



MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION

Tuesday, May 16, 2017 at 7:00pm

West Vancouver School Board Office

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

Absent: D. Stevenson, Vice Chair

A. CALL TO ORDER & ANNOUNCEMENTS

Chair Broady called the meeting to order and acknowledged that we are on the traditional territory of the Squamish Nation and said we look forward to continuing our journey together as we move education forward in our district. She then said the board was looking forward to welcoming David Nelson as the new assistant superintendent, effective August 1, 2017, and said he will be a great addition to the team. Trustee Donahue said trustees were excited to hear that Rockridge teacher Tom Harding has been awarded a Certificate of Achievement by the Prime Minister's Awards for Teaching Excellence. She said well done and asked that Principal Laursoo pass on congratulations on behalf of the board.

B. BOARD HIGHLIGHTS

"Sharing the Planet: Fair Trade Creates Equal Opportunities for All" – Ecole Cedardale
Principal Michelle LaBounty, Head Teacher and PYP Coordinator Kirsten Dixon, Grade 7 Teacher Kristina Hayes, and students Kynan, Julianna, and Aziz

Principal LaBounty introduced her teachers and students and explained to trustees that this was the first Grade 7 Exhibition since Ecole Cedardale received authorization as an IB World School. Ms Dixon explained the exhibition process, noting that all staff have expectations and involvement in the process. As mentors, teachers were assigned to a particular group and were expected to guide students through the process. They also participated in ongoing reflection and feedback, which helped tweak their approach during the process and for next year. Ms Hayes explained that the transdisciplinary theme of sharing the planet was examined and thought about from the beginning of September. Ultimately, the students focused on human rights and how and when they are being violated.

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Students Julianna, Kynan, and Aziz spoke to trustees about their central idea around fair trade, where workers are paid appropriately for the work performed. They researched various lines of inquiry about the impact fair trade can have upon individuals and communities, both here and in developing third world countries. The students explained that they learned and developed skills such as effective communication, research, self-management, and collaboration, and said they really enjoyed learning about the effects of fair trade. Based on their new knowledge, they took action and decided that they would switch one of their hot lunch vendors to Ben and Jerry's instead of TCBY, as Ben and Jerry's was committed to using fair trade products. Although they enjoyed working in groups and learning that children can make change in the world too, they found aspects of the process challenging as well. At first, working to mentors' high expectations was difficult, as was contacting experts, whose time was limited and valuable. As well, they found it difficult to make individual decisions on behalf of the group as a whole. But in the end, they learned that "action is action – large or small" and found the process rewarding.

"Making Space for Innovation" – Rockridge Secondary

Principal Jeanette Laursoo and teachers Michelle Davis, Michael Rudolph, and Parnaz Kashani

Principal Laursoo said she was excited to share with trustees the re-visioning of the Rockridge library to not only a learning commons, but a maker space as well. She introduced members of her staff who were able to do this work as a result of a district innovation grant, and noted that last fall they were received a Canadian Innovators in Education Award for their work, along with staff at Gleneagles Ch'axáy Elementary, and were featured in the November 2016 issue of Reader's Digest magazine.

Ms Davis spoke of her passion for makerspaces, saying that the maker movement is an innovative way to reimagine education. She is so passionate about the spaces and their potential that she is working on her masters in the area. She explained that there are many different definitions of a maker space, often unique to their context. Regardless of the definition, they serve as gathering points. It was noted that it is not so much about the "stuff" or resources in the space, but what is produced. Ms Kashani gave a brief overview of the development of the maker space at Rockridge and how students were surveyed to see what was wanted in such a place. The top responses were a 3D printer, a Lego wall, and robotics. The Lego wall in particular has been popular not only with students, but has been incorporated by teachers into various lesson plans in subjects such as English, Spanish, and film. Mr Rudolph explained that he was tasked with sorting out the 3D printer, with filament purchased with funds donated by PAC. He said they worked with the idea that making should be meaningful and meet some kind of human need. To that end, students have created everything from simple card holders, to prosthetic limbs, to geometry projects in Apprenticeship and Workplace Math 11. An example of a prosthetic hand was passed around. He said that they now have some VEX IQ robotic sets and he is excited to start exploring various uses for those. Ms Kashani said the team has met with staff at the Surrey Academy of Innovative Learning (SAIL) and as a result of their success at Rockridge, is now receiving requests for visits from other schools.

“Worms in Space” – Westcot Elementary

Vice Principal Matt Trask and students Kris and Joseph

Vice Principal Trask introduced students Kris and Joseph, and apologized on behalf of Shania, Vesal, and Griffin who were unable to attend due to illness. He reminded trustees of the journey the students have taken as part of the Student Spaceflight Experiments Program (SSEP), noting that this was a great opportunity for students “to do real science in the real world.” He described the process, from coming up with a question, to writing a proposal, to designing an experiment to send red worms into space, to discovering how they grow and function in microgravity.

Joseph and Kris explained all the potential uses and benefits of red worms in space and then described the procedure for an experiment to allow worms to grow and hatch on the International Space Station (ISS). Knowing that worms typically take four weeks to hatch, the students designed ground experiments to try to discover the optimal conditions for conducting the experiment in space. They said it was difficult, because no one, not even Mr Trask, knew the answers to their questions. Eventually, they designed an experiment that was chosen to be part of the SSEP program, and on February 19, 2017, the payload was launched into space for delivery to the ISS. After four weeks in orbit, the experiment materials were sent back to earth and after splashdown in the Pacific Ocean, were retrieved and sent back to Westcot. When they examined the results of their experiment, they had more questions than answers. They found seven hatched empty cocoon capsules, but no worms. They wondered had they died? If so, why? Had they decomposed? What could they have done differently?

Mr Trask reported that this experience had turned out to be so much more than a “cool science project.” It became a research project, one in which they had to dig deep. He noted that it really became a community project, as students called on their family of schools secondary students, parent / relative experts, and university professors for expertise, advice, and guidance. The project ultimately enriched the experience for everyone involved and gave students access to a wealth of knowledge. He concluded by saying he was very proud of his students, who were excellent representatives of Westcot, West Vancouver Schools, and Canada as they presented to more than 300 of their peers at the Smithsonian Institute in Washington DC.

C. DELEGATION

West Vancouver Community Foundation – Vital Signs Report

Adine Mees, CEO; Gord Holley, Vice Chair; Barbara McMillan, Vital Signs Team Lead -WVCF

The Chair welcomed the delegation from the West Vancouver Community Foundation and said we are very proud of our partnership with them. She went on to say we are grateful for their support of many things in our district, particularly the WV Place for Sport project, which represents their single biggest donation to date. As well, she noted that the foundation is an integral part of the Properties Family Hub and additionally their grant support has helped to highlight and professionalize the Lighthouse Festival.

Foundation Vice Chair Gord Holley explained that the foundation has three main priorities: to work with donors to create endowments; to act as stewards for those funds and award grants to those working on community priority projects; and to provide a community leadership role. The Vital Signs report is a snapshot of the community and compiles national, provincial, regional,

and local data. He said 10 themes emerged in the latest report, including learning, vulnerability, diversity and inclusivity, and housing, among others. By identifying these community priorities, the foundation is able to conduct researched, evidence-based decision-making. He said the ultimate goal is to grant over \$1 million per year to projects that support these community priorities. He then introduced Adine Mees, who assumed the role of CEO of the WVCF in late March. She previously held CEO positions with the Minerva Foundation and Canadian Business for Social Responsibility and is a life-long West Vancouver resident. Ms Mees thanked Mr Holley for the introduction and the board for the welcome and the opportunity to present a brief overview of the 2016 Vital Signs report. She said she wanted to highlight the continuing relationship with West Vancouver Schools, whom she called an important and valued partner. She asked WVCF member Barbara McMillan, who acted as Vital Signs team lead, to give an overview of a few of the most interesting indicators in the report.

Ms McMillan thanked the board for the opportunity to present highlights of the report and emphasized that the report is about more than money – it is about obtaining a deeper understanding of the community and its priorities, and how best to support those priorities with grant monies and expertise. She gave a brief overview of some of the key findings: while our education system is highly rated for learning and results are good, , EDI results show a surprising level of vulnerability around school-readiness in the British Properties; there is a strong sense of belonging, particularly when compared to provincial figures, but more needs to be done to support the 11% of youth who do not feel a part of the community; West Vancouver is a diverse community, with more than 28% of residents self-identified as visible minorities and 6.75% of students with special needs. 16% of secondary students experience discrimination based on physical appearance; and vulnerability is an issue, with almost 15% of residents living in low income households, including 18.5% of children under 17 years old, and almost a quarter of residents report significant stress related to finances, work, or caregiving. The foundation wants to identify how to best work with community partners to address, support, and alleviate those issues of concern.

Ms Mees said the report gives WVCF a baseline and can help them to better make a positive difference at the local level. She said that with regard to endowments, they bring donors to the table and identify areas of interest for dispersal. She said the foundation has a wide lens when awarding grants, but they are always based on what the community needs and wants. They look at the long term needs and opportunities and what they can do to support and allow work to become resilient and meaningful. The West Vancouver School District Endowment Fund, initiated by a generous donation from former board chair Cindy Dekker, was highlighted and the foundation is looking for opportunities to grow the fund. She acknowledged the work that West Vancouver Schools does to prepare and support students in our community and also thanked the Superintendent and staff for their quick responses and supply of data during the preparation of the Vital Signs report.

Ms Mees assured the board that the publication of the report was only the first step. The WVCF last month presented 50 grants to a wide variety of causes and projects. Three ‘Vital Conversations’ will be held around the topics of belonging, diversity and inclusion, and housing options. It is hoped that those conversations will bring different voices to the table and offer potential new collaboration opportunities. She concluded by thanking trustees and foundation board members for their support, collaboration, and partnership and said she looks forward to continuing to support and engage in strategic community investment.

The Vital Signs 2016 report is available online at <http://www.westvanfoundation.com/vital-signs>

D. ADOPTION OF AGENDA

The Chair apologized on behalf of Vice Chair Stevenson, who was unable to attend due to illness.

#1293	<u>MOTION</u> THAT the Agenda of the Regular Meeting May 16, 2017 be adopted.
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Carried.

E. QUESTION & COMMENT PERIOD (10 minutes)

Rob Millard – President, WVTA

- said that his members continue to experience increasing anxiety regarding next year's class size and composition, as he has communicated in board meetings before
- expectations of teachers in this district continue to be high and the WVTA would like a commitment to a plan or goal to address issues for the coming year
- said he is still receiving information and feedback about situations that have been ongoing for some time and the lack of resolution is not doing anything to alleviate anxiety
- many of his members are teachers who have entered the system since 2002 and are now becoming aware of the reality of their situation
- the lack of contract language in this district actually gives a degree of flexibility and he said it would be nice to have a fruitful discussion about these issues

The Chair said she appreciated Mr Millard's thoughts and knows he has been working with Director Martin around these issues. She said she hopes that teachers are working with their administrators, and student support services where appropriate, to address any issues. The Chair noted that there are 20 other districts in the province without language regarding class composition and the reality is we will have to wait until 2019 to deal with that. The Chair noted that West Vancouver has always staffed above required levels and that we do as much as we can within our budgetary constraints. We have been able to add 2.5 FTE to help with primary classroom support as a result of the priority measures funding and hopes those collaborative discussions can continue. She concluded by saying that she wished she could promise more, but that the board will continue to do everything they can for students within the funding provided.

Renee Willock – Vice President, WVTA and Rockridge teacher

- said that she has been teaching in the district for 26 years and that there used to be a sidebar to the contracts for secondary teachers that limited the number of students to 190
- now has approximately 205 – 210 students and said the 15 – 20 additional students is not only a huge increase in workload and marking, but that she isn't able to know each student and their needs as well as she would like

- said that a reduction to 190 would feel different and make a huge difference to both teachers and students

The Chair thanked Mrs Willock for her comments and said she would ask the Director of Human Resources to gather information and advise the board on this matter.

Sherri Armstrong – Rockridge teacher

- said that she is new to the district and previously taught in Calgary on a semester system
- noted that she is surprised at the challenges she faces teaching in West Vancouver, particularly with the number of students she has
- in Calgary, never had more than 100: here she has nearly 210
- wants to know more about each student and be better able to address their needs
- said it took her 40 hours to mark student cross-grade exams and that she is just surprised at the work load in this district

The Chair thanked Ms Armstrong for her comments.

Andrea Crowdis – Gleneagles Ch'axáy Elementary

- said that she was attending the meeting and speaking on behalf of a group of elementary teachers
- wanted to explain to trustees the reality of what teachers are dealing with daily in addition to the typical behaviours of children that age despite the TEF funding
- gave specific examples of composition of upper intermediate classes of 30 students, in which close to one third of the class has some sort of designation, whether ELL, IEP, or something else
- have heard that LSP time will be reduced next year and ELL support is only two blocks of 30 each week
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The Chair thanked Ms Crowdis for sharing the information and experiences. She said that the board is aware of the challenges and how hard teachers work and said that she wished that there unlimited funds to address these issues, but there are not. She said the district is doing the best we can with what is available, but that sadly the situation is unlikely to change in the near future. The Chair assured those present that the board will continue to advocate and fight for stable and continued funding.

F. APPROVAL OF MINUTES

- Regular Meeting April 18, 2017

#1294	<u>MOTION</u> THAT the Minutes of the Regular Meeting April 18, 2017 be approved.
	<u>Carried.</u>

#1295

MOTION THAT the General Record May 16, 2017 be approved.

Carried.

G. BUSINESS ARISING FROM THE MINUTES

Trustee Brown asked if the parent survey about the communicating student learning documents had been distributed.

Director Tomlinson replied that it had not yet, but would be going out in the next few weeks.

H. BOARD BUSINESS

1. Annual Facilities Grant Bylaw

Julia Leiterman, Secretary Treasurer

The Secretary Treasurer reported that Ministry of Education rules have changed and we are no longer required to have a separate bylaw for our Annual Facilities Grant. Everything in the AFG is now covered under the Capital Bylaw read and approved by the board at the April 2017 regular meeting. The ministry has approved our AFG project slate and funding will be forthcoming.

2. School / Academy Fees

Dave Eberwein, Deputy Superintendent

The Deputy Superintendent reviewed the process for determining school, academy, and program fees. There are very few changes for the coming year, but it was noted that for the first time, PAC fees have been harmonized across all three secondary schools. Three Ignite Your Passion programs will run in the fall, all around robotics, and are fully subscribed. The continuing and new academies are very successful and subscription is ongoing. Fees have been presented to PACs and now come before the board for final approval.

Chair Broady thanked everyone involved for their hard work and said she was thrilled to hear about the harmonization of secondary PAC fees.

#1296

MOTION THAT the Board approve the school and academy fees for 2017-2018 as proposed.

Carried.

3. Physical Literacy Update – Making Movement Matter

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Diane Nelson, Director of Instruction; Sandra-Lynn Shortall, District Principal; Amber Pascual and Megan Kent, Teachers; and Erin Crawford, Mentor

Director of Instruction Nelson introduced the people she said have been key individuals in the progression of physical literacy in our district. She explained that physical literacy is competence and confidence in, and motivation for, movement. It is not just for our students, but for teachers as well, so that they can better prepare students to be physically active for life.

District Principal Shortall explained the science behind why physical literacy is important, noting that every aspect of our physical and mental health benefits from regular movement. Particularly in a time when unstructured play and regular walking to school have become the exception rather than the rule, it is important for the physical and cognitive development of children that they enjoy movement. Physical literacy is intended to set children up with a foundation of movement skills that will give opportunities for activity throughout their lives. Director Nelson reported that groups of teachers have participated in various pro-d activities to promote the importance of planning physical literacy, and they have also been provided with lesson plans, resources, equipment and support from mentors such as Ms Pascual and Ms Crawford.

The movement is gaining traction as the connection between cognition, emotion, and movement becomes clearer. District Principal Shortall said that this is the next step in the self-regulation work that the district has been doing, and we are continuing to move away from the compartmentalized approach to teaching and learning. She has realized that the movement piece was missing from the self-regulation work, and it is now being considered when teachers are re-evaluating their physical teaching spaces and adjusting them to align with their new approach to helping students learn. The new curriculum supports physical activity in the curricular competencies and the CSL documents reflect the integrated approach from a generalist perspective. District Principal Shortall was clear that there is a distinction between sport and physical literacy, and that it is the latter that is the focus. Director Nelson said teachers have embraced the program and are now competent, confident, motivated, and resilient and are starting to have positive conversations about how to move forward.

Physical Literacy Mentors Ms Pascual and Ms Crawford spoke of their belief in the importance of the program and how it is critical work. By supporting teachers with basic programs that go right back to simple instructions about how to move properly, they are seeing increased confidence in students and staff. They explained some of the initiatives they promote, such as WOW (workout of the week), PLAYbasic, a physical assessment tool used with grade 2 students, and gathering baseline data on those students to track progress during the year. Westcot teacher Ms Kent told trustees that while she has always been active, she is now integrating intentional movement throughout the course of her teaching day and embedding it in lesson plans. She said that it helps keep her students engaged and in the green zone and she has noticed that “the harder they move, the harder they learn.”

Director Nelson concluded by saying that moving forward, we need to develop a system-wide approach, based upon the research and best practice pieces already in place. She said what is crucial is having support structures from all areas of the district.

I. COMMITTEE REPORTS

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1. Human Resources Committee Meeting – May 9, 2017

- Summer School Enrollment
- Enrollment 2017-2018
- Classroom Enhancement Fund
- Spring Recruitment
- Professional Development – WVMEA
- Wellness

Committee Chair Brown reviewed the minutes and asked Director of Human Resources Kim Martin to give a brief update on the Classroom Enhancement Fund. Director Martin reported that it is a work in progress and staff continues to engage in discussions with the WVTA regarding the memo of understanding around class size. Trustee Brown concluded by congratulating Rob Millard on his recent re-election as WVTA president, and welcomed Renee Willock as the newly elected vice president.

#1297	<u>MOTION</u> THAT the minutes of the Human Resources Committee meeting held May 9, 2017 be received.
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Carried.

2. Finance & Facilities Committee Meeting - May 9, 2017

- VFA District Facility Review
- VOIP RFP
- 2017/18 Annual Budget

Trustee Donahue briefly reviewed the minutes in the absence of Committee Chair Stevenson. Of particular note was the historically low draw on reserves for the 2017-2018 Preliminary Annual Budget at only \$200,000.

The Secretary Treasurer said that revenue had increased more than expenses, though expenses were up as a result of salaries. The low draw was very good news and she hopes that by the time the amended budget is presented in the spring, it will be balanced. This is the best budget in the Secretary Treasurer's tenure with the district.

She was clear to point out, however, that the new monies as a result of the Supreme Court decision are all special purpose funding with specific use and reporting guidelines. The main operating budget has not changed and continues to be a challenge.

Trustee Donahue then read the bylaw associated with the 2017-2018 Preliminary Annual Budget:

#1298	<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 the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to Section 113 of the <i>School Act</i>, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").
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1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 45 (West Vancouver) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$81,524,305 for the 2017/2018 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 16th DAY OF MAY, 2017;

READ A SECOND TIME THE 16th DAY OF MAY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF MAY, 2017.

Carried.

The Chair thanked the Secretary Treasurer and said she knows the budget takes a great deal of work to prepare and manage.

#1299 **MOTION THAT the minutes of the Finance and Facilities Committee meeting held May 9, 2017 be received.**

Carried.

3. Audit Committee Meeting – May 10, 2017

- Review of Audit Committee Terms of Reference
- Review of Audit Committee Sample Questions
- Introduction of External Auditors
- Review of Audit Planning Report

Committee Chair Dorsman briefly explained the purpose of the new Audit Committee and reviewed the minutes. He noted that the committee would report to the board at the September regular board meeting after the audit was concluded.

#1300 **MOTION THAT the minutes of the Audit Committee meeting held May 10, 2017 be received.**

Carried.

Trustee Brown said she appreciated the time of volunteer committee member Cathy Imrie and Chair Broady said how pleased the board had been with the work performed by KPMG during the last year.

J. CORRESPONDENCE

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

K. FOR INFORMATION

The Chair noted that housekeeping changes have been made to administrative procedure AP260 – Field Trip Excursions. She thanked the Deputy Superintendent for his work with administrators and others to streamline the language. The updated version has been posted on the public district website.

L. TRUSTEE MEETINGS & EVENTS

The Chair said she had once again been extremely impressed with the quality of the work and performances during the Lighthouse Festival. She also encouraged everyone to make the effort to visit the *'site unseen' – Gitga'at and West Vancouver Youth Mural of Merging Voices* exhibition at the West Van Museum before it ends on Saturday. She said the project, spearheaded by WVSS teacher Jackie Wong, was spectacular and admired Ms Wong's belief that she couldn't properly teach students about reconciliation without immersing them in aboriginal culture.

Assistant Superintendent Interviews BCSTA AGM Cedardale PYP Passion Projects Coho Society Meeting Finance and Facilities Committee Meeting Human Resources Committee Meeting Ignite the North Shore Inaugural Meeting of the Audit Committee Joint Meeting with WV Mayor and Council	Lighthouse Festival Launch Metro ELL Meeting Pauline Johnson Evergreen Event Presidents' Committee Meeting School Traffic Safety Advisory Committee Site Unseen Opening Reception W V Community Foundation Vital Signs Meeting WVDPAC Meeting WVDPAC Parent Evening with Dr. Kang
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M. QUESTION & COMMENT PERIOD (10 Minutes)

Rob Inman – West Vancouver resident and coach

- said he enjoyed the Making Movement Matter presentation

- asked how the funding provided by RBC for the project could be replaced and wondered about approaching other banks, such as Blue Shore Financial, since it has a West Vancouver connection

The Chair thanked him for his comments and suggestion.

Rob Millard – President, WVTA

- felt that he hadn't done enough to appropriately convey the level of frustration many of them are feeling and said that he hoped he hadn't done his members a disservice

- said that this is about more than money and that the system fails people because it doesn't react quickly enough

- WVTA needs a commitment to have a plan to help and be more responsive, so that situations that require attention are not still unresolved in June and at the AGM next week, members will be demanding answers

The Chair asked for clarification, saying that she said she heard a desire for more agility in response to requests for help and/or support.

- Mr Millard replied that the district has the agility, and called that the silver lining to not having contract language. He said it is the lack of action in the face of certain situations that is not acceptable.

The Chair said that she would like to meet with Mr Millard sometime in the next week. She said she wants to sit down with him and needs to hear exactly what is going on. She said it was not an appropriate discussion to hold in a public forum and that they need to work to find a plan together.

N. ADJOURNMENT

9:35 pm

BOARD CHAIR

SECRETARY TREASURER