

REGULAR BOARD MEETING AGENDA
Tuesday, May 30, 2023
7:00pm

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

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

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

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

1. Call to Order

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

2. Adoption of Agenda

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the May 30, 2023, Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pages 1-6

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the April 25, 2023, Regular Public Board Meeting Minutes as presented.

4. Unfinished Business

5. Record of In-Camera Meeting Minutes / Reports

Page 7-8

- April 25, 2023 – Regular In-Camera Meeting
- May 3, 2023 – Special In-Camera Meeting
- May 4, 2023 – Special In-Camera Meeting

- May 9, 2023 – Closed Committee of the Whole Meeting
- May 9, 2023 – Special In-Camera Meeting
- May 10, 2023 – Special In-Camera Meeting
- May 17, 2023 – Special In-Camera Meeting
- May 23, 2023 – Special In-Camera Meeting

6. Board Chair’s Report – Written Report

Page 9

7. Presentations / Delegations - None

8. Open Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPIC: Draft Budget, Audit Committee
DATE: June 13, 2023
TIME: 4:30 pm
LOCATION: School Board Office, Board Room

9. Strategic Direction

A. Acting Superintendent

i. Superintendent District Report

- Update by the Manager of Communication, Craig Sorochan

ii. Administrative Procedures Update – For Information Only

Pages 10-19

- AP 216 Career Preparation Programs
- AP 550 Use of School Facilities

iii. School Fees – Briefing Note

Pages 20-25

Recommendation:

THAT the Board of Education for School District No. 71 approve the Fee Schedules for the 2023-2024 school year.

B. Secretary-Treasurer

i. New School Board Office – Briefing Note

Pages 26-32

ii. Financial Projection to the end of June 2023

Pages 33-34

iii. Zero Emission Bus Purchase Grant – Briefing Note

Pages 35-36

Recommendation:

THAT the Board of Education accept the ZEB purchase grant update as information.

C. Human Resources

- i. Retirements and Recognition

Page 37

10. Board Standing Committee Reports

A. Open Committee of the Whole – May 17, 2023

Pages 38-43

- i. Draft Budget 2023/24

Recommendation:

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

11. Board Business

- i. Trustee Report: Indigenous Education Committee (IEC) – Written Report, Susan Leslie, Trustee (Town of Comox)
- ii. Board Committee List – For Information Only

Pages 44-46

Pages 47-48

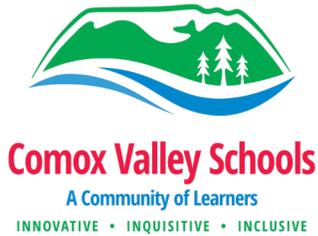
12. Board Correspondence - None

13. Public Question Period

14. Adjournment

Motion:

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



REGULAR BOARD MEETING MINUTES
Tuesday, April 25, 2023
7:00pm

Attendance In Person:

Trustees:

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

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary Treasurer
Geoff Manning, Assistant Superintendent
Vivian Collyer, Director of Instruction
Ian Heselgrave, Director of Operations
Sean Lamoureux, Director of Inclusive Education
Shaun Jones, Manager of Information Technology

Regrets: Josh Porter, Director Information Technology
Craig Sorochan, Manager of Communications
Jay Dixon, Director of Instruction
Candice Hilton, Director of Finance

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Board Chair, Michelle Waite called the meeting to order at 7:07 pm.

2. Adoption of Agenda

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the April 25, 2023, Regular Board Meeting Agenda as presented.

[Leslie/Howe]

CARRIED

3. Board Meeting Minutes

Pages

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the March 21, 2023, Regular Board Meeting Minutes as presented.

[McCannel-Keene/Aldinger]

CARRIED

4. Unfinished Business

- Comox Youth Climate Council

The Board Chair thanked the CYCC for their presentation in March 2023.

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) prepare a thank you letter, enclosing the Fostering Environmental Stewardship Report – written by Director Collyer and Director Heselgrave.

[Howe/McCannel-Keene]

CARRIED

Motion

THAT the Board of Education of School District No. 71 (Comox Valley) request the Superintendent to send a letter to municipal partners and CYCC inviting them to participate in an Energy Management and Recycling conversation.

[Howe/McCannel-Keene]

CARRIED

5. Record of In-Camera Meetings / Reports

Page

- March 21, 2023 – Regular In-Camera Meeting
- April 11, 2023 – Closed Committee of the Whole Meeting

6. Board Chair's Report – Verbal Report

Board Chair, Michelle Waite shared:

Many Comox Valley Schools recently celebrated Earth Day by holding events throughout the week and I would like to take a moment to reflect on our district's commitment to environmental sustainability. Global awareness and environmental stewardship are key values for Comox Valley Schools. Our board understands the importance of taking action to address the urgent challenges facing our planet and are proud of the efforts we have made to reduce our ecological footprint.

SD 71 has implemented a range of initiatives to become a more environmentally conscious organization, including waste reduction and recycling programs, investing significantly in energy conservation efforts, and providing support for alternative transportation options through active travel planning. We have also prioritized education on environmental sustainability, offering numerous programs and initiatives that help our students become responsible global citizens.

I urge all members of our school community to continue to take action to protect our planet. By working together, we can make a difference and create a brighter future for ourselves and future generations. I believe we can build on our successes to date. Thank you for your ongoing support of our efforts towards environmental sustainability in our schools.

7. Presentations / Delegations - None

8. Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPIC: 2023/24 Budget
DATE: May 9, 2023
TIME: 4:30 pm
LOCATION: School Board Office, Board Room

9. Strategic Direction

A. Superintendent

- i. Superintendent District Report** Pages
The Superintendent spoke to his written District Report
- ii. Trustee Remuneration Committee - Update** Pages
Staff have completed the research portion of this committee and they are finalizing the committee, needing a few more members. An updated will be brought the Board at the June’s Board Meeting.
- iii. Feeding Futures Funding – Briefing Note** Pages
The Superintendent spoke to the briefing note. The Student Affordability Fund will morph into this new funding. The first committee meeting will be held on May 4, 2023.
- iv. Student Affordability Fund – Briefing Note** Pages
The Director of Instruction spoke to the briefing note. Staff answered trustee’s questions.
- v. Equity Scan – Briefing Note Handout** Pages
The Superintendent spoke to the briefing note. The next meeting will be held on May 2, 2023. The Superintendent answered trustee’s questions.

B. Assistant Superintendent

- i. District Calendar – Briefing Note** Pages
The Assistant Superintendent spoke to the briefing note. The changes to the District Calendar have been out to the public for 34 days. There was one comment yesterday, which wasn’t noted on the briefing note.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley approve making October 2, 2023, a Non-Instructional Day in lieu of the Stat Holiday (Reconciliation Day) on Saturday 30, 2023, in order to be in line with the Provincial Stat. Holiday. [Howe/Leslie]

CARRIED

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve moving the August 31, 2023, Non-Instructional Day to September 5, 2023. This will make the first official day of school with students in session September 6, 2023.

[Howe/Leslie]

CARRIED

ii. **Enrollment/Cross Boundary**

Enrollment continues to grow at a steady rate.

Approved Cross Boundaries were emailed to PVP's today. Cross boundary's which were not approved will be emailed out by the end of the week. Non-approvals were only based on not having enough space.

C. Secretary-Treasurer

i. **Provincial Budget 2024 Consultation**

The Secretary Treasurer did submit to present at the Provincial Budget 2024 Consultation. We do not have a confirmation of the date yet.

ii. **District Preliminary Budget – Online Feedback**

The Secretary Treasurer reminded the public that the current budget information can be viewed online. The district is welcoming any comments or feedback.

iii. **Comox Partnership – Verbal Update**

Staff are working with the Town of Comox are working on upgrades to the Comox Dog Park, which is located on a portion of the old Comox Elementary School site.

D. Human Resources

i. **Retirements and Recognition**

Page

10. **Board Standing Committee Reports**

A. Open Committee of the Whole – April 11, 2023

Pages

The Secretary Treasurer spoke to the Preliminary Budget 2023/24.

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

11. **Board Business**

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

Trustee Leslie spoke to her report – attached.

- ii. Trustee Report: Comox Valley Food Policy Council Meeting – Written Report, Cristi May Sacht, Trustee (CVRD – Area C)

Board Chair, Michelle Waite read the written report on behalf of Trustee May Sacht.

- I attended the April 14 Comox Valley Food Policy Council meeting - School Food Subcommittee meeting.
- We are fortunate in our community to have so many committed individuals concerned about food security for children and our community.
- There are many questions and excitement about what our District is planning with the amazing opportunity that the Feeding Futures School Food Program Fund brings to our school community.
- I appreciate the opportunity to sit as a trustee representative on this Council as food security is an important piece connected to student learning.

- iii. Board Trustees will be attending the BCSTA AGM in Vancouver, April 27-29, 2023.

12. Board Correspondence

- i. Correspondence: from the **CRVD Board Chair, Jesse Ketler to The Board of Education of School District No. 71 (Comox Valley)**. Page

The Superintendent spoke to the invitation from the CVRD. Both the Superintendent and the Director of Operation will be presenting at this meeting. Trustees will coordinate the RSVP and will send them to the CVRD, Manager of Legislative Services.

13. Public Question Period - None

14. Meeting Adjourned – 7:51 pm

MOTION:

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

[Howe/Leslie]

CARRIED

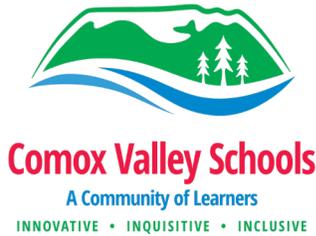
Board Approved on:
May 30, 2023

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Michelle Waite
Board Chair

DRAFT



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** May 30, 2023
FROM: Office of the Secretary Treasurer
RE: Record of In-Camera Meetings

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

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

April 25, 2023 – Regular In-Camera Meeting

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

The meeting was called to order at 6:07 pm, suspended at 7:02 pm, reconvened at 7:54 pm and adjourned at 8:20 pm.

May 3, 2023 – Special In-Camera Meeting

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

The meeting was called to order at 6:32 pm and adjourned at 10:10 pm.

May 4, 2023 – Special In-Camera Meeting

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

The meeting was called to order at 6:30 pm and adjourned at 7:09 pm.

May 9, 2023 – Closed Committee of the Whole Meeting

1. Receipt of and updates on three governance matters
2. Receipt of and updates on three strategic direction matters

3. Receipt of and updates on eight finance and operation matters
4. Receipt of and updates on no policy matters

The meeting was called to order at 2:05 pm and adjourned at 4:10 pm.

May 9, 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 updates on two other matters

The meeting was called to order at 4:33 pm and adjourned at 6:35 pm.

May 10, 2023 – Special In-Camera Meeting

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

The meeting was called to order at 6:14 pm and adjourned at 7:39 pm.

May 17, 2023 – Special In-Camera Meeting

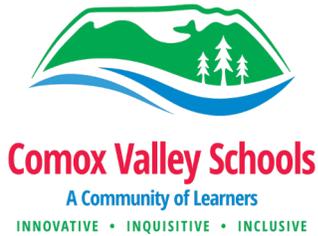
1. Receipt of and updates on no land/property matters
2. Receipt of and updates on no legal matters
3. Receipt of and updated on one other matter

The meeting was called to order at 6:34 pm and adjourned at 9:23 pm.

May 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 one other matter

The meeting was called to order at 7:09 pm and adjourned at 8:57 pm.



Comox Valley Schools

School District No. 71
Office of the Board of Education

BRIEFING NOTE

TO: Board of Education **DATE:** May 30, 2023
FROM: Board Chair, Michelle Waite
RE: Board Chair Report – May 2023

I am pleased to inform you that the Board is currently issuing an Expression of Interest to invite potential candidates who are passionate about leading our education community as the new Superintendent of Schools. In this dynamic and critical role, the successful candidate will carry forward our shared vision for inclusive, innovative, and high-quality education. We believe in the power of diverse perspectives and look forward to the breadth of experience and unique leadership our candidates will bring. More information about the position is available on the district website main page. The board hopes to move forward together with a new Superintendent, in the near future.

With the school year nearing its conclusion, Highland Secondary School recently held their graduation ceremony at the picturesque Filberg Lodge Park. It served as a reminder of the vibrancy and potential that each one of you embodies, and the bright futures that await you all. I look forward to the four remaining grad ceremonies in the weeks ahead. Graduation marks a significant milestone, a testament to your hard work, resilience, and dedication, qualities you've exemplified even amidst challenging times. Remember, while graduation signifies the end of one journey, it also heralds the beginning of another. You are not just graduating from school; you are graduating into the world. Trust in your abilities, have faith in your vision, and keep your spirit of inquiry alive. Congratulations, Class of 2023! Embrace the future with open hearts and minds.

Respectfully submitted,

Michelle Waite

Board Chair

CAREER PREPARATION PROGRAMS

Background

Career Preparation Programs are important learning opportunities for students as they transition from secondary schools to the world of work. Career Preparation Programs include Work Experience courses and Youth Work in Trades courses governed by Work Experience Ministerial Order 237/11.

Work Experience and Youth Work in Trades courses are in addition to the thirty (30) hours work experience or community service graduation requirement. Elective work experience is defined in the Work Experience Program Guide as part of an educational program which provides a student with an opportunity to participate in, observe or learn about the performance tasks and responsibilities related to an occupation or career.

Youth Work in Trades programs are defined in the Youth Work in Trades Program Guide as “an educational program that consists of work-based training where secondary students register as apprentices with the Industry Training Authority”.

In the implementation of Career Preparation Programs, the standards for Ministry Work Experience and Youth Work in Trades programs must be upheld with an emphasis on worksite safety and student conduct.

Procedures

1. Work Experience

- 1.1. Principals are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Ministry-Authorized Work Experience Courses. It is expected that school rules regarding student behaviour apply to worksites, and students are expected to comply with the general requirements of the school’s code of conduct.
- 1.2. Parental Permission
 - 1.2.1. For worksites covered by WCB, the appropriate District form shall be completed and signed prior to worksite activity.
 - 1.2.2. For worksites not covered by WCB, a school permission form shall be completed and signed prior to worksite activity, including statements regarding:
 - 1.2.2.1. The “employer’s” agreement to “employ” and supervise the student, and the student/parent agreement to be under the supervision of the “employer”. This includes the “employer’s” responsibility to provide any necessary safety notification or training;
 - 1.2.2.2. The understanding that it is the parent’s responsibility to provide or arrange safe transportation and/or accommodation (if necessary);

- 1.2.2.3. Notification that the District does not assume liability for the actions of the student or the “employer”;
- 1.2.2.4. The length, time and date(s) of the placement.
- 1.2.3. Additional permission forms may be required by the organization. If approved by school personnel, these shall be completed and signed prior to worksite activity.
- 1.3. Work experience activity, including student-operated businesses, shall exclude specific activity that is racist or sexist, or that promotes illegal activity or violence.
- 1.4. Work experience placements shall not affect either the job security of any employee of the employer, or the employer’s hiring and assignment practices.
- 1.5. School personnel may deny the student request for particular work experience placements that are, by their nature, hazardous or dangerous.
- 1.6. Students with special needs are to have access to all career education opportunities available to other students in the school they attend if one or more career objectives are identified in the student’s Individualized Education Plan (IEP). Within the regular curriculum, accommodations for students with an IEP may include:
 - 1.7.1 Increased time for vocational training;
 - 1.7.2 Appropriate on-site supervision and support in the workplace; and,
 - 1.7.3 Specific and direct opportunities to increase work related skills.
- 1.8 For students undertaking the Adult Graduation Certification, recognition of current or past work can be used for credit recognition through a prior learning assessment.

2. Youth Work in Trades

- 2.1 In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, Youth Work in Trades Program Guide, the District authorizes students who are fourteen (14) years of age or older, to participate in Youth Work in Trades programs. Graduated School-Age Students may also participate in the Youth Work in Trades Program.
- 2.2 Youth Work in Trades educators are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Youth Work in Trades.
- 2.3 Principals are responsible to ensure that, in accordance with Ministry guidelines and District administrative procedures all documentation is completed and filed as outlined in the Youth Work in Trades Program Guide, with specific attention to the ITA Youth Apprentice and Sponsor Registration Forms and the WorkSafeBC Employer Clearance Letter.
- 2.4 Educators along with Employers/Sponsors must establish a training plan, that articulates the skills and areas of knowledge to be developed, based on the program outline for the particular trade.
- 2.5 The District Youth Work in Trades programs must be related to a student’s career focus and be supervised by a designated on-site Work Site Employer that is subject to

the Worker's Compensation Act; and, monitored and evaluated by a District educator in accordance with the Program Guide for Youth Work in Trades.

- 2.6 Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on the mandatory orientation by a supervising educator before a workplace placement commences.

Reference: Sections 20, 22, 65, 75, 85 School Act
Workers' Compensation Act
Workers' Compensation Coverage Order OIC344/11
Graduation Program Order M302/04
Work Experience Order M237/11
Policy Circular 95-05 Earning Credits in Career Programs
Youth Work in Trades Program Guide
Secondary School Apprenticeship Program Guide
Special Education Services: A Manual of Policies, Procedures and Guidelines

Adopted: February 26, 2002
Revised: May 2023

TERMS & CONDITIONS

1. IDENTIFICATION / DEFINITIONS

“School District” “District” refers to ‘The Board of Education School District No. 71 (Comox Valley)’.

“Facility” “Facilities” means District grounds and/or facilities.

“Permit Holder” as named on the Permit means the individual, organization, or company using District grounds and/or facilities.

“eBASE” District’s Facility Rentals online booking system.

“Business day(s)” means 8:00 AM to 4:00 PM Pacific Daylight Time [PDT], Monday to Friday, excluding holidays observed by the Owner.

“Calendar Day(s)” means consecutive days in the month, including all weekends and holidays.

“Excluded Date(s)” means pre-planned closures such as holidays, Pro-D days, and school breaks that may prevent public users from being in the building.

“Terms & Conditions” “Rules & Regulations” refers to this document specifically and can be used interchangeably.

British Columbia is the jurisdiction for governing law related to the Permit Agreement.

By clicking you have ‘read and agree to the Rules & Regulations’ upon registration of an eBASE account, the Permit Holder confirms they have fully read, understand, and will abide by the *Terms & Conditions* (accompanied by the Permit and appendices) to form the complete Agreement between the School District and the Permit Holder.

2. PERMIT REQUIREMENTS

- 2.1. All permit requests are processed by the School District’s *Facility Rentals Department*.
- 2.2. As a guideline, the following priorities apply: School programs, continuing education, licensed child care providers, youth and non-profit groups, community and recreational activities, and commercial and private functions.
- 2.3. An ‘Approved’ permit from the School District is required prior to use.
- 2.4. Permits may not be transferred, sublet, or lent out to groups other than the group stated on the Permit.
- 2.5. Hours of access:
 - Instructional days: no earlier than 5:00 PM, no later than 9:00 PM.
 - Non-instructional days: no earlier than 7:00 AM, no later than 9:00 PM.
 - Time extension requests must be submitted to the Director of Operations for review and will be considered only in exceptional circumstances.

TERMS & CONDITIONS

- 2.6. Full details of the booking are required at the time of application and will be entered by the requester into the School District's [Facility Rentals](#) online booking system.
- 2.7. Applications **MUST** include time required for set-up and take down.
- 2.8. Bookings for non-instructional days must be submitted within the following parameters:
 - School Programs: three (3) business days prior to the first date of use requested.
 - Community Use: seven (7) business days prior to the first date of use requested.

3. SUPERVISION

- 3.1. The Permit Holder must provide a designated 'Event Contact' for each permit request.

The *Event Contact* must be:

- A current School District Employee;
 - Present for the entirety of the booking and assume full responsibility for supervision and safety of participants (such as: emergencies, site access/parking, and security of the premises);
 - Ensure that no minors are unattended;
 - Ensure that participants remain within the confines of the area assigned to the group, stay within the allotted time, and vacate the premises promptly;
 - Ensure all aisles, hallways, stairways, and exits in the building are free from obstruction for the entirety of the booking and that unauthorized persons do not enter the building;
 - Have approved permit readily available; and
 - Have a properly stocked first-aid kit on hand. Access to the School District's single-use medical supplies is not permitted, except an AED where available.
- 3.2. If the 'Event Contact' is NOT a current School District employee a *Safe School Liaison* will be assigned to your group for entirety of the booking. (Refer to '*AP 550 Appendix Rental Rates*').

4. CUSTODIAL

- 4.1. Refer to '*AP 550 Appendix Rental Rates*'.
- 4.2. For interior usage during weekends / non-instructional days there will be a mandatory Custodial charge applied to the booking.
- 4.3. If the booking takes place on a weekend / non-instructional day and the group does NOT have access to the Facility, a Custodian will be dispatched to open (fees apply).

TERMS & CONDITIONS

5. INDEMNIFICATION AND HOLD HARMLESS

The Permit Holder shall indemnify and hold harmless the District and any of its officers, employees, servants, agents, and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the District by the Permit Holder and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the negligence of the District.

6. WAIVER OF SUBROGATION

The Permit Holder hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use and/or occupation of the School District's facilities by the Permit Holder.

7. PAYMENT

- 7.1. Payment is due in full upon permit approval.
- 7.2. The School District currently accepts the following forms of payment:
 - o Online: Visa or MasterCard
- 7.3. For long-term rentals, monthly payment schedules are acceptable subject to approval by the School District.
- 7.4. The Permit Holder shall be responsible for any additional costs incurred by exceeding the time booked, additional clean-up, damages, and/or violations of the *Terms & Conditions*.
- 7.5. The School District will NOT refund for unused time.
- 7.6. Any credit resulting from a cancellation (*Refer to Section 8 – Cancellation*) can be used towards the next payment or refunded directly to the credit card.

8. CANCELLATION

- 8.1. To receive a full refund the Permit Holder must notify the *Facility Rentals Department* of the cancellation in writing no less than seven (7) business days in advance of the date of use OR pay a \$25.00 cancellation fee.
- 8.2. Booking(s) may be pre-empted by School Programs. In such instances, the Permit Holder will be notified, and a credit or refund will be applied (if applicable).
- 8.3. If a school is closed during the day, bookings will be cancelled for that evening. If schools are open during the day, bookings may still be cancelled due to inclement weather and/or to perform required maintenance. A credit or refund will be applied (if applicable). Please listen to the radio and visit the School District's website for closure information.
- 8.4. The School District may cancel or revoke a permit, as well as the privilege to request future permits without cause at anytime and the Permit Holder will have no claim or right

TERMS & CONDITIONS

to damages or reimbursement on account of any loss, damages, and/or expense arising there from. Substitute space in the District will not be made available.

- 8.5. Acts of verbal, physical, and/or emotional abuse will not be tolerated. The School District reserves the right to interrupt or terminate a permit if, in the School District's opinion, the activity or event taking place in the Facility, in whole or in part, is obscene, slanderous, libellous, racist, or contrary to spirit and intent of the Canadian Charter of Human Rights and Freedoms and/or Board Policy and Regulation. On the exercise of such discretion, all rights of the Permit Holder under this Agreement will terminate immediately and the Board will be entitled to retain all monies and fees paid, payable or agreed to be paid under the Permit.

9. SUITABILITY OF FACILITY

- 9.1. The School District provides no stated or implied warranty as to the suitability or condition of the Facility for the Permit Holder's purposes.
- 9.2. The Permit Holder accepts the Facility on an "as is" basis and at their own risk.
- 9.3. The Permit Holder acknowledges and accepts that the Facility in use may contain asbestos and/or asbestos-containing materials.
- 9.4. The Permit Holder shall maintain the Facility in a sanitary, tidy, and safe condition, to a standard consistent with that set by the School District and will leave the Facility in the found condition, including but not limited to, placement of furniture & equipment.
- 9.5. The Permit Holder shall pay the School District for ANY costs of repairs (including reasonable charges for the School District's staff time, equipment, and materials) that arise directly from the Permit Holder's use of the Facility (reasonable wear-and-tear expected).
- 9.6. The Permit Holder is not permitted to perform any repair and/or maintenance work on the Facility, other than tidying and light cleaning.

10. INSURANCE

- 10.1. The Permit Holder must provide, at its own expense, liability insurance of at least two-million dollars (\$2,000,000.00 CAD) which covers any personal injury to, death of, and damage or loss of property belonging to or in the possession of the Permit Holder, its officers, employees, servants, agents, contractors, and volunteers attending the permit activity. The Policy shall name '*The Board of Education School District No. 71 (Comox Valley)*' as an Additional Insured and proof of coverage shall be provided at the time of permit approval.
- 10.2. The Permit Holder shall provide the District with evidence of all required insurance upon permit approval and prior to the use of facilities. Such evidence of insurance shall be in

TERMS & CONDITIONS

the form of a Certificate of Insurance and must be in the name of the person or group using the space.

11. LOCAL LAWS & REGULATIONS

- 11.1. The Permit Holder shall conform to all applicable government bylaws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.
- 11.2. The Permit Holder shall not carry on any activities or make any statements on School District property that may be in contravention of the Board's policies and the Canadian Charter of Human Rights and Freedoms.
- 11.3. The Permit Holder will pay all required fees as they become due and will maintain all required regulatory licenses and certificates in good standing. An Incident Report form must be completed and submitted (available through the Facility Rentals Department) within forty-eight (48) hours whenever: a) medical/first-aid attention is administered; or b) loss or damage to School District property occurs.
- 11.4. The Permit Holder acknowledges that the only available network access for internet use is the public network available at the Facility and understands they are able to use the public (guest) network free of charge but are required to adhere to the School District's network guidelines for access and use. The public network will restrict internet access to any websites/applications deemed unsafe/inappropriate by the School District.

12. ADVERTISING

- 12.1. Promotions and advertising distributed by the Permit Holder will not be presented in such a way that the School District is seen to endorse or be connected to the Permit Holder or the specific activities of the scheduled event(s).
- 12.2. No advertising in connection with a Permit Holder shall be displayed on School District property, unless otherwise approved by the Facility Rentals Department.
- 12.3. School District Facility name can only appear on promotions and advertisements as a location site.
- 12.4. School District staff will not respond to public inquires of any kind regarding activities and events for which space has been granted. Permit Holder should ensure clear contact information is displayed so public inquiries are directed towards the Permit Holder and NOT the School District.

13. USE OF EQUIPMENT

- 13.1. Available equipment varies from facility to facility and is subject to change at any time.

TERMS & CONDITIONS

- 13.2. Equipment such as volleyball and badminton standards, nets, and hockey goals, where available, may be used by user groups if arranged through the Principal. Supplies such as balls and racquets are NOT provided.
- 13.3. The Permit Holder is responsible for the safe use of any approved School District equipment. Any damage to equipment during use, including the cost of repair, cleaning, and moving will be charged to the Permit Holder.
- 13.4. The School District is NOT responsible for any property owned by the Permit Holder. The Permit Holder must remove ALL their own equipment, supplies, and chattels at the conclusion of the booking.

14. USE OF GYMNASIUMS

- 14.1. Non-marking rubber-soled shoes only.
- 14.2. No wax, powder, or other preparation is to be applied to the floors at any time.
- 14.3. The attachment of signs, tape, and/or nails etc. to the floors and walls is prohibited.
- 14.4. The consumption of food and/or beverages (except water) is not allowed in Gymnasiums at any time. (Refer to *Section 16.5*).
- 14.5. The following sporting activities are NOT permitted:
 - Football
 - Field Hockey
 - Roller Blading
 - Lacrosse
 - Golf
 - Handball
- 14.6. The following sporting activities are permitted provided:
 - Soccer: Nerf-type balls or approved indoor soccer balls only.
 - Floor Hockey: Cosom sticks, balls, and pucks only. Body checking into sidewalls is prohibited.
 - Softball: Incrediball or equivalent. Throwing/catching practice only, batting practice is prohibited.

15. USE OF GROUNDS

- 15.1. The School District reserves the right to cancel and/or amend booking time, if necessary, for upkeep of grounds and/or school activities.
- 15.2. Interior school access is not included with rentals of exterior spaces.
- 15.3. Use on water-saturated or frozen grounds is prohibited.

TERMS & CONDITIONS

15.4. The following items are NOT permitted:

- Barbeques;
- Spikes or stakes;
- Tents and trailers of any kind; and
- Lime, salt, herbicide, diesel, or any marking paint.

15.5. Booking of school fields will be governed by the agreements signed with local governments who generally control the booking for community use.

16. GENERAL

16.1. All fire department regulations must be adhered to. No open flames or smoke emitting substances are to be burned in or around school facilities. Smoke machines and pyrotechnic devices are prohibited.

16.2. Smoking, vaping, or use of cannabis or illegal drugs on the School District’s premises by any of the Permit Holder’s employees, volunteers, clients, or invitees is prohibited. Usage of such substances will result in cancellation of the Permit.

16.3. Balloons, chalk, confetti, glitter, paint, permanent markers, powder, rice, silly string, tape, or any other adhesives and wax applied to ceilings, doors, floors, grounds, walls, and windows are prohibited.

16.4. Animals within the Facility are prohibited unless they are a certified guide/service animal.

16.5. Consumption and sale of food and/or beverages (except water) is prohibited unless noted on the permit request and served in a designated area(s) approved by the *Facility Rentals Department*.

16.6. The School District cannot guarantee an “allergy free” environment. It is expected that the Permit Holder and participants take reasonable steps to establish an “allergy aware” environment that minimizes the risk of potential anaphylaxis.

16.7. Perfumes/colognes or any scented products are prohibited while in the Facility.

16.8. Parking is permitted only in designated areas. Vehicles parked in fire lanes or similar areas may be towed away with all costs borne by the vehicle owner. Supervision of parking is the responsibility of the Permit Holder.

BRIEFING NOTE

TO: Board of Education
FROM: Geoff Manning, Acting Superintendent
RE: **School Fees**

DATE: May 30, 2023

Background

As per the School Act Section 82 (6), which states:

A board must publish a schedule of the fees to be charged and deposits required and must make the schedule available to students and to children registered under Section 13 and to the parents of those students and children before the beginning of the school year.

Find attached the Fee Schedules for those schools that are charging fees next year.

In addition to the fee schedule districts must also ensure that each of the sites which are charging fees has a Financial Hardship Policy. (See applicable School Act) Sections 82.4, 82 (3), 82.1 (4), 82.2, 82.3 and 82.31 (3) apply only to a board that has established policies and procedures to facilitate participation by students of school age ordinarily resident in British Columbia who would otherwise be excluded from the course, class or program because of financial hardship.

The following is a Hardship Policy which is on all school websites and has been communicated to parents.

Hardship Policy
Financial Hardship

No student will be denied the opportunity to participate in a course and/or activity associated with a course or specialty program in which they are enrolled because of financial hardship.

1. Parents/guardians and/or students should contact the principal in order that confidential, respectful, and discreet arrangements can be made to ensure that a student is not denied an opportunity to participate in a course, program, or activity.
2. Principals have a responsibility to ensure that students are not excluded from a course, class, program, or activity due to financial hardship. Principals will ensure that such cases are handled in a confidential, respectful, and discreet manner.
3. Any decision to refuse financial assistance may be appealed to the Assistant Superintendent.

4. All procedures to determine financial hardship will follow the *Freedom of Information and Protection of Privacy Act* legislation.

Additional Information

Please note that for this coming school year, the secondary student fee will be paid by the school district using the Student and Family Affordability Fund to help offset increasing global inflation costs for parents and families in the district. Glacier View will receive the same funding for their graduation fees.

Recommendation

That the Board of Education, School District No. 71 (Comox Valley) approve the attached Fee Schedules for the 2023-2024 school year.

Respectfully submitted,

Geoff Manning

Acting Superintendent



École Secondaire Mark R. Isfeld Secondary School

School Fees for 2023-2024

As per section 82 (Fees and Deposits) of the School Act please note the following:

Fee	Amount	Description
Student Fee	\$25.00	Leadership activities, fine art performances, career planning
Graduation Fee	\$125.00	Banquet rental, dinner, sound rental, commencement photo
Optional Fee		
Yearbook	\$50.00	Cost of the yearbook
Athletic Fee	\$25.00	Athletic banquet, partial costs of referees, medical supplies, uniform replacement

We, the Mark R. Isfeld Secondary PAC, ratify the attached fees for 2023-2024.

Brian McAskill, Principal

Date:

May 8/23

Jennifer Fisher, PAC President

Date:

May 8 2023



HIGHLAND SECONDARY

750 Pritchard Road Comox, BC | V9M 3S8 T. 250.339.5525 | F. 250.339.0832 www.HIGHLANDSECONDARY.ca

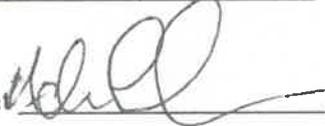
School Fees for 2023-2024

As per section 82 (Fees and Deposits) of the School Act please note the following.

Fee	Amount	Description
Student Fee	\$25.00	Leadership activities, student recognition, fine art performances, career planning
Graduation Fee	\$100.00	Facilities rental, entertainment, food, commencement, photos
Optional Fee		
Yearbook	\$45.00	Cost of the yearbook
ENTER2	\$200.00	Materials
EMR	\$350	Tuition (normally \$1800), materials
Athletics	varies	Tournament fees, partial costs of referees, travel etc.
Fine Arts	varies	Band and Drama trips, travel, accommodation etc.
Tech Ed.	varies	Base projects have no cost. Costs for materials used beyond base level.

We, the Highland Secondary PAC ratify the attached fees for 2023-2024

Dean Patterson, Principal  Date: May 17 / 23.

Adam Thompson, PAC President  Date: 16/5/23



Georges P. Vanier Secondary School

4830 Headquarters Road, Courtenay, BC V9J 1P2

School Fees for 2023 - 2024

As per section 82 (Fees and Deposits) of the School Act please note the following.

Fee	Amount	Description
Student Fee	\$25.00	Leadership activities, student recognition, fine art performances, career planning
Graduation Fee	\$125.00	Facilities rental, dinner, entertainment, commencement photo
Course Fee Adventures in the Outdoors	\$150	Cost of field trips and overnight stays
Course Fee Aspire to Action	\$300	Cost of field trips and overnight stays
Program Fee Explore	\$800	Cost of field trips and overnight stays
Optional Fees		
Yearbook	\$55.00	Cost of the yearbook
Athletics	varies	Tournament fees, partial costs of referees, travel etc.
Fine Arts	varies	Band and Drama trips, travel, accommodation etc.
Tech Ed.	varies	Base projects have no cost. Costs for materials used beyond base level.

We, the Georges P. Vanier Secondary PAC ratify the attached fees for 2023-2024



Julie Shields, Principal

May 15 2023

Date



Salinas Laperriere, PAC President

May 19 2023

Date



Glacier View
Secondary Centre

241 Beecher Dr.
Courtenay, BC V9N 3Y4

Ph: 250-338-2752
Fax: 250-338-6132

May 25, 2023

Glacier View Secondary Centre has 35 graduating students this year. Our estimated cost for grad this year is \$5,800. This year's grad fees will be covered with the Student and Families Affordability Funds to offset the costs of grad for our students' families.

Yours sincerely,



Karma Taiji (she/her)

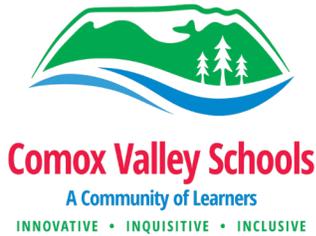
Principal

Glacier View Secondary Centre

241 Beecher Drive

Courtenay, BC

Tel: (250) 338-2752



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

BRIEFING NOTE

TO: The Board of Education **DATE:** May 30, 2023
FROM: Brenda Hooker – Secretary Treasurer
RE: Administrative Space at 2488 Idiens Way

PURPOSE:

To provide the Board with an update of the Board Office project at 2488 Idiens Way.

BACKGROUND:

At the October 26th 2021 In-Camera Board Meeting staff advised that an RFP had been issued to engage a proponent to identify for the Board a wide range of possibilities and options for consolidating administrative functions for the District. The intention is to have the study completed and options presented to the Board in February 2022.

At the November 15th 2021 In-Camera Facilities Committee of the Whole, staff outlined for Trustees challenges and suggestions for three main issues:

1. Immediate enrollment pressures, growth and solutions necessary for the south end of the District
2. The unexpected enrollment pressures particularly in the Comox / East Courtenay corridor, known housing developments and an urgent need to create classroom spaces.
3. Forecasted growth in the Queneesh/Glacier View catchments will create a challenge in the longer-term for classroom space and the potential need to relocate the Learning Resource Center.

At this same meeting, staff advised the Board of a potential solution for an administrative property for sale by the BC Assessment Authority (BCAA) at 2488 Idiens Way. The purchase would be a potentially cost-effective, timely option to address the need for administrative space in a growing District and free up classroom space.

At that meeting the Board passed the following motion:

THAT the Board of Education of SD71 (Comox Valley) approve staff to explore the feasibility of and negotiate on the opportunity to purchase the property at 2488 Idiens Way.

(Frawley/Howe]

Facilities staff conducted a thorough assessment of the Idiens property and also hired an architect to conduct a field review of the property along with a high-level building code and space analysis both of which came back favourable. In addition, a corporate real estate professional was retained who confirmed that there is not another similar property available and that the property would be very desirable on the open market.

Based upon the early feasibility assessments, real estate analysis and negotiations, the Board authorized staff to submit an offer for Contract to Purchase and Sale in early December 2021 which was accepted by BCAA on December 15, 2021. The offer included several conditions allowing for due diligence to ensure the purchase is a fit for the District before a sale is potentially finalized. Since then, staff continued to assess the potential purchase and Cornerstone was advised of the opportunity and the Idiens property was included in the feasibility study.

Cornerstone was requested to conduct a high-level needs assessment as an interim report to ensure that the District should consider pursuing the purchase opportunity. The draft report was received on December 17, 2021 which did not eliminate the opportunity.

As part of the pre-purchase due diligence, a Phase 1 Environmental Site Assessment was contracted and came back very favourable on January 13, 2022 thus there was not a need for a Level 2 Assessment.

Thus, staff has continued to include the Idiens property purchase in the analysis of potential solutions to enrollment pressure and administrative function disbursement.

ANALYSIS OF PROCEEDING WITH THE PURCHASE:

The purchase of the 2488 Idiens Way property is a recommended from both an education and return on investment perspective for the following reasons:

- 1) Current administrative functions are dispersed throughout the District in 6 different locations which is neither effective nor efficient.
- 2) Housing administrative functions in schools made fiscal sense when the District was experiencing enrollment decline. However, now there is urgent need to reclaim the classrooms and purchasing Idiens Way is a timely, cost-effective solution to freeing up classroom space. If the 5 classrooms required by Inclusive Education at Airport Elementary were replaced by dry modular buildings, the cost would be \$1,525,000 let alone the land value.
- 3) The funding for the purchase comes from the sale of the 607 Cumberland Road property which is being held Local and Ministry Capital reserves. Purchasing modulars instead for classrooms would take the funding from Operating dollars rather than Capital Reserves.
- 4) Indigenous Education requires a more appropriate space for their growing enrollment. Our Indigenous staffing needs far exceed the space currently allotted for this crucial department.
- 5) The property would be transferred between two public sector organizations meaning the sale is priced based on a third party, September 2021 property assessment rather than the open real estate market. Thus, the property would provide excellent return on investment. Just replacement of the building alone would add \$700,000 minimum to the cost.
- 6) The Board have engaged three independent professional firms including a space analysis, architecture and environmental assessment which were all favorable for a purchase.

February 2022 – The Board passed the following Motion:

THAT the Board of Education for School District No.71 (Comox Valley) pass the Bylaw authorizing staff to finalize the purchase the office building and property located at 2488 Idiens Way Courtenay BC

April 2022:

The sale of the property from BC Assessment to the District closed.

Since the sale closed, staff and the construction team have been providing the Board with regular updates, costing and decision points on the project. As with all construction projects, significant cost escalation has been experienced. However, pursuing the Idiens project is still the most cost-effective option to address the growth in the District both now and into the future. For example, the cost of 5 portables is now \$1,8 million.

On October 4, 2022 - the Board passed the following motion:

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) acknowledge the current cost estimates and commit to proceeding with the 2488 Idiens Way administrative office project understanding that the Board will have the opportunity to provide direction on any unfunded portion.

Since October 2022 – the project has gone out to tender and the Board passed an additional motion based on updated costing. Due to cost-escalation, there is now a portion of the project that is unfunded but staff presented the Board with multiple options to address the shortfall.

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) proceed with the current bid totaling 8.9 million and proceed with the Idiens Way School Board Office renovation and addition.

The updated costs are finalized, include a significant contingency, a second floor for future growth, bringing the property to current code requirements and greening the construction to help the Board meet its carbon reduction targets.

The Board has moved the ongoing conversation out of camera because the costs are now finalized with all contracts negotiated and construction beginning. Attached are the current cost estimates issued for full transparency and accountability.

The move-in date remains September of 2024.

Respectfully submitted,

Brenda Hooker

Brenda Hooker
Secretary Treasurer

CAPITAL FUND		BUDGET	EXPENDITURES to March 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 9,955,478	\$ 3,567,793	\$ 6,387,685	64%
	Bylaw Capital	\$ 14,084,855	\$ 5,065,628	\$ 9,019,227	64%

LOCAL CAPITAL	BUDGET	Committed	Variance \$	Variance %	Notes
Modulars	700,000	700,000	-	0%	the 2 Cumberland modulars ordered
Vehicle/Fleet Replacement	150,000	94,955	55,045	37%	Ongoing
Photocopier Fleet Replacement	75,791	50,253	25,538	34%	Ongoing
Printer Fleet Replacement	47,006	8,909	38,097	81%	Ongoing
Trades Equipment	35,038	25,828	9,210	26%	Ongoing
Custodial Equipment	15,000	12,602	2,398	16%	Ongoing
Classroom Renovations	84,474	3,414	81,060	96%	Ongoing
Music/Fine Arts	10,888	-	10,888	100%	Ongoing
Furniture & Equipment	165,955	89,475	76,480	46%	Ongoing
Future Information Technology	542,536	524,376	18,160	3%	Ongoing
Arden Fire Suppression	941,527	941,527	0	0%	Project finished
Outdoor Classrooms	706,301	706,301	-	0%	Project Finished-deficit adjusted
Huband Mechanical Access	84,672	84,672	0	0%	Project finished
Childcare	-	-	-	0%	Now fully funded by MCFD
ST Contingency Reserve	8,958	8,958	-	0%	Reserve-moved to SBO
Other Local Capital remaining	3,568,146	3,251,270	316,876		Transferred to SBO: \$691,748
Allocated within Local Capital to Board Office Project					
Board Office Technology	100,000	-	100,000	100%	Reserve allocated to SBO Project
Board Office Furniture and Equipment	250,000	-	250,000	100%	Reserve allocated to SBO Project
Transfers within Local Capital	691,748	-	691,748	100%	Transferred from above
Board Office Construction/Renovation	5,345,584	316,524	5,029,060	94%	Reserve allocated to SBO Project
Sub-total for Board Office project remaining	6,387,332	316,524	6,070,808		
TOTALS	\$ 9,955,478	\$ 3,567,793	\$ 6,387,685		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to March 31st	Variance \$	Variance %	Notes
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Annual Facilities Grant	1,446,719	1,410,346	36,373	3%	Ongoing
Glacier View HVAC Upgrades	550,000	415,562	134,438	24%	22/23 Annual Capital Program - SEP
NIDES - HVAC Upgrades	496,320	487,379	8,941	2%	22/23 Annual Capital Program - CNCP
Mark R. Isfeld Roofing Upgrades	800,000	788,075	11,925	1%	22/23 Annual Capital Program - SEP
Cumberland Childcare Centre	4,160,520	1,760,763	2,399,757	58%	Childcare BC New Spaces Fund
Arden Childcare Centre	3,315,648	116,500	3,199,148	96%	Childcare BC New Spaces Fund
Glacier View Childcare Centre	3,315,648	87,003	3,228,645	97%	Childcare BC New Spaces Fund
TOTALS	\$ 14,084,855	\$ 5,065,628	\$ 9,019,227		

Internal Restrictions - Surplus, Local Capital and Budget Appropriated for Board Office

21/22 Financial Statements - Note 19: Local Capital

	3,195,584.00	Board Office - Previous Transfers, Sale of Existing Office
\$	3,195,584.00	Total Local Capital Available Currently

21/22 Financial Statements - Note 19: Accumulated Surplus

	2,000,000.00	Set aside for Board Office Reserve
\$	2,000,000.00	Internal Restrictions of Operating Surplus for Board Office

22/23 Preliminary Annual Budget

	\$ 250,000.00	Board office portion of 2022/23 budgeted annual local capital transfer \$1,860,000
	\$ 250,000.00	Budgeted additional allocation in the 22/23 Annual Budget (subject to change in the Amended)
\$	500,000.00	Transfer to the project in the 22/23 Annual Budget

\$ 5,695,584.00 Internal Restrictions of Operating Surplus/Local Capital - Available for Board Office

\$ 301,000.00 MEd Restricted Capital Schedule 4D (to be used as per MOE direction)

5,996,584.00 Total Available as of Sept 2022

Less: -316,524.00 Spending to date

Plus: 250,000.00 Additional \$250,000 Transferred in the 22/23 Amended

700,843.00 Potential Transfers within Local Capital

6,630,903.00

8,900,000.00 April 2023 Cost to Finish the Project (all-in)

23/24 Preliminary Annual Budget (Anticipated)

	\$ 250,000.00	Board office portion of 2023/24 budgeted annual local capital transfer \$1,860,000
	\$ 500,000.00	Budgeted additional allocation in the 23/24 Annual Budget (subject to change in the Amended)
\$	750,000.00	Transfer to the project in the 23/24 Fiscal Year

24/25 Preliminary Annual Budget (Anticipated)

\$	250,000.00	Board office portion of 2024/25 budgeted annual local capital transfer \$1,860,000
\$	500,000.00	Budgeted additional allocation in the 24/25 Annual Budget (subject to change in the Ammended)
\$	750,000.00	Transfer to the project in the 24/25 Annual Budget
	8,900,000.00	Total Cost of Project (Includes \$600,000 contingency)
	-6,630,903.00	Potential funding available
	-750,000.00	Projected
	-750,000.00	Projected
	769,097.00	Current Shortfall

SD 71 Operating Financial Report - July 1 2022 Projected to June 30, 2023

Operating Revenue	Projected	Amended Annual Budget	% of Budget Received	
Ministry of Education: Operating Grants	\$ 102,473,309	\$101,500,303	101.0%	On track as MOE transfers are adjusted in Dec, Feb & May
Ministry of Education: Other Operating Grants	5,100,000	5,199,338	98.1%	These are significantly higher due to Labour Settlement Funding
Provincial Grants Other	217,000	217,000	100.0%	
International Tuition	4,875,162	4,905,250	99.4%	Tuition received, adjusted for Homestay
Less: Homestay Revenue	-1,928,500	-1,928,500		Homestay is collected and flows through to host families
Other Revenue	914,000	835,222	109.4%	Includes LEA, Cafeteria & Misc, trending higher than expected
Rentals	140,000	130,000	107.7%	Should exceed forecast
Interest	975,788	653,693	149.3%	Interest income increasing, should significantly exceed forecast
Total Operating Revenue	\$ 112,766,759	\$111,512,306	101.1%	Revenues are slightly higher on trend overall
Operating Expense	Projected	Amended Annual Budget	% of Budget Expended	
Function 1	88,563,827	90,429,153	97.9%	Projected to June, lower than expected
Function 4	4,168,798	4,503,261	92.6%	Projected to June, lower than expected
Function 5	12,632,503	12,818,629	98.5%	Projected to June, slightly higher than expected
Function 7	2,583,345	2,628,349	98.3%	Projected to June, lower than expected
	107,948,473	110,379,392	97.8%	
Total Operating Expenses	\$107,948,473	\$110,379,392	97.8%	
Accumulated Surplus - July 1	\$6,742,852	\$6,742,852		
Capital Purchases from Operating	\$500,000	\$271,000	184.5%	The asset purchases are recorded at year end
Operating Net Revenue (Expense)	\$ 4,818,286	\$1,132,914		
Application of Local Capital	-\$5,541,018	-\$5,541,018		
Net Changes for the Year	-\$1,222,732	-\$4,679,104		
Accumulated Surplus - June 30	\$5,520,120	\$2,063,748		
Notes to SD71 Operating Financial Report:				
<p>Overall the District Revenues are on trend to be higher than forecast. The May NIDES count came in over the projected number of students. The District expenses show that while some are higher, they are offset by those lower in other areas. Therefore, we are trending towards a net revenue, higher than forecast in the Amended Annual Budget. Additionally, expenses are projected to be lower, so we will likely report a higher surplus at the end of the fiscal.</p>				

Operating Fund Projection to June 30, 2023

	2022-23 Amended Budget	2022-23 YTD Expenses to April 30, 2023	2021-22 Budget	2021-22 Expenses	Projected to June 30, 2023	Projected Surplus / Deficit
FUNCTION 1						
02 Regular Instruction	\$ 55,138,968	\$ 42,530,823	\$ 54,759,449	\$ 49,760,648	\$ 53,116,416	\$ 2,022,552
03 Career Preparation	1,447,879	1,145,568	1,387,902	1,329,101	1,438,606	9,273
07 Library Services	1,678,624	1,272,654	1,609,097	1,406,334	1,691,408	-12,784
08 Counselling	2,657,446	2,098,404	1,947,437	2,108,887	2,645,847	11,599
10 Special Education	14,478,305	10,838,604	13,785,811	12,901,522	14,481,917	-3,612
30 English Second Language	369,016	302,346	223,171	234,618	380,753	-11,737
31 Indigenous Education	2,942,513	2,009,607	2,781,637	2,489,954	2,942,513	0
41 Business Administration	8,894,048	7,553,576	8,211,110	8,376,388	8,951,657	-57,609
62 International/Resale	2,426,951	3,666,556	4,109,153	2,195,559	2,468,047	-41,096
64 Other Auxiliary Services	395,403	352,282	381,212	434,012	446,662	-51,259
	90,429,153	71,770,419	89,195,979	81,237,023	88,563,827	1,865,326
FUNCTION 4						
11 Administration	1,320,078	1,049,099	1,369,257	1,259,398	1,296,135	23,943
40 Governance	418,165	330,629	379,188	288,805	390,513	27,652
41 Business Administration	2,765,018	1,949,673	2,461,202	2,244,779	2,482,150	282,868
	4,503,261	3,329,401	4,209,647	3,792,982	4,168,798	334,463
FUNCTION 5						
41 Business Administration	1,366,684	1,119,966	1,314,594	1,213,811	1,336,347	30,337
50 Maintenance Operations	3,947,569	3,213,988	3,871,277	3,886,537	3,943,201	4,368
51 Custodial Services	4,393,464	3,596,736	4,193,117	4,226,379	4,368,318	25,146
52 Maintenance Of Grounds	759,954	698,729	717,988	804,976	843,551	-83,597
56 Utilities	2,350,958	1,724,889	2,160,438	2,302,315	2,141,086	209,872
	12,818,629	10,354,308	12,257,414	12,434,017	12,632,503	186,126
FUNCTION 7						
41 Business Administration	27,508	20,777	24,312	23,880	24,958	2,550
70 Student Transportation	2,600,841	1,830,568	2,202,000	2,377,593	2,558,387	42,454
	2,628,349	1,851,345	2,226,312	2,401,473	2,583,345	45,004
OVERALL TOTAL	\$ 110,379,392	\$ 87,305,473	\$ 107,889,352	\$ 99,865,496	\$ 107,948,473	\$ 2,430,919

TO: SD 71 Board of Education **DATE:** May 30th 2023
FROM: Ian Heselgrave, Director of Operations
RE: **Zero Emission Bus purchase grant**

Purpose

To provide an overview of the Zero Emission Bus (ZEB) grant award to the Board of Education.

Background

In late November 2022, an application was submitted to the Zero Emission Transit fund through the Association of School Transportation Services of BC for grant funding to assist with the purchase of eight zero emission buses (ZEB).

The Association of School Transportation Services of B.C. (ASTSBC) is dedicated to the promotion of safe transportation and is the collective voice and resource for School bus operations across British Columbia.

Grant Application details

On May 17th, 2023, written confirmation was received that the SD 71 grant application was successful.

Prior to submitting the grant application, I consulted with First Student Canada to determine their life cycle bus requirements for the next three years. Based on that feedback the grant application requested funding for six Class C (full size) buses and two Class A minibuses. In addition, infrastructure funding for charging stations and electrical upgrades was submitted. The key elements of the grant are:

- Bus purchases must be complete no later than December 31st, 2025.
- ASTSBC has negotiated standing offer agreements with several manufacturers that removes the requirement for an RFP.
- A Class C electric bus costs between \$440,000 and \$520,000.
- CleanBC will fund 33% up to \$150,000 maximum for the first bus.
- The Specialty Use Vehicle Program (SUVI) will fund additional buses at \$100,000 maximum per vehicle.
- The Zero Emission Transit Fund (ZETF) will fund 30% of the cost of an electric bus.
- The CleanBC or SUVI grant can be stacked with the ZETF grant.
- The stacked grants will reduce the bus purchase cost by \$235,000 to \$275,000 per unit.
- \$321,000 in eligible costs for chargers and infrastructure improvements was approved.

There remains a significant amount of work to complete prior to seeing the first electric bus carrying SD 71 students. Given that SD 71 neither owns or operates the existing bus fleet a contractual arrangement with First Student must be achieved that will accommodate future bus purchases and operations that take advantage of the grants. Infrastructure upgrades will be required at both the First Student bus compound and SD 71 facilities. A preliminary meeting to begin this process is scheduled for the first week of June 2023.

Recommendation

The Board of Education accept the ZEB purchase grant update as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

TO: Board of Education

DATE: May 30, 2023

RE: Human Resources - Retirements and Recognition

Retirements

Bradley Smith, Teacher, Mark Isfeld Secondary, retiring effective June 30, 2023, after 31 years of service.

Heather Willms, Teacher, Inclusive Education, retiring effective July 30, 2023, after 3 years of service.

Debra Fullerton, Vice-Principal, Queneesh Elementary, retiring effective July 31, 2023, after 33 years of service.

Gracie MacDonald, Principal, Huband Park Elementary, retiring effective July 31, 2023, after 12 years of service.

**Open Committee of the Whole
Report to the Board
May 17, 2023**

In Attendance at Meeting:

Trustees:

Michelle Waite, Chairperson
Chelsea McCannel-Keene, Trustee
Shannon Aldinger, Trustee
Janice Caton, Trustee
Susan Leslie, Vice-Chair

Partner Groups:

Karla Neuffer, President CDTA
Denise Anderson, Interim Vice-President CDTA
Denise Bullock, President CUPE
Heather Royal Brant, Parent Rep IEC
Megan Goudreault, Parent Rep IEC
Jennifer Fisher, DPAC Chair
Megan Cowling, DPAC Secretary

Regrets: Cristi May Sacht, Trustee
Sarah Jane Howe, Trustee
Geoff Manning, Acting Superintendent

Recording Secretary: Heidi Bell, Sr. Executive Assistant

Staff:

Brenda Hooker, Secretary Treasurer
Ian Heselgrave, Director of Operations
Vivian Collyer, Director of Instruction
Sean Lamoureux, Director of Inclusive Education
Jay Dixon, Director of Instruction
Josh Porter, Director of Operations
Bruce Carlos, District Principal Indigenous Education
Craig Sorochan, Manager of Communication
Gerald Fussell, Principal of NIDES/Navigate
Kyle Timms, Principal of Lake Trail Middle School
Cathie Collins, Manager of Finance

Public:

Jack Stevenson

1. Call to Order

Chairperson, Michelle Waite called the meeting to order at 6:04 pm.

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

2. Adoption of Agenda

Motion:

THAT the agenda be approved as presented.

[Aldinger/Leslie]

CARRIED

Each attendee introduced themselves.

3. Presentations/Delegations

i. **Presentation Topic:
Budget 2023/24**

Pages 1-2

The Secretary Treasurer gave some background from past budget meetings and spoke to the updated cost pressure document. Partner groups were asked for 3 items they would like to add for consideration.

IEC

- Targeted funding - would like an opportunity to clarify how the money is being spent
- Would like to see on the budget document a breakdown of where money is being spent on Indigenous initiatives

CUPE

- Increased hours for Library Clerks

CDTA

All suggestions/asks have been acknowledged and support has been given.

- Continuation with the Mentorship Program
- Continuation with Complex Classrooms work
- Funds to be given to the new Vice-Principal of Inclusive Education for the purpose of behavior support teachers
- NIDES/Navigate Online program is unique and lacks collective agreement language – workload, class size, composition, and support for the teachers. There are no non-enrolling supports for these teachers

DPAC

- Supporting Student Health

Public

- Support community education
- Support a community school coordinator role

ii. **AFG Spending Plan – Briefing Note**

Pages 3-4

The Director of Operations, Ian Heselgrave spoke to the briefing note and answered questions.

Recommendation:

THAT the Committee forward the briefing note on the AFG Spending Plan to the May Regular Public Board Meeting for information.

5. Adjournment – 7:14 pm

THAT the meeting be adjourned.

[Leslie/Aldinger]

CARRIED

School District No. 71 (Comox Valley)
2023-24 Preliminary Budget Position (as of May 15, 2023)

		Preliminary Budget Changes 2023-24
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grants		
Enrolment Change	Projected increase in overall enrolment grants	10,283,964
Other Revenue Changes		
Labour Settlement Funding	Remove value from Misc Min Grants, now rolled into the Block	-3,852,346
Labour Settlement Funding	COLA Adjustment	1,368,399
Other Revenue	Remove Prior Year Rebates and Recoveries	-18,000
Other Revenue	Recoveries from Other Districts - Nisga'a	-279,494
ITA	Increase in Students taking Careers programming	40,000
Anticipated Exempt Comp	Exempt Comp increases anticipated to be funded	500,000
Investment Income	Increase in rates	71,307
TOTAL REVENUE INCREASES (DECREASES)		8,113,830
COST INCREASES (DECREASES) - Required		
Teacher Staffing	Anticipated Staffing costs for Fall 2023 - enrolment changes	1,141,898
Teacher Staffing	Addition of District Teacher - Board Initiatives	121,855
PVP/Exempt Staffing	District VP - Inclusive Education, Elementary VP time, and Restructure	276,765
CUPE Staffing	Increase Custodial Hours for New Classroom spaces	30,324
CUPE Staffing	Trades position previously funded by Surplus for past 3 years	91,287
CUPE Staffing	Anticipated Staffing costs for Fall 2023 - enrolment changes (EAs, Youth and Family PWs, Clerical)	449,190
Teacher Wage Increases	Base/Minimum plus COLA 6.75%	2,332,583
CUPE Wage Increases	Base/Minimum plus COLA 6.75%	1,878,659
Benefit increases	Salary Increases affect benefit costs	174,055
Exempt/PVP Wage Increases	Estimate 6.75% average	775,930
Transportation	Bussing Contractual Increase	127,167
Other	Other costs including school budgets adjustments for enrolment	17,905
Careers	Enrollment in Careers increasing	47,500
Cost Escalation & Energy Management	Maintenance Supplies & Services	135,000
Utility costs	Hydro, Fortis, Propane, Oil & Gas increases	132,402
Indigenous Education	Targeted funding - projected increase in enrolment	341,092
Information Technology	Increase Licencing Costs Increased Enrolments	46,700
Total Required Cost Changes		8,120,312
COST INCREASES (DECREASES) - Other		
Transfer to Local Capital	SBO Reno/Update - increase the annual transfer value (fund at year end-if surplus)	
Transfer to Local Capital	Furniture, Equipment and Assistive Technology	150,000
Total Other Cost Changes		150,000
TOTAL COST INCREASES (DECREASES)		8,270,312
BUDGET CHANGE REQUIRED FOR ALL COST INCREASES		-\$ 156,482

TABLE 4c

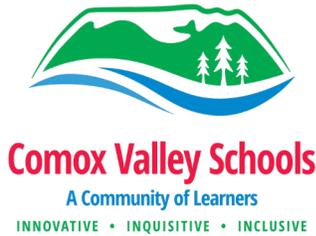
SUPPLEMENT FOR UNIQUE STUDENT NEEDS – EQUITY OF OPPORTUNITY SUPPLEMENT

The Equity of Opportunity Supplement provides funding to districts to support additional services to students by recognizing children and youth in care, children and youth receiving non-clinical mental health supports and low-income families in the school district.

This supplement is calculated based on an equal weighting of the following factors:

- The number of children and youth in care in the school district as a proportion of the school-age population (Ministry of Children and Family Development)
- The number of children and youth in the school district receiving non-clinical mental health supports as a proportion of the school-age population (Ministry of Children and Family Development)
- The proportion of the population in the school district in the bottom half of the Canadian adjusted after-tax income distribution for economic families (2011 National Household Survey, 2016 Census and 2021 Census, Statistics Canada)

The factors are converted to an index, which is multiplied by funded FTE enrolment (as at September 29, 2023) to determine the amount of funding for each district.



TO: SD 71 Board of Education **DATE:** May 30th 2023
FROM: Ian Heselgrave, Director of Operations
RE: **FY 23-24 AFG Spending plan**

Purpose

To provide an overview of the proposed FY 23-24 AFG spending plan to the Board of Education.

Background

The Ministry provided AFG funding for FY 23-24 has increased to \$2,164,113.00.

The purpose of the AFG funds is to preserve and extend the life of school district facilities. The three key priorities for AFG funds are: Health and Safety, facility changes to meet educational needs and to address critical maintenance needs.

Analysis

Planned projects – The Ministry of Education developed a new web-based Capital Asset Planning System (CAPS) which school districts use for their annual Five-Year Capital Plan and Annual Facility Grant Submissions on a go-forward basis. The CAPS system effectively replaces the Annual Facility Grant Spreadsheets that school districts have used for the past many years. The AFG entries to the Ministry of Education CAPS system is ongoing and all projects will be uploaded prior to May 19th 2023. Projects that are more significant include:

- Roof replacement work at Glacier View, and Highland Secondary.
- Mechanical upgrade (rooftop unit replacements) at GP Vanier.
- Replace AC Unit #1 at Ecole Puntledge Park.
- Cooling Tower replacement at Highland Secondary.
- Fire panel replacement at Courtenay El.
- Domestic hot water system improvements at Huband Park Elementary.
- Environmental remediation and improvements at GP Vanier and Valley View.
- Bathroom upgrades at Glacier View Secondary Centre.
- DDC network upgrades at Ecole Robb Road.
- Complete the smoke detection monitoring system replacement at Cumberland Community School and Mark Isfeld.
- Emergency stop/start button replacement program at district wood and metal shops.
- Replacement windows at Cumberland (Beaufort) and the main IT building.

- Cladding replacement of the Arden exterior bulkheads and the Aspen B&G portable.
- Upgrade parking lot lighting to LED at Brooklyn Elementary.
- Reconfigure the digital media room (003) at GP Vanier.
- Rebuild the ramps to portables at various schools.
- Exterior repaint at several school sites.
- Interior repaint at several elementary schools.
- Gym floor refinish at Highland, Brooklyn, Airport, and Ecole Robb Road.
- Play field amendments at Ecole Robb Road, Isfeld and Courtenay Elementary.
- Install swings at Hornby Island Community School.
- Lighting upgrades/energy efficiency improvements in various school hallways and classrooms.

There are numerous other planned projects that will be undertaken throughout the year. All projects are considered against the measures of how they will preserve and extend the life of SD 71 facilities. Attention to building envelope maintenance and following prioritized work plans to a common standard is emphasized throughout the maintenance and capital program. It should be noted that this plan may change if the funding envelope changes or due to emergent maintenance pressures or concerns.

Recommendation

The Board of Education accept the FY 23-24 AFG spending plan as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

The IEC held their two-day capacity development gathering at the K'omoks First Nation Band Hall on May 18 and 19, 2023. The focus was to revisit the IEC Terms of Reference in light of new legislation, frameworks and potential policies. In looking at the 2022-23 year in review, much discussion was had regarding the IEC's voice at decision making tables as representatives and advocates for Indigenous students in Comox Valley Schools.

As per the definition of the "Role" of the Indigenous Education Council in their Terms of Reference, "The IEC maintains a co-governance model with the Board of Education," much discussion was had as to what the meaning of this statement is, in terms of the IEC voice and decision-making processes in the school district. The IEC spent the better part of the 2 days together discussing the need for a policy in our school district to guide us on a true journey of co-governance.

Further discussion was had regarding Memorandum of Understandings and possible Protocol Agreements that would support deep, meaningful relationships between the school district and our Indigenous Community partners. These agreements would make actionable supports and services to Indigenous students in Comox Valley Schools and would hold both parties in the agreements accountable in ensuring the terms of agreement are met.

Felicity Chitty, the K'omoks First Nation Education Coordinator, shared with us the Local Education Agreement between the K'omoks First Nation and The Board of Education School District No. 71 (Comox Valley). Discussion was had regarding the roll out of the agreement and if the terms had been met regarding the timeline in the agreement's appendices. As a result, it was evident that there were many gaps that remained actionable. Attached in the report is a copy of this Local Education Agreement including a summary document that captures the "Who, What, Why, Where and How," of the document.

As the IEC liaison Trustee representative, I would like to thank and commend them for their diligent commitment to Indigenous community in supporting and advocacy for Indigenous students!

Respectfully,

Susan Leslie
Vice-Chair
Comox Valley School Board

GOALS

1 PROVIDE K'ÓMOKS STUDENTS

with an education that recognizes, respects and promotes the cultural plurality of K'ómoks identity through both Kwakwaka'wakw and Salish cultural practices, traditions and languages.

2 ACHIEVE

high levels of K'ómoks student success.

3 PROVIDE ENVIRONMENTS

that are culturally relevant, safe and caring.

Through this ongoing agreement (which is continually revised and adjusted to address areas that need improvement) the School Board and the Nation will take proactive measures to eliminate the gap between Indigenous and non-Indigenous students, which is a result of a persistent legacy of colonialism.

RECONCILIATION & COLLABORATION IN FIRST NATION EDUCATION

-  K'ómoks culture will be represented aesthetically in schools
-  K'ómoks language will be included in signage & communications
-  Schools will embed K'ómoks protocols into daily practices

PURPOSE

A COMMITMENT BETWEEN THE K'ÓMOKS FIRST NATION AND THE SCHOOL BOARD, TO DEVELOP A POSITIVE, COLLABORATIVE AND CONSTRUCTIVE RELATIONSHIP, WITH THE GOAL OF ACHIEVING HIGH LEVELS OF SUCCESS FOR K'ÓMOKS STUDENTS IN EDUCATION, GRADUATION, TRANSITION TO POST-SECONDARY EDUCATION, AND TRAINING AND EMPLOYMENT.



GUIDING PRINCIPLES

- 1** The education of KFN students is a shared responsibility between the School District, the Nation, the student and the family or guardian.
- 2** Policies, practices and commitments of this agreement will ensure student success and promote understanding of K'ómoks cultural values and traditions by School and Board staff.
- 3** Regular and ongoing communication between KFN, the School Board, students and families is essential to fostering a positive relationship and the success of the K'ómoks students.

LEA

ACTION PLAN

CONDENSED

STAFFING



NEW Indigenous Success Advisor (Advocate) to support all K'ómoks students achieve their best

NEW Indigenous Support Team: Support Workers, Principal, Vice Principal, Counsellor, Learning Services Teacher, Success Advisor and KFN Education Coordinator

CURRICULUM



Enhance place-based and experiential learning

Expand K'ómoks language programming

Personalized learning approaches

Educational resource development, promoting First Nations culture.

SUPPORTS



Graduation Supports

Student Support Systems

Student Behaviour Support

Attendance & Transition Support

PARENTS AS PARTNERS



Maximizing Parental Involvement

Effective and ongoing communication

Progress monitored and reported

Inclusion: Meetings, input, reporting, parent-teacher interviews

TOOLS FOR SUCCESS



- Indigenous Education Council
- Equity Scan
- LEA Oversight Committee
- LEA Dispute Resolution Committee
- Professional Learning Plan
- Tripartite Transportation Plan



GET THE MOST OUT OF YOUR SUPPORTS

- Attend parent-teacher interviews.
- Register for the bus or ask for a bus pass.
- Be aware of important dates: course selection, reporting periods, application deadlines, post-secondary procedures.
- Ask for your child's progress report & Individualized Education Plan.
- Request an advocate be present at meetings with you concerning your child: ISW, K'ómoks Success Advisor, Elder, Relative, KFN Education Coordinator.
- Request access to your child's student record.
- Submit a Parental Release of Information Form allowing the Indigenous Success Advisor and KFN Education Coordinator to share student information regarding success and supports.

K'ómoks
First Nation

LOCAL EDUCATION AGREEMENT

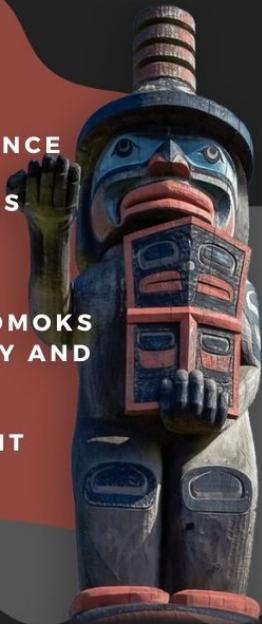
**BETWEEN
K'ÓMOKS FIRST NATION
& THE BOARD OF EDUCATION
SCHOOL DISTRICT 71**

SIGNED AUGUST 31 2022

IN RESPONSE TO THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLE & THE TRUTH AND RECONCILIATION COMMISSION CALLS TO ACTION FOR RECONCILIATION

Indicators of Success

- **SAFE & RELIABLE TRANSPORTATION**
- **STUDENT ATTENDANCE**
- **PRESENCE OF K'ÓMOKS REPRESENTATIVES IN SCHOOLS**
- **INCLUSION OF K'ÓMOKS CULTURE, HISTORY AND LANGUAGE**
- **K'ÓMOKS PARENT SATISFACTION**



Felicity Chitty: KFN Education Coordinator
felicity.chitty@komoks.ca
250-339-4545

Bruce Carlos: Indigenous Principal
Bruce.Carlos@sd71.bc.ca
250-331-4040



ENSURING K'ÓMOKS STUDENTS HAVE ACCESS TO, AND RECEIVE, QUALITY EDUCATION THAT IS RESPECTFUL AND REFLECTIVE OF THEIR UNIQUE CULTURE AND HISTORY

Board Committees 2022-2023

Board Standing Committee

Community Engagement Committee	2 Trustees:	Michelle Waite Susan Leslie
Labour Relations Committee	2 Trustees:	Cristi May Sacht Chelsea McCannel-Keene

External Committees (Elected)

BCSTA Provincial Council	Trustee: Alternate:	Janice Caton Shannon Aldinger
BCPSEA	Trustee: Alternate:	Cristi May Sacht Chelsea McCannel-Keene

Other Board Committees

Indigenous Education Council	1 Trustee Representative: 1 Trustee Alternate: February: March: April: May: June: September: October: November: December:	Susan Leslie Chelsea McCannel-Keene Shannon Aldinger Cristi May Sacht Janice Caton Sarah Jane Howe Michelle Waite Chelsea McCannel-Keene Shannon Aldinger Cristi May Sacht
Professional Development Committee	1 Trustee Representative: 1 Trustee Alternate:	Janice Caton Susan Leslie
District Calendar Committee Meets as needed	1 Trustee Representative:	Janice Caton

District Parent Advisory Committee	Two Trustee Representatives on a rotating basis - lead contact is the Board Chair	
	February:	Shannon Aldinger Chelsea McCannel-Keene
	March:	Sarah Jane Howe Cristi May Sacht
	April:	Janice Caton Michelle Waite
	May:	Chelsea McCannel-Keene Cristi May Sacht
	June:	Janice Caton Sarah Jane Howe
	September:	N/A
	October:	Michelle Waite Susan Leslie
	November:	Shannon Aldinger Cristi May Sacht
	December:	Chelsea McCannel-Keene Sarah Jane Howe
Tribune Bay Outdoor Education Society	1 Trustee Representative: 1 Trustee Alternate:	Chelsea McCannel-Keene Michelle Waite
Comox Valley Recreation Commission	1 Trustee Representative: 1 Trustee Alternate:	Sarah Jane Howe Shannon Aldinger
Comox Valley Social Planning Society	1 Trustee Representative: 1 Trustee Alternate:	Chelsea McCannel-Keene Sarah Jane Howe
Comox Valley Food Policy Council	1 Trustee Representative: 1 Trustee Alternate:	Cristi May Sacht Shannon Aldinger
Equity In Action Steering Committee	Board Chair: Vice Chair:	Michelle Waite Susan Leslie
Equity In Action Policy / Governance	Board Chair: Vice Chair:	Michelle Waite Susan Leslie
Equity In Action Learning Environment Committee	Trustee:	<i>[Name]</i>
Equity In Action Pedagogical Core	Trustee:	<i>[Name]</i>
Equity In Action Learning Profile	Trustee:	<i>[Name]</i>