



**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Tuesday, September 21, 2021 - 5:00 p.m.**  
**Microsoft 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**

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.

Chair Broady made note that Orange Shirt Day would be moved to Wednesday, October 29<sup>th</sup> as schools will be closed on September 30<sup>th</sup> to acknowledge the first National Day for Truth and Reconciliation. She then extended a welcome to new WVTA President, Spencer Capier and WVMEA Business Manager, Catalin Fota and acknowledged that it was recently announced that schools would resume posting COVID-19 exposure notices and that Superintendent Kennedy would provide more information to the Board after an upcoming meeting with Vancouver Coastal Health.

**B. BOARD HIGHLIGHT**

***“Back to School 2021 and what I am looking forward to most this year.”***

**Sentinel Secondary & West Vancouver Secondary**

*Principal Michael Finch, Principal Steve Rauh*

Sentinel Secondary Principal Michael Finch and West Vancouver Secondary Principal Steve Rauh spoke about the upcoming school year and what they were looking forward to. Both agreed that having their students back full time

and in person is what they have enjoyed the most. They spoke about the opportunities the new semester structure, partnered with the flexibility the X block, will bring. This structure will allow teachers and staff to use proactive thinking as opposed to reactive responses. They shared a short video in which students shared that they are most excited to return to sports, attending new classes, seeing old friends and meeting new people.

### C. ADOPTION OF AGENDA

#1563	<u>MOTION</u> THAT the Agenda of the Regular Meeting September 21, 2021 be adopted.
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Carried.

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

*Spencer Capier – President, WVTA*

- Thanked Chair Broady for her warm welcome and said that he and WVTA Vice President, Stephen Price are looking forward to working with the both the Board and the District Leadership Team.

### E. APPROVAL OF MINUTES

- Regular Meeting June 15, 2021

#1564	<u>MOTION</u> THAT the Minutes of the Regular Meeting June 15, 2021 be approved.
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Carried.

- General Record September 21, 2021

#1565	<u>MOTION</u> THAT the Minutes of the General Record September 21, 2021 be approved.
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Carried.

### F. BUSINESS ARISING FROM THE MINUTES

Vice Chair Brown asked for a follow up on feedback previously received about Employee Assistance Program provider Morneau Shepell

Associate Superintendent Martin stated that the district continues to work very closely with Morneau Shepell to ensure that everyone in the District receives the best possible service. She encouraged all staff members who have access to the Morneau Shepell benefits to use them.

Trustee Block asked which linear programs will run during the semester system

Superintendent Kennedy reported that the academy programs are running in the mornings and during flexible learning time on Tuesday and Thursday afternoons, as well as Career Life Explorations and Career Life Capstones.

Chair Broady asked if there are currently any classes with more than 30 students

Associate Superintendent Martin replied that there is one class at both WVSS and Sentinel. It is anticipated that both will resolve by October 1<sup>st</sup> but if not, the teachers will be presented their remedy options.

## **G. BOARD BUSINESS**

### **1. Superintendent Report**

*Chris Kennedy, Superintendent of Schools*

Superintendent Kennedy gave a brief update on several topics.

#### Regular Enrolment Update

Regular enrolment is slightly higher than last year, and students are still being processed and identified so the numbers are expected to increase by September 30. Associate Superintendents Martin and Nosek will present a 1701 update at the next board meeting.

#### Summer Learning 2021

Summer 2021 saw the largest ever secondary enrolment in the district, while elementary enrolment was slightly lower than pre COVID-19 years.

#### Technology and Digital Updates

The District will welcome new IT Manager Peter McGrath in October. The network infrastructure updates have been completed at Caulfeild, Hollyburn, Rockridge, Cypress Park and the Board Office. Updates at Eagle Harbour and Gleneagles are in progress with Ridgeview to follow.

#### Health Protocols Update

As mentioned earlier by Chair Broady, COVID-19 exposure notifications will resume, with more information available later in the week. New Ministry and CDC guidelines for K-12 have been implemented and reviewed by students, staff and all district health & safety committees. The Communicable Disease Prevention Plan has been written and posted to the district website. Proof of vaccination will not be required for K-12 educational meetings or activities. This will include students and any attending family members.

#### Diversity, Equality, Inclusivity

The District will continue its work around education for reconciliation and anti-racism through upcoming Pro-D sessions and meetings with Alden Habacon and Jo Chorna. A

Provincial Indigenous Equity Scan will begin, and Inclusive Education, Mental Health and Sense of Belonging are all upcoming topics of focus.

#### Literacy Development Day

The West Vancouver Schools Directors of Instruction chose to use a one-time fund allocation towards literacy development. 115 K-7 teachers attended an online workshop dedicated to this topic on Saturday, September 19<sup>th</sup>, and resources and tools have been updated for all of the schools.

#### School Sports Update

Through the support of teachers and coaches, secondary schools have made a full return to sports this fall and elementary schools have begun events, such as their first cross country meet. All health guidelines with respect to travelling for games will be followed.

#### Upcoming Events

Over the next few weeks, schools will be participating in events such as the Terry Fox Run, Orange Shirt Day and World Teacher Day.

## **2. International Education Update**

*Michael Frankowski, District Administrator – International Programs*

District Administrator Michael Frankowski reviewed the 2021-22 International Program enrolment. He explained that although international student enrolment is healthy and continuing to recover towards pre-Covid numbers, there has been a decrease in enrolments from countries that have struggled to contain COVID-19. The orientation program was held both in-person and virtually, in order to include all quarantining students. He spoke about the challenges caused by cancellations, arrival logistics, proof of vaccination and quarantining as well what challenges lie ahead for the program.

#### **Seamless Day Update**

*Sandra-Lynn Shortall, Director of Instruction*

Director of Instruction Sandra-Lynn Shortall reported on the Seamless Day program, a pilot initiative that began in West Vancouver Schools in May 2021 and provides before and after school care to a maximum of 10 Kindergarten children, within their school classroom. The program is currently hosted at Hollyburn Elementary by two Early Childhood Educators with eight students enrolled as of September 2021. Early research has shown that inclusivity, improved social and emotional wellbeing and increased confidence and security are all benefits of the program.

## **H. COMMITTEE REPORTS**

### **1. Audit Committee Meeting – September 13, 2021**

Committee Chair Sheelah Donahue reviewed the Audit Findings Report for the fiscal year ending June 30, 2021, presented by KPMG Audit Engagement Partner Carol Chiang at the

September 13<sup>th</sup> Audit Committee meeting. The Audit Committee recommended that the Board approve the Financial Statements for the year ended June 30, 2021.

**#1566**            **MOTION THAT the Audited Financial Statements 2020/21 be approved and filed with the Ministry of Education.**

**Carried.**

**#1567**            **MOTION THAT the internal restriction of reserves as presented in the June 30, 2021 Financial Statements, to balance the 2021/22 Preliminary Annual Budget and to finance the cost of the district's IT upgrade, be approved.**

**Carried.**

**#1568**            **MOTION THAT the minutes of the Audit Committee meeting held September 13, 2021 be received.**

**Carried.**

## **2. Finance + Facilities Committee Meeting – September 14, 2021**

Committee Chair Dave Stevenson passed the floor to Secretary Treasurer Julia Leiterman to review the 2020-21 Financial Statements. She reported that increased operating revenues and lower operating expenses created a structural surplus of \$1.27M for the year. The Operating Reserves balance now sits at \$5.7M, but the preliminary budget anticipates a \$3M structural deficit due to the lack of government funding assistance to support the COVID-19 costs that are anticipated to continue throughout this school year. This will leave unrestricted reserves of \$2.2M for future years. This balance meets both accounting best-practices and the MOE's recommendation to carry a contingency of 3% of total operating expenses.

**#1569**            **MOTION THAT the minutes of the Finance & Facilities Committee meeting held September 14, 2021 be received.**

**Carried.**

### **I. CORRESPONDENCE**

A list of board correspondence is posted online.

## J. TRUSTEE MEETINGS & EVENTS

Audit Committee Meeting	Finance & Facilities Committee Meeting
BCSTA Board Chairs Calls	Opening Day
BCSTA CEO Retirement Event	School Traffic Advisory Round Table Committee Meeting
BCSTA Metro Meeting	Meeting
Board Planning Day	Virtual Graduations
Coho Society of Northshore	WVTA Meeting with President
DLT Luncheon	WVPAC Meeting with President
FESL Committee Meeting	Year End Leadership Celebration

## K. QUESTION & COMMENT PERIOD (10 Minutes)

*Stephen Price – Vice President, WVTA*

- Asked what counselling supports are being made available to the students in the International program, ensuring these complex issues are not added to the workload of teachers while they support learners through an already difficult year

Chair Broady noted that District Administrator Frankowski had left the meeting and did not want to speak on his behalf but would ask Associate Superintendent Martin to update the WVTA at their next labour management meeting.

## L. ADJOURN

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Julia Leiterman