



Cowichan Valley School District

BOARD EDUCATION AND BUSINESS COMMITTEE MEETING

Tuesday, April 25, 2017

Held at 4:00 pm in the Yuxwule' Eagle Room (Boardroom)
2557 Beverly Street, Duncan, B.C.

AGENDA

Page

1. Call to Order

We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people.

2. Adoption of Agenda

- a. Motion to Adopt Agenda
"That the Board Education and Business Committee adopts the agenda of the April 25, 2017 Board Education and Business Committee meeting."

3. Minutes

- a. Minutes of the March 28, 2017 Board Education and Business Committee Meeting 3-5
"That the Board Education and Business Committee adopts the minutes of the March 28, 2017 Board Education and Business Committee Meeting."
- b. Minutes of the April 11, 2017 Special Board Education and Business Committee Meeting 6-7
"That the Board Education and Business Committee adopts the minutes of the April 11, 2017 Special Board Education and Business Committee Meeting."
- c. Minutes of the April 19, 2017 Special Board Education and Business Committee Meeting 8-9
"That the Board Education and Business Committee adopts the minutes of the April 19, 2017 Special Board Education and Business Committee Meeting."

4. Action List

- a. Action List 10

5. Petitions and Delegations

- a. Compassion Week and Youth Action Day - DSAC

6. Education



Cowichan Valley School District

Board Education and Business Committee Meeting

April 25, 2017

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7. Business and Operations	
a. Summary of Feedback from the Public Consultation Meeting re 2017-2018 Annual Operating Budget	11
b. Summary of the 2017-2018 Annual Budget Survey	12-15
c. Draft 2017-2018 Annual Operating Budget <i>"That the Board Education and Business Committee recommends that the Board of Education adopt the Draft 2017-2018 Annual Operating Budget in the amount of \$_____."</i>	
8. Policy	
9. Adjournment	
a. Motion to Adjourn <i>"That there being no further business, the meeting be adjourned."</i>	

**MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, MARCH 28, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Randy Doman, Cathy Schmidt, Candace
Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Debbie Mah, Assistant Superintendent
Sheryl Koers, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Barb de Groot
Monroe Grobe, Director of Operations

1. **Call to Order**

Trustee Hutchins called the meeting to order at 4:00 pm and acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board Education and Business Committee adopts the agenda of the March 28, 2017 Board Education and Business Committee meeting."*

CARRIED

3. **Minutes**

a. **Minutes of the February 28, 2017 Board Education and Business Committee Meeting**

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board Education and Business Committee adopts the minutes of the February 28, 2017 Board Education and Business Committee Meeting."*

CARRIED

4. **Action List**

a. **Action List**

The Action List was reviewed. The Superintendent advised that the Communications Officer posting has closed and he is in the process of shortlisting.

5. **Petitions and Delegations**

6. **Education**

a. **Bill 28 Update**

The Superintendent advised that the Bill 28 Memorandum of Agreement has been ratified and the implementation process is being determined.

7. **Business and Operations**

a. **Rental Rate Review**

The Secretary-Treasurer presented the Briefing Note on the Rental Rate Review and the survey of responding districts in the Vancouver Island zone. He noted that most districts rent their facilities on a cost-recovery basis as they are publicly funded buildings and confirmed that we are not renting to for-profit enterprises other than childcare spaces, under guidelines mandated by the Provincial Government.

Moved by Trustee Spilsbury seconded by Trustee Schmidt *"That the Board Education and Business Committee recommends to the Board of Education that rental rates be rounded up to the nearest dollar for the 2017/2018 school year."*

CARRIED

b. **2017/18 Annual Budget**

The Secretary-Treasurer gave a presentation on the 2017/2018 Annual Budget and included the implications of the Bill 28 implementation process that is running parallel to the operating budget preparation. Preliminary review indicates that the budget could be balanced by using prior year surplus funds.

District Senior Staff are formulating a plan that will restore the 2002 class size and composition levels for September 2017 based on information and funding received from the Ministry of Education on March 24, 2017. The Secretary-Treasurer advised that the Student Enhancement fund is fully funding additional teacher compensation, as well as a portion for increased overhead and operating expenditures.

Trustees discussed catchment area configurations and process and whether a focus should be on parent choice or local schools and the School District's current practice.

c. **Budget Survey**

The Secretary-Treasurer displayed the 2017-2018 Annual Budget Survey and requested Trustee input. Trustee Hutchins requested that the subsidy of transportation services from the Operating Fund be clearly noted. Trustee Spilsbury requested information from the public on whether they prefer to have parent choice versus neighborhood school attendance.

8. **Policy**

9. **Adjournment**

a. Motion to Adjourn

Moved by Trustee Schmidt seconded by Trustee Croft *"That there being no further business, the meeting be adjourned."*

CARRIED

The meeting adjourned at 5:21 pm.

**MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, APRIL 11, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT:

Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Barb de Groot, Randy Doman, Cathy
Schmidt, Candace Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Assistant Superintendent
Debbie Mah, Assistant Superintendent
Denise Augustine, Director of Aboriginal Education and Learner
Engagement
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations

Gina Kueber, Recording Secretary

1. **Call to Order**

Trustee Hutchins called the meeting to order at 4:00 pm and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board Education and Business Committee adopts the agenda of the April 11, 2017 Special Board Education and Business Committee meeting."*

CARRIED

3. **Business and Operations**

a. **Review of the 2017-2018 Annual Budget Funding and Options**

The Superintendent arrived at 4:02 pm.

The Secretary-Treasurer gave a presentation on the 2017-2018 Annual Budget, outlining the anticipated shortfall, proposed areas to increase and options for balancing. Areas under consideration are:

- Surplus appropriation
- International Program tuition rate increase
- Investment revenue
- Reduction in average teacher salary due to new hires and leave replacements
- Exempt Staff/Principal Vice-Principal regional salary
- Technology - Update of wireless network
- Staff development funds
- Student supports
- District level administration
- Trades from Capital to Operating

- Operations/Custodial equipment renewal
- Student furniture - renewal/enrolment growth
- Teacher staffing contingency
- Clerical adjustment (summer weeks)

Trustees discussed the options presented by staff.

The Secretary-Treasurer updated the Board on the Classroom Enhancement Fund, a further \$8.8 million dollars to restore class size and composition requirements determined by Bill 28. District staff are currently working with the CVTF to develop a plan for School District 79, noting that approximately 50 - 70 teachers will be hired under the fund. Learning Improvement Funds are also available to the district for CUPE. Available classroom space is being reviewed alongside the requirement for portables and modulars.

Trustee Spilsbury thanked staff and confirmed that senior staff's budget recommendations are in line with the District's Strategic Priorities plan.

4. **Adjournment**

a. **Motion to Adjourn**

Moved by Trustee de Groot seconded by Trustee Spilsbury *"That there being no further business, the meeting be adjourned."*

CARRIED

The meeting adjourned at 4:34 pm.

**MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON WEDNESDAY, APRIL 19, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Randy Doman, Cathy Schmidt, Candace
Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Barb de Groot
Sheryl Koers, Assistant Superintendent
Debbie Mah, Assistant Superintendent
Denise Augustine, District Principal of Aboriginal Education and
Learner Engagement

1. **Call to Order**

Trustee Hutchins called the meeting to order at 4:00 pm and acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board Education and Business Committee adopts the agenda of the April 19, 2017 Special Board Education and Business Committee meeting."*

CARRIED

3. **Business and Operations**

a. **2017-2018 Annual Budget Options**

The Secretary-Treasurer provided a reconciliation of the budget to date with options from Senior Staff based on what was heard at the Trustee Liaison meetings, the Advisory Committee and from the Public Survey. He presented a PowerPoint on the budget status to date and items suggested by Senior Staff to balance the 2017-2018 Annual Operating Budget.

Trustee Doman arrived at 4:07 pm.

Discussion ensued about the items proposed, including the following:

- Accessing a portion of the prior years surplus;
- The impact of the increase in international student fees;
- Rental income decrease due to reclaiming classrooms;
- A reduction in the average teacher salary;
- Exempt staff and Principal/Vice Principal compensation;
- Increase in technology funds to update the wireless network;
- Increase in Staff Development funding;
- Increase in Student Supports;
- Three additional positions in District and School Level Administration;
- Transfer of Trades positions from Capital Fund to Operating Fund;
- Upgrade of Operations and Custodial Equipment;
- Purchase of Student Furniture;
- Teacher Staffing Contingency;
- Clerical Adjustment for summer hours;
- Next Generation Network fees reduction;
- Community Link Fund allocation; and,
- Rollover of Distance Learning/Industry Trade Authority/Work Experience/Try-a-Trade

An item identified by the Board for contemplation is an increase in clerical supports in schools.

The Secretary-Treasurer then provided information to Trustees on the status of the Student Enhancement Fund deliberations. Senior Staff will have a space allocation plan ready for submission to the Ministry of Education on April 28th. The District can anticipate a total increase of approximately 52 teachers by September 2017. The Secretary-Treasurer advised Trustees that utilization of the Student Enhancement Fund Overhead and Operating expenditures will include absenteeism replacement costs for the new teachers, an additional custodian, and they would like to hire a District Principal of Student Services to track and report data to the Ministry to meet the monthly compliance requirement and well as provide supports for staff. Trustees discussed the proposed Overhead and Operating expenditures and debated the merits of an additional District Principal. They expressed concern about adequate levels of furniture and technology to meet the additional staffing.

4. **Adjournment**

a. **Motion to Adjourn**

Moved by Trustee Schmidt seconded by Trustee Spilsbury *"That there being no further business, the meeting be adjourned."*

CARRIED

The meeting adjourned at 5:28 pm.

ACTION LIST FOR BEBC MEETINGS

Description	Assigned To	Action	Disposition / Completion
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October 27, 2015

Board Communication Goals	Rod Allen	When the Strategic Planning process is ongoing that the Board communication goals be reviewed.	In progress
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January 24, 2017

Policy 3730 – Student Reporting – Communicating Student Progress	Rod Allen	Review Policy 3730 with advice from interested Trustees.	In progress
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**Public Consultation on the 2017-2018 Annual Budget
Held on April 18, 2017 in the School Board Office Annex at 5:30 pm.**

In Attendance: Candace Spilsbury, Chair
Trustees Elizabeth Croft, Randy Doman, Rob Hutchins, Cathy
Schmidt and Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Karen Blow, Assistant Secretary-Treasurer
Sheryl Koers, Assistant Superintendent
Debbie Mah, Assistant Superintendent
Monroe Grobe, Director of Operations
Denise Augustine, Director of Aboriginal Education and
Learner Engagement

As there were no members of the public in attendance, Trustee Spilsbury adjourned the meeting at 5:45 pm. Staff remained until 6:00 pm to ensure that there were no latecomers.

Summary of the 2017-2018 Annual Budget Survey

The budget survey was available to the public from March 30 to April 9, 2017. Access to the survey was available on the district website and schools were asked to inform their families about it through email or school newsletters. The survey in its entirety was provided to the Board for review. As some comments were specific and employee names used, a summary has been prepared.

There was a total of 204 responses to the survey, broken down as follows:

- | | |
|-------------------------------|-----|
| • Student | 16 |
| • Staff | 14 |
| • Parent/Guardian/Grandparent | 174 |
| • Community Member | 8 |

Input on the percentage of the budget spent on Instructional Programs was broken down into three categories and highlights are listed below:

Classroom Instruction – 48 responses to this category

- Better Wi-Fi and technology in schools
- Smaller class sizes
- Teacher development, particularly at the high school level
- Library, PE and Music programs
- More focus on career programs

Student Supports – 49 responses in this category

- An increase in special ed - counsellors, psychologists and support teachers
- More EA support and Support Teachers for students
- More learning assistance for students with learning disabilities

Instructional Supplies – 37 responses in this category

- Classroom resources including textbooks, manipulatives and library books was a large focus in this category
- Upgraded Sports equipment
- Better technology and access to devices

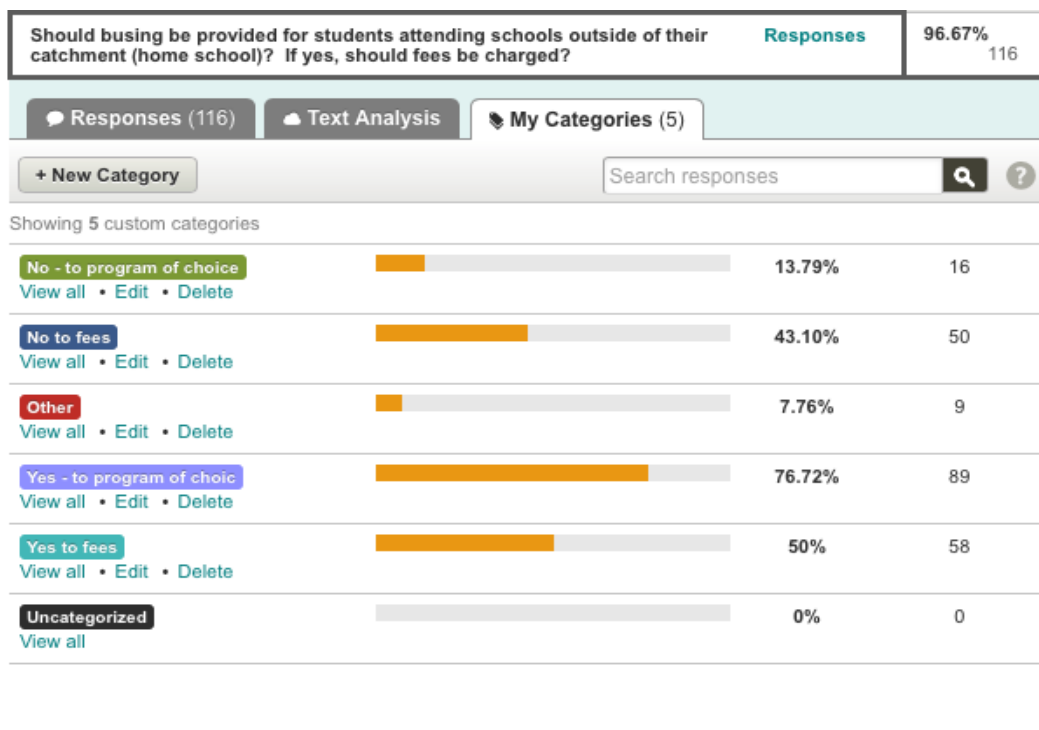
Input on District Administration was varied (39 responses) but predominant themes are:

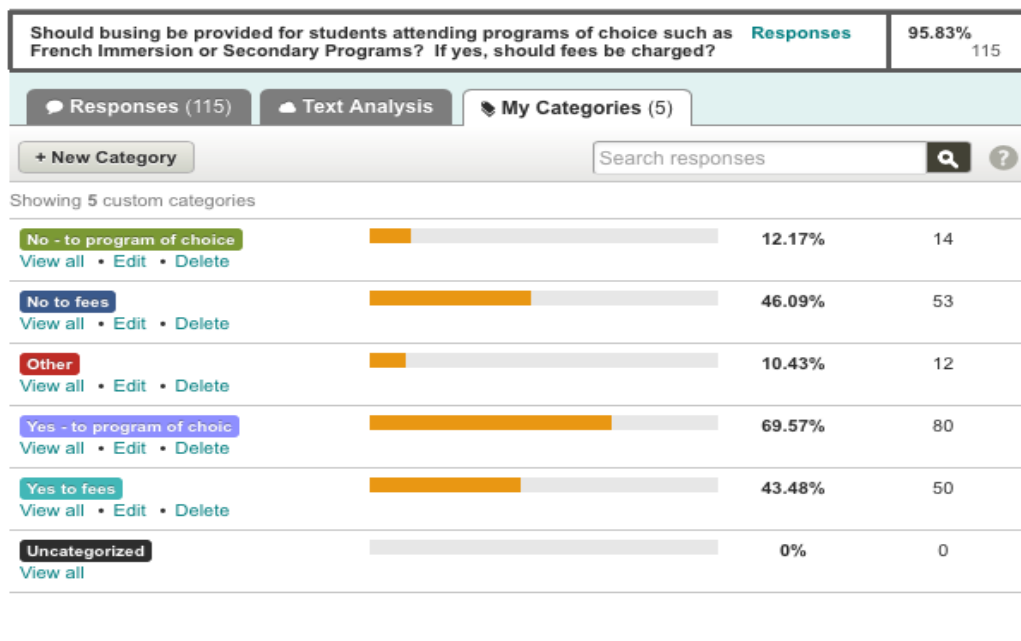
- Improved communication through the website and other social media methods
- Concern about the amount of early dismissals/professional development days.
- Amount of District Administration is considered adequate though a concern was noted about the amount of computer techs available given the increased dependence on technology.

56 respondents provided suggestions related to Operations and Maintenance:

- A major area of concern was snow and ice removal protocols in parking lots and school walkways though it was acknowledged that the past winter was unusual.
- School cleanliness was a concern and an increase in custodial time recommended.
- Grounds maintenance including field remediation was a high priority.
- Repairs and maintenance inside schools, particularly in washrooms, was commented on. Respondents suggested contracting out some work due to backlogs or having parent assistance on minor tasks.

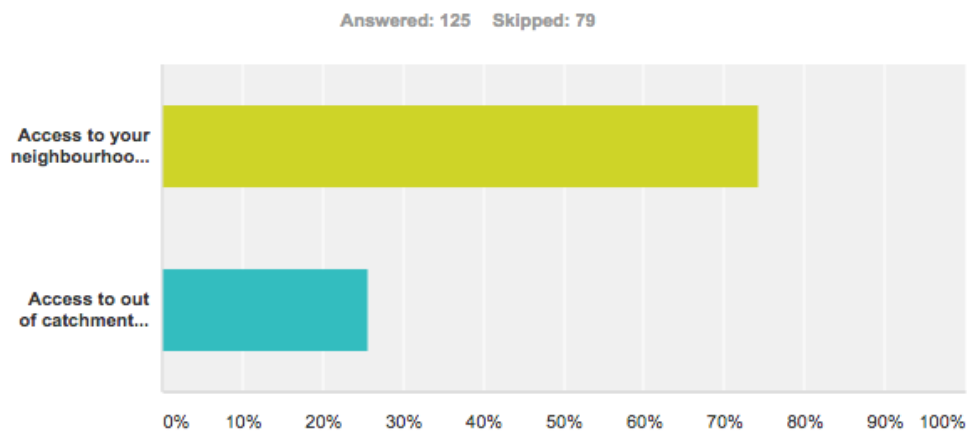
Transportation Services was a “hot topic” and survey results are shown below:





55 comments were collected, many of them positive about the bus service received and its impact on the environment. There was some concern about the communication of changes/routes and access to the website. Some respondents suggested partnering with the city bus system.

The results of the survey on access to neighbourhood schools versus out of catchment schools are shown below:



Suggestions for generating revenue were given by 60 respondents. Themes include:

- Facilities and equipment (climbing wall) rentals was popular, with 40% of the respondents supporting it.
- Community Partnership and Sponsorships were encouraged.
- Donations and promotion of the School District as a charitable option.
- Some respondents preferred that schools be entirely funded by government.

Cost savings and operational efficiencies (39 responses) included:

- Determine ways to be more energy and environmentally efficient by exploring energy saving opportunities and reducing paper usage.
- Reduce staff absence and Pro-D time (including early dismissal).
- Reduce amount of Senior Administration.

68 respondents commented on areas of the budget they would like to see enhanced, including:

- All areas of classroom supports, from supplies to specialist teachers, special education services and EA time.
- Music and arts classes.
- Increased French Immersion spaces and access, as well as a secondary program in the south end.
- More sports opportunities and an enhanced PE budget.
- Improvements in building maintenance/cleanliness and better communications from the School Board Office.