting, bussing, and custodial staff.

- Educational Assistants: Funds to support additional EA hours have been incorporated, increasing coverage at all sites. However, staffing to fill these positions remains an area of need.
- Maintenance Department:
 - Plans to better utilize existing space by shifting the director of maintenance and supporting staff to the maintenance/bus garage.
- Trades:
 - Remains relatively static, including CUPE workers in tech and theatre.
 - Changes include a new director of technology, a reduction of one excluded staff position in that department, and the addition of one CUPE support staff.
- Exempt Staff:
 - Remains static, including a Health and Safety position that has just been posted.
 - An SLP position is included in this preliminary budget; if unfilled by February, funds will be reallocated to other areas.
- Replacements:
 - Reduction based on the current year's experience, as sick leaves have decreased compared to the prior year.
- General Services and Supplies:
 - Remain similar to the previous year.
- Additional Expense for PIE:
 - The PIE program in Victoria will require additional funding for space rental, which will be included in the final budget presented at next week's meeting.

2.b.ii) 2023 Climate Change Accountability Report

S. Hopkins reported that the district's overall emissions are being reduced year after year due to HVAC and lighting upgrades to district buildings. The full report will be presented for formal receipt at next week's meeting. J. Formosa will share this information with the Environmental and Sustainability Committee.

2.c) Policy Committee

2.c.i) Administrative Procedures

(1) AP 100 – Strategic Planning: Reporting & Accountability

A. Burt reported on changes to the administrative procedure to reflect the new planning day schedule for the 2024-2025 school year. Revisions were made with input from the educational leadership group and DPAC, outlining a planning process that extends throughout the school year.

(2) AP 145 – Use of Personal Digital Devices

Changes to this regulation reflect ministerial direction to limit cell phone access during instructional hours. The committee sought clarification on enforcing media release requirements for student images taken by parents at events. A. Burt indicated that fields and tracks are considered public spaces, so the district cannot control photography in those cases.

The district requests annual media releases for photos taken by school staff. R. Hill expressed concerns about elementary students accessing cell phones before school hours and suggested stronger enforcement language. S. Hopkins mentioned that schools would have the opportunity to update their student codes of conduct accordingly.

- (3) AP 175 – Safety: Violence in the Workplace for District Employees
T. Gaudreau reported that language related to student violence had been revised, replacing the violent incident protocol with a Violent Threat Risk Assessment (VTRA) process. The AP was also updated to address violent incidents involving students with diverse needs, including a requirement to review or establish a safety plan.
- (4) AP 194 – Sexual Misconduct (*New*)
T. Gaudreau reported on the newly developed administrative procedure, which follows a provincial template. Appendices include checklists for incidents involving students under 12, students over 12, and employees. A guidebook is being developed with the RCMP, qathet Safe, and MCFD. A request was made to remove the criminal code definition and ensure consistent language throughout (complainant/respondent). These changes will be implemented before the final review.
- (5) AP 206 – Sexual Health
T. Gaudreau indicated that the AP had been updated to incorporate current language and simplified language. The new AP will include a public facing link that outlines grade-by-grade scope and sequence for sexual health education.
- (6) AP 310 – Supervision of Students
K. Brach reported updates to include guidance on screen time during supervision hours at elementary schools. A request was made to include language limiting usage outside of school, such as on the school bus.
- (7) AP 311 – Safe, Caring and Orderly Schools
T. Gaudreau reported minor housekeeping changes to the AP, primarily to align with the current ministry direction.
- (8) AP 313 – Harassment & Bullying – Students (*New*)
T. Gaudreau introduced a new AP specific to student harassment and bullying behaviors. Previously, these procedures were included in AP 170, which covered both staff and students. The new APs will replace the former.
- (9) AP 325 – Child Abuse Investigation in Schools
Updates specify that reports should be directed to the RCMP and/or MCFD as required. The AP also references the newly developed sexual misconduct AP.

(10) AP 350 – Student Conduct/Codes of Conduct

The AP was updated to require addressing cell phone restrictions during instructional hours in school Codes of Conduct. It also includes clear directives for the annual review and communication of codes of conduct with students and staff.

(11) AP 355 – Student Discipline

The committee reviewed minor language updates. A suggestion to shift from a punishment-based model to a restorative model will be brought forward to the principals and vice-principals' group for consideration.

(12) AP 409 – Harassment & Bullying – Staff (previously AP 170)

The AP previously included procedures for student harassment and bullying behaviors, which have now been moved to a new AP. Procedures related to employees have been renumbered and will replace the previous AP.

(13) AP ### – Violent Risk Threat Assessment (*New*)

This newly developed AP will replace the former violent incident protocol. An error in the header will be corrected prior to publication.

2.c.ii) 2024/25 Draft Board Meeting Calendar

Trustees agreed to maintain the current meeting schedule for the 2024/2025 school year. The calendar will be formally adopted at the upcoming regular meeting.

2.c.iii) 2024/25 Draft Board Work Plan

Trustees discussed the draft work plan. A request was made to add recognition of Asian Heritage Month in May. Additionally, trustees discussed making the agenda-setting process more board-driven. Further conversations will take place either during a summer working session or at the first Committee of the Whole in September. S. Hopkins will request slides from a BCSTA professional development session related to board work plans. It was also noted that items in red could be better placed on the communications department's annual content calendar.

3. COMMITTEE REPORTS

3.a) Sustainability Committee Recommendations

Trustees expressed support for the resource allocation plan described in R. Barfoot's written report. The committee discussed the potential challenges of prioritizing sustainability as a school goal. Hopkins indicated that the district would operationalize sustainability where possible and would report back to the committee with a rationale if any changes or modifications are required.

A motion recommending approval of resources will be made at the upcoming regular meeting.

4. OTHER INFORMATION

- 4.a) Prospective Letter advocating for more financial resources in support of reconciliation initiatives – Discussion
Trustees agreed to defer discussion on the advocacy letter to a fall agenda

- 4.b) Partners in Education School Calendar
A. Burt reported that the Partners in Learning program has suggested a modification to their 2024-2025 school calendar. They propose allowing attendance at the digital learning PSA on May 1, 2025, and replacing the October 25 professional day with this date for Partners in Learning only.

- 4.c) Board Work Plan – For Information

ADJOURNMENT

MOVED: D. LAWSON

THAT the meeting be adjourned at 2:00 p.m.

STATUS: CARRIED

SH/attachments