

REGULAR BOARD MEETING AGENDA
Tuesday, January 22, 2019
7:00pm

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.

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. **Appointment of Acting Secretary Treasurer for January 22, 2019 regular public board meeting.**

Recommendation:

THAT the Board of Education appoint Candice Hilton as acting secretary treasurer for the January 22, 2019 regular public board meeting.

3. **Adoption of Agenda**

Recommendation:

THAT the Board of Education adopt the January 22, 2019 Regular Public Board Meeting Agenda as presented.

4. **Board Meeting Minutes**

Pg. 5 Recommendation:

THAT the Board of Education adopt the Regular Board Meeting Minutes of December 18, 2018 as presented.

5. **Report on In-Camera Meeting –**
No December 18, 2018 In-Camera Meeting

6. **Board Chair's Report**

7. **Presentation or Delegation – 10 minutes**
Vanier Breezeway Program

Dave Randall and Chris Armstrong

8. **Education Committee Meeting Report –**
January 8, 2019 Education Meeting cancelled due to weather

Next Meeting:

DATE: Tuesday, February 12, 2019

TIME: 6:30 pm

LOCATION: Glacier View Secondary Centre

Pg. 10 A revised Education meeting schedule is attached for information.

9. **Strategic Direction**
A. Superintendent

- Pg. 11 i. **District News**

ii. **Hornby Island – Update / Presentation**

iii. **Kindergarten Registration**

- Pg. 13 iv. Board Governance Model -
Implementation of the Role Clarification and Accountability Model in Comox Valley Schools, Briefing Note

Recommendation:

THAT the Board of Education, School District No. 71 (Comox Valley) enter into a contract with Leroy Sloan to implement the Role Clarification and Accountability model in the school district and complete the implementation prior to June 30, 2019.

- Pg. 15 v. **Board Support for Comox Valley Regional District Application for a Physical Literacy Grant from PacificSport, Briefing Note**

Recommendation:

THAT the Board of Education, School District No. 71 (Comox Valley) support the grant application from Active Comox Valley, CVRD and the City of Courtenay and provide a letter of support signed by the Board Chair.

- B. Assistant Superintendent

- Pg. 19 i. **Board Authority Authorized (BAA) Courses** (attached separately)
- Active Lifestyles for Girls 10
 - Conditioning for Sport and Physical Activity 10
 - Canadian Culture 10
 - Emergency Care 10
 - Fitness and Healthy Lifestyles – 10 (Fitness 10)
 - Hockey Skills, 10, 11 and 12
 - Human Performance 10 (Sport)
 - Introduction to Academic Language for ELL 10
 - Introduction to Criminal Law Studies 10

- Jewelry – TBA
- Leadership 10
- Marine Biology 10
- Peer Mentorship 10 (Cross Disciplinary and Interdisciplinary Arts)
- Peer Tutoring 10, 11 and 12
- Rugby Foundations 10, 11 and 12
- Team Sports 10
- Yearbook 10, 11 and 12

Recommendation:

THAT the Board of Education, School District No. 71 (Comox Valley) approve the updated Board Authority Authorized courses as being presented in the new curriculum format.

C. Secretary Treasurer

- Pg. 20 **i. Draft Board of Education Annual Work Plan, Briefing Note**

Recommendation:

THAT the Board of Education of School District No. 71 (Comox Valley) receive this briefing note and proposed Board Annual Work Plan as information presented for feedback and revisions as necessary.

- Pg. 24 **ii. Draft Board Procedural Bylaw**

Recommendation:

THAT the Board of Education of School District No. 71 (Comox Valley) receive this briefing note and the proposed updated Procedural Bylaw for feedback and revisions as necessary.

D. Human Resources

- Pg. 34 **i. Retirements and Recognition**

Recommendation:

THAT the Board of Education receive this report as information.

10. Board Committee Reports

- Pg. 35 **i. Finance Committee Report – January 14, 2019**

- Pg. 37 **a) Committee Terms of Reference**

Recommendation:

THAT the Board of Education approve the amended Committee Terms of Reference as presented.

Pg. 42 b) **Draft Committee Work Plan**

Recommendation:

THAT the Board of Education approve the Draft Committee Work Plan as presented.

Pg. 46 ii. Budget Committee Report – January 16, 2019

Pg. 48 a) **2019-20 Budget Committee Terms of Reference**

Recommendation:

THAT the Board of Education approve the 2019-20 Budget Committee Terms of Reference as presented.

Pg. 49 b) **2019-20 Budget Guiding Principles**

Recommendation:

THAT the Board of Education approve the 2019-20 Budget Guiding Principles as presented.

Pg. 50 c) **2019-20 Budget Development Process and Timelines**

Recommendation:

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

11. Board Business / Correspondence

Pg. 54 iii. Correspondence from the Board of Education, School District No. 71 (Comox Valley) to Minister Rob Fleming, Minister of Education re: **Audit** (attached)

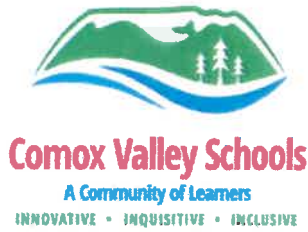
Board Information

Pg. 57 iv. Correspondence from the Board of Education, School District No. 71 (Comox Valley) to Comox Valley Early Years Collaborative Child Care Planning Committee - Letter of Support re: **Childcare Needs Study** (attached)

Board Information

12. Public Question Period

13. Adjournment



Comox Valley Schools

School District No. 71

REGULAR BOARD MEETING MINUTES

Tuesday, December 18, 2018

7:00pm

A copy of the Public Board Meeting will be posted on the School District website at:

<http://www.comoxvalleyschools.ca>

1. Call to Order – 7 pm

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
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

Sarah Jane Howe

Lynda-Marie Handfield, Director, Human Resources

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 December 18, 2018 Regular Public Board Meeting Agenda as amended.

Addition Under Board Business:

- ***Board Procedural Bylaw 2018***

CARRIED

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the Regular Board Meeting Minutes of November 27, 2018 as presented.

CARRIED

4. **Report on In-Camera Meeting – Tuesday, November 27, 2018**
- Human Resources

5. **Board Chair's Report**

- Board Chair Janice Caton formally welcomed new and returning Trustees.
- Acknowledged and thanked senior staff for their hard work, dedication and commitment.
- The board will begin work on developing their strategic plan (goals and budget), governance/policy and continuing to work with community and partners.

6. **Presentation or Delegation – 15 minutes**
Early Years Child Care Community Work, Allan Douglas

We currently have:

- Long wait lists
- Lack of appropriate space
- High parent fees
- High operating costs
- Lack of professional educators

What we need:

- High quality affordable accessible child care
- Support for healthy development
- Support for families
- Support for communities

Recommendation:

THAT the Board of Education write a letter to the Comox Valley Early Years Collaborative Child Care Planning Committee (CVEYC) in support of its application for funding. **CARRIED**

7. **Education Committee Meeting Report**
None

Next Meeting:

DATE: Tuesday, January 8, 2019

TIME: 6:30 pm

LOCATION: Glacier View Secondary Centre

8. **Strategic Direction**
A. Superintendent

i. **District News**

- *Sumdog's Canadian National Math Competition – Congratulations to Mr. Webb's Grade 5-6 class, Royston Elementary School – 1st place.*

- *Mark R. Isfeld Secondary School Culinary Club (Gr. 9-12)* were invited to cook with Chef Eric and his team at Tigh-Na-Mara Resort – community toy drive and fundraiser brunch, serving approximately 2000 people.
- *2018 Premier's Awards for Indigenous Youth Excellence in Sport* went to three students from a Comox Valley secondary school.
- *Everybody Deserves a Smile (EDAS) Program* filled 1155 gift bags for our homeless community. Thank you everyone for your support.
- Valley View Elementary Grade 3 class partnered with Mark R. Isfeld's Foods 11 class to bake *gingerbread cookies*.
- *Highland Secondary School delivers holiday gift cards* throughout their school community – for another successful year.
- *Winter Break – School Closure: Monday, December 24, 2018 to Friday, January 4, 2019 (inclusive); Re-opening: Monday, January 7, 2019.*
- *In-District Cross Boundary Requests Begins January 7, 2018* for a seven-week period – more information visit the school district website: www.sd71.bc.ca.

ii. **Environmental Outdoor Leadership**

- Planning is underway to replicate the program – Summer 2019.

iii. **Governance and Policy Workshop**

DATE: Saturday, January 12, 2019

TIME: 9 am to 3 pm

LOCATION: School Board Office

iv. **K-12 Regular Enrolment Audit, Briefing Note**

Recommendation:

THAT the Board of Education, through the Board Chair, write a letter expressing the concerns regarding the audit process to the Minister of Education and copy this letter to the BC School Trustees Association.

CARRIED

B. Secretary Treasurer

i. **G.P. Vanier Seismic Project Update, Briefing Note**

Recommendation:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the transfer of \$1,450,000 from unrestricted operating surplus to cover the overspend on the G.P. Vanier Seismic Project.

CARRIED

ii. **2018-19 Ministry of Education Recalculated Operating Grant Allocation, Briefing Note**

Recommendation:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the transfer of unrestricted operating surplus in the amount of \$1,220,129 in order to balance the 2018-19 Amended Annual Budget.

CARRIED

Trustee McDonnell (opposed)

iii. **2019-20 Preliminary Budget Process, Briefing Note**

Recommendation:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the briefing note for information.

CARRIED

iv. **Governance Workshop – Eli Mina, Briefing Note**

Recommendation:

THAT the Board of Education receive the briefing note as information.

CARRIED

v. **Draft Board of Education Annual Work Plan, Briefing Note**

Recommendation:

THAT the Board of Education receive the draft proposed Board Annual Work Plan for review and feedback.

CARRIED

C. **Human Resources**

i. **Retirements and Recognition**

- Susan Bannister, Teacher, Arden Elementary School will retire effective December 31, 2018 after 10 years of service with the district.

Recommendation:

THAT the Board of Education receive this report as information.

CARRIED

9. **Board Committee Reports**

None

10. **Board Business / Correspondence**

i. **Board Committees 2018-2019**

Recommendation:

THAT the Board of Education approve the Standing Board Committee structure as presented:

Board Standing Committees:

- **Finance**
- **Policy**

- **Labour Relations**
- **Community Engagement**
- **Facilities**

Board Standing Committee – Sub-Committees:

- **Budget Advisory**
- **Audit**

CARRIED

ii. Board Committee Appointments 2018-19, Briefing Note

Recommendation:

THAT the Board of Education approve the Board Committee appointments and committee schedules as presented.

CARRIED

iii. Trustee – School Liaisons, Briefing Note

Recommendation:

THAT the Board of Education approve the Trustee – School Liaisons as presented.

CARRIED

iv. BC School Trustees Association (BCSTA) Academy, Verbal Report, November 29 – December 1, 2018, Vancouver, BC

Trustees provided a verbal report for information.

v. BC School Trustees Association (BCSTA) Provincial Council Report, Ian Hargreaves, BCSTA Trustee Representative

Recommendation:

THAT the Board of Education receive the briefing note as information.

CARRIED

vi. Notice of Motion

RE: Establishment of a Comox Valley School Designated Fund (or family of funds) in partnership with the Comox Valley Foundation will come forward on the January 22, 2019 regular public Board meeting agenda.

vii. Board Procedural Bylaw 2018 will come forward on the January 22, 2019 regular public Board meeting agenda.

11. Public Question Period

12. Adjournment – 8:30 pm

REVISED - Education Committee Meeting 2019

***** Cancelled – Due to Weather *****

Date: Tuesday, January 8, 2019
Location: Glacier View Secondary Centre
Address: 241 Beecher Place, Courtenay
6:30 pm

Date: Tuesday, February 12, 2019
Location: Glacier View Secondary Centre
Address: 241 Beecher Place, Courtenay
6:30 pm

Date: Tuesday, March 12, 2019
Location: Nala'atsi Alternate School
Address: 665 – 16th Street, Courtenay
6:30 pm

Date: Tuesday, April 9, 2019
Location: Navigate / NIDES
Address: 2505 Smith Road, Courtenay
6:30 pm

Date: Tuesday, May 14, 2019
Location: Ecole Robb Road
Address: 1909 Robb Avenue, Comox
6:30 pm



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

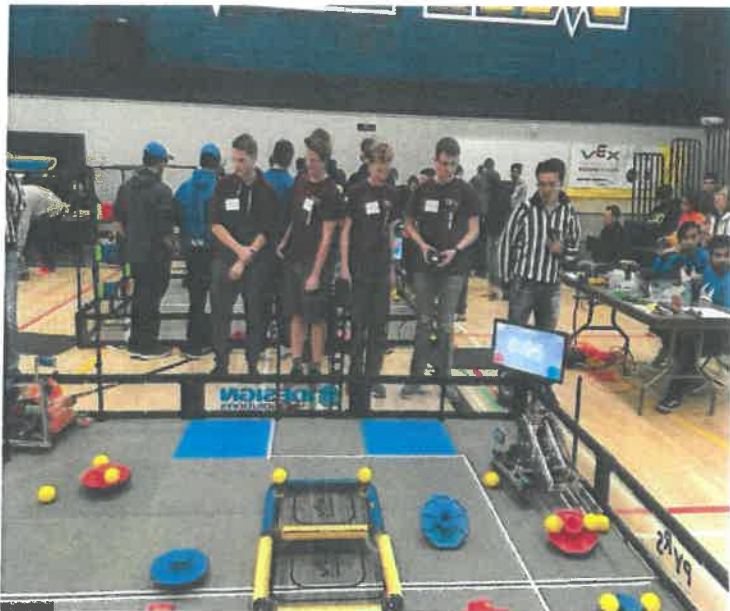
BRIEFING NOTE

TO: Board of Education

DATE: January 22, 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 so that monthly we can honour all that our schools do to support the community and world.



Robots Gather for STEM Competition

The Valley will witness the return of the annual robotics tournament – bringing 50 high school teams together to compete at the regional level Saturday, January 19, 2019 at Highland Secondary School. Now in its 10th year hosting the VEX Robotics Regional Tournament, students from across Vancouver Island and the lower mainland will participate in an all-day competition in hopes to earn a spot at the provincial level taking place in March.

VEX Robotics Competitions are the largest and fastest growing middle and high school robotics program globally with more than 50 countries participating in over 1700 competitions worldwide.



Protocol – Temporary School(s) and / or District Closure

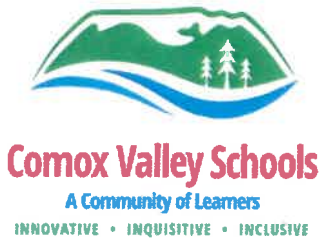
There will be occasions when schools must temporarily close due to inclement weather, power outages or for emergency reasons. The Superintendent of Schools may make the decision to temporarily close any or all district schools when the safety of students and staff

may be compromised. Parents, students and school district staff will be informed through the school alerting system, email, Twitter, Facebook and by notifying local media. Every attempt will be made to post announcements about closures on the school district website, however, power outages may interfere. If there is no announcement on the school website, please be sure to listen to the local radio stations (98.9FM, 97.3FM).

Important Upcoming Dates:

***Non Instructional Day
Friday, February 15, 2019***

***Family Day
Monday, February 18, 2019***



BRIEFING NOTE

TO: Board of Education **DATE:** January 22, 2019
FROM: Dean Lindquist, Superintendent of Schools
RE: **Recommendation for Implementation of the Role Clarification and Accountability Model in Comox Valley Schools**

Background

The Board attended a Board Governance and Policy Workshop on Saturday, January 12, 2019. The presenter Dr. Leroy Sloan provided the attendees with excellent information about board governance and role that governance documents play in supporting effective school districts. The governance workshop identified the importance of articulating clear role definitions and ensuring responsibility and accountability are integral parts of the governance process. It was also made clear that through the governance process, well aligned and coherence bylaws, policies and administrative procedures support the Board in ensuring strong and effective Board governance.

During the session there was good discussion about the need to improve the policies and administrative procedures to ensure the Board's governance model is up to date. As identified in the session the Board's Policy Committee has reviewed, and the Board has approved many amendments to policies and administrative procedures over the past two years. However significant alignment issues remain due to the significant number of bylaws, policies, administrative regulations, and administrative procedures that date back many years.

Part of the issue is that a few years ago, the Board began this work to address the Board governance using a similar model. The work was initiated without the use of a consultant and when the individual leading the work left the school district, the work stopped leaving the Board short of completion of the work. This exacerbated some of the lack alignment and coherence issues facing the Board.

To make the complete governance shift, it is necessary to conduct a thorough review of existing bylaws, policies, administrative regulations, and administrative procedures and ensure all are up-to-date, address any gaps and build alignment and coherence throughout. Through this process the consultant will be able to support the Board's move toward the role clarification and accountability model.

Implications

Over the last two years the Board has identified a policy committee to work with the Superintendent to rectify the governance issue, and review policies and administrative procedures. The committee has made good progress however, there remains significant issues with ensuring our policy and administrative procedure processes are aligned and coherent. Therefore, it is important to change the

way we are moving forward and hire a Board Governance consultant to support the Board and to get this work done over a short time period.

To accomplish this, the next step needed is to contract with Dr. Sloan to implement his model of role clarification and accountability as this is a model that will address district governance needs and is reflective of prior work being done in the district. This will include revising, re-writing and ensuring alignment is in place between Board Policies and Administrative Procedures and that they meet requirements set out in legislation and government policy. This process will require that he review all board governance documents in relation to government and district requirements, re-write and or amend these governance documents and bring them back to the Board for ratification at a future Board meeting.

This model is currently in place in several districts in BC and across western Canada. In addition, there are other school districts on both Vancouver Island and the mainland that are considering implementing this same model.

Recommendation

“That the Board of Education, School District No. 71 (Comox Valley) enter into a contract with Leroy Sloan to implement the Role Clarification and Accountability model in the School District and complete the implementation prior to June 30, 2019.”



BRIEFING NOTE

TO: Board of Education **DATE:** January 22, 2019
FROM: Dean Lindquist, Superintendent of Schools
RE: **Board Support for Comox Valley Regional District Application for a Physical Literacy Grant from PacificSport**

Background

Active Comox Valley, CVRD and the City of Courtenay are applying for a grant on behalf of the municipal recreation facilities and are looking for letters of support for the grant application.

Attached is a description of the grant and a sample of the letter requested.

Implications

None

Recommendation

“That the Board of Education of School District No. 71 (Comox Valley) support the grant application from Active Comox Valley, CVRD and the City of Courtenay and provide a letter of support signed by the Board Chair.”

PHYSICAL LITERACY FOR COMMUNITIES (PL4C)

For the past 7 years PacificSport has presented to many Island communities on the subject of Physical Literacy. Over the past three years PacificSport has successfully engaged the Cowichan Valley in the development of a broad based community approach to enhancing physical activity and improving overall community health. Success in Cowichan has garnered some national attention such that Cowichan is seen as a national leader in this drive to develop physically literate communities.

Since then, PacificSport has undertaken a second Physical Literacy for Communities in Campbell River and initial response from the community has been overwhelmingly positive.

The issue of every community's increasingly sedentary lifestyle and the resulting obesity epidemic has ballooned to the point where no single entity can stem the tide of this trend on their own. However, a 'cross sectoral' approach that engages the **health, education, recreation and sport** sectors is proving to be a strategy that works.

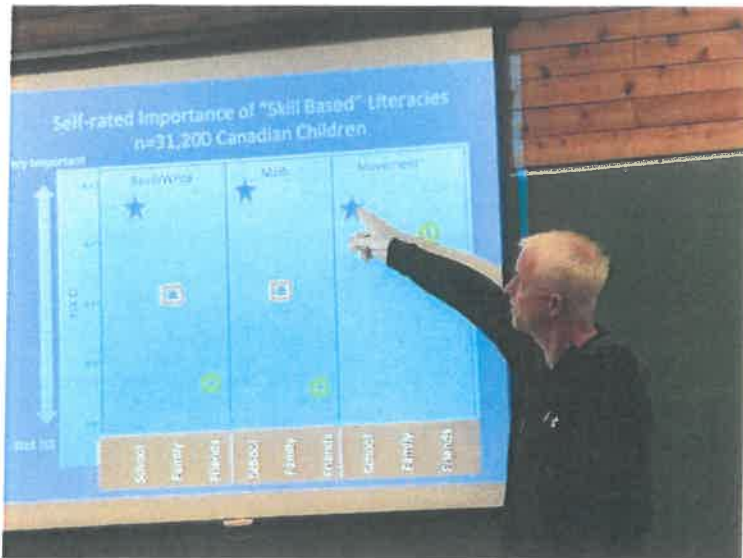
PacificSport has guided both of these communities in a partnership approach to developing healthier, more active communities by engaging those sectors with a proven track record of collaboration on this subject.

Some examples of their success include;

- Teacher mentorship project to improve delivery of PE at the K-3 grades that focuses on development of Fundamental Movement Skills (FMS are what is required to lead a healthy, active lifestyle).
- Health Unit immunization sessions that show video clips focusing on the importance of PL and identifies access to local resources.
- Strategic placement of activity markings in prominent public places that enhance physical activity in children and youth resulting in dramatic increases in movement.
- Collaboration among sports to be more inclusive and progressive while at the same time reducing barriers to participation (especially financial).

PacificSport has identified a funding source that can underwrite up to two years of support to develop a Physical Literacy for Communities project. As they have successfully guided Campbell River through a similar funding application process, they are willing to now do the same for Comox.

Once funding is approved, PacificSport's role is to support the development, roll out and delivery of the various elements of the project. See additional information below.



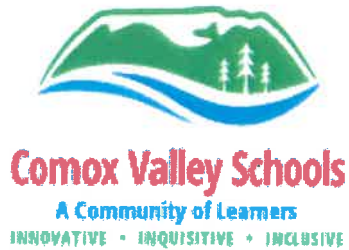
Dr. Dean Kreillaars is based at the University of Manitoba and recognized as a world leading researcher on Physical Literacy. 'Dr. Dean' is a resource that can be drawn upon to explain the importance of the subject as well as the need for immediate community action. Here he is shown presenting at the Physical Literacy summit in Cowichan in November 2017.



Here is a sample of the effectiveness of the activity stencils. These footprints lead from the facility front door to and up the stairs. As a result, children are now preferring the stairs to the elevator. The stencils were paid for by the PL4C group (aka PLAY Cowichan) and are shared among all the stakeholders. As such, stencils are at recreation centres & facilities, libraries, parks, schools, health units.

The group also shares things like PLAY Boxes, which are filled with equipment and strategically placed in parks. The combination to the boxes is available to local users.

With PacificSport as the link to the PLAY projects in Cowichan, Campbell River and Oceanside there is significant sharing of resources as well as a broader understanding of what works and where challenges lie, making each successive project run more smoothly.



School District No. 71 (Comox Valley)

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

Board of Education

January 8, 2019

DRAFT

To Whom It May Concern:

Re: Physical Literacy Grant Application

School District 71 – Comox Valley is pleased to provide a letter of support for the City of Courtenay's application for funding by way of a Physical Literacy for Communities Grant through Sport for Life.

School District 71 works closely with a variety of community members, organizations, and agencies to support our shared work of caring for children and their families in the Comox Valley. We see this project as a means of leveraging even further our shared interest and resources in support of the health and well-being of children and youth in our community.

As such, we welcome the opportunity to engage in a cross-sectoral initiative with the goal of increasing activity levels of families that is based on the principles of Physical Literacy.

Respectfully,

Janice Caton
Board Chair

:dp



Comox Valley Schools

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Board of Education of School District No. 71

BRIEFING NOTE

TO: Board of Education **DATE:** January 22, 2019
FROM: Tom Demeo, Assistant Superintendent
RE: Board Authority Authorized Course Offerings

Background

The following course offerings have previously been approved by the Board of Education, School District No. 71 (Comox Valley) and are being offered to students in the district.

- Active Lifestyles for Girls 10
- Conditioning for Sport and Physical Activity 10
- Canadian Culture 10
- Emergency Care 10
- Fitness and Healthy Lifestyles 10 (Fitness)
- Hockey Skills, 10
- Hockey Skills, 11
- Hockey Skills, 12
- Human Performance 10 (Sport)
- Introduction to Academic Language for ELL 10
- Introduction to Criminal Law Studies 10
- Jewelry – TBA
- Leadership 10
- Marine Biology 10
- Peer Mentorship 10 (Cross disciplinary and Interdisciplinary Arts)
- Peer Tutoring 10
- Peer Tutoring 11
- Peer Tutoring 12
- Rugby Foundations 10
- Rugby Foundations 11
- Rugby Foundations 12
- Team Sports 10
- Yearbook 10
- Yearbook 11
- Yearbook 12

In order to align with the new curriculum these course offerings are being presented to the Board for approval in the new curriculum format.

Recommendation:

THAT the Board of Education, School District No. 71 (Comox Valley) approve the updated Board Authority Authorized courses as being presented in the new curriculum format.



TO: Board of Education **DATE:** December 18, 2018
FROM: Nicole Bittante, Secretary-Treasurer
RE: **DRAFT Board of Education Annual Work Plan**

Purpose

The purpose of this briefing note is to provide the Board of Education with a draft proposed Annual Work Plan for feedback.

Background

At the start of each school year, the Board of Education should develop and/or review an Annual Work Plan, which outlines major tasks and decisions that take place throughout the year. Many of the tasks and decisions are required through legislation and/or policies and regulations.

A draft Board Annual Work Plan has been prepared and presented for review. Trustees can provide any input or feedback to the proposed Annual Work Plan and should receive and/or adopt the final Work Plan at the January board meeting.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) receive this briefing note and proposed Board Annual Work Plan as information presented for feedback and revisions as necessary.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

Board of Education Annual Work Plan

Monthly

- Attend Board meetings
- Attend Education Committee meeting
- Attend Board Standing Committee meetings (Policy, Finance, Facilities, Community Engagement)
- Attend Parent Advisory Council meetings

September

- Review the Audit Findings Report and Management Letter for June 30th Year End
- Approve Audited Year End Financial Statements
- Submit Audited Year End Financial Statements to the Ministry of Education
- Review proposed Trustee calendar for Board meetings, Committee meetings, PAC meetings, and related functions
- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Consider motions to BCSTA Provincial Council

October

- Recognize World Teachers' Day
- Review class size report on school organizations
- Receive Student Learning Frameworks report
- Submit Classroom Enhancement Fund report to the Ministry of Education
- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Represent Board at Ministry of Education Annual Liaison Meeting
- Attend BCSTA Branch meeting (VISTA)
- Community Engagement Session

November

- Receive enrolment update report
- Election of Board Chairperson and Vice-Chairperson
- Annual Chairperson Report
- Approve Trustee Appointments to Committees and Community Liaison Groups
- Attend the BCSTA Trustee Academy

December

- Consider motions for BCSTA Annual General Meeting and Provincial Council
- Receive Statement of Financial Information (SOFI)
- Circulation of draft budget process

January

- Strategic Plan review
- Attend Governance and Policy Workshop
- Receive the Ministry of Education funding update
- Approve the budget process for upcoming year
- Represent Board at BCPSEA Annual General Meeting
- Community Engagement Session

February

- Strategic Plan review
- Attend Governance Workshop – Eli Mina
- Adopt the Amended Annual Budget Bylaw
- Review and Approve Programs of Choice
- Review 3-year enrolment projection
- Represent Board at BCSTA Provincial Council Meeting
- Represent Board at Ministry of Education Annual Liaison Meeting
- Receive June 30th Operating Fund Projection

March

- Nominate candidates for Premier's Award of Excellence and BCSTA Innovation Award
- Receive Ministry of Education Preliminary Operating Grant for upcoming year
- Approve School District Calendar
- Receive June 30th Operating Fund Projection

April

- Receive proposed Preliminary (Annual) Budget
- Approve the Preliminary (Annual) Budget for implementation
- Adopt the Annual Facilities Grant Bylaw
- Receive annual review of rental fees
- Attend the BCSTA Annual General Meeting
- Receive June 30th Operating Fund Projection
- Attend BCSTA Branch meeting (VISTA)
- Community Engagement Session

May

- Adopt the Annual Budget Bylaw
- Approve School Fees
- Receive the Carbon Neutral Action Report
- Receive June 30th Operating Fund Projection

June

- Receive the Aboriginal Education Report
- Adopt the Board Calendar for the upcoming year
- Adopt the Board Annual Work Plan for the upcoming year
- Approve trustee school liaison assignments for the upcoming year
- Review trustee remuneration
- Approve Five-year Capital Plan for submission to Ministry of Education
- Community Engagement Session
- Year-end briefing to review Strategic Plan
- Written acknowledgement of contributions by PAC and DPAC and others as appropriate

SUMMER

- Complete Superintendent Growth Plan Review
- Complete Board Self Evaluation
- Trustee/Senior Leadership Working Session

Other Items Ongoing or Scheduled as Needed

- Attend trustee learning/development/orientation sessions
- Attend school functions (as invited)
- Review the district Strategic Plan
- Review and approve Board Policies and Bylaws
- Review and approve Capital Project Bylaws
- Hear student appeals as needed
- Respond to media requests regarding governance matters in consultation with the Superintendent of Schools and the Communications Manager
- Review and approve Board/Authority Authorized Courses
- Ratify Collective Agreements
- Approve exempt compensation
- Approve disposition of real property (land and buildings)
- Declare facilities/properties surplus to the needs of education
- Attend Board Liaison meetings as outlined in the Trustee Calendar
- Advance Board positions through BCSTA
- Recognize school and community highlights
- Receive Technology Plan updates
- Receive energy management plan updates
- Attend employee recognition events

BRIEFING NOTE

TO: Board of Education **DATE:** January 22, 2019
FROM: Nicole Bittante, Secretary-Treasurer
RE: **DRAFT Board Procedural Bylaw**

Purpose

The purpose of this briefing note is to provide the Board of Education with a draft updated Procedural Bylaw for review and feedback.

Background

Boards of Education must establish procedures for the conduct of their meetings and for the general conduct of their business. These procedures are contained in a procedural bylaw.

An updated draft Board Procedural Bylaw has been prepared and presented for review. The proposed Procedural Bylaw is consistent with those of other school districts in British Columbia. Trustees can provide input or feedback to the proposed Procedural Bylaw and approve the final updated Procedural Bylaw at the February board meeting. Approving the amended Procedural Bylaw will require three readings.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) receive this briefing note and the proposed updated Procedural Bylaw for feedback and revisions as necessary.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

School District No. 71 (Comox Valley)

BYLAW No. 1

PROCEDURAL BYLAW

The *School Act*, RSBC 1996, S.67(5) requires that boards of education establish procedures governing the conduct of their meetings. It is recommended that such procedures be adopted by bylaw to provide greater authority and continuity. Rules of procedure set out in bylaws cannot be suspended but can be amended on notice.

1. Inaugural Meetings

- 1.1 After the general local election of trustees in the school district, the Secretary-Treasurer must convene a first meeting of the Board within thirty (30) days from the date that the new board begins its term of office.
- 1.2 The Chair of the inaugural meeting shall be the Secretary-Treasurer until such time as the Board Chair has been elected.
- 1.3 The Secretary-Treasurer shall announce the results of trustee elections.
- 1.4 The Secretary-Treasurer shall administer the two oaths of office; the Declaration by Trustee and the Oath of Confidentiality.
- 1.5 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not required) and conduct a vote by secret ballot in which that person receiving a clear majority cast shall be elected Board Chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.
- 1.6 The Chair so elected shall assume the Chair for the remainder of the meeting.
- 1.7 The Board shall proceed to elect a Vice-Chair, BC School Trustees Association representative and alternate, and a BC Public School Employers' Association representative and alternate, in the same manner as the election of the Chair.
- 1.8 Following the elections, the order of business shall be:
 - 1.8.1 Passage of banking resolutions and appointment of signing officers. These appointments may be amended at a regular board meeting as required.
 - 1.8.2 See Policy – Trustee Remuneration.

2. Annual Election of Officers of the Board

- 2.1 In years when inaugural meetings are not necessary, the Board shall meet at a time, place and location as determined by the Board to elect the officers of the Board. This will normally be done annually; however, the *School Act* allows an election at any time.
- 2.2 The Chairperson of the meeting shall be the Secretary-Treasurer until such time as the Board Chair has been elected.

- 2.3 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not required) and conduct a vote by secret ballot in which that person receiving a clear majority cast shall be elected Board Chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.
- 2.4 The Chair so elected shall assume the Chair for the remainder of the meeting.
- 2.5 The Board shall proceed to elect a Vice-Chair.

3. Regular Public Meetings

- 3.1 Prior to the end of each school year, the Board shall establish a schedule of regular public meetings of the Board for the ensuing school year. A regular meeting should be held at least once per month on the third Tuesday of the month, excepting July and August. Additional meetings shall be held as the Board may decide.
- 3.2 A quorum of the Board for a regular meeting shall be a majority of the trustees holding office at the time of the meeting.
- 3.3 At the appointed time for commencement of a meeting, the Chair shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
- 3.4 If, prior to the meeting, the Chair and/or the Secretary Treasurer have received information suggesting there will not be a quorum, the meeting may be cancelled, and attempts will be made to contact all Trustees.
- 3.5 Trustees may be allowed to participate in or attend a meeting of the board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 3.6 If a trustee participates in or attends a meeting of the board by telephone or other means of communication (as provided above), the trustee is to be counted for the purposes of determining a quorum and voting.
- 3.7 The agenda will be set by the Agenda Setting Committee, which consists of the Board Chair, Vice-Chair, Superintendent and Secretary-Treasurer, no later than the Tuesday morning of the week prior to the public meeting. Items for the agenda are to be submitted to the office of the Secretary-Treasurer by 4:00 p.m. on the Tuesday of the week prior to the board meeting.
- 3.8 Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee by delivery to the place designated by him or her, or via email. Non-receipt by a trustee shall not void the proceedings.
- 3.9 The agenda will include the following items:
 - a. Minutes of the previous meeting;
 - b. Minutes of any special meetings held since the previous Regular meeting;
 - c. Copies of Board Committee reports;
 - d. Briefing notes for any items requiring a decision;
 - e. Copies of information items;
 - f. Notice or items of new business to be considered;
 - g. Copies of Board correspondence to be considered.

- 3.10 The Order of Business at all regular board meetings, unless varied by motion, shall be as follows:
- a. Call to Order;
 - b. Welcome and Acknowledgement of Traditional Territory;
 - c. Agenda – Changes/Additions;
 - d. Adoption of Agenda;
 - e. Adoption of Minutes of Prior Meetings;
 - f. Report on In-Camera Meeting;
 - g. Presentation/Delegation;
 - h. Announcements;
 - a. Board Chair
 - b. Superintendent
 - i. Education Committee Report;
 - j. Standing Committee Reports;
 - k. Decision items;
 - l. Information items;
 - m. Board Business;
 - n. Correspondence;
 - o. Public Question Period;
 - p. Adjournment.
- 3.11 A change to the prescribed order of business may be proposed by any trustee and shall require majority consent, without debate.
- 3.12 New business shall not be considered at any regular meeting unless it arises directly out of correspondence, reports, or other matters arising during the regular order of business, provided that the members present at any regular meeting of the board may, by unanimous resolution, waive the giving of notice. New business may only be introduced by a member as provided herein through a *Notice of Motion*.
- 3.13 Referral to a Committee of any matter arising during the course of any regular meeting may be made upon resolution of the meeting.
- 3.14 Minutes shall be kept by the Secretary of the Board of all proceedings of the Board, with the minutes to be concise and to record decisions, but not the contents of speeches.
- 3.15 All meetings shall stand adjourned at 9:00 p.m. or two hours after their commencement, whichever comes first. Meetings may continue to a specified or unspecified time, provided that the members present at the meeting unanimously resolve continuation.
- 3.16 All Regular Public meetings of the Board shall be open to the public and to the media and no person shall be excluded except for improper conduct.
- 3.17 The presiding officer may expel and exclude from a Board meeting, any person whom he or she considers has been guilty of improper conduct.
- 3.18 If, in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed to discuss topics pertinent to that meeting and may exclude persons other than trustees and officers.
- 3.19 Fifteen minutes will be set aside on each regular Board Meeting Agenda to give members of the public an opportunity to put one or two questions to the Board.
- a. The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations. The Question Period is not a platform for presentations or personal statements.

- b. The Chairperson may refer the question to a senior staff member or to the appropriate Board Committee Chairperson. Whenever possible, the questions will be answered immediately. If not, it will be deferred to a later date when all the information is available.
- 3.20 A review of Board operations, procedures and Procedural Bylaws will be conducted at a time and place to be determined by the Board.

4. Presentations/Delegations

- 4.1 Requests to make a presentation before the Board shall be submitted to the office of the Secretary-Treasurer by 4:00 p.m. on the Tuesday of the week prior to the scheduled board meeting.
- 4.2 After the scheduled presentation, Board members may ask questions. Except in extraordinary circumstances, no formal response will be given until a later date.
- 4.3 Presentations at regular meetings may include objective criticism of school operations and/or programs but may not include complaints about school personnel or other persons.
- 4.4 Speakers shall be allotted fifteen (15) minutes for a presentation, although the time allotment may be extended up to an additional fifteen (15) minutes more by a majority vote of the Board.

5. Special Meetings

- 5.1 A special meeting of the Board may be called by the Chair, or upon written request by a majority of the trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 5.2 Written notice of a special meeting and an agenda shall be given to each trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by resolution, provided all reasonable steps have been taken to notify all trustees of the meeting.

6. Closed In-Camera Session

- 6.1 The Board may convene a meeting without the public, or without the public and staff present, at which matters of a confidential nature shall be discussed. No trustee shall disclose to the public, the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.
- 6.2 Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved only by the Board in a closed meeting and shall not be filed with the minutes of the regular meetings.
- 6.3 A general summary of matters discussed, and the nature of decisions made at in-camera meetings shall be prepared following each meeting and, after approval of the in-camera meeting minutes, this statement will be attached to the agenda of the regular meeting immediately following.

- 6.4 Unless otherwise determined by the Board, the following matters shall be considered in closed session:
- a. Student disciplinary cases;
 - b. Information regarding appointment, employment or dismissal of an employee;
 - c. Matters of collective negotiations with employees;
 - d. Matters related to the purchase or sale of land;
 - e. Matters of a personal nature that are subject to the Freedom of Information and Protection of Privacy Act;
 - f. Such other matters where the Board decides that the public interest so requires.
- 6.5 Notwithstanding any rule limiting reconsiderations of the agenda, a trustee may make a motion to move a matter from the agenda of a closed meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable, and requires a simple majority in order for the matter to be considered in closed meeting.
- 6.6 Confidential information of in-camera meetings shall be maintained and information that is to be conveyed from an in-camera meeting shall be done by the district administration. The first time in a trustee's career that he or she discloses confidential information; the Board will discuss the violation at an in-camera meeting. If the offence is repeated, the Board will discuss the violation at a public meeting, and in keeping with the new educational philosophy, the chair may publicly reprimand the offending trustee. The trustee may also be barred from future in-camera meetings, as per the *School Act*.

7. Presiding Officers

- 7.1 A Chair and Vice-Chair shall be elected annually, at the first public meeting of the Board in November, according to the procedure set out in 1.1. During the second, third, and fourth years of the Board's term of office, the elections will occur as the last item of business at the November public meeting.
- 7.2 The Board may elect a new Chair and/or Vice-Chair at any time.
- 7.3 If the Chair is absent, or unable to act, the Vice-Chair shall preside at meetings of the Board. If the Vice-Chair is absent or unable to act, the members shall elect one of their number to preside at the meeting.
- 7.4 The Chair may vacate the chair in order to enter debate or propose or second a motion, in which case the Vice-Chair, if present or another member appointed by the chair shall preside until the issue is disposed of (which seldom should be done).
- 7.5 In the event that neither the Chairperson nor the Vice Chairperson are able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.
- 7.6 The Chair votes only when either:
- a. The vote is by ballot, in which case the Chair votes along with and at the same time as all other trustees;
 - b. The Chair's vote will change the result of the vote.
- 7.7 The Chair shall rule on all points of order and shall state their reasons and the authority for ruling when making a ruling. The Chair's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 7.8 In discussing matters with a delegation, the Chair of the Board shall act as spokesperson.

8. Rules of Order

- 8.1 The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the *School Act* or in this bylaw. Where there is an inconsistency between the *School Act* and this bylaw, the *School Act* shall apply.
- 8.2 The Board may adopt a procedural rule for one meeting by resolution approved by two-thirds (2/3) of the trustees present at the meeting.
- 8.3 A rule other than the requirement for notice of meetings may be suspended for one meeting by unanimous consent of the trustees' present.
- 8.4 These procedural bylaws may be amended by resolution of at least two-thirds (2/3) of the entire board approving the amendment. Notice of intention to propose the amendment must be given at the previous meeting and Trustees must be given at least 48 hours' notice.
- 8.5 The presiding officer's ruling on a point of order shall be based on rules of order as stated in s7.1.
- 8.6 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees' present. The challenger and the presiding officer have the right to state briefly the reason for their positions. When an appeal is successful it does not necessarily set a precedent.
- 8.7 A copy of the Board's procedural bylaws shall be available for inspection at all reasonable times by any person.

9. Bylaws

- 9.1 The Board shall not give a bylaw more than two (2) readings at any one (1) meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw three (3) readings at that meeting. The follow matters shall be dealt with only by bylaw:
 - a. Adoption of the budget;
 - b. A capital bylaw;
 - c. The acquisition or disposal of property;
 - d. Ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;
 - e. Amendments to bylaws;
 - f. Where required by the *School Act*.
- 9.2 Written notice of intention to propose a bylaw shall be given in the notice of the meeting where the bylaw is to be proposed.
- 9.3 Every bylaw shall be dealt with in the following stages:
 - a. First reading – no debate or amendment;
 - b. Second reading - discussion of the principle of the bylaw;
 - c. Third reading – consideration of amendments and final decision.
- 9.4 The Secretary-Treasurer shall certify on a copy of each bylaw, the readings and the times thereof and the context of any amendment passed.

- 9.5 A proposed bylaw or amendment may be withdrawn at any stage with unanimous consent of the Board.

10. Motions

- 10.1 Unless expressly required to be exercised by bylaw, all powers of the Board shall be exercised by resolution (motion).
- 10.2 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.
- 10.3 The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 10.4 All motions shall be seconded.
- 10.5 All motions are debatable except the following:
- a. Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
 - b. Motion to fix time for adjournment of a meeting;
 - c. Motion to proceed to the next business;
 - d. Motion to go into committee of the whole or closed session;
- 10.6 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once; however, there can only be one amendment on the floor at a time and it shall be dealt with before another amendment is presented, or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 10.7 All motions shall be subject to amendment except the following:
- a. Motion that the question be now put;
 - b. Motion for adjournment of debate or adjournment of a meeting;
 - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled;
 - d. Motion to refer to committee;
 - e. Motion to proceed to next business.
- 10.8 A motion that has been defeated at a previous meeting can be moved again at a subsequent meeting only if notice is given in the call of the meeting.

11. Reconsideration and Rescind

- 11.1 A motion to reconsider can only be made the day on which the original motion was voted upon, and by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is

debatable. No question can be reconsidered twice. A two-thirds (2/3) majority vote is required for approval.

- 11.2 Motions to rescind a motion previously adopted can be considered only if notice has been given at a previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable. There is no time limit for these motions, and they can be moved by any member. A two-thirds (2/3) majority vote is required for approval.

12. Debate

- 12.1 Debate shall be strictly relevant to the motion before the meeting. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.
- 12.2 Speakers shall be recognized by the Chair and shall address all remarks to the Chair.
- 12.3 Each trustee has the right to speak twice on the same question on the same day but cannot make a second speech if any trustee who has not spoken on that question desired to speak.
- 12.4 No trustee shall speak for more than five (5) minutes at one time. The Chair may caution a trustee who persists in tedious and repetitious debate and may direct him/her to discontinue if he/she persists.
- 12.5 A point of privilege (a matter dealing with the rights or interests of the Board as a whole or of a trustee personally), may be raised at any time and shall be dealt with forthwith before resumption of business.
- 12.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege, or to disclose a conflict of interest.

13. Voting

- 13.1 All trustees present at a meeting must vote on each issue unless they are in a conflict of interest.
- 13.2 If a trustee has a conflict of interest, they must abstain from voting and the quorum will not be affected.
- 13.3 Any declared conflicts of interest shall be recorded.
- 13.4 Voting shall be by show of hands.
- 13.5 All questions shall be decided by a majority of the votes of the trustees present and voting, save as otherwise provided by these bylaws or the *School Act*.

14. Committees

- 14.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.
- 14.2 Appointments to Standing Committees shall be made annually at the December Regular Board Meeting and otherwise as required. There shall be no more than three trustees officially appointed to a Standing Committee with the exception of the Education Committee which shall consist of seven trustees.
- 14.3 Each Standing Committee shall choose a regular time to meet throughout the school year. The meetings shall be scheduled so that the meeting notes can be received by the Secretary-Treasurer's office eight (8) days prior to the Board's regularly scheduled meeting day, to be included in the next Board agenda package.
- 14.4 The Board may meet in a Committee of the Whole "working session" in order to review the Strategic Plan; prepare the Preliminary and Amended Budget; perform major hires and evaluations; conduct trustee orientations; discuss significant facility and program options and processes; and review the Governance section of board policies and bylaws.
- 14.5 The Superintendent of Schools and/or designate, should attend all Committee Meetings.
- 14.6 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion.
- 14.7 A Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.
- 14.8 Committee recommendations to the Board will be reached by consensus. If a single recommendation cannot be agreed upon, the Committee Chair will ensure the notes reflect the differing points of view.
- 14.9 Committees shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.
- 14.10 Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Committee Chair (or designate) to record and confirm the meeting notes. The Chair of the Committee of the Whole must report any record or recommendations from Committee of the Whole to regular public Board meeting.
- 14.11 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are time-limited and are normally appointed to complete a task, at which time they cease to exist.
- 14.12 By motion, the Board may move into Committee of the Whole at any regular or closed session to accommodate open and in-depth discussion when deemed necessary.

BRIEFING NOTE

TO: Board of Education

DATE: January 22, 2019

RE: Human Resources Administration
Retirements and Recognition

Retirements

Stewart Savard, Teacher, Navigate/NIDES will retire effective January 31, 2019 after 20 years of service with the district.

Terry Murray, Teacher, Lake Trail Middle School will retire effective January 31, 2019 after 28 years of service with the district.

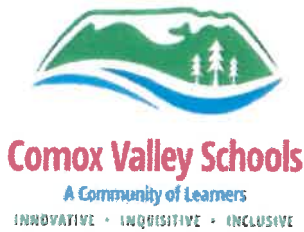
Linda Taylor, Education Assistant, Lake Trail Middle School will retire effective March 31, 2019 after 26 years of service with the district.

Barbara Forrest Pannell, Education Assistant, G.P. Vanier Secondary School will retire effective March 31, 2019 after 23 years of service with the district.

Lynda Robson, Education Assistant, Queneesh Elementary School will retire effective March 31, 2019 after 26 years of service with the district.

Recognition

Bobbie Bailer, Indigenous Support Worker, Indigenous Education, Glacier View Secondary Centre resigned effective December 21, 2018 after 5 years of service with the district.



**FINANCE COMMITTEE
MINUTES**

Date: Monday, January 14, 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 -- Regrets

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

Guests: Cathie Collins, Manager of Finance

A. WELCOME and INTRODUCTIONS

The committee completed a round table of introductions.

B. ITEMS DISCUSSED

1. Review Committee Terms of Reference
2. Draft Committee Work Plan

C. ITEMS FOR RECOMMENDATION

1. Committee Terms of Reference

The Finance Committee recommends:

THAT the Board of Education approve the amended Committee Terms of Reference as presented.

2. Draft Committee Work Plan

The Finance Committee recommends:

THAT the Board of Education approve the Draft Committee Work Plan as presented.

D. ITEMS FOR INFORMATION

1. Funding Model Review – see attached

E. FUTURE AGENDA ITEMS

1. Monthly Financial Report
2. Monthly Operating Forecast

F. NEXT MEETING

Tuesday, February 19, 2019 – 3:00pm

G. ADJOURNMENT

The meeting was adjourned at 3:50pm.

APPENDIX "B"

Finance Committee

The Finance Committee is an advisory committee appointed by, and at the pleasure of, the chair of the board.

The mandate will be interpreted in the context of the *School Act*, the Board Operations Policies, and all applicable laws and regulations and policies and procedures. This mandate has the effect of a board policy to guide the committee members of the school district.

The committee reports to and is accountable to the Board of Education. The committee may delegate information assembly, assessment, or advisory responsibilities to such advisors or subcommittees as it reasonably sees fit. The committee shall establish an Audit ~~Sub~~-Committee to assist with the board's financial fiduciary responsibilities established in the *School Act*.

The school district will provide the committee with reasonable resources for its work, including engaging and compensating any outside advisor that the committee reasonably determines necessary to carry out its purpose. Such advisors will be accountable to the committee.

Purpose

The mandate of the committee is assist the Board of Education in its financial oversight responsibilities and to consider and make recommendations to the board on important financial matters. ~~The committee will provide strategic direction and oversight of the development and updating of financial reports, including policies, information technology systems and reporting, and a review of the planning assumptions made by administration. Additionally, the committee will provide strategic direction into, and assessing corporate performance including banking and finance, and reviewing annual budgets and financial reports for consistency with strategic plans.~~ The committee is responsible for the oversight and development of the annual and amended consolidated budgets.

Committee Membership

The Finance Committee will consist of the following members:

1. ~~twethree~~ (23) board members, one of whom shall act as chair of the committee;
2. secretary treasurer, director of finance, director of operations assistant superintendent and, superintendent of schools.

Key Responsibilities

The Board of Education and Superintendent of Schools recognizes that the committee's role is one of oversight. Management is responsible for financial administration including establishing internal

controls and preparing the district financial statements. Management have more time, knowledge, and information to address day-to-day details and decisions; the committee is expected to exercise reasonable care and due diligence but not to provide any expert or special assurances as to the work of others.

The following responsibilities are guidelines subject to such other requirements or limitations, designated by resolution of the Board of Education from time to time, and to special circumstances:

1. Financial Policies and Information

The committee will review and recommend to the Board of Education for approval:

- a. internal strategic plans, goals, policies, and budgets related to the financial management and administration of the school district, including:
 - the budget framework, leading to the consolidated district budgets;
 - the appropriateness of accounting policies and financial reporting practices used by the district;
 - any significant proposed changes in financial reporting and accounting policies and practices to be adopted by the district;
 - any new or pending developments in accounting and reporting standards that may affect or impact the district;
 - the revenue framework, government financing, special purpose grants, and school fees;
 - capital expenditures;
 - policies on investment portfolios or portfolio performance;
 - debt acquisition, conditions and management; and,
 - compliance reporting for the board.
- b. Banking resolutions, debt financing transactions, and material operational agreements consistent with this policy.

2. Financial Accountability and Public Disclosures

The Finance Committee will:

- a. review, and report to the Board of Education, the following public disclosure documents:
 - quarterly and annual reports;
 - financial reports;
 - budget information; and,
 - other financial reports, as applicable.
- b. evaluate annually:
 - its performance in accordance with board approved documents or direction; and,

- this mandate and related policies.

c. receive for information:

- periodic financial reports sent to the province; and,
- public bodies report.

3. Audit ~~Sub~~-Committee

Purpose

To assist the board and the superintendent of schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP / PSAB compliance), and monitoring the school district's compliance with laws and regulations pertaining to financial operations.

Authority

The Audit ~~Sub~~-Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. with the consent of the Board of Education, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
3. meet with the secretary treasurer and superintendent of schools, external auditors or outside counsel, as necessary.

Composition

The Audit ~~Sub~~-Committee will consist of the following members:

1. ~~Two (2) board members appointed to the Finance Committee, one of whom shall act as chair of the Audit Sub-Committee.~~ Finance Committee Members; and
2. Two members of the public, who are independent to the school district, have no relationship to the audit firm and who are knowledgeable about financial procedures and analysis.

Meetings

The Audit ~~Sub~~-Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting in person or via teleconference or videoconference. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of meetings will be prepared. Committee reports shall be provided at regular meetings of the Board of Education, unless, in the opinion of the committee chair, disclosure of such reports would not be in the public interest. The executive assistant to the superintendent of schools shall act as the recording secretary to the committee.

Compensation

The Audit ~~Sub~~-Committee members shall be compensated as follows:

1. Elected school trustees as per Board Policy
2. Public members \$250 for each full day / \$125 for each half day

Responsibility

The Audit ~~Sub~~-Committee will carry out the following responsibilities:

- Financial Statements:
 1. review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;
 2. review with management and the auditors the results of the audit, including any difficulties encountered;
 3. review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
 4. review with management and the auditors all matters required to be communicated to the Board of Education.
- Internal Control:
 1. consider the effectiveness of the school district's internal controls over annual reporting, including information technology security and control; and
 2. understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- Audit:
 1. review the auditor's proposed audit scope and approach;
 2. review the performance of the auditors, and provide a recommendation to the Board of Education regarding the final approval for the appointment or discharge of the auditors;
 3. review and confirm the independence of the auditors by obtaining statements from

the auditors on relationships between the auditors and the school district, including non-audit services, and discussing the relationship with the auditors; and,

4. on a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

- Compliance:

1. review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and
2. obtain updates from management and, when required, updates from legal counsel regarding compliance matters.

Finance Committee Annual Work Plan

September

- Presentation – Audited Financial Statements for the Fiscal Year
- Audited Financial Statements for the Fiscal Year

October

- Review Committee Terms of Reference
- Financial Update – September 30th

November

- Statement of Financial Information (SOFI)
- Financial Update – October 31st

December

- Budget Committee
 - Review Terms of Reference
 - Review Budget Development Principles
 - Review Budget Development Timeline
- Financial Update – November 30th

January

- Ministry Recalculation – Amended Budget
- Draft Amended Annual Budget
- Financial Update – December 31st

February

- Financial Update – January 31st
- Year End Projection – January 31st
- Review Finance policies

March

- Preliminary Enrolment Projections
- Preliminary Budget Allocation - Estimate
- Financial Update – February 28th
- Year End Projection – February 28th

April

- Preliminary Budget Allocation – Ministry
- Annual Facilities Grant – Spending Plan
- Financial Update – March 31st
- Year End Projection – March 31st

May

- Annual Budget
- Auditors – Planning Report for Year End Audit
- Five Year Capital Plan
- Financial Update – April 30th
- Year End Projection – April 30th

June

- Financial Update – May 31st
- Year End Projection – May 31st



January 3, 2019

Ref: 205262

David DeRosa, President
BC Principals' and Vice-Principals' Association
Email: dderosa@bcpvpa.bc.ca

Patti Dundas, President
BC Association of School Business Officials
Email: dundas_p@surreyschools.ca

Glen Hansman, President
BC Teachers' Federation
Email: glen@bctf.ca

Tom Longridge, President
BC School Superintendents Association
Email: tom.longridge@sd72.bc.ca

Gordon Swan, President
BC School Trustees Association
Email: gswan@bcsta.org

Dear Messrs. DeRosa, Hansman, Longridge, Swan and Ms. Dundas:

Thank you for your letter of September 25, 2018. I appreciate your concerns expressed regarding the release of the Funding Model Review Report and the request for future opportunities to reflect on the Panel's recommendations.

The future of BC's K-12 funding model is guided by principles agreed to by the Ministry of Education and the BC School Trustees Association with the intent of creating a system that is responsive, equitable, stable and predictable, flexible, transparent and accountable.

As previously committed to your organizations, I am pleased to confirm the Panel's [final report](#) was released on December 19, 2018. The report's 22 recommendations, which focus on themes of equity (for all students), accountability, and financial management, provide a good road map to improving the system.

With such a complex change, it is necessary to ensure there is a common understanding of how these recommendations may impact the education system before determining how to proceed to implement a new model. There will be no changes to the funding model for 2019/20 school year, and the Ministry will be engaging further with stakeholders to assess the impacts of these changes in key areas.

.../2

Ministry of
Education

Office of the Minister

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

Location:
Parliament Buildings
Victoria

Your organizations will be updated regarding the range of engagement opportunities that will be available over the coming months.

I look forward to working with all our educational partners as we make important improvements to the K-12 public education funding system. I encourage you to participate in the further engagement opportunities as we move forward. In the meantime, if you have any questions or require further information, please contact Reg Bawa, Assistant Deputy Minister, by email at K12fundingreview@gov.bc.ca.

Again, thank you for writing.

Sincerely,

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

Rob Fleming
Minister



**BUDGET COMMITTEE
MINUTES**

Date: Wednesday, January 16, 2019
Time: 3:00 – 4:00pm
Venue: School Board Office

Committee Members:

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

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

Guests: Cathie Collins, Manager of Finance

A. WELCOME and INTRODUCTIONS

The committee completed a round table of introductions.

B. ITEMS DISCUSSED

1. 2019-20 Budget Committee Terms of Reference
2. 2019-20 Budget Guiding Principles
3. 2019-20 Budget Development Process and Timelines

C. ITEMS FOR RECOMMENDATION

1. 2019-20 Budget Committee Terms of Reference

The Budget Committee recommends:

THAT the Board of Education approve the 2019-20 Budget Committee Terms of Reference as presented.

2. 2019-20 Budget Guiding Principles

The Budget Committee recommends:

THAT the Board of Education approve the 2019-20 Budget Guiding Principles as presented.

3. 2019-20 Budget Development Process and Timelines

The Budget Committee recommends:

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

D. ITEMS FOR INFORMATION

1. Funding Model Review – see attached

E. FUTURE AGENDA ITEMS

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

F. NEXT MEETING

Wednesday, February 20, 2018 – 3:00pm

G. ADJOURNMENT

The meeting was adjourned at 4:15pm.

BUDGET COMMITTEE

TERMS OF REFERENCE

Purpose

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

Membership

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

Meetings

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

Indicators of Success

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

BUDGET COMMITTEE

2019-20 BUDGET GUIDING PRINCIPLES

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

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

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

BUDGET COMMITTEE

**2019-20 PRELIMINARY OPERATING
 BUDGET TIMELINES / PROCESS**

January 16	Budget Committee Meeting - 3:00-4:00pm <i>Committee Terms of Reference, Budget Guiding Principles, Process and Timelines developed.</i>
January 22	Regular Board Meeting 7:00pm <i>Board approval of Committee Terms of Reference, Process and Timelines, and adoption of 2019-20 Budget Guiding Principles.</i>
January/February	Enrolment Projections <i>Management prepares and submits 2019-20 enrolment projections to the Ministry of Education.</i>
February 20	Budget Committee Meeting - 3:00-4:00pm <i>Budget process overview, review of prior year budget changes.</i>
February 26	Regular Board Meeting - 7:00pm
March 15 (tentative)	Preliminary Operating Grant Announcement
March 18 – 29	Spring Break
April 9	Budget Committee Meeting – 3:00-4:00pm <i>Discuss and consider the implications of the Preliminary Operating Grant Announcement and any potential budget shortfall or enhancement.</i>
April 16	Budget Committee Meeting – 3:00-5:00pm <i>Opportunity for District Staff and Partner Group presentations.</i>
April 18	Public Budget Consultation Meeting - 6:00pm <i>Public Budget Consultation Meeting.</i>
April 23	Regular Board Meeting 7:00pm <i>Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district's core business (student success)</i>

- April 30** **Budget Committee Meeting – 3:00-5:00pm**
To consider input from Public Budget Consultation meeting, Partner Group feedback, and develop preliminary balancing options.
- May 28** **Regular Board Meeting 7:00pm**
Approve 2019-20 Annual Budget Bylaw.
- May 15-31** **Staffing Adjustments and Notices**



January 3, 2019

Ref: 205262

David DeRosa, President
BC Principals' and Vice-Principals' Association
Email: dderosa@bcpvpa.bc.ca

Patti Dundas, President
BC Association of School Business Officials
Email: dundas_p@surreyschools.ca

Glen Hansman, President
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Email: glen@bctf.ca

Tom Longridge, President
BC School Superintendents Association
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Ministry of
Education

Office of the Minister

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Your organizations will be updated regarding the range of engagement opportunities that will be available over the coming months.

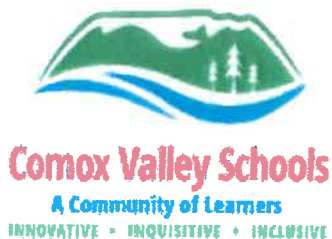
I look forward to working with all our educational partners as we make important improvements to the K-12 public education funding system. I encourage you to participate in the further engagement opportunities as we move forward. In the meantime, if you have any questions or require further information, please contact Reg Bawa, Assistant Deputy Minister, by email at K12fundingreview@gov.bc.ca.

Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rob Fleming
Minister



School District No. 71 (Comox Valley)

Board of Education
Office of the Superintendent

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

January 11, 2019

Minister Rob Fleming
Minister of Education
Room 124, Parliament Buildings
Victoria, BC

Dear Minister Fleming:

The Board of Education, School District No. 71 (Comox Valley) at their regularly scheduled public meeting held December 18, 2018 unanimously passed a motion directing the board chair write to you expressing the concerns of the board regarding the ministry audit process.

Our board and district is proud of the British Columbia education system provided to our students. As a province we rank very high on international comparators and as a district our students are doing very well. However, as a board, we are becoming increasingly concerned over the Ministry's Compliance Program that may impact our success as a school system.

Last spring our district was audited for K-12 program compliance. Some anomalies were found, funding provided to the district was rescinded, and we concurred with this process. However, the problems that we have with the audit process are as follows:

- the policy is dated 2002 and reflects delivery of education programs in a manner that does not support the educational needs of all children or program delivery for the new BC curriculum;
- parts of the funding policies discriminate against those designated students requiring support blocks as they are not funded for any additional courses offered by the school or district outside of the school day; and,
- auditors do not fully investigate the "why" something occurred. In our instance the auditor intimated that our district intentionally coded two (2) credit courses as four (4) credit. We provided both the Ministry and the Auditor with the information and evidence, identifying that the problem was with Ministry MyEd BC documents and instructions. It is important to note that our concern regarding the documentation error was validated by Ministry staff on the Help Desk.

Now, less than 7 months since receiving the last audit report, we have received notification that we will be audited again at the end of January 2019. Auditing is an expensive process for the board and for government both in personnel time and costs. It takes administrative time away from supporting students and teachers and requires significant resources to pull together data requested by the auditor. I am attaching a graphic of ministry data of the inconsistency of board audits. Over the last 10 years some boards have been audited up to five times while others have not been audited at all. Meanwhile only two boards have been audited in the same area (e.g. k-12 enrolment) in two consecutive years.

Auditing a district in such a short time since we received the last audit report serves little purpose and does nothing to rectify our communication of concern with the Ministry following the allegations that were made by the Auditor that we were deliberate in our actions to code two credit courses as four. Furthermore, our board does not believe that an audit is required as the Ministry already has access to the 1701 information they require to determine if the recommendations from the last report were implemented. Minister Fleming, having your Ministry conduct another audit less than seven months after the report was received is not good use of our limited district resources that should be used for instructional purposes!

This government was highly critical of the previous government's policies and practices. This current government is correct in being critical, yet as a school district we continue to be audited by the Ministry using policies dated from 2002 (<https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/compliance-program>), created by a previous government, driving the implementation of the new government's k-12 direction. These policies are and should be contrary to the current government and Ministries position around educational reform. As a school district we are constantly being reminded and encouraged to change our ways of educating students to prepare them for the changing world, yet through aging policies and practices we are penalized and scrutinized for our efforts in implementing this change agenda. We are being told that this issue will be resolved through the Funding Review process, however, if this is the case, changes to the policies contained in the Compliance Program are likely years away from being rewritten resulting in many more audits that take the focus away from government's focus and direction. We would suggest that change to the Compliance Program policies will require the Ministry to immediately review its policies and ensure they align with government and ministry mandate and this needs to be done sooner than later if the government truly wants the education system to remain high performing.

I am prepared to meet with you to discuss this issue further if additional information is required.

Respectfully,



Janice Caton
Board Chair
Comox Valley Schools (SD71)

JC:dp

Copy: BCSTA Boards of Education
Vancouver Island School Trustees Association (VISTA)
MLA

Auditing Stats 2010-11 to 2017-18

Regular Enrollment Audit



2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
SD5	SD18	SD18	SD42	SD84	SD6	SD6	SD6
SD20	SD45	SD47	SD75	SD19	SD22	SD24	
SD22	SD68	SD44	SD4	SD74	SD44	SD49	
SD23	SD64	SD50	SD2	SD72	SD57	SD35	
SD21	SD42	SD52	SD5	SD3	SD59	SD43	
SD54	SD87	SD73	SD18	SD30	SD78		
SD69		SD81					SD46
SD64							SD40
SD70							
SD72							
SD74							
SD79							
SD81							

School District

Audit

5	2
6	3
8	4
10	1
19	2
20	2
22	2
23	5
27	1
28	0
33	1
34	3
35	4
36	1
37	4
38	3
39	3
40	2
41	3
42	3
43	2
44	0
45	2
46	3
47	2
48	1
49	1
50	2
51	1
52	2
53	3
54	3
57	4
58	2
59	2
60	3
61	4
62	3
63	3
64	3
67	3
68	3
69	2
70	2
71	4
72	4
73	3
74	2
75	2
78	1
79	3
81	2
82	3
83	3
84	2
85	1
87	0
91	5
92	0
93	0

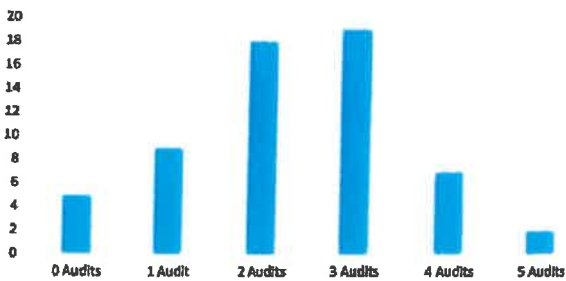
Distributed Learning Audit

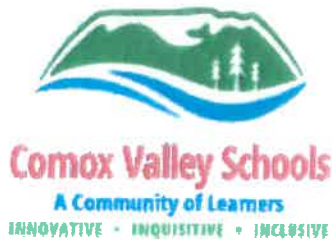
2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
SD18	SD22	SD40	SD6		SD6		SD3
SD19	SD17	SD81	SD45		SD45		SD34
SD22	SD68	SD47	SD2		SD52		SD48
SD24	SD44	SD60	SD44		SD49		SD41
SD74	SD67	SD63					SD42
SD79		SD69	SD34				SD43
SD81			SD72				SD62
			SD82				

Special Education Audit

2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
SD5	SD6	SD6	SD20	SD84	SD45		SD5
SD46	SD17	SD19	SD40	SD41	SD54		SD1
SD81	SD45	SD16	SD2	SD69	SD67		SD42
SD60	SD44	SD43	SD58	SD75	SD42		SD44
SD62	SD18	SD50	SD59				SD48
SD67	SD74	SD52	SD64				SD75
SD68	SD84	SD47	SD70				
SD81		SD4					
		SD1					
		SD2					

Number of Districts





School District No. 71 (Comox Valley)

Board of Education
Office of the Superintendent

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

January 11, 2019

Comox Valley Early Years Collaborative
Child Care Planning Committee
237 3rd Street
Courtenay, BC V9N 1E1

Dear Ms. Gray

RE: Letter of Support – Childcare Needs Study

The Board of Education, School District No. 71 (Comox Valley) is pleased to provide this letter of support to the Comox Valley Early Years Collaborative Child Care Planning Committee (CVEYC) as they work collaboratively with the Town of Comox, City of Courtenay and Comox Valley Regional District in its application for funding to the Community Child Care Planning Program for the purpose of developing a child care needs study in the Comox Valley.

We look forward to assisting the CVEYC planning committee in its application process and hope that the evaluation committee will support funding the creation of a healthy childcare plan that supports young children and their families here in the Comox Valley.

Respectfully,

Janice Caton
Board Chair
Comox Valley School District

JC:dp