

# REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, November 28, 2017

7 pm

---

## PUBLIC BOARD MEETING

*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.*

**A. Call To Order**

Acting Secretary Treasurer Sheldon Lee will call the meeting to order.

**B. Elections**

**a) Election of the Chairperson**

The Acting Secretary Treasurer will call for nominations and conduct the election for Chairperson.

**b) Election of Vice-Chairperson**

The Board Chair will call for nominations and conduct the election for the new Vice-Chairperson.

**C. Adoption of Agenda**

**Circulated earlier in draft form for Board approval.**

Recommendation:

***THAT the Board of Education adopt the November 28, 2017 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 ...***

**D. Board Meeting Minutes**

- Page 6** 1. Adoption of the Regular Public Board Meeting Minutes – Monday, October 23, 2017.

Recommendation:

***THAT the Board of Education adopt the Board Meeting Minutes of October 23, 2017 as circulated earlier for Board approval.***

# REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, November 28, 2017

7 pm

---

E. **Report on In-Camera Meeting**

In-Camera Minutes of October 23, 2017

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

- Personnel
- Finance
- Facilities and Properties

F. **Presentation or Delegation**

1. **Learning Framework Presentation**, Kyle Timms, Principal, Ecole Robb Road Elementary School

G. **Education Committee Meeting**

Committee Chair: Ian Hargreaves

**Page 10** Minutes of Tuesday, November 14, 2017 Education Committee Meeting provided for Board information.

1. **Date:** Tuesday, January 9, 2018  
**Time:** 6:30 pm  
**Location:** Lake Trail School  
805 Willemar Avenue, Courtenay, BC

H. **Strategic Direction**

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

**Page 12** a. *District News*

2. **Assistant Superintendent's Report**, Tom Demeo

- a. *Learning Framework*
- b. *Calendar Update*

**Page 13** c. **Board Authority Authorized (BAA) Course Offering, Briefing Note - Technical Writing (Handout)**

Recommendation:

***THAT the Board approve the Board Authority Authorized course as presented to be offered to students in the district through Navigate.***

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

**Page 14** a. *Retirements and Resignations*

---

# REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, November 28, 2017

7 pm

---

## I. Board Committees

### ***Finance Committee***

Committee Chair: Vickey Brown

**Page 15** Minutes of Monday, November 20, 2017 Finance Committee Meeting provided for Board information.

**Page 19** 1. **2018/19 Annual Budget Timelines**, Briefing Note, Sheldon Lee, Acting Secretary Treasurer

Board Information

Recommendation:

***THAT the Board of Education receive the Finance Committee report.***

### ***Policy Committee***

Committee Chair: Tom Weber

**Page 26** Minutes of Tuesday, October 31, 2017 Policy Committee Meeting provided for Board information.

1. **Administrative Procedures** (attached)

**Page 27** - 1006 R2 – *Maximum Expenses – Approved Out of District Travel*

**Page 29** - 2030 MR1 – *Canadian Anti-Spam Legislation*

**Page 30** - 3000 MR1 – *Freedom of Information and Protection of Privacy Requests and Disposal of Records*

**Page 34** - 3000 MR2 – *Freedom of Information and Protection of Privacy Requests*

Board Information

Recommendation:

***THAT the Board of Education receive the Policy Committee report.***

### ***Facilities and Properties Committee***

Committee Chair: Ian Hargreaves

**Page 36** 1. **2017/18 Long Range Facilities Plan Timeline**, Sheldon Lee, Acting Secretary Treasurer

Recommendation:

***THAT the Board of Education receive the Facilities and Properties report.***

# REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, November 28, 2017

7 pm

---

## J. Board Business / Board Committee Reports / Correspondence

### 1. Election of Representative – BC School Trustees Association (BCSTA) Provincial Council

The BCSTA Bylaws provide that each member Board shall elect one trustee as representative and one trustee alternate representative to the Provincial Council

- a) Nominations for representative to the BCSTA Provincial Council called by Chairperson
- b) Nominations for alternate representative to the BCSTA Provincial Council called by Chairperson

### 2. Election of Representative – BC Public School Employers' Association (BCPSEA) Representative Council

The BCPSEA Bylaws provide that each member Board shall elect one trustee as representative designate and one trustee as alternate designate to the BCPSEA Representative Council

- a) Nominations for representative designate to the BCPSEA Representative Council by Chairperson
- b) Nominations for alternate designate to the BCPSEA Representative Council called by Chairperson.

### Page 41 3. *Draft Community School Policy* (Notice of Motion presented at the October 23, 2017 regular public Board meeting), Briefing Note, Clifford Boldt, Trustee, City of Courtenay

#### Recommendation:

***THAT the Board of Education, School District No. 71 (Comox Valley) approve the policy draft on Community Schools and refer it to the Policy Committee for their report back to the Board.***

### Page 42 4. Correspondence to: Mr. Mike Roberts, Chief Executive Officer, BC School Trustees Association re: **Input to PSEC Consultation on BCPSEA Governance** (attached)

Board Information

### 5. **Ministry of Education Meeting / Board Chair Meeting**, October 25, 2017, Vancouver, BC, Verbal Report, Janice Caton, Board Chair

Board Information

# REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, November 28, 2017

7 pm

---

- Page 44** 6. **BC School Trustees Association (BCSTA) Provincial Council Report, October 27-28, 2017, Vancouver, BC, Briefing Note, Ian Hargreaves, BCSTA Provincial Council Representative**
- Board Information
- Page 46** 7. **BC School Superintendents Association (BCSSA) Fall Conference, November 16-17, 2017, Vancouver, BC, Briefing Note, Ian Hargreaves, Board Vice-Chair**
- Board Information
8. **BC Public School Employers' Association (BCPSEA) Symposium, November 2-3, 2017, Vancouver, BC, Verbal Report, Vickey Brown, BCPSEA Alternate Representative**
- Board Information
9. **BC School Trustees Association (BCSTA) Academy, November 23-25, 2017, Vancouver, BC, Trustee Verbal Report**
- Board Information
10. **Community Health Network Forum, November 16, 2017, Verbal Update, Sheila McDonnell, Trustee, Baynes Sound, Hornby and Denman Islands / Clifford Boldt, Trustee, City of Courtenay**
- Board Information
- Page 49**  
**Page 51** 11. **Correspondence from:**
- Shannon Aldinger (Parent); and
  - Lisa Taylor, Chair, Mark R. Isfeld Secondary School PAC,
- re: **Request to Extend Funding of Sexual Health Education to all Students of School District No. 71 (Comox Valley)**

**Recommendation:**

***REFER correspondence to Senior Leadership.***

# REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, November 28, 2017

7 pm

---

## 12. Signing Authority

Recommendation:

***THAT the Board:***

***Delete \_\_\_\_\_ as signatory for School District  
No. 71 (Comox Valley); and***

***Authorize Board Chair \_\_\_\_\_ signing  
authority for School District No. 71 (Comox Valley).***

K. Public Question Period

L. Adjournment

# REGULAR PUBLIC BOARD MEETING – MINUTES

Monday, October 23, 2017

7 pm

---

## PUBLIC BOARD MEETING

### A. Call To Order - 7 PM

**Present:**

**Trustees**

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

**Staff**

Dean Lindquist, Superintendent of Schools  
Sheldon Lee, Acting Secretary Treasurer  
Candice Hilton, Director of Finance  
Allan Douglas, Director of Instruction (Elementary)  
Geoff Manning, Director of Instructional Services K-12  
Esther Shatz, Director of Instruction (Student Services)  
Paul Berry, Director of Instruction (Health and Safety)  
Ian Heselgrave, Director of Operations  
Josh Porter, Director, Information Technology  
Debbie Page, Recording Secretary

**Regrets:**

Tom Demeo, Assistant Superintendent  
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.*

### B. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

***THAT the Board of Education adopt the October 23, 2017 Public Board Meeting Agenda. CARRIED***

### C. Board Meeting Minutes

1. Adoption of the Regular Public Board Meeting Minutes – Tuesday, September 26, 2017.

Recommendation:

***THAT the Board of Education adopt the Board Meeting Minutes of September 26, 2017 as circulated earlier for Board approval. CARRIED***

### D. Report on In-Camera Meeting

In-Camera Minutes of September 26, 2017

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

# REGULAR PUBLIC BOARD MEETING – MINUTES

Monday, October 23, 2017

7 pm

- Personnel
- Finance
- Facilities and Properties

## E. Presentation or Delegation

- Cancelled 1. ~~Lindsay McGinn, Community Impact Officer – North Island,  
Comox Valley Community Health Network~~

## F. Education Committee Meeting Committee Chair: Ian Hargreaves

Minutes of Tuesday, October 10, 2017 Education Committee Meeting provided for Board information.

1. **Date:** Tuesday, November 14, 2017  
**Time:** 6:30 pm  
**Location:** Arden Elementary School  
3040 Lake Trail Road, Courtenay, BC

### Recommendation:

***THAT the Board of Education receive the Education Committee Report. CARRIED***

## G. Strategic Direction

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

#### a. *District News – Highlights*

- *Judd Foster*, Highland Secondary School Grad – represented Canada at the WorldSkills Competition in Abu Dhabi, October 15-18, 2017
- Ecole Puntledge Park Elementary School Celebrates “All Things Salmon” – at the *2<sup>nd</sup> Annual Salmon Day Festival*, October 12, 2017
- Film Screening, *Most Likely to Succeed*, Wednesday, October 25, 2017; 6:30 pm; Mark R. Isfeld Secondary School, Multi-Purpose Room
- *3C Ship* – sponsored two classrooms (Ecole Puntledge Park and Lake Trail) from SD 71 to tour the ship while it was docked in Campbell River
- *Enrolment* for the 2017/18 school year – 239 student increase at our schools; distance learning increase of 185 students
- *Modulars* – As reported at the September Board meeting, we have 3 additional modular that will be arriving in December; operational in mid/late January; placement: Huband Park Elementary School, Aspen Park Elementary School and Royston Elementary School
- *School Closures/Disruptions* – Administrative Procedure 3051
- *Student Survey* – at the September 2017 Board meeting it was determined by the Board to set up a process for engaging students in focus groups or



# REGULAR PUBLIC BOARD MEETING – MINUTES

Monday, October 23, 2017

7 pm

---

round tables in order to provide them with the opportunity to provide input on student specific issues to the Board.

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

a. *Retirements*

- Beth Funk, Library Clerk, Mark R. Isfeld Secondary School will retire effective December 31, 2017 after 12 years of service with the district.
- Lisa McKenna, Computer Support Worker, Student Services will retire effective December 31, 2017 after 22 years of service with the district.

H. **Board Committees**

***Finance Committee***

Committee Chair: Vickey Brown

Minutes of Monday, October 16, 2017 Finance Committee Meeting provided for Board information.

1. ***Draft – Unrestricted Surplus Policy***, Briefing Note, Sheldon Lee, Acting Secretary Treasurer

Recommendation:

***THAT the Draft – Unrestricted Surplus Policy be referred to the Policy Committee for revision.*** **CARRIED**

Recommendation:

***THAT the Board of Education receive the Finance Committee report.*** **CARRIED**

I. **Board Business / Board Committee Reports / Correspondence**

1. **Notice of Motion**, School District No. 71 (Comox Valley) **Community School Policy Draft**, Briefing Note, Cliff Boldt, Trustee, City of Courtenay

Board Information

2. **Correspondence**: Gordon Swan, President, BC School Trustees Association to the Honourable Rob Fleming, Minister of Education re: **Request that the 2017 school FSA results not be published**

# REGULAR PUBLIC BOARD MEETING – MINUTES

Monday, October 23, 2017

7 pm

---

Recommendation:

***THAT the Board Chair write a letter to the Minister of Education supporting the request from Gordon Swan, President, BC School Trustees Association that the 2017 school FSA results not be published.*** **CARRIED**

3. Correspondence: Michael Marchbank, Public Administrator, BC Public School Employers' Association to the Honourable Michael de Jong, Minister of Finance **Recommending Boards of Education Support the Re-election of Trustees to the Board of Directors**

Recommendation:

***THAT the Board Chair write a letter to the Minister of Finance and the Minister of Education stating their support that the association be released from the direction of the Public Administrator and that the Trustee Directors be reinstated to the BCPSEA Board of Directors.*** **CARRIED**

4. **BC School Trustees Association (BCSTA) Provincial Council Motions, Verbal Update, Ian Hargreaves, BCSTA Trustee Representative**

- 9.1 Funding for Capital Compliance with SCC Decision
- 9.2 Standardized Modules of Learning and Assessment
- 9.3 Funding of Exempt Staff Salary Increases
- 9.4 Administrative Savings
- 9.5 School District No. 83 By-Election

Trustee Representative Ian Hargreaves gave a verbal update on the BCSTA Provincial Council motions.

5. Correspondence: Gordon Swan, President, BC School Trustees Association, **Presentation to the Select Standing Committee on Finance and Government Services**

Board Information

6. Chair's Report: **Upcoming Board Chairs Meeting with the Ministry of Education and BC School Trustees Association**, Verbal Update, Janice Caton, Board Chair

Board Chair Janice Caton gave an update on the upcoming Board Chairs Meeting with the Ministry of Education and BCSTA.

J. **Public Question Period**

K. **Adjournment – 7:30 pm**

# Education Committee Meeting—Minutes

Date: Tuesday, November 14, 2017

Location: Arden Elementary School

Address: 3040 Lake Trail Road, Courtenay, BC

6:30 pm

## Members:

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

---

## 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. **Arden Elementary School Highlights / Report**

Brian Goodwin, Principal – reviewed *Learning Framework*. The framework has been designed in an Inquiry format.

##### Context of School

- 316 students
- 75 Indigenous students
- 40 staff (including EAs)
- Emphasize matters of the heart
- Encourage alternate learning environments
- All staff consider all students to be theirs – community of learners
- “Collaborative” – student centred

##### Focus:

- How will clarity/define school culture \*enhance a student sense of belonging and identity? (\*the Arden Way)
  - o Evidence will be gathered using pre/post survey.

Second Focus – RTI

- How will a continuity of staff, collaboration and the Response to Intervention Model enhance student learning? (Use the EDI data as a focus!)

2. Lucinda Wolters, Vice-Principal, ***Adaptive Schools***

- A host of strategies to promote collaboration.
- Adaptivity – clarifying identity and changing form.

**Next Education Committee Meeting:**

**DATE:** Tuesday, January 9, 2018

**TIME:** 6:30 PM

**LOCATION:** Lake Trail School  
805 Willemar Avenue, Courtenay, BC

# 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](mailto:debra.page@sd71.bc.ca) so that monthly we can honour all that our schools do to support the community and world.**



### *Ready, Set, Learn . . .*

Parents / caregivers along with their preschool children are invited to their neighbourhood school for a fun-filled hour of activities, songs, stories, and interacting with school district staff, etc. School events are posted on the school district website: <http://www.sd71.bc.ca/Pages/default.aspx>

### *Christmas Concert Series*

December 7 * Huband Park Elementary School (1 pm & 6 pm)	December 18 * Airport Elementary School (6:30 pm)
December 11 * Mark R. Isfeld Secondary School (7 pm)	December 19 * Ecole Puntledge Park Primary (1 pm & 6:30 pm)
December 12 * Ecole Robb Road Primary (5 pm) * Valley View Elementary School (1 pm & 6:30 pm)	December 20 * Arden Elementary School (1 pm & 6:30 pm) * Cumberland Community School (6 pm) * Ecole Puntledge Park Intermediate School (1 pm & 6:30 pm)
December 13 * Brooklyn Elementary School (1 pm & 6 pm) * Ecole Robb Road Intermediate (5 pm) * G.P. Vanier Secondary School (6:30 pm)	December 21 * Aspen Park Elementary School (TBA) * Royston Elementary School (1 pm & 7 pm) * Hornby Island Student Showcase/Mug Up (6 pm) * Queneesh Elementary School (1pm & 6:30 pm)

# School District No. 71 (Comox Valley)

Office of the Assistant Superintendent

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

---

**Briefing Note –**  
**New Board Authority Authorized (BAA) Course Offering**

**Course Offering (Handout)**

- **Technical Writing**

**Recommendation:**

***THAT the Board approve the Board Authority Authorized course as presented to be offered to students in the district through Navigate.***

**Retirements:**

M'Elaine Healey, Senior Administrative Assistant, Miracle Beach Elementary School will retire effective January 20, 2018 after 9 years of service with the district.

Heather Douglas, Senior Administrative Assistant, International Student Program will retire effective January 31, 2018 after 29 years of service with the district.

# MINUTES

## Finance Committee

**Meeting Date:** Monday, November 20, 2017  
**Time:** 2:30 pm  
**Location:** School Board Office, Seminar Room

**Committee Members**

**In Attendance**

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

Item #	Topic
1.	<b>Review Prior Finance/Audit Committee Meeting Minutes</b> Reviewed the October 16, 2017 Finance Committee Meeting Minutes re: unfinished business. Minutes adopted at the October 23, 2017 Board meeting.
2.	<b>Month End Year to Date Variance Report – (attached)</b> Director of Finance Candice Hilton spoke to the Month End Year to Date Finance Various Report. A copy of the Report will be attached to the public Finance Committee meeting minutes.
3.	<b>Month End Capital Summary Report – (attached)</b> Director of Finance Candice Hilton spoke to the Month End (October 30, 2017) Capital Financial Summary Report. A copy of the Report will be attached to the public Finance Committee meeting minutes.
4.	<b>Statement of Financial Information</b> Director of Finance Candice Hilton reported the Statement of Financial Information report is completed will be submitted to the Ministry of Education.
5.	<b>2018/19 Budget Timeline – (attached)</b> Acting Secretary Treasurer Sheldon Lee spoke to the 2018/19 Annual Budget Timeline. A copy of the briefing note will be brought forward to the November 28, 2017 regular public meeting for Board information.

**Meeting Adjourned:** 3:30 pm  
**Next Meeting:** TBC



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

06/11/2017

	2016/17			2017/18			Notes	
	Amended Budget	Actual Oct 31/16	% Spent or Collected	Annual Budget	Actual Oct 31/17	% Spent or Collected		
<b>REVENUE</b>								
<b>PROVINCIAL GRANTS</b>							This report does not include any outstanding commitments  Budgeted in SPF Fund 5	
Operating Grant	71,998,236	14,620,103	20.3%	73,677,026	15,616,250	21.2%		
Other MOE Grants-Reduction for LEA	-157,950	0		-134,428				
Other MOE Grants-Ed Guarantee								
Other MOE Grants-Fed French								
Other MOE Grants-Pay Equity	451,831	0	0.0%	451,831	80,366	20.0%		
Other MOE Grants-Labour Settlement								
Other MOE Grants-Misc	840,982	0	0.0%	855,316	294,963	34.5%		
<b>TOTAL MINISTRY OF ED GRANTS</b>	<b>73,133,099</b>	<b>14,620,103</b>	<b>20.0%</b>	<b>74,849,745</b>	<b>16,001,579</b>	<b>21.4%</b>		
<b>OTHER REVENUES</b>								\$2.9 was unearned from 16/16
Other SD/Ed Authorities								
LEA/Direct Transfers from First Nations	157,950	0	0.0%	134,428		0.0%		
Offshore Tuition	3,797,500	3,614,224	95.2%	4,132,500	4,362,947	105.6%		
Miscellaneous other	350,000	80,981	23.1%	328,000	164,508	50.2%		
Rental and Leases	203,220	30,539	15.0%	150,000	68,085	45.4%		
Investment Income	117,000	50,613	43.3%	87,000	83,503	96.0%		
<b>TOTAL OTHER REVENUE</b>	<b>4,625,670</b>	<b>3,776,357</b>	<b>81.6%</b>	<b>4,831,928</b>	<b>4,679,043</b>	<b>96.8%</b>		
<b>TOTAL REVENUES</b>	<b>77,758,769</b>	<b>18,396,461</b>	<b>23.7%</b>	<b>79,681,673</b>	<b>20,680,622</b>	<b>26.0%</b>		
<b>EXPENDITURES</b>								
<b>SALARIES AND BENEFITS</b>								
Teachers	31,803,558	6,061,065	19.1%	32,453,296	7,171,956	22.1%		
Principals and Vice Principals	4,679,873	1,391,021	29.7%	4,622,994	1,613,954	34.9%		
Educational Assistants	5,092,307	801,233	15.7%	4,249,970	764,424	17.8%		
Support Staff	6,744,492	1,812,809	26.9%	7,053,354	1,821,112	25.8%		
Other Professionals	1,916,233	806,402	31.6%	2,244,062	717,258	32.0%		
Substitutes	2,364,681	353,795	15.0%	2,995,184	315,526	10.5%		
Benefits	13,308,573	3,015,453	22.7%	13,582,724	2,807,538	20.7%		
<b>TOTAL SALARIES AND BENEFITS</b>	<b>65,909,717</b>	<b>14,041,778</b>	<b>21.3%</b>	<b>67,201,584</b>	<b>15,201,769</b>	<b>22.6%</b>		
Benefits as a % of Total Salaries	25.3%	27.3%		25.3%	22.7%			
<b>SUPPLIES AND SERVICES</b>								
Services	3,615,813	1,040,214	28.8%	3,708,506	1,151,417	31.0%	Homestay Payments Incl	
Student Transportation	1,941,587	25,838	1.3%	2,098,566	45,139	2.2%		
Training and Travel	331,666	118,707	35.8%	326,260	117,811	36.1%		
Dues and Fees	57,117	41,506	72.7%	63,537	44,864	70.6%		
Insurance	193,790	14,094	7.3%	203,500	134,983	66.3%		
Supplies	4,088,583	1,152,132	28.2%	4,379,956	1,572,825	35.9%		
Utilities	1,554,578	145,668	9.4%	1,515,321	138,638	9.1%		
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>11,783,134</b>	<b>2,538,157</b>	<b>21.5%</b>	<b>12,293,636</b>	<b>3,205,677</b>	<b>26.1%</b>		
<b>TOTAL EXPENDITURES</b>	<b>77,692,851</b>	<b>16,579,935</b>	<b>21.3%</b>	<b>79,495,220</b>	<b>18,407,446</b>	<b>23.2%</b>		
<b>NET REVENUE (EXPENDITURE)</b>	<b>65,918</b>	<b>1,816,526</b>		<b>186,453</b>	<b>2,273,176</b>			
Prior Year Surplus		585,862			2,656,789			
Transfers from Special Purpose Funds								
Transfer to Capital								
Transfer to Local Capital	-115,264	-160,000		-510,000				
Prior Year Surplus(Deficit) CarryForward School Grants (Network Perform		-112,831			-602,764			
Prior Year Surplus(Deficit) CarryForward School Supply Surpluses (Note 15		-51,251			-77,938			
Prior Year Surplus Appropriation Student Learning Grant				323,547	-363,840			
AbEd Carryover					-124,081			
Prior Year Unrestricted Surplus					-1,488,166			
<b>Unappropriated Surplus (Deficit), for the Year</b>	<b>-49,346</b>	<b>2,088,306</b>		<b>0</b>	<b>2,273,176</b>			

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

06/11/2017

	2016/17			2017/18			Notes
	Amended Budget	Actual Oct 31/16	% Spent or Collected	Annual Budget	Actual Oct 31/17	% Spent or Collected	
<b>INSTRUCTION</b>							
Regular Instruction	36,806,179	7,780,930	21.1%	39,643,233	8,650,617	21.8%	
Career Programs	853,654	154,695	18.1%	940,651	177,108	18.8%	
Library Services	1,459,772	258,638	17.7%	2,214,835	405,586	18.3%	
Counselling	1,861,947	324,966	17.5%	1,678,087	382,427	21.6%	
Special Education	11,671,881	1,924,938	16.5%	8,550,565	1,959,113	22.9%	
English as a Second Language	108,770	24,724	22.7%	118,803	24,406	20.5%	
Aboriginal Education	1,453,803	222,182	15.3%	1,454,422	208,138	14.3%	
School Administration	6,681,445	1,655,088	24.8%	6,789,167	1,982,445	29.2%	
Off Shore Students	3,377,225	959,480	28.4%	3,771,085	1,142,854	30.3%	
Other	706,710	159,879	22.6%	705,715	163,986	23.2%	
Function 1 - Instruction	84,981,386	13,465,720	20.7%	65,876,543	15,076,478	22.9%	
<b>DISTRICT ADMINISTRATION</b>							
Educational Administration	451,553	176,568	39.1%	742,506	218,335	29.1%	
School District Governance	224,768	88,841	39.5%	237,160	90,826	38.3%	
Business Administration	1,066,787	395,263	37.1%	1,292,919	371,979	28.8%	
Human Resources	451,396	123,166	27.3%	508,002	190,149	37.4%	
Function 4 - District Administration	2,194,504	783,838	35.7%	2,780,587	869,290	31.3%	
<b>OPERATIONS AND MAINTENANCE</b>							
Operations and Maintenance Admin	441,485	91,272	20.7%	461,125	202,009	43.8%	
Maintenance Operations	3,010,127	885,271	29.4%	3,060,772	885,411	28.9%	
Custodial	3,180,072	961,752	30.1%	3,322,574	978,040	29.5%	
Maintenance of Grounds	100,000	45,844	45.9%	105,000	50,194	47.8%	
Utilities	1,949,578	326,114	16.7%	1,895,321	320,301	16.9%	
Function 5 - Operations and Maint	8,691,262	2,310,353	26.6%	8,844,792	2,436,955	27.6%	
<b>TRANSPORTATION AND HOUSING</b>							
Transportation and Housing Admin	71,485	19,737	27.6%	74,683	20,214	27.1%	
Student Transportation	1,754,214	287	0.0%	1,918,615	4,508	0.2%	
Function 7 - Transportation and Housing	1,825,699	20,024	1.1%	1,993,298	24,722	1.2%	
TOTAL FUNCTION 1-7	77,692,851	16,579,935	21.3%	79,495,220	18,407,446	23.2%	

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Typical 10 Month Educational Year:</b>													
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%	
<b>12 Month Operational Year:</b>													
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 OCTOBER 30, 2017**

	COA Amt or Def Revenue	Expenditures to Date	Balance
<b>Annual Facilities Grant #127325 &amp; SPF</b>			
Ministry Grant - SPF Operating Portion	320,599.00		
Ministry Grant - Bylaw Capital	1,297,573.00		
Salaries and Benefits Charge Out	-	34,607.99	
Building Various	-	1,023,945.92	
<b>AFG Balances</b>	<b>\$ 1,618,172.00</b>	<b>\$ 1,058,553.91</b>	<b>\$ 559,618.09</b>
<b>Bylaw Capital Balances</b>			
#127370 Courtenay EI Safety Enhancements	303,600.00	112,586.00	191,014.00
#127370 Lighting Enhancement Upgrades	285,000.00	139,437.40	145,562.60
#127270 Lake Trail Seismic PDR	75,000.00	68,940.72	6,059.28
#127439 Portables	945,000.00	405,720.82	539,279.18
#115044 GP Vanier Seismic	28,376,101.00	18,971,211.35	9,404,889.65
<b>Bylaw Capital Balances</b>	<b>\$ 29,984,701.00</b>	<b>\$ 19,697,896.29</b>	<b>\$ 10,286,804.71</b>
<b>Restricted Capital</b>			
GP Vanier Seismic Contribution	83,676.00	-	83,676.00
Capital Trades Equipment Grant	113,400.00	43,279.02	70,120.98
<b>Restricted Capital Balances</b>	<b>\$ 197,076.00</b>	<b>\$ 43,279.02</b>	<b>\$ 153,796.98</b>
<b>Local Capital</b>			
Local Capital Surplus 16/17			
Future Information Technology Reserve	507,527.00	90,068.82	417,458.18
Vehicles and Extra-Curricular Fleet	310,000.00	74,582.29	235,417.71
Multi-Function Devices and Other Equipment	180,000.00	48,813.50	131,186.50
GP Vanier Seismic Contribution Agreement	350,000.00	-	350,000.00
Board Office Prepaid Rent and Updates	915,000.00	-	915,000.00
<b>Local Capital Balances</b>	<b>\$ 2,262,527.00</b>	<b>\$ 213,464.61</b>	<b>\$ 2,049,062.39</b>
<b>COA Amt or Def Revenue</b>	<b>\$ 29,984,701.00</b>	<b>\$ 19,697,896.29</b>	<b>\$ 10,286,804.71</b>
<b>COA Amt or Def Revenue</b>	<b>\$ 83,676.00</b>	<b>\$ -</b>	<b>\$ 83,676.00</b>
<b>Capital Trades Equipment Grant</b>	<b>\$ 113,400.00</b>	<b>\$ 43,279.02</b>	<b>\$ 70,120.98</b>
<b>Restricted Capital Balances</b>	<b>\$ 197,076.00</b>	<b>\$ 43,279.02</b>	<b>\$ 153,796.98</b>
<b>Local Capital Surplus 16/17</b>			
<b>Future Information Technology Reserve</b>	<b>\$ 507,527.00</b>	<b>\$ 90,068.82</b>	<b>\$ 417,458.18</b>
<b>Vehicles and Extra-Curricular Fleet</b>	<b>\$ 310,000.00</b>	<b>\$ 74,582.29</b>	<b>\$ 235,417.71</b>
<b>Multi-Function Devices and Other Equipment</b>	<b>\$ 180,000.00</b>	<b>\$ 48,813.50</b>	<b>\$ 131,186.50</b>
<b>GP Vanier Seismic Contribution Agreement</b>	<b>\$ 350,000.00</b>	<b>\$ -</b>	<b>\$ 350,000.00</b>
<b>Board Office Prepaid Rent and Updates</b>	<b>\$ 915,000.00</b>	<b>\$ -</b>	<b>\$ 915,000.00</b>
<b>Local Capital Balances</b>	<b>\$ 2,262,527.00</b>	<b>\$ 213,464.61</b>	<b>\$ 2,049,062.39</b>

# School District No.71 (Comox Valley)



607 Cumberland Road  
Courtenay, B.C., V9N 7G5

Fax: (250) 334-4472

Telephone: (250) 334-5521

**Office of the Secretary Treasurer**

---

Date: November 15, 2017

To: Finance Committee for School District No.71 (Comox Valley)

From: Sheldon Lee, Acting Secretary Treasurer

Subject: **2018/19 Annual Budget Timelines**

## 1. Objectives

- To create a roadmap with specific timelines and deadline dates for various tasks for the purpose of completing the 2018/19 Annual (preliminary) budget.
- To maximize timeframe by consulting with the district's educational partner groups/stakeholders and the communities in order to align priorities with the district's strategic and educational goals.
- To create flexibility with accommodating current "Educational Programs Reviews" that will affect 2018/19 delivery of educational programs and budget allocations.
- To adhere to recommendations from the Office of the Auditor General with setting budget timelines and milestones for the 2018/19 Annual Budget process.

## 2. Summary to Timelines Deadline Dates

- Sep 26, 2017; completion of 2016/17 Year End (completed)
  - To determine the exact Operating Surplus or <deficit> the school district has for 2017/18
- Dec 22, 2017; final funding announcement for the 2017/18 Amended (final) Budget
  - To determine funding trends for 2018/19 based on the 2017/18 Amended Budget funding framework.
- Jan 23, 2018; seek approval of 2017/18 Amended (final) Budget
- Jun 2017 – Mar 2018; target to complete Long Range Facilities Planning reporting
- Sep 2017 – Dec 2017; complete first stage of "Educational Program Reviews"
- Sep 2017 – Apr 2018; complete second stage of "Educational Program Reviews"
- Nov 2017 – Apr 2018; complete Community Engagement process
- Mar 16, 2018; Ministry announces 2018/19 Annual Budget funding
- Mar 2018 – May 2018; information session with Education Partners/Stakeholders
  - Education Partner/Stakeholder information session as a group to discuss proposed budget
  - Public information session to discuss proposed budget
- May 22, 2018; pass 2018/19 Annual Budget

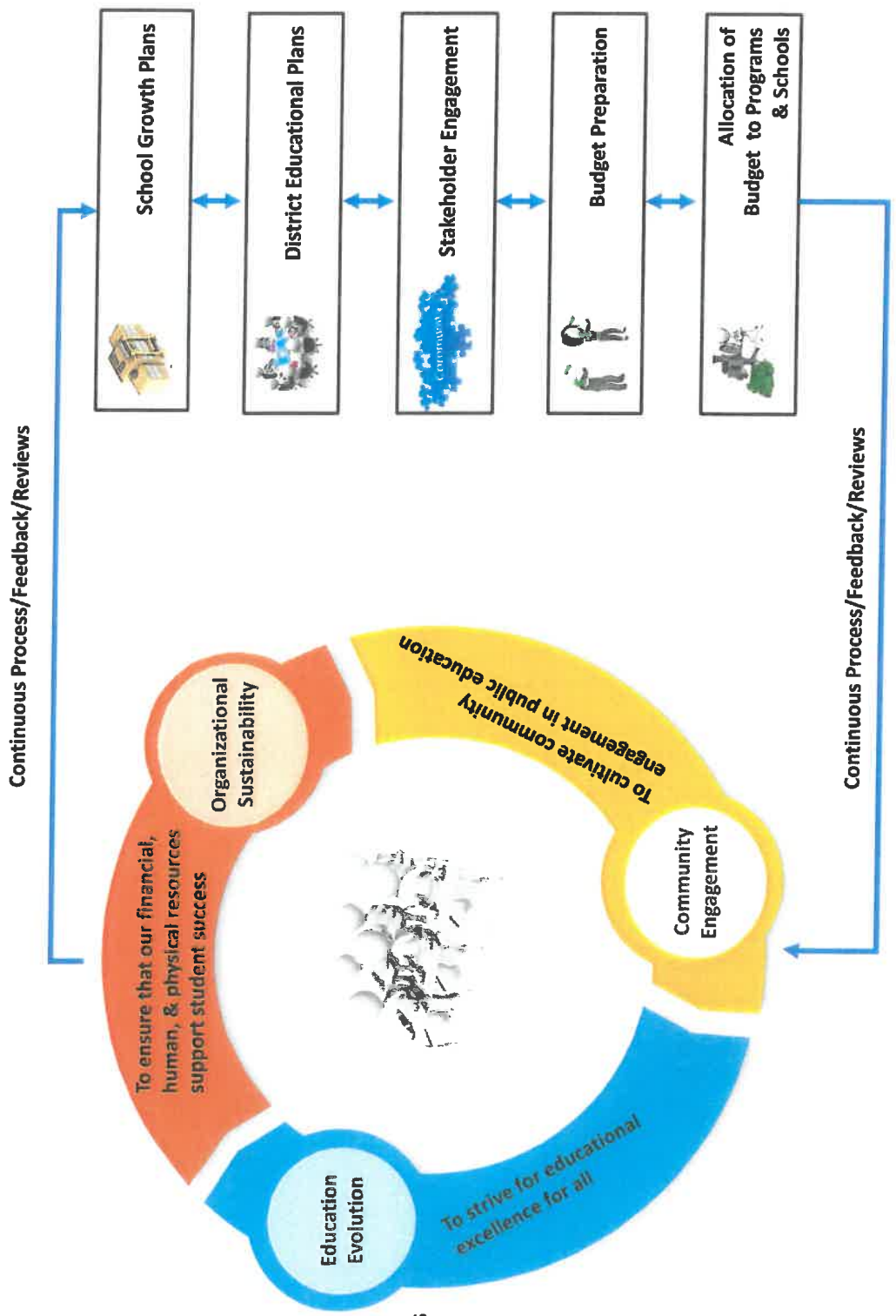
# **2018/19 BUDGET TIMELINES** (Dec2017)

**Presented by**

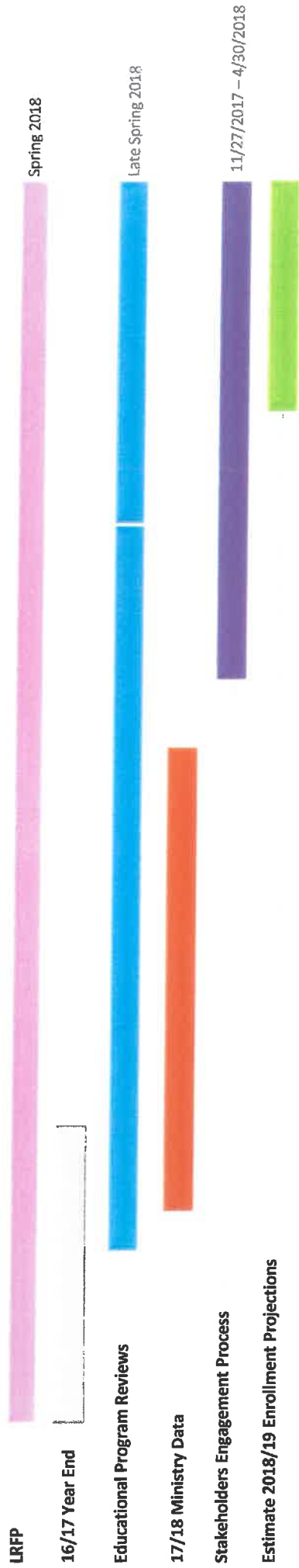
**Sheldon Lee, CPA-CMA  
Acting Secretary Treasurer**



**SD71 Strategic Goals**

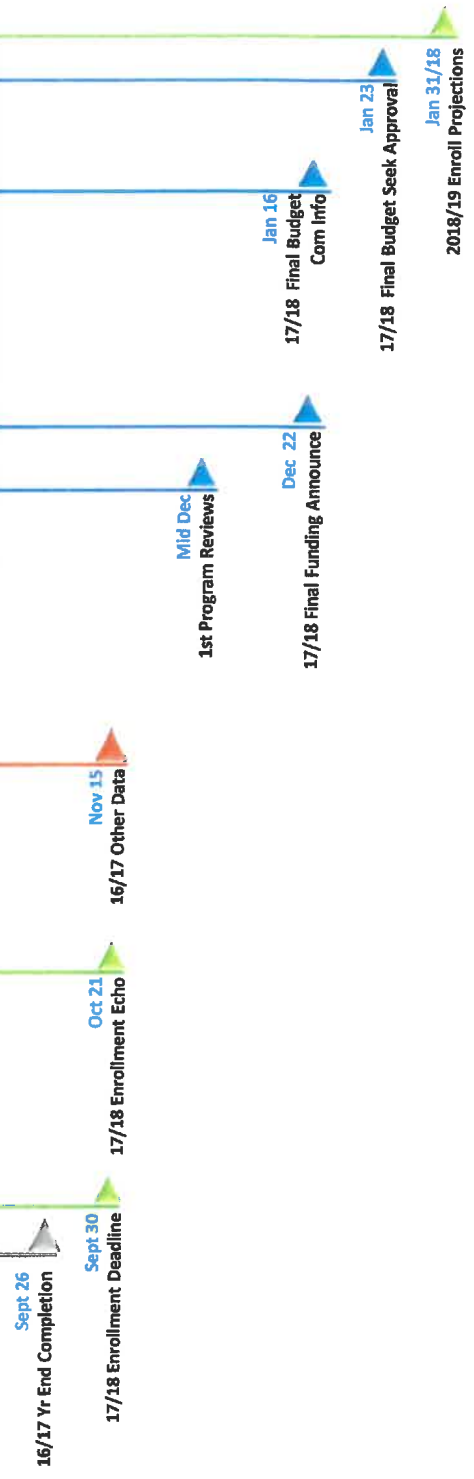


## 2018/19 ANNUAL BUDGET TIMELINES

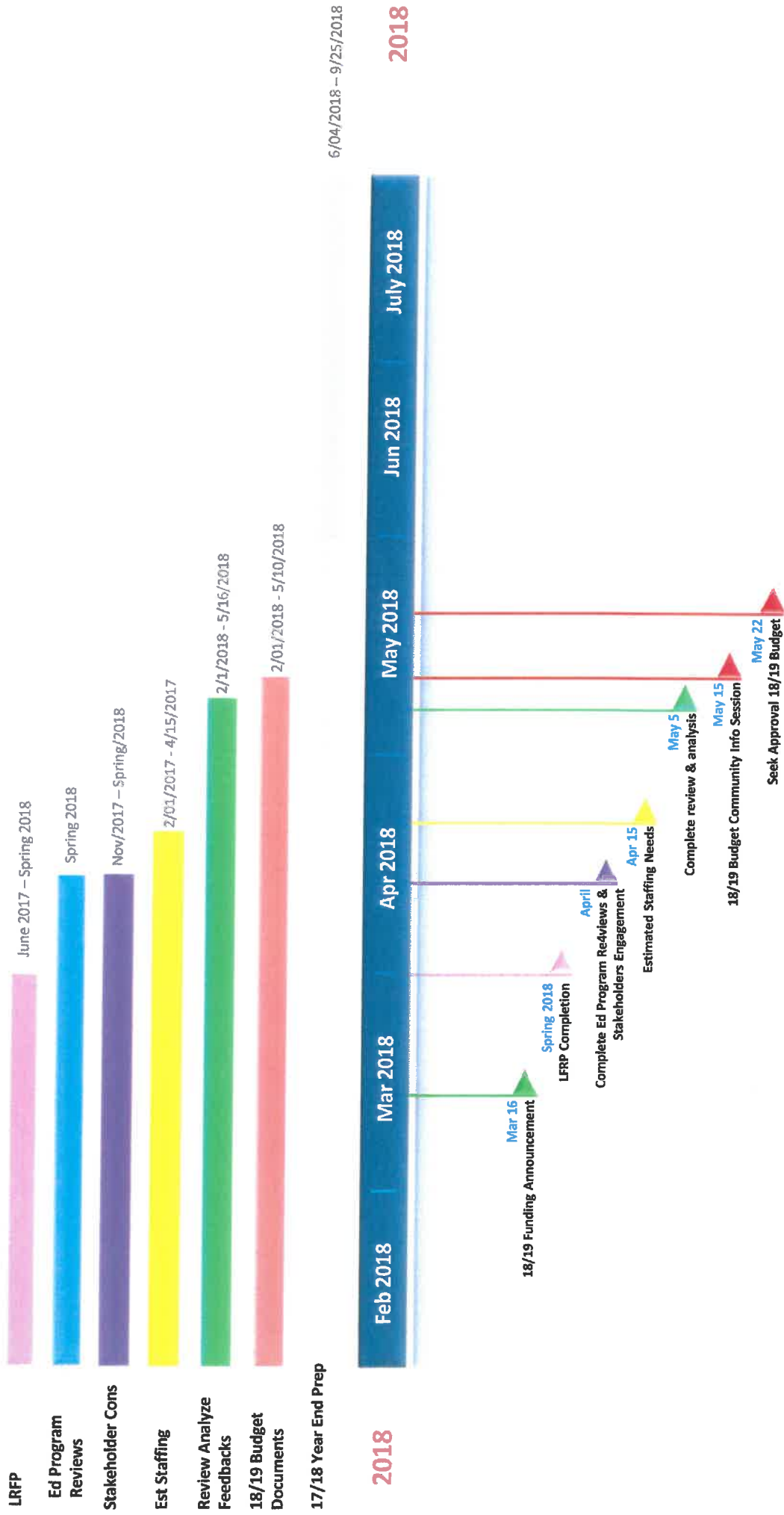


2017    Aug 2017    Sept 2017    Oct 2017    Nov 2017    Dec 2017    Jan 2018    2018

### Milestone Dates



## 2018/19 ANNUAL BUDGET TIMELINES Con't

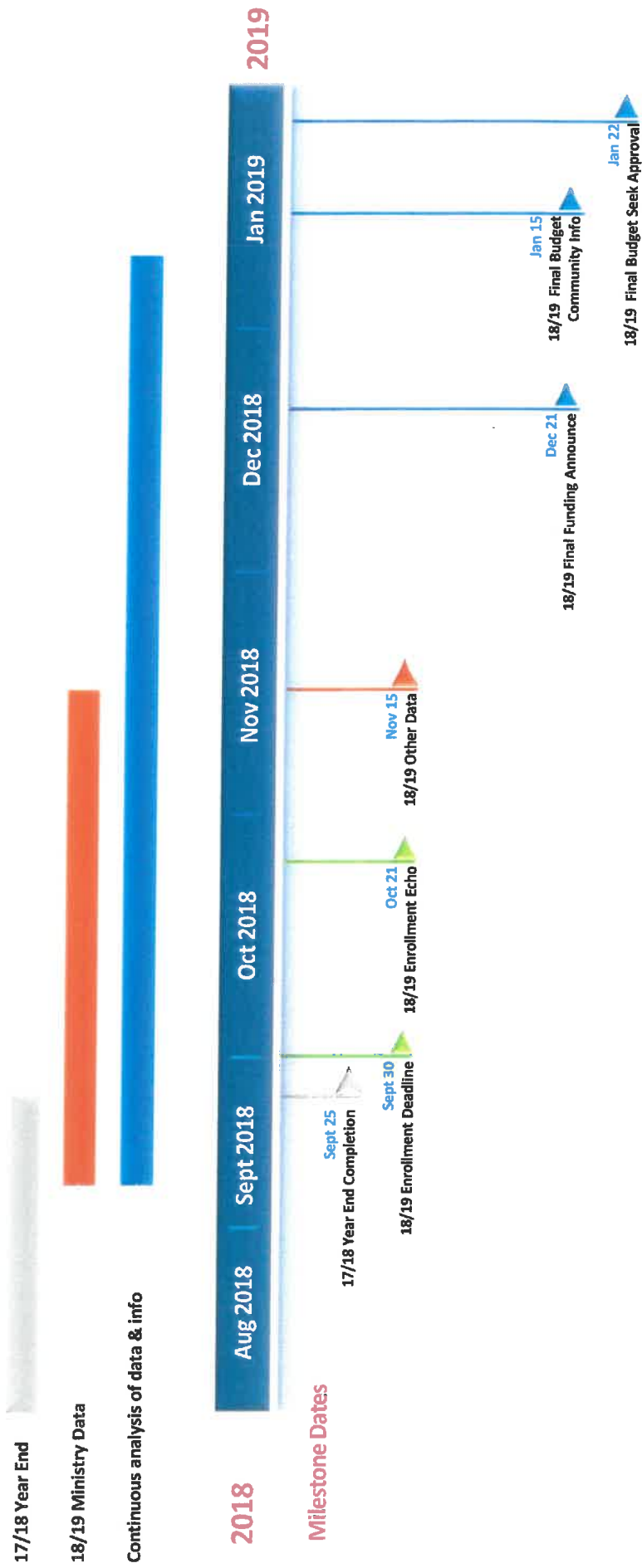


6/04/2018 - 9/25/2018

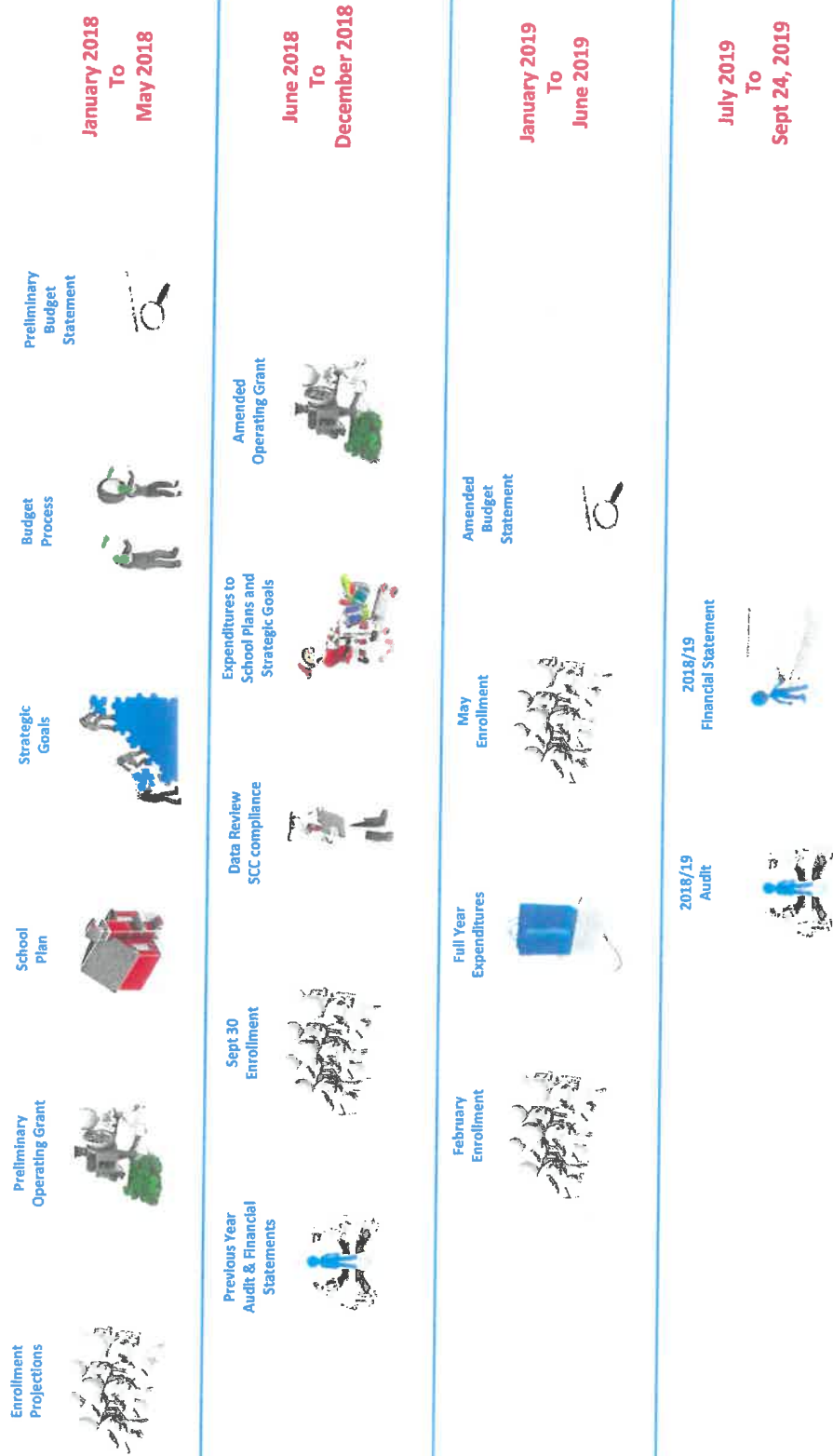
**2018**      Feb 2018      Mar 2018      Apr 2018      May 2018      Jun 2018      July 2018      **2018**



**2017/18 ANNUAL BUDGET TIMELINES con't**



**SUMMARY TO 2018/19 ANNUAL BUDGET TIMELINES**



# MINUTES (Public)

## Policy Committee

---

**Meeting Date:** Tuesday, October 31, 2017  
**Time:** 4 pm  
**Location:** School Board Office, Seminar Room

<b>Committee Members:</b>	<b>In Attendance</b>
Dean Lindquist, Superintendent of Schools	✓
Tom Weber, Trustee, Lazo North	✓
Sheila McDonnell, Trustee, Baynes Sound, Hornby and Denman Islands	✓
Cliff Boldt, Trustee, City of Courtenay	✓

---

### AGENDA

1. Chair Comments – Tom Weber
2. **Policies for review**
  - a. The following Administrative Procedures will be brought forward to the regular public Board meeting as part of the committee chair’s report for Board information:
    - i. **1006 R2 – Maximum Expenses – Approved Out of District Travel** (attached)
      - The committee determined Administrative Procedure 1006 R2 – Maximum Expenses – Approved Out of District Travel to be aligned with provincial expense levels.
    - ii. **2030 MR1 – Canadian Anti-Spam Legislation** (Request for Consent) (attached)
    - iii. **3000 MR1 – Freedom of Information and Protection of Privacy Requests and Disposal of Records** (attached)
    - iv. **3000 MR2 – Freedom of Information and Protection of Privacy Requests** (attached)

**Adjourned:** 5 pm

Administrative Procedure 1006 R2

*Maximum Expenses – Approved Out of District Travel*

1. **Transportation**

The board will pay the following:

- (a) **Fares:** All out-of-pocket transportation costs, with air fare being “economy class” where available.
- (b) **Taxis or bus:** Out-of-pocket expenses for taxis or bus to/from airport, hotel, train, etc.
- (c) **Kilometrage:** The maximum amount claimable at current provincial government rates, plus parking costs necessarily incurred.
- (d) **Ferries:** Car and passenger fares at cost.

Although it is practical to travel by air, trustees or approved employee out of district travel may travel by personal vehicle, provided vehicle kilometrage and incidentally related costs do not exceed economy air fare and associated ground transportation expenses.

2. **Meals**

Each trustee will be reimbursed a per diem pursuant to the provincial government policy for Group 3 employees (refer to section 7 below).

This per diem includes gratuities and all other expenses such as dry cleaning, portage, and personal telephone calls.

3. **Accommodation**

The board will reimburse each trustee for the actual cost of reasonable hotel accommodation. Where private accommodation is used, the current provincial rate in lieu of commercial accommodation amount \$25.00 per day may be claimed.

4. **Registration**

The board will pay the travelling trustee any associated registration fees.

5. **Additional Allowances**

In any case not provided for in this regulation, the board may approve by resolution the payment of a special allowance for a special cause.

6. **Form of Claim**

Claims for reimbursement of expenses shall be made on the approved *Travel & Expense Warrant—Trustees* (Form 653), with receipts attached for other than kilometrage, per diem, and private accommodation.

7. **BC Provincial Government Travel Allowance**

[http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel\\_allowances.pdf](http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel_allowances.pdf)

Administrative Procedure 2030 MR1

***Canadian Anti-Spam Legislation (Request for Consent)***

**Student's Name:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
*(please print)*

**School:** \_\_\_\_\_

Canada's anti-spam legislation came into effect on July 1, 2014. As a result, School District No. 71 (Comox Valley) would like to ensure that we have your consent to send you newsletters, announcements and other electronic messages which may contain advertising or promotions including field trips, fundraising, yearbooks, student pictures, school activities, or similar events and offers that would be considered Commercial Electronic Messages under the legislation.

If you have any questions, please contact us at:

**School District Information and Privacy Officer**

**Business Address:** 607 Cumberland Road  
Courtenay, BC  
V9N 7G5

**Telephone No.:** 250-334-5500

If you wish to receive the above communication from the school or School Board Office, please return this form signed. Alternatively, you can email the school directly providing authorization. You may withdraw your consent at any time by communicating directly with the school in writing. Failure to return the form, or provide alternative consent, will mean you will not receive certain communications from the school or School Board Office that would be considered Commercial Electronic Messages.

**Date:** \_\_\_\_\_

**Parent's Name:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
*(please print)*

**Parent's Email:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

Date ~~August 1, 2017~~; To the Board: November 28, 2017

Revision: 2 3

**Administrative Procedure 3000 MR1**

***Freedom of Information and Protection of Privacy Requests  
and Disposal of Records***

The following guidelines are to be observed with respect to the retention and disposal of records:

1. The principal of the school or the supervisor of the department responsible for the records is authorized to destroy the records in accordance with the following schedule. Records may be maintained beyond the scheduled time if the principal or supervisor believes that they have a further use or historical or archival value.
2. The following retention schedule outlines the minimum amount of time that School District No. 71 (Comox Valley) records must be retained.
  - a) **Board Records**
    - Board policy – Permanent
    - Agendas of regular, in-camera and special board meetings – Permanent
    - List of electors – 2 years after the year of creation
    - Minutes – Permanent
    - Notice of meetings – 1 year
    - Oaths and declaration of trustees – Selected retention
    - School trustees list – While current
    - Debenture and bylaw register – Permanent
    - Debenture and coupons redeemed – 6 years after year redeemed
    - Annual Report as required by the *School Act* – Permanent
    - District publications and newsletters – Selected retention
  - b) **Information and Privacy**
    - Freedom of Information requests – 2 years after the calendar year of creation
    - Requests to review Freedom of Information decisions – 5 years after investigation, review, inquiry or adjudication is complete and order has been issued

- Freedom of Information request to correct personal information – 2 years after the personal information has been updated, annotated, or request has been transferred to another publicbody

**c) Financial Records**

- Annual budget, Amended Annual Budget, and summary supporting documents – Permanent
- Auditor’s reports – Permanent
- Cancelled cheques – 6 years after year of creation
- Cheque duplicates, invoices, requisitions, purchase orders – 6 years after year of creation – 2 years after year of creation
- Employee travel claims – 6 years after year of creation
- Ministry of Education financial information reports – Permanent
- General ledger – Permanent
- Invoices billed – 6 years after year of creation
- Subsidiary ledgers and journals – 6 years after year of creation
- Receipts issued – 6 years after year issued
- Bank statements, debit and credit notes – 6 years after year of creation
- Deposit books – 6 years after year of creation
- Loans, authorization – 6 years or term of loan, if longer
- Loans, cancelled notes – 6 years after year of creation
- Stop payment orders – 1 year after year of creation

**d) Facilities Records**

- Rental of facilities – 1 year after year of rental has completed
- Appraisal and inventory records – 6 years after year of asset disposal
- Authorization for expenditure of capital funds – 6 years after year capital plan completed
- Building plans and specifications – 6 years after year of asset disposal (with related change, guarantees, bonds, liens and valuable correspondence)
- Land titles, deeds and plans – Permanent
- Leases – 6 years after expiration of term

**e) General Records**

- General correspondence – 2 years after year of creation



**f) Human Resource Records**

- Applications – 1 year after position is filled
- Job competitions – Selected retention
- Collective Agreements with unions – Permanent
- Contracts with individual employees – 20 years after the year employment ceases
- Teacher-on-call files – 5 years after the year employee leaves district
- Individual grievance files – Permanent
- Letters of discipline – 20 years after the year employment ceases
- Personnel file – 20 years after the year employment ceases
- Seniority lists – Permanent
- Unsolicited resumes – 6 months
- Violence incident reports – 6 years after year of creation

**g) Information Systems**

- User ID's – When user is removed from the system

**h) Insurance Records**

- Incident Reports – 2 years or until finalized
- Claims – 6 years after claim settled for adults; 2 years after age of majority is reached for individuals under 19 years
- Insurance policies – While current

**i) Payroll Records**

- Employee payroll files – 20 years after the year employee terminates employment with the district
- Employee payroll register – 20 years after the year employee terminates employment with the district
- Employee attendance records – 6 years after the year employment ceases

**j) Purchasing Records**

- Quotations and relative correspondence – 6 years after year of creation
- Purchasing contracts – 6 years after year of creation
- Requisitions and purchase orders – 6 years after year of creation

**k) Student Records**

- Student Information Data – Permanent
- Permanent Record Cards – 55 years after graduation or withdrawal
- Attendance reports and registers – Permanent
- Out-of-boundary attendance requests – 2 years after decision is made
- Provincial scholarships and district awards – Permanent
- Transcript of Marks – Permanent
- Teachers' student files – While current
- Other student records – Useful life of record

**l) Transportation Data**

- Student bus registration forms – 1 year after year of creation
- Transportation assistance forms – 1 year after year of creation
- School bus behaviour report – 1 year after year of creation
- School bus video tapes – 1 year after year of creation as needed
- Vehicle maintenance forms – Life of bus
- Pre-trip forms – 3 months
- Driver time logs – 6 months

**Administrative Procedure 3000 MR2**

***Freedom of Information and Protection of Privacy Requests***

School District No. 71 (Comox Valley) recognizes that all procedures for the collection and storing of information by district staff in the course of affairs and procedures regulating the release of information to other parties must comply with the requirements of the *Freedom of Information and Protection of Privacy Act* (FOIPOP).

The purposes of FOIPOP and this district administrative procedure are to:

1. allow any person a right of access to the records in the custody or under the control of the school district, subject to limited and specific exceptions as set out in the *Act*,
2. control the manner in which a public body may collect personal information from individuals, to control the use of that information, protect the privacy of that information, and to control the disclosure of that information by the school district,
3. allow individuals, subject to limited and specific exceptions as set out in the *Act*, a right of access to personal information about themselves that is held by the school district,
4. allow individuals a right to request corrections to personal information about themselves that is held by the school district, and to
5. provide for independent reviews of decisions made by the school district under the *Act* and the resolution of complaints under the *Act*.

**Procedures:**

1. The superintendent of schools shall designate a coordinator for the purposes of the *Freedom of Information and Protection of Privacy Act* and that individual is responsible for ensuring that the school district complies with the provisions of the *Act*.
2. The coordinator is hereby empowered to fulfill the duties described in the *Freedom of Information and Protection of Privacy Act* which include the establishing of procedures and practices to ensure compliance with the legislation.

3. When fees are to be levied under the *Freedom of Information and Protection of Privacy Act*, the rates adopted by the Government of British Columbia, as specified in the *Freedom of Information and Protection of Privacy Act* Regulation shall be confirmed as the rates used by the school district.
4. All persons making requests for the release of information shall be notified as to any appeal provisions under the *Act*.
5. A monthly report on the general nature of inquiries will be produced.

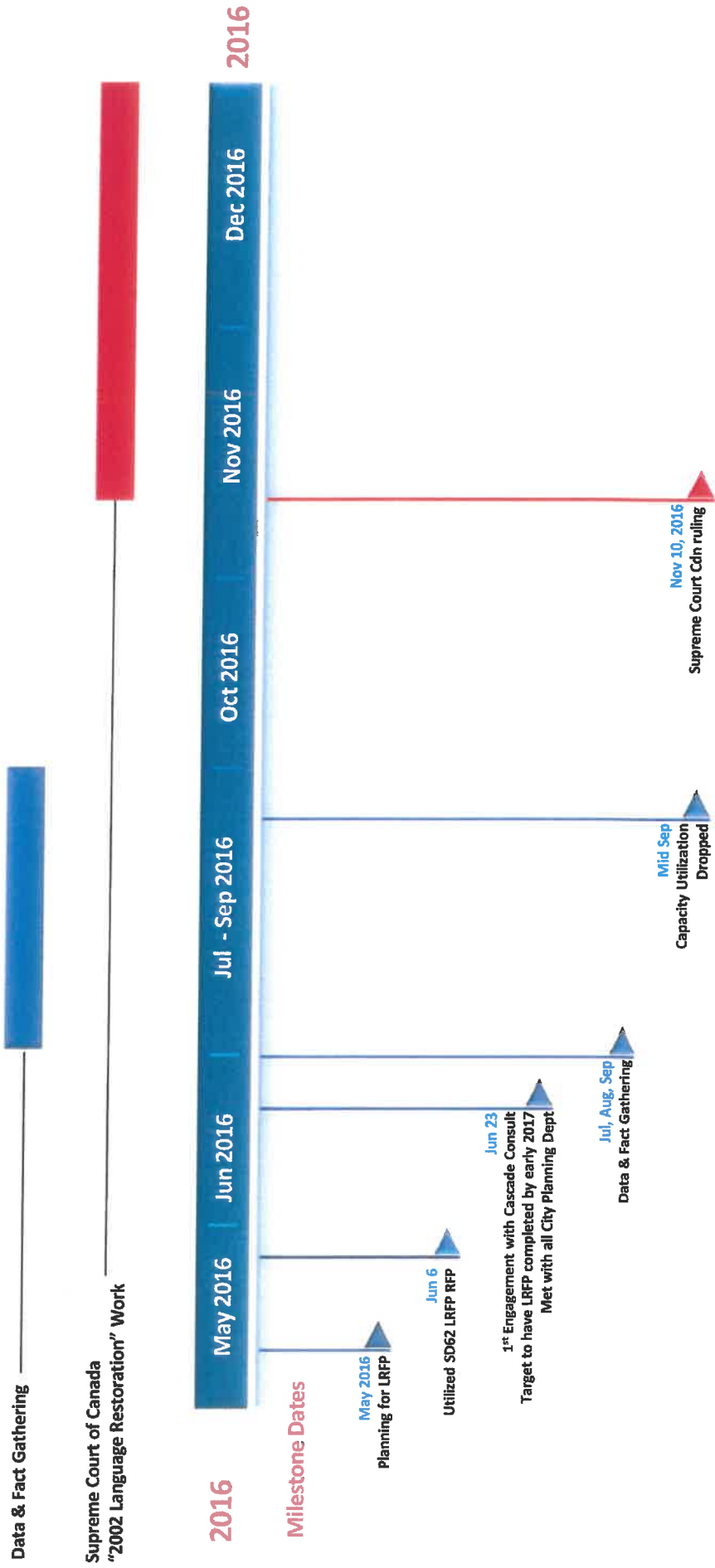
**Reference to FOIPOP legislation:**

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

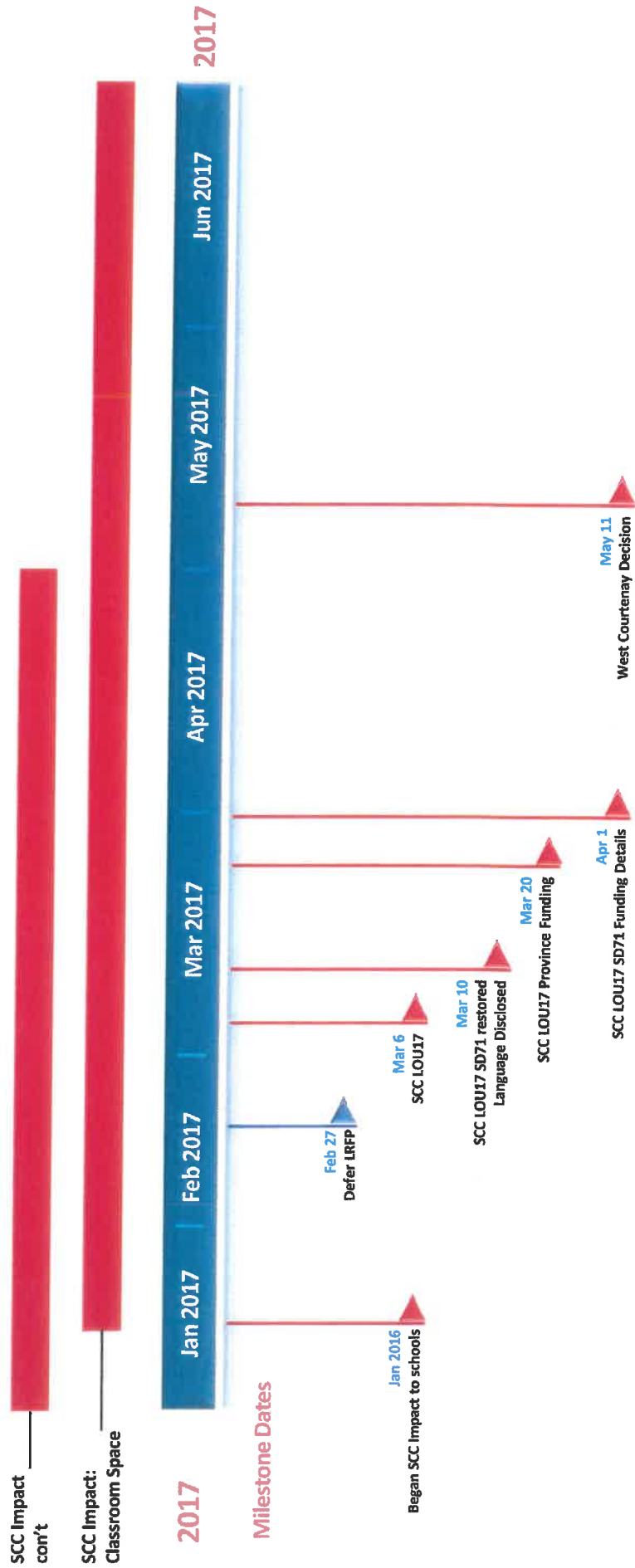
**2017/18 LONG RANGE FACILITIES PLAN (LFRP) TIMELINES**  
**Revised as of November 21, 2017**

**Presented by**  
**Sheldon Lee, CPA-CMA**  
**Acting Secretary Treasurer**

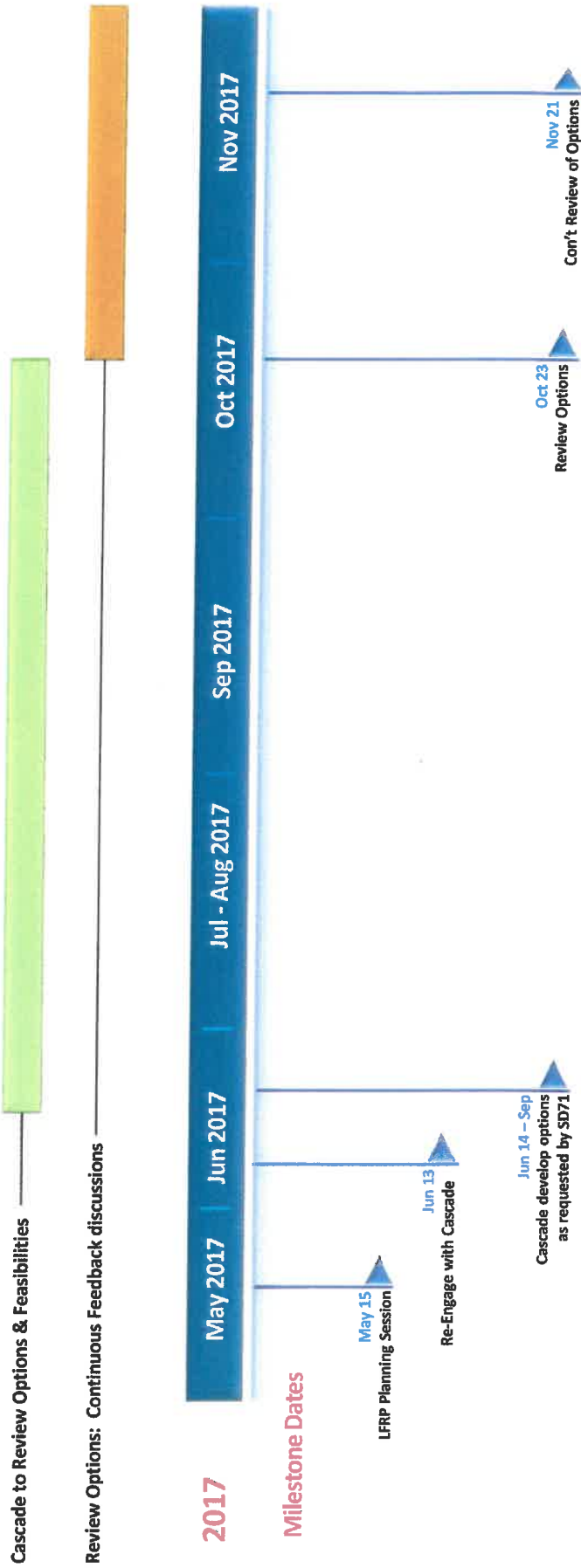
2016/17 LFRP HISTORICAL TIMELINES



2016/17 LFRP HISTORICAL TIMELINES Con't

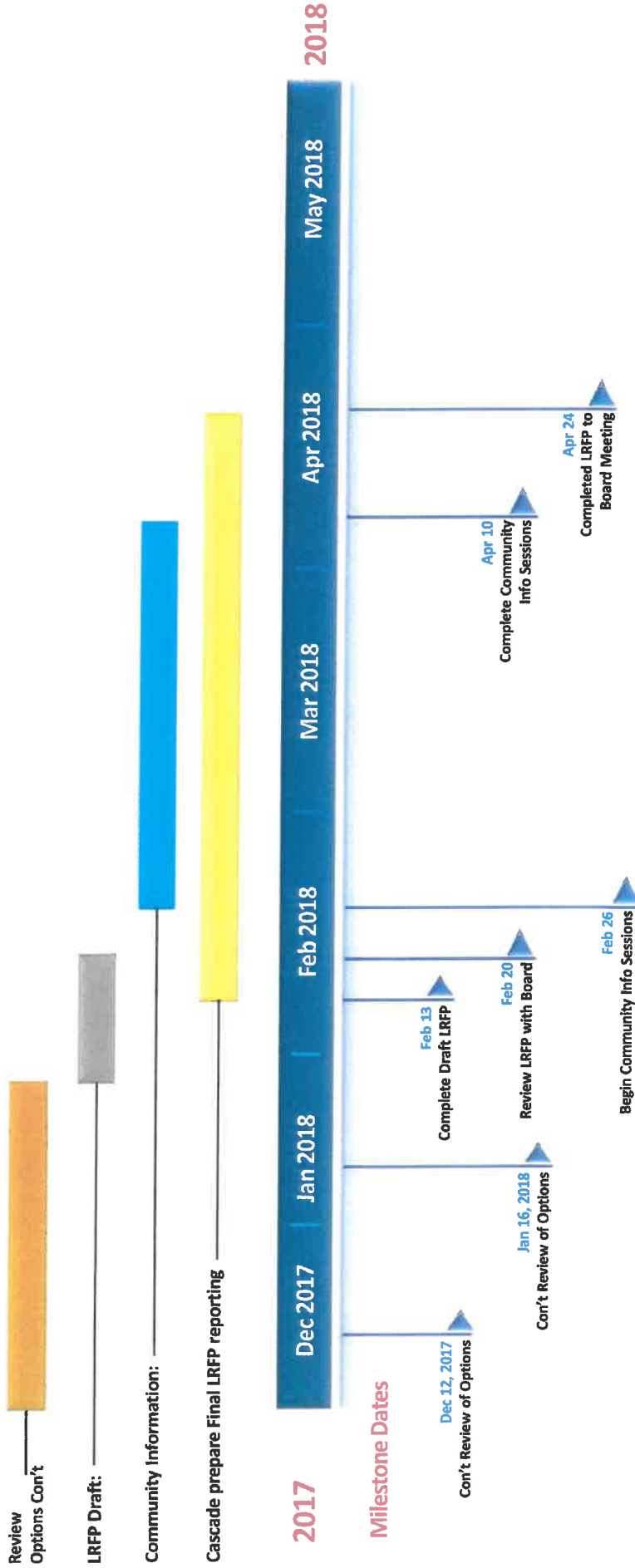


2017/18 LFRP TIMELINES





## 2017/18 LFRP TIMELINES



# School District No. 71 (Comox Valley)

Board of Education

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

---

## **Briefing Note -- SD 71 Community School Policy Draft**

**Notice of Motion from October 23, 2017 public board meeting:**

***That the Board of Education, School District 71 approve the following policy draft on Community Schools and refer it to the Policy Committee of the Board, for their report back to the November public board meeting of the Board.***

### **Background**

Community Education is an educational process that serves all age groups in the community. The total resources of the community are employed to develop programs and services needed or desired by students, teachers and residents.

The Board of School District 71 demonstrates the commitment of the Board and endorses the concept of community education and supports and encourages the development of community schools in the school district. Community schools are encouraged to extend availability of programs and services beyond the school boundaries wherever this seems appropriate.

The Board supports and encourages the development of comprehensive education programs at each community school resulting from joint community school planning. To this end the board enlists the active involvement of other local governments.

Within the limits of available finances, the Board will provide support for the development of community schools.

# School District No. 71 (Comox Valley)

Board of Education

607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 334-5552  
Telephone (250) 334 -5528

November 6, 2017

Mr. Mike Roberts  
Chief Executive Officer  
B.C. School Trustees Association (BCSTA)  
Email: [mroberts@bcsta.org](mailto:mroberts@bcsta.org)

Dear Mr. Roberts:

**RE: Input to PSEC Consultation on BCPSEA Governance**

The Board of Education, School District No. 71 (Comox Valley) at their October 23, 2017 regularly scheduled meeting, passed the following recommendation:

***THAT the Board Chair write a letter to the Minister of Finance and the Minister of Education stating their support that the association be released from the direction of the Public Administrator and that the Trustee Directors be reinstated to the BCPSEA Board of Directors.***

Our input and position on the PSEC Consultation on BCPSEA Governance, is as follows:

Establishing a governance model for the Association for the future should reflect two key principles:

1. That the Ministry of Education and the BCSTA (speaking for the school boards of the province) share one over-riding goal: it is imperative to maintain a world-class teacher workforce if we are to maintain our world-class educational system.
2. That staffing needs differ throughout a very diverse province, and boards (through their Association) are uniquely qualified to speak to these differing needs.

With respect to the first principle, the close association between student success and teacher excellence makes the work of the BCPSEA vitally important to the future of the Province. Teacher training (pre-service and continuing), recruitment, salaries and working conditions, and career progression are all relevant conditions affecting teacher quality, and hence always on the BCPSEA agenda.

With respect to the second principle, the current governance model is defective (despite the best efforts of BCSTA representatives who are working in advisory roles). An Employers Association in which the employers have no decision-making authority is clearly absolutely unacceptable.

We recommend a governance model that gives formal decision-making authority to a Board of Governors of the BCPSEA that contains both Ministry representatives and BCSTA representatives, to reflect both the over-riding shared goal, and the diversity of district needs. For the BCSTA representatives, a regional representation model is vital, if diverse district needs are to be respected in decision-making.

Given the importance of the decisions to be made by the Board of Governors, we believe that each Branch should elect a representative at Branch meetings at the AGM. However, IN THE INTERIM, Branch Presidents should appoint a temporary representative to serve on the Board until the next AGM. The Chairperson of the Board should be elected from amongst the representatives at the first meeting.

We appreciate the opportunity to provide our input for consideration.

Sincerely,

A handwritten signature in black ink that reads "Janice Caton". The signature is written in a cursive style with a large loop at the end of the name.

Janice Caton, Board Chair  
School District No. 71 (Comox Valley)

JC:dp

# School District No. 71 (Comox Valley)

Board of Education

607 Cumberland Road  
Courtenay, B.C., V9N7G5  
Fax (250) 334-5552  
Telephone (250) 334-5500

Briefing Note --- **BC School Trustees Association (BCSTA) Provincial Council**  
October 27-28, 2017, Vancouver, BC

## **BCSTA Provincial Council - Oct. 27th**

**Opening Presentation** by the Minister Of Education the Honourable Rob Fleming and the Deputy Minister of Education Scott MacDonald.

- Set out some of the long and short term goals, of the Ministry.
- Acknowledged some of concerns of the Trustees and the needs of Districts i.e. Student mental health.
- Reviewed some of the Provincial statistics for education.
- Reminded all present that Education is but one Ministry with funding concerns.
- Was very positively received.

## **BCSTA Provincial Council - Oct. 28th**

### **Chief Executive Officer's Report**

- consolidate all communication with:

1. Weekly Update
  - Library folder on website
2. BCSTA HUB
  - New Members place
  - list serve groups
  - the Provincial Council Resolution Tracking and Annual General Meeting ResolutionTracking information soon be "housed" here.
3. Learning Guide
  - Online Resource
4. Self Evaluation
  - Board Review (BPR's)

### **Aboriginal Education Committee**

- movie night at the academy Friday night, Nov. 24th 8:00 pm - 10:00 pm
- Elder Participation witnessing their meetings
- Noted by the BCSTA President, the Assembly of First Nations at the CSBA, voiced that they "want closer relations."

**Action Items**

- Grant status update
  - a lot of Grants have residual amounts that are still left on the books and the BCSTA has to try and repurpose these residuals but needs to go back to government to ask for permission to do so and government will often try to get these same money's back. i.e. "Pine Beetle Grant Residual" be repurposed to "Emergency Preparedness" because of the fires this summer.

**The disposition of the following Motions:**

- 9.1 Funding for Capital Compliance with SCC Decision - Amended and Carried
- 9.2 Standardized Modules of Learning and Assessment - Amended and Carried
- 9.3 Funding of Exempt Staff Salary Increases - Carried
- 9.4 Administrative Savings - Carried
- 9.5 School District No. 83 By-election - Carried

**The disposition of Late Motions:**

- 10.1 passed as emergent - Tax Measures Affecting School Trustees - Carried
- 10.2 withdrawn/defeated as not emergent
- 10.3 (2) passed as emergent - Cannabis Regulatory Framework - Carried
- 10.4 (3) passed as emergent - Rural Education Strategy - Amended and Carried
- 10.5 (4) passed as emergent - Assistance Dogs In Schools - Carried
- 10.6 (5) passed as emergent - Administrative Savings - Carried

# School District No. 71 (Comox Valley)

Board of Education

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

---

## Briefing Note --- **BC School Superintendents Association (BCSSA) Fall Conference November 16-17, 2017, Vancouver, BC**

"To innovate ... disrupt your routine."

- **Keynote 1:** George Couros - Leading an Innovators Mindset
- 1998: Don't get in a stranger's car ... Don't meet ppl from the internet
- 2016: Literally summon strangers from the internet in their car (uber)
- All the things you can do now in an uber that you couldn't do before.
- How do we move from a "pockets of innovation" to a "culture of innovation."
- Tweet: #BCSSAFALL or follow George at @gcouros
- The importance of relationships
- "Transformation leaders don't start by denying the world around them. Instead, they describe a future they'd like to create instead." - Seth Godin
- Nothing great has ever been achieved without enthusiasm!

### **Non-Negotiables for Schools:**

1. They are welcoming and warm environment.
2. They develop students as good people and learners.
3. They model the learning they expect from their students.
4. They stoke curiosity, not extinguish it.

The first question that should always be asked about everything we intend to do and before we do it; **"Is this best for the learner?"**

- We expect innovation from every organization except the ones we work in.
- iPhone is an example of "innovation" - innovation is doing "new" and "better" things.
- Watch "Evolution of the Desk" on YouTube
- "When you teach ... you learn twice!"
- In the curriculum students engage with, "Reading and writing should be the floor not the ceiling."
- Fixed Mindset vs Growth Mindset vs Innovators Mindset
- "What is your vision?" Every Educational Leader should have one.
- You can't get anyone to change but you can get them to change by changing everything around them.
- "If I Die ... I hope it's during a staff meeting because the transition would be so gradual that no one will notice." This highlights the need to change the structure/culture of staff meetings.
- Start a digital portfolio of your own ...

### Two questions to ask at the end of a professional development day:

1. What did you learn today?
2. How will your students know and benefit?

- Data-Driven or Evidence-Informed? This gets you teaching to the test.
- If people feel valued by you they will go to the end of the earth for you.

Compliance      Engagement      Empowerment

- "Social media is like water. You can either let us drown, or teach us to swim." - student
- "You need to make the positives so loud, that the negatives are almost impossible to hear."
  
- **Keynote 2:** Dr. Gwen Point - Embracing Challenges & Possibilities; Aboriginal Education
- Her husband, the former Lt. Governor General Steven Point
- BC leads the way in aboriginal education.
  
- Challenges today ... 1. Stereotype 2. Discrimination 3. Racism 4. BC - Treaty.
- Telling her story
- Possibilities ... 1. 1994 targeted aboriginal funds, 2. Aboriginal Advisory committees to support Aboriginal Student success, 3. 2008 Truth & Reconciliation: calls to action - Education, Health, Justice, & Child Welfare, 4. 2008 Prime Minister Harper apologizes on behalf of Canadians for the Indian Residential School System.
  
- **Keynote 3:** Keynote 3: Dr. Pasi Sahlberg (from Finland)
- "Educational Leadership and the Game of Hockey: skate to where the puck is going to be"
- BC and Canada has one of the most highly developed and best education systems in the world
- 2001 the first results of the PISA assessments were released and Finland was #1 and Canada was #2
- BC is a leader in education but does a poor job of making the rest of the world aware of what we are doing.
- Highlights of the strengths of education in Finland and Canada: 1. Teamwork 2. Creativity 3. Professionalism (this is not the situation in other countries where anyone is allowed to teach) 4. Trust & Responsibility (Finland does not use testing, standardized testing, to hold individual people, teachers, accountable) 5. Equitable Public Education.
- Learn from, be inspired by Finland but don't try to copy Finland, or make a "mini Finland."
- Finland isn't ditching traditional school subject but every school develops its own curriculum ideas under government guidelines. Students have a voice in the same honking and planning their Integrated studies ... students must be included, engaged in the assessment of how they learned and what they learn.
- Homework ... "to believe that anyone can learn mathematics without doing homework is crazy!" That Finland has abandoned homework is "Fake News."
- In Finland only the best get to be in teacher education programs. 2300 regularly apply for 120 seats to become a primary teacher. Empowered Educators in Finland
- Equality vs. Equity
- Canada is a much more unequal population in the area of wealth than Finland. Canada is much more unequal than Finland in the number of immigrants than Finland.
- Canada is high in equity and quality ... Canada is right in the middle of "heaven"
- If you only speak one language in school you won't do as well as Canada. Learning another language helps you to learn more, helps you to develop your brain better.
- Equality and quality are interrelated at least at the institutional level
- What did we do for equity in your community? What could we do more to improve equity for our students?



- But things continue to move, to change so you can never rest on your laurels, never sleep.
- A. Collaboration should always come before competition
- B. Pedagogy before technology
- C. Improvement before accountability (accountability takes place when responsibility is removed)
- D. Play before "harder" homework
- Wellbeing is the 21st Century skill
- Disconnecting ... see the results of the research/work being done in Alberta in this area
- "Lead by Small Data (or you'll be led by Big Data)."
- Book "Small Data, Big Change!"
- Big Data: Big trends, Processed by machines, Algorithms and analysis, Reveal correlations, Predict the future.
- Small Data: Tiny clues, Processed by humans, Collective Professional judgement, Reveal causations, Understand the present. Example: "imagine a mathematician at work" that's why "small Data" is important.
- Play is absolutely essential ... and parents need to structure opportunities for children to play daily (get them off their devices, away from screens and able to play).

**Breakout Session 1: Doctors of BC & the Ministry of Health - Creating environments in which each student can thrive: addressing Adverse Childhood Experiences (ACEs)**

- resilience training for students
- Giving students skills to deal with their own anxiety and mental health
- Change the mindset to; "kids are doing the best they can with the skills they have."

**Breakout Session 2: Mindful Leadership Development**

- Start by building community and relationships because we really need to.
- Structures to support learning
- Transforming Engagement
- Research- based, evidence-based
- Learning Without Boundaries ... District-wide professional learning events that are planned and facilitated by principals and vice-principals to support the enhancement of student learning and innovative teaching practices. "Gems"
- Procedural Orientation Series
- Adaptive Schools Foundation Seminar ... developing and using the skills
- Principal Mentorship
- CPVPA Professional Development
- "Trust is the glue that holds an organization together in the face of enormous challenges."
- Building Leadership Capacity Series: Leading in a Digital Age
- Teacher Mentorship
- Student Leadership ... Student Leadership Council ... trustees are always in attendance to listen of the council and the Student Leadership
- Moving forward, shifting from "student" voice to activity (?)
- Parent Leadership ... if you want to be a parent in a high performing district they need to make teachers feel confident, supported and empowered.
- Reimagining Public Education - a symposium presented by SFU.
- It is really about building everyone's Leadership capacity
- Global Dimension of Mindful Leadership Development

October 5, 2017

Dear Superintendent, Assistant Superintendent, School Board Trustees and Directors of Instruction,

Re: Request to extend funding of sexual health education to all students of SD71

I am a parent of two children attending public schools in School District 71, a daughter in grade 6 and a son in grade 9. I am writing to request that the district extend its funding of sexual health education to all students, for each and every year of their education in the schools in our district.

It is my understanding that the district currently funds only grades 1, 3, 5, 7, 8 and 10 (although this has recently changed as grade 1 was not covered in previous years). I also understand that the PACs of some elementary schools fundraise to pay for sexual health education for the other grades in their respective schools. Not only is this an unfair burden on parents, but it also results in unequal education in our district as some PACs have less affluent neighbourhoods to draw from and many children miss out on this important component of their development into mature and responsible adults.

Dr. Claire Vanstone's recent presentation at Lake Trail in early September ("Teens, Phones and Sex: Inoculating Your Child in Today's Sexualized Digital World) emphasizes the need for more and better sexual health education for our children. In it, Dr. Claire informed parents that:

- The average age of a child's first exposure to sexually explicit online materials (SEOM/pornography) is between 11-12 and a Canadian study of teenagers with an average age of 14 found that 90% of boys and 60% of girls had watched pornography, with 1/3 of boys and 2% of girls doing so at least one a month. Not only did she teach/remind us that accessing SEOM under the age of 18 is illegal, but also that research has shown that adolescent exposure to SEOM/pornography:
  - o Encourages earlier sexual debut;
  - o Fosters the belief that women are sex objects and are sexually submissive;
  - o Encourages a stronger interest in sex and more frequent thoughts about sex;
  - o Fosters an acceptance of sexual coercion and encourages and supports sexual aggression; and
  - o Portrays men and women in unrealistic ways.
- 24% of high school age teens (14-17) have been involved in a form of nude sexting; 15 of Canadian grade 11 students surveyed had sent a nude photo and 36% said they had received one; and 15% of teens who have sent or posted nude/semi-nude images of themselves send these messages to people they have never met, but know from the internet. Laws regarding age of consent (for sexual activity) and the distribution of child pornography laws apply to the sending of intimate images/sexting and can result in serious legal consequences to young people

According to Peggy Orenstein's book *Girls & Sex*, girls are particularly vulnerable. Based upon her own research (for which she interviewed more than 70 young women between the ages of 15 to 20 who were in college or college-bound), she reports that:

- "Fully half the girls had experienced something along the spectrum of coercion to rape" (and only two of whom had previously reported what had happened to an adult);
- "Even in consensual encounters, much of what the girls described was painful to hear" as their experiences catered to male pleasure and perceptions thereof; and
- Every single girl regardless of her class, ethnicity or sexual orientation had been sexually harassed in middle school, high school or college or often all three.

Further, as lower mainland sexual health educator Meg Hickling reminds us in her book *Speaking of Sex*, studies from all over the world consistently show that children who are educated about healthy bodies, including the proper naming of body parts in their early childhood, and healthy sexuality are better protected from abuse and exploitation.

In light of these statistics, it is imperative that our district (and better yet our provincial ministry) provide more comprehensive education on sexual health issues to our students. (Please note that I am not simply advocating for more presentations to parents (although I think that initiative would also be beneficial), but rather that a sexual health educator be hired to teach every class of students age-appropriate materials, such as is being done through Dr. Claire in our schools.)

I appreciate that our district faced tremendous financial pressures in previous years due to chronic underfunding of public education in our province and the declining enrolment problem that plagued the district for years, but these problems have been corrected with the Supreme Court of Canada's decision late last year, the election of a new provincial government and the influx of young families to our district (particularly to West Courtenay and Cumberland). As such, as the board and administration consider its budgetary priorities this year, I urge you to consider and approve the extension of funding to cover sexual health education for all students every year that they attend school in our district.

Regards,



Shannon Aldinger  
aldinger@aldingerlaw.com



## Mark R. Isfeld Secondary PAC

November 13, 2017

Dear Superintendent, Assistant Superintendent, School Board Trustees and Directors of Instruction,

I am writing to inform you that on Monday, October 16, 2017, Mark R. Isfeld Secondary School's Parent Advisory Council (PAC) unanimously approved a motion to endorse the attached letter from Shannon Aldinger to our School Board requesting that it review its sexual health education program with a view to expanding its provision of sexual health education to all grades (kindergarten to grade 12).

Regards,

A handwritten signature in cursive script, appearing to read "Lisa Taylor".

Lisa Taylor  
Chair, Mark R. Isfeld Secondary School's PAC