



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Agenda

Tuesday, February 22, 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

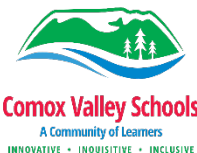
Accountability and shared responsibility

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, February 22, 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 February 22, 2022, Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pages 1-7

Motion:

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

Motion:

THAT the Board of Education adopt the minutes from the February 15, 2022, Special Public Board meeting as presented.

Pages 8-10

4. Unfinished Business

None

5. Record of In-Camera Meeting Minutes / Reports

Page 9

- January 25, 2022 – Regular In-Camera Meeting
- February 15, 2022 – Facilities In-Camera Committee of the Whole Meeting

6. Board Chair’s Report - Written Report

Page 12-13

7. Presentations / Delegations

None

8. Education Committee Meeting

No Meeting in February

Next Education Committee Meeting:

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

9. Strategic Direction

A. Superintendent

- i. District News – Verbal Update

B. Assistant Superintendent

- i. Enrollment

C. Secretary-Treasurer

- i. Cumberland Child Care – Media Release

D. Human Resources

- i. Retirements and Recognition

Page 14

10. Board Standing Committee Reports

A. Finance Committee Board Report – February 14, 2022

Pages 15-24

Presentations by: Secretary-Treasurer, Brenda Hooker and the Director of Finance, Candice Hilton

- i. **2021-22 Amended Annual Budget**

Pages 25-53

Recommendation:

THAT the 2021-22 Amended Annual Budget be given first reading

Recommendation:

THAT the 2021-22 Amended Annual Budget be given second reading

Recommendation:

THAT in accordance with Section 68 (4) of the School Act, all three readings of the 2021-22 Amended Annual Budget be given at tonight's meeting

Recommendation:

THAT the 2021-22 Amended Annual Budget be given third and final reading

Recommendation:

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

B. Budget Advisory Committee – February 15, 2022

Pages 54-66

Presentations by: Committee Chair, Sheila McDonnell and the Secretary-Treasurer, Brenda Hooker

Recommendation:

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

C. Policy Committee Board Report – February 7, 2022

Pages 67-68

Recommendation:

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

D. Facilities Committee of the Whole Board Report – February 8, 2022

Pages 69-72

Presentations by: Secretary-Treasurer, Brenda Hooker, the Director of Operations, Ian Heselgrave, Cornerstone Representative and Kevin Reid, Real Estate Professional

i. Briefing Note

Pages 73-77

ii. Bylaw for the Purchase of 2488 Idiens Way, Comox

Page 78

Recommendation:

THAT the Bylaw for 2488 Idiens Way, Comox be given first reading

Recommendation:

THAT the Bylaw for 2488 Idiens Way, Comox be given second reading

Recommendation:

THAT in accordance with Section 68 (4) of the School Act, all three readings of the Bylaw for 2488 Idiens Way, Comox be given at tonight's meeting

Recommendation:

THAT the Bylaw for 2488 Idiens Way, Comox be given third and final reading

Recommendation:

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

11. Board Business

A. Notice of Motion – Formal Acknowledgement of Climate Crisis

Deferred to March

Sheila McDonnell, Trustee

12. Board Correspondence

Pages 79-80

- A. Correspondence:** from **Jennifer Whiteside, Minister of Education & Katrina Chen, Minister of State for child Care to Education Partners, Child Care Stakeholders, Providers and Operators** – Accountability for Child Care Transitioning to the Ministry of Education.

13. Public Question Period

14. Adjournment

Motion:

THAT the Board of Education adjourn this meeting.

REGULAR BOARD MEETING MINUTES
Tuesday, January 25, 2022
7:00pm

Attendance via Zoom:

Trustees:

Tonia Frawley, Board Chair
Michelle Waite, Vice Chair
Sheila McDonnell, Trustee
Janice Caton, 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
Sean Lamoureux, Director of Inclusive Education
Vivian Collyer, Director of Instruction
Jay Dixon, Director of Instruction
Shaun Jones, Acting Director, Information
Technology

Regrets: Kat Hawksby, Trustee and Sarah Jane Howe,
Trustee

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 7:00 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 for School District No.71 (Comox Valley) adopt the January 25, 2022, Regular Public Board Meeting Agenda as presented.

[McDonnell/Waite]

CARRIED

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 Board Meeting Minutes as presented.

[Waite/McDonnell]

CARRIED

4. Unfinished Business

i. Telus Cellular Towers – Verbal Update

The Superintendent gave an update – No further action is required.

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.

Director of Instruction, Vivian Collyer, provided an update about garden-based learning and food programs, including highlights about schools' current status and community partnerships, and preliminary plans for a 3-year implementation strategy. Vivian and Serina Alison, Environmental and Outdoor Learning Teacher, are investigating what is needed for functional gardens as learning environments and what type of resources and professional development are recommended for effective garden-based learning. She shared activities already in progress, such as the district's partnership with Royal Roads University in the Youth Designing Climate Resilience research project and coordination of an upcoming professional learning series with education consultant Megan Zeni. They look forward to continuing to collaborate with school teams and the Indigenous Education and Facilities departments on this initiative.

5. Record of In-Camera Meetings / Reports

Page 6

- December 14, 2021 – Regular In-Camera Meeting

7. Board Chair's Report

Page 7

The Board Chair gave a short overview of her written Board Chair Report.

8. Presentations / Delegations

None

9. Education Committee Meeting

No Meeting in January.

Next Education Committee Meeting:

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

10. Strategic Direction

A. Superintendent

i. District News – Verbal Update

- Arden Elementary to be one of 12 Active School Travel Pilot Programs in B.C.
- District wide Pro-D Day with an Indigenous education focus – February 18th, 2022 – Keynote speaker, Jo Chrona
- Dual Credit Academic parent night – Wednesday, January 26th, at 7:00 pm via Zoom
- SD71 PAC – Promoting Peer Social Competence – Wednesday, February 2nd, at 7:00 pm – via Zoom
- Kindergarten registration for 2022-23 opened January 24th, for programs of choice. Registration for neighborhood schools opens January 31st. Navigate Fine Arts eCademy opens February 24th and Compass registrations opens March 3rd.
- Denman Island Elementary started a salad bar program with produce from the local farms and bread from one of the local bakeries
- Denman Island Elementary is doing a whole school walk every Monday morning
- Glacier View Secondary Centre Leadership class partnered with Stevenson Place to bring Christmas cards and good wishes to the Seniors living there
- Glacier View Secondary Centre, student was asked to create artwork for the Anti-Bullying Day t-shirt for the Ministry of Education

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

iii. New Provincial Health Orders

- Closing Schools for In-Person Learning. Three types of school closures.

<https://www.comoxvalleyschools.ca/wp-content/uploads/2022/01/School-Closure-Process-1.pdf>

- Vaccination Status Reporting – January 17, 2022
Allows the local Health Officer to request vaccination information.
Currently, there is no further action required by SD71.

iv. Provincial Online Learning Schools – Expression of Interest

The district has submitted an Expression of Interest application to the Ministry of Education to be a Provincial Online Learning School. The Ministry of Education confirmed that our application has been received. The Ministry is currently reviewing the applications and we should hear the results shortly.

B. Assistant Superintendent

i. Attendance, Staff and Students

The district had a gradual school start coming back from winter break. Student absences due to illness in January has averaged 4-5%. Last year student absences due to illness was between 1-5%. SD71 is higher than normal but not abnormally high. Schools are starting to see this percentage drop.

Staff absences due to illness has been between 40-50 more per day than normal. SD71 has been able to have coverage for all classes during January. Absences with staff has started to drop the week of January 24, 2022.

ii. Kindergarten Registration / September Projections

Programs of Choice - Kindergarten Registration –started Monday, January 24th.

Regular Kindergarten Registration starts Monday, January 31st

Baragar has projected 590 Kindergarten registrations for September 2022

<https://www.comoxvalleyschools.ca/student-registration/>

C. Secretary-Treasurer

i. Long Range Facilities - Verbal Update

<https://www.comoxvalleyschools.ca/royston-courtenay-elementary-boundary-review/>

The Secretary-Treasurer updated the Board on the process of tracking and collating all questions and comments from the community. All information is posted on the Comox Valley School District website for all those who would like to access it. Senior staff are working on an information session/Board meeting to help the Board with their decision.

ii. Ventilation in Schools – Verbal Update

<https://www.comoxvalleyschools.ca/reports/#toggle-id-17>

The Director of Operation updated the Board on ventilation improvements since September 2021. After a multitude of trials and assessments with several HEPA-CARE purification units and Capture Coating products, orders

have been placed. In addition, a number of other changes have been implemented.

D. Human Resources

Page 8

- i. Retirements and Recognition**
Board Information

11. Board Standing Committee Reports

A. Finance Committee Board Report – Monday, January 17, 2022

Pages 9-19

2022-23 Preliminary Budget Documents – for Board approval

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

Motion:

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

[Caton/May]

CARRIED

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

Motion:

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

The Board and senior staff engaged in a lengthy discussion about changing the language of bullet point #4 of the 2022-23 Budget Guiding Principles:

- Consideration and attention is given to environmentally sustainable practices.

In consensus the language agree upon was changed to:

- Enhanced consideration and attention is given to environmentally sustainable practices.

Motion:

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

[McDonnell/Caton]

CARRIED

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

Motion:

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

[McDonnell/Waite]

CARRIED

Motion:

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

[Caton/McDonnell]

CARRIED

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

Pages 20-25

Trustee Waite updated the Board of an addition to Policy 24 – Equity and Non-Discrimination. The addition of the word “sexism” to the first bullet point #1.

- Exists and takes many forms, including but not limited to racism, indigenized racism, misogyny, and homophobia.

In consensus the language agree upon was changed to:

- Exists and takes many forms, including but not limited to racism, indigenized racism, sexism, misogyny, and homophobia.

Motion:

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

[Waite/Hawksby]

CARRIED

Motion:

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

[Waite/May]

CARRIED

C. Facilities Committee Board Report

No Meeting in January

12. 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.

13. Board Correspondence

Page 26

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

14. Public Question Period

The Superintendent addressed the two questions from the public.

15. Meeting Adjourned – 8:41 pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Waite/May]

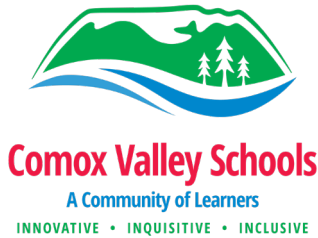
CARRIED

Board Approved on:
February 22, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Tonia Frawley
Board Chair



**SPECIAL PUBLIC BOARD MEETING
REPORT
Tuesday, February 15, 2022
6:00pm**

Attendance via Zoom:

Trustees:

Tonia Frawley, Board Chair
Michelle Waite, Vice Chair
Sheila McDonnell, Trustee
Janice Caton, Trustee
Cristi May Sacht, Trustee
Sarah Jane Howe, Trustee
Kat Hawksby, 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
Sean Lamoureux, Director of Inclusive Education
Vivian Collyer, Director of Instruction
Jay Dixon, Director of Instruction
Shaun Jones, Acting Director, Information
Technology

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Vote to proceed with this Special Public Board meeting pursuant to the Board Procedural Bylaw #4

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) move to proceed with this Special Public Board meeting pursuant to the Board Procedural Bylaw #4

[Waite/Howe]

CARRIED UNANIMOUSLY

2. Call to Order

Board Chair, Tonia Frawley called the meeting to order at 6:02 pm and acknowledged that the meeting is being held on the traditional territories of the K'omoks First Nation.

3. Adoption of Agenda

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the February 15, 2022, Special Public Board Meeting agenda as presented.

[May/Hawksby]

CARRIED

4. Items for Discussion

i. Long Range Facilities Plan – Boundary / Catchment Decision

The Board Chair gave an opening statement about the reasoning's for this meeting.

The Secretary Treasure offered suggested wording for two motions. The first pertaining to the boundary adjustment, shifting the Courtenay Elementary catchment further south and the second pertaining to grade restructuring at Royston Elementary.

Senior staff spoke to the pressing issues at hand. Addressing the space capacity at Royston Elementary, recapping on the background leading us to this meeting, past meetings held, 3rd party reports submitted, comments/feedback given by the community and their findings.

Trustees discussed the options/solutions, which were presented to them by senior staff.

Trustees requested and senior staff agreed that a comprehensive transition plan would be developed, and an update would be brought back to the Board at the March 2022 Regular Board meeting.

Motion:

THAT the Board of Education for School District No. 71 (Comox Valley) approves the boundary adjustment shifting the Courtenay Elementary catchment boundary further south, including parts of Fraser Road, Comox Logging Road, South Island Highway and The Ridge development, effective September 1, 2022.

[McDonnell/May]

CARRIED UNANIMOUSLY

Motion:

THAT the Board of Education for School District No. 71 (Comox Valley) direct the Superintendent to prepare a transition plan for the students that are affected with the boundary shift.

[Caton/Waite]

CARRIED UNANIMOUSLY

5. Meeting Adjourned – 7:31 pm

MOTION:

THAT the Board of Education of School District No.71 (Comox Valley) adjourn this meeting.

[May/Hawksby]

CARRIED

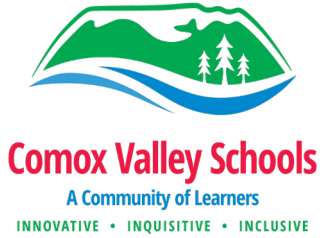
Board Approved on:
February 22, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Tonia Frawley
Board Chair

DRAFT



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** February 22, 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:

January 25, 2021 – Regular In-Camera Meeting

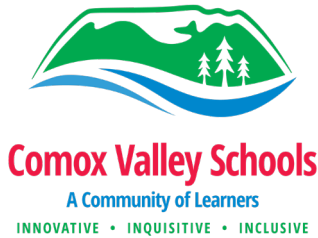
1. Receipt of and updates on four land/property matters
2. Receipt of and updates on two legal matters
3. Receipt of and updated on three other matters

The meeting was called to order at 6:00 pm and adjourned at 6:51 pm.

February 15, 2021 – Facilities In-Camera Committee of the Whole

1. Receipt of and updates on one land/property matters

The meeting was called to order at 5:04 pm and adjourned at 5:50 pm.



Comox Valley Schools

School District No. 71

Board of Education

BOARD CHAIR'S REPORT

TO: Board of Education

DATE: February 22, 2022

FROM: Tonia Frawley, Board Chair

Back in December, many of our Trustees attended the Trustee Academy, which had a strong focus on Indigenous Learning. Our District Pro-D Day was held on February 18th, hosting Jo Chrona as our Keynote Speaker, who also focused on Indigenous learning as well as anti-racism. The Board of Education passed Policy 24 – Equity and Non-Discrimination at our January Board meeting. This all ties together to start our journey as a district, coming together as a whole community, willing to be educated, to learn, to listen so that we can listen to learn; setting an example for our students so that we can stand up for and stand with those who have been affected by any form of discrimination or racism. This also needs to be a community effort and I am hopeful that this wonderful community, which we live in will join us in these steps forward. It starts with education.

We are also dealing with huge enrolment growth within our district. We exceeded, in some cases, our projected growth of ten years within 2 years. This forces us to look at boundary/catchment changes, as well as other possibilities, so that we can try to alleviate the enrolment pressures within schools to ensure strong educational programming for all students. On February 15th, The Board of Education held a Special Public Board Meeting to determine how to proceed with assisting with these pressures at Royston Elementary. We passed a motion shifting the Courtenay Elementary catchment boundary further south, effective September 1, 2022. The Superintendent and Senior Leadership team are working on a transitioning plan and will update us in the coming weeks. The principals of both schools are starting the process of shifting and assisting the students and families and I am pleased to say that the Courtenay Elementary community has already extended a warm welcome to the incoming families.

This growth is not just in Royston, and this forces us to continue to look at our Long Range Facilities Plan and our Baragar projections vs actual numbers. How do we gain back classroom spaces in our schools to help alleviate some of the other pressures that we see coming? What are other options that we need to consider? These are questions that have been at the top of our minds and will continue to be as we watch our Valley's areas and population grow.

The Board has arranged to meet with both MLA's regarding enrolment pressures, the capital expansions, and our boundary/catchments. The more support and people that we have to back us up in our submissions the better!

On behalf of the Board, I would like to thank our hard-working leaders of our school district and the staff for all the extra hours of work they have put in, not only these last few months, but this last couple of years to support our students and families. We would also like to thank the students and families for your patience, trust and understanding during these challenging times.

Respectfully submitted,

Tonia Frawley

Tonia Frawley
Board Chair



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Comox Valley Schools
Board of Education of School District No. 71

BRIEFING NOTE

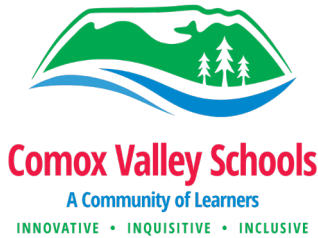
TO: Board of Education

DATE: February 22, 2022

RE: Human Resources - Retirements and Recognition

Retirements

Deidre Marok, Education Assistant, Inclusive Education, retiring effective June 29, 2022, after 16 years of service.



FINANCE COMMITTEE
BOARD REPORT

Date: Monday, February 14, 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 3:35pm.

B. ITEMS FOR DISCUSSION

1. Trustee Memorial: Elizabeth (Bunny) Shannon

The committee discussed possibilities for a Memorial Bursary for former Trustee Elizabeth (Bunny) Shannon and would like to consider a one-time bursary option similar the bursary in honour of former Secretary-Treasurer, Sheldon Lee. The committee also discussed what criteria could be associated with the bursary. Staff will prepare a Briefing Note for Finance Committee members to review and then add it to the March Public Board meeting agenda with a recommendation to the Board for approval.

C. ITEMS FOR INFORMATION

1. Financial Update

a. Capital Fund Update – January 31st

Director of Finance, Candice Hilton noted that the January 31st Capital Fund Update was similar to the previous month's update and asked the committee if

there were any questions. Secretary-Treasurer, Brenda Hooker responded to questions.

2. 2021-22 Draft Amended Annual Budget Package

- a. DRAFT 2021-22 Amended Annual Budget**
- b. 2021-22 Amended Annual Budget Report**
- c. SD71 2021-22 District Analysis**

Secretary-Treasurer, Brenda Hooker provided highlights of the documents within the Draft Amended Budget Package and answered committee member's questions. Superintendent, Tom Demeo supplied information as well.

There will be three readings on the Amended Annual Budget at the February Public Board meeting.

Recommendation:

THAT the Finance Committee refer the 2021-22 Amended Annual Budget to the Board of Education's February 22, 2022 Regular Public Board meeting for three readings of the bylaw.

3. September 2022 Preliminary Enrolment Projections

The September 2022 Preliminary Enrolment Projections are not yet finalized, however, a copy of the Ministry submission will be provided in the February Public Board meeting agenda package. Overall enrolments are projected to grow.

Assistant Superintendent, Geoff Manning discussed enrolment projections and answered committee member's questions.

D. FUTURE MEETINGS/AGENDA ITEMS

1. Financial Update/Year End Projection as at March 31st (April)

Next Meeting: Tuesday, April 19, 2022 – 3:30pm–4:30pm

Committee Chair, Janice Caton would like to add "Trustee Professional Development" as a topic for a future Finance Committee meeting. The committee discussed this subject and Staff will do some research on the matter.

E. ADJOURNMENT

The meeting was adjourned at 4:33pm.

FUND-RAISING, SPONSORSHIPS, DONATIONS

Background

Benefits can accrue to students, programs, services, charitable and humanitarian causes and community service goals through various forms of fund-raising, sponsorship/partnership activities and arrangements, and gifts and donations.

Funds provided through these methods are to provide support for scholarships/bursaries, extra-curricular activities, playground equipment, student activities, field trips and student travel and transportation. It is recognized that public monies allocated through the District are the primary source of funding for instructional equipment, teaching supplies and learning resources. Sponsorship/partnership arrangements and donations are not to replace such funding and are intended to enhance, augment or supplement (usually for a specific program or issue).

The District is committed to the principle of reasonable equity of service and programs throughout the District and expects that sponsorships/partnerships or donations will not create extreme discrepancies, or increase extreme discrepancies, that may exist. The District does not involve itself directly with gaming and it may exercise its authority to refuse to accept donations.

The District also believes in equity among Districts and believes any provincial or regionally based activity regarding sponsorships/partnerships or donations is to reflect this principle.

Procedures

1. Access - Recognition
 - 1.1. Access to students is largely documented through [Administrative Procedure 341 – Access to Students](#). Recognition of sponsors, partners, or donors shall be discreet, with an emphasis on the activity and/or benefit and less emphasis on the promotion of the sponsor, partner or donor.
 - 1.2. Recognition of commercial sponsors and/or partners shall not be included in general instruction or in classrooms during regular instructional time, and is limited to 'public' areas of the school and school publications.
2. Accounting and Finance
 - 2.1. Fund-raising through donations, sponsorships/partnerships or through specific fund raising activities requires the same financial safeguards and accounting procedures normally expected for public funds. Principals are required to comply with this Administrative Procedure. Where other organizations, with which the District has regular and ongoing contact, do not have appropriate accounting procedures in place, any normal school and/or District assistance may be terminated.

3. Conflict of Interest

- 3.1. All school and joint fund-raising activities are subject to [Administrative Procedure 404 - Conflict of Interest](#). Where other organizations, with which the District has regular and ongoing contact, have made a fund-raising decision that is contrary to the intent of [Administrative Procedure 404 - Conflict of Interest](#) any normal school and/or District assistance to the project will not be permitted.

4. Raising Funds in Schools

- 4.1. The sponsor of any group wishing to raise funds through a school shall complete [Request to Establish a School Trust Account Form \(Form 511-1\)](#), and submit it to the Principal of the school concerned. This form details the proposed name of the account, the reason the monies are being raised, the person who will be in charge of this fundraising activity, and the period of time over which it is proposed that the funds will be raised and disbursed. This shall include such accounts as 'coffee fund' and 'sunshine' accounts.

5. Guidelines

School staff and joint fund-raising are to be guided by the following general principles:

- 5.1. That all involved in fund-raising work in the spirit of the 'ideal situation' listed further in this regulation;
- 5.2. That there be a specific purpose to the fund-raising that is communicated to those providing funds;
- 5.3. That there be a minimum of instructional time involved;
- 5.4. That there be clarity whether it is a school, joint or Parents' Advisory Council (PAC) sponsored fund-raiser when circumstances require a specific division of monies (gaming);
- 5.5. There be age and activity appropriate supervision;
- 5.6. That there be a positive image of the school and District;
- 5.7. Door to door canvassing is discouraged and may only occur given the following:
 - 5.7.1. Canvassers have a note from the Principal explaining the fundraising purpose;
 - 5.7.2. Canvassers may operate only within the school boundary and within a range that is age-appropriate;
 - 5.7.3. Elementary school children require signed permission from parents who indicate approval of the activity and their willingness to provide adult supervision;
 - 5.7.4. Middle school and secondary school age students are required to be in groups of two or more.
- 5.8. That the activity complies with other administrative procedures, (particularly [Administrative Procedure 341 - Access to Students](#) and [Administrative Procedure – 260 - Student Travel](#), municipal and/or regional bylaws, provincial and/or federal statutes and other relevant regulatory obligations;
- 5.9. To keep activities within reasonable limits, principals are to coordinate activities between elementary, middle/junior and secondary feeder systems.

6. The 'Ideal Situation'

The ideal situation regarding fund-raising components, developed by a representative committee of parents, teachers and administrative officers, and endorsed by the District is:

- 6.1. That in all activities pertaining to fund-raising the primary purpose of fund-raising is to benefit students;
- 6.2. That there is to be a cooperative joint effort with jointly raised funds;
- 6.3. That fund-raising is to reflect school wide planning preferably prior to the start of the school year;
- 6.4. That there be a process that involves parents, administrators and staff in setting priorities linked to the plans.

7. Components

When circumstances require specific division of monies (i.e. gaming), then, within the spirit of the ideal situation the following shall be followed:

- 7.1. Staff-led and sponsored fund-raising shall occur when all funds are raised solely through school staff. Such funds shall be under the control of the Principal, be accounted for in accordance with this Administrative Procedure and used for the benefit of their school exclusively.
- 7.2. Joint fund-raising shall occur when parents and staff jointly work to raise funds and/or when students are involved during the instructional day and/or on school premises.
 - 7.2.1. No funds shall be divided according to prior agreement between the Parents' Advisory Council (PAC) and the school staff, represented by the Principal.
 - 7.2.2. The school portion of the funds shall be under the control of the Principal, and shall be accounted for in accordance with this Administrative Procedure.
 - 7.2.3. The Parents' Advisory Council portion of the funds shall be under their control and accounted for in accordance with their bylaws or [Administrative Procedure 525 – Sponsorship/Partnership](#). The District anticipates that such fund-raising is for direct benefit to student learning and student activities.
- 7.3. Parents' Advisory Council (PAC) fund-raising shall occur when all funds are raised solely by parents when there is no assistance from employees operating in that capacity and/or no use of school premises, equipment or supplies.
 - 7.3.1. Such funds shall be under the control of the school Parents' Advisory Council and accounted for in accordance with their written bylaws or [Administrative Procedure 525 – Sponsorship/Partnership](#).
 - 7.3.2. Such fund raising shall not include students during the instructional day or on school premises.
 - 7.3.3. Any fund-raising done solely by students outside the school day, off school premises or not during school activities shall clearly indicate that it is solely a Parents' Advisory Council fund-raiser.
 - 7.3.4. Such fund-raising is intended for direct benefit to student learning, student activities or scholarships and bursaries and assumes that conflict of interest

and appropriate financial accountability procedures are in place in the Parents' Advisory Council bylaws.

- 7.3.5. The District and employees operating under the authority of the District at the time are not liable for activities associated with sole Parents' Advisory Council fund-raising.

Reference: Sections 8, 8.4, 8.5, 20, 22, 23, 65, 85 School Act

Adopted: May 8, 2001

Revised: June 25, 2019

DONATIONS AND GRANT APPLICATIONS

Background

Arrangements for donations and grants shall be in writing with clear expectations and/or obligations for both parties.

Definitions

Donations are provided by organizations, commercial enterprises and individuals for equipment, material, services, or scholarships and bursaries.

Grant applications are solicited by the school or District from recognized institutions or organizations.

Procedures

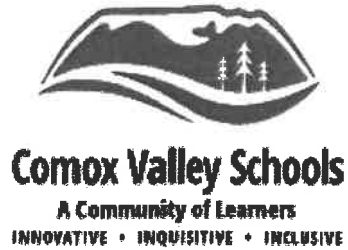
1. Approval of Donations and Grant Applications

- 1.1. Principals may approve gifts and donations to their schools to a value of \$1,000.00 and not to exceed \$5,000.00 in one school year providing all of the following criteria are met:
 - 1.1.1. The donation is for direct instructional use to support and enrich student learning, student activities or scholarships and/or bursaries;
 - 1.1.2. The organization, enterprise or individual is not identified with alcohol, tobacco, pornography, illegal products and services;
 - 1.1.3. The organization, enterprise or individual does not promote or utilize violence, hatred, physical/emotional abuse, profanity, illegal activities or racist or sexist language, symbols or images;
 - 1.1.4. Any recognition to the donor is discreet and emphasizes the intent or resultant benefit rather than primarily recognizing the donor;
 - 1.1.5. Any recognition of the donor is not included in classrooms or other instructional space during instructional time;
 - 1.1.6. The donation does not cause activity that infringes on any collective agreement(s) or current labour relations practices;
 - 1.1.7. The donation of equipment meets District standards for appearance, health, quality and durability and District electronic operating systems. Used small appliances and microwave ovens shall not be accepted and used stoves or refrigerators must first be approved by the Director of Operations prior to use;
 - 1.1.8. The donation is of a level and type that does not require additional District resources, equipment, monies or other additional costs, such as installation.

- 1.2. Any donation or grant application under \$1,000.00 approved solely by the Principal shall not include a District level responsibility to repair or replace the equipment. The Principal shall inform the donor, in writing of acceptance of the donation.
 - 1.3. If any of the above conditions are not met, or the donation/grant application exceeds \$1,000.00, the Principal shall forward a request for receipt of the donation or the grant application to the Secretary-Treasurer.
 - 1.4. District-wide donations and grant applications may be received and/or generated by the Secretary Treasurer.
 - 1.5. Tax receipts may be provided through the District office only. Principals shall consult with the Secretary-Treasurer prior to accepting donations with tax receipt implications.
2. Financial Accountability
 - 2.1. All funds shall be subject to the current District financial accounting procedures.
3. Report
 - 3.1. At the conclusion of each school year, the Principal shall submit to the Secretary-Treasurer, a list of donations or grants in funds, equipment, material or services exceeding \$1,000.00.

Reference: Sections 8, 20, 22, 23, 65, 85 School Act
Income Tax Act

Adopted: May 8, 2001
Revised: June 25, 2019



School District No. 71 (Comox Valley)

Superintendent of Schools

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

Briefing Note – Sheldon Lee Memorial Award

1 Award of \$1000.00

Available to students graduating from a Comox Valley Schools high school in June 2019. The student must be entering one of the following post-secondary programs in the summer or fall of 2019:

- business-financial program at a college or university; or
- educational assistant or teacher program at a college or university.

The bursary will be awarded to a student who works hard in school, completes their school work, participates in school activities and is actively involved in school and or community volunteerism. Student financial need will also be an important consideration.

Applicants must provide proof of enrollment in a college or university and provide evidence of academic standing and a letter of reference from a teacher or community member.

COPY

Recommendation:

THAT the Board of Education approve the administration of the Sheldon Lee Memorial Award.

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

CAPITAL FUND		BUDGET	EXPENDITURES to Jan 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 5,770,754	\$ 1,540,759	\$ 4,229,995	27%
	Bylaw Capital	\$ 36,635,805	\$ 35,739,930	\$ 895,875	98%

LOCAL CAPITAL	BUDGET	EXPENDITURES to Jan 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	6,539	61,081	10%	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	34,931	45,659	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	502,946	439,054	53%	Reserve
Board Office Reno	1,465,598	-	1,465,598	0%	Reserve
Future Information Technology	927,829	849,772	78,057	92%	Ongoing
ST Contingency Reserve Fund	100,529	-	100,529	0%	Reserve
TOTALS	\$ 5,770,754	\$ 1,540,759	\$ 4,229,995		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to Jan 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,454,176	1,204,503	249,673	83%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	24,010,183	587,198	98%	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	\$ 35,739,930	\$ 895,875		

Amended Annual Budget

School District No. 71 (Comox Valley)

June 30, 2022

School District No. 71 (Comox Valley)

June 30, 2022

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	15

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$128,728,433 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2022;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the _____ DAY OF _____, 2022.

Secretary Treasurer

School District No. 71 (Comox Valley)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	10,177,938	9,702,750
Adult	32,938	41,438
Total Ministry Operating Grant Funded FTE's	10,210,875	9,744,188
Revenues		
	\$	\$
Provincial Grants		
Ministry of Education	112,717,134	105,442,985
Other	160,000	
Tuition	2,842,450	2,707,450
Other Revenue	1,701,075	1,663,262
Rentals and Leases	68,000	36,000
Investment Income	170,300	132,800
Amortization of Deferred Capital Revenue	4,770,845	4,711,745
Total Revenue	122,429,804	114,694,242
Expenses		
Instruction	99,584,053	90,833,935
District Administration	4,209,647	3,878,859
Operations and Maintenance	19,148,030	18,936,789
Transportation and Housing	2,281,703	2,083,178
Total Expense	125,223,433	115,732,761
Net Revenue (Expense)	(2,793,629)	(1,038,519)
Budgeted Allocation (Retirement) of Surplus (Deficit)	5,019,694	828,338
Budgeted Surplus (Deficit), for the year	2,226,065	(210,181)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	2,226,065	(210,181)
Budgeted Surplus (Deficit), for the year	2,226,065	(210,181)

School District No. 71 (Comox Valley)

Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	103,187,377	97,211,131
Operating - Tangible Capital Assets Purchased	625,000	500,000
Special Purpose Funds - Total Expense	14,863,476	11,511,204
Capital Fund - Total Expense	7,172,580	7,010,426
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,880,000	2,560,000
Total Budget Bylaw Amount	128,728,433	118,792,761

Approved by the Board

Signature of the person of the Board _____ Date _____

Signature of the Superintendent _____ Date _____

Signature of the Secretary/Treasurer _____ Date _____

DRAFT

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,793,629)</u>	<u>(1,038,519)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(625,000)	(500,000)
From Local Capital	(2,880,000)	(2,560,000)
From Deferred Capital Revenue	(8,297,519)	(2,347,146)
Total Acquisition of Tangible Capital Assets	<u>(11,802,519)</u>	<u>(5,407,146)</u>
Amortization of Tangible Capital Assets	<u>7,172,580</u>	<u>7,010,426</u>
Total Effect of change in Tangible Capital Assets	<u>(4,629,939)</u>	<u>1,603,280</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(7,423,568)</u>	<u>564,761</u>

School District No. 71 (Comox Valley)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,594,907	-	41,557,546	49,152,453
Changes for the year				
Net Revenue (Expense) for the year	(414,694)		(2,378,935)	(2,793,629)
Interfund Transfers				
Tangible Capital Assets Purchased	(625,000)		625,000	-
Local Capital	(3,980,000)		3,980,000	-
Net Changes for the year	(5,019,694)	-	2,226,065	(2,793,629)
Budgeted Accumulated Surplus (Deficit), end of year	2,575,213	-	43,783,611	46,358,824

School District No. 71 (Comox Valley)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	98,969,544	94,986,081
Other	160,000	
Tuition	2,842,450	2,707,450
Other Revenue	590,689	613,262
Rentals and Leases	68,000	36,000
Investment Income	142,000	100,000
Total Revenue	102,772,683	98,442,793
Expenses		
Instruction	85,119,004	79,675,063
District Administration	4,209,647	3,878,859
Operations and Maintenance	11,632,414	11,575,935
Transportation and Housing	2,226,312	2,081,274
Total Expense	103,187,377	97,211,131
Net Revenue (Expense)	(414,694)	1,231,662
Budgeted Prior Year Surplus Appropriation	5,019,694	828,338
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(625,000)	(500,000)
Local Capital	(3,980,000)	(1,560,000)
Total Net Transfers	(4,605,000)	(2,060,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	97,243,597	94,022,777
ISC/LEA Recovery	(154,961)	(175,262)
Other Ministry of Education Grants		
Pay Equity	451,831	451,831
Funding for Graduated Adults	135,000	135,000
Student Transportation Fund	421,375	421,375
Support Staff Benefits Grant	114,396	114,396
FSA Scorer Grant	15,964	15,964
Equity Scan	3,000	-
Anti-Racism in Early Care	6,429	-
Integrated Child and Youth (ICY) Teams	253,235	-
Early Learning Framework	2,677	-
February 2022 Enrolment Count	477,001	-
Total Provincial Grants - Ministry of Education	98,969,544	94,986,081
Provincial Grants - Other	160,000	-
Tuition		
International and Out of Province Students	2,842,450	2,707,450
Total Tuition	2,842,450	2,707,450
Other Revenues		
Funding from First Nations	154,961	175,262
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Miscellaneous	315,728	318,000
Total Other Revenue	590,689	613,262
Rentals and Leases	68,000	36,000
Investment Income	142,000	100,000
Total Operating Revenue	102,772,683	98,442,793

School District No. 71 (Comox Valley)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Salaries		
Teachers	42,631,666	40,269,301
Principals and Vice Principals	5,444,087	5,516,619
Educational Assistants	7,277,588	6,602,158
Support Staff	9,017,775	9,090,989
Other Professionals	3,284,615	3,191,470
Substitutes	3,308,034	2,763,018
Total Salaries	70,963,765	67,433,555
Employee Benefits	16,725,069	16,465,782
Total Salaries and Benefits	87,688,834	83,899,337
Services and Supplies		
Services	4,290,906	3,231,083
Student Transportation	2,202,000	2,063,962
Professional Development and Travel	808,947	741,260
Dues and Fees	95,200	83,400
Insurance	240,800	212,800
Supplies	5,700,252	4,908,597
Utilities	2,160,438	2,070,692
Total Services and Supplies	15,498,543	13,311,794
Total Operating Expense	103,187,377	97,211,131

School District No. 71 (Comox Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	34,378,170	1,046,831	35,653	60,000		2,455,507	37,976,161
1.03 Career Programs	632,861		223,208			10,000	866,069
1.07 Library Services	213,155			741,280			954,435
1.08 Counselling	1,727,325					5,000	1,732,325
1.10 Special Education	4,328,752	138,531	5,783,081	73,991	191,362	502,527	11,018,244
1.30 English Language Learning	149,209		28,361				177,570
1.31 Indigenous Education	306,943	142,193	1,134,960	55,862	65,373	5,000	1,710,331
1.41 School Administration		3,977,692		1,889,327		150,000	6,017,019
1.62 International and Out of Province Students	895,251	138,840		137,990	228,169	35,000	1,435,250
1.64 Other			72,325	99,803			172,128
Total Function 1	42,631,666	5,444,087	7,277,588	3,058,253	484,904	3,163,034	62,059,532
4 District Administration							
4.11 Educational Administration					1,004,711		1,004,711
4.40 School District Governance					202,559		202,559
4.41 Business Administration				411,816	931,814	5,000	1,348,630
Total Function 4	-	-	-	411,816	2,139,084	5,000	2,555,900
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					646,609		646,609
5.50 Maintenance Operations				5,078,280		140,000	5,218,280
5.52 Maintenance of Grounds				469,426			469,426
5.56 Utilities							-
Total Function 5	-	-	-	5,547,706	646,609	140,000	6,334,315
7 Transportation and Housing							
7.41 Transportation and Housing Administration					14,018		14,018
7.70 Student Transportation							-
Total Function 7	-	-	-	-	14,018	-	14,018
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	42,631,666	5,444,087	7,277,588	9,017,775	3,284,615	3,308,034	70,963,765

School District No. 71 (Comox Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	37,976,161	9,069,459	47,045,620	5,187,838	52,233,458	48,841,476
1.03 Career Programs	866,069	202,802	1,068,871	318,331	1,387,202	1,268,085
1.07 Library Services	954,435	233,481	1,187,916	398,529	1,586,445	1,567,586
1.08 Counselling	1,732,325	447,247	2,179,572	21,000	2,200,572	1,896,793
1.10 Special Education	11,018,244	2,457,098	13,475,342	309,461	13,784,803	12,786,730
1.30 English Language Learning	177,570	45,601	223,171		223,171	186,109
1.31 Indigenous Education	1,710,331	414,736	2,125,067	656,570	2,781,637	2,386,624
1.41 School Administration	6,017,019	1,398,140	7,415,159	782,515	8,197,674	8,088,230
1.62 International and Out of Province Students	1,435,250	352,478	1,787,728	566,425	2,354,153	2,291,879
1.64 Other	172,128	41,311	213,439	156,450	369,889	361,551
Total Function 1	62,059,532	14,662,353	76,721,885	8,397,119	85,119,004	79,675,063
4 District Administration						
4.11 Educational Administration	1,004,711	236,107	1,240,818	128,439	1,369,257	1,162,478
4.40 School District Governance	202,559	47,601	250,160	129,028	379,188	374,007
4.41 Business Administration	1,348,630	316,372	1,665,002	796,200	2,461,202	2,342,374
Total Function 4	2,555,900	600,080	3,155,980	1,053,667	4,209,647	3,878,859
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	646,609	151,953	798,562	516,032	1,314,594	1,176,525
5.50 Maintenance Operations	5,218,280	1,203,827	6,422,107	1,017,287	7,439,394	7,622,230
5.52 Maintenance of Grounds	469,426	103,562	572,988	145,000	717,988	706,488
5.56 Utilities	-	-	-	2,160,438	2,160,438	2,070,692
Total Function 5	6,334,315	1,459,342	7,793,657	3,838,757	11,632,414	11,575,935
7 Transportation and Housing						
7.41 Transportation and Housing Administration	14,018	3,294	17,312	7,000	24,312	24,312
7.70 Student Transportation	-	-	-	2,202,000	2,202,000	2,056,962
Total Function 7	14,018	3,294	17,312	2,209,000	2,226,312	2,081,274
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	70,963,765	16,725,069	87,688,834	15,498,543	103,187,377	97,211,131

School District No. 71 (Comox Valley)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2022

	<u>2022 Amended Annual Budget</u>	<u>2022 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	13,747,590	10,456,904
Federal Grants		-
Other Revenue	1,110,386	1,050,000
Investment Income	5,500	4,300
Total Revenue	<u>14,863,476</u>	<u>11,511,204</u>
Expenses		
Instruction	14,465,049	11,158,872
Operations and Maintenance	343,036	350,428
Transportation and Housing	55,391	1,904
Total Expense	<u>14,863,476</u>	<u>11,511,204</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			757,644	776,744				59,650	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	343,036	327,360			160,000	39,200	185,519	611,364	1,471,710
Other			54,500	1,000,000					
Investment Income			5,500						
	343,036	327,360	60,000	1,000,000	160,000	39,200	185,519	611,364	1,471,710
Less: Allocated to Revenue	343,036	327,360	70,886	1,000,000	160,000	39,200	185,519	671,014	1,471,710
Deferred Revenue, end of year	-	-	746,758	776,744	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	343,036	327,360			160,000	39,200	185,519	671,014	1,471,710
Other Revenue			65,386	1,000,000					
Investment Income			5,500						
	343,036	327,360	70,886	1,000,000	160,000	39,200	185,519	671,014	1,471,710
Expenses									
Salaries									
Teachers							33,580		
Principals and Vice Principals							23,345		274,319
Educational Assistants		262,095						309,254	641,496
Support Staff	248,577				125,000	26,452			156,016
Substitutes									130,326
	248,577	262,095	-	-	125,000	26,452	56,925	309,254	1,202,157
Employee Benefits	64,630	65,265			30,000	6,348	14,731	74,221	256,553
Services and Supplies	29,829		70,886	1,000,000	5,000	6,400	113,863	287,539	13,000
	343,036	327,360	70,886	1,000,000	160,000	39,200	185,519	671,014	1,471,710
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Professional Development	CVCF Student Travel	Mental Health in Schools(MHIS)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			2,891	71,457	17,018		131,706	36,683	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	9,875,840	116,150	56,507	120,482	25,000	227,515			40,898
Other							71,525	25,000	
Investment Income								250	
	9,875,840	116,150	56,507	120,482	25,000	227,515	71,525	25,250	40,898
Less: Allocated to Revenue	9,875,840	116,150	55,391	191,939	42,018	227,515	40,000	5,000	40,898
Deferred Revenue, end of year	-	-	4,007	-	-	-	163,231	56,933	-
Revenues									
Provincial Grants - Ministry of Education	9,875,840	116,150	55,391	191,939	42,018	227,515			40,898
Other Revenue							40,000	5,000	
Investment Income									
	9,875,840	116,150	55,391	191,939	42,018	227,515	40,000	5,000	40,898
Expenses									
Salaries									
Teachers	7,502,884			58,765					
Principals and Vice Principals									
Educational Assistants									
Support Staff						135,093			1,546
Substitutes	335,084	77,433			29,724				
	7,837,968	77,433	-	58,765	29,724	135,093	-	-	1,546
Employee Benefits	2,037,872	15,487		15,279	7,294	32,422			402
Services and Supplies		23,230	55,391	117,895	5,000	60,000	40,000	5,000	38,950
	9,875,840	116,150	55,391	191,939	42,018	227,515	40,000	5,000	40,898
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2022

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	1,853,793
Add: Restricted Grants	
Provincial Grants - Ministry of Education	13,600,581
Other	1,151,025
Investment Income	5,750
	<u>14,757,356</u>
Less: Allocated to Revenue	14,863,476
Deferred Revenue, end of year	<u>1,747,673</u>
Revenues	
Provincial Grants - Ministry of Education	13,747,590
Other Revenue	1,110,386
Investment Income	5,500
	<u>14,863,476</u>
Expenses	
Salaries	
Teachers	7,595,229
Principals and Vice Principals	297,664
Educational Assistants	1,212,845
Support Staff	692,684
Substitutes	572,567
	<u>10,370,989</u>
Employee Benefits	2,620,504
Services and Supplies	1,871,983
	<u>14,863,476</u>
Net Revenue (Expense)	<u>-</u>

School District No. 71 (Comox Valley)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		22,800	22,800	28,500
Amortization of Deferred Capital Revenue	4,770,845		4,770,845	4,711,745
Total Revenue	4,770,845	22,800	4,793,645	4,740,245
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,172,580		7,172,580	7,010,426
Total Expense	7,172,580	-	7,172,580	7,010,426
Net Revenue (Expense)	(2,401,735)	22,800	(2,378,935)	(2,270,181)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	625,000		625,000	500,000
Local Capital		3,980,000	3,980,000	1,560,000
Total Net Transfers	625,000	3,980,000	4,605,000	2,060,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	2,880,000	(2,880,000)	-	
Total Other Adjustments to Fund Balances	2,880,000	(2,880,000)	-	
Budgeted Surplus (Deficit), for the year	1,103,265	1,122,800	2,226,065	(210,181)



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

2021-22 AMENDED ANNUAL BUDGET REPORT

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

February 14, 2022

2021-22 Amended Annual Budget

What has changed since the Annual Budget in the spring?

OPERATING FUND

The following table summarizes the changes between the 2021-22 Amended Annual Operating Budget and the 2021-22 Annual Operating Budget.

2021-22 Operating Budget			
	Amended	Annual	Change
Revenue	\$ 102,772,683	\$ 98,442,793	\$ 4,329,890
Expense	(103,187,377)	(97,211,131)	(5,976,246)
Capital Assets Purchased	(625,000)	(500,000)	(125,000)
Transfer to Local Capital	(3,980,000)	(1,560,000)	(2,420,000)
Budgeted Use of Prior Year Surplus	5,019,694	828,338	\$ 4,191,356
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Revenue

Ministry of Education

Based on the interim operating grant announced by the Ministry of Education in December 2021, School District No. 71 will receive increased operating grant funding for 2021-22. The revised funding allocation for the district is \$3,983,463 more than the funding estimates in the 2021-22 Annual Budget. The major differences between the two estimates are as follows:

2021-22 Ministry Operating Revenue	
Annual Operating Grant Estimate	\$ 94,986,081
Enrolment Changes	2,931,374
Summer Learning	95,872
Salary Differential Funding	193,574
Other Ministry Grants	265,341
February Enrollment Count - OL	477,001
Indigenous Services Canada	20,301
Amended Annual Operating Grant	\$ 98,969,544
Net Additional Operating Grant	\$ 3,983,463

The increase in the Ministry of Education revenue of \$3,983,463 is mainly due to:

- Overall actual student enrolment in September was higher than projected. When the annual budget was prepared, the District anticipated being in funding protection. Instead, we saw an increase in standard school enrolment as well as increases for online learning, indigenous and inclusive education (see details in table below).
- The Salary Differential funding for School District No. 71 has increased due to an increase in the difference between the anticipated average educator salary variance from the provincial educator salary (from estimated \$725 per educator to actual \$964 per educator).

Enrolment Changes

Actual September student enrolment was greater than projected for online learning, indigenous education, and students with special needs, resulting in \$2,931,374 additional funding.

Student Enrolment	2021-22 Amended Annual Operating Grant		2021-22 Annual Operating Grant		Variance	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
Standard Schools	7848.250	\$ 61,883,451	7754.000	\$ 61,140,290	94.250	\$ 743,161
Continuing Education	0.000	-	0.000	-	0.000	-
Alternate Schools	169.000	1,332,565	187.000	1,474,495	-18.000	(141,930)
Online Learning	1562.188	9,935,513	1330.000	8,458,800	232.188	1,476,713
Course Challenges	23.000	5,658	2.000	15,500	21.000	(9,842)
Home School	32.000	8,000	62.000	492	-30.000	7,508
Total School Age Enrolment	9579.438	73,165,187	9271.000	71,089,577	299.438	2,075,610
Enrollment Decline	0	-	-216.875	480,299	216.875	(480,299)
English Language Learners	130.000	206,050	102.000	161,670	28.000	44,380
Indigenous Education	1584.000	2,478,960	1525.000	2,386,625	59.000	92,335
Special Needs						
Level 1	6.000	269,100	15.000	672,750	-9.000	(403,650)
Level 2	418.000	8,895,040	343.000	7,299,040	75.000	1,596,000
Level 3	79.000	849,250	75.000	806,250	4.000	43,000
Equity of Opportunity Supplement		402,695		395,942		6,753
Adult Education	15.938	80,166	24.438	122,921	-8.500	(42,755)
Total Enrolment Changes						\$ 2,931,374

February Enrolment Estimates for online learning have been increased by \$477,001 since the December recalculated tables were released.

Other Ministry of Education Grants

Other Ministry of Education grants are estimated to increase by approximately \$265,341 due to:

- An Equity Scan grant of \$3,000
- Anti-Racism grant of \$6,429
- Integrated Child and Youth teams funding of \$253,235
- Early Learning Framework of \$2,677

Other Provincial Grants

Other provincial grants are estimated to increase by approximately \$160,000 as we have included an estimate of grants provided by the Industry Training Authority of BC. Industry Training Authority of BC provides funds to support our careers and trades programming for students.

Tuition

Tuition is estimated to increase in comparison to the annual budget. The increase can be attributed to growth in International FTE students attending as student levels have returned to those experienced during pre-COVID19 years.

Other Revenues

Other revenue is estimated to decrease by \$22,573 mainly due to the change in estimated funding from First Nations.

Rentals and Leases

Rentals and Lease revenues have increased this year as we were partially able to open for third-party facility rentals.

Investment Income

Investment income is generated by having District reserves invested in the Province's Central Deposit Program (CDP) and the balances maintained in the District's bank accounts. The budgeted increase in investment income is a direct result of placing more funds in the CDP at a higher interest rate than what we are earning in our general bank account.

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

Expenses

Salaries and Benefits

2021-22 Salaries and Benefits				
	Amended	Annual	Change	
Salaries				
Teachers	\$ 42,631,666	\$ 40,269,301	\$	2,362,365
Principals and Vice-Principals	5,444,087	5,516,619	-	72,532
Educational Assistants	7,277,588	6,602,158		675,430
Support Staff	9,017,775	9,090,989	-	73,214
Other Professionals	3,284,615	3,191,470		93,145
Substitutes	3,308,034	2,763,018		545,016
Total Salaries	\$ 70,963,765	\$ 67,433,555	\$	3,530,210
Benefits	16,725,069	16,465,782		259,287
Total Salaries and Benefits	\$ 87,688,834	\$ 83,899,337	\$	3,789,497

Salaries - Teachers

The increase of \$2,362,365 is mainly due to:

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

Salaries – Principals/Vice-Principals

The decrease of \$72,532 is mainly due to:

- Retirements of long serving administrators

Salaries - Educational Assistants

The increase of \$675,430 is mainly due to:

- An increase of EA support in response to an increased number of Inclusive Education students

Salaries – Support Staff

The decrease of \$73,214 is mainly due to the following:

- Temporary Support staff positions now covered by Ministry Safe Return to School - Restart funding announced after the annual budget was approved. These positions are now funded and recorded as part of the District's Special Purpose Fund budget.

Salaries – Other Professionals

The increase of \$93,145 is mainly due to the following:

- Succession planning salary continuance

Substitutes

The increase of \$545,016 is mainly due to:

- Increase in the average teacher salary
- Higher levels to date along with ongoing increased replacement costs related to COVID-19

Employee Benefits

An increase of approximately \$259,287 is due to:

- An increase in the number of newly staffed positions
- Benefit cost increases relative to wage increases

Services and Supplies

2021-22 Services and Supplies			
	Amended	Annual	Change
Services	\$ 4,290,906	\$ 3,231,083	\$ 1,059,823
Student Transportation	2,202,000	2,063,962	138,038
Professional Development/Travel	808,947	741,260	67,687
Dues and Fees	95,200	83,400	11,800
Insurance	240,800	212,800	28,000
Supplies	5,700,252	4,908,597	791,655
Utilities	2,160,438	2,070,692	89,746
Total Services and Supplies	\$ 15,498,543	\$ 13,311,794	\$ 2,186,749

The overall budgeted increase in services and supplies expenditures of \$2,186,749 is due to:

Services – the increase is mainly due to providing specialist support services to students attending NIDES HLC. As well funds were appropriated from 2020-21 to be used for the feasibility study, continuation of the environmental study, future capital project pre-engineering and costs associated with moving modulars from Hornby Island Community School.

Student Transportation – slight change due to enhanced cleaning, standard contract rates apply.

Professional Development and Travel – estimated increase due to gradual return to normal.

Dues and Fees – contractual increase.

Insurance – increase in BCPSEA CLASS fee recovery.

Supplies – the increase is due to increased enrollment requiring additional supplies and resources. The appropriation of 2020-21 allocations carried forward for schools, programs and departments is also included in this increase, as well as costs related to construction of outdoor classrooms and ventilation improvement reviews.

Utilities – the increase is due to an increase in the Ministry NGN (high-speed internet) costs recovered from our District as well as increased energy costs resulting from fee increases, climate conditions, and enhanced ventilation measures in response to COVID-19 protocols.

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

ACCUMULATED OPERATING SURPLUS

The budgeted Accumulated Operating Surplus at the end of the year is \$2,575,213. This budgeted Accumulated Operating Surplus is unrestricted (Board Contingency Reserve).

Additional information regarding Accumulated Operating Surplus can be found in [Schedule 1](#) in the attached Amended Annual Budget document.

SPECIAL PURPOSE FUNDS

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

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

2021-22 Special Purpose Funds Budget			
	Amended	Preliminary	Change
Revenue	\$ 14,863,476	\$ 11,511,204	\$ 3,352,272
Expenses	\$ (14,863,476)	\$ (11,511,204)	\$ (3,352,272)
Tangible Capital Assets	-		-
	\$ -	\$ -	\$ -

Overall, the increase in revenue of \$3,352,272 is mainly due to:

- An increase in the Classroom Enhancement Fund due to increased enrollment
- Additional grants received:
 - First Nation Student Transportation Grant - \$56,507
 - Mental Health in Schools (includes one-time COVID recovery funding) - \$120,482
 - Safe Return to Class Fund – Restart Funding - \$227,515

The corresponding increase in expenditures of \$3,352,272 relates to additional staffing and service and supply expenditures related to the additional grants and CEF funds received.

Additional information regarding Special Purpose Funds can be found in [Schedule 3 and 3A](#) in the attached Amended Annual Budget document.

CAPITAL FUNDS

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

- An increase in the budgeted amortization of deferred capital revenue of \$53,400
- Recognition of investment income of approximately \$22,800
- An increase in the budgeted amortization of tangible capital assets of \$162,154
- An increase in Tangible Capital Assets purchased from the operating fund of \$125,000
- A transfer of \$1,560,000 from operating fund to local capital to align with the strategic plan
- Additional transfer from Local Capital Reserve to purchase Tangible Capital Assets in the amount of \$2,420,000 comprised of strategic decisions made at year-end including:
 - Allocation for 9 remaining outdoor classrooms - \$720,000
 - Arden Fire Suppression project - \$700,000
 - Huband Mechanical Access project - \$100,000
 - Transfer to Board Office Reserve - \$500,000
 - Mark Isfeld Entrance Renewal project - \$250,000
 - Increased annual IT costs - \$150,000

Additional information regarding Capital Funds can be found in [Schedule 4](#) in the attached Amended Annual Budget document.

RECOMMENDATION

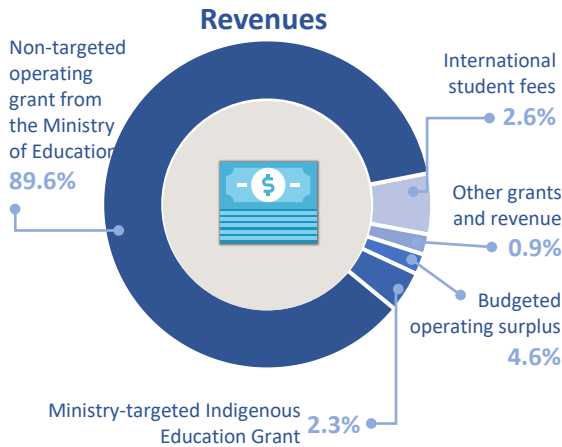
THAT the Board of Education of School District No. 71 (Comox Valley) pass three readings to approve and adopt the 2021-22 Amended Annual Budget Bylaw as presented.

Snapshot 2021-2022

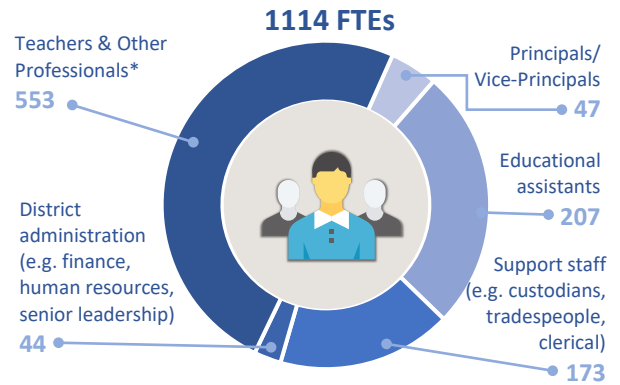
SCHOOL DISTRICT #71 Amended Annual Budget

Operating Revenue - \$102.7 million
Less: Operating Expenses - \$103.2 million
Capital and Reserves - \$ 5.0 million

Where the money comes from

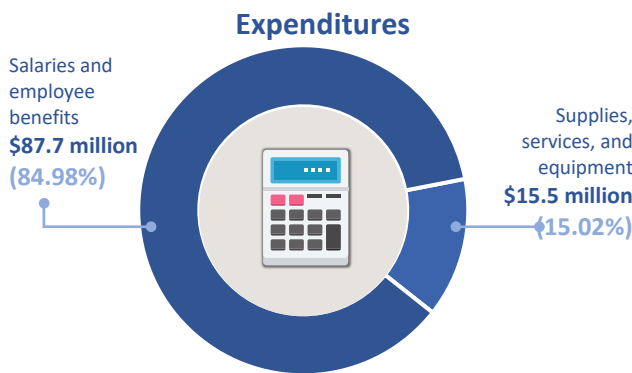


Our staff team

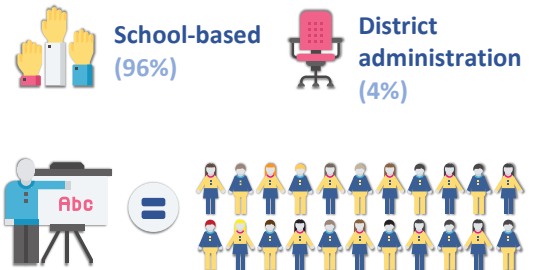


The total # of employees is 1785 (includes TTOC's & casual)

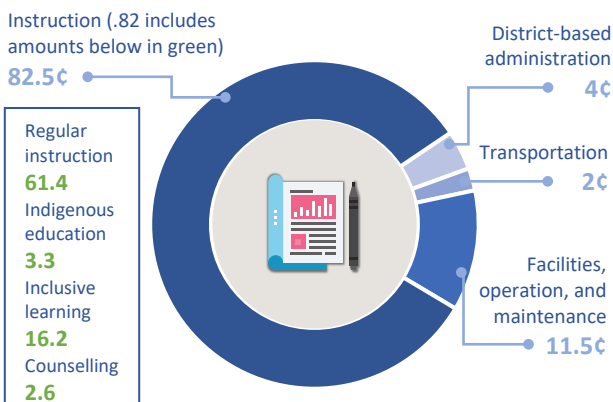
Where the money goes



\$87.7 million of operating budget

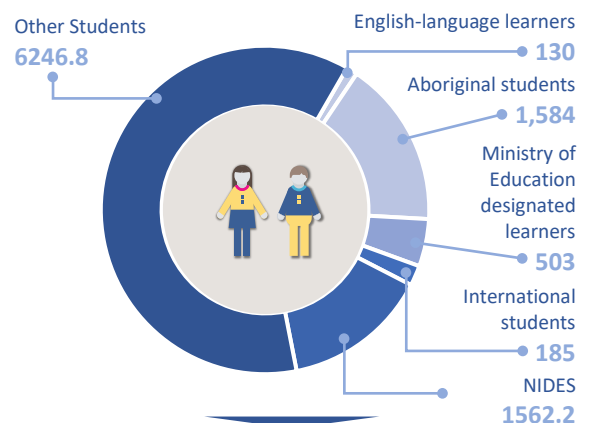



How each dollar is spent



 **\$10,106**
one student total spent

Projected students 10,211



 Enrolment is projected to have moderate to high growth over next 10 years

Core French & Immersion



1002 students
are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$13.8 million budgeted
(2021-2022)



Fluid and flexible learning spaces in schools; including several unique programs

Regular program completion rates



84% approx.
High School graduation levels holding steady over the past three years.

Post Secondary pathways



492 students
participated in pathways & partnerships programs in 2020-2021

Class size-composition



\$11.5 million
to restore collective agreement class size and composition language in 2021-2022 resulting in 60.6 additional teachers and 25.6 non-enrolling teachers to enhance learning.

Our schools



- 14** Elementary schools (K-5, 6 or 7)
- 1** Middle school (6-9)
- 3** Secondary schools (8-12)
- 2** Continuing/alternate education centers
- 1** Distance education center
- 1** K-9 school

School District #71 has 15 urban schools and 6 rural schools.

Planned capital investments



\$250,000
Mark Isfeld entrance renewal



\$700,000
Arden Fire Suppression



\$100,000
Huband Mechanical

\$720,000
Outdoor Classrooms

The above improvements are funded through a strategic application of Board Reserves.

Engaging our community



100+
Public Board of Education and committee meetings

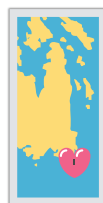


30,000
Website visitors monthly (avg)

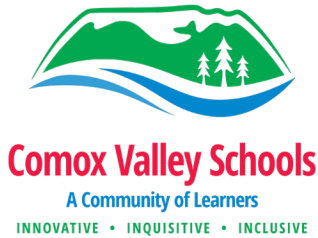


20
Parent Advisory Councils

Ongoing community partnerships and consultation for budgets, LRF, strategic planning, program reviews, boundary, and catchment consultations



Providing public education to students in:
3 municipalities and 4 outlying areas
(Courtenay, Comox, Cumberland, Miracle Beach, Royston, Hornby Island and Denman Island)
1 First Nation Community
(K'omoks First Nation)



BUDGET ADVISORY COMMITTEE REPORT TO FINANCE COMMITTEE

Date: Tuesday, February 15, 2022
Time: 3:00pm – 4:00pm
Venue: Via Zoom Meeting

Committee Members:

Sheila McDonnell, Chair
Tonia Frawley, Trustee
Brenda Hooker, Secretary-Treasurer
Tom Demeo, Superintendent
Vivian Collyer, Director of Instruction
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Josh Porter, Director of Information Technology
Shaun Jones, Acting Director of Information Technology
Lynda-Marie Handfield, Director of Human Resources

Brian McAskill, Principal
Kyle Timms, Principal
Karla Neuffer, CDTA
Tracy Richards, CDTA
Megan Cowling, DPAC
Jennifer Fisher, DPAC
Bruce Carlos, IEC
Grace Johnson, IEC
Brenda Murray, IEC
Trish McPhail, IEC

Regrets: Janice Caton (Trustee), Denise Bullock (CUPE), Susan Hansen (CUPE), Geoff Manning (Assistant Superintendent), Jay Dixon (Director of Instruction), Sean Lamoureux (Director of Inclusive Education)

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The meeting commenced at 3:05pm. The Chair acknowledged that the meeting was being held on the traditional territories of the K'ómoks First Nation and welcomed the committee members.

B. ITEMS FOR DISCUSSION

1. Presentation – Overview of Budget Process

Secretary-Treasurer, Brenda Hooker thanked the meeting attendees for being on the committee and for their input in the budget process.

The Secretary-Treasurer presented PowerPoint slides that included topics such as the strategic plan, district funding, district expenditures, the preliminary budget process & timeline, and the amended budget process.

The Secretary-Treasurer noted that the enrolment projections are due to the Ministry today and that the Amended Annual Budget will be presented to the Board next week. Questions from the committee were answered by the Secretary-Treasurer.

C. ITEMS FOR INFORMATION

1. Budget Advisory Committee Documents

- a. 2022-23 Budget Advisory Committee Terms of Reference
- b. 2022-23 Budget Guiding Principles
- c. 2022-23 Budget Development Process and Timelines

The Secretary-Treasurer reviewed the three Budget Advisory Committee documents with the committee.

2. Prior Year's Budget Comparison

The Secretary-Treasurer reviewed the two enclosed budget comparisons. The first multi-year comparison shows the district's multi-years budget information and operating expenses and how it compares to the Provincial % of operating expenses. The second multi-year comparison compares this district with other districts similar in size.

D. FUTURE AGENDA ITEMS

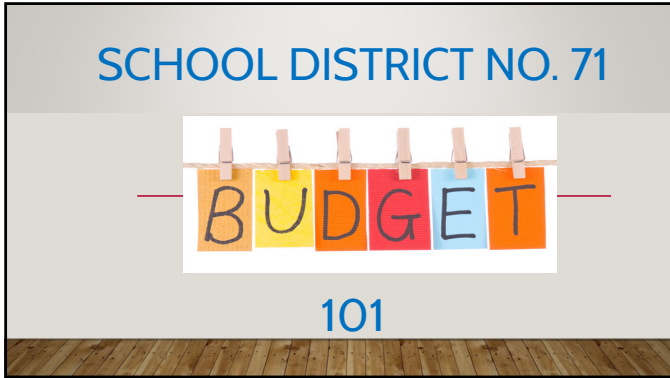
1. Preliminary Operating Grant – Budget Analysis (April)

The Secretary-Treasurer noted that further committee questions can be sent to her or to the Director of Finance, Candice Hilton.

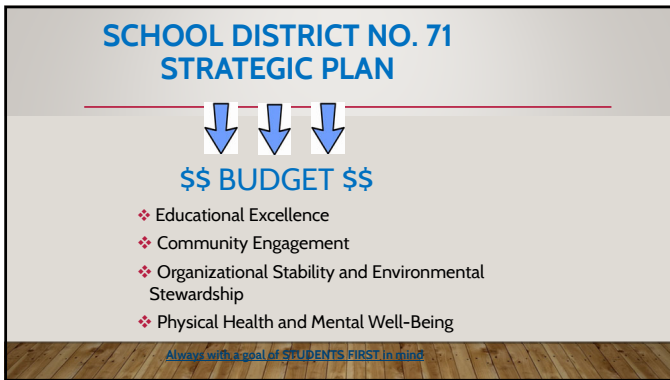
Next Meeting: Tuesday, April 12, 2022 – 3:00pm – 5:00pm

E. ADJOURNMENT

The meeting was adjourned at 3:41pm.



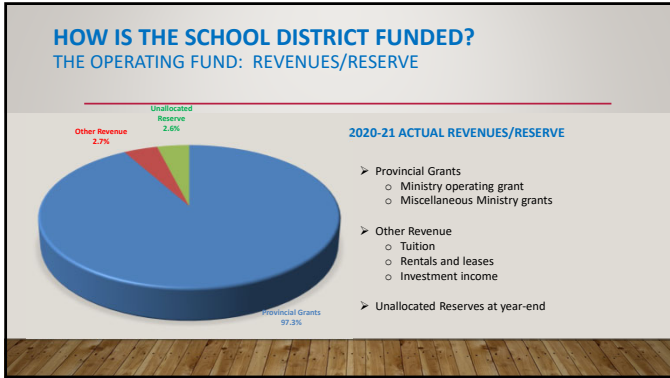
1



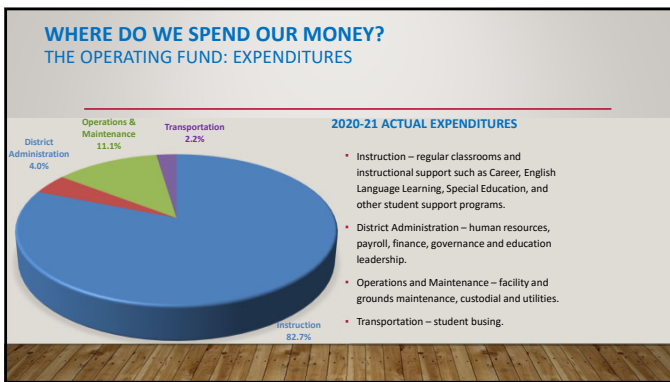
2

Operating Funds	Special Purpose Funds	Capital Funds
Ministry - Operating Grants	Ministry - Other Grants	Ministry - Capital Grants
Other Sources of Revenues <ul style="list-style-type: none"> • Investment income • Rentals and leases • Tuition 	<ul style="list-style-type: none"> • Annual Facilities Grant • Learning Improvement Fund • Strong Start • Ready Set Learn • Community Link • French Federal Grant (OLEP) • Classroom Enhancement Fund • Federal and Provincial COVID Grants 	Local sources of capital <ul style="list-style-type: none"> • Sale of assets • Transfers

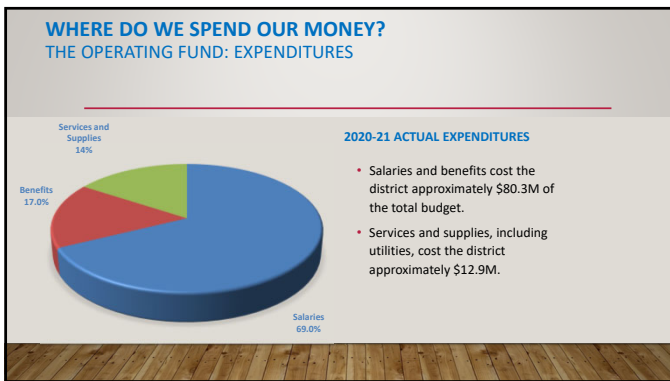
3



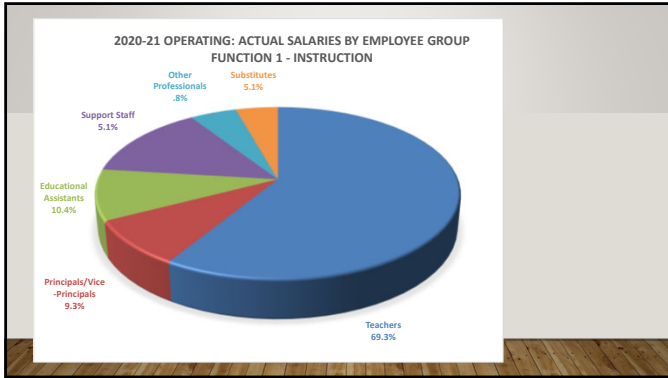
4



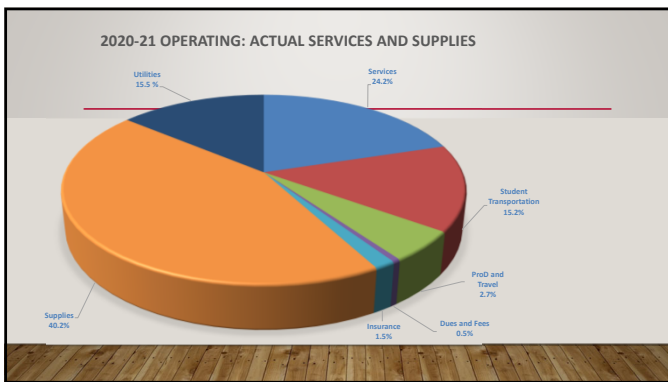
5



6



7



8

WHAT ARE SPECIAL PURPOSE FUNDS?

- Funds that are received with restrictions on how they can be spent
- The Ministry of Education provides the district with the following restricted (special purpose) funds:
 - Annual Facilities Grant (maintenance and improvement projects, roofing, painting, mechanical upgrades, etc.)
 - Learning Improvement Fund (additional support staff for classroom support)
 - Community Link (student support and school meals program)
 - Strong Start and Ready Set Learn (early learning)
 - OLEP - Federal French grant (core French and French Immersion)
 - Classroom Enhancement Fund (to address BCTF restored language)

9

WHAT ARE CAPITAL FUNDS?

- Capital funds are used to acquire land, build schools, or do significant renovations on schools

- Capital funds are not provided on a per pupil basis
 - The district applies to the Ministry of Education for capital funding through our Five-Year Capital Plan submission
 - The district must make a business case to the Ministry of Education to secure funding for new schools, expansions, seismic or renovations
- The district can also generate capital funds by selling assets, including land and buildings, **though all or a portion** of the proceeds can be restricted by the Ministry or required to be returned to MOE.

10

PRELIMINARY BUDGET PROCESS

The preliminary budget is based on enrollment projections provided by districts.

- February – enrolment projections for the following September are submitted to the Ministry
- March – preliminary grant funding announced by the Ministry (based on projected enrolment from February)
- March/April/May – preliminary budget development process takes place – must be a balanced budget
- June – preliminary budget approved by Board – must be submitted to Ministry by June 30th (per School Act)

11

2022-23 PRELIMINARY BUDGET TIMELINE

January/February	Enrollment Projections Management prepares and submits 2022-23 enrollment projections to the Ministry of Education.
February 15	Budget Advisory Committee Meeting – 3:00-4:00pm Budget process overview, review of prior year budget changes.
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 Discuss and consider the implications of the Preliminary Operating Grant Announcement and any potential budget shortfalls or enhancement. Opportunity for District Staff and Partner Group presentations.
April 19	Public Budget Consultation Meeting - 6:00pm Public Budget Consultation Meeting.
April 26	Regular Board Meeting - 7:00pm Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district's core business (student success)
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.

12

AMENDED BUDGET PROCESS

The UPDATED budget is based on actual enrolment reported to the Ministry at September 30th.

- September 30th - Actual enrolment reported to Ministry (1701 report)
- December 15th – final recalculated grant provided (based on actual enrolment)
- February - amended annual budget approved by Board – must be submitted to Ministry by February 28th (per the School Act)

13

QUESTIONS



14

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;
- Enhanced 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

Multi - Year Comparison

	2019		2020			2020/2021			2021-2022 Preliminary Budget	2021-2022 Amended Budget	% of Operating Expenses 2021 Actual	% of Operating Expenses 2022 Amended	Provincial % of Operating Expenses 2021	% of Function Expenses 2021 Actual	% of Function Expenses 2022 Amended
	Preliminary Budget	Actual	Preliminary Budget	Amended Annual Budget	Actual - 2019/20 Financial Statements	Preliminary Budget	Amended Annual Budget	Actual - 2020/21 Financial Statements							
Operating Revenue	\$84,989,947	\$85,056,580	\$87,931,364	\$88,745,951	\$90,533,007	\$91,516,711	\$96,320,857	\$98,790,902	\$98,442,973	\$102,772,683					
Function 1 - Instruction															
1.02 Regular Instruction	42,647,421	40,756,388	41,297,760	42,835,321	41,203,578	45,057,252	49,985,594	47,735,861	48,841,476	52,233,458	51.2%	50.6%	49.4%	62.3%	61.4%
1.03 Career Programs	1,087,089	1,030,355	957,104	1,168,676	1,090,757	1,198,219	1,256,772	1,281,899	1,268,085	1,387,202	1.4%	1.3%	0.7%	1.7%	1.6%
1.07 Library Services	2,398,971	1,363,457	1,532,411	1,557,015	1,522,163	1,586,647	1,595,732	1,443,956	1,567,586	1,586,445	1.5%	1.5%	1.6%	1.9%	1.9%
1.08 Counselling	1,669,685	1,882,003	1,695,592	1,730,314	1,912,616	1,775,782	1,844,016	1,876,939	1,896,793	2,200,572	2.0%	2.1%	1.9%	2.4%	2.6%
1.10 Special Education	11,143,193	10,786,226	11,132,685	11,579,734	11,705,887	11,940,473	12,438,480	12,229,029	12,786,730	13,784,803	13.1%	13.4%	16.5%	16.0%	16.2%
1.30 English Language Learning	118,212	175,852	169,528	172,990	195,517	180,071	157,870	230,076	186,109	223,171	0.2%	0.2%	1.7%	0.3%	0.3%
1.31 Aboriginal Education	1,684,356	1,798,863	1,957,499	1,982,149	1,816,816	2,092,640	2,468,573	2,168,895	2,386,624	2,781,637	2.3%	2.7%	1.5%	2.8%	3.3%
1.41 School Administration	6,964,866	6,889,989	7,109,411	7,332,618	7,814,312	7,353,283	7,923,727	8,051,314	8,088,230	8,197,674	8.6%	7.9%	7.4%	10.5%	9.6%
1.62 International & Out of Province	2,354,297	2,124,051	4,300,849	2,420,070	2,299,938	1,680,517	1,647,674	1,324,638	2,291,879	2,354,153	1.4%	2.3%	1.5%	1.7%	2.8%
1.64 Other	775,032	405,808	366,700	356,586	311,412	359,210	359,659	327,953	361,551	369,889	0.4%	0.4%	0.2%	0.4%	0.4%
Total Function 1	\$70,843,122	\$67,212,992	\$70,519,539	\$71,135,473	\$69,872,996	\$73,224,094	\$79,678,097	\$76,670,560	\$79,675,063	\$85,119,004	82.2%	82.5%	82.8%		
Function 4 - District Administration															
4.11 Educational Administration	686,086	1,103,725	1,041,032	1,050,848	1,055,367	1,089,912	1,135,151	1,113,701	1,162,478	1,369,257	1.2%	1.3%	1.4%	30.5%	32.5%
4.40 School District Governance	278,706	378,940	407,340	353,582	270,133	362,386	356,720	296,367	374,007	379,188	0.3%	0.4%	0.3%	8.1%	9.0%
4.41 Business Administration	2,141,332	1,922,392	2,320,578	2,359,543	2,048,593	2,363,354	2,399,364	2,238,457	2,342,374	2,461,202	2.4%	2.4%	2.4%	61.4%	58.5%
Total Function 4	\$3,106,124	\$3,405,057	\$3,768,950	\$3,763,973	\$3,374,093	\$3,815,652	\$3,891,235	\$3,648,525	\$3,878,859	\$4,209,647	3.9%	4.1%	4.2%		
Function 5 Operations & Maint.															
5.41 Operations & Maintenance Administration	455,435	857,223	944,404	1,019,674	969,876	969,962	1,102,798	1,073,176	1,176,525	1,314,594	1.2%	1.3%	1.0%	9.8%	11.3%
5.50 Maintenance Operations	7,097,510	6,581,463	6,614,555	6,780,721	6,871,636	7,045,179	7,008,492	7,041,145	7,622,230	7,439,394	7.5%	7.2%	7.7%	64.2%	64.0%
5.52 Maintenance of Grounds	105,000	541,398	648,177	750,382	758,972	703,825	703,825	836,854	706,488	717,988	0.9%	0.7%	0.7%	7.6%	6.2%
5.56 Utilities	1,899,499	1,776,516	1,927,000	1,931,000	1,711,654	1,867,692	2,063,692	2,008,060	2,070,692	2,160,438	2.2%	2.1%	1.8%	18.3%	18.6%
Total Function 5	\$9,557,444	\$9,756,600	\$10,134,136	\$10,481,777	\$10,312,138	\$10,586,658	\$10,878,807	\$10,959,235	\$11,575,935	\$11,632,414	11.8%	11.3%	11.2%		
Function 7 Transport & Housing															
7.41 Transportation & Housing Admin.	80,297	20,268	22,614	23,025	21,077	23,345	23,835	22,609	24,312	24,312	0.0%	0.0%	0.1%	1.1%	1.1%
7.70 Student Transportation	1,963,615	1,974,606	1,926,125	2,028,255	1,864,455	2,056,962	2,056,962	1,961,189	2,056,962	2,202,000	2.1%	2.1%	1.7%	98.9%	98.9%
Total Function 7	\$2,043,912	\$1,994,874	\$1,948,739	\$2,051,280	\$1,885,532	\$2,080,307	\$2,080,797	\$1,983,798	\$2,081,274	\$2,226,312	2%	2.2%	1.8%		
Total Function 1-9	\$85,550,602	\$82,369,523	\$86,371,364	\$87,432,503	\$85,444,759	\$89,706,711	\$96,528,936	\$93,262,118	\$97,211,131	\$103,187,377					
Transfer from Operating to Assets		\$1,804,241		\$255,000	\$1,637,926	\$250,000	\$565,000	\$454,407	\$500,000	\$625,000					
Transfer from Operating to LCR	\$1,560,000	\$1,560,000	\$1,560,000	\$4,700,372	\$4,700,372	\$1,560,000	\$1,560,000	\$1,560,000	\$1,560,000	\$3,980,000					
Net Change for the Year	-\$2,120,655	-\$677,184		-\$3,641,924	-\$1,250,050	\$0	-\$2,333,079	\$3,514,377	-\$828,338	-\$5,019,694					
Opening Operating Reserve	\$6,007,764	\$6,007,764		\$5,330,580	\$5,330,580	\$1,688,656	\$4,080,530	\$4,080,530	\$4,080,530	\$7,594,907					
Closing Operating Reserve	\$3,887,109	\$5,330,580		\$1,688,656	\$4,080,530	\$1,688,656	\$1,747,451	\$7,594,907	\$3,252,192	\$2,575,213					

Multi - Year Comparison

	Vernon SD#22	Sooke SD#62	Cowichan SD# 79	Comox Valley SD#71							
	Actual - 2020/21 Financial Statements	Actual - 2020/21 Financial Statements	Actual - 2020/21 Financial Statements	Actual - 2020/21 Financial Statements	2021-2022 Preliminary Budget	2021-2022 Amended Budget	% of Operating Expenses 2021 Actual	% of Operating Expenses 2022 Amended	Provincial % of Operating Expenses 2021	% of Function Expenses 2021 Actual	% of Function Expenses 2022 Amended
Operating Revenue	\$91,730,064	\$118,415,542	\$88,757,765	\$98,790,902	\$98,442,973	\$102,772,683					
Function 1 - Instruction											
1.02 Regular Instruction	45,134,072	59,095,256	40,959,808	47,735,861	48,841,476	52,665,752	51.2%	51.0%	49.4%	62.3%	61.7%
1.03 Career Programs	805,690	857,444	1,461,691	1,281,899	1,268,085	1,387,202	1.4%	1.3%	0.7%	1.7%	1.6%
1.07 Library Services	1,463,118	2,187,368	1,898,597	1,443,956	1,567,586	1,586,445	1.5%	1.5%	1.6%	1.9%	1.9%
1.08 Counselling	2,106,720	2,495,964	2,012,974	1,876,939	1,896,793	1,947,337	2.0%	1.9%	1.9%	2.4%	2.3%
1.10 Special Education	13,980,432	18,271,957	14,179,868	12,229,029	12,786,730	13,784,803	13.1%	13.4%	16.5%	16.0%	16.2%
1.30 English Language Learning	378,381	1,475,236	578,400	230,076	186,109	223,171	0.2%	0.2%	1.7%	0.3%	0.3%
1.31 Indigenous Education	1,713,549	1,863,360	2,135,907	2,168,895	2,386,624	2,781,637	2.3%	2.7%	1.5%	2.8%	3.3%
1.41 School Administration	6,125,422	12,171,602	7,130,080	8,051,314	8,088,230	8,197,674	8.6%	7.9%	7.4%	10.5%	9.6%
1.62 International & Out of Province	32,874	75,124	1,381,117	1,324,638	2,291,879	2,354,153	1.4%	2.3%	1.5%	1.7%	2.8%
1.64 Other	1,848,021	2,517,106	14,573	327,953	361,551	369,889	0.4%	0.4%	0.2%	0.4%	0.4%
Total Function 1	\$73,588,279	\$101,010,417	\$71,753,015	\$76,670,560	\$79,675,063	\$85,298,063	82.2%	82.7%	82.8%		
Function 4 - District Administration											
4.11 Educational Administration	1,108,427	1,425,168	749,350	1,113,701	1,162,478	1,369,257	1.2%	1.3%	1.4%	30.5%	32.5%
4.40 School District Governance	227,583	256,331	383,511	296,367	374,007	379,188	0.3%	0.4%	0.3%	8.1%	9.0%
4.41 Business Administration	1,755,264	3,731,926	1,893,431	2,238,457	2,342,374	2,461,202	2.4%	2.4%	2.4%	61.4%	58.5%
Total Function 4	\$3,091,274	\$5,413,425	\$3,026,292	\$3,648,525	\$3,878,859	\$4,209,647	3.9%	4.1%	4.2%		
Function 5 Operations & Maint.											
5.41 Operations & Maintenance Administration	563,025	596,760	895,102	1,073,176	1,176,525	1,214,964	1.2%	1.2%	1.0%	9.8%	10.6%
5.50 Maintenance Operations	6,289,728	7,059,706	6,663,002	7,041,145	7,622,230	7,439,394	7.5%	7.2%	7.7%	64.2%	65.0%
5.52 Maintenance of Grounds	388,386	1,521,564	507,219	836,854	706,488	717,988	0.9%	0.7%	0.7%	7.6%	6.3%
5.56 Utilities	1,912,563	1,602,549	1,532,726	2,008,060	2,070,692	2,081,009	2.2%	2.0%	1.8%	18.3%	18.2%
Total Function 5	\$9,153,702	\$10,780,579	\$9,598,049	\$10,959,235	\$11,575,935	\$11,453,355	11.8%	11.1%	11.2%		
Function 7 Transport & Housing											
7.41 Transportation & Housing Admin.	239,772	336,974	277,411	22,609	24,312	24,312	0.0%	0.0%	0.1%	1.1%	1.1%
7.70 Student Transportation	1,696,838	2,760,365	2,557,108	1,961,189	2,056,962	2,202,000	2.1%	2.1%	1.7%	98.9%	98.9%
Total Function 7	\$1,936,610	\$3,097,339	\$2,834,519	\$1,983,798	\$2,081,274	\$2,226,312	2%	2.2%	1.8%		
Total Function 1-9	\$87,769,865	\$120,301,760	\$87,211,875	\$93,262,118	\$97,211,131	\$103,187,377					
Transfer from Operating to Assets	\$2,805,690	\$255,695	\$178,614	\$454,407	\$500,000	\$625,000					
Transfer from Operating to LCR	\$397,988	263,722	\$0	\$1,560,000	\$1,560,000	\$3,980,000					
Net Change for the Year	\$756,521	-2,405,635	\$1,367,276	\$3,514,377	-828,338	-\$5,019,694					
Opening Operating Reserve	\$5,176,022	7,192,890	\$5,140,366	\$4,080,530	\$7,594,907	\$7,594,907					
Closing Operating Reserve	\$5,932,543	4,787,255	\$6,507,642	\$7,594,907	\$6,766,569	\$2,575,213					
Total Reserves	\$3,175,605	\$0	\$790,796	\$4,210,754	\$3,239,254	\$5,333,554					
	\$9,108,148	\$4,787,255	\$7,298,438	\$11,805,661	\$10,005,823	\$7,908,767					

These are estimates based on the budgeted additions or draws to Local Capital

POLICY COMMITTEE
BOARD REPORT

Date: Monday, February 7, 2022
Time: 2:00 – 3:00 pm
Venue: Zoom Meeting

Committee Members:

Michelle Waite, Chairperson
Janice Caton, Trustee
Brenda Hooker, Secretary Treasurer
Tom Demeo, Superintendent

Regrets: Kat Hawksby, Trustee

Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Welcome

The Chair welcomed the Policy Committee and called the meeting to order at 2:02 pm.

B. Items for Discussion

1. Policy 24 – Equity and Non-Discrimination

Policy 24 is now on the website and active. The Superintendent is starting the process of writing the Administrative Procedure.

2. Update Draft Child Care Policy

The Superintendent gave an update on the Draft Child Care Policy. Feedback has been provided and incorporated by our community early childhood educators and providers. Additional edits will be made, and operational directives will be removed and added to the Administrative Procedure. The final draft should be ready for the March meeting.

3. Update on Administrative Procedures

The Superintendent gave an update on the AP's. The first phase has been completed and we will continue with the administrative process.

4. Future Policy Reviews

After discussion the committee agreed that Policy 7 Appendix – Trustee Elections Bylaw, Policy 8 – Board Committees and the Procedural Bylaws will be the next tasks the committee works on.

C. Next Meeting

Monday, March 7, 2022

1:00 pm – 2:00 pm

Via Zoom

D. Adjournment – 2:34 pm

**COMMITTEE OF THE WHOLE BOARD
REPORT**
Tuesday, February 8, 2022
6:00pm

Attendance via Zoom:

Trustees:

Tonia Frawley, Board Chair
Michelle Waite, Vice Chair
Sheila McDonnell, Trustee
Janice Caton, Trustee
Cristi May Sacht, Trustee
Sarah Jane Howe, 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
Sean Lamoureux, Director of Inclusive Education
Vivian Collyer, Director of Instruction
Jay Dixon, Director of Instruction
Shaun Jones, Acting Director, Information
Technology

Regrets: Kat Hawksby, Trustee

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Board Chair, Tonia Frawley called the meeting to order at 6:00 pm and acknowledged that the meeting is being held on the traditional territories of the K'omoks First Nation.

2. Motion to Move into the Committee of the Whole

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) move into the Committee of the Whole Meeting Agenda as presented.

[Caton/Howe]

CARRIED

3. Adoption of Agenda

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the February 8, 2022, Committee of the Whole.

[May/Waite]

CARRIED

4. Items for Discussion

i. Option A – Review of LRFP & Boundary Catchment Information

The Committee of the Whole meeting was held live via Zoom and was recorded for public viewing. This was an opportunity for trustees to ask questions and receive clarification. It was not for debate or decision making.

The Superintendent recapped on the Option A background and the reasons why we are looking at this Boundary Catchment option. Student growth throughout the whole district, particularly at Royston Elementary school has exceeded our predictions. This issue is not before the Board as an opportunity to fill Courtenay Elementary, it is about addressing the overcrowding at Royston Elementary.

The Assistant Superintendent addressed enrollment numbers and cross boundary concerns at Royston Elementary. Royston Elementary was originally built for 200 students and currently we have 315. We have only been able to accommodate this number due to modulars on the site. Enrollment projections for next September are 320, growing to 340 for September 2023. Kindergarten registrations were projected at 34 new enrollments; however, a week after the opening of registration we already have 41 new enrollments.

Cross boundary transfers were stopped at Royston Elementary 2 years ago. At this time, we have 6 students, which are out of catchment. That number is rather low as many schools e.g., Courtenay Elementary has 34.

The Director of Operations gave a presentation – Long Range Facility Plan Option A Solution.

Synopsis of the challenges at Royston Elementary:

- One year ahead of projected growth pattern
- School operating capacity is 205 plus four modulars gives 305 capacity
- Sewage system capacity is 320 therefore no more modulars
- School infrastructure at Royston (gym, hallways, washrooms) are limited

Synopsis of the challenges at Cumberland Community School:

- 570 students
- Slightly below projected growth patterns
- School operating capacity is 545 plus two modulars gives 595 capacity
- Lack of available housing (higher prices for starter homes)
- Two open classrooms at present
- Site is available for two more modulars

The septic system at Royston Elementary was built in the mid 90's. Over the years septic standards have changed, moving from being regionally regulated to being regulated by Island Health. The system is working well and has 10-15 years of life left in it. If we moved into a replacement sewer system to accommodate the growth in students, the cost

would be upwards of \$1.7 M.

The Comox Valley Regional District is pursuing funding for the South Sewer Project, which would occur in phases if the funding requested is approved. This is a major project with no timeline in place; however, if we were to be in the 1st phase it could finish around 2024-25 and a connection cost might be around \$50,000, as well as a month fee.

The Secretary-Treasurer gave some background around the Long Range Facilities Plan. Since the completion of the LEFP we currently have 6 elementary schools beyond the 10-year enrollment projections, in 2022/23 we anticipate having 10 elementary schools at or above the 10-year enrollment projections. Senior staff are advocating with the Ministry of Education for the approval of our major capital plan requests, for Royston Elementary and Cumberland Community School. The boundary catchment adjustment would significantly help the district with the success of the Capital Expansion Project. If Option A is not supported by the Board there are other options; however, those would require the district to take funding out of the current operating budget. For example, each basic modular cost \$305,000.

ii. Overview of FAQ's and Comments

Trustee's asked questions and senior staff gave further clarification.

The Superintendent communicated that any further questions or comments can be made through the feedback link on the district website. All questions will be answered, answers will be posted back on the website and will be forwarded to the trustees.

<https://www.comoxvalleyschools.ca/royston-courtenay-elementary-boundary-review/>

5. Future Meetings

- Special Public Board Meeting – February 15, 2022, at 6:00 pm.

6. Meeting Adjourned – 7:31 pm

MOTION:

THAT the Board of Education of School District No.71 (Comox Valley) adjourn this meeting.

[May/Howe]

CARRIED

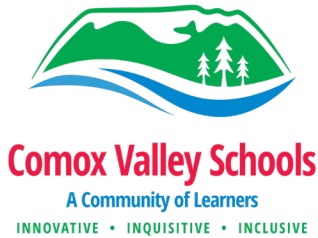
Board Approved on:
February 22, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Tonia Frawley
Board Chair

DRAFT



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

BRIEFING NOTE

TO: The Board of Education **DATE:** February 15, 2022
FROM: Brenda Hooker – Secretary Treasurer
RE: Administrative Space Feasibility Study and 2488 Idiens Way

PURPOSE:

To provide the Board with an update on the Administrative Space Feasibility Study and to provide a recommendation for proceeding with addressing identified challenges around enrolment pressure and administrative space for the school district.

SALE OF EXISTING BOARD OFFICE:

In 2015-16, District staff worked with staff from the City of Courtenay and the Comox Valley Regional District on the concept of an integrated shared office building, which would be located on land in the 6th street and Harmston Road area. The discussions included a Land Swap and Land Purchase Triparty Concept, which was being presented to both Board's and the City Council. Each elected body was requested to approve in principle the Triparty agreement.

In short, the concept was as follows:

1. The City and SD71 would swap land – Harmston Park for land attached to the existing School Board Office, with an imputed land value of \$986,000.
2. The CVRD would purchase the land-swap area from SD71 for \$865,000 - \$600,000 would be a cash payment to the School District, and \$265,000 would be a credit towards a no-cost 99-year lease starting in 2021 (see point 3. Below).
3. In 2021, the CVRD would purchase the existing SD71 School Board Office land and building for \$700,000 - \$600,000 would be a cash payment, and \$100,000 would be a credit towards a no-cost 99-year lease.
 - a. In 2021, the district would either have access to the existing School Board Office land through a 99 year no-cost lease or could vacate if an alternative site is found for the School Board Office. Either way, the Administrative building location for SD71 is secured until 2121 (far beyond the useful life)
 - b. If the building is vacated and CVRD moved to demolish the building, then SD71 would share the cost of demolition to a maximum cost (CVRD would waive all tipping fees).
 - c. During the 99-year lease, SD71 would reimburse the CVRD the cost of "full-replacement value insurance" (protection to make sure the building would be replaced if damage was incurred).

SD71 decided at the time not to proceed with the amalgamated office portion of the agreement as the construction costs became prohibitive.

By 2021 the sale of the existing property was completed. The School Board received \$1,200,000 from the CVRD for the sale of both pieces of land and secured a 99-year no cost lease to stay in the existing building. The funds received could be targeted towards to upgrade of the existing School Board Office (leasehold improvement) or utilized to develop a new School Board Office (capital expenditure). The proceeds will be credited to the Local Capital Reserve, which do not require Minister of Education approval to utilize. There is also an amount of \$301,000 in Ministry Restricted Capital from the sale of the current building which can be applied for a new Board Office.

In addition, recognizing that a permanent administrative solution would be necessary, the Board began transferring \$250,000 per annum from Surplus to Local Capital Reserve for a new office space.

BACKGROUND AROUND THIS OPPORTUNITY:

In September of 2021, enrollments in the District exceeded expectations and significant enrollment pressures were emerging. When the tripartite agreement was entered into, the District was experiencing enrollment decline and administrative functions were housed in empty classrooms and schools across the District. However now there has been sustained growth identifying the need to reclaim those classroom spaces for students.

At the October 26th 2021 In-Camera Board Meeting staff advised that an RFP had been issued to engage a proponent to identify for the Board a wide range of possibilities and options for consolidating administrative functions for the District. The intention is to have the study completed and options presented to the Board in February 2022.

At the November 15th 2021 In-Camera Facilities Committee of the Whole, staff outlined for Trustees challenges and suggestions for three main issues:

1. Immediate enrollment pressures, growth and solutions necessary for the south end of the District
2. The unexpected enrollment pressures particularly in the Comox / East Courtenay corridor, known housing developments and an urgent need free up classroom spaces.
3. Forecasted growth in the Queneesh/Glacier View catchments will create a challenge in the longer-term for classroom space and the need to relocate the Learning Resource Center.

At this same meeting, staff advised the Board of a potential solution for an administrative property for sale by the BC Assessment Authority (BCAA) at 2488 Idiens Way. The purchase would be a potentially cost-effective, timely option to address the need for administrative space in a growing District and free up classroom space.

At that meeting the Board passed the following motion:

THAT the Board of Education of SD71 (Comox Valley) approve staff to explore the feasibility of and negotiate on the opportunity to purchase the property at 2488 Idiens Way.

(Frawley/Howe]

Facilities staff conducted a thorough assessment of the Idiens property and also hired an architect to conduct a field review of the property along with a high-level building code and space analysis both of which came back favourable. In addition, a corporate real estate professional was retained who confirmed that there is not another similar property available, and that the property would be very desirable on the open market.

Based upon the early feasibility assessments, real estate analysis and negotiations, staff submitted an offer for Contract to Purchase and Sale in early December which was accepted by BCAA on December 15, 2021. The offer included several conditions allowing for due diligence to ensure the purchase is a fit for the District before a sale is potentially finalized. Since then, staff have continued to assess the potential purchase, Cornerstone was advised of the opportunity and the Idiens property was included in the feasibility study.

Cornerstone was requested to conduct a high-level needs assessment as an interim report to ensure that the District should consider pursuing the purchase opportunity. The draft report was received on December 17, 2021 which did not discount the opportunity.

As part of the pre-purchase due diligence for Idiens, a Phase 1 Environmental Site Assessment was contracted and came back very favourable on January 13, 2021 thus there was not a need for a Level 2 Assessment.

Thus, staff has continued to include the Idiens property purchase in the analysis of potential solutions to enrollment pressure and administrative function disbursement.

ANALYSIS OF PROCEEDING WITH THE PURCHASE:

The purchase of the 2488 Idiens Way property is a recommended from both an education and return on investment perspective for the following reasons:

- 1) Current administrative functions are dispersed throughout the District in 6 different locations which is neither effective nor efficient.
- 2) Housing administrative functions in schools made fiscal sense when the District was experiencing enrollment decline. However, now there is urgent need to reclaim the classrooms and purchasing Idiens Way is a timely, cost-effective solution to freeing up classroom space. If the 5 classrooms required by Inclusive Education at Airport Elementary were replaced by dry modular buildings, the cost would be \$1,525,000 let alone the land value.
- 3) The funding for the purchase comes from the sale of the 607 Cumberland Road property which is being held Local and Ministry Capital reserves. Purchasing modulars instead for classrooms would take the funding from Operating dollars rather than Capital Reserves.
- 4) Indigenous Education requires a more appropriate space for their growing enrollment. Our Indigenous staffing needs far exceed the space currently allotted for this crucial department.
- 5) The property would be transferred between two public sector organizations meaning the sale is priced based on a third party, September 2021 property assessment rather than the open real estate market. Thus, the property would provide excellent return on investment. Just replacement cost of the building alone would add \$700,000 minimum to the price.
- 6) The Board have engaged three independent professional firms including a space analysis, architecture and environmental assessment which were all favorable for a purchase.

RECOMMENDATION:

THAT the Board of Education for School District No.71 (Comox Valley) pass the Bylaw authorizing staff to finalize the purchase the office building and property located at 2488 Idiens Way Courtenay BC

Respectfully submitted,

[Brenda Hooker](#)

Brenda Hooker
Secretary Treasurer

Internal Restrictions - Local Capital and 20/21 Surplus Appropriated for Board Office

20/21 Financial Statements - Note 19: Local Capital

	Description/Details
2,157,598.00	Board Office - Previous Transfers, Sale of Existing Office (20/21 Financial Statements Note 12 & 19)
322,000.00	Prepaid Rent (20/21 Financial Statements Note 12 & 19)
1,300,000.00	Facilities Reserve (20/21 Financial Statements Note 19)
<u>\$ 3,779,598.00</u>	Total Internal Restrictions for Board Office in Local Capital
\$ 250,000.00	Board office portion of 2021-22 budgeted annual local capital transfer
100,529.00	Current Local Capital ST Contingency Reserve
<u>\$ 4,130,127.00</u>	Current Local Capital Available *

20/21 Financial Statements - Note 19: Accumulated Surplus

	Description/Details
500,000.00	Internally Restricted for Board Office Reserve (20/21 Financial Statements Note 19)
<u>\$ 500,000.00</u>	Current Internal Restrictions of Operating Surplus for Board Office
<u>\$ 4,630,127.00</u>	Total Internal Restrictions of Local Capital & Operating Surplus - Available for Board Office
\$ 301,000.00	Ministry of Ed Restricted Capital 20/21 Financial Statements Schedule 4D (20/21 Financial Statements Note 12)

* Local Capital is also shown in the Board's Monthly Capital Fund Update (Finance Committee Agenda and Minutes)

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
2488 IDIENS WAY, COURTENAY LAND ACQUISITION BYLAW, 2022**

WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- (i) The Board of Education of School District No. 71 (Comox Valley) (the “**Board**”) proposes to acquire land and an office building at 2488 Idiens Way, Courtenay, B.C. (the “**Property**”) for a purchase price of \$1,720,000.00, for use by the Board for administrative offices;
- (ii) The legal description of the Property is:

PID: 018-903-690
Lot 1, District Lot 157, Comox District, Plan VIP59557;
- (iii) The Board is satisfied that the Purchase Price represents the fair market value of the Property, and the purchase of the Property would be in the best interests of the Board;

NOW THEREFORE be it enacted as a Bylaw that the Board acquire the Property for the Purchase Price;

BE IT FURTHER enacted as a Bylaw that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all documents required to complete the purchase of the Property by the Board on such terms and conditions as the Secretary-Treasurer may consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as “School District No. 71 (Comox Valley) 2488 Idiens Way, Courtenay Land Acquisition Bylaw 2022”.

Read a first time this ___ day of _____ 2022.

Read a second time this ___ day of _____ 2022.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on _____ 2022, and finally passed and adopted this ___ day of _____ 2022.

Corporate Seal

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) 2488 Idiens Way, Courtenay Land Acquisition Bylaw 2022, adopted by the Board on the ___ day of _____ 2022.

Secretary-Treasurer



February 8, 2022

Ref: 253745

Dear Education Partners, Child Care Stakeholders, Providers and Operators:

It is our pleasure to address you jointly today with the news that our Government has announced that the accountability for child care will transition to the Ministry of Education at the beginning of April 2022.

This transition reflects and responds to advice we have been hearing from the child care sector since the launch of ChildCareBC in 2018, and it aligns with approaches taken in other provinces and territories. Bringing child care under the umbrella of the Ministry of Education acknowledges that it is part of a child's learning journey, delivering important early learning opportunities and supporting future educational success. This transition brings us closer to achieving our ChildCareBC vision of offering families quality, inclusive child care that is available when parents need it, at a price they can afford.

This transition means that the Minister of State for Child Care, public service staff, the budget and the legislative authority for child care will move to the Ministry of Education. The operational impact for the child care and education sectors will be minimal. Over time, this change will lead to a better understanding of regional child care needs, and an increased provision of child care, including on school grounds – responding to the shortage of spaces faced by families while easing transitions for children entering school.

There will be no immediate change for child care operators as a result of moving child care delivery into the Ministry of Education. Child care operators will not be governed by school boards or be responsible for delivering provincial curriculum. Child care is important for parents, and all types of child care providers – from public and private, to Indigenous-led, non-profit and family-run – will continue to have access to government supports and be invited to participate in the future of child care in BC.

We remain committed to ongoing dialogue with First Nations rights holders, Métis and Inuit peoples about what a distinctions-based approach to Indigenous child care means. Neither the Ministry of Education nor school districts has any jurisdiction over early learning and child care delivered on reserve.

.../2

Many school districts across the province have embraced opportunities to provide much-needed before- and after school care. Existing programs will continue to operate as they do today, and we encourage districts to continue looking for opportunities to provide this important service for families in their communities.

To better respond to regional and local child care needs, such as partner engagement, planning and building capacity, six new regional offices are being established. Over time, these offices will grow into the main point of contact for the child care sector.

We acknowledge that there have been many changes for community service organizations, child care providers and educators in the last two years as we collectively deal with the new and ever-changing environment brought on by the COVID-19 pandemic. We thank you for your hard work and perseverance during these challenging times.

This transition represents an exciting development, and we want to assure you that all existing child care programs and funding will remain in place as we continue the work to implement our ChildCare BC plan.

We remain committed to ongoing engagement with the education and child care communities on how this change can improve access to care for families, and make transitions into school easier for children.

As many of you know, we have already launched an extended period of engagement to begin these conversations. Please visit the [Early Care and Learning Engagement](#) page on our ChildCare BC website to find out more about how to participate. Together let us continue our work to build a brighter future for families where child care is a core service that is affordable, reliable and available when and where families need it.

Thank you again for everything you do to uplift, educate, and care for British Columbia's youngest citizens.

Sincerely,



Jennifer Whiteside
Minister of Education



Katrina Chen
Minister of State for Child Care