

**REGULAR BOARD MEETING MINUTES**  
**Tuesday, October 24, 2023**  
**7:00pm**

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**Attendance In Person:**

**Trustees:**

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

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools  
Dr. Russell Horswill, Acting Secretary-Treasurer  
Vivian Collyer, Director of Instruction  
Sean Lamoureux, Director of Inclusive Education  
Candice Hilton, Director of Finance  
Craig SoroChan, Manager of Communications

**Regrets:** Michelle Waite - Board Chair

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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**1. Call to Order**

Vice Chair, Michelle Waite called the meeting to order at 7:03 pm.

**2. Adoption of Agenda**

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the October 24, 2023, Regular Board Meeting Agenda as presented.*

*[May Sacht/Caton]*

**CARRIED**

**3. Board Meeting Minutes**

Pages 1-6

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the September 26, 2023, Regular Board Meeting Minutes as presented.*

*[Caton/Howe]*

**CARRIED**

**4. Unfinished Business - None**

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

Page 7

- September 26, 2023 – Regular In-Camera Meeting
- October 10, 2023 – Closed Committee of the Whole

**6. Board Chair's Report – Written Report**

Page 8

**7. Presentations / Delegations**

Pages 9-22

**District Growth** – Ian Heslegrave, Director of Operation and Molly Proudfoot, Capital Project Manager

**8. Committee of the Whole – For Information Only**

**Next Open Committee of the Whole Meeting:**

**TOPIC:** TBD  
**DATE:** November 14, 2023  
**TIME:** 7:00 pm  
**LOCATION:** School Board Office, Board Room

**9. Strategic Direction**

**A. Superintendent**

**i. Superintendent District Report**

- Appreciative of all the meetings he has had over the past 2 months – school visits, connections with staff and community. I have experience such a warm welcome.
- Shared a lunch with the Ni'noxsola Elders and left feeling their wisdom, input and support.
- Arden elementary visit – shared time with 3 (K-1) classes, who over the past 13 years have spent every morning learning outdoors. Appreciation of the change of structure to meet the needs to students. This is a powerful example of what is possible.
- Meeting with staff reps, was reminded of the challenges but also of the collective commitment and deep passion that our teachers have for meeting the needs of our students.

**ii. Board Strategic Plan / Work Plan - Briefing Note**

Pages 23-40

The Superintendent spoke to the Board Strategic Plan/Working Plan. The Focused Strategic Priorities will provide an outline of the work for the next 10 months, while we engage community in collecting and provide information needed for trustees to make decisions on the next Strategic Plan. This is a living and public facing document.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) extend the existing Strategic Plan to 2024;*

*AND THAT the Board of Education approve the Focus Strategic Plan for the 2023/24 school year;*

*AND FINALLY, that Board of Education approve the 2023-2024 Board Working Plan, as amended from time to time.*

*[Caton/Howe]*

**CARRIED**

- iii. Framework for Enhancing Student Learning (FESL) – PowerPoint Presentation

The Superintendent gave a high-level presentation of the districts annual FESL Report.

Link to the Report:

[Framework for Enhancing Student Learning Report 2023](#)

**B. Secretary-Treasurer**

- i. Capital Bylaw No. 2023/24-CPSD71-02

Pages 41-55

The Acting Secretary-Treasurer spoke to the briefing note.

**Motion:**

*THAT the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan receive first reading.*

*[Caton/May Sacht]*

**CARRIED**

**Motion:**

*THAT the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan receive second reading.*

*[Caton/Howe]*

**CARRIED**

**Motion:**

*THAT in accordance with Section 68 (4) of the School Act, all three readings of the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan be given at tonight's meeting.*

*[McCannel-Keene/May Sacht]*

**CARRIED**

**Motion:**

*THAT the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan receive*

*third and final reading.*

*[May Sacht/Howe]*

**CARRIED**

**C. Human Resources**

**i. Retirements and Recognition**

Page 56

**10. Board Standing Committee Reports**

**A. Open Committee of the Whole – October 10, 2024**

Pages 57-99

**Motion:**

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

*[Howe/May Sacht]*

**CARRIED**

**11. Board Business**

**i. Trustee Remuneration – Briefing Note**

Pages 100-108

The Acting Secretary-Treasurer spoke to the briefing note.

**Motion 1 – Trustee Remuneration Working Committee**

*THAT the Board of Education of School District No. 71 (Comox Valley) rescind the motion to establish a Trustee remuneration working group.*

*[Caton/Aldinger]*

**CARRIED**

**Motion 2 – Trustee Remuneration**

*THAT the Board of Education of School District No. 71 (Comox Valley) establish the following Trustee Remuneration rates effective July 01, 2023: Chair \$24,749, Vice-Chair \$22,861, and Trustee \$21,523.*

*AND THAT the Board of Education of School District No. 71 (Comox Valley) increase the rates each subsequent July 1<sup>st</sup> by the BC Consumer Price Index (All items) for the May-to-May comparison.*

*[Caton/McCannel-Keene]*

**CARRIED**

**ii. Ad Hoc Policy Committee – Briefing Note**

Pages 109-110

The Acting Secretary-Treasurer spoke to the briefing note.



**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) establish an Ad Hoc Policy Committee based on the Terms of Reference contained herein.*

*AND THAT the Board accept the recommended committee membership for the 2023/24 school year as provided by the Board Chair.*

*[Howe/May Sacht]*

**CARRIED**

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

Page 111

Trustee Leslie spoke to her report.

- iv. VISTA Branch Meeting Update – Janice Caton, Trustee (City of Courtenay)

Trustee Caton shared highlights from the October's VISTA Branch Meeting. Trustees also shared their highlights of the session.

- FNEC gave a presentation on data and how important it is. FNEC is working with BCSTA on the collection and use of data.
- Dr. Charlesworth gave a heartfelt presentation on Empathy Stores; Children in Context, Children in Care – Mental Health; Schools are such critical places and Interventions from improved outcomes for Children in Care.

**13. Board Correspondence - None**

**14. Public Question Period - None**

**15. Meeting Adjourned – 8:18 pm**

**MOTION:**

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

*[Howe/Caton]*

**CARRIED**

**Board Approved on:**  
November 28, 2023

**Certified Correct**

  
\_\_\_\_\_  
Dr. Russell Horswill, DBA  
Acting Secretary-Treasurer

  
\_\_\_\_\_  
Michelle Waite  
Board Chair

**REGULAR BOARD MEETING MINUTES**  
**Tuesday, September 26, 2023**  
**7:00pm**

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**Attendance In Person:**

**Trustees:**

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

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools  
Dr. Russell Horswill, Acting Secretary-Treasurer  
Jay Dixon, Director of Instruction  
Vivian Collyer, Director of Instruction  
Sean Lamoureux, Director of Inclusive Education  
Candice Hilton, Director of Finance  
Craig Soroohan, Manager of Communications

**Regrets:**

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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**1. Call to Order**

Board Chair, Michelle Waite called the meeting to order at 7:02 pm.

**2. Welcome Ramona Johnson, K'ómoks First Nation Elder - Gift Presentation**

K'ómoks First Nation Elder, Ramona Johnson welcomed the Superintendent to the district. Romona gifted the district with a circle eagle rug, designed by a young Salish artist. The eagle represents peace and friendship and has been placed in the middle of the School District Board Office, Board Room.

**3. Adoption of Agenda**

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the September 26, 2023, Regular Board Meeting Agenda as presented.*

*[Caton/May Sacht]*

**CARRIED**

**4. Board Meeting Minutes**

Pages

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the June 27, 2023, Regular Board Meeting Minutes as presented.*

*[Caton/Aldinger]*

**CARRIED**

5. **Unfinished Business - None**

6. **Record of In-Camera Meetings / Reports**

Page

- May 23, 2023 – Special In-Camera Meeting
- May 30, 2023 – Special In-Camera Meeting
- June 14, 2023 – Special In-Camera Meeting
- June 23, 2023 – Special In-Camera Meeting
- June 27, 2023 – Regular In-Camera Meeting
- August 29, 2023 – Special In-Camera Meeting
- September 12, 2023 – Closed Committee of the Whole

7. **Board Chair's Report – Written Report**

Pages

Board Chair, Michelle Waite spoke to her written report.

8. **Presentations / Delegations**

Pages

**Early Years Update – Supporting Children 0-8 Years Old** – Lisa Pedersen-Skene, District Principal Early Learning and Child Care.

The Board Chair and the trustees thanked Lisa for her presentation.

9. **Committee of the Whole – For Information Only**

**Next Open Committee of the Whole Meeting:**

**TOPIC:** Strategic Plan Renewal Process  
**DATE:** October 10, 2023  
**TIME:** 4:30 pm  
**LOCATION:** School Board Office, Board Room

10. **Strategic Direction**

**A. Superintendent**

**i. Superintendent District Report**

- As a new member of our school community, I have been so impressed by the dedication and commitment of staff. I have been enjoying visiting schools and have appreciated the opportunity to make some connections with our ISW's, teachers, and educational assistants. I am thankful for the warm welcome and the open doors as I get to make connections with our learning team.
- Comox Valley Schools continues to grow and this September we have approximately 240 students more than we did at this time last year. Growth will

continue to be a focus as we anticipate enrollment to continue growing over the next 10 years.

- It has been a very smooth start up. A special thank you to our operations, maintenance teams who converted every possible space into warm and welcoming classrooms and to our educators for their warm welcome of all their new students.
- It has been a busy month. On top of all the change and transition from summer to a new school year-schools have had, Terry Fox runs, supported Tour De Rock, participated in Consent Week, and this week will be participating in activities honouring Truth and Reconciliation.
- Last week we had approximately 300 people walk past the board office in support of our students and staff who are part of the 2SLGBTQIA+ community. I know that not everyone was able to see the visual level of support but for those staff and students who have often felt marginalized and the target of intolerance I hope you know the amount of love and support that was shown for you last week. I want you to know that you are seen, valued, supported, and cherished and that we will continue to be relentless in supporting safe and caring learning and working environments for all.
- This week as our schools and community participate in various activities centered around truth and reconciliation, I want to acknowledge that we continue to have work to do to change the opportunity gaps that exist within our system. While we highlight truth and reconciliation this week it does not diminish the fact that to make meaningful change Equity needs to be centered in every decision every day.
- I appreciated the chance to participate in the Indigenous Education Council meeting this month as well as an afternoon with our Indigenous Education team. We are fortunate to have such a committed and exemplary group supporting learners in the district.
- I know that the board is excited to be starting the consultation process for the next strategic plan and we will begin this process next month. There will be a public facing document available soon that will outline the opportunities for feedback. We look forward to engaging with community as the board sets the direction for the next few years.

## **B. Secretary-Treasurer**

### **i. 2024/25 Capital Plan Submission**

Pages

The Acting Secretary-Treasurer spoke to the briefing note.

## **Major – 2024/25**

### **Motion #1:**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25, as provided on the

Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

*[May Sacht/Leslie]*

**CARRIED**

**Minor – 2024/25**

**Motion #2:**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

*[Caton/May Sacht]*

**CARRIED**

**Building Envelope – 2024/25**

**Motion #3:**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

*[Howe/Caton]*

**CARRIED**

**School Food Infrastructure – 2023/24**

**Motion #4:**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

*[Leslie/Aldinger]*

**CARRIED**

**School Food Infrastructure – 2024/25**

**Motion #5:**

In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

*[Caton/Aldinger]*

**CARRIED**

ii. **GP Vanier Child Care Facility – Briefing Note, Ian Heselgrave, Director of Operations**

Pages

The Acting Secretary-Treasurer spoke to the briefing note.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) direct staff to complete a MCFD grant application for childcare space at GP Vanier school in cooperation with the Today and Tomorrow Learning Society.*

*[May Sacht/Leslie]*

**CARRIED**

**C. Human Resources**

i. **Retirements and Recognition**

Page

11. **Board Standing Committee Reports**

**A. Open Committee of the Whole – No Meeting in September**

**B. Audit Committee – September 18, 2023**

Pages

**2022-2023 Financial Statements & Financial Statement Discussion & Analysis –**  
Acting Secretary-Treasurer, Russell Horswill.

The Acting Secretary-Treasurer gave a PowerPoint presentation – SD71 Year-End Financial Statements Snapshot 2022-23.

Pages

**Motion:**

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

*[McCannel-Keene/May Sacht]*

**CARRIED**

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive KPMG LLP's Report on the Financial Statement Audit for the year ending June 30, 2023.*

*[May Sacht/Caton]*

**CARRIED**

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2022-2023 Audited Financial Statements as presented.*

*[Caton/Leslie]*

**CARRIED**

**12. Board Business**

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

Trustee Leslie spoke to her report.

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

*THAT the Board of Education direct the Superintendent to bring back a recommendation on how to include student voice in the work of the board.*

Trustee Caton withdrew her motion.

**13. Board Correspondence: None**

**14. Public Question Period**

Staff answered public questions.

**15. Meeting Adjourned – 8:18 pm**

**MOTION:**

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

*[Caton/Howe]*

**CARRIED**

**Board Approved on:**  
October 24, 2023

**Certified Correct:**

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Dr. Russell Horswill, DBA  
Acting Secretary-Treasurer

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Michelle Waite  
Board Chair

**RECORD OF IN-CAMERA MEETINGS**

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**TO:** Board of Education  
**FROM:** Office of the Acting Secretary Treasurer  
**RE:** Record of In-Camera Meetings

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**DATE:** October 24, 2023

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

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

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**September 26, 2023 – Regular In-Camera Meeting**

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

The meeting was called to order at 6:00 pm and adjourned at 6:56 pm.

**October 10, 2023 – Closed Committee of the Whole Meeting**

1. Receipt of and updates on eight governance matters
2. Receipt of and updates on no strategic direction matters
3. Receipt of and updates on no finance and operation matters
4. Receipt of and updates on no policy matter

The meeting was called to order at 2:01 pm and adjourned at 4:25 pm.

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## **BOARD CHAIR REPORT – OCTOBER 2023**

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It is with excitement that our Board of Education is implementing two important planning and goal focussed documents for our current school year.

The Board Working Plan aligns our work in three general areas which are broken down on a monthly schedule:

1. Board tasks that require completion such as ministry, district, and board driven requirements and deadlines.
2. Monitoring by way of information, evidence, and discussion in key areas in our district including education, finance, human resources, capital and operations.
3. Governance functions which include strategic planning, liaising with schools, partner and rights holder groups, our provincial bodies of the BC School Trustee Association (BCSTA), BC Public School Employers Association (BCPSEA), school community, and other important areas connected to the role of elected office as trustees.

The Focused Strategic Plan centers our work together over the 2023-2024 school year. We are looking forward to the work we will be doing together for our next multi-year strategic plan for Comox Valley Schools.

I truly believe a dream without a plan is just a wish. Another way to look at this is a dream written down becomes a goal. A goal broken down into steps becomes a plan. A plan backed by action makes your dreams come true.

The creation, evolution and actioning of both our Work Plan and Focused Strategic Plan will guide the important and critical work of our Board and District for students, families, staff and school communities throughout the Comox Valley.

Recently, many of our trustees attended a learning session with our counterparts from Vancouver Island. Many thanks to the planning team for this jam-packed and informative event and to Trustee Caton for her work in leading the VISTA team.

Our Board participated in an advocacy event with other board representatives from across B.C. We met with MLAs in Victoria to share information regarding the key issues of improving student outcomes, recruitment and retention, and capital and deferred maintenance.

With the fall weather season upon us including atmospheric rivers and calls home for dry footwear, it is important to recognize the team that keeps our buildings safe and dry, our grounds and exterior equipment useable and operational. The SD 71 Operations team is not always visible to our students and school communities, but their exceptional work supports the educational work that happens rain or shine. Thank you very much!

We continue to invite you to attend our Public Board meetings and Open Committee meetings. Or if preferred, watch live the or recorded sessions on the district website, as it best suits you.

**Gilakas'la**

# Student growth modelling update

October 24th, 2023

## Board Strategic Priority 3

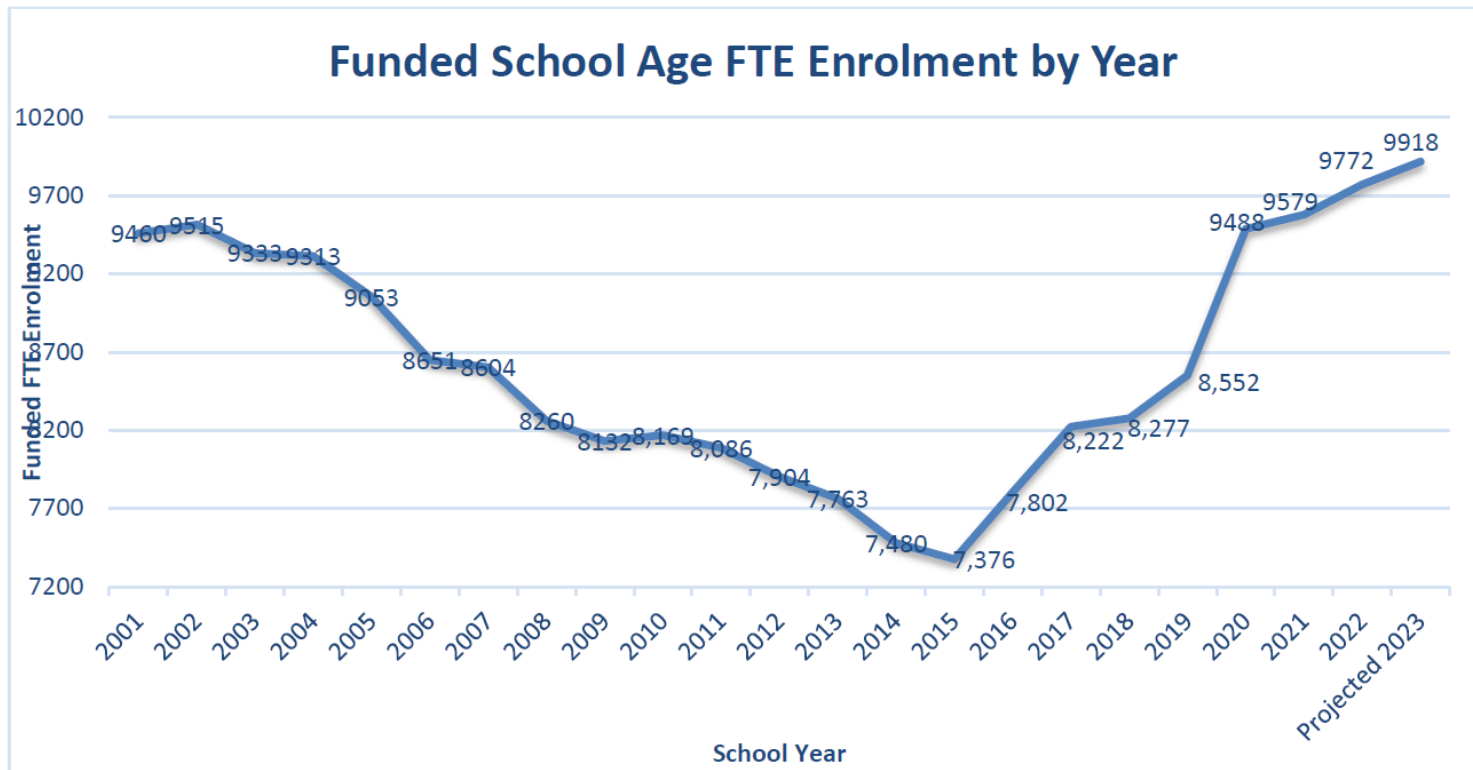
- **Priority** - Organizational Stability and Environmental Stewardship.
- **Goal** – Optimize infrastructure to support learning
- **Key Result** – Maximize the use of school facilities to support learning. LRFP alignment with 21C.
- The Board Strategic Plan influences the work of Operations. We directly support the Board Priorities as part of the educational team.

# SD 71 stats:

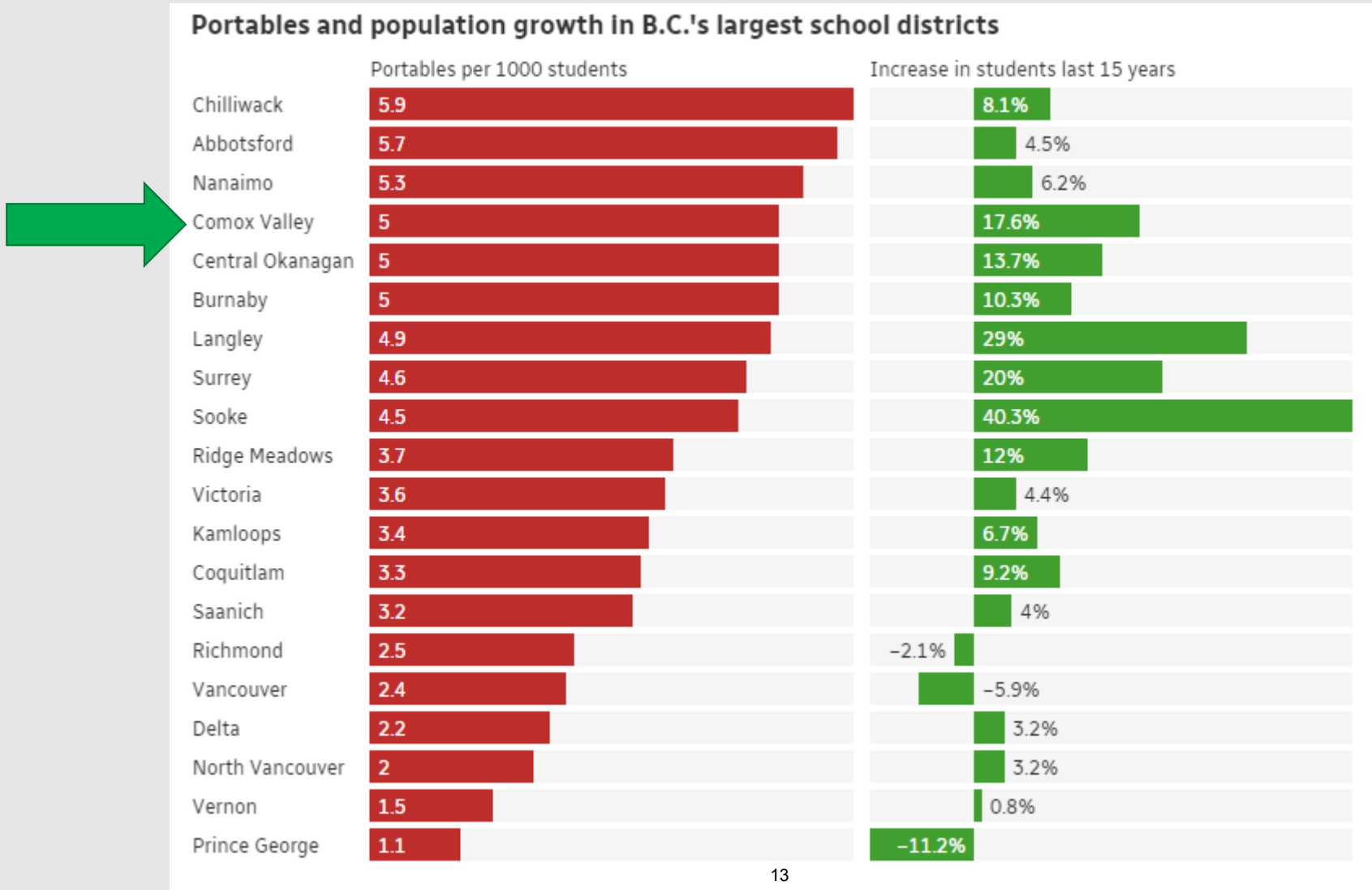
- 15 elementary schools
- 3 high schools
- 1 middle school, 2 alternate schools and 1 distance learning facility
- Approximately 389 classrooms district wide (tricky to calculate because of specialty classrooms etc.)
- 57 modulars.
- The operating capacity of all schools is approximately 8628 students.
- Current enrolment is approximately 10,140 students.
- The forecast growth for the 23/24 school year as shared with the Ministry in June was 143 students. September 2023 actual enrolment growth is 241 students (98 more than forecast).

# Historical student numbers

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.



# Portables and population growth



## Housing-Based Enrollment Forecast

- A data-informed enrolment forecast that uses urban growth and measured housing preferences to predict student populations
- Relies on two key (uncontroversial) assumptions:
  - 1) Where (i.e. city, neighbourhood etc.) and what (house, apartment, duplex/townhome) we live in is correlated with changing student populations; and
  - 2) The districts growth into the near future will be driven by the availability of housing.

# Inputs for the Forecast

## 1) Data

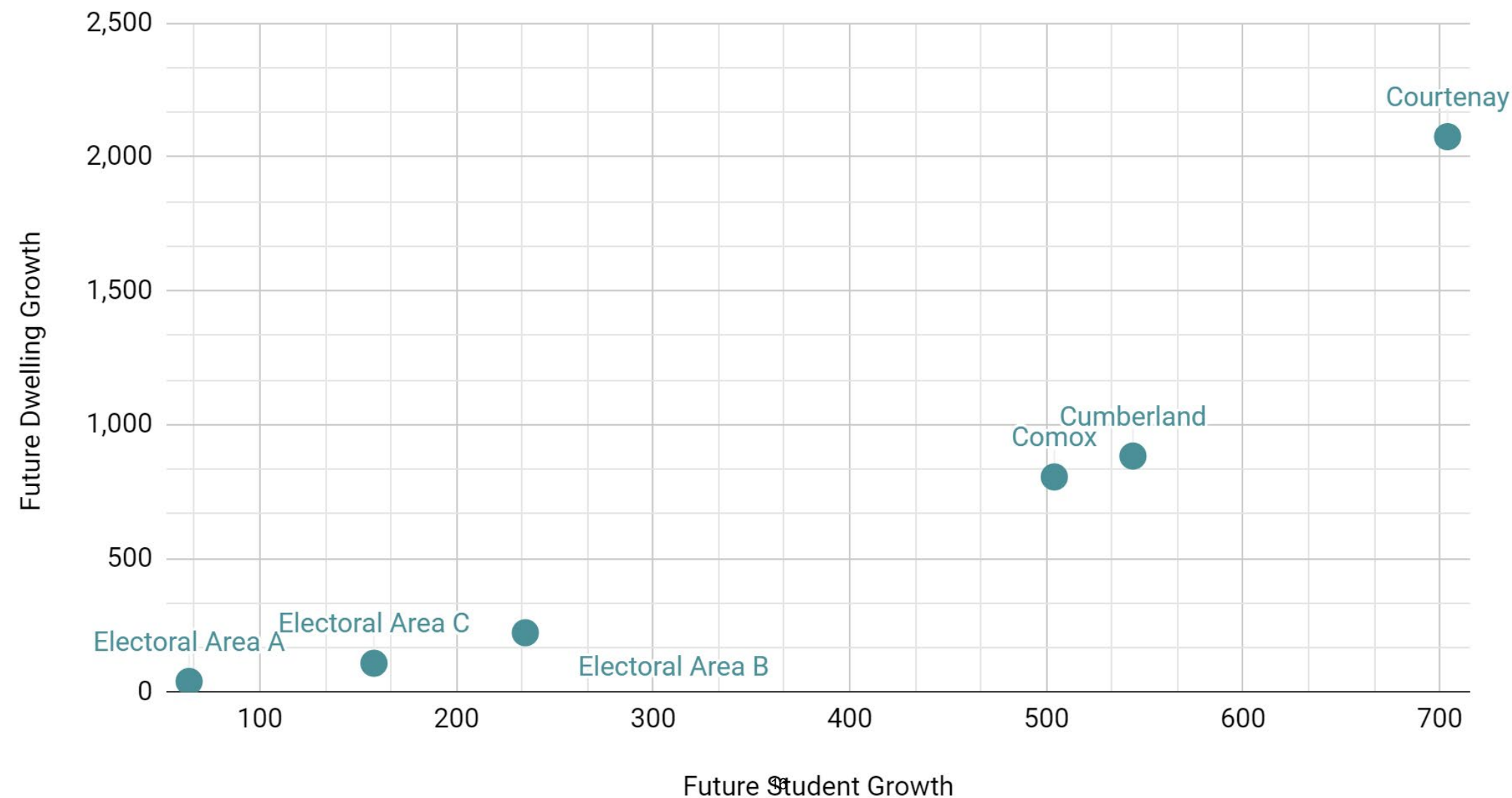
- Anonymized student residence locations (from SD71)
- Housing data at the lot scale (from BC Assessment)
- Adopted & accepted municipal growth forecasts (from member municipalities)

## 2) People

- SD71 staff – considerable and well-informed input
- Municipal planners




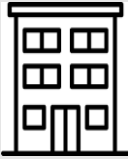


# Student Growth and Dwelling Growth by Jurisdiction (2021-2032)

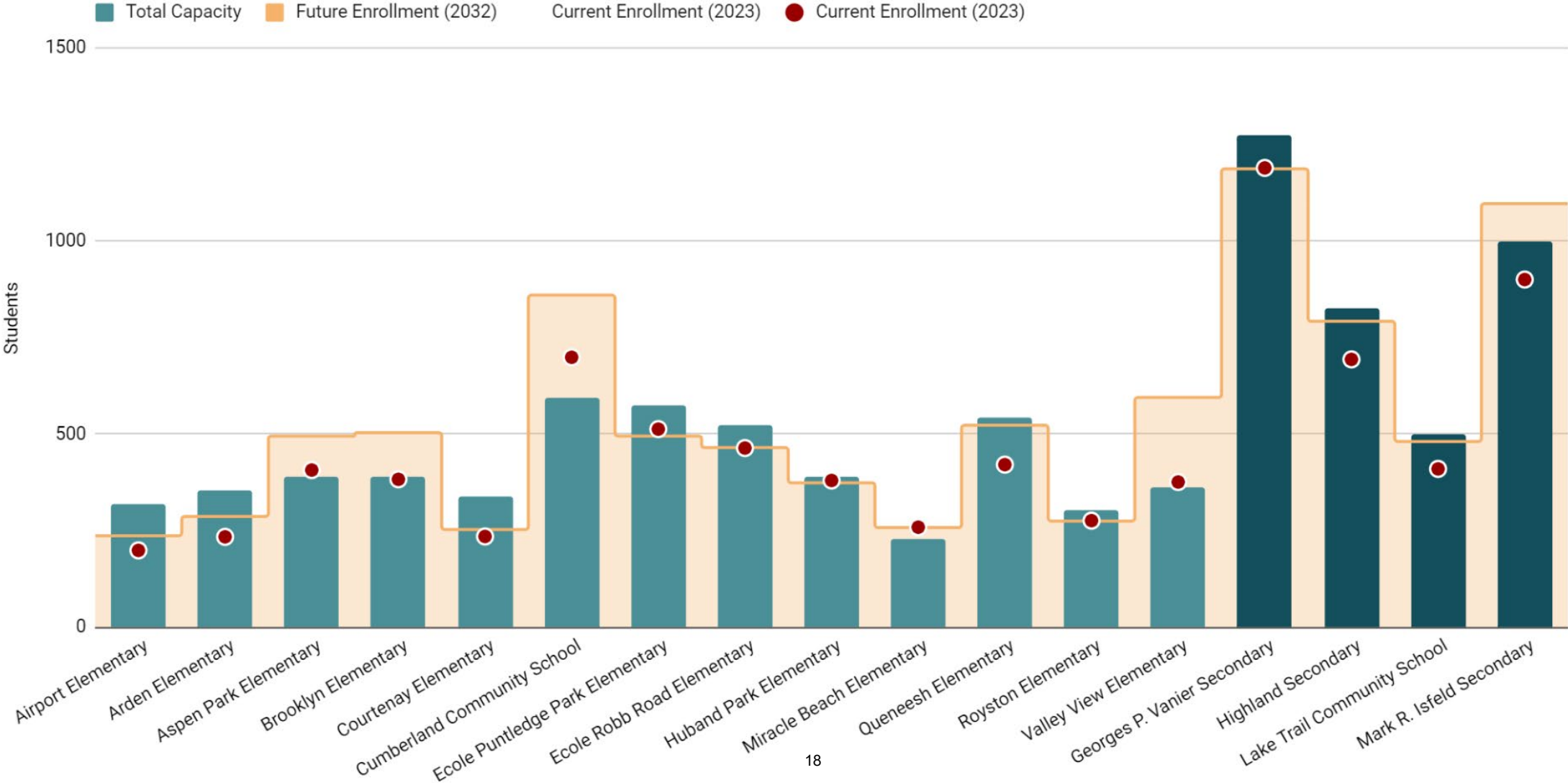


# Student Yields Example – Cumberland, 2020

Elementary-aged student occupancy by home type and vintage:

	Single Family Home 	Single Family Home with Secondary Suite 	Row homes/Duplexes 	Apartments 
New Construction (less than 10 years old)	$\frac{1 \text{ student}}{5 \text{ homes}}$	$\frac{1}{4}$	$\frac{1}{6}$	$\frac{1}{25}$
Older Homes (older than 10 years)	$\frac{1 \text{ student}}{4 \text{ homes}}$	$\frac{1}{5}$	$\frac{1}{5}$	$\frac{1}{20}$

# Total Capacity and Future Enrollment



# Spaces that make up a School

- Admin / Health
- General Instruction (Classrooms)
- Gym Activity
- Reduced Inclusive Ed.
- Portables
- Media / Tech
- Multi-Purpose
- Inclusive Education
- Before & After
- StrongStart

# Questions from the Ministry

- Is the building in less than fair condition?
- How utilized and space stressed is the school – including neighbouring schools?
- How severe and long-lasting is the shortfall (space and/or condition)?
- Scale and impact of remedy – how big is the challenge?
- Has the District reasonably exhausted all available solutions?

# Summary of Challenges

- Cumberland (**over capacity**)
- Comox / Courtenay Corridor
  - Airport Elementary (**has capacity**)
  - Aspen Park Elementary (**over capacity**)
  - Brooklyn Elementary (**over capacity**)
  - Valley View Elementary (**over capacity**)

# Solutions and next steps

- **Annual Capital Plan submissions**
- **Boundary review**
- **Long Range Facility Plan update**
- **Growth modelling cycle**

**BRIEFING NOTE**

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**TO:** Board of Education  
**FROM:** Jeremy Morrow, Superintendent  
**RE:** Board Strategic Plan / Work Plan

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**DATE:** October 24, 2023

Background

The current Board of Education Strategic Plan provides organizational direction for the 2019 to 2023 school years ([click here](#)). The plan includes the Mission, Vision, Value Statements, and key Strategic Priorities (Educational Excellence, Community Engagement, and Organizational Stability & Environmental Stewardship, and Physical Health & Mental Well-Being) with associated Action items.

As reported at the October 10, 2024, Committee of the Whole Open meeting, a timeline and process to update the strategic plan has been developed. The engagement process and synthesis of the data will be a focus for the 2023/24 school year, which will result in a new five-year strategic plan for the 2024-2029 school years.

Attached to this Briefing Note is draft 2023-2024 Board Working Plan, which contains the 2023/24 focus strategic plan priorities and the annual work plan. The purpose of this document is to guide the work of the Board and the Superintendent to meet both the fiduciary (monitoring) and strategic governance objectives. The work plan will be adjusted during the school year as important matters emerge or new key dates are known. The Agenda Setting Committee will operationalize the Board Working Plan during the school year.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) extend the existing Strategic Plan to 2024;

AND THAT the Board of Education approve the Focus Strategic Plan for the 2023/24 school year;

AND FINALLY, that Board of Education approve the 2023-2024 Board Working Plan, as amended from time to time.

Respectfully submitted,

*Jeremy Morrow*

Dr. Jeremy Morrow  
Superintendent of Schools



# COMOX VALLEY SCHOOLS BOARD WORKING PLAN 2023-2024

SCHOOL DISTRICT NO. 71



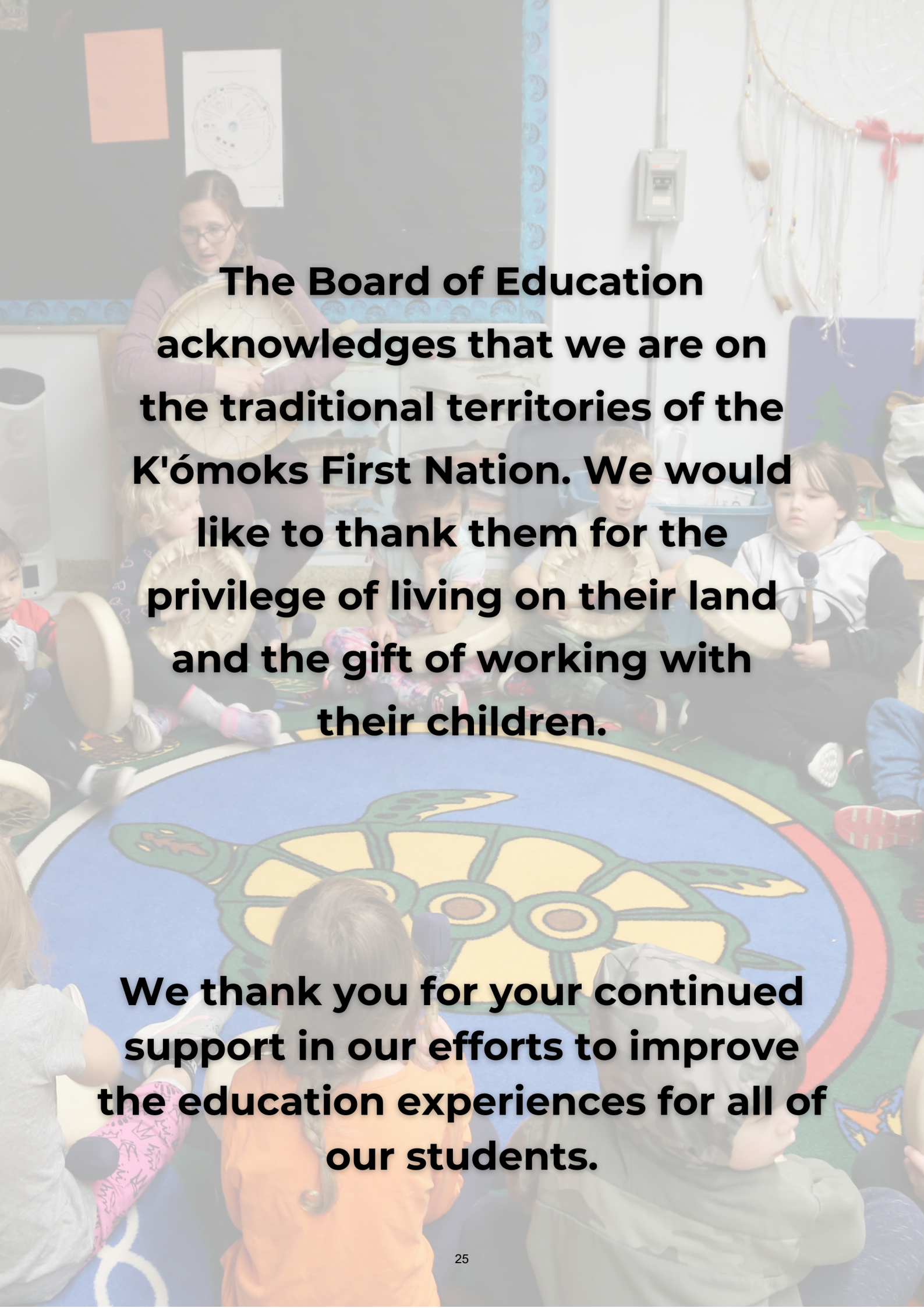
**Comox Valley Schools**

**A Community of Learners**

**INNOVATIVE • INQUISITIVE • INCLUSIVE**





A photograph of a classroom scene where a teacher and several young children are sitting in a circle on a large blue rug featuring a colorful turtle design. The teacher, a woman with glasses, is holding a drum. The children are also holding drums. The background shows a classroom setting with a whiteboard, a dreamcatcher, and other educational materials.

**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.**

**We thank you for your continued  
support in our efforts to improve  
the education experiences for all of  
our students.**



# JOINT BOARD AND SUPERINTENDENT WORK PLAN 2023-2024

## **Vision Statement**

A learning community that prepares all learners that embraces diversity, honours relationships, and prepares all learners for a changing world.

## **Mission Statement**

To work with our educational partners to develop responsible, compassionate citizens and successful, lifelong learners.

## **Belief Statement**

### **As a Board, we value and believe in:**

- Trusting relationships based on respect, integrity and ethical behaviour
- A commitment to Truth and Reconciliation with Indigenous peoples
- Equity, including, dignity and acceptance for all
- Global awareness and environmental stewardship
- Innovation, creativity, problem solving, and critical thinking
- Accountability and shared responsibility
- Open and engaging communication
- Celebration of learning

## **Universal Guiding Principles**

**For everything we decide and do, we will hold ourselves accountable and we will ask:**

- Will it promote, encourage, and foster learning for everyone?
- Will it build trust and good relationships?
- Do we engage our community in a meaningful way?
- Is it the responsible thing to do now, and for the future?
- Are we being open, fair and ethical?

# SD 71 STRATEGIC PRIORITIES

## STRATEGIC PLAN 2019-2023

Strategic Priority	Goals	Key Results (Expected Outcomes)
Education Excellence	Optimize innovative practices and learning opportunities	<ul style="list-style-type: none"> <li>• Provide on going professional development</li> <li>• Encourage and support staff innovative practices in education</li> <li>• Foster a climate that supports real-world connections with learning</li> <li>• Include Indigenous knowledge and perspectives into teaching and learning</li> </ul>
Community Engagement	Deepen integration of Indigenous ways and knowing	<ul style="list-style-type: none"> <li>• Work in partnership with IEC to implement and celebrate the Indigenous Education Agreement</li> <li>• Embed TRC recommendations throughout district</li> <li>• Display tri-language signage at all sites and facilities</li> <li>• Increase communication with IEC</li> <li>• Embrace established Indigenous protocols</li> </ul>
	Foster relationships with community, parents and educational partners	<ul style="list-style-type: none"> <li>• Continue the Re-Imagine Organizational Culture</li> <li>• Continue to foster a positive working relationship with Community Collaborative and Early Learning Partners</li> </ul>
Organizational Stability & Environmental Stewardship	Optimize infrastructure to support learning	<ul style="list-style-type: none"> <li>• Ensure long range facilities plans are aligned with 21st century practices</li> <li>• Maximize the use of school and community facilities to support learning</li> </ul>
	Foster environmental stewardship	<ul style="list-style-type: none"> <li>• Align outdoor and environmental learning opportunities for long-term sustainability</li> <li>• Reduce carbon emission and environmental footprint</li> <li>• Support the establishment and augmentation of school garden projects</li> <li>• Reduce the use of single-use plastic throughout district</li> <li>• Implement strategies for zero waste by increasing recycling and composting efforts in all facilities</li> <li>• Augment the Active Travel Program and public transit commute initiatives</li> </ul>
Physical Health & Mental Well-Being	Invest in the holistic well-being of our people	<ul style="list-style-type: none"> <li>• Implement a district-side mental health initiative</li> <li>• Continue the Work to Wellness program</li> <li>• Continue to build capacity in sexual health education</li> </ul>



# SD 71 STRATEGIC PRIORITIES

## FOCUSED STRATEGIC PLAN 2023-2024

Strategic Priority	Goals	Key Results (Expected Outcomes)
Education Excellence	Equity	<ul style="list-style-type: none"> <li>Equity Scan updated by May 2024</li> <li>Continuation of Literacy/Numeracy Frameworks</li> </ul>
	Safe & Caring	<ul style="list-style-type: none"> <li>Review and reinforce Safe School's processes and procedures</li> <li>Review and reinforce Critical Incident response and communication</li> <li>Student Voice - hearing directly from students about their experiences and sharing with board for consideration of Strategic Plan direction</li> </ul>
Community Engagement	Strategic Plan Consultation	<ul style="list-style-type: none"> <li>Meaningful engagement with all members of our community</li> </ul>
	Generative Dialogue	<ul style="list-style-type: none"> <li>Reflected in board workplan and meetings</li> <li>Co-governance - IEC request</li> </ul>
	Trustee Involvement with Community etc..	
Organizational Stability & Environmental Stewardship	Focus on People (Thriving Culture)	<ul style="list-style-type: none"> <li>Focus on strong relationships - rights holders and partner groups</li> </ul>
	Student Voice	<ul style="list-style-type: none"> <li>Meaningful engagement with students around their lived experience-both in consultation for strategic planning as well as responding to safety concerns</li> </ul>
Physical Health & Mental Well-Being		<ul style="list-style-type: none"> <li>Comprehensive and cohesive food strategy by spring 2024 (Feeding Futures)</li> <li>Board Policy Manual review</li> <li>Anti-Racism plan in place by spring of 2024</li> </ul>

# SEPTEMBER 2023

## KEY DATES

September 5	Non-instructional Day
September 5	Agenda setting - Committee of the Whole
September 5	First day of school
September 12	Committee of the Whole
September 18	Agenda setting - Board Meeting
September 22-23	Board Work - Retreat
September 26	Regular & In-Camera Board Meeting
September 26-30	Truth and Reconciliation Week

## BOARD TASKS TO BE COMPLETED

- Approval of Board / Superintendent Joint Work Plan
- Financial Auditor's Report and Financial Statements
- Public Sector Executive Compensation Disclosure Report
- Capital Plan Approval (minor projects)

## MONITORING SCHEDULE

- Education - Program Start-up Report
- Finance - District Enrolment and Staffing Report
- Strategic – Ministry of Education and Child Care Summer Update
- Capital – Annual Facility Grant Report (summer projects)
- Human Resources – Staffing Report

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Recognize Orange Shirt Day – Indigenous Recognition
- MLA Meeting – School Start-up, Capital Planning, and Educational Advocacy
- Truth and Reconciliation Week

# OCTOBER 2023

## KEY DATES

October 2	National Day for Truth and Reconciliation (observed)
October 5	World Teacher Day
October 3	Agenda setting - Committee of the Whole
October 9	Thanksgiving
October 10	Committee of the Whole
October 13-14	VISTA Branch Meeting - Nanaimo **can use PD funds
October 16	Agenda setting Board Meeting
October 20	Pro-D
October 24	Regular & In-Camera Board Meeting

## BOARD TASKS TO BE COMPLETED

- Review and approve Minor Capital Plan submission
- Long Range Facilitates Plan review

## MONITORING SCHEDULE

- Education - Framework for Enhancing Student Learning Report
- Education - K'ómoks First Nation Local Education Agreement
- Capital - Major Capital Project Update

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- BCSTA Provincial Council Meeting
- Recognize World Teacher Day

# NOVEMBER 2023

## KEY DATES

November 3	BCPSEA Symposium
November 6	Agenda setting - Committee of the Whole
November 11	Remembrance Day
November 13	School Closed
November 14	Committee of the Whole
November 16	BCSTA Planning for Student Success (Virtual)
November 20	Agenda setting Board Meeting
November 23-25	BCSTA Trustee Academy (Westin Bayshore) ** can use PD Funds
November 27	Agenda setting Committee of the Whole
November 28	Regular & In-Camera Board Meeting

## BOARD TASKS TO BE COMPLETED

- Organizational Meeting - Election of Officers, Review Trustee Committees

## MONITORING SCHEDULE

- Strat Plan - Sustainability - Energy, Water and Waste Management Report
- Child Care - Annual Operating Report
- Operations - Transportation Services School Start-Up Report (Committee of the Whole)
- Finance - Q1 Finance Report (enrolment, grants and staffing changes)

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Educational Excellence - Data Analysis
- BCSTA - Trustee Academy (pre-conference and various sessions)
- BCPSEA - Symposium (various sessions)
- Attend Remembrance Day Ceremonies (schools and community)
- Strategic Plan - Commence revision process / Distribute survey & organize workshops
- Strategic Plan - Workshops, Focus Groups and Listening Sessions



# DECEMBER 2023

## KEY DATES

December 5	Committee of the Whole
December 11	Agenda setting Board Meeting
December 19	Regular & In-Camera Board Meeting
December 25 - Jan 5	Winter Break

## BOARD TASKS TO BE COMPLETED

- Winter holiday events

## MONITORING SCHEDULE

- Education - International Student Program Report
- Finance - Statement of Financial Information (SOFI)
- Focused Strat Plan - Education - Feeding Futures Funding Report

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- BCSTA - Prepare submission of motions to Provincial Council Meeting (Jan deadline)
- Strategic Plan - Analysis of Data and Feedback

# JANUARY 2024

## KEY DATES

January	BCPSEA AGM
January 8	Classes resume
January 8	Agenda setting Committee of the Whole
January 11	BCSTA Financial & Resource Management (Virtual)
January 16	Committee of the Whole
January 22	Agenda setting Board Meeting
January 30	Regular & In-Camera Board Meeting

## BOARD TASKS TO BE COMPLETED

- Approve Trustee Committee and School Liaison Appointments

## MONITORING SCHEDULE

- Education - Kindergarten Registration Enrolment
- Operations - Major Capital Project Status Update
- Finance - Q2 Finance Report (enrolment, grants and budget variances)
- Technology - Sustainability Report
- Leadership - Maintenance of Administrative Procedures
- Focused Strat Plan - Safe School's Report

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Strategic Plan - Review Key Priority Goal and Objective
- 2024/25 Operating Budget Engagement Process
- BCPSEA - Annual General Meeting
- BCSTA - Prepare submission of motion to BCSTA Annual General Meeting (Feb deadline)
- Strategic Plan -Publicly Share Findings and Additional Feedback

# FEBRUARY 2024

## KEY DATES

February 5	Agenda setting Committee of the Whole
February 13	Committee of the Whole
February 16	Pro-D Day
February 19	Family Day
February 20	Agenda setting Board Meeting
February 27	Regular & In-Camera Board Meeting

## BOARD TASKS TO BE COMPLETED

- Approval of Amended Operating Budget Bylaw

## MONITORING SCHEDULE

- Operations - Air Quality Report
- Transportation - System Efficiency and Issues Report
- Capital - Major Project Status Update
- Finance - 2024/25 Operating Budget “status quo” budget
- Focused Strat Plan - Critical Incident Response and Communication Report

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Engagement - DPAC and PAC Chairs on Preliminary Budget and Capital Plan
- Engagement - Three-Year School Calendar
- BCSTA Provincial Council Meeting

# MARCH 2024

## KEY DATES

March 4	Agenda setting Committee of the Whole
March 8-9	VISTA Branch Meeting - Parksville/Qualicum ** can use PD funds
March 12	Regular & In-Camera Board Meeting
March 18-29	Spring Break
March 22-23	Columbia Institute High Ground (Coast Coal Harbour) ** can use PD funds

## BOARD TASKS TO BE COMPLETED

- Capital Plan Submission - review and establish priorities
- Review and Approval 2024/25 Annual Facility Grant Program
- Review and Approval 2024/25 School Fees
- Approve Three-Year School Calendar
- 

## MONITORING SCHEDULE

- Finance - Ministry of Education Funding Announcement
- Operations - Growth
- Focused Strat Plan - Student Voice Update

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Preliminary Operating Budget Engagement
- Strategic Plan - Finalize Consultation and Key Findings Report/Integrate Findings

# APRIL 2024

## KEY DATES

April 2	First day back
April 2	Agenda setting Committee of the Whole
April 9	Committee of the Whole
April 15	Agenda setting Board Meeting
April 18-21	BCSTA AGM (Westin Bayshore) ** can use PD funds
April 23	Regular & In-Camera Board Meeting

## BOARD TASKS TO BE COMPLETED

- Finalize School Calendar
- Approve Capital Plan Bylaw
- Board/Superintendent Strategic Plan Review - updated 5-year plan

## MONITORING SCHEDULE

- Finance - Q3 Finance Report (enrolment, grants and fiscal year-end projections)
- Human Resources - staffing plan and process
- Capital - Local Capital Project and Budget Report

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Observe the “Day of Mourning”
- BCSTA - Annual General Meeting
- BCSTA - Provincial Council Meeting

# MAY 2024

## KEY DATES

May 6	Agenda setting Committee of the Whole
May 14	Committee of the Whole
May 20	Victoria Day
May 21	Agenda setting Board Meeting
May 28	Regular & In-Camera Board Meeting

## BOARD TASKS TO BE COMPLETED

- Preliminary 2024/25 Operation Budget Bylaw Approval
- Joint Board and Superintendent 2024/25 Work Plan
- Exempt Compensation Guidelines

## MONITORING SCHEDULE

- Education - Indigenous Education Year in Review Report
- Human Resources - Staffing plan and process
- Operations- Major capital project status
- Focused Strat Plan - Education - Equity Scan Update

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- School Leaving Ceremonies and Graduation Events
- Consultation - Municipal Capital Planning
- Strategic Plan - Board approve 2025-2029 Revised Strategic Plan

# JUNE 2024

## KEY DATES

June 1	Highland Graduation
June 3	Agenda setting Committee of the Whole
June 8	Mark R. Isfeld Graduation
June 8	NIDES/Navigate Graduation
June 11	Committee of the Whole
June 17	Agenda setting Board Meeting
June 20	Glacier View Graduation
June 25	Regular & In-Camera Board Meeting
June 26	Vanier Graduation
June 27	Last Day of School

## BOARD TASKS TO BE COMPLETED

- 2025/26 Capital Projects Approval (Major and Building Envelope)
- 2024/25 Board Meeting and Committee of the Whole Schedule
- Board Authorized Course Approval (BAA)
- School Fees Approval
- Governance Framework - review and adjust for 2024/25 school year
- Superintendent Performance Evaluation

## MONITORING SCHEDULE

- Finance - Q4 Pre-Audit Financial Projections
- Operations - Closed Caption Television (CCTV) Annual Report

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- School Year-End Assemblies
- Graduation Events
- Acknowledge National Indigenous People's Day - Traditional Welcome
- Select Standing Committee on Finance and Government Services

# JULY & AUGUST 2024

## KEY DATES

July 2-5

National Trustee Gathering on Indigenous Education & CSBA Congress \*\* can use PR funds

## BOARD TASKS TO BE COMPLETED

- School Start-Up

## MONITORING SCHEDULE

- Finance - Statements Audit

## GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- BCSTA - Prepare submission of motions to Provincial Council Meeting (Sept deadline)



# FUTURE KEY DATES

## KEY DATES

October 4-5, 2024	VISTA Branch Meeting - Pacific Rim (Port Alberni)
November 21-23, 2024	BCSTA Trustee Academy (Westin Bayshore)
March 7-8, 2025	VISTA Branch Meeting
April 24-26, 2025	BCSTA AGM (Westin Bayshore)
October 3-4, 2025	VISTA Branch Meeting
November 27-30, 2025	BCSTA Trustee Academy (Westin Bayshore)



September 15, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent  
School District No. 71 (Comox Valley)

**Capital Plan Bylaw No. 2023/24-CPSD71-02**

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24**

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This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)
- 

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

## **MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

### **New Projects**

Project #	Project Name	Project Type	Comments
159216 / 154925	Cumberland Community School	Addition / Seismic	Project has been supported for planning (business case). Please submit Project Development Report (PDR) to Ministry as soon as possible

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

## **MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

### **New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Highland Secondary	SEP - Electrical Upgrades	\$440,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Georges P Vanier Secondary	SEP - Interior Construction Upgrades	\$249,500	Proceed to design, tender & construction. To be completed by March 31, 2024.
Glacier View Elementary	SEP - HVAC Upgrades	\$310,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Denman Island Community School	CNCP - HVAC Upgrades	\$489,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Denman Island Community School	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Airport Elementary, Arden	FIP – Kitchen Equipment	\$105,500	Proceed to design, tender & construction. To be

<b>Elementary, Aspen Park Elementary, Brooklyn Elementary, Courtenay Elementary, Cumberland Community – Beaufort (Jr.), Denman Island Community School, Ecole Puntledge Park Elementary, Ecole Robb Road, Georges P Vanier Secondary, Highland Secondary, Huband Park Elementary, Lake Trail Middle, Mark R. Isfeld Senior Secondary, Miracle Beach Elementary, Queneesh Elementary, Royston Elementary, Valley View Elementary</b>			<b>completed by March 31, 2024.</b>
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**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

**<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>**

**The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1<sup>st</sup>, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Damien Crowell, A/Executive Director  
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Programs and Finance Unit, Capital Management Branch

## **ANNUAL PROGRAMS FUNDING AGREEMENT**

This Annual Programs Funding Agreement dated for reference the 15<sup>th</sup> day of September 2023, is in effect for the 2023/24 fiscal year period of April 1, 2023 to March 31, 2024.

**BETWEEN: His Majesty the King in Right of the Province of British Columbia,**  
represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

**AND: the Board of Education of School District No. 71 (Comox Valley)** (the  
"Board")

OF THE SECOND PART.

The parties agree as follows:

### **1. DEFINITIONS**

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

**2023/24 Annual Programs Funding Agreement for School District No. 71 (Comox Valley)**

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

## **2. SCHEDULES**

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

## **3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS**

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Highland Secondary	SEP - Electrical Upgrades	\$440,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Georges P Vanier Secondary	SEP - Interior Construction Upgrades	\$249,500	Proceed to design, tender & construction. To be completed by March 31, 2024.
Glacier View Elementary	SEP - HVAC Upgrades	\$310,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Denman Island Community School	CNCP - HVAC Upgrades	\$489,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Denman Island Community School	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

**2023/24 Annual Programs Funding Agreement for School District No. 71 (Comox Valley)**

<b>Airport Elementary, Arden Elementary, Aspen Park Elementary, Brooklyn Elementary, Courtenay Elementary, Cumberland Community – Beaufort (Jr.), Denman Island Community School, Ecole Puntledge Park Elementary, Ecole Robb Road, Georges P Vanier Secondary, Highland Secondary, Huband Park Elementary, Lake Trail Middle, Mark R. Isfeld Senior Secondary, Miracle Beach Elementary, Queneesh Elementary, Royston Elementary, Valley View Elementary</b>	<b>FIP – Kitchen Equipment</b>	<b>\$105,500</b>	<b>Proceed to design, tender &amp; construction. To be completed by March 31, 2024.</b>
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- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;



- b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
- c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.

3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

#### **4. BOARD OBLIGATIONS**

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
  - i) delivery within budget;
  - ii) completion by March 31, 2024;
  - iii) scope details are fully met upon completion;
  - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule

A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

- 4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

## **5. EVENT OF FORCE MAJEURE**

### **5.01 In the Event of Force Majeure:**

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation

of life and/or safety.

**6. PUBLIC ANNOUNCEMENTS**

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A).

**7. NOTICE**

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 71 (Comox Valley)  
607 Cumberland Rd, Courtenay, BC, V9N 7G5  
Attention: Brenda Hooker, Secretary-Treasurer  
Email: [brenda.hooker@sd71.bc.ca](mailto:brenda.hooker@sd71.bc.ca)

- b) if to the Ministry:

Ministry of Education and Child Care  
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1  
Attention: Nathan Whipp  
Email: [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca)

- 7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
  - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

- 7.03 Delivery by mail will not be considered timely notice under this Agreement.

***2023/24 Annual Programs Funding Agreement for School District No. 71 (Comox Valley)***

- 7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King )  
in Right of the Province of British Columbia )  
by a duly authorized designate of the )  
Minister of Education and Child Care )

\_\_\_\_\_  
Authorized Signatory (For the Minister of Education and  
Child Care)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed (Month/Day/Year)

SIGNED on behalf of the Board )  
of Education of School District )  
No. 71 (Comox Valley)by its duly )  
authorized signatories )

\_\_\_\_\_  
Signatory (Secretary Treasurer)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date Signed (Month/Day/Year)

## **SCHEDULE A**

### **COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS**

#### **News Release**

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

#### **Signage**

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

**If requested**, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Kings Printer for print production;
4. Kings Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

#### **Official Ceremonies**

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

#### **Plaques**

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.



**CAPITAL BYLAW NO. 2023/24-CPSD71-02**  
**CAPITAL PLAN 2023/24**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 71 (*Comox Valley*) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *October 24, 2023* is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District 71 (Comox Valley) Capital Bylaw No. 2023/24-CPSD71-02*

READ A FIRST TIME THE 24<sup>th</sup> DAY OF *October 24, 2023*;  
 READ A SECOND TIME THE 24<sup>th</sup> DAY OF *October 24, 2023*;  
 READ A THIRD TIME, PASSED THE 24<sup>th</sup> DAY OF *October 2023*.

---

Board Chair

---

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 71 (Comox Valley) Capital Bylaw No. 2023/24-CPSD71-02* adopted by the Board the 24<sup>th</sup> day of *October 2023*.

---

Secretary-Treasurer



**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** October 24, 2023

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

---

**Retirements**

Katy Doran, Principal, Valley View Elementary, retiring effective December 31, 2023, after 30 years of service.

Cynthia Knodel, OL Accounts Clerk, NIDES, retiring effective October 31, 2023, after 10 years of service.

**Open Committee of the Whole  
Report to the Board  
October 10, 2023**

**In Attendance at Meeting:**

**Trustees:**

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

**Staff:**

Dr. Russell Horswill, Acting Secretary Treasurer  
Dr. Jeremy Morrow, Superintendent  
Vivian Collyer, Director of Instruction  
Jay Dixon, Director of Instruction  
Josh Porter, Director of Operations

**Regrets:**

Jason Cobey, CVPVPA

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

**1. Call to Order**

Chairperson, Sarah Jane Howe called the meeting to order at 4:32 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**

*THAT the agenda be approved as amended.*  
[Waite/Aldinger]

**\*\* Moved the NIDES/Navigate presentation before the Literacy/Numeracy presentation**

**3. Information Item**

- a. Strategic Plan – Consultation Process  
A comprehensive consultation process will be available to the public by the end of October.

**4. Presentations/Delegations**

The presentations can be viewed at:

<https://www.youtube.com/live/M9o28A3fU5s?feature=shared>

**Presentation Topics:**

- |     |   |             |
|-----|---|-------------|
| i.  | <b>NIDES/Navigate – Gerald Fussell, Principal; Marieke Holtkamp, Vice-Principal; Alison Kavaliunas, Vice-Principal; Meghan McMillen, Vice-Principal</b> | Pages 1-32  |
| ii. | <b>Literacy / Numeracy – Vivian Collyer, Director of Instruction</b>  | Pages 33-41 |

The Director of Instruction, Vivian Collyer gave a presentation on Literacy and Numeracy Frameworks Update.

**Adjournment – 5:53 pm**

*THAT the meeting be adjourned.*  
*[Leslie/Waite]*

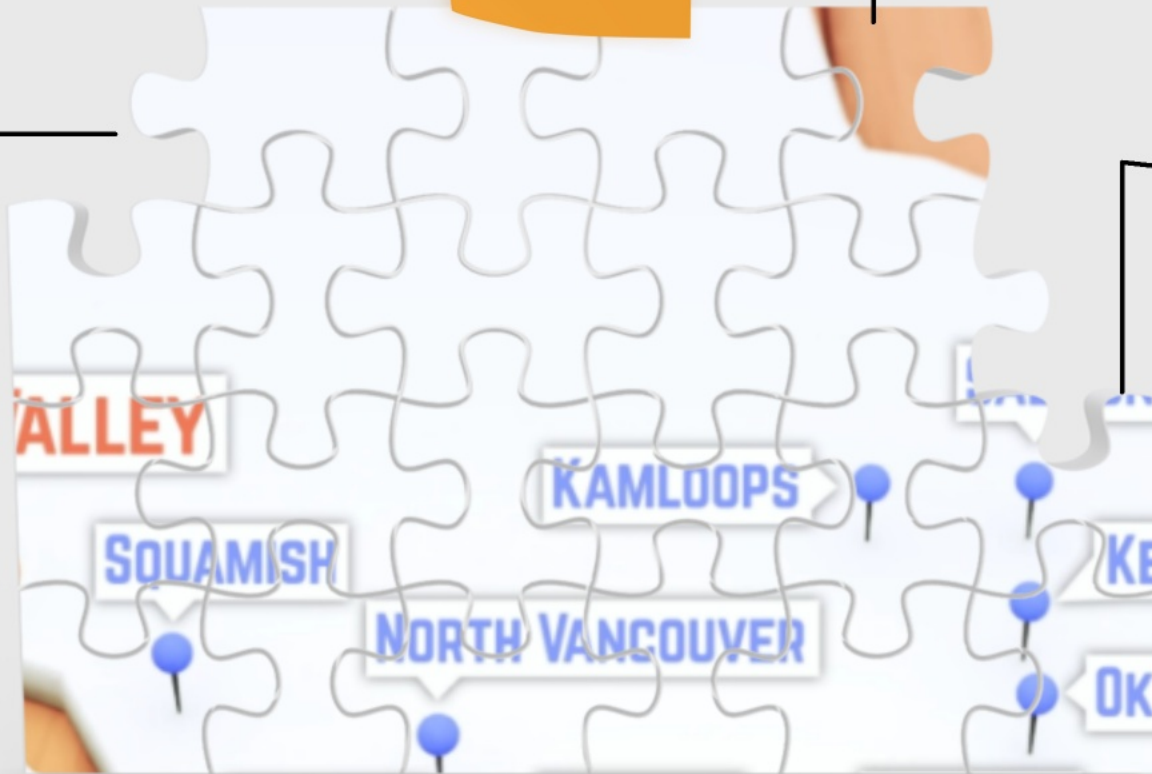
**CARRIED**

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## Navigate/NIDES

Personalizing education to grow learners

# Who We Are

Learning anytime, anywhere at any pace

*Our programs are located throughout British Columbia and are supported from central operations in the Comox Valley located on the unceded traditional territory of the Pentlatch, Ei'ksan, Sahtloot, and Sasitla people of the K'omoks First Nation.*

*The foundation of all programs is our online learning platform. From this we support student learning and development with high quality, BC certified teachers following the BC curriculum. Some programs are fully online while others have small percentages of face-to-face time blended with home learning.*



Goals

Beliefs

Success



## At Navigate we strive to:

- develop healthy, lifelong learners
- support personalization of learning
- cultivate engagement in learning
- nurture sense of belonging
- have students see themselves in their learning
- increase student curiosity
- have students leave our programs with dignity, purpose, and options

# What do we believe?

- everyone can learn
- students need to feel safe and secure
- students should be comfortable in their learning environments
- positive relationships fuel learning
- proactive, supportive teaching fuels learning
- learning should be linked to broader community
- we are problem-solving partners
- reliable, authentic, and versatile

# What is success at NIDES?



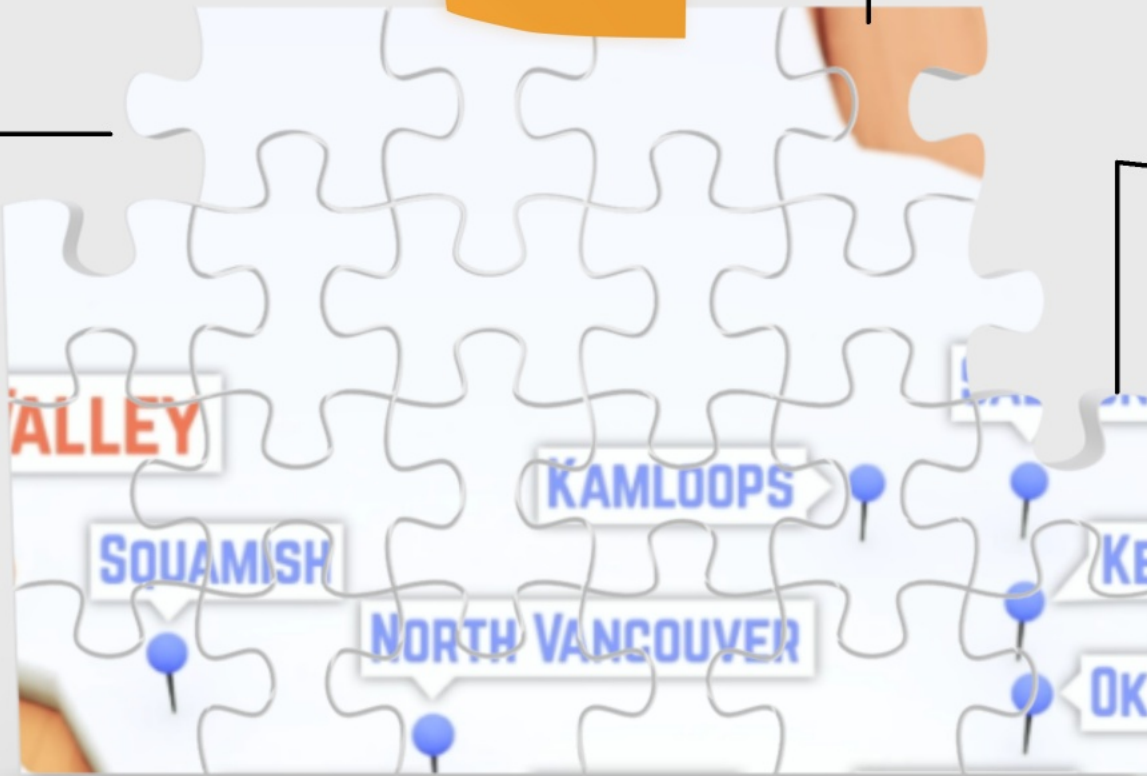


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# **OL is the foundation of all our programming**

Our programs have evolved to meet local needs. Each path leads to a horizon of success for our learners. More than 16,000 students supported annually.

**Flexible**

**Environment**

## **We are flexible**

- we are an alternative for learners that removes limitations
- we offer synchronous and asynchronous options
- our population is a diverse range of students
  - K – 12, adult



## What does our learning environment look like?

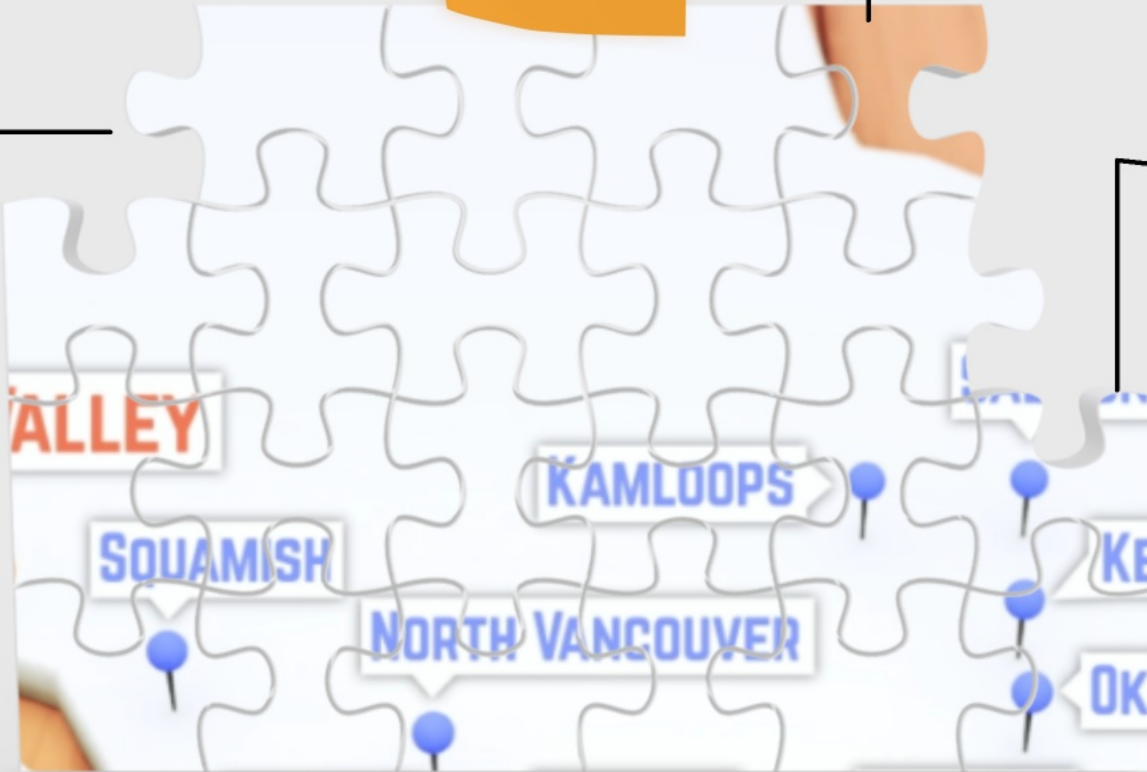
- we provide opportunities for experiences in community
- we offer connections between students, teacher, and families
- students receive individualized feedback, support, and program management

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NSA

## What do our partner programs look like?

NIDES provides the curriculum and teachers; partners provide space, organization, infrastructure, and supports.

Nisga'a

Laxgalts'ap  
Connected  
Classroom

NUKO

EXCEL

Transform  
Hockey  
Academy

Pro-  
Merita

7  
Summits

EPIC



SMITHERS

## 7 Summits for Learning

- learning centre run by society
- located in Rossland
- 8 – 12 program
- keeps teenagers in community
- many university bound and/or high performance athletes
- works closely with ski and dance programs to support youth pursuing their dreams
- strong connection with outdoors

MOX VALLEY

SQUAMISH

KAMLOOPS

SALMON

KE

## Laxgalts'ap Connected Classroom

- based in the Nisga'a Nation
- supporting core learning in grades 8 - 11
- students stay in home community
- local government has hired support staff
- teacher onsite and remote



**SMITHERS**

## North Shore Academy

- based in North Vancouver
- club has teams in Canadian Sport School Hockey League
- supporting students meet curricular requirements with freedom to dedicate themselves to rigours of extracurricular interests
- focus – education, pursuit of passion, community engagement
- classrooms in own facilities

**MOX VALLEY**

**SALMON A**

**KAMLOOPS**

# Nanaimo Unique Kids Organization

- based in Nanaimo
- students grades K – 12 with neurodiverse needs, focusing on those with Autism
- students attend 5 days/week
- preparing successful and thriving individuals
- 3:1 on-site staffing
- teacher and LST work from the Comox Valley

# Penticton Centre for Exceptional Learning

- in Penticton
- students grades K – 12 who identify as people with Autism
- students attend 5 days/week
- preparing successful and thriving individuals
- teacher and LST work from the Comox Valley

## Nisga'a

- school district in Nass Valley of the Nisga'a Nation
- students in grades 8 – 12
- customized and localized curriculum
- deep connection with the rhythm of the land
- teachers in the Comox Valley fill gaps where teachers cannot be found locally

SALMON ARM

KAMLOOPS



## Pro Merita

- based in North Vancouver
- ½ day educational program for flexibility for students to pursue dreams
- tennis, hockey, dance, basketball, music, gymnastics, etc.
- Gr 5 – 12

SMITHERS

## Transform Hockey Academy

- based in Victoria
- a student athlete academy, focused on hockey, that uses a holistic approach to enhance athletic and academic performance without disadvantaging individual developmental and social growth

MOX VALLEY

SALMON

KAMLOOPS

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## EPIC Learning Community

- based in Victoria
- K – 4
- Outdoors
- 3 days/week of instruction
- focus on connection, community, socio-emotional growth and nature exploration

MOX VALLEY

SQUAMISH

WILLOWS

SALMON A

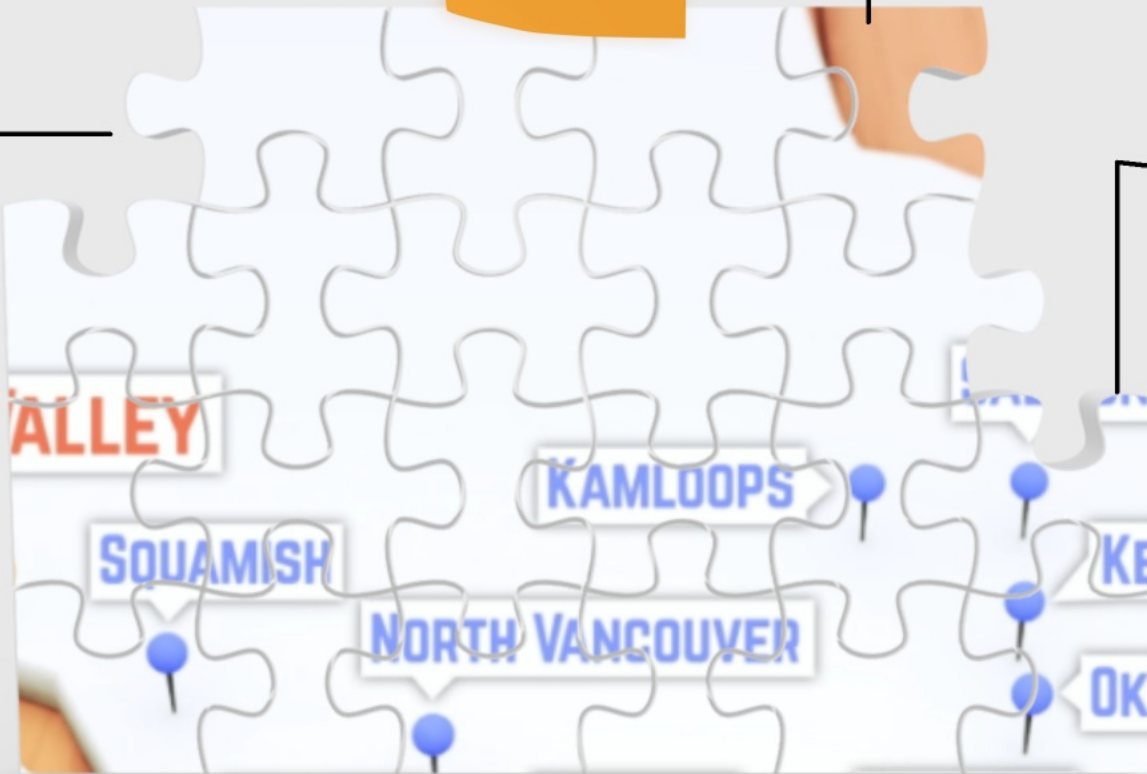
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## Fine Arts eAcademy (FAe)

- K-7 at Tsolum Campus in Comox Valley
- on-site 3 days/week - Tuesday - Thursday
- considered a bricks & mortar school
- multi-grade groupings in classes
- personal spark electives and home learning projects
- foundations:
  - Arts based education
  - Circle of Courage (Dr. Martin Brokenleg)
  - sense of belonging, mastery, independence, and generosity
- wide collective and collaborative themes for learning cycles
- exploration weeks where students participate in community-based activities

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# Compass

- 3 programs in Nanaimo and 4 in the Comox Valley
- multi-grade with teachers facilitating the learning
- individualized learning
- social activities to foster communication and collaboration
- blended learning model – face-to-face support that is appropriate to student learning needs

**Nanaimo**

**Courtenay**



## Nanaimo

- 2 classes meet at Beban Park (3 – 9) and 1 (gr 8 – 12) meets at Arbutus Music
- flexible programs that support learning & passions beyond bricks & mortar
- 3 – 7 – connection to place, deepen understanding of self and world; community
- 4 – 9 – flexible program with adapted curriculum to support student with outside demands
- 8 – 12 – encourage passions to grow by including in curricular activities; partnership with Vancouver Island University

# Courtenay

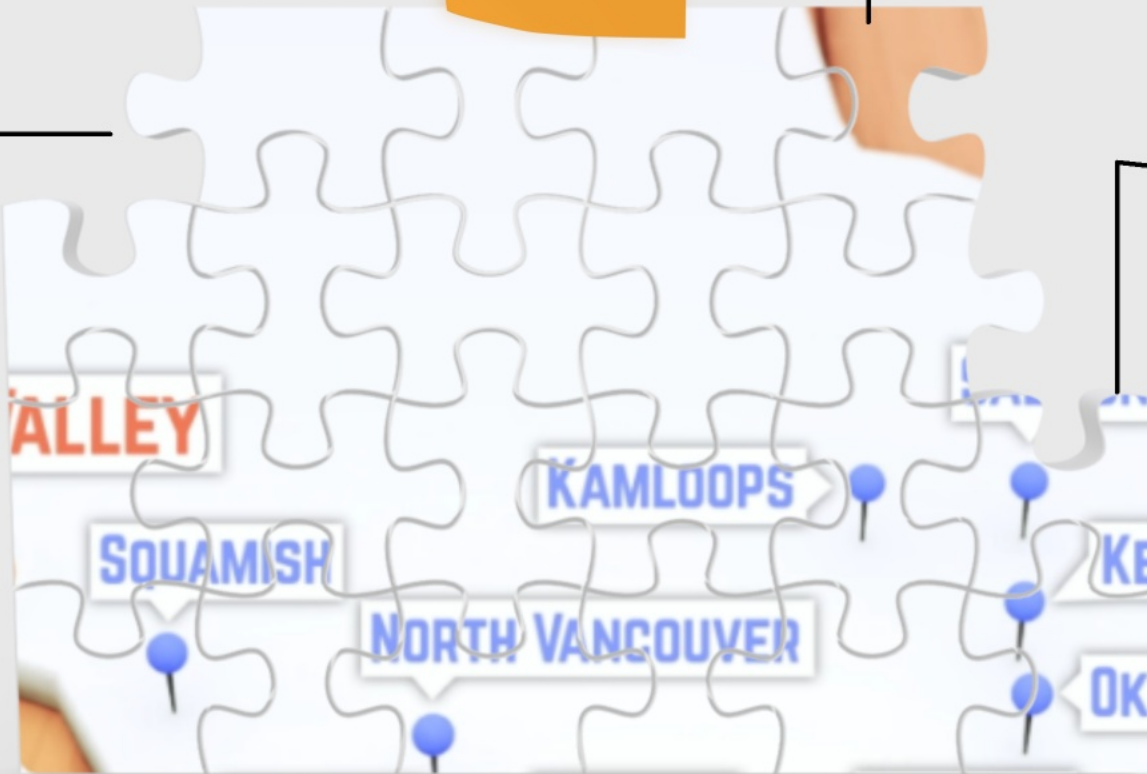
- classes meet at the Tsolum Campus on Mondays
- multi-grade classrooms
- classes participate in community experience days on Tuesdays
- work at home other three days with classroom teacher main teacher for all courses

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## What do HLC's look like?

- usually parent initiated program looking for more individualized programming
- teacher in community facilitates learning with students/families
- small, multi-age classes
- strong experiential learning background
- strong connection with local community – use community mentors
- co-create each child's home and classroom learning plans
- help students adapt not conform – honour themselves and their heritage
- more than 750 full-time students are part of this program

**Vancouver  
Island**

**BC Interior**

**Lower  
Mainland**

## Current Options on Vancouver Island

- Cobble Hill - inquiry/Waldorf
- Colquitz - outdoor
- Errington - inquiry
- North Lake Cowichan - outdoor
- Port Alberni - inquiry/outdoor
- Saltspring Island - inquiry
- Sooke - outdoor
- Tofino - inquiry
- Ucluelet - inquiry
- Victoria - inquiry/outdoor
- Westshore - outdoor



## Current options in the BC Interior

- Cranbrook - inquiry
- Grand Forks - inquiry
- Hazelton - outdoor/inquiry
- Kamloops - outdoor
- Kaslo - inquiry
- Kelowna - outdoor
- Kimberley - inquiry
- Kootenays - outdoor
- Okanagan Falls - inquiry
- Salmon Arm - inquiry
- Smithers - STEM/outdoor/inquiry

## Current options in the Lower Mainland

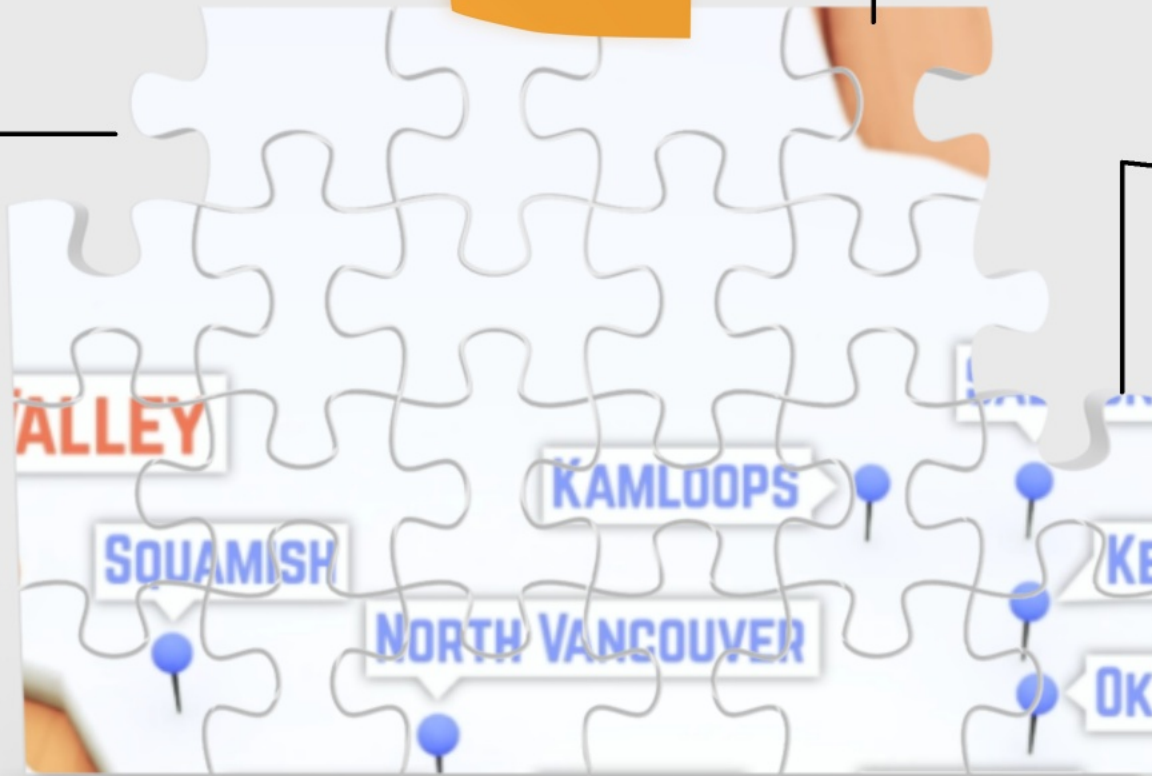
- Chilliwack - outdoor
- Surrey - inquiry
- Vancouver

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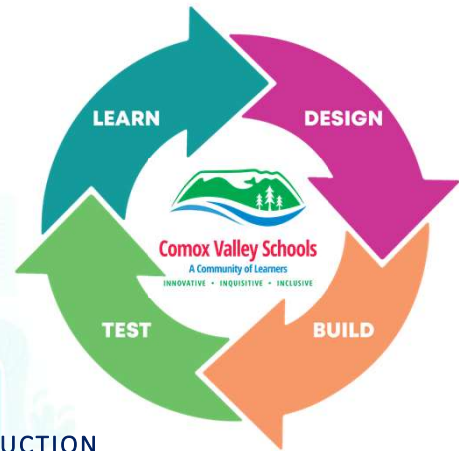
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Personalizing education to grow learners

# Literacy and Numeracy Frameworks Update

PRESENTED BY DR. VIVIAN COLLYER, DIRECTOR OF INSTRUCTION  
AT THE OPEN COMMITTEE OF THE WHOLE MEETING  
OCTOBER 10, 2023



1

## Developing a mindset of continuous growth within our learning organization

"In a **growth mindset**, people believe that their most basic abilities can be developed through dedication and hard work...This view creates a love of learning and a resilience that is essential for great accomplishment..."  
- Carol Dweck, psychologist & researcher, Stanford

### HABITS OF MIND - KEY QUESTIONS:

- What's working well? (strengths-based)
- What could be further developed? (growth area)
- What next? (actionable plan)



2



## Feedback from schools and departments - May 2022

*In developing the literacy and numeracy frameworks,  
what factors do we need to consider?*

- Common language in both areas
- Continuum (scope and sequence) of learning in both areas
- How to support a wide range of student abilities and effectively differentiate instruction
- Holistic approach to teaching and learning, and flexibility to support and stretch diverse abilities
- Strategies/structures for targeted learning when challenges are identified
- Alignment with learning theory and research, BC curriculum, and district directions (ie., EOL)
- Meaningful, sustainable data collection (& storage) to plan next steps and monitor impact of strategies
- Universal Design for Learning – student have multiple means of engagement, representation, and expression
- Shifts in literacy and numeracy research and Canadian teaching and learning approaches
- Connecting literacy and numeracy learning with student portfolios/e-portfolios
- Challenge of *learning to read* while also *reading to learn*
- Ways for families to reinforce learning at home

3

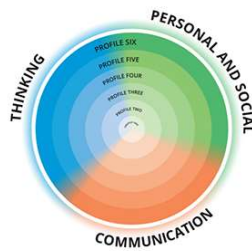
## Feedback from schools and departments - May 2022

*How do you see a district framework helping you in meeting  
the literacy and numeracy needs of your students?*

- Clarified focus on specific skills and key concepts to develop plans (for students/classes, school goals, across grade levels)
- Guidance for decision-making when discussing strengths and stretches throughout the year
- Accessing common formative assessment practices and tools
- Opportunity for data collection that can inform teaching and learning strategies/structures
- Alignment with competency-based and concept-based curriculum
- Collaboration and targeted professional learning opportunities
- Consistent approaches to determining needs and allocating resources
- Continuity of learning across the school-years

4

## Working Groups' Orientation - Givens for the Frameworks



- Student-centred (competence & agency; strengths, interests, stretches, next steps in learning)**
- Builds on what is already working in schools**
- Is grounded in research about literacy and numeracy learning, as well as human development**
- Aligns with the BC Curriculum and provincial directions**
- Interweaves with the First Peoples Principles of Learning and Core Competencies**
- Is informed by Universal Design for Learning (UDL), incl. inclusive practices and cultural responsiveness**
- Supports multiple learning systems (classroom, school, and district)**
- Provides guidance about practices, structures, and strategies**
- Enables classroom and school-wide decision-making and planning to address students' learning growth, as well as potential gaps and misconceptions.**

5

## Cycle of Instruction and Assessment

**Instruction and assessment are interconnected in a cyclical or spiral concept of education.** Assessment takes place throughout the learning cycle. We use the information we gather through assessments to inform our instruction. Sharing this information with students through ongoing feedback encourages them to recognize their successes and to set learning goals, further engaging them in the learning process.



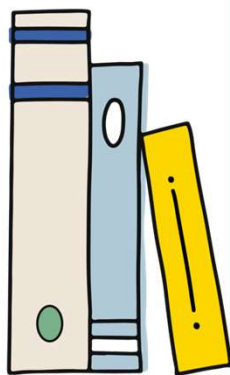
**The learning cycle enables responsive and targeted learning.** Assessments enable us to pinpoint where students need additional support, instruction, and guidance to help extend their learning. When we use assessment for action, this allows us to be more agile in our instructional approach.

BC Ministry of Education and Child Care

6

## Literacy Framework Information Gathering Series

The Comox Valley School District invites all interested educators to join us for after-school sessions to share literacy ideas and gather input to inform the development of the Literacy Framework this year. Please see details below.



### Session 1 – Monday, Nov. 7

#### Research and Provincial Directions in Literacy

4:00-6:00 pm in the Glacier View gym

This session includes presentations by guest speakers and opportunities to provide input into the design of the Framework.

#### Presentations:

*Holding Space for Indigenous Ways of Knowing, Being and Doing*

Lelaina Jules

Indigenous Education Curriculum Support Teacher

*Reading through a Multi-Tiered*

*Systems Model*

Christina Majcher and Courtney Edgar

School Psychologists

*Language, the Lifeboat for Lifelong Learning*

Morgan McDonald

Speech-Language Pathologist

*Exploring Secondary Literacy Collective*

*Responsibilities*

Devon Stokes-Bennett

Network of Educators for Secondary

Transformation

### Session 2 – Monday, Nov. 21

#### What's Working and Promising Practices in SD71

4:00-6:00 pm in the Glacier View gym

This session includes a choice of Table Group presentations by SD71 colleagues about their literacy practices as well as opportunities to share our thinking about what to include in the Framework.



**Registration:** Email us at [curriculumevents@sd71.bc.ca](mailto:curriculumevents@sd71.bc.ca) with the subject line "Literacy Framework series" and specify whether you will attend the whole series or a particular session. If you have dietary restrictions, please let us know.

### Session 3 – Monday, Nov. 28

#### What are other schools/districts trying?

4:00-6:00 pm in the Glacier View gym

This session includes presentations by guest speakers and opportunities to provide input and feedback about the ideas presented.

#### Guest Speakers:

**Boe Beardsmore**

Director of Instruction, SD64 (Gulf Islands)

**Christine Fraser**

Literacy Coordinator, SD72 (Campbell River)

**Shelby Pollitt**

Literacy Coordinator, SD62 (Sooke)

**Devon Stokes-Bennett**

Humanities District Teacher, SD35 (Langley)

7

## Numeracy Framework Information Gathering Series

The Comox Valley School District invites all interested educators to join us for after-school sessions to share numeracy ideas and gather input to inform the development of the Numeracy Framework this year.



### Session 1 – Monday, Nov. 14

#### Research and Provincial Directions in Numeracy

4:00-6:00 pm in the Glacier View gym

This session includes presentations by guest speakers and opportunities to provide input into the design of the Framework.

#### Presentations:

*What Matters to our Young Mathematicians?*

Jeannie DeBoice

Mathematics Consultant

*Mathematics through a Multi-Tiered*

*Systems Model*

Christina Majcher

School Psychologist

*Provincial Landscape of*

*Mathematics and Numeracy*

Janice Novakowski

District Teacher Consultant, SD38

### Session 2 – Wednesday, Nov. 30

#### What's Working and Promising Practices in SD71

4:00-6:00 pm in the Glacier View gym

This session includes a choice of Table Group presentations by SD71 colleagues about their numeracy practices as well as opportunities to share our thinking about what to include in the Framework.



**Registration:** Email us at [curriculumevents@sd71.bc.ca](mailto:curriculumevents@sd71.bc.ca) with the subject line "Numeracy Framework series" and specify whether you will attend the whole series or a particular session. If you have dietary restrictions, please let us know.

### Session 3 – Monday, Dec. 5

#### What are other schools/districts trying?

4:00-6:00 pm in the Glacier View gym

This session includes presentations by guest speakers and opportunities to provide input and feedback about the ideas presented.

#### Guest Speakers:

**Boe Beardsmore**

Director of Instruction, SD64 (Gulf Islands)

**Jennifer Carter**

Numeracy Coordinator, SD22 (Vernon)

**Myriah Michaux**

Primary Teacher, SD64 (Gulf Islands)

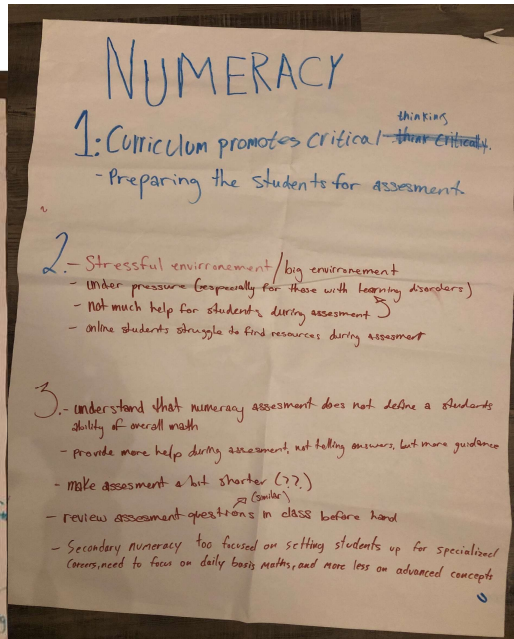
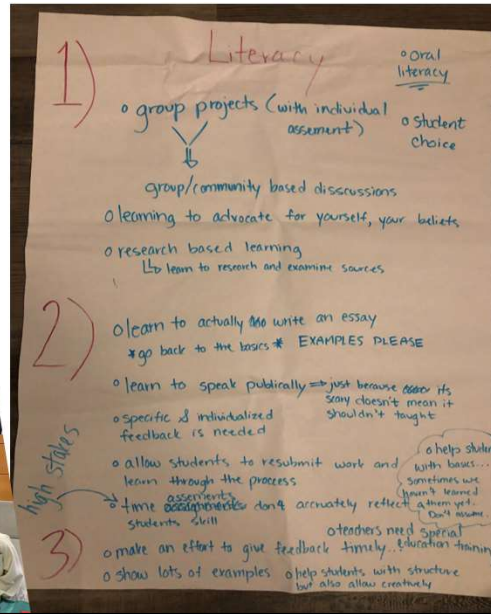
**Janice Novakowski**

District Teacher Consultant SD38 (Richmond)

8

## Student Voice

Student Advisory – January 18, 2023



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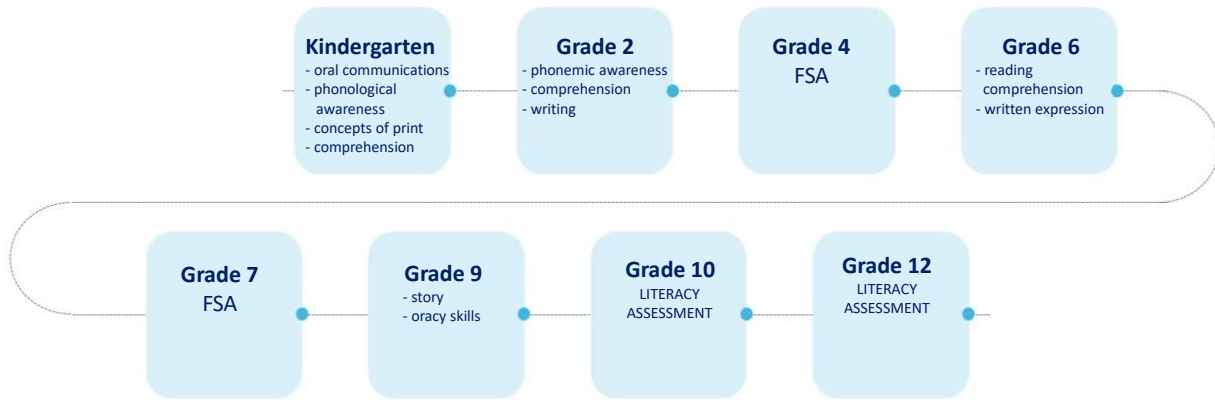
## Highlights of the Literacy and Numeracy Frameworks

- Working groups included:
  - staff from Inclusive Education, Indigenous Education, and Curriculum departments
  - teachers in various roles (classroom, LST, T-L)
  - early childhood educators
  - principals/vice principals
- Input provided by:
  - School staffs
  - Participants at after school sessions
  - District's Student Advisory
- Holistic view of students and learning (incl. skills and strategies in meaningful ways)
- Builds on what is already working in schools and draws from research and promising practices
- Recognizes learning progression and human development over time (early learning to graduation)
- Integrates key curricular directions, including play, Indigenous, and deeper learning pedagogies, and UDL
- Classroom assessments that inform teaching and learning, and identify needs for supplemental learning
- Aligns with other assessment systems (i.e., portfolios, Literacy and Numeracy Learning Progressions K-12)

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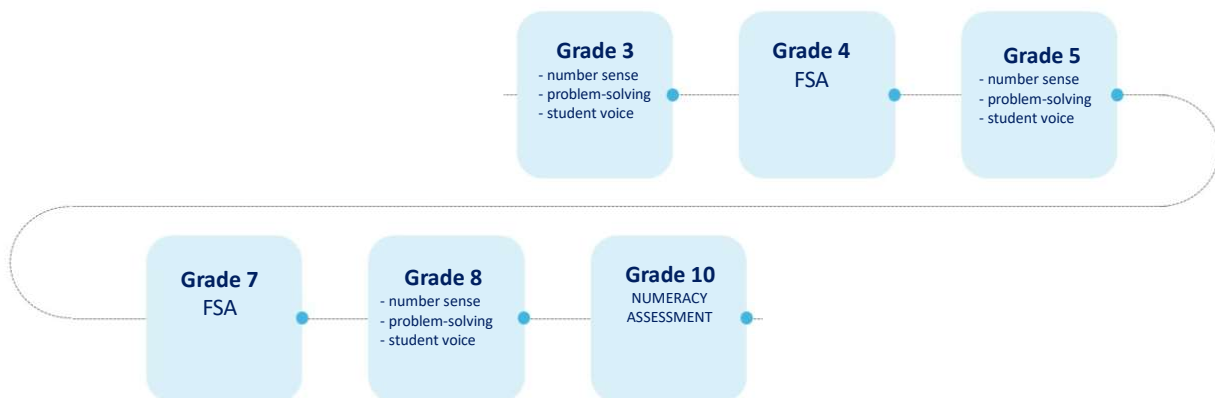


## District Check-in Points – Literacy



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## District Check-in Points – Numeracy



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## What is ready to field test?

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### LITERACY

- Framework learning components
- Kindergarten assessment tool
- Grade 2 assessment tool

### NUMERACY

- Framework learning components
- Number sense assessment tools (K - Grade 8)
  - SNAP for whole class
  - FSiM diagnostics for targeted supplemental learning

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## What is still under development?

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### LITERACY

- Framework front matter, self-assessment for school teams, curated resources
- Grade 6 assessment tool
- Grade 9 assessment tool
- Assessments for other grades

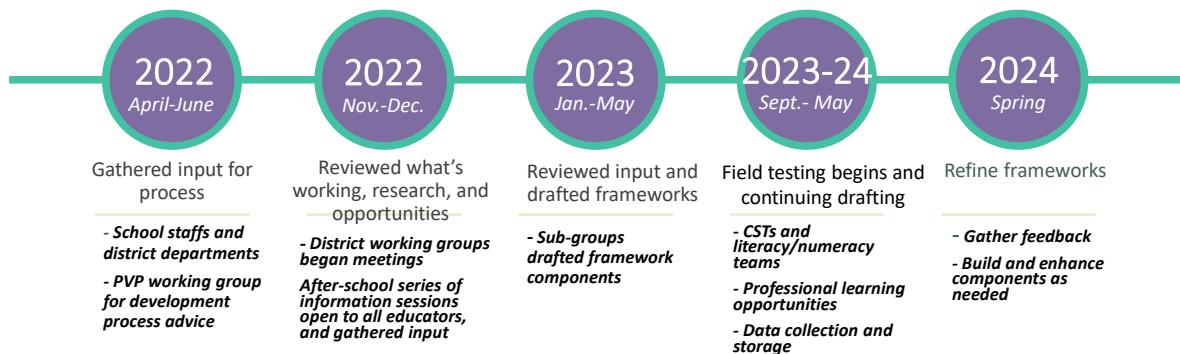
### NUMERACY

- Framework front matter, self-assessment for school teams, curated resources
- Problem-solving component of assessments
- Student voice component of assessments

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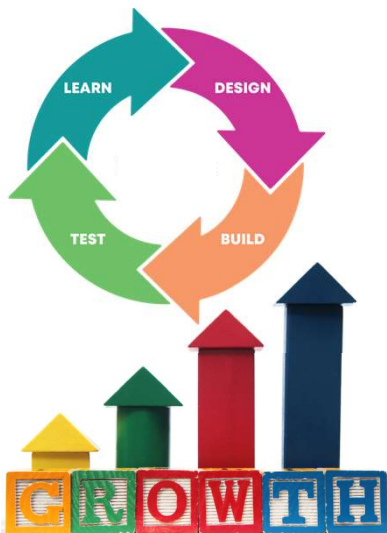
## Literacy and Numeracy Frameworks

### Development Process Timeline



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### Support for implementation



- Schools are encouraged to focus on a literacy or numeracy learning goal to field test this year
- School-based Curriculum Support Teachers
- District Teachers – Jacquie Anderson and Serina Allison
- Learning Grants to support school teams
- Continuing the design process - Gather input from school communities to:
  - celebrate successes to build on
  - tweak components based on classroom feedback
  - refine our district's frameworks
  - review the data and plan for next steps as part of our continuous improvement cycle

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## Characteristics of Teacher Collective Efficacy



### STAFF CHARACTERISTICS

- Shared belief of high expectations for all students
- Shared language that represents focus on student *learning*
- Success or failure in student learning informs teacher reflection on and shifts in practice
- Appreciation for the value of solving challenges of practice together
- Collaboration that enhances individual efforts, intensifies our persistence, and strengthens our resolve
- Discussing evidence of impact, including:
  - hearing from students about their learning, their progress, their struggles, and their motivation to keep learning
  - examining student artifacts such as assignments, assessments, portfolios, and other indicators of daily progress
  - making the link between our actions and student outcomes explicit, so that we better understand factors behind student progress
- Relies on dependable, collaborative structures where teachers learn from and with one another to build common understandings.

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Questions?

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**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** October 24, 2023  
**FROM:** Russell Horswill, Acting Secretary-Treasurer  
**RE:** Trustee Remuneration

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**Background**

At the February 28, 2023 Regular Board Meeting, the Board passed the following resolution:  
 THAT the Board of Education of School District No. 71 (Comox Valley) direct the Superintendent to form a working group to review the current trustee remuneration and bring back a recommendation to the board.

Annually, the BC School Trustees' Association conducts a survey of all school districts on current remuneration rates, including meals per diems, mileage rates, professional development, and child dependent care support. The resolution passed is not specific as to the makeup of the "working group" and does not include a reporting timeline.

**Consideration**

Attached to the Briefing Note is data extracted from the BCSTA survey for comparable sized school districts. The data provided represents the next smallest and largest districts with Comox Valley School District being the median sized district in the data. The data indicates that the following average remuneration rates (which also closely represents the trendline figure):

Chair	\$24,749 (current \$19,272)
Vice-Chair	\$22,861 (current \$17,400)
Trustee	\$21,523 (current \$15,504)

The BCSTA survey also provides information on how and when the annual remuneration is adjusted.

The annual cost to the operating budget to adjust the remuneration rates paid to the survey average is \$41,034.

**Recommendation**

Staff are recommending that the Board rescind the motion to establish a working group to review remuneration rates, as the BCSTA survey data provides excellent information on the topic.

The following motions would be in order if the Board wishes to pursue this matter directly:

Motion 1 – Trustee Remuneration Working Committee

THAT the Board of Education of School District No. 71 (Comox Valley) rescind the motion to establish a Trustee remuneration working group.

Motion 2 – Trustee Remuneration

THAT the Board of Education of School District No. 71 (Comox Valley) establish the following Trustee Remuneration rates effective July 01, 2023: Chair \$24,749, Vice-Chair \$22,861, and Trustee \$21,523.

AND THAT the Board of Education of School District No. 71 (Comox Valley) increase the rates each subsequent July 1<sup>st</sup> by the BC Consumer Price Index (All items) for the May-to-May comparison.

Respectfully submitted,

*Russell Horswill*

Russell Horswill  
Acting Secretary-Treasurer

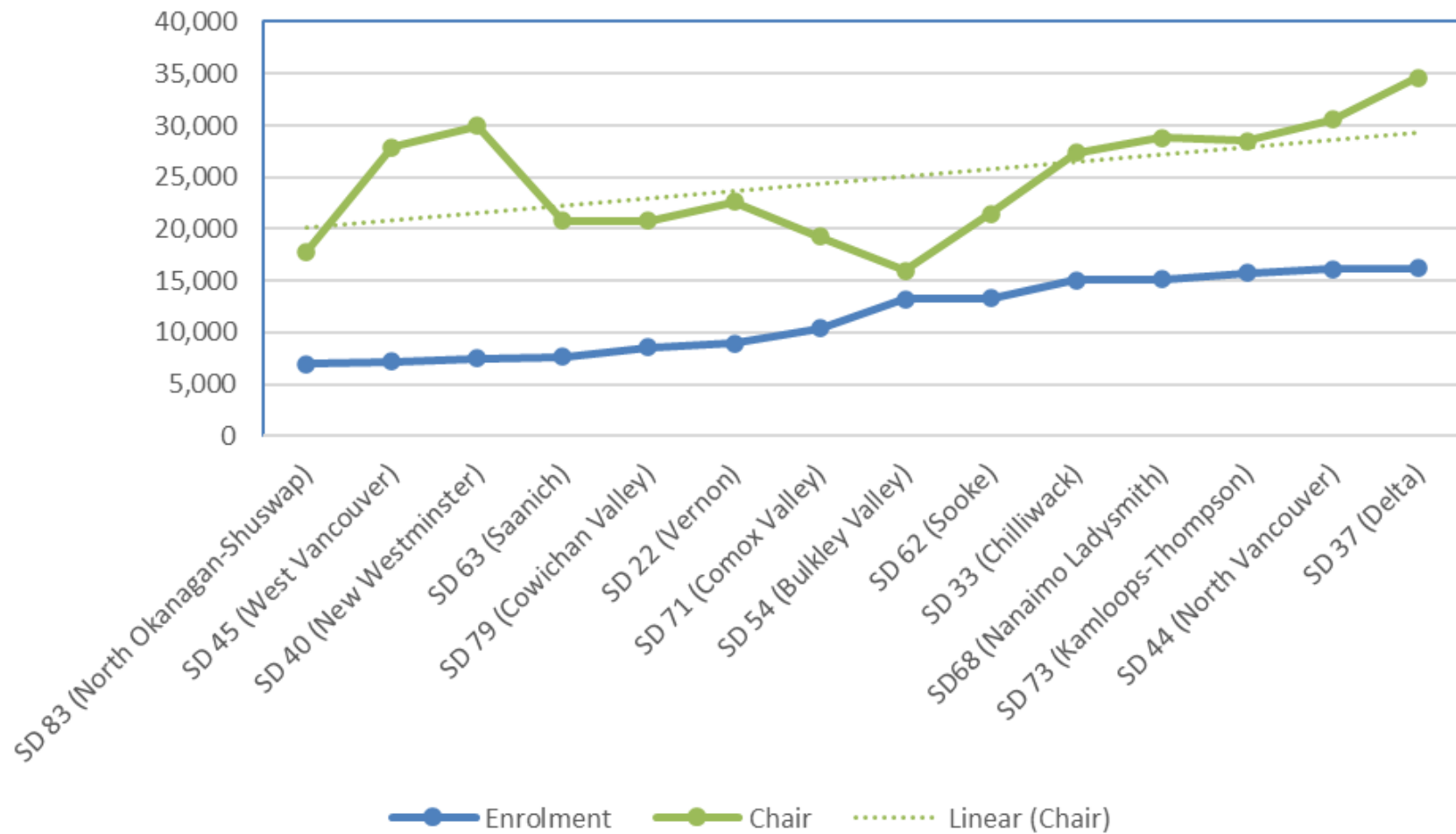
**BRIEFING NOTE**

**Trustee Renumeration Comparision  
Based on BCSTA 2023 Survey**

District	Enrolment	District Size - Overall	Chair	Chair - Overall	Chair per FTE Student	Chair Ranking per Student
SD 83 (North Okanagan-Shuswap)	6,964	14	\$ 17,803	13	\$2.56	4
SD 45 (West Vancouver)	7,201	13	\$ 27,859	6	\$3.87	2
SD 40 (New Westminster)	7,517	12	\$ 29,975	3	\$3.99	1
SD 63 (Saanich)	7,652	11	\$ 20,793	10	\$2.72	3
SD 79 (Cowichan Valley)	8,564	10	\$ 20,788	11	\$2.43	6
SD 22 (Vernon)	8,961	9	\$ 22,632	8	\$2.53	5
<b>SD 71 (Comox Valley)</b>	<b>10,436</b>	<b>8</b>	<b>\$ 19,272</b>	<b>12</b>	<b>\$1.85</b>	<b>10</b>
SD 54 (Bulkley Valley)	13,240	7	\$ 15,969	14	\$1.21	14
SD 62 (Sooke)	13,345	6	\$ 21,500	9	\$1.61	13
SD 33 (Chilliwack)	15,074	5	\$ 27,362	7	\$1.82	11
SD68 (Nanaimo Ladysmith)	15,104	4	\$ 28,808	4	\$1.91	8
SD 73 (Kamloops-Thompson)	15,782	3	\$ 28,496	5	\$1.81	12
SD 44 (North Vancouver)	16,100	2	\$ 30,595	2	\$1.90	9
SD 37 (Delta)	16,185	1	\$ 34,638	1	\$2.14	7

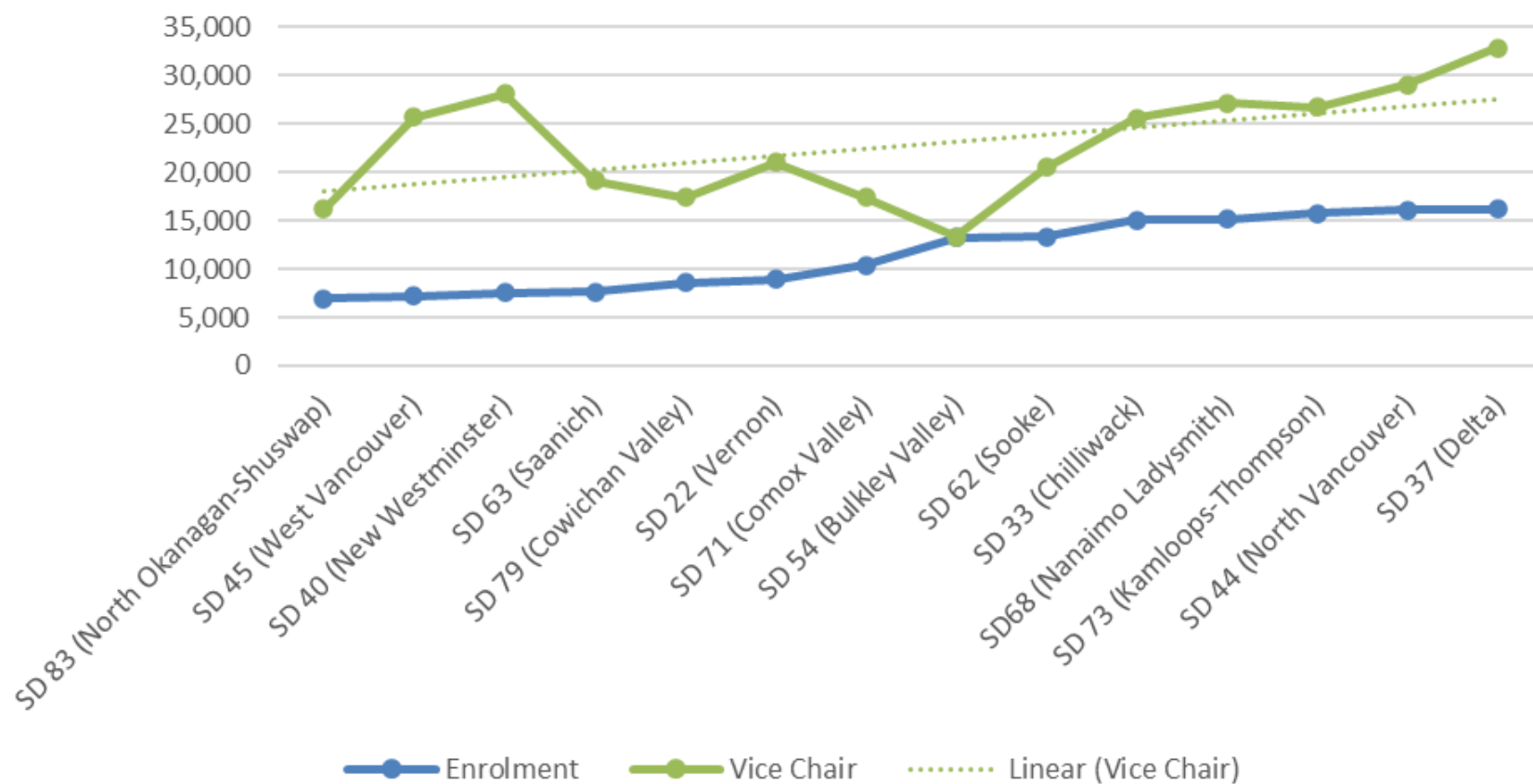


## Comparable Districts - Chair Remuneration



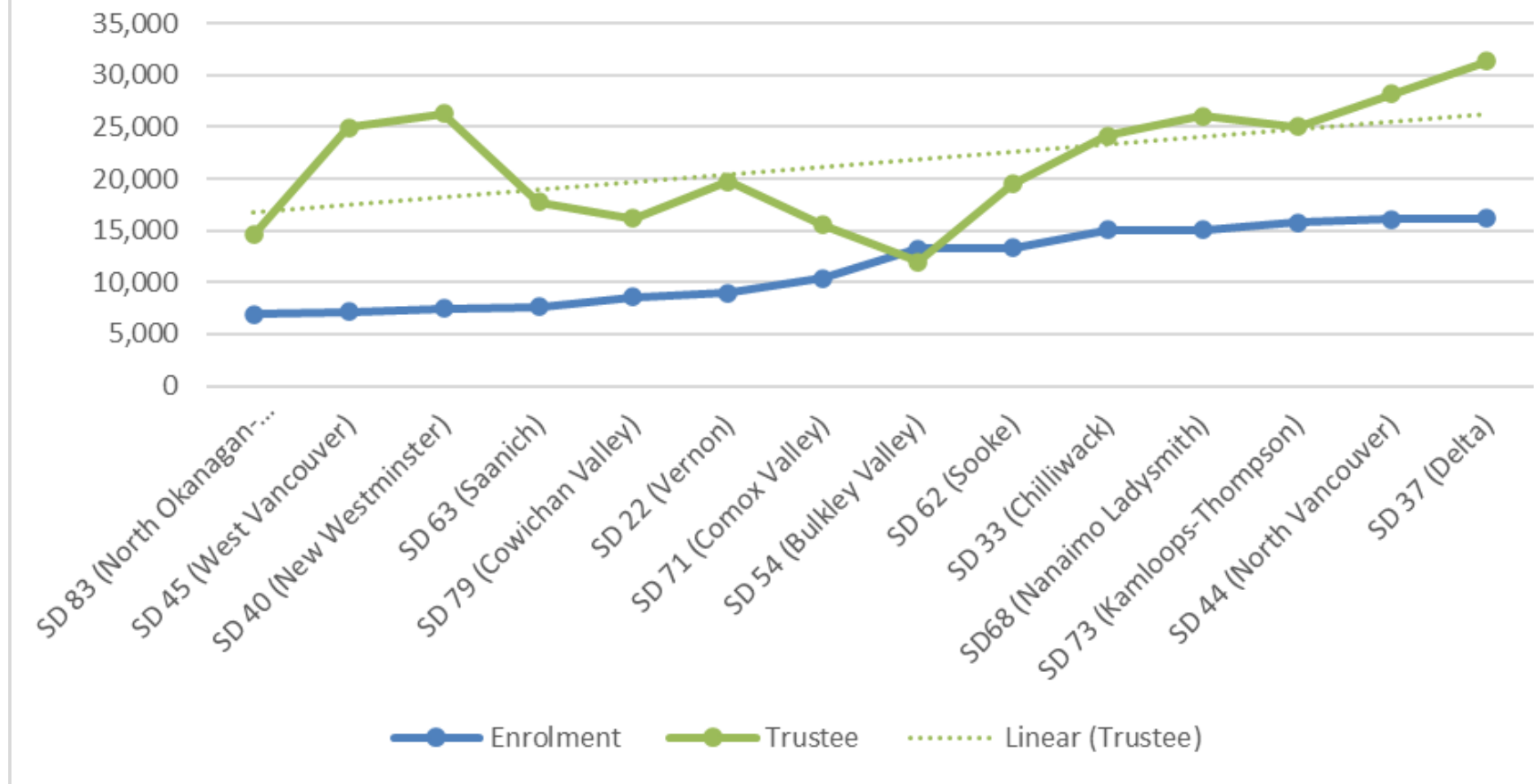
District	Enrolment	District Size - Overall	Vice Chair	Vice-Chair - Overall	Vice-Chair per FTE Student	Vice-Chair Ranking per Student
SD 83 (North Okanagan-Shuswap)	6,964	14	\$ 16,185	13	\$2.32	5
SD 45 (West Vancouver)	7,201	13	\$ 25,683	6	\$3.57	2
SD 40 (New Westminster)	7,517	12	\$ 28,141	3	\$3.74	1
SD 63 (Saanich)	7,652	11	\$ 19,087	10	\$2.49	3
SD 79 (Cowichan Valley)	8,564	10	\$ 17,356	12	\$2.03	7
SD 22 (Vernon)	8,961	9	\$ 21,020	8	\$2.35	4
SD 71 (Comox Valley)	10,436	8	\$ 17,400	11	\$1.67	12
SD 54 (Bulkley Valley)	13,240	7	\$ 13,309	14	\$1.01	14
SD 62 (Sooke)	13,345	6	\$ 20,500	9	\$1.54	13
SD 33 (Chilliwack)	15,074	5	\$ 25,597	7	\$1.70	10
SD68 (Nanaimo Ladysmith)	15,104	4	\$ 27,183	4	\$1.80	9
SD 73 (Kamloops-Thompson)	15,782	3	\$ 26,702	5	\$1.69	11
SD 44 (North Vancouver)	16,100	2	\$ 29,050	2	\$1.80	8
SD 37 (Delta)	16,185	1	\$ 32,836	1	\$2.03	6

## Comparable Districts - Vice-Chair Remuneration



District	Enrolment	District Size - Overall	Trustee	Trustee - Overall	Trustee per FTE Student	Trustee Ranking per Student
SD 83 (North Okanagan-Shuswap)	6,964	14	\$ 14,566	13	\$2.09	5
SD 45 (West Vancouver)	7,201	13	\$ 24,959	6	\$3.47	2
SD 40 (New Westminster)	7,517	12	\$ 26,307	3	\$3.50	1
SD 63 (Saanich)	7,652	11	\$ 17,761	10	\$2.32	3
SD 79 (Cowichan Valley)	8,564	10	\$ 16,212	11	\$1.89	7
SD 22 (Vernon)	8,961	9	\$ 19,718	8	\$2.20	4
SD 71 (Comox Valley)	10,436	8	\$ 15,504	12	\$1.49	12
SD 54 (Bulkley Valley)	13,240	7	\$ 11,977	14	\$0.90	14
SD 62 (Sooke)	13,345	6	\$ 19,500	9	\$1.46	13
SD 33 (Chilliwack)	15,074	5	\$ 24,170	7	\$1.60	10
SD68 (Nanaimo Ladysmith)	15,104	4	\$ 26,048	4	\$1.72	9
SD 73 (Kamloops-Thompson)	15,782	3	\$ 25,012	5	\$1.58	11
SD 44 (North Vancouver)	16,100	2	\$ 28,226	2	\$1.75	8
SD 37 (Delta)	16,185	1	\$ 31,365	1	\$1.94	6

## Comparable Districts - Trustee Remuneration



District	How are remuneration increases normally determined? (ie based on Provincial Consumer Price Index)
SD 83 (North Okanagan-Shuswap)	Annual Review - BC CPI
SD 45 (West Vancouver)	Adjusted every July 01 for CPI average for previous 12 months
SD 40 (New Westminster)	No Information
SD 63 (Saanich)	Per policy, Trustee remuneration will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.
SD 79 (Cowichan Valley)	Tied to September Consumer Price Index
SD 22 (Vernon)	CPI
SD 71 (Comox Valley)	Provincial CPI - January 01
SD 54 (Bulkley Valley)	CPI
SD 62 (Sooke)	Provincial CPI on July 1 every year
SD 33 (Chilliwack)	CPI as of July 1 each year
SD68 (Nanaimo Ladysmith)	Based on Consumer Price Index
SD 73 (Kamloops-Thompson)	As per Board Policy 7 - based on weighted averages of other employee group increases
SD 44 (North Vancouver)	Vancouver CPI
SD 37 (Delta)	The greater of the Metro Avg. or Annual Vancouver CPI

Respectfully submitted,

*Russell Horswill*

Russell Horswill  
Acting Secretary-Treasurer

**BRIEFING NOTE**

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<b>TO:</b>	Board of Education (Regular Meeting)	<b>DATE:</b> October 24, 2023
<b>FROM:</b>	Russell Horswill, Acting Secretary Treasurer	
<b>RE:</b>	Ad Hoc Policy Committee	

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**Background**

The Board of Education has expressed an interest in establishing an Ad Hoc Policy Committee as provided for in Policy 8 – Board Committees, which states:

**Section 2 Ad Hoc Committees**

Ad hoc committees may be established to assist the board on a specific project for a specific period of time and can either be open or closed meetings. The terms of reference for each ad hoc committee shall be established by board motion at the time of the formation of the committee. Such ad hoc committees shall cease to exist when the purpose has been achieved. The chair of the board shall recommend membership on ad hoc committees while the board retains authority to approve such appointments.

Recommendations from the Ad Hoc Policy Committee will be reported to the Board for further consideration. Changes to any policy will be Board approved and in accordance with Policy 10 – Policy Making and Review.

**Terms of Reference**

Term: Ongoing ad hoc committee  
 Membership: Two Trustees appointed each school year  
 Frequency: Monthly meeting (approximately 10 per school year)  
 Nature: Closed Meetings

**Mandate:**

- 1) Assist the Board to fulfill obligations in Policy 2- Role of the Board (Section 5 – Policy)
- 2) Review, on a regular basis, all policies of the Board and recommend any changes
- 3) Recommend the nature and substance of any new proposed new policies
- 4) Support Superintendent with development and maintenance of Administrative Procedures

**Membership:**

The Board Chair is recommending the following Ad Hoc Policy Committee membership for the 2023/24 school year:

1. Trustee Aldinger
2. Trustee McCannel-Keene
3. Superintendent Morrow



4. Acting Secretary Treasurer Horswill
5. Board Chair (ex-officio non-voting)

**Recommendation**

The following motion is provided for Board consideration:

**THAT** the Board of Education of School District No. 71 (Comox Valley) establish an Ad Hoc Policy Committee based on the Terms of Reference contained herein.

**AND THAT** the Board accept the recommended committee membership for the 2023/24 school year as provided by the Board Chair.

Respectfully submitted,

*Russell Horswill*

Russell Horswill  
Acting Secretary-Treasurer

## **INDIGENOUS EDUCATION COUNCIL TRUSTEE REPORT OCTOBER 2023**

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The Indigenous Education Council met on October 12, 2023. Highlights from the meeting include:

- **Comox Valley Schools Strategic Planning Consultation Process**
- Jay Dixon shared the district's plan to begin a fulsome consultation process regarding the creation of the new Strategic Plan. Much discussion ensued on meaningful ways to connect and listen to Indigenous community's stories and experiences in Comox Valley Schools.
- **Special guests- staff presentations**
- Lelaina Jules, Lynn Swift, Gail Martindale, Chettie MacDonald and Natasha Rainkie gave presentations outlining their role and shared stories of their work in support of Indigenous and all students in Comox Valley Schools.
- **The Local Education Agreement between K'ómoks First Nation and Comox Valley Schools**
- The LEA Oversight Committee met on October 13 and spent the day together sharing roles, responsibilities and key actions needed in supporting KFN students in a good way.
- **K'ómoks First Nation Early Learning collaboration with School District 71**
- A drop-in Strong Start pilot program is being offered in the new year one day a week on reserve and is open to KFN children and the general public.
- **Important up coming meeting on October 25,2023**
- **The IEC Annual General Meeting** is being held on October 25, at Courtenay Elementary School
- Annual General meeting October 25

Susan Leslie

Trustee