

**REGULAR BOARD MEETING AGENDA**  
**Tuesday, April 23, 2019**  
**7:00pm**

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A copy of the Public Board Meeting Agenda is available on the School District website at:  
<http://www.comoxvalleyschools.ca>  
Alternately, copies are available on request from [Debbie.Page@sd71.bc.ca](mailto:Debbie.Page@sd71.bc.ca).

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1. **Call to Order**

*The Board of Education acknowledges that we are on the traditional territories of the K'omoks 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 April 23, 2019 Regular Public Board Meeting Agenda as presented.***

3. **Board Meeting Minutes**

Pg. 6

Recommendation:

***THAT the Board of Education adopt the Regular Board Meeting Minutes of April 2, 2019 as presented.***

4. **Old Business**

Pg. 11

- i. Letter / Presentation to the Board, February 26, 2019  
Rick Howell, Comox Valley Cycling Coalition Education Committee

Recommendation:

***REFER to Senior Staff.***

5. **Report on In-Camera Meeting – Tuesday, April 2, 2019**

- Personnel

6. **Board Chair's Report – Verbal Report**

7. **Presentation**  
**Topic: Vaping**  
Dr. Charmaine Enns, Medical Health Officer (North Island) and  
Mr. Scott Riddell, Tobacco & Vapour Prevention and Control Program

8. Pg. 13 **Education Committee Meeting Report – April 9, 2019**

Next Education Committee Meeting:

**DATE:** Tuesday, May 28, 2019 (TBC)

**TIME:** 10 am to 12noon

**LOCATION:** Hornby Island School, 2100 Sollans Road, Hornby Island, BC

Recommendation:

***THAT the Board of Education receive this report as information.***

9. **Strategic Direction**

A. Superintendent

Pg. 14 i. **District News**

Board Information

Pg. 16 ii. **2018/19 Program Review Recommendations, Briefing Note**

Recommendation:

***THAT the Board of Education receive the Briefing Note as information.***

Pg. 28 iii. **Consideration of School Catchment Areas, Briefing Note**

**DATE:** Wednesday, May 1, 2019

**LOCATION:** Cumberland Community School

**DATE:** Monday, May 6, 2019

**LOCATION:** Lake Trail School

**DATE:** Tuesday, May 7, 2019

**LOCATION:** Huband Park Elementary School

**DATE:** TBD

**LOCATION:** Miracle Beach Elementary School

**TIME:** 6:30 pm to 8 pm

Recommendation:

***THAT the Board of Education receive the Briefing Note as information.***

- Pg. 30      iv.    **Creating a Comox Valley Schools Education Enrichment Fund with the Comox Valley Community Foundation, Briefing Note**

Recommendation:

***THAT the Board of Education direct the Superintendent to work with the Comox Valley Foundation to establish a Comox Valley Schools Education Enrichment Fund with the Comox Valley Community Foundation.***

- B.    Secretary Treasurer

- Pg. 34      i.    **607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019, Briefing Note**

Recommendation:

***THAT School District No. 71 (Comox Valley) 607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019 receive its first reading.***

***THAT School District No. 71 (Comox Valley) 607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019 receive its second reading.***

***THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2017 to have the third reading of the 607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019 at a subsequent meeting.***

***THAT School District No. 71 (Comox Valley) 607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019 receive its third and final reading.***

- C.    Operations

- i.    **Lake Trail School Seismic, Verbal Update**  
ii.   **Hornby Island School Replacement, Verbal Update**

Board Information

- D.    Human Resources

- Pg. 43      i.    **Retirements and Recognition**

**W2W Milestone Celebration**

DATE:            Wednesday, June 19, 2019

TIME:            4 pm to 6 pm

LOCATION:        Filberg Centre, Courtenay, BC

Recommendation:

***THAT the Board of Education receive this report as information.***

10. **Board Committee Reports**

Pg. 44

- Finance Committee Board Report – Monday, April 15, 2019

Recommendation:

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

Pg. 51

- Budget Committee Board Report – Tuesday, April 9, 2019

Recommendation:

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

11. **Board Business / Correspondence**

i. **Committee of the Whole Meeting (Open to the Public)**

DATE: Wednesday, May 15, 2019

TIME: 6 pm to 8 pm

LOCATION: School Board Office, Board Room

Agenda:

- Budget
- Program Reviews

Board Information

Pg. 92

ii. Letter from Minister Rob Fleming, Ministry of Education, to All Boards of Education, April 12, 2019 re: Long-Range Facilities Plans (LRFP)

Board Information

iii. **Scheduling Trustees at Meetings**, Verbal Report, Michelle Waite, Trustee, Lazo North

Board Information

iv. **Meet 'n Greet with Local Municipalities**, Verbal Report, Janice Caton, Board Chair/Trustee, City of Courtenay

Recommendation:

***THAT the Board of Education invite elected officials from the City of Courtenay, Town of Comox, Village of Cumberland and Comox Valley Regional District to attend an informal meeting to discuss common interests.***

- v. **Tribune Bay Outdoor Education Society**, Verbal Report, Sheila McDonnell, Trustee, Baynes Sound, Hornby and Denman Islands

Board Information

- Pg. 94 vi. **Vancouver Island Circle First Nations PVP Retreat**, Briefing Note, Ian Hargreaves, Trustee (Puntledge/Black Creek) and Kat Hawksby, Trustee (City of Courtenay)

Board Information

- Pg. 96 vii. **Municipal Survivor Climate Challenge**, Comox Valley Regional District

Board Information

12. **Public Question Period**

13. **Adjournment**

**REGULAR BOARD MEETING MINUTES**  
**Tuesday, April 2, 2019**  
**7:00pm**

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**1. Call to Order**

**Present: Trustees**

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

**Staff**

Dean Lindquist, Superintendent of Schools  
Tom Demeo, Assistant Superintendent  
Nicole Bittante, Secretary Treasurer  
Lynda-Marie Handfield, Director of Human Resources  
Candice Hilton, Director of Finance  
Geoff Manning, Director of Instructional Services K-12  
Ian Heselgrave, Director of Operations  
~~Esther Shatz, Director of Instruction (Student Services)~~  
Josh Porter, Director, Information Technology  
Mary Lee, Communications & Community Engagement Manager  
Debbie Page, Recording Secretary

**Regrets**

Esther Shatz, Director of Instruction (Student Services)

**2. Adoption of Agenda**

Recommendation:

***THAT the Board of Education adopt the April 2, 2019 Regular Public Board Meeting Agenda as presented.*** **CARRIED**

**3. Board Meeting Minutes**

Recommendation:

***THAT the Board of Education adopt the Regular Board Meeting Minutes of February 26, 2019 as amended.*** **CARRIED**

***Under No. 6 Presentation: change the word very to every.***

**4. Report on In-Camera Meeting –  
February 26, 2019**

- Facilities and Property
- Personnel
- Governance

5. **Board Chair's Report – Verbal Report**

- Announcement of the sudden passing of former SD 71 (Comox Valley) Secretary Treasurer, Leonard Paul Ibbs.
- Acknowledgement to our Maintenance Staff – cleaning, renovating and fixing the Board Room over Spring Break.
- SD 71 hosted the Vancouver Island School Trustees Association (VISTA) Conference and Business Meeting, March 1-2, 2019 for Island Trustees.
- Thank you to SD71 Trustees for investing your time, hard work and commitment to upcoming strategic planning and governance sessions.
- Trustees will be attending the BC School Trustees Association (BCSTA) AGM in Vancouver later this month.

6. **Notice of Presentation – Tuesday, April 23, 2019**

**Topic: Vaping**

Dr. Charmaine Enns, Medical Health Officer (North Island) will be joined by Mr. Scott Riddell, Tobacco & Vapour Prevention and Control Program

7. **Education Committee Meeting Report – March 12, 2019**

Next Meeting:

**DATE:** Tuesday, April 9, 2019

**TIME:** 6:30 pm

**LOCATION:** Navigate / NIDES

Recommendation:

***THAT the Board of Education receive this report as information.***

**CARRIED**

8. **Strategic Direction**

A. Superintendent

i. **District News**

- Tuesday, April 23, 2019 Public Board Meeting Presentation – Topic: Vaping w/Dr. Charmaine Enns, Medical Health Officer (North Island) will be joined by Mr. Scott Riddell, Tobacco & Vapour Prevention and Control Program; 7 pm; School Board Office, Board Room.
- *Outdoor Education and Adventure Experience on Hornby Island, Leadership Camp* for young women ages 15 to 18 will take place July 14-19, 2019. For more information and to register, visit Tribune Bay Outdoor Education:  
<https://www.tribunebayoutdoored.ca/index.php/leadership-academies/>
- Two Comox Valley Schools robotics teams have earned spots at the *World Robotics Tournament*, Louisville, Kentucky, April 24-27, 2019.

- ii. **Volunteer Recognition Banquet**  
DATE: Wednesday, April 10, 2019  
TIME: 5:30 pm to 7 pm  
LOCATION: Florence Filberg Centre, Courtenay, BC

- iii. **Consideration of School Catchment Areas, Briefing Note**

Recommendation:

***THAT the Board of Education direct administration to develop a school catchment area consultation plan for Fall 2020.*** **CARRIED**

- iv. **Master's Degree Cohort – Summer 2019, Briefing Note**

Recommendation:

***THAT the Board of Education receive this Briefing Note as information.*** **CARRIED**

- v. **2019-2023 Strategic Plan, Briefing Note**

Recommendation:

***THAT the Board of Education receive this Briefing Note as information.*** **CARRIED**

- B. **Director of Operations**

- i. **Denman Island School Child Care Facility, Briefing Note**

Recommendation:

***THAT the Board of Education direct staff to complete an MCFD grant application for child care space at Denman Island School and enter into a lease agreement with the Denman Island Pre-School Society.*** **CARRIED**

- C. **Human Resources**

- i. **Retirements**

Tim McCarthy, Manager, Custodial and Delivery Services, Maintenance will retire effective September 30, 2019 after 22 years of service with the district.

Deborah Clarke, Sr. Administrative Assistant, G.P. Vanier Secondary School will retire effective July 31, 2019 after 29 years of service with the district.

Kim Finlayson, Education Assistant, Mark R. Isfeld Secondary School will retire effective July 31, 2019 after 17 years of service with the district.

Teresa Dzuba, Accounts Clerk, G.P. Vanier Secondary School will retire effective July 31, 2019 after 18 years of service with the district.

Cathy Guimond, Program Worker Life Skills, Student Services will retire effective June 30, 2019 after 28 years of service with the district.



Norma Kellinghusen, Education Assistant, Courtenay Elementary School will retire effective June 30, 2019 after 14 years of service with the district.

Isabelle Durand, Teacher, Ecole Robb Road Elementary School will retire effective June 30, 2019 after 6 years of service with the district.

Suzanne Camp, Cultural Indigenous Support Worker, Indigenous Education Department will retire effective June 30, 2019 after 20 years of service with the district.

Recommendation:

***THAT the Board of Education receive this report as information.*** **CARRIED**

9. **Board Committee Reports**

**Facilities Committee Report – March 13, 2019**

i. **2019-20 Annual Five Year Capital Plan Bylaw, Briefing Note**

Recommendation

***THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2019/20-CPSD71-01 receive its first reading.*** **CARRIED**

***THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2019/20-CPSD71-01 receive its second reading.*** **CARRIED**

***THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2017 to have the third reading of Capital Bylaw No. 2019/20-CPSD71-01 at a subsequent meeting.*** **CARRIED**

***THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2019/20-CPSD71-01 receive its third and final reading.*** **CARRIED**

Recommendation:

***THAT the Board of Education receive the Facilities Report as provided.*** **CARRIED**

10. **Board Business / Correspondence**

1. **Civic Governance Conference Report**, Sheila McDonnell (Trustee, Baynes Sound, Hornby and Denman Islands); Sarah Jane Howe (Trustee, Village of Cumberland)

Board Information

2. Correspondence from Board of Education SD 71 (Comox Valley) to Minister of Education Rob Fleming and Letter of Response from Minister of Education Rob Fleming re: **Funding Model Panel Recommendations**

Board Information

3. **Correspondence from Reg Bawa, Assistant Deputy Minister, Ministry of Education, Resource Management Division re: Local Education Agreement (LEA) Special Grant Funding**

**Board Information**

11. **Public Question Period**
12. **Adjournment – 8:15 pm**

## School Board Presentation – CVVC Education Committee - Feb. 26, 2019

### A. Intro – Who We Are

We are members of the Education Committee of the Comox Valley Cycling Coalition.

We are all volunteers who organize and run Bike Rodeos for the elementary schools in School District 71. Bike rodeos introduce and allow children to practice safe cycling skills for travelling on the roads of our community.

### B. History – What We Have Accomplished

In our 10 year history we have not yet appeared before the Board of School Trustees and felt it time to outline our mandate and explain what we have accomplished to date. Our initial contact with schools began with Ed Schum, the impetus behind cycling education in the valley. He began rodeos with Huband School, which happened to be in his neighbourhood. News of the popularity of these events soon spread to other schools and meetings were held with the principal's association to further engage the entire elementary school population.

At this time the Cycling Coalition received a grant from the Federal Govt. under the New Horizons for Seniors Programme to further its educational agenda. A trailer, bicycles, helmets, road signs and other cycle related equipment were purchased. The grant included a one year stipend for an education coordinator to liaise with schools, organize events, train and schedule volunteers to run 6-8 rodeos per calendar year. Wearing our retired teacher hats we designed curriculum to meet learning outcomes and prepared strategies to deliver knowledge and skills that would help children to ride safely. Many of our volunteer leaders became trained instructors after attending B..C cycling workshops.

To date we have visited every school in the district at least 3 times and have provided safe cycling experiences to more than 3800 children.

Our grant has long ago expired yet the important work of encouraging children to ride their bicycles and training them to be safe on the roads remains one of the primary goals of the Cycling Coalition.

To motivate children to ride their bikes seems more important now than ever before. With cycling attitudes changing in the valley, along with an increase of cyclists using our roads, teaching safe cycling skills should be a part of good educational practice.

### C. Programme Models

In other jurisdictions cycling is a part of the physical education curriculum and students frequently take their outdoor exercise on bicycles. This is often left to individual schools or individual teachers which leads to gaps and holes in the programme. It also requires an

unnecessary expense for schools to provide equipment for cycle training. We believe the model we have developed and that is practiced in other school districts is much more inclusive and consistent.

We engage grade 4 and 5 students at each school every 3 years to ensure a continuum of instruction. We should make a distinction at this point. Bike Rodeos do not fulfill the same function as the "I Ride" programme which is also part of some school's cycling plan. "I Ride" focuses on technical riding skills, takes place on school fields and trails whereas the Bike Rodeos address riding on the road with traffic and the safety skills required to ride to and from school or within the community. Together, "I Ride" and the Bike Rodeo create a complete introduction to riding and riding safely.

#### 4. Requests

We would like to continue this programme because it is important for health and safety and we believe in its effectiveness. In order to continue however,

1. We would like a firm commitment from the board to endorse the continuation of this programme. While most schools are eager and keen to support our simple requests and administrators go above and beyond to make us feel welcome, in a few cases we feel our arrival at a school is only another inconvenience to be tolerated. A firm statement in the form of a letter from the board as well as a meeting in the fall with principals and vice principals would go a long way to ensuring successful bike rodeos at every school.

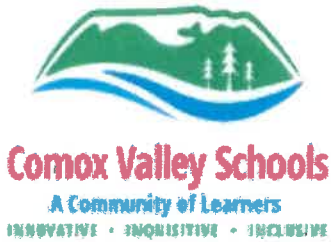
2. We would request financial assistance to enable us to hire an education coordinator to schedule, plan and deliver the curriculum we have designed to all school district students. This would also include the recruitment and training of volunteers to operate the 3 learning stations at each Rodeo. We calculate that a minimum of \$2,500 would be appropriate to fund this position. We would hope that this would be a yearly allowance but certainly we could evaluate the effectiveness of this role at the end of each school year.

Thank you for your interest in hearing our story. For more information you can visit our website [cyclev.com](http://cyclev.com) or our Facebook page or attend our AGM at the Filberg Centre this Thursday night at 7:00 pm. We are prepared to answer any questions at this time.

Submitted by

Rick Howell

on behalf of the Education Committee of the Comox Valley Cycling Coalition



# Education Committee Meeting— Minutes

Date: Tuesday, April 9, 2019

Location: Navigate / NIDES

Address: 2505 Smith Road, Courtenay, BC V9J 1T6

Time: 6:30 pm

## Members:

Committee Chair, Tonia Frawley, Town of Comox	✓
Board Chair, Janice Caton, City of Courtenay	✓
Trustee, Ian Hargreaves, Puntledge/Black Creek	✓
Trustee, Sheila McDonnell, Baynes Sound (Denman/Hornby Islands)	✓
Trustee, Kathleen (Kat) Hawksby, City of Courtenay	✓
Trustee, Sarah Jane Howe, Village of Cumberland	✓
Trustee, Michelle Waite, Lazo North	✓
Superintendent of Schools, Dean Lindquist	✓
Assistant Superintendent, Tom Demeo	✓
Director of Instructional Services (K-12) Geoff Manning	✓
Director of Instruction (Student Services) Esther Shatz	✓

## Minutes:

Called to Order – 6:32 pm

Tonia Frawley, Committee Chair

### *Acknowledgements / Introductions*

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

- School Presentation – Navigate / NIDES Alison Kavaliunas, Vice-Principal

  - An overview of all programs, events and accomplishments were shared and explained
  - Invitation to the 2019 Graduation Ceremony – Friday, June 7<sup>th</sup> @ 1 pm
- Teacher Librarian Kim Mars, Teacher Librarian Ecole Puntledge Park

  - PowerPoint presentation was shared allowing members to see the support and resources of a Teacher Librarian and their Learning Commons. Some of the support given by a Teacher Librarian include:
    - Large curriculum support
    - Writing support
    - Applied Design
    - Skills and Technology

### Next Education Committee Meeting:

DATE: TBD

TIME: 6:30 pm

LOCATION: TBD



**Comox Valley Schools**

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

**Comox Valley Schools**  
Board of Education of School District No. 71

## BRIEFING NOTE

**TO:** Board of Education

**DATE:** April 23, 2019

**RE:** *District News*

*There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to [debra.page@sd71.bc.ca](mailto:debra.page@sd71.bc.ca) so that monthly we can honour all that our schools do to support the community and world.*



Congratulations to Dani Lewis, Gr. 7 Brooklyn Elementary School student (holding the drawing she created for submission to the National Centre for Truth and Reconciliation competition, *Story Through Song*).

Dani will represent BC as reconciliation ambassador at the Imagine a Canada's National Leadership Workshop and Ceremony celebrating reconciliation in Winnipeg.



## *Destination Imagination*

DI is an international program that supports more than 150,000 youth in 30 countries to develop their critical and creative thinking, project management, collaboration, and communication skills. Teams of students solve a complex challenge over an 8-month period (choosing from six different types of challenges: engineering, technical, scientific, fine arts, improvisation or service learning) and present their solutions before a panel of appraisers. Eleven teams representing six Comox Valley schools competed in the annual provincial DI tournament April 6, 2019 in Vancouver. Two G.P. Vanier teams took home provincial champion titles, including *Dynamic* for the Engineering Challenge at the secondary level and *Miracle Worms* in the Improvisation Challenge, secondary level. *Flash of Brilliance*, representing Mark R. Isfeld and Ecole Puntledge Park, finished second for the Scientific Challenge in the secondary level; G.P. Vanier's *Lucky Charmanders* placed second in the Improvisation Challenge, middle level; and *The Prickly Pineapples* from Puntledge Park finished third for the Scientific Challenge, middle level. Five of the eleven teams now qualify for the Global Destination Imaginal finals.



## Spring Mental Wellness Challenge, 2019

Comox Valley Schools, City of Courtenay, Town of Comox, CVRD, Mt. Washington Resort and Codes Country Lanes challenge you and your families to take part in their Spring Mental Wellness Challenge.

Entries must be submitted by: **Midnight Tuesday, April 30, 2019**

Entry form and further details available:

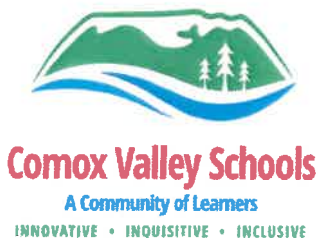
<https://22.files.edl.io/ae42/04/02/19/202128-720dd2a5-3181-4bab-972f-7e01a9857db7.pdf>

### ***Staples Canada and Earth Day Canada Announce Arden Elementary School in Top 100 Finalists for the 2019 Superpower Your School Contest***

Arden Elementary is now in the running to win one of 10 shopping sprees of \$20,000 in new technology products from Staples Canada. Arden was selected as one of the 100 finalists because they stand out for their environmental leadership, teaching current and future generations about the importance of sustainable development.

The entry was submitted by Sara Kerr from the school, as follows:

*At Arden Elementary, the environment and being outside is a significant feature of life. The Arden community places high value on protecting and learning in their local environment. Arden Elementary has an amazing community garden that classes take care of and an outdoor classroom where students experience the local environment during their school day. The school community works daily on practicing environmental stewardship and trying to improve the environment. Teachers and students have been working together to reduce school waste, from less paper, to garbage free lunches. They also work on a number of environmental initiatives to reduce their carbon footprint.*



# Comox Valley Schools

Office of the Superintendent of Schools

## BRIEFING NOTE

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**TO:** Board of Education **DATE:** April 23, 2019  
**FROM:** Dean Lindquist, Superintendent of Schools  
**RE:** 2018/19 Program Review Recommendations

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### Background

The district began conducting Program Reviews almost two years ago. The purpose of these program reviews is to conduct a thorough review of the program area. This review is similar to an environmental scan, and collects data and information about the program to enable the reviewer to identify what is working, what is not working, gaps in planning, etc.

As part of this review, a committee consisting of school and district staff review the program area, develop recommendations and present their findings to the district. Program Reviews are posted on the district web page for the purpose of building program knowledge and understanding across the district. Program Review recommendations are received by the Board as information and may be supported by the Board.

Three Program Reviews were conducted during the 2018/19 school year. These programs are:

1. Indigenous Education;
2. Math/Science; and
3. Careers.

The French Immersion Program Review is nearing completion and the Elementary School Programming Review is yet to begin.

### Recommendation

***THAT the Board receive this Briefing Note as information.***



## Appendix A

### Phase Three (3) Program Review Recommendation Summary Document

	<p><b>Program Review: Indigenous Education Recommendations</b></p> <ul style="list-style-type: none"> <li>- See complete report for detailed recommendations</li> </ul>	
	<p>That a clear vision and purpose for Indigenous Education programs in School District 71 be inclusively developed and more clearly articulated. In particular, the respective roles and responsibilities of the Board of Education and the Indigenous Education.</p>	
	<p>The Enhancement Agreement is to remain as the primary mechanism by which the School District and the Indigenous Community articulate their goals and commitments for the success of Indigenous students.</p> <p>Annual reporting on student achievement. Parental feedback. Goals and activities reflect the Truth and Reconciliation process.</p>	
	<p>That the educator feedback about needing more support in the development and delivery of Indigenous content and exploration of Indigenous issues be examined and addressed. The most commonly cited need was for more professional development.</p> <p>The respective roles in providing that support of the Board as the employer, the Indigenous community as an important source of expertise, district staff as leaders and budget managers, the employee associations, and the Indigenous Education program personnel, as both resource and support, all need to more clearly defined and communicated.</p> <p>The current administrative staffing structure of the Indigenous Education Department should also be reviewed in the context of the needs and expectations created by the new Enhancement Agreement.</p>	
	<p><b>Careers Program Review Recommendations (see ppt for complete details)</b></p>	
2019/20	<p>Add a District Principal or Vice-Principal to the structure to lead the department. (See Program Review presentation for role and function. (0.5 FTE) Estimated cost \$75000 (salary, benefits and expenses).</p>	

	Review software used in the department and decrease redundant software programs.	
	Increase external learning opportunities for students.	
	Build alignment and coherence across the K-12 Careers program and curriculum.	
	Conduct a review of the Sandwick facility staffing and programming.	
	Explore the opportunity to partner with NIC on a SD71 Careers facility to house trade programs.	
	Re-investment from growth to continue to grow the department and its programs.	
	<b>Math Science Program Review Recommendations (see ppt for complete details)</b>	
	<p>More human resources to be put into both curriculum areas to support development of more aligned content and process delivery, consistency in the same school and between schools and uniformity in the knowledge, skills and abilities of grade 7's going into grade 8 (similar for grade 9 going into grade 10).</p> <p>More CST time and or STEM lead teacher time.</p> <p>Science Lab Assistant position to support hands on lab work by students and professional development between schools.</p>	
	Need for more resources in both math and science for both English and French Immersion programs. Consider a resource review committee to complete this recommendation.	
	Scope and sequence – K-7 and 8-12 teachers view curriculum scope and sequence differently. Secondary focus more on content and knowledge while elementary focus on big ideas, competencies and personalization. There is a need for more discussion to align the district. Secondary is asking for teacher time to develop a scope and sequence across the system. There is need for discussion on learner-centered, student ownership of learning, competency-based, flexible pacing, more student choice and more personalized learning.	

	<b>Human Resources Department (Staffing – second level Program Review)</b> External Reviewer	
2019/20	That a second HR Advisor be hired for the department with the position focusing on leadership in data and the Human Resources Information System (HRIS), freeing the other advisor, the Manager and the Director to devote more time to leadership, outreach, district profile, collaboration and culture building.	

## Appendix B

### Program Review Recommendation Summary Document Estimates Only

Budget Year (to be considered)	Program Review: Blended and Online Learning Recommendations	Actionable
2018/19 2019/20	<p>The addition of the curriculum development team staff (3 specialist teachers). This will have an immediate impact on the quality of our online curriculum for both Navigate students and the foundations of building capacity for blended learning in classrooms throughout the district – especially at secondary. I know it is not a small ask, but it is the lynchpin.</p> <p>Approximate Cost: \$350K</p> <p>Risk to district: Low</p>	TBD
2018/19	<p>To address growth for next year, we need to get commitment for new HLC programs in Whistler/Pemberton, Sooke, Errington, Ucluelet, Abbotsford, Nelson and Smithers. Impact is likely between 50-100 new K-9 FTE for Sept. 2018.</p> <p>Approximate Cost: Further analysis required, but financial is expected to balance.</p> <p>Approximate Revenue: Incremental financial gain. In final stages of review.</p> <p>Risk to district: Low</p>	2019/20 Yes and continue to add HLC's in a manner that is sustainable
2019/20	<p>Creation of a Director of Instruction – Instructional Services to include Alternative Programs, Blended and Online Learning and safety &amp; emergency preparedness component for educational services.</p> <p>Approximate cost: \$160K (including travel and benefits).</p> <p>Risk to district: Low</p> <p>Benefit to building a stronger Blended and Online Program</p>	TBD Not recommended

	<b>Program Review: Inquiry Based Learning Recommendations</b>	
2018/19 2019/20	<p><b>Alignment and coherence</b></p> <ul style="list-style-type: none"> <li>• Framework for enhancing students learning.</li> <li>• Align throughout – BoE, district leadership, staff meetings, partner groups, etc.</li> <li>• Change reporting procedures to support inquiry-based learning.</li> </ul> <p>Approximate Cost \$20K (release time and participation costs)</p> <p>Approximate Revenue: Negligible</p> <p>Risk to district: Low</p> <p>Decision: Does Board support to provincial or international level?</p> <p>Is this an equity issue?</p>	Yes \$10K Continue into 2019/20
2019/20  2018/19 2019/20  2018/19 2019/20  2019/20 2018/19	<p><b>Support and Sustainability</b></p> <ul style="list-style-type: none"> <li>• Continue to support variety of opportunities for learners to practice inquiry.</li> <li>• Provide sustainable and consistent funding to strategic programs and work.</li> <li>• Increase visibility.</li> </ul> <p>Approximate Cost see row above. Requires year to year funding</p> <ul style="list-style-type: none"> <li>• Inquiry Based Learning Initiatives (teams apply and are required to present in spring) - \$100,000</li> <li>• Professional development support, including sending a team to the NOII conference in May - \$65,000</li> <li>• Specific initiative support, i.e. DI, Inquiry Fair, Heart and Mind, etc. - \$60,000</li> <li>• Support of Secondary Inquiry Project initiatives - \$30,000</li> </ul>	<p>Not recommend proceeding</p> <p>\$10K/yr for 3 yrs – Yr 1 complete \$20K/yr</p> <p>TBD \$10K/yr for three yrs Yr 1 complete</p>

	<ul style="list-style-type: none"> <li>Equipping, supporting, and setting up Maker Spaces, in partnership with different schools, etc. - \$45,000</li> </ul> <p>Approximate Revenue: Negligible</p> <p>Risk to district: Low</p> <p><i>Approximately \$50K is distributed to this program area and a committee distributes funding on these and other priorities established by the Steering Committee.</i></p>	
	<b>Program Review: Environmental and Outdoor Education Recommendations</b>	
2018/19 2019/20	<p>Create the Environmental and Outdoor Learning Funding Framework</p> <ul style="list-style-type: none"> <li>Leadership Position (per year for 3 years)</li> <li>In-service and or training</li> <li>District-wide field studies</li> <li>Resource development</li> <li>Transportation</li> </ul> <p>Approximate Cost: Further analysis required, but likely 200K/year.</p> <p>Approximate Revenue: Negligible</p> <p>Risk to district: Low</p> <p><b>Continue with same funding through 2020/21</b></p>	\$75K 0.5FTE position
2018/19 2019/20	<p>Create the EOL Leadership Framework</p> <ul style="list-style-type: none"> <li>EOL lead position for three years (costed above)</li> <li>EOL Leadership Committee</li> <li>School-based Committee</li> <li>School based action plans to include EOL</li> <li>Create a resource directory of educators</li> <li>All curriculum led teachers collaborate</li> <li>Communications Committee collaborate with EOL lead</li> </ul> <p>Approximate Cost: 10K</p> <p>Approximate Revenue: Negligible</p> <p>Risk to district: Moderate (if not completed)]</p>	\$10K

	<b>Continue with same funding through 2020/21</b>	
2019/20 2019/20 2018/19 2018/19  2018/19 – 20/21	<p><b>Create the EOL Integrated Curricular Framework</b></p> <ul style="list-style-type: none"> <li>• Develop K-12 resources</li> <li>• Support development of school-based EOL action plans</li> <li>• Collaborate on Program Development at Tribune Bay</li> <li>• Develop liaison with community networks</li> </ul> <ul style="list-style-type: none"> <li>• Develop web resources in Learn71</li> <li>• Support field study initiatives</li> <li>• Lead educator chairs the EOL Leadership Committee</li> </ul> <p>Approximate Cost: 50k/year for 3 years</p> <p>Approximate Revenue: Negligible</p> <p>Risk to district: Moderate</p> <p><b>Continue with same funding through 2020/21</b></p>	TBD TBD \$10K Part of leadership framework \$5K TBD Part of leadership framework
	<p><b>Develop the EOL District-Wide Field Studies Opportunity Framework</b></p> <ul style="list-style-type: none"> <li>• Academy and dual credit programs</li> <li>• Agriculture and animal farm studies</li> <li>• Career pathways in outdoor adventure tourism</li> <li>• Cycling – road and trails</li> <li>• EXPLORE – review enrolment criteria, funding, credits and certifications</li> <li>• Tribune Bay Outdoor Education Centre – complete review of resource support and use model</li> </ul> <p>Approximate Cost: 10K</p> <p>Approximate Revenue: Negligible</p> <p>Risk to district: Low</p>	TBD
	<b>Program Review: Learning Resource Centre Recommendations</b>	
2018/19 2019/20	Maintain operations of the LRC/Print Shop using current business model.	Continue

	<p>Approximate cost: \$500K (includes CST costs)</p> <p>Risk to district: Low</p>	
2018/19	<p>Develop a Print Shop website for online shopping</p> <p>Approximate cost: \$10K</p> <p>Risk to district: Low</p> <p>Recommended and link in with new district web page</p>	
2019/20	<p>Expand French Immersion Resources</p> <p>Approximate cost: \$15K/yr for 3 years</p> <p>Risk to district: Moderate if district does not action this recommendation</p>	\$7.5K/yr for 3 yrs
2019/20	<p>French CST/Resource Teacher (0.5 FTE) to supplement programs available through the LRC</p> <p>Approximate cost: \$50K</p> <p>Risk to district: Low</p>	TBD Plan for 2020/21
	<p>Expand the physical space and staffing of the print shop</p> <p>Approximate cost: \$250K to \$400K (additional \$50K for leasing of additional equipment)</p> <p>Risk to district: Low</p> <p>Enable increased services</p>	TBD
	<p><b>Program Review: Indigenous Education Recommendations</b></p> <p>- See complete report for detailed recommendations</p>	
	<p>That a clear vision and purpose for Indigenous Education programs in School District 71 be inclusively developed and more clearly articulated. In particular, the respective roles and responsibilities of the Board of Education and the Indigenous Education.</p>	



	<p>The Enhancement Agreement is to remain as the primary mechanism by which the School District and the Indigenous Community articulate their goals and commitments for the success of indigenous students</p> <p>Annual reporting on student achievement.</p> <p>Parental feedback.</p> <p>Goals and activities reflect the Truth and Reconciliation process.</p>	
	<p>That the educator feedback about needing more support in the development and delivery of Indigenous content and exploration of Indigenous issues be examined and addressed. The most commonly cited need was for more professional development.</p> <p>The respective roles in providing that support of the Board as the employer, the Indigenous community as an important source of expertise, district staff as leaders and budget managers, the employee associations, and the Indigenous Education program personnel, as both resource and support, all need to more clearly defined and communicated.</p> <p>The current administrative staffing structure of the Indigenous Education Department should also be reviewed in the context of the needs and expectations created by the new Enhancement Agreement.</p>	
	<b>Careers Program Review Recommendations</b> (see ppt for complete details)	
2019/20	Add a District Principal or Vice-Principal to the structure to lead the department. (See Program Review presentation for role and function. (0.5 FTE) Estimated cost \$75000 (salary, benefits and expenses).	
	Review software used in the department and decrease redundant software programs.	
	Increase external learning opportunities for students.	
	Build alignment and coherence across the K-12 Careers program and curriculum.	

	Conduct a review of the Sandwich facility staffing and programming.	
	Explore the opportunity to partner with NIC on a SD71 Careers facility to house trade programs.	
	Re-investment from growth to continue to grow the department and its programs.	
	<b>Math Science Program Review Recommendations (see ppt for complete details)</b>	
	<p>More human resources to be put into both curriculum areas to support development of more aligned content and process delivery, consistency in the same school and between schools and uniformity in the knowledge, skills and abilities of grade 7's going into grade 8 (similar for grade 9 going into grade 10).</p> <p>More CST time and or STEM lead teacher time.</p> <p>Science Lab Assistant position to support hands on lab work by students and professional development between schools.</p>	
	Need for more resources in both math and science for both English and French Immersion programs. Consider a resource review committee to complete this recommendation.	
	Scope and sequence – K-7 and 8-12 teachers view curriculum scope and sequence differently. Secondary focus more on content and knowledge while elementary focus on big ideas, competencies and personalization. There is a need for more discussion to align the district. Secondary is asking for teacher time to develop a scope and sequence across the system. There is need for discussion on learner-centered, student ownership of learning, competency-based, flexible pacing, more student choice and more personalized learning.	
	<b>Human Resources Department (Staffing – second level Program Review)</b> External Reviewer	
2019/20	That a second HR Advisor be hired for the department with the position focusing on leadership in data and the Human	

	Resources Information System (HRIS), freeing the other advisor, the Manager and the Director to devote more time to leadership, outreach, district profile, collaboration and culture building.	

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**TO:** Board of Education **DATE:** April 23, 2019  
**FROM:** Dean Lindquist, Superintendent of Schools  
**RE:** Consideration of School Catchment Areas

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**Background**

At the April 2, 2019 Board Meeting the Board supported the following motion:

**That the Board direct administration to develop a school catchment area consultation plan for Fall 2020 implementation.**

Planning has been initiated in developing the fall 2019 consultation. Four meetings will be planned for May 2019 to begin the awareness phase of the consultations. The draft agenda for the May 2019 meetings will include the following:

1. What is the problem we are facing and why are we looking at boundary re-alignments.
2. Fall timeline for reviewing student catchment areas.
3. Grade configuration of schools.
4. Past, current and future enrollment of SD71 schools.
5. Identification of enrollment pressure points.
6. Review of current school catchment areas
7. Review of the cross-boundary administrative procedure
8. Example Focus Group Questions:
  - a. What additional information would parents like to see that would assist them in participating in a discussion about student catchment areas?
  - b. What are the key issues parents consider when applying for cross-boundary to a school other than their neighborhood school?
  - c. (For Cumberland Community School and Lake Trail Middle School only) Why do you think we regularly have between 10 and 25 grade 8 or 9 students annually apply to go to a high school?
  - d. If catchment areas are changed, should the Board consider any of the following:
    - i. Grandfather children to a school if they are already attending that school?
    - ii. Grandfather children to a school if their sibling is already attending that school?
    - iii. Do not allow any grandfathering children to a school if catchment areas are changed?

e. How should the fall consultation on school catchment areas be organized?

There are four meetings planned:

School	Date
Cumberland Community School	Wednesday May 1
Lake Trail School	Monday May 6
Huband Elementary School	Tuesday May 7
Miracle Beach School	Date TBD

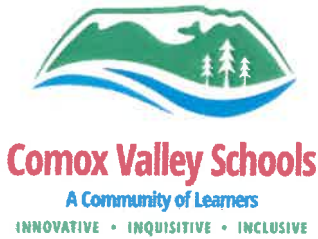
Originally dates were established but it is important for the local trustee to be in attendance. As such the dates may be altered prior to publishing and advertising on the web page and social media.

**Implications**

As this is preparation for beginning the consultations in the Fall, there are no real implications.

**Recommendation**

**That the Board of Education receive this Briefing Note as information.**



# Comox Valley Schools

Superintendent of Schools

## BRIEFING NOTE

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**TO:** Board of Education **DATE:** February 23, 2019

**FROM:** Dean Lindquist

**RE:** **Motion to Create a Comox Valley Schools Education Enrichment Fund with the Comox Valley Community Foundation**

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### Background:

At the February 26, 2019 Public Board Meeting, Trustee McDonnell presented a report to the Board about creating a Comox Valley Schools Education Enrichment Fund with the Comox Valley Community Foundation.

Trustee McDonnell noted that the district began considering the development of a Foundation as early as 2011. At that time, it was determined not to proceed, but it was recognized that significant advantages were present, but administrative requirements outweighed the benefits.

At the February 26, 2019 meeting the Board passed a resolution directing the Superintendent to meet with the Comox Valley Community Foundation to explore the possibility of Comox Valley Schools forming a fund within the Foundation.

The Superintendent has met with the Executive Director about establishing a fund with the Foundation. The formation of a fund requires an initial application to the Foundation and an initial start-up investment of \$10,000.

As Trustee McDonnell identified in her earlier report and as discussed with the Foundation's Executive Director, the benefits of establishing this fund will include:

- allowing foundation or charitable society to build assets separate from the district and focus on permanent endowments;
- promoting long-term viability and integrity of major gifts and endowments;
- enhancing capacity to promote charitable opportunities and working with donors, providing clear ways of handling endowments and bequests;
- generating trust with donors that gifts will never be included in general district operating funds;
- creating separate administration to manage duties such as issuing receipts and supporting program recipients; and
- broadening the base of volunteers and community partners in specific funding categories.

As noted by Trustee McDonnell:

The Comox Valley Community Foundation has now established itself as a well-respected leader in the realm of supporting a range of community good works by managing a portfolio of endowment funds

totaling over \$11 million dollars, managed within the Vancouver Foundation (\$1 Billion). The CV Community Foundation and other partners raise awareness and promote action on the urgent issues of quality of life, such as health, housing, seniors and child development. SD71 has been a participant in the Vital Signs project and collaborates on many initiatives with the Foundation and the network of agencies and community groups.

Establishing a Comox Valley Schools Fund within the CV Community Foundation portfolio provides for the following benefits for our school district:

- the Foundation is well connected into the Comox Valley and is contributing to the well being of the Valley through such work as the Vital Signs Report;
- the Foundation works with donors from across the Comox Valley to support donations to funds established in their portfolio;
- it only requires a small investment by the Board to initiate a fund (\$10, 000);
- through this fund, the Board is supporting the Foundation's investment back into the community; and
- annual funding earned enables the Board to determine where and how this additional funding will be used to build the capacity of students and staff within the district.

Building the value of the fund can occur through community donors in addition to the Board hosting fund fundraising events that will bring the community together in support of building a stronger school district.

If the Board supports this motion, the next steps are as follows:

- apply to the Comox Valley Community Foundation to establish a fund (and \$10,000);
- develop a policy and administrative procedure to establish how the Board will operationalize both increasing funds in the fund and how any revenue in future years would be conducted; and
- implement a Communications Plan for creating awareness of the fund throughout the community.

**Implications:**

It is recognized that it will take time to build the funds value. As such this is a long term strategy. As the cost is \$10, 000 to start up the account, this funding will come out of the current budget for this school year and will not impact reserves.

**Recommendation:**

***THAT the Board of Education direct the Superintendent to work with the Comox Valley Foundation to establish a Comox Valley Schools Education Enrichment Fund with the Comox Valley Community Foundation.***

April 2019

## **DRAFT - Communication Campaign Plan – Foundation Announcement and Roll-out**

**Objective:** To share with the Comox Valley Schools community, stakeholder groups and the greater public the announcement of a new foundation established for the school district in collaboration with the Comox Valley Community Foundation (CVCF) and to inform audiences about the process and criteria to award funding for pedagogy and learning opportunities available to district students and employees.

### Communication Tasks

1. News Release for public distribution to news media (print, radio and news blogs and other influence marketers including the Chamber of Commerce).
2. Develop talking points (how it came to fruition, what it is, how it works, who can apply, how much is available, why does it matter, etc.) to assist spokesperson to address the key messages when speaking about the Foundation during media interviews, presentations or when collaborating with constituents (ex. Trustees to PACs, PVPs to Teachers).
3. News Release distribution to key stakeholder groups – BCTF and CDTA, CVPVPA and BCSTA.
4. Publish an online announcement on Comox Valley Schools newsfeed in conjunction with news release distribution to media.
5. Social Media Distribution – Facebook, Twitter and Instagram.
6. Media interviews - print and radio.
7. Internal communication to PVPs, educators and staff.
8. Internal message for parents.

### Communication Timeline

1. Work with CVCF on developing key messages, tagline and title of the new charity foundation.
2. Draft News Release and talking points in advance for review and approval. Await final details (i.e. foundation name, formal signing-off process).
3. Draft internal message to share among all district staff.
4. Identify spokesperson for media interviews.
5. Distribute News Release once the foundation contract is formalized with CVCF.
6. Distribute internal message to all staff.
7. Distribute internal message to parents through PVPs, DPAC and PAC chairs.
8. Share information to other stakeholder groups as listed above.
9. Post information on social media feeds with a link back to the Comox Valley Schools news page online.
10. Prepare presentation about the foundation for district senior staff and trustees to use as required when presenting to community groups and other target audiences.



DATE: April 9, 2019

The Board of Education School District 71 (the "Agency") Charitable Registration Number: 107961963 RR0001 has resolved to establish a permanent, open Agency Endowment Fund with the Comox Valley Community Foundation (the "Foundation"). The Fund is being established by an initial contribution by cheque of \$10,000.

The terms of the Fund shall be as follows:

1. The Fund shall be known as the Comox Valley Schools TBD (the "Fund"). Renaming of the fund can be done at a later date if so directed by the Board of Education School District 71.
2. The capital of the Fund and any additions thereto shall be held in trust in perpetuity by the Foundation. Any additions to the Fund by anyone other than the original donors shall be subject to a direction that the Capital shall be held in perpetuity. The Capital shall refer to the initial capital of the Fund plus the initial value of any additions.
3. The income of the Fund shall be disbursed to the Agency. The amount of income distributed from the Fund to the Agency will be determined annually in accordance with Income Tax Act (Canada) requirements and Comox Valley Community Foundation policies. Should the Agency cease to exist or cease to be a "qualified donee" under the Income Tax Act (Canada), the directors of the Foundation shall direct the income to an organization or initiative with similar objects.
4. The Foundation, in determining income of the Fund, shall be permitted to charge its expenses in administering the Fund against the Fund's income.
5. Confirmation of the terms of the Fund by resolution of the directors of the Foundation shall constitute the establishment of the Fund.
6. The Foundation will furnish receipts valid for income tax purposes in respect of all charitable donations to the Fund received by it, unless otherwise requested.

## Agency Authorized Signatures

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name (Position)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name (Position)

This Fund is approved and accepted by the Comox Valley Community Foundation effective: \_\_\_\_\_

## Comox Valley Community Foundation Authorized Signatures

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** April 23, 2019  
**FROM:** Nicole Bittante, Secretary-Treasurer  
**RE:** 607 CUMBERLAND UTILITY RIGHT-OF-WAY AND LAND ACQUISITION BYLAW 2019

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**Purpose**

This briefing note is to request that the Board of Education of School District No. 71 pass a bylaw to approve the proposed utility right-of-way and land acquisition by road closure. The bylaw will require three readings.

**Background**

The Comox Valley Regional District (CVRD) is developing its land adjacent to School District No. 71's School Board Office (607 Cumberland Road). The CVRD has asked the Board to grant BC Hydro and Telus a right-of-way over the Board's property to permit BC Hydro and Telus to place and maintain electrical power, telecommunication and data transmission equipment and related works to service the CVRD development. The right-of-way is located approximately as indicated on Schedule A (see attached).

The City of Courtenay has agreed with the CVRD to close a portion of Harmston Road as shown on Subdivision Plan EPP84993 Schedule B (see attached) and transfer to the Board the portion of the closed road that is adjacent to the School Board Office, without requiring any payment from the Board, and rename the enlarged property as Lot 3 Section 61 Comox District Plan EPP84993.

**Implication**

Both of these transactions require a Board Bylaw (see attached) and require 3 readings. In exchange for granting the right-of-way, the CVRD has agreed to repave the School Board Office's parking lot, sidewalks, walkways and access points to the building.

**Recommendation**

It is recommended that:

1. The 607 Cumberland Utility Right-Of-Way and Land Acquisition Bylaw 2019 be given three readings; and
2. The 607 Cumberland Utility Right-Of-Way and Land Acquisition Bylaw 2019 be passed and adopted on the 23<sup>rd</sup> day of April, 2019.

Respectfully submitted,

*Nicole Bittante*

Nicole Bittante  
Secretary-Treasurer

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## 607 CUMBERLAND UTILITY RIGHT-OF-WAY AND LAND ACQUISITION BYLAW 2019

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the "**Minister**");

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- (i) The Board of Education of School District No. 71 (Comox Valley) (the "**Board**") owns property at 607 Cumberland Road, Courtenay, B.C. (the "**Property**") on which the Board operates its administration building;
- (ii) The legal description of the Property is:  
  
PID: 026-731-673  
Lot 1 Section 61 Comox District Plan VIP81287;
- (iii) The Board has agreed to sell the Property to Comox Valley Regional District ("**CVRD**") in an unconditional transaction that is scheduled to complete by June 19, 2021;
- (iv) CVRD is developing its land adjacent to the Property (the "**CVRD Development**") and has asked the Board to grant British Columbia Hydro and Power Authority ("**BC Hydro**") and Telus Communications Inc. ("**Telus**") a right-of-way over the Property (the "**Right-of-Way**") to permit BC Hydro and Telus to place and maintain electrical power, telecommunication and data transmission equipment and related works to service the CVRD Development (collectively, the "**Works**"), located approximately as indicated on Schedule A attached hereto;
- (v) The Corporation of the City of Courtenay has agreed with CVRD to close a portion of Harmston Road (the "**Closed Road**") as shown on Subdivision Plan EPP84993, a reduced copy of which is attached as Schedule B hereto, transfer to the Board (the "**Transfer**") the portion of the Closed Road that is adjacent to the Property, without requiring any payment from the Board, and rename the enlarged Property as Lot 3 Section 61 Comox District Plan EPP84993; and
- (vi) The Board is satisfied that the granting of the Right-of-Way, the Works and the Transfer will not interfere with the Board's use of the Property for educational purposes;

NOW THEREFORE be it resolved as a Bylaw that the Board grant the Right-of-Way and accept the Transfer;

BE IT FURTHER resolved as a Bylaw that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the all documents required to complete the granting of the Right-of-Way on such terms and conditions as the Secretary-Treasurer may consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as "School District No. 71 (Comox Valley) 607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019".

Read a first time this \_\_\_\_ day of \_\_\_\_\_ 2019.

Read a second time this \_\_\_\_ day of \_\_\_\_\_ 2019.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on \_\_\_\_\_ 2019, and finally passed and adopted this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Chairperson of the Board

Corporate Seal

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) 607 Cumberland Utility Right-of-Way and Land Acquisition Bylaw 2019, adopted by the Board on the \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Secretary-Treasurer

**SCHEDULE A  
PROPOSED LOCATION OF UTILITY WORKS**

<b>BC Hydro</b> Distribution Work Order		2018-11-15
		REV.
<p>Lot B Plan EPP69170</p> <p>Lot A Plan EPP69170</p> <p>Lot 6 Plan VIP472B</p> <p>Lot 19 Plan VIP3939</p> <p>LOT 1 SECTION 61 COMOX DISTRICT PLAN VIP81267 PID 026-731-673</p>		<p>DWG.Type</p>
<p>Date Complete (YY-MM-DD):</p> <p>Crew Lead Name:</p> <p>Any Changes (circle one) : Yes      No</p> <p><input type="checkbox"/> Design / Job Updates Required      <input type="checkbox"/> Other Drawing Corrections</p>		<p>Crew Notes</p>

# SCHEDULE B ROAD CLOSURE SUBDIVISION PLAN EPP84993

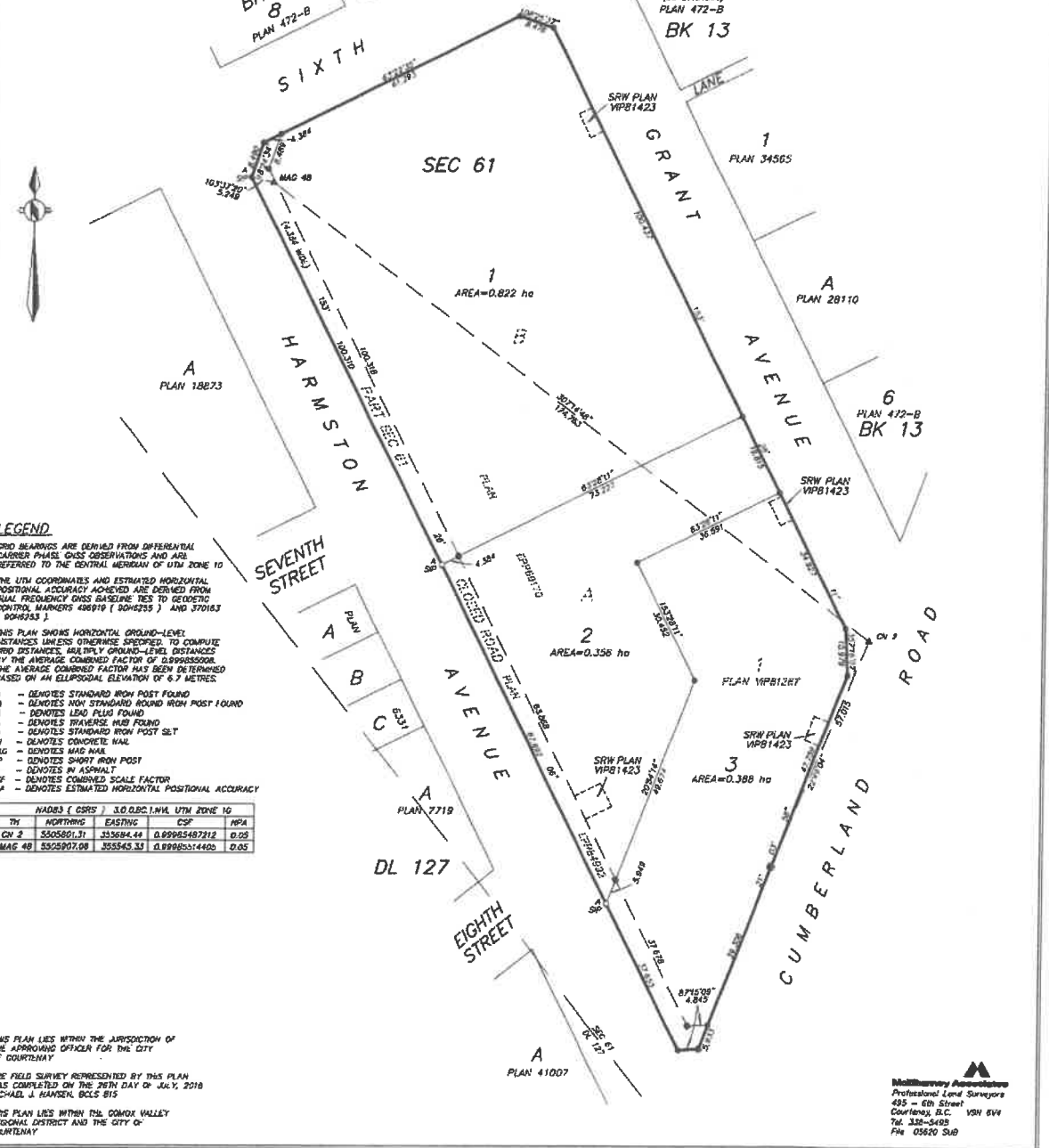
**SUBDIVISION PLAN OF LOTS A AND B,  
PLAN EPP69170, LOT 1, PLAN VIP81287,  
AND THAT PART OF SECTION 61 SHOWN  
AS CLOSED ROAD ON PLAN EPP84992,  
ALL OF SECTION 61, COMOX DISTRICT**

PLAN EPP84993

BCGS 92F 065

SCALE: 1:600  
ALL DISTANCES ARE IN METRES.

0 10 20 40m  
THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm  
BY HEIGHT BY 430mm BY WIDTH (C SIZE) WHEN  
PLOTTED AT A SCALE OF 1: 600



**Properties**

Phone: (604) 623-4152

FAX: (604) 623-3951

e-mail: [katie.cuthbert@bchydro.com](mailto:katie.cuthbert@bchydro.com)

11 December 2018

FILE: 504-1602.0(X1099)

**BY E-MAIL**

[arlen@rbengineering.ca](mailto:arlen@rbengineering.ca)

Agent of Comox Valley Regional District

The Board of Education of  
School District No. 71 (Comox Valley)  
607 Cumberland Road  
Courtenay, B.C. V9N 7G5

Dear Sirs and Mesdames:

B.C. Hydro/TELUS Distribution Statutory Right of Way Agreement (the "**Agreement**") – property located at 607 Cumberland Road, Courtenay, BC legally described as Lot 1, Section 61, Comox District, Plan VIP81287 (the "**Property**") – The Board of Education of School District No. 71 (Comox) (the "**Owner**")

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**(A) Works:**

B.C. Hydro and TELUS have existing works on the Property pursuant to registered SRW FA89673 and FA89674. As you are aware Comox Valley Regional District has requested that B.C. Hydro and TELUS install additional works on the Property with the proposed location of the additional works shown on the drawing attached to the Agreement.

**(B) B.C. Hydro Contact:**

John Smajla of B.C. Hydro's Customer Projects will be the Owner's technical contact and is responsible for coordinating the installation and the energization of the electrical works contemplated in the Agreement. We suggest that the Owner contact John directly at 250-897-7405 to review the technical requirements for the installation of the electrical works on the Property.

**(C) Grant of a Statutory Right of Way:**

Prior to installation of the new works we request that the Owner grant to each of B.C. Hydro and TELUS a Statutory Right of Way.

**(D) Enclosures:**

Further to John's request that we prepare the required documents and forward them for execution, enclosed are:

1. the Agreement for the Property. We request that:
  - (i) the Owner execute two copies of the Agreement - see "**Execution**" section below.
  - (ii) two originally executed copies of the Agreement be returned to our office by mail or courier so that B.C. Hydro can attend to registration in the Land Title Office (the

British Columbia Hydro and Power Authority, 12<sup>th</sup> Floor - 333 Dunsmuir Street, Vancouver, BC V6B 5R3  
PO Box 8910, Vancouver, BC V6B 4X3

[www.bchydro.com](http://www.bchydro.com)



“LTO”). We will mail a copy of the Agreement to the Owner after it has been fully registered.

2. Standard Charge Terms filed in the LTO. As these Standard Charge Terms form part of the Agreement, the Owner should keep a copy for their records.

**The Agreement is enclosed on the understanding that no other party is authorized to proceed with electronic registration of the Agreement in the LTO without the prior written authorization of B.C. Hydro.**

We recommend that the Owner obtain independent legal advice. By signing the enclosed Agreement, the Owner acknowledges that they have had an opportunity to receive legal advice.

**(E) Execution:**

To register the Agreement successfully, certain LTO requirements must be met. Therefore, please ensure that the Agreement is executed as soon as possible as follows:

Execution by the Owner:

- all signatures are in dark ink;
- each authorized signatory of the Owner signs each copy of the Agreement and prints their full name below their signature (each printed name must include the surname and at least one given name);
- the signature of one authorized signatory of the Owner is witnessed by either a Solicitor, Notary Public or a Commissioner for Taking Affidavits in British Columbia employed by the Owner;
- the witnessing officer prints or stamps his/her name, address, telephone number and occupation below their signature;
- if there is more than one authorized signatory signing, the witnessing officer **MUST** print below their signature either "(as to both signatures)" if he witnessed both signatures or "(as to the signature of \_\_\_\_\_)" if he witnessed only one signature and insert that individual's full name. **Please note that if more than one authorized signatory is required to sign on behalf of the Owner and they are unable to sign in the presence of the same witnessing officer, the LTO only requires one of those signatures to be witnessed by a witnessing officer;** and
- the signing date is filled in.

**(F) LTO Registration:**

Once all copies of the Agreement have been executed by the Owner please return two originally executed copies of the Agreement to our office by mail or courier so that B.C. Hydro can attend to registration of the Agreement in the LTO.

If you have any questions about the Agreement, please call Katie Cuthbert at 604-623-4152.

Yours truly,

BRITISH COLUMBIA HYDRO  
AND POWER AUTHORITY

by:



Katie Cuthbert  
Property Coordinator

/kc  
Enclosures

cc: John Smajla, Courtenay District Office  
Portal Design No. 4150132

**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** April 23, 2019

**RE:** **Human Resources Administration**  
*Retirements and Recognition*

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***Retirements***

Valerie Rybski, Education Assistant, Valley View Elementary School will retire effective June 30, 2019 after 15 years of service with the district.

Ruth Wallace, Education Assistant, Ecole Puntledge Park Elementary School will retire effective June 30, 2019 after 23 years of service with the district.

Dawn Christian, Administrative Assistant, Mark R. Isfeld Secondary School will retire effective June 30, 2019 after 14 years of service with the district.

Lauri Larsen, Library Clerk, Royston Elementary School will retire effective June 30, 2019 after 3 years of service with the district.

Pamela Twin, Teacher, Cumberland Community School will retire effective June 30, 2019 after 21 years of service with the district.

Ron Wilton, Grounds Equipment Operator, Grounds Department will retire effective June 30, 2019 after 33 years of service with the district.

Garry Gordon, Education Assistant, G.P. Vanier Secondary School will retire effective June 30, 2019 after 18 years of service with the district.

Jocelyne Steele, Education Assistant, Ecole Robb Road Elementary School will retire effective August 31, 2019 after 19 years of service with the district.

Shelley Kean, Administrative Assistant, Indigenous Education will retire effective August 31, 2019 after 4 years of service with the district.

***Recognition***

Melissa Litke, Teacher, Courtenay Elementary School will resign effective June 30, 2019 after 11 years of service with the district.

Rachael Black, Teacher (on leave), Cumberland Community School will resign effective June 30, 2019 after 4 years of service with the district.

**FINANCE COMMITTEE  
BOARD REPORT**

**Date:** Monday, April 15, 2019  
**Time:** 3:00 – 4:00pm  
**Venue:** School Board Office

**Committee Members:**

Tonia Frawley: Chairperson  
Ian Hargreaves: Trustee  
Sarah Jane Howe: Trustee - REGRETS  
Nicole Bittante, Secretary-Treasurer

Dean Lindquist, Superintendent - REGRETS  
Tom Demeo, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations

Guests: Cathie Collins, Manager of Finance  
Recording Secretary: Marlene Leach, Executive Assistant

**A. WELCOME**

The Chair welcomed the Committee and commenced the meeting at 3:05pm.

**B. ITEMS FOR DISCUSSION**

1. Briefing Note - Review of Finance Policies/Administrative Procedures

The Committee agreed that a review of Finance Policies/Administrative Procedures should occur over the next few months. Finance department staff will initiate the review and bring back recommendations to the Committee.

**C. ITEMS FOR INFORMATION**

1. Financial Update
  - a. Operating Fund Projection – March 31<sup>st</sup>
  - b. Capital Funds Update – March 31<sup>st</sup>

Received for information.

**2. Audit Committee – Public Members – Verbal Update**

There were 4 applicants for the public member positions on the Audit Committee. The Finance Committee met earlier and selected 2 applicants who met the criteria and will reach out to them to offer them the positions.

**D. FUTURE AGENDA ITEMS**

1. Annual Facilities Grant
2. Audit Committee Public Members - Selection

**E. ADJOURNMENT**

The meeting was adjourned at 3:40pm.



# Comox Valley Schools

School District No. 71  
Office of the Secretary-Treasurer

## BRIEFING NOTE

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**TO:** Finance Committee **DATE:** April 15, 2019  
**FROM:** Nicole Bittante, Secretary-Treasurer  
**RE:** Finance Policies/Administrative Procedures

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### Purpose

Once a year, the policies and procedures related to Finance should be reviewed and amended/updated as necessary.

### Current Finance Policies/Administrative Procedures

Policy 2-3 - Financial Management, January 23, 2018  
AP 3003 – Purchasing, March 1, 2011  
AP 3003 MR1 – Purchasing, September 27, 2011  
AP 3004 – Periodic Financial Report, December 6, 1994  
AP 3007 – Investment Guidelines, October 15, 1985  
AP 3007R – Investment Guidelines Regulations, October 15, 1985  
AP 3010 – Fundraising, Sponsorship, Donations, May 8, 2001  
AP 3010 MR1 – School Trust Funds, June 20, 2000  
AP 3010 MR2 – Parents’ Advisory Council Funds, June 20, 2000  
AP 3010 MR3 – Cash Handling Procedures, September 23, 2014  
AP 3010 R1 – Fund Raising Guidelines and Components, May 8, 2001  
AP 3010 R2 – Sponsorship, Partnership, May 8, 2001  
AP 3010 R3 – Donations and Grant Applications, May 8, 2001  
AP 3011 – Reserve Fund, January 2018  
AP 3023 – Additional Cost of Business Use of Insurance for Employee Owned Vehicles, February 25, 2014

Most of the administrative procedures are outdated and need to be repealed, amended, or re-written. There are a number of policies and administrative procedures that are missing that should be included in the Board Policy and Administrative Procedures for School District No. 71. A full review should be completed by staff in the Finance department and recommendations should be presented to the Finance Committee. This work should be done in conjunction with the Board’s review of all Policies in the district over the next few months.

### Recommendation

A review of the existing Finance Policies and Administrative Procedures should be done and completed by June 30, 2019.

Respectfully submitted,

*Nicole Bittante*

Nicole Bittante  
Secretary-Treasurer

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**OPERATING FUND - YEAR END PROJECTION**  
As at March 31, 2019

	2018-19 AMENDED ANNUAL BUDGET	2018-19 ACTUAL to March 31st	2018-19 PROJECTION to June 30th	2018-19 PROJECTED for the year	VARIANCE from budget
<b>OPERATING FUND</b>					
<b>REVENUE</b>					
Provincial Grants					
Ministry of Education	80,171,728	56,165,598	24,263,184	80,428,782	(257,054) <sup>1</sup>
Other					
Tuition	4,628,750	4,658,026	12,500	4,670,526	(41,776)
Other Revenue	462,728	430,597	32,131	462,728	0
Rentals and Leases	150,000	111,947	38,053	150,000	0
Investment Income	320,000	317,169	108,000	425,169	(105,169) <sup>2</sup>
<b>TOTAL OPERATING REVENUE</b>	<b>85,733,206</b>	<b>61,683,337</b>	<b>24,453,868</b>	<b>86,137,205</b>	<b>(403,999)</b>
<b>EXPENSES</b>					
<b>Salaries</b>					
Teachers	33,158,430	22,939,426	9,831,183	32,770,608	387,822
Principals/Vice-Principals	4,826,569	3,597,457	1,199,166	4,796,623	29,946
Educational Assistants	5,084,774	3,204,920	1,759,251	4,964,172	120,602
Support Staff	7,579,315	5,021,253	2,457,680	7,478,932	100,383
Other Professionals	2,487,840	1,913,545	637,848	2,551,393	(63,553)
Substitutes	2,487,445	2,153,139	922,774	3,075,913	(588,468) <sup>3</sup>
<b>Total Salaries</b>	<b>55,624,373</b>	<b>38,829,740</b>	<b>16,807,902</b>	<b>55,637,642</b>	<b>(13,269)</b>
<b>Employee Benefits</b>	<b>14,005,635</b>	<b>9,475,518</b>	<b>4,060,936</b>	<b>13,536,454</b>	<b>469,181</b>
<b>Total Salaries and Benefits</b>	<b>69,630,008</b>	<b>48,305,258</b>	<b>20,868,838</b>	<b>69,174,096</b>	<b>455,912</b>
<b>Services and Supplies</b>					
Services	4,331,483	3,006,676	1,108,232	4,114,908	216,575 <sup>4</sup>
Student Transportation	1,933,125	809,217	1,123,908	1,933,125	0
ProD and Travel	709,000	468,125	240,875	709,000	0
Dues and Fees	119,200	51,609	67,591	119,200	0
Insurance	201,800	176,711	25,089	201,800	0
Supplies	5,458,564	3,285,686	1,899,950	5,185,636	272,928 <sup>4</sup>
Utilities	2,049,499	1,226,766	752,733	1,979,499	70,000 <sup>5</sup>
<b>Total Services and Supplies</b>	<b>14,802,671</b>	<b>9,024,790</b>	<b>5,218,378</b>	<b>14,243,168</b>	<b>559,503</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>84,432,679</b>	<b>57,330,048</b>	<b>26,087,216</b>	<b>83,417,264</b>	<b>1,015,415</b>
Surplus Appropriation	1,709,473			1,709,473	
Transfer to Local Capital	(3,010,000)			(3,010,000)	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>0</b>	<b>4,353,289</b>	<b>(1,633,348)</b>	<b>1,419,414</b>	<b>1,419,414 <sup>6</sup></b>

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 March 31, 2019**

- 1 Increase in Ministry revenue over what was budgeted is due to receipt of additional grants/revenues: Strategic Priorities grant - \$33,000 LEA Capacity Bulding grant, Employer Health Tax grant \$185,891, and an increase in the Salary Differential of \$31, 313. These grants were not known at the time that the amended budget was finalized.
- 2 Increase in investment income is due to interest rate increases during the year that were not known and budgeted for.
- 3 Substitute salary costs are greater than what was budgeted for due to higher than anticipated replacement costs for custodial staff and teachers. There may also be a misclassification of teacher salaries to this account, offset by the underspend in teacher salaries.
- 4 Services and supply accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that approximately 95% of the budgets are spent, leaving surpluses in school and district supply and service accounts.
- 5 Next Generation Network estimated recoveries charged to the district by the Province have come in \$70,000 less than what was budgeted.
- 6 Projected operating surplus at March 31, 2019 is approximately \$1,419,414, which is approximately 1.6% of the total operating budget.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)  
CAPITAL FUND UPDATE - MARCH 31st**

**CAPITAL FUND**

	<b>BUDGET</b>	<b>EXPENDITURES to March 31st</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>Local Capital</b>	6,136,488	1,654,345	4,482,143	27%
<b>Bylaw Capital</b>	26,367,055	6,160,386	20,206,669	23%

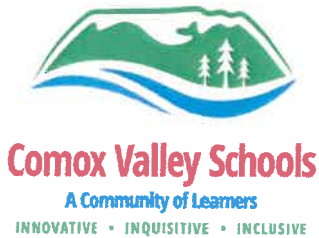
**Capital Assets**

**LOCAL CAPITAL**

	<b>BUDGET</b>	<b>EXPENDITURES to March 31st</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
GP Vanier Seismic - Board Contribution	600,000	600,000	0	100%	
Lake Trail Seismic - Board Contribution	1,000,000	0	1,000,000	0%	
Lake Trail Playground Equipment	75,000	50,937	24,063	68%	Installation to be completed in May
Portables	650,000	0	650,000	0%	To be purchased and installed in August
Vehicle/Fleet Replacement	282,608	160,171	122,437	57%	Ongoing replacements
Extra Curricular Van	160,000	0	160,000	0%	Reserve
Photocopier Fleet Replacement	132,229	57,548	74,681	44%	Ongoing replacements
Printer Fleet Replacement	100,000	723	99,277	1%	Ongoing replacements
Trades Equipment	45,374	2,566	42,808	6%	Ongoing replacements
21st Century Learning Equipment Initiatives	100,000	0	100,000	0%	Reserve
Land Swap - Prepaid Rent	265,000	0	265,000	0%	Reserve
Land Swap - Proceeds	600,000	0	600,000	0%	Reserve
Board Office Reno	515,598	0	515,598	0%	Reserve
Future Information Technology	1,610,679	782,401	828,278	49%	Reserve
<b>TOTALS</b>	<b>\$ 6,136,488</b>	<b>\$ 1,654,345</b>	<b>\$ 4,482,143</b>		

**BYLAW CAPITAL PROJECTS**

	<b>BUDGET</b>	<b>EXPENDITURES to March 31st</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
Annual Facilities Grant	1,372,146	1,360,764	11,382	99%	Complete
Lake Trail Seismic Upgrade	22,281,409	1,051,380	21,230,029	5%	Ongoing
Courtenay Elementary Playground Equipment	105,000	100,693	4,307	96%	Complete
Royston Elementary Mechanical Upgrade	465,000	807,805	-342,805	174%	Phase 1 overspent - will receive the funds for Phase 2 shortly.
Valley View Elementary Boiler Replacement	143,500	143,500	0	100%	Complete
Hornby Island Elementary Fire	2,000,000	2,696,244	-696,244	135%	Overspend to be recovered in school replacement funding from Ministry
<b>TOTALS</b>	<b>\$ 26,367,055</b>	<b>\$ 6,160,386</b>	<b>\$ 20,206,669</b>		



**BUDGET COMMITTEE  
BOARD REPORT**

**Date:** Tuesday, April 9, 2019  
**Time:** 3:00 – 4:00pm  
**Venue:** School Board Office

**Committee Members:**

Tonia Frawley, Chairperson  
Ian Hargreaves, Trustee  
Sarah Jane Howe, Trustee  
Nicole Bittante, Secretary Treasurer  
Dean Lindquist, Superintendent - REGRETS  
Tom Demeo, Assistant Superintendent - REGRETS  
Geoff Manning, Director of Instruction  
Esther Shatz, Director of Student Services  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Lynda-Marie Handfield, Director of Human Resources  
Josh Porter, Director of Information Technology - REGRETS

Charles Schilling, CVPVPA  
Sean Lamoureux, CVPVPA - REGRETS  
Nick Moore, CDDTA  
Lesley Johnson, CDTA  
David Gillis, DPAC  
Lana Riva-Crerar, DPAC - REGRETS  
Denise Bullock, CUPE  
Lisa Bognar, CUPE  
Bruce Carlos, IEC - REGRETS  
Charlene Everson, IEC - REGRETS

Guests: Cathie Collins, Manager of Finance  
Recording Secretary: Marlene Leach, Executive Assistant

**A. WELCOME**

The Chair welcomed the Committee and commenced the meeting at 3:10pm.

**B. ITEMS FOR DISCUSSION**

**1. 2019 Annual Budget Information Package**

The 2019 Annual Budget Information Package was reviewed with the Committee.

Received for information.

**C. ITEMS FOR INFORMATION**

**1. None**

**D. FUTURE AGENDA ITEMS**

1. Department Budget Requests
2. Partner Group Budget Requests

**E. ADJOURNMENT**

The meeting was adjourned at 3:50pm.

School District No. 71  
(Comox Valley)



2019-20 Annual Budget  
Information Package

April 2019

Prepared by:  
Nicole Bittante, Secretary-Treasurer

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## Table of Contents

Section 1	2019-20 Annual Budget - Preliminary Report
Section 2	Annual Operating Grant Announcement
Section 3	Enrolment and Funding Analysis
Section 4	Historical Summary of Budget Changes
Section 5	Estimated Budget Pressures (to date)
Section 6	Budget Enhancement Requests (to date)
Section 7	Classroom Enhancement Fund
Section 8	District Comparisons - 2018-19 Amended Annual Budgets

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# Section 1

## 2019-20 Annual Budget Preliminary Report



# Comox Valley Schools

**A Community of Learners**

**INNOVATIVE • INQUISITIVE • INCLUSIVE**

**2019-20 ANNUAL BUDGET**

**PRELIMINARY REPORT**

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

**April 9, 2019**



# 2019-20 Annual Budget

## Introduction

The Board of Education of School District No. 71 (Comox Valley) is accountable for the public funds that support the school district. One of the Board's responsibilities is the adoption of the District's budget. The budget must conform to legislative requirements set out in the *School Act* and is the financial plan that supports the District's goals.

The Board is currently planning for the next school year, which includes:

- Setting priorities for the delivery of student learning
- Projecting student enrolment
- Projecting the costs of providing the existing services into the next year (salaries, benefits, utilities, inflation, etc.)
- Determining which costs will change
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures)
- Reviewing the budget against the Board's strategic priorities
- Finalizing decisions

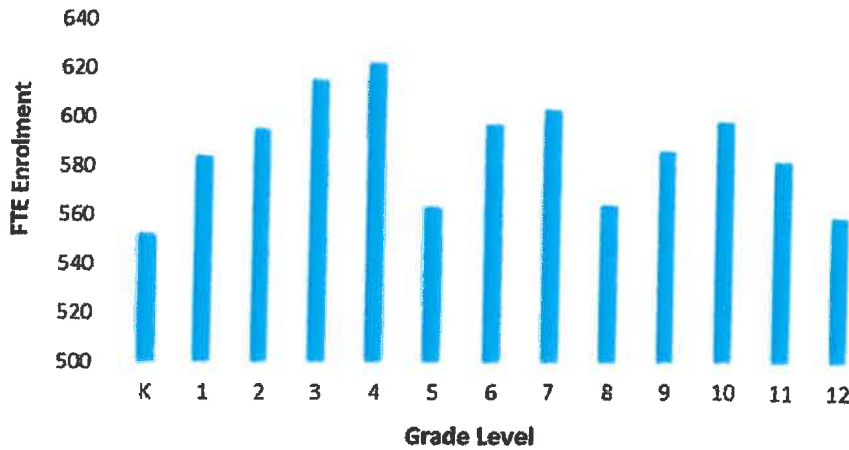
Boards of Education operate on a fiscal year of July 1<sup>st</sup> to June 30<sup>th</sup>. For 2019-2020, Section 113 of the *School Act* requires Boards to prepare an annual budget and have it adopted by bylaw and submitted to the Ministry of Education by June 30, 2019.

## Student Enrolment

Student enrolment is the primary factor determining how much funding the District receives from the Ministry of Education, the number of staff to employ, and the number of classroom and schools that are required.

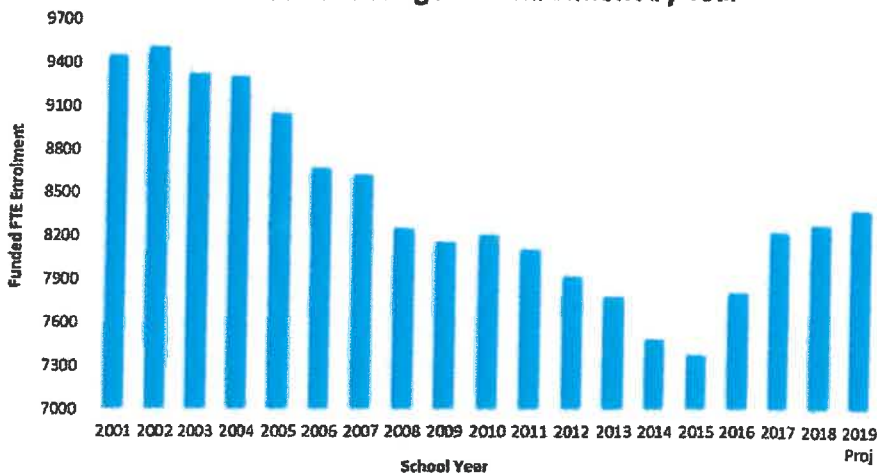
The chart below shows the District's estimated enrolment by grade for the 2019-20 school year.

### Projected 2019-20 District Enrolment (No DL)



Enrolment in September is projected to be 8,388 FTE, which is an increase of 111 FTE students over the prior year. After years of enrolment decline, the number of school-age students attending School District No. 71 (Comox Valley) schools is continuing to grow.

### Funded School Age FTE Enrolment by Year



Changing enrolment affects school district revenue. Revenue changes from enrolment changes are mainly offset by increases or decreases in expenditures as staffing and services and supplies are related to enrolment.

Budgets and staffing are typically conservative in the annual budget to reflect the risk of actual enrolment being lower than projected. As funding is determined and finalized on actual enrolments in September, budgets and staffing are then adjusted in the amended annual budget.

## **Revenue**

### **Ministry of Education Operating Grant**

Approximately 96% of the District's revenue comes from the Ministry of Education through the Funding Allocation System (FAS). The FAS contains a number of formulae and is based primarily on student enrolment. There are additional allocations for differences in teacher salary costs, geographic factors, and unique student needs such as special needs, Aboriginal students, and English Language Learners.

The Ministry announced the preliminary operating grant for 2019-20 on March 13, 2019 (*See Section 2 – 2019-20 Annual Operating Grant Announcement*). The Ministry has provided additional funds for enrolment growth and increased the per pupil FTE rates to offset the costs of negotiated salary and benefit increases for teachers and CUPE support staff. No additional funding has been added for other cost pressures except for the Employer Health Tax as identified below.

Based on the 2019-20 preliminary operating grant, the district is projected to receive approximately \$1,521,980 in additional revenue in 2019-20.

Approximately \$1,130,000 of this funding is intended to offset the costs of the negotiated salary increases for teachers and CUPE staff, and approximately \$391,980 is intended to fund enrolment growth.

### **Employer Health Tax Grant**

Additional revenue is being provided to school districts to address increased costs in the transition from MSP premiums to the Employer Health Tax. SD71 is receiving \$611,000 to cover the additional costs in 2019-20.

### **International Student Program**

The international program contributes to the operations of the district each year through tuition revenues received from international students. In the 2018-19 year, the contribution was budgeted to be approximately \$510,000. For 2019-20, the budgeted contribution is approximately \$390,000. This results in a reduction in the operating revenues of the district by approximately \$120,000.

## **Interest Revenue**

Excess cash in the district is invested in the Province of British Columbia's Central Deposit Program. Current interest rates are generating more interest income in the current year than anticipated, and as such, the budget for interest income should be increased in 2019-20 by \$100,000.

**The overall increase in projected revenues for 2019-20 is approximately \$2,112,980.**

## **Cost Pressures**

There are a number of cost pressures related to maintaining the ongoing level of programs and services in the district that are out of the district's control. For 2019-20, these include the following:

### **Negotiated Wage and Salary Increases - Funded**

The teacher and support staff collective agreements expire on June 30, 2019. Bargaining for both employee groups is underway and is not expected to conclude prior to the end of the Board's budget process. At this time districts are unable to estimate the cost of any future negotiated changes to salary, benefits, or other provisions of the collective agreements. Any costs associated with any negotiated wage increases will be funded by the Ministry of Education. Boards are not to include any wage increases in their 2019-20 Annual Budgets.

There are some wage increases in the existing collective agreements that will have cost implications for the 2019-20 school year.

CUPE employees are entitled to a 1.0% salary increase effective May 1, 2019 and will also receive an additional 0.75% increase through the Economic Stability Dividend (ESD) fund. The estimated cost of the increase is \$260,000.

Teachers are entitled to a 1.0% salary increase effective May 1, 2019 and will also receive an additional increase of 0.75% through the ESD fund. The estimated cost of the increase is \$725,000.

Teacher preparation time increases were negotiated as part of the collective agreement expiring on June 30, 2019. Effective June 30, 2019, preparation time for each full-time elementary teacher will increase from 100 minutes per week to 110 minutes per week and will be pro-rated for part-time elementary teachers. The estimate cost of this increase in prep time is \$145,000.

The total cost of negotiated salary increases for teachers and CUPE support staff is approximately \$1,130,000. These costs are funded by the Ministry through the Labour Settlement Funding (included in the preliminary operating grant).

### **Negotiated Salary Increases – Not Funded**

The BC Public School Employer's Association (BCPSEA) and the Public Sector Employer's Council (PSEC) have approved regionalized salary grids for the principals and vice-principals (PVP). The PVP salary grids will likely be increased consistent with the increases provided to teachers effective May 1, 2019 (1.75%). Estimated cost increases for the salary grid increase for the principals and vice-principals is \$100,000.

The BC Public School Employer's Association (BCPSEA) and the Public Sector Employer's Council (PSEC) have developed a K-12 sectoral Exempt Staff Compensation plan for exempt staff. BCPSEA undertook a comprehensive market review to ensure the development of a revised exempt staff salary structure for each school district, on a total compensation basis, consistent with the relevant comparator labor market and the district's internal organizational structure.

The exempt staff grids will likely be increased consistent with the increases provided to teachers effective May 1, 2019 (1.75%). Estimated cost increases for the salary grid increase for the exempt staff is \$40,000.

### **Benefit Plan Increases**

Costs for benefit plans typically increase each year from increased usage and cost increases of existing plans. Based on information received from benefit plan carriers:

Estimated cost increases to maintain existing plans for teachers in 2019-20 is \$66,000,

Estimated cost increases to maintain existing plans for CUPE support staff in 2019-20 is \$144,000.

Estimated cost increases to maintain existing plans for PVP/exempt staff in 2019-20 is \$20,000.

### **Pension Plan Premiums**

Teacher Pension Plan premiums are being reduced from 13.23% to 11.30% effective January 1, 2019. Anticipated annual savings from this reduction is estimated to be approximately \$910,000 annually. Savings estimated for the 2018-19 school year were estimated to be approximately \$450,000. The 2018-19 school year included the partial year cost savings with the remaining savings being realized in the 2019-20 school year. The estimated additional savings to the district in 2019-20 is \$560,000.

The Municipal Pension Plan premiums are being reduced from 10.09% to 9.70% effective January 1, 2019. Anticipated annual savings from this reduction is estimated to be approximately \$52,000.

### **Other Employer Benefit Premiums**

CPP and EI premiums will increase in 2019-20 due to changes in employer contribution rates. The estimated increase in 2019-20 is \$45,000.

The district's WCB premium rate will increase in 2019-20 due to an overall increase to the education sector rate. The estimated increase in 2019-20 is \$114,000.

Employee Family Assistance Program (EFAP) benefit costs will increase in 2019-20 due to renewal of the contract with the EFAP provider. The estimated increase in 2019-20 is \$13,500.

### **Employer Health Tax**

Government is eliminating MSP premiums effective January 1, 2020. MSP premiums will be replaced with a new Employer Health Tax. The new payroll tax came into effect on January 1, 2019 with a rate of 1.95% on total payroll costs.

The timing of the reduction of the MSP premiums and the implementation of the Employer Health Tax have created budget implications for the 2017-18, 2018-19, 2019-20, and 2020-21 school years. The district will require a one-time increase of approximately \$52,000 for the 2019-20 school year.

### **Utility Costs**

BC Hydro rates will increase by approximately 2% on April 1, 2019. Natural gas rates will also increase on April 1, 2019 by approximately 9%. This will result in an increase in utility costs in 2019-20 of approximately \$51,000.

### **Aboriginal Education**

The increase in per pupil rates for targeted aboriginal funding will require an additional \$297,000 to be spent on indigenous programs and services.

**The overall increase in projected costs for 2019-20 is approximately \$1,460,500.**

### **One-Time Costs**

In 2018-19, the district had budgeted to cover one-time expenditures that will not be required in the 2019-20 school year. These included trustee election costs, the 2018-19 enrolment audit contingency, vehicle replacement costs, and post-retirement benefits.

**The total one-time costs that can be returned to the 2019-20 budget are approximately \$325,000.**

## **Preliminary Budget Position**

**After considering all the cost pressures and potential savings that are related to maintaining the ongoing level of programs and services in the district, the preliminary budget position for 2019-20 is a Net Budget Surplus of approximately \$977,480.**

## **Next Steps**

The Board is required to approve an Annual Budget on or before June 30, 2019 for the 2019-20 school year.

The budget development process and timelines have been developed to facilitate a consultation process that will ensure timely decisions are made in order to adopt a balanced budget in May and allow for implementation of the budget for the 2019-20 school year. The process allows the Human Resources Department time to process any staffing changes in compliance with collective agreements and allows schools and departments to prepare for the following year.

Throughout the consultation process, stakeholders and the public will be provided with opportunities to provide input and suggestions to the Board and to provide feedback on information presented.

On April 16, 2019, the Budget Committee will receive input and budget requests from departments, schools, and stakeholders.

On April 18, 2019, the Board will hold a public budget information session to allow for input and feedback from the school communities and the public.

Senior management will review all of the input and requests received during the consultation process and will develop a recommendation for the board to consider in order to be able to adopt a balanced budget. This recommendation will be shared with the Budget Committee on April 30, 2019 and further input will be considered.

At a Board Committee of the Whole meeting on May 15, 2019, the Board will receive a recommended budget plan from the senior management team for review and discussion. The plan will be based on all of the input received and will be consistent with the Board's Budget Guiding Principles.

The 2019-20 Annual Budget and Bylaw will be prepared in the required format and will be presented for adoption at the Board Meeting on May 28, 2019.

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## **Section 2**

### **Annual Operating Grant Announcement**



Date: March 15, 2019

Title: Estimated Operating Grants for 2019/20

For your information, the 2019/20 preliminary operating grants have been completed for all 60 boards of education. Total district allocations are based on estimated 2019/20 enrolments provided by boards of education and generate a provincial preliminary total of \$5.338 billion.

Detailed information on the Funding Allocation System is included in the Operating Grants Manual, which is available on the Ministry of Education's website at the following link:

[2019/20 Estimated Operating Manual and Tables](#)

The total 2019/20 operating grant of \$5.338 billion includes additional funding for labour settlements with teachers and support staff that take effect late in the 2018/19 school year, including the Economic Stability Dividend and increases to prep time, as well as ensuring that all enrolment growth is fully funded at the published per student rates. As a result, the following adjustments are being made to the operating grant formula:

Funding Supplement	2018/19 Rate	2019/20 Rate	Change
Basic Allocation	\$7,423	\$7,468	\$45
Special Needs – Level 1	\$38,800	\$42,400	\$3,600
Special Needs – Level 2	\$19,400	\$20,200	\$800
Special Needs – Level 3	\$9,800	\$10,250	\$450
English Language Learning	\$1,420	\$1,495	\$75
Aboriginal Education	\$1,230	\$1,450	\$220
Adult Education	\$4,696	\$4,773	\$77
Summer Learning – Grade 1 to 9	\$212	\$215	\$3
Summer Learning – Gr. 10 to 12 & Cross-Enrolment – Gr. 8 to 9	\$423	\$430	\$7
Student Location Factor (elementary)	\$259.50	\$266.46	\$6.96
Student Location Factor (secondary)	\$346.00	\$355.28	\$9.28
Small Community Supplement	Provincial total increased by \$6.2 million		
Low Enrolment Factor	Provincial total increased by \$2.8 million		

Consistent with the approach used in recent years, there is no holdback for unanticipated enrolment growth in 2019/20. However, if actual enrolment exceeds district estimates, government will manage any financial impacts on the operating grant through a separate process.

The operating grant allocation will be recalculated in the autumn of 2019, after September 30, 2019 enrolment is confirmed. The operating grant allocation will again be adjusted subsequent to the February and May 2020 continuing education and Distributed Learning enrolment counts. Funding will also be adjusted in February 2020 for any growth in special needs enrolment, and for new refugee enrolment.

The Classroom Enhancement Fund (CEF) continues to be provided to fund boards' efforts to implement the Memorandum of Agreement with the BC Teachers' Federation on class size, composition and non-enrolling teachers. The 2019/20 preliminary CEF allocations will be adjusted following the reporting of actual CEF hiring in fall 2019.

The Curriculum and Learning Support Fund (formerly the Supplement for the Education Plan) is provided to assist boards with implementing the new provincial curriculum. A letter with additional detail regarding the Ministry of Education's expectations will be sent shortly to Superintendents. This supplement is being provided outside of the Funding Protection calculation, which ensures that all districts receive the additional amount.

As you are aware, all districts are subject to compliance audits and potential recoveries for funding claims not in compliance with Ministry policies and directives. School districts should be aware that audit adjustments will be included in the calculations of Funding Protection and the Supplement for Enrolment Decline when they are recalculated in autumn 2019, which may affect the allocations under these supplements for some boards of education.

Boards of education that are eligible for Funding Protection should also be aware that labour settlement funding is excluded from the Funding Protection calculation. As a result, labour settlement funding is being provided in addition to Funding Protection; however, the amount of labour settlement funding is not protected under Funding Protection and may change depending on how enrolment changes compared to district estimates.

The 2019/20 Annual Budget must be submitted to the Minister on, or before June 30, 2019. Annual Budget Instructions will be posted on the Ministry website at:

[Annual Budget Instructions, Bylaw, and Template](#)

The Estimator, a tool to assist boards in determining funding projections, is being updated for 2019/20. As in previous iterations, the updated Estimator will incorporate the next three years of funding projections into one program. The Estimator will be available to districts upon request by sending an e-mail to [Michael.Lebun@gov.bc.ca](mailto:Michael.Lebun@gov.bc.ca).

If you have any further questions about the 2019/20 funding allocations, please contact Jonathan Foweraker, Director, Funding and Allocation, at [Jonathan.Foweraker@gov.bc.ca](mailto:Jonathan.Foweraker@gov.bc.ca) or Michael Lebrun at the e-mail address noted above.

**Date:** March 22, 2019

**Title:** 2019/20 Operating Grants Update

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The Ministry was very pleased to release the preliminary operating grant tables for the 2019/20 school year on Friday March 15. The purpose of this letter is to clarify the 2019/20 preliminary funding rates and amounts, to support school districts in their budgeting process. I wanted to take this opportunity to highlight some very important elements of the funding for next year as the Ministry works towards its strategic goal of enhancing student success and supporting students with diverse learning needs.

I am pleased to confirm that for the first time since 2006 every school district is forecast to see an increase in funding for next school year, which is a tremendous achievement. I can also confirm that the funding formulae have not changed – all supplements and model calculations will remain the same next year. Overall, operating grants to school districts are set to increase by at least \$116 million for the 2019/20 school year for a total of approximately \$5.338 billion. Including all operating funding for school districts, the average per student funding in 2019/20 will be an estimated \$10,678, more than 10% higher than in 2016/17.

The Ministry has taken steps this year to improve equity in the system by increasing funding rates that support students with special needs, Indigenous education and rural students. The rate for Indigenous Education is increasing 17.9%, rates for rural and remote districts are increasing approximately 9% and rates for students with special needs between 4%-9%. Including labour settlement and enrolment growth funding, total estimated funding for students with special needs will increase by at least \$33 million this year, while the Supplement for Indigenous Education will increase by \$13 million. Supplemental geographic funding will also keep pace with an additional \$16 million, and an additional \$49 million is being provided through the basic allocation for standard, alternate and continuing education schools.

Funding for these categories has not kept pace with the growth in the basic allocation over the past eight years. Since 2011, the supplements for Indigenous Education and students with special needs have only been increased three times, while the basic per student allocation has increased six times. Since the 2012/13 school year the geographic supplements have only increased by a cumulative total of \$11 million. When we consider that in 2016/17 the provincial 6-year completion rate was 66% for Indigenous students, 48% for students with moderate to severe special needs, and 13% for physically dependent/deaf-blind students, it is clear that we need to work together to improve outcomes.

This distribution of rate increases ensures that all 60 school districts receive a fair share of labour settlement funding for 2019/20, noting that there have been a number of school districts that have received little to no share of provincial labour settlement funding increments in past years.

The distribution of the labour settlement funding and rate increases are as follows:

Supplement	2019/20 Rate Increase	Recovery Rate Change	2019/20 Rates	Allocation of Labour Funding
Basic Allocation (excluding Distributed Learning)	49.38	(4.38)	7,468.00	25,512,118
Summer (Gr 1-9)	3.00		215.00	99,465
Summer (Gr 10-12)	7.00		439.00	128,646
Students with Special Needs - Level 1	3,600.00		42,400.00	2,070,000
Students with Special Needs - Level 2	800.00		20,200.00	14,356,800
Students with Special Needs - Level 3	450.00		10,250.00	3,191,850
English / French Language Learners	75.00		1,495.00	4,436,475
Indigenous Students	220.00		1,450.00	12,246,520
Non-graduated Adult Education	77.00		4,773.00	255,006
Student Location Factor (elementary)	6.96		266.46	
Student Location Factor (secondary)	9.28		355.28	2,162,369
Small Community	N/A		N/A	6,161,984
Low Enrolment	N/A		N/A	3,108,003
				73,729,235

Please note that the basic allocation rate reflects a recovery of 0.06% in order to increase funding for the BC Public School Employers' Association and to pay a portion of the fees due for Access Copyright. The recovery represents only a portion of the costs for these items, with the Ministry continuing to pay the majority of these costs.

2019/20 preliminary grant tables include funding for the final round of wage and prep time increases under the expiring collective agreements and the Economic Stability Dividend. Additional funding for support staff and teacher collective agreements set to begin in 2019 has not yet been received or allocated by the Ministry, and so is not included as part of the preliminary operating grants released on March 15. Confirmation of additional funding for these agreements (once finalized and ratified) will be provided by the Ministry at a later date. As well, final Classroom Enhancement Fund (CEF) costs will not be known until the fall of 2019, which includes salary for CEF-funded teachers.

If you have any further questions, please contact either myself ([Kim.Horn@gov.bc.ca](mailto:Kim.Horn@gov.bc.ca)) or Jonathan Foweraker ([Jonathan.Foweraker@gov.bc.ca](mailto:Jonathan.Foweraker@gov.bc.ca)).

Sincerely,

Kim Horn, A/ADM

**Estimated Operating Grants - 2019/20 School Year**  
**School District 71 Comox Valley**

September 2019 Enrollment Count

School-Age Enrollment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	7,363,0000	\$7,468	\$54,986,984
Continuing Education	0.0000	\$7,468	\$0
Alternate Schools	270.0000	\$7,468	\$2,016,360
Distributed Learning	755.0000	\$6,100	\$4,605,500
Home Schooling	9	\$250	\$2,250
Course Challenges	2	\$233	\$466
<b>Total Enrollment-Based Funding (September)</b>	<b>8,388,0000</b>		<b>\$61,611,460</b>

Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrollment Decline	110.6250	\$9,734	\$0
4%+ Enrollment Decline		\$9,601	\$0
Significant Cumulative Decline (7%+)	901.8125	\$9,734	\$0
Supplement for Enrollment Decline			\$0

Enrollment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	9	\$42,400	\$381,600
Level 2 Special Needs	317	\$20,200	\$6,403,400
Level 3 Special Needs	60	\$10,250	\$615,000
English Language Learning	117	\$1,495	\$174,915
Aboriginal Education	1,350	\$1,450	\$1,957,500
Adult Education	11,3125	\$4,773	\$53,995
Vulnerable Students			\$0
<b>Supplement for Unique Student Needs</b>			<b>\$9,586,410</b>

Variance from Provincial Average	Enrollment	Funding Level	Funding	Total Supplement
Estimated Number of Educators	51,126			
	466,628		\$525,423	
<b>FTE Distribution</b>	<b>8,399,3125</b>	<b>\$180.33</b>	<b>\$1,514,648</b>	<b>\$2,040,071</b>
<b>Supplement for Salary Differentials</b>				<b>\$9,586,410</b>

Supplement for Unique Geographic Factors	Enrollment	Funding Level	Funding	Total Supplement
Funding Protection			\$0	\$0
Supplement for the Education Plan			\$165,548	\$165,548
<b>September 2019 Enrollment Count, Total</b>				<b>\$78,553,705</b>

July 2019 Enrollment Count

School-Age Enrollment	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-Enrollment, Grade 8 and 9	40	\$0	\$17,200
<b>Summer Learning, Total</b>			<b>\$17,200</b>

February 2020 Enrollment Count

School-Age FTE - Continuing Education	Enrollment	Funding Level	Funding	Total Supplement
Adult FTE - Continuing Education	0.0000	\$7,468	\$0	\$0
K-Gr 9 School-Age FTE - Distributed Learning	0.0000	\$4,773	\$0	\$0
Gr 10-12 School-Age FTE - Distributed Learning	40.0000	\$3,050	\$122,000	\$122,000
Adult FTE - Distributed Learning	170.0000	\$6,100	\$4,037,000	\$4,037,000
<b>February 2020 Enrollment Count, Total</b>				<b>\$47,730</b>

May 2020 Enrollment Count

School-Age FTE - Continuing Education	Enrollment	Funding Level	Funding	Total Supplement
Adult FTE - Continuing Education	0.0000	\$7,468	\$0	\$0
K-Gr 9 School-Age FTE - Distributed Learning	0.0000	\$4,773	\$0	\$0
Gr 10-12 School-Age FTE - Distributed Learning	6.0000	\$2,033	\$12,198	\$12,198
Adult FTE - Distributed Learning	125.0000	\$6,100	\$762,500	\$762,500
<b>May 2020 Enrollment Count, Total</b>				<b>\$798,563</b>

2019/20 Full-Year Estimated Total

<b>Estimated 2019/20 Operating Grant from Indigenous Services Canada</b>	<b>\$154,728</b>
<b>Estimated 2019/20 Operating Grant from Ministry of Education</b>	<b>\$80,471,969</b>

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# Section 3

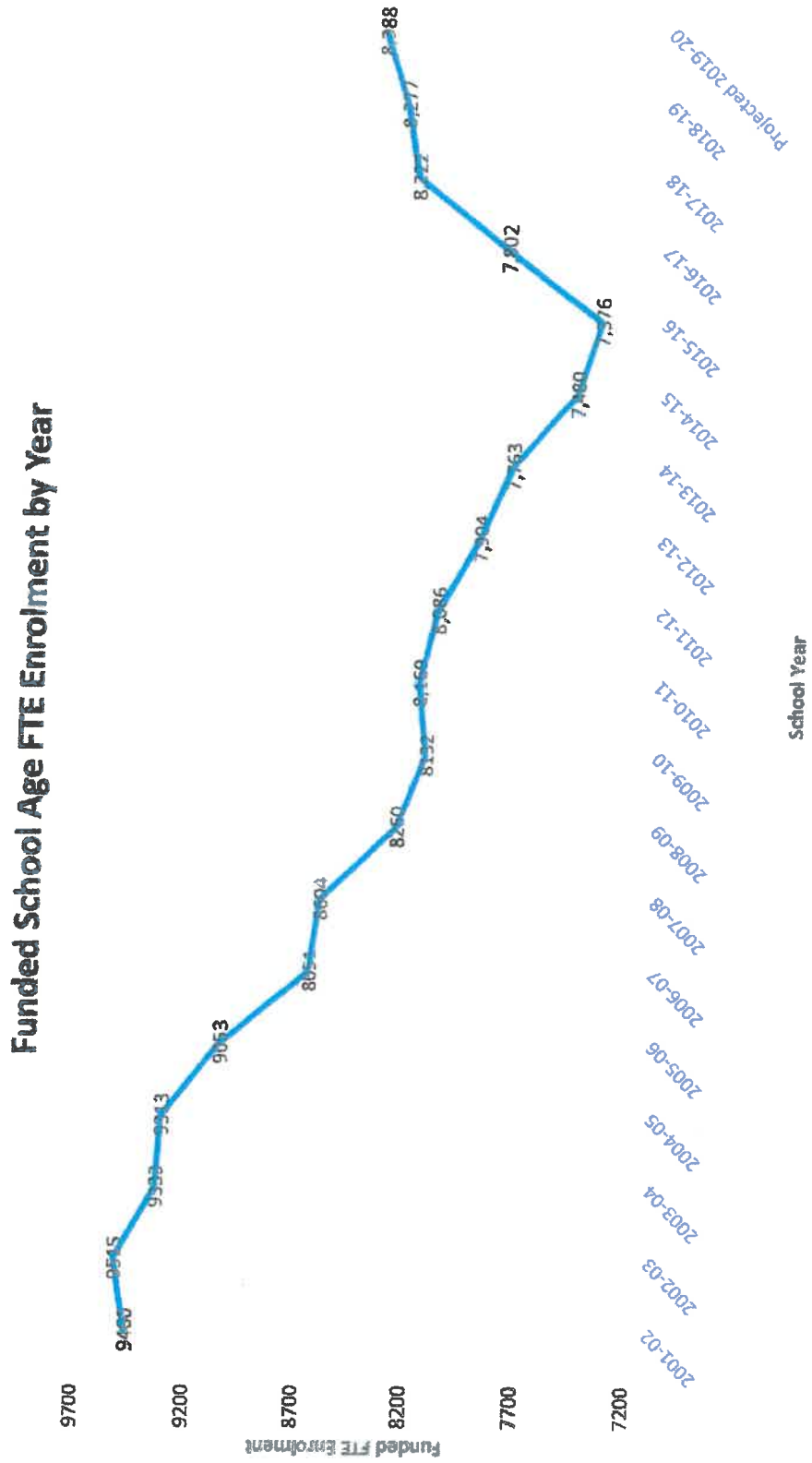
## Enrolment and Funding Analysis

## School District No. 71 (Comox Valley) Enrollment - History and Projections

SEPTEMBER	Current										Projected		
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<i>Regular Enrollment</i>													
Alford Elementary	215	213	167	159	142	135	136	139	136	140	144	152	155
Arden Elementary	268	278	285	310	305	313	338	315	289	302	299	307	301
Aspen Park Elementary	341	295	270	258	288	287	341	341	339	335	345	341	332
Broadlynn Elementary	199	201	207	186	181	187	179	172	180	190	173	344	338
Courtenay Elementary	413	428	412	398	396	411	435	476	468	520	545	565	601
Denman Island Community School	41	33	28	35	29	34	40	50	48	42	45	45	46
Ecole Purtilodge Park Elementary	462	478	452	463	455	463	494	462	481	485	483	487	486
Ecole Robb Road Elementary	438	485	496	494	452	455	497	471	470	477	472	467	483
Georges P. Vanier Secondary	1,382	1,343	1,245	1,182	1,026	980	907	978	968	986	985	990	980
Highland Secondary	790	763	707	702	655	625	598	572	554	530	540	541	550
Hornby Island Community School	40	37	36	30	30	33	40	43	45	43	44	51	53
Huband Park Elementary	354	321	314	308	316	317	338	379	378	390	402	412	431
Lake Trail Middle School	264	260	240	256	264	246	237	317	313	350	367	367	370
Mark R. Isfeld Secondary	959	904	916	924	890	896	944	966	923	918	930	935	932
Miracle Beach Elementary	225	236	215	207	204	203	204	234	242	257	260	268	256
Queensh Elementary	351	347	384	398	378	389	409	439	416	423	436	438	454
Royston Elementary	185	187	155	171	168	193	214	225	246	285	279	302	308
Valley View Elementary	410	409	389	364	372	379	360	354	359	365	352	348	341
<b>Total Regular Enrollment</b>	<b>7,649</b>	<b>7,567</b>	<b>7,258</b>	<b>7,176</b>	<b>6,987</b>	<b>6,890</b>	<b>7,037</b>	<b>7,262</b>	<b>7,236</b>	<b>7,363</b>	<b>7,448</b>	<b>7,519</b>	<b>7,590</b>
Continuing Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Alternate Programs	162	154	281	249	248	239	231	247	286	270	265	265	283
Distributed Learning	358	385	365	338	345	247	534	713	755	755	755	755	755
<b>Total for Enrollment Based Funding</b>	<b>8,169</b>	<b>8,096</b>	<b>7,904</b>	<b>7,763</b>	<b>7,490</b>	<b>7,376</b>	<b>7,802</b>	<b>8,272</b>	<b>8,277</b>	<b>8,388</b>	<b>8,469</b>	<b>8,539</b>	<b>8,608</b>
<i>Other Enrollment (September)</i>													
Special Needs - Level 1	16	16	16	15	12	10	10	6	6	9	10	11	12
Special Needs - Level 2	332	339	340	338	316	307	298	344	337	317	325	330	335
Special Needs - Level 3	108	92	85	82	76	73	81	86	59	60	60	65	65
English as a Second Language	82	77	73	63	76	85	91	88	118	117	120	122	125
Aboriginal Education	953	999	1007	1067	1071	1099	1172	1277	1324	1350	1360	1370	1380
Adult Education	48	31	26	25	18	8	11	15	11	11	11	11	11

**Note:** The 2010-11 to 2018-19 columns are from the September 30th counts.  
The 2019-20 column reflects district projections for the upcoming school year.  
The 2020-2023 columns are projections provided by Barrer.

# School District No. 71 (Comox Valley) Enrolment History





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

	2018-2019 Amended Budget (based on actual Sept enrolment)			2019-20 Preliminary Budget (based on projected Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
<b>Enrolment Based Funding</b>						
Standard schools	7366.750	7,423	54,663,385	7363.000	7,468	54,986,884
Continuing education	0.000	7,423	0	0.000	7,468	0
Alternate schools	156.000	7,423	1,157,988	270.000	7,468	2,016,360
Distributed learning	754.625	6,100	4,603,213	755.000	6,100	4,605,500
	<u>8277.375</u>			<u>8388.000</u>		
Home Schooling	9.000	250	2,250	9.000	250	2,250
Course Challenges	2.000	232	464	2.000	233	466
<b>Total September Enrolment Based Funding</b>			<b>\$ 60,447,300</b>			<b>\$ 61,611,460</b>
<b>Unique Student Needs</b>						
English as a second language	118.000	1,420	167,560	117.000	1,495	174,915
Aboriginal education	1324.000	1,230	1,628,520	1350.000	1,450	1,957,500
Special education - level 1	8.000	38,800	310,400	9.000	42,400	381,600
Special education - level 2	337.000	19,400	6,537,800	317.000	20,200	6,403,400
Special education - level 3	59.000	9,800	578,200	60.000	10,250	615,000
Adult education	11.313	4,696	53,124	11.313	4,773	53,995
			<u>9,275,804</u>			<u>9,586,410</u>
Salary differential			2,013,203			2,040,071
Unique geographic factors			5,058,683			5,150,214
<b>Subtotal September Operating Grant</b>			<b>76,794,790</b>			<b>78,388,155</b>
<b>BC Education Plan Supplement</b>			<b>164,443</b>			<b>165,548</b>
<b>Total September Operating Grant</b>			<b>\$ 76,959,233</b>			<b>\$ 78,553,703</b>
<b>Summer learning</b>			<b>18,189</b>			<b>17,200</b>
<b>Estimated enrolment based funding - February</b>			<b>1,262,312</b>			<b>1,257,230</b>
<b>Estimated enrolment based funding - May</b>			<b>864,981</b>			<b>798,563</b>
<b>Total Aggregate Funding Announced</b>			<b>\$ 79,104,715</b>			<b>\$ 80,626,696</b>
						<b>\$ 1,521,980</b>

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# Section 4

## Historical Summary Of Budget Changes

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)  
2018-19 BUDGET REDUCTIONS/ENHANCEMENTS**

	<u>FTE</u>	<u>COST</u>
<b>Teacher</b>		
Teachers	11.00	1,100,000 **
<b>TTOC</b>		
District Growth - IT		30,000
<b>PVP</b>		
District VP, International	0.45	60,000
Increase to PVP Admin time	1.00	120,000
<b>Support Staff</b>		
Indigenous Support Workers	5.00	180,000
Education Assistants	5.00	180,000
Work Experience Program Worker	1.00	50,000
SBO Accounts Clerk	0.60	36,000
Indigenous Ed Clerical	0.50	25,000
Daytime Custodian	1.00	65,000
HVAC Plumber	1.00	83,000
Grounds	0.40	25,000
IT Technician	0.60	45,000
<b>Other Professionals</b>		
Communications Manager	1.00	29,000
Executive Assistant - Business Operations	1.00	60,000
Executive Assistant - Governance	-0.50	-40,000
Exempt Staff Wage Increases (includes PVP)		206,395
<b>Services and Supplies</b>		
Increase in Bus Contract		45,000
Program Reviews		200,000
Professional Development		52,000
Health and Safety		50,000
Mentorship/Peer Support		65,000
School Supply Budgets		220,000
Tech Ed Equipment		20,000
Technology		96,100
Governance		10,000
Communications		40,425
Indigenous Ed		27,000
Careers		30,000
International		42,600
Envisio contract		25,000
	<u>29.05</u>	<u>\$ 3,177,520</u>

\*\* additional divisions, increased ratios, Distributed Learning

<b>2018-19 Additional Revenues</b>	<u>\$ 3,177,520</u>
	\$ -

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**2017-18 BUDGET REDUCTIONS/ENHANCEMENTS**  
**Annual Budget**

<b>Teacher</b>		
Teachers		
Increase average teacher salary		
<b>PVP</b>		
Admin time - 0.25 FTE each GP Vanier/Isfeld	0.50	50,000
<b>Support Staff</b>		
Topped up SSLIF increase to EA time		95,000
Reinstate library clerical startup/shutdown hrs		
<b>Other Professionals</b>		
Manager of Finance	1.00	67,000
Increase Occupational Therapist	0.20	20,000
Increase Physiotherapist	0.20	20,000
Exempt Staff Wage Increases (includes PVP)		
<b>Substitutes</b>		
Increase replacement costs		125,000 **
<b>Benefits</b>		
Benefit premium increase		
<b>Services and Supplies</b>		
Board Governance		
Transportation		
Business Administration		
Program Reviews		50,000
Early Learning contract		
Teacher Mentorship		20,000
School Supply Budgets		
Technology		
Tribune Bay Support		10,000
Communications contract		
Audit Contingency		
<b>Other</b>		
Increased transfer to Local Capital		280,000
Equipment/Furniture purchases		
	<u>1.90</u>	<u>\$ 737,000</u>

\*\* to cover additional costs due to ending leave replacement protocol

**2017-18 Additional Revenues (prelim)** \$ 737,000

**Difference** \$ -

\*\* Note - HR Clerk and 2 Custodial positions re-instated - paid for out of CEF overhead

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**2017-18 BUDGET REDUCTIONS/ENHANCEMENTS**  
**Amended Annual Budget**

<b>Teacher</b>		
<b>Teachers</b>		
Increase average teacher salary		82,137
<b>PVP</b>		
Admin time - 0.25 FTE each GP Vanier/Isfeld	0.50	60,000
<b>Support Staff</b>		
Topped up SSLIF increase to EA time		95,000
Reinstate library clerical startup/shutdown hrs		16,000
<b>Other Professionals</b>		
Manager of Finance	1.00	93,000
Increase Occupational Therapist	0.20	20,000
Increase Physiotherapist	0.20	20,000
Exempt Staff Wage Increases (includes PVP)		214,185
<b>Substitutes</b>		
Increase replacement costs		125,000 **
<b>Benefits</b>		
Benefit premium increase		54,319
<b>Services and Supplies</b>		
Board Governance		10,000
Transportation		120,000
Business Administration		139,000
Program Reviews		75,000
Early Learning contract		32,000
Teacher Mentorship		20,000
School Supply Budgets		11,368
Technology		11,100
Tribune Bay Support		20,000
Communications contract		64,000
Audit Contingency		100,000
<b>Other</b>		
Increased transfer to Local Capital		1,280,000
Equipment/Furniture purchases		200,000
	<u>1.90</u>	<u>\$ 1,808,000</u>

\*\* to cover additional costs due to ending leave replacement protocol

**2017-18 Additional Revenues (final)** \$ 1,071,000

**Difference** \$ -

\*\* Note - HR Clerk and 2 Custodial positions re-instated - paid for out of CEF overhead

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**2016-17 BUDGET REDUCTIONS/ENHANCEMENTS**

	<u>FTE</u>	<u>COST</u>
<b>Teacher</b>		
Teachers	-3.00	-300,000
Increase average teacher salary		454,269
<b>PVP</b>		
District Principal - Technology	-1.00	-130,000
Admin Time	-3.40	-350,000
<b>Support Staff</b>		
HR Clerk	-1.00	-45,000
Accounts Clerk	-0.60	-30,000
Admin Assistant	-1.00	-60,000
Education Assistants	-6.00	-240,000
Carpenter	-2.00	-147,000
Program Worker	-1.00	-40,000
DL Clerk	-1.00	-40,000
<b>Other Professionals</b>		
Sustainability Coordinator	-1.00	-60,000
<b>Substitutes</b>		
Replacement Costs		-1,148,212 **
<b>Services and Supplies</b>		
Equipment Replacement		105,000
NIDES		111,285
Utilities		80,235
	<u>-21.00</u>	<u>-\$ 1,839,423</u>
<b>** Alternate Instructional Calendar</b>		
<b>2016-17 Revenue Reduction</b>		<u>-\$ 1,839,423</u>
<b>Difference</b>		<b>\$ -</b>

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# Section 5

## Estimated Budget Pressures (to date)

**School District No. 71 (Comox Valley)**  
**2019-20 Annual Budget**  
**Estimated District Cost Pressures**  
as at April 9, 2019

Teacher salary Increases	725,000	1.75% increase
CUPE salary Increases	260,000	1.75% increase
Teacher prep time increase	145,000	Increase in prep time from 100 to 110 minutes
PVP salary increases	100,000	1.75% increase
Exempt staff salary increases	40,000	1.75% increase
Teacher benefit cost Increases	66,000	Per benefit carrier
CUPE benefit cost increases	144,000	Per benefit carrier
PVP/Exempt benefit cost Increases	20,000	Per benefit carrier
Teacher Pension Plan rate decrease	-560,000	13.23% to 11.3%
Municipal Pension Plan rate decreases	-52,000	10.09% to 9.7%
CPP and EI rate increases	45,000	Change in employer contribution rates
WCB rate increase	114,000	Change in employer contribution rates
EFAP premiums	13,500	Renewal with provider
Employer Health Tax	52,000	Transition from MSP to EHT
Utility increases	51,000	Electricity - 2%, Natural Gas - 9%
Indigenous Education programs/services	297,000	Targeted funding
2018-19 one-time expenditures	<u>-325,000</u>	Not required in 2019-20 budget
	<b>\$ 1,135,500</b>	



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# Section 6

Budget Enhancement  
Requests (to date)

**School District No. 71 (Comox Valley)**  
**2019-20 Annual Budget**  
**Budget Enhancement Requests**  
as at April 9, 2019

<b>Budget Requests</b>	<b>FTE</b>	<b>\$\$</b>	<b>Notes</b>
<b><u>Student Services</u></b>			
Education Assistants		300,000	Additional 15 minutes/day
<b><u>Operations</u></b>			
Custodian	0.50	30,500	To address increase in number of classrooms
Capital Project Manager	1.00	90,000	Estimate - TBD
<b><u>Student Services</u></b>			
District Principal	1.00	15,000	Increase from District VP to District P
<b><u>Human Resources</u></b>			
HR Advisor	1.00	87,500	Additional position to address workload
<b><u>Finance</u></b>			
Shredding contract		8,400	\$700 per month
<b><u>Health and Safety</u></b>			
Travel/Mileage		5,000	Health and Safety Manager
<b><u>LRC/Print Shop</u></b>			
New equipment lease		8,500	
		<b>\$ 544,900</b>	

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# Section 7

## Classroom Enhancement Fund

**TABLE B**  
**PRELIMINARY CLASSROOM ENHANCEMENT FUND ALLOCATION, 2019/20**  
Updated March 2019

School District	Staffing Cost	Overhead Cost	Annual Remedies*	Total 2019/20 Preliminary Classroom Enhancement Fund Allocation**
5 Southeast Kootenay	2,385,356	170,939		2,556,295
6 Rocky Mountain	2,308,874	217,650		2,526,524
8 Kootenay Lake	4,764,291	232,432		4,996,723
10 Arrow Lakes	142,583	61,925		204,508
19 Revelstoke	422,075	75,050		497,125
20 Kootenay-Columbia	2,375,015	374,464		2,749,479
22 Vernon	4,842,814	783,583		5,626,396
23 Central Okanagan	11,624,493	616,135		12,240,629
27 Cariboo-Chilcootin	2,220,877	637,478		2,858,355
28 Quesnel	1,491,974	241,773		1,733,747
33 Chilliwack	5,371,646	438,837		5,810,483
34 Abbotsford	8,963,862	489,861		9,453,723
35 Langley	14,708,095	783,101		15,491,197
36 Surrey	30,650,476	1,492,421		32,142,896
37 Delta	5,403,768	861,798		6,265,566
38 Richmond	24,298,654	5,437,899		29,736,552
39 Vancouver	28,528,514	5,755,366		34,283,880
40 New Westminster	4,041,055	418,499		4,459,554
41 Burnaby	9,014,795	2,727,420		11,742,215
42 Maple Ridge-Pitt Meadows	8,866,283	819,162		9,685,445
43 Coquitlam	20,782,986	2,471,366		23,254,352
44 North Vancouver	8,035,784	5,317,326		13,353,110
45 West Vancouver	2,235,282	206,919		2,442,201
46 Sunshine Coast	2,575,368	216,728		2,792,096
47 Powell River	1,529,897	135,104		1,665,001
48 Sea to Sky	4,412,506	374,000		4,786,506
49 Central Coast	478,224	60,217		538,441
50 Haida Gwaii	591,212	79,977		671,188
51 Boundary	817,412	28,155		845,567
52 Prince Rupert	1,264,287	217,044		1,481,331
53 Okanagan Similkameen	1,548,932	137,050		1,685,982
54 Bulkley Valley	1,120,603	91,908		1,212,510
57 Prince George	7,237,220	443,587		7,680,806
58 Nicola-Similkameen	2,016,898	339,380		2,356,278
59 Peace River South	2,287,099	328,961		2,616,060
60 Peace River North	3,685,820	410,428		4,096,248
61 Greater Victoria	13,421,959	791,979		14,213,938
62 Sooke	11,019,488	1,605,913		12,625,400
63 Saanich	5,096,542	952,000		6,048,542
64 Gulf Islands	1,474,179	364,002		1,838,181
67 Okanagan Skaha	2,435,105	238,821		2,673,926
68 Nanaimo-Ladysmith	8,960,631	1,574,133		10,534,764
69 Qualicum	2,753,796	449,716		3,203,512
70 Alberni	2,140,745	154,000		2,294,745
71 Comox Valley	6,520,249	1,656,893		8,177,142
72 Campbell River	2,609,015	328,284		2,937,299
73 Kamloops/Thompson	8,158,742	533,847		8,692,589
74 Gold Trail	466,744	30,014		496,758
75 Mission	4,244,873	292,193		4,537,067
78 Fraser-Cascade	1,392,415	116,063		1,508,477
79 Cowichan Valley	6,791,751	988,606		7,780,357
81 Fort Nelson	680,173	199,002		879,175
82 Coast Mountains	2,795,992	344,946		3,140,938
83 North Okanagan-Shuswap	4,492,698	357,469		4,850,167
84 Vancouver Island West	861,013	239,100		1,100,113
85 Vancouver Island North	1,042,376	138,137		1,180,513
87 Stikine	327,448	7,050		334,498
91 Nechako Lakes	2,320,858	288,448		2,609,306
92 Nisga'a	571,937	124,130		696,067
93 Conseil scolaire francophone	3,598,914	377,836		3,976,750
<b>Provincial Total</b>	<b>327,222,671</b>	<b>45,646,521</b>		<b>372,869,192</b>

\* To be determined in autumn 2019

\*\* Subject to CEF process in 2019/20

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# Section 8

District Comparisons  
2018-19 Amended Annual  
Budgets

**Exhibit 1: Ratio of Supplemental Funding to Funded FTE  
2018/19 Operating Grants based on September 2018 Enrollment**

This exhibit provides information on supplemental and CEF funding (in total and in relation to student funded FTE) for each district. The purpose of this information is to provide context when reviewing the comparisons of expenditures by district in exhibits 2 to 5.

	SD62	SD63	SD71	SD72	SD75	SD79	Average
<b>Funded Enrolment</b>	<b>11,123</b>	<b>7,436</b>	<b>8,687</b>	<b>5,627</b>	<b>6,215</b>	<b>8,181</b>	<b>7,878</b>
<b>Supplemental Funding / CEF</b>							
Special Needs (L1, L2 & L3)	10,405,000	7,801,800	7,426,400	6,277,600	7,214,800	8,995,000	
English Language Learning	782,420	674,500	167,560	357,840	482,800	543,860	
Aboriginal Education	1,442,790	660,510	1,628,520	1,468,620	1,319,790	1,910,190	
Adult Education	60,461	100,377	53,124	24,654	11,153	38,155	
Vulnerable Students	-	-	-	166,545	271,358	288,878	
<b>Total Supplement for Unique Needs</b>	<b>12,690,671</b>	<b>9,237,187</b>	<b>9,275,604</b>	<b>8,295,259</b>	<b>9,299,901</b>	<b>11,776,083</b>	
Supplement for Salary Differential	1,632,165	1,458,244	2,013,203	649,526	466,733	1,327,397	
Supplement for Unique Geographical Factors	3,474,237	3,120,207	5,058,683	4,519,150	2,991,451	4,470,426	
Supplement for Education Plan	209,185	140,075	164,443	108,028	121,155	155,793	
<b>Total Supplemental Funding</b>	<b>18,006,258</b>	<b>13,955,713</b>	<b>16,511,933</b>	<b>13,571,963</b>	<b>12,879,240</b>	<b>17,729,699</b>	
Classroom Enhancement Fund - Staffing	12,243,875	5,662,824	7,244,721	2,898,905	4,716,526	7,546,390	
Classroom Enhancement Fund - Overhead	1,605,913	952,000	1,656,893	328,284	292,193	988,606	
<b>Total Classroom Enhancement Fund</b>	<b>13,849,788</b>	<b>6,614,824</b>	<b>8,901,614</b>	<b>3,227,189</b>	<b>5,008,719</b>	<b>8,534,996</b>	
<b>Funding per Funded FTE</b>							
Special Needs (L1, L2 & L3)	935	1,049	855	1,116	1,161	1,099	1,036
English Language Learning	70	91	19	64	78	66	65
Aboriginal Education	130	89	187	261	212	233	185
Adult Education	5	13	6	4	2	5	6
Vulnerable Students	-	-	-	30	44	35	18
<b>Total Supplement for Unique Needs (per FTE)</b>	<b>1,141</b>	<b>1,242</b>	<b>1,068</b>	<b>1,474</b>	<b>1,496</b>	<b>1,439</b>	<b>1,310</b>
Supplement for Salary Differential	147	196	232	115	75	162	155
Supplement for Unique Geographical Factors	312	420	582	803	481	546	524
Supplement for Education Plan	19	19	19	19	19	19	19
<b>Total Supplemental Funding (per FTE)</b>	<b>1,619</b>	<b>1,877</b>	<b>1,901</b>	<b>2,412</b>	<b>2,072</b>	<b>2,167</b>	<b>2,008</b>
Classroom Enhancement Fund - Staffing	1,101	762	834	515	759	922	815
Classroom Enhancement Fund - Overhead	144	128	191	58	47	121	115
<b>Total Classroom Enhancement Fund (per FTE)</b>	<b>1,245</b>	<b>890</b>	<b>1,025</b>	<b>574</b>	<b>806</b>	<b>1,043</b>	<b>930</b>

**Exhibit 2: Ratio of Total Expenditure to Funded FTE (by program)  
 Operating Fund and Classroom Enhancement Fund Consolidated  
 Function 1.62 International is excluded  
 2018/19 Amended Budget**

This exhibit presents consolidated operating fund and CEF (Staffing and Overhead) total budgeted expenditures by program per funded FTE.

	SD62	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrollment	11,123	7,436	8,687	5,627	6,215	8,181	7,878
<b>TOTAL EXPENDITURE BY PROGRAM</b>							
<b>1 Instruction</b>							
1.02 Regular Instruction	5,307.9	5,599.1	5,464.8	5,163.2	5,581.6	5,752.7	5,478.2
1.03 Career Programs	65.2	140.1	116.0	27.5	227.8	169.8	124.4
1.07 Library Services	257.6	199.2	276.8	346.5	170.8	208.9	243.3
1.08 Counselling	208.9	150.2	204.1	199.6	215.0	215.3	198.9
1.10 Special Education	1,601.5	1,861.2	1,349.3	1,639.8	1,681.0	1,873.8	1,667.8
1.30 English Language Learning	282.5	123.4	19.5	52.2	138.9	58.5	112.5
1.31 Aboriginal Education	130.8	157.3	199.2	299.9	234.1	236.6	209.7
1.41 School Administration	1,074.2	812.4	821.4	731.7	856.5	734.0	838.4
1.60 Summer School	-	-	-	25.5	-	-	4.2
1.61 Continuing Education	5.0	-	-	-	-	9.6	2.4
1.64 Other	-	-	40.9	-	34.3	1.6	12.8
<b>Total Function 1</b>	<b>8,933.7</b>	<b>9,042.9</b>	<b>8,491.9</b>	<b>8,485.8</b>	<b>9,140.1</b>	<b>9,260.8</b>	<b>8,892.5</b>
<b>4 District Administration</b>							
4.11 Educational Administration	86.1	133.6	112.3	146.1	168.9	76.9	120.6
4.40 School District Governance	23.5	36.5	44.4	48.0	29.0	60.0	40.2
4.41 Business Administration	328.7	255.8	240.9	303.6	257.9	214.3	266.9
<b>Total Function 4</b>	<b>438.3</b>	<b>426.0</b>	<b>397.6</b>	<b>497.7</b>	<b>455.8</b>	<b>351.1</b>	<b>427.7</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	66.7	142.2	88.4	61.1	92.1	101.2	92.0
5.50 Maintenance Operations	597.7	598.2	649.2	771.2	753.2	694.1	677.2
5.52 Maintenance of Grounds	182.6	99.4	73.6	92.5	84.2	74.1	101.1
5.56 Utilities	197.3	191.6	225.6	286.8	182.5	192.3	212.7
<b>Total Function 5</b>	<b>1,044.3</b>	<b>1,031.4</b>	<b>1,036.7</b>	<b>1,211.6</b>	<b>1,112.0</b>	<b>1,061.6</b>	<b>1,082.9</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	24.8	24.1	2.5	-	21.1	36.1	18.1
7.70 Student Transportation	201.6	156.9	221.7	219.0	161.1	274.0	205.7
7.73 Housing	-	-	-	12.0	-	-	2.0
<b>Total Function 7</b>	<b>226.5</b>	<b>181.1</b>	<b>224.2</b>	<b>231.0</b>	<b>182.1</b>	<b>310.2</b>	<b>225.8</b>
<b>Information Technology (reclass from other functions)</b>							
Information Technology	158.0	199.2	122.8	209.7	147.7	176.5	168.0
<b>Grand Total</b>	<b>10,800.7</b>	<b>10,574.6</b>	<b>10,773.2</b>	<b>10,635.7</b>	<b>11,037.7</b>	<b>11,160.2</b>	<b>10,797.0</b>

**Exhibit 3: Ratio of Salary and Benefit Expenditure to Funded FTE (by program)**  
**Operating Fund and Classroom Enhancement Fund Consolidated**  
**Function 1.62 International is excluded**  
**2018/19 Amended Budget**

This exhibit presents consolidated operating fund and CEF (Staffing and Overhead) salary and benefit budgeted expenditures by program per funded FTE

	SD62	SD63	SD71	SD72	SD75	SD79	Average
<b>Funded Enrolment</b>	<b>11,123</b>	<b>7,436</b>	<b>8,637</b>	<b>5,627</b>	<b>6,215</b>	<b>8,181</b>	<b>7,378</b>
<b>SALARIES AND BENEFITS EXPENDITURE BY PROGRAM</b>							
<b>1 Instruction</b>							
1.02 Regular Instruction	5,085.5	5,063.8	4,949.1	4,818.6	5,298.9	5,503.0	5,119.8
1.03 Career Programs	38.3	74.5	73.9	21.3	180.2	67.7	76.0
1.07 Library Services	251.6	191.1	233.5	279.9	164.4	200.5	220.2
1.08 Counselling	208.0	149.9	204.0	199.6	214.1	210.6	197.7
1.10 Special Education	1,540.0	1,778.5	1,330.9	1,616.2	1,653.7	1,862.2	1,630.2
1.30 English Language Learning	278.4	122.9	19.4	51.9	137.7	58.0	111.4
1.31 Aboriginal Education	122.0	141.2	172.2	221.5	213.4	202.5	178.8
1.41 School Administration	1,012.9	794.3	769.8	643.8	828.8	720.6	795.0
1.60 Summer School	-	-	-	24.6	-	-	4.1
1.61 Continuing Education	3.1	-	-	-	-	8.8	2.0
1.64 Other	-	-	24.2	-	29.8	-	9.0
<b>Total Function 1</b>	<b>8,539.9</b>	<b>8,516.4</b>	<b>7,776.9</b>	<b>7,877.4</b>	<b>8,720.8</b>	<b>8,833.8</b>	<b>8,344.2</b>
<b>4 District Administration</b>							
4.1 Educational Administration	81.0	114.8	100.7	117.3	141.1	72.8	104.6
4.40 School District Governance	10.2	14.4	26.9	16.3	18.3	23.0	18.2
4.41 Business Administration	204.1	175.2	154.2	214.6	203.4	180.1	188.6
<b>Total Function 4</b>	<b>295.3</b>	<b>304.4</b>	<b>281.8</b>	<b>348.2</b>	<b>362.8</b>	<b>275.9</b>	<b>311.4</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	35.7	91.4	50.6	32.9	50.8	74.1	55.9
5.50 Maintenance Operations	487.8	505.6	580.6	631.4	610.4	573.1	564.8
5.52 Maintenance of Grounds	57.3	77.3	58.6	75.5	61.6	58.8	64.9
5.56 Utilities	-	-	-	-	-	-	-
<b>Total Function 5</b>	<b>580.8</b>	<b>674.2</b>	<b>689.8</b>	<b>739.8</b>	<b>722.7</b>	<b>706.1</b>	<b>685.6</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	22.5	22.5	1.7	-	20.1	33.4	16.7
7.70 Student Transportation	157.8	175.5	-	158.4	127.0	187.0	124.6
7.73 Housing	-	-	-	-	-	-	-
<b>Total Function 7</b>	<b>180.3</b>	<b>140.0</b>	<b>1.7</b>	<b>158.4</b>	<b>147.0</b>	<b>220.5</b>	<b>141.3</b>
<b>Information Technology (reclass from other functions)</b>							
Information Technology	96.3	120.4	84.3	117.0	84.4	61.6	94.0
<b>Grand Total</b>	<b>9,092.6</b>	<b>9,555.4</b>	<b>8,834.4</b>	<b>9,210.8</b>	<b>10,037.8</b>	<b>10,098.0</b>	<b>9,576.5</b>

Note that transportation is contracted out in SD71



**Exhibit 4: Ratio of Services and Supplies Expenditure to Funded FTE (by program)  
 Operating Fund and Classroom Enhancement Fund Consolidated  
 Function 1.62 International is excluded  
 2018/19 Amended Budget**

This exhibit presents consolidated operating fund and CEF (Staffing and Overhead) service and supplies budgeted expenditures by program per funded FTE. See exhibit 4a for analysis of 2018/19 actual expenditures (operating fund only).

	SD62	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrolment	11,123	7,436	8,687	5,627	6,215	8,181	7,878
<b>SERVICE AND SUPPLIES EXPENDITURE BY PROGRAM</b>							
<b>1 Instruction</b>							
1.02 Regular Instruction	222.4	535.2	515.7	344.6	282.7	249.7	358.4
1.03 Career Programs	26.9	65.6	42.1	6.2	47.6	102.1	48.4
1.07 Library Services	6.0	8.0	48.3	66.6	6.4	8.4	23.1
1.08 Counselling	0.9	0.2	0.1	-	0.9	4.7	1.1
1.10 Special Education	61.5	82.7	18.5	23.6	27.4	11.6	37.5
1.30 English Language Learning	4.1	0.5	0.1	0.4	1.3	0.6	1.2
1.31 Aboriginal Education	8.8	16.1	27.0	78.3	20.7	34.1	30.8
1.41 School Administration	61.3	18.1	51.6	87.9	27.8	13.4	43.4
1.60 Summer School	-	-	-	0.9	-	-	0.1
1.64 Other	-	-	16.7	-	4.5	1.6	3.8
<b>Total Function 1</b>	<b>399.8</b>	<b>726.5</b>	<b>715.1</b>	<b>608.4</b>	<b>419.3</b>	<b>427.0</b>	<b>568.4</b>
<b>4 District Administration</b>							
4.11 Educational Administration	5.1	18.8	11.7	28.8	27.7	4.0	16.0
4.40 School District Governance	13.2	22.1	17.5	31.7	10.7	37.0	22.0
4.41 Business Administration	124.6	80.7	86.7	89.0	54.5	34.1	78.3
<b>Total Function 4</b>	<b>143.0</b>	<b>121.5</b>	<b>115.9</b>	<b>149.5</b>	<b>93.0</b>	<b>75.2</b>	<b>116.3</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	31.0	50.8	37.8	28.2	41.3	27.1	36.0
5.50 Maintenance Operations	109.9	92.6	68.6	139.8	142.8	120.9	112.4
5.52 Maintenance of Grounds	125.3	27.2	15.0	17.0	22.6	15.2	36.2
5.56 Utilities	197.3	191.6	225.6	286.8	182.5	192.3	212.7
<b>Total Function 5</b>	<b>463.4</b>	<b>357.2</b>	<b>346.9</b>	<b>471.8</b>	<b>389.2</b>	<b>353.5</b>	<b>397.4</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	2.4	1.6	0.8	-	1.0	2.7	1.4
7.70 Student Transportation	43.8	39.4	221.7	60.6	34.1	87.0	81.1
7.73 Housing	-	-	-	12.0	-	-	2.0
<b>Total Function 7</b>	<b>46.2</b>	<b>41.0</b>	<b>222.5</b>	<b>72.6</b>	<b>35.1</b>	<b>89.7</b>	<b>84.5</b>
<b>Information Technology (reclass from other functions)</b>	<b>61.7</b>	<b>72.9</b>	<b>38.5</b>	<b>92.6</b>	<b>63.3</b>	<b>114.8</b>	<b>74.0</b>
<b>Grand Total</b>	<b>1,108.1</b>	<b>1,318.2</b>	<b>1,488.8</b>	<b>1,395.0</b>	<b>999.9</b>	<b>1,062.2</b>	<b>1,220.5</b>

Note that transportation is contracted out in SD71.

Note that IT services and supplies budgets are difficult to compare due to differences in the decentralization of equipment purchases to school budgets and the use of capital budgets in some districts to fund purchases.

Exhibit Aa: Ratio of Services and Supplies Expenditures to Funded FTE (by Function)  
 Operating Fund Only  
 Function 1.62 International is excluded  
 2018/19 Actual Expenditure

This exhibit presents actual 2018/19 operating fund expenditures for service, supplies and capital. When looking at these expenditures, actual expenditures are more comparable than budgeted expenditures due to inconsistency in the budgeting of surplus carryforwards and capital expenditures. In SD65 and in other districts, surplus carryforwards (i.e. multi-year funding) in schools and programs are budgeted as expenditures (to provide spending authority); however, balances are maintained over time. As the amount of surplus carryforwards and the methods of budgeting can vary, comparison of actual service and supply expenses is more meaningful.

	SD62	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrollment	10,758	7,994	8,538	5,554	6,193	7,910	7,724
<b>SERVICES AND SUPPLIES EXPENDITURE BY FUNCTION</b>							
<b>1 Instruction</b>							
1.02 Regular Instruction	242.8	300.3	394.5	328.2	243.7	256.4	294.3
1.03 Career Programs	49.9	41.8	27.6	1.6	53.5	129.8	50.7
1.07 Library Services	4.1	7.5	28.4	51.7	9.3	9.0	18.3
1.08 Counselling	0.5	0.1	0.0	-	0.9	0.4	0.3
1.10 Special Education	46.6	70.4	14.1	21.4	29.1	10.9	32.1
1.30 English Language Learning	2.7	0.7	0.1	0.3	9.7	0.2	1.3
1.31 Aboriginal Education	21.0	15.7	44.4	31.5	41.9	26.0	30.1
1.41 School Administration	95.2	16.0	47.9	33.3	28.9	11.9	28.9
1.60 Summer School	-	-	-	0.8	-	-	0.1
1.61 Continuing Education	29.1	-	-	-	-	-	4.9
1.64 Other	-	-	47.2	-	4.6	1.2	8.8
<b>Total Function 1</b>	<b>432.0</b>	<b>452.4</b>	<b>604.2</b>	<b>468.9</b>	<b>415.7</b>	<b>446.3</b>	<b>469.9</b>
<b>4 District Administration</b>							
4.11 Educational Administration	11.1	13.7	3.7	50.9	24.3	5.4	14.9
4.40 School District Governance	8.9	7.3	17.3	16.1	8.1	19.7	12.9
4.41 Business Administration	34.1	35.8	62.9	50.0	45.0	94.2	47.0
<b>Total Function 4</b>	<b>54.1</b>	<b>76.8</b>	<b>83.9</b>	<b>97.0</b>	<b>77.4</b>	<b>59.2</b>	<b>74.7</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	13.6	36.5	20.1	19.1	19.7	26.4	23.4
5.50 Maintenance Operations	195.1	58.4	139.3	235.5	213.7	198.1	175.7
5.52 Maintenance of Grounds	44.8	10.2	16.5	23.8	37.1	12.5	24.2
5.56 Utilities	163.7	172.7	203.7	282.8	170.4	387.5	196.8
<b>Total Function 5</b>	<b>422.2</b>	<b>277.8</b>	<b>399.6</b>	<b>561.3</b>	<b>440.9</b>	<b>424.6</b>	<b>420.1</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	1.5	1.0	0.7	-	0.3	1.6	0.9
7.70 Student Transportation	45.3	34.6	225.8	77.6	92.2	94.5	85.0
7.73 Housing	-	-	-	4.0	-	-	0.7
<b>Total Function 7</b>	<b>46.8</b>	<b>35.6</b>	<b>226.5</b>	<b>81.6</b>	<b>92.5</b>	<b>96.1</b>	<b>86.5</b>
<b>Operating Fund Capital Purchases</b>	<b>132.9</b>	<b>94.0</b>	<b>34.0</b>	<b>182.7</b>	<b>4.6</b>	<b>6.2</b>	<b>75.7</b>
<b>Total Operating Fund Service, Supplies and Capital Expenditure</b>	<b>1,067.9</b>	<b>936.6</b>	<b>1,342.3</b>	<b>1,391.4</b>	<b>971.1</b>	<b>1,092.5</b>	<b>1,127.0</b>

Note that transportation is contracted out in SD71

**Exhibit 5: Ratio of Expenditure by Object to Funded FTE  
Operating Fund and Classroom Enhancement Fund Consolidated  
Function 1.62 International is excluded  
2018/19 Amended Budget**

This exhibit presents operating fund expense by category for function 1 only and for all functions. Note that the variation in other professional salaries results from inconsistent classification of psychologists and speech pathologists. In SD63, these positions are reported as other professionals in function 1, and in other districts one or both of these categories are reported as teacher staffing. For comparison purposes, teacher and other professional staffing in function 1 are combined in the far right column.

School District	Funded Enrollment	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	Teachers and Func 1 Other Professionals Combined
<b>FUNCTION 1 (INSTRUCTION) - OPERATING FUND AND CEF (Staffing &amp; Overhead)</b>												
SD62	11,123.2	4,639.05	631.96	692.51	340.48	92.92	372.03	6,768.95	1,770.90	8,539.86	895.83	4,751.97
SD63	7,435.9	4,639.47	556.20	663.34	356.63	90.46	351.15	6,651.25	1,665.13	8,316.38	726.53	4,723.93
SD71	8,687.1	4,372.10	567.02	656.75	291.99	20.20	304.47	6,212.54	1,564.52	7,776.86	715.06	4,592.30
SD72	5,627.1	4,507.28	634.32	818.35	245.59	4.31	220.22	6,430.07	1,447.32	7,877.39	608.37	4,511.59
SD75	6,214.9	4,567.47	611.19	958.62	372.75	41.56	519.62	7,071.22	1,649.59	8,720.81	419.34	4,609.03
SD79	8,181.4	4,836.77	627.29	916.85	292.82	26.49	493.25	7,139.47	1,700.35	8,839.82	427.02	4,863.26
Average	7,878.3	4,592.69	604.66	784.40	316.71	45.99	366.79	6,711.25	1,633.94	8,344.19	548.36	4,658.68
<b>ALL FUNCTIONS - OPERATING FUND AND CEF (Staffing &amp; Overhead)</b>												
SD62	12,123.2	4,639.05	631.96	692.51	1,004.98	320.06	406.38	7,694.93	1,987.66	9,682.60	1,106.11	10,800.70
SD63	7,435.9	4,645.31	556.20	663.34	1,006.74	367.71	384.23	7,625.52	1,931.90	9,555.42	1,315.16	10,874.59
SD71	8,687.1	4,372.10	567.02	656.75	872.60	263.75	322.83	7,055.04	1,779.37	8,834.41	1,488.82	10,273.23
SD72	5,627.1	4,507.28	640.82	818.35	1,099.36	255.72	230.22	7,541.75	1,699.02	9,240.77	1,394.96	10,635.73
SD75	6,214.9	4,567.47	631.19	958.62	1,132.92	308.50	587.80	8,131.44	1,906.40	10,037.84	995.90	11,037.75
SD79	8,181.4	4,836.77	631.56	916.85	1,072.96	230.96	480.28	8,169.38	1,928.62	10,098.00	1,062.22	11,160.22
Average	7,678.3	4,594.66	609.78	784.40	1,031.59	290.28	391.96	7,702.88	1,873.85	9,576.51	1,220.53	10,797.03



April 12, 2019

Ref: 209332

All Boards of Education

All:

I am pleased to bring your attention to the Ministry of Education's new approach to long-term capital planning for boards of education. The Ministry's guidelines for the development of Long-Range Facilities Plans (LRFP) for school districts have undergone a significant revision from the initial version that was produced in March 2017 under the previous administration.

Government is focused on building and expanding schools, with record levels of operating and capital funding. In contrast, the previous government used the LRFP to overemphasize "capacity utilization" as a means to force mass school closures. We are changing the guidelines for drafting LRFPs to speed up the planning process, so we can focus on investing in students and schools. We have already removed the old government's 95% utilization requirement, and now I'm pleased to announce we are making even more changes to give school boards more flexibility and autonomy.

Going forward, the Ministry will no longer need to approve a school district's LRFP. We will no longer expect LRFPs to be evidentiary documents that are needed to justify individual project funding requests. The new guidelines no longer use terms like "requirements" or "mandatory". Instead, we encourage you to use the LRFP as a broad visioning document, much like a Local Area Plan or Official Community Plan (OCP). The purpose of an LRFP is to help guide local decisions and I encourage you to have a much broader focus than a typical capital submission. I appreciate there are several districts with draft LRFPs well underway. While I certainly don't expect those districts to begin the process anew, I would encourage those districts to consider the guidelines for future LRFP drafts.

The changes to the LRFP guidelines are meant to give boards the flexibility and space to lay out a wide-ranging vision for their districts, rather than a rigid and prescriptive process. To help you manage your existing facilities and allow school facilities to play a larger role in the community, LRFPs should have a much broader focus than just enrolment and capacity utilization. LRFPs should emphasize potential changes to programming to support the natural movement of students, analyzing changing demographics to neighbourhoods, and account for other important facility uses such as childcare, before-and-after school care, and community uses of school buildings. Local boards can create their own LRFPs and use those plans to guide their submissions to the Ministry

Like an OCP, LRFPs are developed by local officials to guide medium and long-term planning. Locally elected boards of education are in the best position to consider needs of the current population, and how their communities may grow and change in the years ahead. Like an OCP, an LRFP should serve as a

guide to outline how a board of education intends to manage existing schools while planning new facilities that will meet the anticipated needs of their communities.

Robust community consultation is vital to a successful LRFP. Consultation with the community, especially local Indigenous communities, is a key requirement and will help boards develop plans that reflect the needs and aspirations of their communities.

The revised Long-Range Facilities Plan Guidelines are included as an appendix to the Capital Plan Instructions for 2020/21, which were recently published by the Ministry in March 2019. Superintendents will be notified in the Deputy Minister's Bulletin published on April 12, 2019 about the issuance of the latest LRFP Guidelines. This document may be accessed on the Ministry's Capital Planning webpage at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning>

I hope you will find these changes to the planning process helpful as you continue to deliver on positive outcomes for students. With an improved LRFP, I believe we will be able to deliver even more of our record capital investments; building, expanding, upgrading, and keeping schools open for students and communities throughout B.C.

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

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**TO:** Board of Education **DATE:** April 23, 2019  
**FROM:** Ian Hargreaves, Trustee, Puntledge/Black Creek  
Kat Hawksby, Trustee, City of Courtenay  
**RE:** Vancouver Island Circle First Nations PVP Retreat

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Trustee Hawksby and myself were invited to attend a two day adventure, where we had an opportunity to be immersed in a culturally rich shared experience with InEd Administrators and teachers from across Vancouver Island.

This experience was arranged by a group of School District Administrators who hold the InEd Portfolio in their school districts....we are called the V.I. Circle (this is a group that meets monthly to help support our work across the Vancouver Island Region).

It was a moving, inspiring event that we witnessed and I will share out what we saw to hopefully inspire others to engage with this kind of learning.

April 11th

Highlights From Opening Presentation:

- We were welcomed to their hereditary territories by the Kwagu't Chiefs
- The PHSS Youth Cultural Group performed a number of traditional songs and dances
- Guest Speaker: Nella Nelson shared "An Integral Approach to Travelling the Education Journey with a Spirit of Alliance."

April 12th

1. We travelled to Fort Rupert Big House for an impressive and inspiring presentation.
  - A number of us went first to visit the "studio" of artist and carver Calvin Hunt
  - In the Big House, the Eagle View Elementary School Yayuma - coordinated by Harold Nelson, made a Special Presentation/Potlatch
  - 860 people attended and many, if not all, of the 240 students from Eagle View Elementary participated in the cultural presentation/Potlatch, sharing their songs, dances, in beautiful traditional regalia made for this event by Harold Nelson and others.
  - Each person who attended was gifted with beautiful items produced for the event.
  - In conversation with teachers who attended I learned that this is a traditional event that all of the students look forward, to year after year.
2. We then travelled to the Wagalus School for a series of Workshops
  - The Kwak'wala Knowledge Keepers made a presentation on the very important work they do and on the Nawalakw Learning Centre
  - We then broke into three rotating workshops
  - Workshop A
    - Educator's role in Truth and Reconciliation facilitated by Chief Dr. Robert Joseph

- **Workshop B**
  - **Songs for Reconciliation facilitated by William Wasden-Hitamas**
  
- **Workshop C**
  - **U'mista Cultural Centre - A Virtual Museum Presentation and information session on key educational tools that are available to school districts facilitated by Sarah Holland & Trevor Isaac**
  
- **A number of teachers, support workers as well as Trustee Hawksby and myself from SD71 were able to attend this event and benefit from the experience. All of use expressed our gratitude and appreciation for being able to attend this unique and very moving, and inspiring cultural and educational event.**

# Municipal Survivor Climate Challenge

**WHY ?** The District of Highlands initiated the Municipal Survivor Climate Challenge in response to the catastrophic climate impacts we are experiencing and that will continue to escalate if we don't collectively and immediately reduce our emissions. Here in BC and Canada we have some of the world's largest per person footprints. We must act.

**WHAT ?** To have some fun with this, Highlands council has challenged all local governments within the Association of Vancouver Island and Coastal Communities (AVICC) to accept our invitation for a friendly competition to see which council has the lowest footprint, and which council can improve the most over a one-year period. The challenge has taken off!

**WHO ?** The challenge has been so successful with local governments, that many other groups including boards, associations, NGO's, offices, and committees are also accepting the challenge and comparing their results to their local elected officials. Together we can work towards a One-Planet Region.

"The Highlands is one of the smallest municipalities on Vancouver Island; what can we do in the face of this global crisis? We know that our individual impacts are small, but by taking action, we can inspire others, build local resilience, and lead by example."

Mayor, Ken Williams

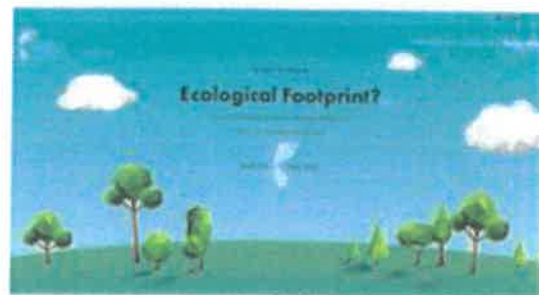
An **Earth footprint** is a measurement of how many Earths would be required if everyone lived that way.

**HOW ?** The group average is calculated from the individual footprint scores. The on-line calculator will give an individual their starting footprint. No individual numbers will be publicly shared - only group averages.

**WHEN ?** The Municipal challenge begins on EARTH DAY – April 22, 2019 and runs until April 22, 2020. Others can start ANYTIME!

The simple and fun to use online calculator, [www.footprintcalculator.org](http://www.footprintcalculator.org), will give you a result measured in number of Earths.

Footprint questions include: Transportation, air travel, diet (local, packaged, meat/dairy), material consumption, home energy use, garbage.



## Will you accept the challenge?

Footprints, Details, Information, Participating groups, Tips, and Media will be shared [HERE](#)