



MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION

Tuesday, January 19, 2016 at 7:00pm

West Vancouver School Board Office

Present: C. Broady, Chair; D. Stevenson, Vice Chair; Trustees: N. Brown, S. Donahue, P. Dorsman; C. Kennedy, Superintendent of Schools; D. Eberwein, Deputy Superintendent of Schools; S. Nosek, Director of Instruction; L. Tomlinson, Director of Instruction; D. Nelson, Director of Instruction; K. Martin, Director of Human Resources; J. Leiterman, Secretary Treasurer; W. Hickey, Director of Facilities; B. Pausche, Manager of Communications

A. CALL TO ORDER & ANNOUNCEMENTS

Chair Broady called the meeting to order and acknowledged that we are on the traditional lands of the Squamish Nation and said we enjoy working to strengthen our relationship and move education forward together.

She noted that the Premier Academy Open Houses begin tomorrow, January 20, and run until February 11 and encouraged anyone with high school students to visit the website for more information and consider one of the varied opportunities available to our students.

The Chair then introduced the new Director of Facilities Wade Hickey, who started with West Vancouver Schools on Monday, January 18. On behalf of the board, she welcomed him to the district and said we were happy to have someone of his calibre join us.

B. BOARD HIGHLIGHTS

"Hour of Code; EH's Cultural Program" – Eagle Harbour Montessori

Principal Craig Cantlie, Vice Principal Val Stevenson, Eagle Harbour staff, and students Ardan J. and Mira B.

Vice Principal Val Stevenson introduced her staff and passed the floor to teacher Sarah Everett, who noted that the presentation about the coding was timely, given the premier's announcement regarding the introduction of coding to the curriculum. Grade Three students Ardan and Mira told trustees about the visit they had from Geordie Henderson, the director of technology at Hootsuite. They said he explained the process of developing coding and played games with students to help them understand the roles of coders and computers. They said it was more difficult than they first thought, and was frustrating sometimes, but that everyone learned by making mistakes. Mira demonstrated her octopus game app that she began to

develop using skills she learned during the Hour of Code. Vice Principal Stevenson added that staff was hoping to include coding as part of the new maker space at Eagle Harbour.

Kindergarten teacher Jessica Mackie then explained some of the cultural events at Eagle Harbour, noting that it is part of the Montessori program and they are inquiry-driven. Each year, a grade will study a different continent, its countries, cultures and traditions, so that by the end of their time at Eagle Harbour, a student will have learned about all continents. Experiential learning is enhanced by exposure to the larger community, with PAC involvement in charities and cultural family nights, and by working with secondary school students at Rockridge. The latest experience was the study of the architecture of canal-style houses in the Netherlands. Student drawings turned into plans and eventually gingerbread houses built with Foods students at the high school. Teachers reported that students were engaged, inquiring, and solving problems collaboratively. Working with older and younger students required them to adjust their explanation of ideas accordingly, enhancing the experience for everyone.

“Proven, Effective, Collaborative, Targeted School-wide Literacy Instruction” – Hollyburn Elementary

Principal Tara Zielinski, District Administrator Dave Platt, and teachers Suzanne McDonald and Mary Parackal

Principal Tara Zielinski provided context for the decision by Hollyburn staff to take a new approach to literacy in their school. With 53% of the school population speaking a first language other than English, and most classes being close to 50% ELL, staff wanted to find a way to support literacy in English that was different from the usual model of pulling individual students out of class.

District Reading Specialist Suzanne McDonald explained that they decided to use the Data Wise Improvement Process of assessment from Harvard. With support from District Administrator Dave Platt and District Principal Sandra-Lynn Shortall at Student Support Services, all classroom teachers were trained in the quick and efficient assessment method that easily identified at-risk students. Once staff analyzed the data, they were able to organize students into small groups, based on whether they were reading at or below grade level, or unable to read at all. Hollyburn Learning Support teacher Mary Parackal reported that initially, there was a striking number of students in Grades 1-3 who were not only unable to read, but also lacked the skills to begin. By introducing a daily, explicit, structured and consistent whole-school approach to reading, literacy support moved from intervention to instruction with amazing results. Parents are thrilled to see excited children coming home, filled with new confidence. As well, parents now have a better understanding of language acquisition and have been educated about the benefits of reading with children in any language. Teachers have noticed the positive effects in the classroom and on the playground. There is a collaborative spirit among staff, who are now confident in their literacy instruction skills, and have a shared sense of responsibility for their students' success. The program will be expanded to include Grades 4-7.

Principal Zielinski concluded by noting that they are reporting their results back to Harvard, to reinforce the effectiveness of research-based programs, and said she is proud of her staff, students and families for what has been accomplished.

C. ADOPTION OF AGENDA

#1193	<u>MOTION</u> THAT the Agenda of the Regular Meeting January 19, 2016 be adopted as amended.
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Carried.

D. QUESTION & COMMENT PERIOD (10 minutes)

Rob Inman – West Vancouver resident and coach

- Asked if new immigrant students at various elementary schools in the district who are struggling with English are moved to Hollyburn to be part of the literacy program spoken about in their presentation

Superintendent Kennedy replied that while there may be clusters of new immigrant families in certain areas of the district, all our schools have ELL students. There are comprehensive ELL supports in all schools and students are not moved from their home schools in order to attend specific language-intensive programs at others.

E. APPROVAL OF MINUTES

- Regular Meeting December 8, 2015

#1194	<u>MOTION</u> THAT the Minutes of the Regular Meeting December 8, 2015 be approved.
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Carried.

- General Record January 19, 2016

#1195	<u>MOTION</u> THAT the General Record January 19, 2016 be approved.
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Carried.

F. BUSINESS ARISING FROM THE MINUTES

Chair Broady asked for a further update to student enrollment, mentioned in the Superintendent's Report last month.

The Superintendent replied that out-of-catchment and out-of-district applications for students in grades 1 – 12 were accepted as of January 15th. On the opening day, 119 OOC and OOD applications were submitted, compared to 105 in the same period last year. As of January 19th, 157 have been submitted, compared to 134 at the same date last year. It was noted that those figures will include some in-district transfers, but that like Kindergarten numbers, the initial signs are very good. We should have a better idea re: projected numbers later in the month.

G. BOARD BUSINESS

1. International Education – Current Status and Future Directions

Michael Frankowski, District Administrator and Crystal Tanfara, District Vice Principal – International Programs

District Administrator Frankowski gave trustees background to the West Vancouver Schools' International Programs, noting that over the course of its 34-year history, it has developed an excellent reputation for providing exceptional value for students, and has become the model for many other Canadian programs. In addition to the approximate \$7.34 million it contributes in revenue to the school district, the program contributes an additional \$11 million to the local economy, internationalizes our campuses with students from more than 30 different countries, and develops overseas opportunities for our local students.

The international department has nine team members who serve our international students' needs. Mr. Frankowski described his staff as one of the best operations teams in BC, who work with a network of hundreds of agents overseas to help create a robust program. New additions to operations over the last couple of years include an expanded emphasis on student success support and an in-house homestay program.

Student success encompasses more than academic achievement. The work of Ms. Tanfara communicating directly with students, school administrators, teachers and counsellors, as well as natural and homestay parents has been a huge support. The addition of a multicultural worker to smooth the transition to life as an international student in West Vancouver is also part of a concerted effort to ensure a positive experience for students academically, socially and culturally.

Homestay accommodations remain the biggest challenge faced by the international program. The department was brought in-house last year in order to provide better management and oversight, as well as cost-savings. The number of suitable homestays does not meet demand and our ability to place secondary students can be affected accordingly. Homestays must meet the standards set by our international department, as well as District of West Vancouver by-laws and provincial guidelines. Private homestays also exist and students may choose to live in such accommodations if they wish, but are subject to different regulations regarding custodianship and oversight. Elementary-aged students do not live in homestays, as they must live with a parent in order to participate in our program. Elementary may be an easier area in which to grow enrollment as a result.

Mr. Frankowski shared enrollment projections for the 2016-2017 school year, reporting that 536 FTE or 586 students are expected. Of those, 74 (69 FTE) are elementary and 512 (467 FTE) are secondary. Some potential losses from visa denials or withdrawals may occur, but will not adversely affect our firm goal of 525 FTE. That figure contributes \$7.45 million in gross revenue and is in line with our historical numbers. The past two years enrollment has been higher than normal, due to an unexpected number of returning students. The increase has been manageable, but is not sustainable, mostly because of homestay availability. A breakdown of numbers by school was given, with higher numbers of elementary students at Hollyburn and Irwin Park, and secondary at WVSS, due to their central location. Grades 10, 11, and 12 continue to be the most popular, but recruitment at Grade 8 and 9 is being emphasized, in order to give students more time in the system. China is our biggest market, with South Korean numbers declining somewhat, but Mr. Frankowski and Ms. Tanfara

continue to pay attention to diversity. Our international student population is the most diverse in the province, with students from Vietnam, Italy, Mexico, Brazil, Japan, South Korea, and Germany, among others.

Looking forward, the department anticipates stable enrollment numbers, as we are typically oversubscribed, and we will continue to diversify, with markets like Italy and the Czech Republic showing signs of growth. Growing the homestay program will be a focus, as will the continued support for student success in all aspects of their time in West Vancouver. Ms. Tanfara said feedback from agents indicates they are pleased with the progression in student achievement overall, including the transition from our schools to post-secondary institutions. Extended orientation programs and increased communication to all parties involved in a student's success have proven effective. Ms Tanfara says the ability to share our stories has a positive impact, including a West Vancouver Schools international alumnus who is now a prominent Japanese politician, and the first enrollment of a second-generation international student.

2. French Immersion Review Revisited – A Status Report

Sean Nosek, Director of Instruction and Michel Yin, District French Immersion Coordinator

Director of Instruction Nosek reminded the board of the French Immersion Review conducted in 2012-2013. Through surveys, interviews, analytics, focus groups and meetings with the French Immersion Advisory Committee (FIAC), the review was a comprehensive examination of West Vancouver Schools' French Immersion program. Key recommendations included: consider the establishment of an additional Late French Immersion program; establish a vision for French Immersion in West Van Schools; develop strategies to increase collaboration opportunities; and establish a high profile "theme" for Ecole Cedardale.

Director Nosek reported that while an additional LFI program is not feasible at this time due to space constraints, the visioning around a "single program" idea for French Immersion is now well-established and collaboration across the three French Immersion schools is commonplace. The work at Ecole Cedardale towards authorization as a French Immersion International Baccalaureate MYP school has proven extremely powerful in attracting increased enrollment at that site.

Michel Yin, the district French Immersion coordinator, described his work at the three schools to foster relationships and smooth the transition between elementary and secondary, and also spoke of his efforts to mitigate the attrition rate in secondary French Immersion.

The initiatives that grew out of the review and visioning process have proven to be effective and French Immersion students now account for 15% of our total enrollment in the district.

3. BCSTA AGM Motions

Carolyn Broady, Board Chair

Chair Broady noted that motions for the AGM are due in late February. She asked that trustees think about possible issues in the interim and said a motion may be brought forward for consideration at the next regular board meeting.

The Chair then reported that the board's BCPSEA motion regarding advertising and promotion of the new curriculum was submitted today. She thanked Trustee Brown for drafting the motion and Superintendent Kennedy for helping to fine-tune the wording.

H. COMMITTEE REPORTS

1. Finance & Facilities Committee Meeting

- WVSS Track Project update
- Routine Capital Plan update
- New mileage reimbursement rate
- New WorkSafeBC rate
- 2015/16 Playground Grant
- 2015/16 Amended Budget - Revenue

Vice Chair Stevenson briefly reviewed the first few items from the minutes of the meeting and then read the Routine Capital Plan bylaw pertaining to the elevator installation at Ecole Cedardale.

#1196	<p><u>MOTION</u> THAT the Board approve A BYLAW of the BOARD OF EDUCATION OF SCHOOL DISTRICT NO.45 (WEST VANCOUVER) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the <i>School Act</i>, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").</p> <p>WHEREAS in accordance with provisions of the <i>School Act</i> the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126954.</p> <p>NOW THEREFORE the Board agrees to the following:</p> <p>(a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project in accordance with the Project Agreement;</p> <p>(b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,</p> <p>(c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.</p> <p>NOW THEREFORE the Board enacts as follows:</p> <p>1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$206,300 for Project No. 126954 is hereby adopted.</p> <p>2. This Bylaw may be cited as School District No. 45 (West Vancouver) Capital Bylaw No. 126954.</p> <p>READ A FIRST TIME THE 19th DAY OF JANUARY, 2016: READ A SECOND TIME THE 19th DAY OF JANUARY, 2016; READ A THIRD TIME, PASSED AND ADOPTED THE 19th DAY OF JANUARY, 2016.</p> <p style="text-align: right;">Carried.</p>
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Vice Chair Stevenson next read the Routine Capital Plan bylaw pertaining to the HVAC upgrade at Caulfeild Elementary.

#1197 **MOTION THAT the Board approve A BYLAW of the BOARD OF EDUCATION OF SCHOOL DISTRICT NO.45 (WEST VANCOUVER) (hereinafter called the “Board”) to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the “Act”).**

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the “Minister”) has approved Capital Project No. 126955.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$130,900 for Project No. 126955 is hereby adopted.
2. This Bylaw may be cited as School District No. 45 (West Vancouver) Capital Bylaw No. 126955.

READ A FIRST TIME THE 19th DAY OF JANUARY, 2016:

READ A SECOND TIME THE 19th DAY OF JANUARY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 19th DAY OF JANUARY, 2016.

Carried.

Finally, Vice Chair Stevenson read the Routine Capital Plan bylaw for the boiler/HVAC replacement and DDC installation at Cypress Park Primary.

#1198 **MOTION THAT the Board approve A BYLAW of the BOARD OF EDUCATION OF SCHOOL DISTRICT NO.45 (WEST VANCOUVER) (hereinafter called the “Board”) to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the “Act”).**

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the “Minister”) has approved Capital Project No. 127010.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$400,000 for Project No. 127010 is hereby adopted.
2. This Bylaw may be cited as School District No. 45 (West Vancouver) Capital Bylaw No. 127010.

READ A FIRST TIME THE 19th DAY OF JANUARY, 2016:

READ A SECOND TIME THE 19th DAY OF JANUARY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 19th DAY OF JANUARY, 2016.

Carried.

Vice Chair Stevenson then passed the floor to Secretary Treasurer Leiterman, who reviewed the revenues associated with the 2015/16 amended budget. The Secretary Treasurer noted two important factors contributing to a final revenue figure that is \$1.6 million higher than our preliminary estimate: an increase of 128 FTE students, which translates to almost \$1 million in additional ministry funding; and an additional \$500,000 in internally-generated revenue as a result of higher than planned international numbers. Due to higher enrollment across the province there will be no distribution of holdback funds. While unfortunate, this announcement has no financial impact upon the district, as those funds are never included in our preliminary budget.

Points of concern moving forward include: a possible funding clawback as a result of the enrollment audit at secondary schools (the first in 12 years); unfunded salary increases for administrative and excluded staff; NGN costs being handed down to districts, rather than funded through holdback; and the mandated administrative savings plan, which will draw \$300,000 from the budget this year and \$600,000 the following two years.

#1199 MOTION THAT the minutes of the Finance and Facilities Committee meeting of January 12, 2016 be received.

Carried.

I. CORRESPONDENCE

A list of the correspondence from the past month is posted online at <http://westvancouver.schools.ca/board-correspondence>

J. TRUSTEE MEETINGS & EVENTS

Chair Broady noted that it was another great holiday season in our schools and there was general agreement that the ACCESS pancake breakfast was, as always, a special morning.

ACCESS Christmas Pancake Breakfast Finance & Facilities Committee meeting Grand opening of MP Goldsmith-Jones' constituency office in Horseshoe Bay Metro ELL meeting Presidents' Committee meeting	School Traffic Advisory Committee meeting Streamkeepers / EPN Wrap-up and Recognition event at WVSS Various school Christmas concerts WV DPAC meeting WV District Student Council meeting
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K. QUESTION & COMMENT PERIOD (10 Minutes)

Rob Millard – President, WVTA

- Said he is receiving feedback from TTOCs about inconsistent policies across elementary schools in the district regarding the surrender of car keys in order to receive classroom keys
- Called it an antiquated policy and though he could understand the historical context, said in the age of cell phones, it is easy to quickly contact TTOCs in the rare instance that keys may not be returned

The Superintendent replied that there is no administrative procedure around this and it could be dealt with in a meeting between Mr. Millard and Ms. Martin, the director of human resources.

Rob Inman – West Vancouver resident and coach

- Suggested that trustees could perhaps have a meeting with new MP Pamela Goldsmith-Jones to highlight the need for additional funding for the WVSS track

Vice Chair Stevenson reported that he had personally lobbied Ms. Goldsmith-Jones about the project both before and after the election, and the Secretary Treasurer noted that the project's fundraising chair has had a meeting with the MP and that she is well apprised of the project and its needs.

- Mr. Inman then asked about who bears responsibility for ensuring the well-being and safety of international homestay students

The Superintendent replied that there is joint responsibility among schools, the international department, homestay families, and the students themselves. If there are general concerns in the community, the school district and international department liaise with police and community services. All individual concerns regarding homestay students are logged and followed up diligently by in-house homestay department staff.

Regular Minutes January 19, 2016

L. ADJOURNMENT

8:55pm

BOARD CHAIR

SECRETARY TREASURER