



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Agenda

Tuesday, January 25, 2022

7:00pm

School District No. 71 (Comox Valley)
607 Cumberland Road, Courtenay, BC V9N 7G5
250-334-5500

A COMMUNITY OF LEARNERS - INNOVATIVE ♦ INQUISITIVE ♦ INCLUSIVE

Vision

An inclusive learning community that embraces diversity, fosters relationships and empowers all learners to have a positive impact on the world.

Mission

To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

We Value and Believe In

Trusting relationships based on respect, integrity and ethical behaviour

A commitment to Truth and Reconciliation with Indigenous peoples

Equity, inclusion, dignity, and acceptance for all

Global awareness and environmental stewardship

Innovation, creativity, problem-solving, and critical thinking

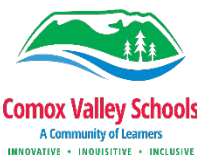
Accountability and shared responsibility

Open and engaging communication

Celebration of learning

Strategic Priorities

Educational Excellence
Community Engagement
Organizational Stability & Environmental Stewardship
Physical Health & Mental Well-Being



REGULAR BOARD MEETING AGENDA
Tuesday, January 25, 2022
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 heidi.bell@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'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

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the January 25, 2022, Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pages 1-5

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the December 14, 2021, Regular Public Board Meeting Minutes as presented.

4. Unfinished Business

- i. Telus Cellular Towers – Verbal Update
- ii. Long-Term Food Strategy- Update - Director Collyer, Director of Instruction

Motion made May 25, 2021:

THAT the Board of Education for School District No.71 (Comox Valley) refer to the Superintendent:

- To investigate the feasibility of a long-term food strategy, incorporating the focus on food security, hands-on learning, and the opportunity to connect with community partners and report back to the board.

5. Record of In-Camera Meeting Minutes / Reports

Page 6

- December 14, 2021 – Regular In-Camera Meeting

6. Board Chair’s Report

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7. Presentations / Delegations

None

8. Education Committee Meeting

No Meeting in January

Next Education Committee Meeting:

TOPIC: Operations
DATE: February 8th, 2022
TIME: 6:30 pm
LOCATION: TBA

9. Strategic Direction

A. Superintendent

- District News – Verbal Update
- Equity in Action – New Date: April 20, 2022
- New Provincial Health Orders
- Provincial Online Learning Schools – Verbal Update

B. Assistant Superintendent

- Attendance, Staff and Students
- Kindergarten Registration / September Projections
<https://www.comoxvalleyschools.ca/student-registration/>

C. Secretary-Treasurer

- i. Long Range Facilities - Verbal Update
<https://www.comoxvalleyschools.ca/royston-courtenay-elementary-boundary-review/>
- ii. Ventilation in Schools

D. Human Resources

- i. Retirements and Recognition

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10. Board Standing Committee Reports

A. Finance Committee Board Report – January 17, 2022

Pages 9-19

2022-23 Preliminary Budget Documents – for Board approval

- a) Budget Advisory Committee – Terms of Reference - 2022-23

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) approve the 2022-23 Terms of Reference as presented.

- b) Budget Advisory Committee – Guiding Principles – 2022-23

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) consider the 2022-23 Budget Guiding Principles as presented.

- c) Budget Advisory Committee – Process and Timelines – 2022-23

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) approve the 2022-23 Budget Development Process and Timelines as presented.

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) receive the Finance Committee Board Report as presented.

B. Policy Committee Board Report – January 17, 2022 – Briefing Note

Pages 20-25

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the Equity and Non-Discrimination Policy 24 as presented.

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) receive the Policy Committee Board Report as presented.

C. Facilities Committee Board Report

No Meeting in January

11. Board Business

A. Notice of Motion – Formal Acknowledgement of Climate Crisis

Sheila McDonnell, Trustee

Trustee McDonnell advised the Board of her intention to present a motion at the February 2022 Board Meeting.

12. Board Correspondence

A. Correspondence: from Canadian School Boards Association (CSBA) to Stephanie Higginson, BCSTA President – National Opiate Death Crisis

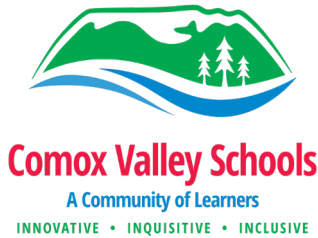
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13. Public Question Period

14. Adjournment

Motion:

THAT the Board of Education adjourn this meeting.



REGULAR BOARD MEETING MINUTES
Tuesday, December 14, 2021
7:00pm

Attendance in-person and via Zoom:

Trustees:

Tonia Frawley, Board Chair
Michelle Waite, Vice Chair
Sheila McDonnell, Trustee
Janice Caton, Trustee
Kat Hawksby, Trustee
Sarah Jane Howe, Trustee
Cristi May Sacht, Trustee

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations – via Zoom
Sean Lamoureux, Director of Inclusive Education
Vivian Collyer, Director of Instruction – via Zoom
Jay Dixon, Director of Instruction – via Zoom
Josh Porter, Director, Information Technology
Shaun Jones, Manager, Information Technology

Regrets: None

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order – Secretary-Treasurer or Designate

Board Chair, Tonia Frawley called the meeting to order at 7:03 pm and acknowledged that the meeting is being held on the traditional territories of the K’omoks First Nation.

2. Adoption of Agenda

Motion:

THAT the Board of Education adopt the December 14, 2021, Regular Public Board Meeting Agenda as presented.

[Howe/Waite]

CARRIED

3. Board Meeting Minutes

Pages 1-10

Motion:

THAT the Board of Education adopt the November 23, 2021, Regular Board Meeting Minutes as presented.

[Howe/Waite]

CARRIED

4. Unfinished Business

None

5. Record of In-Camera Meetings / Reports

Page 11

- November 15, 2021 – Facilities In-Camera Committee of the Whole Meeting
- November 23, 2021 – Regular In-Camera Meeting
- November 30, 2021 – Facilities In-Camera Committee of the Whole Meeting

7. Board Chair’s Report

Page 12

8. Presentations / Delegations

None

9. Education Committee Meeting

No Meeting in December

Next Education Committee Meeting:

TOPIC: Operations
DATE: January 11, 2022
TIME: 6:30 pm
LOCATION: TBA

10. Strategic Direction

A. Superintendent

i. District News – Verbal Update

- First snow day December 6, 2021 – reminder that snow days will be announced on the district website, local radio stations, and social media
- Winter celebrations at schools have been either virtually or by invite
- Some athletics games and tournaments were canceled/re-scheduled due to the fuel restriction, which is now lifted
- Superintendent extended his appreciation to all coaches and volunteers within our schools
- G.P. Vanier is running its Grad “Class” Special Attire program. They are in need of smaller men’s suits, shoes and other clothing/accessories that are in good condition and suitable for students to wear to grad
- Huband Park Elementary has two new playground and outdoor structures. The PAC raised \$29,000 towards the purchase and funding was also provided through the MOE Capital Playground Enhancement Fund
- G.P. Vanier held a “Preparing for the Workplace” event. Volunteers from the community visited and students were given mock job interviews

- Reminder of the International Travel rules and regulations, two week isolation upon returning
- EDAS – Everyone Deserves a Smile – The district filled 1352 envelopes, which surpassed their goal by 82
- The district filled 267 hampers of food for families within the Comox Valley
- To further support our students through these uncertain times school-based counselors participated in ASSIT (Applied Suicide Intervention Skills Training)
- District administrators and senior staff participated in VTRA (Violence Threat Risk Assessment) training program, level 1. Level 2 will be held in February 2022

ii. Equity in Action – New Date: January 20, 2022

iii. Director of Operations, Ian Heselgrave was seconded to manage the Abbotsford Flood Response Reception Centre at Tradex. The district received a thank you letter praising Director Heselgrave’s professionalism, vast knowledge, and organizations skills

B. Assistant Superintendent

i. SD71 is delivering the new Youth Development Instrument (YDI) survey to our Grade 11 students. The YDI builds on the Early Development Instrument (EDI) and the Middle Years Development Instrument (MDI) to check in on students’ development, health, and well-being

C. Secretary-Treasurer

i. **Letter to the Comox Valley Sports & Social Club**

The Secretary-Treasurer presented the response letter to the Comox Valley Sports & Social Club regarding rental rates

ii. The Secretary-Treasurer extended a thank you to Director Heselgrave for his work at the Abbotsford Flood Response

Pages 13-14

D. Human Resources

i. **Retirements and Recognition**
Board Information

Page 15

11. Board Standing Committee Reports

A. Finance Committee Board Report – December 7, 2021

Pages 16-90

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) accept the Statement of Financial Information for the fiscal year end June 30, 2021, as presented.

[Caton/Hawksby]

CARRIED

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) receive the Finance Committee Board Report as presented.

[Caton/May Sacht]

CARRIED

B. Audit Committee Board Report

No meeting in December.

C. Policy Committee Board Report

No meeting in December.

D. Facilities Committee Board Report – November 15, 2021 & November 30, 2021

The Facilities Committee met on November 15, 2021, as an In-Camera Committee of the Whole.

The Facilities Committee met on November 30, 2021, as an In-Camera Committee of the Whole.

12. Board Business

A. Motion: Kat Hawksby, Trustee (City of Courtenay) – Briefing Note

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Motion:

THAT the Board of Education for School District No.71 (Comox Valley) declares the last week of September annually as Truth and Reconciliation week.

[Hawksby/Howe]

CARRIED

Trustees spoke in support of the motion.

B. Trustee Appointments and Assignments 2021-2022

Pages 92-94

C. Long Range Facilities Plan – Boundary/Catchment Adjustments – Briefing Note

Pages 95-96

Director Heselgrave presented the briefing note. Trustee's asked questions and clarified the intent of the motion. Senior staff provided information.

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) move to consultation on a Boundary adjustment that would shift the Courtenay Elementary catchment boundary further south (include parts of Fraser Road, Comox Logging Road, South Island Highway and Ridge developments).

[Caton/McDonnell]

CARRIED

- D.** Trustees Verbal Report: BC School Trustee Association (BCSTA) Trustee Academy Trustees
Trustees shared their take-aways from the BCSTA Trustee Academy, December 2-4, 2021

13. Board Correspondence

None

14. Public Question Period

None

15. Meeting Adjourned – 8:30 pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Waite/May Sacht]

CARRIED

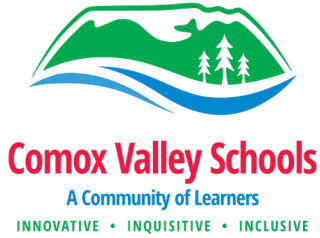
Board Approved on:

January 25, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Tonia Frawley
Board Chair



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** January 25, 2022
FROM: Office of the Secretary-Treasurer
RE: Record of In-Camera Meetings

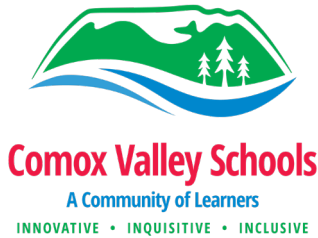
RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

Matters discussed and decisions reached at the Special and Regular In-Camera meetings held since the last such report:

December 14, 2021 – Regular In-Camera Meeting

1. Receipt of and updates on four land/property matters
2. Receipt of and updates on two other matters

The meeting was called to order at 6:02 pm and adjourned at 6:52 pm.



BOARD CHAIR'S REPORT

TO: Board of Education

DATE: January 25, 2022

FROM: Tonia Frawley, Board Chair

Happy 2022 to all!

Since our December board meeting a few things have happened.

Just as we were breaking for Christmas, I was invited to meet with our local MLA, Ronna-Rae Leonard. As incoming Chair of the Board, MLA Leonard was hoping to connect with me to find out how she could help us as a Board and a District. This has created the opportunity for us to reach out and request a meeting with the whole Board and MLA Leonard to address our concerns around the substantial growth in the school district, our boundary/catchment challenges, and our capital fund submissions as we move forward.

We are just about to start the budget process with our partner groups for the 2022/23 school year. As always, it will be reflective of our strategic plan, the input of our partner groups, and the direction from the Ministry for targeted monies.

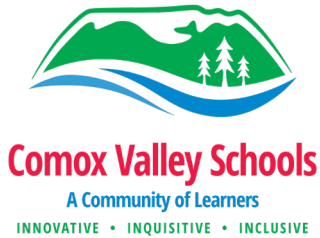
As we were wrapping up the holiday season, the province was faced with an extension of one week for the students to return to school. With all hands-on deck, our school district once again stepped up to the plate. Although, this may have been challenging on our families and staff, I would like to take this opportunity to thank everyone for their cooperation and understanding. During this time our SD71 team came together to meet, discuss, plan, and implement what the Ministry of Education and the Provincial Health Orders required of us to ensure that the educational needs and safety of our students and staff were met. We have all learned some new terms along the way and will continue to revisit our working documents.

We all need to continue to work and collaborate, to calmly listen to each other and be kind to one another. We will be stronger as a school district and community because of it. We will get through these challenges together.

Respectfully submitted,

Tonia Frawley

Tonia Frawley
Board Chair



TO: Board of Education

DATE: January 25, 2022

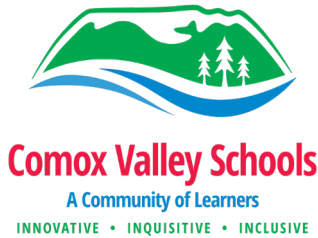
RE: Human Resources - Retirements and Recognition

Retirements

Faith Edwards, Teacher, Highland Secondary, retiring effective January 31, 2022, after 32 years of service.

Nathalie Claveau, Teacher, Ecole Robb Road Elementary, retiring effective January 31, 2022, after 32 years of service.

Janice Sommerfeld, Education Assistant, Ecole Puntledge Park Elementary, retiring effective March 31, 2022, after 9 years of service.



FINANCE COMMITTEE
BOARD REPORT

Date: Monday, January 17, 2022
Time: 3:30pm – 4:30pm
Venue: Via Zoom

Committee Members:

Janice Caton, Chairperson
Tonia Frawley, Trustee
Sheila McDonnell, Trustee
Brenda Hooker, Secretary-Treasurer

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

Regrets: None

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 3:32pm.

B. ITEMS FOR DISCUSSION

1. 2022-23 Preliminary Budget Documents – for Board approval

a. Budget Advisory Committee - Terms of Reference - 2022-23

Recommendation:

THAT the Board of Education approve the 2022-23 Budget Advisory Committee Terms of Reference as presented.

Trustee McDonnell moved and Chair Caton seconded to bring forward the Terms of Reference – 2022-23 document to the Board for adoption at the next public board meeting.

b. Budget Advisory Committee - Guiding Principles - 2022-23

Recommendation:

THAT the Board of Education approve the 2022-23 Budget Guiding Principles as presented.

A committee member recommended that point #4 needs to be strengthened to read:

“Priority is given to environmentally sustainable practices;”

Trustee McDonnell moved and Trustee Frawley seconded to bring forward the Guiding Principles 2022-23 document to the Board for consideration at the next public board meeting.

Note: The above motion did not clarify the status of the suggested change, so the original document has not yet been amended.

c. Budget Advisory Committee - Process and Timelines - 2022-23

Recommendation:

THAT the Board of Education approve the 2022-23 Budget Development Process and Timelines as presented.

Trustee Frawley moved and Trustee McDonnell seconded to bring forward the Process and Timelines 2022-23 document to the Board for adoption at the next public board meeting.

2. Set Finance Committee meeting dates for February to June

- Monday, February 14, 2022 – 3:30pm–4:30pm
- Tuesday, April 19, 2022 – 3:30pm–4:30pm
- Monday, May 16, 2022 – 3:30pm–4:30pm
- Monday, June 13, 2022 – 3:30pm–4:30pm

C. ITEMS FOR INFORMATION

1. Financial Update

a. Capital Fund Update – December 31st

Secretary-Treasurer, Brenda Hooker reviewed the December 31st Capital Fund Update with the committee.

b. 2021-22 Recalculated Operating Grant

Secretary-Treasurer, Brenda Hooker reviewed the 2021-22 Recalculated Operating Grant with the committee. Brenda Hooker and Director of Operations, Ian Heselgrave answered committee member questions.

c. 2021-22 Classroom Enhancement Fund

Director of Finance, Candice Hilton reviewed the Ministry of Education Operating Grant FINAL for the 2021-22 Year and the 2021-22 Classroom Enhancement Fund with the committee. Assistant Superintendent, Geoff Manning, Candice Hilton and Brenda Hooker answered committee member questions.

D. FUTURE MEETINGS/AGENDA ITEMS

1. **2021-22 Amended Annual Budget** (February)
2. **September 2022 Preliminary Enrolment Projections** (February)
3. **Acknowledgement of Elizabeth (Bunny) Shannon** (February)

Next Meeting: Monday, February 14, 2022 – 3:30pm–4:30pm

E. ADJOURNMENT

The meeting was adjourned at 4:18pm.

BUDGET ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

1. To advise the Finance Committee on the allocation of the operating budget to various programs and services to best meet the needs of students;
2. To provide the Finance Committee with representative advice on budget issues and implications of proposed changes;
3. To provide advice on new priorities and emerging opportunities, and to review past budget adjustments;
4. To provide a forum for open communication and understanding of the budget;
5. To assist in the effective and transparent communication regarding the school district's financial issues and decisions.

Membership

- Finance Committee
- Senior Leadership Team
- Two representatives each from CVPVPA, CDTA, CUPE, DPAC, and IEC

Meetings

Meetings will be scheduled between January and June at the call of the Chair, considering all associated processes, deadlines, and timelines.

Indicators of Success

1. All members are aware of the contents of the operating budget and communicate positively about that understanding;
2. All members understand the budget issues and work together to solve them;
3. All members feel trusted, respected and comfortable to openly share information with all committee members, recognizing that information shared may be sensitive in nature;
4. All employees and partners in the district are receiving effective communication about the budget and believe there has been adequate opportunity for input;
5. Committee provides useful advice to the Finance Committee.

BUDGET ADVISORY COMMITTEE

2022-23 BUDGET GUIDING PRINCIPLES

In its development and approval of the school district budget, the Board shall ensure that the district's Strategic Plan and its priorities generated to support all students, shall be central in budget decisions. The Board will also ensure alignment between District goals and those of the Ministry of Education.

Throughout the Board's collaborative budget development process, decisions will be guided by the following principles (in no particular order):

- Maintenance or enhancement of quality programs and services for students;
- Delivery of effective, efficient and culturally appropriate programs and services;
- Maintaining a safe and healthy learning and working environment;
- Consideration and attention is given to environmentally sustainable practices;
- Maximizing the use of school district facilities and time within the school day and throughout the calendar year;
- Protecting any funds held in reserve for which there is a well-established and appropriate plan for use;
- Establishment of a contingency fund so that unforeseen budget pressures can be dealt with in a responsible and timely manner;
- Long-term financial planning including effective management of reserve funds or of potential budget deficits;
- Effective and transparent communication with partner groups and with the broader public so that budget decisions are finalized following consideration of a wide range of perspectives and suggestions;
- Consideration of, and adherence to, laws, regulations, collective agreements, Ministry of Education directives etc.;
- Exploration of revenue-generation options to supplement the annual operating grant from the province;
- District-specific advocacy for stable, predictable and adequate funding so that programs and services can be maintained and enhanced over time; and
- Recognition that preliminary budgets are developed with the best information available at the time but are subject to a number of factors that can significantly affect both revenue and expense projections.

BUDGET ADVISORY COMMITTEE

2022-23 PRELIMINARY OPERATING BUDGET TIMELINES / PROCESS

January 14	Budget Advisory Committee <i>Draft Committee Terms of Reference, Budget Guiding Principles, Process and Timelines distributed electronically for comment.</i>
January 25	Regular Board Meeting - 7:00pm <i>Board approval of Committee Terms of Reference, Process and Timelines, and adoption of 2022-23 Budget Guiding Principles.</i>
January/February	Enrolment Projections <i>Management prepares and submits 2022-23 enrolment projections to the Ministry of Education.</i>
February 15	Budget Advisory Committee Meeting - 3:00-4:00pm <i>Budget process overview, review of prior year budget changes.</i>
February 22	Regular Board Meeting - 7:00pm
March 15 (tentative)	Preliminary Operating Grant Announcement
March 21 – April 1st	Spring Break
April 12	Budget Advisory Committee Meeting – 3:00-5:00pm <i>Discuss and consider the implications of the Preliminary Operating Grant Announcement, funding model changes, and any potential budget shortfall or enhancement. Opportunity for District Staff and Partner Group presentations.</i>
April 19	Public Budget Consultation Meeting - 6:00pm <i>Public Budget Consultation Meeting.</i>
April 26	Regular Board Meeting - 7:00pm <i>Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district's core business (student success)</i>

- May 10 Budget Advisory Committee Meeting – 3:00-5:00pm
*To share input from Public Budget Consultation meeting, Partner Group feedback,
and consider preliminary balancing options.*
- May 17 Committee of the Whole Meeting – 6:00pm
To review recommendations to balance the 2022-23 Annual Budget.
- May 24 Regular Board Meeting - 7:00pm
Tentative approval 2022-23 Annual Budget Bylaw.
- May 11-23 Staffing Adjustments and Notices

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
CAPITAL FUND UPDATE - December 31st

CAPITAL FUND		BUDGET	EXPENDITURES to Dec 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 5,770,754	\$ 945,735	\$ 4,825,019	16%
	Bylaw Capital	\$ 36,635,805	\$ 35,308,402	\$ 1,327,403	96%

LOCAL CAPITAL	BUDGET	EXPENDITURES to Dec 31st	Variance \$	Variance %	Notes
Modulars	200,000	-	200,000	0%	Ongoing
Vehicle/Fleet Replacement	100,000	88,762	11,238	89%	Ongoing
Photocopier Fleet Replacement	50,000	21,161	28,839	42%	Ongoing
Printer Fleet Replacement	35,000	12,993	22,007	37%	Ongoing
Trades Equipment	67,620	2,038	65,582	3%	Ongoing
Custodial Equipment	15,711	15,711	-	100%	Ongoing
Classroom Renovations	123,537	7,944	115,593	6%	Ongoing
Facility Reserve	1,300,000	-	1,300,000	0%	Reserve
Music/Fine Arts	30,862	-	30,862	0%	Ongoing
Furniture & Equipment	80,590	34,538	46,052	43%	Ongoing
21st Century Learning Equipment Initiatives	9,478	-	9,478	0%	Ongoing
Land Swap - Prepaid Rent	322,000	-	322,000	0%	Reserve
Land Swap - Proceeds	942,000	-	942,000	0%	Reserve
Board Office Reno	1,465,598	-	1,465,598	0%	Reserve
Future Information Technology	927,829	762,588	165,241	82%	Ongoing
ST Contingency Reserve Fund	100,529	-	100,529	0%	Reserve
TOTALS	\$ 5,770,754	\$ 945,735	\$ 4,825,019		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to Dec 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,454,176	1,157,914	296,262	80%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	23,625,244	972,137	96%	Ongoing - Childcare Centre
Hornby Island Replacement	9,444,248	9,444,248	-	100%	Complete
Brooklyn Boiler	175,000	175,000	-	100%	Complete
Huband Playground	165,000	165,000	-	100%	Complete
Mark Isfeld Roofing	800,000	740,996	59,004	93%	2021/22 SEP
TOTALS	\$ 36,635,805	\$ 35,308,402	\$ 1,327,403		

Interim Operating Grant Summary Following the September 2021 Enrolment Count - 2021/22 School Year

School District 71 Comox Valley

September 2021 Enrolment Count

	School-Age	Funding		Total Supplement
	Enrolment	Level	Funding	
Standard (Regular) Schools	7,848.2500	\$7,885	\$61,883,451	
Continuing Education	0.0000	\$7,885	\$0	
Alternate Schools	169.0000	\$7,885	\$1,332,565	
Online Learning	1,562.1875	\$6,360	\$9,935,513	
Home Schooling	32	\$250	\$8,000	
Course Challenges	23	\$246	\$5,658	
Total Enrolment-Based Funding (September)	9,579.4375			\$73,165,187

	Total Enrol.	Funding		Total Supplement
	Change	Level	Funding	
1% to 4% Enrolment Decline	91.7500	\$3,943	\$0	
4%+ Enrolment Decline		\$5,914	\$0	
Significant Cumulative Decline (7%+)	1,210.3125	\$3,943	\$0	
Supplement for Enrolment Decline				\$0

	Enrolment	Funding		Total Supplement
		Level	Funding	
Level 1 Special Needs	6	\$44,850	\$269,100	
Level 2 Special Needs	418	\$21,280	\$8,895,040	
Level 3 Special Needs	79	\$10,750	\$849,250	
English Language Learning	130	\$1,585	\$206,050	
Indigenous Education	1,584	\$1,565	\$2,478,960	
Adult Education	15.9375	\$5,030	\$80,166	
Equity of Opportunity Supplement			\$402,695	
Supplement for Unique Student Needs				\$13,181,261

Variance from Provincial Average	\$964	
Estimated Number of Educators	533.076	\$513,885

	Enrolment	Funding		Total Supplement
		Level	Funding	
FTE Distribution	9,595.3750	\$180.33	\$1,730,334	
Supplement for Salary Differential				\$2,244,219

Supplement for Unique Geographic Factors	\$5,640,627
Funding Protection	\$0
Curriculum and Learning Support Fund	\$85,389

September 2021 Enrolment Count, Total **\$94,316,683**

July 2021 Enrolment Count

	Funding			Total Supplement
	Enrolment	Level	Funding	
Summer Learning Grade 1-7	0	\$224	\$0	
Summer Learning Grade 8-9	0	\$224	\$0	
Summer Learning Grade 10-12	0	\$448	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	268	\$448	\$120,064	
Summer Learning, Total				\$120,064

February 2022 Enrolment Count

	Funding			Total Supplement
	Enrolment	Level	Funding	
School-Age FTE - Continuing Education	0.0000	\$7,885	\$0	
Adult FTE - Continuing Education	0.0000	\$5,030	\$0	
K-Grade 9 School-Age FTE - Online Learning	60.0000	\$3,180	\$190,800	
Grade 10-12 School-Age FTE - Online Learning	200.0000	\$6,360	\$1,272,000	
Adult FTE - Online Learning	10.0000	\$5,030	\$50,300	
Level 1 Special Needs Enrolment Growth	1	\$22,425	\$22,425	
Level 2 Special Needs Enrolment Growth	21	\$10,640	\$223,440	
Level 3 Special Needs Enrolment Growth	5	\$5,375	\$26,875	
Newcomer Refugees	0.0000	\$3,943	\$0	
ELL Supplement - Newcomer Refugees	0	\$793	\$0	
February 2022 Enrolment Count, Total*				\$1,785,840

May 2022 Enrolment Count

	Funding			Total Supplement
	Enrolment	Level	Funding	
School-Age FTE - Continuing Education	0.0000	\$7,885	\$0	
Adult FTE - Continuing Education	0.0000	\$5,030	\$0	
K-Grade 9 School-Age FTE - Online Learning	15.0000	\$2,120	\$31,800	
Grade 10-12 School-Age FTE - Online Learning	150.0000	\$6,360	\$954,000	
Adult FTE - Online Learning	7.0000	\$5,030	\$35,210	
May 2022 Enrolment Count, Total*				\$1,021,010

2021/22 Full-Year Estimated Operating Grant Total **\$97,243,597**

Estimated 2021/22 Operating Grant from Indigenous Services Canada	\$154,961
Estimated 2021/22 Operating Grant from Ministry of Education	\$97,088,636

*Note: Highlighted sections are estimated and will be updated following the February and May enrolment counts

SCHOOL DISTRICT NO. 71 (Comox Valley)
Ministry of Education Operating Grant - FINAL - for the 2021-22 Year

	2021-22 ESTIMATED Annual Budget (based on projected Sept enrolment)			2021-22 Actual Amended Budget (based on Actual Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
Enrolment Based Funding						
Standard schools	7754.000	7,885	61,140,290	7848.250	7,885	61,883,451
Continuing education	0.000	7,885	0	0.000	7,885	0
Alternate schools	187.000	7,885	1,474,495	169.000	7,885	1,332,565
Distributed learning	1330.000	6,360	8,458,800	1562.188	6,360	9,935,513
	<u>9271.000</u>			<u>9579.438</u>		
Home Schooling	62.000	250	15,500	32.000	250	8,000
Course Challenges	2.000	246	492	23.000	246	5,658
			<u> </u>			<u> </u>
Total September Enrolment Based Funding			\$ 71,089,577			\$ 73,165,187
Enrolment Decline Funding						
Enrolment decline between 1% and 4%	-216.688		480,299	0.000		0
Enrolment decline greater than 4%			0			0
Additional supplement	1210.313		0	0.000		0
			<u>480,299</u>			<u>0</u>
Unique Student Needs						
English as a second language	102.000	1,585	161,670	130.000	1,585	206,050
Indigenous education	1525.000	1,565	2,386,625	1584.000	1,565	2,478,960
Special education - level 1	15.000	44,850	672,750	6.000	44,850	269,100
Special education - level 2	343.000	21,280	7,299,040	418.000	21,280	8,895,040
Special education - level 3	75.000	10,750	806,250	79.000	10,750	849,250
Adult education	24.438	5,030	122,921	15.938	5,030	80,166
Equity of Opportunity Supplement			395,942			402,695
			<u>11,845,198</u>			<u>13,181,261</u>
Salary differential			2,050,645			2,244,219
Unique geographic factors			5,640,627			5,640,627
Transportation			0			0
Holdback allocation			0			0
Formula transition			0			0
Funding protection			0			0
			<u> </u>			<u> </u>
Subtotal September Operating Grant			91,106,346			94,231,293
Curriculum and Learning Support Fund			85,389			85,389
			<u> </u>			<u> </u>
Total September Operating Grant			\$ 91,191,735			\$ 94,316,683
Summer learning			24,192			120,064
Estimated enrolment based funding - February			1,785,840			1,785,840
Estimated enrolment based funding - May			1,021,010			1,021,010
			<u> </u>			<u> </u>
Total Aggregate Funding Announced			\$ 94,022,777			\$ 97,243,597
			<u> </u>			<u> </u>
						\$ 3,220,819

TABLE B
CLASSROOM ENHANCEMENT FUND ALLOCATION, 2021/22 ESTIMATED
Updated December 2021

School District	FTE	Staffing Cost	Overhead Cost	Annual Remedies	Total 2021/22 Estimated Classroom Enhancement Fund Allocation
5 Southeast Kootenay	28.8	3,123,823	148,845	94,798	3,367,466
6 Rocky Mountain	31.5	3,420,321	193,470	0	3,613,791
8 Kootenay Lake	50.4	5,567,338	207,086	202,289	5,976,713
10 Arrow Lakes	1.6	151,021	55,201	0	206,222
19 Revelstoke	4.6	497,843	66,735	3,834	568,412
20 Kootenay-Columbia	43.5	4,983,792	332,137	19,968	5,335,897
22 Vernon	54.0	5,821,175	696,607	126,929	6,644,711
23 Central Okanagan	200.2	19,704,665	549,237	27,842	20,281,744
27 Cariboo-Chilcotin	32.0	3,745,122	568,263	21,420	4,334,805
28 Quesnel	17.1	1,899,440	214,445	0	2,113,885
33 Chilliwack	97.4	10,139,916	390,638	37,032	10,567,586
34 Abbotsford	117.8	12,319,400	434,835	1,018,388	13,772,623
35 Langley	313.3	30,284,824	906,082	1,392,956	32,583,862
36 Surrey	495.4	43,177,191	1,328,788	2,868,500	47,374,479
37 Delta	74.7	7,877,585	767,671	741,389	9,386,645
38 Richmond	309.8	32,344,010	4,841,324	178,164	37,363,498
39 Vancouver	258.0	28,674,634	4,037,077	965,059	33,676,770
40 New Westminster	55.5	5,960,420	373,060	369,360	6,702,840
41 Burnaby	122.7	11,631,258	2,428,607	132,704	14,192,569
42 Maple Ridge-Pitt Meadows	155.8	16,364,917	726,809	1,138,768	18,230,494
43 Coquitlam	302.9	36,130,385	2,194,412	2,254,014	40,578,811
44 North Vancouver	98.2	10,858,219	6,101,085	998,361	17,957,665
45 West Vancouver	23.1	2,479,761	183,530	0	2,663,291
46 Sunshine Coast	29.0	3,065,375	193,196	85,263	3,343,834
47 Powell River	18.4	1,799,198	120,435	308,925	2,228,558
48 Sea to Sky	58.4	6,044,541	332,352	0	6,376,893
49 Central Coast	4.3	437,431	53,679	0	491,110
50 Haida Gwaii	6.5	694,012	71,293	0	765,305
51 Boundary	8.3	906,119	25,098	45,862	977,079
52 Prince Rupert	18.6	1,956,017	193,366	398,037	2,547,420
53 Okanagan Similkameen	21.2	2,181,070	66,112	90,405	2,337,587
54 Bulkley Valley	10.4	1,016,266	81,660	33,048	1,130,974
57 Prince George	90.8	9,417,824	395,411	0	9,813,235
58 Nicola-Similkameen	30.7	3,710,876	301,887	0	4,012,763
59 Peace River South	28.5	3,200,786	293,013	180,571	3,674,370
60 Peace River North	36.8	3,746,900	365,296	496,410	4,608,606
61 Greater Victoria	196.0	17,728,997	702,459	1,150,455	19,581,911
62 Sooke	150.3	16,555,078	1,429,873	0	17,984,951
63 Saanich	60.7	6,452,258	848,635	1,247,275	8,548,168
64 Gulf Islands	18.0	1,688,014	324,480	207,360	2,219,854
67 Okanagan Skaha	29.0	3,300,768	212,891	830,761	4,344,420
68 Nanaimo-Ladysmith	92.2	9,756,522	1,402,180	360,395	11,519,097
69 Qualicum	33.2	3,556,907	400,019	114,585	4,071,511
70 Pacific Rim	23.3	2,625,001	119,835	604,021	3,348,857
71 Comox Valley	90.2	9,875,840	1,471,710	116,150	11,463,700
72 Campbell River	33.2	3,251,249	291,660	56,497	3,599,406
73 Kamloops-Thompson	103.6	11,085,018	463,687	75,005	11,623,710
74 Gold Trail	6.3	643,000	8,935	0	651,935
75 Mission	60.0	6,209,296	259,203	688,451	7,156,950
78 Fraser-Cascade	22.5	2,349,598	103,010	216,838	2,669,446
79 Cowichan Valley	83.8	8,889,361	877,071	821,796	10,588,228
81 Fort Nelson	5.1	529,547	176,508	928	706,983
82 Coast Mountains	47.3	4,742,855	307,493	206,235	5,256,583
83 North Okanagan-Shuswap	49.8	5,270,052	318,656	1,258,200	6,846,908
84 Vancouver Island West	8.6	850,680	212,074	44,928	1,107,682
85 Vancouver Island North	10.6	1,085,051	122,970	33,696	1,241,717
87 Stikine	3.3	383,997	6,285	0	390,282
91 Nechako Lakes	25.5	2,839,163	255,844	6,480	3,101,487
92 Nisga'a	6.0	784,507	110,652	0	895,159
93 Conseil scolaire francophone	61.9	6,299,915	335,128	29,810	6,664,853
Provincial Total	4,470.5	462,086,149	41,000,000	22,300,162	525,386,311

**POLICY COMMITTEE
BOARD REPORT**

Date: Monday, January 17, 2022
Time: 2:00 – 3:00 pm
Venue: Zoom Meeting

Committee Members:

Michelle Waite, Chairperson
Kat Hawksby, Trustee
Tom Demeo, Superintendent

Janice Caton, Trustee
Brenda Hooker, Secretary Treasurer
Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Welcome

The Chair welcomed the Policy Committee and called the meeting to order at 2:04 pm.

B. Items for Discussion

1. Update Child Care Policy

The Superintendent gave an update on the Draft Child Care Policy. Final edits are being made and feedback is being provided by community early childhood educators and providers. A working copy will be presented to the policy committee at the next meeting.

2. Draft Policy 24 – Equity and Non-Discrimination

Motion carried June 22, 2021.

That the Board of Education receive the Draft copy of Policy 24 and request that the Policy Committee through the Superintendent begin an engagement process with our Education and Community Partners requesting written feedback to the proposed policy. A proposed timeline of completion will be November 2021.

The Superintendent gave an update. Feedback on Draft Policy 24 – Equity and Non-Discrimination has been collected, collated and brought back to the policy committee to review.

The policy committee engaged in a thorough conversation and are now providing the final draft to the Board of Education for consideration. A briefing note has been provided.

The Policy Committee Recommends:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the Equity and Non-Discrimination Policy as presented.

3. Update on Administrative Procedures

The Superintendent gave an update on the AP's. The first phase of the update will be completed on Friday, January 21, 2022.

C. Next Meeting

Monday, February 7th, 2022

2:00 pm – 3:00 pm

Via Zoom

D. Adjournment – 3:00 pm

EQUITY AND NON-DISCRIMINATION

1. The Board of Education is committed to inclusive, equitable treatment and opportunities for all individuals throughout the system. The letter and spirit of the Canadian Humans Rights Act, B.C. Human Rights Code and the B.C. Declaration on the Rights of Indigenous Peoples Act and the B.C. Multiculturalism Act, shall be observed, supported, and enforced, so that all members of the School District community may work together in an atmosphere of respect where differences are honoured.

The Board of Education acknowledges that Discrimination:

- Exists and takes many forms, including but not limited to racism, indigenized racism, misogyny, and homophobia.
 - Can be direct or indirect, overt or subtle (microaggressions), intentional or unintentional and exists at institutional and systemic levels.
 - Impacts people in different ways, each person's reaction to discrimination is unique, and some members of our school district community face multiple forms of discrimination.
 - Can have long term negative consequences on a person's sense of self and /or a person's ability to fully actualize. (*The legacy of residential schools*).
 - Has no one-size-fits-all solution. Different types of discrimination will require different approaches, strategies, and procedures to combat; and
 - Constitutes an infringement of a person's equality rights and acts as a barrier to full participation in the school district community and society at large.
2. The Board of Education is committed to creating an inclusive environment through the elimination of all forms of discrimination and the support of educational and employment equity for all who learn and work in Comox Valley Schools. It also recognizes and celebrates the diversity of the community it serves and believes that each individual contributes to the richness of the School District culture.
 3. The Board of Education also acknowledges that all members of the School District community, staff, students, parents, caregivers, and other stakeholders, share the responsibility for creating a responsive, compassionate, inclusive environment which honours and respects everyone. The Board is committed to supporting all members in their efforts to create an environment where all individuals feel safe, cared for and a sense of belonging.

4. The Board of Education expects each member of the District community to participate in the ongoing development of practices that promote fair and equitable treatment for everyone, cultivating mutual respect, civility and a sense of belonging, as we eliminate all forms of discrimination and address the effects of historic, organizational, systemic, and attitudinal discrimination of all forms.
5. The Board of Education is committed to:
 - a. Equity and inclusivity in all contexts, activities and places.
 - b. Supporting the education of how to act directly or as a bystander against all forms of discrimination.
 - c. Developing cross-cultural connections to create understanding, show respect for, and to honour racial, ethnic and cultural identity, religion and individual abilities.
 - d. Ensuring that school codes of conduct make explicit references to the prohibited grounds of discrimination as outlined in the B.C. Human Rights Code.
 - e. Supporting employment equity through the provision of effective process to recruit, retain and develop all staff acknowledging gender, sexual orientation, race, colour, disabilities, ancestry, national and ethno-cultural organization and religion.
 - f. Support educational equity through quality programs that celebrate diversity and welcome all learners recognizing gender identity, race, colour, disabilities, ancestry, national and ethno-cultural organization and religion.
 - g. Create an educational and workplace environment that promotes equality and welcomes and values diversity.

Related Administrative Procedures:

TO: Board of Education **DATE:** January 25, 2022
FROM: Tom Demeo
RE: Draft Policy 24 – Equity and Non-Discrimination

Purpose

To provide the Board of Education of School District No.71 (Comox Valley) with a final draft of Policy 24 – Equity and Non-Discrimination for adoption.

Background

On December 15, 2020, the Board of Education passed the following motion:

THAT the Board of Education create an ad hoc committee to review Draft Policy 24 – Non-Discrimination based on the approved Terms of Reference.

On June 22, 2021, the Board of Education received a draft copy of Policy 24 and passed the following motion:

THAT the Board of Education receive the Draft copy of Policy 24 and request that the Policy Committee through the Superintendent begin an engagement process with our Education and Community Partners requesting written feedback to the proposed policy. A proposed timeline of completion will be November 2021.

Feedback Themes

Overall, the Policy was well received by all groups. There seemed to be some confusion around a Policy verses an Administrative Procedure. This became evident as a number of suggestions indicated a need for guidelines around the implementation and the “enforcement” of the Policy.

Some student comments included:

“This Policy is really important, and I hope it changes some people’s way of acting.”

“... these Policy statements do represent a school system I would want to be part of.”

“... the Policy gives students a safer feeling in schools and will help students to speak up about any discrimination they have experienced in a school environment.”

“... well thought out. I can’t wait for this Policy to come to life and be a thing at our school.”

Samples of other feedback

“... as a Policy I think it covers all the bases... the implementation is more important.”

“... Policy looks good... interested in the operational procedures.”

“... like what’s being done... operational implementation is important.”

The majority of the suggestions focused on the implementation/operationalization of the Policy. These suggestions will be taken into consideration when the Administrative Procedure is developed.

Other suggestions focused on specific language. These language discussions had occurred with the Ad hoc committee during the creation of the Policy.

Next Steps

Once the Board has adopted the Policy, the Superintendent will begin to develop an Administrative Procedure to support the Policy. Again, the feedback we received will be considered when developing the Administrative Procedure.

Recommendation

THAT the Board of Education for School District No.71 (Comox Valley) adopt the Equity and Non-Discrimination Policy as presented.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "T. Demeo", with a long horizontal line extending to the right.

Tom Demeo
Superintendent of Schools



January 5, 2022

Stephanie Higginson
President, BCSTA
4th Floor 1580 W. Broadway
Vancouver, BC V6J 5K9

Dear President Higginson:

Thank you for your letter regarding the National Opiate Death Crisis. The executive of the CSBA completely supports your request to advocate for action on the part of the federal government.

We have referred this to the Comprehensive School Health Work Team for action and recommendation to the Board of Directors. We have also asked that it be discussed by the Emergent Issues Work Team. We will ensure that this is part of our federal advocacy messaging when we meet with federal leaders in May.

In addition, we are exploring collaboration with Bunyaad Public Affairs as part of the BC Ministry of Health project addressing youth substance use. Our role would be that of national K-12 knowledge mobilization partner for trustee education.

Please be assured that we will follow-up as soon as possible and keep you informed of our progress.

Sincerely,

Laurie French
President, CSBA

c. CSBA Board of Directors