



AGENDA

Board Education and Business Committee

Tuesday, February 28, 2023

4:00 p.m.

Yuxwule' Eagle Room (Boardroom)

	Pages
1. CALL TO ORDER	
We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people where we live, learn and play.	
2. ADOPTION OF AGENDA	
2.1 Motion to Adopt Agenda	
<i>"That the Board Education and Business Committee adopts the agenda of the February 28, 2023 Board Education and Business Committee meeting."</i>	
3. MINUTES	
3.1 Minutes of the January 24, 2023 Board Education and Business Committee Meeting	3 - 5
<i>"That the Board Education and Business Committee adopts the minutes of the January 24, 2023 Board Education and Business Committee Meeting."</i>	
4. ACTION LIST	
4.1 Action List	
5. PETITIONS AND DELEGATIONS	
6. EDUCATION	
6.1 Crofton Elementary School Plan Principal Tim Ylagan	
6.2 Ecole Cobble Hill Elementary School Plan Principal Lisa Leclerc, Vice-Principal Grant Mellemstrand	
6.3 Cowichan Secondary School Replacement School Name	6 - 8
7. BUSINESS AND OPERATIONS	
7.1 Year End Projections	9
7.2 2023-2024 Enrolment Estimate	10
7.3 2023-2024 Budget Preview	11 - 18

7.4 2023-2024 Budget Feedback

8. POLICY

9. COMMITTEES

9.1 Highlights of the February 21, 2023 Advisory Committee Meeting

19 - 21

10. ADJOURNMENT

10.1 Motion to Adjourn

"That there being no further business, the meeting be adjourned."

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, January 24, 2023, 4:00 p.m.
Yuxwule' Eagle Room (Boardroom)

PRESENT

Trustee Randy Doman, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Mike Russell, Director of Communications
Margaret Olsen, Director of Human Resources
Jeff Rowan, Director of Inclusive Learning
Darlene Reynolds, Director of Inclusive Learning

APOLOGIES

Larry Mattin, Director of Instruction
Richard Dyble, Director of Operations
Erin Egeland, Associate Secretary-Treasurer

1. CALL TO ORDER

Trustee Doman called the meeting to order at 3:58 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Thorne
Seconded by Trustee Sousa

"That the Board Education and Business Committee adopts the agenda of the January 24, 2023 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the November 22, 2022 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 November 22, 2022 Board Education and Business Committee Meeting."

CARRIED

4. ACTION LIST

4.1 Action List

There are no items on the Action List.

5. PETITIONS AND DELEGATIONS

6. POLICY

6.1 Anti-Racism Draft Policy

Trustee Lise joined the meeting at 4:05 p.m.

The draft policy was created by a Committee which included former members of the Board's Ad Hoc Anti-Racism Committee. Director of Communications Mike Russell outlined the process the Committee took to develop the policy and come up with the recommended name, "Identity, Belonging and Connection Policy". The Superintendent informed Trustees that a provincial anti-racism strategy was released yesterday and there has not yet been time to determine how it aligns with the District's draft policy. The draft policy was reviewed and discussed.

7. EDUCATION

8. BUSINESS AND OPERATIONS

8.1 2022-2023 Amended Annual Budget

The Secretary-Treasurer advised Trustees on recent changes to the budget, including:

- Adjustments for service levels that increased due to enrolment changes;
- Creation of a special purpose fund (which has restrictions on how the Board can spend it) for the Province's \$175,000 Early Care and Learning Grant which was used to fund the District's study;
- Surplus funding was used to add a line item as a contingency for teacher salaries. Any unspent funds will go back into surplus;
- \$700,000 were added to salaries for casual replacement budgets, with an additional \$150,000 for corresponding benefit costs;
- The District has started a one-time benefit premium holiday of \$369,000 due to an over payment the previous year (actual usage was lower than the estimated usage);
- Legal costs are off to a high start and will need to be adjusted;
- The unrestricted surplus of \$3.853M reported in January has grown by \$215,000 to \$4.068M.

The Budget Bylaw was reviewed. The Operating budget includes the purchase of software and a major portable move to Palsson. Special Purpose Funds have increased from \$14M last year to \$15M due to increased classroom enhancement funds. The Capital Fund expenses include the purchase of custodial equipment.

Moved by Trustee Schmidt
Seconded by Trustee Thorne

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopts the 2022/2023 Amended Annual Budget in the amount of \$117,867,574."

CARRIED

8.2 2023-2024 Draft Budget Guiding Principles

The proposed Budget Guiding Principles were reviewed.

Moved by Trustee Schmidt
Seconded by Trustee Thorne

"That the Board Education and Business Committee recommends that the Budget Guiding Principles be adopted by the Board of Education."

CARRIED

9. COMMITTEES

9.1 Highlights of the January 17, 2023 Advisory Committee Meeting

Trustee Croft provided a verbal report of the January 17, 2023 Advisory Committee Meeting.

10. ADJOURNMENT

10.1 Motion to Adjourn

The meeting adjourned at 4:43 p.m.

Moved by Trustee Schmidt
Seconded by Trustee Lise

"That there being no further business, the meeting be adjourned."

11. PARTNER AND PUBLIC PARTICIPATION ITEM

11.1 Understanding School District Budgeting

Date of Report: Tuesday, February 28, 2023

Prepared for: Board of Education for information for the Board Education and Business Committee

Subject: Spelling of Cowichan Secondary School Name

Background:

School buildings are so much more than simply a place where learning takes place. Schools are often the centre of activity, a gathering place for friends and family, and a central part of daily lives for many people in our communities. As such, schools need to ensure they reflect the entire community and diversity within. School names play an important part in this reflection and this Briefing Note sets out considerations for the name of the new Cowichan Secondary School.

In researching for this report, **Administrative Procedure 541 - NAMING OF SCHOOLS AND FACILITIES** was referenced. AP 541 sets out the procedure and guidelines for the naming of schools and facilities. It states:

“The name of a school can enhance the sense of ownership and identification that the community has with its school.

It shall be the general practice to name school sites and facilities for geographical or historical names. This practice shall apply when naming or renaming District sites, schools or specific facilities or parts (gymnasiums, hall, theatre, band room, etc.) of schools or facilities.”

Additionally, the Board is currently putting final edits on their **IDENTITY, BELONGING, AND CONNECTION** policy. The **IDENTITY, BELONGING, AND CONNECTION** policy was co-developed by a working group that was the result of the Board’s Ad-Hoc Anti-Racism Committee and is reflective of the diverse makeup of the district and larger community.

In contemplating a potential spelling change for the name of the new school, the Board can look to this draft policy for guidance. Under the Statement of Support for the **IDENTITY, BELONGING, AND CONNECTION** policy, it gives the Board historical context for their consideration in the naming of this school:

The Board is proud of the cultural diversity of the communities it serves. To properly reconcile and right historical wrongs, the Board acknowledges the historic and contemporary truth of the lands of the Hul’q’umi’num’ speaking peoples, specifically the Quw’utsun, Malahat, Halalt, Penelakut, Stz’uminus, & Lyackson peoples, and the lands of the Ts’uubaa-asatx, Nuu-Chah-Nulth peoples that the district occupies and serves, and the unique truths and histories of the Métis and Inuit peoples who also live on these lands.

The following information has been prepared to provide the history and context for the spelling of Cowichan Secondary School.

Discussion:

Cowichan Secondary School has been an anchor in the Cowichan Valley for over 70-years. This school has seen generations of Cowichan Valley residents walk through its doors and has provided a stable, and familiar place for families. ‘Cow High’ has been a foundational place, in both structure and community, and there is deep family association with both the physical place, and the concept of Cowichan Secondary.

However, the 70-year-old Cowichan Secondary School represents another side to many in our community. Cowichan Secondary was built at a time when, across our country, our educational system was used to destroy Indigenous knowledge and culture rather than empower it as we do today. This multi-generational trauma is still very relevant to many in our communities. To many the Board counts as partners and friends, this school represents that time in our history. A new name for Cowichan Secondary stands to help our community heal as we collectively continue our journey towards reconciliation.

Cowichan Secondary is currently named after the area of the Cowichan Valley. The spelling of Cowichan is an anglicized version of the Hul’q’umi’num’ name of Quw’utsun, the nation on whose territory the school is built.

Cowichan Tribes is one of the foundational partners in the building of the new school. Not only have they been involved as advisors and contributors to this important project, with both educational information and cultural guidance, a large portion of the work on the site is being done by the Khowutzun Development Corporation (KDC), a Cowichan Tribes owned entity. Both Urban One (builder) and KDC (sub-contractor) work to ensure opportunities are provided for Cowichan Tribes, and other First Nations contractors and tradespeople, to provide their materials and construction expertise on this project.

This project is at the 100% completion phase and the final touches are being put on the design, as such, there is urgency in the Board’s decision regarding the spelling of the Cowichan Secondary name. To finalize the last design elements, project architects need a decision soon.

Links to other organizations:

The Cowichan Secondary School Replacement Project was advised by a specific Cowichan Tribes Vision Committee. This committee consisted Cowichan Sul’hween (elders), District Indigenous Education staff, Indigenous students, and senior District staff. This group met several times and provided feedback to the Project Team on suggestions for the school name, colours, and meaning of the colours, among other specific items. Several members of this committee commented that they preferred the name Quw’utsun over Cowichan.

Legislative Framework:

N/A

Proposed Designs:

Updating of the name of Cowichan Secondary does not affect the long-standing logo or colours of the school. Below are two mock-ups of the logo, one with the current spelling, and one with the Hul’q’umi’num’ spelling.



Cowichan Secondary



Quw'utsun Secondary

Options:

1. Continue to use the anglicized version of Cowichan Secondary
2. Transition to the Hul'q'umi'num' spelling of Quw'utsun Secondary

Should option 2 be preferred the following motion is recommended:

“That the Board Education and Business Committee recommend to the Board of Education of School District No. 79 (Cowichan Valley) that, in accordance with Administrative Procedure 541 – Naming of Schools and Facilities, that the new Cowichan Secondary replacement school be named as Quw'utsun Secondary School”

Prepared by:

Mike Russell, Director of Communications
Date: Friday, February 24, 2023

Reviewed by:

Robyn Gray, Superintendent



YEAR-END PROJECTION AS AT JANUARY 31, 2023

	(A)	(B)	(C)	(D)	
	AMENDED	YEAR	PROJECTED	(A - C)	NOTES
	BUDGET	TO DATE	REV AND EXP	SURPLUS	
REVENUE:					
PROVINCIAL GRANTS	- 86,843,170	- 38,184,923	- 86,843,170	-	(6)
INTERNATIONAL PROGRAM	- 2,000,000	- 1,941,440	- 1,941,440	- 58,560	
LOCAL EDUCATION AGREEMENT	- 6,691,959	- 1,338,392	- 6,691,959	-	
MISCELLANEOUS REVENUE	- 80,000	- 56,727	- 56,727	- 23,273	
TRANSPORTATION	- 55,000	- 53,222	- 53,222	- 1,778	
RENTALS	- 150,000	- 97,392	- 135,978	- 14,022	
INTEREST	- 550,000	- 390,485	- 550,000	-	
PRIOR YEAR SURPLUS	- 2,830,970	- 2,830,970	- 2,830,970	-	
TOTAL REVENUE	- 99,201,099	- 44,893,551	- 99,103,466	- 97,633	
EXPENDITURES:					
SALARIES					
PRINCIPAL / VICE-PRINCIPAL SALARIES	6,486,042	3,739,930	6,506,673	- 20,631	(2)
TEACHER SALARIES	39,409,902	19,665,509	39,395,880	14,022	(2)
EDUCATION ASSISTANT SALARIES	8,175,328	3,926,955	8,093,579	81,749	(2)
CLERICAL / NHS SALARIES	4,130,882	2,111,409	3,943,353	187,529	(2)
USW SALARIES	5,588,079	2,889,347	5,627,336	- 39,257	(2)
EXCLUDED SALARIES	2,378,849	1,273,951	2,293,999	84,850	(2)
CASUAL REPLACEMENT (ILLNESS / VACATION)	4,732,908	2,354,563	4,761,838	- 28,930	(4)
INSERVICE / EXTRA CURRICULAR / DEP'T HEAD	945,262	240,365	945,262	-	(3)
TOTAL SALARIES	71,847,252	36,202,029	71,567,920	279,332	
EMPLOYEE BENEFITS					
STATUTORY BENEFITS	6,298,596	2,836,442	6,468,927	- 170,331	
PENSION BENEFITS	7,386,941	3,615,032	6,899,397	487,544	
HEALTH BENEFITS	2,872,710	1,475,811	2,940,851	- 68,141	
TOTAL EMPLOYEE BENEFITS	16,558,247	7,927,285	16,309,175	249,072	
SERVICES AND SUPPLIES					
SERVICES	3,850,452	1,863,189	3,850,452	-	(3)
STUDENT TRANSPORTATION	276,525	133,445	276,525	-	(3)
PROFESSIONAL DEVELOPMENT AND TRAVEL	686,315	305,993	686,315	-	(3)
RENTALS AND LEASES	67,100	33,682	67,100	-	(3)
DUES AND FEES	123,910	112,630	123,910	-	(3)
INSURANCE	250,134	229,799	250,134	-	(3)
SUPPLIES	3,785,718	1,777,552	3,785,718	-	(3)
UTILITIES	1,610,580	776,336	1,596,869	13,711	(5)
TOTAL SERVICES AND SUPPLIES	10,650,734	5,232,626	10,637,023	13,711	
TRANSFER TO CAPITAL	144,866	126,626	144,866	-	
TOTAL EXPENDITURES	99,201,099	49,488,566	98,658,983	542,116	
SURPLUS (DEFICIT)	-	- 4,595,015	444,483	444,483	(1)

NOTES:

- 1 This projection was prepared using information available on February 20, 2023. It is updated on a monthly basis or as new information is received. As we progress towards the June 30, 2023 year-end the reliability of the projection improves. Certain assumptions are made regarding the account balances.
- 2 Employee salaries and benefits are projected by adding the expected monthly expenditures to the year-to-date balance and adjusting for known differences.
- 3 Supplies and inservice budget allocations are assumed to be fully expended at year-end. The projection is adjusted for known differences.
- 4 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. This methods assumes that trends to date will continue.
- 5 Utilities and diesel fuel use the same method of extrapolation as the casual replacements.
- 6 Final funding figures will be known once the February and May enrolment counts are incorporated into the Operating Grant.

	2022/23 Interim Base	Estimated Enrolment					
		2023/24		2024/25		2025/26	
		District	Ministry*	District	Ministry*	District	Ministry*
July Enrolment Count							
Summer Learning: Grades 1-7 Headcount Enrolment	0	0	0	0	0	0	0
Summer Learning: Grades 8-9 Course Enrolment	0	0	0	0	0	0	0
Summer Learning: Grades 10-12 Course Enrolment	0	0	0	0	0	0	0
Grade 8 & 9 Cross-Enrolment Courses	0	0	0	0	0	0	0
September Enrolment Count - School-Age Basic Allocation							
K-12 Standard (Regular) Schools FTE (School-Age)	7,968.2531	8,045.2030	8,033.2470	8,081.8250	7,992.3937	7,964.6270	7,906.9731
Continuing Education FTE (School-Age)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Alternate Schools FTE (School-Age)	322.0000	322.0000	322.0000	322.0000	322.0000	322.0000	322.0000
Distributed Learning FTE (School-Age)	144.0000	144.0000	144.0000	144.0000	144.0000	144.0000	144.0000
Total Estimated School-Age Enrolment	8,434.2531	8,511.2030	8,499.2470	8,547.8250	8,458.3937	8,430.6270	8,372.9731
Change from Previous Year		76.9499	64.9939	36.6220	-40.8533	-117.1980	-85.4206
September Enrolment Count - Unique Student Needs							
Level 1 Special Needs FTE	8	8	8	8	8	8	8
Level 2 Special Needs FTE	502	461	549	461	600	461	656
Level 3 Special Needs FTE	123	117	131	117	139	117	148
English Language Learning FTE	388	308	389	328	390	348	391
Indigenous Education FTE	1,736	1,752	1,783	1,759	1,831	1,735	1,881
Adult Education FTE (Non-Graduates only)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
February Enrolment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees							
Continuing Education FTE - School-Age	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Distributed Learning FTE K-Grade 9 (School-Age)	5.0000	3.0000	5.0000	3.0000	5.0000	3.0000	5.0000
Distributed Learning FTE Grades 10-12 (School-Age)	20.0000	9.0000	20.0000	9.0000	20.0000	9.0000	20.0000
Distributed Learning FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Level 1 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0
Level 2 Special Needs FTE Growth (All Schools)	5	5	5	5	5	5	5
Level 3 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0
Newcomer Refugees FTE (Standard & Alternate only)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
ELL FTE (applies to Newcomer Refugees only)	0	0	0	0	0	0	0
May Enrolment Count - Continuing Education and Distributed Learning							
Continuing Education FTE - School-Age	15.0000	15.0000	15.0000	15.0000	15.0000	15.0000	15.0000
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Distributed Learning FTE K-Grade 9 (School-Age)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Distributed Learning FTE Grades 10-12 (School-Age)	15.0000	8.0000	15.0000	8.0000	15.0000	8.0000	15.0000
Distributed Learning FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000



2023/2024 Annual Budget Preview

February 23, 2023

Introduction

The Board of Education of School District No. 79 (Cowichan Valley) (The Board) is accountable to the community for the publicly-provided funds that support the School District. One of the Board's responsibilities is the adoption of the District's budget. The budget must conform to legislative requirements set out in the *School Act* and is the financial plan that supports the District's Strategic Plan.

The Board is currently planning for the next school year, which includes:

- Setting priorities for the delivery of student learning;
- Projecting student enrolment;
- Projecting the costs of providing the existing services into the next year (salaries, benefits, utilities, inflation, etc.);
- Determining what costs will change (number of students, contract changes, program changes, one-time items);
- Projecting revenues (rental fees, interest revenue, International Student fees, the Ministry grant, etc.);
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures);
- Reviewing the budget against the Board's Strategic Plan;
- Finalizing decisions.

Boards of Education operate on a fiscal year of July 1st to June 30th. Pursuant to section 156 of the *School Act*, Boards of Education are required to prepare and submit to the Minister financial reports, in the form, with the information, and at a time required by the Minister.

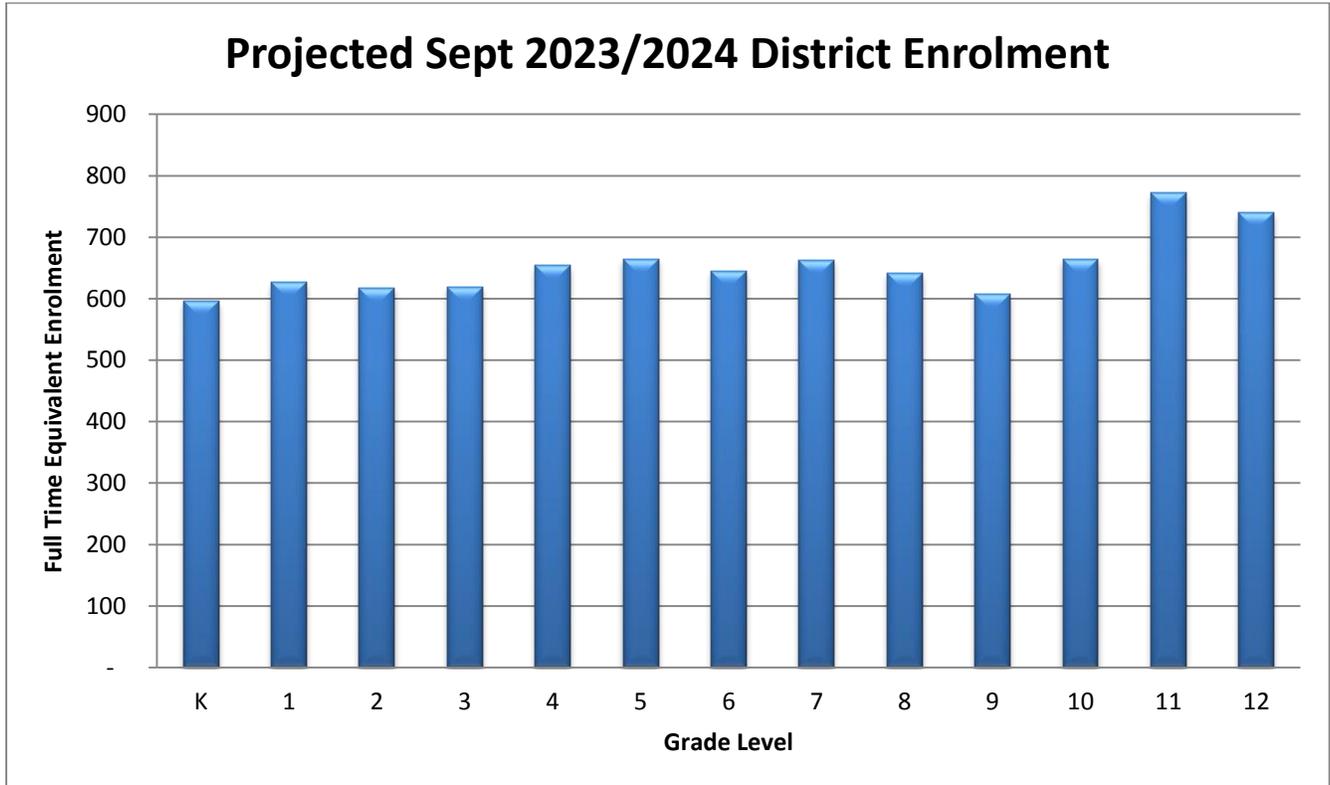
Pursuant to section 111 of the *School Act*, the Board must prepare an annual budget in the form and containing content specified by the Minister, and estimated expenditures must not exceed estimated revenues.

For 2023/2024, Boards must prepare an annual budget and have it adopted by bylaw on or before June 30, 2023 as per section 113 of the *School Act* and submit it to the Ministry by this date.

Student Enrolment

Student enrolment is the primary factor determining the number of employees, the number of classrooms and schools that are required, and how much funding the District receives from the Ministry of Education and Child Care.

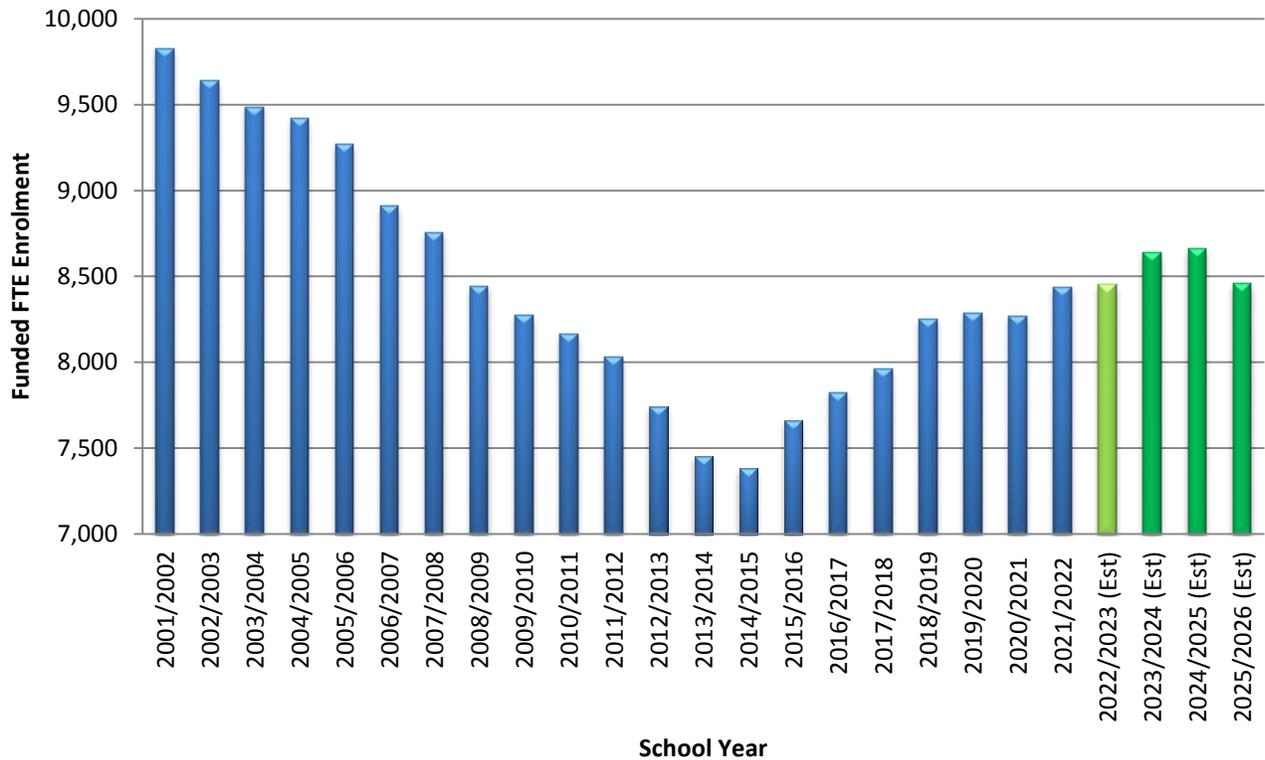
The chart below shows our estimated enrolment by grade for the 2023/2024 school year.



It is estimated that for 2023/2024 there will be a net increase of 55 FTE students. The projection includes amended K-9 Distributed Learning counts in February and May due to the School District not being selected to offer Distributed Learning programs to the rest of the Province. Enrolment projections are not an exact science. We utilize knowledge of birth rates, Baragar demographic projections, past retention rates, historical FTE for grades 10-12 and other local factors. The District will have a second chance to submit an updated enrolment estimate before the end of the school year and will continue to monitor the enrolment projections during the budget process.

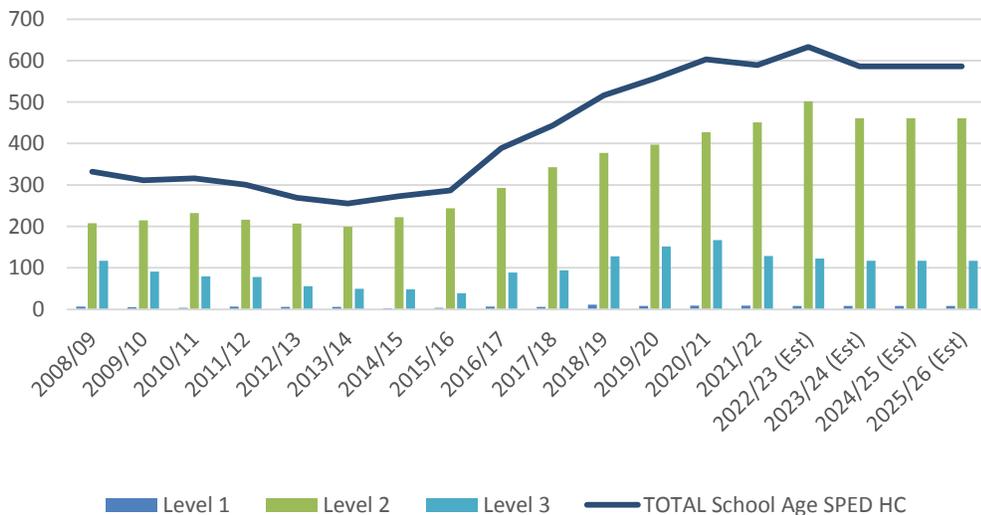
Enrolment is expected to increase again in 2024/2025 by 39 FTE and then begin a pattern of stabilization. Local birth rates peaked in 2017 and have been declining since. The 2020 birth rate was the lowest it has been since 2007 and remained lower than typical in 2021. These lower Kindergarten intakes will be offset by in-migration growth anticipated at 2 to 3 percent per year.

Funded School-Age FTE Enrolment by Year



The restoration of class size and composition language with the Memorandum of Agreement between BC Teachers, the Province of BC and the BC Public Sector Employer’s Association means that the number of designated students has an impact on the number of students in each classroom. The number of designated students is projected to decline in 2023/2024 and then to stabilize over the next two years.

Unique Student Needs



The criteria for English Language Learners (ELL) have been reviewed and District identification practices revised. The result is a projected decline from 388 FTE to 308 FTE which will have a significant impact on ELL funding.

Expenditures

The District will be projecting the costs of providing existing services into the next year (salaries, benefits, utilities, etc.). Even though we are early in the budget development process, we are already aware of several cost pressures that will impact the school District in the 2023/2024 school year.

Funded

The support staff collective agreements were renegotiated as at July 1, 2022. The agreements provide annual wage increases in 2023/2024 of between 5.5% and 6.75% dependent on the prior year's inflation. Funding for the 2023/24 wage increases is expected to be included in the per pupil amount of the funding framework and announced as part of the March 15th funding tables.

The teachers' collective agreement was also renegotiated as at July 1, 2022 and includes an equivalent annual wage increase in 2023/2024 of between 5.5% and 6.75%. For teachers that have achieved the top experience step, an additional .3% will be added.

Costs associated with the wage increases for support staff and teachers will be funded by the Ministry of Education and Child Care. Funding is provided based on an estimate of the incremental costs provincially and does not always adequately fund these increases locally.

Principals, Vice-Principals and other employees not covered by a collective agreement may also be entitled to compensation increases in the 2023/2024 school year. Provincial compensation policy has been to permit these employees with increases up to the amount that the teachers have negotiated. In 2022/2023 for the first time in recent years increases for these employees were funded by the Ministry of Education and Child Care. It is unknown at this time if funding for 2023/2024 will be received. If not, a significant cost pressure will occur to provide increases in alignment with the Teachers.

Not Funded

The District's average teacher salary costs have typically increased as teachers advance in the number of years of service and the level of education they have obtained. The implementation of the Memorandum of Agreement on Class Size and Composition resulted in many new hires that were not yet at the top experience step of the compensation band.

Post-pandemic absenteeism replacement costs have exceeded pre-pandemic levels. It is anticipated that replacement cost trends will continue at current levels for 2023/2024.

Canada Pension Plan premiums continue to increase. In addition to the January 1, 2023 rate increase from 5.7% to 5.95% of earnings, an additional 4% of additional contributions will be implemented as at January 1, 2024 between the old ceiling and the newly established second

ceiling. At this time the new second ceiling has not yet been announced and will have to be estimated. For the 2023/2024 Budget this new CPP structure should affect the contributions of the highest earners only. In the following Budget year it will impact all employees over \$66,600.

WorkSafe BC rates are based on a formula that considers the prior three years of claims history to calculate demerit costs on top of the base rate premiums. The District has seen progress in the reduction of these rates over the last number of years. For 2024 the 2022 claims experience will be brought into the formula. The claims experience in 2022 exceeded the previous two years by a factor of 3. An increase in WorkSafe BC rates can be anticipated for January 1, 2024.

Capital

While the enrolment projections do not suggest a significant increase in student numbers overall, there are areas of the District where growth is anticipated next September. An additional two portable classrooms have been approved for purchase and installation at Frances Kelsey Secondary to accommodate growth. Each portable costs approximately \$315,000 per unit to procure, deliver and install. The Board will deliberate the source of funding for these two facilities during the Budget process.

The District has also committed to a multi-year upgrade of its financial, procurement, human resources and payroll software. Funding for this upgrade may come from local capital or the operating budget.

Inflation Considerations

Ninety percent of the Board's operating expenditures are related to salaries and benefits and 10% to services and supplies.

For 2022/2023 the Board enjoyed a benefit premium holiday of \$360,000. These savings are not able to be predicted and are dependent on staff using health benefits at a rate below the Board's contributions. This item will be removed from the budget and create a cost pressure.

Early benefit rate estimates for CUPE and the USW indicate increases of 12% and 4.6% respectively. We have not yet received projections for Teachers of the Principals and Vice-Principals but should expect a similar increase.

Fuel rates remain high but appear to have stabilized.

Inflation rates are beginning to slow down but are expected to continue to place pressure on supply and services budgets.

Other Considerations

Early learning and literacy initiatives continue to be significant priorities for the District. Past Budgets have created significant investments in this important initiative and will be carried over to the 2023/2024 Annual Budget.

The Ministry of Education became the Ministry of Education and Child Care on April 1, 2022. Provincial child care policy is currently under development. School Districts are encouraged to continue to expand their offerings of out-of-school care and child care programs.

In past years, the number of trades positions in the operating budget were decreased as positions were transferred to capital work, resulting in deferred maintenance in schools. As the blend of maintenance and capital work is dynamic, ideally a number of positions would begin to transition back to the operating budget from capital work.

School supply allocations are currently calculated based on the number of FTE enrolled in each school plus a base rate. Elementary schools are all funded based on the same distribution model, but all have different demographic bases resulting in differing instruction supply costs. Attention may be required to address these inequities.

Reconciliation with local First Nations communities remains an important priority of the Board.

Savings

The 2022/2023 Operating Budget contained \$132K for election costs that will not be required for another four years.

Revenues

Approximately 98% of the District's revenue comes from the Ministry of Education and Child Care and direct billing to the Local Education Agreement partners. The Ministry of Education and Child Care determines the total amount of funding provided to Districts. Funding for the implementation of the Supreme Court of Canada ruling is recorded separately in a special purpose fund.

The Ministry will be announcing preliminary operating grants on or before March 15, 2023 for the 2023/2024 school year.

The provincial funding to Districts is distributed through a funding allocation system that contains several formulae. Approximately 90% of the grant is directly related to student FTE enrolment. For many years the grant formula has accounted for wage increases but not inflation related to other areas of the District's operations. It is hoped that the funding rates will begin to address inflationary pressures.

Ongoing Grants

In August of 2016 the Ministry of Education provided districts with student transportation funding to remove bus fees for in-catchment ridership. School District No. 79's share of the funding amounted to \$283,524. The Minister of Education and Child Care has committed that this funding will be ongoing.

The District also receives \$363,682 for pay equity. This fixed amount was introduced in 2001 and reflects the costs at that time to introduce a wage parity program in the District.

International Student Program

International student enrolment has recovered well. The program is limited by the number of homestay families available to host students. It is expected that capacity will be met in 2023/2024.

Investment Revenue

For every .25% increase in the Bank of Canada benchmark rate the School District generates approximately \$50K in additional interest revenues. Some small benchmark adjustments are projected for the 2023/2024 school year.

Unknown Grants

In 2022/2023 the Province provided Districts with funding to distribute to families that may be struggling with inflationary pressures. The Student and Family Affordability Fund provided \$880,984 to the School District which has been used for gift cards and school meal programs. It is unknown if there will be another allocation of funds in 2023/2024. If there is not, the Board may wish to consider if local funding will be needed to continue to provide these supports.

Surplus

The 2022/2023 Amended Annual Budget was balanced using \$2,016,343 of prior year unrestricted operating surplus when it was adopted on February 7, 2023. At that time, the Board still had \$4,068,607 of unrestricted operating surplus from 2021/2022. Early projections are predicting an additional surplus accumulation in 2022/2023 of \$444,483.

To Date

On February 7, 2023 the Board of Education adopted the 2023/2024 Budget Guiding Principles.

On February 10, 2023, the District released a budget survey to collect feedback.

The month of February included a series of liaison meetings with partner groups.

The Advisory Committee was consulted on February 21, 2023 regarding budget assumptions.

A public meeting was held on February 21, 2023 to collect feedback.

Next Steps

The Board will host an Indigenous Education Council budget luncheon on March 8, 2023 to receive feedback on budget priorities and the appropriate use of surplus.

Over the next month the District will finalize expenditure estimates. The revenue announcement is expected on or before March 15, 2023, at which time, the District's revenue position will be announced.

The Board Education and Business Committee will meet on March 28, 2023 to review the funding announcement and first budget position.

The Board is required to approve an annual budget on or before June 30, 2023 for the 2023/2024 school year. The Board plans to consider the budget bylaw on May 2, 2023.

Conclusions

Enrolment is expected to increase by net 55 FTE. This small increase in enrolment will require corresponding staffing and supply expenditure additions.

The Board will prepare a budget including the impacts of the Memorandum of Agreement on Class Size and Composition. For 2022/2023 approximately 80 FTE teachers and 6 FTE education assistants were added to meet the requirements.

The District is beginning the 2023/2024 budget process in sound financial position, having adopted an Accumulated Annual Surplus Policy that ensures that a contingency be retained that approximates 1% to 3% of the operating budget. It is anticipated that the Board will have surplus available to apply towards balancing the 2023/2024 Budget.

For additional information on the 2023/2024 Budget, please refer to the District's website www.sd79.bc.ca

**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, JANUARY 17, 2023 AT 4:30 PM**

PRESENT:

Trustee Elizabeth Croft, Chair
Trustees Randy Doman, Cindy Lise, Cathy Schmidt, Eduardo Sousa,
Robyn Gray, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Associate Superintendent
Margaret Olsen, Associate Superintendent
Mike Russell, Director of Communications
Richard Dyble, Director of Operations
Jeff Rowan, Director of Inclusive Learning
Darlene Reynolds, Director of Inclusive Learning
Mike Greenslade and Louise Thomson, CVTF
Brent Ranger, Rhonda LaForge CVPVPA
Adam Clutchey, CUPE
Vicki Miller, USW
Carmen Sundstrom, DPAC
Caoimhe-Ann Therrien and Ena Fox-Povey, DSAC
Claire Spencer, Recording Secretary

APOLOGIES:

Trustees Jennifer Strachan and Joe Thorne
Erin Egeland, Associate Secretary-Treasurer

1. **Call to Order**

Trustee Croft called the meeting to order at 4:30 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people where we live, work, learn and play.

2. **Check-In**

Brent Ranger: French Immersion schools spent a week celebrating Carnival. Ecole Cobble Hill celebrations included an ArtStarts production, themed races in the gym, and Metis dancers. Ecole Mount Prevost held a competitive but respectful floor hockey tournament, served a waffle breakfast courtesy of Nourish Cowichan, and had a visit from the Capitals hockey team. Bench Elementary will be celebrating its 150th birthday on June 15 and is reaching out to former staff and students to share their experiences at the school. Students are studying the history of the region and will share their findings. The school is working on a retro logo which incorporates Coast Salish themes in the design.

Rhonda LaForge: Second semester has begun at secondary schools. Preparations are underway to get leadership students to Youth Action Day. This is Compassionate Week with many activities taking place across the District. Chemainus Secondary's boiler is not working following a power surge so the school will be closed tomorrow. Lots of fun activities going on in the school and good things happening for sure.

Eva Fox-Povey: This is Kindness Week at Quamichan School. Today is Media Awareness Day and Pink Shirt Day is tomorrow.

Caoimhe-Ann: School spirit is high at Quamichan after students participated in a basketball tournament, and two Grade 8 wrestlers won bronze medals at a recent competition.

Vicki Miller: USW members are plugging along and working hard. They are still short bus drivers and looking to hire more.

Louise Thomson: A few years ago Teachers' Associations from Cowichan, Sooke, Saanich and Victoria teamed up to present a Pro-D conference called Tapestry. This conference is now the second largest Pro-D conference in the province, with over 2,000 people participating in the 2023 event.

Adam Clutchey: Planning has started for CUPE's Pro-D Day on May 5. Members are looking forward to spring break. All members received CUPE Local 5101 sweatshirts.

Mike Greenslade: Lake Cowichan teachers are plugging along, counting down to spring break. They are also looking forward to the implementation of the automated dispatch system.

Carmen Sundstrom: DPAC has asked PACs to gather feedback on the District's budget process and bring them to DPAC. They are very happy to have filled the Treasurer position. The next meeting is in April due to spring break, which will mean a quick turnaround for the BCCPAC in early May. They are planning to check in with schools as they are at the halfway point for this year's family affordability fund. There are some upcoming ERASE training sessions (geared towards parents but everyone is welcome) regarding the consent curriculum and what consent means.

Cathy Schmidt: All Board Committees are now up and running. The Board received a progress update on the new high school which is on track to open next year. Trustees have been busy with revisions to Policy 7 – Board Operations, and meeting with partner groups to gather feedback on the 2023-2024 budget.

Jason Sandquist: The amended budget continues to be amended to reflect funding received for recent wage increases. Once amended, it will form the basis for the upcoming year's budget. The building of the 2023-2024 budget will continue until early May.

Robyn Gray: Some members of senior management will be working with the architects of the new Cowichan Secondary Wednesday through Friday this week to finalize the 100% design completion. The annual Student Learning Survey for parents, staff and students in Grades 4, 7, 10 and 12 is underway. This survey provides evidence on how well we're doing with social/emotional learning and learning overall. Directors Jeff Rowan and Darlene Reynolds are working on the schedule for the April 17 Non-Instructional Day, which will feature professional learning focused on the District's Strategic Plan. February is a time for planning: course selection at secondary schools; staffing; supporting student learning across the school system; and determining any shifts that need to be made to provide the best opportunities for our learners. A leadership event is being planned for DSAC at Capernwray in May for team building and to bring more student leaders and voices on board.

3. **New Business**

3.1 Revisions to Policy 7 – Trustee Cathy Schmidt

The Board received concerns from some of its partner groups regarding the behaviour and comments by members of the public at the February 2023 Board Meeting. As a result, changes to Policy 7 – Board Operations were drafted. Changes include:

- Members of the public who wish to ask a question during question period will be required to complete a form on which they provide their name and address, indicate which Agenda item their question pertains to, and write their question. The Secretary-Treasurer will review the forms to ensure compliance prior to reading the questions.
- Members of the gallery who behave inappropriately will only receive one warning, and will be escorted from the room if their behaviour continues. A person who has been deemed guilty of improper conduct at a meeting will be prevented from asking questions or appearing as a delegation for the balance of the school year.

The changes were reviewed and discussed. Partners thanked the Board for taking their concerns seriously and for drafting the proposed changes so quickly.

3.2 Budget Assumptions – Jason Sandquist

Budget assumptions are considerations that are made when building the draft budget, such as increases to enrolment, wages, and utility rates – any changes that could impact the budget. Partner groups were asked to share any items they felt should be considered. It was suggested that the budget for teacher leave replacements not be decreased as teacher burnout and absences due to illness are expected to remain high.

4. **Old Business**

4.1 Truth and Reconciliation (Standing Item)

Work towards Truth and Reconciliation included:

- efforts to make land acknowledgements more meaningful and specific (less generic);
- holding of an Indigenous themed Remembrance Day event;
- student trips to Penelakut to see the beauty of the Island and walk the trails (which also helped all students to realize the journey that kids from Penelakut take every day to and from school);
- recent bargaining saw language embedded for Indigenous members, and a land acknowledgement added to the agreement's cover page;
- a suggestion that school websites be updated to include information on the history of the site, whose territory the school is on, and whether the Nation is ceded or unceded.

5. **Adjournment**

The meeting adjourned at 5:30 p.m.