



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Minutes

**Tuesday,
May 24, 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

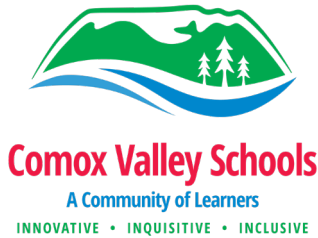
Celebration of learning

Strategic Priorities

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



Comox Valley Schools
A Community of Learners
INNOVATIVE • INQUISITIVE • INCLUSIVE



REGULAR BOARD MEETING MINUTES
Tuesday, May 24, 2022
7:00pm

Attendance In Person:

Trustees:

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

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer, via Zoom
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
Sean Jones, Director Information Technology

Regrets:

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Board Chair, Tonia Frawley called the meeting to order at 7:05 pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the May 24, 2022, Regular Public Board Meeting Agenda.

[Howe/May]

CARRIED

3. Board Meeting Minutes

Pages 1-7

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the April 26, 2022, Regular Board Meeting Minutes as presented.

[Howe/Hawksby]

CARRIED

4. Unfinished Business

None

5. **Record of In-Camera Meetings / Reports**

Page 8

- April 26, 2022 – Regular In-Camera Board Meeting

6. **Board Chair's Report**

Board Chair, Tonia Frawley acknowledge that it has been one year since the 215 students in Kamloops were discovered. An acknowledgment was given to the shooting at an elementary school in Texas where 18 students and 3 adults were killed. The Board, senior staff and the public present held a moment of silence in their honour.

7. **Presentations / Delegations**

DPAC Sexual Health Committee Chair, Shannon Aldinger
Ms. Aldinger gave a 10 min presentation, "Request for Gender-Based Violence & Misconduct Reform". A written request was sent to the Trustees and Senior Administration on May 16, 2022, which will be June's agenda package.

8. **Education Committee Meeting**

Pages 9-10

Motion:

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

[Waite/Howe]

CARRIED

Next Education Committee Meeting:

TOPIC: TBD
DATE: October 2022
TIME: 6:30 pm
LOCATION: TBA

9. **Strategic Direction**

A. Superintendent

- i. All District News can be found on our School District No.71 (Comox Valley) website:

<https://www.comoxvalleyschools.ca/newsletter/>

District News - Verbal Update:

- Canadian Improv Games – Highland Hybrid Senior's won first place. Isfeld & Vanier Hybrid Junior's both tied for first place
- GP Vanier hosted the Alcohol & Drug Awareness and the Prevention of Trauma Event – May 10, 2022

- First Indigenous Rugby Day was a big hit with over 80 participants, hosted at Vanier
 - Concours D'art Oratoire French Seaking Skills Contest Provincials, two students came first. Hadley Unrau and Gabelle St. Pierre.
 - Frist district wide track meet in 3 years.
 - Brooklyn raised \$2300 for Jump Rope for Heart.
 - Glacier View's Student Leadership group is going to Queneesh to run a Mental Health Literacy presentation for grade 7 students
- ii. **Administrative Assignments 2022/33**
The Administrative Assignments 2022/23 are complete, and a final placement announcement will be sent out next week.
- iii. **Enrollment Update**
The district has now met the enrollment projections for the 2022/23 school year. All enrollments from now on are over and above our projected numbers.

B. Assistant Superintendent

- i. **Graduation 2022**
Highland Secondary – May 28th 2 pm, Filberg Park
NIDES/Navigate – June 3rd 1 pm, Crown Isle Resort
Nala'atsi – June 16th 7 pm, Comox Band Hall
Mark Isfeld Secondary – June 18th 1 pm, School Field
Glacier View Secondary – June 23rd 1 pm, Simms Park
Vanier Secondary – June 25th, 3 pm, Exhibition Grounds
- ii. **Graduation 2022**

C. Secretary-Treasure

- i. **Arden and Glacier View Child Care**
Staff are in discussions with the Ministry of Children & Family Development and the Ministry of Education Child Care Branch, we are very close to having a signed contract and are confident these projects will proceed.
- ii. **Policy 7 Board Operations**
19.1 Trustee Remuneration – Staff are working on this calculation and will bring further details to the June's Board meeting.
- Trustee Elections – Nomination period - August 30, 2022 – September 9, 2022
- Trustee Information Night will be held in June - TBD

iii. **Trustee Bylaw and Committee Structures – Briefing Note**

Page 11

The Secretary Treasurer spoke to the briefing note and answered questions for the Board.

Motion:

THAT the Board of Education for School District No. 71 (Comox Valley) direct the Superintendent to prepare a report on implementing a Committee of the Whole structure for consideration at the June 21st, 2022, Board meeting.

[Howe/Waite]

CARRIED

D. Human Resources

i. **Retirements and Recognition**

Page 12

The district announced 11 retirements, which added up to 312 combined years of service.

10. **Board Standing Committee Reports**

A. Finance Committee Board Report – May 16, 2022

Pages 13-46

i. **2022-23 Annual Budget and Bylaw – Presentation by the Secretary Treasurer, Brenda Hooker and the Director of Finance, Candice Hilton**

Motion:

THAT Annual Budget and Bylaw 2022-23 be given first reading

[Caton/May]

CARRIED

Motion:

THAT Annual Budget and Bylaw 2022-23 be given second reading

[Caton/Howe]

CARRIED

Motion:

THAT in accordance with Section 68 (4) of the School Act, all three readings of Annual Budget and Bylaw 2022-23 be given at tonight's meeting

[Caton/Hawksby]

CARRIED UNANIMOUSLY

Motion:

THAT Annual Budget and Bylaw 2022-23 be given third and final reading

[Caton/Howe]

CARRIED

Motion:

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

[Caton/Howe]

CARRIED

B. Policy Committee Board Report – No Meeting in June

C. Facilities Committee Report – May 16, 2022

Pages 47-63

Motion:

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

[Howe/Waite]

CARRIED

11. Board Business

A. VISTA Verbal Update – Janice Caton, Trustee

Trustee Caton gave an update on motions which were brought to the VISTA Branch and then to the BCSTA AGM.

https://cdn.cyberimpact.com/clients/29367/public/cab73408-7860-4e5c-15a1-aa9217f3e704/files/Weekly/2022_Q2_Apr_Jun/BCSTA-Motions-AGM-2022_May_2.pdf

B. Notice of Motion – District Student Council

Janice Caton, Trustee

THAT the Board of Education for School District No. 71 (Comox Valley) have the Superintendent explore the options and process of creating a District Student Council, which would have representation from all District High Schools; including NIDES/Navigate and Nala'atsi.

12. Board Correspondence

None

13. Public Question Period

14. Meeting Adjourned – 8:43 pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Howe/May]

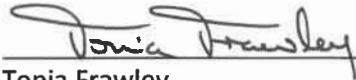
CARRIED

Board Approved on:
June 21, 2022

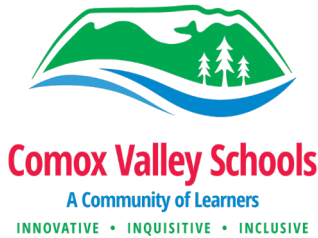
Certified Correct:



Brenda Hooker, CPA, CGA
Secretary-Treasurer



Tonia Frawley
Board Chair



REGULAR BOARD MEETING MINUTES
Tuesday, April 26, 2022
7:00pm

Attendance Via Zoom:

Trustees:

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

Staff:

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

Regrets: Janice Caton, Trustee

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Board Chair, Tonia Frawley called the meeting to order at 7:04 pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

1 item added to the Strategic Direction, Secretary Treasurer #3 – Capital Plan Bylaw

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the April 26, 2022, Regular Public Board Meeting Agenda as amended.

[Howe/Waite]

CARRIED

3. Board Meeting Minutes

Pages 1-6

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the March 15, 2021, Regular Board Meeting Minutes as presented.

[Howe/Waite]

CARRIED

4. Unfinished Business

None

5. Record of In-Camera Meetings / Reports

Page 7

- March 15, 2022 – Regular In-Camera Board Meeting

6. Board Chair’s Report

Board Chair, Tonia Frawley extended her gratitude to all district volunteers during this week’s volunteer appreciation week. School District staff and trustees have begun regular open conversations with the City of Courtenay and look forward to future discussions. Our first Equity in Action Conference was held on Wednesday, April 20th, which was presented by Joe Heslop, Ministry of Education - Indigenous Education Branch. The BCSTA AGM was held the following day in Vancouver. The conference was Indigenous focused, extremely emotional, and impactful. Trustee Caton was elected as the VISTA President for another year. Municipal elections will be held on October 15th, 2022, and any community member who is interesting in running is encouraged to contact Trustees for further information.

7. Presentations / Delegations

None

8. Education Committee Meeting

Next Education Committee Meeting:

TOPIC: Physical Literacy
DATE: May 10, 2022
TIME: 6:30 pm
LOCATION: TBA

9. Strategic Direction

A. Superintendent

- i. All District News can be found on our School District No.71 (Comox Valley) website:
<https://www.comoxvalleyschools.ca/newsletter/>
- ii. The Superintendent briefed the Board on an incident at GP Vanier. April 25, a threatening anonymous phone call was made to the school. For safety precautions the school was placed on lock down. RCMP were onsite and early indications lead the RCMP to believe this was an incident of “swatting”, which is when someone reports false threats to police or other emergency services, which is an illegal act.

iii. District News – Verbal Update

- Free books over Spring Break. Well over 3300 books were handed out to most kindergarten and grade 1 students thanks to Melissa Agnew for spearheading this project
- District Bike Program in partnership with Comox Valley Cycling Coalition is in full swing – giving all grade 4 & 5 student the chance to learn how to ride
- GP Vanier celebrated their new bike racks
- Glacier View student, Jay organized Lake Trail’s clothing swap on Earth Day
- Isfeld’s Environmental Club hosted the Annual Eco-Fair in person after a two year break
- Quinn Hoar from Isfeld and Finley Adamson from Cumberland participate in this year’s DHH (Deaf and Hard of Hearing) Showcase. This year’s winner of the spotlight presentation was Quinn
- Isfeld hosted the Student Voice Program held by PVPA and student leaders

iv. Equity in Action next steps. Staff are now creating a district team and will begin to analyze our practices and structures.

v. Garden/Food Strategy Update

Director of Instruction, Vivian Collyer gave an update on the districts garden-based learning initiative. The district has 6 lead schools in the project. Megan Zeni has put together a professional learning series, called School Garden Series, which started on April 5th.

B. Assistant Superintendent

i. None

C. Secretary-Treasurer

i. Budget Update / Public Consultation Process

The Secretary Treasurer spoke to the district being in the planning cycle for the 2022-2023 preliminary budget and reviewed the budget package with the Board. A new process has been initiated this year for public consultation, via a portal on the School District website, which allows the public to ask questions and offer suggestions/comments. The district is projecting a balanced budget. Director of Finance, Candice Hilton reminded the board that adjustments may come up in the weeks ahead, as new information comes in.

ii. School Board Office Update

The Contract to Purchase 2488 Idiens Way, Courtenay closed on April 12, 2022. Staff are now working with the architect preparing preliminary

renovation designs to the property. An update will be presented at the May Board meeting.

iii. Capital Bylaw No. 23-CDSD-71-01 – Capital Plan 2022/23

The Secretary Treasurer spoke to the Annual Program Funding Agreement as well as the Capital Bylaw No. 23-CDSD-71-01. Staff recommended that the Board pass the Capital Bylaw in order to obtain the Certificate of Approval.

Motion:

THAT the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan receive first reading.

[McDonnell/May]

CARRIED

Motion:

THAT the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan receive second reading.

[Howe/McDonnell]

CARRIED

Motion:

THAT in accordance with Section 68 (4) of the School Act, all three readings of the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan be given at tonight's meeting

[McDonnell/Waite]

CARRIED UNANIMOUSLY

Motion:

THAT the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan receive third and final reading.

[McDonnell/Waite]

CARRIED UNANIMOUSLY

D. Human Resources

i. Retirements and Recognition

The district announced 19 retirements, which added up to 429 combined years of service.

Pages 8-9

10. Board Standing Committee Reports

A. Finance Committee Board Report – April 16, 2022

Pages 10-48

Recommendation:

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

[Frawley/Howe]

CARRIED

B. Policy Committee Board Report – April 12, 2022

Pages 49-63

i. Policy 7 Appendix – Trustee Bylaw No. 1C

Recommendation:

THAT the Policy 7 Appendix – Trustee Bylaw No. 1C be given first reading

[Hawksby/May]

CARRIED

Recommendation:

THAT the Policy 7 Appendix – Trustee Bylaw No. 1C be given second reading

[Howe/Hawksby]

CARRIED

Recommendation:

THAT in accordance with Section 68 (4) of the School Act, all three readings of the Policy 7 Appendix – Trustee Bylaw No. 1C be given at tonight's meeting

[Waite/Howe]

CARRIED UNANIMOUSLY

Recommendation:

THAT the Policy 7 Appendix – Trustee Bylaw No. 1C be given third and final reading

[Howe/Hawksby]

CARRIED

ii. Policy 25 – Child Care

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) adopt Policy 25- Child Care as presented.

[Hawksby/Waite]

CARRIED

iii. Administrative Procedure 553 – Child Care Centres and Before and After School Programs

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) receive the Administrative Procedure 553 – Child Care Centres and Before and After School Programs as information only.

[Hawksby/Howe]

CARRIED

Recommendation:

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

[Hawksby/May]

CARRIED

C. Facilities Committee Report – No meeting in April

Pages 64-68

i. 2022-23 Annual Facilities Grant (AFG) Spending Plan

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) approve the 2022-23 Annual Facilities Grant (AFG) Spending Plan.

[Howe/Hawksby]

CARRIED

Recommendation:

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

[Howe/May]

CARRIED

11. Board Business

A. Elizabeth “Bunny” Shannon Memorial Aware – Briefing Note

Pages 69

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) approve the administration of the Elizabeth “Bunny” Shannon Memorial Award.

[McDonnell/Howe]

CARRIED

B. Notice of Motion – Designating all School Sites as “Playgrounds”

Sheila McDonnell, Trustee

In recognition that SD71 school sites are used year round by residents for recreational activities beyond the school hours, and that there is evidence that lower speeds reduce accidents and the severity of injury, and that public awareness is increased by having one common speed designation: Moved that the Board of Education request the Superintendent to initiate discussions with the CVRD, Town of Comox, City of Courtenay, Village of Cumberland and the Minister of Highways to designate all school sites as “playgrounds” and amend the limited speed zones for schools with the more comprehensive playground speed zone.

Recommendation:

THAT the Board of Education for School District No. 71 (Comox Valley) waive the Notice of Motion.

[Waite/Howe]

CARRIED UNANIMOUSLY

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) request the Superintendent to initiate discussions with the CVRD, Town of Comox, City of Courtenay, Village of Cumberland, and the Minister of Transportation and Infrastructure to designate where possible school sites as “playgrounds” and amend the limited speed zones for schools with the more comprehensive playground speed zone.

[Waite/Howe]

CARRIED

C. BCSTA AGM – Trustee Reflection

Trustees and staff shared and commented about the BCSTA AGM, April 21-24, 2022, Vancouver.

12. Board Correspondence

A. Correspondence: from **MLA Josie Osborne, Mid Island-Pacific Rim to Board of Education for School District 71 (Comox Valley)** – Thank you card.

13. Public Question Period

None

14. Meeting Adjourned – 8:47 pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Howe/Waite]

CARRIED

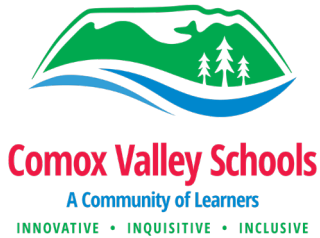
Board Approved on:

May 24, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Tonia Frawley
Board Chair



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** May 24, 2022
FROM: Office of the Secretary-Treasurer
RE: Record of In-Camera Meetings

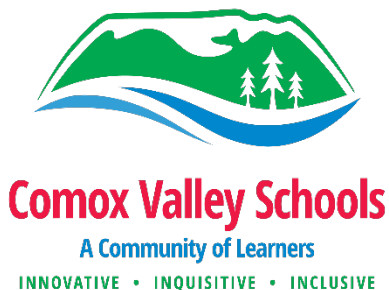
RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

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

April 26, 2022 – Regular In-Camera Meeting

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

The meeting was called to order at 6:04 pm and adjourned at 6:58 pm.



Comox Valley Schools

School District No. 71
Assistant Superintendent's Office

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

Education Committee Minutes May 10, 2022

We gratefully acknowledge that we are on the traditional, unceded territory of the K'ómoks First Nation. We are thankful for the opportunity to work with their families and teach their children.

Attendees:

Michelle Waite-Trustee
Sarah Jane Howe-Trustee
Kat Hawksby-Trustee
Sheila McDonnell-Trustee

Tom Demeo-Superintendent
Geoff Manning-Assistant Superintendent
Jay Dixon-Director of Instruction
Vivian Collyer-Director of Instruction

Physical Literacy

Vice Chair, Michelle Waite welcomed Director, Jay Dixon and teacher, Jina Taylor to give a presentation regarding what the school district is doing in the area of Physical Literacy. Director Dixon gave an overview and introduced Jina who spoke with trustees about Physical Literacy and educated the group regarding Physical Literacy goals and outcomes for SD71. Jina presented a slideshow in the multipurpose room giving trustees lots of interesting information. She stated that the growing issue of childhood obesity is a problem in our district and in society as a whole. Her message was that we need to encourage students to participate in physical activities and teach the skills they need to be able to build the physical skills of throwing, kicking and catching an object. She emphasized that making the activities “fun” is paramount to the success of physical education programs. She also emphasized that students need to be “taught” the skills in order to feel success. Many times, when students say they are “bad” at an activity it is really that they have never been taught the skills and they are not “bad” at it, they are just “learning” it. When the slideshow concluded, Jina moved the trustees into the gym to participate in some fun, skill building activities.

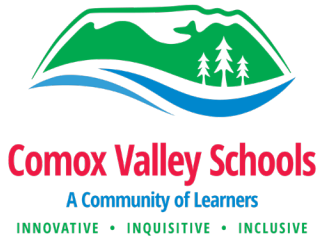
In the gym...

Jina had set up 5 stations with activities for trustees to participate in. The five stations included...

- Balloon Balance: participants balanced a balloon with various body parts to music.

- Stick toss: participants balanced sticks on the back of their hands and then caught them with one hand. The challenge was to see how many you could balance and then catch.
- Information Packages: this station shared a plethora of information regarding physical literacy and physical literacy activity ideas.
- Classroom Obstacle Course: this station demonstrated how a teacher could use simple items to set up a whole classroom as an activity centre for Physical Literacy.
- Pin Dodgeball: this station saw the participants play a game of dodgeball where the object of the game is to knock over the other teams' pins.

The session concluded with a brief discussion and gym clean up. This was the last Education Committee Meeting of the year as we typically do not have an Education Committee in the month of June.



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

BRIEFING NOTE

TO: The Board of Education
FROM: Brenda Hooker – Secretary Treasurer
RE: Review of Board Committee Structure

DATE: May 24th, 2022

PURPOSE:

To have Trustees consider options for changing the governance and business meetings structure of the Board. If a shift is contemplated, staff would need to prepare revisions to both the Board Procedural Bylaw and several policies.

BACKGROUND:

As part last year's governance training sessions, the Board discussed options for increasing clarity, ensuring equal access to all information, and effectiveness in how information flows through Board operations to the public board meetings. Moving to a Committee of the Whole structure was suggested as an efficient option to consider.

ANALYSIS:

The current Trustee four-year term ends in the fall of 2022. If the Board is considering changes to its committee structure and meeting schedule it may be expedient to have the work completed ahead of the fall election. This would allow the new Board to plan and prepare for the schedule and corresponding time commitment.

The initial research by staff indicates that a Committee of the Whole structure would be beneficial and that many Board's in the province have either moved to a similar model or are considering it. Benefits include the flow of information to all Trustees, could provide clarity of reporting structures like the Budget Advisory/Finance Committee, assist with occasional challenges around meeting quorum requirements at sub-committees.

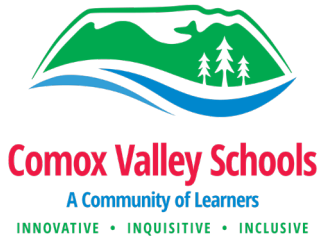
RECOMMENDATION:

THAT the Board of Education for School District No.71 (Comox Valley) direct the Superintendent to prepare a report on implementing a Committee of the Whole structure for consideration at the June 21st, 2022, Board meeting.

Respectfully submitted,

Brenda Hooker

Brenda Hooker - Secretary Treasurer



TO: Board of Education

DATE: May 24, 2022

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

Retirements

Noani Costain, Teacher, Huband Park Elementary, retiring effective June 30, 2022, after 26 years of service.

Jonathan Bos, Vice-Principal, Mark Isfeld Secondary School Ecole Secondaire, retiring effective July 31, 2022, after 33 years of service.

Darcy Weinman, Facilities/Resources Clerk, Maintenance Department, retiring effective August 31, 2022, after 41 years of service.

Kelly Greene, Vice-Principal, Aspen Park Elementary, retiring effective August 31, 2022, after 31 years of service.

Moira Ashlee, Teacher, NIDES/Navigate, retiring effective June 30, 2022, after 33 years of service.

Leisa Sieber, Teacher, Highland Secondary, retiring effective June 30, 2022, after 22 years of service.

Ian MacLean, Teacher, Highland Secondary, retiring effective June 30, 2022, after 24 years of service.

Jacques Nijhoff, Teacher, Highland Secondary, retiring effective June 30, 2022, after 22 years of service.

Debra Long, Teacher Counsellor, Mark Isfeld Secondary Ecole Secondaire, retiring effective June 30, 2022, after 29 years of service.

Joan Wynden, Library Clerk, District, retiring effective August 31, 2022, after 24 years of service.

Caroline Parrish, Teacher, Brooklyn Elementary, retiring effective June 30, 2022, after 27 years of service.

FINANCE COMMITTEE
BOARD REPORT

Date: Monday, May 16, 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: N/A

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The Chair welcomed the committee and called the meeting to order at 3:32pm.

B. ITEMS FOR DISCUSSION

1. Budget Advisory Committee Report to Finance Committee

Recommendation:

THAT the Finance Committee accept the recommendation from the Budget Advisory Committee to have staff prepare a draft Ministry budget template based on the numbers presented in the 2022-23 Preliminary Budget Balancing Package.

CARRIED [Frawley/McDonnell]

Secretary-Treasurer, Brenda Hooker noted that the Budget Advisory Committee supported the Preliminary Budget Balancing Package documents. The Board will be asked to adopt the 2022-23 Annual Budget and Bylaw by passing three readings at the May public Board meeting.

C. ITEMS FOR INFORMATION

1. Financial Update

a. Capital Fund Update – April 30th

Director of Finance, Candice Hilton reviewed the Capital Fund Update with the committee, noting that there are no major changes since last month's report. The only change is that prepaid rent for the 2488 Idiens Way building is now located under the Other Local Capital area for transparency. The Capital Plan Bylaw was passed by the Board at last month's public Board meeting. The bylaw capital projects will not be showing on the Capital Fund Update until the Ministry releases the money to the district hopefully, by next month.

b. Operating Fund Projection – April 30th

Director of Finance, Candice Hilton reviewed the Operating Fund Projection with the committee. The finance team starts looking at the fund projection in April. Each month as there is more information and charges, the values are updated. The Operating Fund projected surplus has slightly increased since last month. Variances greater than 5% are highlighted with an explanation on page 2. Staff answered committee questions.

c. Draft Budget Documents including Ministry template, Preliminary Budget Snapshot and SD71 Analysis

Secretary-Treasurer, Brenda Hooker provided an overview of the draft budget documents and Ministry template. Based on the preliminary balancing information provided from the Budget Advisory Committee and support of the information presented, the Ministry template was prepared. The district has a balanced budget without drawing on reserves or cutting expenses. The budget will be presented to the Board under the Finance Committee Board Report along with a PowerPoint presentation at the May public Board meeting. Staff answered committee questions.

Recommendation:

THAT the Finance Committee refer the 2022-23 Annual Budget and Bylaw to the Board for three readings at the May 24, 2022, Regular Public Board meeting.

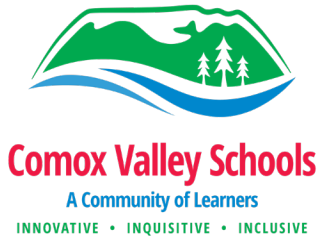
CARRIED [Frawley/McDonnell]

D. FUTURE MEETINGS

Next Meeting: Monday, June 13, 2022 – 4:15pm – 5:00pm

E. ADJOURNMENT

The meeting was adjourned at 4:16pm.



BUDGET ADVISORY COMMITTEE REPORT TO FINANCE COMMITTEE

Date: Tuesday, May 10, 2022
Time: 3:00pm – 4:00pm
Venue: Via Zoom Meeting

Committee Members:

Sheila McDonnell, Chair
Tonia Frawley, Trustee
Janice Caton, Trustee
Brenda Hooker, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Jay Dixon, Director of Instruction
Vivian Collyer, Director of Instruction
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Lynda-Marie Handfield, Director of Human Resources

Kyle Timms, Principal
Karla Neufer, CDTA
Tracy Richards, CDTA
Megan Cowling, DPAC
Denise Bullock, CUPE
Susan Hansen, CUPE
Bruce Carlos, IEC
Grace Johnson, IEC
Trish McPhail, IEC

Regrets:

Tonia Frawley, Trustee
Tom Demeo, Superintendent
Sean Lamoureux, Director of Inclusion
Josh Porter, Director of Information Technology
Shaun Jones, Acting Director of Information Technology

Brian McAskill, Principal
Jennifer Fisher, DPAC
Brenda Murray, IEC

Guests:

Cathie Collins, Manager of Finance,
Sarah Jane Howe, Trustee
Kat Hawksby, Trustee

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The meeting commenced at 3:03pm. 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. 2022-23 Preliminary Budget Balancing Package and Briefing Note

Recommendation:

THAT staff prepare a draft Ministry budget template based on the numbers presented in the 2022-23 Preliminary Budget Balancing Package.

CARRIED [Howe/Caton]

Secretary-Treasurer, Brenda Hooker summarized past topics and items covered during this calendar year's committee meetings and appreciated everyone's understanding and input around the preliminary budget. The Secretary-Treasurer provided an overview of the preliminary budget package and briefing note and covered the next steps of the budget process. The changes in the revised Expenditure Category Chart were also clarified. Assistant Superintendent, Geoff Manning shared that enrolment has increased since March and that this summer could result in a higher growth of enrolment than expected. Staff answered committee questions.

C. ITEMS FOR INFORMATION

1. Online Public Budget Information Consultation – Attachment

Secretary-Treasurer, Brenda Hooker explained how the public budget consultation meeting process took place online via supplying information and accepting submissions vs. a live online presentation this year. The Secretary-Treasurer provided information regarding the attached submission question and explained that the preliminary budget focuses on the Operating Funds and not Special Purpose Funds (which would include Early Learning Programming). Staff answered committee questions.

2. Budget Timelines/Process Update – re: May 17, 2022, Committee of the Whole Meeting

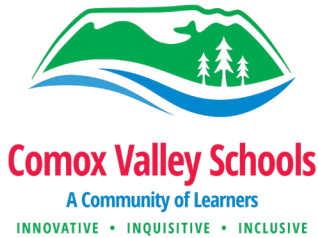
Secretary-Treasurer, Brenda Hooker updated the committee that the May 17, 2022, Committee of the Whole Meeting that was scheduled on the Budget Advisory Committee's timelines/process document will not be taking place as the budget is in a fairly balanced position.

D. FUTURE MEETINGS

None

E. ADJOURNMENT

The meeting was adjourned at 4:03pm.



TO: Budget Advisory Committee **DATE:** May 10, 2022
FROM: Brenda Hooker, Secretary-Treasurer
RE: **2022-23 Preliminary Budget – Next Steps**

Purpose

The purpose of this briefing note is to advise the Budget Advisory Committee of the next steps in the 2022-23 preliminary budget process.

Background

In February of each year, preliminary enrolment projections are provided to the Ministry of Education.

The Ministry of Education funds school districts based on FTE enrolment (not actual headcount) and relies on the FTE enrolment projections to determine the preliminary operating grant for districts. Enrollment projections are due to the Ministry by February 15th of each year. The preliminary education grants are then typically communicated to districts by March 15th.

Once this information is received, the District Education staff meet with school leadership to determine initial staffing and school-based supports required. Concurrently, Finance staff compiles the data and determines, on a District basis, the overall revenue and expenses that will be required next fall.

Staff are now in the process of finalizing the balanced preliminary budget for the following school year. The preliminary budget is then approved by the Board and required to be submitted annually to the Ministry by June 30th. Staff is targeting the May board meeting for presenting the draft budget to the Board for approval.

Process

This is the third and final meeting for the Budget Advisory Committee, the purpose being for the committee to review the staff recommendations for presenting a balanced budget to the Board.

A draft preliminary budget position template is attached for discussion. In preparing this revised draft, staff assimilated the stakeholder submissions, preliminary staffing and supports identified by schools, and direction from MOE.

Changes since the last meeting are an increase in the anticipatory amount set aside for teaching and CUPE staffing and enhanced cleaning which are offset by revisions to capital expenses.

There has been no further clarity provided around additional mental health supports, ventilation or cleaning protocols for the fall or additional early learning/childcare funding. We are hopeful that information will be forthcoming soon, but further revenues and expenses will have to be adjusted in the amended budget. When announcements are not received prior to finalizing the preliminary budget, Ministry protocols prevent their inclusion in the preliminary estimates.

The next step, if the committee supports the preliminary position, is to prepare a draft budget ready for consideration by the Board.

Recommendation

THAT staff prepare a draft Ministry budget template based on the numbers presented in the 2022-23 Preliminary Budget Balancing Package.

Respectfully submitted,

Brenda Hooker

Brenda Hooker
Secretary-Treasurer

School District No. 71 (Comox Valley)

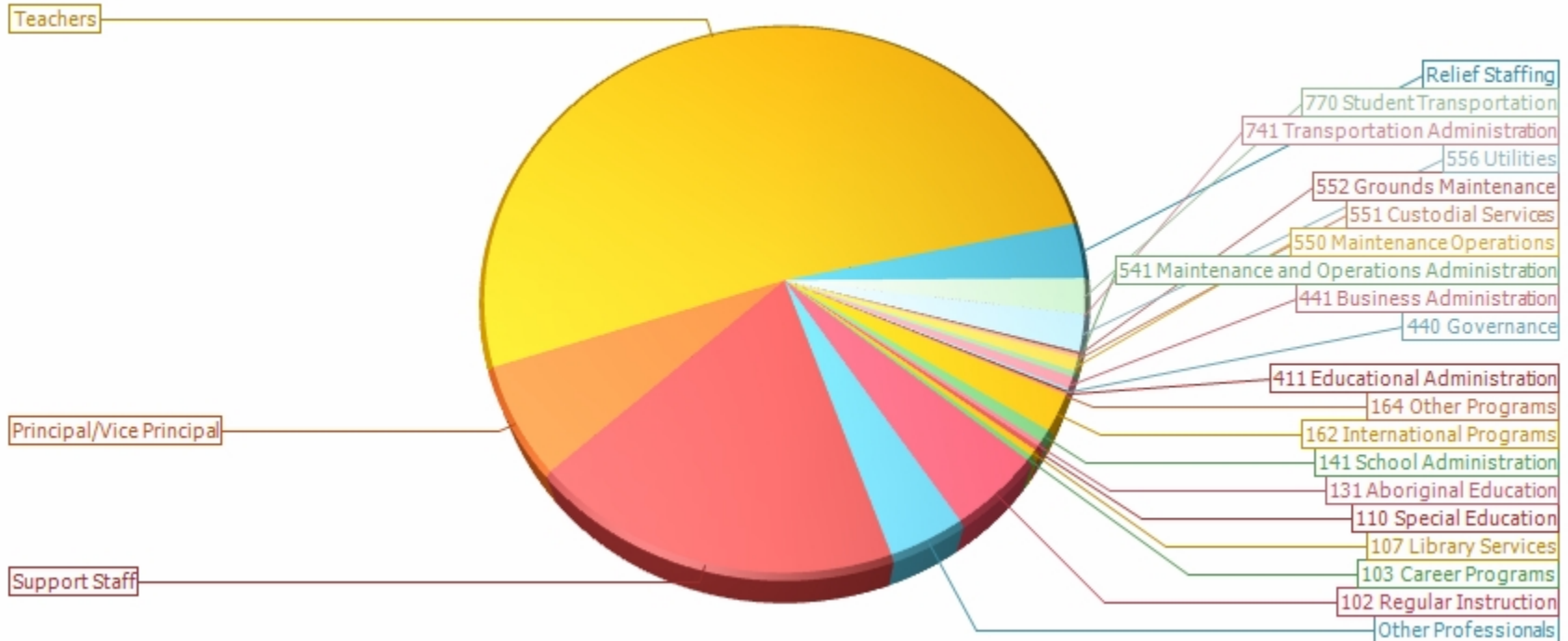
2022-23 Preliminary Budget Position (as of May 10, 2022)

		Preliminary Budget Changes 2022-23
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grants and ISP		
Enrolment Change	Projected increase in overall enrolment grants	3,507,537
Other Revenue Changes		
Other Revenue	Remove Prior Year Rebates and Recoveries	-97,728
Rentals and Leases	Return to increased facility rentals	52,000
Investment Income	Increase in rates	18,000
TOTAL REVENUE INCREASES (DECREASES)		3,479,809
COST INCREASES (DECREASES) - Required		
Teacher Staffing	Anticipated Staffing costs for Fall 2022 - enrolment changes	1,204,613
Exempt Staffing	Unfunded P/VP & Exempt increases	286,133
Exempt Staffing	HR Advisor .6FTE position	56,697
LEA Staffing	Currently in negotiations so contingency estimate	55,778
CUPE Staffing	Continue to fund the additional HVAC position, custodial hours, Summer Student Bursary	420,114
Benefit Premiums	Benefit premium increases	153,516
Employment Standards Act	Sick Leave Amendments	400,000
Framework for Enhancing Student Learning	Education and Learning Support Fund	150,000
Other	Other costs including school budgets adjustments for enrolment and 2023 Election Costs	20,168
Utility costs	Hydro, Fortis, Water, Sewer, Garbage, Propane increases	110,000
Indigenous Education	Targeted funding - projected decrease in programs and services	-28,170
Ministry Recoveries	NGN & Digital Services Increased Enrolments	37,160
Information Technology	Increase Licencing Costs Increased Enrolments	38,800
Total Required Cost Changes		2,904,809
COST INCREASES (DECREASES) - Other		
Transfer to Local Capital	3 projects defered due to significant escalation:	
	Modular - increase the annual transfer value	150,000
	Outdoor Classrooms	175,000
	Board Office Contingency for Escalation	250,000
Total Other Cost Changes		575,000
TOTAL COST INCREASES (DECREASES)		3,479,809
BUDGET CHANGE REQUIRED FOR ALL COST INCREASES		\$ -

Expenditures Category Pie Chart

School District 71 (Comox Valley)
2022-23 Annual Budget

School District 71 (Comox Valley)



Category	Amount	Percentage
Relief Staffing	\$3,447,949	3%
Labour Settlement Funding - Teachers - Salaries	\$0	0%
Labour Settlement Funding - Teachers - Benefits	\$0	0%
Teachers	\$54,491,350	52%
Principal/Vice Principal	\$6,992,887	7%
Support Staff	\$19,768,272	19%

Other Professionals	\$4,112,413	4%
102 Regular Instruction	\$5,037,800	5%
103 Career Programs	\$318,331	0%
107 Library Services	\$396,853	0%
108 Counselling	\$0	0%
110 Special Education	\$288,261	0%
130 English Language Learning	\$0	0%
131 Aboriginal Education	\$286,505	0%
141 School Administration	\$792,300	1%
162 International Programs	\$2,289,423	2%
164 Other Programs	\$154,000	0%
411 Educational Administration	\$122,800	0%
440 Governance	\$152,100	0%
441 Business Administration	\$732,200	1%
541 Maintenance and Operations Administration	\$369,500	0%
550 Maintenance Operations	\$801,287	1%
551 Custodial Services	\$244,000	0%
552 Grounds Maintenance	\$145,000	0%
556 Utilities	\$2,307,598	2%
741 Transportation Administration	\$7,000	0%
770 Student Transportation	\$2,202,000	2%
Total Expenditures	\$105,459,829	

Subject: FW: Budget Feedback Submission

From: Webmaster <webmaster@sd71.bc.ca>

Sent: May 2, 2022 1:45 PM

To: School District 71 Communications <Communications@sd71.bc.ca>

Subject: Budget Feedback Submission

Your feedback:

Hello, in reviewing the budget presented I did not notice a budget for Early Learning Programing. ie: StrongStart and community outreach.

Thankyou for the opportunity to provide feedback

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

CAPITAL FUND		BUDGET	EXPENDITURES to Apr 30th	Variance \$	Variance %	
Capital Assets	Local Capital	\$ 8,190,754	\$ 3,220,963	\$ 4,969,791	39%	
	Bylaw Capital	\$ 39,585,805	\$ 35,945,219	\$ 3,640,586	91%	

LOCAL CAPITAL		BUDGET	EXPENDITURES to Apr 30th	Variance \$	Variance %	Notes
Modulars		200,000	-	200,000	0%	Ongoing
Vehicle/Fleet Replacement		100,000	100,000	-	100%	Ongoing
Photocopier Fleet Replacement		50,000	21,161	28,839	42%	Ongoing
Printer Fleet Replacement		35,000	22,994	12,006	66%	Ongoing
Trades Equipment		67,620	37,490	30,130	55%	Ongoing
Custodial Equipment		15,711	15,711	-	100%	Ongoing
Classroom Renovations		123,537	33,129	90,408	27%	Ongoing
Music/Fine Arts		30,862	19,974	10,888	65%	Ongoing
Furniture & Equipment		80,590	34,932	45,658	43%	Ongoing
21st Century Learning Equipment Initiatives		9,478	-	9,478	0%	Ongoing
Future Information Technology		1,077,829	1,016,665	61,164	94%	Ongoing
Arden Fire Suppression		700,000	6,083	693,917	1%	Reserve
Outdoor Classrooms		720,000	176,677	543,323	25%	Reserve
Mark Isfeld Entrance Safety Upgrade		250,000	2,716	247,284	1%	Reserve
Huband Mechanical Access		100,000	1,561	98,439	2%	Reserve
Land Swap - Prepaid Rent		322,000	-	322,000	0%	Reserve allocated to 607 Cumberland Rent
Other Local Capital remaining		3,882,627	1,489,093	2,393,534		
Allocated within Local Capital to Board Office Project						
Land Swap - Proceeds		942,000	942,000	-	100%	Reserve allocated to 2488 Idiens purchase
Board Office Reno		1,965,598	789,870	1,175,728	40%	Reserve allocated to 2488 Idiens purchase/reno
Facility Reserve		1,300,000	-	1,300,000	0%	Reserve allocated to 2488 Idiens reno
ST Contingency Reserve Fund		100,529	-	100,529	0%	Reserve allocated to 2488 Idiens reno
Sub-total for Board Office project remaining		4,308,127	1,731,870	2,576,257		
TOTALS		\$ 8,190,754	\$ 3,220,963	\$ 4,969,791		

BYLAW CAPITAL PROJECTS		BUDGET	EXPENDITURES to Apr 30th	Variance \$	Variance %	Notes
Annual Facilities Grant		1,454,176	1,454,176	-	100%	Ongoing
Lake Trail Seismic Upgrade		24,597,381	23,912,695	684,686	97%	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	749,530	50,470	94%	2021/22 SEP
Cumberland Childcare Centre		2,950,000	44,570	2,905,430	2%	Childcare BC New Spaces Fund
TOTALS		\$ 39,585,805	\$ 35,945,219	\$ 3,640,586		

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at April 30, 2022

	2021-22 AMENDED ANNUAL BUDGET	2021-22 ACTUAL to Apr 30	2021-22 PROJECTED Revenues & Expenditures to June 30th	2021-22 PROJECTED Revenues & Expenditures for the year	VARIANCE from Amended Annual budget	
OPERATING FUND						
REVENUE						
Provincial Grants						
Ministry of Education	98,969,544	78,883,099	20,975,364	99,858,463	(888,919)	1
Other	160,000	241,100	20,000	261,100	(101,100)	2
Tuition	2,842,450	3,275,858	(340,000)	2,935,858	(93,408)	
Other Revenue	590,689	658,276	76,000	734,276	(143,587)	3
Rentals and Leases	68,000	51,499	16,501	68,000	-	
Investment Income	142,000	152,994	26,655	179,649	(37,649)	4
TOTAL OPERATING REVENUE	102,772,683	83,262,826	20,774,520	104,037,346	(1,264,663)	
EXPENSES						
Salaries						
Teachers	42,631,666	39,195,274	8,259,242	41,452,209	1,179,458	
Principals/Vice-Principals	5,444,087	4,730,124	891,161	5,401,830	42,257	
Educational Assistants	7,277,588	5,523,181	1,321,536	6,331,520	946,068	5
Support Staff	9,017,775	7,481,226	1,495,042	8,851,455	166,320	
Other Professionals	3,284,615	2,681,480	536,296	3,217,776	66,839	
Substitutes	3,308,034	2,940,416	626,535	3,132,677	175,357	6
Total Salaries	70,963,765	62,551,701	13,129,812	68,387,467	2,576,298	
Employee Benefits	16,725,069	14,980,983	2,955,403	16,088,457	636,612	
Total Salaries and Benefits	87,688,834	77,532,684	16,085,215	84,475,923	3,212,911	
Services and Supplies						
Services	4,290,906	2,998,145	775,536	3,773,681	517,225	7
Student Transportation	2,202,000	1,527,711	620,000	2,147,711	54,289	
ProD and Travel	808,947	390,658	97,665	488,323	320,625	8
Dues and Fees	95,200	72,810	20,000	92,810	2,390	
Insurance	240,800	222,163	18,637	240,800	-	
Supplies	5,700,252	4,561,249	1,087,250	5,648,499	51,753	
Utilities	2,160,438	1,877,221	532,000	2,409,221	(248,783)	9
Total Services and Supplies	15,498,543	11,649,957	3,151,088	14,801,045	697,498	
TOTAL OPERATING EXPENSES	103,187,377	89,182,641	19,236,303	99,276,968	3,910,409	
Surplus Appropriation	5,019,694	0	-	-	(5,019,694)	10
Transfer to Local Capital	(3,980,000)	(3,980,000)	-	(3,980,000)	-	
Tangible Capital Assets Purchased	(625,000)	0	(625,000)	(625,000)	-	
OPERATING SURPLUS (DEFICIT)	\$ -	(9,899,815)	913,217	\$ 155,378	\$ 155,378	11

Variances from budget greater than 5% are explained on following page.

Results may vary from actual.
Each successive projection will be more reliable as the period being projected becomes shorter and there is more time spent understanding the underlying reasons for emerging trends.
For discussion purposes only.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at April 30, 2022

- 1** Ministry of Education February and May Online Learning Enrolment Count increase, Train in Trades increased revenue and adjustments to Inclusive Education Enrolment.
- 2** Industry Training Authority (ITA) funding is exceeding the value in the amended budget.
- 3** Other Revenues are exceeding the value in the amended budget. This is mainly due to the nominal roll count exceeding the original number of projected students.
- 4** Increase in investment income is due to shifting increased funds to the Ministry Central Deposit system and current bank rates have increased slightly.
- 5** Education Assistants salaries are under budget as there are a number unfilled EA positions and ISW's. In addition, this budget is impacted by the number of daily unfilled EA positions.
- 6** Substitute budgets have been challenging to forecast in the COVID environment. Our estimated replacement needs in response to the Omicron variant have been less costly than predicted.

Services accounts are typically assumed to be fully spent during the year, however, the trend in the past prior to COVID19 has been that approximately 97% of the budgets are spent, leaving surpluses in school and district service accounts. COVID19 has impacted some services and as a result we have experienced less expenses.
- 8** Costs associated with Professional Development and Travel have been reduced due to the COVID-19 pandemic as out of District conferences and events have been held virtually, put on hold or cancelled up to this point.
- 9** Utilities costs have been increasing as our energy consumption increases. COVID-19 has impacted our energy consumption levels as we work to increase natural ventilation in our facilities. In addition, as our enrolment increases the Ministry charges more for access to digital services.

At this time we are projecting to underspend the planned surplus appropriations as they can be covered
- 10** by the current year increased revenues and reduced spending. The majority of the funds will likely remain in the District accumulated operating surplus.
- 11** Projected annual operating surplus at April 30, 2022 is approximately \$155,378, which is less than 1% of the total operating budget and will be added to the overall accumulated operating surplus total.

Annual Budget

School District No. 71 (Comox Valley)

June 30, 2023

School District No. 71 (Comox Valley)

June 30, 2023

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$129,501,725 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 24th DAY OF MAY, 2022;

READ A SECOND TIME THE 24th DAY OF MAY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF MAY, 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) Annual Budget Bylaw 2022/2023, adopted by the Board the 24th DAY OF MAY, 2022.

Secretary Treasurer

School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	10,442,625	10,177,938
Adult	32,938	32,938
Total Ministry Operating Grant Funded FTE's	10,475,563	10,210,876
Revenues	\$	\$
Provincial Grants		
Ministry of Education	115,388,252	112,717,134
Other	160,000	160,000
Tuition	2,736,750	2,842,450
Other Revenue	1,940,461	1,701,075
Rentals and Leases	120,000	68,000
Investment Income	190,100	170,300
Amortization of Deferred Capital Revenue	5,306,029	4,770,845
Total Revenue	125,841,592	122,429,804
Expenses		
Instruction	99,613,564	99,584,053
District Administration	4,137,564	4,209,647
Operations and Maintenance	19,697,431	19,148,030
Transportation and Housing	2,303,166	2,281,703
Total Expense	125,751,725	125,223,433
Net Revenue (Expense)	89,867	(2,793,629)
Budgeted Allocation (Retirement) of Surplus (Deficit)		5,019,694
Budgeted Surplus (Deficit), for the year	89,867	2,226,065
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	89,867	2,226,065
Budgeted Surplus (Deficit), for the year	89,867	2,226,065

School District No. 71 (Comox Valley)

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	103,202,327	103,187,377
Operating - Tangible Capital Assets Purchased	500,000	625,000
Special Purpose Funds - Total Expense	14,523,636	14,863,476
Capital Fund - Total Expense	8,025,762	7,172,580
Capital Fund - Tangible Capital Assets Purchased from Local Capital	3,250,000	2,880,000
Total Budget Bylaw Amount	129,501,725	128,728,433

Approved by the Board

Signature _____	DRAFT	Date _____
Signature _____		Date _____
Signature _____		Date _____

School District No. 71 (Comox Valley)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2023

	2023	2022 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>89,867</u>	<u>(2,793,629)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(500,000)	(625,000)
From Local Capital	(3,250,000)	(2,880,000)
From Deferred Capital Revenue	(4,473,039)	(8,297,519)
Total Acquisition of Tangible Capital Assets	<u>(8,223,039)</u>	<u>(11,802,519)</u>
Amortization of Tangible Capital Assets	<u>8,025,762</u>	7,172,580
Total Effect of change in Tangible Capital Assets	<u>(197,277)</u>	<u>(4,629,939)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(107,410)</u>	<u>(7,423,568)</u>

School District No. 71 (Comox Valley)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	102,317,616	98,969,544
Other	160,000	160,000
Tuition	2,736,750	2,842,450
Other Revenue	492,961	590,689
Rentals and Leases	120,000	68,000
Investment Income	160,000	142,000
Total Revenue	<u>105,987,327</u>	<u>102,772,683</u>
Expenses		
Instruction	85,516,929	85,119,004
District Administration	4,137,564	4,209,647
Operations and Maintenance	11,321,175	11,632,414
Transportation and Housing	2,226,659	2,226,312
Total Expense	<u>103,202,327</u>	<u>103,187,377</u>
Net Revenue (Expense)	<u>2,785,000</u>	(414,694)
Budgeted Prior Year Surplus Appropriation	-	<u>5,019,694</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(625,000)
Local Capital	(2,285,000)	(3,980,000)
Total Net Transfers	<u>(2,785,000)</u>	<u>(4,605,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 71 (Comox Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	101,331,334	97,243,597
ISC/LEA Recovery	(154,961)	(154,961)
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	2,677
February Enrolment Count	-	477,001
Total Provincial Grants - Ministry of Education	102,317,616	98,969,544
Provincial Grants - Other	160,000	160,000
Tuition		
International and Out of Province Students	2,736,750	2,842,450
Total Tuition	2,736,750	2,842,450
Other Revenues		
Funding from First Nations	154,961	154,961
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Miscellaneous	218,000	315,728
Total Other Revenue	492,961	590,689
Rentals and Leases	120,000	68,000
Investment Income	160,000	142,000
Total Operating Revenue	105,987,327	102,772,683

School District No. 71 (Comox Valley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Salaries		
Teachers	43,362,976	42,631,666
Principals and Vice Principals	5,604,946	5,444,087
Educational Assistants	7,152,543	7,277,588
Support Staff	9,042,512	9,017,775
Other Professionals	3,329,888	3,284,615
Substitutes	3,040,518	3,308,034
Total Salaries	71,533,383	70,963,765
Employee Benefits	17,607,755	16,725,069
Total Salaries and Benefits	89,141,138	87,688,834
Services and Supplies		
Services	3,776,937	4,290,906
Student Transportation	2,202,000	2,202,000
Professional Development and Travel	797,480	808,947
Dues and Fees	92,700	95,200
Insurance	189,800	240,800
Supplies	4,694,674	5,700,252
Utilities	2,307,598	2,160,438
Total Services and Supplies	14,061,189	15,498,543
Total Operating Expense	103,202,327	103,187,377

School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2023

	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	34,949,058	1,074,265	80,636	60,000		2,202,518	38,366,477
1.03 Career Programs	633,760		223,208			10,000	866,968
1.07 Library Services	238,734			741,280			980,014
1.08 Counselling	1,550,063					5,000	1,555,063
1.10 Special Education	4,520,591	141,302	5,629,691	73,991	191,362	355,000	10,911,937
1.30 English Language Learning	213,155		28,361				241,516
1.31 Indigenous Education	341,048	145,037	1,118,322	55,862	66,680	5,000	1,731,949
1.41 School Administration		4,102,725		1,889,327		300,000	6,292,052
1.62 International and Out of Province Students	916,567	141,617		137,990	232,732	18,000	1,446,906
1.64 Other			72,325	99,804			172,129
Total Function 1	43,362,976	5,604,946	7,152,543	3,058,254	490,774	2,895,518	62,565,011
4 District Administration							
4.11 Educational Administration					903,568		903,568
4.40 School District Governance					210,030		210,030
4.41 Business Administration				411,816	1,001,539	5,000	1,418,355
Total Function 4	-	-	-	411,816	2,115,137	5,000	2,531,953
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					709,678		709,678
5.50 Maintenance Operations				5,083,016		140,000	5,223,016
5.52 Maintenance of Grounds				489,426			489,426
5.56 Utilities							-
Total Function 5	-	-	-	5,572,442	709,678	140,000	6,422,120
7 Transportation and Housing							
7.41 Transportation and Housing Administration					14,299		14,299
7.70 Student Transportation							-
Total Function 7	-	-	-	-	14,299	-	14,299
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	43,362,976	5,604,946	7,152,543	9,042,512	3,329,888	3,040,518	71,533,383

School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	38,366,477	9,596,418	47,962,895	4,709,531	52,672,426	52,233,458
1.03 Career Programs	866,968	205,247	1,072,215	318,331	1,390,546	1,387,202
1.07 Library Services	980,014	247,491	1,227,505	396,853	1,624,358	1,586,445
1.08 Counselling	1,555,063	403,016	1,958,079		1,958,079	2,200,572
1.10 Special Education	10,911,937	2,676,305	13,588,242	288,261	13,876,503	13,784,803
1.30 English Language Learning	241,516	62,510	304,026		304,026	223,171
1.31 Indigenous Education	1,731,949	432,335	2,164,284	286,505	2,450,789	2,781,637
1.41 School Administration	6,292,052	1,446,729	7,738,781	792,300	8,531,081	8,197,674
1.62 International and Out of Province Students	1,446,906	361,131	1,808,037	531,923	2,339,960	2,354,153
1.64 Other	172,129	43,032	215,161	154,000	369,161	369,889
Total Function 1	62,565,011	15,474,214	78,039,225	7,477,704	85,516,929	85,119,004
4 District Administration						
4.11 Educational Administration	903,568	212,338	1,115,906	122,800	1,238,706	1,369,257
4.40 School District Governance	210,030	49,357	259,387	152,100	411,487	379,188
4.41 Business Administration	1,418,355	336,816	1,755,171	732,200	2,487,371	2,461,202
Total Function 4	2,531,953	598,511	3,130,464	1,007,100	4,137,564	4,209,647
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	709,678	166,774	876,452	369,500	1,245,952	1,314,594
5.50 Maintenance Operations	5,223,016	1,247,290	6,470,306	545,287	7,015,593	7,439,394
5.52 Maintenance of Grounds	489,426	117,606	607,032	145,000	752,032	717,988
5.56 Utilities	-	-	-	2,307,598	2,307,598	2,160,438
Total Function 5	6,422,120	1,531,670	7,953,790	3,367,385	11,321,175	11,632,414
7 Transportation and Housing						
7.41 Transportation and Housing Administration	14,299	3,360	17,659	7,000	24,659	24,312
7.70 Student Transportation	-	-	-	2,202,000	2,202,000	2,202,000
Total Function 7	14,299	3,360	17,659	2,209,000	2,226,659	2,226,312
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	71,533,383	17,607,755	89,141,138	14,061,189	103,202,327	103,187,377

School District No. 71 (Comox Valley)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2023

	2023	2022 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	13,070,636	13,747,590
Other Revenue	1,447,500	1,110,386
Investment Income	5,500	5,500
Total Revenue	14,523,636	14,863,476
Expenses		
Instruction	14,096,635	14,465,049
Operations and Maintenance	350,494	343,036
Transportation and Housing	76,507	55,391
Total Expense	14,523,636	14,863,476
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	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			746,758	776,744					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	350,494	344,907			160,000	39,200	213,114	611,364	1,471,710
Other			54,500	1,300,000					
Investment Income			5,500						
	350,494	344,907	60,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
Less: Allocated to Revenue	350,494	344,907	68,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
Deferred Revenue, end of year	-	-	738,758	776,744	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	350,494	344,907			160,000	39,200	213,114	611,364	1,471,710
Other Revenue			62,500	1,300,000					
Investment Income			5,500						
	350,494	344,907	68,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
Expenses									
Salaries									
Teachers							40,160		
Principals and Vice Principals							23,985		279,805
Educational Assistants		275,926						309,254	641,496
Support Staff	256,532				124,000	26,240			156,016
Substitutes							4,048		115,561
	256,532	275,926	-	-	124,000	26,240	68,193	309,254	1,192,878
Employee Benefits	64,133	68,981			31,000	6,560	16,962	77,314	265,832
Services and Supplies	29,829		68,000	1,300,000	5,000	6,400	127,959	224,796	13,000
	350,494	344,907	68,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		4,007	163,231	56,933	1,747,673
Add: Restricted Grants					
Provincial Grants - Ministry of Education	9,875,840				13,066,629
Other			75,000	25,000	1,454,500
Investment Income				250	5,750
	9,875,840	-	75,000	25,250	14,526,879
Less: Allocated to Revenue	9,875,840	4,007	65,000	20,000	14,523,636
Deferred Revenue, end of year	-	-	173,231	62,183	1,750,916
Revenues					
Provincial Grants - Ministry of Education	9,875,840	4,007			13,070,636
Other Revenue			65,000	20,000	1,447,500
Investment Income					5,500
	9,875,840	4,007	65,000	20,000	14,523,636
Expenses					
Salaries					
Teachers	7,502,884				7,543,044
Principals and Vice Principals					303,790
Educational Assistants					1,226,676
Support Staff					562,788
Substitutes	335,084				454,693
	7,837,968	-	-	-	10,090,991
Employee Benefits	2,037,872				2,568,654
Services and Supplies		4,007	65,000	20,000	1,863,991
	9,875,840	4,007	65,000	20,000	14,523,636
Net Revenue (Expense)	-	-	-	-	-

School District No. 71 (Comox Valley)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		24,600	24,600	22,800
Amortization of Deferred Capital Revenue	5,306,029		5,306,029	4,770,845
Total Revenue	5,306,029	24,600	5,330,629	4,793,645
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,025,762		8,025,762	7,172,580
Total Expense	8,025,762	-	8,025,762	7,172,580
Net Revenue (Expense)	(2,719,733)	24,600	(2,695,133)	(2,378,935)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	500,000		500,000	625,000
Local Capital		2,285,000	2,285,000	3,980,000
Total Net Transfers	500,000	2,285,000	2,785,000	4,605,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	3,250,000	(3,250,000)	-	
Total Other Adjustments to Fund Balances	3,250,000	(3,250,000)	-	
Budgeted Surplus (Deficit), for the year	1,030,267	(940,400)	89,867	2,226,065



Comox Valley Schools

A Community of Learners
INNOVATIVE • INQUISITIVE • INCLUSIVE

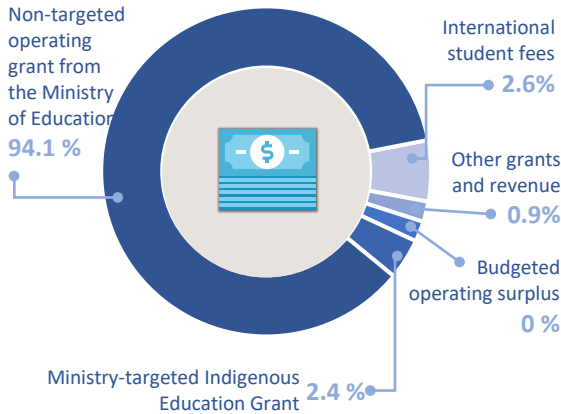
Snapshot 2022-2023

SCHOOL DISTRICT #71 Preliminary Annual Budget

Operating Revenue - \$106.0 million
Less: Operating Expenses - \$103.2 million
Capital and Reserves - \$ 2.8 million

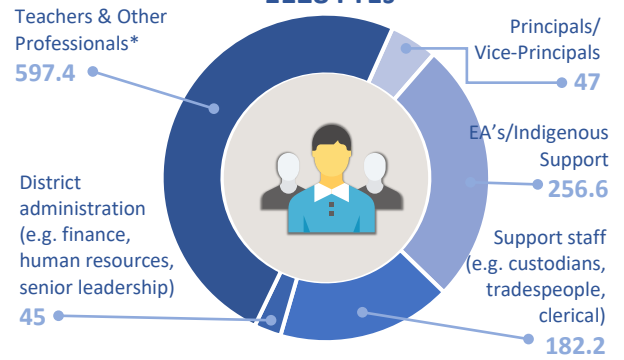
Where the money comes from

Revenues



Our staff team

1128 FTEs



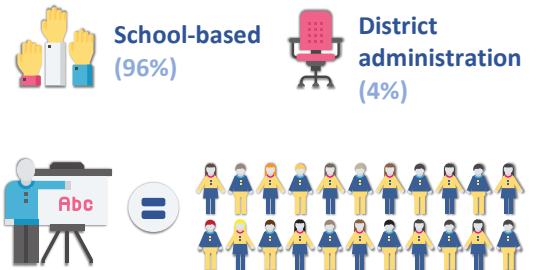
The total # of employees is 1785 (includes TTOC's & casual)

Where the money goes

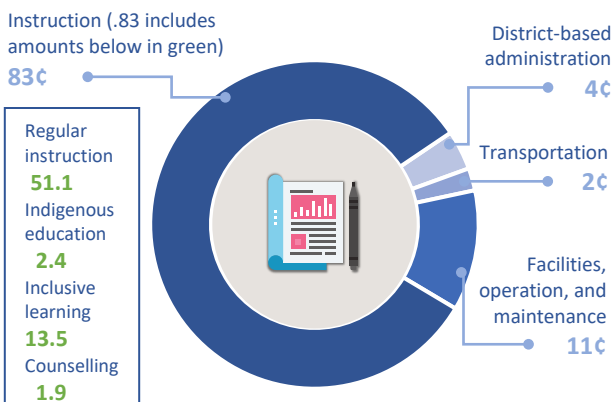
Expenditures



\$89.1 million of operating budget



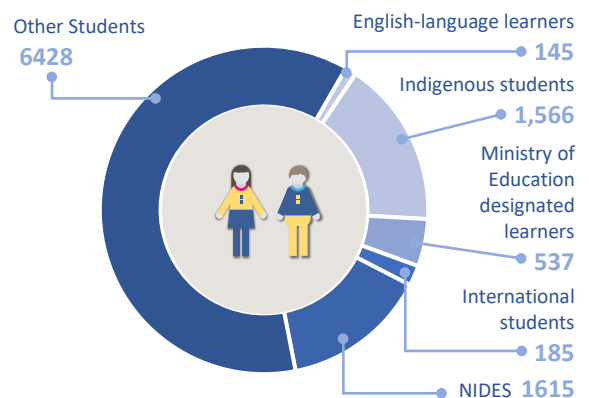
How each dollar is spent



Regular instruction	51.1
Indigenous education	2.4
Inclusive learning	13.5
Counselling	1.9



Projected students 10,476



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

Core French & Immersion



1230 students
are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$13.8 million budgeted
(2022-2023)



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

Regular program completion rates



82% approx.
High School graduation levels holding steady within our five-year range.

Post Secondary pathways



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

Class size-composition



\$11.4 million
to restore collective agreement class size and composition language in 2022-2023 resulting in 64.6 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 16 urban schools and 6 rural schools.

Planned capital investments



\$150,000

Modulars



\$250,000

Administrative Space renewal



\$175,000

Outdoor Classrooms

The above improvements are increased to planned projects through a strategic transfer to local capital reserves. Anticipatory for enrollment growth and cost escalations.

Engaging our community



100+
Public Board of Education and committee meetings

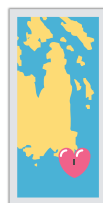


30,000
Website visitors monthly (avg)

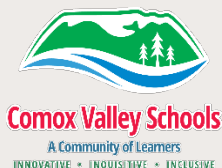


20
Parent Advisory Councils

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)

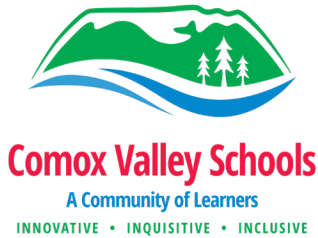


www.ComoxValleySchools.ca
School District 71: Comox Valley
607 Cumberland Road, Courtenay, BC V9N 7G5
250-334-5500

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

Multi - Year Comparison

	2020			2020/2021			2021-2022			2022-2023	% of Operating Expenses 2023 Preliminary	% of Operating Expenses 2022 Amended	Provincial % of Operating Expenses 2021	% of Function Expenses 2021 Actual	% of Function Expenses 2022 Amended
	Preliminary Budget	Amended Annual Budget	Actual - 2019/20 Financial Statements	Preliminary Budget	Amended Annual Budget	Actual - 2020/21 Financial Statements	2021-2022 Preliminary Budget	2021-2022 Amended Budget	Actual - 2021/22 Financial Statements	2022-2023 Preliminary Budget					
Operating Revenue	\$87,931,364	\$88,745,951	\$90,533,007	\$91,516,711	\$96,320,857	\$98,790,902	\$98,442,973	\$102,772,683		\$105,987,327					
Function 1 - Instruction															
1.02 Regular Instruction	41,297,760	42,835,321	41,203,578	45,057,252	49,985,594	47,735,861	48,841,476	52,233,458		52,672,426	51.0%	50.6%	49.4%	62.3%	61.4%
1.03 Career Programs	957,104	1,168,676	1,090,757	1,198,219	1,256,772	1,281,899	1,268,085	1,387,202		1,390,546	1.3%	1.3%	0.7%	1.7%	1.6%
1.07 Library Services	1,532,411	1,557,015	1,522,163	1,586,647	1,595,732	1,443,956	1,567,586	1,586,445		1,624,358	1.6%	1.5%	1.6%	1.9%	1.9%
1.08 Counselling	1,695,592	1,730,314	1,912,616	1,775,782	1,844,016	1,876,939	1,896,793	2,200,572		1,958,079	1.9%	2.1%	1.9%	2.4%	2.6%
1.10 Special Education	11,132,685	11,579,734	11,705,887	11,940,473	12,438,480	12,229,029	12,786,730	13,784,803		13,876,503	13.4%	13.4%	16.5%	16.0%	16.2%
1.30 English Language Learning	169,528	172,990	195,517	180,071	157,870	230,076	186,109	223,171		304,026	0.3%	0.2%	1.7%	0.3%	0.3%
1.31 Indigenous Education	1,957,499	1,982,149	1,816,816	2,092,640	2,468,573	2,168,895	2,386,624	2,781,637		2,450,789	2.4%	2.7%	1.5%	2.8%	3.3%
1.41 School Administration	7,109,411	7,332,618	7,814,312	7,353,283	7,923,727	8,051,314	8,088,230	8,197,674		8,531,081	8.3%	7.9%	7.4%	10.5%	9.6%
1.62 International & Out of Province	4,300,849	2,420,070	2,299,938	1,680,517	1,647,674	1,324,638	2,291,879	2,354,153		2,339,960	2.3%	2.3%	1.5%	1.7%	2.8%
1.64 Other	366,700	356,586	311,412	359,210	359,659	327,953	361,551	369,889		369,161	0.4%	0.4%	0.2%	0.4%	0.4%
Total Function 1	\$70,519,539	\$71,135,473	\$69,872,996	\$73,224,094	\$79,678,097	\$76,670,560	\$79,675,063	\$85,119,004		\$85,516,929	82.9%	82.5%	82.8%		
Function 4 - District Administration															
4.11 Educational Administration	1,041,032	1,050,848	1,055,367	1,089,912	1,135,151	1,113,701	1,162,478	1,369,257		1,238,706	1.2%	1.3%	1.4%	30.5%	32.5%
4.40 School District Governance	407,340	353,582	270,133	362,386	356,720	296,367	374,007	379,188		411,487	0.4%	0.4%	0.3%	8.1%	9.0%
4.41 Business Administration	2,320,578	2,359,543	2,048,593	2,363,354	2,399,364	2,238,457	2,342,374	2,461,202		2,487,371	2.4%	2.4%	2.4%	61.4%	58.5%
Total Function 4	\$3,768,950	\$3,763,973	\$3,374,093	\$3,815,652	\$3,891,235	\$3,648,525	\$3,878,859	\$4,209,647		\$4,137,564	4.0%	4.1%	4.2%		
Function 5 Operations & Maint.															
5.41 Operations & Maintenance Administration	944,404	1,019,674	969,876	969,962	1,102,798	1,073,176	1,176,525	1,314,594		1,245,952	1.2%	1.3%	1.0%	9.8%	11.3%
5.50 Maintenance Operations	6,614,555	6,780,721	6,871,636	7,045,179	7,008,492	7,041,145	7,622,230	7,439,394		7,015,593	6.8%	7.2%	7.7%	64.2%	64.0%
5.52 Maintenance of Grounds	648,177	750,382	758,972	703,825	703,825	836,854	706,488	717,988		752,032	0.7%	0.7%	0.7%	7.6%	6.2%
5.56 Utilities	1,927,000	1,931,000	1,711,654	1,867,692	2,063,692	2,008,060	2,070,692	2,160,438		2,307,598	2.2%	2.1%	1.8%	18.3%	18.6%
Total Function 5	\$10,134,136	\$10,481,777	\$10,312,138	\$10,586,658	\$10,878,807	\$10,959,235	\$11,575,935	\$11,632,414		\$11,321,175	11.0%	11.3%	11.2%		
Function 7 Transport & Housing															
7.41 Transportation & Housing Admin.	22,614	23,025	21,077	23,345	23,835	22,609	24,312	24,312		24,659	0.0%	0.0%	0.1%	1.1%	1.1%
7.70 Student Transportation	1,926,125	2,028,255	1,864,455	2,056,962	2,056,962	1,961,189	2,056,962	2,202,000		2,202,000	2.1%	2.1%	1.7%	98.9%	98.9%
Total Function 7	\$1,948,739	\$2,051,280	\$1,885,532	\$2,080,307	\$2,080,797	\$1,983,798	\$2,081,274	\$2,226,312		\$2,226,659	2%	2.2%	1.8%		
Total Function 1-9	\$86,371,364	\$87,432,503	\$85,444,759	\$89,706,711	\$96,528,936	\$93,262,118	\$97,211,131	\$103,187,377		\$103,202,327					
Transfer from Operating to Assets		\$255,000	\$1,637,926	\$250,000	\$565,000	\$454,407	\$500,000	\$625,000		\$500,000					
Transfer from Operating to LCR	\$1,560,000	\$4,700,372	\$4,700,372	\$1,560,000	\$1,560,000	\$1,560,000	\$1,560,000	\$3,980,000		\$2,285,000					
Net Change for the Year		-\$3,641,924	-\$1,250,050	\$0	-\$2,333,079	\$3,514,377	-\$828,338	-\$5,019,694		\$0					
Opening Operating Reserve		\$5,330,580	\$5,330,580	\$1,688,656	\$4,080,530	\$4,080,530	\$4,080,530	\$7,594,907		\$2,575,213					
Closing Operating Reserve		\$1,688,656	\$4,080,530	\$1,688,656	\$1,747,451	\$7,594,907	\$3,252,192	\$2,575,213							



BRIEFING NOTE

TO: Board of Education
FROM: Brenda Hooker, Secretary-Treasurer
RE: **2022-23 Annual Budget Bylaw**

DATE: May 24, 2022

Purpose

This briefing note is to request approval of the 2022-23 Annual Budget Bylaw. The Bylaw requires three readings.

Background

The attached Annual Budget Bylaw for 2022-23 includes the preliminary operating fund budget as well as the preliminary budgets for special purpose funds and the capital fund which were presented to the Finance Committee on May 16, 2022 after having been approved by the Budget Advisory Committee,

The total budget bylaw amount for the 2022-23 fiscal year is \$129,501,725

Section 113(1) of the School Act requires that the Board adopt, by bylaw, an annual budget on or before June 30th each year for the next fiscal year.

Section 68(1) of the School Act requires a bylaw to be given three distinct readings. Section 68(4) of the School Act allows a board to give all three readings of a bylaw at one meeting if the trustees present at the meeting agree unanimously to do so.

Recommendation

It is recommended:

1. THAT the Annual Budget Bylaw for the Board of Education of School District No. 71 (Comox Valley) for the fiscal year 2022-23 be given three (3) readings at this meeting; and
2. THAT the Board of Education of School District No. 71 (Comox Valley) 2022-23 Annual Budget Bylaw in the amount of \$129,501,725 be:
 - a. Read a first time on the 24th day of May, 2022;
 - b. Read a second time on the 24th day of May, 2022;
 - c. Read a third time, passed and adopted on the 24th day of May, 2022

Respectfully submitted,
Brenda Hooker

Brenda Hooker
Secretary-Treasurer

Annual Budget

School District No. 71 (Comox Valley)

June 30, 2022

School District No. 71 (Comox Valley)

June 30, 2022

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) 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 \$118,792,761 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 25th DAY OF MAY, 2021;

READ A SECOND TIME THE 25th DAY OF MAY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF MAY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Annual Budget Bylaw 2021/2022, adopted by the Board the 25th DAY OF MAY, 2021.

Secretary Treasurer

School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	9,702,750	9,844,438
Adult	41,438	41,438
Total Ministry Operating Grant Funded FTE's	<u>9,744,188</u>	<u>9,885,876</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education	105,442,985	109,675,210
Tuition	2,707,450	1,404,000
Other Revenue	1,663,262	1,536,490
Rentals and Leases	36,000	36,000
Investment Income	132,800	220,500
Amortization of Deferred Capital Revenue	4,711,745	4,147,320
Total Revenue	<u>114,694,242</u>	<u>117,019,520</u>
Expenses		
Instruction	90,833,935	94,997,321
District Administration	3,878,859	3,891,235
Operations and Maintenance	18,936,789	17,001,232
Transportation and Housing	2,083,178	2,082,701
Total Expense	<u>115,732,761</u>	<u>117,972,489</u>
Net Revenue (Expense)	<u>(1,038,519)</u>	<u>(952,969)</u>
Budgeted Allocation (Retirement) of Surplus (Deficit)	828,338	2,333,079
Budgeted Surplus (Deficit), for the year	<u>(210,181)</u>	<u>1,380,110</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(210,181)	1,380,110
Budgeted Surplus (Deficit), for the year	<u>(210,181)</u>	<u>1,380,110</u>

School District No. 71 (Comox Valley)

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	97,211,131	96,528,936
Operating - Tangible Capital Assets Purchased	500,000	565,000
Special Purpose Funds - Total Expense	11,511,204	15,671,556
Special Purpose Funds - Tangible Capital Assets Purchased		844,787
Capital Fund - Total Expense	7,010,426	5,771,997
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,560,000	3,570,000
Total Budget Bylaw Amount	<u>118,792,761</u>	<u>122,952,276</u>

Approved by the Board

Signature _____	DRAFT	Date _____
Signature _____		Date _____
Signature _____		Date _____

School District No. 71 (Comox Valley)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Surplus (Deficit) for the year	<u>(1,038,519)</u>	<u>(952,969)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(500,000)	(1,409,787)
From Local Capital	(2,560,000)	(3,570,000)
From Deferred Capital Revenue	<u>(2,347,146)</u>	<u>(3,774,666)</u>
Total Acquisition of Tangible Capital Assets	(5,407,146)	(8,754,453)
Amortization of Tangible Capital Assets	<u>7,010,426</u>	<u>5,771,997</u>
Total Effect of change in Tangible Capital Assets	1,603,280	(2,982,456)
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>564,761</u>	<u>(3,935,425)</u>

School District No. 71 (Comox Valley)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	94,986,081	94,008,867
Tuition	2,707,450	1,404,000
Other Revenue	613,262	691,990
Rentals and Leases	36,000	36,000
Investment Income	100,000	180,000
Total Revenue	<u>98,442,793</u>	<u>96,320,857</u>
Expenses		
Instruction	79,675,063	79,678,097
District Administration	3,878,859	3,891,235
Operations and Maintenance	11,575,935	10,878,807
Transportation and Housing	2,081,274	2,080,797
Total Expense	<u>97,211,131</u>	<u>96,528,936</u>
Net Revenue (Expense)	<u>1,231,662</u>	<u>(208,079)</u>
Budgeted Prior Year Surplus Appropriation	<u>828,338</u>	<u>2,333,079</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(565,000)
Local Capital	(1,560,000)	(1,560,000)
Total Net Transfers	<u>(2,060,000)</u>	<u>(2,125,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 71 (Comox Valley)

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

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	94,022,777	90,665,285
ISC/LEA Recovery	(175,262)	(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	111,041
Teachers' Labour Settlement Funding		2,210,956
Early Career Mentorship Funding		170,000
Early Learning Framework		2,677
FSA Exam Marking	15,964	15,964
Total Provincial Grants - Ministry of Education	<u>94,986,081</u>	<u>94,008,867</u>
Tuition		
International and Out of Province Students	2,707,450	1,404,000
Total Tuition	<u>2,707,450</u>	<u>1,404,000</u>
Other Revenues		
Funding from First Nations	175,262	175,262
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Other Miscellaneous	318,000	396,728
Total Other Revenue	<u>613,262</u>	<u>691,990</u>
Rentals and Leases	<u>36,000</u>	<u>36,000</u>
Investment Income	<u>100,000</u>	<u>180,000</u>
Total Operating Revenue	<u>98,442,793</u>	<u>96,320,857</u>

School District No. 71 (Comox Valley)

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

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Salaries		
Teachers	40,269,301	39,906,305
Principals and Vice Principals	5,516,619	5,370,410
Educational Assistants	6,602,158	6,306,411
Support Staff	9,090,989	8,539,127
Other Professionals	3,191,470	3,071,031
Substitutes	2,763,018	2,774,695
Total Salaries	<u>67,433,555</u>	<u>65,967,979</u>
Employee Benefits	<u>16,465,782</u>	<u>16,060,813</u>
Total Salaries and Benefits	<u>83,899,337</u>	<u>82,028,792</u>
Services and Supplies		
Services	3,231,083	3,157,357
Student Transportation	2,063,962	2,063,962
Professional Development and Travel	741,260	625,260
Dues and Fees	83,400	83,400
Insurance	212,800	202,800
Supplies	4,908,597	6,303,673
Utilities	2,070,692	2,063,692
Total Services and Supplies	<u>13,311,794</u>	<u>14,500,144</u>
Total Operating Expense	<u>97,211,131</u>	<u>96,528,936</u>

School District No. 71 (Comox Valley)

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	32,587,443	1,116,037		60,000		2,100,018	35,863,498
1.03 Career Programs	579,688		223,208				802,896
1.07 Library Services	209,875			741,280			951,155
1.08 Counselling	1,501,026					5,000	1,506,026
1.10 Special Education	4,111,032	138,531	5,314,166	73,991	191,362	325,000	10,154,082
1.30 English Language Learning	146,912						146,912
1.31 Indigenous Education	251,850	142,193	996,804	55,862	118,447	20,000	1,585,156
1.41 School Administration		3,984,988		1,865,812		150,000	6,000,800
1.62 International and Out of Province Students	881,475	134,870		138,390	228,169	18,000	1,400,904
1.64 Other			67,980	99,803			167,783
Total Function 1	40,269,301	5,516,619	6,602,158	3,035,138	537,978	2,618,018	58,579,212
4 District Administration							
4.11 Educational Administration					876,824		876,824
4.40 School District Governance					196,079		196,079
4.41 Business Administration				404,697	931,814	5,000	1,341,511
Total Function 4	-	-	-	404,697	2,004,717	5,000	2,414,414
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					634,757		634,757
5.50 Maintenance Operations				5,191,728		140,000	5,331,728
5.52 Maintenance of Grounds				459,426			459,426
5.56 Utilities							-
Total Function 5	-	-	-	5,651,154	634,757	140,000	6,425,911
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	40,269,301	5,516,619	6,602,158	9,090,989	3,191,470	2,763,018	67,433,555

School District No. 71 (Comox Valley)

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 Annual Budget	2021 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	35,863,498	8,956,294	44,819,792	4,021,684	48,841,476	49,985,594
1.03 Career Programs	802,896	189,989	992,885	275,200	1,268,085	1,256,772
1.07 Library Services	951,155	232,628	1,183,783	383,803	1,567,586	1,595,732
1.08 Counselling	1,506,026	390,267	1,896,293	500	1,896,793	1,844,016
1.10 Special Education	10,154,082	2,441,598	12,595,680	191,050	12,786,730	12,438,480
1.30 English Language Learning	146,912	38,197	185,109	1,000	186,109	157,870
1.31 Indigenous Education	1,585,156	379,727	1,964,883	421,741	2,386,624	2,468,573
1.41 School Administration	6,000,800	1,394,230	7,395,030	693,200	8,088,230	7,923,727
1.62 International and Out of Province Students	1,400,904	348,050	1,748,954	542,925	2,291,879	1,647,674
1.64 Other	167,783	40,268	208,051	153,500	361,551	359,659
Total Function 1	58,579,212	14,411,248	72,990,460	6,684,603	79,675,063	79,678,097
4 District Administration						
4.11 Educational Administration	876,824	206,054	1,082,878	79,600	1,162,478	1,135,151
4.40 School District Governance	196,079	46,078	242,157	131,850	374,007	356,720
4.41 Business Administration	1,341,511	314,663	1,656,174	686,200	2,342,374	2,399,364
Total Function 4	2,414,414	566,795	2,981,209	897,650	3,878,859	3,891,235
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	634,757	149,168	783,925	392,600	1,176,525	1,102,798
5.50 Maintenance Operations	5,331,728	1,233,215	6,564,943	1,057,287	7,622,230	7,008,492
5.52 Maintenance of Grounds	459,426	102,062	561,488	145,000	706,488	703,825
5.56 Utilities	-	-	-	2,070,692	2,070,692	2,063,692
Total Function 5	6,425,911	1,484,445	7,910,356	3,665,579	11,575,935	10,878,807
7 Transportation and Housing						
7.41 Transportation and Housing Administration	14,018	3,294	17,312	7,000	24,312	23,835
7.70 Student Transportation	-	-	-	2,056,962	2,056,962	2,056,962
Total Function 7	14,018	3,294	17,312	2,063,962	2,081,274	2,080,797
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	67,433,555	16,465,782	83,899,337	13,311,794	97,211,131	96,528,936

School District No. 71 (Comox Valley)

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

	2022	2021 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	10,456,904	15,666,343
Other Revenue	1,050,000	844,500
Investment Income	4,300	5,500
Total Revenue	11,511,204	16,516,343
Expenses		
Instruction	11,158,872	15,319,224
Operations and Maintenance	350,428	350,428
Transportation and Housing	1,904	1,904
Total Expense	11,511,204	15,671,556
Net Revenue (Expense)	-	844,787
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(844,787)
Total Net Transfers	-	(844,787)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

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			758,885	838,354					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	350,428	327,360			160,000	39,200	188,646	611,364	1,471,710
Other			55,000	950,000					
Investment Income			4,300						
	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Less: Allocated to Revenue	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Deferred Revenue, end of year	-	-	758,885	838,354	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	350,428	327,360			160,000	39,200	188,646	611,364	1,471,710
Other Revenue			55,000	950,000					
Investment Income			4,300						
	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Expenses									
Salaries									
Teachers							33,580		
Principals and Vice Principals							23,345		274,319
Educational Assistants		264,000						287,900	656,770
Support Staff	261,554				125,000	27,742		21,354	154,765
Substitutes									103,227
	261,554	264,000	-	-	125,000	27,742	56,925	309,254	1,189,081
Employee Benefits	62,773	63,360			30,000	6,658	14,731	74,221	282,629
Services and Supplies	26,101		59,300	950,000	5,000	4,800	116,990	227,889	
	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

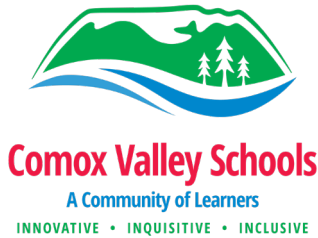
Year Ended June 30, 2022

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		1,904	142,883	37,743	1,779,769
Add: Restricted Grants					
Provincial Grants - Ministry of Education	7,306,292				10,455,000
Other			40,000	22,000	1,067,000
Investment Income				220	4,520
	7,306,292	-	40,000	22,220	11,526,520
Less: Allocated to Revenue	7,306,292	1,904	40,000	5,000	11,511,204
Deferred Revenue, end of year	-	-	142,883	54,963	1,795,085
Revenues					
Provincial Grants - Ministry of Education	7,306,292	1,904			10,456,904
Other Revenue			40,000	5,000	1,050,000
Investment Income					4,300
	7,306,292	1,904	40,000	5,000	11,511,204
Expenses					
Salaries					
Teachers	5,798,644				5,832,224
Principals and Vice Principals					297,664
Educational Assistants					1,208,670
Support Staff					590,415
Substitutes					103,227
	5,798,644	-	-	-	8,032,200
Employee Benefits	1,507,648				2,042,020
Services and Supplies		1,904	40,000	5,000	1,436,984
	7,306,292	1,904	40,000	5,000	11,511,204
Net Revenue (Expense)	-	-	-	-	-

School District No. 71 (Comox Valley)

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

	2022 Annual Budget			2021 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		28,500	28,500	35,000
Amortization of Deferred Capital Revenue	4,711,745		4,711,745	4,147,320
Total Revenue	4,711,745	28,500	4,740,245	4,182,320
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,010,426		7,010,426	5,771,997
Total Expense	7,010,426	-	7,010,426	5,771,997
Net Revenue (Expense)	(2,298,681)	28,500	(2,270,181)	(1,589,677)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	500,000		500,000	1,409,787
Local Capital		1,560,000	1,560,000	1,560,000
Total Net Transfers	500,000	1,560,000	2,060,000	2,969,787
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	2,560,000	(2,560,000)	-	
Total Other Adjustments to Fund Balances	2,560,000	(2,560,000)	-	
Budgeted Surplus (Deficit), for the year	761,319	(971,500)	(210,181)	1,380,110



FACILITIES COMMITTEE
BOARD REPORT

Date: Monday, May 16, 2022
Time: 1:00pm – 2:00pm
Venue: Via Zoom

Committee Members:

Sarah Jane Howe, Chair
Tonia Frawley, Trustee
Michelle Waite, Trustee

Brenda Hooker, Secretary-Treasurer
Ian Heselgrave, Director of Operations
Geoff Manning, Assistant Superintendent

Regrets: N/A

Guests: Molly Proudfoot, Capital Projects Manager

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The Chair welcomed the committee members and called the meeting to order at 1:05pm.

B. ITEMS DISCUSSED

None

C. ITEMS FOR INFORMATION

1. Capital Plan Process and Submission – Verbal Update

Director of Operations, Ian Heselgrave provided an update on the Capital Plan Process that has had some date changes, but staff continue to meet the deadlines. The Annual Facilities Grant has been approved by the Board and will be submitted to the Ministry at the end of June and the Capital Plan's submission will occur at the end of September. The intent is to have the total Capital Plan ready for review at the June 13th Facilities Committee meeting. The Capital Plan consists of big expense items such as the Cumberland Community School and Mark R. Isfeld Secondary School Ecole Secondaire enhancement projects as well as smaller projects like mechanical upgrades.

2. Cumberland Child Care Facility Update – Verbal Update

Manager of Capital Projects, Molly Proudfoot provided an update on the child care information evening held on May 3rd in the Village of Cumberland. There was good turnout and the community's feedback will be incorporated into the building permit application. Construction and mobilization could begin as early as August 2022. A Committee member provided comments including a parent's inquiry about accessibility.

3. Ministry of Children and Family Development (MCFD) Grant Update – Verbal Update

Secretary-Treasurer, Brenda Hooker and Director of Operations, Ian Heselgrave provided an update on the two additional MCFD grants applied for Arden Elementary and Glacier View Secondary.

4. 2488 Idiens Way Building Renovation Update – Verbal Update

Director of Operations, Ian Heselgrave, provided an update on the Idiens Way building project stating that it will resolve many of the challenges around full schools and growing enrolment. Staff are collaborating with an expert, focusing efforts on a functional floor plan analysis to ensure that there is enough room for all administrative staff who will be occupying the building. There is a good blend of collaborative spaces, a modern office layout and functional grouping of staff. The next stage is to cost the functional office space.

D. FUTURE MEETINGS/AGENDA ITEMS

Monday, June 13, 2022 – 1:00pm to 2:00pm

E. ADJOURNMENT

The meeting was adjourned at 1:37pm.