



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Minutes

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

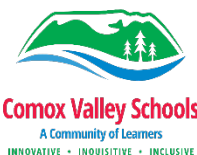
Accountability and shared responsibility

Open and engaging communication

Celebration of learning

Strategic Priorities

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



REGULAR BOARD MEETING MINUTES
Tuesday, November 29, 2022
7:00pm

Attendance Via Zoom:

Trustees:

Michelle Waite, Board Chair
Susan Leslie, Vice-Chair
Chelsea McCannel-Keene, Trustee
Cristi May Sacht, Trustee
Shannon Aldinger, Trustee
Sarah Jane Howe, Trustee
Janice Caton, Trustee

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary Treasurer
Geoff Manning, Assistant Superintendent
Ian Heselgrave, Director of Operations
Vivian Collyer, Director of Instruction
Jay Dixon, Director of Instruction
Sean Lamoureux, Director of Inclusive Education
Josh Porter, Director of Information Technology
Craig SoroChan, Manager of Communications

Regrets: Candice Hilton, Director of Finance

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order – Secretary-Treasurer

The Secretary-Treasurer, Brenda Hooker called the meeting to order at 7:01 pm.

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.

[Caton/Howe]

CARRIED UNANIMOUSLY

4. Appointment of Scrutineers and Description of the Election Process

Appointees:

Josh Porter, Director of Information Technology

Brenda Hooker, Secretary-Treasurer

5. Election of Board Chairperson

The Secretary-Treasurer called for nominations for the position of Chairperson of the Board for the first time. Trustee Michelle Waite was nominated and let her name stand.

The Secretary -Treasurer called for nominations a second time. Hearing none, the

Secretary-Treasurer called a third time for nominations. Hearing no further nominations, the Secretary Treasurer declared Trustee Michelle Waite Chairperson of the Board for the ensuing year.

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

6. Election of Board Vice-Chairperson

The Chairperson called for nominations for the position of Vice-Chairperson of the Board for a first time. Trustee Susan Leslie was nominated and let her name stand. The Chairperson called for nominations for a second time. Trustee Sarah Jane Howe was nominated. The Chairperson called for nominations a third time. Hearing no further nominations were closed. Trustee Sarah Jane Howe then withdrew her name. The Chairperson declared Trustee Susan Leslie Vice-Chairperson of the Board for the ensuing year.

7. Election of Board Representatives

A. British Columbia School Trustees Association (BCSTA) Provincial Council

The BCSTA Bylaws provide that each member Board shall elect one trustee as representative and one trustee alternate representative to the Provincial Council

The Chairperson called for nominations for the position of representative to the BCSTA Provincial Council a first time. Trustee Janice Caton was nominated and let her name stand. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Hearing no further nominations Trustee Janice Caton was declared representative to the BC School Trustees Association Provincial Council for the ensuing year.

The Chairperson called for nominations for the position of alternate representative to the BCSTA Provincial Council a first time. Trustee Shannon Aldinger was nominated and let her name stand. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Hearing no further nominations, the Chairperson declared Trustee Shannon Aldinger as the alternate representative to the BC School Trustees Association Provincial Council for the ensuing year.

B. British Columbia Public School Employers Association (BCPSEA)

The BCPSEA Bylaws provide that each member Board shall elect one trustee as representative designate and one trustee as alternate designate to the BCPSEA Representative Council

The Chairperson called for nominations for the position of representative designate to the BCPSEA Representative Council a first time. Trustee Cristi May Sacht was

nominated and let her name stand. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Hearing no further nominations, the Chairperson declared Trustee Cristi May Sacht as the representative designate to the BC Public School Employers Association for the ensuing year.

The Chairperson called for nominations for the position of alternate designate to the BCPSEA Representative Council a first time. Trustee Chelsea McCannel-Keene was nominated and let her name stand. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Hearing no further nominations, the Chairperson declared Trustee Chelsea McCannel-Keene as the alternate designate to the BC Public School Employers Association for the ensuing year.

8. Destruction of Ballots – N/A

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 Board Meeting Minutes as presented.

[May/Caton]

CARRIED

10. Record of Oath of Office Ceremony and Celebration

Pages 8-21

11. Unfinished Business - None

12. Record of In-Camera Meetings / 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

Board Chair, Michelle Waite is looking forward to working with each of the trustees, the senior leadership team and our partner groups with the students being the focus and center of everything we do.

14. Presentations / Delegations - None

15. Education Committee Meeting – No Meeting in November

16. Strategic Direction

A. Superintendent

The Superintendent congratulated all trustees to their new roles

i. District News – Verbal Update

- Comox Valley Schools Grad Class Attire Program has a new home located upstairs at the Comox Valley Dodge dealership. Grade 12 students can schedule an appointment for choosing and fitting an outfit. Thank you to everyone who donated, Vanier staff and CV Dodge.
- Comox Valley Schools Band and Choir Festival has returned. All three days were adjudicated by some of Canada's best school music educators and schools from all over the island performed.
- Comox Valley Schools is working with Crime Stoppers after multiple incidents of vandalism at our schools. We are asking for community support in helping reduce the vandalism and prevent future damages.
- Isfeld Junior Boys Volleyball showcased a never-say-die attitude and finished 11th out of the 24 teams at the provincial championship in Kamloops. Congratulations!
- 2022 marks the 15th year for the Everyone Deserves a Smile campaign. Students throughout the valley will spend Dec 8-9 putting together the packages.
- Glacier View is now running their first every Yearbook. Students are learning about photography and writing.
- Glacier View has started a woodworking club with the support of Steve Claassen and volunteers. They have a new Healthy Connections group, which is learning to make healthy foods, meeting new people, going for walks and other activities.
- Isfeld is hosing their Holiday Community Supports – shoebox campaign, EDAS, Christmas hampers.
- Cumberland is offering a Festive Breakfast on Friday, Dec 15th.
- Congratulations to Trustee Aldinger on her advocacy and work around Consent Agenda, Consent Education and Prevention Gender-Based Violence in BC. A news release from the Ministry recognized Trustee Aldinger and the DAPC of SD71. This has resulted in the Ministry providing direction to school districts around BC. At the December's Board meeting, staff will be giving a presentation of SD71's work around Consent Agenda, Consent Education and Prevention of Gender-Based Violence.
- In early 2023, through Safer Schools Together, the province will be offering learning sessions on Consent, On-Line Safety and Healthy Relationships for parents and students.

ii. Equity Scan – Verbal Update

A presentation will be given at the December's Regular Public Board meeting.

iii. Affordability Fund – Verbal Update

The Assistant Superintendent, Geoff Manning and the Director of Inclusive Education, Sean Lamoureux gave an update on the progress of the Affordability Fund. After meeting with partner groups in September a comprehensive plan was formed, implemented and funds were distributed by mid-October. A preliminary report should be available before Christmas break.

iv. Indigenous Graduation Credit

The Director of Instruction, Jay Dixon spoke to the new Ministry implement graduation requirement in Indigenous course work (4 credits). The requirement is set to take place in the 2023-24 school year and will ensure all graduating student complete Indigenous focused course work before they graduate. The district is working with the Secondary schools and our Indigenous Education department to ensure our current grade 11's will meet this new requirement.

B. Assistant Superintendent

i. K'ómoks First Nation Local Education Agreement – Verbal Update

The district has successfully filled the new K'ómoks Success Advisor. Congratulations Natasha Rainkie.

ii. Vice Principal Pool – Verbal Update

The district will be interviewing five candidates for the Vice-Principal Pool next week.

C. Secretary Treasurer

i. Community Support through Retired Technology - Briefing Note

Page 23

The Secretary-Treasurer spoke to the briefing note.

ii. Development-Based Student Forecasting and Enrolment Projections 2032 – Verbal Update

The Secretary-Treasurer advised trustees on the hiring of a consulting company to help the district forecast and project future enrollment growth based on housing developments. This report will be used in conjunction with the Baragar student forecast reports to predict enrollment and determine capital planning requests. It will also be useful in our consideration for school site acquisition charges and development fees for

the three municipalities and the CVRD. The consultant's final report will be presented at the December's Board meeting.

D. Human Resources

i. Retirements and Recognition

Page 24

17. Board Standing Committee Reports

No reports in November

18. Board Business

A. BCSTA SD71 Motion – Inflation and Cost Escalation
Janice Caton, Trustee

Pages 25-29

Trustee Caton advised the Board that a briefing note and motion was submitted to the BCSTA Provincial Council for consideration on December 3rd. The submission was approved by the previous Board; however, ratification of the requested motion that was submitted at the BCSTA Academy and was combined with a similar submission from SD63, Saanich and amended by the legislative committee to read:

BE IT RESOLVED: THAT BCSTA urge the Ministry of Education and Childcare to provide emergency funding adjustments to February budgets in order to address inflationary cost pressures on districts.

The Secretary-Treasurer and the Director of Operations spoke to the cost escalations.

MOTION:

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.

[Caton/Howe]

CARRIED UNANIMOUSLY

19. Board Correspondence - None

20. Public Question Period

District DPAC Question:

Previously, partner groups have been represented through the interview process, will CDTA, DPAC and CUPE be part of the interviews for the Vice-Principal interviews that were referred to earlier?

The Superintendent answered the question: The interviewing process for the Vice-Principal pool changed 2016-2017. Partner groups do not take part in the Vice-Principal pool interviews.

Trustees asked questions regarding snow protocols. Staff answered all questions and suggested if this was an area of concern for the trustees, staff can put this as a topic on the Decembers Board meeting agenda.

21. Meeting Adjourned – 8:42 pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Caton/Howe]

CARRIED

Board Approved on:
December 13, 2022

Certified Correct:



Brenda Hooker, CPA, CGA
Secretary-Treasurer



Michelle Waite
Board Chair

REGULAR BOARD MEETING MINUTES
Tuesday, September 27, 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
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

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 1-11

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

Page 12

- 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 31st 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 2nd Bike, Walk n’ Roll week, Oct 3rd to 7th.
- 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 1st Student Advisory Council will meet Wednesday, September 28th at Mark R. Isfeld. The Superintendent invited all trustees to join.

Pages 13-14

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 5th, 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.

Page 15

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 16-17

D. Human Resources

i. Retirements and Recognition

Page 18

10. Board Standing Committee Reports

A. Audit Committee Board Report – September 14, 2022

Pages 19-100

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

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

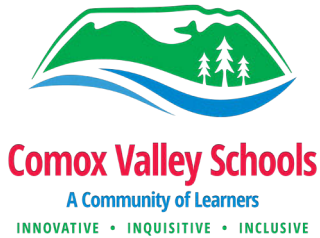
Board Approved on:
November 29, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Michelle Waite
Board Chair

DRAFT



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

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 18th day of October, 2022.

Original Signed by

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:

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

Given under my hand at 770 Harmston Avenue, British Columbia, this 19th 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 18th day of October, 2022.

Original Signed by:

Jake Martens, Chief Election Officer



TOWN OF
COMOX

2022 GENERAL LOCAL ELECTION

Declaration of Official Election Results – OFFICE OF SCHOOL TRUSTEE

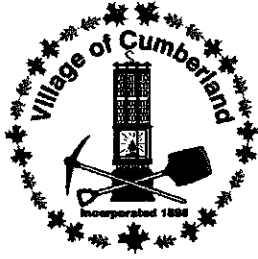
I, SHELLY RUSSWURM, Chief Election Officer, do hereby declare elected for the Office of School Trustee, the following candidate who received the highest number of valid votes:

SUSAN LESLIE

Dated at COMOX, BC this 18TH 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

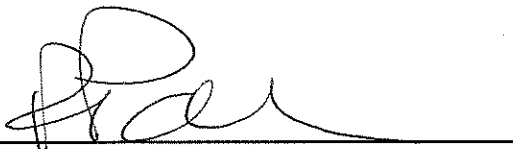
Borecky, Neil
Ketler, Jesse
Sullivan, Sean
Therrien, Troy Michael

Elected by Acclamation

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

Howe, Sarah Jane

Dated at Cumberland, B.C.
this 18th 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.



Brenda Hooker, Secretary-Treasurer)
)
)
)



Shannon Aldinger, Trustee

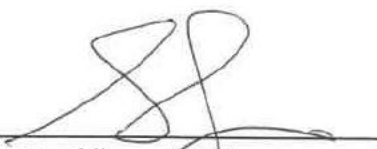
OATH OF CONFIDENTIALITY

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 15th day of
November 2022.



Brenda Hooker, Secretary-Treasurer)
)
)
)



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;

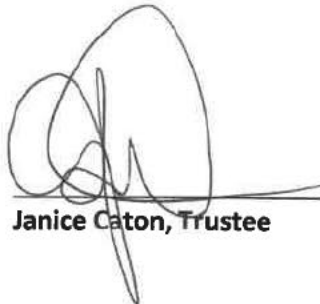
I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

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

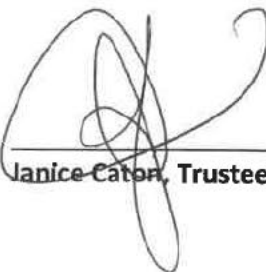
I, **Janice Caton**, undertake to not disclose any confidential information to which I am privy, as referenced in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

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



Brenda Hooker, Secretary-Treasurer

)
)
)
)



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.



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 15th day of
November 2022.



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 15th 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 15th 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.



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 15th day of
November 2022.



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 15th day of
November 2022.

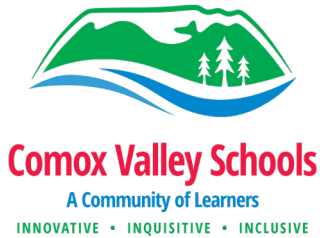


Brenda Hooker, Secretary-Treasurer

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Michelle Waite, Trustee



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** November 29, 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:

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

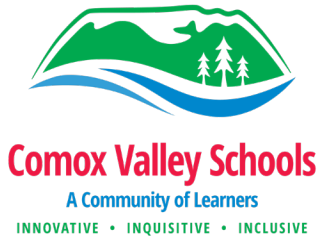
1. Receipt of and updates on no land/property matters
2. Receipt of and updates on no legal matters
3. Receipt of and updated on three other matters

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.



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

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.

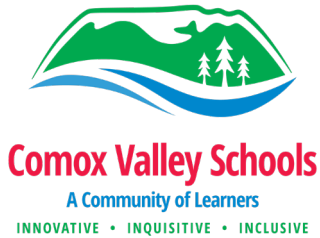
Recommendation

No recommendation - information only.

Respectfully submitted,

Josh Porter

Josh Porter
Director of Information Technology



TO: Board of Education

DATE: November 29, 2022

RE: Human Resources - Retirements and Recognition

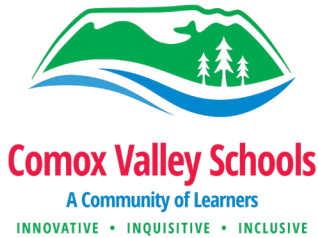
Retirements

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

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

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

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