

REGULAR BOARD MEETING AGENDA
Tuesday, February 25, 2020
7:00pm

A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from Marlene.Leach@sd71.bc.ca.

Public Board Meetings are recorded and live streamed on the School District's YouTube channel.

1. Call to Order

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

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the February 25, 2020 Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the January 28, 2020 Regular Public Board Meeting Minutes as presented.

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Recommendation:

THAT the Board of Education adopt the February 18, 2020 Committee of the Whole Meeting Minutes as presented.

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4. Old Business

i. Boundary/Catchment Review - Recommendations

Actual recommendations based on the report which was provided at the February 18, 2020 Committee of the Whole Meeting will be provided.

5. Report on In-Camera Meetings:

- A. Tuesday February 18, 2020
- B. Tuesday, February 25, 2020

- Land/Property
- Personnel
- Other

6. Board Chair's Report

7. Presentations / Delegations

None

8. Education Committee Meeting – February 11, 2020

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- i. **Mental Health** - Tonia Frawley, Committee Chair

Recommendation:

THAT the Board of Education receive the Education Meeting Board Report as provided.

Next Education Committee Meeting:

TOPIC: Educational Excellence

DATE: March 10, 2020

TIME: 6:30pm

LOCATION: School Board Office

9. Strategic Direction

A. Superintendent

- i. **District News**
- ii. **Summer School**

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B. Assistant Superintendent

- i. **Youth Climate Action Conference**

C. Secretary-Treasurer

None

D. Human Resources

i. Retirements and Recognition

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Recommendation:

THAT the Board of Education receive the Retirements and Recognition report as information.

10. Board Standing Committee Reports

A. Budget Committee Board Report – Tuesday, February 11, 2020

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Recommendation:

THAT the Board of Education receive the Budget Committee Board Report as provided.

B. Finance Committee Board Report – Tuesday, February 18, 2020

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Recommendation:

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2019-20 in the amount of \$108,585,860 receive its first reading.

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2019-20 in the amount of \$108,585,860 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act to have the third reading of the Amended Annual Budget Bylaw at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2019-20 in the amount of \$108,585,860 receive its third and final reading.

Recommendation:

THAT the Board of Education receive the Finance Committee Board Report as provided.

C. Facilities Committee Board Report

No meeting in February

D. Policy Committee Board Report – Wednesday, February 12, 2020

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Recommendation:

THAT the Board of Education receive the Policy Committee Board Report as provided.

11. Board Business

A. Trustee Report: British Columbia School Trustees Association (BCSTA) Provincial Council

Tonia Frawley, Trustee (Town of Comox)

B. Motion: Janice Caton, Trustee (City of Courtenay)

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Recommendation:

THAT the Superintendent conduct a review of the Administrative Procedure for school field trips with a focus on the following: social, economic and environmental impacts that these trips may have.

C. Motion: Janice Caton, Trustee (City of Courtenay)

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Recommendation:

THAT the Board of Education develop a process that would create the position of a student trustee to the Board of Education.

D. Motion: Janice Caton, Trustee (City of Courtenay)

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Recommendation:

THAT the Board of Education explore the creation of a district student advisory committee.

12. Board Correspondence

None

13. Public Question Period

14. Adjournment

REGULAR BOARD MEETING MINUTES
Tuesday, January 28, 2019
7:00pm

In Attendance:

Trustees

Ian Hargreaves, Board Chair
Tonia Frawley, Vice Chair
Janice Caton, Trustee
Kat Hawksby, Trustee
Sarah Jane Howe, Trustee
Sheila McDonnell, Trustee
Michelle Waite, Trustee

Regrets:

Lynda-Marie Handfield, Director of HR

Staff

Tom Demeo, Superintendent of Schools
Nicole Bittante, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Esther Shatz, Director of Instruction (Student Services)
Allan Douglas, Director of Instructional Services K-12
Mary Lee, Communications Manager
Josh Porter, Director, Information Technology
Marlene Leach, Senior Executive Assistant

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 7:02pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt January 28, 2020 Regular Public Board Meeting Agenda as presented.

CARRIED

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the December 17, 2019 Regular Public Board Meeting Minutes as presented.

CARRIED

Recommendation:

THAT the Board of Education adopt the January 14, 2020 Committee of the Whole Meeting Minutes as presented.

CARRIED

4. Old Business

None

5. Report on In-Camera Meetings:

A. Tuesday, January 14, 2020

B. Tuesday, January 28, 2020

- Personnel
- Land
- Other

6. Board Chair's Report

Highlights:

- Snow Days – School Closures
- Appreciation to all Senior Staff and Maintenance Department
- DPAC Executive Elections
- Vaping Presentation
- Vaping Task Force
- DPAC Speaker Series

7. Presentations / Delegations

None

8. Education Committee Meeting

No meeting in January

Next Education Committee Meeting:

TOPIC: Mental Health

DATE: February 11, 2020

TIME: 6:30pm

LOCATION: School Board Office

9. Strategic Direction

A. Superintendent

- i. District News**
Board Information

ii. **Boundary Catchment Consultation Update**

Verbal Update – Board Information

iii. **Coronavirus**

Verbal Update – Board Information

B. Assistant Superintendent

None

C. Secretary-Treasurer

None

D. Human Resources

i. **Retirements and Recognition**

Recommendation:

THAT the Board of Education receive this report as information.

CARRIED

10. Board Standing Committee Reports

A. Budget Committee Board Report – Monday, January 21, 2020

Recommendation:

THAT the Board of Education receive the Budget Committee Board Report as provided.

CARRIED

B. Finance Committee Board Report – Monday, January 21, 2020

Recommendation:

THAT the Board of Education approve the 2020-21 Budget Committee Terms of Reference as presented.

CARRIED

Recommendation:

THAT the Board of Education approve the 2020-21 Budget Guiding Principles as presented.

CARRIED

Recommendation:

THAT the Board of Education approve the 2020-21 Budget Development Process and Timelines as presented.

CARRIED

Recommendation:

THAT the Board of Education receive the Finance Committee Board Report as provided.

CARRIED

C. Facilities Committee Board Report

No meeting in January

D. Policy Committee Board Report

No meeting in January

11. Board Business

A. Notice of Meeting: Committee of the Whole

TOPIC: Boundary Catchment Consultation Review
DATE: February 18, 2020
TIME: 6:30pm
LOCATION: School Board Office

B. 2019-20 Board Committees

Recommendation:

THAT the Board of Education approve the Board Committee membership as provided.

CARRIED

C. Trustee Report: First Nations Education Steering Committee (FNESC) Regional Session, Nanaimo

Ian Hargreaves, Trustee (Puntledge/Black Creek)
Board Information

D. Notice of Motion: Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Superintendent conduct a review of the policy and procedures for school field trips with a focus on the following: social, economic and environmental impacts that these trips may have.

E. Notice of Motion: Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Board of Education develop a process that would create the position of a student trustee to the Board of Education.

- F. **Notice of Motion:** Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Board of Education explore the creation of a district student advisory committee.

12. Board Correspondence

- A. **Correspondence:** from **BC Minister Rob Fleming to Board Chairs** – Thank you to Public Education Co-Governance Partners for a Productive 2019
Ian Hargreaves, Board Chair
Board information
- B. **Correspondence:** from **BC Minister Rob Fleming to Board Chairs** – 2020 Premier’s Awards for Excellence in Education
Ian Hargreaves, Board Chair
Board information
- C. **Correspondence:** from **Comox District Teachers Association (CDTA) to Board Chair** – Concerns with Five Boundary Catchment Options
Ian Hargreaves, Board Chair
Board information
- D. **Correspondence:** from **Industry Training Authority (ITA) to Secretary Treasurer and Superintendent** – Youth Trade Capital Equipment Program Submission
Ian Hargreaves, Board Chair
Board information

13. Public Question Period

14. Meeting Adjourned – 7:46pm

Certified Correct:

Nicole Bittante, CPA, CA
Secretary-Treasurer

Ian Hargreaves
Board Chair

**COMMITTEE OF THE WHOLE MEETING
MINUTES
Tuesday, February 18, 2020
6:30pm**

In Attendance:

Trustees

Ian Hargreaves, Board Chair
Tonia Frawley, Vice Chair
Janice Caton, Trustee
Kat Hawksby, Trustee
Sarah Jane Howe, Trustee
Sheila McDonnell, Trustee
Michelle Waite, Trustee

Staff

Tom Demeo, Superintendent of Schools
Nicole Bittante, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Esther Shatz, Director of Instruction
Allan Douglas, Director of Instruction
Mary Lee, Communications Manager
Josh Porter, Director of Information Technology

Regrets:

Ian Heselgrave, Director of Operations
Lynda-Marie Handfield, Director of HR

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 6:30pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the February 18, 2020 Committee of the Whole Meeting Agenda as presented.

CARRIED

3. Boundary Catchment Consultation

Report was presented with recommendations.

4. Meeting Adjourned – 7:46pm

Certified Correct:

Nicole Bittante, CPA, CA
Secretary-Treasurer

Ian Hargreaves
Board Chair

EDUCATION COMMITTEE
BOARD REPORT

Date: Tuesday, February 11, 2020
Time: 6:30pm
Venue: School Board Office

Committee Members:

Tonia Frawley, Chairperson
Ian Hargreaves, Board Chair
Janice Caton, Trustee
Sarah-Jane Howe, Trustee
Michelle Waite, Trustee
Kat Hawksby, Trustee
Sheila McDonnell, Trustee
Tom Demeo, Superintendent
Geoff Manning, Assistant Superintendent

Guests:

Brian McAskill, Vice Principal
Brian Stevens, Teacher
Jill Kotapkski, Counsellor
Heather Riedle, Counsellor
Lucinda Wolters, Vice Principal
Tara Ryan, Counsellor
Jane Rondow, Student Services
Catherine Leppanen, LST, Student Services
Lynda-Marie Handfield, Director of Human Resources
Allan Douglas, Director of Instruction
Esther Shatz, Director of Student Services

Recording Secretary: Geoff Manning

A. WELCOME

The Chair welcomed the Committee members and called the meeting to order at 6:30pm.

B. ITEMS DISCUSSED

1. Mental Health

Esther Shatz gave an overview of mental health initiatives provided in the school district.

2. Highland Boys Group

Brian McAskill and Brian Stevens gave an update on the “Highland Boys Group” consisting of grade 8, 9, and 10 students at Highland Secondary. The goal of the group is to help boys become well adjusted men who treat themselves and others with kindness. The group meets once a week at Highland and plans offsite activities.

3. Mark Isfeld Peer Support Group and the GSA (Gay/Straight Alliance)

Jill Kotapski and students discussed the peer support group and the GSA's happening at Mark R. Isfeld Secondary and other locations around the district.

4. Jack.Org

Heather Riedle, Vanier Secondary school counsellor discussed "Jack.Org" and the difference it is making at Vanier Secondary School. Jack.org is a mental health program that is driven by youth.

5. Technology Use in Today's Youth

Lucinda Wolters and Tara Ryan provided a presentation about the affect of technology on the mental well-being of our youth.

6. Executive Functioning

Jane Rondow and Catherine Leppanen gave a presentation on executive functioning and the progress made in the district around this topic. They also pointed to resources available on the school district website under Learn71.

7. Mental Heath

Lynda-Marie Handfield gave an overview of Human Resource practices in the area of Mental Health.

C. FUTURE MEETINGS/AGENDA ITEMS

TOPIC: Educational Excellence

DATE: March 10, 2020

TIME: 6:30pm

LOCATION: School Board Office

D. ADJOURNMENT

The meeting was adjourned at 8:30pm.

DISTRICT NEWS



Youth Climate Action Conference A First for the Region

Comox Valley Schools hosted the first Regional Youth Climate Action Conference at Florence Filberg Centre on February 13. The conference, titled **Empowerment for Impact**, was the first of its kind targeted for students in grade 8 to 12 throughout Vancouver Island and surrounding regions.

More than 300 registrants attended from the Valley and neighbouring school districts including Nanaimo/Ladysmith, Parksville/Qualicum, Ucluelet/Tofino, Powell River, and Campbell River.



The District's secondary school environment club educators Heather Beckett and Jill Peacock along with Serina Allison, EOL teacher, developed a robust day-long agenda centered entirely on optimism and positive environmental action. They brought in an impressive list of guest speakers with designed several activities and action workshops geared toward empowering and fostering collaboration.



Keynote presenter Elin Kelsey, PhD, is a science communicator delivered a message and workshop built around understanding the climate issue from a lens of hope, which first begins with researching the bigger climate story. She was joined by Meaghan Cursons, Executive Director Cumberland Community Forest Society; Tina Willard-Stepan, community environmental educator with the Comox Valley Regional District (CVRD) and Comox Strathcona Waste Management; Will Cole-Hamilton, Courtenay City Councillor and CVRD Director with a background in law and communications; and Sina Berndt, a Highland graduate and currently a University of Victoria (UVic) student working towards changing physical and mental spaces to provide more sustainable alternatives at the university campus.



FARM TO SCHOOL LEARNING CIRCLE

Jenn Meilleur, F2C Coordinator, held the first of three learning circles February 19. The event brought key school and community stakeholders together to create a vision, goals, action and an implementation plan for an already robust school feeding program. These goals and action will build upon what is already happening throughout the District and help steward the work into the future. Two District youth participated and shared their voice contributing to the vision for growing the food movement in schools.

DISTRICT NEWS



District Showcase 2020 hosted by Mark R. Isfeld

Mark R. Isfeld invited its family of schools to a night of musical entertainment. Band and choir groups performed individually and collectively to their school communities. Showcase rotates annually among the three secondary schools and is a chance for feeder schools to see how pursuing music can lead to opportunities beyond elementary school.



Valley View Drumming Ceremony

Drums have been used for centuries in many cultures to cultivate well-being. In our District, drumming enhances Indigenous ways and knowing. At a drumming ceremony at Valley View February 18, elementary students were gifted drums made by Mark R. Isfeld secondary students as a gesture of kindness and to connect one learning community with another. The District's goal is to provide every school with its own set of drums.



G.P. VANIER CAPTURES 3rd AT VI IMPROV REGIONALS

Five top senior secondary improv teams for the Vancouver Island Region gathered at Vanier February 16 for the Canadian Improv Games in hopes to earn a spot to compete at the Nationals in Ottawa. Only the first place team moves on. Congratulations to our students at G.P. Vanier for capturing a strong third place finish. Highland and Isfeld also performed very well earlier in the season. Well done to all!



EMERGENCY PREPAREDNESS EXERCISE

Pro D Day for our maintenance and operations team involved a simulated exercise designed to hone skills in first aid and emergency response. Staged by Russel Roy, Manager of Health and Safety, the fake incident used students and staff to play casualties, all made up with realistic injuries. Training also included recertification on fire extinguishers. The event was made possible with the participation of St. Johns Ambulance, Courtenay and Union Bay Fire Departments.



Inquiry-based learning through clothing

Comox Archives and Museum has produced a resource of historical material for elementary teachers and students across the District. The kit is designed to lead students through inquiry-based learning about clothing and how it has changed from locally, handmade items to those obtained from across the world. Through a variety of engaging activities and critical thinking, students will see the impact the modern clothing industry has on our environment.

BRIEFING NOTE

TO: Board of Education

DATE: February 25, 2020

RE: Human Resources - Retirements and Recognition

Recognition

Richelle Beatty, Indigenous Support Worker, Arden Elementary School, resigned effective February 07, 2020 after 2 years of service with the district.

Andrea Patterson, Senior Administrative Assistant, Arden Elementary School, resigned effective January 30, 2020 after 5 years of service with the district.

BUDGET COMMITTEE
BOARD REPORT

Date: Tuesday, February 11, 2020
Time: 3:00 – 4:00pm
Venue: School Board Office

Committee Members:

Ian Hargreaves, Chairperson
Tonia Frawley, Trustee
Sarah Jane Howe, Trustee
Nicole Bittante, Secretary-Treasurer
Tom Demeo, Superintendent
Geoff Manning, Assistant Superintendent
Allan Douglas, Director of Instruction
Esther Shatz, Director of Instruction
Candice Hilton, Director of Finance
Lynda-Marie Handfield, Director of Human Resources

Gerald Fussell, Principal
Brian McAskill, Principal
Sherry Dittrick, CDTA
Karla Neuffer, CDTA
David Gillis, DPAC
Shannon Aldinger, DPAC
Denise Bullock, CUPE
Susan Hansen, CUPE

Guests:

Cathie Collins, Manager of Finance
Sheila McDonnell, Trustee
Michelle Waite, Trustee

A. WELCOME and INTRODUCTIONS

The meeting commenced at 3:05pm. The Chair welcomed everyone and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation. Introductions were made for new committee members.

B. ITEMS FOR DISCUSSION

1. Overview of District Budget Process – presentation by Secretary-Treasurer
2. Review of Prior Year Budget Adjustments – handout provided
3. Funding Model Review Update – presentation by Secretary-Treasurer

C. ITEMS FOR INFORMATION

None

D. FUTURE AGENDA ITEMS

1. Preliminary Operating Grant Announcement
2. Funding Model Changes
3. Budget Shortfall or Enhancement

E. ADJOURNMENT

The meeting was adjourned at 3:49pm.

**FINANCE COMMITTEE
BOARD REPORT**

Date: Tuesday, February 18, 2020
Time: 1:00 – 2:00pm
Venue: School Board Office

Committee Members:

Tonia Frawley, Chairperson
Ian Hargreaves, Trustee
Nicole Bittante, Secretary-Treasurer

Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance

Regrets:

Sarah Jane Howe, Trustee
Tom Demeo, Superintendent
Ian Heselgrave, Director of Operations

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The Chair welcomed the committee and called the meeting to order at 1:07pm.

B. ITEMS FOR DISCUSSION

1. 2019-20 Amended Annual Budget

The Finance Committee recommends:

THAT the Board of Education give three readings and approve the 2019-20 Amended Annual Budget Bylaw.

C. ITEMS FOR INFORMATION

1. Financial Update

- a. Capital Fund Update – January 31st

Received for information.

2. Funding Model Review Update

- a. Letter from Minister of Education

Received for information.

D. FUTURE AGENDA ITEMS

E. ADJOURNMENT

The meeting was adjourned at 1:30pm.



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

**2019-20 AMENDED ANNUAL
BUDGET REPORT**

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

February 25, 2020

2019-20 Amended Annual Budget

What has changed since the Annual Budget in the spring?

OPERATING FUND

The following table summarizes the changes between the 2019-20 Amended Annual Operating Budget and the 2019-20 Annual Operating Budget.

2019-20 Operating Budget			
	Amended	Annual	Change
Revenue	\$ 88,745,951	\$ 87,931,364	\$ 814,587
Expense	(87,432,503)	(86,371,364)	(1,061,139)
Capital Assets Purchased	(255,000)	-	(255,000)
Transfer to Local Capital	(4,700,372)	(1,560,000)	(3,140,372)
Budgeted Use of Prior Year Surplus	3,641,924	-	\$ 3,641,924
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenue

Ministry of Education

Based on the interim operating grant announced by the Ministry of Education in December 2019, School District No. 71 will receive \$87,141,389 in operating grant funding for 2019-20. The recalculated funding allocation for the district is \$2,249,521 more than the funding estimates in the 2019-20 Annual Budget. The major differences between the two estimates are as follows:

2019-20 Operating Revenue	
Annual Operating Grant Estimate	\$ 84,891,868
Enrolment Changes	1,845,371
Salary Differential Funding	396,410
Summer Learning	7,740
Amended Annual Operating Grant	<u>\$ 87,141,389</u>
Net Additional Operating Grant	<u>\$ 2,249,521</u>

The increase in the Ministry of Education revenue of \$2,249,521 is mainly due to:

- Actual student enrolment in September was higher than projected for school age, aboriginal education, and students with special needs (see details in table below).
- The Salary Differential funding for School District No. 71 has increased due to a higher than anticipated average educator salary variance from the provincial educator salary (from \$1,126 to \$1,871 per educator).

Enrolment Changes

Actual student enrolment was greater than projected for school age, aboriginal education, and students with special needs, resulting in \$1,845,371 additional funding.

Student Enrolment	2019-20 Amended Annual Operating Grant		2019-20 Annual Operating Grant		Variance	
	<u>Enrolment</u>	<u>Funding</u>	<u>Enrolment</u>	<u>Funding</u>	<u>Enrolment</u>	<u>Funding</u>
Standard Schools	7555.688	\$ 56,425,874	7363.000	\$ 54,986,884	192.688	\$ 1,438,990
Continuing Education	0.000	-	0.000	-	0.000	-
Alternate Schools	183.000	1,366,644	270.000	2,016,360	-87.000	(649,716)
Distributed Learning	813.188	4,960,444	755.000	4,605,500	58.188	354,944
Course Challenges	4.000	932	2.000	466	2.000	466
Home School	15.000	3,750	9.000	2,250	6.000	1,500
<i>Total School Age Enrolment</i>	<i>8551.875</i>	<i>62,757,644</i>	<i>8388.000</i>	<i>61,611,460</i>	<i>171.875</i>	<i>1,146,184</i>
English Language Learners	108.000	161,460	117.000	174,915	-9.000	(13,455)
Aboriginal Education	1367.000	1,982,150	1350.000	1,957,500	17.000	24,650
Special Needs						
Level 1	11.000	466,400	9.000	381,600	2.000	84,800
Level 2	342.000	6,908,400	317.000	6,403,400	25.000	505,000
Level 3	66.000	676,500	60.000	615,000	6.000	61,500
Adult Education	19.000	90,687	11.313	53,995	7.688	36,692
Total Enrolment Changes						<u>\$ 1,845,371</u>

Other Provincial Grants

Other provincial grants are estimated to increase by approximately \$428,066 due to:

- Funding for graduated adults
- An increase in the support staff benefits grant
- An increase in the carbon tax grant
- An additional Early Learning grant
- Labour Settlement funding

Tuition

Tuition is estimated to remain consistent with the annual budget. The decrease that is shown in the budget document is due to the auditor's requirements to net homestay expenses from the revenues.

Other Revenues

Other revenue is estimated to increase by \$82,000 due to recognition of fees paid for distributed learning courses for international students in the correct district account.

Rentals and Leases

There are no budgeted changes to rentals and leases revenue.

Investment Income

Investment income is generated due to district cash invested in the Province's Central Deposit Program. The budgeted decrease in investment income is due to the interest accurately reflected in the Local Capital Fund.

Additional information regarding Operating Revenues can be found in [Schedule 2 and 2A](#) in the attached Amended Annual Budget document.

Expenses

Salaries and Benefits

2019-20 Salaries and Benefits				
	Amended	Annual	Change	
Salaries				
Teachers	\$ 34,855,588	\$ 33,453,037	\$ 1,402,551	
Principals and Vice-Principals	5,113,767	5,015,562	98,205	
Educational Assistants	5,665,398	5,408,009	257,389	
Support Staff	8,239,656	7,849,810	389,846	
Other Professionals	2,877,843	2,703,150	174,693	
Substitutes	2,575,177	2,490,240	84,937	
Total Salaries	\$ 59,327,429	\$ 56,919,808	\$ 2,407,621	
Benefits	14,472,584	14,838,972	-366,388	
Total Salaries and Benefits	\$ 73,800,013	\$ 71,758,780	\$ 2,041,233	

Salaries - Teachers

The increase of \$1,402,551 is mainly due to:

- 9.6 FTE additional teachers
- Increase in the average teacher salary

Salaries – Principals/Vice-Principals

The increase of \$98,205 is mainly due to:

- Wage increase that was approved and applied for exempt staff, effective August 1, 2019

Salaries - Educational Assistants

The increase of \$257,389 is mainly due to:

- Support staff increases approved once CUPE contract was settled
- Addition of 10 additional Educational Assistant positions

Salaries – Support Staff

The increase of \$389,846 is mainly due to the following:

- Support staff increases approved once CUPE contract was settled
- Addition of Operations Administrative position
- Increase in custodial support due to increased enrolment

Salaries – Other Professionals

The increase of \$174,693 is mainly due to the following:

- Wage increase that was approved and applied for exempt staff, effective August 1, 2019
- Addition of Indigenous Education Coordinator position
- Succession planning for the Manager of Custodial Services

Substitutes

The increase of \$84,937 is mainly due to:

- Increase in the average teacher salary

Employee Benefits

A decrease of approximately \$366,388 is due to:

- Review of actual benefit costs for all employee groups over the last 3 years and adjusting the budget to more accurately reflect actual costs

Services and Supplies

2019-20 Services and Supplies					
	Amended		Annual		Change
Services	\$	2,792,207	\$	4,691,704	-\$ 1,899,497
Student Transportation		2,035,255		1,933,125	102,130
Professional Development/Travel		717,500		699,500	18,000
Dues and Fees		72,900		72,900	-
Insurance		202,300		201,800	500
Supplies		5,881,328		5,086,555	794,773
Utilities		1,931,000		1,927,000	4,000
Total Services and Supplies	\$	13,632,490	\$	14,612,584	-\$ 980,094

The overall budgeted decrease in services and supplies expenditures of \$980,094 is due to:

Services – the decrease is mainly due to homestay expenses in the international program being netted against the homestay revenues in the current year – per auditors instructions.

Student Transportation – the increase is mainly due to the annual increase in the busing contract, which was not budgeted for in the annual budget.

Professional Development and Travel – the increase is not significant.

Dues and Fees – no change.

Insurance – the increase is not significant.

Supplies – the increase is mainly due to increased funding from adjusted enrolment and the appropriation of prior year surplus.

Utilities – the increase is not significant.

Additional information regarding Operating Expenditures can be found in *Schedule 2B and 2C* in the attached Amended Annual Budget document.

ACCUMULATED OPERATING SURPLUS

The Budgeted Accumulated Operating Surplus at the end of the year is \$1,688,656. The entire surplus of \$1,688,656 is restricted (Board Reserve).

Additional information regarding Accumulated Operating Surplus can be found in *Schedule 1* in the attached Amended Annual Budget document.

SPECIAL PURPOSE FUNDS

Special Purpose Funds include funds received from the Ministry of Education or other sources that have been designated for specific purposes.

Special Purpose Funds include School Generated Funds, Annual Facilities Grant, Learning Improvement Fund, Strong Start, Ready, Set, Learn, OLEP, Scholarships and Bursaries, , Community Link, First Nation Student Transportation, Mental Health in Schools, Changing Results for Young Children, Professional Development, CVCF Student Travel, and the Classroom Enhancement Fund.

2019-20 Special Purpose Funds Budget			
	Amended	Preliminary	Change
Revenue	\$ 13,872,705	\$ 12,567,283	\$ 1,305,422
Expenses	(13,872,705)	(12,567,283)	(1,305,422)
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Overall, the increase in revenue of \$1,305,422 is mainly due to:

- An increase in the Classroom Enhancement Fund – Staffing fund:
 - 7.0 FTE additional teachers
 - \$300,000 substitute costs
 - \$88,830 remedies
- Additional grants received:
 - First Nations Student Transportation - \$1,904
 - Mental Health in Schools - \$28,500
 - Changing Results for Young Children - \$6,000
 - CVCF Student Travel - \$25,777

The corresponding increase in expenditures of \$1,305,422 relates to teacher staffing and expenditures related to the additional grants received.

Additional information regarding Special Purpose Funds can be found in **Schedule 3 and 3A** in the attached Amended Annual Budget document.

CAPITAL FUNDS

The capital fund is made up of Invested in Tangible Capital Assets and Local Capital surplus. The overall change in the fund balance is due to the following:

- An increase in the budgeted amortization of deferred capital revenue of \$25,154
- Recognition of investment income of approximately \$70,000
- An increase in the budgeted amortization of tangible capital assets of \$201,593
- Capitalization of tangible capital assets in the operating fund
- A transfer of \$3,140,372 from operating fund to local capital to align with the 2018-19 Board Surplus spending plan

Additional information regarding Capital Funds can be found in **Schedule 4** in the attached Amended Annual Budget document.

RECOMMENDATION

THAT the Board of Education of School District No. 71 (Comox Valley) pass three readings to approve and adopt the 2019-20 Amended Annual Budget Bylaw as presented.

Amended Annual Budget

School District No. 71 (Comox Valley)

June 30, 2020

School District No. 71 (Comox Valley)

June 30, 2020

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$108,585,860 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE _____ DAY OF _____, 2020;

READ A SECOND TIME THE _____ DAY OF _____, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2020;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the _____ DAY OF _____, 2020.

Secretary Treasurer

School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	8,900,125	8,734,000
Adult	34,000	26,313
Total Ministry Operating Grant Funded FTE's	8,934,125	8,760,313
Revenues	\$	\$
Provincial Grants		
Ministry of Education	95,993,796	92,046,564
Tuition	2,770,000	4,670,000
Other Revenue	3,329,860	3,212,083
Rentals and Leases	150,000	150,000
Investment Income	445,000	420,000
Amortization of Deferred Capital Revenue	4,103,595	4,078,441
Total Revenue	106,792,251	104,577,088
Expenses		
Instruction	84,657,750	82,736,394
District Administration	3,763,973	3,768,950
Operations and Maintenance	16,327,401	15,778,167
Transportation and Housing	2,051,280	1,948,739
Debt Services	456	456
Total Expense	106,800,860	104,232,706
Net Revenue (Expense)	(8,609)	344,382
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,641,924	
Budgeted Surplus (Deficit), for the year	3,633,315	344,382
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	3,633,315	344,382
Budgeted Surplus (Deficit), for the year	3,633,315	344,382

School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	87,432,503	86,371,364
Operating - Tangible Capital Assets Purchased	255,000	
Special Purpose Funds - Total Expense	13,872,705	12,567,283
Capital Fund - Total Expense	5,495,652	5,294,059
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,530,000	1,235,000
Total Budget Bylaw Amount	108,585,860	105,467,706

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

School District No. 71 (Comox Valley)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(8,609)	344,382
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(255,000)	
From Local Capital	(1,530,000)	(1,235,000)
From Deferred Capital Revenue	(4,506,646)	(7,325,646)
Total Acquisition of Tangible Capital Assets	(6,291,646)	(8,560,646)
Amortization of Tangible Capital Assets	5,495,196	5,293,603
Total Effect of change in Tangible Capital Assets	(796,450)	(3,267,043)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(805,059)	(2,922,661)

School District No. 71 (Comox Valley)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,330,580		34,774,812	40,105,392
Changes for the year				
Net Revenue (Expense) for the year	1,313,448		(1,322,057)	(8,609)
Interfund Transfers				
Tangible Capital Assets Purchased	(255,000)		255,000	-
Local Capital	(4,700,372)		4,700,372	-
Net Changes for the year	(3,641,924)	-	3,633,315	(8,609)
Budgeted Accumulated Surplus (Deficit), end of year	1,688,656	-	38,408,127	40,096,783

School District No. 71 (Comox Valley)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2020

Schedule 2

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	84,891,868	82,214,281
Tuition	2,770,000	4,670,000
Other Revenue	559,083	477,083
Rentals and Leases	150,000	150,000
Investment Income	375,000	420,000
Total Revenue	88,745,951	87,931,364
Expenses		
Instruction	71,135,473	70,519,539
District Administration	3,763,973	3,768,950
Operations and Maintenance	10,481,777	10,134,136
Transportation and Housing	2,051,280	1,948,739
Total Expense	87,432,503	86,371,364
Net Revenue (Expense)	1,313,448	1,560,000
Budgeted Prior Year Surplus Appropriation	3,641,924	-
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(255,000)	-
Local Capital	(4,700,372)	(1,560,000)
Total Net Transfers	(4,955,372)	(1,560,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	82,876,217	80,626,696
ISC/LEA Recovery	(129,083)	(129,083)
Other Ministry of Education Grants		
Pay Equity	451,831	451,831
Funding for Graduated Adults	112,762	92,160
Transportation Supplement	421,375	421,375
Carbon Tax Grant	60,000	55,000
Employer Health Tax Grant	611,726	611,726
Support Staff Benefits Grant	77,661	63,112
FSA Marking	18,964	18,964
Early Learning Grant	32,677	-
Labour Settlement Funding	357,738	-
Miscellaneous	-	2,500
Total Provincial Grants - Ministry of Education	84,891,868	82,214,281
Tuition		
International and Out of Province Students	2,770,000	4,670,000
Total Tuition	2,770,000	4,670,000
Other Revenues		
Funding from First Nations	129,083	129,083
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Other Miscellaneous	310,000	228,000
Total Other Revenue	559,083	477,083
Rentals and Leases	150,000	150,000
Investment Income	375,000	420,000
Total Operating Revenue	88,745,951	87,931,364

School District No. 71 (Comox Valley)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Salaries		
Teachers	34,855,588	33,453,037
Principals and Vice Principals	5,113,767	5,015,562
Educational Assistants	5,665,398	5,408,009
Support Staff	8,239,656	7,849,810
Other Professionals	2,877,843	2,703,150
Substitutes	2,575,177	2,490,240
Total Salaries	59,327,429	56,919,808
Employee Benefits	14,472,584	14,838,972
Total Salaries and Benefits	73,800,013	71,758,780
Services and Supplies		
Services	2,792,207	4,691,704
Student Transportation	2,035,255	1,933,125
Professional Development and Travel	717,500	699,500
Dues and Fees	72,900	72,900
Insurance	202,300	201,800
Supplies	5,881,328	5,086,555
Utilities	1,931,000	1,927,000
Total Services and Supplies	13,632,490	14,612,584
Total Operating Expense	87,432,503	86,371,364

School District No. 71 (Comox Valley)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	27,574,288	891,392		60,000		1,984,177	30,509,857
1.03 Career Programs	487,500		172,243				659,743
1.07 Library Services	234,000			712,781			946,781
1.08 Counselling	1,368,900					5,000	1,373,900
1.10 Special Education	3,903,900	120,552	4,568,428	71,130	175,502	325,000	9,164,512
1.30 English Language Learning	136,500						136,500
1.31 Indigenous Education	234,000	132,691	858,107	36,749	61,005	26,000	1,348,552
1.41 School Administration		3,718,548		1,669,767		30,000	5,418,315
1.62 International and Out of Province Students	916,500	250,584		135,153	212,920	5,000	1,520,157
1.64 Other			66,620	97,159			163,779
Total Function 1	34,855,588	5,113,767	5,665,398	2,782,739	449,427	2,375,177	51,242,096
4 District Administration							
4.11 Educational Administration					793,672		793,672
4.40 School District Governance					181,006		181,006
4.41 Business Administration				386,092	922,636		1,308,728
Total Function 4	-	-	-	386,092	1,897,314	-	2,283,406
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					518,020		518,020
5.50 Maintenance Operations				4,576,001		200,000	4,776,001
5.52 Maintenance of Grounds				494,824			494,824
5.56 Utilities							-
Total Function 5	-	-	-	5,070,825	518,020	200,000	5,788,845
7 Transportation and Housing							
7.41 Transportation and Housing Administration					13,082		13,082
7.70 Student Transportation							-
Total Function 7	-	-	-	-	13,082	-	13,082
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	34,855,588	5,113,767	5,665,398	8,239,656	2,877,843	2,575,177	59,327,429

School District No. 71 (Comox Valley)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	30,509,857	7,612,292	38,122,149	4,713,172	42,835,321	41,297,760
1.03 Career Programs	659,743	168,088	827,831	340,845	1,168,676	957,104
1.07 Library Services	946,781	232,061	1,178,842	378,173	1,557,015	1,532,411
1.08 Counselling	1,373,900	355,914	1,729,814	500	1,730,314	1,695,592
1.10 Special Education	9,164,512	2,208,782	11,373,294	206,440	11,579,734	11,132,685
1.30 English Language Learning	136,500	35,490	171,990	1,000	172,990	169,528
1.31 Indigenous Education	1,348,552	320,514	1,669,066	313,083	1,982,149	1,957,499
1.41 School Administration	5,418,315	1,274,603	6,692,918	639,700	7,332,618	7,109,411
1.62 International and Out of Province Students	1,520,157	377,521	1,897,678	522,392	2,420,070	4,300,849
1.64 Other	163,779	39,307	203,086	153,500	356,586	366,700
Total Function 1	51,242,096	12,624,572	63,866,668	7,268,805	71,135,473	70,519,539
4 District Administration						
4.11 Educational Administration	793,672	178,576	972,248	78,600	1,050,848	1,041,032
4.40 School District Governance	181,006	40,726	221,732	131,850	353,582	407,340
4.41 Business Administration	1,308,728	298,815	1,607,543	752,000	2,359,543	2,320,578
Total Function 4	2,283,406	518,117	2,801,523	962,450	3,763,973	3,768,950
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	518,020	116,554	634,574	385,100	1,019,674	944,404
5.50 Maintenance Operations	4,776,001	1,099,840	5,875,841	904,880	6,780,721	6,614,555
5.52 Maintenance of Grounds	494,824	110,558	605,382	145,000	750,382	648,177
5.56 Utilities	-	-	-	1,931,000	1,931,000	1,927,000
Total Function 5	5,788,845	1,326,952	7,115,797	3,365,980	10,481,777	10,134,136
7 Transportation and Housing						
7.41 Transportation and Housing Administration	13,082	2,943	16,025	7,000	23,025	22,614
7.70 Student Transportation	-	-	-	2,028,255	2,028,255	1,926,125
Total Function 7	13,082	2,943	16,025	2,035,255	2,051,280	1,948,739
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	59,327,429	14,472,584	73,800,013	13,632,490	87,432,503	86,371,364

School District No. 71 (Comox Valley)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	11,101,928	9,832,283
Other Revenue	2,770,777	2,735,000
Total Revenue	13,872,705	12,567,283
Expenses		
Instruction	13,522,277	12,216,855
Operations and Maintenance	350,428	350,428
Total Expense	13,872,705	12,567,283
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			776,069	700,947					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	350,428	302,555			160,000	39,200	195,945	604,563	1,650,966
Other			40,000	2,600,000					
Investment Income			17,000						
	350,428	302,555	57,000	2,600,000	160,000	39,200	195,945	604,563	1,650,966
Less: Allocated to Revenue	350,428	302,555	60,000	2,600,000	160,000	39,200	195,945	604,563	1,650,966
Deferred Revenue, end of year	-	-	773,069	700,947	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	350,428	302,555			160,000	39,200	195,945	604,563	1,650,966
Other Revenue			60,000	2,600,000					
	350,428	302,555	60,000	2,600,000	160,000	39,200	195,945	604,563	1,650,966
Expenses									
Salaries									
Teachers									
Principals and Vice Principals							22,860		274,320
Educational Assistants		223,891			118,400		22,380	300,000	630,300
Support Staff									129,000
Substitutes									290,000
	-	223,891	-	-	118,400	-	45,240	300,000	1,323,620
Employee Benefits		78,664			41,600		11,310	75,000	310,000
Services and Supplies	350,428		60,000	2,600,000		39,200	139,395	229,563	17,346
	350,428	302,555	60,000	2,600,000	160,000	39,200	195,945	604,563	1,650,966
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

Schedule 3A

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year						95,769		1,572,785
Add: Restricted Grants								
Provincial Grants - Ministry of Education	7,673,037	88,830	1,904	28,500	6,000			11,101,928
Other						59,726	25,777	2,725,503
Investment Income							300	17,300
	7,673,037	88,830	1,904	28,500	6,000	59,726	26,077	13,844,731
Less: Allocated to Revenue	7,673,037	88,830	1,904	28,500	6,000	85,000	25,777	13,872,705
Deferred Revenue, end of year	-	-	-	-	-	70,495	300	1,544,811
Revenues								
Provincial Grants - Ministry of Education	7,673,037	88,830	1,904	28,500	6,000			11,101,928
Other Revenue						85,000	25,777	2,770,777
	7,673,037	88,830	1,904	28,500	6,000	85,000	25,777	13,872,705
Expenses								
Salaries								
Teachers	5,838,430	60,000						5,898,430
Principals and Vice Principals								297,180
Educational Assistants								1,294,971
Support Staff								129,000
Substitutes	300,000							590,000
	6,138,430	60,000	-	-	-	-	-	8,209,581
Employee Benefits	1,534,607	18,830						2,070,011
Services and Supplies		10,000	1,904	28,500	6,000	85,000	25,777	3,593,113
	7,673,037	88,830	1,904	28,500	6,000	85,000	25,777	13,872,705
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		70,000	70,000	
Amortization of Deferred Capital Revenue	4,103,595		4,103,595	4,078,441
Total Revenue	4,103,595	70,000	4,173,595	4,078,441
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	5,495,196		5,495,196	5,293,603
Debt Services				
Capital Lease Interest		456	456	456
Total Expense	5,495,196	456	5,495,652	5,294,059
Net Revenue (Expense)	(1,391,601)	69,544	(1,322,057)	(1,215,618)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	255,000		255,000	
Local Capital		4,700,372	4,700,372	1,560,000
Total Net Transfers	255,000	4,700,372	4,955,372	1,560,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,530,000	(1,530,000)	-	
Principal Payment				
Capital Lease	22,101	(22,101)	-	
Total Other Adjustments to Fund Balances	1,552,101	(1,552,101)	-	
Budgeted Surplus (Deficit), for the year	415,500	3,217,815	3,633,315	344,382

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - January 31st

CAPITAL FUND		BUDGET	EXPENDITURES to January 31st	Variance \$	Variance %
Capital Assets	Local Capital	5,599,138	1,236,236	4,362,902	22%
	Bylaw Capital	36,249,567	9,310,365	26,939,202	26%

LOCAL CAPITAL		BUDGET	EXPENDITURES to January 31st	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution		1,000,000		1,000,000	0%	
Lake Trail Playground Equipment		15,289	10,566	4,723	69%	Installation to be completed, landscaping to be completed
Portables		650,000	519,711	130,289	80%	Purchased
Vehicle/Fleet Replacement		60,000		60,000	0%	Ongoing replacements
Extra Curricular Van		109,127	109,127	0	100%	Purchased
Photocopier Fleet Replacement		50,000	42,722	7,278	85%	Ongoing replacements
Printer Fleet Replacement		35,000	6,771	28,229	19%	Ongoing replacements
Trades Equipment		94,703	42,187	52,516	45%	Ongoing replacements
Custodial Equipment		15,000	11,641	3,359	78%	Ongoing replacements
21st Century Learning Equipment Initiatives		100,000	42,444	57,556	42%	
Land Swap - Prepaid Rent		265,000		265,000	0%	Reserve
Land Swap - Proceeds		600,000		600,000	0%	Reserve
Board Office Reno		765,598		765,598	0%	Reserve
Future Information Technology		1,405,724	429,227	976,497	31%	Reserve
ST Contingency Reserve Fund		433,697	21,840	411,857	5%	Reserve
TOTALS		\$ 5,599,138	\$ 1,236,236	\$ 4,362,902		

BYLAW CAPITAL PROJECTS		BUDGET	EXPENDITURES to January 31st	Variance \$	Variance %	Notes
Annual Facilities Grant		1,372,146	1,372,146	0	100%	Complete
Lake Trail Seismic Upgrade		24,597,381	2,992,269	21,605,112	12%	Ongoing
Hornby Island Elementary Fire		2,000,000	3,131,252	-1,131,252	157%	Overspend to be recovered in school replacement funding from Ministry
Hornby Island Replacement		5,799,020	39,356	5,759,664	1%	Ongoing
Airport Elementary Playground Equipment		105,000	87,259	17,741	83%	2019/20 Annual Capital Playground Equipment Funding Agreement
Highland Boiler Replacement		158,000	252,425	-94,425	160%	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$21,546
Mark Isfeld Boiler/Mechanical Upgrades		540,000	628,492	-88,492	116%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Flooring Upgrades		203,500	208,901	-5,401	103%	2019/20 Annual Capital Programs Funding Agreement
Cumberland Community School Mechanical Upgrades		482,000	233,572	248,428	48%	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$21,546
Ecole Puntledge Elementary Boiler Replacement		0	303,074	-303,074	-	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$14,364
Denman Preschool		992,520	61,621	930,899	6%	Ongoing
TOTALS		\$ 36,249,567	\$ 9,310,365	\$ 26,939,202		



February 7, 2020

Ref: 217946

Dear Board Chairs, Superintendents and Secretary-Treasurers:

I would like to thank you, your Boards of Education and your school district staff for contributing to the K-12 Funding Model Review over the past two years. In response to many years of feedback from education partners that the current funding allocation system is not working, I made a commitment in October 2017 to review the K-12 public funding model through an Independent Review Panel (the Panel), which had not been done since 2002.

The Panel's report was published in December 2018 and I decided that we needed time to reflect on their recommendations and work collaboratively with our partners, including 60 school district leadership teams, Indigenous rightsholders, parents, stakeholders and advocacy groups, on establishing the way forward.

As you know, I formed four Working Groups (Inclusive Education, Online Learning, Financial Management and Adult and Continuing Education) in spring 2019 and these Working Groups presented their [reports](#) to me at the end of September. Since then, I have taken the time to consider their feedback with my colleagues across Government. Following that process I am pleased to confirm our path forward to foster the equity of educational opportunities for all students across the province.

The Ministry will move to implement the recommendations put forth by the Panel through a two-phased approach. Changes for the 2020/21 school year include starting to implement 12 of the 22 recommendations (specifically recommendations 2, 3, 12, 13, 14, 15, 16, 17, 19, 20, 21 and 22). These include the new supplement to recognize vulnerable students, strengthening targeted funding policies for Indigenous students and accountability improvements. More information about these recommendations can be found in the Panel's final report.

We will ensure that Indigenous learners continue to benefit from targeted funding for culturally-appropriate supports and services, with added accountability to ensure their parents and communities are equal partners in determining how this money is spent. I have also asked Ministry staff to look at options for ensuring that children in care and vulnerable students in our communities are more accurately recognized in the funding model and I look forward to sharing more news on this development in the coming weeks.

.../2

I clearly heard from the Working Groups that some recommendations would be relatively straightforward to implement, while others – like how we fund inclusive education or online learning – would require more policy work be done to make sure no student falls through the cracks. With this advice in mind, the Ministry will take the important first step of updating and strengthening program policies and procedures associated with the remaining 10 recommendations prior to considering making further changes to the funding model. Throughout this process we will continue to engage with our partners—including parents, teachers, support staff, Indigenous rightsholders and advocacy groups to ensure any future changes are based on strategies that will benefit students.

Specifically, I have asked Ministry staff to work with partners in three policy areas of inclusive education, career education and online learning. These changes will ensure every student has consistent access to the same quality of education across the province and are well prepared for life after K-12. Consideration of any other potential changes in the future will only take place once the necessary policy amendments have occurred.

In addition, I have asked Ministry staff to continue to explore opportunities to improve equity within the geographic supplement to ensure the unique costs of running schools in all districts across the province are recognized.

With more than 350 partners and stakeholders in all 60 school districts involved in this review, the level of collaboration with the K-12 sector has been unprecedented. British Columbia has a great education system and collectively we will continue to strive towards further equity in public education funding and make changes to the system to enhance the outcomes for all learners. As we advance our work to improve the education system, we value your support as we take steps toward establishing a more equitable and accountable funding allocation system for all learners. Nothing is more important than ensuring each-and-every child is supported to reach their full potential in their K-12 years.

A news release will follow shortly with this and other information.

Again, thank you for your continued engagement and support.

Sincerely,

Rob Fleming
Minister

POLICY COMMITTEE
Board Report

Date: Wednesday, February 12, 2020
Time: 1:00 – 2:30 pm
Venue: School Board Office

Committee Members:

Michelle Waite: Chairperson
Janice Caton: Trustee
Kat Hawksby: Trustee
Tom Demeo, Superintendent

Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Items for Discussion

1. Completed Administrative Procedure 255 – Animals on District Property and Administrative Procedure 255-A – Assistance Dogs

Will be presented at the next Board Meeting as information only

2. Completed discussion on Policy 21 – Community Education and Community School. No further action required
3. Update was given on requirements for seatbelts in school buses

Verbal updated will be given at the next Board Meeting

4. Continued discussion on Administrative Procedure 170 – Non-Discrimination
5. Updated on Policy 12 – Superintendent Evaluation
6. Updated on Administrative Procedures Section 1-5 – updating links

B. Future Meeting/Agenda Items

1. Next Meeting – April 14th, 2020 1:00 – 2:00 pm

C. Adjournment

Meeting was adjourned at 1:53 pm

ANIMALS ON DISTRICT PROPERTY

Background

The District strives to ensure the health and safety of students, staff, and others on District property. Further, the District recognizes that there are valid instructional and/or therapeutic reasons for animals to be on District property. This Administrative Procedure speaks to balance these interests.

Procedures

1. To support the health and safety of students, staff, parents and others on District property, animals are not permitted on District property without the prior, written permission of the Superintendent or designate. This general prohibition includes, but is not limited to, dogs, cats, birds and potentially dangerous exotic animals.
2. The above notwithstanding, animals are permitted to be on District property to support prescribed learning outcomes and/or for therapeutic purposes, again, with the prior written approval of the Superintendent or designate. Animals which may be permitted on District property include but may not be limited to the following:
 - 2.1 Trained service or guide dogs brought by a person with a disability,
 - 2.2 Police dogs under the control of a police officer,
 - 2.3 Well-mannered pets brought for short visits during a day for instructional purposes such as “show and tell” or for a demonstration at a school assembly, and
 - 2.4 Small animals kept in the classroom or school under the supervision and care of a teacher. The teacher shall have a definite instructional purpose for maintaining these animals in the classroom.
3. Small animals maintained in the classrooms or school shall be kept confined in a cage or an aquarium and shall not include larger animals such as dogs or cats.
4. Prior to bringing any animal onto District property, the teacher shall ensure that no children with allergies or who are fearful of the animal will be adversely affected.
5. Animals brought into the school for instructional or therapeutic purposes shall meet the criteria for Assistance Dogs as described in Administrative Procedure 255A.
6. While at the school, the animals shall be safely cared for and treated humanely.
7. A plan shall be in place to care for the animal when school is not in session and when the unit of study is completed.

8. The Superintendent may withdraw permission for the animal to be at school or on school grounds at any time if animal hygiene, animal welfare, student safety, or staff safety becomes an issue.
9. All risks associated with animals in schools resides with the pet owner.
10. Any injury or damage the pet causes is the responsibility of the owner.
11. Pet owners/staff are required to carry a minimum \$2,000,000 million 3rd party liability insurance that covers the possibility of injures or property damage prior to bringing an animal to work.
12. Animals shall not be allowed to roam freely within the school or district facility setting.
13. Animals shall not be left in schools or other district facilities during holiday periods.
14. Animals shall be housed in suitable sanitary self-contained enclosures appropriate to the size of the animal.
15. Teachers or other designated staff will be responsible for ensuring that all animal enclosures are kept in acceptable sanitary conditions.
16. All refuse or waste pertaining to classroom animals shall be removed using gloves; double plastic bagged and placed in the appropriate receptacle (NB: it must not be left in the room overnight.)

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act

Adopted: June 25, 2019

Revised: January 28, 2020

ASSISTANCE DOGS

Assistance dogs are trained to assist children and adults with their daily living activities and provide physical safety and emotional support. Use of an assistance dog by a student with special needs, in school or on School District No. 71 (Comox Valley) property, may be approved when it has been determined that it helps develop independence or when the student requires such use in order to have equal access to services, programs or activities offered by the school, and when they school district's criteria have been met to the satisfaction of the Comox Valley Board of Education.

1. Definition

As used in this policy & regulations, assistance dogs include:

- 1.1. "Autism Support Dogs" are dogs trained as assistants for persons with autism.
- 1.2. "Hearing Dogs" are dogs that alert individuals who are deaf or hard of hearing to specific sounds.
- 1.3. "Seizure Response Dogs" are dogs trained to provide emergency response for individuals with epilepsy.
- 1.4. "Service Dogs" (as defined in the BC Guide Dog and Service Dog Act) are dogs trained to assist individuals who utilize a wheelchair.
- 1.5. "Guide Dogs" (as defined in the BC Guide Dogs and Service Dog Act) are dogs trained as a guide for a blind or visually impaired person.

2. Criteria

- 2.1. A student may be eligible to receive the support of an assistance dog if the student has a low incidence special need (e.g., Chronic Health Condition, Visual/Hearing Impairment, Autism Spectrum Disorder), as defined by the British Columbia Ministry of Education.
- 2.2. The assistance dog must be trained and certified by a training school accredited by either or both the International Guide Dog Federation (IGDF) or Assistance Dogs International (ADI) or certified by the Justice Institute of British Columbia. In any and all cases the dog/team should be able to present the British Columbia Guide Dog and Assistance Dog Provincial ID Card.

- 2.3. The introduction of the assistance dog to the school community must not create barriers to other students' learning.

3. Application

Prior to the admittance of an "Assistance Dog" to the school, parents must:

- 3.1. Provide a letter to the school district requesting assistance dog admittance. The letter must outline the benefits of having an assistance dog attend school with their child and include their plan for the care and supervision of the assistance dog while at school.
- 3.2. Provide a copy of the letter of recommendation from an appropriate professional confirming the diagnosis of the recognized special need, including a recommendation for the use of an assistance dog.
- 3.3. Provide a Certificate of Training for the assistance dog and the handler from the appropriate agency.
- 3.4. Agree to pay for any additional costs incurred by the school district and/or school related to the assistance dog (e.g., appropriate training for school district staff members, bus and/or classroom modifications).
- 3.5. Arrange for the personal care and physical needs of the assistance dog, including at least one bio-break procedure per day and providing appropriate bedding (e.g., bed or blanket) and water bowl.
- 3.6. Develop an alternative dog handler for instances when the primary dog handler is absent.
- 3.7. Accept responsibility for the actions of the assistance dog by signing a school district release of liability.
- 3.8. Annually, provide the school district with proof of the municipal dog license, proof of annual re-certification from the appropriate agency and proof of up-to-date vaccinations provided by a Doctor of Veterinary Medicine confirming that the assistance dog is in good health.

4. School District/School Responsibilities

- 4.1. Ensure that the use of an assistance dog is consistent with the needs or recommendations of the student's Individual Education Plan (IEP).
 - a) School community (staff and parents minimum) consultation.
 - b) Assessment of all information and decision notification to family.
- 4.2. Arrange a case conference with parents/guardians, the dog handler, classroom teacher(s), appropriate student support staff, a representative from the appropriate agency, the student (when appropriate), other consultants if necessary, and the District Principal of Student Services to discuss:

- a) The purpose and function of the assistance dog.
- b) The role/duties of the assistance dog handler.
- c) The personal care and physical needs of the assistance dog including:
 - The safest and most environmentally sounds place for the assistance dog to relieve itself.
 - Removal and disposal of animal waste.
 - Provision of a suitable container for waste, and
 - Considerations for seasonal changes and inclement weather.
- d) Classroom considerations such as seating arrangements.
- e) Any necessary changes in routine and procedure and program changes.
- f) Arrangement for the assistance dog to visit the school without students present in order to familiarize it with the school site prior to commencement of services.
- g) A transition plan for the assistance dog and the student.
- h) A timetable for the introduction of the assistance dog to the school and class and for the training of the student's school team (Principal, Teacher(s), Education Assistant(s), etc.)
- i) Rules of conduct around the assistance dog for students, staff and the public; and
- j) Disseminating and regulating such rules.

5. Familiarization within the School Community

Arrange for demonstrations from the appropriate agency or another certified assistance dog organization for the student body, staff and the community as required to provide education and awareness of assistance dogs in schools.

6. Emergency Procedures

Revise emergency procedure as required to include the assistance dog, such as evacuations, and notify the fire department regarding the existence of the assistance dog.

7. Removing or Excluding Assistant Dogs from School

The school district may remove or exclude from school facilities or property any assistance dog for reasons it deems appropriate.

- 7.1. The assistance dog poses a direct threat to the health or safety of the employee or student or others at school, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school or a school event. Examples of such include, but are not limited to:
- a) The assistance dog does not urinate or defecate in appropriate/designated locations.
 - b) The assistance dog vocalizes unnecessarily (e.g., barking, growling or whining).
 - c) The assistance dog show aggression towards people or other animals.
 - d) The assistance dog solicits or steals food or other items from the student body or school personnel.
 - e) The assistance dog is unable to perform reliably the service for which it has been approved.
 - f) The assistance dog is not under the full control of the student with the disability or the designated employee.
 - g) The assistance dog is a public health threat as a result of being infested with parasites or having a communicable disease of the skin, mouth or eyes.
 - h) The assistance dog is unclean and unsanitary.
 - i) The assistance dog's presence significantly impairs the learning of students.
 - j) The student, or the student's parents fail to provide or maintain current documentation required by these regulations; and
 - k) The student, or the student's parents fail to abide by any additional conditions of the terms of an Individual Education Plan regarding their assistance dog.

8. Transportation of the Assistance Dog

When approving an assistance dog for a student with a disability at school, the district may need to provide directions for transporting the student and the assistance dog.

8.1. Familiarization with Student First

- a) The driver and, if applicable, the bus assistant should meet with the assistance dog's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation.
- b) The assistance dog's owner should provide an orientation to students riding the bus with the assistance dog regarding the dog's functions and how students should interact with the animal; and

c) The assistance dog should practice the bus evacuation drills with the student.

8.2. Loading/Unloading

The assistance dog should board the bus by the steps, not on a lift.

8.3. Seating Location

The assistance dog should be positioned on the floor, at the student's feet.

8.4. Cessation of Transportation

a) Situations that would cause cessation of transportation of the service animal include:

- i. The assistance dog's behavior poses a direct threat to the health or safety of others.
- ii. The assistance dog urinates or defecates on the bus.
- iii. The assistance dog does not remain in the designated area.

b) If transportation is suspended due to any of the above reasons, transportation may be reinstated after additional training or medical issues are resolved. Parents should be informed of these consequences prior to the first day of transportation.

c) Although transportation may be suspended for the assistance dog, the school district maintains the responsibility of transporting the student.

9. Restrictions for Assistance Dog

The school district imposes some restrictions on assistance dogs for safety reasons. Assistance dogs may be excluded from or have limited access to certain areas of school facilities or certain programs for safety reasons. Areas or programs that may be considered off-limits for assistance dogs include, but are not limited to:

- 9.1. Laboratories, mechanical rooms, custodial closets, food preparations areas, areas where protective clothing is necessary, areas which have exposed sharp metal cutting or other sharp objects which may pose a threat to the assistance dog's safety, areas with high levels of dust, and areas where there is moving machinery.
- 9.2. The determination to restrict the access of an assistance dog to specific programs or areas of that school facility will be on a case-by-case basis.

10. Conflict Resolution

Employees, students/parents of a student with medical issues that are impacted by dogs (such as respiratory diseases) should contact the school principal if they have a concern about exposure to an assistance dog. The employee, student/parent of a student will be asked to provide medical documentation that identifies the disability and the need for an accommodation. The school principal, in collaboration with the Director of Instruction – Student Support, and if necessary, a representative from the accredited organization,

will facilitate a process to resolve the conflict that considers the needs/accommodations of all persons involved.

11. Notice of Appeal

Any student/parent of a student with an assistance dog who is aggrieved by the school principal's decision to remove, impose restrictions on or exclude an assistance dog may appeal that decision to their area Superintendent. That appeal must be in writing and provide detailed information regarding the basis of the appeal.

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act

Adopted:

Revised:

BRIEFING NOTE

TO: Board of Education

DATE: February 25, 2020

FROM: Janice Caton, Trustee

RE: Motion – Review of Field Trip Administrative Procedure

Purpose

Field trips that are based upon educational programs and outcomes are an important part of providing an enriched educational experience for all students. However, today we are faced with a number of factors for evaluation when approving and considering trips that are outside of the district, province and country. There are social, economic and environmental factors that may have an impact on some of these trips, therefore a review of the Administrative Procedure on field trips needs to be conducted to reflect the educational value of each trip. Additionally, more discussion is necessary whenever possible, around considering trips closer to home.

Recommendation:

THAT the Superintendent conduct a review of the administrative procedure for school field trips with a focus on the following: social, economic and environmental impacts that these trips may have.

Respectfully submitted,

Janice Caton

Janice Caton
Trustee

BRIEFING NOTE

TO: Board of Education

FROM: Janice Caton, Trustee

RE: **Motion – Student Trustee**

DATE: February 25, 2020

Purpose

Student trustees are supported by the British Columbia School Trustees Association (BCSTA). Currently, there are many other school boards in this province that have student trustees. As we have supported the lowering of the voting age to 16, many of our students today are involved in political and educational awareness and participation.

Having a student trustee at the table would provide the Board of Education a positive and important perspective from students on the sum of issues and concerns that our students face today. When we discuss vital matters, that affect the educational, emotional and well-being of our students, having a student provide their thoughts would assist us, the board, in ensuring that we are making the best decisions for our students.

Student voice is important and matters. I believe that creating a process and appointment of a student trustee for the Board of Education for Comox Valley would show leadership and commitment from this Board, that we value and believe students do have an important role to play in their own educational journey.

Recommendation:

THAT the Board of Education develop a process that would create the position of a student trustee to the Board of Education.

Respectfully submitted,

Janice Caton

Janice Caton
Trustee

BRIEFING NOTE

TO: Board of Education

DATE: February 25, 2020

FROM: Janice Caton, Trustee

RE: Motion – District Student Advisory Committee

Purpose

As a Board, we recognize and support the value of parent engagement and participation. Along with our indigenous partners, we have proof that consistent engagement and building long term relationships brings great value to our program planning and delivery of services. However, the one group that is missing in this process are our students. Having their voice at the table is important. Our students today are more engaged, they are providing leadership in areas of environmental stewardship and mental health awareness and advocacy. They are not afraid to ask hard questions and provide solutions to problems they see needing change, such as the recent letter we received from a student around our outdated district dress code policy. As a Board, we would benefit from having a district student advisory council that would meet on a regular or semi-regular basis where they could discuss the issues and concerns that they have, along with providing the Board their thoughts on a number of our strategic goals such as mental health & wellbeing and environmental stewardship.

What do we really know about the issues that our students face today? Having students share their experiences and speak to issues that are of concern to them by way of supporting and providing a district student advisory council, builds on student leadership and provides a forum for continued dialogue and collaboration.

We need to be talking to our students, hearing from them, understanding their views and perspectives on not only on educational initiatives, but also how best to prepare them for the next step as they embark on their next journey, entering into an ever changing global world and economy. As trustees, student achievement is our goal, but how often do we actually talk to and engage with our students and ask what they think? How are we doing to ensure that their educational experience is working for them? A district student advisory committee would be that place to connect and have those conversations.

Recommendation:

THAT the Board of Education explore the creation of a district student advisory committee.

Respectfully submitted,

Janice Caton

Janice Caton
Trustee