

**REGULAR BOARD MEETING AGENDA**  
**Tuesday, October 22, 2019**  
**7:00pm**

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

<http://www.comoxvalleyschools.ca>

Alternately, copies are available on request from [Marlene.Leach@sd71.bc.ca](mailto:Marlene.Leach@sd71.bc.ca).

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

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**1. Call to Order**

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

**2. Adoption of Agenda**

**Recommendation:**

*THAT the Board of Education adopt the October 22, 2019 Regular Public Board Meeting Agenda as presented.*

**3. Board Meeting Minutes**

Pg.5

**Recommendation:**

*THAT the Board of Education adopt the September 24, 2019 Regular Public Board Meeting Minutes as presented.*

**4. Old Business**

None

**5. Report on In-Camera Meeting – Tuesday, October 22, 2019**

No meeting held in October.

6. **Board Chair's Report**

7. **Presentations / Delegations**

- A. **Comox Valley Social Planning Society (CVSPS)** – Bunny Shannon, President and Betty Tate, Vice President

8. **Education Committee Meeting – October 8, 2019**

Pg.11

- A. **Indigenous Education** - Tonia Frawley, Committee Chair

**Recommendation:**

*THAT the Board of Education receive this report as information.*

**Next Education Committee Meeting:**

**TOPIC:** Environmental Programs  
**DATE:** Tuesday, November 5, 2019  
**TIME:** 6:30 pm  
**LOCATION:** Huband Park Elementary

9. **Strategic Direction**

A. **Superintendent**

- i. **District News**
- ii. **Boundary Catchment Review Update**
- iii. **Student Engagement**

Pg.14

B. **Assistant Superintendent**

- i. **Enrolment Update**
- ii. **Sustainability Update**
- iii. **FSA Update** – Director of Instruction, Allan Douglas

C. **Secretary-Treasurer**

- i. **Briefing Note - Menstrual Products**
- ii. **Green House Gas Reduction Initiative** – Director of Operations, Ian Heselgrave

Pg.17

#### **D. Human Resources**

##### **i. Retirements and Recognition**

**Pg.18**

##### **Recommendation:**

*THAT the Board of Education receive this report as information.*

#### **10. Board Committee Reports**

##### **A. Finance Committee Board Report – Tuesday, October 15, 2019**

**Pg.19**

##### **Recommendation:**

*THAT the district contribution amounts to DPAC and the school PACs remain status quo, and that the district reviews the process for how the funds are communicated to the PACs.*

##### **Recommendation:**

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

##### **B. Facilities Committee Board Report**

No meeting held in October.

##### **C. Policy Committee Board Report – Monday, September 9<sup>th</sup>, 2019**

**Pg.30**

##### **Recommendation:**

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

#### **11. Board Business**

##### **A. Trustee Report: Indigenous Education Council (IEC) Meeting**

**Pg.32**

Kat Hawksby, Trustee (City of Courtenay)

##### **B. Trustee Report: Tribune Bay Outdoor Education Society**

**Pg.35**

Sheila McDonnell, Trustee (Area A - Baynes Sound, Hornby & Denman Islands)

##### **C. Trustee Report: Comox Valley Food Policy Council**

**Pg.36**

Sheila McDonnell, Trustee (Area A - Baynes Sound, Hornby & Denman Islands)

##### **D. Trustee Report: BCSTA Provincial Council Motions**

**Pg.37**

Ian Hargreaves, Trustee (Puntledge/Black Creek)

## 12. Board Correspondence

- A. Correspondence:** from **Board of Education of School District No. 71** to **Jiffy Lube** – Pg.43  
Contribution of Backpacks and School Supplies to School District No. 71  
Janice Caton, Board Chair
- B. Correspondence:** from **Board of Education of School District No. 71** to **Costco** – Pg.44  
Contribution of Backpacks and School Supplies to School District No. 71  
Janice Caton, Board Chair
- C. Correspondence:** from **Board of Education of School District No. 71** to **Kiwanis Club** Pg.45  
– Contribution of Backpacks and School Supplies to School District No. 71  
Janice Caton, Board Chair
- D. Correspondence:** from **Board of Education of School District No. 71** to **Staples** – Pg.46  
Contribution of Backpacks and School Supplies to School District No. 71  
Janice Caton, Board Chair
- E. Correspondence:** from **Comox Valley Social Planning Society (CVSPS)** – Invite to Pg.47  
Social Planning Workshop, November 7, 2019  
Janice Caton, Board Chair
- F. Correspondence:** from **Board of Education of School District No. 71** to **Honourable** Pg.48  
**Judy Darcy, Minister for Mental Health and Addictions** – A Pathway to Hope  
Program  
Janice Caton, Board Chair
- G. Correspondence:** from **Board of Education of School District No. 71** to **Honourable** Pg.49  
**Rob Fleming, Minister of Education** – A Pathway to Hope Program  
Janice Caton, Board Chair
- H. Correspondence:** from **Todd G. Stone, MLA Kamloops – South Thompson** – Youth Pg.50  
Vaping Rates  
Janice Caton, Board Chair
- I. Correspondence:** from **Jaylene Kuo, Mark R. Isfeld Secondary Student** – SD71 Pg.52  
School Dress Codes  
Janice Caton, Board Chair

### **Recommendation:**

*THAT the Board of Education refer this matter to Senior Management.*

## 13. Public Question Period

## 14. Adjournment



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, September 24, 2019**  
**7:00pm**

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**In Attendance:**

**Trustees**

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

**Staff**

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

**Regrets:** Michelle Waite, Trustee  
Ian Heselgrave, Director of Operations  
Lynda-Marie Handfield, Director of HR

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**1. Call to Order**

Chair Caton called the meeting to order at 7:00pm and acknowledged that the meeting is being held on the traditional territories of the K'omoks First Nation.

**2. Adoption of Agenda**

**Recommendation:**

*THAT the Board of Education adopt the September 24, 2019 Regular Public Board Meeting Agenda as presented.*

**CARRIED**

**3. Board Meeting Minutes**

**Recommendation:**

*THAT the Board of Education adopt the Board Meeting Minutes as provided: Regular Public Board Meeting Minutes, June 25, 2019.*

**CARRIED**

**4. Old Business**

None

**5. Report on In-Camera Meeting – Tuesday, September 24, 2019**

- Personnel
- Land
- Other

**6. Board Chair's Report**

Received for information.

Chair Caton requested that two letters be written on behalf of the board:

1. Letter of acknowledgement to Staples and Jiffy Lube for the backpacks and school supplies that were generously donated to School District No. 71.
2. Letter of acknowledgement to the Honorable Minister Fleming, Minister of Education, and Honorable Judy Darcy, Minister of Mental Health and Addictions, for selecting School District No. 71 to participate in the Pathways to Hope program.

**7. Presentations / Delegations**

**i. 2018-19 Financial Statements**

Candice Hilton, Director of Finance, provided an overview of the 2018-19 Audited Financial Statements.

**ii. 2018-19 Financial Statements Audit Opinion**

Lisa Moore, Office of the Auditor General of BC, provided an overview of the Audit Opinion on the 2018-19 Audited Financial Statements.

**iii. North Island College – Strategic Planning Priorities**

John Bowman, President, North Island College, presented the Strategic Planning process for the North Island College 2020-2025 Strategic Plan.

**8. Education Committee Meeting – September 10, 2019**

**i. Trustee/Senior Management Facilities Tour**

Tonia Frawley, Committee Chair, provided a verbal report on the Education Committee meeting on September 10, 2019.

**Recommendation:**

*THAT the Board of Education receive this report as information.*

**CARRIED**

**Next Education Committee Meeting:**

**TOPIC:** Indigenous Education  
**DATE:** Tuesday, October 08, 2019  
**TIME:** 6:30 pm  
**LOCATION:** Nala'atsi

## 9. Strategic Direction

### A. Superintendent

#### i. District News

##### Highlights:

- Terry Fox Foundation – School District No. 71 has raised a total of \$287,544 over the years.
- Global Climate Action Strike – Superintendent Demeo read the media release.
- Re-emergence of Professional Partnership Program – Collaborative Inquiry
- Boundary/Catchment review – consultations coming up.
- Pathways of Hope program announced – partnership between the Ministry of Education, Ministry of Mental Health and Addictions, and School District No. 71.
- Superintendent Demeo and Trustee Howe attended Village of Cumberland Town Hall meeting – discussed traffic safety concerns.
- Superintendent Demeo acknowledged Assistant Superintendent Manning and Mary Lee, Manager of Communications, for great work on update to Board Room.
- Superintendent Demeo acknowledged Senior Staff for having schools ready for September start-up.

### B. Assistant Superintendent

#### i. School Start Up/Enrolment Update

#### ii. Board/Authority Authorized Courses, Briefing Note

- Outdoor Leadership
- All About Money 12
- University Prep 12
- Criminology
- Global and Intercultural Studies 12 (GIS 12)
- Vanier Creative Collective 10
- Vanier Creative Collective 11
- Vanier Creative Collective 12

##### **Recommendation:**

*THAT the Board of Education approve the Board/Authority Authorized Courses as presented.*

**CARRIED**

### 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 Committee Reports**

**A. Audit Committee Board Report – Tuesday, September 17, 2019**

**Recommendation:**

*THAT the Board of Education approve the 2018-19 audited financial statements.*

**CARRIED**

**Recommendation:**

*THAT the Board of Education receive the Audit Committee Board Report as provided.*

**CARRIED**

**B. Facilities Committee Board Report – Tuesday, September 10, 2019**

**Recommendation:**

*THAT the Board of Education receive the Facilities Committee Board Report as provided.*

**CARRIED**

**C. Policy Committee Board Report – Monday, May 13, 2019**

**Recommendation:**

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

**CARRIED**

**11. Board Business/Correspondence**

**i. Trustee Report: Meeting with Area C Community**

Ian Hargreaves, Trustee (Puntledge/Black Creek)

Trustee Hargreaves provided a verbal report for Board information.

**ii. Motion: Sheila McDonnell, Trustee (Baynes Sound, Hornby and Denman Islands)**

*THAT the Board of Education direct the Superintendent to consult with the City of Courtenay, CVRD, Island Health, MCFD, community agencies and the public*

*regarding opportunities for shared space and a community service hub at the Lake Trail School site and proposed childcare centre.*

**Amended Motion:**

*That the Board of Education direct the Superintendent to consult with the City of Courtenay, CVRD, K'omoks First Nation, Island Health, MCFD, community agencies and the public regarding opportunities for shared spaces and activities and a community service hub at the Lake Trail School, grounds, and the proposed childcare centre.*

**Tie Vote**

**DEFEATED**

- iii. **Notice of Motion:** Sheila McDonnell, Trustee (Baynes Sound, Hornby and Denman Islands)

Recommendation:

*THAT the Board of Education suspend the notice of motion requirement and consider this motion at the September 24, 2019 meeting.*

**CARRIED**

Recommendation:

*THAT the Board of Education direct the Superintendent to arrange an environmental assessment of our all SD71 properties, with a focus specially to identify areas of environmental sensitivity, vulnerable watersheds and streams, at-risk species and/or cultural significance.*

**CARRIED**

Trustees expressed the need to know the cost of the assessment before moving forward and Superintendent Demeo committed to bringing the estimated cost forward for approval before commencing work.

- iv. **Correspondence: Lush Valley Food Action Society** - Request for a School Trustee to sit as a member for one, two-year term on the Comox Valley Regional Food Policy Council (CVFPC)

Board information.

- v. **Correspondence: BCSTA** - Thank you for Renewal of Membership

Board information.

- vi. **Correspondence: Community Justice Centre** - Invitation to Volunteer Appreciation Dinner. Trustee Kat Hawksby will attend on behalf of the Board of Education.

Board information.

**vii. Correspondence: British Columbia Teacher's Federation (BCTF) – Global School  
Climate Strikes**

Board information.

**12. Public Question Period**

**13. Meeting Adjourned – 8:55pm**

**Certified Correct:**

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Nicole Bittante, CPA, CA  
Secretary-Treasurer

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Janice Caton  
Board Chair

**EDUCATION COMMITTEE**  
**BOARD REPORT**

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**Date:** Tuesday, October 08, 2019  
**Time:** 6:30pm  
**Venue:** Nala'atsi

**Committee Members:**

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

Guests:

Lynn Swift, Indigenous Support Teacher  
Gail Martindale, Indigenous Support Teacher  
Lelaina Jules, Indigenous Support Teacher  
Bruce Carlos, District Principal (Aboriginal Education)  
Rory McClure, Teacher  
Cheti MacDonald, Indigenous Education Coordinator

Recording Secretary: Geoff Manning

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**A. WELCOME**

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

**B. ITEMS DISCUSSED**

**1. Statistical Analysis**

The Committee reviewed the number of Indigenous students for this school year. The number of Indigenous students is 1390. An analysis of 6-year completion rate showed a steady improvement for Indigenous students in SD71. Female results are outstanding and there does seem to be a discrepancy between male and female results. This is leading us to wonder about male graduation rates and how we want to address them in the future. A good discussion ensued regarding Indigenous achievement in our district.

## **2. Nala’atsi Program**

The Committee reviewed the Nala’tsi program. Currently, 20 students enrolled in the program. Rory tries to establish a calm environment with low stress and low anxiety. The presentation started with a four-minute video on Nala’atsi. Testimonials were given by students and staff. It was a very positive video. The program offers all the graduation options. It looks like there will be 6 students who will graduate from the program. Rory has a strong background in alternate programs. Relationships are the key. Finding opportunities for every student to be successful and shine. A sense of community is also essential. Including student voice in the program is important. Our goal is to set up students to succeed.

Questions:

- Is there a place for a younger cohort? (Middle School program).
- How many more senior students can Nala’atsi support?
- Is there a possibility for summer school hours to help these vulnerable students?

## **3. Indigenous Liaison Committee**

Gail Martindale, Lelaina Jules, and Lynn Swift, spoke to the composition of the Indigenous Liaison Committee. We have teachers from each school in the district that are members of the committee. This is the fourth year of the committee (third year including secondary schools). The committee meets 4 times per year. Information is passed along to the teacher reps who bring the information back to their staff. The idea behind the committee is to build support networks and build capacity in all of our schools regarding Indigenous Education. This process is empowering teachers to take on leadership responsibilities around Indigenous Education.

## **4. Legacy Schools Program - Gord Downie & Chanie Wenjack Fund**

Cheti MacDonald, Indigenous Education Coordinator spoke to the Legacy Schools Program, Gord Downie & Chanie Wenjack Fund, based on the story of Chanie Wendjack who died at 12 years old in 1966 after running away from residential school. The legacy schools program builds on reconciliation with the main emphasis is on “action”. What are schools doing to support and build upon the reconciliation recommendations? We have a variety of projects in the district and every school in the district is participating. We are hoping that everyone will get on board and we know that they will.

## **5. Breakdown of Indigenous Students in the Comox Valley**

Bruce Carlos discussed the breakdown of Indigenous students in the Comox Valley. Most are from other parts of Canada and 1366 students are funded this year, and 30 students are not funded as they have declared they do not want funding.



**C. FUTURE MEETINGS/AGENDA ITEMS**

1. November 05, 2019 at 6:30pm, Huband Park Elementary

**D. ADJOURNMENT**

The meeting was adjourned at 8:20pm.

# District News

## October 2019



**Comox Valley Schools**

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

### JOURNEY OF HOPE

#### K'OMOKS FIRST NATION BIG HOUSE AND BAND HALL

A truly inspiring day with over 250 attendees (students, staff, elders, and special guests). The Journey of Hope was a gathering of youth and community resources to support mental wellness through local cultural teachings, food, inspiration and humor. Our community recognizes the need to reach out to our youth to let them know their community cares about them and there are supports available. We have all heard the saying, "it takes a village to raise a child." This event was an opportunity to share our community's supportive village with our youth through cultural teachings, food, inspiration and humor. A highlight of the day was the performance and motivational speech by Hope and Mamarudegyal,, a powerhouse pair of emcees and Hip hop artists who use the art of storytelling, rhyme and song to illustrate to others what it is to be indigenous and the importance of positive self-image.

### GLACIER VIEW

Thanks to a newly renovated kitchen, Glacier View Secondary is offering Food Studies 10 and Food Studies 12 to NIDES and Glacier View students this year. This is truly a blended learning environment as students prepare and cook food in the new kitchen and then complete the rest of their coursework online.

Ecole Robb Road raised \$2067 for the Terry Fox Foundation this year. Their best fundraiser ever!



## BOOKS FOR KENYA

Carol Walters, a Comox Valley Schools Literacy Support Teacher, is doing some creative work with literacy helping children both near and far.

Walters belongs to a network of teachers on Vancouver Island who recently took on a literacy project to create books for young learners.

The books are designed to enhance place-based education whereby students are immersed in local sites, animals, and experiences using language and images that engage young readers.

Walters' network consists of 10 teachers who meet five times a year for various projects. One of their recent undertakings has brought the joy of reading into the hands of Vancouver Island students and ended up being shared across the world.

Approximately 70 beautiful books have been created using donated images along with those from *Creative Common* sites. These books were produced in the school district's in-house publication services, the Print Shop by graphic artists. While the focus of their project is Vancouver Island, these books were shared thousands of miles away in Kenya.

The books were delivered in person by Walters' network of fellow VI educators during their annual trip to Africa this past summer. But the images in these books weren't of Vancouver Island. Instead, images local to the African children were inserted into this book format using photos from the previous year's trip.

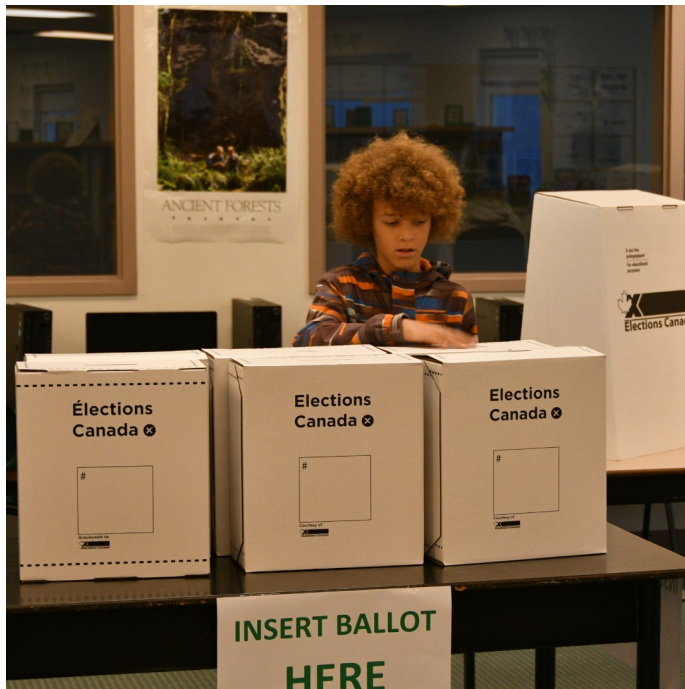
Walters says that the Vancouver Island Literacy Network set out to create affordable books for emergent readers in school districts across the Island.

"Little did we know the same format would be used to make books that would travel across the world and end up in the hands of children who normally never see books of this quality," said Walters. "We heard the African children literally stroked the pages and touched them to their faces!"

Typically, books of this quality cost approximately \$10 each, but our print shop is able to produce them for a third of that price. Because emergent books need to be replaced regularly, this work offers affordable classroom options with local content not normally seen in this type of book.







National Student Vote Week (Civix initiative) – 1 million student across Canada from 9,500 schools participated in mock votes including our schools, such as Aspen



**Orange Shirt Day at Brooklyn Elementary, September 30th**



Mark Isfeld Red Dress Campaign – A school display to commemorate missing and murdered Indigenous women

#### CONTACT US

*There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to [heidi.bell@sd71.bc.ca](mailto:heidi.bell@sd71.bc.ca) so that monthly we can honour all that our schools do to support the community and world.*

Visit us on the web at

<https://www.comoxvalleyschools.ca>

**BRIEFING NOTE**

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**TO:** Board of Education  
**FROM:** Nicole Bittante, Secretary-Treasurer  
**RE:** Menstrual Products

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**DATE:** October 22, 2019

**Purpose**

To provide the Board of Education with an update on the provision of menstrual products in schools.

**Background**

On April 5, 2019, Minister Fleming issues a ministerial order, requiring all B.C. public schools to provide access to free menstrual products for students in school washrooms by December 31, 2019.

Ministry policy states:

*"Boards of education must provide menstrual products to all students who may require them. Relevant product information should be made available to all students."*

*Boards of education must have policies and procedures regarding the provision of menstrual products in their school to ensure products are provided in an equitable and accessible manner that addresses student needs. These policies and procedures must be made publicly available."*

**District Response**

As of October 22, 2019, all schools in the district have feminine hygiene dispensers and products. A total of 72 dispensers were purchased and installed in August and September. Conversations continue with school leadership with respect to student education.

A district policy is being developed by the Policy Committee and should be ready for adoption in November/December.

**Recommendation**

It is recommended that the Board of Education receive this briefing note for information.

Respectfully submitted,

*Nicole Bittante*

Nicole Bittante, CPA, CA  
Secretary-Treasurer

**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** October 22, 2019

**RE:** Human Resources - Retirements and Recognition

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**Retirements**

Faye Collins, Custodian, Cumberland Community School will retire effective December 31, 2019 after 28 years of service with the district.

Gloria Schnella, Teacher, G.P. Vanier Secondary will retire effective January 24, 2020 after 28 years of service with the district.

Lillian Winslow, Educational Assistant, Courtenay Elementary will retire effective December 31, 2019 after 7 years of service with the district.

Mike Copes, Teacher Counsellor, Student Services will retire effective December 31, 2019 after 23 years of service with the district.

Steve Knight, District Principal, ISP, will retire effective April 30, 2020 after 32 years of service with the district.

**Recognition**

None to report this period

**FINANCE COMMITTEE  
BOARD REPORT**

**Date:** Tuesday, October 15, 2019  
**Time:** 3:00 – 4:00pm  
**Venue:** School Board Office

**Committee Members:**

Tonia Frawley: Chairperson - REGRETS  
Ian Hargreaves: Acting Chair  
Janice Caton: Trustee  
Nicole Bittante, Secretary-Treasurer

Tom Demeo, Superintendent - REGRETS  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations - REGRETS

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 3:00pm.

**B. ITEMS FOR DISCUSSION**

**1. Finance Committee Terms of Reference**

The Committee reviewed the Terms of Reference.

**2. Finance Committee Annual Work Plan**

The Committee reviewed the Annual Work Plan.

**3. Briefing Note - PAC Contributions (Board motion – June)**

The Committee reviewed the briefing note and discussed PAC contributions.

**The Finance Committee recommends:**

***THAT the district contribution amounts to DPAC and the school PACs remain status quo, and that the district improves the process of how the funds are communicated to the PACs.***

**C. ITEMS FOR INFORMATION**

1. Financial Update
  - a. Capital Fund Update – September 30<sup>th</sup>

**D. FUTURE AGENDA ITEMS**

1. Budget Committee
2. Statement of Financial Information (SOFI)
3. Funding Model Review

**E. ADJOURNMENT**

The meeting was adjourned at 3:30pm.



## Finance Committee - Terms of Reference

The Finance Committee is an advisory committee appointed by, and at the pleasure of, the chair of the board.

The committee reports to and is accountable to the Board of Education. The committee may delegate information assembly, assessment, or advisory responsibilities to such advisors or subcommittees as it reasonably sees fit. The committee shall establish an Audit Committee to assist with the board's financial fiduciary responsibilities established in the *School Act*.

The school district will provide the committee with reasonable resources for its work, including engaging and compensating any outside advisor that the committee reasonably determines necessary to carry out its purpose. Such advisors will be accountable to the committee.

### Purpose

The mandate of the committee is assist the Board of Education in its financial oversight responsibilities and to consider and make recommendations to the board on important financial matters. The committee is responsible for the oversight and development of the annual and amended consolidated budgets.

### Committee Membership

The Finance Committee will consist of the following members:

1. three (3) board members, one of whom shall act as chair of the committee;
2. secretary treasurer, director of finance, director of operations assistant superintendent and, superintendent of schools.

### Key Responsibilities

The Board of Education and Superintendent of Schools recognizes that the committee's role is one of oversight. Management is responsible for financial administration including establishing internal controls and preparing the district financial statements. Management have more time, knowledge, and information to address day-to-day details and decisions; the committee is expected to exercise reasonable care and due diligence but not to provide any expert or special assurances as to the work of others.

The following responsibilities are guidelines subject to such other requirements or limitations, designated by resolution of the Board of Education from time to time, and to special circumstances:

#### 1. Financial Policies and Information

The committee will review and recommend to the Board of Education for approval:

- a. internal strategic plans, goals, policies, and budgets related to the financial management and administration of the school district, including:

- the budget framework, leading to the consolidated district budgets;
  - the appropriateness of accounting policies and financial reporting practices used by the district;
  - any significant proposed changes in financial reporting and accounting policies and practices to be adopted by the district;
  - any new or pending developments in accounting and reporting standards that may affect or impact the district;
  - the revenue framework, government financing, special purpose grants, and school fees;
  - capital expenditures;
  - policies on investment portfolios or portfolio performance;
  - debt acquisition, conditions and management; and,
  - compliance reporting for the board.
- b. Banking resolutions, debt financing transactions, and material operational agreements consistent with this policy.

## 2. Financial Accountability and Public Disclosures

The Finance Committee will:

- a. review, and report to the Board of Education, the following public disclosure documents:
- quarterly and annual reports;
  - financial reports;
  - budget information; and,
  - other financial reports, as applicable.
- b. evaluate annually:
- its performance in accordance with board approved documents or direction; and,
  - this mandate and related policies.
- c. receive for information:
- periodic financial reports sent to the province; and,
  - public bodies report.

## 3. Audit Committee

Purpose

To assist the board and the superintendent of schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP / PSAB compliance), and monitoring the school district's compliance with laws and regulations pertaining to financial operations.

## Authority

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. With the consent of the Board of Education, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties; and
3. Meet with the secretary treasurer and superintendent of schools, external auditors or outside counsel, as necessary.

## Composition

The Audit Committee will consist of the following members:

1. Finance Committee Members; and
2. Two members of the public, who are independent to the school district, have no relationship to the audit firm and who are knowledgeable about financial procedures and analysis.

## Meetings

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting in person or via teleconference or videoconference. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of meetings will be prepared. Committee reports shall be provided at regular meetings of the Board of Education, unless, in the opinion of the committee chair, disclosure of such reports would not be in the public interest. The executive assistant to the secretary-treasurer shall act as the recording secretary to the committee.

## Compensation

The Audit Committee members shall be compensated as follows:

1. Elected school trustees as per Board Policy
2. Public members \$250 for each full day / \$125 for each half day

## Responsibility

The Audit Committee will carry out the following responsibilities:

### *Financial Statements*

1. Review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;

2. Review with management and the auditors the results of the audit, including any difficulties encountered;
3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
4. Review with management and the auditors all matters required to be communicated to the Board of Education.

#### Internal Control

1. Consider the effectiveness of the school district's internal controls over annual reporting, including information technology security and control; and
2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

#### Audit

1. Review the auditor's proposed audit scope and approach;
2. Review the performance of the auditors, and provide a recommendation to the Board of Education regarding the final approval for the appointment or discharge of the auditors;
3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school district, including non-audit services, and discussing the relationship with the auditors; and,
4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

#### Compliance

1. Review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and
2. Obtain updates from management and, when required, updates from legal counsel regarding compliance matters.

## Finance Committee Annual Work Plan

### September

- Review Committee Terms of Reference
- 2018-19 Audited Financial Statements – due to Ministry September 30<sup>th</sup>
- Audit Committee
  - Audited Financial Statements
  - Year End Auditors Report

### October

- 2019-20 Enrolment Counts – September 30<sup>th</sup>
- Financial Update – September 30<sup>th</sup>

### November

- Statement of Financial Information (SOFI)
- Financial Update – October 31<sup>st</sup>

### December

- Financial Update – November 30<sup>th</sup>

### January

- 2019-20 Autumn Recalculated Operating Grant Information
- Financial Update – December 31<sup>st</sup>
- Budget Committee
  - Review Terms of Reference
  - Review Budget Development Principles
  - Review Budget Development Timeline

### February

- 2019-20 Amended Annual Budget - due to Ministry February 28<sup>th</sup>
- September 2020 Preliminary Enrolment Projections
- Financial Update – January 31<sup>st</sup>
- Year End Projection – January 31<sup>st</sup>

### **March**

- 2020-21 Preliminary Operating Grant Announcement
- 2020-21 Preliminary Budget Estimate
- Financial Update – February 28<sup>th</sup>
- Year End Projection – February 28<sup>th</sup>

### **April**

- Preliminary Budget Allocation – Ministry
- Financial Update – March 31<sup>st</sup>
- Year End Projection – March 31<sup>st</sup>

### **May**

- 2020-21 Annual Budget – due to the Ministry June 30<sup>th</sup>
- 2020-21 Annual Facilities Grant – Spending Plan – due to the Ministry June 30<sup>th</sup>
- 2021-22 Annual Five Year Capital Plan – due to the Ministry June 30<sup>th</sup>
- Financial Update – April 30<sup>th</sup>
- Year End Projection – April 30<sup>th</sup>
- Audit Committee
  - OAG - Audit Planning Report for Year End Audit

### **June**

- Financial Update – May 31<sup>st</sup>
- Year End Projection – May 31<sup>st</sup>

## BRIEFING NOTE

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**TO:** Finance Committee **DATE:** Oct 15, 2019

**FROM:** Candice Hilton, Director of Finance

**RE:** DPAC and School PAC Contributions

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### Purpose

To provide the Board of Education with information on annual contributions to DPAC and school PACs.

### Background

School District No. 71 (Comox Valley) provides school PACs and DPAC with annual funding. This funding is intended to support parent education work. This work would include BCCPAC membership fees, conference/travel costs, bank charges, childcare costs for meetings, supplies, or other costs associated with PAC's work. The funds are meant to support general administrative functions of PAC's, so it cannot be used to supplement fundraising, donations, or to purchase items for schools/students directly.

DPAC is provided with \$2,500 annually and school PACs are provided an allocation based on headcount enrollment confirmed by the annual Ministry 1701 data collection. Each school receives a base \$100 plus \$.75 per student (headcount). The value of the annual allocation to schools is loaded into the school's budget once the September 30th enrollment counts are finalized by the Ministry. This usually occurs later in October each year. Any amounts unspent at the end of each school year are not carried over to the following school year. DPAC and school PACs are currently not required to provide the Board with year-end reports on spending.

## 2018/19 School PAC Year-End Report

**School District No 71 (Comox Valley)**  
**Distribution of PAC funds for 2018/19**

Location	H/C	Per	Per	Total	2018/19	2018/19	2018/19
	Pupils	School	Pupil		Budget	Expenses	Unspent
G P Vanier	960	100	720	820	820	75	745
Highland	547	100	410	510	510	0	510
Glacier View	141	100	106	206	206	0	206
Robb Road	470	100	353	453	453	440	12
Lake Trail	313	100	235	335	335	103	231
Cumberland Jr	498	100	374	474	474	0	474
Mark R Isfeld	942	100	707	807	807	749	58
Aspen Park	339	100	254	354	354	253	102
Queneesh	416	100	312	412	412	399	13
Arden	299	100	224	324	324	0	324
Brooklyn	355	100	266	366	366	240	126
Courtenay Elem	180	100	135	235	235	200	35
Denman Island	46	100	35	135	135	0	135
Hornby Island	45	100	34	134	134	0	134
Puntledge Park	481	100	361	461	461	350	111
Royston	246	100	185	285	285	180	105
Airport	136	100	102	202	202	0	202
Miracle Beach	242	100	182	282	282	0	282
Valley View	362	100	272	372	372	356	15
NAVIGATE	130	100	98	198	198	186	11
Huband Park	378	100	284	384	384	0	384
<b>7,526      2,100      5,645      7,745</b>					<b>7,745</b>	<b>3,531</b>	<b>4,213</b>
100%						46%	54%

<u>Allocation:</u>	Per School	100
	Per pupil	0.75

## Analysis

In the 2018-19 school year, 46% of the funds were spent, with 9 schools not even accessing their funds.

In the 2017-18 school year, only 28% of the funds were spent, with 13 schools also not accessing their funds.

## Recommendation

It is recommended that the district contributions to the DPAC and School PACs remain status quo.

Respectfully submitted,

Candice Hilton

Candice Hilton  
Director of Finance



**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**CAPITAL FUND UPDATE - September 30th**

CAPITAL FUND		BUDGET	EXPENDITURES to September 30th	Variance \$	Variance %
Capital Assets	Local Capital	6,136,488	738,630	5,397,858	12%
	Bylaw Capital	28,134,575	7,215,403	20,919,172	26%

LOCAL CAPITAL		BUDGET	EXPENDITURES to September 30th	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution		1,000,000		1,000,000	0%	
Lake Trail Playground Equipment		15,289	7,876	7,413	52%	Installation to be completed in summer
Portables		650,000	321,373	328,627	49%	To be purchased and installed in August
Vehicle/Fleet Replacement		210,000		210,000	0%	Ongoing replacements
Extra Curricular Van		160,000	10,000	150,000	6%	Reserve
Photocopier Fleet Replacement		50,000	24,745	25,255	49%	Ongoing replacements
Printer Fleet Replacement		35,000	4,215	30,785	12%	Ongoing replacements
Trades Equipment		94,703	14,812	79,891	16%	Ongoing replacements
Custodial Equipment		15,000	7,016	7,984	47%	Ongoing replacements
21st Century Learning Equipment Initiatives		100,000		100,000	0%	Reserve
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	329,093	1,076,631	23%	Reserve
ST Contingency Reserve Fund		232,824	19,500	213,324	8%	Reserve
<b>TOTALS</b>		<b>\$ 5,599,138</b>	<b>\$ 738,630</b>	<b>\$ 4,860,508</b>		

BYLAW CAPITAL PROJECTS		BUDGET	EXPENDITURES to September 30th	Variance \$	Variance %	Notes
Annual Facilities Grant		1,372,146	622,736	749,410	45%	Complete
Lake Trail Seismic Upgrade		22,281,409	2,179,894	20,101,515	10%	Ongoing
Hornby Island Elementary Fire		2,000,000	3,148,525	-1,148,525	157%	Overspend to be recovered in school replacement funding from Ministry
Airport Elementary Playground Equipment		105,000	87,259	17,741	83%	2019/20 Annual Capital Playground Equipment Funding Agreement
Highland Boiler Replacement		158,000	210,324	-52,324	133%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Boiler/Mechanical Upgrades		540,000	358,722	181,278	66%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Flooring Upgrades		203,500	208,641	-5,141	103%	2019/20 Annual Capital Programs Funding Agreement
Cumberland Community School Mechanical Upgrades		482,000	313,893	168,107	65%	2019/20 Annual Capital Programs Funding Agreement
Ecole Puntledge Elementary Boiler Replacement		0	85,409	-85,409	-	Funds from Cumberland and AFG
Denman Preschool		992,520	0	992,520	0%	
<b>TOTALS</b>		<b>\$ 28,134,575</b>	<b>\$ 7,215,403</b>	<b>\$ 20,919,172</b>		

**POLICY COMMITTEE**  
**Board Report**

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**Date:** Monday, September 9, 2019  
**Time:** 4:00 – 5:30 pm  
**Venue:** School Board Office

**Committee Members:**

Michelle Waite: Chairperson  
Sheila McDonnell: Trustee  
Kat Hawksby: Trustee  
Tom Demeo, Superintendent

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**A. YEAR WORK PLAN**

1. Finetune and adjust the current policies and unfinished business
2. Develop a process for creating policies and revisiting how policies are formatted, signed off/approved and posted online
3. New policies as per Ministry regulations
4. Review and formularization of the Administrative Procedure Handbook

**B. ITEMS FOR DISCUSSION**

1. Superintendent to circulate to Policy Committee a draft of the new policy – Provision of Menstrual Products to Students.
2. Due to Ministry requirements the Physical Restraint and Seclusion Administrative Procedure will be developed into a new policy with an Administrative Procedure to follow. Superintendent to circulate to Policy Committee a draft of the new policy.
3. Evergreen Administrative Procedure will be shared as information with all trustees.
4. Trustee Conflict of Interest – recommendation to pull out of current Policy 7 and have as a stand-alone policy as 7A and renumbered at a later date.

5. The Policy Committee agendas and minutes to follow the same format as the Facilities Committee.
6. Policy Committee will be reviewing Administrative Procedures – Section 1 for discussion at the Nov 19 Policy Committee meeting.

**C. Future Meeting/Agenda Items**

1. Next Meeting – October 21, 2019 – 4:30 pm
2. Policies currently identified for finetuning/discussion:
  - a. Superintendent Evaluation – Policy 12
  - b. Community Schools – Policy 21
  - c. Committee Terms of Reference – Policy 8
3. Future Meeting dates
  - November 19<sup>th</sup>, 2019                      2:30 – 4:00 pm
  - December 10<sup>th</sup>, 2019                      1:00 – 2:30 pm

**D. ADJOURNMENT**

Meeting was adjourned at 5:30 pm.

**TRUSTEE REPORT**

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**TO:** Board of Education  
**FROM:** Kat Hawksby, Trustee  
**RE:** **Indigenous Education Council (IEC) Meeting**

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**DATE:** October 22, 2019

Discussions at the IEC October 10<sup>th</sup> meeting included Brenda Beatson (parent representative) acknowledged and gave thanks to Blue Toque Sports for their generous contribution and donations to the Indigenous Parent Advisory Council (IPAC) winter wellness retreat coming up in February. Over 200+ attendees comprised of families and staff were at the September 18<sup>th</sup> Welcome Back BBQ hosted at Nala'atsi. Once again, on September 30<sup>th</sup>, Orange Shirt Day was honored with meaningful discussions and many orange shirts were worn throughout the District. Moreover, the Gord Downie and Chanie Wenjack Legacy school projects are underway. Finally, the IEC Meeting Schedule 2019-20 is attached to this report.

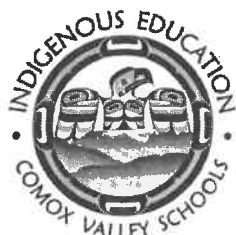
Upcoming, noteworthy dates include:

- **Secret Path Week** - October 17<sup>th</sup> – 22<sup>nd</sup>
- **IEC Annual General Meeting (AGM)** - October 23<sup>rd</sup> at 5:00 pm at Courtenay Elementary
- **Baby Honoring Ceremony** - November 1<sup>st</sup> at 11:00 am at the Florence Filberg Centre
- **IPAC Meeting** - November 5<sup>th</sup> from 6:00-7:30 pm at Lake Trail Community School

Respectfully submitted,

*Kat Hawksby*

Kat Hawksby  
Trustee



## Indigenous Education Council (IEC)

### School District 71 (Comox Valley)

### Meeting Schedule 2019-20

Date	Location	Main Topics	Guests / notes
Thursday, September 12	School Board Office	<b>REGULAR MEETING</b> ** preparations for AGM (review of proposed changes to Terms of Reference) ** update on IEEA	CVPVPA rep joins as guest
<b>To be determined</b>	School Board Office	<b>SPECIAL MEETING</b> Review IEEA goals and strategies	IEC along with Trustees and Senior Management
Thursday, October 10	School Board Office	<b>REGULAR MEETING</b> 9am to 11am - <b>All IEC members</b> 11am to 3pm - <b>Voting IEC members</b> (IN CAMERA discussion of updated budget and Discussion of draft IEEA)	CVPVPA rep joins as guest  ** lunch provided
Wednesday October 23	Courtenay Elementary School	<b>Annual General Meeting</b> ** dinner provided, AGM to follow	Dinner 5pm AGM 6pm <i>Dinner and childcare provided</i>
Thursday, November 14	Hosted by Airport Elementary School	<b>REGULAR MEETING</b>	** student presenters from host school
Early November	TBD	<b>IEC Capacity Building #1/2</b> (orientation for new and existing IEC members invited)	Hosted by IEC or invite facilitator?
Thursday, December 19	White Spot restaurant	<b>REGULAR MEETING / Luncheon</b> ** InEd District staff presentations	** Christmas luncheon (location TBD) ** InEd Teacher to present an updated on their work
Thursday, January 16	School Board Office	<b>REGULAR MEETING</b> ** SD71 Budget Discussions begin ** call for IEC Budget Sub Committee members	
Thursday, February 13	Hosted by Queneesh Elementary School	<b>REGULAR MEETING</b> ** update from Budget Committee	** student presenters from host school
Thursday, March 12	School Board Office	<b>REGULAR MEETING</b> ** Budget Committee recommendations presented to IEC for approval (in camera)	

Thursday, April 9	Hosted by Ecole Puntledge Park Elementary School	<b>REGULAR MEETING</b> **	** student presenters from host school
Tuesday / Wednesday April 21 <sup>st</sup> – April 22 <sup>nd</sup>	TBD	<b>Capacity Building (&amp; Monthly meeting)</b> Day 1 – Day 2 –	
Thursday, May 14	Komoks First Nation ???	<b>REGULAR MEETING</b>	** Big House Experience (May 14) <b>TO BE CONFIRMED</b>
Thursday, June 11	White Spot restaurant	<b>REGULAR MEETING / Luncheon</b>	

**\*\* Regular meetings** held 2<sup>nd</sup> Thursday of each month of the school year 9am-12pm (subject to change)

**\*\* Special meetings** include Annual General Meeting and Capacity Building Days

**\*\* Sub Committees** include Budget and any other special requested committees

**TRUSTEE REPORT**

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**TO:** Board of Education  
**FROM:** Sheila McDonnell, Trustee  
**RE:** **Tribune Bay Outdoor Education Society**

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**DATE:** October 22, 2019

The Annual General Meeting (AGM) of the Tribune Bay Outdoor Education Society was held on Thursday, October 10<sup>th</sup>, 2019 at the School District's Glacier View Centre. The Society received the June 30<sup>th</sup>, 2019 financial statements and elected the Board of Directors for the coming year. This is the first year of operations since the retirement of long-term Executive Director, Gord Campbell. The new managers, Alex and Kate Ortwein presented a comprehensive overview of operations, including maintenance and programs. Information was presented by Clyde Woolman, who has been retained to conduct a review of the Centre for the two Districts. The review will look at challenges and opportunities for the Centre as a sustainable resource for environmental and leadership experiences. Aging facilities, finances, distance, and changing interest from educators are key issues that will be considered. Sustainability and realizing the potential were the focus for discussion of the meeting and the Governing Committee meeting that followed the AGM.

Respectfully submitted,

*Sheila McDonnell*

Sheila McDonnell  
Trustee

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**TO:** Board of Education  
**FROM:** Sheila McDonnell  
**RE:** **CV Food Policy Council**

---

**DATE:** October 22, 2019

In October, I attended the inaugural meeting of the Food Policy Council, which has been established through partnership of the Vancouver Island Health Authority, the Comox Valley Regional District, and many community groups and individuals.

The first meeting began with introductions. I was impressed with the range and depth of knowledge and experience held among the 15 or so participants, including representatives from municipal councils, agency and business, community members, and youth. The focus of the Council will be high level policy and advocacy work with a system change lens. However, it is clear that the participants represent agency and grass-roots initiatives that will benefit from the networking and relationship-building that will result. Several participants expressed interests and experience that mesh well with the School District's work on school gardens and healthy food initiatives.

We will be beginning with a review of the Comox Valley Sustainability Strategy and preparing a scorecard on the goals identified in the food section. I will send further information to the Board and communicate with the food literacy work going on in our schools.

Respectfully submitted,

*Sheila McDonnell*

Sheila McDonnell  
Trustee



**TRUSTEE REPORT**

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**TO:** Board of Education  
**FROM:** Ian Hargreaves  
**RE:** BCSTA Provincial Council Motions

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**DATE:** October 22, 2019

I will be attending the BCSTA Provincial Council meeting next week in Vancouver on October 26<sup>th</sup> and the agenda has now been posted on the BCSTA HUB for Trustees to review. The full agenda can be viewed online at:

[https://bcstahub.org/ShowItemData.po?handle=7442321&filename=2019-10-26%20Provincial%20Council%20Meeting%20Agenda%20Package\\_Final.pdf](https://bcstahub.org/ShowItemData.po?handle=7442321&filename=2019-10-26%20Provincial%20Council%20Meeting%20Agenda%20Package_Final.pdf)

Attached to this report are the motions for the meeting. Please let me know if you have any thoughts, concerns, or questions you would like me to raise and the item(s) in question. I will provide a written report after the meeting.

Respectfully submitted,

*Ian Hargreaves*

Ian Hargreaves  
Trustee

**BCSTA Provincial Council Business**  
**Meeting** Saturday 26, 2019 8:45am – 12:00pm  
Location: Wosk Centre for Dialog, Vancouver

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**PROPOSED AGENDA**

- |           |   |        |
|-----------|---|--------|
| <b>1.</b> | Adoption of Provincial Council Rules of Order   | Motion |
| <b>2.</b> | Oral Report by Legislative Committee on Review of Motions   |        |
| <b>3.</b> | Adoption of Proposed Agenda   | Motion |
| <b>4.</b> | Approval of minutes of April 27, 2019   | Motion |
| <b>5.</b> | <b>Oral Reports</b>   |        |
| 5.1       | President's Report  | Motion |
| 5.2       | Chief Executive Officer's Report  | Motion |
| 5.3       | BCSTA Standing Committee Reports:   | Motion |
|           | ▪ Professional Learning Committee   |        |
|           | ▪ Indigenous Education Committee  |        |
| 5.4       | CSBA Report   | Motion |
| <b>6.</b> | <b>Written Reports</b>  | Motion |
| 6.1       | Minutes of the meetings of the Board of Directors held on 2019-03-07, 2019-04-25, 2019-05-17, 2019-06-21, 2019-08-23. |        |
| 6.2       | Minutes of the meetings of the Professional Learning Committee held on 2019-02-08.                                    |        |
| 6.3       | Minutes of the meetings of the Indigenous Education Committee held on 2019-02-07-08.                                  |        |
| 6.4       | Minutes of the meetings of the Finance and Audit Committee held on 2019-06-18.  |        |
| 6.5       | Minutes of the meetings of the Legislative Committee held on 2019-03-11, 2019-03-18, 2019-03-22 and 2019-06-20.       |        |
| <b>7.</b> | <b>Resolutions Tracking</b>   | Motion |
| 7.1       | Provincial Council Resolution Tracking  |        |
| 7.2       | Annual General Meeting Resolution Tracking  |        |
| <b>8.</b> | <b>Action Items</b>   |        |
| 8.1       | BCSTA audited financial statements for the year ended June 30, 2019   | Motion |
| 8.2       | Grant status update as at June 30, 2019   | Motion |
| 8.3       | 2020/2021 BCSTA Budget Planning   | Motion |
| <b>9.</b> | <b>Motions to Provincial Council</b>  |        |
| 9.1       | Delay of Enrolment of International Students in Provincial Medical Services Plan                                      | Motion |
| 9.2       | Vape Awareness and Vape Cessation Resources for Youth   | Motion |

**10. Late Motions**

Motion

*10.1 To be determined on day of meeting*

**11. Adjournment**

Motion

## **9.1 Delay of Enrolment of International Students in Provincial Medical Services Plan**

**SUBMITTED BY:** *Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)*

### **BE IT RESOLVED:**

that BCSTA request the Provincial Ministers of Finance, Health and Education delay the requirement for international students to register in the MSP program until the 2020/21 school year.

### **RATIONALE:**

On August 1, 2019, the Province announced that international students will be required to pay monthly health care coverage fee of \$37.50 effective September 1, 2019 and going up to \$75.00 effective January 1, 2020.

Boards of education have already made decisions about fees for international students for 2019/20 and about enrolment of international students in either private insurance plans or MSP based on the cost information available before June 30, 2019.

In order to allow boards to implement the new health care fee without negatively impacting operating budgets, it is requested that the Province delay the mandatory enrolment of international students in MSP until September 2020.

### **REFERENCE:**

- [Government of BC News Release: International students continue to contribute to BC Health care as MSP premiums eliminated](#)
- [Questions and Answers: Health fee for international students](#)

**This is an action motion and does not change or contradict any existing Foundational or Policy Statement.**

## 9.2 Vape Awareness and Vape Cessation Resources for Youth

**SUBMITTED BY:** *Board of Education of School District No. 58 (Nicola-Similkameen)*

### **BE IT RESOLVED:**

that BCSTA urge the Ministry of Health, Ministry of Education and Health Authorities:

- to make resources for youth on vape health implications and vape cessation widely available, and
- to revise current resources and services for smoking cessation to specifically include vaping and youth.

### **RATIONALE:**

In the last month, Health Canada issued an advisory for individuals “who use vaping products to monitor themselves for symptoms of pulmonary illness (e.g., cough, shortness of breath, chest pain) and to seek medical attention promptly if they have concerns about their health.” (September 20, 2019 Update on potential risk of pulmonary illness associated with vaping products)

An Ontario teenager was put on life-support in what public health officials say is likely the first reported case of illness linked to vaping in Canada.

In the US, the Centers for Disease Control and Prevention issued an official health advisory regarding severe pulmonary disease associated with using e-cigarette products. “As of September 11, 2019, there were 380 confirmed and probable cases of lung disease associated with e-cigarette product use, or vaping, were reported from 36 states” and one U.S. territory. Six deaths have been reported from 6 states. (CDC Media Statement, September 12, 2019 “CDC, states update number of cases of lung disease associated with e-cigarette use, or vaping”)

Waiting until AGM to consider this motion could result in the very real possibility of school youth developing severe chronic medical issues. Dealing with this issue now allows sufficient time for Government to budget sufficient resources to deal with this health crisis prior to tabling Budget 2020.

The use of vape pens and e-cigarettes has dramatically increased in the last few years as noted in the [Canadian Tobacco, Alcohol and Drugs Survey](#) (CTADS) and [Canadian Student Tobacco, Alcohol and Drugs Survey](#) (CSTADS). Among people who have never smoked cigarettes, 41% who had reported using e-cigarettes were 15 to 19 years of age.

The McCreary Centre Society 2018 [BC Adolescent Health Survey](#) (BC AHS) shows that 21% of BC students in grades 7-12 had used a vaping product with nicotine and 19% had used a vaping product without nicotine in the past 30 days (McCreary Centre Society Results of the 2018 BC Adolescent Health Survey, page 48). In the BC Interior, 29% of grades 7-12 students had used a vaping product with nicotine and 24% had used a vaping product without nicotine (McCreary Centre Society Results of the 2018 BC Adolescent Health Survey, page 48).

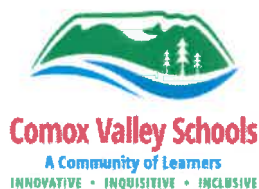
## 9.2 Vape Awareness and Vape Cessation Resources for Youth

With the current advisories on vaping, most are targeted at parents and adults. Currently, many smoking cessation services and supports do not reference vaping or youth.

### REFERENCES:

- [New West Record, September 8, 2019, "Canadian officials monitor reports of vaping-linked illnesses in the U.S."](#)
- [Government of BC Smoking Cessation Program](#)
- [Health Canada, September 20, 2019 Update on potential risk of pulmonary illness associated with vaping products](#)
- [Government of Canada, 2017 Canadian Tobacco, Alcohol and Drugs Survey.](#)
- [McCreary Centre Society Results of the 2018 BC Adolescent Health Survey](#)
- [Centers for Disease Control, August 30, 2019 Health Advisory: Severe Health Advisory Pulmonary Disease Associated with Using E-Cigarette Products](#)
- [Centers for Disease Control, Outbreak of Lung Injury Associated with E-Cigarette Use, or Vaping](#)
- [Centers for Disease Control, September 12, 2019 Media Statement: CDC, states update number of cases of lung disease associated with e-cigarette use, or vaping](#)
- [Smoke Free Teen: How to Quit Vaping](#)
- [East et. al, "The Association Between Smoking and Electronic Cigarette Use in a Cohort of Young People", Journal of Adolescent Health, 2018 May; 62\(5\): 539–547.](#)
- [University of Waterloo, 2019 Canadian Student Tobacco, Alcohol and Drugs Survey BC Factsheet.](#)
- [CNN, High schools embrace 'vape detectors' in fight against bathroom vaping.](#)

**This is an action motion and does not change or contradict any existing Foundational or Policy Statement.**



# School District No. 71 (Comox Valley)

Board of Education of School District No. 71

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

October 1, 2019

Jiffy Lube  
581 Ryan Road  
Courtenay, BC  
V9N 3R5

**Re: Contribution of Backpacks and School Supplies to School District No.71**

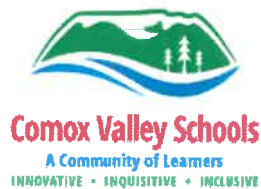
On behalf of the Board of Education and School District No. 71, we would like to thank you for your generous contribution of school supplies and backpacks for our students. We value our community partnerships as together we strive to provide equal opportunity to all students.

We are truly blessed to have such a caring and giving community that continually goes above and beyond to support students.

We again thank you for all your contributions to our District and our students and we look forward to our continued work together.

Respectfully,

Janice Caton  
Board Chair  
Comox Valley Schools



# School District No. 71 (Comox Valley)

Board of Education of School District No. 71

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

October 1, 2019

Costco Wholesale  
588 Crown Isle Blvd  
Courtenay, BC  
V9N 9W8

**Re: Contribution of Backpacks and School Supplies to School District No.71**

On behalf of the Board of Education and School District No. 71, we would like to thank you for your generous contribution of school supplies and backpacks for our students. We value our community partnerships as together we strive to provide equal opportunity to all students.

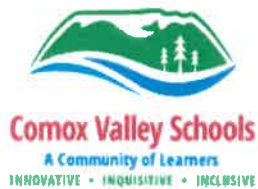
We are truly blessed to have such a caring and giving community that continually goes above and beyond to support students.

We again thank you for all your contributions to our District and our students and we look forward to our continued work together.

Respectfully,

Janice Caton  
Board Chair  
Comox Valley Schools





## School District No. 71 (Comox Valley)

Board of Education of School District No. 71

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

October 1, 2019

Kiwanis Club of Courtenay  
635 Pidcock Ave  
Courtenay, BC  
V9N 3E4

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Janice Caton  
Board Chair  
Comox Valley Schools



# School District No. 71 (Comox Valley)

Board of Education of School District No. 71

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

October 1, 2019

Staples  
3299 Cliffe Ave Unit 2  
Courtenay, BC  
V9N 8H9

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Respectfully,

Janice Caton  
Board Chair  
Comox Valley Schools



October 3, 2019

Dear Chair Caton and Trustees,

We would like to invite you and any district staff you designate to a **Social Planning Workshop on November 7, 2019 from 1PM-7PM** at the Courtenay Lawn Bowling Club, Bill Moore Park, 2361 Kilpatrick Avenue, Courtenay. Dinner will be provided!

One of the action items for the Comox Valley Social Planning Society (CVSPS) in 2019 is to enhance our relationship with local governments, including K'òmoks First Nation and the Comox Valley School District, to promote integration of social planning in local policy and planning. Having looked at all the local government strategic plans, the Regional Growth Strategy and the CVRD Sustainability Strategy we think there are opportunities for collaboration between our Social Planning Society and local governing bodies. We are also encouraged in our meetings with social planning groups or local government social planners from Victoria, Cowichan, Nanaimo, Campbell River and Powell River that all of them are forming stronger collaborations between local governments and community to enhance a social policy lens in planning. This has long been a goal of ours.

We decided the first step was to organize a meeting between our Courtenay, Comox, Cumberland, CVRD and CV School District representatives on the CV Social Planning Society and our Board to discuss what is currently happening in local government, where there might be some alignments and how best to proceed. This meeting occurred on May 7, 2019 and from the discussion and advice we received from the representatives we proceeded to organize this Social Planning Workshop.

The workshop will be facilitated by the Social Planning and Research Council of BC (SPARC BC) and will include local elected officials, local government staff, CV Social Planning Society members and representatives of the CV Community Health Network who we are collaborating with on many local initiatives. The purpose of the workshops is to:

- Dialogue about community social planning and the role of different community stakeholders
- Co-explore possible future directions for shared goals, collaboration and planning activities
- Build consensus on collaborative roles we can play in social planning work moving forward

We hope you will be able to attend and ask that you RSVP to me at [5779bunny@gmail.com](mailto:5779bunny@gmail.com) or 250 335 2003. We look forward to collaborating on mutually beneficial actions to improve the lives of people in our community.

Sincerely  
Bunny Shannon, President  
Comox Valley Social Planning Society

cc: Tom Demeo, Superintendent of Schools

September 25, 2019

Honourable Judy Darcy  
Minister for Mental Health and Addictions  
#301 – 625 Fifth Avenue  
New Westminster, BC  
V9M 1X4

**Re: A Pathway to Hope Program**

On behalf of School District No. 71, we would like to take this opportunity to thank you for selecting our District as the location for the second integrated child and youth team. We are honoured and feel that this is an opportunity to continue the important work we provide throughout our community; supporting the mental health of our students.

We are encouraged by the government's commitment to support this work and feel very privileged to be selected. We look forward to the development of this program, including witnessing the long-lasting benefits it will have on our community, students and their families.

We would like to extend an invitation to you to visit our District at any time to observe the meaningful work we are accomplishing in our schools.

Respectfully,



Janice Caton  
Board Chair  
Comox Valley Schools

September 25, 2019

Honourable Rob Fleming  
Minister of Education  
PO Box 9045 Stn Prov Govt  
Victoria, BC  
V9W 9E2

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Respectfully,



Janice Caton  
Board Chair  
Comox Valley Schools

October 4, 2019

Board of Education  
School District No 071 (Comox Valley)  
607 Cumberland Rd  
Courtenay BC V9N 7G5  
Delivered via email: Janice.Caton@sd71.bc.ca  
ATTN: Chairperson Caton and the Board of Education

Dear Chairperson and the Board of Education:

I am writing to you today to ask for your support in demanding action from the B.C. Government to address surging youth vaping rates.

A new school year has begun and teen vaping is on the rise at an alarming rate. Earlier this summer, an article published by the British Medical Journal indicated that vaping among youth in Canada aged 16 to 19 is up 74 per cent since last year, and it's estimated that 30 per cent of B.C. teens in grades 10 to 12 are vaping on a regular basis.

Almost daily, we're hearing stories about people getting sick, and in some cases, even dying, as a result of vaping. There now appears to be an indisputable link between this practice and several dangerous and harmful acute health impacts, not to mention the potential long-term health implications that are not yet known.

Our kids are being drawn in and hooked to this unhealthy practice in increasing numbers as a direct result of the efforts vape companies have made to deliberately target youth with kid-friendly e-cigarette flavours like fruit medley, gummy bear, and mango. These companies – and the tobacco companies which own substantial interests in most of them – have also targeted our kids with savvy marketing and advertising. This is especially prevalent on social media, where sleek, modern, compact drug delivery devices are promoted in alluring packaging.

On April 11, 2019, I introduced a Private Member's Bill in the B.C. Legislature focused on taking action to combat rising levels of youth vaping here in our province. At the time, B.C.'s Minister of Health, Adrian Dix, and many other members of the government indicated that they shared my concerns about this public health issue and that they were committed to working with me to implement tough action to protect our kids from the harmful effects of vaping.

Unfortunately, nearly six months later, no action has yet been taken by the B.C. government, though Mr. Dix has suggested in recent media reports that government does intend to announce their intentions soon.

Numerous jurisdictions across North America have already said enough is enough and have taken action to curb youth vaping. Just last week, Washington State became the latest U.S. state to ban flavoured e-cigarettes via an emergency order of the governor, joining Michigan, New York, Massachusetts, and Rhode Island, which have also taken this step. Numerous other U.S. states and jurisdictions – not to mention the U.S. federal government – are moving in the same direction. I believe that the B.C. government should do the same.

While I understand the B.C. government has recently indicated its desire to await further action from Health Canada, it is impractical to assume any immediate follow-up from Ottawa until the current federal election is over, a federal government has been sworn in, and federal cabinet priorities have been established. All of the above will take many months, which would mean losing almost the entire school year. We simply cannot allow that to happen.

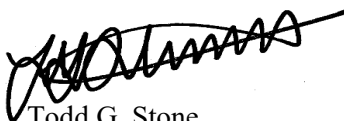
My Private Member's Bill would legislate the banning of flavoured vapour products, the implementation of tighter retail controls (restricting sales to vape shops, tobacco shops and pharmacies), and would ensure tougher penalties for non-compliance. I've also called for the B.C. government to provide the resources necessary to fund evidence-based awareness, prevention and support programs – delivered by youth for youth – in every middle and high school across B.C. There are existing programs – such as Preventure – which have been piloted in various schools to date and have demonstrated promising results as students in schools with this program were less likely to use illicit drugs, cannabis and tobacco. And finally, there needs to be tougher online retail controls implemented for the sale of vape products (including age-verification), a complete ban on all marketing and advertising of vape products (exactly as is the case today for all tobacco products), reduced nicotine concentrations and enhanced enforcement.

I thank you and all professionals in B.C.'s education system for the efforts being made on the ground in classrooms today to combat youth vaping, and I would be very interested to learn from you as to any successful strategies and best practices to combat youth vaping that you've implemented or are aware of. That said, more needs to be done which is why I ask you to join me in urging the B.C. government to take immediate action on this important issue to prevent an entire generation of our youth from becoming addicted to nicotine and suffering potential acute and long-term negative health effects due to vaping.

It would be appreciated if wrote a letter to Minister Adrian Dix urging him to take action on this issue. Please copy me on your letter and e-mail it to me at [t.stone@leg.bc.ca](mailto:t.stone@leg.bc.ca). As well, if you would like to discuss this matter further, I would be happy to take your call at 250-374-2880.

We need to work together to keep our kids safe and healthy. As one parent said to me recently in the context of no action having yet been taken in B.C. to combat youth vaping, "Our kids deserve better from us." I couldn't agree more.

Regards,



Todd G. Stone  
MLA Kamloops – South Thompson

cc. Superintendent Demeo  
Dan Davis, MLA Official Opposition Education Critic

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**Kamloops – South Thompson  
Constituency Office**  
446 Victoria Street  
Kamloops, B.C. V2C 2A7  
T 250.374.2880 | F 250.377.3448

## Marlene Leach

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**Subject:** SD71 School Dress Codes

**From:** Jaylene Kuo <[jaylenekuo@yahoo.com](mailto:jaylenekuo@yahoo.com)>

**Sent:** October 8, 2019 5:54 PM

**To:** Janice Caton <[Janice.Caton@sd71.bc.ca](mailto:Janice.Caton@sd71.bc.ca)>

**Cc:** Tonia Frawley <[Tonia.Frawley@sd71.bc.ca](mailto:Tonia.Frawley@sd71.bc.ca)>; Ian Hargreaves <[Ian.Hargreaves@sd71.bc.ca](mailto:Ian.Hargreaves@sd71.bc.ca)>; Kat Hawksby <[Kat.Hawksby@sd71.bc.ca](mailto:Kat.Hawksby@sd71.bc.ca)>; Sarah Jane Howe <[SarahJane.Howe@sd71.bc.ca](mailto:SarahJane.Howe@sd71.bc.ca)>; Sheila McDonnell <[Sheila.McDonnell@sd71.bc.ca](mailto:Sheila.McDonnell@sd71.bc.ca)>; Michelle Waite <[Michelle.Waite@sd71.bc.ca](mailto:Michelle.Waite@sd71.bc.ca)>

**Subject:** SD71 School Dress Codes

Dear Ms. Caton and School Board Trustees,

In June I sent a letter to the school board. While I understand that you have had a summer break, I request that you give attention to this important subject. The content of the letter follows:

My name is Jaylene and I'm a grade 11 student at Mark R. Isfeld. Just before summer break, my brother, who attends Valley View Elementary, received a general reminder to pay attention to the school's dress code as the warm weather approaches. Looking through the code, I was shocked to see the number of rules that specifically targeted the way girls dress. I feel that it is very important to have a respectful, modern, and gender neutral dress code that focuses on creating a positive and inclusive environment for everyone.

My curiosity pushed me to examine dress codes for other schools in our district, and I was dismayed with my research results. While a sexist dress code policy is prevalent in many schools, Valley View's dress code is extremely unbalanced as almost every sentence targets the way girls dress. This imbalance needs to be addressed and improved. In my own school, Mark R. Isfeld, the dress code is written vaguely and is left to personal interpretation, which can be unfair and biased, demeaning to all genders.

Many dress codes in the Comox Valley describe inappropriate dress as "distracting" to others. When a girl is pulled out of class because her clothing is considered too distracting, it sends a strong message that she should be ashamed of herself and her body. This kind of language is also very offensive to boys because it suggests that boys are not able to control their thoughts and actions. Restricting girls' ability to dress freely is a form of victim blaming: it says that girls are to blame for the male response. I'm sure that we could all agree that this is not what we are trying to teach the students of School District 71, so let's change and improve the dress codes in the district.

I request that the school district adopt a dress code similar to the one the Greater Victoria School District has in place, which is focused on the safety of students, is gender neutral, and allows for family culture sensitivity. Victoria's code states that:

1. Students may attend school and school-related functions in dress of their choice under the conditions that the choices:
  - a. Conform with established health and safety requirements for the intended activity; and
  - b. Do not promote drugs or alcohol; display offensive language or images; or encourage discrimination.

Furthermore, Chilliwack recently introduced a guide that requires schools to alter their individual dress code so that it "focuses on safety and not modesty". I believe SD71 should be adopting a dress code similar to these updated and inclusive examples.

I have tremendous hope that our school district can contribute to making the world an equal and inclusive place, and this starts by allowing students to not be judged and victimized based on what they are wearing.



Thank you for taking the time to consider my concerns regarding dress codes, please contact me for further discussion or to let me know the steps you are taking.

I look forward to seeing a revised dress code in the very near future.

Sincerely,

Jaylene Kuo