

REGULAR BOARD MEETING AGENDA
Tuesday, January 28, 2020
7:00pm

A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from Marlene.Leach@sd71.bc.ca.

Public Board Meetings are recorded and live streamed on the School District's YouTube channel.

1. Call to Order

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the January 28, 2020 Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the December 17, 2019 Regular Public Board Meeting Minutes as presented.

Pg.5

Recommendation:

THAT the Board of Education adopt the January 14, 2020 Committee of the Whole Meeting Minutes as presented.

Pg.10

4. Old Business

None

5. Report on In-Camera Meetings:

A. Tuesday, January 14, 2020

B. Tuesday, January 28, 2020

- Personnel
- Other

6. Board Chair's Report

7. Presentations / Delegations

None

8. Education Committee Meeting

No meeting in January

Next Education Committee Meeting:

TOPIC: Mental Health
DATE: February 11, 2020
TIME: 6:30pm
LOCATION: School Board Office

9. Strategic Direction

A. Superintendent

- i. District News
- ii. Boundary Catchment Consultation Update

Pg.12

B. Assistant Superintendent

None

C. Secretary-Treasurer

None

D. Human Resources

- i. Retirements and Recognition

Pg.15

Recommendation:

THAT the Board of Education receive this report as information.

10. Board Standing Committee Reports

A. Budget Committee Board Report – Tuesday, January 21, 2020

Pg.16

Recommendation:

THAT the Board of Education receive the Budget Committee Board Report as provided.

B. Finance Committee Board Report – Tuesday, January 21, 2020

Pg.18

Recommendation:

THAT the Board of Education approve the 2020-21 Budget Committee Terms of Reference as presented.

Recommendation:

THAT the Board of Education approve the 2020-21 Budget Guiding Principles as presented.

Recommendation:

THAT the Board of Education approve the 2019-20 Budget Development Process and Timelines as presented.

Recommendation:

THAT the Board of Education receive the Finance Committee Board Report as provided.

C. Facilities Committee Board Report

No meeting in January

D. Policy Committee Board Report

No meeting in January

11. Board Business

A. Notice of Meeting: Committee of the Whole

TOPIC: Boundary Catchment Consultation Review
DATE: February 18, 2020
TIME: 6:30pm
LOCATION: School Board Office

- B. 2019-20 Board Committees** Pg.29

Recommendation:

THAT the Board of Education approve the Board Committee membership as provided.

- C. Trustee Report: First Nations Education Steering Committee (FNESC) Regional Session, Nanaimo** Pg.31
Ian Hargreaves, Trustee (Puntledge/Black Creek)

- D. Notice of Motion:** Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Superintendent conduct a review of the policy and procedures for school field trips with a focus on the following: social, economic and environmental impacts that these trips may have.

- E. Notice of Motion:** Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Board of Education develop a process that would create the position of a student trustee to the Board of Education.

- F. Notice of Motion:** Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Board of Education explore the creation of a district student advisory committee.

12. Board Correspondence

- A. Correspondence:** from **BC Minister Rob Fleming to Board Chairs** – Thank you to Public Education Co-Governance Partners for a Productive 2019 Pg.33
Ian Hargreaves, Board Chair

- B. Correspondence:** from **BC Minister Rob Fleming to Board Chairs** – 2020 Premier's Awards for Excellence in Education Pg.36
Ian Hargreaves, Board Chair

- C. Correspondence:** from **Comox District Teachers Association (CDTA) to Board Chair** Pg.38
– Concerns with Five Boundary Catchment Options
Ian Hargreaves, Board Chair

- D. Correspondence:** from **Industry Training Authority (ITA) to Secretary Treasurer and Superintendent** – Youth Trade Capital Equipment Program Submission Pg.40
Ian Hargreaves, Board Chair

13. Public Question Period

14. Adjournment

REGULAR BOARD MEETING MINUTES
Tuesday, December 17, 2019
7:00pm

In Attendance:

Trustees

Ian Hargreaves, Board Chair
Tonia Frawley, Vice Chair
Kat Hawksby, Trustee
Sheila McDonnell, Trustee
Michelle Waite, Trustee

Regrets:

Janice Caton, Trustee
Sarah Jane Howe, Trustee
Nicole Bittante, Secretary-Treasurer
Lynda-Marie Handfield, Director of HR

Staff

Tom Demeo, Superintendent of Schools
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Esther Shatz, Director of Instruction (Student Services)
Allan Douglas, Director of Instructional Services K-12
Mary Lee, Communications Manager
Josh Porter, Director, Information Technology
Marlene Leach, Senior Executive Assistant

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 7:05pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Appointment of Acting Secretary-Treasurer for December 17, 2019 Regular Public Board Meeting.

Recommendation:

THAT the Board of Education appoint Geoff Manning as acting Secretary-Treasurer for the December 17, 2019 Regular Public Board Meeting.

CARRIED

3. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the December 17, 2019 Regular Public Board Meeting Agenda as presented.

CARRIED

4. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the November 26, 2019 Regular Public Board Meeting Minutes as presented.

CARRIED

5. Old Business

A. Vaping in Schools

Superintendent Demeo discussed the creation of a committee to discuss community strategies to reduce and eventually eliminate vaping in our schools and the upcoming information session on January 08, 2020, "Let's Clear the Air" by Dr. Charmain Enns (VIHA) at Mark R. Isfeld Secondary.

6. Report on In-Camera Meeting

No In-Camera meeting in December

7. Board Chair's Report

Chair Hargreaves discussed trustees recently attending BCSTA Trustee Academy and the FNEESC conference in Vancouver, as well as the B.C. Provincial Government announcements regarding the Hornby Island School replacement and seismic upgrade of Lake Trail Middle School. Chair Hargreaves also thanked all of those who were involved, contributed and attended the 14 Christmas concerts to date throughout the school district this season.

8. Presentations / Delegations

None

9. Education Committee Meeting

No meeting in December

Next Education Committee Meeting:

TOPIC: Mental Health
DATE: February 11, 2020
TIME: 6:30pm
LOCATION: School Board Office

10. Strategic Direction

A. Superintendent

- i. **District News**
Board Information
- ii. **Boundary Catchment Review Update**
Verbal Update – Board Information

B. Assistant Superintendent

- i. **School Dress Codes Update**
Verbal Update – Board Information

C. Secretary-Treasurer

None

D. Human Resources

- i. **Retirements and Recognition**

Recommendation:

THAT the Board of Education receive this report as information.

CARRIED

11. Board Committee Reports

A. Finance Committee Board Report

No meeting in December

B. Facilities Committee Board Report

No meeting in December

- i. **Hornby Island Community School and Lake Trail Middle School**
Director of Operations, Ian Heselgrave provided a verbal report on the progress of the following projects: Hornby Island School replacement, Lake Trail Middle School seismic upgrade, Denman Island Child Care Centre, and Lake Trail Middle School Daycare.

C. Policy Committee Board Report – Tuesday, December 10, 2019

Recommendation:

THAT the Board of Education receive the Policy Committee Board Report of December 10, 2019 as provided.

CARRIED

12. Board Business

A. Trustee Report: First Nations Education Steering Council Meeting

Sheila McDonnell, Trustee, (Area A – Baynes Sound, Hornby & Denman Islands)
Board information

B. Trustee Report: BC School Trustees Association (BCSTA) - Trustee Academy

Janice Caton, Trustee, (City of Courtenay)
Board information

C. Trustee Report: BC School Superintendents Association (BCSSA) – Fall Conference 2019

Tonia Frawley, Trustee, (Town of Comox)
Board information

D. Motion:

Recommendation:

THAT the Superintendent review the current science and judgement regarding the requirement for seat belts in school buses carrying School District No. 71 students.

CARRIED

13. Board Correspondence

A. Correspondence: from Mary Talbot to School District No. 71 – Youth Vaping

Epidemic
Ian Hargreaves, Board Chair
Board information

14. Public Question Period

15. Meeting Adjourned – 7:53pm

Certified Correct:

Geoff Manning
Assistant Superintendent

Ian Hargreaves
Board Chair

DRAFT

**COMMITTEE OF THE WHOLE MEETING
MINUTES
Tuesday, January 14, 2019
6:30pm**

In Attendance:

Trustees

Ian Hargreaves, Board Chair
Tonia Frawley, Vice Chair
Janice Caton, Trustee
Kat Hawksby, Trustee
Sarah Jane Howe, Trustee
Sheila McDonnell, Trustee
Michelle Waite, Trustee

Staff

Tom Demeo, Superintendent of Schools
Nicole Bittante, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Esther Shatz, Director of Instruction (Student Services)
Allan Douglas, Director of Instructional Services K-12
Mary Lee, Communications Manager
Josh Porter, Director, Information Technology

Regrets:

Lynda-Marie Handfield, Director of HR

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 6:30pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the January 14, 2020 Committee of the Whole Meeting Agenda as presented.

CARRIED

3. Boundary Catchment Consultation

Senior staff presented the five options that will be shared with the public at the Round 2 School Catchment Consultation meetings, scheduled between January 15-23, 2020.

4. Meeting Adjourned – 8:05pm

Certified Correct:

Nicole Bittante, CPA, CA
Secretary-Treasurer

Ian Hargreaves
Board Chair

DRAFT

District News

January 2020



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE



Students at Mark R. Isfeld came up with a clever fundraising idea for their schools' culinary club. Tammy Williamson and her students made fudge Jan 13 and 14 with chocolatier Rob & Brenda of Rocky Mtn Chocolate. All supplies, use of the store and the owners time was given free of charge to support the cause. The 1/2 lb packages are now on sale this week in store and at school.



Recycling children's books can improve access to more reading opportunities for young children and kick-start a lifetime love of reading stories and books.

This is the philosophy that drives a dedicated group of volunteers, many retired teachers, to gather at Courtenay Elementary three times each month to operate a local book recycling project.

The *Comox Valley 1000x5 Book Recycling Project* needs help filling its shelves this time of year to keep a steady supply of books to donate to children throughout the Valley.

Kate Hackett, program coordinator, explains that the goal of the project is to expose young readers to stories from 1,000 different books, if not more, by the time a child enters kindergarten at the age of five.

Hackett and her fellow volunteers run a well-orchestrated system for book recycling beginning at the District elementary schools. Books are collected in bins placed at schools throughout the Valley. Volunteers take the books regularly and bring them to Courtenay Elementary for cleaning and categorizing by age group, including a holiday themed collection that is saved for distribution in November.

SHARE THE RIDE - PINKBIKE FOUNDATION



Some deserving students at Arden Elementary, who might not otherwise have bikes, will now be able to ride because of community generosity. A number of organizations came together through the Operation Share the Ride program to work with the school to identify kids who would be ideal recipients for the bike donation program. The program is an initiative from Pinkbike, a large online community for mountain-bikers.

"It's essentially the hub of everything mountain-biking," says Rebecca Stewart, who organized and hosted the event. She credited the Pinkbike Foundation as well as the efforts of many businesses that stepped up to help Share the Ride.

"Without them, there's just no way I could have done this," she said.

C.J. Hendren, who operates Gravity MTB, with her husband Chad, was on hand as one of the main sponsors. The couple was there to present the students a free mountain-biking lesson later this year. "We think everyone should get a chance to ride, and not everybody does," C.J. said.

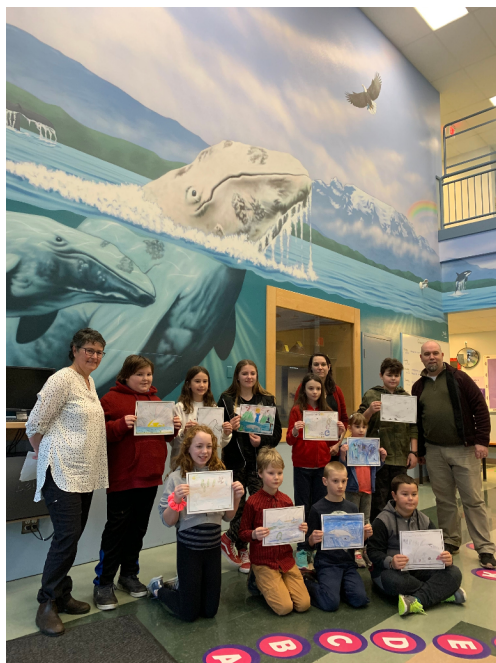
Chad Hendren said they will be conducting a 90-minute coaching session with the kids in the near future where the kids can learn how to ride properly, going over basics such as shifting and braking. For the main event at the school gym Sunday, the 14 kids were then brought over to their new Specialized bikes, which came about as a result of the Comox Bike Company, which used its connections to line up the bikes. "We contacted our Specialized dealer about making this happen," said co-owner Craig Harris. He was there with fellow co-owners Craig Patrick and Chip Murray, and their employees to help the kids customize their bikes. For Comox Bike Community, the event provided a chance to give back to the community and help some kids.

The students also received a swag bag full of stickers from sponsors, water bottles and other surprises, along with new helmets from Giro. Riders Pizza in Cumberland also brought in food for the kids during the event on Sunday.

As far as picking the children, Stewart reached out to Comox Valley Schools to find out some worthy schools. Arden then set up a selection process to determine the most deserving kids.

First Ever Regional Youth Climate Action Conference

Registration is open for the first ever Regional Youth Climate Action Conference - a unique collaborative experience just for youth. The conference is for students grades 8 to 12 and designed to empower and foster collaboration on issues facing our community and how to take positive action for change.



An ocean-themed mural was unveiled January 6 at Queneesh Elementary. Artist Jason Craft completed the project over the winter break using the drawing and design concepts created and inspired by the students. This is Jason's second school mural in the District to be enhanced with artwork depicting the Comox Valley. His first project was the library at Ecole Robb Road.



Mark R. Isfeld's math faculty spent two professional learning days with Professor Richard Hoshino of Quest University. The sessions was to teach the teachers innovative approaches to mathematical problem-solving by working in the classroom with students. Hoshino is a prestigious award-winner and has 34 published articles in various subjects in numeracy. Most importantly he makes math fun and engaging while complimenting the core competencies in education.



Students at Arden Elementary created a beautiful Secret Path with painted stones. The rocks will be transformed into a concrete bench as a permanent legacy project

CONTACT US

There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to heidi.bell@sd71.bc.ca so that monthly we can honour all that our schools do to support community and world.

BRIEFING NOTE

TO: Board of Education

DATE: January 28, 2020

RE: Human Resources - Retirements and Recognition

Retirements

Myrna Boorman, Teacher, Georges P. Vanier Secondary School will retire effective January 24, 2020 after 26 years of service with the district.

Dianne Christensen, Educational Assistant, Royston Elementary School will retire effective March 30, 2020 after 25 years of service with the district.

BUDGET COMMITTEE
BOARD REPORT

Date: Tuesday, January 21, 2020
Time: 2:30 – 3:00pm
Venue: School Board Office

Committee Members:

Ian Hargreaves: Chairperson
Tonia Frawley: Trustee
Sarah Jane Howe: Trustee
Tom Demeo, Superintendent
Geoff Manning, Assistant Superintendent
Allan Douglas, Director of Instruction
Esther Shatz, Director of Instruction
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Josh Porter, Director of Information Technology
Lynda-Marie Handfield, Director of Human Resources

Brian McAskill, Principal
Sherry Dittrick, CDTA
Karla Neuffer, CDTA
David Gillis, DPAC
Shannon Aldinger, DPAC
Denise Bullock, CUPE
TBD, CUPE
TBD, IEC
TBD, IEC

Regrets:

Nicole Bittante, Secretary-Treasurer
Catherine Manson, Principal

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The Chair welcomed the Committee and commenced the meeting at 2:30pm.

B. ITEMS FOR DISCUSSION

1. 2020-21 Budget Committee Terms of Reference
2. 2020-21 Budget Guiding Principles
3. 2020-21 Budget Development Process and Timelines

Director of Finance, Candice Hilton reviewed the items for discussion with the committee members. Feedback regarding preferential meeting times and calendar invites was received and noted. As no amendments or changes to the items for discussion were proposed they will go through the Finance Committee to the Board for approval at the next regular board meeting. Calendar invites will be sent to budget committee members following approval of the documents.

C. ITEMS FOR INFORMATION

None

D. FUTURE AGENDA ITEMS

1. Overview of District Budget Process
2. Review of Prior Year Budget Adjustments

E. ADJOURNMENT

The meeting was adjourned at 2:49pm.

FINANCE COMMITTEE
BOARD REPORT

Date: Tuesday, January 21, 2020
Time: 3:00 – 4:00pm
Venue: School Board Office

Committee Members:

Tonia Frawley: Chairperson
Ian Hargreaves: Trustee
Sarah Jane Howe: Trustee
Tom Demeo, Superintendent

Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations

Regrets:

Nicole Bittante, Secretary-Treasurer

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The Chair welcomed the committee and called the meeting to order at 3:00pm.

B. ITEMS FOR RECOMMENDATION

1. 2020-21 Budget Committee Terms of Reference

The Budget Committee recommends:

THAT the Board of Education approve the 2020-21 Budget Committee Terms of Reference as presented.

2. 2020-21 Budget Guiding Principles

The Budget Committee recommends:

THAT the Board of Education approve the 2020-21 Budget Guiding Principles as presented.

3. 2020-21 Budget Development Process and Timelines

The Budget Committee recommends:

THAT the Board of Education approve the 2020-21 Budget Development Process and Timelines as presented.

C. ITEMS FOR INFORMATION

1. Financial Update

- a. Capital Fund Update – December 31st
- b. 2019-20 Recalculated Operating Grant
- c. 2019-20 Classroom Enhancement Fund

Director of Finance, Candice Hilton reviewed the financial update information with the Committee.

D. FUTURE AGENDA ITEMS

1. 2019-20 Amended Annual Budget
2. September 2020 Preliminary Enrolment Projections
3. Financial Update/Year End Projection

E. ADJOURNMENT

The meeting was adjourned at 3:12pm.

BUDGET COMMITTEE

TERMS OF REFERENCE

Purpose

1. To advise the Finance Committee on the allocation of the operating budget to various programs and services to best meet the needs of students;
2. To provide the Finance Committee with representative advice on budget issues and implications of proposed changes;
3. To provide advice on new priorities and emerging opportunities, and to review past budget adjustments;
4. To provide a forum for open communication and understanding of the budget;
5. To assist in the effective and transparent communication regarding the school district's financial issues and decisions.

Membership

- Finance Committee
- Senior Leadership Team
- Two representatives each from CVPVPA, CDTA, CUPE, DPAC, and IEC

Meetings

Meetings will be scheduled between January and May at the call of the Chair, considering all associated processes, deadlines, and timelines.

Indicators of Success

1. All members are aware of the contents of the operating budget and communicate positively about that understanding;
2. All members understand the budget issues and work together to solve them;
3. All members feel trusted, respected and comfortable to openly share information with all committee members, recognizing that information shared may be sensitive in nature;
4. All employees and partners in the district are receiving effective communication about the budget and believe there has been adequate opportunity for input;
5. Committee provides useful advice to the Finance Committee.

BUDGET COMMITTEE

2020-21 BUDGET GUIDING PRINCIPLES

In its development and approval of the school district budget, the Board shall ensure that the district's Strategic Plan and the priority given to support all students shall be central in budget decisions.

Throughout the Board's collaborative budget development process, decisions will be guided by the following principles (in no particular order):

- Maintenance or enhancement of quality programs and services for students;
- Delivery of effective, efficient and culturally appropriate programs and services;
- Maintaining a safe and healthy learning and working environment;
- Consideration and attention is given to environmentally sustainable practices;
- Maximizing the use of school district facilities and time within the school day and throughout the calendar year;
- Protecting any funds held in reserve for which there is a well-established and appropriate plan for use;
- Establishment of a contingency fund so that unforeseen budget pressures can be dealt with in a responsible and timely manner;
- Long-term financial planning including effective management of surplus funds or of potential budget deficits;
- Effective and transparent communication with partner groups and with the broader public so that budget decisions are finalized following consideration of a wide range of perspectives and suggestions;
- Consideration of, and adherence to, laws, regulations, collective agreements, etc.;
- Exploration of revenue-generation options to supplement the annual operating grant from the province; and
- District-specific advocacy for stable, predictable and adequate funding so that programs and services can be maintained and enhanced over time.

BUDGET COMMITTEE

2020-21 PRELIMINARY OPERATING BUDGET TIMELINES / PROCESS

January 21	Budget Committee Meeting – 2:30-3:00pm <i>Committee Terms of Reference, Budget Guiding Principles, Process and Timelines reviewed.</i>
January 28	Regular Board Meeting - 7:00pm <i>Board approval of Committee Terms of Reference, Process and Timelines, and adoption of 2020-21 Budget Guiding Principles.</i>
January/February	Enrolment Projections <i>Management prepares and submits 2020-21 enrolment projections to the Ministry of Education.</i>
February 11	Budget Committee Meeting - 3:00-4:00pm <i>Budget process overview, review of prior year budget changes.</i>
February 25	Regular Board Meeting - 7:00pm
March 13 (tentative)	Preliminary Operating Grant Announcement
March 16 – 27	Spring Break
April 7	Budget Committee Meeting – 3:00-5:00pm <i>Discuss and consider the implications of the Preliminary Operating Grant Announcement, funding model changes, and any potential budget shortfall or enhancement.</i>
April 14	Budget Committee Meeting – 3:00-5:00pm <i>Opportunity for District Staff and Partner Group presentations.</i>
April 21	Public Budget Consultation Meeting - 6:00pm <i>Public Budget Consultation Meeting.</i>
April 28	Regular Board Meeting - 7:00pm <i>Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district's core business (student success)</i>

May 5	Budget Committee Meeting – 3:00-5:00pm <i>To share input from Public Budget Consultation meeting, Partner Group feedback, and consider preliminary balancing options.</i>
May 12	Committee of the Whole Meeting – 6:00pm <i>To review recommendations to balance the 2020-21 Annual Budget.</i>
May 26	Regular Board Meeting - 7:00pm <i>Approve 2021-21 Annual Budget Bylaw.</i>
May 15-31	Staffing Adjustments and Notices

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - December 31st

CAPITAL FUND		BUDGET	EXPENDITURES to December 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 5,599,138	\$ 1,026,838	\$ 4,572,300	18%
	Bylaw Capital	\$ 33,933,595	\$ 8,855,468	\$ 25,078,127	26%

LOCAL CAPITAL	BUDGET	EXPENDITURES to December 31st	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution	1,000,000	-	1,000,000	0%	
Lake Trail Playground Equipment	15,289	7,994	7,295	52%	Installation to be completed, landscaping to be completed
Portables	650,000	385,451	264,549	59%	Purchased
Vehicle/Fleet Replacement	60,000	-	60,000	0%	Ongoing replacements
Extra Curricular Van	109,127	109,127	-	100%	Purchased
Photocopier Fleet Replacement	50,000	30,921	19,079	62%	Ongoing replacements
Printer Fleet Replacement	35,000	6,771	28,229	19%	Ongoing replacements
Trades Equipment	94,703	15,482	79,221	16%	Ongoing replacements
Custodial Equipment	15,000	7,016	7,984	47%	Ongoing replacements
21st Century Learning Equipment Initiatives	100,000	19,138	80,862	19%	
Land Swap - Prepaid Rent	265,000	-	265,000	0%	Reserve
Land Swap - Proceeds	600,000	-	600,000	0%	Reserve
Board Office Reno	765,598	-	765,598	0%	Reserve
Future Information Technology	1,405,724	423,097	982,627	30%	Reserve
ST Contingency Reserve Fund	433,697	21,840	411,857	5%	Reserve
TOTALS	\$ 5,599,138	\$ 1,026,838	\$ 4,572,300		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to December 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,372,146	1,372,146	-	100%	Complete
Lake Trail Seismic Upgrade	22,281,409	2,559,404	19,722,005	11%	Ongoing
Hornby Island Elementary Fire	2,000,000	3,131,252	- 1,131,252	157%	Overspend to be recovered in school replacement funding from Ministry
Hornby Island Replacement	5,799,020	26,554	5,772,466	0%	Ongoing
Airport Elementary Playground Equipment	105,000	87,259	17,741	83%	2019/20 Annual Capital Playground Equipment Funding Agreement
Highland Boiler Replacement	158,000	252,425	- 94,425	160%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Boiler/Mechanical Upgrades	540,000	628,492	- 88,492	116%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Flooring Upgrades	203,500	208,901	- 5,401	103%	2019/20 Annual Capital Programs Funding Agreement
Cumberland Community School Mechanical Upgrades	482,000	233,572	248,428	48%	2019/20 Annual Capital Programs Funding Agreement
Ecole Puntledge Elementary Boiler Replacement	-	303,074	- 303,074	-	Funds from Cumberland and AFG
Denman Preschool	992,520	52,390	940,130	5%	Ongoing
TOTALS	\$ 33,933,595	\$ 8,855,468	\$ 25,078,127		

Interim Operating Grants Following the September 2019 Enrolment Count - 2019/20 School Year

School District 71 Comox Valley

September 2019 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	7,555.6875	\$7,468	\$56,425,874	
Continuing Education	0.0000	\$7,468	\$0	
Alternate Schools	183.0000	\$7,468	\$1,366,644	
Distributed Learning	813.1875	\$6,100	\$4,960,444	
Home Schooling	15	\$250	\$3,750	
Course Challenges	4	\$233	\$932	
Total Enrolment-Based Funding (September)	8,551.8750			\$62,757,644
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	294.2500	\$3,734	\$0	
4%+ Enrolment Decline		\$5,601	\$0	
Significant Cumulative Decline (7%+)	475.0625	\$3,734	\$0	
Supplement for Enrolment Decline				\$0
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	11	\$42,400	\$466,400	
Level 2 Special Needs	342	\$20,200	\$6,908,400	
Level 3 Special Needs	66	\$10,250	\$676,500	
English Language Learning	108	\$1,495	\$161,460	
Indigenous Education	1,367	\$1,450	\$1,982,150	
Adult Education	19.0000	\$4,773	\$90,687	
Vulnerable Students			\$0	
Supplement for Unique Student Needs				\$10,285,597
Variance from Provincial Average	\$1,871			
Estimated Number of Educators	476.160		\$890,895	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	8,570.8750	\$180.33	\$1,545,586	
Supplement for Salary Differential				\$2,436,481
Supplement for Unique Geographic Factors				\$5,150,214
Funding Protection				\$0
Supplement for the Education Plan				\$165,548
September 2019 Enrolment Count, Total				\$80,795,484

July 2019 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$215	\$0	
Summer Learning Grade 8-9	0	\$215	\$0	
Summer Learning Grade 10-12	0	\$430	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	58	\$430	\$24,940	
Summer Learning, Total				\$24,940
February 2020 Enrolment Count (Estimated)				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,468	\$0	
Adult FTE - Continuing Education	0.0000	\$4,773	\$0	
K-Gr 9 School-Age FTE - Distributed Learning	40.0000	\$3,050	\$122,000	
Gr 10-12 School-Age FTE - Distributed Learning	170.0000	\$6,100	\$1,037,000	
Adult FTE - Distributed Learning	10.0000	\$4,773	\$47,730	
Level 1 Special Needs Enrolment Growth	0	\$21,200	\$0	
Level 2 Special Needs Enrolment Growth	5	\$10,100	\$50,500	
Level 3 Special Needs Enrolment Growth	0	\$5,125	\$0	
Newcomer Refugees	0.0000	\$3,734	\$0	
ELL Supplement - Newcomer Refugees	0	\$748	\$0	
February 2020 Enrolment Count, Total				\$1,257,230
May 2020 Enrolment Count (Estimated)				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,468	\$0	
Adult FTE - Continuing Education	0.0000	\$4,773	\$0	
K-Gr 9 School-Age FTE - Distributed Learning	6.0000	\$2,033	\$12,198	
Gr 10-12 School-Age FTE - Distributed Learning	125.0000	\$6,100	\$762,500	
Adult FTE - Distributed Learning	5.0000	\$4,773	\$23,865	
May 2020 Enrolment Count, Total				\$798,563
2019/20 Full-Year Operating Grant Total (Estimated)				\$82,876,217
Estimated 2019/20 Operating Grant from Indigenous Services Canada				\$129,083
Estimated 2019/20 Operating Grant from Ministry of Education				\$82,747,134

SCHOOL DISTRICT NO. 71 (Comox Valley)
Ministry of Education Operating Grant - Recalculated - for the 2019-20 Year

	2019-20 Preliminary Budget (based on projected Sept enrolment)			2019-20 Amended Budget (based on actual Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
Enrolment Based Funding						
Standard schools	7363.000	7,468	54,986,884	7555.688	7,468	56,425,874
Continuing education	0.000	7,468	0	0.000	7,468	0
Alternate schools	270.000	7,468	2,016,360	183.000	7,468	1,366,644
Distributed learning	755.000	6,100	4,605,500	813.188	6,100	4,960,444
	<u>8388.000</u>			<u>8551.875</u>		
Home Schooling	9.000	250	2,250	15.000	250	3,750
Course Challenges	2.000	233	466	4.000	233	932
Total September Enrolment Based Funding			\$ 61,611,460			\$ 62,757,644
Unique Student Needs						
English as a second language	117.000	1,495	174,915	108.000	1,495	161,460
Aboriginal education	1350.000	1,450	1,957,500	1367.000	1,450	1,982,150
Special education - level 1	9.000	42,400	381,600	11.000	42,400	466,400
Special education - level 2	317.000	20,200	6,403,400	342.000	20,200	6,908,400
Special education - level 3	60.000	10,250	615,000	66.000	10,250	676,500
Adult education	11.313	4,773	53,995	19.000	4,773	90,687
			<u>9,586,410</u>			<u>10,285,597</u>
Salary differential			2,040,071			2,436,481
Unique geographic factors			5,150,214			5,150,214
Subtotal September Operating Grant			78,388,155			80,629,936
BC Education Plan Supplement			<u>165,548</u>			<u>165,548</u>
Total September Operating Grant			\$ 78,553,703			\$ 80,795,484
Summer learning			17,200			24,940
Estimated enrolment based funding - February			1,257,230			1,257,230
Estimated enrolment based funding - May			798,563			798,563
Total Aggregate Funding Announced			<u><u>\$ 80,626,696</u></u>			<u><u>\$ 82,876,217</u></u>
						<u><u>\$ 2,249,521</u></u>



January 10, 2020

VIA EMAIL
Ref: 217232

To: Tom Demeo, Superintendent
Nicole Bittante, Secretary-Treasurer
School District No. 71 (Comox Valley)

RE: 2019/20 Classroom Enhancement Fund – Final Allocations

Dear Tom and Nicole:

Your 2019/20 Classroom Enhancement Fund (CEF) fall submissions have been reviewed and you have been approved funding for up to 78.8 FTEs, with costs to not exceed \$7,673,037. You have also been approved for \$1,650,966 in overhead funding and \$88,830 to fund reported remedies, for a total CEF allocation of \$9,412,833. Please note that you are not permitted to overspend your CEF allocation or transfer funds between staffing, overhead and remedies without prior written authorization from the Ministry.

Your final 2018/19 CEF submission has been reviewed and the following adjustments will be made:

Staffing:	\$0
Overhead:	\$0
Remedies:	\$13,636
Total:	\$13,636

CEF grant adjustments will be disbursed to school districts on the following basis:

January 2020	40 percent
February and March 2020	14 percent each month
April and May 2020	11 percent each month
June 2020	10 percent

You will be required to report back to the Ministry on your CEF spending in April 2020 on the following information (recoveries may be made before the end of the year if significant underspend is reported):

- Actual hiring of teacher FTEs compared to your funded hiring;
- Actual compensation costs for the teacher FTEs that are hired;
- Actual overhead costs; and
- Actual remedy utilization and costs.

.../2

A final year-end report on spending will also be required in July 2020, noting that any underspend in CEF from 2019/20 will be applied as a reduction to your 2020/21 CEF grant amount.

If you have any questions about your allocation or would like further information, please contact either myself at Kim.Horn@gov.bc.ca, Jonathan Foweraker at Jonathan.Foweraker@gov.bc.ca, or Ian Aaron at Ian.Aaron@gov.bc.ca.

Sincerely,



Kim Horn
Executive Director
Resource Management Division

cc: Ian Hargreaves, Board Chair
School District No. 71 (Comox Valley)

Board Committees 2019-20

Board Standing Committees

Finance Committee	Trustee: Tonia Frawley (Chair) Trustee: Ian Hargreaves Trustee: Sarah Jane Howe
Policy Committee	Trustee: Michelle Waite (Chair) Trustee: Janice Caton Trustee: Kat Hawksby
Labour Relations Committee	Trustee: Sheila McDonnell (Chair) Trustee: Sarah Jane Howe
Community Engagement Committee	Trustee: Sheila McDonnell (Chair) Trustee: Janice Caton Trustee: Kat Hawksby
Facilities Committee	Trustee: Ian Hargreaves (Chair) Trustee: Michelle Waite Trustee: Tonia Frawley

Board Standing Committee - Sub-Committees

Finance and Operations Sub-Committee – Budget Advisory Meets January - June	Trustee: Ian Hargreaves (Chair) Trustee: Tonia Frawley Alternate: Sarah Jane Howe
Finance and Operations Sub-Committee - Audit Committee Meets twice at year end	Trustee: Tonia Frawley (Chair) Trustee: Ian Hargreaves Alternate: Sarah Jane

External Committees (Elected)

BCSTA Provincial Council	Trustee: Tonia Frawley Alternate: Michelle Waite
BCPSEA	Trustee: Sheila McDonnell Alternate: Sarah Jane Howe

Other Board Committees

Indigenous Education Council	Trustee: Kat Hawksby Trustee: Ian Hargreaves Alternate: Janice Caton
Professional Development Committee	Trustee: Ian Hargreaves Alternate: Janice Caton
Teacher Mentorship/Peer Support Committee	Trustee: Ian Hargreaves
District Calendar Committee Meets as needed	Trustee: Tonia Frawley
District Parent Advisory Committee	2 Trustee Representatives on a rotating basis Lead contact is the Board Chair
Tribune Bay Outdoor Education Society	Trustee: Sheila McDonnell Alternate: Kat Hawksby
CVRD Comox Valley Sports Centre Commission	Trustee: Sarah Jane Howe Alternate: Michelle Waite
CVRD Integrated Regional Transportation Select Committee	Trustee: Sheila McDonnell Alternate: Sarah Jane Howe
Comox Valley Social Planning Society	Trustee: Sheila McDonnell Alternate: Sarah Jane Howe

TO: Board of Education

FROM: Ian Hargreaves, Trustee

RE: **FNESC Regional Session**

DATE: January 28, 2020

On Thursday January 9th, I had the pleasure of attending the First Nations Education Steering Committee (FNESC) Regional Session in Nanaimo.

It was an opportunity to learn more about the work and collective efforts of the Committee, to hear the feedback and direction the Committee receives as it reports on recent activities and discusses emerging educational issues.

It was a very full day with a great amount of data and information shared regarding the following, beginning with:

1. Introductions

- a. About FNESC and the BC First Nations Education System
 - Overview of FNESC Conference
 - Building Partnerships ...
 - i K-12 Ab, Ed. Partnerships
 - ii Ab. POST SECONDARY ED AND TRAINING
 - iii Association on the BC Deans
 - iv Bilateral Protocol
 - v PSE and Training Protocol
 - All MOU's can be found on the FNESC website under "Home"
 - "the racism of low expectations"

2. BC Tripartite Education Agreement (BCTEA)

- a. Overview
- b. Issues
 - Constitutionally recognized Rights recognizes that Indigenous People have Nation Rights **as** A Foundation of their/our Educational system.
 - The BCTEA signed in July 2019 in effect until June 2023
 - Improved accountability and reporting for students in Public Schools, including a second enrolment count

- The recognition in legislation of UN Declaration on the Rights of Indigenous Students and **the**
- Provincial move to have a legislative agreement on LEA's
- Transportation

3. Other information was provided on:

- Parent Clubs
- Seven Generation
- Production of Video information/tool kit (?) on career journeys
- Very data focused ... FNEC wants to know; are the additional funds being used effectively?
- Attendance data is very important, and they want more information on the "Adult Dogwood"
- There is a shift occurring in this area from "Stakeholders" to "Rights Holders!"
- Indigenous people want total control of the monies and NOT have any go to or through School Districts i.e. transportation monies for example
- Data shows that if Indigenous students are able to read at grade level by grade 4, they consistently go on to outperform nonindigenous students
- Proficiency levels vs grade levels in language/cultural instruction
- The Funding Formula Review ... Recommendation 3 "The Ministry should work with FNEC to support the continuous improvement of outcomes for Indigenous learners, particularly determining whether changes are needed to the policies that govern the use of the Indigenous student targeted funding envelope." (why does this Recommendation not read "FNEC and BCSTA?")
- 6th Professional Development Day ... is there a way to require ALL teachers to attend/ participate in this Day, as teachers are often given the opportunity to opt for "self directed" Pro D. Day
- In the face of the new legislation, how can the Ministry of Education must act on this recommendation for a mandatory First Peoples' course or bundle of credits, in alignment with its reconciliation objectives and implementation of the UN Declaration. Locally developed curriculum?
- Innovations in Education Program Funding ... \$700 000.00 from the Federal Government which has been topped up by FNEC to a total of \$1M. Only funded about half of the proposals ... with more funding for on the land learning and outdoor classrooms and attendance improvement programs.

4. The Full Power Point Presentation ... 257 slides ... is available at: www.fnesc.ca/lea The first 124 slides were covered in detail on day one and I have a hard cover binder of information, data and statistics that is presently available for any interested Trustee.

Respectfully submitted,

Ian Hargreaves

Ian Hargreaves
Trustee



January 20, 2020

Ref: 217543

Dear Board Chairs,

As we begin a new year and a new decade, I would like to thank you as our public education co-governance partners for a productive 2019. Through effective collaboration, we are making substantial investments in students, building a better future for our children and ensuring the prosperity of our province.

With your leadership, British Columbia (BC) students entering their final years of secondary school are enjoying a modernized graduation program and an innovative new curriculum. With an increased focus on creative and critical thinking, communication, and personal and social responsibility, the new curriculum will produce educated citizens who are able to contribute to a rapidly changing world and shape a better future for us all. With your engagement and support, we are also on the way towards a comprehensive career strategy that will improve transition rates from high school to post-secondary education and training.

Heading into the new decade, we know a gap remains in student outcomes for those who struggle with mental health issues. Last fall we made additional investments in mental health supports in schools, bringing new funding to nearly \$12 million since 2018. This year, we are also looking forward to our third education-focussed mental health conference. In 2018, for the first time, representatives of BC's public, independent and First Nations schools, police, health authorities, and child and youth mental-health workers met together to develop tangible strategies to make life better for students struggling with mental-health issues. I am also very pleased our government has responded, in partnership with you, to the scourge of vaping in schools with a comprehensive regulatory action plan that is leading other provinces and territories.

Government has also been expanding our provincial ERASE (Expect Respect and a Safe Education) strategy to include a focus on guns and gangs in our school communities. ERASE is a comprehensive prevention and intervention strategy designed to foster school connectedness; address bullying; prevent violence; and provide support to school districts during critical incidents. Last month I joined my colleagues in Surrey to announce an additional \$4.93 million to scale-up this important initiative to four additional communities: Campbell River, Chilliwack, Courtenay and Hope.

.../2

We have expanded our focus to now include gang prevention, mental health and wellness, substance abuse, cyberbullying and supporting students of all sexual orientations and gender identities.

Indigenous students in BC are now completing secondary school at the highest rate in history, with 69.4 percent completing in 2018/19 – an 8 percent increase since 2013/14. In addition, there are now 17 First Nations languages approved to be taught in BC schools, with more in development. In total, we have increased funding for Indigenous education by 29 percent since 2016/17, bringing the total to \$89.6 million this school year. On the path to meaningful reconciliation, more work needs to be done to ensure Indigenous knowledges flourish in BC classrooms for the betterment of all students. Our focus has also expanded to better help students in the care of government to be more successful and engaged in their school communities.

Outcomes for students with special needs in BC are also showing steady improvements. Completion rates were 75.5 percent last school year, up from 63.5 percent 10 years ago. An additional 1,000 education assistants have been hired in the past two years, which has increased the number of classes supported by an education assistant by 37 percent. In total, Government is supporting students with special needs with an estimated \$571 million in supplemental funding in 2019/20 – an increase of \$106 million (23 percent) since the 2016/17 school year.

The Ministry of Education is continuing to speed up the pace of investments in seismic upgrades, school expansions and new schools. With over \$1.7 billion invested since I became the Minister of Education, kids have more safe and modern places to learn. As part of our work to ensure quality child care services are available to families, Government has created over 2,600 new child care spaces in schools by funding Neighbourhood Learning Centres at 23 new or replacement schools since September 2017. With Budget 2020 coming up, school districts will continue to see Government's commitment to invest in public education. Further information will be coming from the Ministry of Education in March.

A key part of supporting student success is ensuring we continue to maintain a highly qualified educator workforce. We have invested \$3.5 million to create about 250 new seats in teacher education programs in B.C. These seats will help fill demand by training 70 special education, 20 secondary math and physics, 74 French and about 85 Indigenous educators. This is in addition to more than 1,500 potential new teachers graduating each year from B.C. universities.

Following the 2019 federal election, I am seizing the opportunity to address the problem of student hunger in schools. Through open discussions with my counterparts in Ottawa, my goal is to leverage funding for school meals. Government has achieved a lot for students in BC, but there are still too many kids in our communities going to school hungry each day. This must change. With your help, I believe we can ensure that no student is held back from learning by the pain of an empty stomach.

.../3

After thorough consultation with many of you, and with the final reports from the working groups, my colleagues and I are currently working on a plan to reform and improve the current funding model. The goal is to improve reliability, transparency and ensure that no student falls between the cracks. I know you are eagerly awaiting an update, and I will have more information to share with you in the coming weeks.

I want to thank you again for your incredible work on behalf of students, parents, teachers and support staff and for empowering our government to make foundational changes and long overdue improvements to our education system. Last year your support allowed us to ensure BC became the first jurisdiction in North America to make menstrual products available and free for all students.

I am more confident than ever before that with strong partnerships in education, we can keep moving forward to provide the best educational opportunities possible for all BC students.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming", written in a cursive style.

Rob Fleming
Minister



January 13, 2020

Ref: 216944

Dear Board Chairs:

I am pleased to announce the launch of the 2020 Premier's Awards for Excellence in Education, effective today. Following another successful Awards program and celebratory event in October of this past year, government is once again proud to recognize the enormous contributions of British Columbia's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, their students and their communities.

The Awards are open to all education professionals within the BC K–12 public, independent or First Nations school systems. This year, Awards will be given in the following categories:

- Community Engagement
- District Leadership
- Extracurricular Leadership
- Indigenous Education
- Outstanding New Teacher
- Outstanding Support (School Community)
- Outstanding Support (Teaching Assistant)
- Outstanding Team Collaboration
- School Leadership
- Social Equity and Diversity

Nominations are now open and are welcomed from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline to submit nominations is April 30, 2020.

Additional information on the Awards, including a downloadable poster and brochure, can be found on the Premier's Awards for Excellence in Education website at: www.gov.bc.ca/excellenceineducation. Your assistance is appreciated in distributing these through your newsletters and communications with staff.

.../2

Thank you in advance for your participation in, and promotion of, the Premier's Awards for Excellence in Education, which will ensure that British Columbia's very best receive the recognition that they deserve.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" being more prominent than the last name "Fleming".

Rob Fleming
Minister



Ian Hargreaves
Board Chair
Board of Education
School District No. 71 (Comox Valley)
607 Cumberland Road
Courtenay, BC V9N 7G5

January 20, 2020

Dear Mr. Hargreaves,

After listening to senior management's presentation last week on the five boundary catchment options, I would like to take the opportunity to highlight some potential concerns that came to mind during that committee of the whole meeting.

Some of the proposals would require the district to consider adding more modular classrooms in order to increase school capacity. Although this is the case at several schools presently, I would ask that the board seriously consider the following impacts to the regular school operations as well as the education of our students in that scenario:

- Increased traffic in already crowded hallways
- Further limitations on how many children can have a PE class indoors – presently it is limited to nine, thirty-minute classes per day
- Further limitations on the use of areas like multi-purpose rooms and the library
- Less books per student available in the library to take out as division numbers increase
- More strain on washroom facilities/septic systems – Huband Park is already experiencing this
- Further splitting of school populations for assemblies and concerts in order to stay within fire regulation codes
- Increased traffic in parking lots
- Less playground area as it is used for modular classrooms

By increasing the student population of a school without increasing the capacity of the infrastructure to support them, you would in fact, be decreasing access to educational opportunities for all students while simultaneously putting an increased strain on the facilities and resources, including your staff.

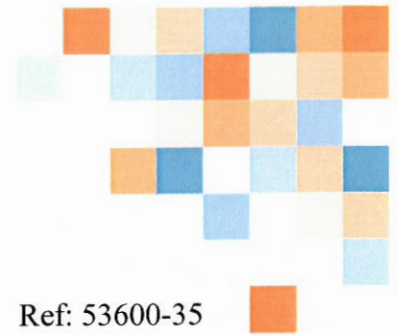
In addition to these practical concerns, there can also be a feeling of isolation for teachers who teach in modulars/portables. They are not ideal teaching and learning environments for building community and should really be considered as a last resort.

I was pleased to hear that senior management is already planning to advocate for additions to existing schools in order to deal with the projected increasing enrollment at various sites; I would encourage the board to seriously consider taking a route that moves us into permanent additional space for students and teachers.

Sincerely,

Sherry Dittrick
President
Comox District Teachers' Association

cc: Board of Education Trustees
Senior Management, SD71



January 9, 2020

Ref: 53600-35

To: Secretary-Treasurer and Superintendent
School District No. 71 (Comox Valley)

Re: Response to Youth Trade Capital Equipment Program Submission

This letter is to recognize and thank your school district's participation in the Youth Trade Capital Equipment Program (YTCEP). Over the past 3 years ITA Youth trades programs have expanded from 4700 students to over 7000 students each school year. We appreciate your district's support in providing your students an opportunity to explore trades careers.

The funding provided to your district over the past 3 years is outlined below.

2016/17 fiscal (ends March 31, 2017) - \$113,400

2017/18 fiscal (ends March 31, 2018) - \$39,120

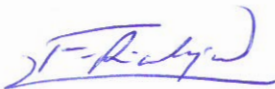
2018/19 fiscal (ends March 31, 2019) - \$26,262

To conclude the YTCEP please see the list of reporting accountabilities for your school district:

- Please ensure all above funds have been allocated to capital expenses by March 31, 2020
- Please send a final performance report to the ITA by March, 31, 2020 to jleber@itabc.ca identifying the capital projects completed and / or acquisition made from the list of priorities over the past 3 years (previously submitted reports from years 1 and 2 may be used and updated accordingly).
- Please provide in your final report information on the increased participation and outcomes to your youth trades programs. Please share good news stories and successes which you would like to highlight.

For all report submissions or questions please contact Jason Leber, Program Manager (Youth), Industry Training Authority at jleber@itabc.ca

Sincerely,



Farnaz Riahi, Chief Financial Officer

Industry Training Authority