



**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Tuesday, June 23, 2020 at 10:00am**  
**Online via MS Teams**

Present: C. Broady, Chair; N. Brown, Vice Chair; L. Block, S. Donahue, D. Stevenson, Trustees; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; K. Martin, Associate Superintendent; S. Nosek, Associate Superintendent; L. Hill, Director of Instruction; I. Kennedy, Director of Instruction; S-L. Shortall, Director of Instruction; D. Nelson, Director of Instruction

Absent: F. De Dios, Director of Facilities; A. Campbell, Director of Instruction

**A. CALL TO ORDER & ANNOUNCEMENTS**

The Chair called the meeting to order and recognized that we are gathered together on the traditional territory of the Squamish Nation and thanked our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land and its people. She said we respect and honour the Elders past, present, and future, as we bring this knowledge to the students in our community. She reminded online attendees that questions and comments must be submitted with a name and affiliation, and that no anonymous questions would be accepted.

**B. BOARD HIGHLIGHTS**

The Chair announced that once again, there would be no highlights this month due to COVID-19 and said she is hopeful school presentations will resume in the fall.

**C. ADOPTION OF AGENDA**

<b>#1492</b>	<b><u>MOTION</u> THAT the Agenda of the Regular Meeting June 23, 2020 be adopted.</b>
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**Carried.**

**D. QUESTION & COMMENT PERIOD (10 minutes)**

No questions or comments from attendees.

## E. APPROVAL OF MINUTES

- Regular Meeting May 19, 2020

#1493	<b><u>MOTION</u> THAT the Minutes of the Regular Meeting May 19, 2020 be approved.</b>	<b><u>Carried.</u></b>
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## F. BUSINESS ARISING FROM THE MINUTES

Vice Chair Brown asked for an update on international student voluntary withdrawals after new policies were introduced.

The Secretary Treasurer replied that numbers are tracking in our favour and even though we have lost 121 FTE, our budget was based on a 45% reduction (281 FTE) and she is confident in our enrolment projection. It is a developing situation, dependent upon several factors, including border controls, quarantine requirements, and permit office opening and processing times. She noted we may still see some changes but is satisfied with things as they stand at the moment in terms of planning and budgeting.

The Chair referred to the Superintendent's Report from May and said there were a number of things about which she wanted to follow up. She asked first about healthy and safe environments, how deep cleans are going, and whether there are adequate supplies available for now and in September.

The Superintendent noted that the district was required to file a plan with WorkSafeBC outlining practices and procedures regarding health and safety, and reported that custodians are fully staffed and working in all our buildings. If there have been any absences, they have been filled without any problems. There are currently no issues with cleaning supplies, hand sanitizer etc. and we are fully stocked with custodial and safety supplies. No concerns about cleanliness or supplies have arisen thus far, but if they do, there is a process in place to have them addressed by school-based and district health and safety committees.

The Chair asked next about the integration of ESW students back into their home schools as in-person instruction returned and whether the same model will be used if necessary, in September.

The Superintendent replied that students formerly at the ESW School at the Hollyburn site are now attending their home schools and staying for extended hours beyond the regular in-person instruction times, up to five days a week. After 'school hours', we have been working with our community childcare providers who can supply extended hours of care beyond the typical school day. He reported that we have seen an increase this month in the number of ESW students, many of whom are the children of teachers and other professionals who have returned to work as the economy has re-opened and the definition

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of essential workers has widened. Looking to the fall, ESW students will continue to attend their home schools, regardless of whether we move to Stage 2 or are still at Stage 3 of the BC Education Re-Start Plan.

The Chair said her final question was about support for vulnerable students, as she said she was concerned and wanted to ensure as many of these children as possible can be in our schools full time.

The Superintendent reported that many of our vulnerable learners had been regularly attending their home schools since mid-April, with some now attending full-time. The feedback from the recent parent survey indicated that many of our vulnerable students had struggled with remote learning and appreciated the in-person instruction they were able to receive. In the fall, regardless of which stage we are in, we are planning to have vulnerable students in schools full time working with their teachers, EAs, and LSTs.

Trustee Stevenson lauded the Superintendent and district staff for their support of trustees, staff, and the parent community during this trying time. He asked the Superintendent if he had any comments on how things have gone and how we are holding up during this pandemic.

The Superintendent replied that it is a “bit of a big question”. Looking at the survey and other feedback, the sense he got from our parent community that there was a general appreciation of how challenging a time this was for everyone. There were challenges for parents, staff, and students around the transition to remote learning, new routines, and a steep learning curve with some of the technology. Parents indicated they really appreciated the regular video conferencing through Google Meets and some semblance of a more normal structure. Particularly with K-5, the return to voluntary in-person instruction has gone exceptionally well, as more than anything else, students and families missed the connection piece. Parents were not so much worried that their children were falling behind academically, but that they were disconnected from their friends and their teacher. This will be very useful information in the fall. If we have partial remote learning, we will need to find ways to make sure that we are keeping students connected virtually to their classmates and their teachers.

## **G. BOARD BUSINESS**

### **1. Essential Service Workers’ School**

*Sandra-Lynn Shortall and Liz Hill, Directors of Instruction*

Director Shortall began by saying the story of the West Vancouver Schools’ Essential Service Workers’ (ESW) School is a powerful one of inclusion and public education during a time of global crisis and emergency. When the Ministry of Education and the Public Health Office under the direction of Dr Bonnie Henry announced the suspension of in-class instruction on March 17, we began moving quickly to create a plan to support our ESW families and the community. The focus from the outset was on the creation of a strong, tight plan of community partnerships, support, care for our children and families, close connections, and the continuation of learning.

The first stage of the plan occurred from March 30 – April 3 and was a coordinated approach with our current, on-site childcare providers. We have a long history of collaborative relationships with our partners in childcare and we were able to weave together a plan where childcare was available at key school sites. Challenges around staffing and uncertainties related to COVID-19 emerged, and while there were short-term structures in place to provide care after spring break, it was obvious that a deeper, long-term plan for the provision of care for ESW students was required. On April 6, the ESW School opened at the Hollyburn Elementary site. The premise was “caring, connecting, and continuing”, making this not childcare, but a school program that ran from 7am – 7pm, Monday – Friday. As the team came together, the focus was a revisioning of what education could look like during the realities of a global pandemic. Our priorities aligned with the principles laid out by the ministry, beginning with ensuring a safe and healthy environment for students, families, and employees. Care and the provision of high-quality education was the driving force within that setting, but we also knew we had to create a responsive system in order to adequately and quickly deal with the uncertainties of this unprecedented time. The work that we did to revise education in ways previously unanticipated and to create a new normal, received provincial and national attention. The ESW team was built thoughtfully and carefully, with the work grounded in the relationships we have in the district. A volunteer call was put out, and what came together was an amazing team of highly qualified teachers and staff, all with different skill sets, but all focused on providing stability and care in uncertain times. Classroom environments, washroom routines, and hallways and outdoor spaces were adjusted and revisioned to align with Public Health directives, including physical distancing. New systems and structures had to be put in place, initially moment by moment, but ultimately a model for responsive education during a global pandemic was created.

Director Hill said that she is very proud of the community they built at the ESW School. Students from almost every elementary school were in attendance and numbers grew as the weeks passed. Teachers, EAs, and support staff from a variety of elementary and secondary schools volunteered to work as part of the ESW School team, with administrators rotating through to provide support for day to day operations. Despite the uncertainty in the community at large, there was a real sense of joy within the school and happiness felt by students and staff. Students engaged in remote learning plans while they attended ESW School, but also participated in many other learning activities, including our virtual track and field meet.

Over time, there were a number of changes at the ESW School. It needed to be consistently responsive and flexible as enrolment increased from nine students to 46 registered in weeks six, seven, and eight. Six teachers grew to 10, and support staff schedules were adapted to meet the needs and supports required by students. It was an inclusive site, with students having diverse and, in some cases, special needs. Staff met children and families where they were, and the structure was fluid and flexible enough to adapt and accommodate any issues that arose.

Director Hill said both she and Director Shortall are incredibly proud of the work done in the ESW School from April 6 – June 1 and shared some quotes from ESW parents that made evident the power of the hard work and sense of community within the school. The ESW School allowed parents working in stressful and demanding positions to have one less thing to worry about, knowing their children were safe, happy, and continuing their education in the midst of an uncertain world. Lessons were learned that can be carried forward as we welcome students back to schools now and in the fall, and it was noted that flexibility works

beautifully for many of our most vulnerable students, something that will be taken into consideration moving forward.

## **2. Welcome to Kindergarten**

*Sandra-Lynn Shortall, Directors of Instruction*

Director Shortall reminded everyone that the Welcome to Kindergarten (WTK) is a long-standing program in West Vancouver, conducted in collaboration with The Learning Partnership. It was adopted in the district more than 12 years ago, chosen because of its research-based approach, its cohesive structure, and the consistent connections from school to school. Kindergarten is the beginning of a 13-year relationship with students and families and WTK provides a positive start to that relationship. It provides family engagement within a tight district structure followed by all elementary schools that focuses developing skills related to early literacy and numeracy through a play-based approach.

This year, it was not possible to open our schools and host new students and their families in a group setting with various collaborative activities. Instead, Kindergarten teachers and administrators adapted WTK so that families could still have a special experience introducing them to their new school and teacher while maintaining physical distance and safe practices. Schools hosted WTK Drive-Through events, where teachers and administrators were excited to greet families as they passed through school driveways by car, with students safely receiving their WTK bags, and being made to feel special as they approach this important milestone. Following the drive-through events, the annual parent-based WTK event was recreated virtually, with almost 200 families joining the meeting online. A recording was also posted online for anyone who couldn't join the live event.

## **3. Grade 7/8 Transitions**

*Ian Kennedy, Director of Instruction*

The annual school visits by grade 7s to their new high schools were also not able to be held this year because of the pandemic, but Director Kennedy explained that each school recreated those visits by putting together "Welcome to Grade 8" presentations for their incoming students. Counsellors did visit each of their elementary feeder schools before spring break to begin to make connections, but these presentations allowed students to tour their new schools virtually and receive some more information about how their grade 8 year will work. Advice was given about how to navigate the first few weeks of their first term, including rites of passage such as moving from class to class quickly and dealing with locker combinations. Director Kennedy noted that, as always, educators will be meeting students where they are and will address any gaps that become evident as a result of the unusual end to their grade 7 year. Grade 8 start-up will look a little bit different this year in order to mitigate any effects, and more details will come in the fall. Counsellors have also been reaching out to families to answer any questions and provide reassurance as needed.

## **4. Grade 12 Virtual Graduation Events**

*Ian Kennedy, Director of Instruction*

Director Kennedy said that the district and secondary school staff felt that it was important to find a way in these unusual circumstances to honour our graduating students. He said

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they really believed that every grade 12 student should have the opportunity to cross the stage and have their hard work, commitment, and achievements honoured. We worked with a company called GradsBC, a local photo and video company who were willing to take on the challenge of recreating grad virtually. Together, a package was put together that included a school highlight video, a hat-toss video, formal photos, and candid shots. As well, a collated commencement video was created with each student walking the stage, speeches from the valedictorian, principals, the superintendent, and board chair, as well as student performances.

Following physical distancing guidelines, students from each school arrived at the Kay Meek Centre in small assigned groups and were met by staff who congratulated and celebrated every student in turn as they moved through the various steps of the photography and recording process. The highly-professional videos for each school will be released at 5pm this evening for families to view and are accessible by login and password. Each school has advertised the event through various communication channels.

As well, a small physically distanced Indigenous Graduation ceremony was held outside at Rockridge to celebrate our six Indigenous graduates. Squamish Elder Sahplek Bob Baker spoke of truth, leadership, transitions, and soaring as these students were celebrated and each one presented with an eagle feather and blanket. Director Kennedy said it was a fantastic event and one he was happy could take place.

The Chair said the board really appreciates all the hard work that was done to provide these students with a celebration during a special time in their lives. She also recognized the extra workload taken on by DLT and administrative staff to provide all the opportunities and programs that were presented today.

## **5. Innovation Grant Year-end Summary**

*Liz Hill and Ian Kennedy, Directors of Instruction*

Director Hill began by saying that 2019-2020 was another year of powerful innovation by teachers across the school district. This year, the district's innovation grant program provided teachers the opportunity to engage, explore, and discover ways to improve student learning. She reviewed the innovation grant process, from the creation of a team of teachers, to the identification of a topic they would like to explore further and creation of a proposal, to approval and implementation of their action plan. She noted that teams need to be committed, collaborative, collectively responsible, inquiry-based, guided by evidence, and above all, focussed on improving student learning. The average grant is \$1000 - \$1500 and most of the money received goes to cover release time, and occasionally supplies. That can vary depending upon the topic, scope, and number of participants on the team.

Forty-nine teams received innovation grants this school year and topics of inquiry ranged from social-emotional learning, to incorporating the entrepreneurial mindset into design thinking, to inclusive education, Fresh Grade, Indigenous perspectives, and student voice. There was tremendous learning, even though the year didn't end as expected. Instead of the usual celebration, a compilation video will be released tomorrow to celebrate the work done by these teams, who represented schools from across the district.

## H. COMMITTEE REPORTS

### 1. Audit Committee Meeting – May 25, 2020

Acting Committee Chair Block gave an overview of the minutes and reminded the Board that that the purpose of the meeting was to review the KPMG audit plan for the 2019-2020 financial year. Some additional considerations have been added because of the COVID-19 pandemic and auditors will be required to take into consideration any implications COVID-19 may have on financial reporting. This includes the inclusion of a note disclosure in our financial statements, with respect to operations and any financial implications of COVID-19, including those as a result of a drop in funding. She reported that KPMG staff are currently working remotely, though that will be reviewed in July. As a result, all audits are currently being conducted remotely as well, with the creation of a secure portal allowing all relevant documentation to be submitted safely. Our audit is scheduled for late July and it is unclear at this time whether it will be remote or in-person. The Secretary Treasurer said she anticipates the audit will go smoothly, whether remote or in-person. The meeting minutes will be available on the public website later today for people to read if they wish. After this summer's audit is concluded, the committee will report again to the Board at the regular meeting on September 22.

#1494	<b><u>MOTION</u> THAT the minutes of the Audit Committee meeting held May 25, 2020 be received.</b>
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**Carried.**

### 2. Human Resources Committee Meeting – June 2, 2020

The April 7, 2020 meeting was cancelled due to COVID-19.

Committee Chair Brown briefly reviewed the minutes and noted that the first round of postings went out on June 2, with far fewer than typical, because of the uncertainty around COVID-19. HR will post again in August/September as required and due to the developing pandemic situation. She noted with regret that we won't be able to hold an in-person district retirement celebration this June, but extended thanks on behalf of the Board for the many years of service. A video celebration will be forthcoming. The WVMEA Training Tuesdays that took place in April and May were highlighted and it was noted that most were at capacity, indicating a high level of staff engagement. She concluded by directing people to the public website if they were interested in reviewing the district's COVID-19 Safety Plan, required of all employers.

#1495	<b><u>MOTION</u> THAT the minutes of the Human Committee meeting held June 2, 2020 be received.</b>
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**Carried.**

### 3. Finance & Facilities Committee Meeting – June 16, 2020

The April 12, 2020 meeting was cancelled due to COVID-19.

Committee Chair Stevenson began by reviewing the items on the 2021/22 Five-Year Capital Plan, reminding people that we file the plan in June and the funding announcement is made the following spring. The Sentinel seismic upgrade project continues to be the biggest item and will be included each year until we receive funding, although we do not expect to for some time to come, given that there are more urgent school seismic projects in the province. The other items include building enclosure work, HVAC upgrades, other renewal work and three playground grant applications. The projects total \$45 million and we will find out next year how much we receive.

#1496

**MOTION THAT in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 45 (*West Vancouver*) hereby approves the proposed Five-Year Capital Plan for 2021/22, as provided on the Five-Year Capital Plan Summary for 2021/22 submitted to the Ministry of Education.**

**Carried.**

He then moved to the 2020/21 Preliminary Annual Budget presentation given by the Secretary Treasurer last week, noting that this has been a challenging process this year and assuring people that decisions were made with the utmost seriousness and care. Committee Chair Stevenson also acknowledged the work of past Boards of Education, for always carefully looking at the needs of students and budgeting accordingly, while being aware of the risk of a slip in funding from the international student program. This year, that risk came to fruition, but he said he has been very impressed by trustees and staff as they have grappled with the resulting issues and carefully looked at how to mitigate harm. The floor was passed to the Secretary Treasurer to briefly review the budget.

The Secretary Treasurer began by restating the two guiding principals for the budget process this year: to maintain excellence in education; and to minimize harm to students, staff, and the school community. She said preparing the preliminary budget is a balancing act, as we are dealing with estimates and this year in particular, with developing situations around enrolment and structure. We must take care not to overstretch ourselves and create a budget we cannot afford, while at the same time avoiding unnecessary cuts.

As always, we are conservative in our initial estimates. This year, given the many changes in third term and the uncertainty about the fall, there have been more estimated figures than in a typical year, but she said she is confident those estimates will work in our favour. We are already up 41 FTE over budget figures, but there can be further fluctuations in enrolment during the summer. With new guidelines around coming to work with a cold etc., TTOC costs are a particular unknown for the coming year, so that budget has been increased by 30% there, as well as 15% for custodial costs. Transportation costs have been rolled forward, but we are unsure what requirements will be in the fall and are working with our provider to look at service levels and related costs, depending upon which stage of the restart plan we are in. International enrolment remains the most significant factor in budget



planning. We forecast a 45% drop in enrolment next year, and are tracking well within that estimate at this time, having lost only 160 of 281 estimated FTE, though more change can be expected. The drop in funding related to international has an impact upon cost-covering and jobs, so those figures are being monitored extremely closely. It was noted that there will be a number of developments around border control and federal permit offices that will have a direct effect on the international program.

With all those factors taken into consideration, there was a deficit of \$6.7 million – unprecedented in our district. The Secretary Treasurer said we have done well in resolving that deficit but are in a very serious situation moving forward. She reviewed the process by which staff looked for savings, beginning with reserves, then services and supplies, and finally, salaries and staffing. The figures and details of each were reviewed and explained. It was noted that ultimately, only 5 FTE permanent staffing positions were lost. In light of the size of the initial deficit and requirement to find \$2 million in savings related to staffing, she said she was relieved this figure was as minimal as it is. The Secretary Treasurer expressed deep regret for those who lost their jobs and said every staff member is valued and makes a profound contribution to our district and we are sorry to see them leave. She said she is also grateful to the staff who have had to expand their portfolios as a result.

The Secretary Treasurer reminded attendees that this is the preliminary budget and all the figures will change over the course of the fall, beginning with the 1701 enrolment report on September 30, upon which our operating grant will be based. The amount of that grant will be announced by the Ministry in December. The focus for the coming year will be rebuilding our reserves, which will stand at \$0 moving forward, after the entire balance was required to help balance the budget. This is unprecedented in our district and will require continued careful consideration moving forward. If we experience any emergencies related to facilities or weather which would typically be covered by our reserves, expenditures will have to be covered by our capital funding and would likely knock items off the AG project slate as a result. She did note that we may land in a more favourable position on July 1, 2020 in terms of reserves, which will also have an effect on the amended budget. If we cannot adequately rebuild our reserves, we will have to continue to look for savings for the 2021-2022 preliminary budget next spring.

Committee Chair Stevenson thanked the Secretary Treasurer for her thorough and clear review and then read the budget by-law:

#1497	<p data-bbox="373 1358 1433 1543"><b><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 2020/2021 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”).</b></p> <ol data-bbox="373 1575 1433 1890" style="list-style-type: none"><li data-bbox="373 1575 1433 1648">1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.</li><li data-bbox="373 1680 1433 1753">2. This bylaw may be cited as School District No. 45 (West Vancouver) Annual Budget Bylaw for fiscal year 2020/2021.</li><li data-bbox="373 1785 1433 1890">3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$86,837,106 for the 2020/2021 fiscal year was prepared in accordance with the Act.</li></ol>
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4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 23<sup>rd</sup> DAY OF JUNE, 2020;

READ A SECOND TIME THE 23<sup>rd</sup> DAY OF JUNE, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 23<sup>rd</sup> DAY OF JUNE, 2020.

**Carried.**

The Committee Chair continued by noting that we have operated with reserves as low as \$100,000 in the past, but said that they are a good Board that is able to work together with an excellent staff to resolve issues and move things forward.

The Chair echoed those sentiments and thanked the Secretary Treasurer for the hard work done by her and her team. She said she knows there is a human cost to these decisions and is appreciative of the efforts made to minimize the impact on staff and students. She noted, too, that there will be a great need for caution moving forward, as the fiscal situation in Victoria as a result of the COVID-19 pandemic will be rather precarious, and we need to be prepared to have little in the way of new or extra funding being distributed in the next few years.

**#1498**      **MOTION THAT the minutes of the Finance & Facilities Committee meeting held June 16, 2020 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**

The Chair thanked trustees for their support in the district and community during these strange times.

Audit Committee Meeting BCSTA Board Chairs Meeting with Minister Fleming BCSTA Metro Meetings Coho Society – AGM Finance and Facilities Committee Meeting Grad and Retirement Speeches	North Shore Immigrant Inclusion Partnership Meetings Presidents’ Committee Meeting Raising of the Pride Flag at WV City Hall Visits to various schools with Superintendent Kennedy Weekly Board Briefing
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Human Resources Committee Meeting Indigenous Student Grad Meeting with Mayor Mary-Ann Booth Meeting with MP Patrick Weiler	WV Schools/Mayor and Council Meeting WV DPAC AGM WV DPAC Roundtable WV Schools Aboriginal Education Advisory Committee
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## L. QUESTION & COMMENT PERIOD (10 Minutes)

*Renee Willock – President, WVTA*

- on behalf of West Vancouver teachers, said thank you for focussing on and minimizing harm, and for limiting the number of lay offs of both teachers and support staff

The Chair echoed those thanks for the careful consideration that the Secretary Treasurer and her team put into this difficult budget process. She noted too, that like Mrs Willock, she appreciates the extra monies allocated in the budget to TTOC costs, given the uncertainty of the health situation and what it will look like in the fall and winter.

The Chair concluded the meeting by thanking staff, students, and parents for their dedication to the school district this year and their flexibility as we have had to pivot several times since spring break. She said she knows it has been exhausting for everyone and appreciates the grace and humility everyone has demonstrated. She is grateful that we worked as a team, which was not the case in every district and jurisdiction across the country, and said she is very appreciative of the hard work everyone has done together. The Chair wished everyone a good and safe summer and on behalf of the Board, said they hope to be able to resume in-person meetings in the fall.

## M. ADJOURNMENT

**11:35 am**

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BOARD CHAIR

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SECRETARY TREASURER