



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Agenda

Tuesday, February 28, 2023

7:00pm

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

Vision

A COMMUNITY OF LEARNERS - INNOVATIVE ♦ INQUISITIVE ♦ INCLUSIVE

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

Mission

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

We Value and Believe In

Trusting relationships based on respect, integrity and ethical behaviour

A commitment to Truth and Reconciliation with Indigenous peoples

Equity, inclusion, dignity, and acceptance for all

Global awareness and environmental stewardship

Innovation, creativity, problem-solving, and critical thinking

Accountability and shared responsibility

Open and engaging communication

Celebration of learning

Strategic Priorities

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



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

REGULAR BOARD MEETING AGENDA
Tuesday, February 28, 2023
7:00pm

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

Alternatively, copies are available on request from heidi.bell@sd71.bc.ca

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

Questions pertaining to current agenda items can be submitted to boardmeetings@sd71.bc.ca, this allows staff to provide thorough answers.

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

2. Adoption of Agenda

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the February 28, 2023, Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pages 1-5

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the January 31, 2023, Regular Public Board Meeting Minutes as presented.

4. Unfinished Business - None

5. Record of In-Camera Meeting Minutes / Reports

Pages 6-7

- January 31, 2023 – Regular In-Camera Meeting
- January 31, 2023 – Special In-Camera Meeting

- February 14, 2023 – Closed Committee of the Whole Meeting
- February 23, 2023 – Special In-Camera Meeting

6. Board Chair’s Report

7. Presentations / Delegations – None

8. Open Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPIC: International Program/Environmental Stewardship Update
DATE: March 7, 2023
TIME: 4:30 pm
LOCATION: School Board Office, Board Room

9. Strategic Direction

A. Superintendent

- i. Superintendent District Report
- ii. Volunteer AP’s - For Information Only Pages 8-14
 - Draft AP 490 – Volunteers in District Schools
 - AP 490 Appendix A – Criminal Record Check Volunteers
 - Draft AP 490 Appendix B – Volunteer Code of Conduct
 - AP 491 – Student Transportation by Volunteer Drivers
- iii. Student Affordability Fund – Briefing Note - Director of Inclusive Education, Sean Lamoureux Pages 15-16

B. Assistant Superintendent

- i. Student Registration Update - Verbal

C. Secretary-Treasurer

- i. Cumberland Enrollment – New Modulars
- ii. 2022-23 Amended Annual Budget and Bylaw Pages 17-46
Presentations by: Secretary-Treasurer, Brenda Hooker and the Director of Finance, Candice Hilton

Recommendation:

THAT School District No. 71 (Comox Valley) approve and adopt the Amended Annual Budget Bylaw for 2022-23 receive its first reading.

Recommendation:

THAT School District No. 71 (Comox Valley) approve and adopt the Amended Annual Budget Bylaw for 2022-23 receive its second reading.

Recommendation:

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

Recommendation:

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2022-23 be given third and final reading.

D. Human Resources

- i. Retirements and Recognition

Page 47

10. Board Standing Committee Reports

Pages 48-49

- i. Open Committee of the Whole Meeting – February 14, 2023
Literacy/Numeracy Assessment, Director of Instruction, Vivian Collyer

Recommendation:

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

- ii. Committee of the Whole Schedule

Page 50

11. Board Business

- i. Trustee Report: Indigenous Education Committee (IEC) – Written Report, Susan Leslie, Trustee (Town of Comox)
- ii. Notice of Motion: Janice Caton, Trustee (City of Courtenay)

Pages 51-52

THAT the Board of Education of School District No. 71 (Comox Valley) direct the Superintendent to form a working group to review the current trustee remuneration and bring back a recommendation to the board.

- iii. Motion to Rescind: Janice Caton, Trustee (City of Courtenay)

Motion CARRIED June 21, 2022:

*THAT the Board of Education for School District No. 71 (Comox Valley) establish a district wide committee to address the issues of gender-based violence amongst students.
[Caton/Howe]*

Motion to Rescind:

THAT the Board of Education for School District No 71 (Comox Valley) rescind the motion, which was carried at the June 21, 2022, Regular Board Meeting.

- iv. Notice of Motion: Susan Leslie, Trustee (Town of Comox)

THAT the Board of Education of School District No.71 (Comox Valley) directs the Superintendent to review all the District Policies and Administrative Procedures related to Student Health and Student Safety, with a focus on Student Health and Wellness, and provide a comprehensive report, including recommendations, to the Board.

12. Board Correspondence

Page 53

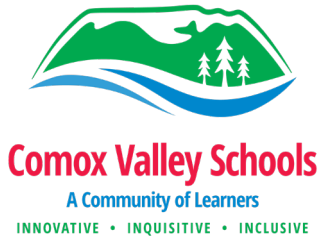
- i. Correspondence: from The Board of Education of School District No. 71 (Comox Valley) to The Honourable Rachna Singh.

13. Public Question Period

14. Adjournment

Motion:

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



REGULAR BOARD MEETING MINUTES
Tuesday, January 31, 2023
7:00pm

Attendance In Person:

Trustees:

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

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
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

Regrets: Ian Heselgrave, Director of Operations

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Board Chair, Michelle Waite called the meeting to order at 7:10 pm.

2. Adoption of Agenda

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the January 31, 2023, Regular Public Board Meeting Agenda as presented.

[Howe/Leslie]

CARRIED

3. Board Meeting Minutes

Pages 1-7

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the December 13, 2022, Regular Board Meeting Minutes as presented.

[May Sacht/Howe]

CARRIED

4. Unfinished Business - None

5. Record of In-Camera Meetings / Reports

Page 8

- December 13, 2022 – Regular In-Camera Meeting
- January 10, 2023 – Closed Committee of the Whole

6. Board Chair's Report – Written Report

Pages

Board Chair, Michelle Waite spoke to her written Board Report

7. Presentations / Delegations - None

8. Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPIC: Literacy/Numeracy Assessment, Director of Instruction, Vivian Collyer

DATE: Feb 14, 2023

TIME: 4:30 pm

LOCATION: School Board Office, Board Room

9. Strategic Direction

A. Superintendent

i. Superintendent District Report – Written Report

The Superintendent spoke to his written District Report

Pages

ii. Equity Scan Update – Verbal Update

The Superintendent spoke to the Equity Scan in his District Report

B. Assistant Superintendent

i. Kindergarten Registration Enrolment – Verbal Update

Kindergarten registration opened on January 16, 2023. As of now we have 489 new K registrations and 535 in all K-12 programs. The Manager of Communication has been sending out targeted reminder emails to certain locations within the district. We are 85 students away from our break-even point, after that the district will be considered growing.

The Secretary Treasurer spoke to the need of 2 new modulars at Cumberland, which is in alignment with our enrollment projections and an application was submitted to the Ministry for an expansion and seismic upgrade.

An extra cohort has been added at Ecole Robb Road.

Our Indigenous Education Kindergarten program at Ecole Puntledge Park is full.

C. Secretary-Treasurer

i. **Clean BC – Go Electric Fleets Program – Verbal Report**

The Secretary Treasure gave an updated on the Clean BC – Go Electric Fleet Program. Director Heselgrave applied for a grant to help fund an assessment on transitioning our fleet to electric vehicles. The district received \$18,720. Staff answered questions from trustees.

D. Human Resources

i. **Retirements and Recognition**

Page

11. Board Standing Committee Reports

A. Open Committee of the Whole – No Meeting in January 2023

12. Board Business

A. Notice of Motion: Janice Caton, Trustee (City of Courtenay)

THAT the Board of Education of School District No. 71 (Comox Valley) write a letter extending our invitation to the Minister of Education and Child Care, the honourable Rachna Singh to visit our district.

Trustee Caton moved a motion to waive the 48 hours' notice to the board, in order to vote this motion at tonight's meeting. The new Minister announced her want to visit School Districts; this would be our formal invitation.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) waiver the 48-hour written notice on the Notice of Motion from Trustee Caton.

[Caton/May]

CARRIED UNANIMOUSLY

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) write a letter extending our invitation to the Minister of Education and Child Care, the honourable Rachna Singh to visit our district.

[Caton/McCannel-Keene]

CARRIED

B. Notice of Motion to Rescind: Janice Caton, Trustee (City of Courtenay)

Will be brought to the February's Board Meeting

Motion to Rescind:

THAT the Board of Education of School District No 71 (Comox Valley) rescind the motion below that was carried at the June 21, 2022, Regular Board Meeting.

Motion CARRIED June 21, 2022:

THAT the Board of Education for School District No. 71 (Comox Valley) establish a district wide committee to address the issues of gender-based violence amongst students.

[Caton/Howe]

- C. Comox Valley Food Policy Council (CVFPC) to School District 71 Board of Director** – Request to the School District, to appoint a school trustee to sit as a member for one, two-year term onto the Comox Valley Food Policy Council.

Pages

Motion

THAT the Board of Education of School District No. 71 (Comox Valley) appoint a trustee to be a representative in the Comox Valley Food Policy Council (CVFPC) Committee for a one-year term.

[Caton/Howe]

CARRIED

- D. Board Committees 2022-23 – Trustee Appointments**

For information only.

Pages

- E. Trustee Report: Indigenous Education Committee (IEC) - Written Report, Susan Leslie**

Trustee Leslie spoke to her written Indigenous Education Report.

Pages

- F. Trustee Report: BCPSEA AGM, January 26-27, 2023 – Verbal Report, Cristi May Sacht, Chelsea McCannel-Keene**

Trustee May Sacht and trustee McCannel-Keene gave an overview of the BCPSEA AGM, which was hosted in Vancouver on January 26 & 27.

13. Board Correspondence - None

14. Public Question Period

A member of the public asked: Will the Open Committee of the Whole be a hybrid model?

Answer: Staff are looking into this as this is the first Open Committee of the Whole the district has had.

15. Meeting Adjourned – 8:07 pm

MOTION:

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

[Caton/Howe]

CARRIED

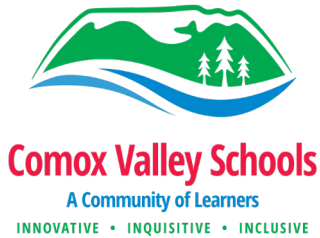
Board Approved on:
February 28, 2023

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Michelle Waite
Board Chair

DRAFT



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** February 28, 2023
FROM: Office of the Secretary-Treasurer
RE: Record of In-Camera Meetings

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

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

January 31, 2023 – Regular In-Camera Meeting

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

The meeting was called to order at 6:35 pm and adjourned at 7:04 pm.

January 31, 2023 – 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 one other matter

The meeting was called to order at 5:17 pm and adjourned at 6:28 pm.

February 14, 2023 – Closed Committee of the Whole 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 thirteen other matters

The meeting was called to order at 2:01 pm, suspended at 4:27 pm, resumed at 5:30 pm and adjourned at 6:03 pm.

February 23, 2023 – 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 7:04 pm and adjourned at 8:17 pm.

VOLUNTEERS IN DISTRICT SCHOOLS

Background

Volunteers can be of valuable assistance to school staff in support of school activities. Involvement of volunteers is, therefore, encouraged in activities for which the volunteer is qualified, and which do not interfere with or replace employees performing their regular duties.

Procedures

1. The establishment of a volunteer program shall be at the discretion of the Principal in consultation with the staff in each school.
2. Teachers wishing to participate in a volunteer program shall notify the Principal.
3. Before they can begin to work in a school, volunteers shall be required to provide a Criminal Records Search by the RCMP, good for 3 years. (See AP490 Appendix A) as well as complete and sign the Volunteer Code of Conduct (AP 490 Appendix B).
4. Volunteers shall be subject to the authority of the Principal and the staff member with whom they are working. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and the volunteer, subject to the approval of the Principal.
5. Volunteers may be asked to discontinue their service if their help is no longer needed, if they prove to be counter-productive, or if they fail to keep their commitment.
6. Parents, volunteers, teachers, other staff members and students are to fully understand the function of volunteers in the school. Volunteers shall not, in whole or in part, perform work that falls within the scope of a bargaining unit.
7. Principals using volunteers shall provide appropriate orientation training as required, and ongoing supervision.
 - 7.1 The staff of the school shall define in general terms and the supervising staff member in specific terms those tasks to be assigned to volunteers.
8. If volunteers deal with children they shall follow protocols developed by teachers.
9. Basic insurance coverage for volunteers will be provided under the District's blanket insurance policy for injury sustained while and in consequence of performing regular and assigned duties of the volunteer occupation with the District, while under the direction and control of the District.
10. Volunteers are to be regarded as an integral member of the team working with students, but they may not undertake tasks requiring educational decisions.

11. Volunteers can not be paid/employed or receive any compensation (including self-fundraising) by third party organizations to volunteer in schools in Comox Valley School District.

12. Any volunteers who publicly display or communicate a belief contrary to the beliefs of the School District as outlined in either a District Policy, Administrative Procedures or the School Act may be asked to discontinue their service pending an investigation into said concerns.

13. Volunteers will not promote or recruit students or staff for any specific ideology or religious belief.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Adopted: May 19, 1992

Amended: June 25, 2019, February 2023

DRAFT

CRIMINAL RECORD SEARCH - VOLUNTEERS

Background

Volunteers who fall into one or more of the following groups will be asked to complete a criminal record check through the Criminal Records Review Program as directed by the Principal.

- Non-parents – those who do not have children attending the school where they will be volunteering;
- Long-term volunteers – those who have volunteered to take part in activities with students which will extend over a significant period of time (in excess of one month);
- Independent volunteers – those whose activities would have them working with students without the direct supervision of a teacher or other authorized District employees.

Procedures

1. The Principal will adjudicate questions about whether or not a volunteer is to be required to have a criminal record check.
2. The Principal of the school involved will receive in confidence directly from the law enforcement agency conducting the search all criminal record check results, which will indicate whether or not the individual is cleared for volunteer work.
3. The criminal record check will be valid for three years. If there are any changes to the volunteers CRS status in the 3 years, it is the responsibility of the volunteer to disclose the changes to the Principal.
4. If an individual has not been cleared for volunteer work, they may request a meeting with the Principal.
5. If the law enforcement agency levies a fee for performing the criminal record check, the Principal will reimburse the volunteer upon submission of a receipt.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Adopted: March 5, 2002
Revised: June 25, 2019, September 2022

VOLUNTEER CODE OF CONDUCT

This document defines the District's expectation for all school volunteers.

| | |
|---------------------|------------|
| Name (please print) | Date |
| Address | Home Phone |
| Work Phone | Cell Phone |
| Email Address | |

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
2. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
3. I will not disclose, use, or disseminate student photographs or personal information about students, myself or others without permission from the principal.
4. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
5. I will not contact students outside of school hours without permission from the students' parents and/or the principal.
6. I agree to never be alone with individual students who are not under the supervision of teachers and school authorities.
7. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or District and will abide by District Administrative Procedure 260-02 (Volunteer Driver Application).

8. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
9. I will wear or show volunteer identification whenever required by the school to do so.
10. I will not be involved in or assist in the promotion or recruitment of any student or staff for any specific ideology, political organization or religious belief.
11. I have read, understand, and agree to abide by:
 - Policy 17 – Sexual Orientation and Gender Identity (SOGI)
 - Policy 24 – Equity and Non-Discrimination
 - Administrative Procedure 170 - Equity and Non-Discrimination
 - Administrative Procedure 490 – Volunteers in District Schools

(The above Policies and Administrative Procedures are found on our District Website under the Parent Information Tab – Volunteers Section)

I agree to follow the Volunteer code of Conduct at all times.

Name (please print)

Date

Signature

Name of School

Principal Signature

Date

STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS

Background

The District values the involvement and commitment of volunteer drivers. Student transportation is the responsibility of the Principal who may designate a "supervisor" to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity, or for all activities.

Procedures

In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following conditions:

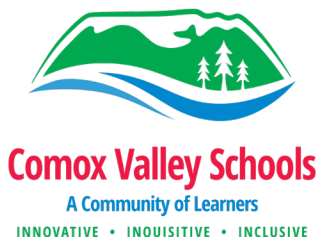
1. The driver must hold a valid British Columbia driver's licence (Novice Stage or Full Privilege only). Drivers obtaining Novice designation may not carry more than one passenger unless they have a qualified supervisor twenty-five (25) years or older with a valid full privilege driver's licence in the vehicle (this restriction does not apply to immediate family members, e.g. mother, father, sister, brother, child, spouse, grandparent, including step and foster relationships).
2. The vehicle must have standard insurance coverage with I.C.B.C.
3. The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
4. Booster seats are for children over eighteen (18) kg. (40 lbs) until they are nine (9) years old unless they have reached the height of 145 cm (4'9" tall).
5. The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
6. The vehicle must be maintained in sound mechanical order.
7. Children under the age of thirteen (13) must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.
8. The driver must authorize a Criminal Record Check.
9. All incidents of injury or vehicle accidents must be reported to school staff and an Incident Report must be completed and provided to the District Office.
10. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is

required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.

11. Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for driver's license classifications, Third Party Liability insurance limits, and School Bus Permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
12. The Insurance Corporation of British Columbia considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for his/her time, is no longer considered a "volunteer" and is to contact his/her Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".
13. Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if the volunteer decides to leave the premises of the school activity for personal reasons and is involved in an accident, the School Protection Program may not respond on the volunteer's behalf. Volunteers are to be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. Volunteers are advised to check with their own insurance agents.
14. Third Party Liability coverage above two hundred thousand dollars (\$200,000) basic personal coverage is provided by the Schools Protection Program, however, no comprehensive or collision coverage is provided beyond your own personal vehicle insurance.

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Adopted: June 25, 2019
Revised: September 2022



Comox Valley Schools

School District No. 71
Office of the Director of Finance

BRIEFING NOTE

TO: Board of Education **DATE:** February 28, 2023
FROM: Sean Lamoureux, Director of Inclusive Education
RE: **Student Affordability Fund Update**

August 2022: The Ministry of Education and Child Care allocates 60 million to BC Schools in one time funding to increase food security for students and their families.

Purpose: To make life more affordable for families who are facing financial challenges and need temporary assistance with the current costs of school supplies, education related fees and dealing with food insecurity that impact children’s learning.

SD 71 allocation from the Student Affordability Fund **\$980,354.00**

September 2022: Stakeholder meeting occurred involving Komox First Nations, Metis Society, Indigenous Education Council, CUPE, CDTA, DPAC and Senior Leadership.

A multi tiered system was discussed to distribute the funds.

- Tier 1: ~ 500,000.00 School Based Initiatives
- Tier 2: ~ 350,000.00 District Based Initiatives
- Tier 3: ~ 100,000.00 Specialized Initiatives

October 2022: Schools were allocated funds based on a variety of factors such as FTE, SSI (Social Service Index), school composition and complexity.

January 2023: Interim spending report was submitted to the Ministry.

February 2023: The Ministry of Education and Child Care announce that unspent amounts from the Student Affordability Fund can be carried forward for the following school year.

Expenditures to January 3, 2023

| | | | |
|-----------------------|---------------------|-------------------------|-----------|
| Field Trips / Fees | 6,560.52 | | |
| Salaries | 10,734.68 | | |
| Supplies | 37,147.47 | | |
| Equipment Replacement | 136,363.42 | | |
| Home Economics | 244,242.51 | | |
| | TIER 1 | | |
| | \$435,048.60 | | |
| Lush Valley | 150,000.00 | Cumberland Comm Schools | 10,000.00 |
| Denman Food Bank | 2000.00 | Lake Trail Comm School | 10 000.00 |

| | | | |
|------------------------------|---------------|---------------------------|-----------|
| Hornby Food Bank | 2,000.00 | Courtney Elem Comm School | 10,000.00 |
| Cumberland Food Bank | 5,000.00 | Denman Comm School | 5,000.00 |
| Black Creek Food Bank | 5,000.00 | Hornby Island Comm School | 5,000.00 |
| Indigenous Education Council | 4,500.00 | | |
| | Tier 2 | \$213,000.00 | |
| | Tier 3 | \$0 | |
| | Total | \$648,000.00 | |

Students Supported with Fund

| | |
|--|----------|
| Estimated number of students supported by all food programs | 4,129.00 |
| Estimated number of additional students accessing food and meal programs | 1,372.00 |
| Estimated number of students supported through offset supplies relief | 262.00 |
| Estimated number of students supported through offset fee relief | 979.00 |

Respectfully submitted,

Sean Lamoureux

Sean Lamoureux
 Director of Inclusive Education

Amended Annual Budget

School District No. 71 (Comox Valley)

June 30, 2023

School District No. 71 (Comox Valley)

June 30, 2023

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$138,578,618 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 28th DAY OF FEBRUARY, 2023;

READ A SECOND TIME THE 28th DAY OF FEBRUARY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF FEBRUARY, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Amended Annual Budget Bylaw 2022/2023, adopted by the Board the 28th DAY OF FEBRUARY, 2023.

Secretary Treasurer

School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|---|-------------------------------|-----------------------|
| Ministry Operating Grant Funded FTE's | | |
| School-Age | 10,368,748 | 10,442,625 |
| Adult | 25,375 | 32,938 |
| Total Ministry Operating Grant Funded FTE's | 10,394,123 | 10,475,563 |
| Revenues | \$ | \$ |
| Provincial Grants | | |
| Ministry of Education and Child Care | 122,529,182 | 115,388,252 |
| Other | 217,000 | 160,000 |
| Tuition | 2,976,750 | 2,736,750 |
| Other Revenue | 2,309,722 | 1,940,461 |
| Rentals and Leases | 130,000 | 120,000 |
| Investment Income | 954,793 | 190,100 |
| Amortization of Deferred Capital Revenue | 5,476,854 | 5,306,029 |
| Total Revenue | 134,594,301 | 125,841,592 |
| Expenses | | |
| Instruction | 107,311,038 | 99,613,564 |
| District Administration | 4,503,261 | 4,137,564 |
| Operations and Maintenance | 21,222,602 | 19,697,431 |
| Transportation and Housing | 2,715,511 | 2,303,166 |
| Total Expense | 135,752,412 | 125,751,725 |
| Net Revenue (Expense) | (1,158,111) | 89,867 |
| Budgeted Allocation (Retirement) of Surplus (Deficit) | 4,679,104 | |
| Budgeted Surplus (Deficit), for the year | 3,520,993 | 89,867 |
| Budgeted Surplus (Deficit), for the year comprised of: | | |
| Operating Fund Surplus (Deficit) | | |
| Special Purpose Fund Surplus (Deficit) | | |
| Capital Fund Surplus (Deficit) | 3,520,993 | 89,867 |
| Budgeted Surplus (Deficit), for the year | 3,520,993 | 89,867 |

School District No. 71 (Comox Valley)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|---|-------------------------------|-----------------------|
| Budget Bylaw Amount | | |
| Operating - Total Expense | 110,379,392 | 103,202,327 |
| Operating - Tangible Capital Assets Purchased | 271,000 | 500,000 |
| Special Purpose Funds - Total Expense | 17,319,541 | 14,523,636 |
| Capital Fund - Total Expense | 8,053,479 | 8,025,762 |
| Capital Fund - Tangible Capital Assets Purchased from Local Capital | 2,555,206 | 3,250,000 |
| Total Budget Bylaw Amount | 138,578,618 | 129,501,725 |

Approved by the Board

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

DRAFT

School District No. 71 (Comox Valley)

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

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|---|-------------------------------|-------------------------|
| | \$ | \$ |
| Surplus (Deficit) for the year | <u>(1,158,111)</u> | <u>89,867</u> |
| Effect of change in Tangible Capital Assets | | |
| Acquisition of Tangible Capital Assets | | |
| From Operating and Special Purpose Funds | (271,000) | (500,000) |
| From Local Capital | (2,555,206) | (3,250,000) |
| From Deferred Capital Revenue | (5,607,122) | (4,473,039) |
| Total Acquisition of Tangible Capital Assets | <u>(8,433,328)</u> | <u>(8,223,039)</u> |
| Amortization of Tangible Capital Assets | <u>8,053,479</u> | <u>8,025,762</u> |
| Total Effect of change in Tangible Capital Assets | <u>(379,849)</u> | <u>(197,277)</u> |
| | <u>-</u> | <u>-</u> |
| (Increase) Decrease in Net Financial Assets (Debt) | <u><u>(1,537,960)</u></u> | <u><u>(107,410)</u></u> |

School District No. 71 (Comox Valley)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2023

| | Operating Fund | Special Purpose Fund | Capital Fund | 2023 Amended Annual Budget |
|--|--------------------|-------------------------|-------------------|-------------------------------|
| | \$ | \$ | \$ | \$ |
| Accumulated Surplus (Deficit), beginning of year | 6,742,852 | - | 44,340,238 | 51,083,090 |
| Changes for the year | | | | |
| Net Revenue (Expense) for the year | 1,132,914 | | (2,291,025) | (1,158,111) |
| Interfund Transfers | | | | |
| Tangible Capital Assets Purchased | (271,000) | | 271,000 | - |
| Local Capital | (5,541,018) | | 5,541,018 | - |
| Net Changes for the year | (4,679,104) | - | 3,520,993 | (1,158,111) |
| Budgeted Accumulated Surplus (Deficit), end of year | 2,063,748 | - | 47,861,231 | 49,924,979 |

School District No. 71 (Comox Valley)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2023

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|--|-------------------------------|-----------------------|
| | \$ | \$ |
| Revenues | | |
| Provincial Grants | | |
| Ministry of Education and Child Care | 106,699,641 | 102,317,616 |
| Other | 217,000 | 160,000 |
| Tuition | 2,976,750 | 2,736,750 |
| Other Revenue | 835,222 | 492,961 |
| Rentals and Leases | 130,000 | 120,000 |
| Investment Income | 653,693 | 160,000 |
| Total Revenue | 111,512,306 | 105,987,327 |
| Expenses | | |
| Instruction | 90,429,153 | 85,516,929 |
| District Administration | 4,503,261 | 4,137,564 |
| Operations and Maintenance | 12,818,629 | 11,321,175 |
| Transportation and Housing | 2,628,349 | 2,226,659 |
| Total Expense | 110,379,392 | 103,202,327 |
| Net Revenue (Expense) | 1,132,914 | 2,785,000 |
| Budgeted Prior Year Surplus Appropriation | 4,679,104 | - |
| Net Transfers (to) from other funds | | |
| Tangible Capital Assets Purchased | (271,000) | (500,000) |
| Local Capital | (5,541,018) | (2,285,000) |
| Total Net Transfers | (5,812,018) | (2,785,000) |
| Budgeted Surplus (Deficit), for the year | - | - |

School District No. 71 (Comox Valley)

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

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|---|-------------------------------|-----------------------|
| | \$ | \$ |
| Provincial Grants - Ministry of Education and Child Care | | |
| Operating Grant, Ministry of Education and Child Care | 101,681,310 | 101,331,334 |
| ISC/LEA Recovery | (181,007) | (154,961) |
| Other Ministry of Education and Child Care Grants | | |
| Pay Equity | 451,831 | 451,831 |
| Funding for Graduated Adults | 135,000 | 135,000 |
| Student Transportation Fund | 421,375 | 421,375 |
| Support Staff Benefits Grant | 112,481 | 114,396 |
| FSA Scorer Grant | 14,464 | 15,964 |
| Early Learning Framework (ELF) Implementation | 1,795 | 2,677 |
| Integrated Child and Youth (ICY) Teams | 179,640 | - |
| Anti-Racism Grant | 6,429 | - |
| Equity Scan Grant | 2,381 | - |
| Labour Settlement Funding | 3,852,346 | - |
| February 2023 Enrolment Count | 21,596 | - |
| Total Provincial Grants - Ministry of Education and Child Care | 106,699,641 | 102,317,616 |
| Provincial Grants - Other | 217,000 | 160,000 |
| Tuition | | |
| International and Out of Province Students | 2,976,750 | 2,736,750 |
| Total Tuition | 2,976,750 | 2,736,750 |
| Other Revenues | | |
| Funding from First Nations | 181,007 | 154,961 |
| Miscellaneous | | |
| Instructional Cafeteria | 120,000 | 120,000 |
| Miscellaneous | 534,215 | 218,000 |
| Total Other Revenue | 835,222 | 492,961 |
| Rentals and Leases | 130,000 | 120,000 |
| Investment Income | 653,693 | 160,000 |
| Total Operating Revenue | 111,512,306 | 105,987,327 |

School District No. 71 (Comox Valley)

Schedule 2B

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

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|-------------------------------------|-------------------------------|-----------------------|
| | \$ | \$ |
| Salaries | | |
| Teachers | 45,884,902 | 43,362,976 |
| Principals and Vice Principals | 5,881,597 | 5,604,946 |
| Educational Assistants | 7,082,391 | 7,152,543 |
| Support Staff | 10,137,916 | 9,042,512 |
| Other Professionals | 3,689,995 | 3,329,888 |
| Substitutes | 3,883,817 | 3,040,518 |
| Total Salaries | 76,560,618 | 71,533,383 |
| Employee Benefits | 18,027,872 | 17,607,755 |
| Total Salaries and Benefits | 94,588,490 | 89,141,138 |
| Services and Supplies | | |
| Services | 3,905,138 | 3,776,937 |
| Student Transportation | 2,600,841 | 2,202,000 |
| Professional Development and Travel | 920,993 | 797,480 |
| Rentals and Leases | 235,894 | - |
| Dues and Fees | 99,444 | 92,700 |
| Insurance | 220,800 | 189,800 |
| Supplies | 5,456,834 | 4,694,674 |
| Utilities | 2,350,958 | 2,307,598 |
| Total Services and Supplies | 15,790,902 | 14,061,189 |
| Total Operating Expense | 110,379,392 | 103,202,327 |

School District No. 71 (Comox Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

| | Teachers Salaries | Principals and Vice Principals Salaries | Educational Assistants Salaries | Support Staff Salaries | Other Professionals Salaries | Substitutes Salaries | Total Salaries |
|---|----------------------|---|---------------------------------------|------------------------------|------------------------------------|-------------------------|-------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1 Instruction | | | | | | | |
| 1.02 Regular Instruction | 37,075,376 | 1,189,107 | | 60,000 | | 2,869,817 | 41,194,300 |
| 1.03 Career Programs | 642,619 | 47,177 | 44,044 | 177,778 | | 15,000 | 926,618 |
| 1.07 Library Services | 248,693 | | | 772,654 | | 38,000 | 1,059,347 |
| 1.08 Counselling | 1,747,958 | | | 97,063 | 197,584 | 8,000 | 2,050,605 |
| 1.10 Special Education | 4,598,160 | 212,547 | 5,785,569 | 213,382 | 191,362 | 375,000 | 11,376,020 |
| 1.30 English Language Learning | 262,016 | | 31,101 | | | | 293,117 |
| 1.31 Indigenous Education | 355,276 | 150,725 | 1,221,677 | 159,243 | 67,309 | 5,000 | 1,959,230 |
| 1.41 School Administration | | 4,130,710 | | 2,008,910 | | 363,000 | 6,502,620 |
| 1.62 International and Out of Province Students | 954,804 | 151,331 | | 147,693 | 226,425 | 30,000 | 1,510,253 |
| 1.64 Other | | | | 191,475 | | | 191,475 |
| Total Function 1 | 45,884,902 | 5,881,597 | 7,082,391 | 3,828,198 | 682,680 | 3,703,817 | 67,063,585 |
| 4 District Administration | | | | | | | |
| 4.11 Educational Administration | | | | | 939,497 | | 939,497 |
| 4.40 School District Governance | | | | | 212,522 | | 212,522 |
| 4.41 Business Administration | | | | 432,693 | 1,105,798 | 5,000 | 1,543,491 |
| Total Function 4 | - | - | - | 432,693 | 2,257,817 | 5,000 | 2,695,510 |
| 5 Operations and Maintenance | | | | | | | |
| 5.41 Operations and Maintenance Administration | | | | | 734,917 | | 734,917 |
| 5.50 Maintenance Operations | | | | 5,392,151 | | 175,000 | 5,567,151 |
| 5.52 Maintenance of Grounds | | | | 484,874 | | | 484,874 |
| 5.56 Utilities | | | | | | | - |
| Total Function 5 | - | - | - | 5,877,025 | 734,917 | 175,000 | 6,786,942 |
| 7 Transportation and Housing | | | | | | | |
| 7.41 Transportation and Housing Administration | | | | | 14,581 | | 14,581 |
| 7.70 Student Transportation | | | | | | | - |
| Total Function 7 | - | - | - | - | 14,581 | - | 14,581 |
| 9 Debt Services | | | | | | | |
| Total Function 9 | - | - | - | - | - | - | - |
| Total Functions 1 - 9 | 45,884,902 | 5,881,597 | 7,082,391 | 10,137,916 | 3,689,995 | 3,883,817 | 76,560,618 |

School District No. 71 (Comox Valley)

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

| | Total Salaries | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2023 Amended Annual Budget | 2023 Annual Budget |
|---|-------------------|-------------------|-----------------------------|-----------------------|----------------------------|--------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| 1 Instruction | | | | | | |
| 1.02 Regular Instruction | 41,194,300 | 9,550,790 | 50,745,090 | 4,393,878 | 55,138,968 | 52,672,426 |
| 1.03 Career Programs | 926,618 | 210,991 | 1,137,609 | 310,270 | 1,447,879 | 1,390,546 |
| 1.07 Library Services | 1,059,347 | 257,924 | 1,317,271 | 361,353 | 1,678,624 | 1,624,358 |
| 1.08 Counselling | 2,050,605 | 525,167 | 2,575,772 | 81,674 | 2,657,446 | 1,958,079 |
| 1.10 Special Education | 11,376,020 | 2,786,210 | 14,162,230 | 316,075 | 14,478,305 | 13,876,503 |
| 1.30 English Language Learning | 293,117 | 75,899 | 369,016 | | 369,016 | 304,026 |
| 1.31 Indigenous Education | 1,959,230 | 464,217 | 2,423,447 | 519,066 | 2,942,513 | 2,450,789 |
| 1.41 School Administration | 6,502,620 | 1,481,046 | 7,983,666 | 910,382 | 8,894,048 | 8,531,081 |
| 1.62 International and Out of Province Students | 1,510,253 | 374,323 | 1,884,576 | 542,375 | 2,426,951 | 2,339,960 |
| 1.64 Other | 191,475 | 47,869 | 239,344 | 156,059 | 395,403 | 369,161 |
| Total Function 1 | 67,063,585 | 15,774,436 | 82,838,021 | 7,591,132 | 90,429,153 | 85,516,929 |
| 4 District Administration | | | | | | |
| 4.11 Educational Administration | 939,497 | 220,781 | 1,160,278 | 159,800 | 1,320,078 | 1,238,706 |
| 4.40 School District Governance | 212,522 | 49,943 | 262,465 | 155,700 | 418,165 | 411,487 |
| 4.41 Business Administration | 1,543,491 | 365,536 | 1,909,027 | 855,991 | 2,765,018 | 2,487,371 |
| Total Function 4 | 2,695,510 | 636,260 | 3,331,770 | 1,171,491 | 4,503,261 | 4,137,564 |
| 5 Operations and Maintenance | | | | | | |
| 5.41 Operations and Maintenance Administration | 734,917 | 172,705 | 907,622 | 459,062 | 1,366,684 | 1,245,952 |
| 5.50 Maintenance Operations | 5,567,151 | 1,324,575 | 6,891,726 | 1,449,307 | 8,341,033 | 7,015,593 |
| 5.52 Maintenance of Grounds | 484,874 | 116,469 | 601,343 | 158,611 | 759,954 | 752,032 |
| 5.56 Utilities | - | - | - | 2,350,958 | 2,350,958 | 2,307,598 |
| Total Function 5 | 6,786,942 | 1,613,749 | 8,400,691 | 4,417,938 | 12,818,629 | 11,321,175 |
| 7 Transportation and Housing | | | | | | |
| 7.41 Transportation and Housing Administration | 14,581 | 3,427 | 18,008 | 9,500 | 27,508 | 24,659 |
| 7.70 Student Transportation | - | - | - | 2,600,841 | 2,600,841 | 2,202,000 |
| Total Function 7 | 14,581 | 3,427 | 18,008 | 2,610,341 | 2,628,349 | 2,226,659 |
| 9 Debt Services | | | | | | |
| Total Function 9 | - | - | - | - | - | - |
| Total Functions 1 - 9 | 76,560,618 | 18,027,872 | 94,588,490 | 15,790,902 | 110,379,392 | 103,202,327 |

School District No. 71 (Comox Valley)

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

| | 2023 Amended Annual Budget | 2023 Annual Budget |
|---|---------------------------------------|-----------------------|
| | \$ | \$ |
| Revenues | | |
| Provincial Grants | | |
| Ministry of Education and Child Care | 15,829,541 | 13,070,636 |
| Other Revenue | 1,474,500 | 1,447,500 |
| Investment Income | 15,500 | 5,500 |
| Total Revenue | 17,319,541 | 14,523,636 |
| Expenses | | |
| Instruction | 16,881,885 | 14,096,635 |
| Operations and Maintenance | 350,494 | 350,494 |
| Transportation and Housing | 87,162 | 76,507 |
| Total Expense | 17,319,541 | 14,523,636 |
| Budgeted Surplus (Deficit), for the year | - | - |

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2023

| | Annual Facility Grant | Learning Improvement Fund | Scholarships and Bursaries | School Generated Funds | Strong Start | Ready, Set, Learn | OLEP | CommunityLINK | Classroom Enhancement Fund - Overhead |
|--|-----------------------------|---------------------------------|----------------------------------|------------------------------|-----------------|-------------------------|---------|---------------|---|
| | \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | | 89,957 | 759,143 | 768,112 | | | | 71,788 | |
| Add: Restricted Grants | | | | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 350,494 | 357,806 | | | 159,735 | 39,200 | 414,618 | 615,774 | 1,526,752 |
| Other | | | 62,500 | 1,300,000 | | | | | |
| Investment Income | | | 15,000 | | | | | | |
| | 350,494 | 357,806 | 77,500 | 1,300,000 | 159,735 | 39,200 | 414,618 | 615,774 | 1,526,752 |
| Less: Allocated to Revenue | 350,494 | 447,763 | 65,000 | 1,300,000 | 159,735 | 39,200 | 414,618 | 687,562 | 1,526,752 |
| Recovered | | | | | | | | | |
| Deferred Revenue, end of year | - | - | 771,643 | 768,112 | - | - | - | - | - |
| Revenues | | | | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 350,494 | 447,763 | | | 159,735 | 39,200 | 414,618 | 687,562 | 1,526,752 |
| Other Revenue | | | 50,000 | 1,300,000 | | | | | |
| Investment Income | | | 15,000 | | | | | | |
| | 350,494 | 447,763 | 65,000 | 1,300,000 | 159,735 | 39,200 | 414,618 | 687,562 | 1,526,752 |
| Expenses | | | | | | | | | |
| Salaries | | | | | | | | | |
| Teachers | | | | | | | 105,160 | | |
| Principals and Vice Principals | | | | | | | 53,985 | | 277,261 |
| Educational Assistants | | 361,226 | | | | | | | 673,449 |
| Support Staff | 254,496 | | | | 126,802 | 26,452 | | 380,913 | 158,800 |
| Substitutes | | | | | | | 69,048 | | 117,483 |
| | 254,496 | 361,226 | - | - | 126,802 | 26,452 | 228,193 | 380,913 | 1,226,993 |
| Employee Benefits | 66,169 | 86,537 | | | 30,433 | 6,348 | 51,962 | 83,448 | 299,759 |
| Services and Supplies | 29,829 | | 65,000 | 1,300,000 | 2,500 | 6,400 | 134,463 | 223,201 | - |
| | 350,494 | 447,763 | 65,000 | 1,300,000 | 159,735 | 39,200 | 414,618 | 687,562 | 1,526,752 |
| Net Revenue (Expense) | - | - | - | - | - | - | - | - | - |

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2023

| | Classroom Enhancement Fund - Staffing | Classroom Enhancement Fund - Remedies | First Nation Student Transportation | Mental Health in Schools | Changing Results for Young Children | Student & Family Affordability | SEY2KT (Early Years to Kindergarten) | ECL Early Care & Learning | Professional Development |
|--|---|---|---|--------------------------------|---|--------------------------------------|--|---------------------------------|-----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | | 7,110 | 9,459 | 46,773 | 27,723 | | | | 140,062 |
| Add: Restricted Grants | | | | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 10,892,178 | 192,623 | 52,703 | 51,000 | 11,250 | 980,354 | 19,000 | 175,000 | |
| Other | | | | | | | | | 75,000 |
| Investment Income | | | | | | | | | |
| | 10,892,178 | 192,623 | 52,703 | 51,000 | 11,250 | 980,354 | 19,000 | 175,000 | 75,000 |
| Less: Allocated to Revenue | 10,892,178 | 192,623 | 62,162 | 97,773 | 38,973 | 720,000 | 19,000 | 175,000 | 100,000 |
| Recovered | | 7,110 | | | | | | | |
| Deferred Revenue, end of year | - | - | - | - | - | 260,354 | - | - | 115,062 |
| Revenues | | | | | | | | | |
| Provincial Grants - Ministry of Education and Child Care | 10,892,178 | 192,623 | 62,162 | 97,773 | 38,973 | 720,000 | 19,000 | 175,000 | |
| Other Revenue | | | | | | | | | 100,000 |
| Investment Income | | | | | | | | | |
| | 10,892,178 | 192,623 | 62,162 | 97,773 | 38,973 | 720,000 | 19,000 | 175,000 | 100,000 |
| Expenses | | | | | | | | | |
| Salaries | | | | | | | | | |
| Teachers | 8,198,811 | 20,203 | | | | | | | |
| Principals and Vice Principals | | | | | | | | 141,413 | |
| Educational Assistants | | | | | | | | | |
| Support Staff | | | | 40,000 | | 24,090 | | | |
| Substitutes | 356,701 | 128,632 | | | 28,851 | | 15,322 | | |
| | 8,555,512 | 148,835 | - | 40,000 | 28,851 | 24,090 | 15,322 | 141,413 | - |
| Employee Benefits | 2,336,666 | 29,388 | | 10,000 | 7,503 | 6,264 | 3,678 | 33,587 | |
| Services and Supplies | | 14,400 | 62,162 | 47,773 | 2,619 | 689,646 | | | 100,000 |
| | 10,892,178 | 192,623 | 62,162 | 97,773 | 38,973 | 720,000 | 19,000 | 175,000 | 100,000 |
| Net Revenue (Expense) | - | - | - | - | - | - | - | - | - |

School District No. 71 (Comox Valley)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2023

| | CVCF Travel | MHIS Resources | Dual Credit Program Grant | TOTAL |
|--|----------------|-------------------|------------------------------|-------------------|
| | \$ | \$ | \$ | \$ |
| Deferred Revenue, beginning of year | 36,076 | 5,708 | | 1,961,911 |
| Add: Restricted Grants | | | | |
| Provincial Grants - Ministry of Education and Child Care | | | 40,000 | 15,878,487 |
| Other | 24,500 | | | 1,462,000 |
| Investment Income | 500 | | | 15,500 |
| | 25,000 | - | 40,000 | 17,355,987 |
| Less: Allocated to Revenue | 25,000 | 5,708 | - | 17,319,541 |
| Recovered | | | | 7,110 |
| Deferred Revenue, end of year | 36,076 | - | 40,000 | 1,991,247 |
| Revenues | | | | |
| Provincial Grants - Ministry of Education and Child Care | | 5,708 | | 15,829,541 |
| Other Revenue | 24,500 | | | 1,474,500 |
| Investment Income | 500 | | | 15,500 |
| | 25,000 | 5,708 | - | 17,319,541 |
| Expenses | | | | |
| Salaries | | | | |
| Teachers | | | | 8,324,174 |
| Principals and Vice Principals | | | | 472,659 |
| Educational Assistants | | | | 1,034,675 |
| Support Staff | | | | 1,011,553 |
| Substitutes | | | | 716,037 |
| | - | - | - | 11,559,098 |
| Employee Benefits | | | | 3,051,742 |
| Services and Supplies | 25,000 | 5,708 | | 2,708,701 |
| | 25,000 | 5,708 | - | 17,319,541 |
| Net Revenue (Expense) | - | - | - | - |

School District No. 71 (Comox Valley)

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

| | 2023 Amended Annual Budget | | | 2023 Annual Budget |
|--|--|--------------------|--------------------|-----------------------|
| | Invested in Tangible Capital Assets | Local Capital | Fund Balance | |
| | \$ | \$ | \$ | \$ |
| Revenues | | | | |
| Investment Income | | 285,600 | 285,600 | 24,600 |
| Amortization of Deferred Capital Revenue | 5,476,854 | | 5,476,854 | 5,306,029 |
| Total Revenue | 5,476,854 | 285,600 | 5,762,454 | 5,330,629 |
| Expenses | | | | |
| Amortization of Tangible Capital Assets | | | | |
| Operations and Maintenance | 8,053,479 | | 8,053,479 | 8,025,762 |
| Total Expense | 8,053,479 | - | 8,053,479 | 8,025,762 |
| Net Revenue (Expense) | (2,576,625) | 285,600 | (2,291,025) | (2,695,133) |
| Net Transfers (to) from other funds | | | | |
| Tangible Capital Assets Purchased | 271,000 | | 271,000 | 500,000 |
| Local Capital | | 5,541,018 | 5,541,018 | 2,285,000 |
| Total Net Transfers | 271,000 | 5,541,018 | 5,812,018 | 2,785,000 |
| Other Adjustments to Fund Balances | | | | |
| Tangible Capital Assets Purchased from Local Capital | 2,555,206 | (2,555,206) | - | |
| Total Other Adjustments to Fund Balances | 2,555,206 | (2,555,206) | - | |
| Budgeted Surplus (Deficit), for the year | 249,581 | 3,271,412 | 3,520,993 | 89,867 |



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

2022-23 AMENDED ANNUAL BUDGET REPORT

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

February 23, 2023

2022-23 Amended Annual Budget

What has changed since the Annual Budget in the spring?

OPERATING FUND

The following table summarizes the changes between the 2022-23 Amended Annual Operating Budget and the 2022-23 Annual Operating Budget.

| 2022-23 Operating Budget | | | |
|------------------------------------|----------------|----------------|--------------|
| | Amended | Annual | Change |
| Revenue | \$ 111,512,306 | \$ 105,987,327 | \$ 5,524,979 |
| Expense | (110,379,392) | (103,202,327) | (7,177,065) |
| Capital Assets Purchased | (271,000) | (500,000) | 229,000 |
| Transfer to Local Capital | (5,541,018) | (2,285,000) | (3,256,018) |
| Budgeted Use of Prior Year Surplus | 4,679,104 | - | \$ 4,679,104 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

Revenue

Ministry of Education

Based on the interim operating grant announced by the Ministry of Education in December 2022, School District No. 71 will receive increased operating grant funding for 2022-23. The revised funding allocation for the district is \$323,930 more than the funding estimates in the 2022-23 Annual Budget. The major differences between the two estimates are as follows:

| 2022-23 Ministry Operating Revenue | |
|---------------------------------------|-----------------------|
| Annual Operating Grant Estimate | \$ 101,176,373 |
| Enrolment Changes | 265,471 |
| Summer Learning | (94,080) |
| Salary Differential Funding | 178,585 |
| Indigenous Services Canada | (26,046) |
| Amended Annual Operating Grant | \$ 101,500,303 |
| Net Additional Operating Grant | \$ 323,930 |

The increase in the Ministry of Education revenue of \$323,930 is mainly due to:

- Overall actual student enrolment in September was slightly higher than projected. This indicates that our student projections in February 2022 were fairly accurate.

NOTE: The amount of \$323,930 does not include the Labour Settlement Funding of \$3,852,246. This amount is considered an Other MECC grant and is noted below.

Enrolment Changes

Actual September student enrolment was greater than projected for standard schools, indigenous education, and students with special needs, resulting in \$265,471 additional funding.

| | 2022-23 Amended Annual Operating Grant | | 2022-23 Annual Operating Grant | | Variance | |
|-----------------------------------|--|-------------------|--------------------------------|-------------------|----------------|-------------------|
| | Enrolment | Funding | Enrolment | Funding | Enrolment | Funding |
| Student Enrolment | | | | | | |
| Standard Schools | 8040.875 | \$ 63,402,299 | 8015.000 | \$ 63,198,275 | 25.875 | \$ 204,024 |
| Continuing Education | 0.000 | - | 0.000 | - | 0.000 | - |
| Alternate Schools | 178.000 | 1,403,530 | 157.000 | 1,237,945 | 21.000 | 165,585 |
| Online Learning | 1553.188 | 9,878,273 | 1615.000 | 10,271,400 | -61.813 | (393,127) |
| Course Challenges | 4.000 | 984 | 23.000 | 8,000 | -19.000 | (7,016) |
| Home School | 44.000 | 11,000 | 32.000 | 5,658 | 12.000 | 5,342 |
| Total School Age Enrolment | 9772.063 | 74,696,086 | 9787.000 | 74,721,278 | -21.938 | (25,192) |
| Enrollment Decline | 0 | - | 0 | - | 0 | - |
| English Language Learners | 183.000 | 290,055 | 145.000 | 229,825 | 38.000 | 60,230 |
| Indigenous Education | 1639.000 | 2,565,035 | 1566.000 | 2,450,790 | 73.000 | 114,245 |
| Special Needs | | | | | | |
| Level 1 | 4.000 | 179,400 | 6.000 | 269,100 | -2.000 | (89,700) |
| Level 2 | 456.000 | 9,703,680 | 450.000 | 9,576,000 | 6.000 | 127,680 |
| Level 3 | 88.000 | 946,000 | 81.000 | 870,750 | 7.000 | 75,250 |
| Equity of Opportunity Supplement | | 402,747 | | 408,906 | | (6,159) |
| Adult Education | 17.750 | 89,283 | 15.938 | 80,166 | 1.813 | 9,117 |
| Total Enrolment Changes | | | | | | \$ 265,471 |

Other Ministry of Education Grants

Other Ministry of Education grants are amended by approximately \$4,058,095 due to:

- An Equity Scan grant of \$2,381
- Anti-Racism grant of \$6,429
- February OL enrollment increased by \$21,596
- Integrated Child and Youth teams funding of \$179,640
- Labour Settlement Funding of \$3,852,346

Tuition

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

Other Revenues

Other revenue is estimated to increase by \$342,261 mainly due to an increase in miscellaneous funding which includes the NISGA revenue and the Clean BC grant.

Rentals and Leases

Rentals and Lease revenues have increased slightly this year.

Investment Income

Investment income is generated by having District reserves invested in the Province's Central Deposit Program (CDP) and the balances maintained in the District's bank accounts. The budgeted increase in investment income is a direct result of interest rates changes which are significantly higher this year.

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

Expenses

Salaries and Benefits

| | 2022-23 Salaries and Benefits | | |
|------------------------------------|-------------------------------|----------------------|---------------------|
| | Amended | Annual | Change |
| Salaries | | | |
| Teachers | \$ 45,884,902 | \$ 43,362,976 | \$ 2,521,926 |
| Principals and Vice-Principals | 5,881,597 | 5,604,946 | 276,651 |
| Educational Assistants | 7,082,391 | 7,152,543 | - 70,152 |
| Support Staff | 10,137,916 | 9,042,512 | 1,095,404 |
| Other Professionals | 3,689,995 | 3,329,888 | 360,107 |
| Substitutes | 3,883,817 | 3,040,518 | 843,299 |
| Total Salaries | \$ 76,560,618 | \$ 71,533,383 | \$ 5,027,235 |
| Benefits | 18,027,872 | 17,607,755 | 420,117 |
| Total Salaries and Benefits | \$ 94,588,490 | \$ 89,141,138 | \$ 5,447,352 |

Salaries - Teachers

The increase of \$2,521,926 is mainly due to:

- Salary increases
- KFN Success Advisor

Salaries – Principals/Vice-Principals

The increase of \$276,651 is mainly due to:

- Addition of administration time at Cumberland
- Salary increases

Salaries - Educational Assistants

The decrease of \$-70,152 is mainly due to:

- Moving Program Workers from EA's to Support Staff Classification
- Offset by salary increases

Salaries – Support Staff

The increase of \$1,095,404 is mainly due to the following:

- Moving Program Workers into this classification
- Two Peer support workers (Pathways ICY)
- Temporary trades position funded through surplus
- Able to staff more ISW's/PW's out of InEd surplus carry forward
- Salary increases

Salaries – Other Professionals

The increase of \$360,107 is mainly due to the following:

- Two Registered Clinical Counsellors (Pathways-ICY)
- Budget for additional Finance department staffing
- Salary increases

Substitutes

The increase of \$843,299 is mainly due to:

- Contractual increases for both Teachers & CUPE
- Higher compliment of casual, on-call staff available to backfill leaves
- Continued increases in sick time/leave usage

Employee Benefits

An increase of approximately \$420,117 is due to:

- Benefit cost increases relative to wage increases

Services and Supplies

| 2022-23 Services and Supplies | | | |
|------------------------------------|----------------------|----------------------|---------------------|
| | Amended | Annual | Change |
| Services | \$ 3,905,138 | \$ 3,776,937 | \$ 128,201 |
| Student Transportation | 2,600,841 | 2,202,000 | 398,841 |
| Professional Development/Travel | 920,993 | 797,480 | 123,513 |
| Rentals and Leases | 235,894 | - | 235,894 |
| Dues and Fees | 99,444 | 92,700 | 6,744 |
| Insurance | 220,800 | 189,800 | 31,000 |
| Supplies | 5,456,834 | 4,694,674 | 762,160 |
| Utilities | 2,350,958 | 2,307,598 | 43,360 |
| Total Services and Supplies | \$ 15,790,902 | \$ 14,061,189 | \$ 1,729,713 |

The overall budgeted increase in services and supplies expenditures of \$1,729,713 is due to:

Services – the increase is mainly due to the contracting of the housing yield rate consultant, digital services and software licensing increases and contracting an IT Disaster Recovery Plan.

Student Transportation – increase in the standard contract rate and a fuel surcharge.

Professional Development and Travel – estimated increase due to return to normal and increased travel costs.

Dues and Fees – contractual increase.

Insurance – increase in Ministry recovery for School Protection Plan (SPP) premiums.

Supplies – the increase is due to increased enrollment in regular schools requiring additional supplies and resources. The appropriation of 2021-22 allocations carried forward for schools,

programs and departments is also included in this increase. In addition, Facilities supply costs have seen significant escalation.

Utilities – the increase is due to an increase in the Ministry NGN (high-speed internet) costs as well as increases to garbage collection fees.

Additional information regarding Operating Expenditures can be found in *Schedule 2B and 2C* in the attached Amended Annual Budget document.

ACCUMULATED OPERATING SURPLUS

The budgeted Accumulated Operating Surplus at the end of the year is \$2,063,748. This budgeted Accumulated Operating Surplus is unrestricted (Board Contingency Reserve).

However, we budget to fully spend the restricted accumulated surplus and rarely fully complete the projects in one fiscal. We anticipate replenishing some of the internally restricted surplus balance.

Additional information regarding Accumulated Operating Surplus can be found in *Schedule 1* in the attached Amended Annual Budget document.

SPECIAL PURPOSE FUNDS

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

Special Purpose Funds include School Generated Funds, Annual Facilities Grant, Learning Improvement Fund, Strong Start, Ready, Set, Learn, OLEP, Scholarships and Bursaries, , Community Link, First Nation Student Transportation, MHIS Resources, Changing Results for Young Children, SEY2K, Early Care Learning, Professional Development, CVCF Student Travel, Classroom Enhancement Fund, Student and Family Affordability Fund, and the Mental Health in Schools.

| 2022-23 Special Purpose Funds Budget | | | |
|--------------------------------------|-----------------|-----------------|----------------|
| | Amended | Preliminary | Change |
| Revenue | \$ 17,319,541 | \$ 14,523,636 | \$ 2,795,905 |
| Expenses | \$ (17,319,541) | \$ (14,523,636) | \$ (2,795,905) |
| Tangible Capital Assets | - | | - |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

Overall, the increase in revenue of \$2,795,905 is mainly due to:

- An increase in the Classroom Enhancement Fund due to increased enrollment and an additional grant of \$454,667 to CEF for increased staffing salaries.
- Additional grants received:
 - Student and Family Affordability Grant - \$980,354
 - Early Care Learning - \$175,000
 - Mental Health in Schools - \$97,773
 - Dual Credit ECE Program - \$40,000
 - French Immersion Growth - \$200,000

The corresponding increase in expenditures of \$2,795,905 relates to additional staffing and service and supply expenditures related to the additional grants and CEF funds received.

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

CAPITAL FUNDS

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

- An increase in the budgeted amortization of deferred capital revenue of \$170,825
- Recognition of investment income of approximately \$261,000
- An increase in the budgeted amortization of tangible capital assets of \$27,717
- A decrease in estimated Tangible Capital Assets purchased from the operating fund of \$229,000
- A transfer of \$2,160,000 from operating fund to local capital to align with the strategic plan
- Additional transfer from Local Capital Reserve to purchase Tangible Capital Assets in the amount of \$3,381,019 comprised of strategic decisions made at year-end including:
 - Allocation for 9 remaining outdoor classrooms - \$205,000
 - Arden Fire Suppression project - \$300,000
 - Modulares - \$500,000
 - Transfer to Board Office Reserve - \$2,000,000
 - Childcare Facilities - \$200,000
 - Furniture & Equipment - \$150,000
 - New Classroom Updates - \$26,019

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

RECOMMENDATION

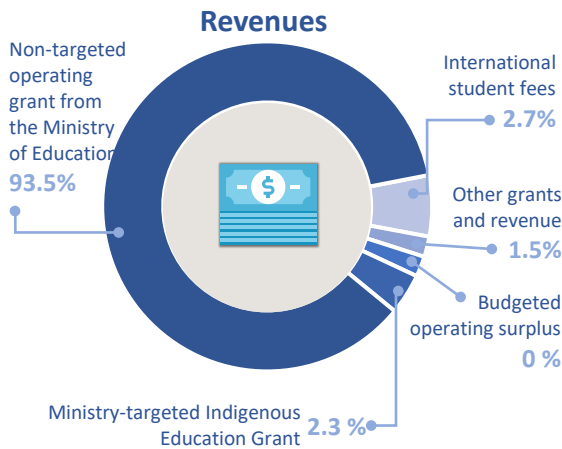
THAT the Board of Education of School District No. 71 (Comox Valley) pass three readings to approve and adopt the 2022-23 Amended Annual Budget Bylaw as presented.

Snapshot 2022-2023

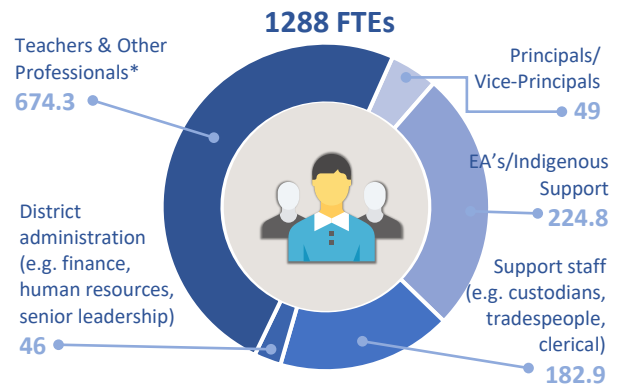
SCHOOL DISTRICT #71 Amended Annual Budget

Operating Revenue - \$111.51 million
Less: Operating Expenses - \$110.38 million
Net Revenue (Deficit) - \$ 1.13 million

Where the money comes from

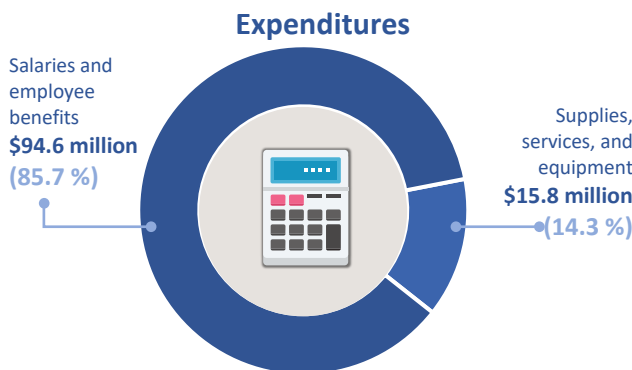


Our staff team

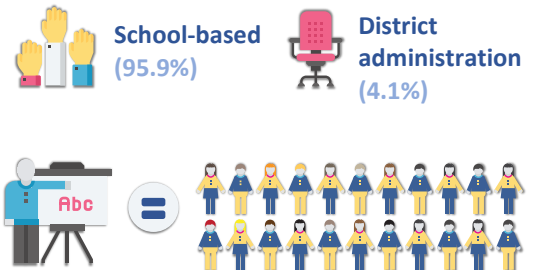


The total # of employees is 1880 (includes P/T, TTOC's & casual)

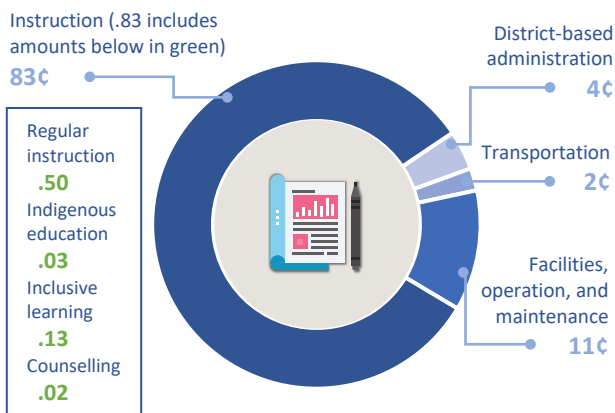
Where the money goes



\$110.4 million of operating expenses



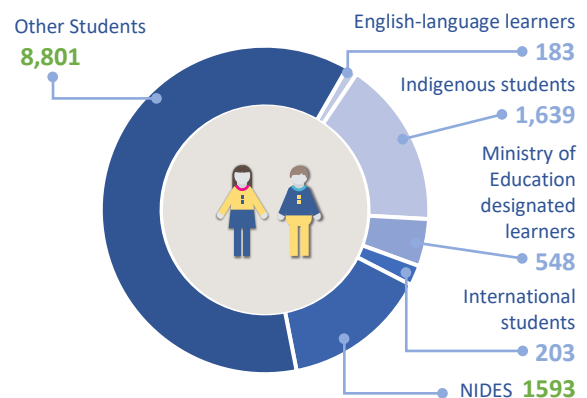
How each dollar is spent



| | |
|----------------------|-----|
| Regular instruction | .50 |
| Indigenous education | .03 |
| Inclusive learning | .13 |
| Counselling | .02 |

 = **\$10,623**
 one student total spent

FTE Students 10,394



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

Core French & Immersion

Bonjour!

1086 FTE students
are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$14.5 million budgeted
(2022-2023)



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

Regular program completion rates



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

Post Secondary pathways



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

Class size-composition



\$12.6 million
to restore collective agreement class size and composition language in 2022-2023 resulting in 68.6 additional teachers and 25.6 non-enrolling teachers to enhance learning.

Our schools

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



School District #71 has 16 urban schools and 6 rural schools.

Planned capital investments



\$200,000

Childcare Facilities



\$2,000,000

Administrative Space renewal



\$205,000

Outdoor Classrooms

\$350,000

School Fire Suppression and Future Capital Pre-design

The above improvements are increased to planned projects through a strategic application of Accumulated Surplus. Anticipatory for enrollment growth and cost escalations.

Engaging our community



100+
Public Board of Education and committee meetings

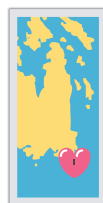


30,000
Website visitors monthly (avg)



20
Parent Advisory Councils

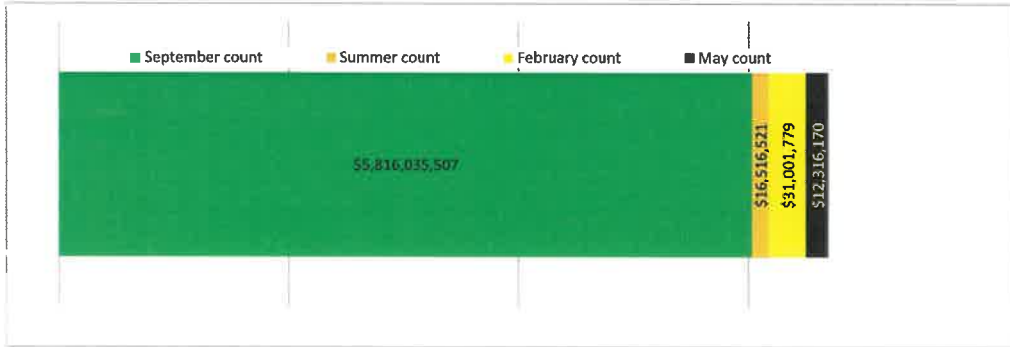
Ongoing community partnerships and consultation for budgets, LRF, strategic planning, program reviews, boundary, and catchment consultations



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

Overview of the 2022/23 Operating Grant Allocation Formula

Allocation of the total Operating Block and Enrolment counts (2022/23 estimated as at March 2022)



Funding Adjustments:

- Districts' preliminary allocations are adjusted after each of the enrolment counts; September 29th, February and May;
- A district's preliminary allocation will increase if actual enrolment is higher than district estimated enrolment; and consequently decline if actual enrolment is lower than district estimated enrolment;
- Funding Protection is calculated following the September enrolment count only – this supplemental grant is calculated *last* and ensures that districts do not experience a funding decline of greater than 1.5% compared to the previous year *for the September count*;
- The full operating block must be allocated to districts by June 30 of the current school year;
- Funding is disbursed in a "just in time" manner to closely match district cash needs.

Provincial Totals

76% allocated through the Basic Allocation

16% allocated to recognize unique student enrolment

8% allocated to recognize unique district factors

0.2% allocated to buffer the effects of declining enrolment

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|--|---|--|---|--|--|--|--|--|--|--|
| <h3>Basic Allocation</h3> <p>Common per student amount for every FTE student enrolled by school type</p> <table border="1"> <tr> <td>Standard School: \$7,885 per school age FTE</td> <td>Continuing Education: \$7,885 per school age FTE</td> </tr> <tr> <td>Alternate School: \$7,885 per school age FTE</td> <td>Online Learning: \$6,360 per school age FTE</td> </tr> </table> | | Standard School: \$7,885 per school age FTE | Continuing Education: \$7,885 per school age FTE | Alternate School: \$7,885 per school age FTE | Online Learning: \$6,360 per school age FTE | | | | | | | | | | | |
| Standard School: \$7,885 per school age FTE | Continuing Education: \$7,885 per school age FTE | | | | | | | | | | | | | | | |
| Alternate School: \$7,885 per school age FTE | Online Learning: \$6,360 per school age FTE | | | | | | | | | | | | | | | |
| <h3>Unique Student</h3> <p>Additional per student funding to address uniqueness of district enrolment and support additional programming</p> <table border="1"> <tr> <td>Level 1 Special Needs: \$44,850 per student</td> <td>Level 2 Special Needs: \$21,280 per student</td> <td>Level 3 Special Needs: \$10,750 per student</td> </tr> <tr> <td>English/French Language Learning: \$1,585 per student</td> <td>Indigenous Education: \$1,565 per student</td> <td>Adult Education: \$5,030 per FTE</td> </tr> <tr> <td colspan="3">Equity of Opportunity: Mental health; youth in care</td> </tr> </table> | | Level 1 Special Needs: \$44,850 per student | Level 2 Special Needs: \$21,280 per student | Level 3 Special Needs: \$10,750 per student | English/French Language Learning: \$1,585 per student | Indigenous Education: \$1,565 per student | Adult Education: \$5,030 per FTE | Equity of Opportunity: Mental health; youth in care | | | | | | | | |
| Level 1 Special Needs: \$44,850 per student | Level 2 Special Needs: \$21,280 per student | Level 3 Special Needs: \$10,750 per student | | | | | | | | | | | | | | |
| English/French Language Learning: \$1,585 per student | Indigenous Education: \$1,565 per student | Adult Education: \$5,030 per FTE | | | | | | | | | | | | | | |
| Equity of Opportunity: Mental health; youth in care | | | | | | | | | | | | | | | | |
| <h3>Unique District</h3> <p>Additional funding to address uniqueness of district factors</p> <table border="1"> <tr> <td>Small Community: for small schools located a distance away from the next nearest school</td> <td>Low Enrolment: for districts with low total enrolment</td> <td>Rural Factor: located some distance from Vancouver and the nearest large regional population centre</td> <td>Climate Factor: operate schools in colder/ warmer climates additional heating or cooling requirements</td> <td>Sparseness Factor: operate schools that are spread over a wide geographic area</td> </tr> <tr> <td colspan="2">Student Location Factor: based on population density of school communities</td> <td colspan="3">Supplemental Student Location: Level 1 and 2 special needs enrolment</td> </tr> <tr> <td colspan="5">Salary Differential: Funding to districts that have higher average educator salaries</td> </tr> </table> | | Small Community: for small schools located a distance away from the next nearest school | Low Enrolment: for districts with low total enrolment | Rural Factor: located some distance from Vancouver and the nearest large regional population centre | Climate Factor: operate schools in colder/ warmer climates additional heating or cooling requirements | Sparseness Factor: operate schools that are spread over a wide geographic area | Student Location Factor: based on population density of school communities | | Supplemental Student Location: Level 1 and 2 special needs enrolment | | | Salary Differential: Funding to districts that have higher average educator salaries | | | | |
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| Student Location Factor: based on population density of school communities | | Supplemental Student Location: Level 1 and 2 special needs enrolment | | | | | | | | | | | | | | |
| Salary Differential: Funding to districts that have higher average educator salaries | | | | | | | | | | | | | | | | |
| <h3>Funding Protection / Enrolment Decline</h3> <table border="1"> <tr> <td>Enrolment Decline: funding to districts experiencing enrolment decline of at least 1% when compared to the previous year</td> <td>Funding Protection: funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September</td> </tr> </table> | | Enrolment Decline: funding to districts experiencing enrolment decline of at least 1% when compared to the previous year | Funding Protection: funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September | | | | | | | | | | | | | |
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| <p>CSF Supplement – district receives a 15% funding premium on allocated funding</p> | | | | | | | | | | | | | | | | |

All Funding information estimated for the 2022/23 School Year

Multi - Year Comparison

| | 2019 | 2020/2021 | | | 2021-2022 | | | 2022-2023 | | | | | | |
|--|---------------------|---------------------|-----------------------|---------------------------------------|------------------------------|--------------------------|---------------------------------------|------------------------------|------------------------|--|-------------------------------------|---|------------------------------------|-------------------------------------|
| | Actual | Preliminary Budget | Amended Annual Budget | Actual - 2020/21 Financial Statements | 2021-2022 Preliminary Budget | 2021-2022 Amended Budget | Actual - 2021/22 Financial Statements | 2022-2023 Preliminary Budget | 2022-23 Amended Budget | % of Operating Expenses 2023 Preliminary | % of Operating Expenses 2022 Actual | Provincial % of Operating Expenses 2022 | % of Function Expenses 2022 Actual | % of Function Expenses 2023 Amended |
| Operating Revenue | \$85,056,580 | \$91,516,711 | \$96,320,857 | \$98,790,902 | \$98,442,973 | \$102,772,683 | \$104,022,832 | \$105,987,327 | \$111,552,306 | | | | | |
| Function 1 - Instruction | | | | | | | | | | | | | | |
| 1.02 Regular Instruction | 40,756,388 | 45,057,252 | 49,985,594 | 47,735,861 | 48,841,476 | 52,233,458 | 49,760,067 | 52,672,426 | 55,138,968 | 51.0% | 49.8% | 49.1% | 61.3% | 61.0% |
| 1.03 Career Programs | 1,030,355 | 1,198,219 | 1,256,772 | 1,281,899 | 1,268,085 | 1,387,202 | 1,329,102 | 1,390,546 | 1,447,879 | 1.3% | 1.3% | 0.7% | 1.6% | 1.6% |
| 1.07 Library Services | 1,363,457 | 1,586,647 | 1,595,732 | 1,443,956 | 1,567,586 | 1,586,445 | 1,406,334 | 1,624,358 | 1,678,624 | 1.6% | 1.4% | 1.6% | 1.7% | 1.9% |
| 1.08 Counselling | 1,882,003 | 1,775,782 | 1,844,016 | 1,876,939 | 1,896,793 | 2,200,572 | 2,108,886 | 1,958,079 | 2,657,446 | 1.9% | 2.1% | 1.8% | 2.6% | 2.9% |
| 1.10 Special Education | 10,786,226 | 11,940,473 | 12,438,480 | 12,229,029 | 12,786,730 | 13,784,803 | 12,901,522 | 13,876,503 | 14,478,305 | 13.4% | 12.9% | 16.5% | 15.9% | 16.0% |
| 1.30 English Language Learning | 175,852 | 180,071 | 157,870 | 230,076 | 186,109 | 223,171 | 234,618 | 304,026 | 369,016 | 0.3% | 0.2% | 1.6% | 0.3% | 0.4% |
| 1.31 Aboriginal Education | 1,798,863 | 2,092,640 | 2,468,573 | 2,168,895 | 2,386,624 | 2,781,637 | 2,490,532 | 2,450,789 | 2,942,513 | 2.4% | 2.5% | 1.6% | 3.1% | 3.3% |
| 1.41 School Administration | 6,889,989 | 7,353,283 | 7,923,727 | 8,051,314 | 8,088,230 | 8,197,674 | 8,376,388 | 8,531,081 | 8,894,048 | 8.3% | 8.4% | 7.3% | 10.3% | 9.8% |
| 1.62 International & Out of Province | 2,124,051 | 1,680,517 | 1,647,674 | 1,324,638 | 2,291,879 | 2,354,153 | 2,195,559 | 2,339,960 | 2,426,951 | 2.3% | 2.2% | 2.0% | 2.7% | 2.7% |
| 1.64 Other | 405,808 | 359,210 | 359,659 | 327,953 | 361,551 | 369,889 | 434,013 | 369,161 | 395,403 | 0.4% | 0.4% | 0.6% | 0.5% | 0.4% |
| Total Function 1 | \$67,212,992 | \$73,224,094 | \$79,678,097 | \$76,670,560 | \$79,675,063 | \$85,119,004 | \$81,237,021 | \$85,516,929 | \$90,429,153 | 82.9% | 81.3% | 82.8% | | |
| Function 4 - District Administration | | | | | | | | | | | | | | |
| 4.11 Educational Administration | 1,103,725 | 1,089,912 | 1,135,151 | 1,113,701 | 1,162,478 | 1,369,257 | 1,259,398 | 1,238,706 | 1,320,078 | 1.2% | 1.3% | 1.2% | 33.2% | 29.3% |
| 4.40 School District Governance | 378,940 | 362,386 | 356,720 | 296,367 | 374,007 | 379,188 | 288,805 | 411,487 | 418,165 | 0.4% | 0.3% | 0.3% | 7.6% | 9.3% |
| 4.41 Business Administration | 1,922,392 | 2,363,354 | 2,399,364 | 2,238,457 | 2,342,374 | 2,461,202 | 2,244,778 | 2,487,371 | 2,765,018 | 2.4% | 2.2% | 2.3% | 59.2% | 61.4% |
| Total Function 4 | \$3,405,057 | \$3,815,652 | \$3,891,235 | \$3,648,525 | \$3,878,859 | \$4,209,647 | \$3,792,981 | \$4,137,564 | \$4,503,261 | 4.0% | 3.8% | 3.8% | | |
| Function 5 Operations & Maint. | | | | | | | | | | | | | | |
| 5.41 Operations & Maintenance Administration | 857,223 | 969,962 | 1,102,798 | 1,073,176 | 1,176,525 | 1,314,594 | 1,213,811 | 1,245,952 | 1,366,684 | 1.2% | 1.2% | 1.0% | 9.8% | 10.7% |
| 5.50 Maintenance Operations | 6,581,463 | 7,045,179 | 7,008,492 | 7,041,145 | 7,622,230 | 7,439,394 | 8,112,916 | 7,015,593 | 8,341,033 | 6.8% | 8.1% | 7.7% | 65.2% | 65.1% |
| 5.52 Maintenance of Grounds | 541,398 | 703,825 | 703,825 | 836,854 | 706,488 | 717,988 | 804,976 | 752,032 | 759,954 | 0.7% | 0.8% | 0.7% | 6.5% | 5.9% |
| 5.56 Utilities | 1,776,516 | 1,867,692 | 2,063,692 | 2,008,060 | 2,070,692 | 2,160,438 | 2,302,315 | 2,307,598 | 2,350,958 | 2.2% | 2.3% | 2.1% | 18.5% | 18.3% |
| Total Function 5 | \$9,756,600 | \$10,586,658 | \$10,878,807 | \$10,959,235 | \$11,575,935 | \$11,632,414 | \$12,434,018 | \$11,321,175 | \$12,818,629 | 11.0% | 12.5% | 11.5% | | |
| Function 7 Transport & Housing | | | | | | | | | | | | | | |
| 7.41 Transportation & Housing Admin. | 20,268 | 23,345 | 23,835 | 22,609 | 24,312 | 24,312 | 23,880 | 24,659 | 27,508 | 0.0% | 0.0% | 0.1% | 1.0% | 1.0% |
| 7.70 Student Transportation | 1,974,606 | 2,056,962 | 2,056,962 | 1,961,189 | 2,056,962 | 2,202,000 | 2,377,593 | 2,202,000 | 2,600,841 | 2.1% | 2.4% | 1.8% | 99.0% | 99.0% |
| Total Function 7 | \$1,994,874 | \$2,080,307 | \$2,080,797 | \$1,983,798 | \$2,081,274 | \$2,226,312 | \$2,401,473 | \$2,226,659 | \$2,628,349 | 2% | 2.4% | 1.9% | | |
| Total Function 1-9 | \$82,369,523 | \$89,706,711 | \$96,528,936 | \$93,262,118 | \$97,211,131 | \$103,187,377 | \$99,865,493 | \$103,202,327 | \$110,379,392 | | | | | |
| Transfer from Operating to Assets | \$1,804,241 | \$250,000 | \$565,000 | \$454,407 | \$500,000 | \$625,000 | \$1,029,394 | \$500,000 | \$271,000 | | | | | |
| Transfer from Operating to LCR | \$1,560,000 | \$1,560,000 | \$1,560,000 | \$1,560,000 | \$1,560,000 | \$3,980,000 | \$3,980,000 | \$2,285,000 | \$5,541,018 | | | | | |
| Net Change for the Year | -\$677,184 | \$0 | -\$2,333,079 | \$3,514,377 | -\$828,338 | -\$5,019,694 | -\$852,055 | \$0 | -\$4,679,104 | | | | | |
| Opening Operating Reserve | \$6,007,764 | \$1,688,656 | \$4,080,530 | \$4,080,530 | \$4,080,530 | \$7,594,907 | \$7,594,907 | \$2,575,213 | \$6,742,852 | | | | | |
| Closing Operating Reserve | \$5,330,580 | \$1,688,656 | \$1,747,451 | \$7,594,907 | \$3,252,192 | \$2,575,213 | \$6,742,852 | \$2,063,748 | | | | | | |



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

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

BRIEFING NOTE

TO: Board of Education

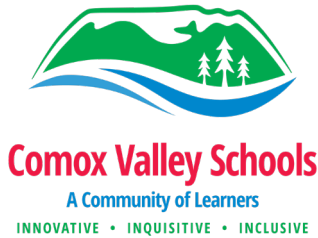
DATE: February 28, 2023

RE: Human Resources - Retirements and Recognition

Retirements

Wanda Harssema, Teacher, NIDES, retiring effective December 31, 2022, after 4 years of service.

Shelley Wadland, Education Assistant, Cumberland Community School, retiring effective April 30, 2023, after 19 years of service.



**Open Committee of the Whole
Report to the Board
Tuesday, February 14, 2023
*CONFIDENTIAL***

Attendance In Person

Committee Members:

Chelsea McCannel-Keene, Chairperson
Michelle Waite, Trustee (via Zoom)
Susan Leslie, Vice Chair
Cristi May Sacht, Trustee (via Zoom)
Shannon Aldinger, Trustee
Sarah Jane Howe, Trustee
Janice Caton, Trustee

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Vivian Collyer, Director of Instruction
Josh Porter, Director of Information Technology

Regrets:

Recording Secretary: Heidi Bell, Sr. Executive Assistant

A. Welcome

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

B. Call to Order

The Chair, Chelsea McCannel-Keene, called the meeting to order at 4:33 pm.

C. Adoption of Agenda

Motion:

THAT the agenda be approved as presented.

[Howe/Caton]

CARRIED

E. Presentations/Delegations – PowerPoint Presentation Attached

Pages

Literacy/Numeracy Assessment, Director of Instruction, Vivian Collyer

F. Adjournment – 5:26 pm

Motion:

THAT the agenda be approved as presented.

[Howe/Caton]

CARRIED

COMMITTEE OF THE WHOLE MEETING SCHEDULE - 2022-2023

| DATE | TIME | MEETING | ROTATING CHAIR | VENUE |
|--------------------------|---------|-------------------------------|-------------------|---------------------|
| December 2022 | | No Meeting | | School Board Office |
| | | No Meeting | | School Board Office |
| January 10, 2023 | 4:00 PM | Closed Committee of the Whole | Michelle | School Board Office |
| | None | Open Committee of the Whole | | School Board Office |
| February 14, 2023 | 2:00 PM | Closed Committee of the Whole | Chelsea | School Board Office |
| | 4:30 PM | Open Committee of the Whole | Chelsea | School Board Office |
| March 7, 2023 | 2:00 PM | Closed Committee of the Whole | Janice | School Board Office |
| | 4:30 PM | Open Committee of the Whole | Janice | School Board Office |
| April 11, 2023 | 2:00 PM | Closed Committee of the Whole | Sarah Jane | School Board Office |
| | 4:30 PM | Open Committee of the Whole | Sarah Jane | School Board Office |
| May 9, 2023 | 2:00 PM | Closed Committee of the Whole | Susan | School Board Office |
| | 4:30 PM | Open Committee of the Whole | Susan | School Board Office |
| June 13, 2023 | 2:00 PM | Closed Committee of the Whole | Cristi | School Board Office |
| | 4:30 PM | Open Committee of the Whole | Cristi | School Board Office |

Indigenous Education Report

RE. Indigenous Education Council Meeting Feb. 9, 2023

- Bruce Carlos has met with Pam Moore and the Culture Kits team at Qualicum First Nation. They are providing classroom teachers with vetted, culturally appropriate, Indigenous teaching materials from local Nations as well as from Nations across BC and Canada. The kits are bursting with hands on resources and lesson plans for all students in SD71.
- Lush Valley has invited Indigenous Education, Bruce Carlos to the School Food Subcommittee.
- Indigenous PAC parents have met with plans to rejuvenate IPAC after a 2 year break
- Bruce Carlos has met with the new KFN Education Coordinator Felicity Chitty, Chief Ken Price and Councillor Coral Mackay. Coral and Felicity attended the February 9 IEC meeting and were warmly welcomed.
- 45 staff members on the Indigenous Education team now
- IEC Capacity building days May 17-18 at the Comox Band Hall
- 2023-24 Indigenous Education Budget Process is beginning, an invitation to the Secretary Treasurer to discuss the process
- February 16, Sharing Cultural Perspectives: Where Paths Meet community session at GP Vanier Secondary at 7:00pm was well attended

District Indigenous Learning Day February 17, 2023, SHARING CULTURAL PERSPECTIVES: Where Paths Meet

This was an empowering, culturally rich day providing all SD71 staff who attended with local Indigenous knowledge, stories and information to support their learning in Truth and Reconciliation from where they stand.

The Cultural Topography of Traditional Indigenous Land Use at Pentlatch, presentation by Hereditary Chief Wedlidi Speck and Dr. Jesse Morin, brought to light the traditional cultural uses of various locations of the Comox Valley. Learning the cultural significance and ancestral history of the peoples of this place that we all call home brought a more meaningful lens to the places in the valley that we all frequent.

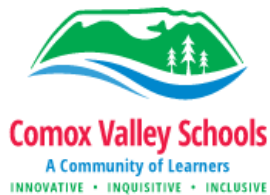
The Circle of Intention workshop provided us with guidance and information on how to incorporate authentic Indigenous worldviews into classroom instruction and all activities. Leading us in this work was Lelaina Jules and Jeannine Walker. Their presentation offered many examples, stories, practices and ideas to educators in supporting the preparation and planning of culturally significant learning environments, lessons and ways of being.

The afternoon consisted of a choice of 18 workshops from many local knowledge keepers offering cultural teachings, language, research, protocol and practices that will support all teachers and students on their learning journey in Truth and Reconciliation.

A spectacular day was had by all I spoke to, I raise my hands to the Pro-D Committee, the Chair Doug David, to Bruce Carlos and the Indigenous Education team, the Elders, presenters and knowledge keepers, and all who had a hand in orchestrating this meaningful, heartfelt day!

Respectfully,

Susan Leslie
Vice Chair SD71
School Board Trustee



School District No. 71 (Comox Valley)
Office of the Board of Education

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

VIA E-MAIL ONLY: educ.minister@gov.bc.ca

February 13, 2023

The Honourable Rachna Singh
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria, BC
V8W 9E2

Dear Hon. Minister Singh:

RE: Invitation to Visit and Tour School District 71 (Comox Valley)

The Board of Education of School District No. 71 (Comox Valley) would like to extend our congratulations on your appointment as the Minister of Education and Child Care.

As the new Minister we would like to formally invite you to visit and tour School District No. 71, as per our January 31st public Board meeting motion:

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) write a letter extending our invitation to the Minister of Education and Child Care, the honourable Rachna Singh to visit our district.

We hope you will be able to find some time in your very busy schedule to spend a day with us.

Respectfully,

Michelle Waite

Michelle Waite
Board Chair