



School District 19
(Revelstoke)

The Board of Education of
School District No. 19 (Revelstoke)
Regular Board Meeting
Wednesday, March 1st, 2017
5:00 p.m.

A G E N D A

1 CALL TO ORDER AND RECOGNITION OF TRADITIONAL TERRITORIES

We would like to acknowledge the nations on whose traditional territory we are gathering: the Sinixt, the Ktunaxa, the Secwepemc, and the Syilx.

2 ATTENDANCE

Trustees: _____

Sr. Admin.: _____

Principals/Vice Principals: _____

REGRETS:

3 APPROVAL OF AGENDA:

4 APPROVAL OF MINUTES:

Regular Meeting of February 15th, 2017

5 DELEGATIONS:

6 SPECIAL REPORTS:

7 BUSINESS ARISING:

8 NEW BUSINESS

8.1 ADMINISTRATION REPORTS:

8.1.1 SUPERINTENDENT HOOKER

- A) Superintendent's Administration Report
- B) 2017/2018 District Calendar
- C) Memorandum of Agreement – Additional Staffing

8.1.2 **SECRETARY TREASURER JUMMUN**

- A) Signing Authorities

8.2 **OTHER**

- A)

8.3 **COMMITTEE REPORTS**

- A) Finance and Facilities Committee Minutes of February 15th, 2017
- B) Communications Advisory Committee Minutes of February 20th, 2017

8.4 **TRUSTEE REPORTS**

- A) British Columbia School Trustees' Association Provincial Council Meeting of February 17th – 18th, 2017
- B) British Columbia School Trustees' Association Thompson Okanagan Branch Meeting of February 24th to 25th, 2017

8.5 **CORRESPONDENCE**

9 **FUTURE AGENDA ITEMS**

10 **PUBLIC QUESTION PERIOD**

11 **RECESS**

_____ TIME: _____



School District 19
(Revelstoke)

Revelstoke Board of Education

Regular Board Meeting February 15th, 2017 Minutes

RESUMPTION OF MEETING

Trustee MacFarlane called the meeting to order at 5:00 p.m.

ACKNOWLEDGEMENT

We would like to acknowledge the nations on whose traditional territory we are gathering: the Sinixt, the Ktunaxa, the Secwepemc, and the Syilx.

ATTENDANCE

Trustees: MacFarlane, Chell, Nicholson, and Rorstad
Senior Administration: Superintendent Hooker and Secretary Treasurers Tisdale and Jummun
and: Administrative Secretary Magarian
Guests: Jason Stevens, RTA Vice-President; and one member of the media

APPROVAL OF AGENDA

17: R-05 Rorstad/Nicholson

“THAT the agenda be approved as presented”

CARRIED

APPROVAL OF MINUTES

17: R-06 Chell/Rorstad

“THAT the minutes of the Regular Board meeting of January 18th, 2017, be approved as presented.”

CARRIED

DELEGATIONS

SPECIAL REPORTS

NEW BUSINESS

ADMINISTRATION REPORTS

SUPERINTENDENT HOOKER

Administration Report: Superintendent Hooker

Received as information. Superintendent Hooker highlighted his meeting with Garry Pendergast of the Revelstoke Arts Council noting that Miriam Manley the current Theatre Manager will be taking over from Mr. Pendergast upon his retirement. A replacement for Ms.

Manley has been hired and is being trained in the position. He also noted the Technology Strategy meeting he attended as preparations are being made for the Tech Summit taking place on February 21st, 2017. Superintendent Hooker advised that teacher support is now in place as agreed to in the Memorandum of Agreement made between the Ministry and the BC Teachers Federation. He brought trustees attention to the resignation of Stephanie Melnyk the long time ScreenSmart Coordinator.

17: R-07 Chell/Nicholson

“THAT the Revelstoke Board of Education send a letter of thanks to Stephanie Melnyk for her contribution as the Coordinator of the ScreenSmart program.”

CARRIED

Begbie View Elementary School and Columbia Park Elementary School 2016/2017 School Growth Plans

Superintendent Hooker presented the growth plans for Begbie View Elementary School and Columbia Park Elementary School. He reminded trustees that the plans form the basis of the schools’ annual reports to the board and that school principals will review the plans in greater detail when they present their annual reports.

17: R-08 Rorstad/Nicholson

“THAT the Revelstoke Board of Education receive and file the Begbie View Elementary School and Columbia Park Elementary School 2016/2017 School Growth Plans.”

CARRIED

Policy 4.7 Facilities

Superintendent Hooker presented the policy noting that the revisions were made to articulate the value of the priority use of district facilities for Early Learning programs and services.

17: R-09 Nicholson/Chell

“THAT the Revelstoke Board of Education approve Policy 4.7 Facilities.”

CARRIED

Policy 3.5 Student Support Services

Superintendent Hooker presented the policy noting significant changes were made to the policy to more accurately reflect district practices and the redesigned curriculum.

17: R-10 Chell/Nicholson

“THAT the Revelstoke Board of Education circulate Policy 3.5 Student Support Services.”

CARRIED

Policy 3.6 Aboriginal Education Vision and Goals

Superintendent Hooker presented the policy noting that it was revised due to the new Aboriginal Education Enhancement Agreement which was signed in May of 2016.

17: R-11 Chell/Rorstad

“THAT the Revelstoke Board of Education circulate Policy 3.6 Aboriginal Education Vision and Goals.”

CARRIED

Revelstoke Secondary School Trip – Ono Cho

Superintendent Hooker presented the final approval request. Trustees noted that the trip is a fantastic experience for both the adult chaperones and the students.

17: R-12 Chell/Rorstad

“THAT the Revelstoke Board of Education approve a group of Revelstoke Secondary School students to participate in a school trip to Ono Cho, Japan from March 18th to 25th, 2017 subject to Policy 7.4 as well as subject to all participants having medical and travel insurance.”

CARRIED

Rural Education Feedback for Discussion

Superintendent Hooker reviewed the background information on the request for feedback from the Ministry which was discussed at the January 18th, 2017 board meeting. Superintendent Hooker and Trustee MacFarlane met twice to discuss the submission. Trustees then reviewed the document. Trustee Nicholson suggested that something should be added regarding geography and the distances to the nearest schools and that something should be added regarding funding for special learning opportunities such as enhanced French. Trustee Chell noted that at the Regional Open House in Prince George over 100 people were in attendance and a recurring item has been the recruitment and retention of staff in rural areas. Superintendent Hooker will invite other groups to attend the open house being held in the Macpherson Room of Revelstoke Secondary School on March 10th, 2017 from 6:00 to 8:00 pm.

17: R-13 Chell/Nicholson

“THAT the Revelstoke Board of Education approve the district’s Rural Education Feedback with additions for submission to the Ministry of Education.”

CARRIED

SECRETARY TREASURERS TISDALE AND JUMMUN

2016/2017 Amended Annual Budget

Secretary Treasurer Tisdale reminded trustees that any changes to the budget due to provincial funding announcements have been discussed with trustees at previous board meetings. He noted that the revenue in the district’s budget has gone up due to additional students and the recent additional funding announcements. The increase in revenue was offset by additional staff in anticipation of the student based increased funding. The amendments were reviewed in detail at a Finance and Facilities meeting previously, and accurately reflect necessary revenue and expenses adjustments.

17: R-14 Rorstad/Chell

“THAT the Board of Education give first, second and third reading and adoption to the attached the 2016/2017 Amended Annual Budget Bylaw in the amount of \$14,185,412.”

CARRIED

OTHER

COMMITTEE REPORTS

Policy Review Committee Minutes of January 23rd, 2017

Trustee MacFarlane noted that the Committee is reviewing a number of policies.

17: R-15 Rorstad/Nicholson

“THAT the minutes of the Policy Review Committee meeting of January 23rd, 2017 be received as presented.”

CARRIED

Education Advisory Committee Minutes of January 24th, 2017

Trustee MacFarlane reviewed the minutes noting that the goals of the committee reviewed and that student input continues to be of great value to the Committee.

17: R-16 Chell/Nicholson

“THAT the minutes of the Education Advisory Committee meeting of January 23rd, 2017 be received as presented.”

CARRIED

Communicating Student Learning Advisory Committee Minutes of January 30th, 2017

Superintendent Hooker presented the Minutes noting that the work of this committee dovetails with work of Education Committee. Both Committees are gathering information and providing opportunities for dialogue at a variety of venues and levels.

17: R-17 Chell/Nicholson

“THAT the minutes of the Communicating Student Learning Advisory Committee meeting of January 30th, 2017 be received as presented.”

CARRIED

District Parent Advisory Council Minutes of February 1st, 2017

Trustee Rorstad presented the minutes noting that DPAC meetings will now go paperless.

17: R-18 Rorstad/Chell

“THAT the minutes of the District Parent Advisory Council meeting of February 1st, 2017 be received as presented.”

CARRIED

Aboriginal Education Advisory Committee Minutes of February 2nd, 2017

Superintendent Hooker presented the Minutes noting that Ariel McDowell, District Principal, Aboriginal Education is ensuring that time is allocated at each meeting to review the goals of the Aboriginal Education Enhancement Agreement.

17: R-19 Nicholson/Rorstad

“THAT the minutes of the Aboriginal Education Advisory Committee meeting of February 2nd, 2017 be received as presented.”

CARRIED

TRUSTEE REPORTS

Early Childhood Development Committee Meeting of January 16th, 2017

Trustee Chell reviewed the minutes highlighting the Kindergarten transition project to expand Kindergarten orientation.

British Columbia Public School Employers' Association (BCPSEA) Annual General Meeting of January 27th, 2017

Trustee MacFarlane attended the meeting noting discussions regarding the Supreme Court decision and that BCPSEA is preparing for the next round of teacher bargaining.

CORRESPONDENCE

Letter from the Ministry of Finance in response to the Revelstoke Board of Education's letter of November 9th, 2017 regarding the funding of Principal and Vice-Principal compensation improvements.

PUBLIC QUESTION PERIOD

Trustee MacFarlane invited members of the audience to ask questions related to items on the agenda.

ADJOURNMENT

The meeting adjourned at 5:41 p.m. on the motion of Trustee Rorstad.

CLOSED BOARD ITEMS

- Exempt Staff Compensation
- Student Suspensions – January 2017

Chair

Secretary Treasurer

DATED: February 15th, 2017

Administration Report

Mike Hooker, Superintendent of Schools

Highlighted Activities - February 7th, 2017 to February 23rd, 2017.

1. Met with Andy Pfeiffer, Principal of Columbia Park Elementary School, and Todd Hicks, Principal of Begbie View Elementary School, to complete the interview and staffing process for the additional support time allocated to Begbie View Elementary School and Columbia Park Elementary School.
2. Completed interviews and reference checking for two new teachers teaching on call candidates.
3. Met with Allan Chabot, Chief Administrative Officer, and Mike Thomas, Director of Engineering and Development Services, and Anne Cooper, Project Director, Revelstoke Schools, regarding process towards the disposition of our three surplus school sites and to build an agenda for a joint Board and City Council meeting.
4. Chaired the Child and Youth Mental Health and Substance Use Collaborative (CYMHSU) monthly meeting. The CYMHSU has made provision to extend the funding beyond the original March 31st, 2017 deadline. Upcoming events include the Dr. Martin Brokenleg professional development session being held in May.
5. Met with Ariel McDowell, District Principal, Support Services and Aboriginal Education regarding the upcoming Okanagan Mainline Regional Aboriginal Education (OMRAE) meeting Ariel is hosting in Revelstoke. Ted Cadwallader, Provincial Director, Aboriginal Education will be attending the meeting as well as Aboriginal Education contacts from the Okanagan Mainline school districts.
6. Finalized the Ministry reporting data and submitted to the Ministry our February 2017 enrolment counts. Our enrolment has remained stable from our September 30th, 2017 initial count with a slight increase in students with special needs and a small decrease in the FTE of grade 11 and 12 students.
7. Participated in a Middle Years Development Instrument (MDI) webinar entitled "Understanding your District's MDI School Level Results" hosted by Dr. Kimberly Schonert-Reichl.
8. Convened a Communications Committee meeting. Minutes appear elsewhere in this agenda.
9. Chaired the Okanagan College Advisory Committee meeting. Joan Ragsdale, Okanagan College Regional Dean, Shuswap Revelstoke Region, provided a number of updates regarding Okanagan College programming including welcome news that the Adult Education courses will continue in the areas of numeracy and literacy, specifically English and math coursework. Also, highlighted at the meeting was the addition of a Health Care Assistant Program and discussions for dual credit courses in Revelstoke including residential construction, tourism and culinary arts.
10. Hosted a CUPE Liaison meeting. Currently working with Clara Maltby, CUPE President and Celes Lucius, CUPE Vice-President, to review potential changes to Educational Assistant schedules for the 2017/18 year.
11. Attended the keynote session for Tech Fair held at Revelstoke Secondary School in the Performing Arts Centre. The joint project between the Community Futures, the Chamber of Commerce, and the school district was very well received by students. The highlight of the day included the presentation from Hummingbird Drones, three young entrepreneurs who, the night before presenting at Revelstoke Secondary School, were using their infra-red drone technology to locate lost skiers at Sun Peaks.
12. Participated in a series of conference calls with the Ministry of Education regarding updates to progress at the Provincial table regarding the recent Supreme Court of Canada ruling.

13. Met with Bruce Tisdale, Mark Jummun, Secretary Treasurer, Rita Tedesco, Principal, and architect Cal Meiklejohn at Arrow Heights Elementary School regarding siding and entrance improvements set for the Spring/Summer.
14. Met with Michael Haworth, District Vice-Principal Technology, to review the mobile lab project and the provision of a second mobile iPad set to support Begbie View Elementary School students and teachers integration of technology.
15. Met with elementary principals and Ariel McDowell, District Principal, Support Services, to make provisions for the marking of the recently completed Foundation Skills Assessments for grade 4 and 7 students.
16. Donned cape and tights and visited Kindergarten classes as “Zero the Hero” to help celebrate 100 days of school.
17. Visited schools on “Pink Shirt Day”, February 22nd, 2017, to see the variety of ways students are recognizing the importance of being empathic citizens.

Trustees’ Upcoming Dates

| Date(s) | Time | Event |
|--|----------------|--|
| March 10 th , 2017 | 6:00 – 8:00 pm | Rural Education Regional Open House in Macpherson Court at Revelstoke Secondary School |
| April 12 th , 2017 | 4:30 pm | School Tour of Columbia Park Elementary School |
| | 5:00 pm | School Board Meeting in the Library of Columbia Park Elementary School |
| April 25 th , 2017 | | Redesigned Curriculum Information Session |
| May 11 th – 14 th , 2017 | | Spirit of Syilx Youth Unity Run taking place in Revelstoke |

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Mike Hooker, Superintendent of Schools

DATE: March 1st, 2017

ACTION: 2017/2018 District Calendar



As trustees are aware, the draft 2017/2018 calendar has been provided to the Revelstoke Teachers' Association (RTA), CUPE, District Parent Advisory Council and the Parent Advisory Councils for each of our schools with a request for feedback. The attached calendar reflects the feedback received through the months of December, January and February. The RTA requested consideration for a two week Spring Break, and has indicated approval. Our CUPE local would prefer a one week Spring Break as this calendar results in two less days of work for many members. No specific feedback was sent from individual PACs, however the District PAC expressed support for the calendar. Finally, two parents responded directly regarding concerns with the two week vs. one week Spring Break.

In the years prior to the implementation of a two-week spring break, days of instruction ranged from 185 to 187, and hours of instruction at elementary ranged from 879 to 888 and at secondary ranged from 956 to 967. Since the introduction of the two week spring break, notwithstanding the non-instructional days added to the calendar for redesigned curriculum implementation, days of instruction ranged from 182 to 185 and hours of instruction ranged from 879 to 894 at elementary and from 956 to 971 at secondary.

The School Calendar Regulation (BC Regulation 211/2016) requires a minimum number of hours of instruction at elementary of 873 hours and for secondary a minimum of 947 hours. Early dismissal periods for the provision of communicating student learning to parents will be added to the calendar having the effect of reducing those total hours, but still staying above the Ministerial requirements.

Recommendation:

“THAT the Revelstoke Board of Education adopt the 2017/2018 District Calendar as presented.”



School District 19
(Revelstoke)

SCHOOL DISTRICT NO. 19 (REVELSTOKE)

SCHOOL CALENDAR – 2017/2018

| Month | Statutory Holidays | Closures | Non-Instructional Dates | Total Days in Session | Days of Instruction |
|--------------|--|--|--|-----------------------|---------------------|
| July/August | | | School Planning Day Wednesday, August 30 th Professional Development Thursday, August 31 st | 2 | 0 |
| September | Labour Day Monday, September 4 th | | Professional Development Monday, September 25 th | 20 | 19 |
| October | Thanksgiving Day Monday, October 9 th | | Professional Development Friday, October 20 th | 21 | 20 |
| November | Remembrance Day Saturday, November 11 th | Monday November 13 th | Curriculum Implementation Day Friday, November 10 th | 21 | 20 |
| December | Christmas Monday, December 25 th Boxing Day Tuesday, December 26 th | Christmas Break December 23 rd – January 5 th | | 17 | 16 |
| January | New Year's Day Monday, January 1 st | | | 18 | 18 |
| February | Family Day Monday, February 12 th | | Professional Development Friday, February 23 rd | 19 | 18 |
| March | | Spring Break March 19 th – 30 th | | 12 | 12 |
| April | Good Friday, March 30 th Easter Monday April 2 nd | | | 20 | 20 |
| May | Victoria Day Monday, May 21 st | | Professional Development Friday, May 4 th | 22 | 21 |
| June | | | Administrative Day Friday, June 29 th | 21 | 20 |
| Total | | | | 192 | 184 |

| School | Start Time | Recess / Break | Lunch | Afternoon Break | Dismissal |
|--------------------------|------------|----------------|---------------|-----------------|-----------|
| Arrow Heights Elementary | 8:30 | 10:00 – 10:20 | 11:50 – 12:40 | | 2:30 |
| Begbie View Elementary | 8:30 | 10:10 – 10:30 | 11:50 – 12:40 | | 2:30 |
| Columbia Park Elementary | 8:30 | 10:00 – 10:20 | 11:50 – 12:40 | | 2:30 |
| Revelstoke Secondary | 8:45 | 10:05 – 10:15 | 11:35 – 12:25 | 1:45 – 1:55 | 3:10 |

(as of March 1st, 2017)

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Mike Hooker, Superintendent of Schools

DATE: March 1st, 2017

INFORMATION: Memorandum of Agreement – Additional Staffing



Subsequent to a brief series of consultation meetings with school staffs, Bob Rogers, RTA President, and I finalized the allocation of the additional funding provided under the recent Memorandum of Agreement between the Ministry of Education and the BC Teachers' Federation. The weekly instructional support time has been distributed as follows:

| School | Hours | FTE |
|---------------------------------|-------|-------|
| Arrow Heights Elementary School | 6.5 | 0.210 |
| Begbie View Elementary School | 14.5 | 0.600 |
| Columbia Park Elementary School | 10.0 | 0.400 |
| Revelstoke Secondary School | 15.0 | 0.571 |

The cost of the additional support expended the majority of the funding provided under the Agreement. During our consultations, staff expressed a desire to have additional release time to further support assessment and reporting with consideration of the work being undertaken to implement redesigned curriculum. In order to accommodate that request, the district is making provision for a bank of 24 release days district wide to address the priorities of school staff. The distribution of days is based on additional time already assigned and school size and is as follows:

| School | Number of days |
|---------------------------------|----------------|
| Arrow Heights Elementary School | 3.5 |
| Begbie View Elementary School | 6.5 |
| Columbia Park Elementary School | 5.0 |
| Revelstoke Secondary School | 9.0 |

The ability of staff to work together on creative solutions that help to sustain our focus on student learning was evident in the way decisions were made around the use of these additional dollars. It was clear during our discussions that while additional supports are always valued, we have sustained relatively high levels of staffing at each of our schools.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees
FROM: Mark Jummun, Secretary Treasurer
DATE: March 1st, 2017
ACTION: Signing Authorities



With the change in the Secretary Treasurer position, we are required to update our signing authorities at the Revelstoke Credit Union.

Recommendation:

“THAT the Secretary Treasurer and the Board Chair or the Chair of the Finance and Facilities Committee, or in the absence of the Board Chair and the Chair of the Finance and Facilities Committee, the Secretary Treasurer and the Superintendent of Schools, be the signing authorities for the school district for bank signing purposes effective March 15th, 2017. The names and positions of the signing authorities are set out below:

| | |
|-----------------|---|
| Bill MacFarlane | Board Chair |
| Elmer Rorstad | Chair of the Finance and Facilities Committee |
| Mark Jummun | Secretary Treasurer |
| Mike Hooker | Superintendent of Schools” |



School District 19
(Revelstoke)

Revelstoke Board of Education

Finance/Facilities Committee of the Whole February 15th, 2017 Minutes

Call to Order

Trustee Rorstad called the meeting to order at 3:25 pm.

Attendance

Trustees: Rorstad, MacFarlane, Chell, and Nicholson
Senior Administration: Superintendent Hooker, Secretary Treasurer Jummun and Secretary Treasurer Tisdale

Finance

Agenda Additions

New Business

2016/2017 Amended Annual Operating Budget

Secretary Treasurer Jummun presented the 2016/2017 Amended Annual Operating Budget. There were several questions asked by trustees regarding the changes to the budget which he answered. It was noted that any changes to the budget due to provincial funding announcements have been discussed with trustees at previous board meetings.

Trustees agreed to recommend:

“THAT the Finance and Facilities Committee approve in principle to bring the 2016/2017 Amended Annual Budget forward to the next regular board meeting.”

Adjournment

The meeting adjourned at 3:33 p.m.



School District 19
(Revelstoke)

School District 19 (Revelstoke)

Communications Advisory Committee Meeting February 20th, 2017

School Board Office

Minutes

1. Called to Order at 11:30

2. Attendance

Jeff Nicholson, Trustee (Chair)
Greg Kenyon, Principal Rep.
Michael Haworth, District Vice Principal Technology
Mike Hooker, Superintendent of Schools
Cathleen Busch, Parent Rep.
Clara Maltby, CUPE Rep.

3. Agenda Additions

- Revelstoke Review Educational Supplement

4. Review Minutes of December 12th, 2016 meeting

- No errors or omissions.

5. Develop a list of current groups/organizations/businesses the district consults with

- The Committee reviewed the list provided by Revelstoke Secondary School. The list will be expanded to include the PERC card sponsors and scholarship providers.
- The list from Revelstoke Secondary School will be circulated to the elementary schools for any additions.

6. Revelstoke Review Educational Supplement

- The Committee discussed the opportunity for the 2nd educational newspaper supplement the Revelstoke Review would like to publish called "Learning Together". The publication will be student-centered, and ready for print in April.

7. Adjourned at 11: 53 am

Next meeting: Monday, May 1st, 2017 at 11:30 am