



## Cowichan Valley School District

### BOARD EDUCATION AND BUSINESS COMMITTEE MEETING

Tuesday, November 22, 2016

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

#### AGENDA

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**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 November 22, 2016 Board Education and Business Committee meeting."*

**3. Minutes**

- a. Minutes of the October 25, 2016 Board Education and Business Committee Meeting<sup>3-5</sup>  
*"That the Board Education and Business Committee adopts the minutes of the October 25, 2016 Board Education and Business Committee Meeting."*

**4. Action List**

- a. Action List 6

**5. Petitions and Delegations**

- a. PlaceSpeak - Brian Carruthers, CVRD  
b. Inquiry Program at Cowichan Secondary School

**6. Education**

**7. Business and Operations**

- a. Financial Forecast 7  
b. Participation in PlaceSpeak

**8. Policy**



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**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, OCTOBER 25, 2016 AT 4:00 PM IN THE BOARDROOM**

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**PRESENT:** Trustee Rob Hutchins, Chair  
Trustees Elizabeth Croft, Barb de Groot, Randy Doman, Cathy  
Schmidt, Candace Spilsbury  
Jason Sandquist, Secretary-Treasurer  
Karen Blow, Assistant Secretary-Treasurer  
Monroe Grobe, Director of Operations  
Denise Augustine, District Principal of Aboriginal Education  
  
Gina Kueber, Recording Secretary

**APOLOGIES:** Trustee Joe Thorne  
Rod Allen, Superintendent  
Sheryl Koers, Assistant 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.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Deletion from the agenda – Introduction of the Land Based Program (to November 1, 2016 Open Board Meeting.

Moved by Trustee de Groot seconded by Trustee Schmidt *"That the Board Education and Business Committee adopts the agenda of the October 25, 2016 Board Education and Business Committee meeting as amended."*

CARRIED

3. **Minutes**

a. **Minutes of the September 27, 2016 Board Education and Business Committee Meeting**

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board Education and Business Committee adopts the minutes of the September 27, 2016 Board Education and Business Committee Meeting."*

CARRIED

4. **Action List**

a. **Action List**

The Action List was reviewed.

5. **Petitions and Delegations**

6. **Education**

a. Introduction of Community Classroom Program

Karen Farquar and students Ali, Steven, Sarah and Kyle gave an overview of the Community Classroom Program by reading journal entries about the class format and family-style structure. Ms. Farquar created the learning environment that encompasses the building of community and participation in community events and venues.

7. **Business and Operations**

a. Auditor General's Report on School District Budgeting

The Secretary-Treasurer reviewed the Auditor General's Report on School District Budgeting and detailed the recommendations. A checklist of 20 questions for Boards of Education to ask was included in the report. In his opinion, our District does well within the recommendations of the report and will benefit from an annual review of the questions.

b. WorkSafe Claims Analysis

The Secretary-Treasurer provided an update on work done to date since SD79 was determined to have the worst WorkSafe claims level in the province. School District 23 has been engaged to provide claims management services and have provided information on the 49 claims submitted this year. The information will be forwarded to the District Health & Safety Committee for review.

c. 2016-2017 Budget Update

The Secretary-Treasurer presented an update on the 2016-2017 budget, incorporating the increases in enrolment, special needs designations and transportation fees. The district currently has unallocated funds of just under \$1.2 million which includes an \$800,000 surplus from 2015-2016 that has not been spent.

8. **Policy**

a. Policy 2400 - The National Flag

Moved by Trustee Schmidt seconded by Trustee de Groot "*That the Board Education and Business Committee recommends that the Board of Education adopt Policy 2400 - The National Flag as amended.*"

CARRIED

9. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 4:39 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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**October 25, 2016**

Policy 2400 – The National Flag	Jason Sandquist	Recommend to the Board of Education to adopt the revisions to Policy 2400 – the National Flag	Done
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**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
**YEAR-END PROJECTION AS AT OCTOBER 31, 2016**

	(A)	(B)	(C)	(D)
	AMENDED BUDGET	YEAR TO DATE	PROJECTED REV AND EXP	(A - C) PROJECTED SURPLUS
<b>REVENUE:</b>				
PROVINCIAL GRANTS	- 66,393,054	- 13,538,931	- 66,393,054	-
INTERNATIONAL PROGRAM	- 2,751,000	- 2,635,095	- 2,635,095	115,905
LOCAL EDUCATION AGREEMENT	- 4,550,940	- 439,963	- 4,550,940	-
MISCELLANEOUS REVENUE	- 132,500	- 127,406	- 132,500	-
TRANSPORTATION	- 30,000	- 39,789	- 39,789	9,789
RENTALS	- 120,000	- 74,615	- 120,000	-
INTEREST	- 145,000	- 51,039	- 145,000	-
TRANSFER TO CAPITAL	-	-	-	-
PRIOR YEAR SURPLUS	- 2,248,646	- 2,248,646	- 2,248,646	-
<b>TOTAL REVENUE</b>	<b>- 76,371,140</b>	<b>- 19,155,484</b>	<b>- 76,265,024</b>	<b>- 106,116</b>
<b>EXPENDITURES:</b>				
<b>SALARIES</b>				
PRINCIPAL / VICE-PRINCIPAL SALARIES	4,200,116	1,334,237	4,169,828	30,288
TEACHER SALARIES	32,045,619	6,300,049	31,982,395	63,224
EDUCATION ASSISTANT SALARIES	5,879,602	1,173,581	5,946,166	66,564
CLERICAL / NHS SALARIES	3,472,478	939,140	3,465,702	6,776
USW SALARIES	4,463,861	1,230,637	4,186,953	276,908
EXCLUDED SALARIES	1,758,422	586,774	1,742,513	15,909
CASUAL REPLACEMENT (ILLNESS / VACATION)	2,659,116	489,622	2,232,833	426,283
INSERVICE / EXTRA CURRICULAR / DEPT HEAD	676,435	82,184	676,435	-
<b>TOTAL SALARIES</b>	<b>55,155,649</b>	<b>12,136,224</b>	<b>54,402,825</b>	<b>752,824</b>
<b>EMPLOYEE BENEFITS</b>				
STATUTORY BENEFITS	3,422,926	567,554	3,422,926	-
PENSION BENEFITS	6,621,769	1,484,074	6,621,769	-
HEALTH BENEFITS	3,030,777	829,920	3,030,777	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>13,075,472</b>	<b>2,881,548</b>	<b>13,075,472</b>	<b>-</b>
<b>SERVICES AND SUPPLIES</b>				
SERVICES	2,277,533	912,126	2,277,533	-
STUDENT TRANSPORTATION	143,600	53,010	143,600	-
PROFESSIONAL DEVELOPMENT AND TRAVEL	473,552	188,795	473,552	-
RENTALS AND LEASES	80,100	16,371	80,100	-
DUES AND FEES	84,160	63,463	84,160	-
INSURANCE	244,134	27,585	244,134	-
SUPPLIES	2,768,239	602,672	2,768,239	-
UTILITIES	1,310,130	219,693	1,310,130	-
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>7,381,448</b>	<b>2,083,715</b>	<b>7,381,448</b>	<b>-</b>
REDUCTION OF UNFUNDED EMPLOYEE FUTURE BENEFITS	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>75,612,569</b>	<b>17,101,487</b>	<b>74,859,745</b>	<b>752,824</b>
<b>SURPLUS</b>	<b>- 758,571</b>	<b>2,053,997</b>	<b>1,405,279</b>	<b>646,708</b>

**NOTES:**

- This projection was prepared using information available on November 16, 2016. It is updated on a monthly basis or as new information is received. As we progress towards the June 30, 2016 year-end the reliability of the projection improves. Certain assumptions are made regarding the account balances.
- 1 Employee salaries and benefits are projected by adding the expected monthly expenditures to the year-to-date balance and adjusting for known differences.
  - 2 Supplies and inservice budget allocations are assumed to be fully expended at year-end. The projection is adjusted for known differences.
  - 3 Casual replacement balances are calculated using a method of extrapolation. The current account balance is divided by the prior year balance at the same date. This ratio is then multiplied against the prior year-end balance.
  - 4 Utilities and diesel fuel use the same method of extrapolation as the casual replacements.
  - 5 Final funding figures will be known once the September, February and May enrolment counts are incorporated into the Operating Grant.
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