

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 1-7

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 8

- 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

The Superintendent spoke to his written District Report

Page 9

ii. Trustee Remuneration Committee - Update

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

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.

Pages 10-11

iv. Student Affordability Fund – Briefing Note

The Director of Instruction spoke to the briefing note. Staff answered trustee's questions.

v. Equity Scan – Briefing Note Handout

The Superintendent spoke to the briefing note. The next meeting will be held on May 2, 2023. The Superintendent answered trustee's questions.

Pages 12-13

B. Assistant Superintendent

i. District Calendar – Briefing Note

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.

Page 14

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 15

10. Board Standing Committee Reports

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

Pages 16-42

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 43

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)**.

Pages 44-45

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

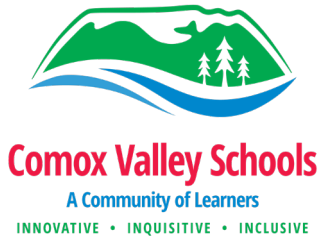
Certified Correct:



Brenda Hooker, CPA, CGA
Secretary-Treasurer



Michelle Waite
Board Chair



REGULAR BOARD MEETING MINUTES
Tuesday, March 21, 2023
7:00pm

Attendance In Person:

Trustees:

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

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary Treasurer
Geoff Manning, Assistant Superintendent
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
Jay Dixon, Director of Instruction

Regrets: Sean Lamoureux, Director of Inclusive Education

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Board Chair, Michelle Waite called the meeting to order at 7:00 pm.

2. Adoption of Agenda

Motion:

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

*** 3 handouts for trustees*

[Howe/May Sacht]

CARRIED

3. Board Meeting Minutes

Pages

Motion:

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

[McCannel-Keene/Leslie]

CARRIED

4. Unfinished Business - None

5. Record of In-Camera Meetings / Reports

Page

- February 27, 2023 – Special In-Camera Meeting
- February 28, 2023 – Regular In-Camera Meeting
- March 7, 2023 – Closed Committee of the Whole Meeting

6. Board Chair’s Report – Verbal Report

Board Chair, Michelle Waite shared:

Our District Musical can’t go without mention. The cast, pit crew, stage crew and every single person involved in the production, execution and delivery of Matilda deserves a standing ovation.

As well, It is important to share the importance of today’s date – March 21 and recognition of the following two items:

- Today is World Down Syndrome Day, with the goal of raising voices to promote inclusion, rights, and well-being. Our Board and District are committed through policy, District processes, and education to “equity and inclusivity in all contexts, activities and places” (Policy 24: 4 (a))
- Today is the International Day for the Elimination of Racial Discrimination. Our Board and our District are committed through policy, District processes and education to “supporting the education of how to act directly or as a bystander against all forms of discrimination” and “create an educational and workplace environment that promotes equality and welcomes and values diversity” (excerpts from Policy 24: 3 & 4 (g)).

7. Presentations / Delegations – Comox Youth Climate Council

Presented by Ella Oldaker

Trustees heard the presentation and asked a number of questions.

Pages

8. Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPIC: 2023/24 Budget
DATE: April 11, 2023
TIME: 4:30 pm
LOCATION: School Board Office, Board Room

9. Strategic Direction

A. Superintendent

i. Superintendent District Report

The Superintendent spoke to his written District Report

Pages

ii. Administrative Procedures 160 – Appendix B – First Aid – Revisions

For Information Only

Pages

iii. Supporting Student Learning

The Superintendent shared a comprehensive report which was issued by the Ministry of Education. The analysis of this report reflects the districts work. Staff spoke to portions of the report and answered trustee's questions.

Pages

B. Assistant Superintendent

i. Enrollment – Verbal Update

The district has now reached 681 registered students of that 541 are Kindergarten registrations. Staffing will start after Spring Break.

ii. PVP Postings – Verbal Update

The district has published job postings for both elementary and secondary PVP's. These postings close on March 31, 2023. The interview process will start after Spring Break.

iii. District Calendar – Briefing Note

The Assistant Superintendent spoke to the briefing note. Next years district calendar has 2 amendments:

1. Make October 2, 2023, a Non-Instructional Day in lieu of the Stat Holiday (Reconciliation Day) on Saturday 30th in order to be in line with the Provincial Stat. Holiday.
2. Move the August 31st Non-Instructional Day to September 5th. This will make the first official day of school with students in session September 6th.

These changes will remain out for public consultation for 30 days and will be brought back to the April's Board Meeting as a motion.

Page

C. Secretary-Treasurer

i. Provincial Budget 2024 Consultation

The Secretary Treasurer spoke to the invitation to present at the Provincial Budget 2024 Consultation, which will be taking place late May and June in Campbell River. The Board Chair offered to present for the district. Trustees are to submit their thoughts on presentable topics to the Board Chair and by Friday, March 24th.

Pages

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) submit a presentation to the 2023/24 Provincial Budget Consultation.

[Howe/May Sacht]

CARRIED

ii. **Budget Development Process - Timeline**

Pages

The Budget timeline has been finalized and shared with trustees. The Budget website is up and running and invitations have gone out to partner groups, which participate in the budget development.

iii. **Capital Plan Bylaw No. 2023/24-CPSD71-01**

Pages

The Secretary Treasurer spoke to the Capital Bylaw No. 2024/24-CPSD71-01. Staff recommended that the Board pass the Capital Bylaw in order to obtain the Certificate of Approval.

Motion:

THAT the School District No.71 (Comox Valley) give first reading to the Capital Bylaw No. 2023/24-CPSD71-01.

[Howe/May Sacht]

CARRIED

Motion:

THAT the School District No.71 (Comox Valley) give second reading to the Capital Bylaw No. 2023/24-CPSD71-01.

[May Sacht/Leeslie]

CARRIED

Motion:

THAT in accordance with Section 68 (4) of the School Act, all three readings of the Capital Bylaw No. 2024/23-CPSD71-01 at tonight's meeting.

[McCannel-Kenne/Howe]

CARRIED UNANIMOUSLY

Motion:

THAT School District No. 71 (Comox Valley) give third and final reading to the Capital Bylaw No. 23-CPSD71-01.

[Leeslie/May Sacht]

CARRIED UNANIMOUSLY

iv. **Policy 18 – Revision (Accumulated Operating Surplus and Internally Restricted Funds) AND
New Policy 26 (Financial Planning and Reporting)**

Recommendation from the Closed Committee of the Whole – March 7, 2023

THAT the Policy 18 Revision and the New Draft Policy 26 be brought forward to the March's Regular Public Board Meeting for the 30-day consultation process and then back to the April's Regular Public Board meeting for adoption.

Upon further review a 30- day consultation is not required.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) adopt the changes to Policy 18 as presented.

[Howe/Leslie]

CARRIED

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) adopt Policy 26 as presented.

[May Sacht/Howe]

CARRIED

v. Projected Financial Update

Pages

The Secretary Treasurer spoke to the projected financial update reports. The district is currently moving towards a small surplus. These reports were generated by our new tool built by Ilana Therrin. Staff answered trustee's questions.

vi. Accessible BC Act

Page

The Secretary Treasurer spoke to the briefing note. A new piece of legislation came into force on September 1, 2022. This new act requires school districts to implement an accessibility committee, an accessibility plan, and a tool to receive information, September 1, 2023. Staff are working on these requirements.

D. Human Resources

i. Retirements and Recognition

Page

10. Board Standing Committee Reports

A. Open Committee of the Whole – March 7, 2023

Pages 52-53

- i. International Student Programs, District Principal, Greg Kochanuk & Senior Manager, Josie Jiang
- ii. Environmental Sustainability Update, Director of Operations, Ian Heselgrave

Motion:

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

[Howe/Leslie]

CARRIED

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) adopt the changes to Policy 7 – Presentation/Delegation as presented.

[May Sacht/Howe]

CARRIED

11. Board Business

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

Trustee Leslie spoke to her written report.

- ii. Trustee Report: Social Planning Committee – Written Report, Chelsea McCannel-Keene, Trustee (CVRD – Area A) Pages

Trustee McCannel-Keene spoke to her written report.

- iii. VISTA Update, Janice Caton, Trustee (City of Courtenay)

Trustee Caton expressed her appreciation to those who were involved in the organizing Spring VISTA Conference. The Board Chair thanked Trustee Caton for all her work and hosting a fabulous event.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) extend this Regular Board Meeting to 9:20 pm.

[Aldinger/Howe]

CARRIED

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

Trustee Leslie spoke to the motion.

Motion:

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.

[Leslie/Aldinger]

CARRIED

12. Board Correspondence

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

13. Public Question Period - None

14. Meeting Adjourned – 9:07 pm

MOTION:

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

[Howe/McCannel-Keene]

CARRIED

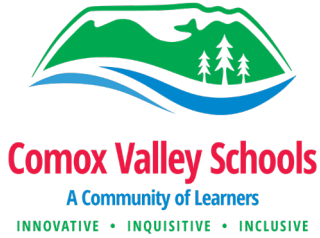
Board Approved on:
April 25, 2023

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:** April 25, 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:

March 21, 2023 – Regular In-Camera Meeting

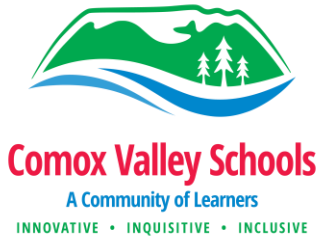
1. Receipt of and updates on three land/property matters
2. Receipt of and updates on two legal matters
3. Receipt of and updated on one other matter

The meeting was called to order at 6:00 pm and adjourned at 6:38 pm.

April 11, 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 2:02 pm and adjourned at 4:28 pm.



TO: The Board of Education **DATE:** April 28, 2023
FROM: Tom Demeo – Superintendent of Schools
RE: Feeding Futures School Food Program Fund

BACKGROUND:

On April 4, 2023, the Ministry of Education and Child Care announced the Feeding Futures School Food Program Fund for the 2023/24 school year. The 2023 Provincial Budget has committed \$214.5 million in operating funds over the next 3 years. The money is to be targeted for food for students and to staff a district level School Fund Co-Ordinator.

For the 2023/24 school year SD71 is to receive \$1,141,262. The money is to address the immediate need of feeding students in a stigma and barrier free manner. Funding can be used for food purchases and staffing up to 1.0 FTE for a district level Food Program Co-Ordinator. There is also reasonable expectation to add additional kitchen staff to make and prepare additional food and meals.

As this is ongoing funding there is no need for schools to hold back funds for future years. It should be noted that this fund will not impact Community Links funding. There is some flexibility in the first year of the funding to allow schools to purchase equipment for the food programs to be delivered.

In addition, \$5 million has been set aside for food infrastructure proposed to assist districts in creating and delivering food programs.

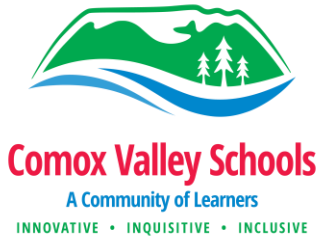
NEXT STEPS

The district has started initial discussions and planning. School based principals and vice-principals have engaged in conversations about their current food programs and their ideas moving forward.

The district will also re-convene the Steering Committee for the Student Affordability Fund to begin some in depth discussion and planning.

Respectfully submitted,

Tom Demeo
Superintendent of Schools



Comox Valley Schools

School District No. 71
Office of the Director of Finance

BRIEFING NOTE

TO: Board of Education **DATE:** April 25, 2023
FROM: Sean Lamoureux, Director of Inclusive Education
RE: **Student Affordability Fund Update**

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

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

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

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

A multi tiered system was discussed to distribute the funds.

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

October 2022: Schools were allocated funds based on a variety of factors such as FTE (Full Time Equivalent), 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 April 1, 2023, total approximately \$550 000.00

Field Trips / Fees	Salaries	Fees
Supplies	Equipment Replacement	Food
Lush Valley	Denman Food Bank	Hornby Food Bank
Lake Trail Comm School	Courtney Elem Comm School	Cumberland Food Bank
Denman Comm School	Hornby Island Comm School	Black Creek Food Bank
Indigenous Education Council		

Currently, SD71 has approximately \$430 000.00 to support students for the remainder of the school year and to carry forward.

Students Supported with the Affordability Fund as of February 1st.

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

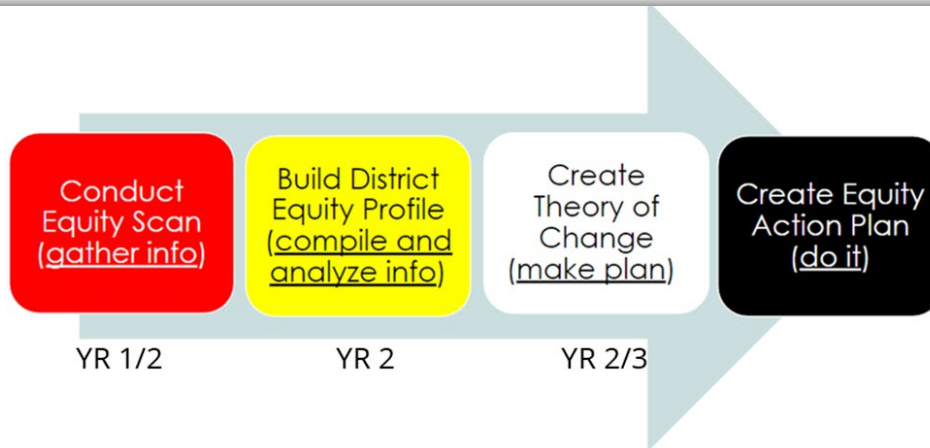
Respectfully submitted to the Superintendent,

Sean Lamoureux

Sean Lamoureux
Director of Inclusive Education

TO: The Board of Education
FROM: Tom Demeo – Superintendent of Schools
RE: Equity Scan Update

DATE: April 25, 2023



Currently, SD71 is in the information gathering stage of the Equity in Action Program. To date a number of our employee groups have begun valuable discussions around our Indigenous Education program.

Members of our district have come together to form an Equity Scan Steering Committee and have participated in a regional training session. The activity the committee has been participating in is as follows:

- What is working well in our schools in terms of Indigenous Education?
- What are the barriers/challenges in terms of Indigenous Education in our schools?
- What have we done to address these changes?

To date our leadership team (principals, vice-principals and excluded staff) have spent time working through the activity and reflecting on our current practices. After these sessions each of our leaders conducted a similar session with the staff at their school (sites).

At our February district wide professional development day, our Director of Instruction led a group of teachers and support staff through a similar type of activity where success, challenges, and ways to address the challenges were discussed.

All of the information collected is being gathered to find common themes moving forward. There are current plans to have this activity repeated with students in our schools. Our District Student Advisory Council recently completed the activity.

The Equity Scan Steering Committee is also in the early stages of discussion regarding additional collection of data through a system/community wide survey.

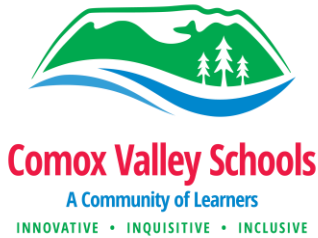
From now until the end of the school year we will continue with the data collection process as well as the development of a working plan for the next school year.

Next year we will focus on the collection of data and building our District Equity Profile (compile and analyze information).

We are also in the early stages of discussion regarding an outreach event in our community.

Respectfully submitted,

Tom Demeo
Superintendent of Schools



BRIEFING NOTE

TO: School Board Trustees **DATE:** April 25, 2023
FROM: Geoff Manning, Assistant Superintendent
RE: District Calendar follow up

Purpose

To update the board regarding the amendments to the District Calendar.

Background

The current School District Calendar was established by the calendar committee during the 2020-2021 school year, and it covers the 2021-2022/2022-2023/2023-2024 school years. The Calendar Committee consists of members from senior leadership, CVPVPA, CDTA, CUPE, DPAC and a trustee representative. Feedback is solicited from all groups and the calendar is set in consultation with those mentioned above. The calendar is set for three years so that partner groups and parents can plan ahead knowing that the calendar has been set and important dates are in place.

At times, amendments are needed to the calendar for a variety of reasons. Looking at next year's calendar (2023-2024) there are two specific amendments that were posted for public comments/feedback:

1. Make October 2, 2023, a Non-Instructional Day in lieu of the Stat. Holiday (Reconciliation Day) on Saturday, September 30th in order to be in line with the Provincial Stat. Holiday.
2. Move the August 31st Non-Instructional Day to September 5th. This will make the first official day of school with students in session September 6th.

Analysis

The only comment received was one regarding the parent teacher conference day on November 23rd which had nothing to do with the proposed amendments. Information was posted for the required 30 days.

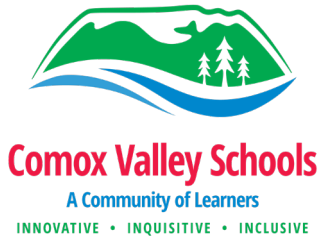
Recommendation

It is our recommendation that the board approve the amendments for next year's District Calendar.

Respectfully submitted,

Geoff Manning

Assistant Superintendent
Comox Valley Schools



TO: Board of Education

DATE: April 28, 2023

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

Retirements

Sharon Woodley, OL Clerk, NIDES, retiring effective May 31, 2023, after 33 years of service.

Elizabeth Phillips, Sr. Administrative Assistant, IT Department, retiring effective July 15, 2023, after 16 of service.

Ann-Marie Lewis, Teacher, Aspen Park Elementary, retiring effective June 30, 2023, after 28 years of service.

Celine Gummer, Teacher, Valley View Elementary, retiring effective June 30, 2023, after 31 years of service.

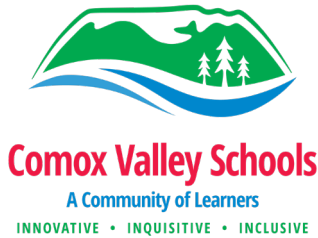
Virginia Currie, Teacher Librarian, LRC, retiring effective June 30, 2023, after 15 years of service.

Sarah Heselgrave, Teacher, Brooklyn Elementary, retiring effective June 30, 2023, after 28 years of service.

Elizabeth Sullivan, Education Assistant, Inclusive Education, retiring effective June 29, 2023, after 32 years of service.

Michelle Tyson, Education Assistant, Inclusive Education, retiring effective June 30, 2023, after 11 years of service.

Gina Miller, Senior Custodian, Highland Secondary, retiring effective June 30, 2023, after 20 years of service.



Open Committee of the Whole Meeting Report to the Board Tuesday, April 11, 2023

Attendance In Person:

Committee Members:

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

Staff:

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Josh Porter, Director Information Technology
Cathy Collins, Manager of Finance

Regrets: Janice Caton, Trustee

Recording Secretary: Heidi Bell, Sr. Executive Assistant

Partner Groups:

CDTA, CUPE, IEC, PVPA, DPAC

1. Call to Order

Chairperson, Sarah Jane Howe called the meeting to order at 4:34 pm.

2. Adoption of Agenda

Motion:

THAT the agenda be approved as presented.

[Waite/Aldinger]

CARRIED

3. Presentation/Delegations

Pages 1-26

- a) Presentation Topic
Budget 2023/24

The Secretary Treasurer spoke to the preliminary budget package. Trustees and partner groups asked questions, which were answered by staff.

The public budget consultation process will continue with an online format.

4. Adjournment – 5:55 pm

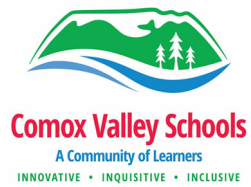
Motion:

THAT the meeting be adjourned.

[Waite/May Sacht]

CARRIED

School District No. 71 (Comox Valley)



2023-24 Annual Budget Information Package

April 11, 2023

Prepared by:

Brenda Hooker, Secretary-Treasurer
and Candice Hilton, Director of Finance

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Section 1

2023-24 Annual Budget Preliminary Report



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

2023-24 ANNUAL BUDGET

PRELIMINARY REPORT

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

April 11, 2023

2023-24 Annual Budget

Introduction

The Board of Education of School District No. 71 (Comox Valley) is accountable for the public funds that support the school district. One of the Board's responsibilities is the adoption of the District's preliminary budget. The budget must conform to legislative requirements set out in the *School Act* and is the financial plan that supports the District's strategic goals. Specifically, it must comply with the statutory *School Act* requirements set out in the Framework for Enhancing Student Learning Policy and the Enhancing Student Learning Reporting Order.

The Board is currently planning for the next school year, which includes:

- Setting priorities for the delivery of student learning
- Determining the ongoing effects from COVID-19
- Projecting student enrolment
- Projecting the costs of status quo for next year (salaries, benefits, utilities, etc.)
- Determining which costs will or could change
- Managing inflation and supply chain cost pressures
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures)
- Reviewing the budget against the Board's strategic priorities and school-based plans

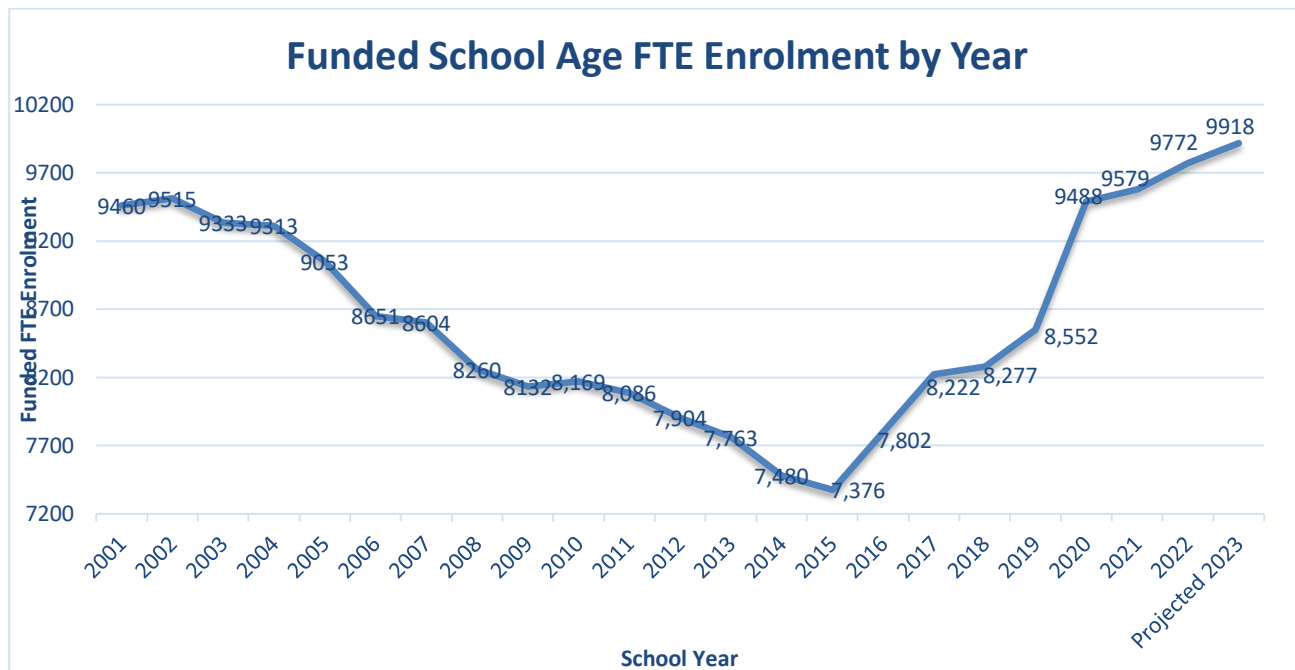
Boards of Education operate on a fiscal year of July 1st to June 30th. For 2023-2024, Section 113 of the *School Act* requires Boards to prepare an annual budget and have it adopted by bylaw and submitted to the Ministry of Education by June 30, 2023.

Student Enrolment

Student enrolment is the primary factor determining how much funding the District receives from the Ministry of Education and Childcare, the number of staff to employ, and the number of classroom and schools that are required and at which locations.

The chart below shows the District's estimated FTE enrolment for the 2023-24 school year. The prior year information shown in the chart is the actual funded FTE enrolment from the September 30th confirmed data.

Enrolment in September 2023 is projected to be 9,918 FTE, which is an overall increase of 146 FTE. The number of students attending School District No. 71 (Comox Valley) in regular schools is projected to increase while online learning FTE are projected to slightly decrease.



Changing enrolment affects school district revenue. Revenue fluctuations from enrolment changes are mainly offset by increases or decreases in expenditures as staffing, services and supplies are directly related to enrolment.

Budgets and staffing are typically conservative in the preliminary annual budget to reflect the risk of actual enrolment being lower than projected. In September, revenues are finalized on actual enrolments then staffing and expenditures are adjusted accordingly in the amended annual budget.

Again for 2023-24, the District will have to consider the ongoing effects of COVID-19. In the 2021-22 preliminary budget, we anticipated an overall decline in enrolment. Instead, the District saw a significant net gain due to in-migration which meant increased revenue but also created space and capital pressures. In the 2022-23 actual enrollment, we saw slightly lower than projected students in our on-line school which was offset by continued in-migration to regular schools. Our various methods for predicting enrollment indicate this trend is going to continue in 2023-24. Additionally, supply chain challenges are easing but we are still seeing increasing costs for both service and supplies.

Revenue

Ministry of Education Operating Grant

Approximately 95% of the District's revenue comes from the Ministry of Education through the Funding Allocation System (FAS). The FAS contains a number of formulae and is based primarily on student enrolment. There are additional allocations for differences in geographic factors, unique student needs such as special needs, Indigenous students, and English Language Learners.

The Ministry announced the preliminary operating grant for 2023-24 on March 15, 2023 (*See Section 2 – 2023-24 Annual Operating Grant Announcement*). Provincially, the Ministry has provided funds for enrolment growth and the per pupil FTE rates have increased to reflect negotiated employee group labour settlements.

Based on the 2023-24 preliminary operating grant, the district is projected to receive approximately \$10,293,890 in additional revenue from the Ministry of Education. It must be noted that 85% of this increase is to support negotiated wage increases.

This increase is then adjusted by anticipated revenue changes in other areas:

Interest Revenue

Unspent revenue in the district is invested in the Province of British Columbia's Central Deposit Program (CDP). The rise in the Central Bank Interest Rate has caused the CDP rate to rise significantly. Our projected interest income increased in 2022-23 from an estimated \$160,000 in the preliminary budget to an estimated \$653,693 in the 2022-23 amended budget. Thankfully, the additional interest revenue helped offset the other inflationary pressures. Interest rates show signs of leveling however, the preliminary budget for 23-24 will project higher interest income than reflected in the amended budget as we will exceed the February 2023 forecast by June 30th.

Other Revenue

It is anticipated that COVID-19 may continue to have impacts on the various sources of the 5% of other income the District receives. Prior year rebates and recoveries are projected to decrease, rental income will remain unchanged, it is unknown if SD71 will support Nisga'a students next year and the International student enrollment is down slightly.

Therefore, the overall increase in projected revenues for 2023-24 is approximately \$10,067,703.

Cost Pressures and Adjustments

There are numerous cost pressures related to maintaining the ongoing level of programs and services in the district that need to be incorporated into our planning.

For 2023-24, these include the following:

Staffing Increases

In 2020-21, the District saw a significant shift from its bricks-and-mortar schools to online learning education. In 2021-22, we saw a shift back to bricks-and-mortar, but we also retained a larger percentage of the online education students than we anticipated. Then in September 2022, the on-line registrations were slightly less than projected, offset by a continued increase in regular school. We anticipate this new trend to continue but projections are still dynamic, so a contingent staff allocation is reserved. The proposed budget staffing levels are based on current and projected FTE registrations. They are likely conservative, given the increase in families moving to the area and further anticipated shift away from online learning. Thus, it is anticipated that additional staffing will be required in the fall of 2023/24.

Currently, for projected enrolment and student complexity, additional staffing is projected for all employee groups:

Increased Teacher Staffing – increase of \$1,463,753 is projected and includes staffing to support enrollment and a new District teaching position.

Support Staffing – increase of \$ 689,447 is projected and includes release time, 4 additional Youth & Family Program Workers, additional clerical support, 6 additional EA positions, increased custodial time, and retention of a trades position and the daytime custodial hours formerly funded through surplus.

Exempt Staffing – increase of \$276,765 is projected and includes a VP for Inclusive Education, increased elementary administrative time, and Board Office staff reorganization.

Negotiated Wage and Salary Increases

The Ministry has identified estimated labour settlement funding of \$8,693,203 on Table 7 – Operating Grants. However, the MOEC calculation is based on averages for salaries and benefits in both Operating and Special Purpose Funds. Actual costs in Operating will vary from this Ministry calculation and salary increases alone are projected to be a cost pressure of \$5,872,460.

Negotiated Salary Increases – Not Funded

The BC Public School Employer’s Association (BCPSEA) and the Public Sector Employer’s Council (PSEC) have approved regionalized salary grids for the principals and vice-principals (PVP) and exempt staff. The PVP salary grids will likely be consistent with the increases provided to unionized staff but funding for exempt staff increases has not yet been announced.

Thus, cost increases for the principals and vice-principals and exempt staff have been included in the preliminary budget and are estimated at \$775,930.

Benefit Plan Adjustments

Initial estimates around benefits show a trend increase and the costs for benefit plans typically increase each year from increased usage and cost increases of existing plans. Based on information received from benefit plan carriers, costs will likely increase beyond the negotiated increases but no estimates have yet been included.

Employment Standards Act (ESA) Amendments

The ESA has been revised to include 5 sick days per TTOC and Casual employee. Staff has been advised that the additional leave benefit will still not be funded but the resulting cost pressures are absorbed into existing operating cost estimates, so no longer show as a cost pressure.

Framework for Enhancing Student Learning/School-Based

MECC has legislated FESL which includes expectations around connectivity and accountability for school plans, strategic plans and District budgets. Funds are required to help schools develop and achieve goals so \$160,000 has been set aside for the District learning agenda. As well, school supply and resource budgets are based on FTE enrolments. Thus, as students return to our brick-and-mortar schools, corresponding increases to supply and resource budgets occur. The above are included in the \$234,570 school-based estimate.

Pension Plan Premiums

Teacher Pension Plan and Municipal Pension Plan premiums are anticipated to increase once settlements are finalized. However, the increases are included in the \$8.6 million in funding, so no cost pressure is recorded.

Other Employer Benefit Premiums

CPP and EI premiums will increase in 2023-24 due to changes in employer contribution rates. Again, these increases are funded.

Supply Costs

Facilities supplies including vandalism costs, energy management projects and fleet maintenance are projected to increase by \$135,000.

Program Costs

An increase in Indigenous students requires a projected increase in these targeted fund expenses. As well, we are projecting an increase to costs required to support the International Student program. Budgeted increases for Indigenous Education are projected at \$ 341,092.

Utility Costs

BC Hydro rates are proposed to increase in 23-24 as well as natural gas rates, and fuel costs are anticipated to be higher than current. Thus, an overall budget increase of \$132,402 is included.

Information Technology

Internet, digital services and licensing are projected to increase by \$46,700

Transportation Costs

The District Transportation costs are contracted to increase by \$ 127,167

Transfer to Local Capital:

The number of students supported by Inclusive Education is increasing thus we have projected a transfer of \$50,000 for Assistive Technology.

As well, with increased enrollment and adding new classrooms, an increase to the furniture and equipment transfer has been budgeted at \$ 100,000.

In addition, the Board has purchased new administrative space which requires an addition and code upgrades. As well, the current office will require updating for the new programs moving in and the classroom space reclaimed will need refreshing. A transfer of \$ 250,000 is proposed.

The overall increase in projected costs for 2023-24 is approximately \$10,495,286.

Preliminary Budget Position

After considering all the cost pressures and potential savings that are related to maintaining the ongoing level of programs and services in the district, the preliminary budget position for 2023-24 is a Net Budget Deficit of approximately **\$427,583.**

However, the Ministry has not yet released the funding grants for the cost of living adjustments nor made a decision on whether or not exempt compensation will be funded. As well, the Finance department is still continuing to review school and department budget needs. Further revenue is anticipated along with further cost pressures.

Next Steps

The Board is required to approve an Annual Budget on or before June 30, 2023 for the 2023-24 school year.

The budget development process and timelines have been developed to facilitate a consultation process that will ensure timely decisions are made in order to adopt a balanced budget in May and allow for implementation of the budget for the 2023-24 school year.

The initial timeline allows the Human Resources Department time to process any staffing changes in compliance with collective agreements and allows schools and departments to prepare for the following year.

Throughout the consultation process, stakeholders and the public will be provided with opportunities to provide input on budget themes to the Board and to provide feedback on the draft information presented.

On April 11, 2023, the Open Committee of the Whole along with stakeholders and partner groups will receive the preliminary revenue and expense information. At this same meeting, the committee will discuss staff recommendations regarding the rest of the budget consultation process.

For consideration:

2023-24 Preliminary Budget consultations will occur at the April 11th and May 9th Open Committee of the Whole meetings. In addition, the Board has a 2023-24 Preliminary budget information page open and will publish an email link for further public input.

Initially, the 2023-24 Annual Budget and Bylaw will be proposed for tentative adoption at the Board Meeting on May 30, 2023 and staff will continue to work towards presenting a draft annual budget in May. This may be delayed as several Ministry grants have not yet been finalized. Staff are expecting a decision around funding for Exempt Compensation. It is the preference of staff to delay the finalizing of the budget until all the anticipated grants are announced to reduce the variance with the Amended Annual Budget, however, as previously noted the June 27, 2023 Public Board meeting would be the last date for the Board to consider the Annual Budget Bylaw.

Section 2

Annual Operating Grant Announcement

Estimated Operating Grants Overview - 2023/24 School Year

School District 71 (Comox Valley)

September 2023 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	8,156.0000	\$8,625	\$70,345,500	
Continuing Education	0.0000	\$8,625	\$0	
Alternate Schools	172.0000	\$8,625	\$1,483,500	
Online Learning	1,590.0000	\$6,960	\$11,066,400	
Home Schooling	44	\$250	\$11,000	
Course Challenges	4	\$270	\$1,080	
Total Enrolment-Based Funding (September)	9,918.0000			\$82,907,480
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	145.9375	\$4,313	\$0	
4%+ Enrolment Decline		\$6,469	\$0	
Significant Cumulative Decline (7%+)	284.3750	\$4,313	\$0	
Supplement for Enrolment Decline				\$0
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	4	\$49,070	\$196,280	
Level 2 Special Needs	484	\$23,280	\$11,267,520	
Level 3 Special Needs	85	\$11,760	\$999,600	
English Language Learning	187	\$1,735	\$324,445	
Indigenous Education	1,750	\$1,710	\$2,992,500	
Adult Education	17.7500	\$5,505	\$97,714	
Equity of Opportunity Supplement			\$458,272	
Supplement for Unique Student Needs				\$16,336,331
			Funding	Total Supplement
Variance from Provincial Average	\$1,347			
Estimated Number of Educators	551.986		\$743,525	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	9,935.7500	\$180.33	\$1,791,714	
Supplement for Salary Differential				\$2,535,239
Supplement for Unique Geographic Factors				\$6,780,984
Funding Protection				\$0
Curriculum and Learning Support Fund				\$87,949
September 2023 Enrolment Count, Total				\$108,647,983

July 2023 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$245	\$0	
Summer Learning Grade 8-9	0	\$245	\$0	
Summer Learning Grade 10-12	0	\$490	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	100	\$490	\$49,000	
Summer Learning, Total				\$49,000
February 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	
K-Gr 9 School-Age FTE - Online Learning	90.0000	\$3,480	\$313,200	
Gr 10-12 School-Age FTE - Online Learning	250.0000	\$6,960	\$1,740,000	
Adult FTE - Online Learning	8.0000	\$5,505	\$44,040	
Level 1 Special Needs Enrolment Growth	0	\$24,535	\$0	
Level 2 Special Needs Enrolment Growth	23	\$11,640	\$267,720	
Level 3 Special Needs Enrolment Growth	0	\$5,880	\$0	
Newcomer Refugees	10.0000	\$4,313	\$43,130	
ELL Supplement - Newcomer Refugees	0	\$868	\$0	
February 2024 Enrolment Count, Total				\$2,408,090
May 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,625	\$0	
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	
K-Gr 9 School-Age FTE - Online Learning	15.0000	\$2,320	\$34,800	
Gr 10-12 School-Age FTE - Online Learning	140.0000	\$6,960	\$974,400	
Adult FTE - Online Learning	5.0000	\$5,505	\$27,525	
May 2024 Enrolment Count, Total				\$1,036,725
2023/24 Full-Year Estimated Total				\$112,141,798
Estimated 2023/24 Operating Grant from Indigenous Services Canada				\$176,525
Estimated 2023/24 Operating Grant from Ministry of Education				\$111,965,273

Estimated Operating Grants for 2023/24

March 15, 2023

For your information, the 2023/24 preliminary operating grants have been completed for all 60 boards of education. Total district allocations are based on estimated 2023/24 enrolments provided by boards of education and generate a provincial preliminary total of \$6.622 billion.

Detailed information on the Funding Allocation System is included in the Operating Grants Manual, which is available on the Ministry of Education and Child Care's website at the following link:

[2023/24 Estimated Operating Grants Manual and Tables](#)

The total 2023/24 operating grant of \$6.622 billion includes additional funding for labour settlements with teachers and support staff, and wage lifts for union exempt staff, which has been added by increasing the funding rates. As a result, the following adjustments are being made to the operating grants:

Supplement	2022/23 Rate	2023/24 Rate	Change
Basic Allocation (Standard, Continuing Education and Alternate schools)	\$7,885	\$8,625	\$740
Basic Allocation (Online Learning)	\$6,360	\$6,960	\$600
Special Needs – Level 1	\$44,850	\$49,070	\$4,220
Special Needs – Level 2	\$21,280	\$23,280	\$2,000
Special Needs – Level 3	\$10,750	\$11,760	\$1,010
English Language Learning	\$1,585	\$1,735	\$150
Indigenous Education	\$1,565	\$1,710	\$145
Adult Education	\$5,030	\$5,505	\$475
Summer Learning (Grades 1-9)	\$224	\$245	\$21
Summer Learning (Grades 10-12)	\$448	\$490	\$42
Equity of Opportunity Supplement	Provincial total increased by \$2.5 million		
Small Community Supplement	Provincial total increased by \$9.4 million		
Low Enrolment Factor	Provincial total increased by \$1.4 million		
Student Location Factor	Provincial total increased by \$6.0 million		

The total 2023/24 operating grant also includes funding for enrolment growth at these published rates.

Changes to estimated enrolment and the impact to the total 2023/24 operating grant will be managed through a decision process in the Fall. This includes if actual enrolment is lower than estimated enrolment resulting in a lower total operating grant.

The operating grant allocations will be recalculated in the autumn of 2023, after September 29, 2023 enrolment is confirmed. The operating grant allocation will again be adjusted subsequent to the February and May 2024 continuing education and online learning enrolment counts. Funding will also be adjusted in February 2024 for any growth in special needs enrolment, and for new refugee enrolment.

The \$71.5 million School Food Programs Fund will be introduced in 2023/24 as part of multi-year funding to school districts to increase food security for students and their families.

The Classroom Enhancement Fund continues to be provided to fund boards' cost to implement the Memorandum of Agreement with the BC Teachers' Federation on class size, composition, and non-enrolling teachers.

The Learning Improvement Fund is being increased to \$25 million for the 2023/24 school year onwards. Evidence of genuine consultation with your local support staff unions on the use of the funding will be required.

The Curriculum and Learning Support Fund is provided to assist boards with implementing the provincial curriculum. A letter with additional detail regarding the Ministry of Education and Child Care's expectations will be sent shortly to Superintendents. This supplement is being provided outside of the Funding Protection calculation, which ensures that all districts receive the additional amount.

As you are aware, all districts are subject to compliance audits and potential recoveries for funding claims not in compliance with Ministry policies and directives. School districts should be aware that audit adjustments will be included in the calculations of Funding Protection and the Supplement for Enrolment Decline when they are recalculated in autumn 2023, which may affect the allocations under these supplements for some boards of education.

The 2023/24 Annual Budget must be submitted to the Minister on, or before June 30, 2023. Annual Budget Instructions and templates will be posted on the Ministry website at:

[Annual Budget Instructions, Bylaw, and Template](#)

The Estimator, a tool to assist boards in determining funding projections, is being updated for 2023/24. As in previous iterations, the updated Estimator will incorporate the next three years of funding projections into one program. The Estimator will be available to districts upon request by sending an e-mail to Michael.Lebun@gov.bc.ca.

If you have any further questions about the 2023/24 funding allocations, please contact Tim Jah, Director, Funding and Allocation at Tim.Jah@gov.bc.ca or Michael Lebrun at the e-mail address noted above.

Section 3

Enrolment and Funding Analysis

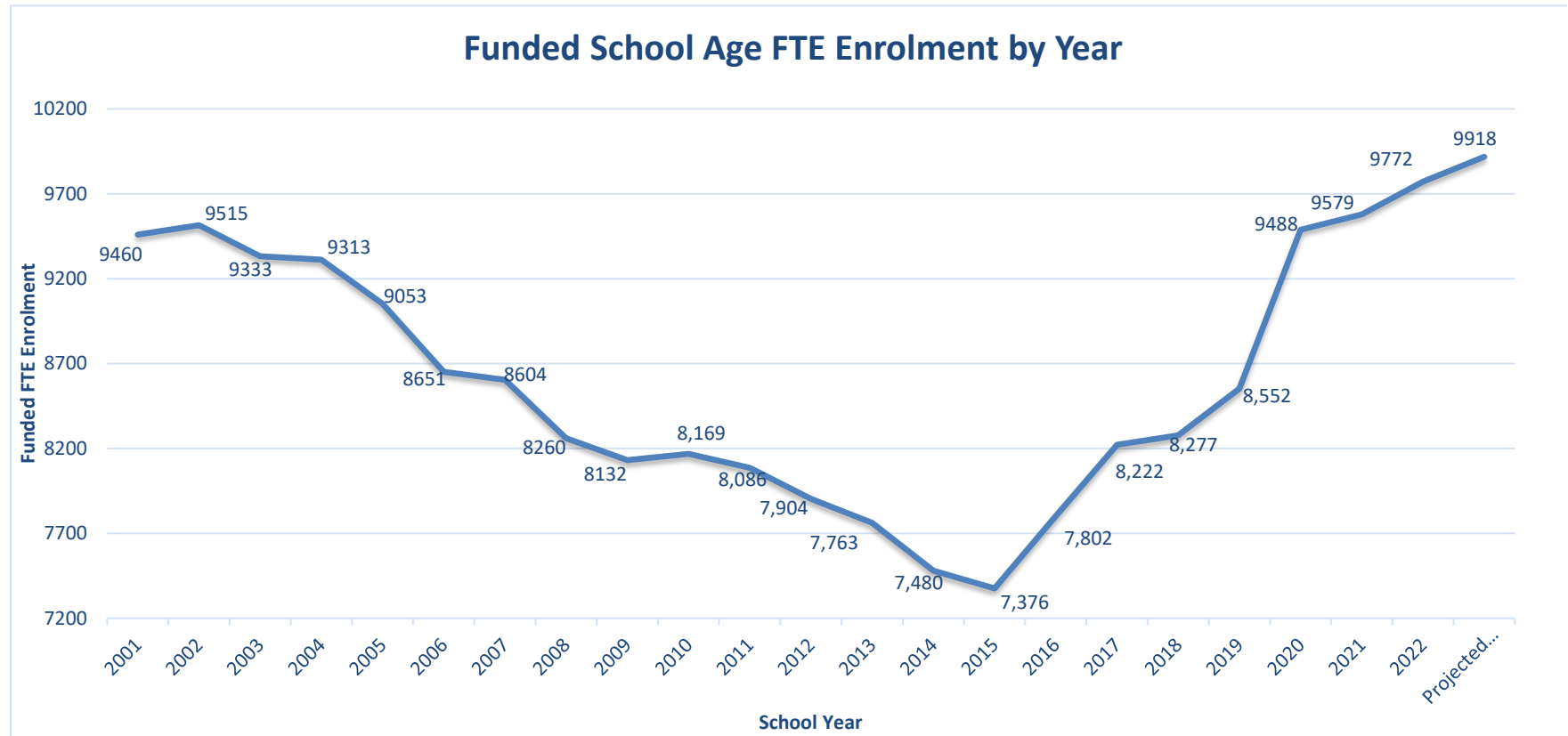
School District No. 71 (Comox Valley) Enrolment - History and Projections

SEPTEMBER	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Last Year	Current	Projected		
											2021-22	2022-23	2023-24	2024-25	2025-26
<i>Regular Enrolment</i>															
Airport Elementary	213	167	159	142	135	136	139	136	134	139	187	198	195	214	228
Arden Elementary	278	285	310	305	313	338	315	299	300	245	254	237	240	241	237
Aspen Park Elementary	295	270	258	268	297	341	341	339	329	336	371	365	380	375	386
Brooklyn Elementary	367	340	331	336	334	336	329	355	351	351	392	375	375	399	403
Courtenay Elementary	201	207	186	181	187	179	172	180	185	182	198	201	237	185	188
Cumberland Community School	428	412	398	396	411	435	476	498	547	527	570	612	700	719	714
Denman Island Community School	33	28	35	29	34	40	50	46	49	58	49	49	42	52	52
Ecole Puntledge Park Elementary	478	452	463	455	453	484	462	481	507	458	499	505	519	506	509
Ecole Robb Road Elementary	485	496	494	452	455	497	471	470	473	449	432	440	464	436	433
Georges P. Vanier Secondary	1,343	1245	1182	1,026	980	907	978	956	1,000	991	1115	1,121	1,161	1,292	1,350
Highland Secondary	763	707	702	655	625	598	572	554	571	577	602	638	648	674	662
Hornby Island Community School	37	36	30	30	33	40	43	45	36	43	58	61	57	55	54
Huband Park Elementary	321	314	308	316	317	338	379	378	397	334	363	381	380	393	401
Lake Trail Middle School	260	240	256	264	246	237	317	313	368	341	375	405	422	454	441
Mark R. Isfeld Secondary	904	916	924	890	896	944	966	923	883	870	905	888	866	893	896
Miracle Beach Elementary	238	215	207	204	203	204	234	242	251	256	272	267	255	245	254
Queneesh Elementary	347	384	398	378	399	409	439	416	427	388	402	433	430	412	408
Royston Elementary	167	155	171	188	193	214	225	246	267	262	310	324	280	254	252
Valley View Elementary	409	389	364	372	379	360	354	359	347	323	366	366	375	360	355
Total Regular Enrolment	7,567	7,258	7,176	6,887	6,890	7,037	7,262	7,236	7,422	7,130	7720	7,866	8,026	8,159	8,223
Continuing Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alternate Programs	154	281	249	248	239	231	247	286	317	310	297	306	302	303	305
Distributed Learning	365	365	338	345	247	534	713	755	813	2,048	1615	1,615	1,590	1,600	1,610
Total for Enrolment Based Funding	8,086	7,904	7,763	7,480	7,376	7,802	8,222	8,277	8,552	9,488	9632	9,787	9,918	10,062	10,138
<i>Other Enrolment (September)</i>															
Special Needs - Level 1	16	16	15	12	10	10	6	8	11	7	6	6	4	4	4
Special Needs - Level 2	339	340	338	316	307	298	344	337	342	346	418	450	484	507	530
Special Needs - Level 3	92	85	92	76	73	81	66	59	66	72	79	81	85	85	85
English as a Second Language	77	73	63	75	85	91	88	118	108	108	130	145	187	202	210
Aboriginal Education	999	1007	1067	1071	1099	1172	1277	1324	1367	1535	1584	1566	1750	1800	1823
Adult Educatoin	31	26	25	18	8	11	15	11	19	24	16	16	18	18	18

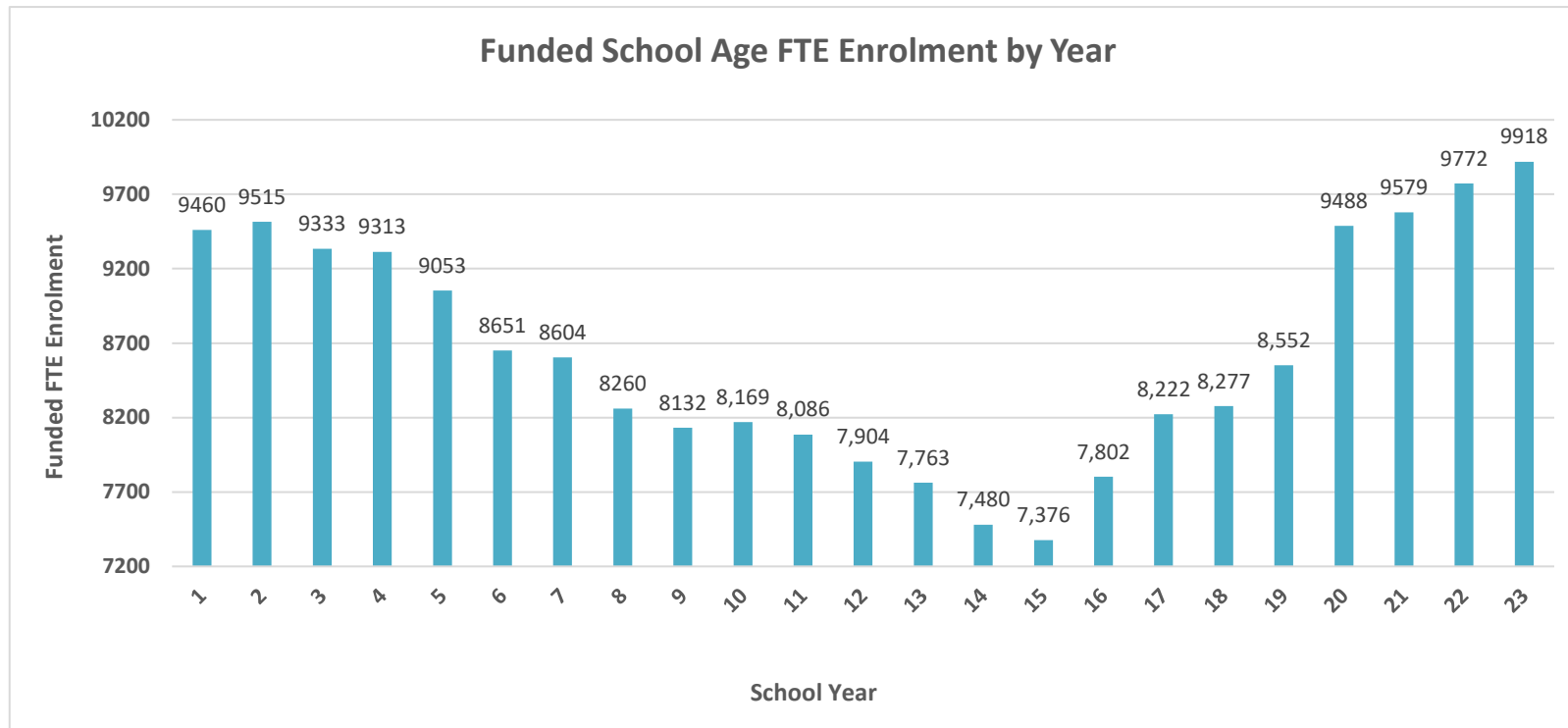
<p>The 2011-12 to 2022-23 columns are from the September 30th counts. The 2023-24 column reflects district projections for the upcoming school year. The 2024-2025 columns for schools are projections provided by Baragar.</p>	
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2023-24 Funded School Age FTE Enrolment

2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
9460	9515	9333	9313	9053	8651	8604	8260	8132	8,169	8,086	7,904	7,763	7,480	7,376



2016	2017	2018	2019	2020	2021	2022 Projected	2023
7,802	8,222	8,277	8,552	9488	9579	9772	9918



Section 4

Preliminary Budget Position
(to date)

School District No. 71 (Comox Valley)
2023-24 Preliminary Budget Position (as of Apr 6, 2023)

		Preliminary Budget Changes 2023-24
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grants		
Enrolment Change	Projected increase in overall enrolment grants	10,293,890
Other Revenue Changes		
Other Revenue	Remove Prior Year Rebates and Recoveries	-18,000
Other Revenue	Recoveries from Other Districts - Nisga'a	-279,494
Rentals and Leases	Maintain current rental and lease revenues	0
Investment Income	Increase in rates	71,307
TOTAL REVENUE INCREASES (DECREASES)		10,067,703
COST INCREASES (DECREASES) - Required		
Teacher Staffing	Anticipated Staffing costs for Fall 2023 - enrolment changes	1,341,898
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)	567,836
Teacher Wage Increases	Base/Minimum plus COLA 6.75%	4,235,814
CUPE Wage Increases	Base/Minimum plus COLA 6.75%	1,636,646
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	234,570
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		10,095,286
COST INCREASES (DECREASES) - Other		
Transfer to Local Capital	SBO Reno/Update - increase the annual transfer value	250,000
Transfer to Local Capital	Furniture, Equipment and Assistive Technology	150,000
Total Other Cost Changes		400,000
TOTAL COST INCREASES (DECREASES)		10,495,286
BUDGET CHANGE REQUIRED FOR ALL COST INCREASES		-\$ 427,583

Section 5

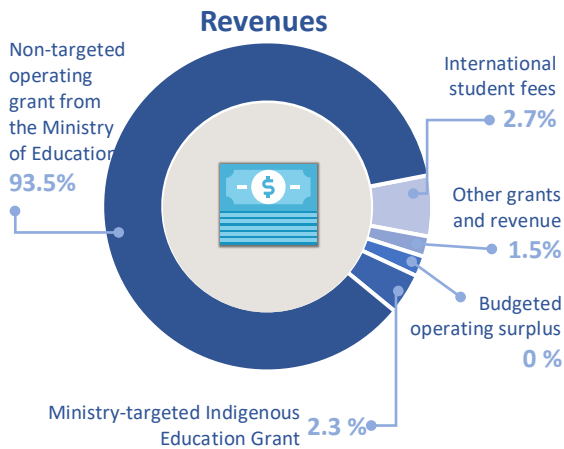
Multi Year Analysis

Snapshot 2022-2023

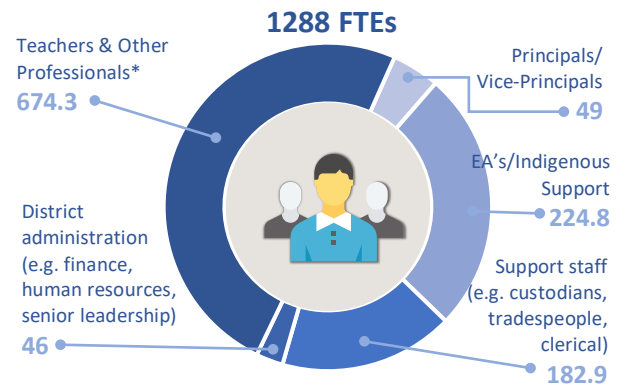
SCHOOL DISTRICT #71 Amended Annual Budget

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

Where the money comes from

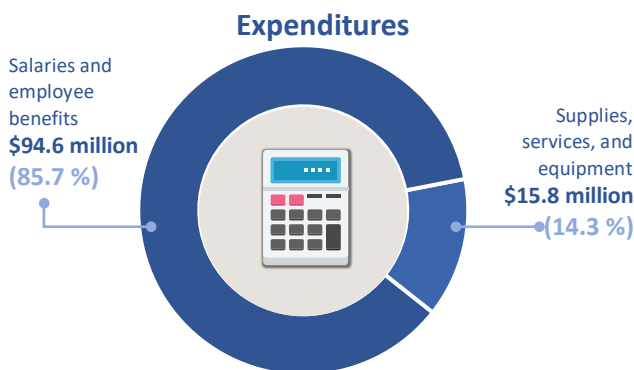


Our staff team

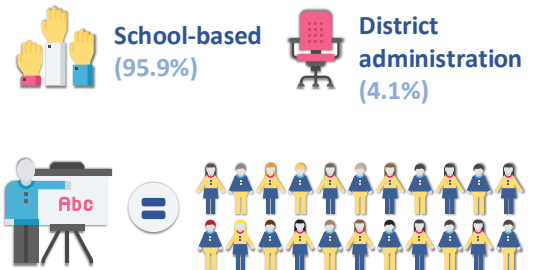


The total # of employees is 1880 (includes P/T, TTOC's & casual)

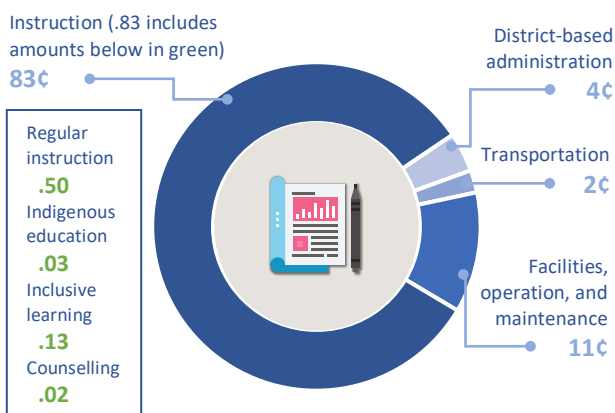
Where the money goes



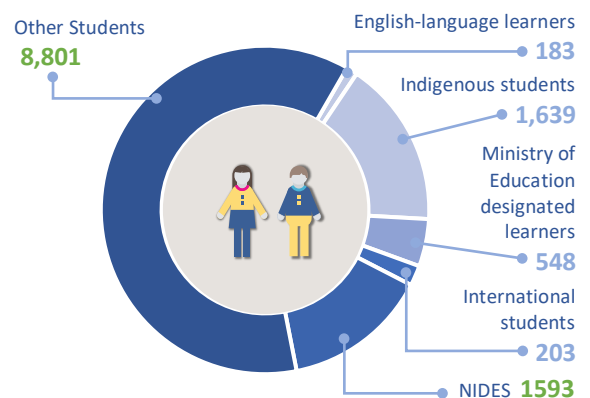
\$110.4 million of operating expenses



How each dollar is spent



FTE Students 10,394



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



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

Core French & Immersion

Bonjour!

1086 FTE students
are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$14.5 million budgeted
(2022-2023)



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

Regular program completion rates



82% approx.

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

Post Secondary pathways



467 students

participated in pathways & partnerships programs in 2020-2021

Class size-composition



\$12.6 million

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

Our schools

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



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

Planned capital investments



\$200,000

Childcare Facilities



\$2,000,000

Administrative Space renewal



\$205,000

Outdoor Classrooms

\$350,000

School Fire Suppression and Future Capital Pre-design

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

Engaging our community



100+

Public Board of Education and committee meetings



30,000

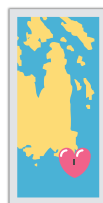
Website visitors monthly (avg)



20

Parent Advisory Councils

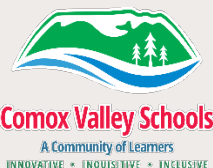
Ongoing community partnerships and consultation for budgets, LRF, strategic planning, program reviews, boundary, and catchment consultations



Providing public education to students in:
3 municipalities and 4 outlying areas

(Courtenay, Comox, Cumberland, Miracle Beach, Royston, Hornby Island and Denman Island)

1 First Nation Community
(K'omoks First Nation)



www.ComoxValleySchools.ca

School District 71: Comox Valley
607 Cumberland Road, Courtenay, BC V9N 7G5
250-334-5500

Our Mission:

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

Multi - Year Comparison

	2019	2020/2021			2021-2022			2022-2023		% 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
	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					
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						

INDIGENOUS EDUCATION REPORT April 25

The IEC discussed the Targeted Funds Preliminary Budget process and preparation. There was conversation regarding the fact that over 90% of the budget was allocated on staffing. Members of the council requested the Secretary Treasurer be invited to meet with them in order that they understand what budget items are paid from Targeted Funding and what items are sourced from the District's Operational budget, specifically the Indigenous Education Teacher's salaries.

There was an inquiry regarding hiring practices for the Indigenous Support Worker and Teacher positions, as well as all district positions. It was clarified that there were Section 42 Human Rights Hiring Exemptions for ISW positions and for the Indigenous Kindergarten teaching position yet there were no Human Rights hiring exemptions for all District teaching and Administration positions. It was recommended that this issue be pursued in order to increase the number of Indigenous teachers and Administrators in School District 71.

The IEC has accepted the invitation from the Board to gather on May 2, to connect and deepen relationship as we work together in supporting all students in Comox Valley Schools.

Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 0360-20

April 21, 2023

Sent via email only: heidi.bell@sd71.bc.ca

Chair and Trustees
Comox Valley Schools
607 Cumberland Road
Courtenay, BC V9N 7G5

Dear Chair and Trustees:

Re: Elected Officials Forum Invitation – May 16, 2023

On behalf of the Comox Valley Regional District (CVRD) board, I formally invite the Comox Valley Schools Chair, Trustees and senior staff to participate in an elected officials' forum on Tuesday, May 16, 2023 at 2:00 pm in the CVRD Civic Room. This forum will provide a valuable opportunity for information sharing and discussion on the key infrastructure projects being planned or under construction to enhance and strengthen all communities within the Comox Valley.

From major road works, trails and utilities to new outdoor recreational facilities, significant investments in our critical public infrastructure and amenities is underway. These strategic investments in capital infrastructure play a vital role in supporting our growing population, enhancing our climate resiliency and ensuring that the Comox Valley remains a vibrant place to live, work and play.

This forum will showcase this important work through two brief sessions. The first will focus on the recent work completed by the Comox Valley Recreation Commission to identify its vision and define the pathway for the coming years for investment in the regional recreation infrastructure. Staff will provide an overview of these outcomes and the community partnerships to follow. This will also include an opportunity for dialogue about some of the findings and the varied recreational opportunities that are so valuable to our communities.

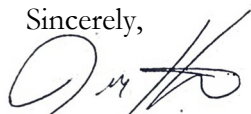
The second part of the forum will provide a snapshot of each of the local jurisdiction's upcoming key capital projects. Such information sharing will ensure awareness and understanding but may also elicit opportunities for collaboration or support in the delivery of such projects. Given the geographic proximity of our communities and close-knit nature of the Comox Valley, we are confident that this will be a valuable and insightful session for all participants.

As an Elected Officials' Forum, no decisions are to be made at these gatherings. Instead, the goal is to bring Comox Valley elected officials together to collectively receive information on topics of interest and to share perspectives and ideas. We expect the forum to conclude by approximately 4:30 pm. Virtual attendance via zoom will be available.

The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómokw'AA First Nation, the traditional keepers of this land.

Please RSVP to Lisa Dennis, Manager of Legislative Services, at ldennis@comoxvalleyrd.ca or via phone 250-334-6052 by May 10, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jesse Ketler', with a stylized flourish at the end.

Jesse Ketler
Chair

cc: Tom Demeo, Superintendent