

REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, October 23, 2018

7 pm

PUBLIC BOARD MEETING

A. Call To Order

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

B. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

THAT the Board of Education adopt the October 23, 2018 Public Board Meeting Agenda.

Or:

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

C. Board Meeting Minutes

- Page 5** 1. Adoption of the Regular Public Board Meeting Minutes – Tuesday, September 25, 2018

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes of September 25, 2018 as circulated earlier for Board approval.

D. Report on In-Camera Meeting

In-Camera Minutes of September 25, 2018

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

- Personnel
- Finance
- Governance

E. Old Business

F. Board Chair's Report

1. **Verbal Report, Janice Caton**

REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday, October 23, 2018

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G. Presentation or Delegation

1. **Premier's Awards for Excellence in Education:**
Jeannine Lindsay, Indigenous Support Worker, Lake Trail Middle School and
Kirsten Tancon, Teacher, Highland Secondary School

H. Education Committee Meeting

Committee Chair: Ian Hargreaves

Note: Last 4 Years of Success Stories / Powerpoint available on the school district website.
https://www.comoxvalleyschools.ca/apps/pages/index.jsp?uREC_ID=1064586&type=d&pREC_ID=1357801

I. Strategic Direction

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

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- a) **District News**
- b) **Community Schools Society Status**, Verbal Update

Board Information

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- c) **Sheldon Lee Memorial Award**, Briefing Note

Recommendation:

THAT the Board of Education approve the administration of the Sheldon Lee Memorial Award.

2. **Secretary Treasurer's Report**, Nicole Bittante

- a) **Trustee Election**, Verbal Update
- b) **Enrolment**, Verbal Update

Board Information

3. **Director of Operations Report**, Ian Heselgrave

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- a) **Capital Project Update – October, 2018**, Briefing Note

Board Information

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

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a) Retirements

Board Information

J. Board Committee Reports

A. Finance Committee

Committee Chair: Peter Coleman

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

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1. Trustee Remuneration, Briefing Note, Nicole Bittante, Secretary Treasurer

Recommendation:

THAT the Board of Education approve the base remuneration for trustees, effective January 1, 2019 to be \$13,900; the additional remuneration for the Board Chair to be \$3,400; and the additional remuneration for the Vice-Chair to be \$1,700.

THAT the Board of Education approve the annual adjustment of trustee remuneration, effective July 1st of each year, based on the BC Consumer Price Index change from December 31st of the prior year.

THAT the draft Trustee Remuneration Policy and Regulation be forwarded to the Policy Committee for review and recommendation to the Board.

Recommendation:

THAT the Board of Education receive the Finance Committee report.

B. Policy Committee

Committee Chair: Tom Weber

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1. Administrative Procedure 7025 – Alternate Delivery of Curriculum

Board Information

K. Board Business / Correspondence

1. Indigenous Education Meeting, Verbal Report, Ian Hargreaves, Board Vice Chair/Trustee, Puntledge/Black Creek

Board Information

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- Page 50** 2. Correspondence from: Leslie Baird, Mayor, Village of Cumberland re: **Invitation for Future Partnership/Collaboration**

Board Information

3. **December 2018 Regular Public Board Meeting – Will be held:**

DATE: Tuesday, December 18, 2018

TIME: 7 pm

LOCATION: School Board Office, Board Room

4. **Trustees - End of Term Acknowledgement**

L. **Public Question Period**

M. **Adjournment**

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday, September 25, 2018

7 pm

PUBLIC BOARD MEETING

A. Call To Order – 7 pm

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.

Present:

Trustees

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

Staff

Dean Lindquist, Superintendent of Schools
Tom Demeo, Assistant Superintendent
Nicole Bittante, Secretary Treasurer
Lynda-Marie Handfield, Director, Human Resources
Candice Hilton, Director of Finance
Geoff Manning, Director of Instructional Services K-12
Esther Shatz, Director of Instruction (Student Services)
Ian Heselgrave, Director of Operations
Josh Porter, Director, Information Technology
Marlene Leach, Executive Assistant, Business and Operations

Regrets:

Paul Berry, Director of Instruction (Health and Safety)
Heidi Bell, Executive Assistant, Education Programs
Debbie Page, Recording Secretary

B. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

THAT the Board of Education adopt the September 25, 2018 Public Board Meeting Agenda.

CARRIED

C. Board Meeting Minutes

1. Adoption of the Regular Public Board Meeting Minutes – Tuesday, June 26, 2018

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes of June 26, 2018 as circulated earlier for Board approval.

CARRIED

D. Report on In-Camera Meeting

In-Camera Minutes of June 26, 2018

REGULAR PUBLIC BOARD MEETING – MINUTES

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

- Personnel
- Finance
- Governance

E. **Old Business**

F. **Board Chair's Report**

1. a) **Formal Welcome to Nicole Bittante, New Secretary Treasurer**
b) **Trustee Election, Verbal Update**

Secretary Treasurer Nicole Bittante was introduced and welcomed to the school district.

Board Information

G. **Presentation or Delegation**

1. **School District Final 2017-18 Audited Financial Statements** – Candice Hilton, Director of Finance; Lisa Moore, Engagement Leader, Paul Lewkowich, Engagement Manager, Office of the Auditor General of BC

The 2017-18 Audited Financial Statements were presented for Board information.

H. **Education Committee Meeting**

Committee Chair: Ian Hargreaves

Minutes of Tuesday, September 11, 2018 provided for Board information.

1. **Last 4 Years of Success Stories**

DATE: Tuesday, October 9, 2018

TIME: 6:30 pm

LOCATION: TBC

I. **Strategic Direction**

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

a) **District News**

- *Comox Valley Schools Outdoor Education Camp* in partnership with Tribune Bay Outdoor Education Centre, Ocean Wise, Passage Adventures, and several participating school districts throughout the province, received the 2018 Ocean Education Collaboration Award.

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- *Premier's Awards for Excellence in Education* – nominees: Kirsten Tancon, Highland Secondary School teacher, nominated for outstanding new teacher award; Jeannine Lindsay, Indigenous support worker, Lake Trail Middle School for outstanding support award.
- *Building Relationships Between Home and School 'In the Know'* – monthly webinar: <http://www.familysmart.ca/programs/in-the-know/>
- *Lake Trail Seismic Upgrade Design Ready for Public Viewing:* Thursday, October 4, 2018; 5:30 pm; Lake Trail Middle School, Library

b) **Program Reviews, Briefing Note, Dean Lindquist**

Dean Lindquist spoke to the briefing note provided for Board information.

c) **Indigenous Education Enhancement Agreement Update – Request for Proposals (RFP), Dean Lindquist**

Dean Lindquist provided a verbal update for Board information.

d) **Young Women in Ocean Literacy Leadership Camp, Briefing Note, Mary Lee, Communications & Community Engagement Manager**

Mary Lee spoke to the briefing note provided for Board information.

e) **Enrolment Update, Geoff Manning, Director of Instructional Services K-12**

Geoff Manning provided a verbal update for Board information.

2. **Community School Application, Briefing Note, Dean Lindquist**

Note: Trustee Sheila McDonnell declared personal conflict and left the public meeting for this agenda item: 7:44 pm.

Recommendation:

THAT the Board of Education approve Lake Trail Middle School, in cooperation with Lake Trail Neighbourhood Connections, a Community School as defined by SD 71 policy 4-6 Community Education and Community Schools Policy;

CARRIED

And

THAT the Board of Education provide interim status for Courtenay Elementary School as a Community School until Society status is attained as required by SD 71 policy 4-6 Community Education and Community Schools Policy and at which time they would officially become a Board recognized community school.

CARRIED

Note: Trustee Sheila McDonnell returned to the public meeting at 7:48 pm.

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Tuesday, September 25, 2018

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3. Assistant Superintendent, Tom Demeo

- a) **School Start Up, Verbal Report**
- b) **Hornby Island Fire, Verbal Update**

Tom Demeo provided a verbal report and update for Board Information.

4. Human Resources Report, Lynda-Marie Handfield, Director

a) ***Resignations***

Rebecca Stafford, Custodian, Ecole Puntledge Park Elementary School resigned effective August 31, 2018 after 7 years of service with the district.

5. Director of Operations, Ian Heselgrave

a) **Summer 2018 School Project Work, Briefing Note**

Ian Heselgrave spoke to the briefing note provided for Board information.

6. Director, Information Technology, Josh Porter

a) **School District Website, Briefing Note**

Josh Porter spoke to the briefing note provided for Board information.

J. Board Committee Reports

A. Finance / Audit Sub Committee

Acting Committee Chair: Vickey Brown

Minutes of Monday, September 17, 2018 Finance Audit Sub Committee Meeting provided for Board information.

1. 2017/18 Audited Financial Statements June 30, 2018

Recommendation:

THAT the audited financial statements as at June 30, 2018 be accepted by the Board of Education and that they be forwarded to the Ministry of Education.

CARRIED

2. Evergreen Funding, Briefing Note, Dean Lindquist, Superintendent of Schools

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday, September 25, 2018

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Recommendation:

THAT the Board of Education approve the transfer of \$600,000 from unallocated reserves to internally restricted reserves to provide schools with Evergreen Funding. **CARRIED**

3. **Trustee Remuneration, Verbal Update**

Trustee Vickey Brown provided a verbal update for Board information.

Recommendation:

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

B. Policy Committee

Committee Chair: Tom Weber

Minutes of Wednesday, September 19, 2018 provided for Board information.

1. a) **Administrative Procedures**

Policy 7020 – *Course Challenge, Equivalency and Independent Directed Study*

Board Information

b) **Board Policy**

3-2 Board Operation – *Permanent School Closure*

Recommendation:

THAT the Board of Education adopt revised Board Policy 3-2 Permanent School Closure as presented. **CARRIED**

Recommendation:

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

K. Board Business / Correspondence

1. **Alignment of SD 71 Policy and Cannabis Legalization Effective October 2018,** Briefing Note, Dean Lindquist, Superintendent of Schools, and
Correspondence: Cannabis Retail Operations, Dr. Charmaine Enns, Medical Health Officer, Island Health

Recommendation:

REFER to management. **CARRIED**

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday, September 25, 2018

7 pm

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2. **Amendment to Board Procedural Bylaw, Briefing Note, Nicole Bittante, Secretary Treasurer**

Recommendation:

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw 2018 receive its first reading. CARRIED

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw 2018 receive its second reading. CARRIED

THAT the Board unanimously agree to suspend the requirements of the School Act and the Board's Procedural Bylaw 2017 to have the third and final reading of the Board's Procedural Bylaw 2018 at a subsequent meeting. CARRIED

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw 2018 receive its third and final reading. CARRIED

2. **Indigenous Education Centre (IEC) Board Liaison Meeting, Verbal Update, Ian Hargreaves, Board Vice-Chair**

Ian Hargreaves provided a verbal update for Board information.

3. **Notice of Meeting – School Trustee Oath of Office**

DATE: Tuesday, November 13, 2018

TIME: 6:30 pm

LOCATION: School Board Office, Board Room

Board Information

4. **Correspondence from: Gordon Swan, President, BC School Trustees Association (BCSTA) re: Membership for 2018/2019**

Board Information

- L. **Public Question Period**

- M. **Adjournment – 8:55 pm**

School District No. 71 (Comox Valley)

Office of the Superintendent of Schools

District News

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



Métis Nation BC Presentation – *Order of the Sash*

Métis Nation BC recently honored retired President of MIKISIW Métis Association, Bryce Mercredi, the Order of the Sash for his more than 20 years of service to the community of Comox and to the Métis Nation.

The Order of the Sash is awarded in honour and recognition of outstanding contributions, personal sacrifice, selfless commitment, and service to the Métis Nation, and or our country.

The sash is the symbol of pride and identification for the Métis people and their culture.



Great BC Shake Out

The School Board Office and various district schools participated in the provincial-wide Earthquake Drill – Thursday, October 18, 2018. For more information - how you can prepare:
<https://www.shakeoutbc.ca/resources/>



Five students in grades 11 and 12 received hands-on experience to the art and science of timber framing under the guidance of master tradesmen during a four-day community building opportunity.

Timber Framers Guild joined forces with Tribune Bay Outdoor Education Society for a major build project – constructing a fire-pit pavilion on the grounds of its education centre on Hornby Island. The covered structure will become the architectural focal point and enhance the setting and the environment of Tribune Bay. <https://www.flickr.com/photos/comoxvalleyschoolssd71/>

Everybody Deserves a Smile (EDAS)

Kindness Care Packaging Project for the Homeless

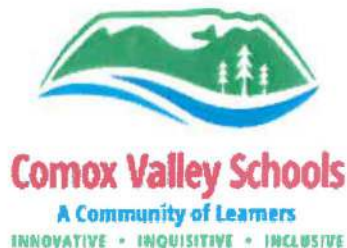
For more information please follow this link: <http://edas.ca/project/comox-valley/>

Regular Public Board Meetings – November/December 2018

DATES: Tuesday, November 27, 2018
Tuesday, December 18, 2018

TIME: 7 pm

LOCATION: School Board Office, Board Room



School District No. 71 (Comox Valley)

Superintendent of Schools

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

Briefing Note – Sheldon Lee Memorial Award

1 Award of \$1000.00

Available to students graduating from a Comox Valley Schools high school in June 2019. The student must be entering one of the following post-secondary programs in the summer or fall of 2019:

- business-financial program at a college or university; or
- educational assistant or teacher program at a college or university.

The bursary will be awarded to a student who works hard in school, completes their school work, participates in school activities and is actively involved in school and or community volunteerism. Student financial need will also be an important consideration.

Applicants must provide proof of enrollment in a college or university and provide evidence of academic standing and a letter of reference from a teacher or community member.

Recommendation:

THAT the Board of Education approve the administration of the Sheldon Lee Memorial Award.

TO: SD 71 Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: Capital Project Update – October 2018

DATE: October 12th 2018

Purpose

To update the Board of Education on the three major capital projects currently underway.

Background

School District 71 presently has Capital Project Certificates of Approval from the Ministry of Education for three major capital projects. They are the Vanier Seismic Project Upgrade (\$33 million), the Lake Trail Seismic Project Upgrade (\$27 million), and the Hornby Island School Modular project and partial demolition of the fire damaged school (\$2 million).

These projects require a significant amount of time to plan, manage and execute.

Analysis

Vanier Seismic – this project achieved Substantial Completion status on September 4th 2018. Construction work continues on the roof, sheet flooring and building cladding, flashing and paint. These components will be completed no later than October 31st. Minor deficiencies and clean up work will be done by October 18th. This project completed on time and budget.

Lake Trail Seismic – the work of the Education Design committee is complete and detailed design work by the architect and consulting engineers is making good progress. Working construction drawings will be ready for tender no later than March 1st 2019.

Hornby Island School Fire – the arson at the school has resulted in four major projects at the school site:

1. Temporary classrooms – the Room to Grow building and the Community Hall were quickly and significantly upgraded to allow for educational programming. The School District has a lease for both spaces until December 31st 2018.
2. Building assessment, salvage and partial demolition – the preparatory work is complete and the contract awarded for the partial demolition (\$300K). The demolition work begins October 15th and will be complete by October 31st.

3. Modular classrooms, library and admin building project – the project to design, locate, conduct site preparations and procure five modular buildings (\$1.5 million) is well underway. SD 71 and Westcoast Outbuildings have entered into contract for the production and transportation of the buildings to the Hornby Island School site. This will provide an excellent learning space for students.
4. School replacement – a consulting team is engaged to work with the Director of Operations to prepare a report for the Ministry of Education with options for the replacement school.

Recommendation

No recommendation to the Board of Education because of this Briefing Note.

Respectfully submitted,

Ian Heselgrave
Director of Operations

Retirements:

Leslie Kowalsky, Administrative Assistant, Lake Trail Middle School retired effective September 30, 2018 after 17 years of service with the district.

Sandra Wahlgren, Library Clerk, Arden Elementary School will retire effective December 31, 2018 after 18 years of service with the district.

Joane Arsenault, Teacher, Ecole Robb Road Elementary School will retire effective January 31, 2019 after 23 years of service with the district.

MINUTES

Finance Committee Meeting

Meeting Date: Monday, October 15, 2018
Time: 2:30 pm
Location: School Board Office, Board Room

Committee Members

Peter Coleman (Chair) -- Regrets
 Vickey Brown (Acting Chair) -- ✓
 Cliff Boldt (Trustee Representative) -- ✓
 Dean Lindquist (Superintendent of Schools) -- ✓
 Tom Demeo (Assistant Superintendent of Schools) -- ✓
 Nicole Bittante (Secretary Treasurer) -- ✓
 Candice Hilton (Director of Finance) -- ✓
 Cathie Collins (Manager of Finance) -- ✓
 Ian Heselgrave (Director of Operations) -- Regrets
 Marlene Leach (Recording Secretary) -- ✓

Item #	Topic
1.	Review Prior Finance Audit Sub-Committee Meeting Minutes - September 17, 2018 Reviewed the September 17, 2018 Finance Committee Meeting Minutes re: unfinished business. Minutes adopted at the September 25, 2018 public Board meeting.
2.	Month End Year to Date Variance Report, Candice Hilton, Director of Finance Director of Finance Candice Hilton spoke to the Month End Year to Date Variance Report. A copy of the report will be attached to the Finance Committee meeting minutes.
3.	2018/19 Capital Financial Summary to September 30, 2018, Candice Hilton, Director of Finance Director of Finance Candice Hilton spoke to the Month End Capital Financial Summary. A copy of the report will be attached to the Finance Committee meeting minutes.
4.	Statement of Financial Information, Nicole Bittante, Secretary-Treasurer Secretary Treasurer Nicole Bittante spoke to the Statement of Financial Information. It was recommended that in addition to being received by the Finance Committee the Statement of Financial Information for the fiscal year ended June 30, 2018 be included in the minutes and forwarded to the Board of Education for information.

5.	<p>Trustee Remuneration, Nicole Bittante, Secretary-Treasurer</p> <p>Secretary Treasurer Nicole Bittante spoke to Trustee Remuneration, background, analysis and recommendation.</p> <p><u>Recommendation:</u></p> <p><i>THAT the Board of Education approve the base remuneration for trustees, effective January 1, 2019 to be \$13,900; the additional remuneration for the Board Chair to be \$3,400; and the additional remuneration for the Vice-Chair to be \$1,700.</i></p> <p><i>THAT the Board of Education approve the annual adjustment of trustee remuneration, effective July 1st of each year, based on the BC Consumer Price Index change from December 31st of the prior year.</i></p> <p><i>THAT the draft Trustee Remuneration Policy and Regulation be forwarded to the Policy Committee for review and recommendation to the Board.</i></p>
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Meeting Adjourned: 3:10 pm

Next Meeting: Monday, December 10, 2018

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

2018-10-09

	2017/18			2018/19			Notes
	Annual Budget	Actual Sept 30/17	% Spent or Collected	Annual Budget	Actual Sept 30/18	% Spent or Collected	
REVENUE							
PROVINCIAL GRANTS							This report does not include any outstanding commitments
Operating Grant	73,677,026	8,351,200	11.3%	80,593,531	9,106,537	11.3%	
Other MOE Grants-Reduction for LEA	-134,428			-134,428			Budgeted in SPF Fund 5
Other MOE Grants-Ed Guarantee							
Other MOE Grants-Fed French							
Other MOE Grants-Pay Equity	451,831	45,183	10.0%	451,831	14,730	3.3%	
Other MOE Grants-Labour Settlement							
Other MOE Grants-Misc	855,318	294,863	34.6%	546,119	358,075	65.6%	
TOTAL MINISTRY OF ED GRANTS	74,849,745	8,691,346	11.6%	81,457,053	9,479,342	11.6%	
OTHER REVENUES							
Other SD/Ed Authorities							
LEA/Direct Transfers from First Nations	134,428	0	0.0%	134,428	0	0.0%	
Offshore Tuition	4,132,500	4,235,037	102.5%	4,302,500	4,053,908	94.2%	
Miscellaneous other	328,000	54,112	16.5%	332,886	34,800	10.5%	
Rental and Leases	150,000	62,522	41.7%	150,000	55,950	37.3%	
Investment Income	87,000	40,508	46.6%	228,000	113,824	49.9%	
TOTAL OTHER REVENUE	4,831,928	4,392,179	90.9%	5,147,894	4,258,480	82.7%	
Classroom Enhancement Fund (CEF) Revenue							
TOTAL REVENUES	79,681,673	13,083,525	16.4%	86,604,947	13,737,822	15.9%	
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	32,453,296	3,576,365	11.0%	33,126,110	3,892,646	11.8%	
Principals and Vice Principals	4,622,994	1,192,384	25.8%	4,774,149	1,248,650	26.2%	
Educational Assistants	4,249,970	271,588	6.4%	6,247,374	289,847	4.6%	
Support Staff	7,053,354	1,256,601	17.8%	7,843,725	1,388,223	17.4%	
Other Professionals	2,244,082	527,717	23.5%	2,200,319	588,779	26.8%	
Substitutes	2,995,184	108,023	3.6%	3,609,274	179,336	5.0%	
Benefits	13,682,724	1,582,082	11.6%	14,858,005	2,499,357	16.8%	
TOTAL SALARIES AND BENEFITS	67,201,584	8,514,740	12.7%	72,658,956	10,665,838	13.9%	
Benefits as a % of Total Salaries	25.3%	22.8%		25.7%	33.0%		
SUPPLIES AND SERVICES							
Services	3,708,506	507,216	13.7%	4,471,814	561,003	12.5%	Homestay Payments Incl
Student Transportation	2,096,566	13,059	0.6%	2,143,566	29,791	1.4%	
Training and Travel	326,250	9,221	2.8%	393,750	77,880	19.8%	
Dues and Fees	63,537	42,150	66.3%	63,537	45,804	72.1%	
Insurance	203,500	24,307	11.9%	203,500	26,141	12.8%	
Supplies	4,378,956	1,033,892	23.6%	5,710,980	1,211,056	21.2%	
Utilities	1,515,321	96,782	6.4%	1,510,499	105,898	7.0%	
Total CEF Expenses							
TOTAL SUPPLIES AND SERVICES	12,293,636	1,726,427	14.0%	14,506,646	2,057,553	14.2%	
TOTAL EXPENDITURES	79,495,220	10,241,167	12.9%	87,165,602	12,123,391	13.9%	
NET REVENUE (EXPENDITURE)	186,453	2,842,358		-560,655	1,614,431		
Prior Year Surplus		2,656,789			6,007,764		
Transfers from Special Purpose Funds							
Transfer to Capital							
Transfer to Local Capital	-510,000			-1,560,000			
Prior Year Surplus(Deficit) CarryForward School Grants (Network Performance Base		602,764			113,164		
Prior Year Surplus(Deficit)CarryForward School Supply Surpluses (Note 14)		77,938			48,533		
Prior Year Surplus Appropriation Student Learning Grant	323,547	363,840		2,120,655	0		
Indigenous Ed Carryover		124,081			91,817		
Prior Year Operating Reserve Fund					1,601,899		
Prior Year Unrestricted Surplus		1,488,166			4,152,351		
Unappropriated Surplus (Deficit), for the Year	0	2,842,358		0	1,614,431		

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

2018-10-09

	2017/18			2018/18			Notes
	Annual Budget	Actual Sept 30/17	% Spent or Collected	Annual Budget	Actual Sept 30/18	% Spent or Collected	
<u>INSTRUCTION</u>							
Regular Instruction	39,643,233	4,508,518	11.4%	42,647,421	5,923,491	13.8%	
Career Programs	940,851	68,893	7.3%	1,087,089	122,614	11.3%	
Library Services	2,214,835	195,441	8.8%	2,398,971	289,333	11.2%	
Counselling	1,678,087	177,662	10.6%	1,669,885	180,256	10.8%	
Special Education	8,560,565	880,423	10.3%	11,143,193	868,151	7.8%	
English as a Second Language	118,803	19,778	16.6%	118,212	12,701	10.7%	
Aboriginal Education	1,454,422	96,254	6.6%	1,684,356	124,471	7.4%	
School Administration	6,789,167	1,392,874	20.5%	6,964,886	1,471,860	21.1%	
Off Shore Students	3,771,065	527,817	14.0%	3,969,297	522,685	13.2%	
Other	705,715	97,740	13.8%	775,032	103,989	13.4%	
Function 1 - Instruction	65,876,543	7,966,400	12.1%	72,458,122	9,597,651	13.2%	
<u>DISTRICT ADMINISTRATION</u>							
Educational Administration	742,506	157,151	21.2%	888,086	162,842	23.7%	
School District Governance	237,160	74,671	31.5%	278,706	115,801	41.5%	
Business Administration	1,292,919	301,948	23.4%	1,851,525	338,599	20.5%	
Human Resources	508,002	114,503	22.5%	489,807	110,309	22.5%	
Function 4 - District Administration	2,780,587	648,273	23.3%	3,108,124	727,651	23.4%	
<u>OPERATIONS AND MAINTENANCE</u>							
Operations and Maintenance Admin	461,125	66,097	14.3%	455,435	70,052	15.4%	
Maintenance Operations	3,080,772	602,096	19.7%	3,448,963	717,232	20.8%	
Custodial	3,322,574	689,891	20.8%	3,650,547	712,831	19.5%	
Maintenance of Grounds	105,000	27,284	26.0%	105,000	40,668	38.6%	
Utilities	1,895,321	223,482	11.8%	1,899,499	237,381	12.5%	
Function 5 - Operations and Maint	8,844,792	1,608,850	18.2%	9,557,444	1,778,064	18.6%	
<u>TRANSPORTATION AND HOUSING</u>							
Transportation and Housing Admin	74,683	15,056	20.2%	80,297	16,763	20.9%	
Student Transportation	1,918,615	2,588	0.1%	1,963,615	3,464	0.2%	
Function 7 - Transportation and Housing	1,993,298	17,644	0.9%	2,043,912	20,227	1.0%	
Total CEF Expenses							
TOTAL FUNCTION 1-7	79,485,220	10,241,167	12.9%	87,165,602	12,123,393	13.9%	

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<u>Typical 10 Month Educational Year:</u>													
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%	
<u>12 Month Operational Year:</u>													
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)
2018/19 CAPITAL FINANCIAL SUMMARY
To September 30, 2018

Annual Facilities Grant #127325 & SPF	COA Amt or Def Revenue	Expenditures to Date	Balance
Ministry Grant - SPF Operating Portion			
Ministry Grant - Bylaw Capital	1,372,146.00		
Salaries and Benefits Charge Out	-	112,115.00	
Building Various	-	905,136.60	
AFG Balances	\$ 1,372,146.00	-\$ 1,017,251.60	\$ 354,894.40

Bylaw Capital Balances	COA Original Amt	Expenditures to Date	Balance Available	COA Drawn to Date	COA Available
#127757 Hornby Fire	1,500,000.00	- 10,570.43	1,489,429.57	- 10,570.43	1,489,429.57
#127750 Courtenay El Playground Equipment	105,000.00	-	105,000.00	-	105,000.00
#127634 - 18/19 Cap Plan Royston Mechanical	465,000.00	- 358,070.33	106,929.67	- 358,070.33	106,929.67
#127635 - 18/19 Cap Plan Valley View Boiler	143,500.00	- 111,504.97	31,995.03	- 111,504.97	31,995.03
#127270 Lake Trail Seismic PDR	22,281,409.00	- 370,245.76	21,911,163.24	- 370,245.76	21,911,163.24
#115044-GP Vanier Seismic	31,731,101.00	- 30,911,274.13	819,826.87	- 30,911,274.13	819,826.87
Bylaw Capital Balances	\$ 56,226,010.00	-\$ 31,761,665.62	\$ 24,464,344.38	-\$ 31,761,665.62	\$ 24,464,344.38

Restricted Capital	COA Amt or Def Revenue	Expenditures to Date	Balance
Capital Trades Equipment Grant	69,381.00	-	69,381.00
Restricted Capital Balances	\$ 69,381.00	\$ -	\$ 69,381.00

Local Capital	Local Capital Surplus 17/18	Expenditures to Date	Balance
Future Information Technology Reserve	810,679.00	- 338,197.08	472,481.92
Vehicles and Extra-Curricular Fleet	262,608.00	-	262,608.00
Multi-Function Devices and Other Equipment	297,603.00	- 33,156.10	264,446.90
GP Vanier Seismic Contribution Agreement	600,000.00	-	600,000.00
Lake Trail Seismic Project Contribution Agreement	1,000,000.00	-	1,000,000.00
Lake Trail Playground Equipment	75,000.00	-	75,000.00
Future Modular Requirements	400,000.00	-	400,000.00
Board Office Prepaid Rent and Updates	1,130,598.00	-	1,130,598.00
Local Capital Balances	\$ 4,576,488.00	-\$ 371,353.18	\$ 4,205,134.82



Comox Valley Schools

School District No. 71
Office of the Secretary-Treasurer

BRIEFING NOTE

TO: Finance Committee
FROM: Nicole Bittante, Secretary-Treasurer
RE: Statement of Financial Information

DATE: October 15, 2018

Background

Attached is a copy of the Statement of Financial Information (SOFI) for School District No. 71 (Comox Valley) for the year ended June 30, 2018. In accordance with the Financial Information Act, each School Board is required to prepare a report of financial information for each fiscal year. Included in the report are the two following schedules:

Schedule of Remuneration and Expenses

This schedule lists all payments made to trustees and those employees with remuneration exceeding \$75,000.

Remuneration includes any form of salary, wages, taxable benefits, payment into trust or any form of income deferral paid by the Board to an employee, but does not include anything payable under a severance agreement. Remuneration for individual employees can include payouts for vacation and compensatory time not taken, in addition to regular salary. Taxable benefits include auto allowances for employees who regularly use their personal vehicle for school district business and the employer-paid portion of provincial medical insurance and group life insurance premiums. Expenses are defined to include travel expenses, memberships, tuition, relocation expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of an employee.

Schedule of Suppliers of Goods and Services

This schedule lists total payments made to suppliers in excess of \$25,000.

Payments made for the provision of goods and services include all payments made from operating, special purpose and capital funds for the supply of goods and services. A significant portion of the supplier payments represents contributions to pension and employee benefit plans and contractors for capital projects. Payments for both employer and employee contributions to employee benefit plans are included.

Recommendation

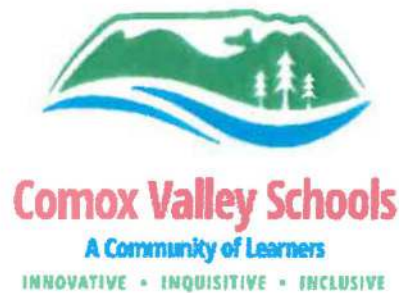
It is recommended that the Statement of Financial Information for School District No. 71 (Comox Valley) for the fiscal year ended June 30, 2018 be received by the Finance Committee, and forwarded to the Board of Education for information.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

**The Board of Education of
School District No. 71
(Comox Valley)**



**STATEMENT
OF
FINANCIAL INFORMATION**

Fiscal Year Ended June 30, 2018

**School District
Statement of Financial Information (SOFI)**

School District No. 71 (Comox Valley)

Fiscal Year Ended June 30, 2018

TABLE OF CONTENTS

Documents are arranged in the following order:

1. Approval of Statement of Financial Information
2. Financial Information Act Submission Checklist
3. Management Report
4. Audited Financial Statements
5. Schedule of Debt
6. Schedule of Guarantee and Indemnity Agreements
7. Schedule of Remuneration and Expenses including:
8. Statement of Severance Agreements
9. Schedule of Payments for the Provision of Goods and Services
10. Reconciliation or explanation of differences to Audited Financial Statements



Ministry
of Education

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
71	School District No. 71 Comox Valley	2017/2018
OFFICE LOCATION(S)	TELEPHONE NUMBER	
607 Cumberland Road	250-334-5500	
MAILING ADDRESS		
607 Cumberland Road		
CITY	PROVINCE	POSTAL CODE
Courtenay	BC	V9N 7G5
NAME OF SUPERINTENDENT	TELEPHONE NUMBER	
Dean Lindquist	250-334-5500	
NAME OF SECRETARY TREASURER	TELEPHONE NUMBER	
Nicole Bittante	250-334-5500	

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended
June 30, 2018

for School District No. **71** as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED

EDUC. 6049 (REV. 2008/09)

Statement of Financial Information for Year Ended June 30, 2018

Financial Information Act-Submission Checklist

	Due Date
a) <input checked="" type="checkbox"/> A statement of assets and liabilities (audited financial statements).	<i>September 30</i>
b) <input checked="" type="checkbox"/> An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i>September 30</i>
c) <input checked="" type="checkbox"/> A schedule of debts (audited financial statements).	<i>September 30</i>
d) <input checked="" type="checkbox"/> A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i>September 30</i>
e) A schedule of remuneration and expenses, including:	<i>December 31</i>
<input type="checkbox"/> i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
<input type="checkbox"/> ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
<input type="checkbox"/> iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f) <input type="checkbox"/> An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i>December 31</i>
g) <input type="checkbox"/> Approval of Statement of Financial Information.	<i>December 31</i>
h) <input type="checkbox"/> A management report approved by the Chief Financial Officer	<i>December 31</i>

School District Number & Name 71 (Comox Valley)

**School District
Statement of Financial Information (SOFI)**

School District No.71 (Comox Valley)

Fiscal Year Ended June 30, 2018

MANAGEMENT REPORT


The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.


The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, the Office of the Auditor General of British Columbia, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District



Dean Lindquist, Superintendent
Date: October 11, 2018



Nicole Bittante, Secretary Treasurer
Date: October 11, 2018

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

**School District
Statement of Financial Information (SOFI)**

School District No.71 (Comox Valley)

Fiscal Year Ended June 30, 2018

SCHEDULE OF DEBT

School District No. 71 (Comox Valley) does not have any long term debt as disclosed in the Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District
Statement of Financial Information (SOFI)**

School District No. 71 (Comox Valley)

Fiscal Year Ended June 30, 2018

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

School District No.71 (Comox Valley) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>ELECTED OFFICIAL</u>	<u>POSITION</u>	<u>REMUNERATION</u>	<u>EXPENSES</u>
BOLDT, CLIFF	TRUSTEE	\$13,542.00	\$8,044.41
BROWN, VICKEY	TRUSTEE	\$13,542.00	\$4,612.72
CATON, JANICE M	CHAIRPERSON, BOARD OF SCHOOL TRUSTEES	\$16,554.00	\$7,988.99
COLEMAN, PETER E	TRUSTEE	\$13,542.00	\$4,164.36
HARGREAVES, IAN G	VICE CHAIRPERSON, BOARD OF SCHOOL TRUSTEES	\$15,048.00	\$7,564.08
MCDONNELL, SHEILA M	TRUSTEE	\$13,542.00	\$2,010.14
WEBER, TOM	TRUSTEE	\$13,542.00	\$0.00
TOTAL FOR ELECTED OFFICIALS		\$99,312.00	\$34,384.70

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >=</u> <u>\$75,000</u>	<u>SALARIES</u>	<u>TAXABLE</u> <u>BENEFITS</u>	<u>TOTAL SALARIES</u> <u>& TAXABLE</u> <u>BENEFITS</u>	<u>EXPENSES</u>
ABELE, CHRISTOPHE	\$ 86,113.97	\$ 1,498.86	\$ 87,612.83	\$ 136.16
ADAMS, DEBORAH K	88,121.02	1,355.74	89,476.76	-
AKERLEY, CATHERINE M	81,075.55	1,479.38	82,554.93	159.60
ALBERTI, GIACINTA(CINTA) J	78,398.75	842.03	79,240.78	-
ANDERSON, DENISE M	79,505.96	915.98	80,421.94	189.00
ANDERSON, JACQUELINE A	83,090.48	1,496.31	84,586.79	1,255.37
APTER, PHIL	79,599.65	1,741.26	81,340.91	238.92
ARMSTRONG, CHRISTOPHER	80,409.18	1,479.38	81,888.56	323.03
ARSENAULT, JASON C	80,330.62	1,329.26	81,659.88	293.63
ARSENAULT, KATHERINE J	80,404.34	76.42	80,480.76	420.28
ARSENAULT, M. JOANE	86,374.31	936.62	87,310.93	611.34
ASHLEE, MOIRA	80,403.58	1,480.09	81,883.67	145.56
AYERS, JUDITH M	85,749.40	1,549.01	87,298.41	-
BAKKER, WILLIAM A	77,818.99	1,474.55	79,293.54	669.50
BALL, GARY	86,114.08	1,498.86	87,612.94	100.75
BANNISTER, SUSAN (SUE) A	74,145.07	1,443.55	75,588.62	643.34
BARON, LEAH C	74,938.02	900.61	75,838.63	1,022.97
BAYLES, ESTHER G	80,200.58	1,479.08	81,679.66	93.57
BECK, TOBY T	85,805.79	1,549.09	87,354.88	304.27
BELL, E. LEIGHAN	79,459.10	953.67	80,412.77	12.56
BENSON, DEBBIE M	80,403.84	354.74	80,758.58	-
BERG, DEBORAH K. L	87,739.05	943.24	88,682.29	-
BERRY, PAUL G.	136,332.07	2,001.15	138,333.22	3,893.88
BEYNONBROWN, SARAH H	80,002.62	1,218.63	81,221.25	-
BIEGLER, WARREN J	80,403.71	1,329.76	81,733.47	-
BLACK, ANDREW	86,071.31	1,499.12	87,570.43	163.30
BLACK, ERICA L	116,306.30	1,954.81	118,261.11	2,518.92
BLACK, THEA M	88,121.02	1,505.74	89,626.76	527.58
BLACKMORE, CINDY	88,077.25	943.24	89,020.49	120.89
BOORMAN, MYRNA	88,077.35	1,505.74	89,583.09	21.13
BOS, JONATHAN	107,915.57	1,911.53	109,827.10	3,727.59
BOULDING, ANNIE L.	79,890.28	1,369.22	81,259.50	-
BOURGET, MATTHEW J.	97,593.33	1,505.74	99,099.07	-
BRAIDWOOD, DANIEL R	80,403.72	1,479.38	81,883.10	-
BUCHANAN, ANNE M	80,403.73	1,479.38	81,883.11	1,869.57
BUCKLE, JANA M.	88,121.03	1,505.74	89,626.77	632.84
BUCKLEY, JANINE L	78,419.93	724.97	79,144.90	1,455.15
BURDETT, NOAH M	114,563.15	1,880.33	116,443.48	3,672.34
BURKHOLDER, SEAN P	86,112.23	1,499.27	87,611.50	-
CAMERON, TERESA L	87,145.73	1,505.74	88,651.47	120.09
CAMPBELL, GORDON G	105,212.08	1,885.28	107,097.36	-
CARLOS, BRUCE D	120,672.60	1,980.83	122,653.43	11,182.87
CARMICHAEL, BRIAN D	88,120.96	1,505.74	89,626.70	315.10
CARMICHAEL, KIM L	81,234.58	354.38	81,588.96	-
CARR-HILTON, SUSAN	97,152.55	417.79	97,570.34	-
CHASE, LISA A	88,077.30	1,505.74	89,583.04	741.79
CHRISTENSEN, GLEN A	88,077.29	995.00	89,072.29	309.20
CLAASSEN, STEVEN J	80,403.85	916.43	81,320.28	174.87
CLARKE, ANDREW J	80,403.70	1,478.76	81,882.46	-
CLAVEAU, NATHALIE	88,121.46	943.24	89,064.70	2.88
CLAYTON, JILL E	88,077.28	380.74	88,458.02	-
COBEY, JASON E	117,799.95	1,954.31	119,754.26	3,565.39

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >=</u> <u>\$75,000</u>	<u>SALARIES</u>	<u>TAXABLE</u> <u>BENEFITS</u>	<u>TOTAL SALARIES</u> <u>& TAXABLE</u> <u>BENEFITS</u>	<u>EXPENSES</u>
COCHRANE, ANDREA	80,363.80	804.38	81,168.18	143.20
COLBORNE, TARA J.	80,569.57	1,479.11	82,048.68	-
COLEGRAVE, WARREN G	94,520.49	1,487.50	96,007.99	725.84
COLTHORPE, PAUL	88,118.63	1,505.74	89,624.37	799.12
COMEAU, CHRISTINE E	86,071.25	1,673.41	87,744.66	-
COPE, MICHAEL I	79,224.20	1,478.06	80,702.26	192.75
CORMAN, HEATHER Y	88,120.96	1,505.74	89,626.70	673.80
CORMAN, KEVIN N	88,121.20	380.74	88,501.94	307.15
COX, NANCY	80,463.80	917.03	81,380.83	138.43
CROONEN, K. TRACEY	117,879.72	1,324.18	119,203.90	4,990.04
CUDMORE, JUDITH R	78,335.70	1,478.41	79,814.11	351.65
CUNNINGHAM, COLIN J.	79,406.74	637.88	80,044.62	12.85
CURRIE, VIRGINIA L	85,826.60	1,499.12	87,325.72	967.12
CURTIN, JIM A	80,363.80	504.92	80,868.72	-
DAKIN, SARAH E	87,115.59	1,685.71	88,801.30	413.80
DALGLEISH, DANIEL R	82,418.67	1,771.61	84,190.28	1,288.72
DANE, MELANIE I	79,663.67	1,204.84	80,868.51	123.23
DANEIUK, KATHLEEN M.	79,538.05	1,478.10	81,016.15	-
DARLINGTON, DEANNA L	80,022.85	1,478.14	81,500.99	296.99
DARNEI, ZALE	96,273.35	1,538.24	97,811.59	2,283.77
DAVID, DOUGLAS R.J.	90,481.72	1,513.96	91,995.68	2,442.70
DAVIDGE, AMANDA E	79,518.67	1,005.75	80,524.42	-
DAWSON, KARA L	90,482.03	388.96	90,870.99	7,269.73
DE CASTRO, DONNA M	88,987.22	1,201.24	90,188.46	-
DE GOEDE, BARBARA G.	80,363.78	354.74	80,718.52	173.04
DE LUCA, NICOLE	89,216.90	1,505.74	90,722.64	-
DELLA SIEGA, WAYNE	82,509.90	1,488.88	83,998.78	543.77
DEMEDO, THOMAS P.	159,739.44	3,603.22	163,342.66	12,336.37
DEVLIN, COLLEEN	80,403.99	916.88	81,320.87	2,887.60
DICKSON, TONY C	88,121.06	1,505.74	89,626.80	-
DITTRICK, SHERRYLYN	79,431.84	1,319.31	80,751.15	-
DOMBROWSKI, CONRAD (CONNIE) J	88,077.24	1,252.99	89,330.23	2,118.73
DORAN, KATY	115,906.31	1,954.81	117,861.12	3,794.60
DOUGLAS, ALLAN	84,895.18	1,040.49	85,935.67	3,464.90
DUNCAN, LINSAY M	88,219.51	943.25	89,162.76	25.46
DURAND, ISABELLE G	81,013.04	1,480.34	82,493.38	172.20
EASTERMAN, SIMON J	81,182.83	1,522.62	82,705.45	401.22
EDWARDS, FAITH	86,114.16	936.62	87,050.78	-
ELLIS, LOUISE M	85,573.91	1,503.83	87,077.74	-
ELWOOD, THOMAS (TOM) D	88,121.08	380.74	88,501.82	336.44
ERIKSON, KENNETH	88,120.95	1,505.74	89,626.69	-
ERRICO, KEN T	82,923.12	370.80	83,293.92	-
EVANS, ROBERTA L	80,404.01	916.88	81,320.89	114.24
FARROW, DANIEL J.	78,433.51	3,999.71	82,433.22	-
FERGUSON, J. JULIAN	80,363.78	917.20	81,280.98	-
FERNEYHOUGH, M. ANDREW	88,120.97	1,505.74	89,626.71	391.25
FEUSTEL, ALAN C	88,120.92	1,505.74	89,626.66	590.23
FOLLIS, CRAIG J	80,403.88	354.38	80,758.26	-
FORTIN, LYSE M	85,684.04	1,510.67	87,194.71	-
FRASER, BRAD E	86,071.28	1,498.86	87,570.14	-
FULLERTON, DEBRA	102,534.42	605.03	103,139.45	480.10
FUSSELL, GERALD	120,210.21	1,978.13	122,188.34	6,053.64
GADICKE, JUDY M	84,265.36	1,379.57	85,644.93	1,159.64

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >=</u> <u>\$75,000</u>	<u>SALARIES</u>	<u>TAXABLE</u> <u>BENEFITS</u>	<u>TOTAL SALARIES</u> <u>& TAXABLE</u> <u>BENEFITS</u>	<u>EXPENSES</u>
GAIR, JOHN C	80,150.11	1,446.67	81,596.78	-
GARDNER, DEBRA-LYNNE M	86,113.86	1,499.12	87,612.98	308.70
GAUDRY, CRYSTAL P	88,120.97	1,505.74	89,626.71	2,285.50
GAUTHIER, CAROLINE M	94,979.82	943.24	95,923.06	956.41
GENEAU, ELODIE	81,280.87	1,182.41	82,463.28	-
GENGE, MICHELE M	87,899.99	945.60	88,845.59	4,737.22
GILMORE, DARCI	103,515.40	605.03	104,120.43	3,222.67
GLENNON, LINDA M	74,077.62	1,725.76	75,803.38	6,496.18
GLENWRIGHT, MARK	88,121.30	1,505.74	89,627.04	-
GOODGER, ELIZABETH	87,729.91	1,505.75	89,235.66	816.70
GOODWIN, BRIAN	117,595.56	1,954.81	119,550.37	1,060.58
GRAHAM, DAVID M	90,227.17	1,511.73	91,738.90	629.03
GRANT, MARTHA A.	80,059.26	1,480.50	81,539.76	-
GREEN, J. LAURENCE	88,121.01	1,505.74	89,626.75	-
GREEN, MARCIA	78,779.93	1,476.81	80,256.74	257.45
GREENE, LOUISA (KELLY) D	85,656.31	1,397.96	87,054.27	215.61
GREENLAW, LAURA M.J.	80,403.35	1,347.12	81,750.47	596.65
GREGORY, ERRIN L	88,077.24	1,557.50	89,634.74	-
GREY, E. RANDY	82,764.58	1,487.59	84,252.17	4,299.18
GROVES, KIMBERLEY A	75,707.72	342.37	76,050.09	151.33
GUIGUET, COLIN**	76,392.24	1,725.76	78,118.00	57,512.87
GUMMER, CELINE M.	83,060.14	1,484.50	84,544.64	-
GUMMER, GEOFF	80,403.93	354.42	80,758.35	-
HAGEL, CORAL H	80,403.89	354.38	80,758.27	201.64
HAGEL, STACE A	88,120.98	1,505.74	89,626.72	-
HALL, JENNIFER D	81,038.35	1,183.28	82,221.63	-
HALLIER, DALE F	88,077.39	380.74	88,458.13	297.62
HANDFIELD, LYNDA-MARIE	122,472.98	3,482.48	125,955.46	1,649.80
HART, PATRICIA L	78,763.78	1,477.45	80,241.23	50.00
HARTIG, MARTIN	88,077.27	1,500.44	89,577.71	384.47
HARWIINE, NORA L	81,029.67	354.38	81,384.05	96.00
HAUT, MEGAN	88,121.02	1,503.14	89,624.16	37.99
HEDICAN, JENNIFER	102,712.46	1,879.73	104,592.19	357.81
HESELGRAVE, IAN B	106,135.70	626.75	106,762.45	2,857.47
HIBBERT, JENNIFER C	90,130.23	362.74	90,492.97	5,044.52
HILTON, CANDICE R	101,989.86	1,875.05	103,864.91	4,155.00
HOELZLEY, STEPHEN P	86,071.32	1,549.42	87,620.74	483.87
HOLLAND, CAROL-ANNE	78,082.60	1,290.02	79,372.62	-
HOLLAND, SHAWN T	88,121.12	380.74	88,501.86	-
HOLTKAMP, MARIEKE P	107,311.77	1,907.87	109,219.64	12,461.83
HOOD-TANNER, CHARLOTTE	88,120.98	1,505.74	89,626.72	2,645.16
HORNER, TIM (TIMOTHY) E.	80,363.81	376.81	80,740.62	1,152.88
HOULGRAVE, LINDA R	85,570.74	1,498.94	87,069.68	163.03
HOWEY, LINDA J	74,388.87	1,461.18	75,850.05	401.50
HRYSKO, KATHERINE	88,085.79	943.24	89,029.03	24.28
HUTCHESON, MARGARET	80,363.78	917.26	81,281.04	-
INGRAM, J. DAVID	80,403.76	917.24	81,321.00	672.06
JAMIESON, ROSS	88,931.42	1,505.70	90,437.12	872.61
JANZ, MARGOT E	84,766.00	1,509.22	86,275.22	248.74
JANZEN, GREGORY M	81,185.16	355.87	81,541.03	-
JEROME, TAMI M	87,738.80	943.24	88,682.04	622.30
JOHNSON, ALBERT E	116,456.30	1,954.81	118,411.11	1,642.40
JOKANOVICH, CAROL A	88,121.25	943.24	89,064.49	30.85

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >=</u> <u>\$75,000</u>	<u>SALARIES</u>	<u>TAXABLE</u> <u>BENEFITS</u>	<u>TOTAL SALARIES</u> <u>& TAXABLE</u> <u>BENEFITS</u>	<u>EXPENSES</u>
JONES, SARAH A	86,114.11	936.62	87,050.73	108.34
JONES-ADEBAR, CHERYL	103,732.88	1,879.88	105,612.76	873.70
JUNGWIRTH, HEIDI C	89,355.15	1,505.75	90,860.90	555.27
KELLER, KEITH B	80,403.76	1,478.08	81,881.84	-
KERKHOFF, NICOLE D.	80,403.29	1,330.99	81,734.28	1,119.96
KEYS, STEPHANIE M	83,617.79	1,477.33	85,095.12	498.00
KNIGHT, STEVE**	121,375.00	1,985.26	123,360.26	41,997.79
KOCHANUK, GREGORY M	107,915.56	1,911.53	109,827.09	5,050.34
KRAFT, ANN MARIE	80,404.02	916.88	81,320.90	48.23
KRUEGER, DEBORA M	80,403.71	918.38	81,322.09	328.61
KRUTZMANN, TIMOTHY	88,121.01	1,505.74	89,626.75	-
KUHNERT, WAYNE A.	108,074.71	1,910.23	109,984.94	1,021.29
LAFORTUNE, KRISTIE M	79,542.60	1,478.98	81,021.58	197.12
LAMBERT, MICHELLE A	88,077.27	404.95	88,482.22	122.24
LASOTA, KARLA M	88,120.72	1,355.74	89,476.46	2,502.61
LEBLANC, STEPHANE T	85,425.67	619.39	86,045.06	3,852.31
LECLAIR, GERARD M	88,077.26	1,505.74	89,583.00	-
LEE, SHELDON	135,790.65	1,237.26	137,027.91	8,113.36
LEHTON, YOLANDA M	87,541.49	1,516.07	89,057.56	791.34
LEITH-MILLS, KATHERINE(KATIE M	77,819.14	351.59	78,170.73	78.40
LETOURNEAU, DARRELL R	74,865.57	1,640.96	76,506.53	431.25
LINDQUIST, DEAN	191,373.94	3,498.77	194,872.71	8,638.90
LINEGER, PETER J.	80,985.12	1,480.69	82,465.81	556.64
LINGREN, KARLA A	88,121.27	939.00	89,060.27	192.05
LLOYD, LANCE	85,869.15	1,499.30	87,368.45	93.83
LLOYD, LEAH S	80,143.23	354.38	80,497.61	399.97
LOCKQUELL, JOUSKA	88,121.01	1,505.74	89,626.75	-
LONG, DEBRA	88,120.97	1,505.74	89,626.71	-
LYLE, SHAWNA N	80,403.82	916.88	81,320.70	34.77
MACDONALD, I.GRACIE	102,134.40	606.32	102,740.72	1,846.32
MACLEAN, S. IAN	79,624.73	1,478.77	81,103.50	-
MACLEOD, AMBER	87,459.94	1,479.36	88,939.30	-
MACPHERSON, BRENDA	79,260.42	917.05	80,177.47	-
MAJCHER, CHRISTINA P	88,120.97	1,505.74	89,626.71	2,560.87
MANN, LAURA	80,898.58	899.19	81,797.77	-
MANN, WESLEY D	80,283.47	1,479.32	81,762.79	174.69
MANNING, GEOFFREY K	128,300.54	1,379.74	129,680.28	9,827.13
MANSON, CATHERINE J	116,092.51	1,947.67	118,040.18	1,988.98
MARKS, KIMBERLEY A	88,120.07	1,505.74	89,625.81	1,436.52
MARTINDALE, GAIL S	97,842.96	1,005.35	98,848.31	1,544.06
MATHEW, KARI A	77,148.85	848.91	77,997.76	360.28
MAWHINNEY, BRIDGET J	88,071.05	1,505.74	89,576.79	87.91
MAYERT, DAVID E	103,604.91	1,011.29	104,616.20	-
MAZEY, LORI	79,200.69	1,479.38	80,680.07	1,333.20
MCASKILL, BRIAN A.	108,358.08	1,274.03	109,632.11	1,960.77
MCASKILL, LEIGH-ELLEN	79,027.05	942.20	79,969.25	-
MCCARTHY, TIM J	82,418.66	1,771.61	84,190.27	72.00
MCKAY, SAMANTHA D	80,523.87	897.66	81,421.53	-
MCKEE, DANIEL R.	88,126.22	1,505.74	89,631.96	4,667.59
MCKILICAN, LEE	107,915.56	1,911.53	109,827.09	1,569.03
MCMAH, C. ROBERT J	88,120.97	1,505.74	89,626.71	200.00
MCNALLY, MARGOT E.	80,363.79	473.79	80,837.58	-
MCRAE, DON	87,920.05	1,207.52	89,127.57	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >=</u> <u>\$75,000</u>	<u>SALARIES</u>	<u>TAXABLE</u> <u>BENEFITS</u>	<u>TOTAL SALARIES</u> <u>& TAXABLE</u>	<u>EXPENSES</u>
			<u>BENEFITS</u>	
MCRAE, MURRAY	118,691.86	1,969.66	120,661.52	178.22
MERRITT, PAMELA J	89,254.09	943.24	90,197.33	23.89
MEYER, PAULINE E	80,778.27	1,475.09	82,253.36	-
MILLER, DAVID R	88,119.77	1,505.74	89,625.51	1,318.47
MILLS, DWAYNE R	99,303.58	1,716.37	101,019.95	3,670.03
MOIR, SANDRA L	87,831.28	957.16	88,788.44	524.29
MOLLERUP, KJERYN	80,403.97	1,201.42	81,605.39	-
MONITA, A. CANDA	74,900.69	1,633.51	76,534.20	-
MONKS, DALE J	87,810.11	943.24	88,753.35	-
MONKS, EILEEN K	87,840.54	943.24	88,783.78	-
MOORE, NICHOLAS R	80,363.80	1,479.38	81,843.18	-
MORIN, DENIS	89,740.37	1,505.74	91,246.11	-
MOWBRAY, MICHELLE J.	79,651.30	366.41	80,017.71	-
MTAWALI, CROSBY	79,970.80	1,478.90	81,449.70	-
MULLIS, MELISSA B	76,748.02	1,644.33	78,392.35	3,082.90
MULROONEY, VICTORIA E	80,022.93	1,479.24	81,502.17	1,223.56
MUNRO, CHARITY A	87,348.06	943.24	88,291.30	200.12
MUNRO, DAVID J	80,402.53	1,482.19	81,884.72	776.04
MURCHESON, KIMBERLEY D	88,120.86	1,506.36	89,627.22	338.30
MURPHY, LISA M	79,742.00	354.76	80,096.76	-
MURRAY, TERRY	95,370.71	936.62	96,307.33	319.79
NELSON, A. LUCY	84,491.31	934.56	85,425.87	-
NELSON, DARRYL S	79,847.26	1,671.69	81,518.95	1,414.68
NELSON, DEBBIE A.	91,023.98	1,513.96	92,537.94	2,920.71
NELSON, DERRICK S	77,200.79	1,488.44	78,689.23	-
NEUFER, KARLA	88,328.27	1,506.46	89,834.73	186.60
NICHOL, LINA S	80,402.19	1,029.73	81,431.92	415.78
NIJHOFF, JACQUES	86,903.50	1,505.74	88,409.24	-
NYE, KARI	79,882.54	1,479.00	81,361.54	31.49
ODEGAARD, KIRSTEN A	87,831.33	1,557.50	89,388.83	2,367.48
OLIPHANT, HELEN M	79,991.36	1,485.01	81,476.37	1,704.69
OLSON, CRAIG D.	86,114.36	936.62	87,050.98	-
OLSON, RONALD L	87,830.90	1,505.74	89,336.64	-
ORD, SHELLEY	102,534.46	1,879.58	104,414.04	851.01
OTTO, PAUL J	80,403.89	354.50	80,758.39	-
PAHL, SIMMY	77,472.29	1,134.17	78,606.46	212.14
PARE, EVA	88,587.22	1,505.75	90,092.97	-
PARRISH, CAROLINE F	80,363.71	1,479.38	81,843.09	-
PATTERSON, DEAN M	124,503.83	1,994.29	126,498.12	2,820.72
PAUL, STACEY M	80,352.65	916.81	81,269.46	-
PEARCE, JOAN T.	103,398.09	1,513.96	104,912.05	3,227.05
PEDERSON, TRACY C	108,731.78	1,911.53	110,643.31	7,308.19
PENDAK, JESSE J	81,150.64	1,411.01	82,561.65	-
PERICH, ALLAN	80,402.41	352.97	80,755.38	-
PERICH, HEATHER D	80,403.57	1,479.38	81,882.95	-
PERRY, LISA M	88,120.38	1,505.74	89,626.12	-
PETA, LINDA G	80,247.31	1,475.62	81,722.93	225.90
PETERS, JORDAN J	80,363.80	1,659.49	82,023.29	-
PETTIGREW, GRAYSON E	79,847.26	1,492.06	81,339.32	2,866.40
PHILLIPS, ANDREW J	73,912.58	1,459.90	75,372.48	-
PHILLIPS, TODD	87,025.71	943.24	87,968.95	-
PILOTE, NICOLE M	81,840.06	1,487.88	83,327.94	1,584.24
POPE, ERIN D.	85,358.36	1,248.32	86,606.68	-

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >=</u> <u>\$75,000</u>	<u>SALARIES</u>	<u>TAXABLE</u> <u>BENEFITS</u>	<u>TOTAL SALARIES</u> <u>& TAXABLE</u> <u>BENEFITS</u>	<u>EXPENSES</u>
PORTER, JOSHUA W	106,135.39	1,901.75	108,037.14	6,034.37
POWELL, SHEILA M.	75,268.52	1,732.22	77,000.74	3,064.69
PRATT, ALISSA J	102,134.46	3,686.38	105,820.84	2,168.60
PRESCOTT, ROBERT W	79,044.51	355.81	79,400.32	399.38
QUIRING, JODY M.	88,694.81	941.96	89,636.77	409.47
RANKIN, JENNIE	76,346.77	1,467.21	77,813.98	1,888.80
REA, SUZANNE P	86,114.32	936.98	87,051.30	-
REBITT, PAUL R	86,114.05	1,498.86	87,612.91	197.00
REBITT, TRACY	80,402.93	371.95	80,774.88	-
REILLY, MICHAEL	80,363.80	1,479.38	81,843.18	-
REIMER, COLLEEN M.	88,077.45	1,519.66	89,597.11	-
REIMER, KEVIN A	118,691.86	1,837.55	120,529.41	-
REINTGEN, CLAUDIA K	80,403.80	916.72	81,320.52	47.25
RICHARDS, TRACY M	88,121.00	1,505.74	89,626.74	-
RIEDLE, HEATHER A.	88,118.84	1,505.74	89,624.58	121.40
RILEY, JENNIFER C.	82,764.46	1,482.80	84,247.26	1,793.07
RIPPEL, NICOLE J	80,059.13	917.41	80,976.54	97.95
ROBERTSON, BARBARA E	115,906.24	1,954.81	117,861.05	1,590.31
ROBERTSON, GAIL	80,541.13	354.58	80,895.71	-
ROBERTSON, HEATHER A	86,750.21	1,496.40	88,246.61	997.76
ROY, STEPHANE J	80,363.80	916.47	81,280.27	-
RUDOLPH, ELIZABETH M	80,403.73	1,479.38	81,883.11	82.52
RYAN, NANCY J	80,363.79	1,479.38	81,843.17	-
RYAN, TARA	87,960.21	1,203.82	89,164.03	342.99
SAVARD, STEWART M.	97,593.24	943.24	98,536.48	5,654.07
SCHECK, LISA	117,766.69	1,954.81	119,721.50	3,667.70
SCHILLING, CHARLES A.	116,306.28	1,954.81	118,261.09	5,694.14
SCHULTZ, JOCELYN M	88,121.28	868.24	88,989.52	193.36
SHATZ, ESTHER	132,950.56	2,023.08	134,973.64	13,067.87
SHIELDS, JULIE C	121,765.31	1,987.45	123,752.76	2,545.68
SIEBER, LEISA C	74,263.39	1,488.33	75,751.72	-
SIRRS, KATHERINE E	88,849.26	943.24	89,792.50	214.68
SMITH, BRADLEY	86,141.05	1,499.12	87,640.17	32.52
SMITH, MELANIE C	81,052.68	918.38	81,971.06	293.88
SPRUIT, JAMES A	79,256.65	1,431.51	80,688.16	292.32
STANLEY, STEVEN B	88,121.01	1,505.74	89,626.75	-
STEVENS, BRIAN	88,120.99	1,505.74	89,626.73	-
STEWART, JEFF T	122,689.03	1,992.12	124,681.15	10,151.26
STIRRETT, LINDA M	75,183.92	933.29	76,117.21	349.09
STRIDE, DOREEN R	80,944.46	1,479.38	82,423.84	-
SULEK, REBECCA(BECKY) A	75,539.10	1,447.87	76,986.97	949.43
SWANSON, RICHARD A	90,227.17	1,513.01	91,740.18	246.50
SWIFT, LYNN S	82,812.14	1,483.69	84,295.83	2,200.67
TAIJI, KARMA	98,922.72	1,519.78	100,442.50	3,042.20
TATTIE, JAMES(JIM) A	87,916.04	1,505.74	89,421.78	2,857.90
TAYLOR, GRANT	80,363.79	355.71	80,719.50	633.70
TAYLOR, JEFF D	123,477.95	1,994.29	125,472.24	300.96
TAYLOR, JINA L	80,402.84	1,479.38	81,882.22	498.02
THORNTON, LEANNE	88,121.12	943.24	89,064.36	366.64
THORSON, DAWN R	79,847.25	117.60	79,964.85	231.12
TIMMS, KYLE S.	116,456.31	1,954.81	118,411.12	490.04
TINGA, COLIN	86,602.96	1,498.87	88,101.83	33.39
TRAN, SHANNON M	80,155.88	1,478.79	81,634.67	539.50

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

<u>EMPLOYEES WHOSE TOTAL REMUNERATION >= \$75,000</u>	<u>SALARIES</u>	<u>TOTAL SALARIES</u>		<u>EXPENSES</u>
		<u>TAXABLE</u>	<u>& TAXABLE</u>	
		<u>BENEFITS</u>	<u>BENEFITS</u>	
TREMBLAY, JOEL E	78,895.48	352.10	79,247.58	904.07
TURNER, TORIL E	76,862.40	1,470.69	78,333.09	-
VAN DER REE, CHRISTINE	116,253.65	1,954.82	118,208.47	5,082.91
VAN HOLDERBEKE, CHRISTINE R	88,045.39	943.24	88,988.63	227.67
VATON, PAULETTE M	88,401.94	943.25	89,345.19	-
VEARY, LAURA F	86,666.99	1,184.07	87,851.06	534.39
VERKLEY, JEFFREY T	97,593.02	1,430.83	99,023.85	-
VON NIESSEN, CASSANDRA T	75,127.35	1,496.83	76,624.18	241.15
WALKER, R. EDWARD	87,742.76	943.25	88,686.01	-
WALKLEY, ALISON	89,130.27	1,505.74	90,636.01	271.28
WALTERS, CAROL	91,061.31	1,513.96	92,575.27	3,011.37
WEDEL, RANDALL F	88,533.54	1,505.74	90,039.28	-
WEISS, DAVID C	86,114.01	1,499.12	87,613.13	33.59
WELBOURN, RACHEL H	88,116.94	1,505.74	89,622.68	277.01
WIEST, MICHELLE L	86,071.29	1,537.97	87,609.26	30.23
WILLANS, DEIRDRE D	87,350.40	1,519.67	88,870.07	-
WILLIAMS, GEOFF G	80,403.72	1,479.38	81,883.10	647.49
WILLIAMS, LISA S	75,535.17	1,476.91	77,012.08	152.90
WILLIAMS, NICHOLAS F	76,806.11	350.93	77,157.04	150.00
WILSON, ANDREA L	86,350.23	1,495.13	87,845.36	1,305.97
WINDECKER, ALISON J	80,403.61	1,478.15	81,881.76	-
WOLTERS, LUCINDA G	102,834.38	1,880.03	104,714.41	1,593.63
WULFF, CHRIS J	80,403.71	1,479.38	81,883.09	-
YOUNG, ANDREW	88,121.06	943.24	89,064.30	-
ZIMMER, MELANIE	88,120.44	943.24	89,063.68	-
ZIRKL, HEIDI E	88,121.09	943.24	89,064.33	21.26
ZSOLDOS, LILI A	79,308.46	1,484.60	80,793.06	2,311.67
TOTAL FOR EMPLOYEES WHOSE TOTAL REMUNERATION >= \$75,000.00	\$ 30,502,378.04	\$ 453,874.17	\$ 30,956,252.21	\$ 457,806.61
TOTAL FOR EMPLOYEES < \$75,000.00			\$ 31,624,570.77	\$ 249,929.62
TOTAL EMPLOYEE REMUNERATION			\$ 62,580,822.98	\$ 707,736.23
EMPLOYERS PORTION OF EI AND CPP			\$ 3,254,959.97	

***Includes travel expenses for International Student Recruitment*

**School District
Statement of Financial Information (SOFI)**

School District No.71 (Comox Valley)

Fiscal Year Ended June 30, 2018

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between School District No.71 (Comox Valley) and its non-unionized employees during fiscal year 2018.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES
YEAR ENDED JUNE 30, 2018

<u>SUPPLIERS WITH PAYMENTS >= \$25,000</u>	<u>AMOUNT PAID DURING FISCAL YEAR</u>
AASE ROOF INSPECTION LTD.	\$38,928.82
ACME SUPPLIES LTD (CUTS# 19046	\$171,035.87
AMAZON.COM/ AMAZON.CA	\$156,860.65
ANDREW SHERET LIMITED	\$148,920.66
APPLE CANADA INC.	\$112,216.80
ARTSTARTS IN SCHOOLS	\$41,703.60
B.C. HARDWOOD FLOOR CO. LTD.	\$67,614.75
B.C. HYDRO & POWER AUTHORITY	\$766,958.32
B.C. TEACHERS FEDERATION (SIP)	\$653,131.15
B.C. TEACHERS FEDERATION(DUES)	\$694,333.11
BARAGAR ENTERPRISES LTD	\$26,145.00
BARTLE & GIBSON CO LTD	\$51,937.66
BC PRINCIPALS' & VICE PRINCIPA	\$58,371.40
BCF -BC FERRIES INCORPORATED	\$49,574.34
BCSTA (BC TRUSTEES)	\$40,128.84
CANADIAN WOODWORKER	\$50,389.82
CANWEST MECHANICAL INC	\$106,018.51
CASCADE FACILITIES MGMT CONSUL	\$36,491.74
CDTA - TEACHER - PRO-D	\$122,338.00
CDW CANADA	\$30,274.19
CENTRAL BUILDERS - HOME HARDWA	\$42,874.97
COMMUNITEK INC	\$670,497.76
COMOX DISTRICT TEACHERS ASSOC.	\$274,693.61
COMOX VALLEY REGIONAL DISTRICT	\$44,783.28
COSTCO WHOLESALE #1092	\$86,183.12
COURTENAY CITY OF (CITY HALL)E	\$315,423.13
CUMBERLAND COMMUNITY SCHOOLS S	\$31,910.00
CUPE NATIONAL	\$341,974.55
CWC WASTEWATER SERVICES INC.	\$25,592.76
D2L CORPORATION	\$63,884.25
DAVIES, BIBIANA(HOMESTAY)	\$25,071.45
DENMAN IS. COMMUNITY EDUC SOC	\$26,500.00
DR CLAIRE VANSTON PH.D	\$39,599.08
E.B. HORSMAN & SON LIMITED	\$94,637.17
EDUCAN INSTITUTIONAL FURNITURE	\$177,793.84
EECOL ELECTRIC (SASK.) LTD.	\$37,021.19
EMCO CORP (VICTORIA)	\$74,442.27
EMTERRA ENVIRONMENTAL	\$62,310.25
ESC AUTOMATION	\$156,718.58
FIRSTCANADA ULC	\$2,055,061.57
FOLLETT SCHOOL SOLUTIONS, INC.	\$90,366.56
FORTISBC ENERGY(VANCOUVER ISLA	\$316,113.45
GUARD.ME INTERNATIONAL INSURAN	\$107,294.70
HARRIS & COMPANY	\$30,164.42
HEATHERBRAE BUILDERS CO LTD	\$12,141,765.18
HEROLD ENGINEERING LIMITED	\$37,253.94
HOMEWOOD HEALTH INC.	\$92,644.70
HORNBY ISLAND EDUCATIONAL SOCI	\$27,200.00
IBM CANADA LTD	\$62,223.55
ICBC	\$27,278.00
IDESIGN SOLUTIONS INC	\$32,156.12
INNOV8 DIGITAL SOLUTIONS	\$84,712.77
INSTRUCTURE	\$109,500.00

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES
YEAR ENDED JUNE 30, 2018

<u>SUPPLIERS WITH PAYMENTS >= \$25,000</u>	<u>AMOUNT PAID DURING FISCAL YEAR</u>
INTEGRAL GROUP CONSULTING (BC)	\$49,531.78
IREDALE GROUP	\$197,057.59
ISLAND EHS	\$88,492.20
JO-CY-LEE ESTATES LTD	\$28,125.29
KEV SOFTWARE INC. / KEV GROUP	\$35,269.42
KEVEN ELDER	\$28,351.89
KONICA MINOLTA BUSINESS SOLUTI	\$66,040.74
MACQUARIE EQUIPMENT FINANCE LT	\$229,430.28
MARK & CUT SALES	\$32,312.00
MARTIN HAGARTY ARCHITECT LTD	\$102,469.55
MCGREGOR & THOMPSON HARDWARE L	\$31,790.13
MIDLAND TOOLS (COURTENAY)	\$26,141.71
MINISTER OF FINANCE	\$27,245.92
MINISTER OF FINANCE (CLIMATE A	\$59,771.25
MINISTER OF FINANCE (TEACHER R	\$54,800.00
MONK OFFICE SUPPLY LTD (VICTOR	\$127,137.88
MORNEAU SHEPELL LTD (PRV MORNE	\$85,586.23
MSP - MINISTER OF FINANCE	\$814,603.24
MUCHALAT CONSTRUCTION LTD.	\$1,131,500.69
NELSON EDUCATION LTD.	\$52,005.08
NELSON ROOFING & SHEET METAL L	\$467,450.54
NERO GLOBAL TRACKING	\$26,880.00
NORTH ISLAND COLLEGE (CTY)	\$108,954.06
NORTH ISLAND TRACTOR (KUBOTA)	\$110,367.17
NORTHERN COMPUTER	\$35,175.31
NUKO	\$249,415.00
OUT OF SCHOOL CARE SERVICE	\$43,240.20
PACIFIC BLUE CROSS	\$2,080,713.77
PACIFIC COAST CHILD'S MISSION	\$28,074.25
PAYPAL	\$36,637.48
PBX DATA TECH INC.	\$63,465.02
PENINSULA CO-OP	\$96,185.83
PENTICTON EXCEL	\$185,000.00
PLATES EATERY & CATERING CO.	\$32,238.87
PMH INSIGHTS INC	\$57,571.50
POWERSCHOOL CANADA LTD	\$90,342.41
PUBLIC EDUCATION BENEFITS	\$729,252.27
RIDGELINE MECHANICAL LTD	\$102,679.79
ROBOTIX EDUCATION	\$37,489.61
ROSETTA STONE LTD.	\$106,151.73
ROSS RIVERS ENTERPRISES LTD	\$43,286.00
S2 INNOVATIVE PRODUCTS GROUP L	\$167,033.36
SCHOLANTIS LEARNING SYSTEMS IN	\$51,195.90
SCHOOL DISTRICT #64 (GULF ISLA	\$51,582.04
SCHOOLHOUSE PRODUCTS INC.	\$110,651.23
SEVEN SUMMITS CENTRE FOR LEARN	\$46,746.03
SHANAHAN'S LTD	\$29,176.00
SIGNATURE WEST FLOOR & WINDOW F	\$33,962.71
SOFT CHOICE CORPORATION	\$35,411.23
SOTERIA STRATEGIES	\$62,695.50
SOUND ADVICE PRODUCTION SERVIC	\$28,746.86
SOURCE OFFICE FURNISHINGS	\$75,255.04
STAPLES ADVANTAGE CAN(CORPORAT	\$31,542.85

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES
YEAR ENDED JUNE 30, 2018

<u>SUPPLIERS WITH PAYMENTS >= \$25,000</u>	<u>AMOUNT PAID DURING FISCAL YEAR</u>
STONCOR GROUP	\$35,078.40
STRATHCONA PARK LODGE & OUTDOO	\$47,955.60
SUPERIOR PROPANE INC	\$33,747.01
SYSCO FOOD SERVICES	\$108,573.09
TALEDI ENTERPRISE DEVELOPMENT	\$363,763.23
TAYCO PAVING COMPANY	\$95,235.00
TEACHERS FILE	\$140,840.77
TELUS COMMUNICATIONS (BC) INC.	\$111,156.23
TELUS MOBILITY CELLULAR INC.	\$57,360.16
TEMPRITE CLIMATE SOLUTIONS LTD	\$25,200.00
THE GREAT WEST LIFE ASSURANCE	\$204,200.70
THE HOME DEPOT #7177	\$54,736.28
THRIFTY FOODS	\$32,777.49
TOWN OF COMOX	\$57,713.56
TRIBUNE BAY OUTDOOR ED. SOCIET	\$111,441.03
VANCOUVER PUBLIC EDUCATION ALL	\$256,592.50
WESTERN CAMPUS RESOURCES	\$58,327.66
WESTERN CANADA BUS	\$79,954.56
WINTERGREEN LEARNING MATERIAL	\$37,204.12
WORKSAFEBC	\$392,167.83
WSP CANADA LTD	\$50,482.87
XEROX CANADA LTD	\$62,492.15
TOTAL FOR SUPPLIERS WITH PAYMENTS >= \$25,000.00	\$32,368,252.12
TOTAL FOR SUPPLIERS WITH PAYMENTS < \$25,000.00	\$5,819,173.99
TOTAL PAYMENTS FOR THE GOODS AND SERVICES	\$38,187,426.11

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)
YEAR ENDED JUNE 30, 2018
RECONCILIATION AND EXPLANATION OF DIFFERENCES TO THE AUDITED FINANCIAL STATEMENTS

SCHEDULED PAYMENTS

Schedule of Remuneration and Expenses:	
Remuneration	\$ 62,580,822.98
Employee Expenses	707,736.23
Employer Portion of EI and CPP	3,254,959.97
Total Schedule of Remuneration and Expenses	<u>66,543,519.18</u>
Schedule of Payments for Goods and Services	<u>38,187,426.11</u>
CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS	<u>\$ 104,730,945.29</u>
 FINANCIAL STATEMENT EXPENDITURES	
Operating Fund Expenditures	\$ 75,890,518.00
Trust Fund Expenditures	13,723,884.00
Capital Fund Expenditures	<u>4,647,078.00</u>
CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES	<u>\$ 94,261,480.00</u>
DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND FINANCIAL STATEMENT EXPENDITURES	- 10,469,465.29

EXPLANATION OF DIFFERENCE

The schedule of payments for the provision of goods and services differs from the financial statements in the following ways:

- 100% of GST paid to suppliers is included, whereas the financial statement expenditures are net of the GST rebate
- Third party recoveries of expenses from PAC and school fundraising activities may not all be adjusted for in the schedules
- Employee benefits may be duplicated in the schedule of payments where also reported in employee remuneration
- Travel expenses that are paid directly to suppliers may be duplicated in employee expenses
- Other miscellaneous cost recoveries that may not have been deducted from scheduled payments
- Holdbacks relating to Capital Projects may be accrued, however, not included in the schedule of payments for goods and services

The financial statements are reported on an accrual basis, and include payroll liabilities that are not reflected in the schedule of remuneration and expenses, and accounts payable balances that are not reflected in the schedule of payment for goods and services. Changes in liability balances from year to year affect the financial statement expenditures but not the scheduled payments which are reported on a cash basis.

BRIEFING NOTE

TO: Finance Committee **DATE:** October 10, 2018
FROM: Nicole Bittante, Secretary-Treasurer
RE: Trustee Remuneration – Analysis and Recommendation

Background/Rationale

At the request of the Finance Committee, a review and analysis of current trustee remuneration has been completed and summarized below. The analysis includes a comparison of current remuneration to similar sized districts in British Columbia, and the impact of the changes in tax treatment for 1/3 of trustee remuneration from non-taxable to taxable. The current remuneration structure for trustees in School District No. 71 is:

Trustees	\$13,542
Vice-Chairperson	15,048
Chairperson	16,554

Analysis

A survey of trustee compensation was completed by the BC School Trustees Association in December 2017. In order to perform a reasonable analysis of current remuneration for trustees in School District No. 71, 17 similar sized districts (enrolment between 4,000 and 10,000 students) were used as comparators, with 2 outlier districts being removed (West Vancouver and New Westminster) as the trustees in these 2 districts are paid in excess of \$20,000.

069	Qualicum	\$13,842
075	Mission	16,392
022	Vernon	15,215
027	Cariboo-Chilcotin	12,500
048	Sea to Sky	12,000
060	Peace River North	15,325
063	Saanich	10,928
067	Okanagan Skaha	10,866
083	North Okanagan-Shuswap	11,600
072	Campbell River	11,474
079	Cowichan Valley	10,000
082	Coast Mountains	11,304
091	Nechako Lakes	11,000
093	Conseil scolaire francophone	15,000
005	Southeast Kootenay	13,520

The average trustee remuneration of these similar sized districts is \$12,731. Based on this analysis, the current remuneration in SD71 is reasonable.

A comparison to other publicly elected officials was not included, due to the diverse differences in remuneration between the different municipalities and the differences in the roles and responsibilities.

Further consideration should be given to the upcoming CRA changes to the non-accountable allowances paid to school trustees. Currently 1/3 of trustee remuneration is non-taxable. Effective January 1, 2019, the entire amount of remuneration will be taxable. In SD71, the impact of including the non-accountable allowances as taxable income is estimated to be an average reduction of net trustee remuneration by 2.5%, or approximately \$340.

The changes to taxation of remuneration will also impact the additional stipend that the Vice-Chairperson and Chairperson receive. The impact on these amounts has been determined to be less than 1% with a reduction of approximately \$200 for the Vice-Chairperson and \$400 for the Chairperson.

It is recommended that the Finance Committee recommend adjusting trustees' remuneration effective January 1, 2019 by 2.5% to recognize the impact of the tax treatment change, as well as the additional stipend that the Vice-Chairperson and Chairperson receive. This would result in the following trustee remuneration structure effective January 1, 2019:

Trustees	\$13,900
Vice-Chairperson	15,600
Chairperson	17,300

A regular review process should also be considered, so that trustee remuneration is reviewed on an annual basis and reasonable increases are granted. The majority of districts in BC use the BC Consumer Price Index as a measure for granting cost of living increases to trustees.

The attached draft Policy/Regulation re: Trustee Remuneration is recommended for review by the Policy Committee and recommendation to the Board.

Recommendation

It is recommended:

1. THAT the Board of Education approve the base remuneration for trustees, effective January 1, 2019 to be \$13,900; the additional remuneration for the Board Chair to be \$3,400; and the additional remuneration for the Vice-Chair to be \$1,700.
2. THAT the Board of Education approve the annual adjustment of trustee remuneration, effective July 1st of each year, based on the BC Consumer Price Index change from December 31st of the prior year.
3. THAT the draft Trustee Remuneration Policy and Regulation be forwarded to the Policy Committee for review and recommendation to the Board.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

Policy - Trustee Remuneration and Expenses

The Board of Education of School District No. 71 (Comox Valley) believes that Trustees should be compensated for their work related to the business of the Board.

In accordance with the provisions of the School Act, a Board may authorize, through a Board resolution, the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

1. Trustee Remuneration

Amount

Trustees' annual remuneration shall be as follows, effective January 1, 2019:

Chairperson of the Board	\$xxx
Vice-Chairperson of the Board	\$xxx
Trustees	\$xxx

Payment

Trustee remuneration will be paid on a semi-monthly basis.

Review

Trustee remuneration will be reviewed annually and an adjustment shall be made to the base remuneration amount only, effective July 1st of each year. The adjustment will reflect the BC Consumer Price Index change (change from previous year as at December 31st).

2. Trustee Expenses

Trustees shall be entitled to reimbursement of out of district travel expenses in accordance with district policy.

3. Trustee Equipment

The Board will provide the necessary equipment to enable trustees to effectively perform their duties and responsibilities.

Administrative Procedure 7025
Alternate Delivery of Curriculum**Preamble**

The purpose of this policy is to explain how students and their parents/guardians may, in consultation with their school, arrange for alternative delivery of instruction with regard to specific prescribed learning outcomes pertaining to reproduction and human sexuality within the Physical Health Education (PHE) and Career Life Education (CLE) curriculum. This procedure does not apply to any other BC Curriculum.

Policy Statement

The PHE and CLE curriculum include prescribed learning outcomes that some students and their parents/guardians may feel more comfortable addressing by means other than instruction by a teacher in a regular classroom setting.

In such instances, students with their parents'/guardians' consent and in consultation with their school may arrange to address the prescribed learning outcomes by agreed upon alternative means.

It is expected that students will, in consultation with their school, demonstrate their knowledge of the specific prescribed learning outcome(s) they have arranged to address by alternative means.

There are several ways in which schools can accommodate student and/or parent/guardian preference to address prescribed learning outcomes in the PHE and CLE curriculum by alternative means. Some examples include:

- home instruction using a school-determined package of materials or other agreed upon materials;
- distributed Learning (formerly distance education/distance electronic learning);
- Self directed studies, using the learning standards for this curriculum on the BC Ministry of Education website.

website:

https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/phe_learning_standards.pdf
and <https://curriculum.gov.bc.ca/curriculum/career-education/introduction>

Schools may also invite parents/guardians to propose means for alternative delivery.

- The policy applies only to the prescribed learning outcomes in the PHE and CLE curriculum relating to human sexuality, body parts, healthy relationships and mental well being. The policy does not apply to any other prescribed learning outcomes in these Integrated Resource Packages (IRP) nor does it apply to any other provincial curriculum/IRP.

OFFICE OF THE MAYOR



September 26, 2018

File No. 0400-62

Board of Education
School District No. 71 (Comox Valley)
607 Cumberland Road
Courtenay BC V9N 7G5

Dear Chair Caton and Board members,

In 2013 and 2014, the Village worked with School District 71 to complete a land exchange of municipal and School District property in order to create a Cumberland learning campus. While the Village's role in this process at the time focused primarily on the closure and exchange of a portion of Ulverston Avenue and management of affected infrastructure, the land exchange was approved by Council under the premise of the development of a community learning campus.

We are pleased to see that the Board is proceeding with this concept through the adoption of the School District No. 71 *Community Education and Community Schools Policy* in March 2018, which promotes the development of community education. On behalf of Cumberland Council, I invite School District Board members and staff to an upcoming Council meeting to discuss future partnerships and collaborations between the School District and the Village of Cumberland in light of this new policy.

Your staff are welcome to contact Rachel Parker, Deputy Corporate Officer, at rparker@cumberland.ca or 250-336-3005 to make these arrangements. We look forward to meeting with you.

Yours sincerely,

Leslie Baird
Mayor

c. Nicole Bittante, Nicole.bittante@sd71.bc.ca

PO Box 340, 2673 Dunsmuir Avenue, Cumberland, B.C. V0R 1S0 Tel (250) 336-2291 Fax (250) 336-2321
mayor.baird@cumberland.ca cumberland.ca