



**Comox Valley Schools**

**A Community of Learners**

**INNOVATIVE • INQUISITIVE • INCLUSIVE**

**Board of Education**

**Inaugural Public  
Board Meeting Agenda**

**Tuesday, November 29, 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

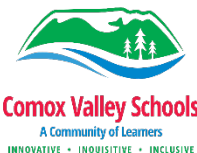
Accountability and shared responsibility

Open and engaging communication

Celebration of learning

## ***Strategic Priorities***

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



**INAUGURAL BOARD MEETING AGENDA**  
**Tuesday, November 29, 2022**  
**7:00pm**

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A copy of the Public Board Meeting Agenda is available on the School District website at:  
<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from [heidi.bell@sd71.bc.ca](mailto:heidi.bell@sd71.bc.ca)

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

Questions pertaining to current agenda items can be submitted to [boardmeetings@sd71.bc.ca](mailto:boardmeetings@sd71.bc.ca), this allows staff to provide thorough answers.

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

- 1. Call to Order – Secretary-Treasurer**
- 2. Traditional Welcome and Blessing – Ramona Johnson, K'ómoks First Nation**
- 3. Adoption of Agenda**

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the November 29, 2022, Inaugural Board Meeting Agenda as presented.*

**4. Appointment of Scrutineers and Description of the Election Process**

- The Secretary-Treasurer will call for nominations three times
- The Secretary-Treasurer will confirm that the nominee accepts the nomination
- Nominations will close, determination if acclimation or vote is needed
- If there is more than one candidate, each candidate has the opportunity to speak for two minutes
- A secret ballot vote will take place

*Scrutineer Appointees:  
Geoff Manning, Assistant Superintendent  
Sean Lamoureux, Director of Inclusive Education*

**5. Election of Board Chairperson**

If there is a secret ballot vote, results will be announced.

*The newly elected Chairperson assumes the Chair for the remainder of the meeting and conducts the remaining elections.*

**6. Election of Board Vice-Chairperson**

**7. Election of Board Representatives**

- A. British Columbia School Trustees Association (BCSTA) Provincial Council
- B. British Columbia Public School Employers Association (BCPSEA)

**8. Destruction of Ballots**

**Motion:**

*THAT the ballots of the November 29, 2022, elections at the Inaugural Board Meeting be destroyed.*

**9. Board Meeting Minutes**

Pages 1-7

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the September 27, 2022, Regular Public Board Meeting Minutes as presented.*

**10. Record of Oath of Office Ceremony and Celebration**

Pages 8-21

**11. Unfinished Business - None**

**12. Record of In-Camera Meeting Minutes / Reports**

Page 22

- September 27, 2022 – Regular In-Camera Meeting
- October 04, 2022 – Special In-Camera Meeting
- November 16, 2022 - Special In-Camera Meeting

**13. Board Chair's Report – Verbal Update**

**14. Presentations / Delegations - None**

**15. Education Committee Meeting – No Meeting in November**

## 16. Strategic Direction

### A. Superintendent

- i. District News – Verbal Update
- ii. Equity Scan – Verbal Update
- iii. Affordability Fund - Verbal Update

### B. Assistant Superintendent

- i. K'ómoks First Nation Local Education Agreement – Verbal Update
- ii. Vice Principal Pool – Verbal Update

### C. Secretary-Treasurer

- i. Community Support through Retired Technology - Briefing Note Page 23
- ii. Development-Based Student Forecasting and Enrolment Projections 2032 – Verbal Update

### D. Human Resources

- i. Retirements and Recognition Page 24

## 17. Board Standing Committee Reports

### A. Audit Committee Board Report – None

## 18. Board Business

- A. BCSTA SD71 Motion – Inflation and Cost Escalation Pages 25-29  
Janice Caton, Trustee

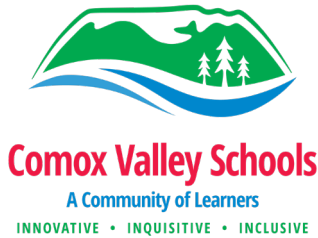
## 19. Board Correspondence

## 20. Public Question Period

## 21. Adjournment

### Motion:

*THAT the Board of Education adjourn this meeting.*



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, September 27, 2022**  
**7:00pm**

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**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  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Vivian Collyer, Director of Instruction  
Jay Dixon, Director of Instruction  
Sean Lamoureux, Director of Inclusive Education  
Josh Porter, Director Information Technology  
Craig Sorochan, Manager of Communications

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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**1. Call to Order**

Board Chair, Tonia Frawley called the meeting to order at 7:07 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 September 27, 2022, Regular Public Board Meeting Agenda.*

*[Waite/May]*

**CARRIED**

**3. Board Meeting Minutes**

Pages 1-7

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the June 21, 2022, Regular Board Meeting Minutes as presented.*

*[Howe/Caton]*

**CARRIED**

**4. Unfinished Business**

None

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

- June 21, 2022 – Regular In-Camera Meeting
- June 21, 2022 – Special In-Camera Meeting
- August 25, 2022 – Special In-Camera Meeting

**6. Board Chair’s Report**

Board Chair, Tonia Frawley welcomed everyone back to the 2022/23 school year. Acknowledged that this is Truth and Reconciliation week and thanked Trustee Hawksby for initiating this motion last year. The Local Education Agreement has now been completed and signed as of August 31<sup>st</sup> and will be in place for the next 5 years. Trustees and senior staff were invited to a luncheon ceremony hosted at the First Nations Band Hall.

**7. Presentations / Delegations**

None

**8. Education Committee Meeting – No Meeting in September**

**9. Strategic Direction**

**A. Superintendent**

**i. September School Restart Update**

We have had an excellent start to this school year with lots of activity within our schools. The District is still hiring.

**ii. Truth and Reconciliation Week**

The Superintendent shared a list of activities, which the schools will be participating in during Truth and Reconciliation week. This list is available on the District website.

**iii. District News**

- Arden’s Active Travel is undertaking their 2<sup>nd</sup> Bike, Walk n’ Roll week, Oct 3<sup>rd</sup> to 7<sup>th</sup>.
- Cumberland Community School recently unveiled a beautiful new diversity mural located on the wall of the main school.
- Construction has begun on the new Cumberland Child Care Centre.
- Vice-Principal of Highland Secondary, Stephanie Baker, has been selected to participate in the Lifetouch Memory Mission project in Guatemala.

**iv. District Student Advisory Council**

The Districts 1<sup>st</sup> Student Advisory Council will meet Wednesday, September 28<sup>th</sup> at Mark R. Isfeld. The Superintendent invited all trustees to join.

**v. Designated School Zone Speed Limits – Verbal Update**

Last spring, the District held a meeting with municipal groups. The City of Courtenay has now changed the times of their school zone speed limits to: 8:00 am to 8:00 pm, Monday to Friday.

**vi. Student and Family Affordability Grant – Verbal Update**

The District has met with partner groups to discuss the spending of the Student and Family Affordability Grant. We have asked schools to complete a questionnaire to gather feedback on their needs. Once the information has been submitted the partner groups will meet again to discuss next steps.

**vii. Emergency Response Information Sessions**

School Safety During an Emergency or Crisis: What Parents Need to Know Information session Wednesday, October 5<sup>th</sup>, 2022 @ 7 pm – GP Vanier. This session will be recorded and posted on the District YouTube channel.

<https://www.comoxvalleyschools.ca/school-emergencies-info-session-for-parents-october-5/>

**B. Assistant Superintendent**

**i. School Start Up/Enrollment – Verbal Update**

Rough enrollment numbers will be available Friday, September 30, 2022. We have gained a significant amount of student over last year's start up. We are seeing larger growth in the Lerwick corridor, as well as at Cumberland Community School and Royston Elementary.

**ii. PVP New Assignments**

With the growth of the District, we now have new PVP's. The Board was provided a list of Principals and Vice-Principles who are new to their assignment. We have had 14 changes in our PVP assignments.

Pages

**iii. Consent Week – September 19-23, 2022**

SD 71 took part in Consent Awareness Week where students and staff learned how to foster a culture of consent in schools through programming, events, and discussions. Trustee Waite asked if the District Student Advisory Council (DSAC) could discuss and provide some feedback.

**C. Secretary-Treasurer**

**i. Cumberland Child Care**

The Secretary-Treasurer advised the Board of the press release dated September 23, 2022, announcing the start of the construction on the Cumberland Child Care Facility.

Pages



**D. Human Resources**

**i. Retirements and Recognition**

Page

**10. Board Standing Committee Reports**

**A. Audit Committee Board Report – September 14, 2022**

Pages

**i. 2021-2022 Financial Statement Audit Opinion – Lenora Lee, Audit Engagement Partner, KPMG & Candice Hilton, Director of Finance**

Lenora Lee presented an overview of the Financial Statements Audit Opinion. The audit was a clean audit opinion, no changes were made after staff prepared the draft statement and there were no issues nor anomalies. The audit was conducted very smoothly.

The Director of Finance gave a slide show overview presentation of the 2021-2022 Year-End Financial Statement.

Staff responded to a lot of trustee questions.

The Board Chair thanked 2 public members of the Audit Committee, Jessica Peterson and Debra Oakman.

**Motion:**

*THAT the Board of Education for School District No. 71 (Comox Valley) receive KPMG LLP's Report on the Financial Statement Audit for the year ending June 30, 2022.*

*[Caton/McDonnell]*

**CARRIED**

**Motion:**

*THAT the Board of Education for School District No. 71 (Comox Valley) approved the 2021-2022 Audited Financial Statements as presented.*

*[McDonnell/May]*

**CARRIED**

**Motion:**

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

*[McDonnell/May]*

**CARRIED**

**B. Policy Committee Board Report – September 20, 2022**

Pages

Based on the feedback from meetings regarding the drafts; minor revisions were made and reviewed by the Policy Committee who now brings forward the revised documents.

The Secretary-Treasurer and Trustee Caton spoke to the changes made in the Board Policy Manual and Terms of Reference, as well as the Board Procedural Bylaw.

**Motion:**

*THAT the Board Procedural Bylaw be given third and final reading.  
[Caton/May]*

**Motion to Amend the motion on the floor**

THAT the Board Procedural Bylaw as presented be amended so that the clause relating to #1 – Meetings “Question Period” language in the previous version be retained and that the Board does not adopt the new language.

*[McDonnell/Howe]*

**DEFEATED 6-1**

The original motion is back on the floor.

Trustee May called the question on the original motion.

**CARRIED 6-1 - Trustee McDonnell requested that her negative vote be recorded**

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) extend this Regular Board Meeting to 9:30 pm.*

*[Caton/Hawksby]*

**CARRIED**

**Motion:**

*THAT the Board Policy Manual and Terms of Reference be given third and final reading.*

*[Caton/May]*

**CARRIED 6-1 - Trustee McDonnell requested that her negative vote be recorded**

**Motion:**

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

*[Caton/Waite]*

**CARRIED 6-1 – Trustee McDonnell requested that her negative vote be recorded**

**11. Board Business**

**A. VISTA Update – Trustee Caton**

Last summer, VISTA Executives had a Zoom meeting with the Minister of Education discussing “Student Voice” and “Green Initiative”.

VISTA will be working with BCSTA and will be holding their Spring Branch meeting in March.

**B. Select Standing Committee Report**

<https://www.leg.bc.ca/content/CommitteeDocuments/42nd-parliament/3rd-session/fgs/budget-consultation/Budget-2023-Consultation-Report.pdf>

**C. Due to Trustee elections, there will not be a business Board meeting in October 2022.**

**Motion:**

*THAT the Board of Education for School District No. 71 (Comox Valley) waive the requirement for a regular business meeting in October 2022.*

*[Waite/May]*

**CARRIED**

**12. Board Correspondence**

None

**13. Public Question Period**

A public member acknowledged and thanked the Trustees for their hard work.

DPAC acknowledged and thanked Trustee McDonnell.

Trustee May thanked Trustee Frawley for all her hard work as the Board Chair.

The Superintendent thanked Trustee Frawley and trustee McDonnell for their years of service and hard work.

**14. Meeting Adjourned – 9:35 pm**

**MOTION:**

*THAT the Board of Education adjourn this meeting.*

*[Caton/Howe]*

**CARRIED**

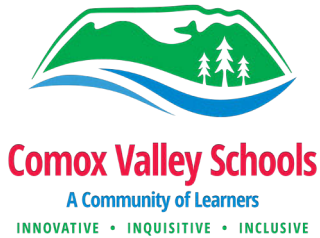
**Board Approved on:**  
November 29, 2022

**Certified Correct:**

\_\_\_\_\_  
Brenda Hooker, CPA, CGA  
Secretary-Treasurer

\_\_\_\_\_  
XXXXXXX  
Board Chair

DRAFT



**RECORD OF OATH OF OFFICE  
CEREMONY & CELEBRATION**  
**Tuesday, November 15, 2022**  
**6:30pm**

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1. **Welcome and Introduction - Superintendent**
2. **Traditional Welcome and Blessing – Ramona Johnson, K'ómoks First Nation**

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

3. **Declaration of 2022 Trustee Election Results – Secretary-Treasurer**

Pages 1-6

City of Courtenay - Shannon Aldinger  
City of Courtenay - Janice Caton  
CVRD - Area A - Chelsea McCannel-Keene  
CVRD - Area B - Michelle Waite  
CVRD - Area C Cristi May Sacht  
Town of Comox - Susan Leslie  
Village of Cumberland - Sarah Jane Howe

4. **Signed Trustee Oaths of Office – School Trustees and Secretary-Treasurer**


Pages 7-13

**CITY OF COURTENAY**  
**DECLARATION OF OFFICIAL ELECTION RESULTS**  
**GENERAL LOCAL ELECTION – 2022**  
**SCHOOL DISTRICT TRUSTEE**

I, KATE O'CONNELL, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of SCHOOL DISTRICT TRUSTEE.

- 1. SHANNON ALDINGER
- 2. JANICE CATON

Dated at Courtenay, BC  
this 19 day of October, 2022

  
\_\_\_\_\_  
Chief Election Officer

**COMOX VALLEY REGIONAL DISTRICT**  
**DECLARATION OF OFFICIAL ELECTION RESULTS**  
**GENERAL LOCAL ELECTION – 2022**

**OFFICE – SCHOOL DISTRICT NO. 71 AREA A TRUSTEE**

I, Jake Martens, Chief Election Officer, do hereby declare elected,  
Chelsea McCannel-Keene, who received the highest number of valid votes for the office of  
School District No. 71 Area A Trustee.

Dated at Courtenay, BC

This 18<sup>th</sup> day of October, 2022.

Original Signed by

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Jake Martens, Chief Election Officer

## Comox Valley Regional District

**DECLARATION OF ELECTION BY ACCLAMATION**

I, Jake Martens, Chief Election Officer for the Comox Valley Regional District do hereby declare, pursuant to section 98 of the Local Government Act, the following candidate elected by acclamation:

**School District No. 71 - Office of School Trustee for Electoral Area B:**

<b>Name</b>	<b>Address</b>	<b>Comox Valley Trustee Area</b>
Waite, Michelle	4678 Reinhard Place, Courtenay, BC	SD71 Area B

Given under my hand at 770 Harmston Avenue, British Columbia, this 19<sup>th</sup> day of September 2022

ORIGINAL SIGNED BY

\_\_\_\_\_  
 Jake Martens  
 Chief Election Officer



**COMOX VALLEY REGIONAL DISTRICT**  
**DECLARATION OF OFFICIAL ELECTION RESULTS**  
**GENERAL LOCAL ELECTION – 2022**

**OFFICE – SCHOOL DISTRICT NO. 71 AREA C TRUSTEE**

I, Jake Martens, Chief Election Officer, do hereby declare elected,  
Cristi May-Sacht, who received the highest number of valid votes for the office of School  
District No. 71 Area C Trustee.

Dated at Courtenay, BC  
this 18<sup>th</sup> day of October, 2022.

Original Signed by:

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Jake Martens, Chief Election Officer



TOWN OF  
**COMOX**

**2022 GENERAL LOCAL ELECTION**

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**Declaration of Official Election Results – OFFICE OF SCHOOL TRUSTEE**

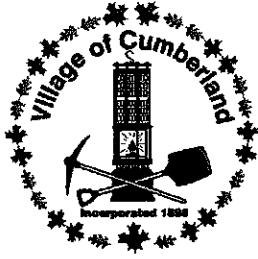
I, SHELLY RUSSWURM, Chief Election Officer, do hereby declare elected for the Office of School Trustee, the following candidate who received the highest number of valid votes:

SUSAN LESLIE

Dated at COMOX, BC this 18<sup>TH</sup> day of October, 2012.

A handwritten signature in blue ink, appearing to read 'Shelly Russwurm', is written over a horizontal line.

Shelly Russwurm, Chief Election Officer



# Corporation of the Village of Cumberland

2673 Dunsmuir Avenue  
P.O. Box 340  
Cumberland, BC V0R 1S0  
Telephone: 250-336-2291  
Fax: 250-336-2321  
cumberland.ca

## Declaration of Official Election Results 2022 General Local Election

The following candidates for the offices shown below, who received the highest number of valid votes, are hereby declared elected.

### Office of Mayor:

Brown, Vickey

### Office of Councillor

Borecky, Neil

Ketler, Jesse

Sullivan, Sean

Therrien, Troy Michael

### Elected by Acclamation

School Trustee for School District 71, Electoral Area 3, Cumberland

Howe, Sarah Jane

Dated at Cumberland, B.C.  
this 18<sup>th</sup> day of October 2022.

Rachel Parker  
Chief Election Officer

**OATH OF OFFICE**

CANADA )  
 PROVINCE OF BRITISH COLUMBIA )

I, **Shannon Aldinger**, do solemnly affirm that:


I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;


I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
 before me at Courtenay,  
 British Columbia the 15th day of  
 November 2022.

  
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**Brenda Hooker, Secretary-Treasurer** )


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**Shannon Aldinger, Trustee**


**OATH OF CONFIDENTIALITY**

I, **Shannon Aldinger**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
 before me at Courtenay,  
 British Columbia the 15<sup>th</sup> day of  
 November 2022.

  
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**Brenda Hooker, Secretary-Treasurer** )

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**Shannon Aldinger, Trustee**

**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, **Janice Caton**, do solemnly affirm that:

I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

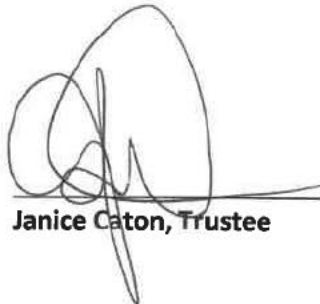
I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15th day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer**

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\_\_\_\_\_  
**Janice Caton, Trustee**


**OATH OF CONFIDENTIALITY**

I, **Janice Caton**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15<sup>th</sup> day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer**

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**Janice Caton, Trustee**

**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, **Sarah Jane Howe**, do solemnly affirm that:

I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15th day of  
November 2022.

  
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**Brenda Hooker, Secretary-Treasurer** )  
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\_\_\_\_\_  
**Sarah Jane Howe, Trustee**

**OATH OF CONFIDENTIALITY**

I, **Sarah Jane Howe**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15<sup>th</sup> day of  
November 2022.

  
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**Brenda Hooker, Secretary-Treasurer** )  
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\_\_\_\_\_  
**Sarah Jane Howe, Trustee**

**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, **Susan Leslie**, do solemnly affirm that:

I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15th day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer**

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\_\_\_\_\_  
**Susan Leslie, Trustee**


**OATH OF CONFIDENTIALITY**

I, **Susan Leslie**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15<sup>th</sup> day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer**

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**Susan Leslie, Trustee**

**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, **Cristi May Sacht**, do solemnly affirm that:

I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15th day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer** )  
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\_\_\_\_\_  
**Cristi May Sacht, Trustee**

**OATH OF CONFIDENTIALITY**

I, **Cristi May Sacht**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15<sup>th</sup> day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer** )  
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\_\_\_\_\_  
**Cristi May Sacht, Trustee**



**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, **Chelsea McCannel-Keene**, do solemnly affirm that:

I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15th day of  
November 2022.

  
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**Brenda Hooker, Secretary-Treasurer**

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**Chelsea McCannel-Keene, Trustee**

**OATH OF CONFIDENTIALITY**

I, **Chelsea McCannel-Keene**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15<sup>th</sup> day of  
November 2022.

  
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**Brenda Hooker, Secretary-Treasurer**

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**Chelsea McCannel-Keene, Trustee**

**OATH OF OFFICE**

CANADA )  
PROVINCE OF BRITISH COLUMBIA )

I, **Michelle Waite**, do solemnly affirm that:

I am qualified to hold the office as a trustee in the Comox Valley School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15th day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer**

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**Michelle Waite, Trustee**

**OATH OF CONFIDENTIALITY**

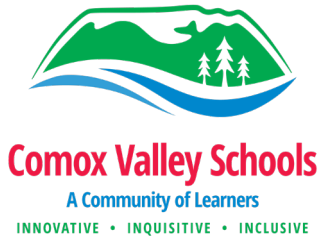
I, **Michelle Waite**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

SWORN by the above-named Trustee  
before me at Courtenay,  
British Columbia the 15<sup>th</sup> day of  
November 2022.

  
\_\_\_\_\_  
**Brenda Hooker, Secretary-Treasurer**

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**Michelle Waite, Trustee**



# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## RECORD OF IN-CAMERA MEETINGS

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**TO:** Board of Education **DATE:** November 29, 2022  
**FROM:** Office of the Secretary-Treasurer  
**RE:** Record of In-Camera Meetings

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### 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:**

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#### **September 27, 2022 – Regular In-Camera Meeting**

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

The meeting was called to order at 6:01 pm and adjourned at 6:59 pm.

#### **October 04, 2022 – Special In-Camera Meeting**

1. Receipt of and updates on no land/property matters
2. Receipt of and updates on no legal matters
3. Receipt of and updated on three other matters

The meeting was called to order at 5:34 pm and adjourned at 7:01 pm.

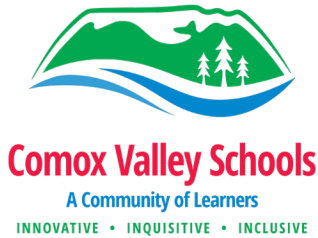
#### **November 16, 2022 – Special In-Camera Meeting**

1. Receipt of and updates on no land/property matters
2. Receipt of and updates on no legal matters
3. Receipt of and updated on two other matters

The meeting was called to order at 6:46 pm and adjourned at 7:29 pm.

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**TO:** The Board of Education **DATE:** November 29, 2022  
**FROM:** Josh Porter, Director of Information Technology  
**RE:** **Donation of Retired Technology Equipment**

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**Purpose**

To update the Board of Education on recent donations of retired technology equipment.

From time to time, as part of the Information Technology capital refresh plan, equipment is retired from service that may still have some useful life remaining. While the equipment is deemed not useable within SD71, rather than sending the equipment for recycling, per Administrative Procedure 518, the district can opt to donate equipment to other non-profit organizations.

This past spring, several retired iPads were donated to BC Technology for Learning Society, an organization that accepts and refurbishes computers for distribution back to BC based non-profits, schools and low-income individuals.

This fall, a retired multifunction device (copier) from the SD71 print shop was donated to the Comox Valley Art Gallery.

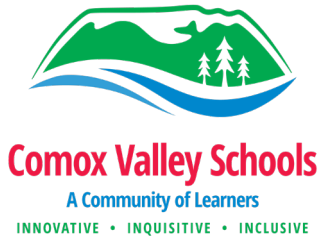
**Recommendation**

No recommendation - information only.

Respectfully submitted,

*Josh Porter*

Josh Porter  
Director of Information Technology



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**TO:** Board of Education

**DATE:** November 29, 2022

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

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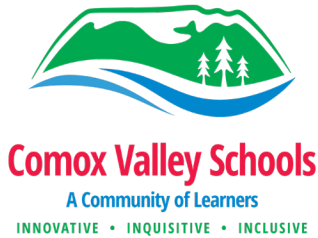
### Retirements

Amy Whitley, Strong Start Program Worker, Brooklyn Elementary, retiring effective December 31, 2022, after 3 years of service.

Shelley Edwards, Deliveries/Custodian, Maintenance Office, retiring effective January 27, 2022, after 34 years of service.

Brad Fraser, Teacher, Huband Park Elementary, retiring effective November 30, 2022, after 36 years of service.

Nora Harwijne, Teacher, Royston Elementary, retiring effective October 31, 2022, after 33 years of service.



# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## BRIEFING NOTE

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**TO:** BCSTA – Provincial Council  
**FROM:** Board of Education SD#71 (Comox Valley)  
**RE:** Inflation and Cost Escalation

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**DATE:** October 17, 2022

### **PURPOSE:**

The K-12 system demonstrated great resilience, flexibility, and innovation to meet school, community, and student needs during the COVID-19 pandemic. However, reduced revenues, increased costs and higher student needs have placed significant pressure on school district budgets. Most Districts had difficulty balancing their 22/23 Preliminary Annual Budget requiring drawing down of scarce reserves to balance. Since then, there have been massive increases in fuel costs, inflation, and construction costs.

The Ministry of Education announced a Student and Family Affordability Fund to address cost pressures on students and families. School Districts are heading into their amended budget processes and desperately need cost pressure relief as well.

### **RECOMMENDATION:**

*THAT BCSTA lobby the Ministry of Education and Childcare for emergency funding to address inflationary costs at the District level. At the minimum, the funding should be equal to amounts provided, through Districts, for families.*

### **BACKGROUND:**

The pressure on our District budget is significant.

- There has been 25 to 50% escalation in construction costs which means further delay or sidelining of critical projects needed for student safety. Routine maintenance was already behind and the Annual Facility Grant funding is simply insufficient
- Transportation costs have escalated significantly with a projected \$500,000 dollar funding shortfall in 22/23 with no reserves to cover
- Utility costs are increasing beyond our forecasts throwing our budget projections further out of balance
- Costs of services and supplies are still impacted by inflationary cost increases
- Costs for our food programs and supports for families will exceed Community Link Funding

**ANALYSIS:**

The Board did retain a 2% contingency reserve in it's 21/22 Financial Statements however the rest of our reserves are fully committed for projects and programs that either saw significant escalation or are targeted special purpose fund carry forwards. We truly do not have the funds to address the inflation and escalation pressures that shows no end or relief in sight.

If additional emergency funding is not provided, the amended budget process will be extremely challenging and will require service and program reductions in SD#71.

Respectfully submitted,

*Janice Caton*

Janice Caton  
BCSTA Representative  
Trustee

## **Inflation and Cost Escalation**

The K-12 system demonstrated great resilience, flexibility, and innovation to meet school, community, and student needs during the COVID-19 pandemic. However, reduced revenues, increased costs and higher student needs have placed significant pressure on school district budgets. Most Districts had difficulty balancing their 22/23 Preliminary Annual Budget requiring drawing down of scarce reserves to balance. Since then, there have been massive increases in fuel costs, inflation, and construction costs.

The Ministry of Education announced a Student and Family Affordability Fund to address cost pressures on students and families. School Districts are heading into their amended budget processes and desperately need cost pressure relief as well.

## **Sponsor**

Board of Education of SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## **Authorization**

**To be completed by the Board Chair, BCSTA Branch Association President, BCSTA Committee Chair or BCSTA President:**

- \*This motion has been passed in final wording by a majority vote of the Board/Branch/Committee and that vote is recorded in the official proceedings of the Board/Branch/Committee
- \*Janice Caton, BCSTA Provincial Council Representative, is authorized by the Board/Branch/Committee to discuss and, if necessary, edit the motion. The Authorized Contact Person's [*email address*] and [*mobile or home phone number*].
- \*I confirm that I have read the BCSTA Motion Guide

## **BCSTA Bylaws, Policies and Foundational Statements**

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#). You must check one or more boxes.

- Relates to Foundational Statement No.
- Relates to Policy Statement No.
- Propose to make this motion a new interim policy statement.
- This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



## Motion

In accordance with [BCSTA Bylaw 7\(I\)](#), Provincial Council motions must be emergent, i.e., “business that, if delayed until the Annual General Meeting, will impact negatively on the Association’s ability to influence public policy or a public education issue.” Please note that a motion may well be important but not meet the criteria for emergent.

Please clarify who the recipient of the motion is/who should do the work associated with the motion. (e.g. Ministry of Education, Ministry of Finance, etc.)

*THAT BCSTA lobby the Ministry of Education and Childcare for emergency funding to address inflationary costs at the District level. At the minimum, the funding should be equal to amounts provided, through Districts, for families.*

## Emergent

Explain what makes this motion emergent.

The pressure on our District budget is significant:

- There has been 25 to 50% escalation in construction costs which means further delay or sidelining of critical projects needed for student safety. Routine maintenance was already behind, and the Annual Facility Grant funding is simply insufficient
- Transportation costs have escalated significantly with a projected \$500,000 dollar funding shortfall in 22/23 with no reserves to cover
- Utility costs are increasing beyond our forecasts throwing our budget projections further out of balance
- Costs of services and supplies are still impacted by inflationary cost increases
- Costs for our food programs and supports for families will exceed Community Link Funding

## Rationale

Provide a **succinct** description of why this motion is needed plus any relevant background information.

This motion is needed because school districts are finding it difficult to continue offering full programs to students due to cost pressures. When the provincial government and BC Ministry of Education and Child Care allocate the funding to school districts, they need to consider increases for the inflationary costs that are impacting the delivery of services, programs and support to students. If the Ministry wants school districts to fulfill the Ministry's mandate, then the Ministry needs to fully fund education given the current inflationary climate.

## Optional References

Provide links to additional background material (e.g., legislation, websites, etc.)

### REMINDERS:

**\*PLEASE ENSURE YOU HAVE COMPLETED THE ENTIRE FORM**

\*Please send a **Word version** of the completed motion submission form to [motions@bcsta.org](mailto:motions@bcsta.org)

\*Visit the [BCSTA HUB](#) to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.