

REGULAR BOARD MEETING AGENDA
Tuesday, May 26, 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 May 26, 2020 Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the April 28, 2020 Regular Public Board Meeting Minutes as presented.

Pg.4

Recommendation:

THAT the Board of Education adopt the May 12, 2020 Committee of the Whole Meeting Minutes as presented.

Pg.9

4. Old Business

None

5. **Report on In-Camera Meetings:**

A. Tuesday, May 19, 2020

B. Tuesday, May 26, 2020

- Other

6. **Board Chair's Report**

7. **Presentations / Delegations**

None

8. **Education Committee Meeting**

No meeting in May

9. **Strategic Direction**

A. Superintendent

i. **Recognition**

ii. **Stage 3 Planning**

B. Assistant Superintendent

None

C. Secretary-Treasurer

i. **2020-21 Annual Facilities Grant Spending Plan – Briefing Note**

Pg.11

Recommendation:

THAT the Board of Education approve the 2020-21 Annual Facilities Grant Spending Plan as provided.

ii. **2020-21 Annual Budget and Bylaw – Briefing Note**

Pg.16

Recommendation:

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw 2020/2021 in the amount of \$108,838,693 receive its first reading.

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw 2020/2021 in the amount of \$108,838,693 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw to have the third reading of the Annual Budget Bylaw 2020/2021 in the amount of \$108,838,693 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw 2020/2021 in the amount of \$108,838,693 receive its third reading.

iii. Capital Project Update – Briefing Note **Pg.32**

Recommendation:

THAT the Board of Education receive the Capital Project Update briefing note as provided.

iv. Financial Update **Pg.35**

- a) Operating Fund Projection – April 30th
- b) Capital Fund Update - April 30th

Recommendation:

THAT the Board of Education receive the Financial Update for April 30th, 2020 as provided.

D. Human Resources

i. Retirements and Recognition **Pg.39**

Recommendation:

THAT the Board of Education receive the Retirements and Recognition report as provided.

10. Board Standing Committee Reports

A. Budget Committee Board Report

No meeting in May

B. Finance Committee Board Report

No meeting in May

C. Facilities Committee Board Report

No meeting in May

D. Policy Committee Board Report

No meeting in May

11. Board Business

None

12. Board Correspondence

A. Correspondence: from British Columbia School Trustees Association (BCSTA) to Ian Hargreaves – Thank you to Indigenous Education Committee member, Ian Hargreaves from S. Higginson, President BCSTA.
Ian Hargreaves, Board Chair **Pg.40**

B. Correspondence: from BCEdAccess to BC School District Administrators, Directors of Instruction and Boards of Education – Equitable access to education during the pandemic.
Ian Hargreaves, Board Chair **Pg.41**

13. Public Question Period

14. Adjournment

REGULAR BOARD MEETING MINUTES
Tuesday, April 28, 2019
7:00pm

In Attendance VIA TEAMS MEETING:

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

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 7:04pm 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 April 28, 2020 Regular Public Board Meeting Agenda as presented.

CARRIED

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the March 31, 2020 Regular Public Board Meeting Minutes as presented.

CARRIED

4. Old Business

None

5. Report on In-Camera Meeting – Tuesday, April 21, 2020

- Personnel
- Other

6. Board Chair's Report

Highlights:

- Thanks Sr. Staff for safety protocols to be put in place for students and staff
- Thanks teachers, maintenance, support staff, parents and most importantly the students for all they are dealing with at this time
- Chair of the Comox Valley Regional District invites SD71 Board and Sr. Staff to the Elected Officials Forum on Tuesday, May 5th at 4:00pm from
- Director Edwin Grieve of Comox Valley Early Years Collaborative invites Trustees to "Building Connections for Valley Families" discussion on May 25th
- Trustees are invited to upcoming Invasive Species forum, TBA
- Media conference today with Minister of Education, Rob Fleming and BCSTA President, Stephanie Higginson

7. Presentations / Delegations

None

8. Education Committee Meeting

No meeting in April

9. Strategic Direction

A. Superintendent

- i. COVID-19 Update**
Board Information

B. Assistant Superintendent

None

C. Secretary-Treasurer

i. Briefing Note - Capital Plan Bylaw No. 2020/21 – CPSD71-01

Recommendation

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its first reading.

CARRIED

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its second reading.

CARRIED

THAT the Board unanimously agree to suspend the requirements of the School Act to have the third reading of Capital Bylaw No. 2020/21-CPSD71-01 at a subsequent meeting.

CARRIED

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its third and final reading.

CARRIED

ii. 2020-21 Budget Information Package

Board Information

iii. March 31, 2020 – Financial Update

- Operating Fund Projection
- Capital Fund Update

Board Information

iv. Briefing Note – Capital Project Update

Board Information

D. Human Resources

i. Retirements and Recognition

Recommendation:

THAT the Board of Education receive this Retirements and Recognition report as information.

CARRIED

10. Board Standing Committee Reports

A. Budget Committee Board Report

No meeting in April

B. Finance Committee Board Report

No meeting in April

C. Facilities Committee Board Report

No meeting in April

D. Policy Committee Board Report

No meeting in April

11. Board Business

A. Motion: Michelle Waite, Trustee - Area B (Lazo North)

Recommendation:

THAT the Board of Education resume the Standing Committee meetings that were suspended until further notice in the motion passed on March 31, 2020:

- *Policy Committee*
- *Community Engagement Committee*
- *Labour Relations Committee*
- *Facilities Committee*
- *Finance Committee*
 - *Sub-committee Budget Committee*
 - *Sub-committee Audit Committee*

CARRIED

12. Board Correspondence

None

13. Public Question Period

14. Meeting Adjourned – 8:30pm

Certified Correct:

Nicole Bittante, CPA, CA
Secretary-Treasurer

Ian Hargreaves
Board Chair

**COMMITTEE OF THE WHOLE MEETING
MINUTES
Tuesday, May 12, 2020
6:00pm**

In Attendance VIA ZOOM MEETING:

Trustees

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

Staff

Tom Demeo, Superintendent of Schools
Nicole Bittante, Secretary-Treasurer
Candice Hilton, Director of Finance
Allan Douglas, Director of Instruction
Ian Heselgrave, Director of Operations
Josh Porter, Director of Information Technology

Regrets:

Janice Caton, Trustee
Geoff Manning, Assistant Superintendent
Esther Shatz, Director of Instruction
Lynda-Marie Handfield, Director of HR
Mary Lee, Communications Manager

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 6:05pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Secretary-Treasurer

- i. 2020-21 Annual Budget Recommendations**
Board Information

3. Meeting Adjourned – 6:21pm

Certified Correct:

Nicole Bittante, CPA, CA
Secretary-Treasurer

Ian Hargreaves
Board Chair

BRIEFING NOTE

TO: SD 71 Board of Education **DATE:** May 26th 2020
FROM: Ian Heselgrave, Director of Operations
RE: **FY 20-21 AFG Spending plan**

Purpose

To provide an overview of the proposed FY 20-21 AFG spending plan to the Finance/Facilities and Properties Committee and the Board of Education.

Background

The Ministry provided AFG funding for FY 20-21 is very slightly increased from the previous FY at \$1,696,473.00.

The purpose of the AFG funds is to preserve and extend the life of school district facilities. The three key priorities for AFG funds are: Health and Safety, facility changes to meet educational needs and to address critical maintenance needs.

Analysis

Planned projects – The submission list to the Ministry of Education is available as required. Projects that are more significant include:

- Roof replacement work at Arden Elementary and NIDES;
- Mechanical upgrade (heating & cooling) at Highland and the School Board Office;
- Bathroom upgrades at Airport and Mark Isfeld Secondary;
- Sewage Treatment Plant improvements at Huband Elementary;
- Fire Alarm Panel upgrade at the School Board Office;
- VOIP phone system installation at Aspen Elementary;
- Replacement windows at NIDES;
- Interior repaint at several elementary schools;
- Gym floor refinish at Queneesh Elementary and repairs at several elementary schools with Pulastic gym floors;
- Replacement Big Toy at Arden Elementary;
- Replacement Big Toy surrounds at various schools; and
- Lighting upgrades/energy efficiency improvements in various school hallways and classrooms.

There are numerous other planned projects that will be undertaken as well. All projects are considered against the measures of how they will preserve and extend the life of SD 71 facilities. Attention to building envelope maintenance and following prioritized work plans to a common standard is emphasized throughout the maintenance and capital program. It should be noted that this plan may change if the funding envelope changes or due to emergent maintenance pressures or concerns.

Recommendation

The Board of Education approve the FY 20-21 AFG spending plan.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

Ministry of Education - 2020/21 Annual Facility Grant Allocation

School District	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts
			Gross	Withheld (CAMS)	Net	
5 Southeast Kootenay	1,410,772	1,123,775	286,997	21,376	265,621	1,389,396
6 Rocky Mountain	962,511	766,705	195,806	14,584	181,222	947,927
8 Kootenay Lake	1,374,350	1,094,762	279,588	20,824	258,764	1,353,526
10 Arrow Lakes	307,001	244,547	62,454	4,652	57,802	302,349
19 Revelstoke	321,325	255,957	65,368	4,869	60,499	316,456
20 Kootenay-Columbia	952,982	759,114	193,868	14,440	179,428	938,542
22 Vernon	1,752,473	1,395,963	356,510	26,554	329,956	1,725,919
23 Central Okanagan	3,860,494	3,075,143	785,351	58,495	726,856	3,801,999
27 Cariboo-Chilcotin	1,532,440	1,220,691	311,749	23,220	288,529	1,509,220
28 Quesnel	880,371	701,275	179,096	13,339	165,757	867,032
33 Chilliwack	2,244,139	1,787,608	456,531	34,003	422,528	2,210,136
34 Abbotsford	3,401,484	2,709,511	691,973	51,540	640,433	3,349,944
35 Langley	3,343,503	2,663,325	680,178	50,661	629,517	3,292,842
36 Surrey	11,610,859	9,248,830	2,362,029	175,929	2,186,100	11,434,930
37 Delta	3,022,838	2,407,894	614,944	45,802	569,142	2,977,036
38 Richmond	4,075,710	3,246,577	829,133	61,756	767,377	4,013,954
39 Vancouver	11,001,097	8,763,112	2,237,985	166,690	2,071,295	10,834,407
40 New Westminster	1,159,460	923,588	235,872	17,568	218,304	1,141,892
41 Burnaby	4,576,114	3,645,182	930,932	69,338	861,594	4,506,776
42 Maple Ridge-Pitt Meadows	2,543,836	2,026,336	517,500	38,544	478,956	2,505,292
43 Coquitlam	5,601,964	4,462,341	1,139,623	84,881	1,054,742	5,517,083
44 North Vancouver	3,078,527	2,452,254	626,273	46,646	579,627	3,031,881
45 West Vancouver	1,314,355	1,046,972	267,383	19,915	247,468	1,294,440
46 Sunshine Coast	966,354	769,766	196,588	14,642	181,946	951,712
47 Powell River	604,278	481,348	122,930	9,156	113,774	595,122
48 Sea to Sky	939,564	748,426	191,138	14,236	176,902	925,328
49 Central Coast	296,372	236,080	60,292	4,491	55,801	291,881
50 Haida Gwaii	542,638	432,248	110,390	8,222	102,168	534,416
51 Boundary	557,184	443,835	113,349	8,443	104,906	548,741
52 Prince Rupert	666,723	531,090	135,633	10,102	125,531	656,621
53 Okanagan Similkameen	618,616	492,769	125,847	9,373	116,474	609,243
54 Bulkley Valley	696,344	554,685	141,659	10,551	131,108	685,793
57 Prince George	3,279,793	2,612,576	667,217	49,696	617,521	3,230,097
58 Nicola-Similkameen	618,533	492,703	125,830	9,372	116,458	609,161
59 Peace River South	1,404,568	1,118,833	285,735	21,282	264,453	1,383,286
60 Peace River North	1,469,596	1,170,632	298,964	22,267	276,697	1,447,329
61 Greater Victoria	3,983,030	3,172,751	810,279	60,351	749,928	3,922,679
62 Sooke	1,655,653	1,318,839	336,814	25,087	311,727	1,630,566
63 Saanich	1,503,270	1,197,456	305,814	22,778	283,036	1,480,492
64 Gulf Islands	509,403	405,774	103,629	7,719	95,910	501,684
67 Okanagan Skaha	1,319,685	1,051,218	268,467	19,996	248,471	1,299,689
68 Nanaimo-Ladysmith	2,731,329	2,175,687	555,642	41,385	514,257	2,689,944
69 Qualicum	979,910	780,564	199,346	14,848	184,498	965,062
70 Alberni	1,040,992	829,220	211,772	15,773	195,999	1,025,219
71 Comox Valley	1,722,574	1,372,146	350,428	26,101	324,327	1,696,473
72 Campbell River	1,293,438	1,030,310	263,128	19,598	243,530	1,273,840
73 Kamloops/Thompson	3,450,044	2,748,192	701,852	52,275	649,577	3,397,769
74 Gold Trail	686,502	546,845	139,657	10,402	129,255	676,100
75 Mission	1,226,511	976,998	249,513	18,584	230,929	1,207,927
78 Fraser-Cascade	527,288	420,020	107,268	7,990	99,278	519,298
79 Cowichan Valley	1,887,945	1,503,875	384,070	28,606	355,464	1,859,339
81 Fort Nelson	317,606	252,995	64,611	4,812	59,799	312,794
82 Coast Mountains	1,515,315	1,207,050	308,265	22,960	285,305	1,492,355
83 North Okanagan-Shuswap	1,683,261	1,340,831	342,430	25,505	316,925	1,657,756
84 Vancouver Island West	389,367	310,157	79,210	5,900	73,310	383,467
85 Vancouver Island North	729,369	580,991	148,378	11,051	137,327	718,318
87 Stikine	298,627	237,876	60,751	4,525	56,226	294,102
91 Nechako Lakes	1,422,725	1,133,296	289,429	21,557	267,872	1,401,168
92 Nisga'a	266,943	212,638	54,305	4,045	50,260	262,898
93 Conseil scolaire francophone	1,365,632	1,087,818	277,814	20,692	257,122	1,344,940
Provincial Total	115,495,587	92,000,000	23,495,587	1,750,000	21,745,588	113,745,588



Ministry of Education - Capital Management Branch
Annual Facility Grant (AFG) - 2020/21 Expenditure Plan

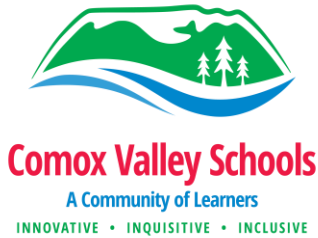
Submission Date (YYYY/MM/DD):

2020-05-27

District: **71** Comox Valley

	Name	Email	Phone
Contact:	Ian Heselgrave	ian.heselgrave@sd71.bc.ca	250 334-5516

FACILITY INFORMATION	PROJECT INFORMATION			ADDITIONAL INFORMATION	
Facility Name	Description of Work	Estimated Cost	AFG Category	VFA Requirement (Yes/No)	Comments
Arden Elementary	Roof replacement and repairs	\$ 405,000	Roof Replacement	Yes	Beyond useful life
Airport Elementary and Mark Isfeld Secondary	Bathroom upgrade	\$ 20,000	Mechanical System Upgrade	Yes	Beyond useful life
Glacier View Alternate	Mechanical improvements	\$ 87,140	Mechanical System Upgrade	Yes	Beyond useful life
Huband Elementary	Sewage treatment plant upgrades	\$ 50,000	Site Servicing	No	Work is critical
School Board Office and Highland Secondary shop building	Install new roof top units	\$ 55,000	Mechanical System Upgrade	Yes	Beyond useful life
Aspen Park Elementary	Install VOIP phone system	\$ 15,000	Electrical System Upgrade	Yes	Beyond useful life
Ecole Puntledge Park	Public Address system replacement	\$ 10,000	Electrical System Upgrade	Yes	Beyond useful life
Highland Secondary school	LED Lighting upgrades plus energy management	\$ 112,000	Electrical System Upgrade	Yes	Beyond useful life
Miracle Beach Elementary	Main electrical panel replacement and system upgrades	\$ 95,000	Electrical System Upgrade	Yes	Beyond useful life
Queneesh Elementary School	Emergency lighting upgrade to NEXUS	\$ 25,000	Electrical System Upgrade	Yes	Beyond useful life
Puntledge, NIDES and SBO	Window replacements	\$ 99,000	Facility Upgrade	Yes	Beyond useful life
NIDES	Install cladding on gym wall	\$ 35,000	Facility Upgrade	Yes	Beyond useful life
Comox Elementary, Full day K modulars and SBO	Exterior and interior paint	\$ 130,000	Facility Upgrade	Yes	Beyond useful life
Queneesh and Cumberland (Strathcona)	Gym floor refinish	\$ 60,000	Facility Upgrade	Yes	Beyond useful life
Huband Elementary, Miracle Beach and Highland Secondary	Sheet flooring replacement	\$ 65,000	Facility Upgrade	Yes	Beyond useful life



Comox Valley Schools

School District No. 71
Office of the Secretary-Treasurer

BRIEFING NOTE

TO: Board of Education **DATE:** May 26, 2020
FROM: Nicole Bittante, Secretary-Treasurer
RE: **2020-21 Annual Budget Bylaw**

Purpose

This briefing note is to request approval of the 2020-21 Annual Budget Bylaw. The Bylaw requires three readings.

Background

The attached Annual Budget Bylaw for 2020-21 was prepared in accordance with Public Sector Accounting Standards and incorporates the operating fund adjustments presented to the Board on May 12, 2020, as well as the preliminary budgets for special purpose funds and the capital fund.

The total budget bylaw amount for the 2020-21 fiscal year is \$108,838,693.

Recommendation

It is recommended:

1. THAT the Annual Budget Bylaw for the Board of Education of School District No. 71 (Comox Valley) for the fiscal year 2020-21 be given three (3) readings at this meeting; and
2. THAT the Board of Education of School District No. 71 (Comox Valley) 2020-21 Annual Budget Bylaw in the amount of \$108,838,693 be:
 - a. Read a first time on the 26th day of May, 2020;
 - b. Read a second time on the 26th day of May, 2020;
 - c. Read a third time, passed and adopted on the 26th day of May, 2020.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

Annual Budget

School District No. 71 (Comox Valley)

June 30, 2021

School District No. 71 (Comox Valley)

June 30, 2021

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$108,838,693 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE _____ DAY OF _____, 2020;

READ A SECOND TIME THE _____ DAY OF _____, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2020;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Annual Budget Bylaw 2020/2021, adopted by the Board the _____ DAY OF _____, 2020.

Secretary Treasurer

School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	8,988,250	8,900,125
Adult	32,000	34,000
Total Ministry Operating Grant Funded FTE's	9,020,250	8,934,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education	98,588,741	95,993,796
Tuition	1,935,000	2,770,000
Other Revenue	2,003,309	3,329,860
Rentals and Leases	150,000	150,000
Investment Income	335,000	445,000
Amortization of Deferred Capital Revenue	4,193,501	4,103,595
Total Revenue	107,205,551	106,792,251
Expenses		
Instruction	84,332,101	84,657,750
District Administration	3,815,652	3,763,973
Operations and Maintenance	16,798,729	16,327,401
Transportation and Housing	2,082,211	2,051,280
Debt Services		456
Total Expense	107,028,693	106,800,860
Net Revenue (Expense)	176,858	(8,609)
Budgeted Allocation (Retirement) of Surplus (Deficit)		3,641,924
Budgeted Surplus (Deficit), for the year	176,858	3,633,315
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	176,858	3,633,315
Budgeted Surplus (Deficit), for the year	176,858	3,633,315

School District No. 71 (Comox Valley)

Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	89,302,825	87,432,503
Operating - Tangible Capital Assets Purchased	250,000	255,000
Special Purpose Funds - Total Expense	11,864,225	13,872,705
Capital Fund - Total Expense	5,861,643	5,495,652
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,560,000	1,530,000
Total Budget Bylaw Amount	108,838,693	108,585,860

Approved by the Board

DRAFT

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 71 (Comox Valley)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>176,858</u>	<u>(8,609)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(250,000)	(255,000)
From Local Capital	(1,560,000)	(1,530,000)
From Deferred Capital Revenue	(3,676,146)	(4,506,646)
Total Acquisition of Tangible Capital Assets	<u>(5,486,146)</u>	<u>(6,291,646)</u>
Amortization of Tangible Capital Assets	<u>5,861,643</u>	5,495,196
Total Effect of change in Tangible Capital Assets	<u>375,497</u>	<u>(796,450)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>552,355</u></u>	<u><u>(805,059)</u></u>

School District No. 71 (Comox Valley)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	88,110,468	84,891,868
Tuition	1,935,000	2,770,000
Other Revenue	617,357	559,083
Rentals and Leases	150,000	150,000
Investment Income	300,000	375,000
Total Revenue	91,112,825	88,745,951
Expenses		
Instruction	72,820,208	71,135,473
District Administration	3,815,652	3,763,973
Operations and Maintenance	10,586,658	10,481,777
Transportation and Housing	2,080,307	2,051,280
Total Expense	89,302,825	87,432,503
Net Revenue (Expense)	1,810,000	1,313,448
Budgeted Prior Year Surplus Appropriation	-	3,641,924
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(250,000)	(255,000)
Local Capital	(1,560,000)	(4,700,372)
Total Net Transfers	(1,810,000)	(4,955,372)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	85,356,162	82,876,217
ISC/LEA Recovery	(132,357)	(129,083)
Other Ministry of Education Grants		
Pay Equity	451,831	451,831
Funding for Graduated Adults	112,762	112,762
Transportation Supplement	421,375	421,375
Carbon Tax Grant		60,000
Employer Health Tax Grant		611,726
Support Staff Benefits Grant	77,661	77,661
FSA Marking	15,964	18,964
Early Learning Grant	-	32,677
Labour Settlement Funding - Support Staff	-	357,738
Labour Settlement Funding - Teachers	1,807,070	-
Total Provincial Grants - Ministry of Education	88,110,468	84,891,868
Tuition		
International and Out of Province Students	1,935,000	2,770,000
Total Tuition	1,935,000	2,770,000
Other Revenues		
Funding from First Nations	132,357	129,083
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Other Miscellaneous	365,000	310,000
Total Other Revenue	617,357	559,083
Rentals and Leases	150,000	150,000
Investment Income	300,000	375,000
Total Operating Revenue	91,112,825	88,745,951

School District No. 71 (Comox Valley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Salaries		
Teachers	36,331,948	34,855,588
Principals and Vice Principals	4,989,039	5,113,767
Educational Assistants	5,895,611	5,665,398
Support Staff	8,385,534	8,239,656
Other Professionals	2,893,830	2,877,843
Substitutes	2,551,731	2,575,177
Total Salaries	61,047,693	59,327,429
Employee Benefits	15,482,639	14,472,584
Total Salaries and Benefits	76,530,332	73,800,013
Services and Supplies		
Services	2,718,707	2,792,207
Student Transportation	2,063,962	2,035,255
Professional Development and Travel	692,500	717,500
Dues and Fees	72,900	72,900
Insurance	202,300	202,300
Supplies	5,154,432	5,881,328
Utilities	1,867,692	1,931,000
Total Services and Supplies	12,772,493	13,632,490
Total Operating Expense	89,302,825	87,432,503

School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	29,232,984	891,392		60,000		1,960,731	32,145,107
1.03 Career Programs	506,469		175,671				682,140
1.07 Library Services	243,105			726,887			969,992
1.08 Counselling	1,401,886					5,000	1,406,886
1.10 Special Education	4,058,926	120,552	4,727,621	72,547	175,502	325,000	9,480,148
1.30 English Language Learning	141,811						141,811
1.31 Indigenous Education	243,105	132,691	924,814	37,481	61,005	26,000	1,425,096
1.41 School Administration		3,718,548		1,705,384		30,000	5,453,932
1.62 International and Out of Province Students	503,662	125,856		138,733	212,920	5,000	986,171
1.64 Other			67,505	98,390			165,895
Total Function 1	36,331,948	4,989,039	5,895,611	2,839,422	449,427	2,351,731	52,857,178
4 District Administration							
4.11 Educational Administration					825,561		825,561
4.40 School District Governance					188,193		188,193
4.41 Business Administration				396,335	915,378		1,311,713
Total Function 4	-	-	-	396,335	1,929,132	-	2,325,467
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					501,928		501,928
5.50 Maintenance Operations				4,692,499		200,000	4,892,499
5.52 Maintenance of Grounds				457,278			457,278
5.56 Utilities							-
Total Function 5	-	-	-	5,149,777	501,928	200,000	5,851,705
7 Transportation and Housing							
7.41 Transportation and Housing Administration					13,343		13,343
7.70 Student Transportation							-
Total Function 7	-	-	-	-	13,343	-	13,343
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	36,331,948	4,989,039	5,895,611	8,385,534	2,893,830	2,551,731	61,047,693

School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	32,145,107	8,584,428	40,729,535	3,923,831	44,653,366	42,835,321
1.03 Career Programs	682,140	175,234	857,374	340,845	1,198,219	1,168,676
1.07 Library Services	969,992	238,482	1,208,474	378,173	1,586,647	1,557,015
1.08 Counselling	1,406,886	368,396	1,775,282	500	1,775,782	1,730,314
1.10 Special Education	9,480,148	2,298,775	11,778,923	161,550	11,940,473	11,579,734
1.30 English Language Learning	141,811	37,260	179,071	1,000	180,071	172,990
1.31 Indigenous Education	1,425,096	339,734	1,764,830	327,810	2,092,640	1,982,149
1.41 School Administration	5,453,932	1,283,151	6,737,083	616,200	7,353,283	7,332,618
1.62 International and Out of Province Students	986,171	244,346	1,230,517	450,000	1,680,517	2,420,070
1.64 Other	165,895	39,815	205,710	153,500	359,210	356,586
Total Function 1	52,857,178	13,609,621	66,466,799	6,353,409	72,820,208	71,135,473
4 District Administration						
4.11 Educational Administration	825,561	185,751	1,011,312	78,600	1,089,912	1,050,848
4.40 School District Governance	188,193	42,343	230,536	131,850	362,386	353,582
4.41 Business Administration	1,311,713	299,641	1,611,354	752,000	2,363,354	2,359,543
Total Function 4	2,325,467	527,735	2,853,202	962,450	3,815,652	3,763,973
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	501,928	112,934	614,862	355,100	969,962	1,019,674
5.50 Maintenance Operations	4,892,499	1,127,800	6,020,299	1,024,880	7,045,179	6,780,721
5.52 Maintenance of Grounds	457,278	101,547	558,825	145,000	703,825	750,382
5.56 Utilities	-	-	-	1,867,692	1,867,692	1,931,000
Total Function 5	5,851,705	1,342,281	7,193,986	3,392,672	10,586,658	10,481,777
7 Transportation and Housing						
7.41 Transportation and Housing Administration	13,343	3,002	16,345	7,000	23,345	23,025
7.70 Student Transportation	-	-	-	2,056,962	2,056,962	2,028,255
Total Function 7	13,343	3,002	16,345	2,063,962	2,080,307	2,051,280
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	61,047,693	15,482,639	76,530,332	12,772,493	89,302,825	87,432,503

School District No. 71 (Comox Valley)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2021

	2021	2020 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	10,478,273	11,101,928
Other Revenue	1,385,952	2,770,777
Total Revenue	11,864,225	13,872,705
Expenses		
Instruction	11,511,893	13,522,277
Operations and Maintenance	350,428	350,428
Transportation and Housing	1,904	-
Total Expense	11,864,225	13,872,705
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			750,000	1,000,000					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	350,428	308,915			160,000	39,200	197,132	609,052	1,471,710
Other			30,000	1,250,000					
Investment Income			6,000						
	350,428	308,915	36,000	1,250,000	160,000	39,200	197,132	609,052	1,471,710
Less: Allocated to Revenue	350,428	308,915	60,000	1,250,000	160,000	39,200	197,132	609,052	1,471,710
Deferred Revenue, end of year	-	-	726,000	1,000,000	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	350,428	308,915			160,000	39,200	197,132	609,052	1,471,710
Other Revenue			60,000	1,250,000					
	350,428	308,915	60,000	1,250,000	160,000	39,200	197,132	609,052	1,471,710
Expenses									
Salaries									
Teachers							23,750		274,320
Principals and Vice Principals							22,380		630,300
Educational Assistants		249,125			129,000			302,325	129,000
Support Staff									153,243
Other Professionals									
	-	249,125	-	-	129,000	-	46,130	302,325	1,186,863
Employee Benefits		59,790			31,000		11,607	73,215	284,847
Services and Supplies	350,428		60,000	1,250,000		39,200	139,395	233,512	
	350,428	308,915	60,000	1,250,000	160,000	39,200	197,132	609,052	1,471,710
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		1,904	28,500	3,000	126,000	26,077	1,935,481
Add: Restricted Grants							
Provincial Grants - Ministry of Education	7,308,432						10,444,869
Other					70,000	25,777	1,375,777
Investment Income						175	6,175
	<u>7,308,432</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70,000</u>	<u>25,952</u>	11,826,821
Less: Allocated to Revenue	7,308,432	1,904	28,500	3,000	50,000	25,952	11,864,225
Deferred Revenue, end of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	146,000	26,077	1,898,077
Revenues							
Provincial Grants - Ministry of Education	7,308,432	1,904	28,500	3,000			10,478,273
Other Revenue					50,000	25,952	1,385,952
	<u>7,308,432</u>	<u>1,904</u>	<u>28,500</u>	<u>3,000</u>	<u>50,000</u>	<u>25,952</u>	11,864,225
Expenses							
Salaries							
Teachers	6,056,802						6,080,552
Principals and Vice Principals							296,700
Educational Assistants							1,310,750
Support Staff							129,000
Other Professionals							153,243
	<u>6,056,802</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	7,970,245
Employee Benefits	1,251,630						1,712,089
Services and Supplies		1,904	28,500	3,000	50,000	25,952	2,181,891
	<u>7,308,432</u>	<u>1,904</u>	<u>28,500</u>	<u>3,000</u>	<u>50,000</u>	<u>25,952</u>	11,864,225
Net Revenue (Expense)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	-

School District No. 71 (Comox Valley)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2021

	2021 Annual Budget			2020 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		35,000	35,000	70,000
Amortization of Deferred Capital Revenue	4,193,501		4,193,501	4,103,595
Total Revenue	4,193,501	35,000	4,228,501	4,173,595
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	5,861,643		5,861,643	5,495,196
Debt Services				
Capital Lease Interest			-	456
Total Expense	5,861,643	-	5,861,643	5,495,652
Net Revenue (Expense)	(1,668,142)	35,000	(1,633,142)	(1,322,057)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	250,000		250,000	255,000
Local Capital		1,560,000	1,560,000	4,700,372
Total Net Transfers	250,000	1,560,000	1,810,000	4,955,372
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,560,000	(1,560,000)	-	
Total Other Adjustments to Fund Balances	1,560,000	(1,560,000)	-	
Budgeted Surplus (Deficit), for the year	141,858	35,000	176,858	3,633,315

BRIEFING NOTE

TO: Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: **Capital Projects Update – May 2020**

DATE: May 26th, 2020

Purpose

To update the Board of Education on capital projects as at May 2020.

Update on Capital Projects

Lake Trail Middle School – Seismic Upgrade

The Construction Management firm for this project is Heatherbrae Builders Ltd. The construction work is focused on two main work areas: the South addition on Lake Trail road (mainly the admin and elective areas of the school) and the North Addition behind the gym (mainly classrooms). The project continues at a good pace and remains on schedule and budget. The project is largely unaffected by COVID-19 as most of the work is outside and there are ample supplies on hand.



South Addition



North Addition

Hornby Island School Replacement

The Construction Management firm for this project is AFC Construction Ltd. Following extensive community and stakeholder consultations through an Education Design Committee an excellent schematic design for the school was developed. The 95 percent design development drawings (significant detail added to schematic drawings) are complete and the cost report indicates the project design is within the available budget. The Ministry staff have been advised and the excavation and foundation tender is out to market with work to proceed in May and June.

Denman Island Child Care Facility

A revised tender package will be issued to the market in the summer of 2020.

Cumberland Community School (Beaufort Building) Fire Sprinkler Upgrade

The District applied for and has received almost \$1 million in funding through the Ministry minor capital program to install a fire sprinkler system at Cumberland Community School. The School District has entered into a CCDC contract with a local mechanical firm (Ridgeline Mechanical) to complete the fire sprinkler upgrade. The tender results were very competitive and the cost is within budget.

Mark Isfeld Secondary mechanical upgrade phase 2

The District applied for and has received almost \$400,000 in funding through the Ministry minor capital program to upgrade the ducting at Mark Isfeld Secondary School. The School District has entered into a CCDC contract with a local mechanical firm (Nelson Roofing and Sheet Metal) to complete the mechanical upgrade. The tender results were very competitive and the cost is within budget.

Recommendation

It is recommended that this briefing note be received by the Board of Education as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at April 30, 2020

	2019-20 AMENDED ANNUAL BUDGET	2019-20 ACTUAL to April 30th	2019-20 PROJECTION to June 30th	2019-20 PROJECTED for the year	VARIANCE from budget
OPERATING FUND					
REVENUE					
Provincial Grants					
Ministry of Education	84,891,868	68,069,788	18,151,680	86,221,468	(1,329,600)
Other					
Tuition	2,770,000	2,749,194	20,806	2,770,000	-
Other Revenue	559,083	769,421	50,000	819,421	(260,338) 1
Rentals and Leases	150,000	109,233	0	109,233	40,767 2
Investment Income	375,000	316,377	-22,000	294,377	80,623 3
TOTAL OPERATING REVENUE	88,745,951	72,014,013	18,200,486	90,214,499	(1,468,548)
EXPENSES					
Salaries					
Teachers	34,855,588	28,028,553	7,657,784	35,686,337	(830,749)
Principals/Vice-Principals	5,113,767	4,194,931	828,013	5,022,944	90,823
Educational Assistants	5,665,398	4,449,870	1,112,468	5,562,338	103,061
Support Staff	8,239,656	6,363,622	1,513,920	7,877,542	362,114
Other Professionals	2,877,843	2,446,417	489,283	2,935,700	(57,857)
Substitutes	2,575,177	1,811,405	(56,496)	1,754,909	820,268 4
Total Salaries	59,327,429	47,294,798	11,544,971	58,839,769	487,660
Employee Benefits	14,472,584	11,047,678	3,161,920	14,209,598	262,987 5
Total Salaries and Benefits	73,800,013	58,342,476	14,706,891	73,049,367	750,646
Services and Supplies					
Services	2,792,207	1,840,117	500,029	2,340,146	452,061 6
Student Transportation	2,035,255	1,316,014	495,000	1,811,014	224,241 7
ProD and Travel	717,500	461,365	50,000	511,365	206,135 8
Dues and Fees	72,900	55,787	17,113	72,900	-
Insurance	202,300	188,403	13,897	202,300	-
Supplies	5,881,328	3,996,754	833,134	4,829,888	1,051,440 9
Utilities	1,931,000	1,316,005	485,000	1,801,005	129,995 10
Total Services and Supplies	13,632,490	9,174,445	2,394,173	11,568,618	2,063,872
TOTAL OPERATING EXPENSES	87,432,503	67,516,921	17,101,064	84,617,985	2,814,518
Surplus Appropriation	3,641,924	3641924		3,641,924	-
Transfer to Local Capital	(4,700,372)	(4,700,372)		(4,700,372)	-
Tangible Capital Assets Purchased	(255,000)		(1,000,000)	(1,000,000)	(745,000)
OPERATING SURPLUS (DEFICIT)	\$ -	\$ 3,438,644	\$ 99,422	\$ 3,538,066	\$ 3,538,066 11

Variances from budget greater than 5% are explained on following page.

Results may vary from actual.
Each successive projection will be more reliable as the period being projected becomes shorter and there is more time spent understanding the underlying reasons for emerging trends.
For discussion purposes only.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at April 30, 2020

- 1** Fortis BC Rebates have been received relating to the 2019/20 Annual Capital Plan Boiler/Mechanical Upgrades. These rebates were not known at the time that the amended budget was finalized and amounted to \$111,456. Industry Training Authority (ITA) funding is exceeding the funding included in the amended budget.
- 2** Facilities rentals to the end of the school year have been cancelled as a result of the COVID-19 pandemic emergency measures.
- 3** Decrease in investment income is due to the sharp interest rate decrease made by banks in response to the COVID-19 pandemic.
- 4** Substitute salary costs are less than what was budgeted for due to the COVID-19 pandemic. Salary costs for TTOC and On-Call Support staff were essentially eliminated after Spring Break as per the Ministry recommendations.
- 5** Employee Benefit costs are naturally reduced in relation to the salaries underspent.
- 6** Services accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that approximately 97% of the budgets are spent, leaving surpluses in school and district service accounts. In addition 2019/20 ISP Homestay payments to families have been reduced due to the COVID-19 pandemic as many students have returned home.
- 7** Transportation costs will be reduced for the final quarter of the school year as due to the COVID-19 pandemic.
- 8** Costs associated with Professional Development and Travel have been reduced due to the COVID-19 pandemic as out of District conferences have been cancelled.
- 9** Supply accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that approximately 97% of the budgets are spent, leaving surpluses in school and district supply accounts. As a result of the COVID-19 pandemic, there will be additional underspend for the final quarter of the year.
- 10** Next Generation Network estimated recoveries charged to the district by the Province have come in \$53,098 less than what was budgeted.
- 11** Projected accumulated operating surplus at April 30, 2020 is approximately \$3,538,066, which is approximately 4% of the total operating budget.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
CAPITAL FUND UPDATE - April 30th

CAPITAL FUND		BUDGET	EXPENDITURES to April 30th	Variance \$	Variance %
Capital Assets	Local Capital	\$ 8,829,510	\$ 1,681,865	\$ 7,147,645	19%
	Bylaw Capital	\$ 36,249,567	\$ 13,209,117	\$ 23,040,450	36%

LOCAL CAPITAL	BUDGET	EXPENDITURES to April 30th	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution	1,000,000	-	1,000,000	0%	Reserve
Lake Trail Playground Equipment	15,289	15,312	-23	100%	Complete
Portables	519,711	519,711	-	100%	Complete
Vehicle/Fleet Replacement	220,000	70,629	149,371	32%	Ongoing
Extra Curricular Van	109,127	109,127	-	100%	Complete
Photocopier Fleet Replacement	50,000	48,347	1,653	97%	Ongoing
Printer Fleet Replacement	35,000	12,297	22,703	35%	Ongoing
Trades Equipment	94,703	42,882	51,821	45%	Ongoing
Custodial Equipment	15,000	14,899	101	99%	Complete
Facility Reserve	2,400,000	13,949	2,386,051	1%	Board Surplus Spending Plan
Grounds Upgrades	80,000	-	80,000	0%	Board Surplus Spending Plan
Accessibility	30,000	-	30,000	0%	Board Surplus Spending Plan
Lighting	20,000	18,126	1,874	91%	Board Surplus Spending Plan
Flooring	20,000	10,747	9,253	54%	Board Surplus Spending Plan
Music/Fine Arts	50,000	-	50,000	0%	Board Surplus Spending Plan
Commercial Dishwashers	30,000	-	30,000	0%	Board Surplus Spending Plan
VOIP Systems	150,372	7,423	142,949	5%	Board Surplus Spending Plan
Furniture & Equipment	200,000	10,226	189,774	5%	Board Surplus Spending Plan
21st Century Learning Equipment Initiatives	100,000	81,413	18,587	81%	Ongoing
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	681,121	724,603	48%	Ongoing
Hornby Island School Renewal Fund Contribution	90,000	-	90,000	0%	Reserve
ST Contingency Reserve Fund	563,986	25,656	538,330	19%	Reserve
TOTALS	\$ 8,829,510	\$ 1,681,865	\$ 7,147,645		

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - April 30th

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to April 30th	Variance \$	Variance %	Notes
Annual Facilities Grant	1,372,146	1,372,146	-	100%	Complete
Lake Trail Seismic Upgrade	24,597,381	6,689,246	17,908,135	27%	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	221,644	5,577,376	4%	Ongoing
Airport Elementary Playground Equipment	105,000	87,259	17,741	83%	Ongoing
Highland Boiler Replacement	158,000	252,425	-94,425	160%	Complete
Mark Isfeld Boiler/Mechanical Upgrades	540,000	628,492	-88,492	116%	Complete
Mark Isfeld Flooring Upgrades	203,500	208,901	-5,401	103%	Complete
Cumberland Community School Mechanical Upgrades	482,000	234,080	247,920	49%	Complete
Ecole Puntledge Elementary Boiler Replacement	-	303,074	-303,074	-	Complete
Denman Preschool	992,520	80,598	911,922	8%	Ongoing
TOTALS	\$ 36,249,567	\$ 13,209,117	\$ 23,040,450		

BRIEFING NOTE

TO: Board of Education

DATE: May 26, 2020

RE: Human Resources - Retirements and Recognition

Retirements

Brian Goodwin, Principal, Arden Elementary School, will retire effective July 31, 2020 after 29 years of service with the district.

Carey Storey, Education Assistant, Airport Elementary School, will retire effective August 31, 2020 after 18 years of service with the district.

Joanne Guss, Senior Administrative Assistant, Cumberland Community School, will retire effective July 31, 2020 after 40 years of service with the district.

Steve Stanley, Teacher, Mark R. Isfeld Secondary, will retire effective June 30, 2020 after 23 years of service with the district.



British Columbia
School Trustees
Association

May 7, 2020

Ian Hargreaves

Board Chair
SD71 (Comox)
607 Cumberland Road Courtenay,
BC V9N 7G5

Dear Ian Hargreaves,

Re: Your Work for the Indigenous Education Committee

I want to take the time to thank you for participating in our Indigenous Education Committee.

Your work will help inform and guide us as we move forward with future policy proposals and suggestions. The board and I recognize the gift of time and expertise you have given our association. We want you to know that your involvement and support is valued and appreciated. It is members like you that keep our association an active and effective advocate for boards of education in British Columbia, especially at this difficult time.

Thank you for helping our association continue our mission of improving student achievement in every part of the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephanie Higginson", with a long horizontal flourish extending to the right.

Stephanie Higginson

President
British Columbia School Trustees Association



May 19th, 2020

To BC School District administrators, Directors of Instruction and Boards of Education:

The team at BEdAccess would like to take this opportunity to express our appreciation for the work that you have been doing in your school/District during this pandemic. Your efforts are not going unnoticed.

We initially focused on patience, communication, and mental health for the families we serve during the earlier phase of this pandemic. With Friday's announcement by the Ministry of Education, we can see a path forward through the stages, specific to education. Concerns remain but we are now finding that we need to return to our original advocacy for fair and equitable access to education for students with disabilities and those that are complex learners.

Families are reporting that school districts do not have a transparent process regarding how students are to be accommodated in the new learning environment. Some areas of concern include:

- Access to remote learning supports: students have not been given access to supports that allow them to have the same learning opportunities as other students.

Accommodations for Students with Diverse Needs

School districts and independent school authorities are expected to develop continuity of learning plans for students with disabilities or diverse abilities that prioritize in-school instruction (see section on [Supports for Students with Disabilities/Diverse Abilities](#)) and ensure equity of access to learning. Families who decide to keep their child at home during Stage 3 should continue to have access to remote learning opportunities.

Source:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k12-c19-ipf.pdf>, pg 29-30

- Access to in-school support/care for the children of Essential Service Workers: a number of ESWs who are parents of children with disabilities have reported that schools have told them there is no support/care available for their child despite the fact that they work in a Tier 1 job. Inadequate reasoning has been provided: there is apparently no staff available, the child is over 12, and in some cases no reason has been given. *Care must be provided for children over 12 if their disability means they cannot be left home alone safely.*

Supports for Children of ESWs	<ul style="list-style-type: none"> • Provide instruction to children of ESWs (ages 5-12) during regular school hours at a minimum, based on parent/caregiver need. • Continue to accommodate older children of ESWs if the child has a disability that precludes them from being alone in a home environment. • Begin to transition away from any extended hours of care provided under Stage 4 and notify parents/caregivers that they should begin to explore regular child care options for before and after school care. • If desired, school districts/authorities can partner with a licensed child care provider or become licensed to provide before and after school care.
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Source:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k12-c19-ipf.pdf>, page 7



- Access to in-school support/care for students with disabilities as vulnerable learners: since the schools have closed due to the pandemic, there has been a need for in-school supports for students with disabilities. Despite clarification from the Ministry of Education that it should already be available, many districts have denied - and continue to deny - this accommodation to students, with no indication of the process or policy they are using to make these decisions.



Source:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k12-c19-ipf.pdf>, page 6

I am requesting to see the policies, procedures, and reporting that have been and/or will be put into place to manage these processes. Clear procedures backed by policy and made public through reporting will reduce the likelihood that different schools will address these issues differently.

When there is denial of services and supports, it creates a need for advocacy that is difficult for parents and guardians of students with disabilities to manage during typical times. During the pandemic, the challenges are amplified. We rely on school and District administrations and Boards of Trustees to relieve this burden from families.

If you have any questions, please feel free to reach out, otherwise I look forward to receiving the details of your policies, procedures, and reporting that are required as part of your overall District plan by May 22nd.

Tracy Humphreys, Chair
BCEdAccess Society

Cc: all BC Public and Independent Boards of Education and respective Superintendents, Secretary-Treasurers, Directors
Hon. Rob Fleming, Minister of Education, Patricia Kovacs, Ministry of Education