

## **REGULAR BOARD MEETING MINUTES**

**Tuesday, February 28, 2023**  
**7:00pm**

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### **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  
Josh Porter, Director Information Technology  
Craig Sorochan, Manager of Communications  
Ian Heselgrave, Director of Operations (via Zoom)

**Regrets:** Jay Dixon, Director of Instruction  
Sean Lamoureux, Director of Inclusive Education  
**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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### **1. Call to Order**

Board Chair, Michelle Waite called the meeting to order at 7:04 pm.

### **2. Adoption of Agenda**

#### **Motion:**

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

*[Howe/Leslie]*

**CARRIED**

### **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 Board Meeting Minutes as presented.*

*[Caton/Howe]*

**CARRIED**

### **4. Unfinished Business - None**

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

Page 6

- 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 – Written Report**

Page 7

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:** 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**

Pages 8-11

The Superintendent spoke to his written District Report

**ii. Volunteer AP’s - For Information Only**

Pages 12-18

- 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

The Superintendent spoke to the revised and new APs around Volunteers in Schools. The Superintendent thanked DPAC for their feedback. The completed Code of Conduct and CRC’s will be stored in a District wide, central location.

The AP’s will be located on the District Website under the Parent Information tab – Volunteers in Schools.

**iii. Student Affordability Fund – Briefing Note - Director of Inclusive Education, Sean Lamoureux**

Pages 19-20

The Director of Instruction spoke to the briefing note and answered trustee questions.

**B. Assistant Superintendent**

**i. Student Registration Update - Verbal**

The district has now reached the same number of new student registrations as those leaving the district. From now on the district will be growing and our numbers are healthy.

The last day for Cross Boundary Transfer requests is today, February 28, 2023.

**C. Secretary-Treasurer**

**i. Cumberland Enrollment – New Modulars**

Cumberland is projected to have enrollment numbers around 700 by next fall, with over 900 projected within 9 years. Two new modulars have been ordered for September 2023. Staff are hopeful to be approved for a Capital Expansion Project, which has been applied for in the District Capital Plan.

**ii. 2022-23 Amended Annual Budget and Bylaw**

Pages 21-50

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

The Secretary Treasurer walked the Board through the Board Report. Staff answered all questions.

**Motion:**

*THAT the School District No. 71 (Comox Valley) give first reading to the Amended Annual Budget Bylaw for 2022-23.*

*[Caton/Howe]*

**CARRIED**

**Motion:**

*THAT the School District No. 71 (Comox Valley) give second reading to the Amended Annual Budget Bylaw for 2022-23.*

*[Howe/McCannel-Keene]*

**CARRIED**

**Motion:**

*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.*

*[Caton/Howe]*

**CARRIED UNANIMOUSLY**

**Motion:**

*THAT the School District No. 71 (Comox Valley) give third and final reading to the Amended Annual Budget Bylaw for 2022-23.*

*[Howe/Leslie]*

**CARRIED**

**D. Human Resources**

**i. Retirements and Recognition**

Page 51

**10. Board Standing Committee Reports**

**A. Open Committee of the Whole – February 14, 2023**

Pages 52-53

Literacy/Numeracy Assessment, Director of Instruction, Vivian Collyer

**Motion:**

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

*[McCannel-Keene/Howe]*

**CARRIED**

**B. Committee of the Whole Schedule – For Information Only**

Page 54

**11. Board Business**

- i. Trustee Report: Indigenous Education Committee (IEC) – Written Report, Susan Leslie, Trustee (Town of Comox)

Pages 55-56

Trustee Leslie spoke to her written report.

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

*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.*

Trustee Caton spoke to her Notice of Motion.

**Motion:**

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

*[Caton/McCannel-Keene]*

**CARRIED UNANIMOUSLY**

**Motion:**

*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.*

*[Caton/McCannel-Keene]*

**CARRIED**



**Motion:**

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

*[McCannel-Keene/Aldinger]*

**CARRIED**

- 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]*

**CARRIED**

**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.*

Trustee Caton spoke to the Motion to Rescind and moved the motion. The motion did not receive a second so as not tabled for discussion.

- 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.*

- v. Trustee Report: Comox Valley Food Policy Committee (CVFPC) – Written Report, Cristi May Sacht, Trustee (CVRD – Area C)

Pages 57-58

Trustee May Sacht spoke to her written report.

- vi. Motion – Trustee Aldinger (City of Courtenay) – moved from the In-Camera meeting, February 28, 2023.

Notice of Motion was given at the Special In-Camera Meeting, February 23, 2023.

*“THAT the Board of Education of School District No.71 (Comox Valley) agree to submit the motion below to the BCSTA’s AGM”*

*BCSTA advocates for the Ministry of Education and Child Care to provide clear guidance about how to respond to student complaints of peer-to-peer sexual harassment, sexual exploitation, and sexual assault.*

Trustee Aldinger spoke to her motion and answered trustee questions.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) agree to submit the following motion to the BCSTA AGM.*

*BCSTA advocates for the Ministry of Education and Child Care to provide clear guidance about how to respond to student complaints of peer-to-peer sexual harassment, sexual exploitation, and sexual assault.*

*[Aldinger/Howe]*

**CARRIED**

vii. VISTA Spring Branch Meeting – March 3-4, 2023 – Crown Isle Resort, Courtenay

**12. Board Correspondence**

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

Page 59

**13. Public Question Period**

A member of the public asked: Can the Committee of the Whole topics be added to the schedule?

Answer: Staff are looking at the topics of future meetings. April and May will be budget orientated; however, the topics are published when the agenda packages are issued.

**14. Meeting Adjourned – 9:08 pm**

**MOTION:**

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

*[Howe/McCannel-Keene]*

**CARRIED**

**Board Approved on:**  
March 21, 2023

**Certified Correct:**



Brenda Hooker, CPA, CGA  
Secretary-Treasurer



Michelle Waite  
Board Chair

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

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**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  
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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

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**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**

Pages

The Superintendent spoke to his written District Report

**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:**

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Brenda Hooker, CPA, CGA  
Secretary-Treasurer

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Michelle Waite  
Board Chair



**RECORD OF IN-CAMERA MEETINGS**

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**TO:** Board of Education

**DATE:** March 21, 2023

**FROM:** Office of the Secretary-Treasurer

**RE:** Record of In-Camera Meetings

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**RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT***

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

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**February 28, 2023 – Regular In-Camera Meeting**

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

The meeting was called to order at 6:04 pm and adjourned at 9:39 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.

**March 7, 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 fourteen other matters

The meeting was called to order at 2:04 pm, suspended at 4:29 pm, resumed at 5:55 pm and adjourned at 6:50 pm.

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- Welcome to our Public Board meeting
- Our District and your Board of Education have been busy with events and opportunities. A few highlights to share are as follows:
- Our District held an amazing Professional Development day on February 17 – more to come on that throughout our meeting tonight.
- In early February as Board Chair I had the opportunity to attend Board Chair & Partner Liaison Meetings. We attended a variety of sessions focused on good governance. We can never learn enough on how to work together as a Board, with students as the center of every decision we make.
- In addition, there were a variety of speakers: Dr Jerome Cranston spoke on dismantling systematic racism and Vicki Philips spoke about an international youth survey and noted 41% of the world population is under 25.
- We thank you again for the invitations we are receiving to attend salad bar, school events, spelling bees, community events, and events with our municipal and provincial partners.
- The BC Government shared the 2023 Budget today and we are reviewing what this means to our district.
- In looking forward to March - the District musical Matilda is being performed at GP Vanier Secondary. It is a ticketed event March 15-18.





# DISTRICT NEWS

## February



### First district-wide Pro-D Day in three years

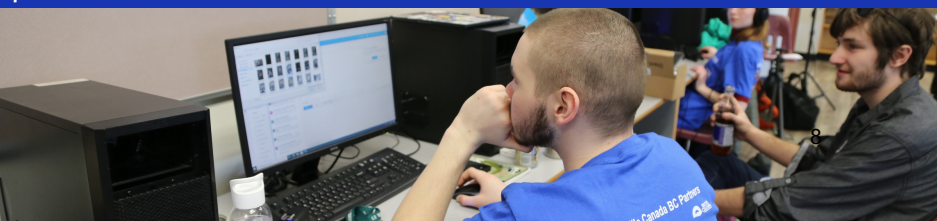
It was the first in-person district wide Pro-D day in three years! Great to see everyone together at GP Vanier for the special event "Sharing Cultural Perspectives: Where Paths Meet", with Hereditary Chief Wedlidi Speck and archeologist Dr. Jesse Morin.

The day started with a welcome and acknowledgment from Hereditary Chief Rob Everson who was accompanied by the Kumugwe Dancers. The morning session also included a special presentation from Lelaina Jules and Jeannine Walker called "the Circle of Intention." After lunch, smaller groups broke out into culturally rich and informative workshops. It was great to see the enthusiasm of attendees and many thanks to all who presented that day. DPAC hosted a similar event the evening before for parents and members of the community, and it was attended by over 150 people. These events took a great deal of work to coordinate and put together. Thank you to all of the hard working organizers for your efforts in making these learning experiences a success.



### Skills Canada - Trades and Tech Competitions

On Friday, February 24th, the North Island Skills Canada event at North Island College and Timerline Secondary in Campbell River hosted approx. 220 competitors from North Island school districts, including 125+ students from Comox Valley Schools. There were 18 different events, ranging from robotics, bridge building, creating alternate energy sources, digital animation, electrical engineering, automotive repair, carpentry, culinary/cooking, welding and more. The North Island Regional competition is just the start of a pathway for many students as the winners advance to the provincial competition in Abbotsford on April 19 and then the nationals May 25 in Winnipeg. Over the years, many Comox Valley students have made it to the nationals and the world competitions. We'll share more news on winners soon, via social media. Thanks to all parent volunteers and the hardworking SD 71 careers team lead by Steve Classen and Dawn Anderson for making this day possible for our students.







# DISTRICT NEWS

## February

### SD 71 students taking part in career pilot

Comox Valley Schools Careers Department is working with the Ministry of Education on an exciting pilot project that saw UK based group *Education and Employers* come to the Comox Valley to work with students at Brooklyn Elementary, Cumberland Community School and NIDES/Navigate. *Education and Employers* is a UK based charity which believes that every young person should have the opportunity to hear first-hand about different jobs and the world of work. Students were able to learn from three local professionals who answered questions and shared experiences about their careers. Hats off to students at for asking their special guests some very thoughtful and intelligent questions about their careers and training.

Many thanks to the three local professionals who shared perspectives with students about their careers:

- Justin Johnson – Flight Instructor, Sealand Flight Ltd.
- Jason Kapalka – Video Game Designer, Blue Wizard/Popcan (Owner)
- Lauren Hudson – Educator, Ocean Networks Canada

And a big thank you to *Education and Employers* for coming all the way from the UK to hold such great events for our students.



### Find Your Fit visits Cumberland and Lake Trail

BC's Find Your Fit career tour visited Cumberland Community School recently and it was quite the production. The tour allows students to explore a selection of high opportunity careers throughout BC.

Guided by trained tour presenters, students tested out different skills required to work in a range of occupations, including careers in trades, technology, health care and more. Find Your Fit Tour is designed for students in grades 5 to 10, who are just beginning to think about their career path. Interestingly but not surprising, the gaming & software development booth featuring a flight simulator was the most popular with students! The tour will also be setting up at Lake Trail in early March.



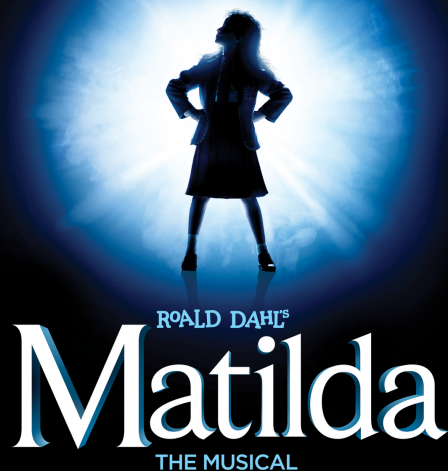




# DISTRICT NEWS

## February

COMOX VALLEY SCHOOLS  
PRESENTS



BOOK  
DENNIS KELLY

MUSIC & LYRICS  
TIM MINCHIN

**March 15, 16, 17, 18 at 7:00 PM**  
**March 18 at 2:00 PM**

**BUY TICKETS \$20**

GP Vanier Secondary  
4830 Headquarters Rd, Courtenay, BC

ROALD DAHL'S MATILDA THE MUSICAL is presented through special arrangement with Musical Theatre International (MTI). All authorized performance materials are also supplied by MTI. www.mtishows.com

### Roald Dahl's Matilda coming to the stage at Vanier

Comox Valley Schools is thrilled to announce its upcoming production of Roald Dahl's Matilda, the classic children's story brought to life through song and dance. The District Musical will be performed at G.P. Vanier Secondary School's auditorium from March 15-18.

Matilda is a heartwarming and captivating tale of a young girl with incredible wit and a love for books, who must face off against cruel adults who don't understand her.

The musical is directed by Lori Mazey, the musical director is Regan Livingstone and the choreographer is Emma Wilde. They are working hard putting in countless hours into rehearsals with students from Cumberland, Highland, Isfeld, NIDES and G.P. Vanier to make this show a success.

The show features a talented cast of 43 students, bringing their unique personalities and interpretations to the beloved characters. The performance is also accompanied by two live musicians. There are also many more students on the production team who are supporting with props, costumes, hair, make-up, lighting and sound.

Don't miss out on this incredible opportunity to witness the talent and hard work of Comox Valley Schools' students, while enjoying a family-friendly classic that is sure to delight audiences of all ages. Tickets for Matilda are on sale now and can be purchased on the district website. Seating is limited, so we encourage everyone to purchase tickets as soon as possible.

### Showcase Concert at Highland

On Wednesday March 1st, the feeder schools for Highland Secondary will be holding their annual Showcase Concert. It will feature performances by Airport, Brooklyn, Navigate, Aspen and of course Highland.

This is the first time this event has happened since 2019, and the last time it happened, there was a storm and the power went out. Let's hope the weather cooperates this time.

The concert is from 6 p.m. until 7 p.m. in the Highland gym. There is no fee.

The head of Highland's Music Department Nancy Cox will be hosting this event.

It should be a fun night, so come support your child or loved one if they are performing.



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

## Showcase Concert

MARCH 1ST FROM 6:00 TO 7:00 PM NO COST

**HIGHLAND SECONDARY GYM**

FEATURED SCHOOLS

AIRPORT ELEMENTARY  
BROOKLYN ELEMENTARY  
NAVIGATE/NIDES  
ASPEN PARK ELEMENTARY  
HIGHLAND SECONDARY



### Isfeld hosting Humanities Week February 27 - March 3

Mark R. Isfeld Secondary School is hosting a series of inspiring speakers and engaging activities during Humanities Week. Students will have the opportunity to participate in a wide range of events with the theme of "Raise Your Voice" that will promote learning, collaboration, and creativity. Humanities Week will feature a series of events, activities, workshops and special guest presenters. There will be a Model United Nations conference and student delegates will be discussing the issue of child trafficking. 46 students will be taking on the role of delegates and members of the International Press Corps. Each student will represent a different country or news agency during discussions, debates, and resolution-making. It should be a great week of learning and activities for all.





# DISTRICT NEWS

February

## Cabane à sucre

Maple Sugar Shack

A Celebration of French Canadian Culture

Saturday, March 4th, 4:30 - 7:30

### Cabane à Sucre returns!

Cabane à Sucre is back on after a three year hiatus. This is a celebration of French Canadian culture and is hosted by SD 71 French immersion schools and École Au-cœur-de-l'île, the CSF's Francophone school.

There will be face painting, bouncy castles, fiddling, dancing, student presentations and French Canadian food.

A limited number of tickets are available for sale at the offices of Mark Isfeld Ecole Secondaire, Ecole Puntledge and Ecole Robb Road -- for immediate family. Each ticket costs \$8 which covers your entrance and a traditional meal.

When: Saturday, March 4 4:30-7:30 pm

Where: Ecole Au Cœur de l'île- 566 Linshart Road

### Indigenous course planning well underway

Teachers from throughout the North Island came to the Comox Valley on Friday, Feb. 10th for an in-depth day of collaborative planning sessions for Indigenous-focused coursework that will meet BC's new graduation requirements, beginning next school year.

It was inspiring to be in the room at Glacier View to see how enthusiastic these teachers are about bringing more quality Indigenous-focused courses into classrooms in the years ahead.

Effective next school year, all students working toward a B.C. Dogwood Diploma, must successfully complete at least 4 credits in Indigenous-focused coursework.



### Queeneesh celebrates new recycling system

Queeneesh Elementary unveiled their new school recycling depot that was created by some hard-working students and staff.

Students named the project, "No Time To Waste" and it took about two years to come to fruition. The project was spearheaded by Ms. Fullerton's Montessori Grades 5, 6 and 7 class who did an excellent job making presentations to a packed audience in the lobby of the school.

The presentations went over landfill waste reduction efforts, how classes are collecting and organizing various recyclables, as well as a firsthand look at the new composting system that includes using snails to speed up the process. The ribbon cutter who officially opened the new recycling centre was Bob Weier of Habitat for Humanity, who donated his time and expertise to help renovate and upgrade the school recycling storage containers.

Its great to see the school coming together for this initiative that will help reduce the amount of waste going into the landfill. Great work to all!



## **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



### 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

## BRIEFING NOTE

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

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**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
<b>TIER 1</b>	<b>\$435,048.60</b>

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		
<b>Tier 2</b>	<b>\$213,000.00</b>		
<b>Tier 3</b>	<b>\$0</b>		
<b>Total</b>	<b>\$648,000.00</b>		

#### **Students Supported with Fund**

Estimated number of students supported by <b>all</b> 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 )

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Chairperson of the Board

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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.

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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
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	10,368,748	10,442,625
Adult	25,375	32,938
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>10,394,123</b>	<b>10,475,563</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
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
<b>Total Revenue</b>	<b>134,594,301</b>	<b>125,841,592</b>
<b>Expenses</b>		
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
<b>Total Expense</b>	<b>135,752,412</b>	<b>125,751,725</b>
<b>Net Revenue (Expense)</b>	<b>(1,158,111)</b>	<b>89,867</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>4,679,104</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>3,520,993</b>	<b>89,867</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	3,520,993	89,867
<b>Budgeted Surplus (Deficit), for the year</b>	<b>3,520,993</b>	<b>89,867</b>

School District No. 71 (Comox Valley)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

Statement 2

	2023 Amended Annual Budget	2023 Annual Budget
<b>Budget Bylaw Amount</b>		
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
<b>Total Budget Bylaw Amount</b>	<b>138,578,618</b>	<b>129,501,725</b>

Approved by the Board

Signature of the Chairperson of the Board		
Signature of the Superintendent		Date Signed
Signature of the Secretary/Treasurer		Date Signed

# School District No. 71 (Comox Valley)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(1,158,111)</b>	<b>89,867</b>
<b>Effect of change in Tangible Capital Assets</b>		
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)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(8,433,328)</b>	<b>(8,223,039)</b>
Amortization of Tangible Capital Assets	8,053,479	8,025,762
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(379,849)</b>	<b>(197,277)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(1,537,960)</b>	<b>(107,410)</b>

# School District No. 71 (Comox Valley)

Schedule 1

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

# School District No. 71 (Comox Valley)

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

Schedule 2

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
<b>Revenues</b>		
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
<b>Total Revenue</b>	<b>111,512,306</b>	<b>105,987,327</b>
<b>Expenses</b>		
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
<b>Total Expense</b>	<b>110,379,392</b>	<b>103,202,327</b>
<b>Net Revenue (Expense)</b>	<b>1,132,914</b>	<b>2,785,000</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>4,679,104</b>	<b>-</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(271,000)	(500,000)
Local Capital	(5,541,018)	(2,285,000)
<b>Total Net Transfers</b>	<b>(5,812,018)</b>	<b>(2,785,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 71 (Comox Valley)

Schedule 2A

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

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
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	-
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>106,699,641</b>	<b>102,317,616</b>
<b>Provincial Grants - Other</b>	<b>217,000</b>	<b>160,000</b>
<b>Tuition</b>		
International and Out of Province Students	2,976,750	2,736,750
<b>Total Tuition</b>	<b>2,976,750</b>	<b>2,736,750</b>
<b>Other Revenues</b>		
Funding from First Nations	181,007	154,961
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Miscellaneous	534,215	218,000
<b>Total Other Revenue</b>	<b>835,222</b>	<b>492,961</b>
<b>Rentals and Leases</b>	<b>130,000</b>	<b>120,000</b>
<b>Investment Income</b>	<b>653,693</b>	<b>160,000</b>
<b>Total Operating Revenue</b>	<b>111,512,306</b>	<b>105,987,327</b>



# 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
	\$	\$
<b>Salaries</b>		
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
<b>Total Salaries</b>	<b>76,560,618</b>	<b>71,533,383</b>
<b>Employee Benefits</b>	<b>18,027,872</b>	<b>17,607,755</b>
<b>Total Salaries and Benefits</b>	<b>94,588,490</b>	<b>89,141,138</b>
<b>Services and Supplies</b>		
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
<b>Total Services and Supplies</b>	<b>15,790,902</b>	<b>14,061,189</b>
<b>Total Operating Expense</b>	<b>110,379,392</b>	<b>103,202,327</b>

# School District No. 71 (Comox Valley)

Schedule 2C

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
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
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
<b>Total Function 1</b>	<b>45,884,902</b>	<b>5,881,597</b>	<b>7,082,391</b>	<b>3,828,198</b>	<b>682,680</b>	<b>3,703,817</b>	<b>67,063,585</b>
<b>4 District Administration</b>							
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
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>432,693</b>	<b>2,257,817</b>	<b>5,000</b>	<b>2,695,510</b>
<b>5 Operations and Maintenance</b>							
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							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,877,025</b>	<b>734,917</b>	<b>175,000</b>	<b>6,786,942</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					14,581		14,581
7.70 Student Transportation							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,581</b>	<b>-</b>	<b>14,581</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>45,884,902</b>	<b>5,881,597</b>	<b>7,082,391</b>	<b>10,137,916</b>	<b>3,689,995</b>	<b>3,883,817</b>	<b>76,560,618</b>

# School District No. 71 (Comox Valley)

Schedule 2C

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
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
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
<b>Total Function 1</b>	<b>67,063,585</b>	<b>15,774,436</b>	<b>82,838,021</b>	<b>7,591,132</b>	<b>90,429,153</b>	<b>85,516,929</b>
<b>4 District Administration</b>						
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
<b>Total Function 4</b>	<b>2,695,510</b>	<b>636,260</b>	<b>3,331,770</b>	<b>1,171,491</b>	<b>4,503,261</b>	<b>4,137,564</b>
<b>5 Operations and Maintenance</b>						
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
<b>Total Function 5</b>	<b>6,786,942</b>	<b>1,613,749</b>	<b>8,400,691</b>	<b>4,417,938</b>	<b>12,818,629</b>	<b>11,321,175</b>
<b>7 Transportation and Housing</b>						
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
<b>Total Function 7</b>	<b>14,581</b>	<b>3,427</b>	<b>18,008</b>	<b>2,610,341</b>	<b>2,628,349</b>	<b>2,226,659</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>76,560,618</b>	<b>18,027,872</b>	<b>94,588,490</b>	<b>15,790,902</b>	<b>110,379,392</b>	<b>103,202,327</b>

# School District No. 71 (Comox Valley)

Schedule 3

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

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
<b>Revenues</b>		
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
<b>Total Revenue</b>	<b>17,319,541</b>	<b>14,523,636</b>
<b>Expenses</b>		
Instruction	16,881,885	14,096,635
Operations and Maintenance	350,494	350,494
Transportation and Housing	87,162	76,507
<b>Total Expense</b>	<b>17,319,541</b>	<b>14,523,636</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		89,957	759,143	768,112				71,788	
<b>Add:</b> 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
<b>Less:</b> Allocated to Revenue	350,494	447,763	65,000	1,300,000	159,735	39,200	414,618	687,562	1,526,752
Recovered									
<b>Deferred Revenue, end of year</b>	-	-	<b>771,643</b>	<b>768,112</b>	-	-	-	-	-
<b>Revenues</b>									
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
<b>Expenses</b>									
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
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 71 (Comox Valley)

Schedule 3A

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		7,110	9,459	46,773	27,723				140,062
<b>Add:</b> 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
<b>Less:</b> 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							
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	<b>260,354</b>	-	-	<b>115,062</b>
<b>Revenues</b>									
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
<b>Expenses</b>									
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
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 71 (Comox Valley)**

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

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

**School District No. 71 (Comox Valley)**

Schedule 4

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

## 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)
<b>Amended Annual Operating Grant</b>	<b>\$ 101,500,303</b>
<b>Net Additional Operating Grant</b>	<b>\$ 323,930</b>

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.

Student Enrolment	2022-23 Amended Annual Operating Grant		2022-23 Annual Operating Grant		Variance	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
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
<b>Total School Age Enrolment</b>	<b>9772.063</b>	<b>74,696,086</b>	<b>9787.000</b>	<b>74,721,278</b>	<b>-21.938</b>	<b>(25,192)</b>
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
<b>Total Enrolment Changes</b>						<b>\$ 265,471</b>

### **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
  - Modularity - \$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**



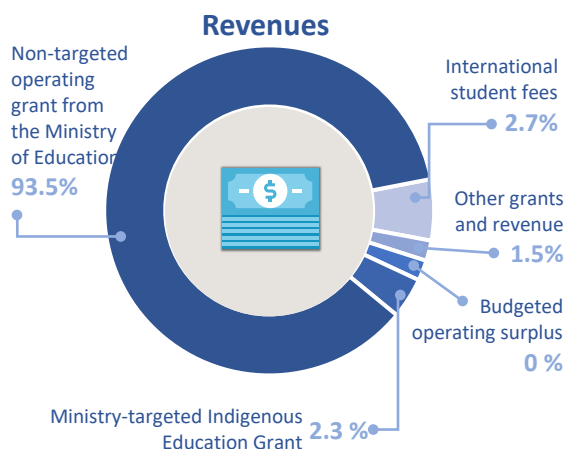
THAT the Board of Education of School District No. 71 (Comox Valley) pass three readings to approve and adopt the 2022-23 Amended Annual Budget Bylaw as presented.

# Snapshot 2022-2023

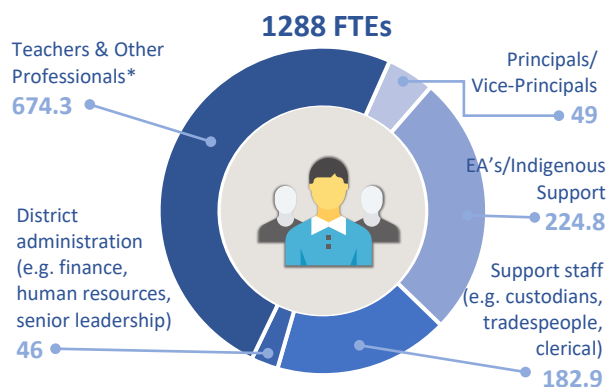
## SCHOOL DISTRICT #71 Amended Annual Budget

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

### Where the money comes from

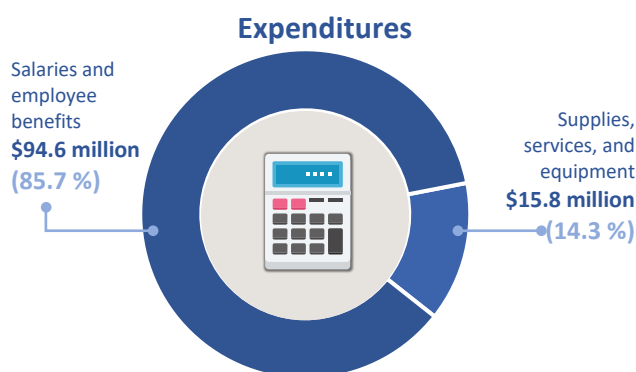


### Our staff team

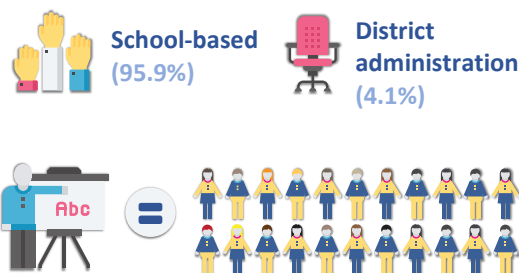


The total # of employees is 1880 (includes P/T, TTOC's & casual)

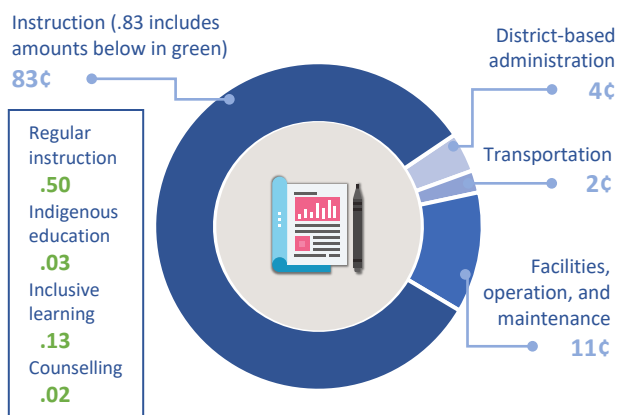
### Where the money goes



\$110.4 million of operating expenses

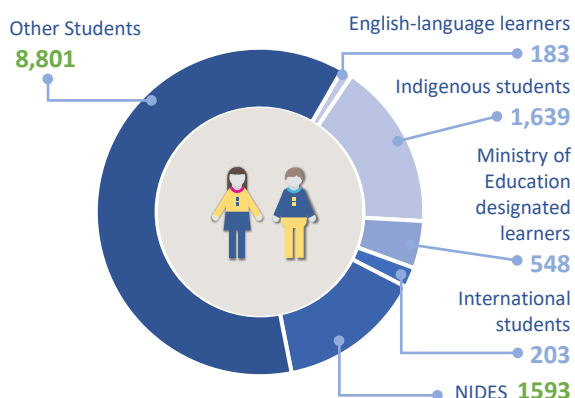


### How each dollar is spent



 = **\$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**

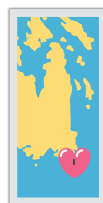
Website visitors monthly (avg)



**20**

Parent Advisory Councils

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



Providing public education to students in:

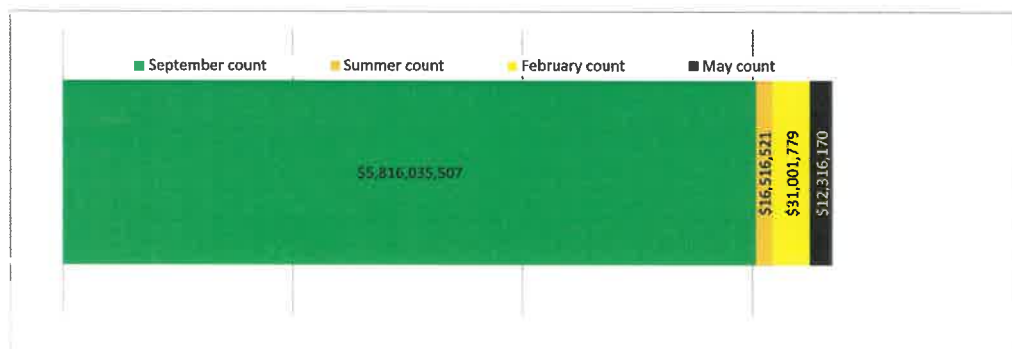
**3 municipalities and 4 outlying areas**

(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 29<sup>th</sup>, 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

Basic Allocation	
Common per student amount for every FTE student enrolled by school type	
<b>Standard School:</b> \$7,885 per school age FTE	<b>Continuing Education:</b> \$7,885 per school age FTE
<b>Alternate School:</b> \$7,885 per school age FTE	<b>Online Learning:</b> \$6,360 per school age FTE

**16%**  
allocated to  
recognize  
unique  
student  
enrolment

Unique Student		
Additional per student funding to address uniqueness of district enrolment and support additional programming		
<b>Level 1 Special Needs:</b> \$44,850 per student	<b>Level 2 Special Needs:</b> \$21,280 per student	<b>Level 3 Special Needs:</b> \$10,750 per student
<b>English/French Language Learning:</b> \$1,585 per student	<b>Indigenous Education:</b> \$1,565 per student	<b>Adult Education:</b> \$5,030 per FTE
<b>Equity of Opportunity:</b> Mental health; youth in care		

**8%**  
allocated to  
recognize  
unique  
district  
factors

Unique District				
Additional funding to address uniqueness of district factors				
<b>Small Community:</b> for small schools located a distance away from the next nearest school	<b>Low Enrolment:</b> for districts with low total enrolment	<b>Rural Factor:</b> located some distance from Vancouver and the nearest large regional population centre	<b>Climate Factor:</b> operate schools in colder/ warmer climates additional heating or cooling requirements	<b>Sparseness Factor:</b> operate schools that are spread over a wide geographic area
<b>Student Location Factor:</b> based on population density of school communities			<b>Supplemental Student Location:</b> Level 1 and 2 special needs enrolment	
<b>Salary Differential:</b> Funding to districts that have higher average educator salaries				

**0.2%**  
allocated to  
buffer the  
effects of  
declining  
enrolment

Funding Protection / Enrolment Decline	
<b>Enrolment Decline:</b> funding to districts experiencing enrolment decline of at least 1% when compared to the previous year	<b>Funding Protection:</b> funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September
<b>CSF Supplement</b> – district receives a 15% funding premium on allocated funding	

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					

**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** February 28, 2023

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

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**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**

**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.*



## COMMITTEE OF THE WHOLE MEETING SCHEDULE - 2022-2023

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

## Trustee Cristi May Report on the CVFPC Meetings

On February 15, I was invited to the CVFPC School Food Subcommittee meeting:

The CVFPC School Food subcommittee has an active and diverse membership, with some general goals: Building relationships, partnerships and support between SD71, DPAC, food growers and groups providing school food programs.

All students in the Comox Valley have daily access to a healthy meal at school.

All students have access to food system education and school gardens.

Update on the National Coalition for Healthy School Food, waiting on budget, requesting 100 million to schools from BC govt, pilot projects will be based on communities ready and in need.

Group hopes to share more information with the board, to establish a system of ongoing communication, as a commitment to working together on our shared school food goals and be ready when grants/ funding comes available. Hope to create more regionally resilient and accessible food programs for all students.

Group has plans for A, B, C and D for funding “ready communities” and looking to collaborate on plans. Farm to Cafeteria Canada is funding pilot projects with a view to report on policy.

Encouraging schools to register on the map online, any community partner or school (preschool, school (K-12), or before/after school program) that is growing, cooking with, sourcing, serving, and/or teaching students about food. <https://www.farmtocafeteriacanada.ca/our-impact/school-food-map/> Currently the following schools from SD71 are listed: Lake Trail Community School, Courtenay Elementary, Aspen Park Elementary and Brooklyn Elementary.

BC Farm to School Conference, UBC May 17-19. Group encourages SD71 staff, parents, trustees and leadership to attend.

Looking forward to update from Vivian on school garden program and copy of the assessment.

### February 22 CVFPC Meeting:

Coalition for Healthy School Food- Goal: All children in Canada will have a healthy meal at school each day at low or no cost- Universal no stigma. Inviting MPs to school food programs. Focus on message \$1 billion in budget 2023 (over 5 years) 200million per year. Letters to the Minister of Finance by Feb 28.

Gaps in CV Food Systems and Food Security knowledge. Food flows and food storage asset mapping project, CVRD hosting project and Community Emergency planning.

### CVFPC Partnership Activities & Upcoming Events

Comox Valley Social Planning Society workshops: Session 2: Food Security in the Comox Valley—Arzeena Hamir and Maurita Prato. March 7 12:00–1:00 PM at the Courtenay Library.

BC Farm to School conference UBC, May 17 - 19

<https://f2sbccconference.ca> Key themes: Indigenous food ways, engaging youth, school food strategies, program models. Expect round table dialogues, workshops, lightning rounds, and field trips.

Latest news update: Budget 2023 invests \$214 million over 3 years to expand existing school food programs and increase capacity to address student hunger in all districts.

**VIA E-MAIL ONLY:** [educ.minister@gov.bc.ca](mailto: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 31<sup>st</sup> 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