

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
Regular Board Meeting (Public) AGENDA
Tuesday, November 22, 2016
7 pm

Pg

1. **ATTENDANCE**

2. **CALL TO ORDER** -- Acting Secretary Treasurer Sheldon Lee will call the meeting to order.

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation.

3. **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.

4. **ADOPTION OF AGENDA**

Circulated earlier in draft form for Board approval.

1. **Adoption of the Regular Meeting Agenda**

Recommendation:

THAT the Board adopt the November 22, 2016 Agenda.

OR

THAT the Board 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 ...

5. **CONSENT AGENDA**

5 - 9

- a. Adoption of Regular Meeting Minutes – **October 25, 2016**

10

- b. Human Resources Report, **Retirements / Resignations**

Recommendation:

THAT the Board approve the Consent Agenda items.

6. **REPORT ON IN-CAMERAMEETING**

In-Camera Minutes of October 25, 2016
School Act Section 72 (3) In-Camera Meeting Record:
1. Personnel
2. Finance

7. **PRESENTATION/DELEGATION**

a. No presentations or delegations

8. **EDUCATION COMMITTEE REPORT**

Committee Chair: Janice Caton

11 - 12

1. Minutes of November 8, 2016 Education Committee Meeting are attached for Board information:

Next Meeting:

DATE: January, 10, 2017

TIME: 6:30 pm

LOCATION: Mark R. Isfeld Secondary School

Recommendation:

THAT the Board receive the Education Committee Meeting report.

9. **STRATEGIC DIRECTION**

Strategic Priority 1 - Education Evolution - To Strive for Educational Excellence for All
Strategic Priority 2 - Community Engagement - Cultivate Community Engagement in Public Education
Strategic Priority 3 - Organizational Sustainability - To Ensure that our Financial, Human, Physical Resources Support Student Success

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

13 - 14

a. **District News**

10. **BOARD COMMITTEE REPORTS**

1. **Finance Committee**

Committee Chair: Peter Coleman

15 - 17

a. Minutes of November 14, 2016 Finance Committee meeting are attached for Board information.

18 - 19

- b. **2017-2018 Budget Timeline**, Briefing Note and *PowerPoint* Presentation, Acting Secretary Treasurer Sheldon Lee

Board Information

Recommendation:

THAT the Board receive the Finance Committee report.

2. **Policy Review Committee**

20 - 21

- a. **Policy Committee Formation**, Briefing Note, Tom Weber, Board Chair; Dean Lindquist, Superintendent of Schools

Recommendation:

THAT the Board accept the proposed policy committee structure.

11. **BOARD BUSINESS**

1. **Board Appointees to Other Bodies/Committee Structure**

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 (BPSEA) 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
- 22 3. **Communication Plan**, Briefing Note, Janice Caton, Vice-Chair/Trustee (City of Courtenay)

Recommendation:
THAT the Board direct senior staff to develop a communication plan and bring it back to the Board.

- 4. **Comox Valley Regional District Go Smart Integrated Transportation Committee**

Recommendation:
THAT the Board nominate Trustee _____ as representative to the Comox Valley Regional District Go Smart Integrated Transportation Committee.

THAT the Board nominate Trustee _____ as alternate representative to the Comox Valley Regional District Go Smart Integrated Transportation Committee.

- 5. **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).

12. **SCHOOL TRUSTEE WRITTEN REPORTS**

- 23 - 25 1. Janice Caton, Vice-Chair and BCSTA Provincial Council Trustee Representative, **Written Report**

13. **PUBLIC QUESTION PERIOD**

14. **ADJOURNMENT**

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

**Regular Board Meeting--Public
October 25, 2016
7 pm**

Present:

Trustees

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

Staff

Dean Lindquist, Superintendent of Schools
Tom Demeo, Assistant Superintendent
Candice Hilton, Director of Finance
Lynda-Marie Handfield, Director, Human Resources
Allan Douglas, Director of Instruction (Elementary)
Ian Heselgrave, Director of Operations
Debbie Page, Recording Secretary

Absent:

Regrets: Sheldon Lee, Acting Secretary Treasurer
Esther Shatz, Director of Instruction (Student Services)

1. ATTENDANCE

2. CALL TO ORDER - 7 PM

Motion:

THAT Tom Demeo be enacted as Secretary Treasurer for the October 25, 2016 regular public Board meeting. [CARRIED 7/7]

3. ADOPTION OF AGENDA

Circulated earlier in draft form for Board approval.

1. Adoption of the Regular Meeting Agenda

Motion:

THAT the Board adopt the October 25, 2016 Agenda. [CARRIED 7/7]

4. CONSENT AGENDA

a. Adoption of Regular Meeting Minutes – September 27, 2016

Motion:

THAT the Board approve the Consent Agenda items. [CARRIED 7/7]

5. REPORT ON IN-CAMERA MEETING

In-Camera Minutes of September 27, 2016

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

1. Budget
2. Property
3. Governance

6. PRESENTATION/DELEGATION

1. **Energy Savings Projects**, Ian Heselgrave, Director of Operations

Highlights:

- Greenhouse gas reduction
- Emission options
- Summer projects
 - Boiler replacement / Royston
 - Gym lighting upgrade / Mark R. Isfeld
 - Vehicle Fleet Management
- Future projects / reducing operating costs

Tom Weber, on behalf of the Board, thanked Ian Heselgrave and the Maintenance staff.

7. EDUCATION COMMITTEE REPORT

Committee Chair: Janice Caton

1. Minutes of October 11, 2016 Education Committee Meeting were attached for Board information.

Next Meeting:

DATE: Tuesday, November 8, 2016

TIME: 6:30 pm

LOCATION: Miracle Beach Elementary School, 8763 Paulsen Road, Black Creek, BC

Motion:

THAT the Board receive the Education Committee Meeting report. [CARRIED 7/7]

8. STRATEGIC DIRECTION

Strategic Priority 1 - Education Evolution - To Strive for Educational Excellence for All

Strategic Priority 2 - Community Engagement - Cultivate Community Engagement in Public Education

Strategic Priority 3 - Organizational Sustainability - To Ensure that our Financial, Human, Physical Resources Support Student Success

1. **Superintendents Report**, Dean Lindquist

District Visits:

- Superintendent Dean Lindquist mentioned that he has been taking time to visit schools on a regular basis: meet with teachers, principals/vice-principals and students in the classroom.

a. **District News**

Highlights:

- Major construction underway to seismically upgrade and replace part of G.P. Vanier Secondary School--construction is expected to be completed September 2018
- *Congratulations* -- Fine Arts eCademy, *navigate*/NIDES Wins National Innovation Award
- Ecole Puntledge Park celebrates "salmon day"
- Weather related school and district-wide closures
- Ministry of Education -- Parent Engagement – for more information visit the school district website: www.sd71.bc.ca

Curriculum Implementation Day -- Friday, September 30, 2016

Highlights:

- Big House experience
- Dancing
- Randy Frank and Karver Everson -- carving
- Elders having informal conversations with teachers (networking around education)
- Drumming
- Well attended / Well received
- Teachers were bused to the site
- Lunch provided: fish soup/bannock
- Pictures are on the school district website
- Comox First Nations People were grateful that we came to learn about their culture

Allan Douglas, Director of Instruction (Elementary) thanked all of the organizers for an amazing day.

Mawhinny House Opening -- Wednesday, October 19, 2016

Highlights:

- 1200 sq. ft modular site named in recognition of Loch Mawhinney -- an exemplary SD 71 employee. Loch supported inclusion and giving back to the community. The Opening was a positive event and everyone learned more about Loch's work in the community.

- b. **Enrollment**, Verbal Report, Tom Demeo, Assistant Superintendent

Assistant Superintendent Tom Demeo gave a verbal report to the Board.

9. **BOARD COMMITTEE REPORTS**

Finance Committee Meeting

Committee Chair: Peter Coleman

- a. Minutes of October 17, 2016 Finance Committee Meeting were provided for Board information.

- b. **2017-2018 Budget Timeline**, Powerpoint Presentation, Sheldon Lee, Acting Secretary Treasurer

Note: The Budget Timeline will be released prior to the November Board meeting for information.

Note: The Powerpoint presentation will be brought forward to the November 22, 2016 regular public board meeting.

Motion:

THAT the Board receive the Finance Committee report. [CARRIED 7/7]

10. **BOARD BUSINESS**

1. New Board Committee, Janice Caton, Vice Chair and Trustee (City of Courtenay)

Motion:

THAT the Board create a new board committee for policy review and development.
[CARRIED 7/7]

2. Notice of Motion, Janice Caton, Vice-Chair and Trustee (City of Courtenay)

"THAT the Board direct senior staff to develop a communication plan and bring back to the Board"

Board Information

3. **Board Policy 3-2, R1 -- School Closure**, Peter Coleman, Trustee, Town of Comox

Motion:

THAT Board Policy 3-2, R1 -- School Closure be referred to the new committee for policy review and development. [CARRIED 7/7]

4. Correspondence from Dr. Rebecca Nykwist, PAC Coordinator, Denman Island Community School re: **Denman/Hornby Island Ferry Service**

Motion:

THAT senior staff prepare a letter of response to be signed by the Board Chair.
[CARRIED 7/7]

Motion:

THAT School District No. 71 (Comox Valley) bring forward a recommendation to the BC School Trustees Association – AGM stating their concerns on the impact of BC Ferries scheduling changes to Island students. [CARRIED 7/7]

11. SCHOOL TRUSTEE WRITTEN REPORTS

1. Cliff Boldt, Trustee (City of Courtenay) -- **Trustee Report**
2. Peter Coleman, Trustee (Town of Comox) **Report on BCPSEA Symposium on Human Resources Education**, Vancouver, BC

12. PUBLIC QUESTION PERIOD

13. ADJOURNMENT -- 7:50 PM

Chairperson

Secretary-Treasurer

Retirements:

Janice Ainsworth, Teacher, Arden Elementary School will retire effective December 31, 2016 after 17 years of service with the district.

Resignations:

Sherri Callaghan, Human Resources Advisor has resigned after 4 years of service with the district.

Marie Brucker, Teacher, Ecole Puntledge Park Elementary School resigned effective October 13, 2016 after 19 years of service with the district.

Education Committee Meeting—Agenda

Date: Tuesday, November 8, 2016; 6:30 pm

Location: Miracle Beach Elementary School

Address: 8763 Paulson Road, Black Creek, B.C.

Members:

Committee Chair, Janice Caton, City of Courtenay	✓
Board Chair, Tom Weber, Area B/Lazo North	X
Trustee, Ian Hargreaves, Puntledge, Black Creek	✓
Trustee, Sheila McDonnell, Baynes Sound (Denman/Hornby Islands)	✓
Trustee, Clifford Boldt, City of Courtenay	X
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 Instruction (Student Services) Esther Shatz	✓

AGENDA

1. **Miracle Beach Elementary School Update**

Sherry Laffling, Principal

- Thank you to PAC Chair Jenny Graham for the treats this evening
- 208 – K-7
- Centre hub for families of the area:
 - o Culture of Caring
 - o Diverse students and as such offer diverse programs
 - o Staffing changes → new people to school bring different energies
- New things:
 - o New playground
 - o Fresh paint
 - o Landscaping
 - o Technology – Keira Dawson working w/staff
 - o Totem project → long time but worth wait
 - o CSI
- School Goals:
 - o New curriculum
 - in the new curriculum the staff want to explore and develop
 - staff using CI time to work together to create plans / etc
 - A) Applied Design – Fridays:
 - a. Given problem and supplies → they must build something to solve the problem
 - b. Different levels of problems for each Friday
 - c. Students enjoy working together and with others (teamwork)
 - d. Expose students to different types of “electives”
 - i. Students get to try different things
 - e. Teachers attended Randy Grey maker-space training
 - f. Kids find designing things easy, but building things can be difficult
 - g. “Kids want to do more cooking”
 - B) Community Connections:
 - a. How to get early learning opportunities in this community
 - i. Child Development Centre has pop-ups at the school
 - b. Elders / Carvers and other Ab Ed groups working with school
 - c. PAC (visible / positive / supportive / inclusionary)
 - C) Aboriginal Education:
 - a. Very active 7th generation club
 - b. Aboriginal students take on leadership role in the school

- c. Teachers plan around Aboriginal concepts
- D) Student Support / Enrichment
 - a. Art Groups → schools / students love the Arts
 - b. Girls groups
 - c. Emotional Regulation Group
 - i. How to control themselves
 - ii. Anxiety groups

2. **Aboriginal Education Program Update**

Bruce Carlos, District Principal

- Aboriginal Education Services provides quality services to all Aboriginal and non-Aboriginal students and staff through AbEd sponsored and community supported programs and services.

Highlights:

- o Welcome Back BBQ for Aboriginal students and families
- o Orange Shirt Day
- o Curriculum Implementation Day
- o Moccasin Trek Arts Tour
- o Focus on Celebrating Metis Culture
- o Aboriginal Education Council
- o Indigenous Parents Advisory Club (IPAC)
- o Aboriginal Liaison Committee (Elementary schools)
- o Drumming Circles (drumming, cultural teachings, food)
- o Aboriginal Student Leadership
- o SD 71 First Nation Song / Dance
- o Community Action Initiative (CAI) evening programs in schools
- o Comox Valley Fathers Involvement Network (ValleyDads)
- o Partnership with Timber West Forest Corporation
- o Nala'atsi Alternate School
- o Aboriginal Education Cultural Grants
- Upcoming events:
 - o Elder Advisory gatherings for Management and Trustees
 - o Elder Teachings Circle for Service Providers
 - o Journey of Hope Workshop
 - o Komoks First Nation Big House Experience
 - o 22nd Annual Aboriginal Education Recognition Ceremony
 - o 3rd Annual Aboriginal Graduate Family BBQ Celebration

WebPage: www.sd71.bc.ca/school/abed/

Facebook: Aboriginal Education (School District #71: Comox Valley)

Twitter: @brucecarlos

3. **Emergency Preparedness**

Paul Berry, District Principal, Health and Safety

School Safety:

- Culture of preparedness, not a culture of fear
- 1st district in the province to develop a comprehensive approach to emergency management (through Hour Zero)
- New Protocol 'On Alert' → family in crisis or event occurring near school → we are notified and we can then prepare, should the need arise
- Overview of the incident at Vanier → highlighting the preparedness of the school
- We have a good platform in terms of being prepared
- Only district we are aware of that have lockdown latches in all our classrooms
- Our schools are one of the safest places for students to be in our community

Thank you to Paul Berry for his leadership in the area of risk management and student safety.

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.



2016 Summer Games

Students from all over the province participate each summer in the BC Summer

Games held in Abbotsford, BC. Congratulations to all the students who participated in the event and thank you to everyone who made time to support our athletes:

<i>School</i>	<i>Students that Attended</i>	<i>Students that were Medalists</i>
<i>Mark R. Isfeld Secondary School</i>	9	7
<i>Ecole Robb Road Elementary School</i>	1	1
<i>G.P. Vanier Secondary School</i>	7	4
<i>Highland Secondary School</i>	5	4
<i>Lake Trail School</i>	3	
<i>North Island Distance Education</i>	2	

Ready, Set, Learn

Helping your preschooler get ready for school.

Elementary schools will be holding open houses for parents and their preschool children at their neighbourhood school. Each Open House is unique and may include a variety of activities for parents and caregivers along with the preschoolers to engage in. These events are intended for 3 year olds, however SD 71 welcomes all 2-4 year olds. For more information, please visit the school district website: <http://www.sd71.bc.ca/Pages/default.aspx>

Isfeld North Island Volleyball Champs



Congratulations to the Mark R. Isfeld Ice Sr. Boys volleyball team for winning the AA North Island Championships held recently on Salt Spring Island.

The Island Championships will be held November 18 and November 19, 2016 at Mark R. Isfeld Secondary School.

Provincial Championships will be held November 30 – December 3, 2016 in Langley, BC.



New mural at the Egremont entrance on the Strathcona building – designed by Gillian Brooks with the help of several Cumberland Community School students.



Winter Concert Schedule

Please visit the school district website [Events Calendar](http://www.sd71.bc.ca/Lists/Calendar/calendar.aspx) <http://www.sd71.bc.ca/Lists/Calendar/calendar.aspx> for up-to-date concert information.

Finance Committee
Minutes of Meeting – Public
Monday, November 14, 2016 (School Board Office, Seminar Room)

The meeting was called to order at 3 pm.

Members	In Attendance
Peter Coleman (Chair)	Yes
Vickey Brown (Trustee Representative)	Yes
Dean Lindquist (Superintendent of Schools)	Yes
Tom Demeo, Assistant Superintendent	Yes
Sheldon Lee (Acting Secretary Treasurer)	Yes
Candice Hilton (Director of Finance)	Yes
Ian Heselgrave (Director of Operations)	Yes
Debbie Page (Recording Secretary)	Yes

A **REVIEW PRIOR MEETING MINUTES**

A.01 **Finance Committee Minutes - October 17, 2016**

Reviewed October 17, 2016 Finance Committee Meeting Minutes re: unfinished business. Minutes adopted at the October 25, 2016 Board meeting.

B **COMMITTEE BUSINESS**

B.01 **Month End Year-To-Date Variance Report**

Director of Finance Candice Hilton spoke to the Month End Year to Date Finance Report. A copy of the Report will be attached to the public Finance Committee meeting minutes.

B.02 **SD 71 Allocation of Additional Student Transportation Investment**, Sheldon Lee, Acting Secretary Treasurer

Acting Secretary Treasurer Sheldon Lee spoke to the ministry funding announcement and briefing note as attached to the agenda. Sheldon will report out at the November 22, 2016 regular public Board meeting, as well, a Press Release will be issued out to the public the following day.

B.03 **2017-2018 Budget Timeline**, Sheldon Lee, Acting Secretary Treasurer

Acting Secretary Treasurer Sheldon Lee spoke to the 2017-2018 Annual Budget Timelines as attached to the agenda. Sheldon will bring forward a *PowerPoint* presentation for the November 22, 2016 regular public Board meeting.

C **ADJOURNMENT**

C.01 **Meeting adjourned: 4:10 pm**
Next Meeting: TBA

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

07/11/2016

	2015/16			2016/17		% Spent or Collected	Notes
	Amended Budget	Actual Oct 31/15	% Spent or Collected	Annual Budget	Actual Oct 31/16		
REVENUE							
PROVINCIAL GRANTS							This report does not include any outstanding commitments Budgeted in SPF Fund 5
Operating Grant	70,002,897	14,832,221	21.2%	66,693,766	14,620,103	21.3%	
Other MOE Grants-Reduction for LEA				-174,538	0		
Other MOE Grants-Ed Guarantee							
Other MOE Grants-Fed French	326,318	0		0			
Other MOE Grants-Pay Equity	451,831	45,183	10.0%	451,831	0	0.0%	
Other MOE Grants-Labour Settlement							
Other MOE Grants-Misc	81,785	0	0.0%	35,666	0	0.0%	
TOTAL MINISTRY OF ED GRANTS	70,862,831	14,877,404	21.0%	69,006,725	14,620,103	21.2%	
OTHER REVENUES							
Other SD/Ed Authorities							
LEA/Direct Transfers from First Nations	157,960	-18,479	-11.7%	174,538	0	0.0%	
Offshore Tuition	3,779,250	3,145,323	83.2%	3,797,500	3,614,224	95.2%	
Miscellaneous other	502,867	23,124	4.6%	350,000	80,981	23.1%	
Rental and Leases	150,000	60,861	40.6%	201,508	30,539	15.2%	
Investment Income	187,000	44,632	23.9%	87,000	50,613	58.2%	
TOTAL OTHER REVENUE	4,777,067	3,255,461	68.1%	4,610,546	3,776,357	81.9%	
TOTAL REVENUES	75,639,898	18,132,865	24.0%	73,617,271	18,396,461	25.0%	
EXPENDITURES							
SALARIES AND BENEFITS							
Teachers	31,241,392	6,066,911	19.4%	30,138,224	6,061,065	20.1%	
Principals and Vice Principals	4,368,159	1,460,493	33.4%	4,008,022	1,391,021	34.7%	
Educational Assistants	5,257,685	731,216	13.9%	5,065,339	801,233	15.8%	
Support Staff	6,704,195	2,021,109	30.1%	6,926,860	1,812,809	26.2%	
Other Professionals	1,704,536	569,470	33.4%	1,890,148	606,402	32.1%	
Substitutes	2,595,426	373,599	14.4%	1,629,020	353,795	21.7%	
Benefits	13,164,404	2,562,418	19.5%	12,778,516	3,015,453	23.6%	
TOTAL SALARIES AND BENEFITS	65,036,797	13,785,216	21.2%	62,456,127	14,041,778	22.5%	
Benefits as a % of Total Salaries	25.4%	22.8%		25.7%	27.3%		
SUPPLIES AND SERVICES							Homestay Payments Incl
Services	3,554,302	763,320	21.5%	3,315,697	1,040,214	31.4%	
Student Transportation	1,905,816	219,940	11.5%	1,898,915	25,838	1.4%	
Training and Travel	297,205	210,221	70.7%	296,500	118,707	40.0%	
Dues and Fees	56,617	47,023	83.1%	57,117	41,506	72.7%	
Insurance	193,790	156,342	80.7%	193,790	14,094	7.3%	
Supplies	3,806,130	1,303,632	34.3%	3,694,547	1,152,132	31.2%	
Utilities	1,225,000	198,664	16.2%	1,554,578	145,666	9.4%	
TOTAL SUPPLIES AND SERVICES	11,038,860	2,899,142	26.3%	11,011,144	2,538,157	23.1%	
TOTAL EXPENDITURES	76,074,657	16,684,358	21.9%	73,467,271	16,579,935	22.8%	
NET REVENUE (EXPENDITURE)	-434,759	1,448,507		150,000	1,816,526		
Prior Year Surplus					585,862		
Transfers from Special Purpose Funds							
Transfer to Capital							
Transfer to Local Capital				150,000	150,000		
Prior Year Surplus (Deficit) Carry Forward School Grants (Network Performance Based Learning and Art Starts) (Note 16)					112,831		
Prior Year Surplus (Deficit) Carry Forward School Supply Surpluses (Note 15)					51,251		
Prior Year Surplus Appropriation							
Unappropriated Surplus (Deficit), for the Year	0	1,448,507		0	2,088,306		

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

07/11/2016

	2015/16			2016/17			Notes
	Amended Budget	Actual Oct 31/15	% Spent or Collected	Annual Budget	Actual Oct 31/16	% Spent or Collected	
INSTRUCTION							
Regular Instruction	36,640,164	7,550,689	20.6%	33,452,485	7,780,930	23.3%	
Career Programs	865,944	85,079	9.8%	828,160	154,695	18.7%	
Library Services	1,516,695	317,633	20.9%	1,471,113	258,838	17.6%	
Counselling	1,669,968	345,479	22.0%	1,834,343	324,966	17.7%	
Special Education	11,674,367	1,839,381	15.8%	11,402,815	1,924,938	16.9%	
English as a Second Language	124,644	26,910	21.6%	127,824	24,724	19.3%	
Aboriginal Education	1,366,173	211,219	15.5%	1,234,963	222,182	18.0%	
School Administration	6,143,845	1,764,685	28.7%	6,216,469	1,655,088	26.6%	
Off Shore Students	3,281,982	628,830	19.3%	3,378,063	959,480	28.4%	
Other	562,229	186,570	33.2%	611,926	159,879	26.1%	
Function 1 - Instruction	63,726,011	12,956,475	20.3%	60,558,161	13,465,720	22.2%	
DISTRICT ADMINISTRATION							
Educational Administration	570,166	198,168	34.8%	670,656	176,568	26.3%	
School District Governance	217,149	91,830	42.3%	233,875	88,841	38.0%	
Business Administration	1,013,427	468,686	46.2%	1,032,857	395,263	38.3%	
Human Resources	464,274	127,180	27.4%	446,025	123,166	27.6%	
Function 4 - District Administration	2,265,016	885,874	39.1%	2,383,413	783,838	32.9%	
OPERATIONS AND MAINTENANCE							
Operations and Maintenance Admin	429,988	217,124	50.5%	439,948	91,272	20.7%	
Maintenance Operations	2,910,522	954,864	32.8%	2,943,155	885,271	30.1%	
Custodial	3,307,967	1,060,631	32.1%	3,343,280	961,752	28.8%	
Maintenance of Grounds	69,000	26,543	38.5%	69,000	45,944	66.6%	
Utilities	1,600,000	391,265	24.5%	1,829,578	326,114	16.9%	
Function 5 - Operations and Maint	8,317,457	2,650,227	31.9%	8,724,961	2,310,353	26.5%	
TRANSPORTATION AND HOUSING							
Transportation and Housing Admin	84,091	30,471	36.2%	86,522	19,737	22.8%	
Student Transportation	1,662,082	161,311	9.6%	1,714,214	287	0.0%	
Function 7 - Transportation and Housing	1,766,173	191,782	10.9%	1,800,736	20,024	1.1%	
TOTAL FUNCTION 1-7	76,074,657	16,684,358	21.9%	73,467,271	16,579,935	22.6%	

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

School District No.71 (Comox Valley)



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Office of the Secretary Treasurer

Date: November 8, 2016
To: Board of Trustees for School District No.71 (Comox Valley)
From: Sheldon Lee, Acting Secretary Treasurer
Subject: **2017/18 Annual Budget Timelines**

1. Objectives

- To create a roadmap with specific timelines and deadline dates for various tasks for the purpose of completing the 2017/18 Annual (preliminary) budget.
- To maximize timeframe with 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 adhere to recommendations from the Office of the Auditor General with setting budget timelines and milestones for the 2017/18 Annual Budget process.

2. Summary to Timelines Deadline Dates

- a. Sep 27, 2016; completion of 2015/16 Year End (completed)
 - To determine the exact Operating Surplus or <deficit> the school district has for 2016/17
- b. Dec 16, 2016; final funding announcement for the 2016/17 Amended (final) Budget
 - To determine funding trends for the future years based on the 2016/17 Amended Budget funding framework, and to verify if the district is out of funding protection.
- c. Jan 24, 2017; seek approval of 2016/17 Amended (final) Budget
- d. Sep 2016 – Feb 2017; target to complete Long Range Facilities Planning reporting
- e. Nov 2016 – Feb 2017; complete Community Engagement process
- f. Nov 2016 – Feb 2017; complete ERM (Enterprise Risk Management) process
 - Is a strategic business discipline that supports the achievements of an organization's strategic goals and objectives by addressing the full spectrum of its risks and managing the combined impact of those risks as an interrelated risk portfolio.
- g. Jan – Mar 2017; consultations with Education Partners/Stakeholders (stage 1)
 - Meet with individual Education Partner/Stakeholders to determine priorities
 - Aligning these priorities to the district's strategic goals and objectives
- h. Mar 2017; public information session regarding stage 1
 - on past priorities and current priorities

- i. Mar 17, 2017; Ministry announces 2017/18 Annual Budget funding
- j. Mar 2017; Special Board meeting
 - Prioritize the priorities from stage 1
- k. Mar – May 2017; information session with Education Partners/Stakeholders (stage 2)
 - Education Partner/Stakeholder information session as a group to discuss proposed budget
 - Public information session to discuss proposed budget
- l. May 23, 2017; pass 2017/18 Annual Budget

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Office of the Superintendent

Briefing Note **Policy Committee Formation**

Background Information:

The Board of Education expressed interest in the formation of a Policy Committee and asked Board Chair Tom Weber and Superintendent Dean Lindquist to develop a “straw dog” that the Board could consider as the model for the policy committee structure.

For the purpose of this briefing, [a] **policy** is a deliberate system of principles to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol. (<https://en.wikipedia.org/wiki/Policy>)

All trustees expressed interest in participating in the formulation of district policy as well as an approval of the policy itself once the policy has been fully developed. Furthermore, the model provides for a smaller board committee to undertake the suggestions from all trustees, and through consultation with stakeholders, develop a completed policy for board review and approval through resolution.

The following are the *terms of reference* for the policy committee:

1. All trustees will be invited every second month to discuss board matters in relation to policy formulation and to provide input to the policy committee regarding any potential new and or existing policy(ies) requiring amendment.
2. The policy committee will be comprised of two trustees, the superintendent and other staff as required.
3. The committee will consult with the CDTA, CUPE, and other interested stakeholders.
4. The committee will review board policies annually to ensure they are up-to-date and or required.
5. The committee may recommend that the superintendent draft an administrative procedure if the topic aligns to administrative rather than a governance role.
6. The committee is responsible for developing the policy or for providing input into administrative procedures.
7. The board will annually review the *terms of reference* for this committee and determine whether the committee will continue.

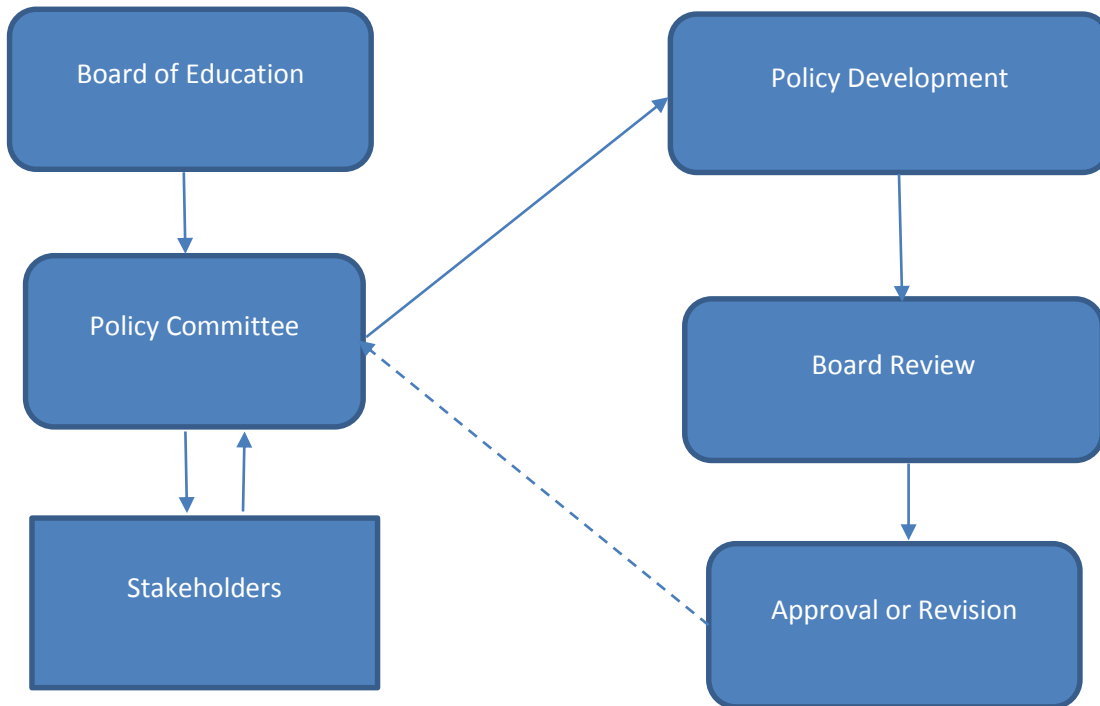
Implications:

1. The policy committee will provide for all trustees and interested stakeholders to participate in the policy development process.
2. The purpose of the committee is to provide direction to the superintendent who will be responsible for drafting the policy for committee decision and recommendation to the board.
3. This may result in an unwieldy policy handbook and as such, the committee will need to be well versed in the role of the board as governors.

Recommendation:

That the Board accept the proposed policy committee structure.

Policy Committee Process



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Board of Education

November 22, 2016

Briefing Note – Communication Plan

A common concern that has been raised during the past year is around communication between the board, district, stakeholders and community. Hearing from the community and stakeholders on this issue, it is important for the board to have a communication plan in place that will clearly define why, what, when and how information will be communicated. We need to ensure that we not only listen to the community but receive feedback and information that is required and important so that we (the board) are able to make well informed decisions based on an open and transparent process. With the many changes in public education, including the new curriculum, new reporting to parents, and other challenges we face - communication is more important than ever.

Recommendation:

THAT the Board direct senior staff to develop a communication plan and bring it back to the board.

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Board of Education

November 22, 2016

Briefing Note –

- 1. 2nd Annual Partner Liaison Meeting—October 26, 2016**
- 2. Board Chairs Meeting with the Minister of Education and BCSTA—October 27, 2016**
- 3. BCSTA Provincial Council—October 28-29, 2016**

Day 1 – Wednesday, October 26, 2016

I attended the 2nd Annual Partner Liaison Meeting between the Ministry of Education and school districts. Deputy Minister Dave Byng presented a good overview, however, I was disappointed that Minister Mike Bernier did not attend.

Several topics we covered and discussed were as follows:

- The significance of senior education management partner groups coming together to help transform BC's education system.
- The importance of strategic alignment of ministry, sector and school district to achieve successful student outcomes based on a coherent framework which includes: focusing direction, cultivating collaborative cultures, deepening learning, securing accountability, how districts align their goals with ministry goals to achieve student outcomes.
- How districts use the elements of the Framework for Enhancing Student Learning and the Ministry's learning transformation in developing our district's plans for student learning - are we creating a collaborative culture in our school districts?
- Evidence-based planning that enhances student learning – how using the evidence adds to the school planning process.
- Sector Financial Health - how we can develop a common understanding of the financial status of the public education system and work towards consistent practices.
- How does our board/district's financial plans connect to our strategic plan and work on learning transformation?

We had a great session with a group of secondary students (grades 8-12) who talked about their learning experience: what they liked, didn't like and what was working, not working for them. For these students the main theme was that the system needs to change, be flexible and that we need to listen to them as we move forward.

Day Two – Thursday October 27, 2016

I attended the Board Chairs meeting with the Ministry of Education and BCSTA.

Highlights:

- A session was held on Key Policy and Operational Considerations for boards of education, touched on a few key issues: District Governance Framework and Policies, Board Audit and Finance Committees.
- Update on bargaining and the process, from BCPSEA.
- ADM George Farkas spoke to: money, budgets and K-12 Financial Health; and ADM Shanna Mason (in charge of capital projects) - gave us a complete update on capital funding, plans and process.
- Don Avison presented his work on the strategic plan for Aboriginal Education and gave a bit of a history lesson on Aboriginal Education in Canada. We are hoping to have him speak at our Spring VISTA Meeting and he will also be presenting at the AGM.

Day Three – Friday October 28, 2016

I attended the BCSTA education committee meeting where we discussed the upcoming Learning Forward Conference, BCSTA AGM and the CSBA Conference in July, 2017. School District No. 71 (Comox Valley) has been invited to present at the National Aboriginal Trustee session.

The committee met with the board of directors and the Aboriginal Education Committee to talk about emergent and educational issues and sessions for trustees.

That evening we had a session from George Farkas ADM – discussion and presentation of K-12 Sector Financial Health:

1. *Context* - why now and why is this important?
2. Overview of recommendations from recent reports.
3. *Current state* - work underway to assess K-12 sector financial health.
4. *Going forward* - considerations for assessing K-12 sector financial health.

Why now – we have had a number of special advisor reports from two districts and also the Auditor General's Report which had some major recommendations and concerns raised, including: questions around cash, accumulated surplus and administrations costs.

Key themes and recommendations from the Auditor General and special advisor reports were as follows:

- develop a strategic plan to inform operational and budget decisions ensuring transparent communication to all stakeholders;
- implement expenditure controls and financial policies/procedures - such as a surplus policy;
- communicate financial performance to the board and stakeholders;
- establish risk management plans and mitigation strategies;
- develop long-range facilities plans to support strategic decision making.

A point of interest – what the numbers tell us:

- there is \$222M accumulated operating surplus between 60 schools districts for 2015-2016 results.

Day Four – Provincial Council Meeting

We discussed a number of issues including having another discussion on the K-12 funding.

For your information: **Synopsis from Provincial Council**

<http://www.bcsta.org/content/provincial-council-synopsis?b=1>