

Comox Valley Schools

School District No. 71

Open Committee of the Whole Meeting Report to the Board April 09, 2024

In Attendance at Meeting:

Trustees:

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

Staff:

Dr. Jeremy Morrow, Superintendent Carrie McVeigh, Secretary Treasurer Jennifer Nelson, Assistant Secretary Treasurer Jay Dixon, Associate Superintendent

Regrets: None

Recording Secretary: Marlene Leach, Senior Executive Assistant

1. Welcome

The Board of Education acknowledges that we are on the traditional territories of the K' \acute{o} moks 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. Call to Order

Trustee Caton called the meeting to order at 7:03 pm.

3. Adoption of Agenda

THAT the agenda be approved as presented.
[Waite/Howe]
CARRIED

4. Information Items

a. Strategic Plan - Verbal Update

The Superintendent reported that over 195 surveys have been submitted and 3 of the 4 strategic planning public engagement sessions have taken place. All feedback is being collated for Trustees and the writing team. Approximately 40 people will be on the writing team (selection process details were provided). The 2024-2029 strategic plan will be presented at the June public Board meeting for approval.

b. Budget Process Overview - PowerPoint Presentation

Pages 1-11

The Secretary-Treasurer introduced Jennifer Nelson, Assistant Secretary-Treasurer to provide the Budget Process Overview PowerPoint presentation. The Assistant Secretary-Treasurer and Secretary-Treasurer answered Trustee questions.

5. Presentations/Delegations

1. SD71 Career Programs

Pages 12-31

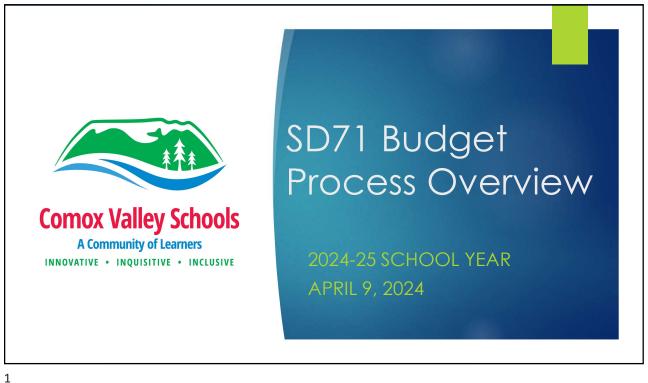
Jay Dixon, Associate Superintendent - Zale Darnel, Principal and Sherrie Martens, Vice Principal

Associate Superintendent, Jay Dixon introduced the Career Program District Leads, Zale Darnel, Principal and Sherrie Martens, Vice Principal.

Presenters and Career staff, Steve Claassen (District Careers Support Teacher), Dawn Anderson (District Career Support Teacher - Dual Credit & Jr Applied Design, Skills, and Technologies (ADST) and Tammy Williamson (District Youth Work In Trades Teacher) each provided information via PowerPoint about SD71 Careers Programs, presented tangible examples of student projects, and answered Trustee questions. https://www.comoxvalleyschools.ca/career-programs/

6. Adjournment – 8:47 pm

THAT the meeting be adjourned.
[May Sacht/Howe]
CARRIED



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Board Strategic Priorities - Current

- Educational Excellence
 - · Optimize innovative practices and learning opportunities
- Community Engagement
 - · Deepen integration of Indigenous ways and knowing
 - Foster relationships with community, parents and education partners
- > Organizational Stability & Environmental Stewardship
 - · Optimize infrastructure to support learning
 - Foster environmental stewardship
- Physical Health & Mental Well-Being
 - Invest in the holistic well-being of our people

Board Strategic Priorities – Future

- > Currently Under Development
- > Consultation Process Underway:
 - Survey Launched February 21 targeting Staff, Students, Parents & Guardians, and Community Members.
 - Evening Community Engagement Sessions April 3, 4, 8, & 15.

Our Strategic Plan - Comox Valley Schools

3

Board Strategic Priorities – 2024/25 Budget

 Board Approved Strategic Priorities to be Incorporated into Budget and Future Financial Planning



Based on Enrolment Projections Provided by Districts

February

Enrolment Projections for 2024-25 School Year Provided to the Ministry

March

Preliminary Grant Funding Announcement from Ministry (Based on Projected Enrolment from February)

March through May

Preliminary Budget Development Process

June

Annual Budget Approved – $\textbf{June~30}^{\text{th}}$ Deadline to submit to Ministry

5



Amended Budget Process Based on Actual Enrolment Reported to the Ministry at September 30th

September 30th

Actual Enrolment Reported to Ministry (1701 report)

December 15th

Final Recalculated Grant Provided (Based on Actual Enrolment)

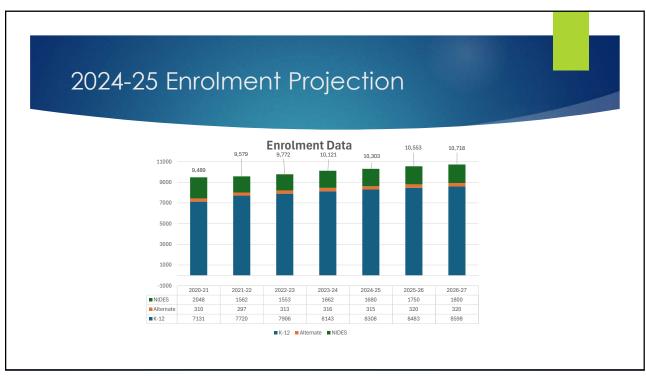
February

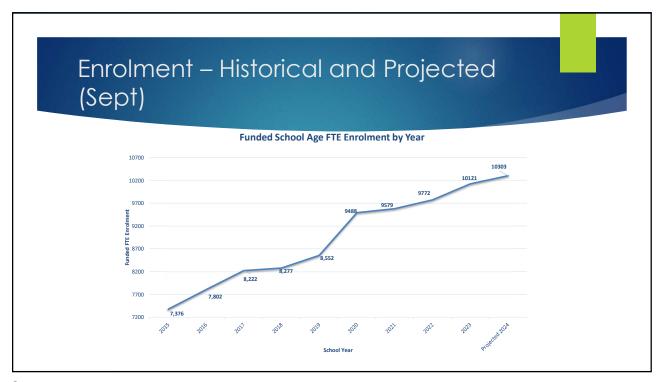
Amended Annual Budget Bylaw Approved by Board and Submitted to Ministry by February 28th

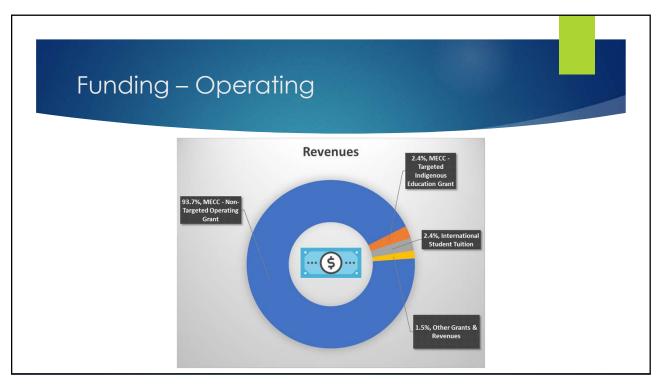
March

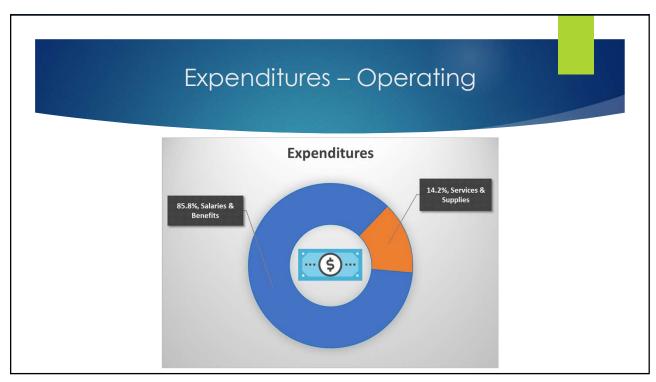
Work Begins on next budget cycle

7

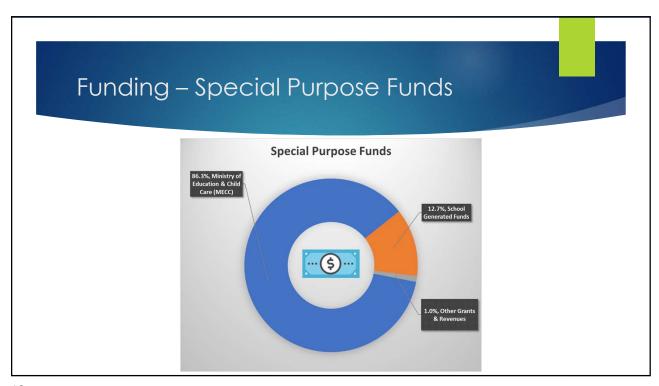








Funding – Special Purpose Listing Annual Facility Grant CommunityLINK Learning Improvement Fund **Classroom Enhancement Fund:** Scholarships & Bursaries Overhead School Generated Funds Staffing Remedies Strong Start ▶ First Nation Student Transportation Ready, Set Learn ► Mental Health in Schools ▶ OLEP ▶ Changing Results for Young Children ▶ ECE Dual Credit Program Feeding Futures Health Dual Credit Program ► SEY2KT (Early Years to Kindergarten) Student & Family Affordability Professional Development ► Early Care & Learning **CVCF Student Travel**





Funding - Capital

- Funded from Ministry of Education & Child Care (MECC) capital grants, local capital, operating and special purpose funds
 - > The District applies to MECC for capital funding through capital plan submissions
 - The District can also generate capital funds by selling assets, including land and buildings, though all or a portion of the proceeds can be restricted by the Ministry or be required to be returned to the Ministry.

15

Local Capital Fund Reserves

- > Annual transfers to Local Capital are approved during the budget process and as part of the year-end reporting process.
- > Planned Local Capital investments include expenditures for the acquisition and replacement of:
 - > Modulars
 - > Fleet
 - > Technology
 - > Furniture & Equipment



District Operating Contingency Reserve

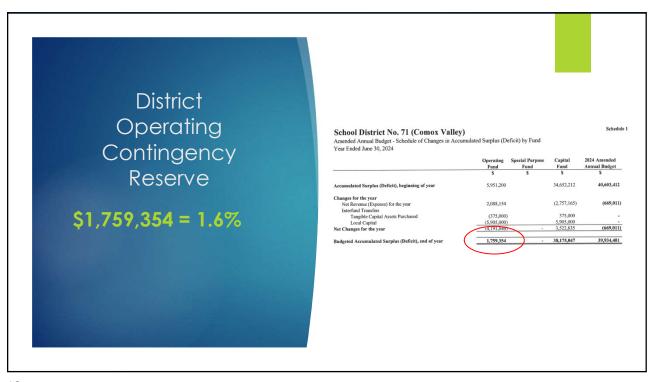
Policy 18

ACCUMULATED OPERATING SURPLUS AND INTERNALLY RESTRICTED FUNDS

Unrestricted Operating Surplus (Contingency Reserve)

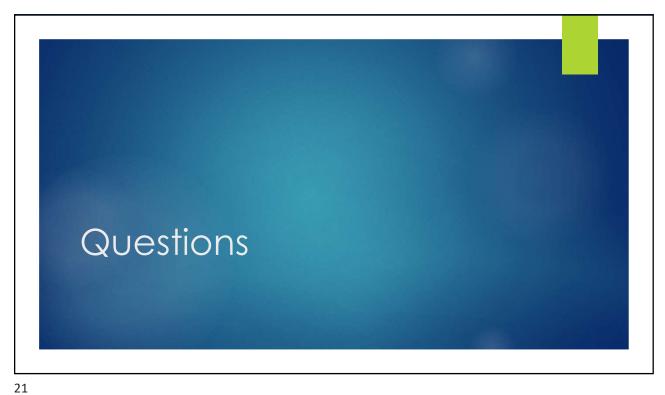
In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 3.0 % of actual Operating Expenses in the fiscal year.



Multi-Year Financial Planning - NEW

- New Ministry Requirement for School Districts to Prepare and Submit Three Year Financial Plans
- Forecasts for Years 2 & 3 based on Annual Budget with Enrolment Projections Incorporated
- High level Forecasts that will be Updated Annually and presented to the Board during Annual Budget Process
- Support Board Strategic Priorities and Promote Prudent Fiscal Management





Career Programs

Comox Valley Schools

March 12, 2024

1



	Career Education Staff	
Staff	Location	Role
Zale Darnel	Miracle Beach Elementary	District Lead
Sherrie Martens	Mark R. Isfeld Secondary	District Lead
Steve Claassen	Sandwick Continuing Education	District Support Teacher (Trades & ADST)
Tammy Williamson	Sandwick Continuing Education	District Youth Work in Trades Teacher
Dawn Anderson	Sandwick Continuing Education	District Support Teacher (Dual Credit & ADST)
Oliver Felsing	Sandwick Continuing Education	Program Worker (STEP)
Kelley Giorgianni	G.P. Vanier	Program Worker
Randy James	Mark R. Isfeld Secondary / Nala'atsi	Program Worker
Tracey McKinney	Highland Secondary	Program Worker
Dawn Stevens	G.P. Vanier / Glacier View	Program Worker
Peter Lineger	Mark R. Isfeld Secondary	Careers Curriculum Teacher
Dillon Mcrae	Highland Secondary	Careers Curriculum Teacher
Whitney Murphy	G.P. Vanier	Careers Curriculum Teacher (Trades)
Dawnn Thorson	G.P. Vanier	Careers Curriculum Teacher (Academics)



Our Career Education Goals

Educational Excellence

 We acknowledge the distinctive nature of every student's educational path and are dedicated to fostering a positive educational experience. Our commitment extends to offering personalized pathways, providing context for the future, building upon current knowledge, raising awareness within industries, and facilitating students' journey towards becoming employable. Through tailored guidance and support, we empower students to unlock their full potential and realize their career aspirations.

Community Engagement

 We actively engage in collaborative efforts with local businesses, organizations, community groups, parents/caregivers, and families to proactively establish impactful partnerships. Through these alliances, we aim to create enriching opportunities that not only enhance the holistic learning experience for all students but also provide a head start for students, engage learners, open doors to various opportunities, and foster connections for future prospects.

3



Overview of our Career Programs Department

Careers Curriculum

reers Picture Books & Lessons I Careers 10- 12 Pro D Careers Week Events K-12 Presenters in the Classroom Work Experience District Camps (x 4)

ADST (Jr & Sr)

Entrepreneurship Teacher Workshops EV3 Robotics / Vex Robotics/Skills Canada Jr Circuits & 3D Printing Secondary Shop/Home Ec, ENTER Programs Food Sustainability

STBC/College/Trades Programs

Grade 7 Try a Trade Program
Sandwick - STEP Program
Youth Explore Trades
Trades Sampler Programs
Women In Trades Day
Train in Trades (Gr 12s to College)

Academics

University Transfer Courses
Early Childhood Education
Health Care Assistant
Office Administration
Digital Marketing

Robotics71 Programs

Elementary Lego Mindstorms

VEX Robotics (IQ/EDR)

Skills Canada

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Careers Curriculum

Who and how do you want to be in the world?

- **K-7: Picture Books:** Collaboratively designing lessons with Teacher Librarians. Ten picture books with lessons and extension activities.
- K-7 Artifact Totes: Teacher guide, career artifacts, core competency connections, fun activities.
- K-12: Lessons and Resources that support the curriculum:
- https://www.comoxvalleyschools.ca/career-programs/

Presenters - Tours - Speakers Bureau -

MyBlueprint - Spark Cards



myBlueprint







5

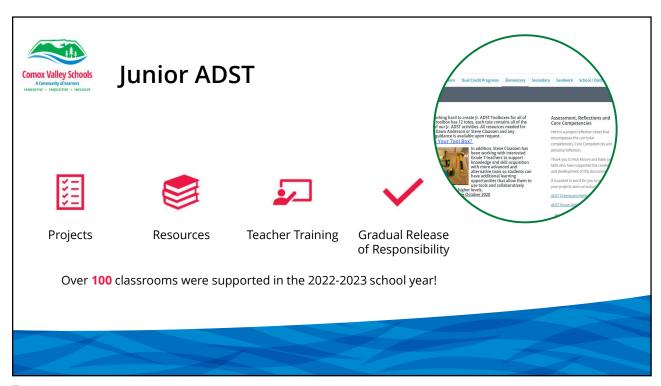


Applied Design, Skills and Technologies (ADST)













Grade 7 Try a Trade Program





- All Grade 7 classes across the district participate in October or May
- Students run through Mechanics, Culinary, Carpentry, Roofing, Drywall, Electrical and Plumbing



- Senior students from the Secondary Schools teach the students
- Funded by a Skilled Trades BC Grant





It's an institution...

9



Electronics & 3D Printing









- There are multiple "kits" of each that teachers in the elementary schools can use
- Electronics is seasonal with Christmas being most popular with snowmen, Christmas trees, and Olaf. There are also Valentines and Mother's Day themes
- Online instructions and videos
- Classroom support



Senior ADST & Creativity in Schools







11



Food Sustainability K-7



What fruits and vegetables are in season?



What can you do with food scraps?



Where does our food come from?

How far did it travel?



What kind of jobs can you have around food?





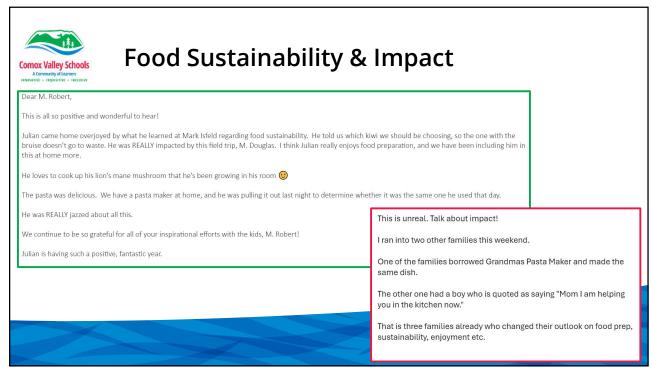


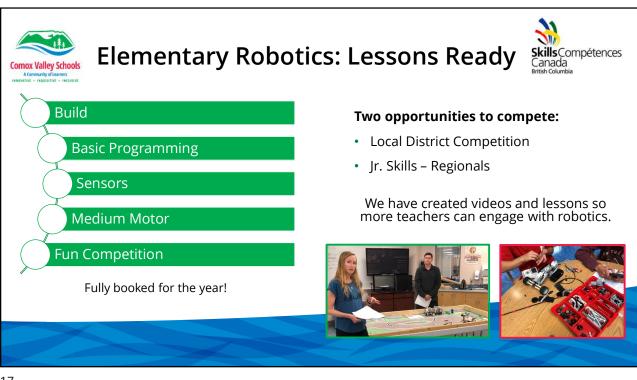
Food Sustainability

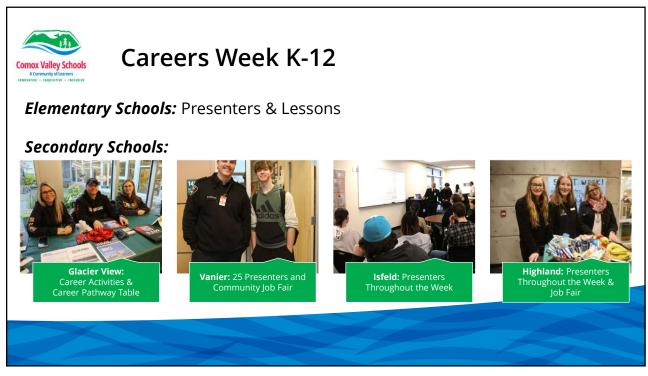
- Using **local** ingredients
- Using ingredients that are close to or past their **Best Before** date
- Making food from scratch

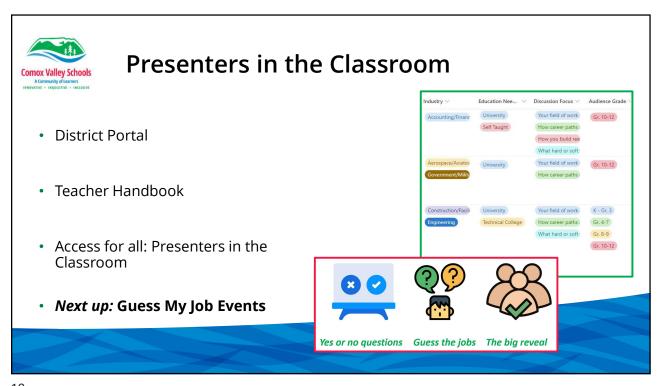


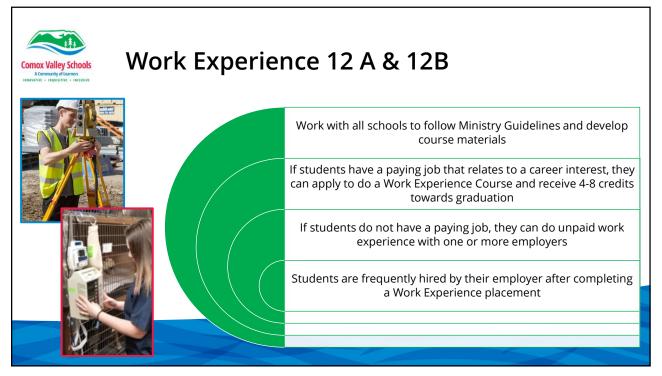
15













Careers Tours

- The Careers Department offers many business & industry tours
- Tours can be either a one-day or overnight experience and are offered to students from ALL schools
- NIC, UVIC, VIU Campus Tours: student shadowing





21



STEP Program:

district program one day a week for four weeks



• STEP 1: • Introduction to electrical, carpentry, masonry & certifications



STEP 2:
 Plumbing & more electrical, carpentry & masonry. Intro to welding and forklift



• STEP 3:
• Special projects, supervisor & management training, forklift certification

Certifications include Ladder Safety, Scaffolding, Fall Arrest, WHIMIS, Forklift & Lockout



Community Partnerships & Helping Schools / Students









Comox Valley
 Schools Careers
 Department has many community partnerships with North Island College, industry and businesses that benefit our students

23





Skilled Trades & Technologies Pathways

offered and supported by our Careers Department







25



District Skills Explore Programs









Single courses at secondary schools revolving around an introduction to the Trades Intro to Trades: (Highland Grades 9 & 10)
Skill Exploration (Vanier Grades 9/10 & 11/12)



District Trades Programs





ALL Semester 2, with one day per week for work experience



Three Samplers: Vanier Construction, Vanier Transportation, Isfeld Metal Mechanical



Students receive certifications that match college and industry



Includes college and industry tours

27

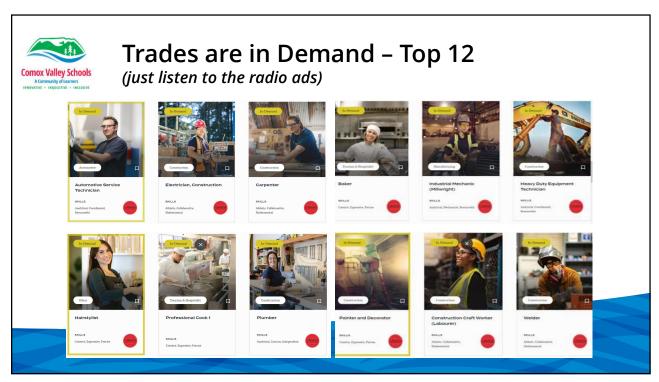


District Trades Programs





- High school students take their first level of technical training at a college in a full-time program for 6-10 months
- Tuition is sponsored
- Students get Grade 12 credit for high school courses towards graduation AND an industry training foundation program
- SD71 averages about 40 students per year





Youth Work in Trades









- For any students <u>already</u> working in the trades (for example, cook, construction, meat cutting, mechanics)
- Students earn graduating credits <u>and</u> Work Based Training Hours towards their trade
- Completing all four courses (WRK11A, WRK11B, WRK12A, WRK12B) that are 120 hours of work each and continuing to 900 hours makes students eligible for a \$1000 scholarship
- 193 cheques for \$1000 each have gone to our students over the years. We are working with over 25 students who will be eligible this year!



Academic Transfer Courses

NORTH ISLAND COLLEGE



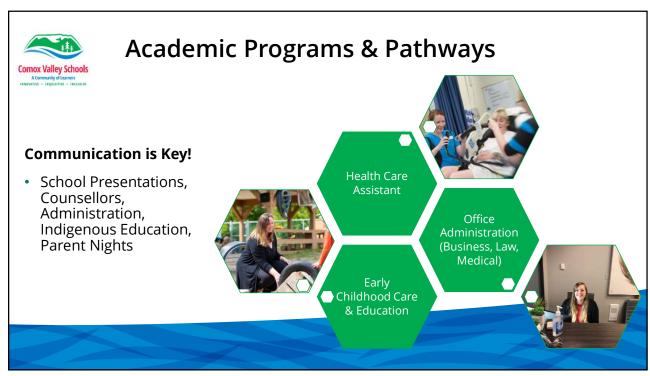




Students can register to take any three courses, or more if they select a career pathway

- English 115 & 122
- · Biology 160
- Psychology 130 & 131
- Criminology 131
- Fine Art 110
- Business 162
- and many more
- We host parent nights, Grade 11 information sessions, and NIC, VIU, UVIC & Camosun Campus Tours
- We work with students to help plan future steps & pathways
- We support school counsellors and the Indigenous Education department

31





Certificate Program: Early Childhood Care and Education







Gain the theory, knowledge and practical skills needed to help make a positive change in the lives of others. NIC's graduates are in high demand in the health care and human services fields. You'll learn from expert instructors how to support individuals and build stronger, healthier communities.

• Credential: ECCE Certificate

Program Length: 10 months

Program Dates: September-June

Program Location: Comox Valley Campus

ECCE 104 Cohort Feb 2024

ECEA Credential

33



Certificate Program: Health Care Assistant Certificate







Experience the rewards of working in a caring profession, supporting older adults and vulnerable members of society as part of a dynamic health care team. As a graduate, you will be qualified to work as a frontline care provider in a variety of settings, including adult day programs, group homes, community care, residential care facilities or acute care hospitals.

Program Length: 6 months

Start Date: January

Blended Learning

Program Location: St. Joe's Campus

• HCA - LPN - RN

 MOA 155 Cohort February 2024 & Biology 160 Cohort February 2024

Health Pathways Careers



Certificate Program: Office Administration



Office Administration Programs

- Medical Terminology Skills for Office Administration Micro-credential
- Office Administration Office Management Certificate
- · Office Administration Legal Office Assistant Certificate
- Office Administration Medical Office Assistant Certificate
- Office Administration Computing Accounting Assistant Certificate
- Office Administration Administrative Assistant Certificate
- Office Administration Office Assistant 1 Certificate



The NIC Advantage

- Online delivery
- Flexible schedules
- Multiple start dates
- Work at your own pace
- Ladder into NIC's Business degree
- Supportive and accessible faculty



I have graduated and have no student debt. My education has opened a lot of doors for me and because of that I have found a job

that I enjoy.

Jessica Macy Administration support/receptionist Blue Ocean Dental Group

35



Certificate Program: Digital Marketing



- Starts: First Week of February & July
 - Virtual live sessions with instructor and online sessions
- Credit:

Grade 12 Workforce Training Certificate

- \$350 (\$4000 for already graduated students)
- 81000 jobs with a base salary of approximately \$50.000
- Recommended by BCIT, offered by UVic



Session 1: Social Media

Session 2: SEO

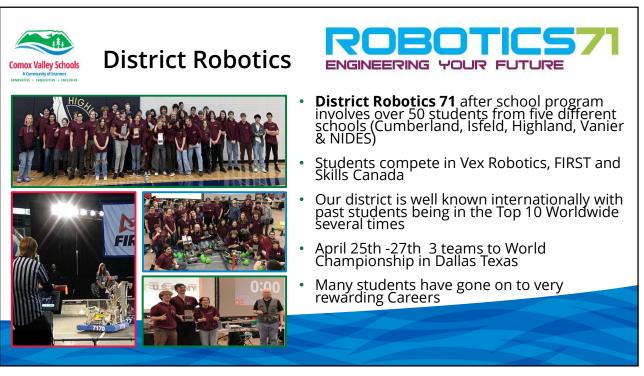
• **Session 3:** Google Ads

 Session 4: Facebook & Instagram Ads

• **Session 5:** Google Analytics

• Session 6: Public Relations







Building Capacity in our District



Professional Learning Opportunities For classroom Careers Teachers and ADST Curriculum.

39



Career Programs

Comox Valley Schools

March 12, 2024