



MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, September 22, 2020, at 5:00pm
ON-LINE via 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; Michael Frankowski, Director of International Programs; L. Hill, Director of Instruction; I. Kennedy, Director of Instruction; D. Nelson, Director of Instruction; S-L. Shortall, Director of Instruction

A. CALL TO ORDER & ANNOUNCEMENTS

- District Professional Development Day – September 25
- World Teacher's Day – October 05
- Thanksgiving Day – October 12
- Online admissions for 2020-2021 school year accepted as of October 15

The Chair thanked everyone for joining the meeting and recognized that we are gathered on the traditional lands 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 of our community

She began with reading a prepared statement:

Thank you for joining us today for our first public board meeting of the 2020-21 school year. The first few weeks of "back to school" have looked very different from past years (as this board meeting this afternoon does), but even as we adjust to our 2020 realities, it's been wonderful to hear how our students have already benefited by being back in the classroom working with their teachers and spending time with their friends. I had the opportunity to drive past a couple of our schools this morning and it was fabulous to hear the laughter and the joyful noise on the playgrounds and across the fields.

Along with the joys of the return to school we have also faced challenges as we have had our first cases of COVID-19 reported in our schools. This is unsettling for everyone and we know it is causing anxiety, but its important to know that we are following the directives of the PHO and Vancouver Coastal Health and are working tirelessly to continue to make our schools as safe as possible. I would like to thank our administrators, staff, and families for their caring and their

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understanding as we navigate through this. I know many of you have questions and concerns but there are many questions we cannot answer because of privacy issues. Know that our school district has a robust health and safety plan and that we are working very closely with and taking guidance from Vancouver Coastal Health and that we commit to being as transparent as possible, while also ensuring the privacy of our families and staff. It is also important that each of us only deal with only fact and not conjecture and rumor. As a community we need to be there to support both our staff and students and to ensure that nobody is stigmatized. COVID-19 is with us and will continue to be with us over the coming months, and perhaps years, and it is more important now than ever that we come together as a school community to support and help each other as we move forward. It's not going to be easy and we will have setbacks, but if we remain calm, kind and caring we will help create the conditions so our students can be successful. On behalf of the board, thank you to everyone for your collective work and support that you are providing to each other.

She then noted that the first professional day is September 25th and moved forward to the first Board Highlight, which is presently virtually due to size constraints of the board room.

B. BOARD HIGHLIGHTS

"Welcome Back" PowerPoint/Video Presentation – Sentinel Secondary *Principal Mike Finch, Vice Principal Kathy Grant, Vice Principal Dave Moroz*

Through a PowerPoint presentation, Principal Mike Finch talked about the keys to a successful start for the 2020-21 school year. He explained that the teachers of Sentinel took the time to organize and prepare for the "new normal", which would be a combination of in-person and hybrid learning. They planned and communicated with colleagues as well as learning important, new health and safety protocols.

Once the teachers were prepared, their focus could shift to welcoming their students back with care, connection, reassurance, and open arms – socially distanced of course! Through thoughtful communication and orientation, the students were able to understand all of the important pieces that went into their return to school, including all of the health and safety protocols, the planning and preparation and the understanding that they would need to be flexible and adaptable, ready for both in-person and hybrid learning.

Principal Finch then asked the students of Sentinel why they were excited to be back in school. The students' collective message was that they are happy to be back in class reconnecting with their friends and community, they feel that both in class and hybrid learning options are needed, and that they are feeling safe in their return to school.

Communication has been filtered out to staff, students, and parents via school bulletins as well as signs in the hallways and entrances to ensure that everyone understands the importance of keeping everyone safe.

Understanding that there are lessons still to be learned, such as student technical challenges, schedule adjustments, and anxiety and stress over the return to school, key components will need to be revisited. Adjustments to scheduling and ongoing teacher support will be looked at moving forward to ensure teachers feel they have the tools to support both in-class and remote learning. Return has been successful with over 90% enrolment!

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"Whole School Wednesdays" PowerPoint/Video Presentation – Bowen Island Community School

Principal Scott Slater, Vice Principal Breanna Lloyd

Music, Band and Choir teacher Cindy Fairbanks and Teacher, Librarian Carmen McKay showcased "Whole School Wednesdays", a collaborative creation by the teachers, staff, and administration of Bowen Island Community School. Something was needed to bring the whole school together during remote learning, since students were feeling the loss of their classrooms and not having gatherings such as assemblies and concerts, and they were beginning to show signs of isolation.

Each week different teachers would volunteer to host and create the theme and then collaborate to create a menu of activities that students and families could choose from. The hidden talents, passions and skills of the teachers and staffs were shared with the school. Many of the activities were designed to get students off their screens and into the outdoors. Activities included children making videos of themselves outside expressing what they are grateful for, telling a fairytale in 60 seconds, building a bird house / wind chime, creating an instrument from items found at home and videos of families taking things apart. The trinity of teacher, student and parent created a powerful team, giving everyone the opportunity to participate, including older BICS alumni siblings as well as engaging younger siblings who would become future BICS students. Members of the community even got involved!

Technically difficulties better equipped them for the future possibility of online learning. Moving forward they will find a way for students and families to easily submit learnings onto a communal sharing platform. This will better measure the level of engagement, assess the learning, and create a portfolio of work to share with their community. The goal of Whole School Wednesdays is to connect and engage and create a platform where the joy of learning and inquiry can flourish. The presentation ended with Ms. Fairbanks and Ms. McKay high fiving each other through a plexiglass divider.

C. ADOPTION OF AGENDA

#1503	<u>MOTION</u> THAT the Agenda of the Regular Meeting September 22, 2020 be adopted.
	<u>Carried.</u>

D. QUESTION & COMMENT PERIOD (10 minutes)

There were no questions or comments.

E. APPROVAL OF MINUTES

- Regular Meeting June 23, 2020

#1504	<u>MOTION</u> THAT the Minutes of the Regular Meeting June 23, 2020 be approved.	<u>Carried.</u>
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- General Record September 22, 2020

#1505	<u>MOTION</u> THAT the Minutes of the General Record September 22, 2020 be approved.	<u>Carried.</u>
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F. BUSINESS ARISING FROM THE MINUTES

G. BOARD BUSINESS

1. Superintendent's Report

Chris Kennedy, Superintendent

The Superintendent reviewed the work that had been done to prepare for the fall since the last Board meeting in June. He began by thanking various members of the staff for the work that has been done.

Facilities Staff

The custodians, lead by Director of Facilities Florencio De Dios, were thanked for working hard to ensure that schools were safe and clean starting in May and June and then throughout the summer to prepare for the fall. There has been an increase in the Custodial staff to deal with new health and safety measures, which is appreciated by the rest of the staff and the community.

Secondary Councillors

One of the greatest changes made in the Secondary schools was the move from the linear timetable model to the quarter system. The Secondary counselors made the timetables work for the students and many parents expressed appreciation for that. There were no cancelled classes or programs, and University planning will not be affected thanks to this hard work.

Teaching Staff

Superintendent Kennedy expressed his thanks to the teaching staff, particularly the Secondary teaching staff who are accustomed to teaching eight courses over ten months but are now teaching two courses at a time over two and a half months. With some long blocks and short blocks, they are having to reinvent their teaching every day.

Partner Groups

Gratitude was expressed for the flexibility of the WVMEA, WVTA, WVAA and DPAC partner groups. Through regular connection with these partners, much progress was made in order

prepare students for the fall. He thanked the WVTA and their advocacy around moving professional days to the summer, which will be talked about shortly.

The Superintendent then thanked the school and district administrator staff for all the work done through the summer. Many have been working full time since July 29th, some without holidays, committed to being prepared for the fall.

Office Support Team

Lastly Superintendent Kennedy highlighted the great team he is fortunate to work with: recently retired Sharon Pierce, Tricia Buckley the Director of Communications, the entire District Leadership Team which includes Julia Leiterman, Kim Martin, Sean Nosek, Diane Nelson, Sandra-Lynn Shortall, Ian Kennedy and Liz Hill.

Superintendent Kennedy talked more about the decision to front-load Pro D Days; three were completed before students returned in September, and by Friday, September 25th, four out of six Professional Development Days will be completed for the year. There were three areas of focus during the first three Professional Days. First, Google Classroom, ensuring that every class be digitally rich, especially as some students are on a hybrid model and additionally absent students will need to be supported. Secondly, Maureen Lee and Sandra-Lynn Shortall spent time on Trauma Informed Practices, in order to prepare teachers to support the social, emotional, and mental health of their students. Thirdly, how to do a better job around anti-racism and education was discussed. We have been committing locally to this issue, beginning with Anthony McLean as our speaker on Opening Day. This will also be a follow-up topic on Friday during the Pro-D day.

Previewing what is to come, the Superintendent noted he did not want to make high school only about the courses. Secondary schools are looking to find new ways to create the full high school experience with athletics. Although this is not happening everywhere, it has begun at West Vancouver Secondary, with advertisements for cross country, football, volleyball. We will continue to work with BC School Sports, athletic directors, team coaches, teachers, and community coaches, who are all working to ensure athletics will happen safely. This year is the 40th anniversary of the Terry Fox runs, and although it looks different, schools are participating in their own ways.

January's professional day will be devoted exclusively to Indigenous education and Ian Kennedy and Liz Hill will work with the Squamish Nation to ensure Orange Shirt Day is recognized on September 30th. Foundation skills assessments will happen in October. The upcoming election call will offer a wonderful way for real world learning to happen in classroom. Elections BC will contribute resources and there will be mock votes in schools. Local candidates will find ways to engage with the schools like they have in the past. Before closing, the Superintendent took a moment to add to Board Chair Broady's remarks regarding COVID-19. It was referenced that there were two new COVID-19 exposures this week, which Vancouver Coastal Health investigated throughout the weekend through contract tracing, ensuring information could be shared as soon as possible with those who need it. Appreciation was expressed for thoughtfulness around confidentiality which is crucial when dealing with private medical matters.

2. International Education Update

Michael Frankowski, Director International Programs

The Director of International Education shared an update via PowerPoint with chronological coverage, beginning when forecasting for September began through to what is to come in February.

Forecasts and Enrolment Trend

Explaining that there were four forecasts for enrolment needed for the year, the best-case scenario for a normal September was 525.0 FTE. Once COVID-19 became a consideration, a minor drop to 435.0 FTE (82.9% of normal) was forecasted. 388.0 FTE (73.9% of normal) was the forecast when it was speculated that the Canadian borders would be open and finally the worst-case scenario of 281.0 FTE (53.5% of normal), which is what was eventually budgeted for. Our actual International student enrolment is 315.0, which is 60% of normal, an excellent result that exceeds budgeted enrolment. Enrolment in other districts across the province ranges from 4% - 72% depending on the type of program, with programs for short term students from European and Latin American countries losing the most enrolment, perhaps because those students were not permitted entry into Canada. The programs with higher numbers have mostly students on track to graduate and are heavily dependent on a few countries such as China.

Withdrawal Program

A voluntary withdrawal program was constructed so the students who could no longer enter Canada could withdraw, and teachers could properly prepare what courses would be needed for which type of student that could enter. There were two major drops in enrolment. The first 116 students between May 18-29 came from predominantly “experience” type countries, those students not planning to graduate. Between August 28th and September 3rd, as the border was still closed, it was our policy to allow another withdrawal program, and 50 more students withdrew. Some of those students chose to defer to September 2021 as they are young enough to defer and still come back and graduate.

Who Did We Keep?

A chart summarizing the best case and actual results reviewed the different regions. Asia, particularly South East Asia and specifically Thailand, were well prepared with early study permits, so there was not a huge drop. Brazil unfortunately experienced a significant drop due to their high COVID-19 numbers and not being permitted to leave the country. China decreased because of delays in permit processing by the Federal government. The Euro region saw a large loss because students typically stay for 5-10 months and generally don't transfer their credits back to their school, so they had to make the decision to enrol in their home school instead of risking the chance of not getting into Canada. Japan remained strong. Latin America saw an increase in COVID-19 cases similar to Brazil, so those numbers were low. With a majority of students coming from Iran, the Middle East numbers were also lower due to a third wave of COVID-19 in that country. South Korea, traditionally strong, held out well considering the students are typically elementary age, so there was a worry about parents not being able to enter Canada. Overall, 58% of the estimated Elementary students were maintained, and 60% of Secondary.

Quarantine Success

With a comprehensive plan in place and 195 students that remained in BC, only 95 students entered Canada and required self isolation. Prior to departing their home country, students received a self isolation plan that included how to get to their home or homestay, as well as a virtual New Student Orientation. This was, created by Rebecca Rowley and her team, and included lessons and activities to engage students before departure or during their isolation. Students were monitored throughout quarantine by our International department staff and via calls from health authorities. With a 100% completion rate, all symptom free, students then reported to their school.

Remote Learning

There are remote learning solutions for post secondary, but this is not a solution for K-12 overseas students. There is one single BC school district that was approved by the Ministry to provide overseas online learning; however, this was not the best solution for our students, and our quarterly system has proved the better option. Some late arrivals will be able to arrive in the second quarter and still make the required courses to graduate.

February 2021 Entry

Feb 2021 is an entry point for WVS, typically seeing 25 new FTE. The application date has been pushed to November 1st to monitor if there is a second wave of COVID-19, and how homestays may react. The students that participated in the Voluntarily Withdrawal Program will be given priority for re-entry. There are students waiting and willing to come to Canada but if it is not safe to do so, budgeting and forecasting for February has already been conservative so there will not be a negative impact.

3. Enrolment

Kim Martin, Associate Superintendent

The Associate Superintendent shared an update via PowerPoint and reminded everyone that the numbers are preliminary, and will not be finalized until they are received and approved by the Ministry, and it is important to remember this process starts now and runs until October. Overall numbers are slightly down, but factoring COVID-19 in, the preliminary number is higher than budgeted, which leaves the district in a good financial position.

Enrolment

In Caufield, a new division was added making them a 16-division school. Enrolment exceeded the preliminary budget, which pays for the new division. Pauline Johnson is our largest elementary school with 440 students and 19 divisions. New divisions have been added to this school for the last few years. An added late French Immersion class allows a total of four late French Immersion classes to move into Sentinel Secondary. Last year at Gleneagles, most intermediate classes were at 30 students, so another division was added. Enrolment increased there as well, paying for the new division. In Secondary, as expected both Inglewood and Rockridge are stable. There were concerns that the cancelled hockey academy at Sentinel would cause a loss of 80 students but that did not happen, and the overall numbers are very stable. West Vancouver Secondary increased overall enrolment which is a success considering the numbers from the International Program decreased.

The Associate Superintendent noted that the next areas to be reviewed will be short as they are all preliminary and more extensive reporting will be available in the future.

Student Support Services

Preliminary numbers indicate that number of designated students is up slightly but Director of Instruction Shortall will give more extensive reporting at a later date.

ELL

ELL numbers will continue to be assessed, but at this time, preliminary numbers are slightly lower than last year, but this could go up as assessments progress.

Indigenous Learners

Numbers are slightly up. Ms. Martin reminded everyone that this is an optional, self-reported indicator of ancestral ancestry. This area will also be looked at again in the future.

Academies

Diane Nelson and team have done an incredible job shifting and changing to keep the academies running. Currently there are 10 academies, most are full, some with waitlists. The Ignite Your Passion Academies are also full.

4. Temporary Transition Program

Ian Kennedy and Liz Hill, Directors of Instruction

Director of Instruction Liz Hill explained via PowerPoint that the Temporary Transition Plan (TTP) was developed to provide a temporary learning option for students who are not able or ready to return to in-person instruction in September. It is not meant to replace in-person instruction, but instead to provide remote educational opportunities while that transition is occurring. Students will be supported by a TTP teacher and their families. Students will remain attached to their home school and will receive instruction and communication through the Google Suite Platform (Google Classroom and Google Meet).

Ms. Hill explained that Elementary students are grouped with similar aged children, typically a one to two grade range, but there are some classes with a wider grouping. For example, French Immersion students are grouped into Primary and Intermediate cohorts. Each week students will receive a lesson plan via Google Classroom. Students will work through the learning plan activities independently but will also have opportunities for scheduled whole class and small group lessons. The TTP teacher is available for student and parent support at scheduled check in times throughout the week.

Director of Instruction Ian Kennedy reviewed the TTP plan for Secondary. Grade 8 and 9 students are offered English and Math 8 and 9 through a mix of live and independent student work. Students will receive a final grade and report card comment upon completion of the courses. The TTP schedule aligns with the Secondary schedules with two periods per day and the Tuesday / Thursday X Blocks. After quarter one, students will have the opportunity to return to their home school and transition back to their current timetable. Students in the TTP are still attached to their school. Their current school-based grade counselor and administrator remain their points of contact. In Elementary, any TTP student can return to their school before September 30th, November 18th or January 4th. In Secondary, the first quarter started on September 21st and finishes on November 17th. At that time students can move back to their regular schedules. It is unknown if there will be a second quarter of TTP offered, but if there is it will run from November 18th through until the next quarter ends in February.

H. COMMITTEE REPORTS

1. Audit Committee Meeting – September 14, 2020

Trustee Donahue briefly reviewed the minutes which summarize KPMG's audit findings. She reported that it was a clean audit opinion from the auditors, noting that there

were no uncorrected errors. She noted that this is the final year of the KPMG contract and that although the district is happy with their services, we are required to seek bids for external audits and KPMG is welcome to submit a new proposal if they wish to continue providing services to us.

#1506	<u>MOTION</u> THAT the Audited Financial Statements 2019/20 be approved and filed with the Ministry of Education.	<u>Carried.</u>
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#1507	<u>MOTION</u> THAT the minutes of the Audit Committee meeting held September 14, 2020 be received.	<u>Carried.</u>
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2. Finance + Facilities Committee Meeting – September 15, 2020

Trustee Stevenson briefly reviewed the minutes of the Finance and Facilities meeting stating the Facilities department is following the provisions of the public health authorities to avoid the spread of COVID-19. Trustee Stevenson noted that the district is thankful for the funding received by the Provincial government as well as the funding that will come from the Federal government. The audited financial statements show that the district is in an improved position with a small surplus and thanked the Secretary Treasurer and her staff for their guidance and hard work.

#1508	<u>MOTION</u> THAT the minutes of the Finance and Facilities Committee meeting held September 15, 2020 be received.	<u>Carried.</u>
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I. FOR INFORMATION

The Chair reported that changes have been made to administrative procedures. AP 402 – COVID-19 Procedures and Protocols has been added, and AP's 162 and 140 have been revised and updated.

J. CORRESPONDENCE

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

K. TRUSTEE MEETINGS & EVENTS

Board Planning Day BCSTA Board Chair Meetings (various) BCSTA Board Chair Meeting with Dr. Corneil, PHO BCSTA Board Chair meeting with Minister Fleming BCSTA Trustee Townhall with Dr. Reka Gustafson	Board Team Meeting DPAC Townhall with Dr. Mark ELL Consortium Meeting with Mayor Booth Meeting with MLAs Jordan Sturdy and Ralph Sultan
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L. QUESTION & COMMENT PERIOD (10 Minutes)

There were no questions or comments.

N. ADJOURNMENT

6:37 pm

BOARD CHAIR

SECRETARY TREASURER