

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**

**Regular Board Meeting (Public)**

**R1/January 26, 2010**

**7 pm**

**AGENDA**

<b>Pg #</b>	<b>Item</b>	<b>Recommendation</b>
<b>A</b>	<b>CALL TO ORDER</b>	
<b>B</b>	<b><u>ADOPTION OF MINUTES OF R11/December 15, 2009</u></b> Minutes of R11/December 15, 2009 Regular Board Meeting circulated earlier in draft form for Board approval.	<b>THAT the Board approve the minutes of R11/December 15, 2009 Regular Board Meeting.</b>
<b>C</b>	<b><u>ADOPTION OF AGENDA</u></b> The Procedural Bylaw provides that any additions to this Agenda require the unanimous approval of all Board members present.	<b>THAT the Board waive the 48-hour notice period required under the Procedural Bylaw in order to consider additions to the Agenda, and adopt the Agenda as amended, the amendments to consist of...</b>
<b>D</b>	<b><u>REPORT ON IN CAMERA MEETING HELD FROM 6 pm to 7 pm</u></b> Prior to the Regular Meeting, the Board held an "In Camera" meeting.	
<b>E</b>	<b><u>PRESENTATION/DELEGATION</u></b>	
<b>Page 5</b>	1. <b>Fine Arts Advisory Committee (FAAC)</b> (10 minutes)	<b>Board Information</b>
	<b>F</b> <b><u>OLD BUSINESS</u></b>	
<b>Page 6</b>	1. <b>C02 Levels in Schools</b> , Briefing Note, Len Ibbs, Secretary Treasurer	<b>Board Discussion</b>
<b>Page 12</b>	2. <b>Policy 1200—Correspondence</b> , Briefing Note, Sherry Elwood, Assistant Superintendent	<b>THAT the Board adopt Policy 1200, <i>Correspondence</i>, as presented.</b>
<b>Page 16</b>	3. <b>Policy 7060—Grade Placement: Kindergarten to Grade 7</b> , Briefing Note, Jordan Tinney, Superintendent	<b>THAT the Board adopt Policy 7060, <i>Grade Placement: Kindergarten to Gr. 7</i>, as presented.</b>
	4. <b>Band 7</b> <b>Motion:</b> R5/April 28, 2009 regular Board Meeting— <i>Deferred 1-year.</i>	<b>Board Discussion</b>
<b>Page 19</b>	5. <b>Hiring of Excluded Staff</b> , Briefing Note, Len Ibbs, Secretary Treasurer <b>Motion:</b> R7/June 26, 2007 regular Board Meeting— <i>Referred to management to develop a plan for hiring.</i>	<b>Board Discussion</b>

**G CHAIR'S REPORT**

**H MANAGEMENT REPORTS**

**--Superintendent's Report**

- |    |   |                          |
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| 1. | <b>Superintendent's Report on Achievement</b><br>Superintendent Jordan Tinney will provide a verbal report. | <b>Board Information</b> |
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| 2. | <b>Student Travel Requests</b> , Briefing Note, Jeff Taylor, District Principal, Education Technology |
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| 2.1 | <b>Mark R. Isfeld Senior Band/Jazz Band/Choir trip to San Francisco, CA</b> , April 18 to 24, 2010 | <b>THAT the Board grant final approval for the Mark R. Isfeld student travel request to San Francisco, CA, April 18 to 24, 2010.</b> |
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| 2.2 | <b>Highland Secondary School Music 11/12 trip to Kamloops, Canmore, Calgary and Edmonton</b> , April 25 to May 1, 2010 | <b>THAT the Board grant final approval for the Highland Secondary School Music trip to the listed locations, April 25 to May 1, 2010.</b> |
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| 2.3 | <b>Mark R. Isfeld Secondary School Senior French Immersion 11/12 trip to Paris, France and London, England</b> , April 23 to April 30, 2011 | <b>THAT the Board grant approval in principle for the Mark R. Isfeld Secondary School French Immersion trip to Paris and London, April 23 to April 30, 2011.</b> |
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| 2.4 | <b>Highland Secondary School and Mark R. Isfeld Journalism students trip to Portland Oregon</b> , April 14 to April 18, 2010 | <b>THAT the Board grant approval in principle for the joint Highland Secondary School/Mark R. Isfeld trip to Portland, Oregon, April 14 to April 18, 2010.</b> |
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| 3. | <b>Full Day Kindergarten</b> , Update, MaryAnn McCrea, Director of Instruction (Student Services) | <b>Board Information</b> |
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**Link to Website Information:**  
[http://sd71.bc.ca/pdfs/district\\_news/134.pdf](http://sd71.bc.ca/pdfs/district_news/134.pdf)

**I -- Secretary-Treasurer's Report**

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| 1. | <b>Budget Reductions</b> , Briefing Note, Len Ibbs, Secretary Treasurer | <b>Board Discussion</b> |
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**J --Human Resources Report**

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| 1. | <b>Retirements and Resignations</b> | <b>Board Information</b> |
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**K BOARD COMMITTEE REPORTS**

(a) **Finance Committee**

Committee Chair: Danny White

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Minutes of **Monday, January 11, 2010** Finance Committee Meeting, provided for information.

Board Information

(b) **Policy Advisory Committee**

Committee Chair: Janice Caton

**No Policy Advisory Committee Meeting in January.**

(c) **Education Committee Meeting**

Committee Chair: Danny White

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Minutes of the **Tuesday, January 12, 2010** Education Committee Meeting, provided for information.

Board Information

**L BOARD APPOINTEES to OTHER BODIES/COMMITTEE STRUCTURE**

Page 46

1. **Vancouver Island School Trustees' Association, Conference, Nanaimo, BC, Saturday, February 27, 2010**

**THAT any Trustee who wishes to attend the *Vancouver Island School Trustees' Association Conference, February 27, 2010* may do so from required Board business.**

**M NEW BUSINESS**

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1. **Trustee By-Election, Briefing Note, Len Ibbs, Secretary Treasurer**

**THAT the Board appoints Mr. Tom Moore to be the Chief Election Officer for the by-election for Area A.**

**THAT the Board appoints Secretary Treasurer Leonard Ibbs as Deputy Chief Election Officer.**

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2. **Board Procedural Bylaw Changes, Briefing Note, Len Ibbs, Secretary Treasurer**

**THAT the Board serve notice of motion to bring forward a revised Procedural Bylaw amended by removing the item under *Rules of Order* and amend the Questions and Inquiries with (must be on agenda item topics).**

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3. **School Capacity Update, Spreadsheet, Allan Douglas, Director of Instruction (Elementary)**

Board Information

**N CORRESPONDENCE**

Page 50

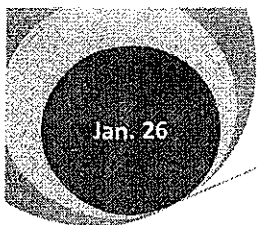
1. 1.1 **Marcella Simpson, Chair, Black Creek Halbe Hall Society, Follow-up on request for transfer of Old Black Creek School Property, Briefing Note, Len Ibbs, Secretary Treasurer**

Board Information

	1.2	Margaret MacDiarmid, Minister, Ministry of Education:	<b>Board Information</b>
Page 53	1.2.1	<b>Annual Facilities Grant (AFG)</b>	
Page 54	1.2.2	<b>Foundation Skills Assessment (FSA)</b>	
Page 55	1.3	Helene McGall, Retired District Vice-Principal, Fine Arts, Aboriginal Education, <b>Fine Arts Program</b>	<b>Board Information</b>
Page 56	1.4	Sheila McDonnell, <b>Grade Structure Consultation Process</b>	<b>Board Information</b>
Page 58	2.	2.1 Fine Arts Advisory Committee, <b>Fine Arts Program</b>	<b>Board Discussion</b>
Page 59	2.2	Fine Arts Advisory Committee, <b>Lead Teacher Position</b>	<b>Board Discussion</b>
	3.	Chief Ernie Hardy, K'ómoks First Nation:	<b>REFER to management</b>
Page 60	3.1	<b>Request for Funding for K'ómoks First Nation Students—Bus Passes</b>	
Page 61	3.2	<b>Request for All-Day Kindergarten at Aspen Park Elementary School</b>	
		J. David Durrant, Manager of Community Services, Village of Cumberland:	<b>REFER to management</b>
Page 62	3.3	<b>Neighbourhoods of Learning</b>	

**O QUESTIONS and ENQUIRIES**

**P ADJOURNMENT**



# Presentation to the Board of Trustees

## School District #71

1. **Brief introduction:** Heidi Jungwirth, SD 71 parent and Cumberland El. Music teacher
2. **Video presentation:**

### ***Local Treasure:*** Fine Arts in the Comox Valley

3. **Speaker:** H. Helene McGall, District Vice Principal, Fine Arts, Aboriginal Education (retired)
4. **Handout:** will also be emailed, as it contains links to websites

### Why Arts Education Matters A Conversation with Derek E. Gordon

Derek E. Gordon, Executive Director, Jazz at Lincoln Center and former senior vice president for the Kennedy Center, discusses the place of the arts in a comprehensive education.

*"Look at the schools that have the highest test scores on standardized tests. Generally, you will find that the arts are a part of their curriculum. Now, is that just a coincidence?"*

Q: The Kennedy Center's Arts Education Vision Statement asserts, "The arts are a critical and essential part of the education of every young person in America." Why is this true?

A: The arts are an essential part of American culture as a whole. It is very important that every young person comes into direct contact with the arts—not only as a passive observer, but also as an active participant.

The arts are also a great equalizer in terms of economic and social discrepancies. They have a way of leveling the playing field, allowing individuals to progress in life more effectively. There is also a lot of research that addresses the impact that the arts have on cognitive learning skills. For example, learning to play the piano can aid in developing mathematical skills. Visual arts and dance can affect the spatial perception of students—particularly young studentss.

Q: What value does arts-based learning provide to students?

A: The arts encourage learning as a process of discovery. We want every student to be a researcher who is asking probing questions—not only demonstrating their knowledge, but also testing and defending the assumptions that they are making. This is something that artists do all the time.

Also, when you look at early education practices, you see that they are filled with arts activities, because they offer the most basic and immediate ways to connect to a young mind. The arts challenge students of all ages, and engage them in a way that is often more kinesthetic, and perhaps more emotionally satisfying, than the "traditional" approach to teaching a text.

# **School District No. 71 (Comox Valley)**

**Office of the Secretary-Treasurer  
and Board of Education**

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

Briefing Note: District

Date: January 20, 2010

## **Issue:**

CO2 levels and capital plans.

In the past there have been lots of concerns raised about CO2 levels in our schools and as this has been mostly around Brooklyn a lot of what follows is related to the steps we took at that site. There are several planning issues that relate to decisions about tackling air quality issues. One is we need to move forward on plans for using restricted capital to replace the Annual Facilities Grants that seem unlikely to be reinstated in the school year 2010/11. The other issue is that we have approached the Ministry about using a large portion of our capital reserves toward getting approval for our number one priority on our 5 year capital plan [ attached]

## **Facts and Background:**

Below is listing of what we have done since we became aware of the issue raised by staff and parents at the schools

- **Jan 08 began CO2 sampling at Brooklyn**  
(Elevated levels of CO2)
- **Jan 08 Instructed school (Brooklyn) to crack windows if weather allows.**
- **Jan 08 Instructed maintenance staff to run all exhaust fans 24/7 at Brooklyn**
- **Jan 08 Spore sampling completed at Brooklyn**  
(Samples revealed lower counts indoors than out)
- **July 08 removed carpet from Library; replaced with lino (Brooklyn)**  
(Result of complaints from school staff)
- **July 08 unit ventilators taken apart and cleaned by maintenance staff (Brooklyn)**
- **Sept 08 Mold Dog (Brooklyn and elsewhere)**  
(Old food found in one room and suspect walk-off mat by exit doors in another)
- **Oct 08 Spore sampling completed (Brooklyn)**

Tuesday, November 17, 2009

1

- (Levels less than outdoors)
- **June 09 obtained further CO2 sample results (Brooklyn)**  
(CO2 much lower because of fans running, windows open, unit running)
- **Oct 09 Spore sampling completed (Brooklyn)**  
(Samples less than outside)
- **Oct 09 CO2 sampling completed (Brooklyn and elsewhere)**  
(CO2 levels much closer to ASHRE guidelines.)
- **Oct 09 CO2 results from other facilities showing elevated levels**  
(Some elevated levels prompted a memo to schools to open windows a little, leave unit ventilator running where possible and crack door to corridor to assist lowering levels. One site a ventilation grill was discovered behind posters preventing air movement. Additional ventilation (louvers) is being installed in upper window to encourage more air movement as well.)
- **Nov 09 re-sampled one room for CO2 (Brooklyn)**  
(Co2 average around 1300 ppm)
- **Dec 9, 2009 met with CDTA and explained strategy. They understand and accept what we are doing to try to lower CO levels in the face of low capital funding.**  
(time is of the essence in doing what we said we would do to continue the CDTA acceptance; running units, adding louvers at one site, exploring anything else that may help)
- **Christmas 2009 removed carpet from floor in room 111 (Brooklyn) and replaced with tile**  
(Attempting to help with breathing issues of teacher)
- **Jan 10 one room (Brooklyn) sampled for dust fibers**  
(School staff complaint)

In summary we have taken the following steps to assist in lowering CO2 levels:

- Activated exhaust fans through-out the school to run 24/7.
- Asked school to have staff open windows when possible
- Asked school staff to run unit ventilators as much as possible as there is a direct correlation between the higher levels of CO2 and not running the fans
- Asked school staff to crack open corridor door when possible
- Maintenance staff ensuring any possible ventilation is open
- Maintenance staff check school frequently to ensure fans are running
- Tried purging room overnight with force fans  
(No noticeable difference)
- Run unit ventilators all night  
(No effect except much higher energy costs)
- Added louvers to one room at Vanier to assist with air movement

In the near term the Maintenance Department will continue to sample rooms that have shown high readings of CO2. They will also work to ensure the maximum airflow with existing equipment.

Attached is a briefing note that does a good job of highlighting what Heating, Ventilation, and Air Conditioning [HVAC] system work that has been done. As well as a list of projects planned for the future.

At this time the approval of any projects on our 5 year plan by the Ministry may be questionable. We need to remember that there is always an up and down cycle for capital projects. We would expect that a few years from now that we will see approvals for work identified on our 5 year plan.

**Decisions to be considered by the Board:**

Board discussion

If the board is satisfied with the work to date on air quality and our long term plans in the 5 year capital plan that they reconfirm the plan.



## CP2 - Five Year Capital Plan Summary

03 SEP 2009 15:09:55  
len lbbs (PRD2)  
Version: rder0320.05

School District: 71 Comox Valley      Capital Plan Year: 2009/2010      Capital Plan Submission Date: 09-JUN-2009

Existing Project Priority No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	115044	2004-40 SPS - GEORGES P VANIER SECONDARY STRUCTURAL SEISMIC UPGRADE	\$0	\$0	\$13,138,889	\$0	\$0	\$13,138,889
2	115179	71040 RENO - GEORGES P VANIER SECONDARY MECHANICAL UPGRADE TO HVAC SYSTEM TO 10,260 SQ M (IE ENTIRE SCHOOL LESS 500 WING	\$0	\$0	\$5,662,863	\$0	\$0	\$5,662,863
3	115705	7171052 SPS - LAKE TRAIL SECONDARY STRUCTURAL SEISMIC UPGRADE	\$0	\$0	\$2,215,000	\$0	\$0	\$2,215,000
4	115576	2006-65 SPS - COURTENAY ELEMENTARY STRUCTURAL SEISMIC UPGRADE TO COURTENAY ELEMENTARY SCHOOL	\$0	\$0	\$2,138,000	\$0	\$0	\$2,138,000
5	115575	2006-71 SPS - ECOLE PUNTLEDGE PARK ELEMENTARY STRUCTURAL SEISMIC UPGRADE TO PUNTLEDGE PARK ELEMENTARY SCHOOL	\$0	\$0	\$1,479,000	\$0	\$0	\$1,479,000
6	115574	2006-63 SPS - BROOKLYN ELEMENTARY STRUCTURAL SEISMIC UPGRADE TO BROOKLYN ELEMENTARY SCHOOL COMOX	\$0	\$0	\$1,127,000	\$0	\$0	\$1,127,000
7	115577	2006-77 SPS - AIRPORT ELEMENTARY STRUCTURAL SEISMIC UPGRADE TO AIRPORT ELEMENTARY SCHOOL COMOX	\$0	\$0	\$1,059,000	\$0	\$0	\$1,059,000
8	115578	2006-74 SPS - TSOLUM ELEMENTARY SEISMIC UPGRADE TO NI DISTANCE EDUCATION TSOLUM CAMPUS	\$0	\$0	\$1,500,000	\$0	\$0	\$1,500,000

## CP2 - Five Year Capital Plan Summary

03 SEP 2009 15:09:55

len libbs (PRD2)

Version: rder0320.05

School District: 71 Comox Valley

Capital Plan Year: 2009/2010

Capital Plan Submission Date: 09-JUN-2009

Existing Project Priority No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
9	115578	2006-69						
		SPS - GLACIER VIEW ELEMENTARY SEISMIC UPGRADE TO GYMNASIUM GLACIER VIEW ELEMENTARY SCHOOL	\$0	\$0	\$799,620	\$0	\$0	\$799,620
<b>Total:</b>			\$0	\$0	\$29,119,372	\$0	\$0	\$29,119,372

# School District No. 71 (Comox Valley)

Director of Operations

607 Cumberland Road  
Courtenay, B.C. V9N 7G5  
Fax (250) 334 5552  
Telephone (250) 334 5516

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## District Wide Heating & Ventilation Upgrades

Date: 09.11.27

### **Issues:**

A number of facilities have antiquated heating and ventilation systems in place. Because of failing systems, inadequate air exchanges and higher utility costs we have identified a number of facilities requiring upgrades.

### **Facts and Background:**

Many of our facilities were built at a time when air exchange was not part of the equation. Many of these were built prior to natural gas coming to the Island as well so are heated with electric heat, usually a wall mounted unit ventilator.

These units do move a small amount of fresh air across the heating element when they are running but by today's standard that is not enough. Because of the age of most of these units they have become noisier when running so staff often times turn the units off so as not to interfere with concentration.

The district does recognize that these are necessary improvements and has done so for many years. Over the past number of years we have had mechanical upgrades at Robb Road, Cumberland Elementary, one half of Airport, Courtenay Elementary, NIDES, Village Park and more recently completed a 3 year phased upgrade at Highland.

### **Upgrades that are planned for future:**

- Airport Elementary completion
- Brooklyn mechanical upgrade
- Miracle Beach mechanical upgrade
- Royston mechanical upgrade
- Cumberland Junior mechanical upgrade
- Arden partial mechanical upgrade
- Glacier View partial mechanical upgrade
- Valley View partial mechanical upgrade
- Vanier complete mechanical upgrade

The costs for each of these projects were estimated from around \$900,000.00 to in excess of 1.5 million dollars (Vanier). These have been in the planning stages for some time and are all dependant on Ministry approval (5 year Capital Plan) or enough funding available through the Annual Facility Grant (which if used would decimate any other necessary work).

# School District No. 71 (Comox Valley)

Board of Education

607 Cumberland Road

Courtenay, B.C. V9N 7G5

Office of the Assistant Superintendent of Schools

Fax (250) 334 5552

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## Briefing Note: Policy 1200 Correspondence

### Issues:

- The policy was sent out to the field for feedback from partner groups in November 2009, as per the following:

**“THAT the board serve notice of motion for adoption  
of *Policy 1200: Correspondence (and attached regulation)*  
at the January 26, 2010 regular Board meeting**

- To date there has been no feedback

### Facts and Background

- This Correspondence policy will support the Board and the community in the articulation of the management of correspondence addressed to the Board and /or trustees.

### Decisions to be considered by the Board:

- That the Board of Education adopt Policy 1200 Correspondence.

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## POLICY MANUAL

POLICY	1200
Date	Nov. 24/09
Revision	0

### CORRESPONDENCE

The Board of Education recognizes the importance of relevant information in assisting trustees in their policy-making functions and believes that a free flow of information is necessary if trustees are to perform their function as public representatives. To support trustees in their work, the board will follow an established and declared procedure for the processing of correspondence which is facilitated by the secretary-treasurer's office.

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## Policy Manual

<b>POLICY</b>	1200R1
<b>Date</b>	Nov. 24, 2009
<b>Revision</b>	

### REGULATION

### CORRESPONDENCE

#### 1. CLASSIFICATIONS

All correspondence received at the administrative building and addressed to the board, the board chairperson, or otherwise addressed but intended for trustees will be classified as follows:

- (a) Category 1 - information only
- (b) Category 2 - response by staff or chairperson
- (c) Category 3 - requiring board action
- (d) Category 4 - confidential personnel matter.

#### 2. BOARD CORRESPONDENCE PROCEDURES

As it is the duty of the board to have all correspondence dealt with in a timely manner, the following will apply:

Correspondence addressed to the board or board chairperson will be received by the secretary-treasurer's office. Copies of such correspondence will be forwarded to the board chairperson and the secretary-treasurer immediately.

Date of this DRAFT:	Nov. 18/09
To board:	Nov. 24/09

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## 2. BOARD CORRESPONDENCE PROCEDURES (cont'd)

### Category 1:

Correspondence addressed to the board will be acknowledged immediately.

All correspondence items considered to be Category 1 in nature (*information only*) will be included in a centralized site, i.e. SharePoint site, trustee information binder, etc. This information will include any replies that may have already been written (other than acknowledgments).

### Category 2:

Correspondence addressed to the board will be acknowledged immediately.

Correspondence falling under Category 2 (*response to staff or board chairperson*) will be referred to the appropriate person for a response. A copy of the letter and its response will be published in a centralized site for reference of trustees.

### Category 3:

Correspondence addressed to the board will be acknowledged immediately.

Correspondence in Category 3 (*requiring board action*) will be placed on the agenda for the next regular board meeting, unless the correspondence deals with *property, personnel or litigious matters*, in which case the correspondence will be placed on the agenda for the next in-camera board meeting. The deadline for referral to the regular board meeting will be the agenda-setting meeting of the week prior to the board meeting. In extraordinary circumstances, the Board Chair may call for a special meeting in reference to an item of correspondence.

When necessary or appropriate, the responsibility for replying to such correspondence will be determined by the board at its regular meeting or its in-camera meeting. When necessary or appropriate, an individual drafting the reply will discuss the proposed content with the board chairperson. If time permits, a draft of the reply will be posted to a centralized site for consideration by trustees.

### Category 4:

Correspondence addressed to the board will be acknowledged immediately.

Category 4 correspondence (*confidential personnel matter*) will be copied to the chairperson immediately, and referred to the appropriate staff person for investigation and a response. The original letter and the response will be provided to all trustees in a confidential manner if appropriate. Correspondence from Category 4 will not be published.

**Note:** Correspondence received at a trustee's home address will be forwarded to the secretary-treasurer's office, as soon as possible, to enable the procedures outlined in this document to occur.

Date of this DRAFT:	Nov. 18/09
To board:	Nov. 24/09

# School District No. 71 (Comox Valley)

Board of Education

607 Cumberland Road

Courtenay, B.C. V9N 7G5

Office of the Superintendent of Schools

Fax (250) 334 5552

Telephone (250) 334 5500

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## Briefing Note: Policy 7060 - Student Placement: Kindergarten to Grade Seven

### Issues:

- The district has no written policy on the promotion (advancing to the next grade), retention (holding back a grade), or acceleration (skipping a grade) of students. There have been guidelines but practice has been somewhat inconsistent.
- The intent of the policy is to bring consistency to the practice of placement of elementary (K-7) students.

### Facts and Background

- It is widely known and researched that, in general, retention is harmful to a child and such a decision should be done very thoughtfully.
- The Policy Advisory Committee has drafted the attached policy.
- The committee has received feedback from principals and vice-principals and the committee members.
- A major intent of the policy is to clarify that the placement of a child in a grade is the responsibility of the school principal.
- A second major intent is that if there is the very rare occurrence of retention, that such a decision be made in consultation with parents, teachers, support staff and both school and district-based administration.
- The policy was distributed to the field and has been discussed by the policy advisory committee.
- Some of the feedback has resulted in edits for clarity (regulation item #3) and for providing a timeline for the process (regulation item #1).
- None of the editing changes the essence of the policy or the practice as described in regulations.

### Recommendation:

- That the Board adopt the policy as revised.



# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## Policy Manual

POLICY	7060
Date	Nov. 18/09 Draft
Revision	

### Grade Placement: Kindergarten to Grade 7

#### Policy Statement:

The board supports educational practices that are guided by the *Principles of Learning* as defined by the Ministry of Education:

- Learning occurs in varying ways and at different rates;
- Learning is both an individual and social process, and
- Learning requires the active participation of the learner.

The placement of a child in an educational program is the responsibility of the school principal (*School Regulation B.C. Reg. 265/89*). When deciding on the appropriate educational placement for children in the elementary years (K-7), principals normally place students in age-appropriate classes. In the very rare occasion where retention (holding back a grade) or acceleration (skipping a grade) is considered, a thoughtful, collaborative process shall occur which includes parents, appropriate school staff, and district staff.

In addition, where retention or acceleration is not the outcome of such a rare consideration, the placement shall be in an age-appropriate class with interventions, where the interventions are clear to the parents of the child and to the teachers who are responsible for educating the child. As with the collaboration on retention or acceleration, the interventions should emerge from group consultations.

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## Policy Manual

<b>POLICY</b>	7060R1
<b>Date</b>	Nov. 18/09 Draft
<b>Revision</b>	

### Grade Placement: Kindergarten to Grade 7

#### Regulations:

1. When the very rare circumstance occurs that it may be in the best educational interest of the child to consider retention or acceleration, then this decision must be made by the school principal in collaboration with parents, district staff and the school-based team which includes teachers and other supporting staff as needed. Any such decision shall be made prior to June 30<sup>th</sup>.
2. The process shall be documented, with a record of the meetings and process retained in the student's file with a copy to the district principal or student services. Parents shall receive a copy of the notes retained.
3. Consistent with the policy statement, if there is a decision to promote a student with support for their learning, then such learning supports and interventions shall be documented and parents shall receive a copy of the proposed supports for learning. These supports could be part of a child's formal individual education plan or a school-based learning plan.
4. If a parent believes that a child is placed in an inappropriate grade and that this placement significantly affects the health, education, or safety of a child, then there is an appeal process through the Board's bylaws at:  
([http://sd71.bc.ca/sd71/policy\\_manual/manual/APPEALSBYLAWS.pdf](http://sd71.bc.ca/sd71/policy_manual/manual/APPEALSBYLAWS.pdf))
5. Every reasonable effort will be made at the school level to reconcile a parent's concerns with placement if there is a concern about the level of support put in place or the grade placement of the child.

To: Board of Education Policy committee

From: Len Ibbs [Secretary Treasurer]

Date: December 13, 2007

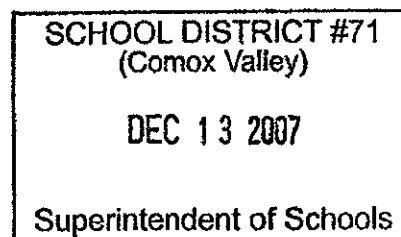
Re: new policy on hiring excluded staff

Background: Request made from Finance and Facilities Committee to have a policy developed on hiring excluded staff

Attachments: new proposed wording

Discussion: At first I thought to emulate a lot of the policy around hiring of principals but found the criteria was so different that it could not be used as a base. I went with a simpler draft as the excluded staff group is so diverse and it seemed difficult to come up with procedures that satisfied hiring both an administrative assistant and an assistant superintendent. If the committee would like to be directive, we could consider adding a tier in for senior managers such as directors and above. For which we would then need to specify the steps of the hiring process.

Recommendation: Review and decide on further processing of the new policy



## **Policy**

The Board of Trustees, School District No. 71 Comox Valley wishes to ensure that the best possible person is being hired for management positions and that a consultative process be used in hiring management personnel.

Further, the Board is committed to a fair selection process and to providing equal employment opportunity for all individuals in every aspect of its personnel policy and practice including recruitment, selection and promotion.

The Regulation accompanying this Policy specifies the process for hiring management personnel.

Policy : **HIRING OF MANAGEMENT PERSONNEL**

## **Regulation**

This Regulation accompanying Policy No. specifies the process for hiring management personnel.

### **1. Responsibility for Hiring**

**1.1** The Board is directly responsible for the selection of the Superintendent of Schools and the Secretary-Treasurer.

**1.2** The Board shall assign to the Superintendent the management of the selection process for those management staff reporting directly to him/her. These include Assistant Superintendent, Director of Instruction. Principals and Vice Principals are covered under policy 4015

**1.3** The Board shall assign to the Secretary-Treasurer the management of the selection process for those management staff reporting directly to him/her. These include the Director Of Finance, Manager of Information Systems, Director of Operations, and the Director of Capital Projects. Although not having a direct supervisory relationship, it also includes other finance and operations excluded staff.

### **2. Consultation**

**2.1** An Ad Hoc Advisory Committee may be convened to provide advice in the selection and hiring of management personnel.

**2.2** Such an Advisory Committee if convened may include representatives of other administrative personnel, employee groups and educational partners directly impacted by the management person being hired.

### **3. Confidentiality / Freedom of Information and Protection of Privacy**

**3.1** The Superintendent of Schools and/or the Secretary-Treasurer shall ensure that all participants in the process are aware of and indicate their agreement to adhere to the ethical and statutory requirements involved in hiring personnel.

# School District No. 71 (Comox Valley)

Board of Education

607 Cumberland Road  
Courtenay, B.C. V9N 7G5  
Fax (250) 334 5552  
Telephone (250) 334 5500

Office of Jeff Taylor: District Principal

## Briefing Note: Field Trips

Please find attached an out of province field trip requests, seeking final approval:

Mark R. Isfeld – Trip to San Francisco for Senior Band, Jazz Band and Choir

Teachers: Wayne Kuhnert and Barb Clement, with parents Paul Sadler, Rhonda MacKenzie Cooper and Mary MacLean

It is anticipated that 20 male and 34 female students are in San Francisco (or in transit) from April 18 to 24.

Highland- Trip to Kamloops, Canmore, Calgary and Edmonton by 41 band students in grade 11 and 12. The trip is from April 25<sup>th</sup> to May 1<sup>st</sup>. Chaperones are Dale Hallier, Nancy Cox, Judy Berkeley and Scott Park.

I have reviewed the applications and have contacted the schools with any follow up questions. These trips conform to policy 6031 Student Travel.

The following field trip applications have been received, seeking approval in principle:

Mark R. Isfeld- Senior French Immersion trip to Paris and London, running from April 23 2011 to April 30 2011 (four school days missed). This is part of an organized trip through EF Educational Tours. Details are sketchy on number of students attending, but must be between 16 and 40.

I have reviewed this application and have contacted the Mr. Village. This trip conforms to policy 6031 Student Travel.

Highland/Isfeld-Both of these schools' Journalism departments have submitted a request for a field trip to Portland Oregon to attend the National Journalism Conference. The trip would involve Charity Munro, Jody Zuccato and Randy James, and include 10 students. The conference runs from April 14 to 18, 2010. The application would be in order, except that it has not been submitted five months in advance of the proposed travel date. Staff involved are aware of this, and are bringing the application forward in hope that the board will grant an exception to the five month deadline.

Jeff Taylor  
District Principal: Education Technology

# School District No. 71 (Comox Valley)

## STUDENT TRAVEL REQUEST/APPROVAL FORM (PRINT OR TYPE FORM)

OUT-OF-PROVINCE

School name: Mark Isfeld

Specific group travelling: Open \_\_\_\_\_ or Limited (specify) Senior Bd Choir  
Senior Jazz Band

This is a: ☒ First submission (request for approval in principle)  
☐ Second submission (request for formal approval)

Grade level(s) of students: 11/12 Number of students: Male 20 Female 34

Proposed Destination: San Francisco

Departure Date: April 18/2010 Return Date: April 24/2010 Total No. of School Days 5

Method of Travel Chartered Bus

Supervision (General outline required for approval in principle; details required for formal approval)

**RECEIVED**  
 Employees  
 JAN 5 2010  
 Other Adults  
 SCHOOL DISTRICT  
 #71 (COMOX VALLEY)

Male

Female

Wayne Kuhnert

Barb Clement

Paul Sadler

Rhonda Mackenzie Cooper  
Mary Maclean

Employee in charge: Wayne Kuhnert Position held in school district: Teacher

### Financial considerations:

- Total cost of travel per individual student is: \$550.00
- Are costs for TOC or other adult supervision included? (explain) TOC - partial / Adults - Rooms / Havel,  
No - food.
- Method of financing the travel (in approximate percentages is):  
 Individual student/parent contribution 60% Group fundraising 40%  
 School-wide fundraising \_\_\_\_\_ Other (specify) \_\_\_\_\_

### Checklist:

	Yes	No	Date
1. The Parent Advisory Council has been consulted (prior to approval in principle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>PAC Mtg May 11/09</u>
2. Individual parents have been informed/consulted and have given consent (prior to approval in principle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. The number, age and gender of adult supervisors conforms to the regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. An attempt has been made to limit the number of school days missed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. The costs, time and distance involved balance with the benefits of the travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Accompanying adults have undergone the criminal record check process	<u>will be done.</u>	<input type="checkbox"/>	
7. Medical insurance has been, or will be, obtained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Cancellation insurance has been, or will be, obtained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Attach detailed itinerary along with additional summary comments (general outline for approval in principle; details for formal/final approval). The proposed travel conforms to the requirements of Board Policy 6031 and its regulations.

Principal's Signature [Signature] Date Dec 18/09

(04.05.04)

**Mark R. Isfeld**  
**Senior Music Performance Tour – Senior Band/Senior Jazz Band/Choir**  
**April 18 – April 24, 2010**

**Sunday, April 18th**

Comox Valley to Cottage Grove, Oregon – Overnight at Holiday Inn Express  
Evening free time at hotel (swimming pool, hot tub and exercise room)

**Monday, April 19th**

Travel to San Francisco  
Overnight in Berkeley – La Quinta  
Evening free time at hotel (swimming pool, hot tub and exercise room)

**Tuesday, April 20th**

A.M. clinic session with Bob Calonico/Marika Kuzma at University of California Berkeley  
Tour the University of Berkeley Music Department and campus  
Tour of Alcatraz Island - PM  
Group Dinner - Bubba Gumps Restaurant  
Fisherman's Wharf touring and shopping  
Overnight hotel in Berkeley – La Quinta

**Wednesday, April 21<sup>st</sup>**

A.M concert in San Francisco area  
Trolley ride from Fisherman's Wharf to Union Square – tour and shopping  
Golden Gate bridge walk  
Evening Tour of China Town  
Overnight hotel in Berkeley – La Quinta

**Thursday, April 22<sup>st</sup>**

A.M. concert at Great America Theme Park  
Picnic lunch at theme park  
Theme Park participation  
Overnight hotel in Berkeley – La Quinta

**Friday, April 23<sup>rd</sup>**

Travel from San Francisco to Springfield Oregon  
Overnight hotel in Springfield – Holiday Inn Express  
Evening free time / swimming in pool, hot tub, and exercise room

**Saturday, April 24<sup>th</sup>**

Travel from Springfield, Oregon to Comox Valley

Jan. 4, 2010

STUDENT TRAVEL REQUEST/APPROVAL FORM (PRINT OR TYPE FORM)

OUT-OF-PROVINCE

School name: Highland

Specific group travelling: Open \_\_\_\_\_ or Limited (specify) Music 11/12

This is a: ☒ First submission (request for approval in principle)  
☐ Second submission (request for formal approval)

Grade level(s) of students: 11/12 Number of students: Male 11 Female 30

Proposed Destination: Kamloops, Canmore, Calgary, Edmonton

Departure Date: April 25/10 Return Date: May 1/10 Total No. of School Days 5

Method of Travel charter bus

Supervision (General outline required for approval in principle; details required for formal approval)

Male  
Employees Dale Hallier

Female  
Nancy Cox  
Judy Berkeley

Other Adults Scott Park

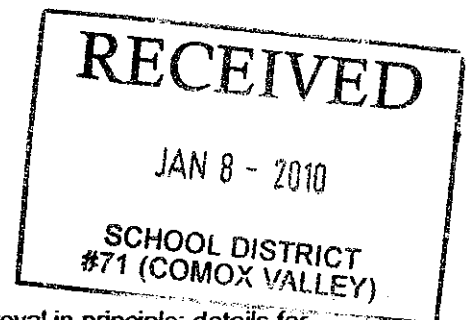
Employee in charge: D Hallier / N Cox Position held in school district: teacher

Financial considerations:

- Total cost of travel per individual student is: \$500
- Are costs for TOC or other adult supervision included? (explain) - no - trust account
- Method of financing the travel (in approximate percentages is):  
 Individual student/parent contribution 70% Group fundraising 20%  
 School-wide fundraising \_\_\_\_\_ Other (specify) 10% DAC

Checklist:

	Yes	No	Date
1. The Parent Advisory Council has been consulted (prior to approval in principle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Oct. 19/09</u>
2. Individual parents have been informed/consulted and have given consent (prior to approval in principle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Oct. 1/09</u>
3. The number, age and gender of adult supervisors conforms to the regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. An attempt has been made to limit the number of school days missed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. The costs, time and distance involved balance with the benefits of the travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Accompanying adults have undergone the criminal record check process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Medical insurance has been, or will be, obtained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Cancellation insurance has been, or will be, obtained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Attach detailed itinerary along with additional summary comments (general outline for approval in principle; details for formal/final approval). The proposed travel conforms to the requirements of Board Policy 6031 and its regulations.

Principal's Signature [Signature]

Date Jan 4/10



# School District No. 71 (Comox Valley)

## STUDENT TRAVEL REQUEST/APPROVAL FORM (PRINT OR TYPE FORM)

OUT-OF-PROVINCE

School name: Mark R. Isfeld

Specific group travelling: Open \_\_\_\_\_ or Limited (specify) French Immersion

This is a: ☒ First submission (request for approval in principle)  
☐ Second submission (request for formal approval)

Minimum 16 Maximum 40

Grade level(s) of students: 11/12 Number of students: Male \_\_\_\_\_ Female \_\_\_\_\_

Proposed Destination: Paris (France) & London (Britain)

Departure Date: Saturday April 23 2011 Return Date: Saturday April 30 2011 Total No. of School Days 4

Method of Travel EF tour - bus/plane

**Supervision** (General outline required for approval in principle; details required for formal approval)

Male

Female

Employees

Note: Depends on who is at Isfeld next year and the # of students going.

Jouska Lockquell

Other Adults

Employee in charge: Jouska Lockquell

Position held in school district: Teacher at Mark R. Isfeld

### Financial considerations:

- Total cost of travel per individual student is: \$3604
- Are costs for TOC or other adult supervision included? (explain) Yes 4 days x \$300 = \$1200 ÷ 8 students = 150.00
- Method of financing the travel (in approximate percentages is):  
☒ Individual student/parent contribution ☒ Group fundraising  
☐ School-wide fundraising ☐ Other (specify) \_\_\_\_\_

Checklist: #71

SCHOOL DISTRICT #71 (COMOX VALLEY)

- |  | Yes                                 | No                                  | Date                                     |
|--|-------------------------------------|-------------------------------------|--|
| 1. The Parent Advisory Council has been consulted (prior to approval in principle)                         |                                     | <input checked="" type="checkbox"/> | <u>to be presented to PAC Jan. 18/10</u> |
| 2. Individual parents have been informed/consulted and have given consent (prior to approval in principle) | <input checked="" type="checkbox"/> |                                     | <u>Dec. 15<sup>th</sup> 2009</u>         |
| 3. The number, age and gender of adult supervisors conforms to the regulation                              | <input checked="" type="checkbox"/> |                                     |  |
| 4. An attempt has been made to limit the number of school days missed                                      | <input checked="" type="checkbox"/> |                                     |  |
| 5. The costs, time and distance involved balance with the benefits of the travel                           | <input checked="" type="checkbox"/> |                                     |  |
| 6. Accompanying adults have undergone the criminal record check process                                    | <input checked="" type="checkbox"/> |                                     |  |
| 7. Medical insurance has been, or will be, obtained  | <input checked="" type="checkbox"/> |                                     |  |
| 8. Cancellation insurance has been, or will be, obtained   | <input checked="" type="checkbox"/> |                                     |  |

Attach detailed itinerary along with additional summary comments (general outline for approval in principle; details for formal/final approval). The proposed travel conforms to the requirements of Board Policy 6031 and its regulations.

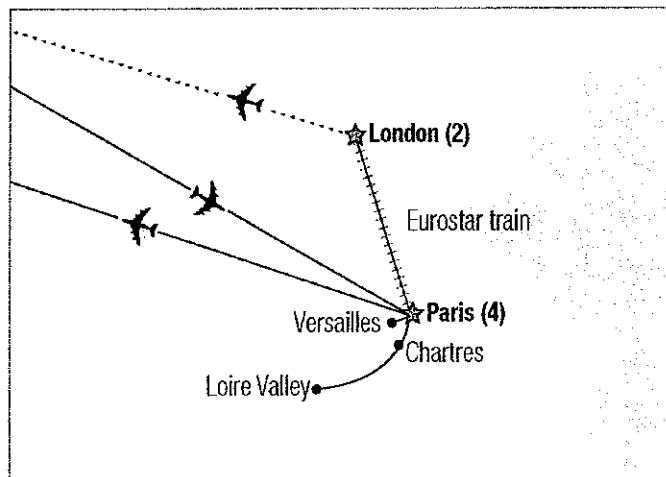
Principal's Signature [Signature] Date Dec. 18/09

(04.05.04)



**Educational Tours**

## Paris City Stay



### ITINERARY

- Day 1** Fly overnight to France
- Day 2** Paris
- Day 3** Paris
- Day 4** Paris
- Day 5** Paris
- Day 6** Depart for home
- 2-DAY TOUR EXTENSION**
- Day 6** Paris • London
- Day 7** London
- Day 8** Depart for home

### Program fee includes:

**Full-time bilingual EF Tour Director**

**Transportation:** Round-trip flight • Deluxe motor coach • (Eurostar high-speed train with extension)

**Accommodations:** 4 overnight stays in hotels with private bathrooms (6 with extension)

**Meals:** European breakfast and dinner daily

**Sightseeing tours (3):** Paris (2) • Versailles

**Visits to special attractions (4):** Notre Dame Cathedral • Louvre • Versailles • Eiffel Tower

**Plus:** Experiential learning: Prepare tarte flambée • 1 carnet (10 Métro tickets)

**OPTIONAL EXCURSIONS (not included in Program Fee):**

Chartres and the Loire Valley

**EXTENSION (all of the above, PLUS):**

**Sightseeing tours (2):** London (2)

### Tour information

**Group Leader** Jouska Lockquell

**Customer Number:** 3037208

**Tour number:** 796409

**Tour Consultant:** Elizabeth Berger

**Tour Name:** Paris City Stay

**Depart:** Saturday, Apr 23, 2011

**Return:** Saturday, Apr 30, 2011

**Number of Days:** 8

**Departure Gateway:** Victoria

### Price quote

<b>Program Fee *</b>	\$2,190
<b>Departure Fees**</b>	\$569
<b>Weekend Supplement</b>	\$80
<b>Peace of Mind Program</b>	Free
<b>2 Day Tour Extension</b>	\$465

	<b>AutoPay †</b>	<b>Total</b>
<b>For Students</b>	\$221	\$3,304
<b>Adult Supplement</b>		\$330
<b>For Adults</b>	\$243	\$3,634

### Tour items not included

<b>All-Inclusive Protection Plan</b>	\$129
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### Please note:

\* Program fee valid for all who enrol through Thursday, December 31, 2009. All other fees subject to change.

\*\* Excursion fees subject to change.

\*\*\*Departures Fees subject to change.

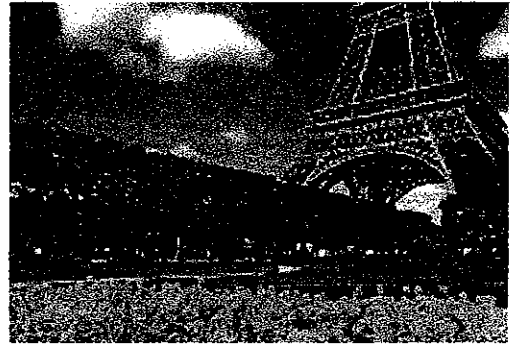
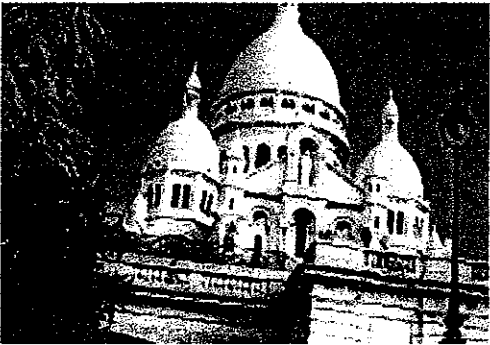
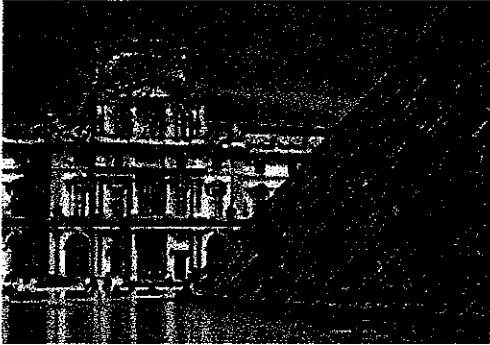
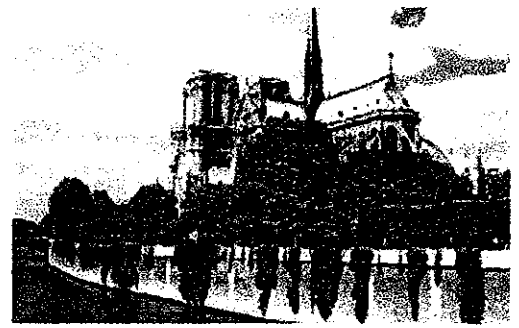
† Estimated monthly payment if a participant enrolls on Tuesday, Dec 15, 2009.

**Quote number 857575 created on 12/15/2009**

To enrol visit [www.eftours.ca/enrol](http://www.eftours.ca/enrol) or call

**1-800-263-2806** . If you are a resident of

Québec, please call **1-866-750-2550**



# PARIS STAY



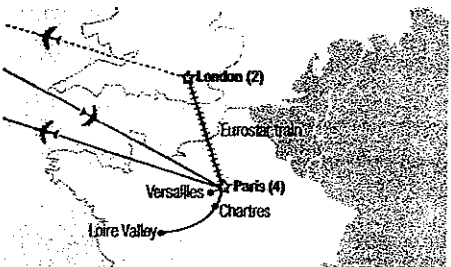
*Educational  
Tours*

*One of the New Experiences*

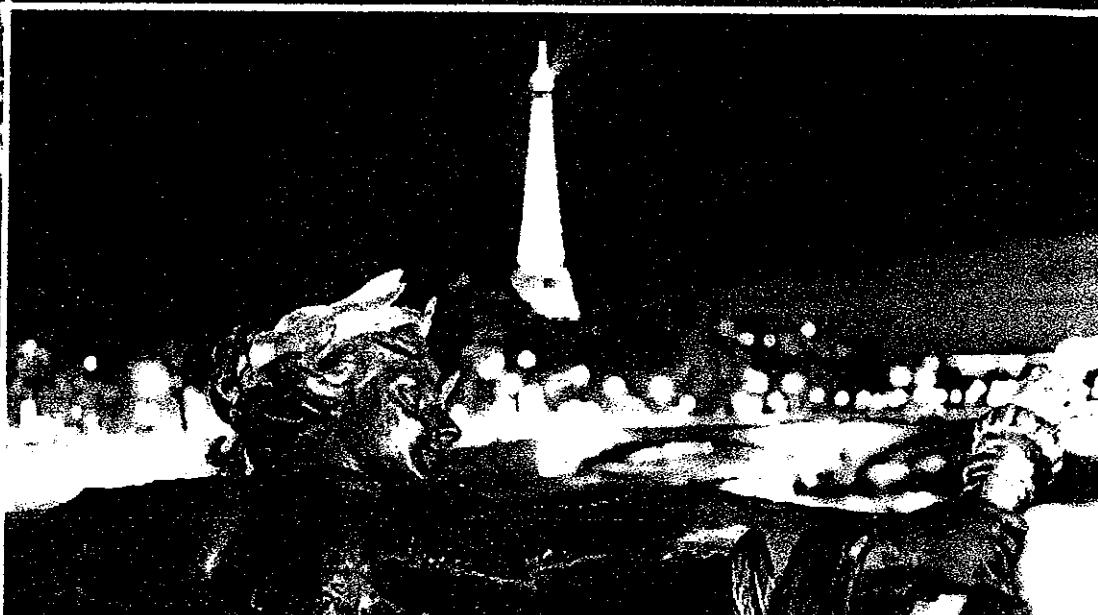
6 or 8 DAYS

# Paris City Stay

France (Extension to England)



Number of overnight stays in parentheses. This tour may also be reversed.



The Parisian skyline at night is a sight you won't soon forget.

## Program Fee Includes:

- Round-trip airfare
- 4 overnight stays in hotels with private bathrooms (6 with extension)
- European breakfast and dinner daily
- Full-time EF Tour Director
- 2 sightseeing tours led by licensed local guides:
  - Paris • Versailles
- 1 walking tour: Paris
- 4 visits to special attractions:
  - Notre Dame Cathedral • Louvre • Versailles
  - Eiffel Tower
- Experiential learning: Prepare *tarte flambée*
- 1 carnet (10 Métro tickets)
- Whisper headsets

## OPTIONAL:

Chartres and the Loire Valley

## WITH EXTENSION: All of the above PLUS:

- 1 sightseeing tour led by a licensed local guide:
  - London
- 1 walking tour: London
- Eurostar high-speed train

## Day 1 Flight

**Overnight flight to France** • Relax as you fly across the Atlantic.

## Day 2 Paris

**Arrival in Paris** • Touch down in Paris, City of Light. After clearing customs, you are greeted by your EF Tour Director, who will remain with you throughout your stay.

## Day 3 Paris

**Guided sightseeing of Paris** • Discover the city on the Seine, beginning with the imposing Arc de Triomphe, commemorating Napoleon's Grande Armée. Take a drive down the elegant Champs-Élysées to the Place de la Concorde. Pass the Conciergerie, where prisoners of the Revolution spent their final days, and see Les Invalides, Louis XIV's grand retirement home for wounded soldiers. You'll also see the École Militaire, where Napoleon graduated to lieutenant and was told he'd go far if circumstances allowed. Next, make a photo stop at the Eiffel Tower to marvel at the 6,000-ton centerpiece for the 1889 World's Fair. You'll hear the story of how this impressive—but once highly controversial—symbol of Paris was spared the wrecking ball in 1909. Pass the Opéra Garnier, where the famous Phantom of the Opera haunted his dear Christine, and marvel at Église de la Madeleine, designed as a temple of glory for Napoleon's army. Continue past the geometric gardens of the Tuileries as you make your way to the Place Vendôme, a vast square surrounded by elegant 17th-century façades.

**Guided visit to Versailles** • Visit Versailles, the elaborate palace of Louis XIV. Here, the Sun King held court in the most lavish style imaginable. At one point, 1,000 nobles were attended by 4,000 servants inside the palace, while 15,000 soldiers and servants inhabited the annexes. Stroll through the elegantly landscaped gardens designed by André Le Nôtre, tour the State Apartments of the King himself, walk through the historic Hall of Mirrors and admire the ornate decor of the State Apartments of the Queen. (Please note: Because of the extreme popularity of Versailles, guided visits of the interior cannot be guaranteed during peak seasons. In this case, your group will hear a presentation from your guide before entering the palace. Please also note that Versailles is closed on Mondays.)

## Day 4 Paris

**Visit to the Louvre** • Built to defend the city in the 13th century, the Louvre today safeguards one of the world's greatest art collections. Enter the museum through world-renowned architect I.M. Pei's glass pyramid, constructed in 1989. Inside, discover priceless antiquities from Asia, Greece and Rome. You'll also see precious objects from the Middle Ages and the Renaissance, as well as iconic European paintings such as the *Mona Lisa*.

**Walking tour of Paris** • Meander through the Latin Quarter, an area dominated by the Sorbonne, Paris' most famous university, founded in 1253. As you stroll, look for the Panthéon, created by Louis XV because of a promise he made to build a church dedicat-

ed to Sainte-Geneviève if he survived a severe illness. You'll also explore Boulevard St. Michel and spend some time browsing the stacks at the famous Shakespeare and Company bookstore, which published James Joyce's *Ulysses* in 1922. As you make your way along the Seine, you'll also have the chance to browse the literary materials sold at *les bouquinistes*, the bookstalls that sell old books, maps, art prints and postcards. It's the perfect place to pick up some authentic souvenirs!

**Visit to Notre Dame Cathedral** • Built between 1163 and 1361 over the remains of an ancient Roman temple, it was here that Napoleon crowned himself emperor in 1804. Victor Hugo once described the sculptured façade of Notre Dame as "a vast symphony in stone." However, had it not been for the creation of his famous hunchback, Quasimodo, the cathedral might never have returned to its former glory. Hugo's novel *The Hunchback of Notre Dame* helped inspire a 23-year restoration of the cathedral that began in 1841. Step inside to admire the stained-glass rose windows and seemingly weightless vaulted ceilings.

**Visit to the Eiffel Tower** • Visit Paris' iconic Eiffel Tower. In 1954, a mountaineer scaled the tower, and in 1984, two Englishmen parachuted off of it. Today, you will ascend to the tower's top floor. See if the City of Light looks different from its most famous monument!

#### **Experiential learning: *tarte flambée* lesson •**

Tonight, head over to Flam's restaurant, where your group will learn about the history of the French favorite, *tarte flambée*. After hearing how it was made in times past, students will discover the secret of Flam's *flambée*. Then, in small groups, members of your group will create their own tarts and cook them in the restaurant's kitchen. Lastly, you'll all sit down to taste your magnificent creations!

#### **Day 5 Paris**

##### **Optional excursion to the Loire Valley •**

Journey through the French countryside to the magnificent Loire Valley, Playground of the Kings. Our first stop is Chartres, home to Europe's grandest Gothic (13th-century) cathedral and the world's finest stained-glass windows. Then visit the spectacular Château de Chenonceau on the banks of the River Cher, an architecturally breathtaking estate with a romantic history. Finally, stop at Amboise, where you will have free time to visit the château on your own. Although it was partially destroyed during the French Revolution, the château's medieval grandeur is still on display.

**Free time in Paris** • Alternatively, enjoy free time for your own explorations of Paris. You might wish to visit the Musée d'Orsay, the Picasso Museum or the exhibits at the Pompidou Centre. Other possibilities are a visit to

Sacré-Cœur and Montmartre, where you can watch artists at work, or a stroll through the Latin Quarter. Or take part in the timeless Parisian tradition of people-watching over a cup of café au lait at a sidewalk café.

#### **Day 6 Home**

**Return home** • Your tour director assists with the transfer to the airport, where you'll check in for your return flight home.

#### **EXTENSION**

##### **Day 6 Paris • London**

**Transfer via the Eurostar** • Alternatively, your group can extend its stay two days. In Paris, board the high-speed Eurostar, an 18-car train that runs through the tunnel connecting continental Europe with Britain. Completed in May 1994, the Channel Tunnel provides travelers with easy access to and from the continent. Enjoy state-of-the-art technology as you glide under the English Channel.

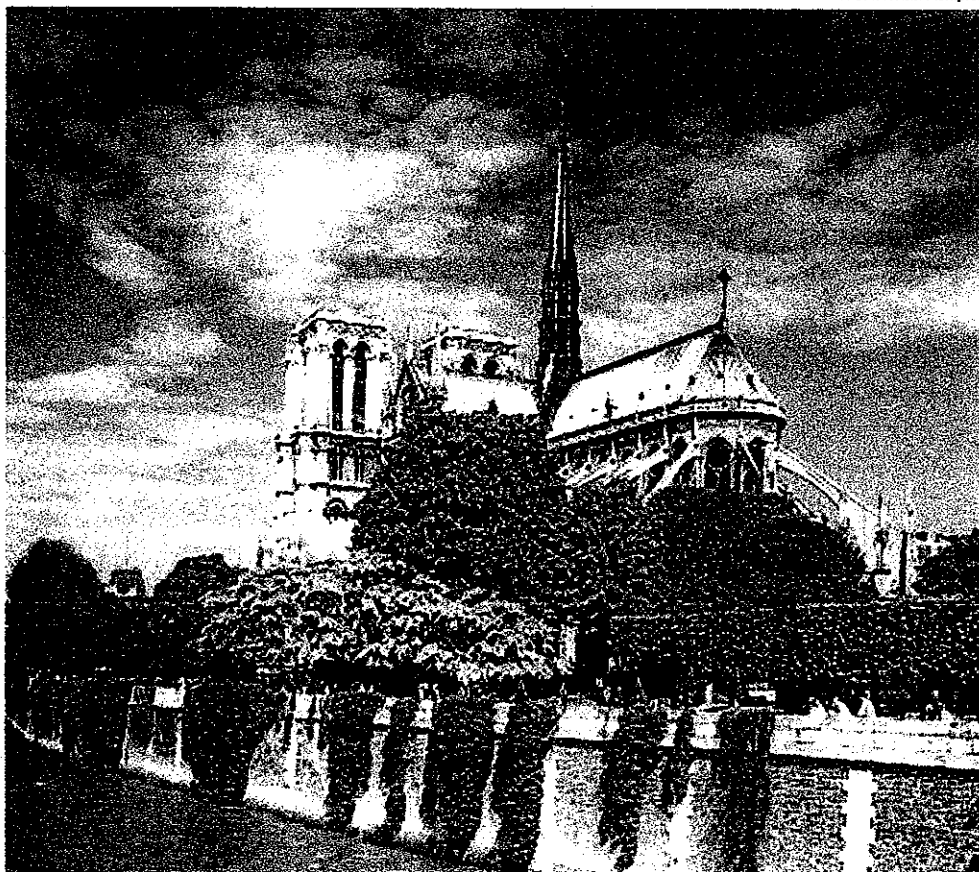
**Arrival in London** • Arrive in London, Europe's largest city.

**Guided sightseeing of London** • A local guide leads you on a panoramic tour of London. Begin in Grosvenor Square, which is sometimes called "Little America" because it's the site of the U.S. embassy and the house where Eisenhower once lived. Continue to Hyde Park Corner, located at the southeast corner of Hyde Park, one of London's largest parks. At bustling Piccadilly Circus, the intersection of five busy streets, check out the bright lights and big-city displays, before heading to Trafalgar Square. Pass Speaker's Corner, where anyone with something to say is invited to speak his or her mind. Snap a photo of the Houses of Parliament and continue along London's South Bank for views of the famous Tower of London and London Bridge. Stroll across the Millennium Bridge for an orientation of St. Paul's Cathedral, the magnificent 17th-century Baroque church designed by Sir Christopher Wren.

#### **Day 7 London**

**Walking tour of London** • Stroll through the heart of London on today's walking tour, which begins along the banks of the River Thames. These shadowy waters gave the city

Notre Dame Cathedral in Paris was built in 1163 over the remains of a Roman temple.



its name, which derives from Llyn-Dyn, Celtic for "city of the lake." Walk along the Strand and see the spot considered to be London's geographic center; all measurements of distances to London end here. Enter Trafalgar Square and pause at Nelson's Column, built to commemorate his 1805 victory in the Battle of Trafalgar. Continue on to Leicester Square, where duelists once fought to the death. Then saunter through London's tiny Chinatown. Your walk ends at chic Covent Garden, where you'll enjoy watching street performers (or "buskers") amuse the lively crowds. (The exact walking route may vary, depending on your hotel location and the day's other activities.)

**Free time in London** • Ask your tour director for fun suggestions!

#### **Day 8 Home**

**Return home** • Your tour director assists with the transfer to the airport, where you'll check in for your return flight home.

For complete financial and registration details, please refer to the Booking Conditions.



ITN1108PCS/T  
Itinerary subject to change.

## **Discover the Global Classroom**



## *Educational Tours*

2010/Spring

**School District No. 71 (Comox Valley)**

**STUDENT TRAVEL REQUEST/APPROVAL FORM (PRINT OR TYPE FORM)**

**OUT-OF-PROVINCE**

School name: Highland Secondary

Specific group travelling: Open or Limited (specify) \_\_\_\_\_

This is a: ☒ First submission (request for approval in principle)  
☐ Second submission (request for formal approval)

Grade level(s) of students: 9-12 Number of students: Male 2 Female 8

Proposed Destination: Portland, Oregon

Departure Date: April 14 - pm Return Date: April 18 - pm Total No. of School Days 2

Method of Travel: Van

**Supervision** (General outline required for approval in principle; details required for formal approval)

	Male	Female
Employees	<u>Randy James</u>	<u>Charity Munro</u> <u>Godie Zucato</u>
Other Adults	_____	_____ _____ _____ _____

Employee in charge: Charity Munro Position held in school district: Teacher

**Financial considerations:**

- Total cost of travel per individual student is: \$775.00
- Are costs for TOC or other adult supervision included? (explain) yes
- Method of financing the travel (in approximate percentages is):

Individual student/parent contribution	<u>50%</u>	Group fundraising	<u>50%</u>
School-wide fundraising	_____	Other (specify)	<u>- yearbook company sponsor</u>

**Checklist:**

	Yes	No	Date
1. The Parent Advisory Council has been consulted (prior to approval in principle)	_____	<input checked="" type="checkbox"/>	<u>JAN. 18/10</u>
2. Individual parents have been informed/consulted and have given consent (prior to approval in principle)	_____	<input checked="" type="checkbox"/>	_____
3. The number, age and gender of adult supervisors conforms to the regulation	<input checked="" type="checkbox"/>	_____	_____
4. An attempt has been made to limit the number of school days missed	<input checked="" type="checkbox"/>	_____	_____
5. The costs, time and distance involved balance with the benefits of the travel	<input checked="" type="checkbox"/>	_____	_____
6. Accompanying adults have undergone the criminal record check process	<input checked="" type="checkbox"/>	_____	_____
7. Medical insurance has been, or will be, obtained	<input checked="" type="checkbox"/>	_____	_____
8. Cancellation insurance has been, or will be, obtained	<input checked="" type="checkbox"/>	_____	_____

Attach detailed itinerary along with additional summary comments (general outline for approval in principle; details for formal/final approval). The proposed travel conforms to the requirements of Board Policy 6031 and its regulations.

Principal's Signature: [Signature] Date: Jan. 5/10

# School District No. 71 (Comox Valley)

## STUDENT TRAVEL REQUEST/APPROVAL FORM (PRINT OR TYPE FORM)

OUT-OF-PROVINCE

School name: Mark R Isfeld

Specific group travelling: Open \_\_\_\_\_ or Limited (specify) Journalism Students

This is a: ☒ First submission (request for approval in principle)  
☐ Second submission (request for formal approval)

Grade level(s) of students: 9-12 Number of students: Male ? Female ?

Proposed Destination: Portland, Oregon USA, National Journalism Conference

Departure Date: April 14/10 Return Date: April 19/10 Total No. of School Days 2  
(after school)

Method of Travel bus/van

**Supervision** (General outline required for approval in principle; details required for formal approval)

<p>Male</p> <p>Employees: <u>James (Vanier)</u>  <u>ed assistant</u></p> <p>Other Adults: _____</p>	<p>Female</p> <p><u>Jodie Zuccato (Isfeld)</u>  <u>Charity Munro (Highland)</u></p> <p>_____</p> <p>_____</p>
---	---

Employee in charge: Jodie Zuccato Position held in school district: Teacher

### Financial considerations:

- Total cost of travel per individual student is: \$784.00
- Are costs for TOC or other adult supervision included? (explain) no - hope to find some funding and coverage / and or Pro-D funds
- Method of financing the travel (in approximate percentages is):
 

Individual student/parent contribution <u>40-50%</u>	Group fundraising <u>10%</u>
School-wide fundraising _____	Other (specify) <u>40% PAC and/or other monies in school</u>

### Checklist:

	Yes	No	Date
1. The Parent Advisory Council has been consulted (prior to approval in principle)	_____	<input checked="" type="checkbox"/>	<u>will meet on Mon</u>
2. Individual parents have been informed/consulted and have given consent (prior to approval in principle)	_____	<input checked="" type="checkbox"/>	<u>the 18th Jan</u>
3. The number, age and gender of adult supervisors conforms to the regulation	<input checked="" type="checkbox"/>	_____	_____
4. An attempt has been made to limit the number of school days missed	<input checked="" type="checkbox"/>	_____	_____
5. The costs, time and distance involved balance with the benefits of the travel	<input checked="" type="checkbox"/>	_____	_____
6. Accompanying adults have undergone the criminal record check process	<input checked="" type="checkbox"/>	_____	_____
7. Medical insurance has been, or will be, obtained	<input checked="" type="checkbox"/>	_____	_____
8. Cancellation insurance has been, or will be, obtained	_____	<input checked="" type="checkbox"/>	_____

Attach detailed itinerary along with additional summary comments (general outline for approval in principle; details for formal/final approval). The proposed travel conforms to the requirements of Board Policy 6031 and its regulations.

Principal's Signature B. Village Date Jan. 6/10

(04.05.04)



Highland Secondary School / Mark R. Isfeld

2010 JEA/NSPA Spring National High School

Journalism Convention

Portland, Oregon

April 15-18, 2010

## Background

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Each year, the Journalism Education Association (JEA) hosts two National High School Conventions. Students will have the opportunity to meet other students from around the world, share experiences and skills, network with one another, share resources and develop new ideas within their area of study. The JEA is the only independent national scholastic journalism association in North America. There are no high school journalism associations, conferences, or workshops to be found anywhere in Canada. The Journalism Education Association supports free and responsible scholastic journalism by providing resources and educational opportunities, by promoting professionalism, by encouraging and rewarding student excellence and teacher achievement, and by fostering an atmosphere which encompasses diversity yet builds unity.

## Purpose

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This conference will provide both Highland Secondary and Mark R. Isfeld Secondary School students and advisors with an unparalleled opportunity to attend the only forum of its kind in North America. With more than 200 workshops in newspaper, yearbook, magazine, broadcasting, online publishing, and advertising, the opportunity to inspire young talent through opportunity, achievement and education could not be greater. Portland, Oregon is a hub for journalistic activity with journalists from around the world reporting on news stories on a daily basis. This conference will feature keynote addresses from some of the top newsmakers and reporters in North America. In addition, students will be able to connect with other student journalists and choose areas of interest to focus their learning. What is unique about this trip is that both Charity Munro and Jodie Zuccato will be collaborating their learning around journalism in order to strengthen both programs, and will bring back ideas for our own district with the hope of offering future conferences and workshops for local students. It should be noted as well, that Isfeld is offering journalism for the first time in 5 years, and is building its program. A conference of this nature, attended by eager students, will help to solidify the program.

## Advisors

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Students will be accompanied by Jodie Zuccato, Charity Munro and Randy James. Charity Munro currently teaches Journalism at Highland Secondary, Jodie Zuccato teaches Journalism at Mark R. Isfeld, and Randy James is a Resource Aide at G.P. Vanier Secondary. Students will be under the direct supervision of both advisors and chaperone 24 hours a day from the time of departure until the time of arrival back home. All three adults have had many years experience supervising students and athletes over multi-day trips. In 2006, Charity and Randy took eight students to San Francisco for four days to attend a JEA Conference and both have had significant experience travelling with and supervising teams of athletes attending multi-day sport competitions up to a week in duration. Jodie Zuccato, while teaching in Egypt, traveled with Model United Nations students from Cairo to Amman Jordan for a 4-day conference, has taken Lake Trail journalism students to 3 day workshops in Vancouver, and has done many overnight trips to Victoria for various fieldtrips.

## Transportation

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We are currently in the preliminary stages of arranging transportation. Our anticipated transportation plan consists of the following:

April 14	3:00 pm (PST) 5:45 pm 7:45 pm 2:00 am	Depart from Highland Secondary School Catch BC Ferry from Duke Point to Tswwassen Arrive in Tswwassen Arrive at Red Lion Hotel, 1021 NE Grand Ave.
April 15	8:00 am 9:00 am 4:00 pm 5:30 pm 6:00 pm	Breakfast Students participate in guided tours of media outlets Students arrive back at hotel, shopping Dinner Keynote speaker
April 16	8:00 am 9:00 am 10:00 am 12:00 pm 1:00 pm 5:00 pm 7:00 pm 9:30 pm	Breakfast Keynote Workshops Lunch Workshops Dinner Supervised dance, hosted by JEA Back at hotel for the evening
April 17	8:00 am 9:00 am 12:00 pm 1:00 pm 3:00 pm 5:00 pm 7:00 pm 9:30 pm	Breakfast Workshops Lunch Workshops Shopping, tours Dinner Supervised dance, hosted by JEA Back at hotel for the evening
April 18	8:00 am 9:00 am 12:00 pm	Breakfast Keynote, end of conference Return to Highland Secondary

### Accommodation

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Final accommodation arrangements have yet to be made however we are tentatively planning on staying at the Red Lion Hotel

1021 NE Grand Avenue  
Portland, OR 97232  
Tel: 503-235-2100  
Fax: 503-238-0132  
E-mail: [conventionctrsales@redlion.com](mailto:conventionctrsales@redlion.com)

This hotel is adjacent to the convention centre.

Students will be expected to share accommodation (2-4 students) per suite depending on gender.

## Meals

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As part of the cost of the trip students will be given an envelope each morning containing a per diem of \$40 US for the cost of food/snacks/tours etc. In our experience this has been the most effective way of ensuring that students do not run out of cash before the end of the trip and that they have enough money to afford the cost of activities each day. Students are welcome to carry additional spending money if they choose however they are ultimately responsible for their own belongings.

We will do our best to feed students in an economical fashion while ensuring that they eat nutritious meals.

## Conference

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The 2010 JEA/NSPA Spring National High School Journalism Convention is being held at the Oregon Convention Centre located at:

Oregon Convention Center  
777 NE MLK, Jr. Blvd.  
Portland, OR 97232

See Appendix B for a copy of the Conference brochure.

## Daily Itinerary

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The conference itinerary is tentatively as follows:

April 15	8:00 am	Breakfast
	9:00 am	Students participate in guided tours of media outlets
	4:00 pm	Students arrive back at hotel, shopping
	5:30 pm	Dinner
	6:00 pm	Keynote speaker
April 16	8:00 am	Breakfast
	9:00 am	Keynote
	10:00 am	Workshops
	12:00 pm	Lunch
	1:00 pm	Workshops
	5:00 pm	Dinner
	7:00 pm	Supervised dance, hosted by JEA
	9:30 pm	Back at hotel for the evening

April 17	8:00 am	Breakfast
	9:00 am	Workshops
	12:00 pm	Lunch
	1:00 pm	Workshops
	3:00 pm	Shopping, tours
	5:00 pm	Dinner
	7:00 pm	Supervised dance, hosted by JEA
	9:30 pm	Back at hotel for the evening
April 18	8:00 am	Breakfast
	9:00 am	Keynote, end of conference
	12:00 pm	Return to Highland Secondary

## Cost

Approximate Cost:	\$1 US = \$1.10 Cdn
Conference Registration Fee (12 x \$93.50 Cdn)	\$1122
Transportation (15 passenger van @ \$130 Cdn/day + \$0.35/km + taxes and fuel)	1200
Hotel (5 rooms @ \$82 Cdn/night x 4 nights + taxes + fees)	1895
Meals (\$40 US per diem/day/person)	2080
Tours (\$50 US per person)	715
Other Transportation (ferries, shuttles, metro)	525
Medical Insurance	300
Total	\$7837
	=====

Approximate cost per student = \$7837 / 10 students = **\$784 each (Cdn funds)**

All costs assume 10 students and 3 advisors travelling to Portland, Oregon.

## Fundraising

It is anticipated that we will be able to raise some money towards the overall cost of the trip by soliciting media outlets for financial support.

## Additional Considerations

In addition to the approximate costs above students also require:

- a valid Canadian Passport
- a notarized letter signed by both parents (or ALL legal guardians) granting permission for travel. Please see Appendix B for sample letter
- spending money for souvenirs

# portland. current.

April 15-18, 2010 • Oregon Convention Center

## Convention Highlights

- Keynote addresses by some of the nation's top newsmakers and reporters
- More than 200 learning sessions in newspaper, yearbook, magazine, broadcast, online, advising, press law and more
- Special pre-convention workshops and issue seminars
- Media and sight-seeing tours to top attractions and media outlets
- On-site critiques and competitions, including NSPA Best of Show and JEA Write-offs
- Swap Shop and Break with a Pro events for sharing experience and information
- A wide array of products, services and educational opportunities at the trade show

## Registration Fees

### JEA or NSPA members

- \$85 if received by March 25, 2010
- \$95 when received March 26, 2010, or later

### Nonmembers

- \$105 if received by March 25, 2010
- \$115 when received March 26, 2010, or later

**Nonmember professionals (not students or advisers): \$150**

**Save money by registering early  
and by joining JEA and NSPA.**

**National Scholastic  
Press Association**  
2221 University Ave. SE  
Suite 121  
Minneapolis, MN 55414  
tel: 612-625-8335

**Journalism  
Education Association**  
Kansas State University  
103 Kedzie Hall  
Manhattan, KS 66506  
tel: 866-532-5532

**Visit us on the Web:**

[www.jea.org](http://www.jea.org)  
[nspa.studentpress.org](http://nspa.studentpress.org)



# Staying current is the challenge.

Whether you be a newspaper reporter, a broadcast anchor, a freelance photographer, a yearbook editor or an online producer, you must capture the here and now.

And the 2010 JEA/NSPA National Spring Journalism Convention in Portland is here to help you. From the MAX rail system, that uses current to link your hotel to the convention center, to the Willamette River, whose currents run right through town, to the workshops sessions that will help you and your editors become current in your practice, the spring convention will be all about what's current. In design, in photography, in Web and in broadcast. Located just blocks from the currents of the Willamette River, the Oregon Convention Center will be a place for students to meet, greet and exchange ideas.

Ringed by natural beauty — Mount Hood, the Columbia River Gorge and the Willamette Valley wine country — Portland prides itself on protecting its environs. Portland also offers "green appeal" of the monetary variety. Since Oregon has no sales tax, Portland's designer boutiques and department stores are a shopper's dream. The "Fareless Square" encourages the use of public transportation — all light rail, bus and streetcar travel within the downtown core is free. Take some time to browse Powell's Books, the world's largest independent book store. Dine on organic food from local farmers. Enjoy the breathtaking beauty that is America's "greenest" city.

The breakout sessions feature current professionals and students sharing their experiences. Break with a Pro will help students learn about how the local media professionals are affected by the current media challenges. Swap shops give editors the chance to share (and trade!) current trends in their publications or electronic media. And the keynote sessions give all a chance to go away with new ideas to keep their publications current, vibrant and fresh.

So come to Portland to mix and come to Portland to mingle, but definitely come to Portland to stay **current.**

## Reserve hotel rooms online

### New multiple- hotel reservation process for Portland 2010

To take full advantage of the convention, delegates who live outside the Portland metro area are encouraged to stay at the sanctioned and officially designated JEA/NSPA convention hotels. The Oregon Convention Center will house all convention activities.

JEA/NSPA has rooms available at four hotels. Please check the convention blog at [studentpressblogs.org/portland2010](http://studentpressblogs.org/portland2010) for detailed information about each property and how to reserve rooms.

#### Hilton Portland and Executive Tower

[1 mile from  
Convention Center]  
921 SW Sixth Ave.

#### Doubletree Hotel Lloyd Center

[4 blocks from  
Convention Center]  
1000 NE Multnomah

#### Portland Crowne Plaza

[3 blocks from  
Convention Center]  
1441 NE 2nd Ave.

#### Red Lion Hotel

[Adjacent to  
Convention Center]  
1021 NE Grand Ave.





# **School District No. 71 (Comox Valley)**

**Office of the Secretary-Treasurer  
and Board of Education**

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

Briefing Note: District

Date: January 14<sup>th</sup> 2010

Issue: Predicting funding and amount of reductions to our  
10/11 Annual Budget [revised for HST rebate  
announcement]

## **Facts and Background:**

Admittedly this is the worst year ever seen to try and predict our funding for the 10/11 school year. There is a wide possible range of adjustments that may have a significant outcome on our actual funding. We have tried to consider this in our recommendations and this causes us to be conservative in estimating our revenues.

So working off the attached budget sheet you can see at the bottom where we would be looking for a total of 2.438 million to bring our budget back into balance. Please note the 325,000 in AFG funding is not included in the figure. It must also be understood that the reduction in teacher staffing for the enrolment decline is included in the total to work towards.

So starting with the 2.438 million I would suggest that we consider using a portion of local capital to pay for operating expenses incurred that fit the definition of capital [ i.e. computers]. This should reduce the need to cut by 400,000 to equal 2.038 million.

Then we have been told by Ministry staff that any changes to the formula would likely be phased in over three or four years. So the page where we show 1.2 million of potential changes we are likely to only experience 1/3 of the changes in 10/11 so we can reduce that figure to 400,00 meaning it

Tuesday, November 17, 2009

1



would need to cut by 800,000 to equal 1,238,00 as a target . To be safe we should probably add a bit and round it to 1.3 million.

We also need to point out that we do have small operating surplus [Planned to be approximately 900,000 at the end of the year]. It would be best if we did not plan to use more of it than necessary. If we can keep the modest operating surplus for the future it will help us if our predictions on revenue or expenses do not meet expectations.

Decisions to be considered by the Board:

Board information:

To help the board chose the amount of reduction to implement a balanced budget for the 2010/11 Annual Budget.

**Budget Priorities to be Considered**



	Long List	Savings
<b>Support Staff</b>		
Course fees (funding to secondary for electives)		35,000
Non Enrolling Teacher staff District Based		20,000
Differentiated Staffing		80,000
Non Enrolling Teachers Student Services		400,000
District Growth to support schools		160,000
Non Enrolling Student services		20,000
District Staff - Support and Excluded		40,000
District Supplies - funding to support schools and student achievement		170,000
Principals and VPS		10,000
Non Enrolling Teacher staff District Based		60,000
Field trips - funding to schools to support trips		40,000
Non Enrolling Teacher staff District Based		100,000
Non Enrolling Teacher staff District Based		40,000
Non Enrolling Teacher staff District Based		40,000
LRC Supplies and Resources		20,000
Non Enrolling Teacher staff District Based		20,000
Professional partnerships		40,000
Provincial Championship Assistance		58,000
Queeneesh bus run from lower area of Back Road		10,000
Reduce elementary staffing - Curriculum Support Teachers (7.5FTE)		30,000
Release for meetings (Totals of TOC time - Sick time)		80,000
Non Enrolling Teachers Student Services		90,000
<b>Support Staff</b>		56,000
Secondary Staffing Ratio (increase from 25:1 to 26:1 = 480,000)		40,000
Principals and VPS		480,000
Non Enrolling Teacher staff District Based		100,000
Supplemental staffing - School Based		40,000
Supplemental staffing - School Based		80,000
Transportation assistance		104,000
		10,000
Total costs considered district-wide		2,453,000

**Potential Revenue Generation**

Charge courtesy bus riders -10,000  
 Elementary International Students - expand to grades 6 and 7 -250,000

**Retirements:**

Mr. Clyde Woolman, Principal, Ecole Puntledge Park Elementary School will retire effective July 31, 2010 after 24 years of service with the district.  
Teaching since 1976

Ms. Karen Dunington, Teacher, Cumberland Elementary School will retire effective June 30, 2010 after 10 years of service with the district.  
Teaching since 1975

# Finance Committee—Minutes

Monday, January 11, 2010  
School Board Office, Seminar Room  
1:00 pm

Members	In Attendance
Danny White (Chair)	✓
Corinne McLellan (Trustee)	✓
Len Ibbs (Secretary Treasurer)	✓
Chuck Morris (Director of Operations)	✓
Sherry Elwood (Assistant Superintendent)	✓
Debbie Page (Recording Secretary)	✓

**Invited Guest:** Pat Lewis, PAC Chair, Highland Secondary School

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## AGENDA ITEMS

1. Presentation—Mr. Pat Lewis, PAC Chair, Highland Secondary School – invited to speak to the Finance Committee with regards to school funding, as outlined in his correspondence to the Board (R9/October 27, 2009)

2. **Policy 8001/MR1—Use of School Facilities**  
**Policy 8001/MR3—Daycare Centres and Latch Key Programs**

The Secretary Treasurer will review the rental rates outlined in *Policy 8001 MR1: Use of School Facilities* and *Policy 8001 MR3: Daycare Centres and Latch Key Program* and bring forward recommendation(s) to the Board.

Adjourned: 1:50 pm

# **School District No. 71 (Comox Valley)**

**Office of the Secretary Treasurer and  
Board of Education**

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

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## **Briefing Note – Education Committee Meeting – Minutes**

Tuesday, January 12, 2010; 6:30 to 8:30 pm  
School Board Office, Board Room

The Education Committee met on January 12th and the following items were presented:

1. Brief update on CO2 in schools by Chuck Morris, Director of Operations
2. Presentation received from the Brooklyn PAC and staff regarding air quality
3. Presentation from the Career Prep/Work Experience staff
4. Update on Full-Day Kindergarten

Hello VISTA trustees,

Many of you have been inquiring about registration for the VISTA one-day conference *Sustaining Public Education—Values, Vision and Action* as well as the next VISTA business meeting. Thank you for your interest and patience!

Please mark your calendars for the conference:

***Sustaining Public Education—Values, Vision and Action***

***10 a.m. to 4 p.m.***

***Saturday, February 27, 2010***

***Dover Bay Secondary School,***

***6135 McGirr Road, Nanaimo, BC V9V 1M1***

Following up from a motion at the October VISTA branch meeting, the purpose of this conference is to work with government, education partners, students and the public to develop a vision for sustaining public education on the island.

All VISTA trustees are invited to attend, and we are asking each school district to identify and invite up to 20 persons representing your partner groups, including students with varying interests and experiences in public school, as well as representatives of your local government, First Nations/aboriginal communities, business associations/chambers of commerce, industry and trades, post-secondary institutions, etc. The conference is free and expenses are the responsibility of the participant.

*We will be providing you with an invitation and link to an on-line registration form for the Sustaining Public Education conference this week. The deadline for registrations is Wednesday, Feb. 17.*

We will also be sending *your board chair and superintendent* an e-mail with the request that your school district identify and invite people in your community to attend and register those who are interested in attending. If you have suggestions, please forward them to your board chair and/or superintendent.

The VISTA business meeting will take place the next day, **Sunday, Feb. 28**, time and location to be announced. Information about available hotels for those of you who plan to stay over and attend the VISTA business meeting will be sent out later.

If you have any questions about the Sustaining Public Education conference, please e-mail [vistaconference@shaw.ca](mailto:vistaconference@shaw.ca)

Thank you, and we look forward to seeing you and members of your community at the conference!

Helen Parker

On behalf of the conference committee

# **School District No. 71 (Comox Valley)**

**Office of the Secretary-Treasurer  
and Board of Education**

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

Briefing Note: District

Date: January 7, 2010

Issue: Trustee By-election

Facts and Background: With the December 31<sup>st</sup> resignation of the trustee for Area A we need to appoint a Chief Election Officer to run the by-election. We did review several alternatives to appoint for this position. In the end the best alternative was to consider appointing Mr. Tom Moore of Victoria as he has extensive experience in running elections for both school boards and municipalities. The actual cost of having a Chief Election Office as opposed to having internal staff do the work is quite modest.

Decisions to be considered by the Board:

That the Board appoints Mr. Tom Moore to be the Chief Election Office for the by-election for Area A

That the Board appoints Secretary Treasurer Leonard Ibbs as Deputy Chief Election Officer

# **School District No. 71 (Comox Valley)**

**Office of the Secretary-Treasurer  
and Board of Education**

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

Briefing Note: District

Date: January 18<sup>th</sup>, 2010

Issue: Amending Board Procedural Bylaw

Facts and Background:

The Board has asked that we bring forward a revision of the procedural bylaw to revert to previous wording where inquiries in Question period of the board agenda are restricted to items discussed at that meeting.

Current wording

Rules of Order—..... Under the order of “Question Period” questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board

Proposed Change

In the past the board had proposed a comment after Questions and Inquiries [under The Order of Business] as follows “(must be on agenda item topics)”

Decisions to be considered by the Board:

Motion:

That the Board is serving notice of motion to bring forward a revised Procedural Bylaw amended by removing the item under Rules of Order and amending the Questions and Inquiries with (must be on agenda item topics)

Tuesday, November 17, 2009

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School	Nominal Capacity	Total Classrooms	Classrooms converted	Classrooms for Instruction	Current Enrolment	Projected Enrolment	Operating Capacity	(under) or over capacity	Portables	Multipurpose room	Special considerations
	Not adjusted for full day K					As of January 20th, 2010	Adjusted for full day K				
Airport Elementary	390 (14x25)+40	15	1 used - for daycare	14	261	211	345 (13x25)+20	-134	1 - music	Yes - classroom	
Arden Elementary	365 (13x25)+40	14	1 used for multipurpose room and for daycare for after school Notice served for day use for daycare in September - still after school use	13	313	260	320 (12x25)+20	-60	1 music	Yes, classroom	
Aspen Park Elementary	365 (13x25)+20	14	Art room used as classroom (08-09) Multipurpose room free Shop Empty	14	354	275	345 (13x25)+20	-70	Fixed music room	Yes	Art room can be free for 09-10
Brooklyn Cape Lazo	(11x25)+40 = 315 7x25 = 175	12 7 up	Strongstart Double classroom – LA at Lazo	11 7	361	328 22 Strong Start no incl.	445 (10x25)+20+175	-117	Music - hard portable Fixed music room 1 portable not used	Yes, classroom Yes	Entire vacant first floor at Cape Lazo when the CSF leaves.
Courtenay Elementary	465 (17x25)+40	18	Strong Start Jump Start Challenge – 2 classrooms ESL/Ab Ed – 1 classroom Daycare in basement 2 rooms	13	268	217 22 Strong Start no incl.	320 (12x25)+20	-103	1 music	Yes, classroom	
Cumberland Elementary	240	11 classrooms	1 classroom is a learning center 1 classroom is a multi –use classroom	9	265	227	220 (8x25)+20	2	1 classroom Music portable 1 daycare	Yes, classroom	1 portable (not in use)
Denman Island Elem.	115				56	42	95	-53	1 Music	Yes, classroom	
Hornby Island Elem.	165				39	29	145	-116	Fixed music room	Yes, classroom	
Huband Park Elementary	415 (15x25)+40	16	1 used for special education	15	387	331	370 (14x25)+20		1 - classroom 1 fixed daycare	Yes	
Miracle Beach Elem.	290 (10x25)+40	11	1 classroom for learning assistance	10	278	226	245 (9x25)+20	-19	Music 1 classroom	Yes	
Puntledge Park Elem.	540 (20x25)+40	21	Full day ab ed kindergarten Immersion K English K	21	498	488	525 21x25	-37	1 music	Yes	Ongoing needs for space to support their diverse student population Separate space needed for both En and Fr LA
Queeneesh Elementary	590 (22x25)+40	23	Student services - 5 classrooms Strong Start - 1 classroom Art room - 1 classroom e-librarian - 1 classroom	15	317	352 22 Strong Start no incl.	370 (14x25)+20	-18	Fixed music room	Yes	Vacant wood shop 4 rooms for special education with offices
Robb Road Elementary	555 (19x25)+40+40	21		21	431	500	515 (19x25)+20+20	-15	Fixed music room	Yes, classroom	Have vacant classrooms Has 2 computer labs Daycare in basement
Royston Elementary	290 (10x25)+40	11	1 for multipurpose	10	207	173	245 (9x25)+20	-72	Music portable	Yes, classroom	Daycare hard portable on site and under construction
Valley View Elementary	415 (15x25)+40	16		16	502	432	395 (15x25)+20	37	Music portable 4 classroom 1 daycare	Yes	Requesting 2nd computer lab Requesting meeting space for special education
					4537	4091	Elementary school total	-770			
Secondary Schools*											
Cumberland Junior	275				196	187	275	-88		Yes	
Highland Secondary	800				943	823	800	23	4 classroom	Yes	Would like 2 portables
Mark R. Isfeld Secondary	850				920	971	850	121	4 classroom	Yes	Needs 4 portables for 09-10
Lake Trail Secondary	550				330	293	550	-257		Yes	
NIDES					575	600					
G.P. Vanier Secondary	1225	G.P. Vanier			1190	1363	1225	138		No	Gym space problems (DPA)
						Incl. 25 International					Field issues
*May 1st enrolment					Secondary school total			-63			

**Black Creek Halbe Hall Society**

**December 3, 2009.**

**Board of Education,  
School District # 71,  
607 Cumberland Rd.  
Courtenay, B.C. V9N 7G5**

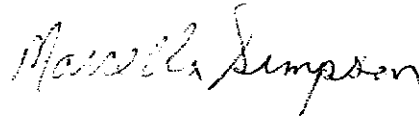
**Members of the Board of Directors:**

**We could like to thank you for following up on our request, presented at your February 24th Board Meeting. We were advised that our request was passed on to the Financial Department and they forwarded our request to the Ministry of Education.**

**As we have not received any further communication regarding the transfer of the Old Black Creek School property to the Black Creek Halbe Hall Society, we would appreciate an update on this matter.**

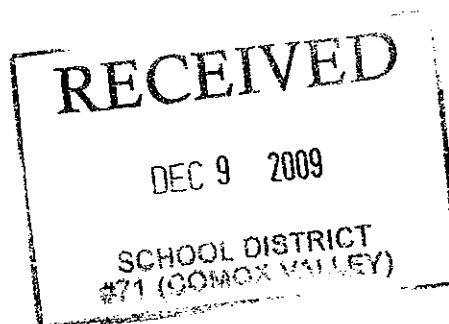
**Thank you for your consideration of our request, as this decision will affect our current future plans.**

**Sincerely,**



**Marcella Simpson, Chair  
Black Creek Halbe Hall Society**

**/ms**



# **School District No. 71 (Comox Valley)**

**Office of the Secretary-Treasurer  
and Board of Education**

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

Briefing Note: District

Date: January 19<sup>th</sup>, 2010

Issue: Update on Halbe Hall and the Black Creek Halbe Hall Society.

## **Facts and Background:**

We recently received a request for an update from the . To date we have not received any official response from the Ministry to our inquiry. The inquiry was on the issue of whether or not the Minister of Education would consider allowing the school district to divest itself of the old Black Creek school site know as Halbe Hall.

Original letter to Minister sent in January 2009

Discussed with Assistant to the ADM at zone meeting in November 2009  
{indicated that an answer was forthcoming shortly}

Contacted the Assistant to the ADM by email on January 8<sup>th</sup> 2010

Decisions to be considered by the Board: Information Only

# School District No. 71 (Comox Valley)

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 338-4961  
Telephone (250) 334 5500

April 24, 2009

Honourable Shirley Bond  
Minister and Deputy Premier  
Ministry of Education  
P.O. Box 9045 Stn Prov Govt  
Victoria, B.C., V8W 9E2

Dear Minister Bond:

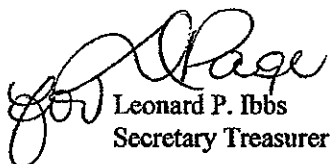
I have been asked by a committee of the Board of Education to write a letter to you regarding the potential transfer of property to a community group. We have a small site [1.5 acres] in the north of our district that has an old school building that has not been used as a school since the 1960's and has been leased to a pensioners group since 1974. They have kept up the building and maintained the grounds during this period. We have reviewed the criteria in the recent changes to policy and orders on disposal. We do know we would still have quite a bit of work to do before you could approve any sale, but, what we are wanting to ask is, that under the Ministry guidelines, there is a statement that disposals would only be considered under exceptional circumstances. Would the minister be inclined to consider the following as being sufficient reason to fit a potential disposal under that exception:

- the community groups long tenure of the site;
- the community groups expenditures on maintaining the site and building;
- the unsuitability of the site as any future school site [small and dangerous traffic flow due to road access being top of the hill];
- the unlikely event that there will ever be enough students in this rural area for us to need this site.

We felt it important to ask this question due to the fact that it would not be prudent to expend energy and resources doing the consultation required under the guidelines, if there was not a good chance that it would receive approval.

Thank you for your consideration of this matter.

Sincerely,



Leonard P. Ibbs  
Secretary Treasurer

LPI:dp



JAN - 8 2010

VIA FAX  
Ref: 135493

Susan Barr, Chair  
Board of Education  
School District No. 71 (Comox Valley)  
Fax: 250-338-4961

Dear Ms. Barr:

I am writing in response to your letter dated November 3, 2009, requesting approval for the Comox Valley Board of Education to incur a Fund Balance deficit in the Annual Facility Grant (AFG) Special Purpose Fund in the amount of \$346,870 for the 2008/09 school year.

On November 19, 2009, approval was granted to the Board to access its restricted capital reserve funds in order to undertake high-priority capital maintenance projects in the District.

In accordance with section 156(12) of the *School Act*, approval is granted for the Board to incur a 2008/09 Special Purpose Fund Annual Facility Grant deficit in the amount of \$346,870.

It is understood that the full amount of this deficit will be retired no later than June 30, 2011, and that the Board will manage cost pressures during 2009/10.

Thank you for your continued work on behalf of students in the Comox Valley School District.

Sincerely,

Margaret MacDiarmid  
Minister

pc: Leonard Ibbs, Secretary-Treasurer  
Jordan Tinney, Superintendent  
Doug Stewart, Director, Capital Management  
Ian Aaron, Director, School District Financial Reporting

Ministry of  
Education

Office of the  
Minister

Mailing Address:  
PO Box 9045 Stn Prov Govt  
Victoria BC V8W 9E2

Location:  
Parliament Buildings  
Victoria, BC



VIA EMAIL  
Ref: 136409

January 14, 2010

Dear Board Chairs:

As you know, in recent weeks the Foundation Skills Assessment (FSA) has been the subject of increasing public dialogue. With the Assessment beginning next week, I am writing to reinforce the importance of the FSA as it provides valuable information to support student achievement.

The FSA provides educators and policy makers with important student performance information. This student performance information enables government to identify long term trends, including performance by specific groups such as students with special needs and Aboriginal students. We now know that FSA reading scores are strong predictors of high school completion.

All grade 4 and 7 students are expected to participate in the FSA and boards of education are responsible for ensuring the FSA is administered. There are very limited exceptions where a principal would excuse a student—those include a family emergency, lengthy illness or other extenuating circumstances. Public school principals must send a list of excused students to their superintendents in accordance with my instructions sent to each Board.

In preparation of this year's FSA, which begins this Monday, January 18, 2010, I have posted additional information for education partners on the Ministry's website ([www.gov.bc.ca/bced/](http://www.gov.bc.ca/bced/)). Please feel free to share this information with any interested parties.

The success of our students is our collective responsibility. Your leadership and co-operation with the administration of this year's FSA will benefit each child and the education system as a whole.

Sincerely,

Margaret MacDiarmid  
Minister

pc: Superintendents of Schools

Helene McGall

Dr. Jordan Tinney, Susan Barr  
School District #71  
Comox Valley, BC

January 13, 2010

Dear Dr. Tinney and Ms. Barr

I am writing to you in support of the Fine Arts in your school district. SD71 has had a proud history of Fine Arts leadership and quality programming. In 1967, GP Vanier teachers, Tom Pagden and Al Wedel, had one of the finest music programs in the province, enrolling over half of the school in choirs and bands. They wanted to ensure that elementary students would receive a solid back ground in music too, so they lobbied the board for help. Beginning as early as 1970, Garth Williams was hired, at the district level, to work with classroom teachers to prepare them to teach their own music. Wynn Davies was hired to work with classroom teachers to give them an on the spot art education. Over the years, others were hired, at the district level, to support fine arts in drama. In the early 1980's Jim Grinder was hired to coordinate music. During those days, music was vulnerable to budget cuts, so Jim connected elementary music to prep time. He also persuaded the board to build designated classrooms for elementary music. This made Courtenay unique in the province and Canada, as a lighthouse district, that demonstrated commitment to music by providing proper facilities, equipment, specialist music teachers and quality music education, for all students. Linda Glover was hired to provide support for the visual arts. Both Jim and Linda supported classroom teachers with outstanding professional development opportunities, curricular materials and classroom support. After Jim and Linda left, there was a void in leadership. Music teachers once again rallied, and lobbied the board to have a position of leadership reinstated. In 1991, the board recognized the importance of the leadership position so they hired me to coordinate art, music, drama and dance. Over time, the position was moved out of the bargaining unit and into administration so that I could have a voice in garnering quality Fine Arts Educators, and supervise them. The job was high profile, full time, and in the school board office where I was a full member of the curriculum team.

I was extremely delighted to be part of SD71 for fourteen years. They were exciting times, where the legacy of Fine Arts opportunities abounded, and outstanding Arts specialists were hired. Many of these people also became and continue to be part of the community at large, where opportunities for the general public are further enriched. This "cross pollination" of expertise continues to put the Comox Valley at a very high and visible levels for communities across the land as a Cultural Lighthouse. In 2007, the community was recognized as the "Cultural Capital of Canada", a federal initiative.

A strong and flourishing Arts community does not just happen. It is the result of political will that recognizes and values the Arts, and supports strong leadership that sustains programs, and provides for the future development of opportunities for youth.

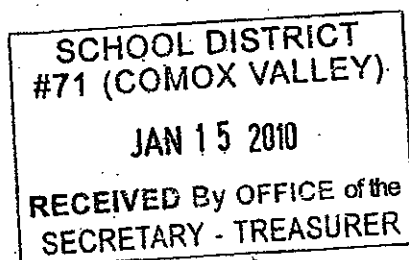
I urge you to continue to support leadership in the arts, and that you find ways to provide sustainability for all arts programs, including grade 7 band. It has been done before, and it can be done again, "if you believe", as the Olympic Committee tells us. Find the way. Be a school district that leads the way.

Most sincerely



H. Helene McGall, retired District Vice Principal, Fine Arts, Aboriginal Education  
Uvic, VIU Field Services Supervisor

Cc Jennifer Riley, Fine Arts Lead Teacher  
Cc Allan Douglas, Director of Instruction



January 19, 2010

Board of Trustees  
School District 71, Comox Valley

Dear Trustees

In November, you voted to move some schools in the district to a middle school model in spite of accepting public input last month NOT to go back to that model. The public cited lack of educational benefit, unacceptable costs and ongoing stress as the main reasons to stay with the K-7; 8-12 "status quo". There was some discussion, without going into any details of pros, cons and costs, of the need to "tweak" some problem areas.

As an observer of the whole process, I would like to express my dismay that the Board made the last decisions of this scope with so little examination of the issues and outcomes. Background information for this decision was limited to a two page report (plus spreadsheets) made available to staff and public four days before. This report did not explain any benefits nor explore possible negative impacts but simply noted the Board needed to pass three motions to make major changes- changes that directly contradict the public input received regarding reconfiguration. The report included the news that these moves would put Vanier over-capacity at 1338 students next year requiring the addition of 6 portables at a cost of \$150,000 minimum for moving (and more if they have to be purchased). Vanier will also be unable to accommodate international students and cross-boundary transfers. Feeder school for Cumberland Jr and Lake Trail will also be impacted, most significantly Royston.

Although the Board says that enough consultation has occurred, the recent public meetings only discussed whether to have middle schools or a K-7;8-12 configuration. The "status quo" option did suggest that Lake Trail and Cumberland MIGHT be changed to 7-9 schools, but no further information was provided regarding the benefits of these changes or what the transition might look like. During the reconfiguration "consultation" there was never an opportunity to seek clarification about how these further changes will impact the district and to consider the financial implications. The few comments made at public meetings (at Vanier) reiterated the wish to keep Royston as a K-7 school, and urged the Board to have further consultation directly with Lake Trail and Cumberland about their futures. Your decision to move ahead does not meet the test of meaningful consultation already established for this district. It is hasty, ill-conceived and unnecessarily expensive. Clearly the agenda is to bring back Middle schools – soundly rejected by the recent public consultation – through the back door. You may be fooling yourselves, but to call this consultation –on these later points- is clearly a SHAM to observers

The first opportunity for parents and teachers to ask questions occurred AFTER the decision was made, at question period. It was clear from those questions that many issues have not been thought out, alternate solutions have not been explored and serious concerns are being dismissed. The rationale that senior students don't stay in a portable all day allowed Trustee McLellan to overcome her previous rejection of portables; but she did not have time to receive input from teachers who, in fact, do stay in them all day. Parent concerns were raised about the unfairness that grade 7s at the new middle schools will have more instructional time than those at elementaries; Supt Tinney replied that he hadn't really thought about it that way. There was no exploration of how this will impact staff or how the process of regrouping the middle school teaching experts can be done. There was no mention of the educational/ philosophical basis for placement of Grade 7s in the report and no discussion of these issues by the board. It was noted at question time that major issues, such as Brooklyn, remain unexplored.

Ironically, the Board that claims to being committed to consultation was obliged to make appointments with Royston parents to inform them about the decision already made. The Board has also established a Secondary programs review committee. Lake Trail and Cumberland,



unfortunately, will not have the chance to explore whether any 21st century programming and innovations coming out of that review might serve some if not all of their Grade 10 students better than a lengthy bus ride to an overcrowded school where they will likely be in portables and have restricted gym time due to too many students for its capacity. Lake Trail and Cumberland parents and staff who supported the possible change in principle might have reconsidered when they realized their children would experience more busing in order to spend time in portables at huge expense. Lake Trail teachers who stated support for 7-9 made that choice as an alternative to Grades 6-8; their real preference remains for the 8-10 configuration. There has been no exploration of what format best suits the students from this catchment – although they are generally classed as more vulnerable for factors that contribute to school drop-out rates. Evidence that a larger cohort size (number of students in one grade) at Vanier improves student performance or access to classes is not forthcoming. Electives such as Automotive or Cafeteria start in Grade 11, not 10. In Grade 10, Ministry of Education mandatory courses limit all students to one or two electives, making the so-called benefits of the big school illusory. On the contrary, students who stayed at Lake Trail for Grade 10 enthusiastically endorse the benefits of the smaller school, where everyone knows each other, they get to be leaders and “run the school”. They feel well-known and supported by their teachers; these advantages are supported by excellent results in Grade Ten provincial exam scores. Lake Trail staff have worked hard to develop a new program, CLEAR, for Grade 9s and 10s that combines leadership, academic and outdoor pursuits in two blocks to provide extra elective opportunities for students. The opportunity to build this and other programs and to evaluate success for students in this less-privileged catchment will now be lost.

Trustees Caton and Fowler argued for time to consider the implications of the proposal, time to consult impacted schools and urged fiscal responsibility. With the district facing a \$2.5 million dollar budget cut, and loss of the Annual Facilities capital grant, the possible expenditure of \$200,000 in capital and an additional \$125,000 in staffing due to middle school staffing ratios, comes as a shock to sensible people. Urgent school repairs and upgrades for every other school are now further away. If you had waited to consider this move for 2-3 years, when Vanier's population projects a decline, no portables would be needed. There is no evidence that you have explored other solutions to short term crowding due to all-day Kindergarten at Puntledge and Arden that would not have impacted Lake Trail. Ongoing space issues will not be solved by the Cumberland fix; comprehensive long-term planning for this population is needed.

These changes don't just impact the two “new” middle schools. The change will impact every student attending a now overcrowded Vanier – more likely not to get gym time and first-choice electives. Royston's future becomes even shakier as the numbers fall under 150. The money wasted on portables takes away from other much needed maintenance work- just as the labour needed to install them will reduce time available for other maintenance work. This would be a significant portion of the funds needed for Trustee Goldberg's much loved Brooklyn HVAC- gone in a moment. Lake Trail is still waiting for painting promised two years ago when the Isfeld portables got their facelift. And it leaves parents who avidly desire a middle school for their children with the option of a cross-boundary transfer. Way to meet your carbon neutral targets, Board!

I find it incomprehensible that the majority of the Board felt it appropriate to vote on a report they received only 4 days earlier, which did not come with a staff recommendation, which has considerable financial costs and about which no education partner group had any chance to ask for clarification or comment. On the other hand, you decided to send out a policy on French Immersion, which has already been through a Policy development consultation process, for more consultation. Board policy allows reconsideration of decisions, This decision needs to come back for a sober and sensible second thought. Please do the right thing, reverse your decision now – or vote to defer for at least a year so that proper consideration of what is best for all students in these zones can be undertaken.

Sincerely,

Sheila McDonnell

# SD71 Fine Arts Advisory Committee (FAAC)

January 16, 2010

Board of Education  
School District # 71 (Comox Valley)  
607 Cumberland Road  
Courtenay, BC V9N 7G5

Dear School Trustees:

The Comox Valley is a community which values and supports the Fine Arts (dance, drama, music and visual arts). As a reflection of the community, the SD71 Board of Education has made significant financial and personnel investments in Fine Arts education and leadership since the late 1960's (examples include: district level Fine Arts leadership positions, elementary music portables, instruments, elementary music teachers). The long term commitment to the Fine Arts in SD71 has supported continuity in elementary music, band and drama programs which has led to excellence in the Fine Arts. Throughout all the changes and challenges in education in the last forty years, the Fine Arts are still valued in SD71.

**The Fine Arts Advisory Committee recommends that the SD71 Board of Education continue to support excellence in Fine Arts education by maintaining the dedicated Fine Arts position in SD71 – Fine Arts, Lead Teacher.**

**The FAAC asks the Board of Education to establish a committee including elementary and secondary music teachers, administrators, parents and Fine Arts community members to study and produce recommendations on the 2009-2010 budget item Band 7, which was deferred at the April 28, 2009 Board of Education meeting.**

The members of the Fine Arts Advisory Committee include parents, teachers, school administrators and representatives of the Comox Valley Fine Arts community.

The FAAC's Mandate is to:

- Promote, support and advocate for Fine Arts programs in SD71
- Educate about the value of Fine Arts
- Exchange information and points of view about the Fine Arts programs in SD71
- Provide advice, recommendations and feedback to the Board of Education and senior administrators on Fine Arts programs in SD71
- Provide a liaison with Fine Arts organizations in the Comox Valley

For further information, please find attached

- Correspondence from Helene McGall – District Vice Principal Fine Arts, Aboriginal Education (retired)
- A listing of the responsibilities of the current position of Fine Arts, Lead Teacher

Respectfully submitted,  
Fine Arts Advisory Committee

c.c. Jordan Tinney, Superintendent of Schools  
Debbie Page, Administrative Assistant

# SD71 Fine Arts, Lead Teacher Position

The Fine Arts, Lead Teacher helps Fine Arts teachers promote and teach the value of the Fine Arts.

## Responsibilities

- Coordinate District Fine Arts events
  - Comox Valley Band and Choir Festival
  - North Island Drama Festival
  - Ukulele Fest
  - Band Instrument Rental night
  - Head Start band program
  - Showcase concerts with secondary schools and their feeders
  - Visiting schools performances
- Curriculum Development - initiating and developing curriculum
- Liaison with the Fine Arts community at the local, provincial and national level
- Provide a connection between Fine Arts teachers in each discipline and between schools, creating a sense of community and networking
- Support Fine Arts teachers who often work in isolation (no other teachers in the Fine Arts or in their discipline at the school)
- Liaison between teachers who need communication assistance
- Support teachers who are in a challenging position at their school from an HR perspective
- Coordinate Fine Arts ProD opportunities and workshops, co- coordinating sharing sessions
- Attend Artstarts to help provide quality live arts performances for the students in our district
- Coordinate scholarships
- Coordinate district instruments and equipment (worth hundreds of thousands of dollars)
- Maintain the district equipment inventory and manage equipment purchases and repairs
- Schedule district elementary music equipment
- Coordinate district equipment for Christmas concert and end of the year concert schedules
- Oversee the tuning of grand pianos (worth \$10,000) at every secondary school and numerous upright pianos all over the district
- Coordinate art to be displayed in the School Board office
- Help facilitate Fine Arts in the community - art shows, music performances outside school, Remembrance Day Ceremony, Santa Claus Parade...



## K'ómoks First Nation

3320 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

December 11, 2009

Board of Trustees  
School District No. 71 – Comox Valley  
607 Cumberland Road  
Courtenay, B.C.  
V9N 7G5

Dear Board of Trustees Members:

**RE: Request for Funding for K'ómoks First Nation Students – Bus Passes**


Parents and students of the K'ómoks First Nation have expressed concerns in regards to walking to school from the Back Road, which has no sidewalk and the road is narrow. The road was not designed to accommodate large traffic use. With new housing developments the traffic has increased and vehicles travel faster than the 50 km speed limit.

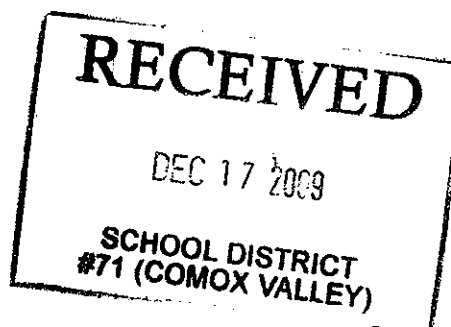
We have 4 students attending ½ day regular kindergarten and ½ day First Nation kindergarten at Ecole Puntledge Park. Our 16 students attend 6 schools within the school district.

The request of Chief and Council on behalf of these students is for the School District to provide monthly bus passes for students who request them. Len Ibbs provided a cost analysis for bus transportation and this is not being considered, as it would be extremely costs.

Thank you for your consideration to this request keeping in mind that safety of our children attending school is paramount.

Yours truly,

  
Chief Ernie Hardy  
K'ómoks First Nation





## K'ómoks First Nation

3320 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

December 11, 2009

Board of Trustees  
School District No. 71 – Comox Valley  
607 Cumberland Road  
Courtenay, B.C.  
V9N 7G5

Dear Board of Trustees Members:

**RE: REQUEST FOR ALL DAY KINDERGARTEN AT ASPEN PARK ELEMENTARY**

The Ministry of Education in planning for the future of our young children is in the planning process of providing all day kindergarten to students.

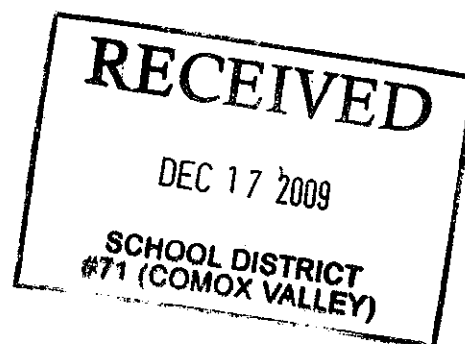
The K'ómoks First Nation is requesting that full day kindergarten be provided at Aspen Park Elementary School. We would like First Nation cultural learning to be part of the curriculum. As stated in our Local Education Agreement with the School District under the Statement of Intent is "develop and reinforce in Band students a strong First Nation identity and pride in their heritage." And "cooperate in the development of First Nations programs which enhance academic and vocational skills while promoting personal, social, economic, and cultural growth.

Further consideration is that it is extremely difficult for parents to bring their children to Ecole Puntledge Park, which provides ½ day Aboriginal Kindergarten.

Chief and Council of the K'ómoks First Nation on behalf of our children thank you for taking the time to consider our request .

Yours truly,

Chief Ernie Hardy  
K'ómoks First Nation





## Corporation of the Village of Cumberland

2673 Dunsmuir Avenue  
P.O. Box 340  
Cumberland, B.C.  
V0R 1S0  
Telephone: 250-336-2291  
Fax: 250-336-2321

December 10, 2009

Susan Barr  
Chair  
Comox Valley School District (No. 71)  
607 Cumberland Road  
Courtenay, BC  
V9N 7G5

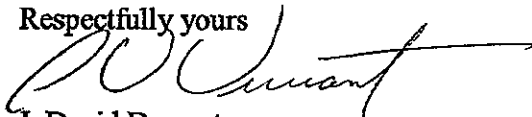
### **Re: Neighbourhoods of Learning**

The Village of Cumberland would like to engage in a conversation with Comox Valley School District (No. 71) regarding Neighbourhoods of Learning within the Village of Cumberland.

Simply stated, the Village of Cumberland requires additional and upgraded outdoor and indoor recreational and managerial space. Cumberland Elementary School has portables, while across the street, from the elementary school, Cumberland Jr. High has empty classrooms; nine meters of asphalt separate the schools.

The Village of Cumberland would like to further embrace early learning and discuss this and other matters including a vision for the future of our community.

Respectfully yours

  
J. David Durrant BPE., MADEM  
Manager of Community Services

