



Cowichan Valley School District

BOARD EDUCATION AND BUSINESS COMMITTEE MEETING

Tuesday, March 28, 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 <i>"That the Board Education and Business Committee adopts the agenda of the March 28, 2017 Board Education and Business Committee meeting."</i>	
3. Minutes	
a. Minutes of the February 28, 2017 Board Education and Business Committee Meeting <i>"That the Board Education and Business Committee adopts the minutes of the February 28, 2017 Board Education and Business Committee Meeting."</i>	3-5
4. Action List	
a. Action List	6
5. Petitions and Delegations	
6. Education	
a. Bill 28 Update	
7. Business and Operations	
a. Rental Rate Review	7-8
b. 2017/18 Annual Budget	
c. Budget Survey	9-14



8. Policy

9. Adjournment

- a. Motion to Adjourn
"That there being no further business, the meeting be adjourned."

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

PRESENT: Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Barb de Groot, Randy Doman, Candace Spilsbury
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer
Denise Augustine, Director of Aboriginal Education and Learner Engagement
Monroe Grobe, Director of Operations

Gina Kueber, Recording Secretary

APOLOGIES: Trustees Cathy Schmidt and Joe Thorne
Rod Allen, Superintendent
Debbie Mah, Assistant Superintendent

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. He advised that Trustee Schmidt sent her regrets.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

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

CARRIED

3. **Minutes**

a. **Minutes of the January 24, 2017 Board Education and Business Committee Meeting**

Trustee Croft requested that Item 7 - Amended Annual Budget, paragraph 3, be changed to replace 'He' with 'The Secretary-Treasurer'.

Moved by Trustee Croft seconded by Trustee Spilsbury *"That the Board Education and Business Committee adopts the minutes of the January 24, 2017 Board Education and Business Committee Meeting as amended."*

CARRIED

4. **Action List**

a. Action List

The Action List was reviewed.

Trustee Doman arrived at 4:03 pm.

5. **Petitions and Delegations**

6. **Education**

7. **Business and Operations**

a. Enrolment Projections

The Assistant Secretary-Treasurer presented the enrolment projections and explained the process of determining the expected registrations in our schools. While the District has seen substantial growth in the past few years, it is not expected to continue at the same rate due to the stabilization of the Canadian economy. It is expected that fewer families will be moving to the Cowichan Valley, allowing for traditional methods of forecasting based on birth rates. The Secretary-Treasurer explained that staff will continue to budget conservatively and increase staffing if required.

b. Preliminary Budget Report

The Secretary-Treasurer provided an overview of the Preliminary Budget Report. He spoke of the challenges in preparing the 2017-2018 budget given the many unknowns around Bill 28 and the class size and composition. Additional teaching positions may be required, as well as Education Assistants, Administration time, specialist teachers, custodial, and clerical as supports in the schools. Of note is the reduction in WorkSafe BC rates for the district with the introduction of the Claims Management contract, a recommended increase in staff development funds and technology spending and, with potential new staff members, an increase in the absenteeism budget. The Secretary-Treasurer is monitoring the current year budget and will submit the year-end projection to the March 7, 2017 Open Board Meeting.

c. Rental Rates Review

The Secretary-Treasurer presented the Briefing Note on the Rental Rate Review, indicating the School District 79 rates are in the middle of Island comparator groups. Discussion ensued about aligning District rental rates with municipal facilities and whether costs of rentals are being recovered. Trustees requested additional information on cost recovery and whether comparator districts rates are set on a cost-recovery basis or are they profiting from rentals.

Moved by Trustee de Groot seconded by Trustee Croft *"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."*

Moved by Trustee Hutchins seconded by Trustee de Groot *"That the motion be referred to the March 28, 2017 Board Education and Business Committee Meeting and staff are requested to obtain more information."*

CARRIED

8. **Policy**

a. Draft Policy 5020 - Financial Hardship

Assistant Superintendent Koers presented draft Policy 5020 - Hardship Policy and provided an overview of its purpose. Trustee Spilsbury recommended that the word 'required' be removed from the first paragraph.

Moved by Trustee de Groot seconded by Trustee Doman *"That the Board Education and Business Committee recommends that the Board of Education approve Policy 5020 - Hardship Policy as amended."*

CARRIED

9. **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 4:50 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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February 28, 2017

Rental Rate Review	Jason Sandquist	Investigate whether rental rates in comparator districts are on a cost recovery basis or profitable.	Done
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Cowichan Valley School District

BRIEFING NOTE

Date of Report: March 24, 2017

Prepared for: **Information** for the March 28, 2017 Board Education and Business Committee Meeting

Subject: Rental Rate Review

Background:

At the February 28, 2017 meeting of the Board Education and Business Committee, the following motion recommended by staff was deferred:

“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”

Staff was requested to bring back additional information to the March 28, 2017 meeting:

Discussion:

Questions arising from the briefing note presented at the February 28, 2017 BEBC meeting focused on how other school districts established their rates and whether or not they operated their rental departments on a cost recovery basis. Included with this briefing note are the responses to a survey request that SD79 presented to the Island Zone districts. Most of the responses indicate that a cost recovery model is in place.

The rental of buildings and fields (non-childcare spaces) generates approximately \$31,200 in revenue annually. Rentals are managed by a clerk in the Operations Department and approximately 50% of her time is dedicated to the booking, billing and collection of rentals. Total costs include:

Rentals Clerk	\$26,150
Estimated Additional Utilities	1,000
Estimated Additional Maintenance Costs	?
Total Cost of Operating Rentals	\$27,150

While maintenance costs are incurred for the additional wear and tear on gym floors that occur when user groups are in district facilities, this number is not able to be accurately estimated. Additional custodial costs are also charged to user groups on a cost recovery basis.

Prepared by:

Jason Sandquist, Secretary-Treasurer

Reviewed by:

Rod Allen, Superintendent

Date signed: March 24, 2017

Rentals Review

District	How are your rates established?	Do you operate on a cost recovery model? The rates that you charge cover the booking, utilities, etc. costs only? Or do you operate with the intent of profit?
SD47 Powell River	We have rates set out in an old joint policy document with the City of Powell River, it is current being amended as well to reflect current practice.	We allow after school use of our gymnasiums for various community groups without a cost. We do charge for use of our theatre and we charge for use of our artificial turf field at the high school. These rates are based on cost recovery for the use of the lights.
SD62 Sooke	Rates established largely in conjunction with local recreation centre to ensure consistency.	Largely on a cost recovery basis with a tiered system charging less for youth groups compared to adult users.
SD63 Saanich	Last reviewed in 2013 and set to be comparable with the rec centers and nearby school districts. No charge for fields if users under 19. Different facility use rates for school out periods and custodial costs are recovered. Rates for commercial use is 3 times that for not-for-profit use.	See left.
SD69 Qualicum	Short term rentals are closely aligned with other School Districts.	Rate is meant to cover insurance, security, custodial, utilities and some long term capital considerations.
SD71 Comox Valley	Rates determined by the Board many years ago and the rental policy is in dire need of updating.	Rental cost very much depends on the group. Most groups pay very little and cost recovery is rarely achieved.
SD72 Campbell River	Periodic review – 5 – 7 years.	We charge cost recovery for both short term and long term room rentals but only for utilities. Capital repairs and maintenance is not factored.

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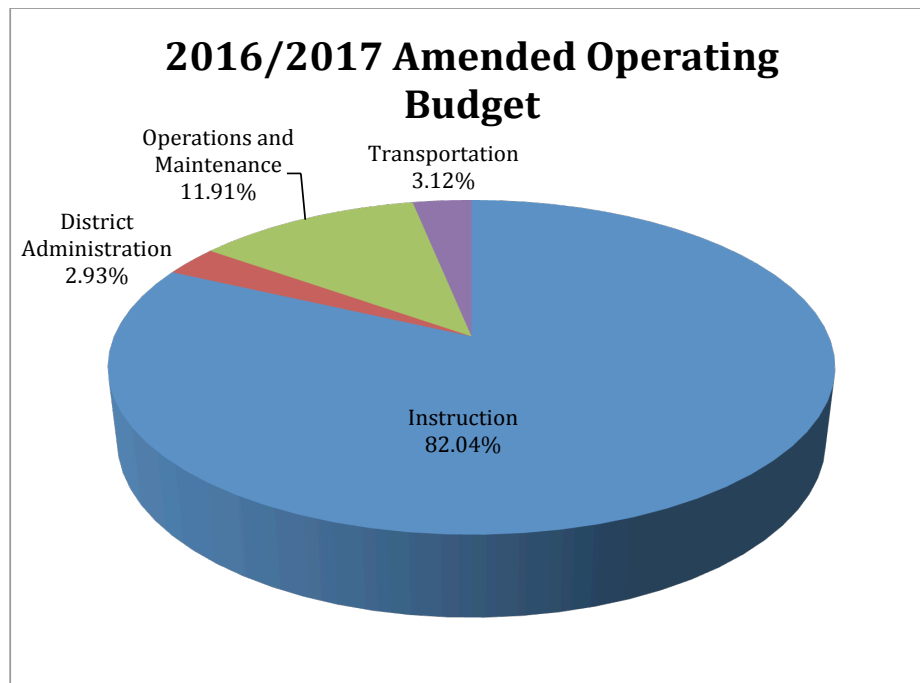
Cowichan Valley School District

2017/2018 Annual Budget Consultation Survey

The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.

The Board of Education of School District No. 79 (Cowichan Valley) invites students, parents and community members to provide input into the funding priorities the Board should consider for the 2017/2018 school year and beyond.

Trustees approved an Operating Budget of \$76M for the 2016/2017 school year. The chart below outlines where the resources were allocated.



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Responding to this survey will assist the Board in identifying areas that are priorities. School District No. 79 (Cowichan Valley) is funded by the Ministry of Education and is governed by legislative and contractual obligations which must be adhered to by the Board.

The results of this survey will be compiled and shared with the Board of Education during the budget process in April. Please complete the survey by Sunday, April 9, 2017.

1. What group do you belong to?

- Student
- Staff
- Parent/Guardian/Grandparent
- Community Member

2. 82.04% of our budget is spent on Instructional Programs. The district invites your input in the following areas:

[Student Supports](#) (Educational Assistants, Student Support Teachers)

[Classroom Instruction](#) (Teachers, Course Options)

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Instruction Supplies (Technology, classroom supplies)

3. 2.93 % of our budget is currently expended on District Administration. The Board Office provides administrative services to the schools in the district. These include such areas as educational leadership, Board governance, payroll, human resources, accounting, accounts payable, purchasing and receiving goods. Do you have any suggestions or comments specifically related to the Administration of the School District?

4. 11.91% of our budget is currently allocated towards Operations and Maintenance. The School District is responsible for the maintenance of school facilities. This includes grounds, custodial and routine maintenance. Maintenance services not performed can lead to expensive repairs in the future. Do you have any suggestions or comments specifically related to Operations and Maintenance?

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5. 3.12% of our budget is currently supporting [Transportation Services](#). The School District provides busing services for 3,377 registered students. In September of 2016 ridership fees were eliminated upon receipt of the School Transportation Fund Grant. Fees, however, are permitted for students attending a school outside of their catchment or a school of choice. Currently 426 students are transported to a school outside of their catchment and 609 students to French Immersion schools.

Should busing be provided for students attending schools outside of their catchment (home school)? If yes, should fees be charged?

Should busing be provided for students attending programs of choice such as French Immersion or Secondary Programs? If yes, should fees be charged?

Do you have any suggestions or comments related to Transportation Services?

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6. Are there any suggestions for generating revenue (money) that the Board should consider? (eg. Rental fee rates, sponsorship/donations, establishing an education foundation fund, community partnerships)

7. Do you have any suggestions for cost savings (money) or operational efficiencies that the Board should consider?

8. Are there any areas of the budget that you would like to see enhanced?

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9. Is there anything else that you would like to add?

**Thank you for your participation in the survey.
Your input is appreciated.**