

REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, February 27, 2018

7 pm

PUBLIC BOARD MEETING

A. 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.

B. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

THAT the Board of Education adopt the February 27, 2018 Public Board Meeting Agenda.

Or:

THAT the Board of Education waive the 48-hour notice period required under the Procedural Bylaw in order to consider additions to the Agenda, and adopt the Agenda as amended, the amendments to consist of ...

C. Board Meeting Minutes

1. Adoption of the Regular Public Board Meeting Minutes – Tuesday, January 23, 2018

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes of January 23, 2018 as circulated earlier for Board approval.

D. Report on In-Camera Meeting

In-Camera Minutes of January 23, 2018

School Act Section 72 (3) In-Camera Meeting Record

- Finance
- Facilities and Properties
- Board Business

E. Old Business

1. **West Courtenay Schools Space Requirements Update, Briefing Note, Dean Lindquist, Superintendent of Schools**

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Recommendation:

THAT the Board of Education direct administration to continue with the implementation of Option 3 in West Courtenay schools and attendance areas through the 2019/20 school year.

F. **Presentation or Delegation**

1. **Mark R. Isfeld Secondary School Rotary Club Students** 10 minutes

G. **Education Committee Meeting**

Committee Chair: Ian Hargreaves

Minutes of Tuesday, February 13, 2018 Education Committee Meeting provided for Board information.

1. **Next Meeting:**

Date: Tuesday, March 13, 2018

Time: 6:30 pm

Location: TBC

H. **Strategic Direction**

1. **Superintendent's Report, Dean Lindquist**

a) **District News**

b) **Graduation Rates**

c) **Protocol Presentation**, Paul Berry, Director of Instruction, Health and Safety

d) **Building Effective Communication in the Community**, Briefing Note,
Mary Lee, Communications Consultant

e) **Chamber of Commerce Membership**, Briefing Note,
Mary Lee, Communications Consultant

Board Information

2. **Assistant Superintendent, Tom Demeo**

a) **2018/19, 2019/20 and 2020/21 School Calendars**, Briefing Note

Recommendation:

THAT the Board of Education accept the proposed changes to both the regular Calendar and Distributed Learning Calendar and post them on the district website for 30 days to serve as notification of said changes; AND THAT the 2019/20, 2020/21 calendars reflect the change of date of Family Day to the 3rd Monday in February.

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3. **Human Resources Report**, Lynda-Marie Handfield, Director

a) *Retirements and Resignations*

I. **Board Committee Reports**

Finance Committee Meeting

Committee Chair: Peter Coleman

Minutes of Monday, February 19, 2018 Finance Committee Meeting provided for Board information.

Recommendation:

THAT the Board receive the Finance Committee Report.

Facilities and Properties Committee

Committee Chair: Ian Hargreaves

Minutes of Tuesday, February 20, 2018 Facilities and Properties Committee provided for Board information.

1. **Long Range Facilities Plan**, Presentation, Sheldon Lee, Acting Secretary Treasurer, Ian Heselgrave, Director of Operations and Keven Elder, Consultant

Board Information

2. **Statutory Right of Way (SRW) Town of Comox and Bylaw AGK-060586**, Sheldon Lee, Acting Secretary Treasurer

Recommendation:

THAT School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018 receive its first reading.

THAT School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018 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 Ecole Robb Road Right-of-Way Bylaw at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018 receive its third and final reading.

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Recommendation:

THAT the Board receive the Facilities and Properties Committee Report.

J. **Board Business / Correspondence**

1. **BC School Trustees Association (BCSTA) Provincial Council**, February 16-17, 2018, Briefing Note, Ian Hargreaves, Board Vice-Chair / BCSTA Trustee Representative

Board Information

2. **Ministry of Education Funding Model Review: Regional Trustee and Staff Working Session**, Janice Caton, Board Chair

Board information

K. **Public Question Period**

L. **Adjournment**

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday, January 23, 2018

7 pm

PUBLIC BOARD MEETING

A. Call To Order – 7 pm

Present:

Trustees

Janice Caton, Board Chair
Ian Hargreaves, Vice-Chair
Sheila McDonnell
Vickey Brown
Peter Coleman
Tom Weber

Staff

Dean Lindquist, Superintendent of Schools
Tom Demeo, Assistant Superintendent
Sheldon Lee, Acting Secretary Treasurer
Candice Hilton, Director of Finance
Geoff Manning, Director of Instructional Services K-12
Esther Shatz, Director of Instruction (Student Services)
Ian Heselgrave, Director of Operations
Josh Porter, Director, Information Technology
Debbie Page, Recording Secretary

Regrets:

Cliff Boldt

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.

B. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

THAT the Board of Education adopt the January 23, 2018 Public Board Meeting Agenda. **CARRIED**

C. Board Meeting Minutes

1. Adoption of the Regular Public Board Meeting Minutes – Tuesday, December 19, 2017

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes of December 19, 2017 as circulated earlier for Board approval. **CARRIED**

D. Report on In-Camera Meeting

In-Camera Minutes of December 19, 2017

School Act Section 72 (3) In-Camera Meeting Record

- Facilities and Properties

REGULAR PUBLIC BOARD MEETING – MINUTES

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E. Education Committee Meeting

Committee Chair: Ian Hargreaves

Minutes of Tuesday, January 9, 2018 Education Committee Meeting provided for Board information.

1. Next Meeting:

Date: Tuesday, February 13, 2018

Time: 6:30 pm

Location: Highland Secondary School

F. Strategic Direction

1. Superintendent's Report, Dean Lindquist

a) District News

Highlights:

- *Mark R. Isfeld Secondary School – Interact Club* – congratulations on winning the Rotary International video competition this year.
- SD 71 (Comox Valley) hosted the *Vancouver Island VEX Tournament* – Saturday, January 20, 2018 at Highland Secondary School.
- *Registration for Kindergarten and Other Programs for 2018/19 School Year* – information can be found on the school district website: www.sd71.bc.ca
- *Cross Boundary Transfer Requests for 2018/19* – must be completed online. **Deadline:** March 23, 2018.

b) Program Reviews, Briefing Note

Recommendation:

THAT the Board of Education direct senior leadership to plan a two-hour in-service workshop for senior leadership and the board to examine, discuss and potentially make decisions about the program reviews received in December. **CARRIED**

c) Strategic Communication Plan (attached)

Recommendation:

THAT the Board of Education approve the School District No. 71 (Comox Valley) Strategic Communication Plan as presented. **CARRIED**

d) Contracted Services and the Health Curriculum, Briefing Note, Dean Lindquist and Report to the Superintendent, Clyde Woolman

REGULAR PUBLIC BOARD MEETING – MINUTES

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Recommendation:

THAT at the K-7 level the school district will continue with current implementation of the program as it remains for the 2017/18 school year and for the 2018/19 school year, the human sexuality kits will be launched through the Learning Resource Centre (LRC) and teachers will be able to access professional learning for teaching the human sexuality component.

THAT at the grades 8-12 level school administrators, in consultation with their teachers, will develop a plan to ensure that the human sexuality program is fully implemented using either teachers and counsellors and/or blending the program with support from human sexuality experts.

CARRIED

2. **Assistant Superintendent, Tom Demeo**

a) **2018/19, 2019/20 and 2020/21 School Calendars (attached)**

Recommendation 1:

THAT the Board of Education accept Option 2 (2-week Spring Break) regular Calendar as presented, as the proposed calendars for the 2018/19, 2019/20, 2020/21 school years.

CARRIED

Recommendation 2:

THAT the Board of Education accept the Distributed Learning Calendar, as presented, as the proposed calendars for the 2018/19, 2019/20, 2020/21 school years. This calendar will be posted for 30-days feedback and any proposed changes will be brought back to the February Board meeting.

CARRIED

2. **Human Resources Report, Lynda-Marie Handfield, Director**

a) **Retirements**

Jennifer Hansen, Education Assistant, Airport Elementary School will retire effective March 31, 2018 after 26 years of service with the district.

Paul Bozenich, Youth and Family Program Worker, Glacier View Secondary Centre will retire effective March 31, 2018 after 9 years of service with the district.

b) **Resignation**

Terry Papiernik, Youth and Family Program Worker, Highland Secondary School resigned effective January 8, 2018 after 5 years of service with the district.

REGULAR PUBLIC BOARD MEETING – MINUTES

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G. Board Committee Reports

Finance Committee Meeting

Committee Chair: Peter Coleman

Minutes of Monday, January 15, 2018 Finance Committee Meeting provided for Board information.

1. **Amended Annual Budget Bylaw for 2017/18**, Presentation, Sheldon Lee, Acting Secretary Treasurer

Recommendation:

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2017/18 in the amount of \$98,837,089 receive its first reading. CARRIED

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2017/18 in the amount of \$98,837,089 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 the Amended Annual Budget Bylaw at a subsequent meeting. CARRIED

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2017/18 in the amount of \$98,837,089 receive its third and final reading. CARRIED

2. **Ministry of Education, Review on the Funding Formula**, Briefing Note, Sheldon Lee, Acting Secretary Treasurer

Acting Secretary Treasurer Sheldon Lee spoke to the briefing note provided for Board information.

Recommendation:

THAT the Board receive the Finance Committee Report. CARRIED

Policy Committee

Committee Chair: Tom Weber

Minutes of Monday, January 15, 2018 Policy Committee Meeting provided for Board information.

1. **Board Policies –**
 - Management Relationship: 2-3 – Financial Management
 - Statutory Compliance: 3-7 – School Calendar

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday, January 23, 2018

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Recommendation:

THAT the Board of Education approve Board Policies: 2-3 – Financial Management and 3-7 – School Calendar as presented.

CARRIED

Administrative Procedures – (Board information)

- DRAFT Reserve Fund Policy
- 7016: Learning Resources
- 7030: School Completion Evergreen Certificate

Recommendation:

THAT the Board receive the Policy Committee Report.

CARRIED

H. Board Business / Correspondence

1. **RFP for Aboriginal Education Enhancement Agreement, Briefing Note, Dean Lindquist, Superintendent of Schools**

Correspondence: Charlene Everson, Education Coordinator, K'ómox First Nation
re: Aboriginal Education Enhancement Agreement (AEEA)

Link to Aboriginal Education Services – Aboriginal Education Enhancement Agreement; under: Governance

<http://www.sd71.bc.ca/School/abed/Pages/default.aspx>

Recommendation:

THAT the Board of Education form a committee of three (3) trustees and three (3) representatives from the Aboriginal Education Council (AEC) to form a committee to develop the RFP to select a consultant to support this committee's work on the development of a new Aboriginal Education Enhancement Agreement.

CARRIED

2. **Correspondence:** Donna Graves, DPAC Chair re: **Sexual Health Education Program**

Board Information

H. Public Question Period

I. Adjournment – 8:20 pm

School District No. 71 (Comox Valley)

607 Cumberland Road
Courtenay, B.C. V9N 7G5
Fax (250) 334 4472
Telephone: (250) 334-5528

Office of the Superintendent of Schools

Briefing Note – **West Courtenay Schools Space Requirements Update**

February 27, 2018

Background

In May 2017, the Board of Education addressed the space issue in West Courtenay. There are a number of reasons for this space issue, but the main driver was the reinstatement of class size and composition language by the Supreme Court that was removed by Government in 2002. The impact of the Supreme Court ruling was that it required the district to re-open over 40 classrooms and hire over 60 additional new teachers.

To address the space issue, the Board of Education passed a resolution to adopt Option 3 which involved:

Grade 6 from Arden Elementary, Courtenay Elementary, Ecole Puntledge Park Elementary (English) move to Lake Trail School.

School principals have worked with their students, staff and communities to implement the changes required of the new grade configurations. Although not perfect, the changes have been implemented well, and the educational needs of the students are being served by the schools.

The board must now determine how it will proceed for the next year or two as the Board of Education works on its Long Range Facility Plan, prepares for and awaits negotiation for a new BCTF collective agreement in 2019 along with an anticipated and continued increase in student enrollment.

Implications

Overall, Option 3 was successful in addressing the space issue in West Courtenay schools. As the school district anticipates further student growth in 2018/19, this option will also allow us to address most of this growth.

Continuing with this option through the 2019/20 school year, will provide the board with adequate time to finalize its Long Range Facility Plan and ensure it is reflective of any new collective agreements and it addresses long term student population growth.

Conclusion

The recommendation for the board is it to provide consistency in the West Courtenay attendance areas for two (2) more school years (2018/19 & 2019/20).

Recommendation

THAT the Board of Education direct administration to continue with the implementation of Option 3 in West Courtenay schools and attendance areas through the 2019/20 school year.

Education Committee Meeting—Minutes

Date: Tuesday, February 13, 2018
Location: Highland Secondary School
Address: 750 Pritchard Road, Comox, BC
6:30 pm

Members:

Committee Chair, Ian Hargreaves, Puntledge/Black Creek	✓
Board Chair, Janice Caton, City of Courtenay	Regrets
Trustee, Tom Weber, Lazo North	✓
Trustee, Sheila McDonnell, Baynes Sound (Denman/Hornby Islands)	✓
Trustee, Clifford Boldt, City of Courtenay	Regrets
Trustee, Peter Coleman, Town of Comox	✓
Trustee, Vickey Brown, Village of Cumberland	✓
Superintendent of Schools, Dean Lindquist	Regrets
Assistant Superintendent, Tom Demeo	✓
Director of Instructional Services (K-12) Geoff Manning	✓
Director of Instruction (Student Services) Esther Shatz	✓

AGENDA

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.

1. **Highland Secondary School / Report –** Dean Patterson, Principal
 - Learning Plan for 2017-18
 - o **Focus**
 - Continue to enhance and develop student learning opportunities that engage, challenge and prepare students for their chosen future.
 - Promote and pursue opportunities to partner and work together with the greater community to build relationships and embed authentic and long-lasting learning experiences for students so that by the time they graduate – they are connected and ready for the real world.
2. **ENTER 2 –** Roger Vernon, Teacher

Roger provided an overview of the Enter 2 Program. Trustees were given the opportunity to test the robotics.
3. **iMaker –** Jim Tattrie, Teacher

Jim gave an overview of iMaker Program. Students delivered a presentation to Trustees in preparation for their upcoming robotics competition.

Next Education Committee Meeting:

DATE: Tuesday, March 13, 2018

TIME: 6:30 pm

LOCATION: TBC

School District No. 71 (Comox Valley)

Office of the Superintendent of Schools

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 so that monthly we can honour all that our schools do to support the community and world.



March Calendar



SD 71 (Comox Valley) Long Range Facilities Plan – Public Information Sessions

The public is invited to an information night to learn about the plans for the physical structure of schools and facilities in SD 71. More information is available on the school district website: www.sd71.bc.ca

DATE: Tuesday, March 6, 2018
TIME: 6 pm to 8 pm
LOCATION: Lake Trail School, Drama Room
805 Willemar Avenue, Courtenay, BC

DATE: Wednesday, March 7, 2018
TIME: 6 pm to 8 pm
LOCATION: Mark R. Isfeld Secondary School, Multi-Purpose Room
1551 Lerwick Road, Courtenay, BC

Regular Public Board Meeting -- March

Due to Spring Break Closure: Monday, March 26, 2018 to Friday, April 6, 2018 (inclusive) the Board of Education will hold its March regularly scheduled public meeting, as follows:

DATE: Tuesday, March 20, 2018
TIME: 7 pm
LOCATION: School Board Office, Board Room



Raising Digitally Responsible Youth

With society heading in a direction of being constantly connected to technology, what do we need to know as parents to protect our kids and teach them responsible and appropriate use of technology. Parents of school-aged children are invited to attend this presentation. More information is available on the school district website: www.sd71.bc.ca

DATE: Thursday, March 8, 2018
TIME: 7 pm to 9 pm
LOCATION: Mark R. Isfeld Secondary School, Multi-Purpose Room
1551 Lerwick Road, Courtenay, BC

12 Schools Participated in the 5th Annual District Spelling



Hosted by Brooklyn Elementary School, February 13, 2018 – it was the largest to date with 35 students from 12 schools participating. Congratulations to all the students from Airport, Aspen, Brooklyn, Courtenay, Cumberland, Huband, Lake Trail, Miracle Beach, Puntledge Park, Queneesh, Royston, and Valley View for participating.

Highland Youth Captures a First Place in Victoria Film Festival

Congratulations to Will Thompson, Highland Secondary School -- recently captured top spot (Gr. 9-12 Youth category) at the Victoria Film Festival's Annual FilmCAN competition, for his short film: **Change**. **Change** can be viewed online: <https://vimeo.com/groups/filmcan/> <https://vimeo.com/groups/filmcan/>



IDENTITY MANAGEMENT Building effective communications in the community

BOARD OF EDUCATION BRIEFING - February 27, 2018

BACKGROUND

Brands — logo design, colors, and shapes, and motto (tagline) and online presence — are the organization's *common look and feel*, all of which are intended to get the audience's attention and to convey the brand's personality. A good logo design is important to a brand, it's not only the brand — it's just a small part of it. A brand is made up of the reputation, images and stories that surround your district.

Brand management is the term for all the facets of an organization from its logo design, online presence, marketing & advertising material, and distribution of information that create an identity unique to that organization and develop its personality.

An identity (brand) is the total experience that audiences and stakeholders (students, parents, community) have with the district whether it's in the schools - teachers, support staff, administrators — with trustees, surfing the website, interacting on social media, or communicating through conversations, phone calls and emails. It's how School District 71 (Comox Valley) is perceived in the community. The *consumer experience*.

The Strategic Communication Plan, approved by the Board of Education in January, is a road map to get to a place where the consumer experience and the perception of SD71 in the community is positive. A key communication goal identified in the plan is to enhance the SD71 "brand" through increased transparency and, in turn, build trust, foster good relationships and garner support. The pivot point of brand reputation is trust.

SD71 is building trust through increasing transparency in who we are, what we do and why we do it — the storytelling. SD71 is also committed to community engagement — allowing stakeholders to play an appropriate part in the decision making process, which increases transparency on how tax dollars are being allocated and spent to deliver education programs relevant that are engaging to today's learners.

Complimentary to the storytelling and community engagement is enhancing the district's identity beginning with defining who you are and clearly communicating that definition consistently and uniformly to staff, students, and community across all communication channels.

Ultimately, the objective is to reinforce the identity and remind teachers, staff, students, and school communities of the district's immediate and future goals.

OPPORTUNITY

It is an opportunity to create a sense of pride district wide. This in mind, identity enhancement has the greatest impact on district success when it's based on research and when key stakeholders are involved. Teachers, support staff, and administrators need to be the champions of the district first. An identity (brand) must be championed at the highest level of an organization before it's introduced to external audiences. Every member of an organization plays an important role in perpetuating an organization's identity positively in the public. The internal audience are the *brand ambassadors*.

TASKS

Information gathering

Step 1: What is our identity?

An important part of that process starts with asking the questions with the internal stakeholders.

- ✓ What do we do?
- ✓ How do we do it?
- ✓ What makes us different?
- ✓ Who are we here for?
- ✓ What do we value the most?
- ✓ What's our personality?

Step 2: What is our identity to the public? Survey the public – ask for specific impressions about the district's *common, look and feel*;

Step 3: Compare. Is the internal audience's perception of the district's identity and personality the same as the external audience? Where are there differences and where are there similarities? Are the perceptions healthy to the reputation or hindering the reputation?

IMPLICATIONS

Negative perceptions of the district's identity represent a challenge and an opportunity and may point to deeper underlying issues that aren't necessarily easily fixed with a new and improved website and brand design. However, negative feedback about the district's brand may partially or completely be related to consumer experiences with the website or ability to identify /connect with the logo. By gathering feedback from consumer's you can determine how brand service and their experience is impacting brand identity either negatively or positively. Regardless, the goal is to work toward improving the consumer experience.

Investing resources toward enhancing the district's identity – specifically website and logo design - may be perceived as poor use of staff time, money and resources when there are greater demands competing for funding such as education programs and specialty staff.

PROCESS

1. Proceed with launching an online survey to benchmark the public's current perception of SD71 and gather feedback on the district's identity including logo, website and tagline.
2. Communications and IT continuing work with Scholantis, the Content Management System (CMS) for the district website, one streamlining design, layout and presentation of material to improve the ease in which district information can be found and retrieved. More importantly, to ensure the public website meets Web Content Accessibility Guidelines (WCAG) 2.0 Level (involves live-captions, closed-caption and pre-recorded descriptions for images, video and pdf files), which will be a mandated across Canada by 2021.
3. Designate a branding team to explore logo design options using in-house resources and expertise. Gather input from select focus groups and committees with representatives from all stakeholder groups and district leadership so that efforts to evolve the logo are a transparent and a positive process.

The intent is to create an amazing experience and strong sense of district spirit, buy-in and belonging. Negative reactions in the process or hostility are counterintuitive to the goal. Gauge the temperament toward logo redesign and inform district leadership if efforts should proceed or cease.

School District No. 71 (Comox Valley)

Communications Consultant

607 Cumberland Road
Courtenay, B.C. V9N 7G5
Fax (250) 334 4472
Telephone: (250) 334-5528

Board of Education Briefing Note – Chamber of Commerce Membership

In the goal of building and increasing stakeholder relationships, this month School District No. 71 (Comox Valley) joined the Chamber of Commerce.

Membership events help districts and Boards of Education across the province connect with local businesses and organizations and build relationships that can enhance student learning and promote school involvement.

In addition to networking opportunities, speaking events and advocacy, the Chamber has a diverse set of resources to help SD71 promote a program, activity or event and possibly attract businesses who may wish to partner in one of these events, activities or programs. An example may be to promote unique school/community connections and how local organizations are helping lunch programs or in the classrooms such as what Lake Trail Neighbourhood Connections does at their school.

Monthly ‘Mixers’ allow Chamber members to network and are hosted by a different business each month. Cost \$15 per individual. Hosting a Mixer costs \$250 and allows the host organization an opportunity to deliver a 10-minute presentation to a captive audience.

Upcoming activities this month include:

- Green Business Certification – Info Session – Feb 13
- Understanding your membership benefits – February 21
- Tradeshow – Feb 22

More information available at: <http://web.comoxvalleychamber.com/events>

Weekly the Chamber distributes an e-newsletter which has a distribution list of over 1,400 people in the business community. This is another avenue to promote who we are and what we do, free of charge. A great location to promote a specific campaign (e.g. kindergarten registration, seeking sponsors, public consultation process, or other call to action).

An e-blast, similar to e-newsletter, reaches the entire membership but is targeted for one specific business per issue. Content is unlimited to the sponsoring business (fee \$155).

Another unique way for SD71 to get involved is to help the Chamber promote the annual Youth Leadership Award (Oct/Nov). In the past, few student nominations have been made. We can reach deep into our schools and encourage trustees, teachers, administrators, and fellow students to submit nominations. Details for this award will be distributed near the beginning of the 2018/19 school year.

The membership includes up to 26 individuals (the maximum allowable on a single business membership). Attending a mixer is completely optional, however, if an SD71 representative wishes to attend, specific messages should be identified in advance so that some of SD71's communication objectives can be met and are respected. Scheduled speaking engagements will be tailored specifically to the audience, the presenter and the event in which SD71 has been invited to speak.

School District No. 71 (Comox Valley)

607 Cumberland Road
Courtenay, B.C. V9N 7G5
Fax (250) 334 4472
Telephone: (250) 334-5528

Office of the Assistant Superintendent

Briefing Note: 2018/19, 2019/20 and 2020/21 School Calendars

The Ministry of Education recently announced that an additional Curriculum Implementation Day was to be added to the 2018/19 school year. As well, the provincial government announced that Family Day Holiday would be moved to the 3rd Monday in February beginning in 2019. As a result, the school calendar for our district needs to be modified to reflect these mandated changes. Therefore, for the 2018/19 school year September 28, 2018 will be declared a Non-Instructional Day focused on Curriculum Implementation. In February 2019 the Non-Instructional Day will move to February 15 while Family Day will move to February 18. Family Day in the 2019/20 and 2020/21 school years will also be adjusted.

Recommendation:

THAT the Board of Education accept the proposed changes to both the regular Calendar and Distributed Learning Calendar and post them on the district website for 30 days to serve as notification of said changes; AND THAT the 2019/20, 2020/21 calendars reflect the change of date of Family Day to the 3rd Monday in February.

Comox Valley School District ~ School Calendar 2018 – 2019 Revised

<p>July</p> <p>1 Canada Day</p>	<p>JULY 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>AUGUST 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>August</p> <p>6 B.C. Day 28 - Non-Instructional Day/Pro-D 29 - Non-Instructional Day/Pro-D 30 - Non-Instructional Day/Pro-D</p>							
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Event	Dates	Four-day weeks(M-Th):
Opening/closing days (royal)	Sept. 4/January 7	Hornby Island
Non-instructional days - pro-d or planning day (yellow)	Aug. 28,29,30/Sept. 28/Oct.19/Feb. 15	
School / government / statutory holidays (green)	Oct. 8/Nov. 12/Dec. 25 & 26/Jan. 1/Feb. 18/April 19 & 22/May 20	
Winter / spring breaks (grey)	December 24 - January 4/March 11 - 22	
Parent / student / teacher conferences (aqua)	November 22	
Administrative day (no classes, teachers attend) (peach)	June 28	

Comox Valley School District ~ School Calendar 2019 – 2020 – Revised

July 1 Canada Day	JULY 2019 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				August 5 B.C. Day 27, 28, 29 Non-Instructional Day							
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Event	Dates	Four-day weeks (M-Th): Hornby Island
Opening/closing days (royal)	Sept. 3/January 6	
Non-instructional days - pro-d or planning day (yellow)	Sept. 27/Oct. 18/Feb. 14/Apr. 9/May 8	
School / government / statutory holidays (green)	Oct. 14/Nov. 11/Dec. 25 & 26/Jan. 1/Feb. 17/April 10 & 13/ May 18	
Winter / spring breaks (grey)	Dec. 23 - January 3/March 16 - 20	
Parent / student / teacher conferences (aqua)	November 21	
Administrative day (no classes, teachers attend) (peach)	June 26	

Comox Valley School District ~ School Calendar 2020 – 2021 – Revised

July 1 Canada Day	JULY 2020 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td style="background-color: #90EE90;">1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		AUGUST 2020 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td style="background-color: #90EE90;">3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						August 3 B.C. Day
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27	28	29	30																																																																																											

Event	Dates	Four-day weeks(M-Th):
Opening/closing days (royal)	Sept. 8/January 4	Hornby Island
Non-instructional days - pro-d or planning day (yellow)	Sept. 1, 2, 3/Oct. 23/Feb. 12	
School / government / statutory holidays (green)	Oct. 12/Nov. 11/Dec. 25 & 26/Jan. 1/Feb.15/April 2 & 5/May 24	
Winter / spring breaks (grey)	Dec. 21 - Jan. 1/March 22 - April 5	
Parent / student / teacher conferences (aqua)	November 19	
Administrative day (no classes, teachers attend) (peach)	June 30	

Retirements:

Morris Shulman, Custodian, Arden Elementary School retired effective November 30, 2017 after 31 years of service with the district.

Resignation:

Lori Robillard, Administrative Assistant, Mark R. Isfeld Secondary School resigned effective February 15, 2018 after 5 years of service with the district.

Joanne Stanger, Sr. Administrative Assistant, Lake Trail School resigned effective February 27, 2018 after 3 years of service with the district.

MINUTES (Public)

Finance Committee

Meeting Date: Monday, February 19, 2018
Time: 2:30 pm
Location: School Board Office, Seminar Room

Committee Members

Peter Coleman (Chair) -- ✓
Vickey Brown (Trustee Representative) -- ✓
Cliff Boldt (Trustee Representative) -- Regrets
Dean Lindquist (Superintendent of Schools) -- Regrets
Tom Demeo (Assistant Superintendent) -- ✓
Sheldon Lee (Acting Secretary Treasurer) -- ✓
Candice Hilton (Director of Finance) -- ✓
Ian Heselgrave (Director of Operations) -- Regrets
Debbie Page (Recording Secretary) -- ✓

Item #	Topic
1.	Review Prior Finance Committee Meeting Minutes – January 15, 2018 Reviewed the January 15, 2018 Finance Committee Meeting Minutes re: unfinished business. Minutes adopted at the January 23, 2018 public Board meeting.
2.	Month End Year to Date Variance Report, Candice Hilton, Director of Finance Director of Finance Candice Hilton spoke to the Month End Year to Date Finance Variance Report. A copy of the report will be attached to the public Finance Committee meeting minutes.
3.	2017/18 Capital Financial Summary to January 31, 2018, Candice Hilton, Director of Finance Director of Finance Candice Hilton spoke to the Month End Capital Financial Summary to January 31, 2018. A copy of the report will be attached to the public Finance Committee meeting minutes.

4.	<p>Financial Governance and Accountability Requirements – BCSTA Sheldon Lee, Acting Secretary Treasurer</p> <p>Sheldon spoke to the new Ministry of Education, board financial governance and accountability requirements. He reported that SD71 currently follows the identified policies and all but one initiative has been implemented: <i>government’s taxpayer accountability</i> (<u>Note</u>: more information needed.)</p>
5.	<p>BCSTA Expense Claim Form – Meals Expense Update, Sheldon Lee, Acting Secretary Treasurer</p> <p>Sheldon reported that as BCSTA makes expense rate adjustments school district expense rates will be brought into alignment.</p>

Note --- No MARCH Finance Committee Meeting

Meeting Adjourned: 3:00 pm

Next Meeting: Monday, April 16, 2018

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
- Financial Comparison -

14/02/2018

	2016/17			2017/18			Notes
	Amended Budget	Actual Jan 31/17	% Spent or Collected	Amended Budget	Actual Jan 31/18	% Spent or Collected	
REVENUE							
PROVINCIAL GRANTS							This report does not include any outstanding commitments Budgeted in SPF Fund 5
Operating Grant	71,998,236	37,607,710	52.2%	76,374,409	38,387,896	50.3%	
Other MOE Grants-Reduction for LEA	-157,950			-134,428			
Other MOE Grants-Ed Guarantee							
Other MOE Grants-Fed French							
Other MOE Grants-Pay Equity	451,831		0.0%	451,831	103,096	22.8%	
Other MOE Grants-Labour Settlement							
Other MOE Grants-Misc	840,982	298,796	35.5%	947,139	330,006	34.8%	
TOTAL MINISTRY OF ED GRANTS	73,133,099	37,906,506	51.8%	77,638,951	38,820,798	50.0%	
OTHER REVENUES							
Other SD/Ed Authorities							
LEA/Direct Transfers from First Nations	167,950	69,815	44.2%	134,428	53,771	40.0%	
Offshore Tuition	3,797,500	3,908,804	102.9%	4,132,520	4,814,628	116.5%	
Miscellaneous other	360,000	201,963	57.7%	332,966	314,387	94.4%	
Rental and Leases	203,220	91,996	45.3%	150,000	98,199	64.1%	
Investment Income	117,000	84,269	72.0%	170,000	146,634	86.3%	
TOTAL OTHER REVENUE	4,625,670	4,356,847	94.2%	4,919,914	5,425,619	110.3%	
Classroom Enhancement Fund (CEF) Revenue					4,656,006		
TOTAL REVENUES	77,758,769	42,263,353	54.4%	82,558,865	48,902,423	59.2%	
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	31,803,558	15,199,639	47.8%	32,190,180	18,009,002	55.9%	
Principals and Vice Principals	4,679,873	2,513,266	53.7%	4,289,192	2,828,272	65.9%	
Educational Assistants	5,092,307	2,352,397	46.2%	4,695,827	2,436,940	51.9%	
Support Staff	6,744,492	3,588,931	53.2%	7,027,276	3,825,081	54.4%	
Other Professionals	1,916,233	1,091,525	57.0%	2,244,062	1,276,136	56.9%	
Substitutes	2,364,681	1,038,741	43.9%	3,085,034	1,073,652	34.8%	
Benefits	13,308,573	6,416,620	48.2%	13,627,903	6,805,736	48.5%	
TOTAL SALARIES AND BENEFITS	65,909,717	32,201,109	48.9%	67,159,474	36,054,729	53.7%	
Benefits as a % of Total Salaries	25.3%	24.9%		25.5%	22.4%		
SUPPLIES AND SERVICES							Homestay Payments Incl
Services	3,615,813	1,808,390	50.0%	4,188,078	1,952,908	46.6%	
Student Transportation	1,941,587	756,332	39.0%	2,116,166	672,815	31.8%	
Training and Travel	331,666	167,472	50.5%	366,704	200,705	54.7%	
Dues and Fees	57,117	43,304	75.8%	63,537	46,178	72.7%	
Insurance	193,790	189,620	97.8%	203,500	175,976	86.5%	
Supplies	4,088,583	2,132,296	52.2%	5,909,040	2,953,901	50.0%	
Utilities	1,654,578	484,363	31.2%	1,528,500	488,486	32.0%	
Total CEF Expenses					815,771		
TOTAL SUPPLIES AND SERVICES	11,783,134	5,581,777	47.4%	14,375,525	7,106,740	49.4%	
TOTAL EXPENDITURES	77,692,851	37,782,886	48.6%	81,534,999	43,161,469	52.9%	
NET REVENUE (EXPENDITURE)	65,916	4,480,467		1,023,866	5,740,954		
Prior Year Surplus		585,862		0	2,656,789		
Transfers from Special Purpose Funds							
Transfer to Capital							
Transfer to Local Capital	-230,000	-150,000		-1,560,000			
Prior Year Surplus(Deficit) CarryForward School Grants (N	112,831	-112,831		119,402	-602,764		
Prior Year Surplus(Deficit) CarryForward School Supply Su	51,251	-51,251		52,892	-77,938		
Prior Year Surplus Appropriation Student Learning Grant	0	0		363,840	-363,840		
AbEd Carryover					-124,081		
Prior Year Unrestricted Surplus					-1,488,166		
Unappropriated Surplus (Deficit), for the Year	0	4,752,247		0	5,740,954		

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
- Financial Comparison -

14/02/2018

	2016/17			2017/18			Notes
	Amended Budget	Actual Jan 31/17	% Spent or Collected	Amended Budget	Actual Jan 31/18	% Spent or Collected	
INSTRUCTION							
Regular Instruction	36,806,179	18,081,486	49.1%	40,494,551	21,067,901	52.0%	
Career Programs	853,654	430,896	50.5%	889,779	432,793	43.7%	
Library Services	1,459,772	746,988	51.2%	2,310,645	1,078,876	46.7%	
Counselling	1,861,947	793,163	42.6%	1,669,680	902,126	54.0%	
Special Education	11,671,881	5,158,426	44.2%	9,521,227	5,427,786	57.0%	
English as a Second Language	108,770	62,265	57.2%	116,210	53,731	45.5%	
Aboriginal Education	1,453,803	617,320	42.5%	1,870,080	636,035	38.1%	
School Administration	6,681,445	3,120,457	46.7%	6,531,058	3,645,316	55.8%	
Off Shore Students	3,377,225	1,817,054	53.8%	3,751,195	2,064,494	55.0%	
Other	706,710	397,779	56.3%	712,940	419,281	58.8%	
Function 1 - Instruction	64,981,386	31,225,834	48.1%	67,769,345	35,728,339	52.7%	
DISTRICT ADMINISTRATION							
Educational Administration	451,553	328,284	72.7%	742,506	386,188	52.0%	
School District Governance	224,768	133,422	59.4%	230,248	139,822	60.6%	
Business Administration	1,066,787	608,845	57.1%	1,477,331	715,384	48.4%	
Human Resources	451,396	229,199	50.8%	508,002	262,924	51.8%	
Function 4 - District Administration	2,194,504	1,299,730	59.2%	2,958,087	1,504,118	50.8%	
OPERATIONS AND MAINTENANCE							
Operations and Maintenance Admin	441,485	311,497	70.6%	461,125	313,018	67.9%	
Maintenance Operations	3,010,127	1,585,051	52.7%	3,136,147	1,690,484	53.9%	
Custodial	3,190,072	1,829,061	57.3%	3,203,497	1,897,101	59.2%	
Maintenance of Grounds	100,000	96,764	96.8%	105,000	77,641	73.9%	
Utilities	1,949,578	729,349	37.4%	1,908,500	725,685	38.0%	
Function 5 - Operations and Maint	8,691,262	4,551,722	52.4%	8,814,269	4,703,929	53.4%	
TRANSPORTATION AND HOUSING							
Transportation and Housing Admin	71,485	34,772	48.6%	74,653	35,609	47.7%	
Student Transportation	1,754,214	670,828	38.2%	1,918,615	573,703	29.9%	
Function 7 - Transportation and Housing	1,825,699	705,600	38.8%	1,993,298	609,312	30.6%	
Total CEF Expenses					615,771		
TOTAL FUNCTION 1-7	77,692,851	37,782,886	48.6%	81,534,999	43,161,469	52.9%	

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Typical 10 Month Educational Year:													
Amount	0	0	100	100	100	100	100	100	100	100	100	100	1,000
% of Year	0%	0%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	100%
YTD % Spent	0%	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
12 Month Operational Year:													
Amount	100	100	100	100	100	100	100	100	100	100	100	100	1,200
% of Year	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	100%
YTD % Spent	8.3%	16.7%	25.0%	33.3%	41.7%	50.0%	58.3%	66.7%	75.0%	83.3%	91.7%	100.0%	

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
 2017/18 CAPITAL FINANCIAL SUMMARY
 TO January 31, 2018

	COA Amt or Def Revenue	Expenditures to Date	Balance
Annual Facilities Grant #127325 & SPF			
Ministry Grant - SPF Operating Portion	320,599.00		
Ministry Grant - Bylaw Capital	1,297,573.00		
Salaries and Benefits Charge Out	-	67,933.20	
Building Various	-	1,237,151.99	
Moveable Gym Walls	-	41,336.68	
AFG Balances	\$ 1,618,172.00	\$ 1,346,421.87	\$ 271,750.13
Bylaw Capital Balances	COA Original Amt	Expenditures to Date	Balance Available
#127370 Courtenay EI Safety Enhancements	303,600.00	177,617.51	125,982.49
#127370 Lighting Enhancement Upgrades	285,000.00	182,320.42	102,679.58
#127270 Lake Trail Seismic PDR	75,000.00	124,396.79	49,396.79
#127439 Portables	1,260,000.00	632,092.70	627,907.30
#115044 GP Vanier Seismic	28,376,101.00	20,720,653.07	7,655,447.93
Bylaw Capital Balances	\$ 30,299,701.00	\$ 21,837,080.49	\$ 8,462,620.51
			\$ 22,000,591.00
			\$ 8,299,110.00
Restricted Capital	COA Amt or Def Revenue	Expenditures to Date	Balance
GP Vanier Seismic Contribution	83,676.00	-	83,676.00
Capital Trades Equipment Grant	113,400.00	55,065.88	58,334.12
Restricted Capital Balances	\$ 197,076.00	\$ 55,065.88	\$ 142,010.12
Local Capital	Local Capital Surplus 16/17	Expenditures to Date	Balance
Future Information Technology Reserve	507,527.00	242,394.81	265,132.19
Vehicles and Extra-Curricular Fleet	310,000.00	140,084.38	169,915.62
Multi-Function Devices and Other Equipment	180,000.00	59,219.93	120,780.07
GP Vanier Seismic Contribution Agreement	350,000.00	-	350,000.00
Board Office Prepaid Rent and Updates	915,000.00	28,375.22	886,624.78
Local Capital Balances	\$ 2,262,527.00	\$ 470,074.34	\$ 1,792,452.66

MINUTES (Public)

Facilities / Properties Committee

Meeting Date: Tuesday, February 20, 2018
Time: 3:00 pm
Location: School Board Office, Seminar Room

Committee Members

Ian Hargreaves (Chair) -- ✓
Vickey Brown (Trustee Representative) -- ✓
Cliff Boldt (Trustee Representative) – Regrets
Dean Lindquist (Superintendent of Schools) - Regrets
Sheldon Lee (Acting Secretary Treasurer) -- ✓
Tom Demeo (Assistant Superintendent) -- ✓
Ian Heselgrave (Director of Operations) – Regrets
Debbie Page (Recording Secretary) -- ✓

AGENDA

1. *Statutory Right of Way (SRW) Town of Comox, "SRW Comox Feb15-2018" and "Bylaw AGK-060586"* Sheldon Lee

The following recommendation will come forward to the regular public Board meeting, February 27, 2018:

Recommendation:

THAT School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018 receive its first reading.

THAT School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018 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 Ecole Robb Road Right-of-Way Bylaw 2018 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018 receive its third and final reading.

Meeting Adjourned: 4:25 pm



TOWN OF COMOX

File No: PW Projects

January 31, 2018

Via email:
lan.Heselgrave@sd71.bc.ca

Director of Operations
School Board Offices
607 Cumberland Road
Courtenay, BC
V9N 7G5

Dear Ian Heselgrave,

Re: McLeod St. to Douglas St. Utility and Walkway Corridor – Ecole Robb Road Elementary School

The Town of Comox is planning to join the existing watermain from the north-east end of McLeod St. to Douglas St and upgrading a section of storm sewer main on Douglas St. The infrastructure upgrades crossing through Ecole Robb Road Elementary School field. These works are based on 2013 Water and 2014 Storm studies recommended infrastructure improvements. In order to proceed with these improvements, the Town requires a statutory right-of-way, as shown on the attached draft right-of-way plan entitled Plan EPP78856.

This SRW will allow for the following project works:

- Joining of 154 m of 150 mm dia. PVC watermain from the north-east end of McLeod St. to Douglas St.;
- Replacement of 48 m of existing 200 mm. dia. with 375 mm dia. storm sewer;
- Realignment of the existing drainage ditch along the proposed utility corridor crossing the school property;
- Installation of 3.0 m wide gravel walkway within utility corridor;
- Installation of approximately 65 m of 4 ft high galvanized chain link fence along the south side of the proposed SRW; and
- Replacement of trees removed for utility installation with native species.

The Town will attend to all legal survey and documentation registration costs as well as legal document preparations fees related to the SRW acquisition and associated liability.

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasta ... Hay ch q' a'

In October 2017, a qualified professional conducted a tree assessment within the proposed SRW area. The report has provided recommendations for best practices and planning principles to be instated during construction. There is an eagle nesting tree residing outside the proposed SRW at the south-east corner of the school property. The Town has engaged a certified Biologist to monitor the tree for potential eagle activity, then provide best practice guidelines for construction.

We would appreciate your consideration of this matter and understand this approval of the SRW agreement will be a Board of Education decision. With approval from the Board, the Town's solicitor will be notified to prepare the necessary documents.

The Town's intention is to construct the utility/walkway infrastructure in the summer of 2018 while the elementary school is closed. As such, your prompt consideration and reply would be greatly appreciated.

If you have any questions concerning the aforementioned, please contact me.

Sincerely,



Patti Wells, P.Eng.
Engineering Technologist

Attachments:

- Proposed SRW agreement
- Plan EPP78856 Proposed Statutory Right of Way Plan
- McLeod Street & Douglas Street Infrastructure Improvement - IFA Drawings Rev. 1 prepared by McElhanney Consultants

STATUTORY RIGHT OF WAY PLAN OVER PART
OF LOT 7, BLOCK 3, SECTION 53, COMOX
DISTRICT, PLAN 4032

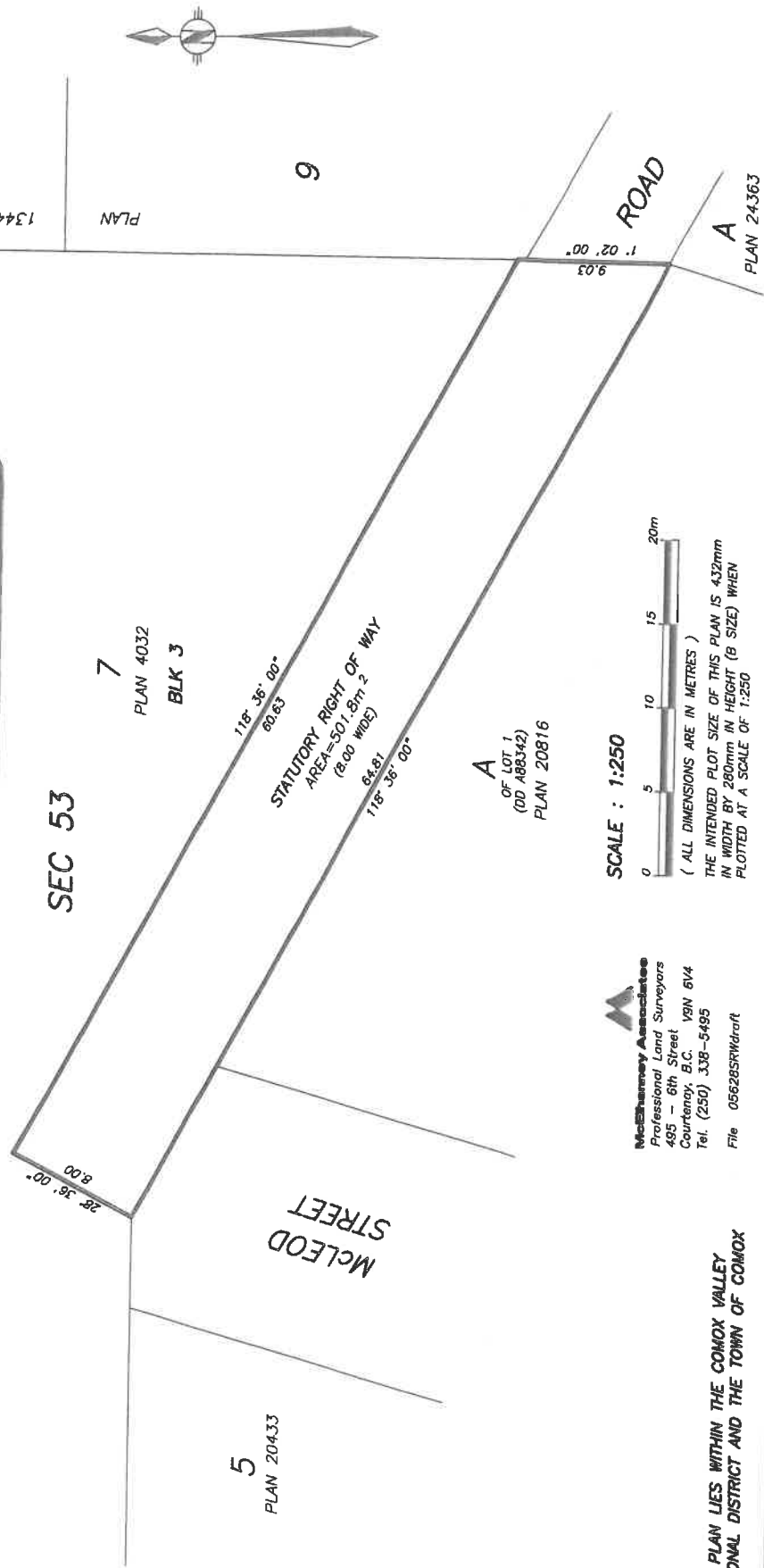
PURSUANT TO SECTION 113 OF THE LAND TITLE ACT
BCGS 92F 066

LEGEND

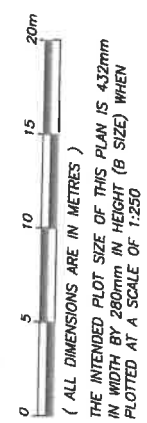
PARCEL BOUNDARIES ARE DERIVED FROM PLANS
20433, 13443, AND 20816.

PLAN EPP78856

DRAFT
Date: Dec 18/17



SCALE : 1:250



McShanney Associates
Professional Land Surveyors
495 - 6th Street
Courtenay, B.C. V9N 6V4
Tel. (250) 338-5495
File 056265RWdraft

THIS PLAN LIES WITHIN THE COMOX VALLEY
REGIONAL DISTRICT AND THE TOWN OF COMOX

TOWN OF COMOX

1809 BEAUFORT AVENUE
COMOX, BC
CANADA
V9M 1R8

MCLEOD STREET & DOUGLAS STREET INFRASTRUCTURE IMPROVEMENT PROJECT

CLIENT
ADDRESS / CONTACT INFO.

PROJECT NAME

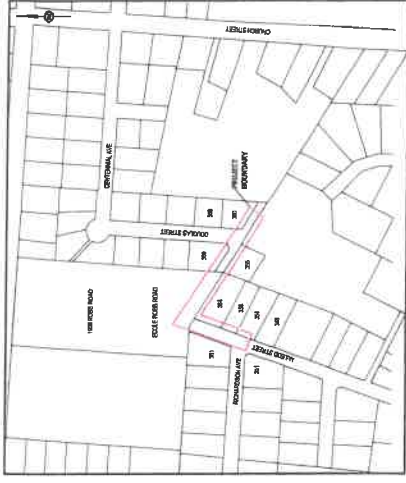
DESCRIPTION

McELHANNEY PROJECT

2211-47495-00

STATUS

REVISED WATERMAIN TIE-IN #2



KEY PLAN
SCALE: 1:2500



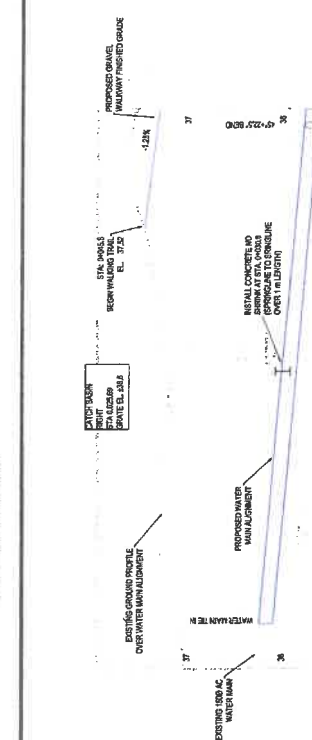
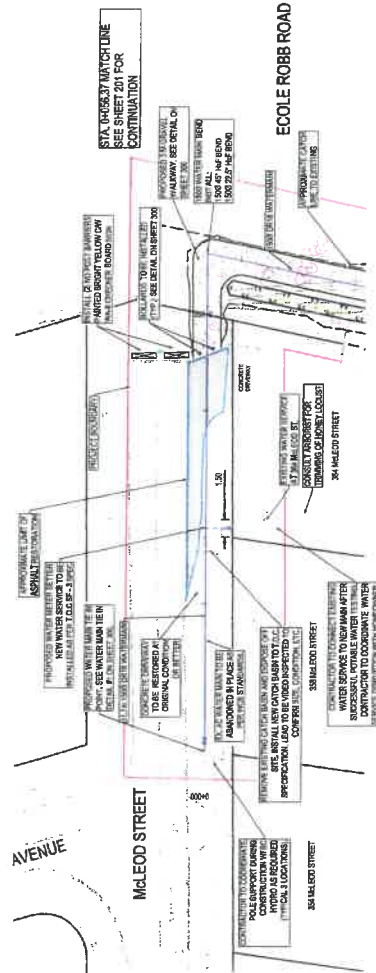
McElhanney
McElhanney Consulting Services Ltd.

465 Sixth Street
Courtenay BC
Canada V9M 6V4
Tel 250 338 5495

DRAWING LIST	
SHEET #	NAME
000	SITE PLAN
200	MAJOR STREET PLAN AND PROFILE
300	DOUBLE STREET PLAN AND PROFILE
500	ASPHALT/CONCRETE DETAILS



THIS DRAWING IS A PRELIMINARY REPORT DATED ON OCTOBER 23, 2017 FOR THE
 RECONSTRUCTION OF THE
 WATER MAIN AND SERVICE
 CONNECTIONS TO BE PROVIDED



STATIONS	EL. (M)	EL. (M)	EL. (M)	EL. (M)	EL. (M)	EL. (M)	EL. (M)
EXISTING ELEVATIONS AT CENTRELINE	37.85	37.84	37.83	37.82	37.81	37.80	37.79
PROPOSED ELEVATIONS AT CENTRELINE	37.85	37.84	37.83	37.82	37.81	37.80	37.79
PROPOSED WATER MAIN	37.85	37.84	37.83	37.82	37.81	37.80	37.79
PROPOSED SERVICE CONNECTIONS	37.85	37.84	37.83	37.82	37.81	37.80	37.79

NOT FOR CONSTRUCTION
 ISSUED FOR CLIENT REVIEW

TOWN OF COMOX
 1800 BEAUFORT AVE
MCLEOD STREET
 PLAN AND PROFILE
 COMOX, BC

Project Number
200
 271-14265-00

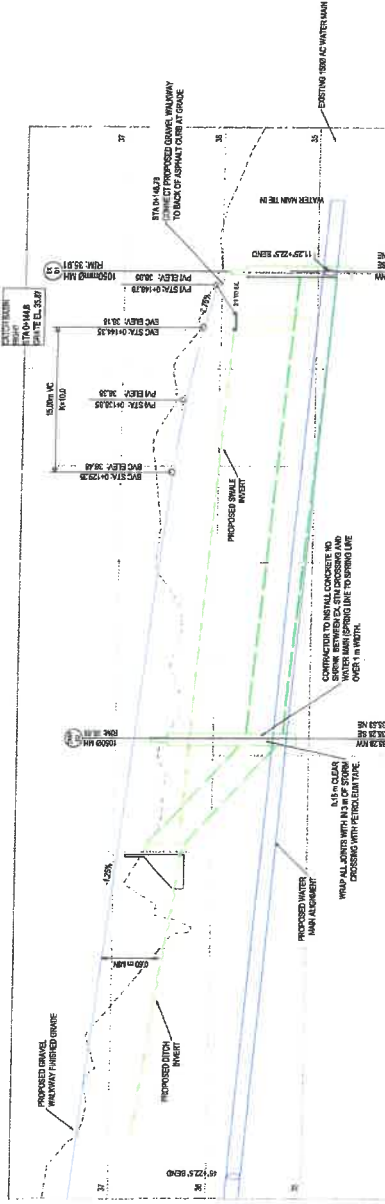
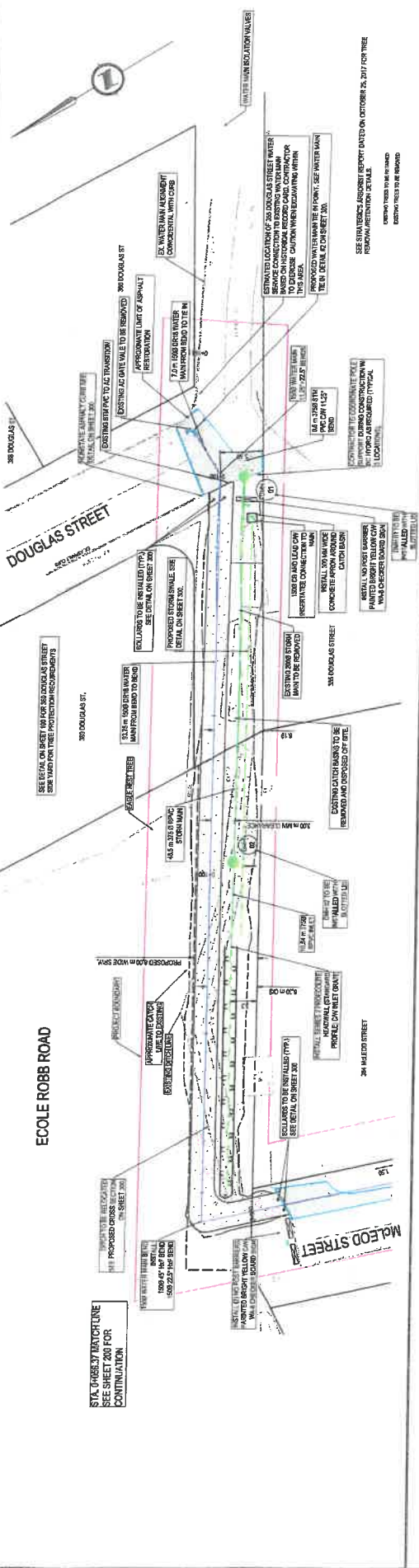
Rev.
 0

McElhenney
 McElhenney Consulting Services Ltd.

10/23/2017
 Drawn by: [Name]
 Checked by: [Name]

Scale: 1:1000
 0 10 20 30 40 50 60 70 80 90 100

DATE: 2017-10-23
 TIME: 10:00 AM
 PROJECT: MCLEOD STREET
 DRAWING: PLAN AND PROFILE
 SHEET: 001 OF 001



STATIONS	EXISTING ELEVATIONS AT CENTERLINE	PROPOSED ELEVATIONS AT CENTERLINE	PROPOSED WATER MAIN	PROPOSED STORM SEWER
0+00	254.2	254.2	EL. 247.0	EL. 247.0
0+10	254.2	254.2	EL. 247.0	EL. 247.0
0+20	254.2	254.2	EL. 247.0	EL. 247.0
0+30	254.2	254.2	EL. 247.0	EL. 247.0
0+40	254.2	254.2	EL. 247.0	EL. 247.0
0+50	254.2	254.2	EL. 247.0	EL. 247.0
0+60	254.2	254.2	EL. 247.0	EL. 247.0
0+70	254.2	254.2	EL. 247.0	EL. 247.0
0+80	254.2	254.2	EL. 247.0	EL. 247.0
0+90	254.2	254.2	EL. 247.0	EL. 247.0
0+95	254.2	254.2	EL. 247.0	EL. 247.0

NOT FOR CONSTRUCTION
ISSUED FOR CLIENT REVIEW

McElhinney
McElhinney Consulting Services Ltd.

488 Oak One
Commerce Centre
Calgary, AB
T2C 2S8

TOWN OF COMOX
1888 BEAUFORT AVE
DOUGLAS STREET
PLAN AND PROFILE
COMOX, BC

Drawing No: **201**

Project Number: **Z21-47-085-00**

Revision: **1**

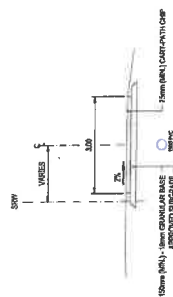
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DATE: 2017-03-18

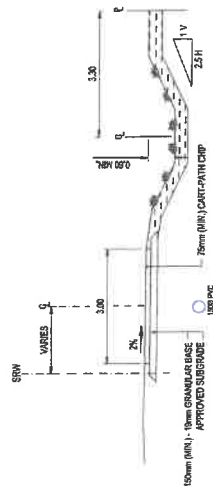
ISSUED FOR APPROVAL

DATE: 2017-03-18

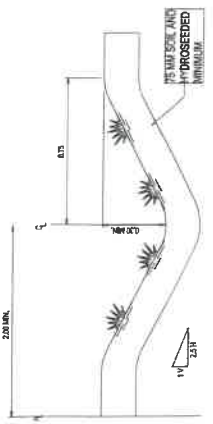
ISSUED FOR FINAL COMPLETION REVIEW



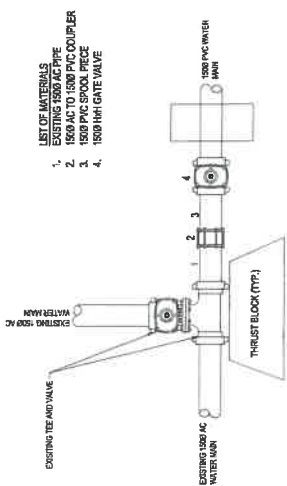
WALKWAY TYPICAL SECTION
N.T.S.



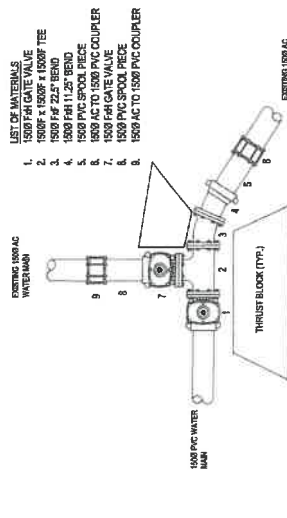
WALKWAY AND DITCH TYPICAL SECTION
N.T.S.



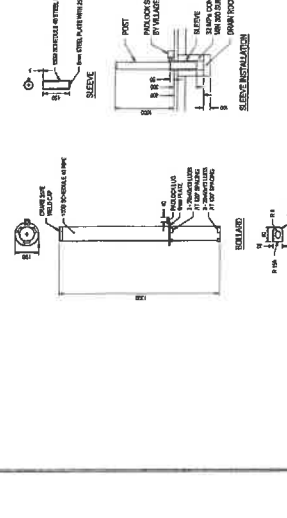
SWALE DETAIL
SCALE N.T.S.



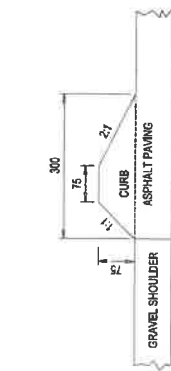
WATER MAIN TIE IN DETAIL #1
N.T.S.



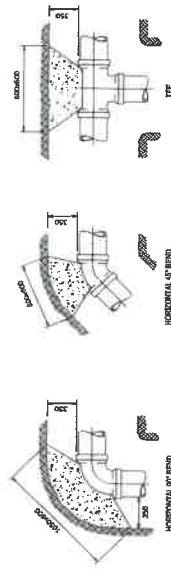
WATER MAIN TIE IN DETAIL #2
N.T.S.



REMOVABLE BOLLARD
SCALE N.T.S.



INTEGRAL ASPHALT CURB DETAIL
SCALE N.T.S.



TYPICAL THRUST BLOCK ARRANGEMENTS

NOTE: ENGINEER TO REVIEW THRUST BLOCK RESTRAINTS W/ CONTRACTOR AT TIME OF INSTALLATION. SEE AMCD DRAWING W-1 FOR STANDARD DETAILS.

- LIST OF MATERIALS
1. 1500 FAT GATE VALVE
 2. 1500PVC 1500PVC 1500PVC TEE
 3. 1500PVC 1500PVC 1500PVC ELBOW
 4. 1500PVC 1500PVC 1500PVC SPOOL PIECE
 5. 1500PVC 1500PVC 1500PVC SPOOL PIECE
 6. 1500PVC 1500PVC 1500PVC SPOOL PIECE
 7. 1500PVC 1500PVC 1500PVC SPOOL PIECE
 8. 1500PVC 1500PVC 1500PVC SPOOL PIECE
 9. 1500PVC 1500PVC 1500PVC SPOOL PIECE

- LIST OF MATERIALS
1. EXISTING 1500 AC WATER MAIN
 2. 1500 PVC WATER MAIN
 3. THRUST BLOCK (TYP.)
 4. 1500 PVC WATER MAIN
 5. 1500 PVC WATER MAIN
 6. 1500 PVC WATER MAIN
 7. 1500 PVC WATER MAIN
 8. 1500 PVC WATER MAIN
 9. 1500 PVC WATER MAIN

Date	Description	By	Check	Scale	Notes
1. 2018-04-04	ISSUED FOR APPROVAL	AF	AF	DI	
2. 2017-10-11	ISSUED FOR APPROVAL	AF	AF	DI	
3. 2017-10-11	ISSUED FOR APPROVAL	AF	AF	DI	
4. 2017-10-11	ISSUED FOR APPROVAL	AF	AF	DI	

McElhenny Consulting Services Ltd.
1500 Highway 104, Suite 100
Edmonton, Alberta T6E 6K1
403-463-8800

TOWN OF COMOX
1800 BEAUFORT AVE
COMOX, BC
MISCELLANEOUS DETAILS

300
Project Number: 2211-1495-00
Rev: 1

NOT FOR CONSTRUCTION
ISSUED FOR CLIENT REVIEW

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

ECOLE ROBB ROAD RIGHT-OF-WAY BYLAW 2018

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**") proposes to grant a statutory right-of-way (the "**SRW**") in favour of the Town of Comox ("**Comox**") over certain of the Board's lands and improvements known as the Ecole Robb Road Elementary School, (the "**Property**");
- (ii) the Board has determined and hereby confirms that the SRW will not interfere with the Board's use of the Property for educational purposes;
- (iii) the Property is facility number _____;
- (iv) the address of the Property is 1909 Robb Road, Comox, B.C., V9M 2C9, and the legal description of the Property is as follows:

Parcel Identifier: 006-134-050
Lot 7, Block 3, Section 53, Comox District, Plan 4032;

NOW THEREFORE be it resolved as a Bylaw of the Board that the granting of the SRW and the execution thereof by the Secretary-Treasurer on behalf of the Board be and is hereby ratified and approved, in the form approved by the Secretary-Treasurer of the Board, as evidenced by his signature, as those terms and conditions may be amended from time to time with the approval of the Secretary-Treasurer, as evidenced by the signature of the Secretary-Treasurer.

This Bylaw may be cited as "School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018".

Read a first time this ____ day of _____ 2018.

Read a second time this ____ day of _____ 2018.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on _____ 2018, and finally passed and adopted this ___ day of _____ 2018.

Chairperson of the Board

Corporate Seal

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Ecole Robb Road Right-of-Way Bylaw 2018, adopted by the Board the ___ day of _____ 2018.

Secretary-Treasurer

School District No. 71 (Comox Valley)

607 Cumberland Road
Courtenay, B.C. V9N 7G5
Fax (250) 334 4472
Telephone: (250) 334-5528

Board of Education

BCSTA Provincial Council - Feb. 17th

Opening Presentation by Reg Bawa, Assistant Deputy Minister and Kim Horne, Executive Director - **Funding Formula Review Process Update**

- Set out what was covered by the review - Operating Grant Funding and Special Purpose Grants
- What is not covered by the review - Capital Funding and In dependent Schools Funding
- The current enrolment based formula took effect 2002/03
- The Ministry is also looking at other jurisdictions/provinces to see how BC compares
- A copy of their presentation has been emailed to all Trustees

BCSTA Provincial Council - Feb. 18th

Oral Reports:

Presidents Report:

- Board Member, Alan elected to the new Board of BCPSEA
- At least 50% of the BCSTA Board will not run again
- Guide for School Trustee Candidates is out from the Elections Committee and should be available on the HUB
- Gordon will be in the "lockup" for the Provincial Budget - Feb. 20th
- The CSBA National Congress to go ahead in Nova Scotia despite what is seen as an antidemocratic attack by that provincial government.
- Threat to local democracy in Nova Scotia, Alberta, and Saskatchewan.

Chief Executive Officer's Report:

- Outline the processes that the former government had brought into place with legislation that Boards are still going to have to implement but the timeline for full implementation has been extended from this June 2018 to June 2019. They include:
 1. An Audit Committee, including and Internal Audit Process
 2. Strategic Planning
 3. Risk Management
 4. Budget Monitoring and Reporting
 5. Surplus policy
 6. Taxpayer Accountability Principles
 7. Developing Financial Statement Discussion & Analysis reports
- It is not a question of one size fits all but these processes and procedures starting this year and are required by all Districts to all be in place by next June.
- Mike "strongly" advises we have our own or the government will impose their own model.
- there is little likely hood of any new money flowing into Education from the new budget ... that is simply the reality.
- What Districts do see is a need for more flexibility in how the dollars are to be spent.

- When talking to Ministry it is recommended that rather than saying “we need more money” talk about increasing flexibility in spending, about cancelling and returning the Administrative Savings the last government clawed back.
- Regarding the Ministry’s renewed interest in the “surpluses” or as Districts call it the “reserves” that Districts are holding ... there is a need for the MOE, Treasury Board and the Auditor to all be “on the same page” or have the same understanding as to why Boards have reserves.
- This was a concern for many arising out of the presentation made the night before.
- Learning Guide is on the BCSTA HUB.

Aboriginal Education Committee

- movie night at future academies was highly recommended
- Committee to change it’s name to the Indigenous Education Committee
- Noted by the BCSTA President, the Assembly of First Nations at the CSBA, voiced that they "want closer relations."

The disposition of the following Motions:

- First motion was read, the mover spoke to it and the next speaker to the motion moved an amendment. As soon as the motion to amend was made, discussion of the first motion stopped until the amendment was dealt with.

9.1 Impact of Funding Formula Review - Amended and Carried.

9.2 Specific Focus for Funding Model Review - Amended and Carried

9.3 Rural Education Enhancement Funding Reporting and Criteria Changes - Defeated

9.4 Additional Funding for Emergency Preparedness - Amendment defeated original motion Carried

9.5 Additional Funding for Indigenous Perspectives, Content and Instructional Methodologies - Amended and Carried

9.6 Base Funding for Small Remote and Rural Districts with Low Enrolment - Amended and Carried

The disposition of Late Motions:

- No late motions for consideration

Issues Forum - Key Questions to be Addressed

- These are the 5 questions that were forwarded to all trustees, Highlights are:

1. Key concerns:

- There was a general consensus that all Districts support a NO Winners No Losers basis
- All “Special Purposes” Grants that can be should be brought into the “Block”
- Unsupported costs should not be downloaded onto Districts
- Adequate, stable, sustainable funding.
- Special Needs funding - if a student requires support for a 6 hour school day i.e. support at recess and lunch, they should be funded for 6 not 5 hours as it is now.
- Transportation should be funded on a KM basis not by the number of students on the bus.

2. Guiding Principles

- Consistent, stable funding is needed to underpin these principles
- Concern over “allocations should support measured improvements to student success” how is that success measured? Is this going to become a test driven approach to funding?
- A lot of emphasis being placed on these Principles

3. Recommended Changes

- Bigger Pie
- Needs based system
- Adequate funding for special needs
- “Lag” funding for students being assessed for Special Needs designation
- Funding that reflects the changing needs of 21st Century teaching and learning i.e. learning that is not being funded now under the old formula or is the result of changes in approach i.e. more needs to be photocopied in a 21st Century Classroom but schools are falling short on their photocopying budgets

4. How is your Board preparing for its submission?

- concern that Boards gave submissions to the Rural Schools Report and Government has it, has read it, references it, but they are not sharing it at this time.
- Boards are hoping other Boards will share their submissions but a specific request to do so must be made by each Board.
- Boards want to know what themes are appearing, what methodology the Government uses to assess its data and make its decisions.
- Very data driven government at the moment.
- Concern that only the Board Chair or their designate may attend the regional meetings and not at the same meeting as that to which Superintendents and Secretary Treasures are attending.

5. Further supports or information BCSTA might offer?

- information on the funding formulas used in other provinces.



February 9, 2018

Ref: 200727

To: All Board Chairs

Dear Colleagues:

Funding Model Review: Regional Trustee and Staff Working Sessions

As previously communicated, Government has launched a K-12 public education system funding model review. To support this process, the Minister of Education will appoint an Independent Review Panel to undertake further work, in collaboration with sector stakeholders, to establish recommendations on how best to structure a new funding model. Membership of this Panel will be announced in the next few weeks. The Ministry of Education is pleased to confirm the schedule and locations for regional meetings, to be led by members of the Panel, beginning in March 2018.

In order to ensure that the regional meetings are productive and inclusive of a broad range of perspectives, the format and approach for meetings will be as follows:

- Meetings will be led by members of the Panel, with support from Ministry of Education staff as required (light refreshments will be provided);
- Meetings are to be attended by Boards of Education and school district staff only, and will be structured as small, informal working sessions to facilitate a detailed dialogue and allow Panel members time to ask questions as needed;
- In each location, Panel members will first meet with Board Chairs (or trustee designate) from 9:30am-11:30am, followed by a meeting with senior school district staff (Superintendents and Secretary Treasurers or designates) from 1:00pm – 4:00pm; and
- The BC School Trustees Association (BCSTA), the BC School Superintendents Association (BCSSA), and the BC School Business Officials Association (BCASBO) have each been issued funding to support their members in travelling to/from regional meetings as required.

Schedule – Regional Working Sessions

**Ministry of
Education**

Office of the Minister

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

Location:
Parliament Buildings
Victoria

City	Location	Date	Meeting Times
Nanaimo	Nanaimo District Secondary School, Meeting Room A 355 Wakesiah Ave	Monday, March 12	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Victoria	Tolmie Building - Board Room 556 Boleskine Road	Friday, March 16	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Abbotsford	Abbotsford Arts Centre 2329 Crescent Way	Thursday, April 5	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
North Vancouver	Ocean View Room, 5th floor Education Services Centre 2121 Lonsdale Ave	Monday, April 9	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Burnaby	Burnaby Secondary School 6011 Deer Lake Parkway	Tuesday, April 10	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Kamloops	Henry Grube Education Centre 245 Kitchener Crescent	Friday, April 13	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Kelowna	Hollywood Road Education Services Site 1040 Hollywood Road	Monday, April 16	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Prince George	School District Boardroom Central Administration Office 2100 Ferry Avenue	Tuesday, April 24	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Nelson	School Board Office 570 Johnstone Rd	Monday, April 30	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Smithers	School Board Office 1235 Montreal Street	Friday, May 4	<ul style="list-style-type: none"> • Trustees: 9:30 - 11:30am • Senior Staff: 1:00 - 4:00pm
Teleconference and/or Video Conference	<i>Dial-in and/or video conference information to be provided in the spring</i>	Tuesday, May 8	<ul style="list-style-type: none"> • ALL: 10:00am – 12:00pm

In order to ensure that Ministry staff are able to communicate updates on meeting venue or timing (if required), please notify the Ministry of Education of your trustee, Superintendent, and Secretary Treasurer (or designate) attendees as soon as possible by emailing K12fundingreview@gov.bc.ca, noting the meeting location/date that you plan on attending.

Recognizing that the regional meeting process is focused on Boards of Education and senior school district staff only, please note that the Panel intends to hold separate meetings with other stakeholder organizations, such as BCSTA, BCSSA, BCASBO, the First Nations Education Steering Committee, the BC Coalition of Parent Advisory Councils, the BC Teachers' Federation, CUPE BC, and other key stakeholder groups later in the spring of 2018, to ensure that their perspectives are also heard.

For more information on the funding model review process, please visit the Ministry's website at: <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/k-12-public-education-funding-model-review>. If you have any questions about the regional meetings, please email the Ministry at: K12fundingreview@gov.bc.ca.

Thank you in advance for taking the time to participate in the funding model review process.

Sincerely,

Robert Fleming
Minister