

REGULAR PUBLIC BOARD MEETING – AGENDA

Tuesday May 23, 2017

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.

B. **Adoption of Agenda**

Circulated earlier in draft form for Board approval.

Recommendation:

THAT the Board of Education adopt the May 23, 2017 Public Board Meeting Agenda.

Or:

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

C. **Board Meeting Minutes**

1. Adoption of the Regular Public Board Meeting Minutes – April 25, 2017; and Special Public Board Meeting Minutes – May 11, 2017.

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes as circulated earlier for Board approval.

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

In-Camera Minutes of April 25, 2017

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

- **Finance**
- **Personnel**
- **Governance**

E. **Presentation or Delegation**

1. **Quest Drummers from Queneesh Elementary School**
2. **Teddies 'N' Toddlers Child Care Centre, Natalie Robinson, Chair, Board of Directors**

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F. Education Committee Meeting

Committee Chair: Ian Hargreaves

Note: The May 2017 Education Committee Meeting is scheduled as noted below:

1. **Date:** Tuesday, May 30, 2017
***Time:** 4:30 pm to 6:30 pm
Location: Denman Island Elementary School
1100 Northwest Road, Denman Island

***Buckley Bay Ferry departs to Denman Island at: 3:05 pm**

***Denman Island Ferry departs to Buckley Bay at: 7:05 pm**

G. Strategic Direction

1. **Superintendent's Report**, Dean Lindquist
 - District News
2. **Assistant Superintendent's Report**, Tom Demeo
 - Secondary Graduation Dates
3. **Human Resources Report**, Lynda-Marie Handfield, Director
 - *Retirements and Resignations*
4. **Director of Instruction (Student Services)**, Esther Shatz
 - 13 Reasons, Verbal Update

H. Board Committees

Finance Committee

Committee Chair: Vickey Brown

Minutes of Monday, May 15, 2017 Finance Committee Meeting provided for Board information.

1. **BCSTA – AGM Session on Financial Reporting**, Briefing Note, Sheldon Lee, Acting Secretary Treasurer

Board Information

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2. 2017/18 Annual Budget Bylaw Reading

Recommendation:

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw for 2017/18 in the amount of \$94,432,228 receive its first reading.

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw for 2017/18 in the amount of \$94,432,228 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2015.2 to have the third and final reading of the Annual Budget Bylaw for 2017/18 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw for 2017/18 in the amount of \$94,432,228 receive its third and final reading.

Recommendation:

THAT the Board of Education receive the Finance Committee Report.

Facilities Committee

Committee Chair: Ian Hargreaves

1. **2017/18 Long Range Facility Plan Verbal/Visual Presentation**, Sheldon Lee, Acting Secretary Treasurer

Board Information

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

1. **Columbia Institute High Ground Conference**, March 31 – April 1, 2017, Vancouver BC, Report, Cliff Boldt, Trustee (City of Courtenay)

Board Information

2. **Regular Board Meeting, June 2017**

Recommendation:

THAT the Board of Education move the June 27, 2017 Board Meeting to Tuesday, June 20, 2017 due to Graduation events.

3. **Suspension of July and August 2017 Regular Board Meetings**

Recommendation:

THAT the Board dispense with holding regular Board meetings during July and August 2017.

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- J. **Public Question Period**
- K. **Adjournment**

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday April 25, 2017

7 pm

PUBLIC BOARD MEETING

A. Attendance

Present:

Trustees

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

Staff

Dean Lindquist, Superintendent of Schools
Tom Demeo, Assistant Superintendent
Sheldon Lee, Acting Secretary Treasurer
Candice Hilton, Director of Finance
Lynda-Marie Handfield, Director, Human Resources
Allan Douglas, Director of Instruction (Elementary)
Esther Shatz, Director of Instruction (Student Services)
Paul Berry, Director of Instruction (Health and Safety)
Ian Heselgrave, Director of Operations
Josh Porter, Director, Information Technology
Debbie Page, Recording Secretary

Regrets:

Tom Weber
Cliff Boldt

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

B. Call To Order – 7 pm

C. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

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 ...

Addition: K.3 – Trustee Report, Sheila McDonnell

[CARRIED 5/5]

D. Consent Agenda

1. Adoption of the Regular Public Board Meeting Minutes – March 28, 2017.

Recommendation:

THAT the Board of Education approve the Consent Agenda items. [CARRIED 5/5]

REGULAR PUBLIC BOARD MEETING – MINUTES

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7 pm

E. Report on In-Camera Meeting

In-Camera Minutes of March 28, 2017

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

- Governance
- Personnel
- Budget
- Property

F. Presentation or Delegation

1. **Physics and Engineering**, Jason Arsenaault (Teacher, Physics) and Steve Claassen (Teacher, Electronics/Engineering), G.P. Vanier Secondary School

Jason and Steve presented what is a hands-on innovative teaching model where students build robots and machines and then explore concepts in physics using these robots in experiments.

For information on G.P. Vanier course offerings and to take a *Youtube* video tour of some of the student projects and concepts over the past 5 years – visit the following link: <http://www5.sd71.bc.ca/teched/video-grid-gallery-2/>

G. Education Committee Meeting

Committee Chair: Ian Hargreaves

1. Minutes of Tuesday, April 11, 2017 Education Committee Meeting provided for Board information.

Next Meeting:

Date: Tuesday, May 9, 2017

***Time:** **4:30 pm to 6:30 pm**

Location: Denman Island Elementary School
1100 Northwest Road, Denman Island

***Buckley Bay Ferry departs to Denman Island at: 3:05 pm**

***Denman Island Ferry departs to Buckley Bay at: 7:05 pm**

Recommendation:

***THAT the Board of Education receive the Education Committee Report.
[CARRIED 5/5]***

H. Strategic Direction

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

REGULAR PUBLIC BOARD MEETING – MINUTES

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- District News

- *Skills Canada Provincials* – 16 students from Highland, Mark R. Isfeld and G.P. Vanier competed at Skills Canada Provincials in Abbotsford.
- *Aspen Park Elementary School* – Education Week “draw an advertisement” **Staples** Campaign – award recipients.
- *Aspen Park Elementary School* – Comox Legion Remembrance Day Poster Contest winners.
- *Courtenay Elementary School* cheque presentation by the Comox Valley Lions Club.
- *Destination Imagination* – 4 teams going to the Global Finals in Knoxville, Tennessee, May 24-27, 2017.
- Senior leadership is engaged in discussions with Vancouver Aquarium, *Outward Bound Canada* and Tribune Bay staff to support district work on building an aligned and coherent kindergarten through grade 12 experiential education program.
- *Director of Instructional Services K-12* – Mr. Geoff Manning will be assuming this position effective August 1, 2017; Mr. Allan Douglas will retire December 31, 2017.
- *Staffing for 2017/18* – impact of Supreme Court Challenge (SCC); funding/requirements for the district; allocation of space/space pressures/modulars

2. Assistant Superintendent’s Report, Tom Demeo

- **2017-18 Instructional Week**, Briefing Note

Recommendation:

THAT the Board of Education adopt the 2017-18 Instructional Week as presented. [CARRIED 5/5]

- **Dual Track French Immersion at Airport Elementary School** – Resolution of March 15, 2016, Briefing Note

Recommendation:

THAT the Board rescind the March 15, 2016 resolution: THAT the Board of Education adopt in principle the recommendation to create a French Immersion Dual Track Program at Airport Elementary School. [CARRIED 5/5]

3. Director of Instruction (Elementary Curriculum) Report, Allan Douglas

- **Supreme Court Challenge (SCC) Space Requirements Update**, Briefing Note

Director Allan Douglas spoke to the briefing note provided for Board information.

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday April 25, 2017

7 pm

CORRECTION: West side community informational session dates are not as outlined in the briefing note. Dates to be confirmed.

I. Board Committee Reports

Finance Committee

Committee Chair: Vickey Brown

Minutes of Tuesday, April 18, 2017 Finance Committee Meeting provided for Board information.

1. **2017-18 Annual Facility Grant (AFG) Spending Plan**, Ian Heselgrave, Director of Operations

Recommendation:

THAT the Board of Education, School District No. 71 (Comox Valley) approve the 2017-18 Annual Facility Grant (AFG) Spending Plan. [CARRIED 4/5]

2. **Enterprise Risk Management (ERM)**, Briefing Note and SD 71 Summary Report, Sheldon Lee, Acting Secretary Treasurer

Acting Secretary Treasurer Sheldon Lee spoke to his briefing note and summary report as provided for Board information. The Summary Report will be posted on the school district website.

3. **Student Learning Grant Allocation**, Sheldon Lee, Acting Secretary Treasurer

Acting Secretary Treasurer Sheldon Lee spoke to the Student Learning Grant allocation for SD 71 as provided for Board information.

Recommendation:

THAT the Board of Education receive the Finance Committee Report. [CARRIED 5/5]

J. Board Business

1. **Capital Bylaw No. 2017/18-CPSD71-01 Annual Programs Funding Agreement**, Sheldon Lee, Acting Secretary Treasurer

Recommendation:

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2017/18-CPSD71-01 Annual Programs Funding Agreement in the amount of \$588,600 receive its first reading. [CARRIED 5/5]

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday April 25, 2017

7 pm

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2017/18-CPSD71-01 Annual Programs Funding Agreement in the amount of \$588,600 receive its second reading. [CARRIED 5/5]

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2015.2 to have the third reading of Capital Bylaw No. 2017/18-CPSD71-01 Annual Programs Funding Agreement at a subsequent meeting. [CARRIED 5/5]

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2017/18-CPSD71-01 Annual Programs Funding Agreement in the amount of \$588,600 receive its third and final reading. [CARRIED 5/5]

2. **School District No. 71 (Comox Valley) Aboriginal Education Centre BC Hydro Right of Way Bylaw 2017, Sheldon Lee, Acting Secretary Treasurer**

Recommendation:

THAT School District No. 71 (Comox Valley) Aboriginal Education Centre BC Hydro Right of Way Bylaw 2017 receive its first reading. [CARRIED 5/5]

THAT School District No. 71 (Comox Valley) Aboriginal Education Centre BC Hydro Right of Way Bylaw 2017 receive its second reading. [CARRIED 5/5]

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2015.2 to have the third reading of School District No. 71 (Comox Valley) Aboriginal Education Centre BC Hydro Right of Way Bylaw 2017 at a subsequent meeting. [CARRIED 5/5]

THAT School District No. 71 (Comox Valley) Aboriginal Education Centre BC Hydro Right of Way Bylaw 2017 receive its third and final reading. [CARRIED 5/5]

3. **Human Resources – *Retirements* and *Resignations***

Retirements:

Valerie Leitch, Education Assistant, G.P. Vanier Secondary School will retire effective June 29, 2017 after 13 years of service with the district.

Sandra Staples, Education Assistant, Lake Trail Middle School will retire effective June 30, 2017 after 23 years of service with the district.

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7 pm

Gail Kozloski, Senior Administrative Assistant, Airport Elementary School will retire effective June 30, 2017 after 26 years of service with the district.

Blaine Calvert, Plumbing/Heating/Mechanic, Maintenance Department will retire effective August 31, 2017 after 23 years of service with the district.

Resignations:

Diane Jensen, Education Assistant, Glacier View Secondary Centre will resign effective May 2, 2017 after 8 years of service with the district.

David Coats, Principal, Ecole Robb Road Elementary School will resign effective July 31, 2017 after 17 years of service with the district.

Jennifer Gordon, Vice-Principal, G.P. Vanier Secondary School will resign effective August 31, 2017 after 26 years of service with the district.

K. **School Trustee Reports**

1. **British Columbia School Superintendents Association (BCSSA)**

Spring Conference Report, April 2017, Ian Hargreaves, Board Vice-Chair

Board Vice Chair Ian Hargreaves spoke to the report provided for Board information.

2. **BC School Trustees Association (BCSTA) AGM**, April 2017, Vancouver, BC, Verbal Report, Ian Hargreaves, BCSTA Trustee Representative

BCSTA Trustee representative Ian Hargreaves provided a verbal report to the Board.

3. Trustee Sheila McDonnell presented the 2016 Outstanding Campaign Contribution, New Campaign of the Year to School District No. 71 (Comox Valley) on behalf of the **United Way** (Central and Northern Vancouver Island).

Vice Chair Ian Hargreaves advised that there will be an **All Candidates Forum** – Thursday, April 27, 2017, 6:30 pm, Mark R. Isfeld Secondary School.

L. **Public Question Period**

M. **Adjournment 8:35 pm**

SPECIAL PUBLIC BOARD MEETING – MINUTES

Thursday, May 11, 2017

8 pm

SPECIAL PUBLIC BOARD MEETING

A. **Call to Order – 8 pm**

Attendance

Present:

Trustees

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

Staff

Dean Lindquist, Superintendent of Schools
Sheldon Lee, Acting Secretary Treasurer
Esther Shatz, Director of Instruction (Student Services)
Paul Berry, Director of Instruction (Health and Safety)
Ian Heselgrave, Director of Operations
Josh Porter, Director, Information Technology
Carol Snead, Recording Secretary

B. **Adoption of Agenda**

The Procedural Bylaw provides that any additions to this Agenda require the unanimous approval of all Board members present.

Recommendation:

THAT the Board of Education adopt the Special Public Board Meeting agenda – Thursday, May 11, 2017. [CARRIED 7/7]

C. **Strategic Direction**

Superintendent's Report, Dean Lindquist

1. **West Courtenay Schools – Space Issues**, Briefing Note, Dean Lindquist

Recommendation:

THAT the Board of Education direct administration to implement Option 3. As part of the implementation process, a transition plan is developed to support students (and parents of students) transitioning to Lake Trail School, development of a communication process to provide information to students, parents and teachers regarding the implementation process and discussions with grade 6 teachers at all affected schools regarding what they see as essential for a positive implementation of the recommendation. [CARRIED 7/7]

D. **Adjournment: 8:42 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.



G.P. Vanier Humanities Society of Creative Anachronism

Grade 8 Humanities students thoroughly enjoyed a recent visit from our local Society for Creative Anachronism. There were five stations the students were involved in which included: Archery, Painting, Heraldry, Games, Weaving and Combat.

National Aboriginal Day Celebration

June 21, 2017; 3 pm to 8 pm
K'omoks First Nation Community Hall
3320 Comox Road, Courtenay, BC.
Free Admission
Traditional Foods, Performances and Workshops

Graduation

Please check the school district website: *Events Calendar* or School for details:

- ✚ Highland Secondary Graduation Ceremony, June 3, 2017
- ✚ Glacier View Secondary Recognition Ceremony, June 21, 2017
- ✚ Mark R. Isfeld Secondary School Graduation Ceremony, June 28, 2017
- ✚ Georges P. Vanier Secondary School Graduation Ceremony, June 29, 2017

Inquiry Fair



Amazing learning being shared and celebrated at the district Inquiry Fair. One example, ocean plastic materials collected from the beaches around the area.

Retirements:

David Ashwell, Teacher, Airport Elementary School will retire effective May 31, 2017 after 29 years of service with the district.

Derek Brenchley, Teacher at *navigate* (North Island Distance Education School) and Glacier View Secondary Centre, will retire effective June 30, 2017 after 28 years of service with the district.

Nathan Senner, Teacher, Highland Secondary School will retire effective June 30, 2017 after 19 years of service with the district.

Devon de Putter, Teacher, Miracle Beach Elementary School will retire effective June 30, 2017 after 22 years of service with the district.

Michelle Marcuzzi, Teacher (Student Services) will retire effective June 30, 2017 after 23 years of service with the district.

Karen Stewart, Teacher (Student Services) will retire effective June 30, 2017 after 10 years of service with the district.

Gordon McMahon, Teacher, Aboriginal Education Centre will retire effective June 30, 2017 after 12 years of service with the district.

Dan Jess, Senior Custodian, Mark R. Isfeld Secondary School will retire effective August 31, 2017 after 30 years of service with the district.

David Ethier, Senior Custodian, G.P. Vanier Secondary School will retire effective August 31, 2017 after 36 years of service with the district.

Resignations:

Laurie Clarke, Education Assistant, Ecole Puntledge Park Elementary School resigned effective May 19, 2017 after 9 years of service with the district.

Trina McNeice, Highland Secondary School will resign effective June 30, 2017 after 9 years of service with the district.

Rusty (Shannon) Tannant, Teacher, *navigate* (North Island Distance Education School) will resign effective June 30, 2017 after 3 years of service with the district.

Niki Baird, Non-Enrolling Teacher (Psychologist, Student Services) will resign effective July 31, 2017 after 17 years of service with the district.

Shannon Williams, Teacher, G.P. Vanier Secondary School will resign effective August 31, 2017 after 11 years of service with the district.

Finance Committee

Meeting Date: Monday, May 15, 2017
Time: 3:00 pm
Location: School Board Office, Seminar Room

Committee Members	In Attendance
Vickey Brown (Chair)	✓
Peter Coleman (Trustee Representative)	✓
Cliff Boldt (Trustee Representative)	✓
Dean Lindquist (Superintendent of Schools)	✓
Tom Demeo (Assistant Superintendent)	✓
Sheldon Lee (Acting Secretary Treasurer)	✓
Candice Hilton (Director of Finance)	✓
Ian Heselgrave (Director of Operations)	✓
Carol Snead (Recording Secretary)	✓

Item #	Topic
1.	<p>Review Prior Meeting Minutes – April 18, 2017</p> <p>Reviewed April 18, 2017 Finance Committee Meeting Minutes re: unfinished business. Minutes adopted at the April 25, 2017 Board meeting.</p>
2.	<p>Month End Year to Date Finance Report – Candice Hilton, Director of Finance</p> <p>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.</p>
3.	<p>Finance Committee on Enhancing School District Governance and Accountability, Briefing Note, Sheldon Lee, Acting Secretary Treasurer</p> <p>Acting Secretary Treasurer Sheldon Lee will bring this item forward to the May 25, 2017 public meeting for Board information.</p>

Item #	Topic
4.	<p>2017/18 Budget Update, Sheldon Lee, Acting Secretary Treasurer</p> <p>The 2017/18 Budget Bylaw will come forward to the May 25, 2017 regular public Board meeting for adoption:</p> <p><u>Recommendation:</u></p> <p><i>THAT School District No. 71 (Comox Valley) Annual Budget Bylaw for 2017/18 in the amount of \$94,432,228 receive its first reading.</i></p> <p><i>THAT School District No. 71 (Comox Valley) Annual Budget Bylaw for 2017/18 in the amount of \$94,432,228 receive its second reading.</i></p> <p><i>THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2015.2 to have the third and final reading of the Annual Budget Bylaw for 2017/18 at a subsequent meeting.</i></p> <p><i>THAT School District No. 71 (Comox Valley) Annual Budget Bylaw for 2017/18 in the amount of \$94,432,228 receive its third and final reading.</i></p>
5.	<p>Capital Plan Submissions, Verbal Report, Ian Heselgrave, Director of Operations</p> <p>This item is deferred to the June Finance Committee Meeting. Date to be confirmed.</p>

Meeting Adjourned: 4:05 pm

Next Meeting: TBD

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

05/05/2017

	2015/16			2016/17			Notes
	Amended Budget	Actual Apr 30/16	% Spent or Collected	Amended Budget	Actual Apr 30/17	% Spent or Collected	
REVENUE							
PROVINCIAL GRANTS							This report does not include any outstanding commitments Budgeted in SPF Fund 5
Operating Grant	70,002,897	56,173,575	80.2%	71,998,236	57,783,520	80.3%	
Other MOE Grants-Reduction for LEA				-157,950			
Other MOE Grants-Ed Guarantee							
Other MOE Grants-Fed French	326,318	0		0			
Other MOE Grants-Pay Equity	451,831	219,350	48.5%	451,831	219,319	48.5%	
Other MOE Grants-Labour Settlement							
Other MOE Grants-Misc	81,785	55,019	67.3%	840,982	844,606	100.4%	
TOTAL MINISTRY OF ED GRANTS	70,862,831	56,447,944	79.7%	73,133,099	58,847,445	80.5%	
OTHER REVENUES							
Other SD/Ed Authorities							
LEA/Direct Transfers from First Nations	157,950	92,086	58.3%	157,950	110,144	69.7%	
Offshore Tuition	3,779,250	3,769,071	99.7%	3,797,500	3,886,847	102.4%	
Miscellaneous other	502,867	282,603	56.2%	350,000	411,952	117.7%	
Rental and Leases	150,000	125,828	83.9%	203,220	122,540	60.3%	
Investment Income	187,000	120,389	64.4%	117,000	126,290	107.9%	
TOTAL OTHER REVENUE	4,777,067	4,389,977	91.9%	4,625,670	4,657,773	100.7%	
TOTAL REVENUES	75,639,898	60,837,921	80.4%	77,758,769	63,505,218	81.7%	
EXPENDITURES							
SALARIES AND BENEFITS							Homestay Payments Incl
Teachers	31,241,392	24,510,751	78.5%	31,803,558	24,789,461	77.9%	
Principals and Vice Principals	4,368,159	3,635,339	83.2%	4,679,873	3,634,959	77.7%	
Educational Assistants	5,257,685	3,901,898	74.2%	5,092,307	3,787,317	74.4%	
Support Staff	6,704,195	5,135,644	76.6%	6,744,492	5,163,322	76.6%	
Other Professionals	1,704,536	1,315,274	77.2%	1,916,233	1,569,818	81.9%	
Substitutes	2,595,426	1,922,193	74.1%	2,364,681	1,781,158	75.3%	
Benefits	13,164,404	9,850,647	74.8%	13,308,573	10,154,566	76.3%	
TOTAL SALARIES AND BENEFITS	65,035,797	50,271,746	77.3%	65,909,717	50,880,601	77.2%	
Benefits as a % of Total Salaries	25.4%	24.4%		25.3%	24.9%		
SUPPLIES AND SERVICES							
Services	3,554,302	2,547,777	71.7%	3,615,813	2,724,790	75.4%	
Student Transportation	1,905,816	1,301,739	68.3%	1,941,587	1,281,168	66.0%	
Training and Travel	297,205	269,438	90.7%	331,666	364,137	109.8%	
Dues and Fees	56,617	70,576	124.7%	57,117	44,189	77.4%	
Insurance	193,790	192,568	99.4%	193,790	192,110	99.1%	
Supplies	3,806,130	2,877,272	75.6%	4,088,583	3,172,361	77.6%	
Utilities	1,225,000	1,137,356	92.8%	1,554,578	930,449	59.9%	
TOTAL SUPPLIES AND SERVICES	11,038,860	8,396,726	76.1%	11,783,134	8,709,204	73.9%	
TOTAL EXPENDITURES	76,074,657	58,668,472	77.1%	77,692,851	59,589,805	76.7%	
NET REVENUE (EXPENDITURE)	-434,759	2,169,449		65,918	3,915,413		
Prior Year Surplus		269,881			585,862		
Transfers from Special Purpose Funds							
Transfer to Capital				-230,000	-230,000		
Transfer to Local Capital							
Prior Year Surplus(Deficit) CarryForward School Grants (Network Performance Based Learning and Art Star				112,831	-112,831		
Prior Year Surplus(Deficit)CarryForward School Supply Surpluses (Note 15)				51,251	-51,251		
Prior Year Surplus Appropriation Student Learning Grant	434,759	434,759			-404,434		
Unappropriated Surplus (Deficit), for the Year	0	2,874,089		0	2,531,035		

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

05/05/2017

	2015/16			2016/17			Notes
	Amended Budget	Actual Apr 30/16	% Spent or Collected	Amended Budget	Actual Apr 30/17	% Spent or Collected	
INSTRUCTION							
Regular Instruction	36,640,164	28,522,506	77.8%	36,806,179	29,312,869	79.6%	
Career Programs	865,944	638,755	73.8%	853,654	738,649	86.5%	
Library Services	1,516,695	1,137,419	75.0%	1,459,772	1,201,836	82.3%	
Counselling	1,569,968	1,365,175	87.0%	1,861,947	1,233,703	66.3%	
Special Education	11,674,367	8,403,381	72.0%	11,671,881	8,356,587	71.6%	
English as a Second Language	124,644	113,622	91.2%	108,770	100,870	92.7%	
Aboriginal Education	1,366,173	928,510	68.0%	1,453,803	981,382	67.5%	
School Administration	6,143,845	4,758,934	77.5%	6,681,445	4,589,052	68.7%	
Off Shore Students	3,261,982	2,500,351	76.7%	3,377,225	2,730,824	80.9%	
Other	562,229	557,611	99.2%	706,710	572,623	81.0%	
Function 1 - Instruction	63,726,011	48,926,264	76.8%	64,981,386	49,818,395	76.7%	
DISTRICT ADMINISTRATION							
Educational Administration	570,166	432,063	75.8%	451,553	481,561	106.6%	
School District Governance	217,149	171,216	78.8%	224,768	193,936	86.3%	
Business Administration	1,013,427	876,307	86.5%	1,066,787	834,708	78.2%	
Human Resources	464,274	302,321	65.1%	451,396	335,529	74.3%	
Function 4 - District Administration	2,265,016	1,781,906	78.7%	2,194,504	1,845,733	84.1%	
OPERATIONS AND MAINTENANCE							
Operations and Maintenance Admin	429,968	335,586	78.0%	441,485	379,470	86.0%	
Maintenance Operations	2,910,522	2,261,137	77.7%	3,010,127	2,346,209	77.9%	
Custodial	3,307,967	2,670,017	80.7%	3,190,072	2,598,167	81.4%	
Maintenance of Grounds	69,000	81,193	117.7%	100,000	138,874	138.9%	
Utilities	1,600,000	1,413,122	88.3%	1,949,578	1,235,290	63.4%	
Function 5 - Operations and Maint	8,317,457	6,761,055	81.3%	8,691,262	6,698,010	77.1%	
TRANSPORTATION AND HOUSING							
Transportation and Housing Admin	84,091	48,716	57.9%	71,485	50,428	70.5%	
Student Transportation	1,682,082	1,150,530	68.4%	1,754,214	1,177,242	67.1%	
Function 7 - Transportation and Housing	1,766,173	1,199,246	67.9%	1,825,699	1,227,670	67.2%	
TOTAL FUNCTION 1-7	76,074,657	58,668,472	77.1%	77,692,851	59,589,808	76.7%	

	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)



607 Cumberland Road
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Office of the Secretary Treasurer

Finance Committee Briefing Note

Date: May 9, 2017
To: Finance Committee
From: Sheldon Lee, Acting Secretary Treasurer
Subject: **BCSTA AGM Session on Financial Report**

At the BCSTA AGM on April 28th, I attended a session on “*Enhancing School District Governance and Accountability*” as facilitated by two senior Ministry of Education Financial staff. They shared with attendees recommended requirements that a school district should implement for sound financial reporting. Having stated the former, SD71 is in full compliance with meeting many of these requirements.

1. *Quarterly Financial Reporting*

At a minimum, school districts should report out their financial position with regards to expenditures vs budget to their Finance Committee and the Board on a Quarterly basis. They should report out Operating Funds, Local Capital, and Bylaw Capital.

SD71 comments

SD71 reports out their financial status on a monthly basis, which exceeds the Ministry’s recommended quarterly reporting. At this time, SD71 does not report out the Local Capital and Bylaw Capital balances. This requirement will be reviewed between the Secretary Treasurer, Director of Finance, and Director of Operations on a format that best summarizes the reporting requirements (refer to Appendix A – Sample Summarized Capital Reporting).

2. *Surplus Policy*

The Ministry is recommending that school districts have “Surplus Policy” in place by June 2018. At this time, the Ministry is working on a template policy for school district to utilize. They are leaving the amount for a surplus at the local school district to determine. This could be a fixed amount, or a percentage amount of Operating Budget, e.g. 1%, 2% or 3%.

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Office of the Secretary Treasurer

Briefing Note 2017/18 Annual (Preliminary) Budget Overview

1. Strategic Priorities

- *Organizational Sustainability:* To ensure that our financial, human, physical resources support student success.
- *Education Evolution:* To strive for educational excellence for all.
- *Community Engagement:* To cultivate community engagement in public education.

2. Executive Summary

2.1. Due to enrollment growth in 2016/17, and the anticipated growth for 2017/18, the budget process for the 2017/18 Annual Budget was in a different paradigm in comparison to previous years where enrollment decline existed. In summary School District No.71 Comox Valley (SD71) has a “Balance 2017/18 Annual Budget”. Some of the key highlights are:

- Estimated enrollment growth of 120-fte student in K-12 core schooling,
- Maintaining all existing service levels from 2016/17 to 2017/18,
- There are no layoff notices of any positions given,
- In some cases, there are increases to service levels to some educational programs,
- Based on the Supreme Court of Canada (SCC) ruling to restore 2002 Teachers Contract Languages, for SD71 in reference to a “Maximum Secondary Load of 210 students” language, SD71 is in a position to implement a “Non Instructional” block at Secondary Schools,
- Restore “Call Out for Teacher on Call and Casual Staff” on 1st day absences for Non Enrolling Teachers and Education Assistance (EA), and
- Increased EA daily working hours (e.g. from 5.0 hrs/day to 5.75 hrs/day = 15 min increase due to extended day, 22 min funded from LIF, 8 min from Operating. This will allow 30 minutes outside of the instructional time).

2.2. For SD71, the residual challenge with increased enrollment and the SCC ruling, is classroom space, with the school district needing 33-classroom space. In the SCC Letter of Understanding 17 (LOU 17), as negotiated between the BCTF and BCPSEA, a school district must:

- Reclaim classroom spaces that are rented out to 3rd parties,
- Re-examine exiting school boundaries,
- Re-examine utilization of space within a school and neighboring schools, and
- Utilize temporary classroom spaces.

During the reconfiguration process of classroom spaces in a school to comply with 2002 restored language on class size and composition, the school district identified that 33 classrooms spaces will be required. All costs associated with reclaiming, restoring, and modernizing the classroom space for suitable learning environment, will be budgeted from the Supreme Court of Canada Overhead Funding.

2.3. Summary to Stakeholders requests are listed as follows:

- Aboriginal Education; additional allocation of \$30,000 (defer to Sept 30 enrollment update and completion of 2016/17 yearend),
- Tribune Bay; \$20,000, reinstate district contribution that was reduced as cost saving measures in prior years (defer to Sept 30),
- Career Ed “Helping Teacher”; \$100,000, add teaching support to align to new curriculum and reporting requirements (has been included in 2017/18 Annual Budget),
- District Wide program/initiative review; \$50,000, the Superintendent will lead a team to review all existing and proposed educational programs, to best align with the district strategic priorities and physical resources. (has been included in 2017/18 Annual Budget),
- Mentorship Program for P/VP and Teachers; \$20,000, overseen by the Superintendent (has been included in 2017/18 Budget),
- Finance Succession & Capacity Plan; \$80,000, to hire a Finance Controller. As recommended by the Office of Auditor Generals after their 2015/16 Year End Audit review, the district is vulnerable in the Finance department concerning a Succession Plan, and Capacity issue. (defer to Sept 30 after completion of 2016/17 Year End),
- Reinstated 20 hr/wk. Human Resources Clerical; \$25,000, due to the Supreme Court of Canada ruling, the district is required to hire approximately 60 teachers. The reinstated hours will alleviate workload pressure in the HR Dept. (Approved, budget from SCC Overhead funding),
- Change District Learning Clerical Staff to 12 month from 11 month; \$40,000 (defer for further discussions during the 2018/19 Annual Budget process),
- Library Clerical “Start Up and Shutdown”; \$16,000, to reinstate two days start up and two days shutdown for library clerical staff for the schools library operation (has been approved for the 2017/18 Annual Budget),

- Reinstatement of Principals and Vice Principal Administration Time back to 2015/16 level; approx. \$340,000 for 3.4 fte teachers. Currently there are 35 fte P/VP in K-12 schools managing 385 fte teachers for a staffing ratio of 9%. With the hiring of approx. 60 fte teachers at 9% ratio would be 5.4 fte increase in admin time. The district will only increase P/VP by 3.4fte (budgeted from SCC Overhead funding)
- Increase Custodians by 2.0 fte; due to the SCC ruling with the school district adding 33 classroom spaces, there will be a need to increase custodian. With the additional classrooms spaces, the increase in custodian is to address the on going cleanliness in the classroom (budgeted from SCC Overhead funding).

2.4. Keep in mind, this is the 2017/18 Annual (Preliminary) Budget and adjustments will be made accordingly based on the September 30th, 2017, enrollment and the outcome to the Supreme Court of Canada funding review by the Ministry of Education.

2017/18 LONG RANGE FACILITES PLAN (LFRP) TIMELINES

Presented by

Sheldon Lee, CPA-CMA

Acting Secretary Treasurer

2016/17 LRFP HISTORICAL TIMELINES

Data & Fact Gathering



Supreme Court of Canada "2002 Language Restoration" Work



2016

May 2016

Jun 2016

Jul - Sep 2016

Oct 2016

Nov 2016

Dec 2016

2016

Milestone Dates

May 2016
Planning for LRFP

Jun 6 2016
Utilized SD62 LRFP RFP

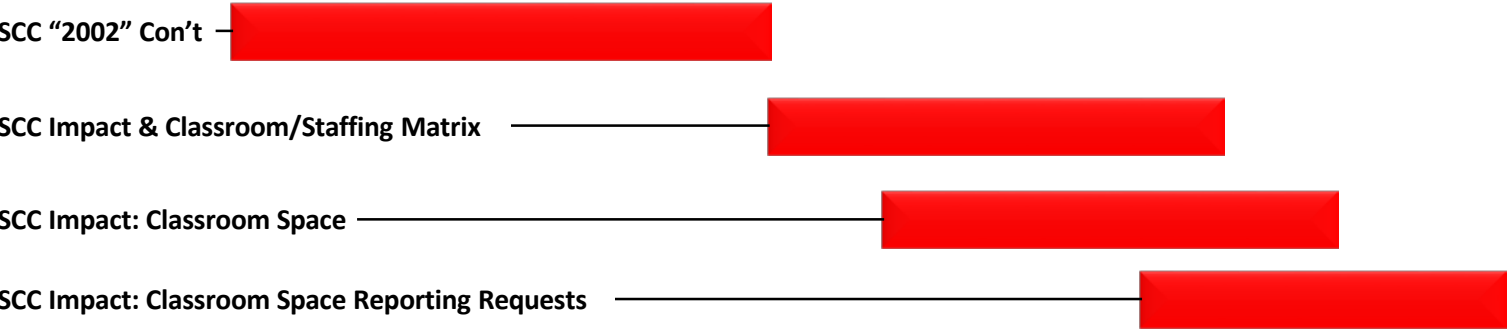
Jun 23
1st Engagement with Cascade Consult
Target to have LRFP completed by early 2017
Met with all City Planning Dept

Jul, Aug, Sep
Data & Fact Gathering

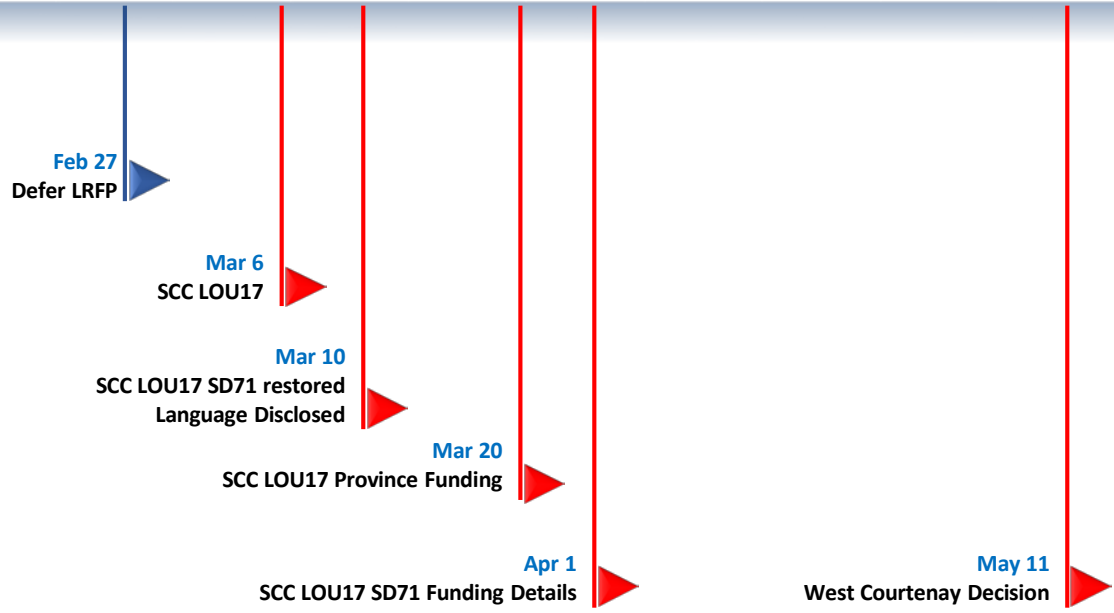
Mid Sep
Capacity Utilization
Dropped

Nov 10
Supreme Court Cdn ruling

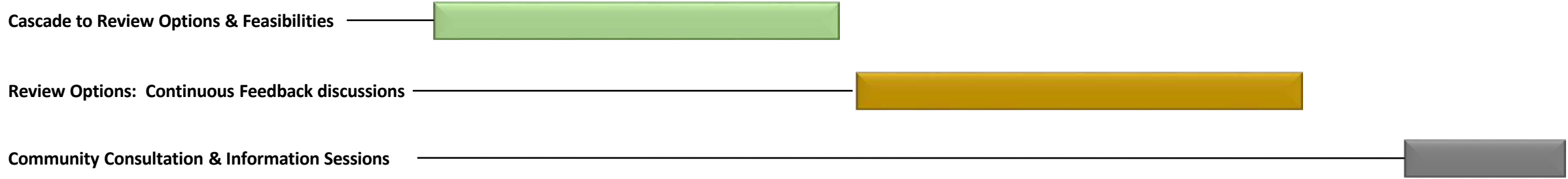
2016/17 LFRP HISTORICAL TIMELINES Con't



Milestone Dates



2017/18 LFRP FUTURE TIMELINES



2017

May 2017

Jun 2017

Jul - Aug 2016

Sep 2016

Oct 2016

Nov 2017

2017

Milestone Dates

May 15
LFRP Planning Session

Jun 13
Re-Engage with Cascade

Jun 14 – Sep
Cascade develop options
as requested by SD71

Sep 15?
Review Options & Add Other?

Nov 14?
Review with Board as Whole

Nov 15?
Begin Public Consultation Information

2017/18 LFRP FUTURE TIMELINES Con't

Community Con't



Cascade to prepare Draft LRFP reporting



Cascade prepare Final LRFP reporting



2017



2018

Milestone Dates

Jun 31
Complete Community
Engagement Sessions

Mar 13
Review LRFP with Board

Apr 24
Completed LRFP to
Board Meeting

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Columbia Institute High Ground Conference

March 31-April 1, Vancouver, BC

This was another good experience for a school trustee to meet with and listen to local government initiatives from across the province and other parts of Canada. I even met an alumnus from the secondary school in Moose Jaw where I taught before we moved to the coast. He has been mayor and is currently a councilor, and we exchanged war stories about folks we both knew back in the day. Small world.

Relevant sessions for trustees was smaller this year and I have commented that point to the organizers.

Regardless, there are many opportunities for trustees to meet other local government and non-profit groups to exchange information. Details change but often the issues are the same from one part of BC to another.

The Columbian Institute has made my reporting easier by providing online links with features of the conference.

- **Pecha Kucha presentations**

Andrew Gage: <https://youtu.be/Wnf41wNPdUU>

Bob Simpson: <https://youtu.be/ww6t89anrpY>

Dale Littlejohn: <https://youtu.be/RziB3w5u1Nk>

Doug Hillian: <https://youtu.be/ELI0tb6c6tw>

Geoff Dembicki: <https://youtu.be/UtmKGxkmZ7s>

Marianne Alto: <https://youtu.be/fH2QISTRhT8>

Sav Dhaliwal: https://youtu.be/uMs_N1PqEkQ

Sue Maxwell: <https://youtu.be/vcqOavgTWkA>

- Charlie Demers on "[Leadership in Transitioning Times](#)"
- Keynote panel on "[Leadership in Transitioning Times Panel](#)"
- [Emerging Issues](#) panel

A surf of this web site will direct you reports on all the break out groups and plenary sessions. I attended this break out session and found some interesting ideas as to how to involve our community in the budget setting process.

Engaging Citizens in Budget Decisions

- [Janette Loveys](#)
- [Josie Osborne](#)
- [Leanne Piper](#)
- [Tool Kit 1](#)
- [Tool Kit 2](#)

More details on the conference can be found by surfing this web site:
<http://www.civicgovernance.ca/vancouver2017/>