



AGENDA
Open Board Meeting

Tuesday, February 6, 2024

4:30 p.m.

Boardroom - Public Participation via Zoom

Pages

1. CALL TO ORDER

'Uy' skweyul, sii'em' nu siiye'yu. 'Uy nu shqwaluwun kwunus 'i lumnal. I would like to acknowledge that this meeting is taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the February 6, 2024 Open Board Meeting."

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

- Highlights of the January 11, 2024 DSAC Meeting
- Highlights of the January 23, 2023 Advisory Committee Meeting
- Minutes of the November 28, 2023 BEBC Meeting
- Minutes of the January 18, 2024 DPAC Meeting

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"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of February 6, 2024, as presented."

4. MINUTES

4.1 Minutes of the January 9, 2024 Open Board Meeting

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the January 9, 2024 Open Board Meeting."

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	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."</i>	
	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567 at this meeting."</i>	
	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."</i>	
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15. ADJOURNMENT

15.1 Motion to Adjourn

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

HIGHLIGHTS

from the Minutes of the

January 11, 2024

District Student Advisory Committee
(DSAC) Meeting



- DSAC met in person at Lake Cowichan School. The meeting was opened by our Director of Inclusive Learning, Jeff Rowan.
- Chemainus Secondary led the group in a get to know activity.
- Jeff Rowan, Director of Inclusive Learning, briefed the group on the upcoming DSAC budget meeting so that DSAC members can collect feedback from peers and begin brainstorming ideas to bring to that meeting. The group had a discussion on how to gather budget suggestions from their schools.
- Students reported on recent and upcoming activities at their school. Highlights included: A Malahat Nation art project, a changing display outside the library every month, a One Republic anti-racism presentation, several sports events, a drum and dancing club for Indigenous students, a fundraiser for the animal shelter, several holiday events such as lunches and dances, and various field trips.
- Trustee Cindy Lise reported that the trustees all visited Nourish Cowichan to see some of the work they are doing serving and feeding almost 900 children every week, and visited CVOLC's shop to see what the trades program will look like. They also attended the new Quw'utsun building and saw how it's being culturally designed and organized with learning and students in mind.
- Superintendent Robyn Gray reported that the Board has a Climate Action Committee and each school has a climate action group that have been helping implement the climate action grant projects. This year an Indigenous student leadership group, along with the group YES and the district's Director of Communications Mike Russell, are working on a Youth Action Day event for March at Cowichan Secondary. The Board is currently collecting feedback from the community regarding the old Cowichan Secondary building.
- Director of Inclusive Learning Jeff Rowan reported that on January 15th there will be a district wide presentation from Safer Schools.
- Two DSAC students volunteered to attend the upcoming Advisory Committee meeting. The next DSAC meeting on February 8, 2024 will change locations and be held at the School Board Office for budget consultations with trustees.

**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, JANUARY 23, 2024 AT 4:30 PM**

Trustee Elizabeth Croft, Chair
Trustees Randy Doman, Cindy Lise, Cathy Schmidt, Jennifer Strachan, and Joe Thorne
Robyn Gray, Superintendent
Jason Sandquist, Secretary-Treasurer
Margaret Olsen, Associate Superintendent
Darlene Reynolds, Associate Superintendent
Mike Russell, Director of Communications
PRESENT: Jeff Rowan, Director of Inclusive Learning
Jeff Robinson, Director of Operations
Erin Harvie, CVTF
Brent Ranger, CVPVPA
Penny Butler, CVPVPA
MJ Lacroix, USW
Adam Clutchey, CUPE
Carmen Sundstrom, DPAC
Claire Spencer, Recording Secretary

Trustee Eduardo Sousa
APOLOGIES: Sheryl Koers, Associate Superintendent
Ena Fox-Povey, DSAC
Antonio Iannidinardo, DSAC

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 lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. Check-In

Brent Ranger: Elementary schools have quickly hit two seasons: winter and report cards. There is a lot of good and important work going on and everyone is really busy, especially with report cards.

Penny Butler: On Monday a mini culinary competition was held at VIU as practice for next month's Skills Canada Competition. The competition included students from Frances Kelsey, Cowichan Secondary, Chemainus Secondary and students from VIU's culinary program. The District's students performed well, with some students surpassing the results of VIU's students!

MJ Lacroix: This is MJ's first Advisory Committee Meeting since being elected Chair in the recent USW election. She is looking forward to being a member of the Committee and bringing information back to the members.

Carmen Sundstrom: The DPAC meeting last Thursday was the first one since last November. At the meeting they discussed Kindergarten registration, the new school messenger/safe arrival program, and had a presentation by Jeff Rowan on Consent Education for Grade 11 and 12 students, and had a briefing about the District's budget time. DPAC Vice-Chair and Secretary Keirsten Tymko has been appointed as a director of BCCPAC.

Erin Harvie: Elementary teachers are busy with reporting, and secondary teachers are also wrapping up semester one.

Adam Clutchey: CUPE members are refreshed after the winter break. They have been working to organize the February 16 CUPE pro-D day. Registrations for the day will go out next week.

Cathy Schmidt: The Board is gearing up for a busy budget season and Trustees are looking forward to getting input from partner groups at their liaison meetings. This is a provincial election year, so as soon as candidates are announced the Board will get together to generate a strategy on what is important to the Board. Trustees received the feedback on the closure/disposal of Cowichan Secondary and will start conversations on the future of the site. The Board took a tour of QSS in December, and went on a District-wide bus tour to show new Trustees sites they may not have seen before.

Jason Sandquist: His life is about to revolve around the budget. They are wrapping up the conclusion of the current year's budget (there have been some amendments from enrolment changes, cost pressures, etc.) which is due to be filed by the end of February. At same time they are beginning to build next year's budget. The consultation on the closure/disposal of Cowichan Secondary is another big focus right now.

Robyn Gray: Kindergarten registration happens every January. Last week was the enrolment for District programs (French Immersion and Mill Bay Nature School) which uses a lotto process if there are more registrations than available seats. This week families can register their children for Kindergarten at their home school. Secondary schools are very busy with the end of semester, and assessments for literacy (Grades 10 and 12) and numeracy (Grade 10). Positions were posted for both the Principal and Vice-Principal pools. They have been working through those applications and will have announcements in the future. There's a lot of work to be done to get furnishings, fixtures and equipment in place for Quw'utsun Secondary, along with its educational planning, the Health and Wellness Centre and the Gathering Space (Indigenous Language and Cultural Centre). Thank you to all parties involved in the very complicated week last week due to the snow. Some senior staff were driving at 4:00 a.m. and connecting with Transportation to determine whether buses could run. Half of our learners are transported by buses. When you have to cancel buses in the south end halfway through the day, it adds challenges. She gave a shout out to the Principals who did that work, including those who received the little students at the high school and cared for them until they could be picked up.

3. Old Business

3.1 Truth and Reconciliation (Standing Item)

- The Indigenous Student Leadership Team is preparing for the District Indigenous Student Leadership Conference on February 23 which will see students from all our high schools come together at VIU. There will be two keynote speakers and two additional workshops. The Leadership students are working with Hannah Morales,

who applied for and was awarded a \$50K grant from Island Health to fund this event.

- Thanks was given for the Hul'q'umi'num' resources on the website, which include videos and audio recordings, as elementary schools lean heavily on these resources.
- The Board replaced its generic call to order with one with more meaning and substance behind it. Trustees have also asked for Hul'q'umi'num' language lessons from Dolly, the District's Elder.
- CUPE's Executive changed their bylaws last year to add diversity to its executive by adding a young member (under age 30) and an Indigenous member to its table.
- "Reconciliation: Journey of our Generation" is being offered through Social Planning Cowichan on February 9 at St. John's Anglican Church Hall.

4. New Business

4.1 Cowichan Secondary School Closure/Disposal Consultation Results

The public responses received at the public meeting and through the public survey were reviewed.

4.2 2024/2025 Budget Process

The budget development timelines were provided to the Committee. The budget process for the coming year will begin at next week's BEBC meeting, when the Board will look at the budget guiding principles. Partner Liaison meetings will be scheduled for the week of February 12-16. Partners are asked to determine a time and date that would work well for their executive to meet either in person or by Zoom. The Secretary-Treasurer is also available to do a budget presentation to any interested partner groups. The projected enrolment will impact the budget. Enrolment grows if students move to our District, graduation rates goes up, or birth rates increase. Birth rates continue to drop, only 135 students moved to the District last year, and there has been an increase in the number of parents who choose private school or home schooling for their children. Funding information arrives mid-March, and the budget needs to be finalized by end of April as staffing begins at the beginning of May.

5. Adjournment

The meeting adjourned at 5:17 p.m.

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, November 28, 2023, 4:00 p.m.
Boardroom - Public Participation via Zoom

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
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary

1. CALL TO ORDER

Trustee Doman called the meeting to order at 4:10 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Schmidt
Seconded by Trustee Lise

"That the Board Education and Business Committee adopts the agenda of the November 28, 2023 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the October 24, 2023 Board Education and Business Committee Meeting

Moved by Trustee Thorne
Seconded by Trustee Lise

"That the Board Education and Business Committee adopts the minutes of the October 24, 2023 Board Education and Business Committee Meeting."

CARRIED

4. **ACTION LIST**

5. **PETITIONS AND DELEGATIONS**

6. **EDUCATION**

6.1 **Drinkwater Elementary School Plan**

Drinkwater Elementary School's Foundation for Enhancing Student Learning (FESL) has two focus areas. The first is improving literacy achievement, which has seen learning by not only the students but also the staff as well. The second focus is on the social emotional health with children learning how to self regulate and build positive relationships within the school community and in the greater community to build a sense of safety and belonging. They shared a few of their students' learning and experiences around challenge-based learning.

6.2 **Hannah Morales, District Coordinator of Indigenous Education**

Hannah, who works with students, teachers and the community, shared highlights from her year so far:

- Post-grad planning with Grade 12 students whether they are planning to enter the workforce or attend post-secondary school. Students have the opportunity to attend field trips at Camosun (for a hands-on day exploring trades and health training), UVic and Vancouver Island University.
- Journey of our Generation workshops, in partnership with Quw'utsun Cultural Connections Society, gives Grade 10 students an immersive experience with Elders to learn the impact of colonization.
- District Indigenous Student Leadership, which began three years ago (on Zoom), meets monthly and has members from each secondary school representing different Nations. Membership has grown from 17 last year to 28 this year, with more students interested in joining. Students get to know each other through team-building activities, and provide input on various district initiatives, such as the library revamp and the Equity Scan.
- The \$50,000 Vancouver Island Health Authority Resilience in Youth Grant will be used to fund two projects:
 1. Leadership Conference for Indigenous students February 23 at Vancouver Island University Cowichan Campus includes a keynote and workshops. This event may be expanded to include other Districts or Cowichan Tribes' school.
 2. Thriving Videos: two to four videos highlighting Indigenous role models who are examples of resilience and well being, such as Brett Tippie (pro mountain biker/snow boarder), Rosie Archie (co-founder of Nations Skate Youth), or Elashani George (CSS Graduate and UVic Student).

Oakley Salvisburg, a Grade 10 student at the Grove and three-year member of the District Indigenous Student Leadership group, spoke on Brett Tippie's visit.

Trustee Sousa left the meeting at 5:00 p.m.

6.3 New and Revised Administrative Procedures

New Administrative Procedure 177 - Safe Disclosure of Complaints Related to Staff Including Management supports new Policy 26 - Whistleblower Protection. The AP outlines the process that allows staff, including management, to report wrongful or unlawful conduct without fear of retaliation or reprisal.

Administrative Procedure 172 - Workplace Discrimination, Bullying and Harassment was revised to expand the description of Bullying and Harassment and incorporate a conflict resolution process.

7. BUSINESS AND OPERATIONS

7.1 Estimated Operating Grants 2023-2024

The operating grant in the revised estimate is based on September's enrolment counts. An increase in ELL and Level 2 special education students also impacted the operating grant. The grant is expected to be \$1.78M higher than spring due to the increase in enrolment.

7.2 Capital Reserves Balance Update

When the original funding agreement for Quw'utsun Secondary was signed, the Board was to contribute \$2.2M towards the project, with \$800K from Ministry Restricted Capital and \$1.4M from the Board's Local Capital. That split of funds was determined prior to the sales of Yount and the old Crofton Elementary which increased the Board's Ministry Restricted Capital. The Secretary-Treasurer has worked with the Ministry to adjust the split of the \$2.2M to \$1.6M from Ministry Restricted Capital and \$600K from Local Capital. This increases Local Capital, which the Board has authority over, from \$28K to \$828K.

8. POLICY

9. COMMITTEES

9.1 Highlights of the November 21, 2023 Advisory Committee Meeting

Trustee Croft shared highlights of the November 21, 2023 Advisory Committee Meeting.

10. ADJOURNMENT

10.1 Motion to Adjourn

Adjourned at 5:10 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Lise

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

CARRIED



COWICHAN VALLEY DISTRICT PAC

**Minutes January 18, 2024, 7pm
via Zoom**

Call to order at 7:00pm

1. Introductions & Acknowledgement

In Attendance:

Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep
Keirsten Tymko	DPAC Secretary, Chemainus El. Secretary & DPAC Rep
Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep
Sam Towstego	Crofton El. Secretary & DPAC Rep
Vlad Valastiak	OLPAC DPAC Rep
Hina Charania	Mill Bay Nature School DPAC Rep
Meredith McAdam	Maple Bay El. DPAC Rep

Non-Voting Members:

Robyn Gray	District Superintendent
Elizabeth Croft	School Board Trustee
Erin Harvie	Lake Cowichan Teachers' Association
Jeff Rowan	Director of Inclusive Learning

2. Motion to adopt agenda by OLPAC, seconded by Maple Bay

3. Motion to approve previous minutes from November 14, 2023 by OLPAC, seconded by MBNS

4. Reports

4.1 Chair

I want to acknowledge and congratulate our Vice Chair (and Secretary), Keirsten Tymko, who has been appointed to a Director position with BCCPAC! Thank you for stepping forward and continuing to help represent the Cowichan Valley!

And here's my nudge - I would really like to see more people come forward and take positions at their PAC & DPAC. I am not here much longer and really want to see the good work continue.

4.2 SD Admin - Superintendent Robyn Gray

- Kindergarten registration 2024/25 for children born before December 31st Beginning with french immersion and Mill Bay Nature school and then catchment schools January 22-26th. If there are more students interested in french immersion or MBNS than there is seats, then it will go to a lottery.

- School messenger will come in stages and will be tested. There are 3 different levels of communications:

- 1) District level alerts (starting in February)



COWICHAN VALLEY DISTRICT PAC

Minutes January 18, 2024, 7pm via Zoom

- 2) School level alerts (starting in February - March)
- 3) Classroom level alerts (no specific timeline yet)

Parents will need to ensure that they keep their contact information up to date. Some attendance practices need to be changed to ensure the safe arrival program will work well. That program will follow the School Messenger program.

- The school district follows a 3 year school calendar which will expire at the end of this school year. They are working, in conjunction with partner groups, to create the next 3 year calendar. Stay tuned for a public survey.
- Semester 2 will begin at the end of January. Numeracy and Literacy assessments for grades 10-12 are happening January 15-26th and April 16-19.
- When snow becomes a concern the district has designated employees who drive around starting at 3:30am. By 5:15 am they report back to the district the road conditions. They also consider the 4400 students who are bussed and some transfer stations.

4.3 Board of Education - Trustee Croft

Budget time is coming up and the board welcomes the educational partner groups to book appointments to give their input.

School consultation for the old Cowichan Secondary- full results will be online soon. A few retirements are coming up for some principals and vice principals. We have a great system that Superintendent Robyn Grey has set up for a principal and vice principal pool.

4.4 Treasurer

General = \$14,509 Gaming = \$2598 Term Deposit = \$9089

4.5 PIE Committee

Committee is on hiatus. Stay tuned!

4.6 Indigenous Committee

Meeting took place Jan 16th. Topics that came up were:

- Transition to the new highschool
- Grad rates going down
- Which school PACs have indigenous representation
- First wave of flyers went out via email, but haven't received much notice. They will try printing copies and bringing them into each school.
- Trying to increase indigenous participation in sports.

5. Old Business

5.1 Election of DPAC Secretary

Asked for nominations. As there were none, this is tabled until the next meeting.

5.2 School Messenger / Safe Arrival Program - reported in the Superintendent report.

Emails have gone out to introduce the program before the Christmas break. Soon we



COWICHAN VALLEY DISTRICT PAC

**Minutes January 18, 2024, 7pm
via Zoom**

will be sent instructions on how to use School Messenger. It will be the first tool to be introduced, followed later by the Safe Arrival system. Use these tools to stay involved in your child's education.

5.3 BCCPAC DPAC Summit - Nov 17-18 Keirsten and Carmen attended. We had presentations from members of the Ministry with a chance for q&a on the Friday. On Saturday, we received an update on BCCPAC matters and all of the committees. We then went into some round table discussions which gave us a great chance to network with other DPAC members from across the province. There were 37/60 districts represented in the room. Highlights for both of us was Friday afternoon's workshop with Denise Augustine (Superintendent of Indigenous Education) and Brad Baker (Associate Superintendent of Indigenous). They took us through 'building a village'.

5.4 Consent education for Grades 11&12 (moved forward in the agenda before reports with a presentation from Jeff Rowan followed by q&a)

Our grades 5-8 and our district high schools had a presentation put on by Safer Schools Together. In this session, the topics of consent and the dynamics of gender-based violence are explored. The Safer Schools trainers present information on the current state of gender relations in both the physical and digital landscapes as well as the potential for exploitation within these relationships. Throughout the session, Safer Schools trainers provide students with tips and tools to help them navigate and grow in these environments.

Here's a parent information handout about this session, as well as an opportunity for parent information session via Zoom coming up in January and February:

<https://wm-no.glb.shawcable.net/service/home/~/?auth=co&loc=en&id=262612&part=2>

6. New Business

6.1 Kindergarten registration - covered by Robyn's report. Jan 22-26 for all K's registration. French immersion and school programs of choice registration will be Jan 15-19. You can register online:

<https://sd79.bc.ca/parents/kindergarten-registration/>

6.2 Board budget time It is nearly budget time for the school board. As they do every year, they will ask to hear from all of the partner groups, including DPAC. What do we see as priorities?

6.3 Food Infrastructure Programs - many of our schools have been approved to have some kitchen upgrades made to help support the food infrastructure programs. This includes Chemainus El., Chemainus Sec., Discovery, Frances Kelsey, George Bonner,



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Lake Cowichan, Maple Bay, Quamichan, and Tansor. These are to be completed by March 31st.

6.4 BCCPAC Town Hall - January 16 at 7pm

The Resolutions Committee will lead a presentation and question and answers about the process, purpose and relevant dates/timelines for BCCPAC Resolutions.

Remember, if you are a BCCPAC member, you hold a vote AND you could even bring forward your own resolution.

<https://bccpac.bc.ca/index.php/events/2024-01-town-hall>

7. Motion to adjourn at 8:40pm by OLPAC, seconded by Ecole Cobble Hill.

Next meeting: February 15, 2024 @ 7:00pm - possibly 6:30pm start with a half hour presentation from Secretary Treasurer Jason Sandquist on budget. Stay tuned.

Need to get in touch?

cowichanvalleydpac@gmail.com

**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY)**

**Tuesday, January 9, 2024, 4:30 p.m.
Boardroom - Public Participation via Zoom**

PRESENT

**Trustee Cathy Schmidt, Chair
Trustee Elizabeth Croft, Vice-Chair
Trustee Randy Doman
Trustee Cindy Lise
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Margaret Olsen, Director of Human Resources
Darlene Reynolds, Director of Inclusive Learning
Mike Russell, Director of Communications
Jeffrey Robinson, Director of Operations
Jeff Rowan, Director of Inclusive Learning
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary**

APOLOGIES **Trustee Joe Thorne**

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 4:30 p.m. and acknowledged that the meeting was taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Lise
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the January 9, 2024 Open Board Meeting."

CARRIED

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

Moved by Trustee Croft
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of January 9, 2024, as presented."

CARRIED

4. MINUTES

4.1 Minutes of the December 5, 2023 Open Board Meeting

Moved by Trustee Doman
Seconded by Trustee Strachan

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the December 5, 2023 Open Board Meeting."

CARRIED

5. RECOGNITION AND DELEGATIONS

Associate Superintendent Sheryl Koers and Cowichan Secondary School Principal Darcy Hoff were recognized by the Board for their work over the past three years on the new Quw'utsun Secondary School. They began by looking at other school designs both in BC and other jurisdictions, working with architect HDR to create the Statement of Requirements that included a prominent Indigenous theme, and spending their summers evaluating architects and design proposals as well as working towards the 100 percent final design. They considered every detail, including the colours chosen, materials used, signage and wayfinding, furniture design, floor and ceiling types, varieties of plants and greenspace areas, outdoor area design (playfield and basketball court), and even where the white boards and electrical plugs will be located. They provided recommendations for improvements in the design elements such as moving partitions, glazing and audio upgrades, attended bi-weekly meetings to monitor the project progress, worked with students and school staff to ensure their voices were heard, and collaborated with Indigenous Education and partners Island Health and Cowichan Tribes. Sheryl organized the donation by Mosaic of four logs for the pillars in the Gathering Place. Sheryl and Darcy worked tirelessly to ensure that the school is reflective of 21st century learning principles: Visible learning; collaborative in nature; opportunities for individual, small group, and large group learning; and an ability to interact with nature. The Board presented them both with tokens of their appreciation.

6. REPORT OF CLOSED MEETING

6.1 Report of Closed Meeting

The Board met for an hour prior in Closed session prior to the Open Meeting where they discussed personnel items. The meeting wasn't concluded, and they will resume to discuss property matters following the conclusion of this meeting.

7. OLD BUSINESS

7.1 Action List

The Action List was reviewed.

8. SUPERINTENDENT OF SCHOOLS

8.1 Personnel

8.1.1 Staffing Update: Introduction of Jeff Robinson, Director of Operations

Jeff Robinson started as our new Director of Operations mid-December. Jeff has extensive experience in the public sector and brings a wealth of experience in operations, providing direct and operational support to the Ministry of Education and

Child Care, most recently in his role as the Senior Manager, Facilities and Workplace Services. Jeff has worked on several capital projects and his experience will benefit the District.

The Superintendent noted that this is Associate Superintendent Sheryl Koers' last Board Meeting prior to her retirement. Sheryl has been with District for over 36 years, starting as an elementary teacher in 1987, taking on her first leadership role in 1998 as a Vice-Principal, moving to her first Principal role in 2000. She joined the District leadership team in 2012 when she was appointed Acting Director of Elementary Education. Sheryl will be honoured at a retirement gala on January 11, 2024.

8.1.2 Principal/Vice-Principal Update

Ashley Bell has been appointed Vice-Principal of Chemainus Secondary School.

8.1.3 Principal/Vice-Principal Pool Update

There have been internal and external expressions of interest to the Principal and Vice-Principal pool postings, with interviews being held this week.

8.2 For Board Information

8.2.1 Kindergarten Registration Information

Kindergarten registration for children who will be 5 years on or before December 31, 2024 will take place January 15-19 at Mill Bay Nature School, Ecole Cobble Hill and Ecole Mount Prevost, and at catchment schools from January 22-26, during regular office hours. A lottery, if needed, will be held to determine seats at the Nature and French Immersion Schools. Further information on registration and out-of-catchment registration requests can be found in Administrative Procedure 301.

8.2.2 Graduation and Year-End Events 2024

The graduation and year-end events were reviewed. The District's retirement event will be held on June 10.

8.2.3 Superintendent's Update

Acknowledgements/Appreciation: The Superintendent acknowledged the staff members who worked while others were off during the winter break, including Payroll, Finance, Human Resources, Purchasing/Receiving, Technology Services, Operations and Transportation, as well as clerical, custodial, grounds, and trades members working to prepare schools and classrooms for the return of students and teachers in January.

Quw'utsun Secondary School: Early December a ceremony was held with an Elder who blessed the School's four logs, which were donated by Mosaic. On December 7 Trustees had a tour of the school. On the same day the Superintendent and Secretary-Treasurer received a delegation of 40 agents from Spain and Italy, who were guests of the International Student Program, and showed them the exterior of the school.

3-Year School Calendar Update: The Board is now in the last year of the previously-approved three year calendar. A proposed three-year calendar for the 2024-2027 school years will be made publicly available at the January 30th BEBC meeting. The process for public consultation and to receive feedback will be outlined at that time.

Semester Change: Semester 1 will end on January 29.

Black Excellence Day: Black Excellence Day on January 15 is an opportunity to celebrate the many contributions of Black people in our community and throughout the province and to learn more about Black role models in history and those who are actively making a difference today. January 15 is in honour of the great civil rights leader, Dr. Martin Luther King Jr. who was born on January 15, 1929.

9. SECRETARY-TREASURER

9.1 For Board Information

9.1.1 BC Tripartite Education Agreement

The District's Joint First Nations Student Transportation Plan has been approved. The Plan will provide an additional bus route for Cowichan Tribes, an additional bus route and bus monitor for Malahat Nation, and morning water taxi service for Penelakut Tribe (students take the ferry home after school).

9.1.2 Funding Announcement

The announcement confirmed our funding expectations based on September's 1701 enrolment. Funding is \$1.7M more than in the original budget due to increases in enrolment, and the number of Special Needs and ELL students. Funding is expected to rise again following the February and May enrolment counts.

9.1.3 2024-2025 Budget Timelines

The budget cycle for the 2024/25 budget, which outlines key dates for engaging with the Board, was reviewed. The process timeline will be similar to last year.

9.1.4 2023-2024 Amended Annual Budget Update

The Secretary-Treasurer provided information on changes to the 2023/2024 budget since it was passed in the spring. Surplus usage is above plan, which is expected as some expenses from last year were rolled over into this budget. Wages are \$1.45M over budget due to wage increases for all staff. Increases for Principals/Vice-Principals/ Exempt staff weren't budgeted as we were waiting to receive the funding. Also impacting the budget were the addition of twelve EA positions and an increase of \$945K in benefit costs. The CPP earnings cap for employees rose from \$63K to \$74K. WorkSafe rates are escalating again, raising costs. Without bringing in any surplus from this current year, we will have used about \$430K more surplus than at year end. Projections are to have over 3% remaining in surplus after surplus from this year is added.

9.2 For Board Action

9.2.1 2023-2024 Capital Plan Response Letter

A revised bylaw to reflect an additional \$170K for the Feeding Futures funding was presented.

Moved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."

CARRIED

Moved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) consider three readings of Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024 at this meeting."

CARRIED

Moved by Trustee Doman
Seconded by Trustee Strachan

"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."

CARRIED

10. COMMITTEES AND OUTSIDE ORGANIZATIONS

11. UPCOMING MEETINGS AND EVENTS

11.1 Schedule of Upcoming Meetings and Events

The BCPSEA Annual General Meeting will be held April 18 - 21, 2024.

12. CORRESPONDENCE

13. NEW BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

15.1 Motion to Adjourn

The meeting adjourned at 4:55 p.m.

Moved by Trustee Doman
Seconded by Trustee Lise

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

CARRIED

Cathy Schmidt, Chair

Jason Sandquist, Secretary-Treasurer

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
-------------	-------------	--------	--------------------------

JUNE 6, 2023			
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Give notice of intent to close Cowichan Secondary School following the opening of Quw'utsun Secondary School and immediately commence the consultation process required under Policy 14 – Consolidation and Closure of Schools.	Completed
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Concurrently with the Consolidation and Closure of Schools process, consult on future uses of Cowichan Secondary School following the process required under Administrative Procedure 519 Disposal of Land and Improvements.	Completed
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Consult with the public before making decisions about: <ol style="list-style-type: none"> 1. The advisability of keeping Cowichan Secondary School in reserve for future educational purposes; 2. Alternate public use of Cowichan Secondary School by a local government or a community organization; 3. Use of Cowichan Secondary School by an Independent School; 4. Use of Cowichan Secondary School by Conseil Scolaire Francophone; 5. The advisability of entering into a long-term lease of the property to a private interest; and 6. The advisability of selling the property for fair market value to any other person. 	Completed

Principal & Vice-Principal Assignments
2023-2024
Updated for Feb 2, 2024



South Zone:

School	Principal & Vice-Principal
Bench Elementary	Principal - Scott Jackson Vice-Principal - Kyla Bridge
Ecole Cobble Hill Elementary	Principal - Ian Zibin Vice-Principal - Grant Mellemstrand
George Bonner Elementary	Principal - Updesh Cheema Vice-Principal - Delyth Morgan
Discovery Elementary	Principal - Dani Morrow Vice-Principal - Emily Nickason (Temporary)
Mill Bay Nature School	Principal - Alison Leslie
Frances Kelsey Secondary	Principal - Nicole Boucher Vice-Principals - Camila Bhandari-Arscott & Tim Ylagan

North Zone:

School	Principal & Vice-Principal
Crofton Elementary	Principal - Craig McLeod
Chemainus/Thetis Elementary	Principal - Brenda Lee (Temporary) Vice-Principal - Lindy Thompson (Temporary)
Chemainus Secondary	Principal - Jaime Doyle Vice-Principal - Ashley Bell

West Zone:

School	Principal & Vice-Principal
Palsson Elementary	Principals - Fiona Somerville
Lake Cowichan School	Principal - Jennie Hittinger Vice-Principal - Mike Greenslade (Temporary)

Central Zone:

School	Principal & Vice-Principal
Alex Aitken Elementary	Principal - Mike Martin
Alexander Elementary	Principal - Ann Kissinger Vice-Principal - Kelly Girvan (Temporary)
Drinkwater Elementary	Principal - Brenda Stevenson Vice-Principal - Rhonda Rose
Ecole Mount Prevost Elementary	Principal - Rhonda Cizeron Vice-Principal - Sandra Buckland
Khowhemun Elementary	Principal - Jennifer Calverley Vice-Principal - Madelin Rocheleau
Maple Bay Elementary	Principal - Nicole Davey (Temporary)
Tansor Elementary	Principal - Brent Ranger
Cowichan Secondary	Interim Principal - Venessa MacDowell Vice-Principals - Jennifer Merrett & Penny Butler (Temporary)
Quamichan School	Principal - Claire Whitney Vice-Principal - Darren Hart

District/Learning Services:

Careers and Trades	District Principal - Ryan Gough
Indigenous Education	District Principal - Mary Peter
Open Learning (CVOLC)	Principal - Kevin van der Linden
Distributed Learning/The Grove	Principal - Colleen Mullin (Temporary)
International Programs	District Principal - Alison Keple Vice-Principal - Kevin O'Donnell
Instruction & Innovation K-12	District Principal - Glen Posey
Inclusive Learning	District Principal - Tammy Renyard District Vice-Principal - Kim Darbyshire

COWICHAN VALLEY SCHOOL DISTRICT
2023-24 Graduation and District Year-End Events

Graduation/Award Ceremonies

Lake Cowichan School:

- District Scholarship Judging - during May (dates to be determined) at LCS
- Scholarship night - June 6 (6:30 p.m.)
- Grad Walk-up/Graduation Ceremony - June 22 (12:30 p.m.) in school gym - doors open at 11:30 a.m.

Chemainus Secondary:

- District Scholarship Judging - during May (dates to be determined) at CHSS
- Awards - June 13
- Walk-up/Graduation Ceremony, Scholarship/Bursaries - June 14 (7:00 p.m.) in school gym

Cowichan Secondary:

- District Scholarship Judging - during May (dates to be determined) at CSS
- Scholarship and Bursary Presentations - June 4 (6:00 p.m.)
- Walk-up/Graduation Ceremony - June 27 (6:00 p.m.)

Frances Kelsey Secondary:

- District Scholarship Judging - during May (dates to be determined) at FKSS
- Scholarship and Bursary Evening - June 12 (7:00 p.m.)
- Graduation Ceremony - June 20 (6:30 p.m.) in school gym

Open Learning:

- District Scholarship Judging - during May (dates to be determined) at CVOLC
- Open Learning Grad Walk-up - **June 25** (4:00 p.m. for Satellite Sites & Grove 10-12 grads and 6:30 p.m. for CVOLC grads) in school gym

Indigenous Education:

- Indigenous Grad Ceremony - June 13 (5:00-8:00 p.m.) at Tl'upalus (Cowichan Bay, Canoe Shed and Beach)

International Program

- International Program Year-End Celebration - June 14 (10:00 a.m.-4:00 p.m.) at Camp Imadene

School District Retirement Event

- School District Retirement Reception - June 10 (4:30-7:30 p.m.) at Arbutus Ridge (by invitation)



Cowichan Valley School District School Calendar Holiday Breaks 2024/25 to 2026/27

Collective Agreement Language	2024/25	2025/26	2026/27																																																																																																																																																										
<p>Winter Break</p> <p>The first day of Christmas Break shall be on the Monday preceding December 26. School shall reopen on the Monday following January 1 unless January 1 is a Sunday then school shall reopen Tuesday January 3;</p>	<p>Dec 23, 2024 – Jan 3, 2025</p> <p>Christmas Wed Dec. 25 New Year’s Day Wed Jan 1 School reopens Mon Jan 6</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">DECEMBER 2024</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> </tbody> </table>	DECEMBER 2024							Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	<p>Dec 22, 2025 – Jan 2, 2026</p> <p>Christmas Sun Dec. 25 New Year’s Day Thurs Jan 1 School reopens Mon Jan 5</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">DECEMBER 2025</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> </tbody> </table>	DECEMBER 2025							Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	<p>Dec 21, 2026 – Jan 1, 2027</p> <p>Christmas Fri Dec. 25 New Year’s Day Fri Jan 1 School reopens Mon Jan 4</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">DECEMBER 2026</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> </tbody> </table>	DECEMBER 2026							Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2							
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School Calendar 2024 - 25

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MARCH						
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APRIL						
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MAY						
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JUNE						
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	School Opening	Sept. 3
	Statutory Holiday / Vacation	
	Truth & Reconciliation	Sept. 30
	Thanksgiving	Oct. 14
	Remembrance Day	Nov. 11
	Winter Vacation	Dec. 23 – Jan. 3
	Schools reopen	Jan. 6
	Family Day	Feb. 17
	Spring Vacation	Mar. 17 - 28
	Good Friday	Apr. 18
	Easter Monday	Apr. 21
	Victoria Day	May 19
	District Closure	
	Non - Instructional Days	
	Last day of school	June 26
	Administrative Day	June 27
	Days in session	186
	Days of instruction	180
	Pro-D days	6
	Administrative days	1
	Instructional Hours	
	Elementary: 878	
	Secondary: 952	

School Calendar 2025 - 26

JULY						
S	M	T	W	T	F	S
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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JUNE						
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21	22	23	24	25	26	27
28	29	30				

	School Opening	Sept. 2
	Statutory Holiday / Vacation	
	Truth & Reconciliation	Sept. 30
	Thanksgiving	Oct. 13
	Remembrance Day	Nov. 11
	Winter Vacation	Dec. 22 – Jan. 2
	Schools reopen	Jan. 5
	Family Day	Feb. 16
	Spring Vacation	Mar. 16 - 27
	Good Friday	Apr. 3
	Easter Monday	Apr. 6
	Victoria Day	May 18
	District Closure	
	Non - Instructional Days	
	Last day of school	June 25
	Administrative Day	June 26
	Days in session	186
	Days of instruction	180
	Pro-D days	6
	Administrative days	1
	Instructional Hours	
	Elementary: 878	
	Secondary: 952	

School Calendar 2026 - 27

JULY						
S	M	T	W	T	F	S
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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20	21	22	23	24	25	26
27	28	29	30			

	School Opening	Sept. 8
	Statutory Holiday / Vacation	
	Truth & Reconciliation	Sept. 30
	Thanksgiving	Oct. 12
	Remembrance Day	Nov. 11
	Winter Vacation	Dec. 21 – Jan. 1
	Schools reopen	Jan. 4
	Family Day	Feb. 15
	Spring Vacation	Mar. 15 - 26
	Good Friday	Mar. 26
	Easter Monday	Mar. 29
	Victoria Day	May 24
	District Closure	
	Non - Instructional Days	
	Last day of school	June 24
	Administrative Day	June 25
	Days in session	183
	Days of instruction	177
	Non- Instructional Days	5
	Administrative days	1
	Instructional Hours	
	Elementary: 878	
	Secondary: 952	



Briefing Note

Date of Report: February 1, 2024

Prepared for: The Board of Education of School District No. 79 (Cowichan Valley) for **Action** for the February 6, 2024 Open Board Meeting

Subject: 2023/2024 Amended Annual Budget

Background:

Pursuant to Section 156 of the *School Act* (Accounting Practices), Boards of Education (the “Boards”) are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister.

Accordingly, the Minister of Education and Child Care is requiring Amended Annual Budgets to be prepared, adopted by bylaw and submitted by February 29, 2024.

Discussion:

The 2023/2024 Annual Budget was adopted by the Board on May 2, 2023 in the amount of \$126,431,654. The Amended Annual Budget builds up the Annual Budget and adjusts for known changes. These changes include:

- Funding generated by an additional 53 FTE over projection and additional designations;
- Funding and expenditures related to Exempt Staff and Principal/Vice-Principal Wage increases;
- An additional 12 Educational Assistant positions to respond to an increase in designated students;
- Funding support for the School Messenger program to improve communications with parents;
- The rollover of unexpended budgets that were restricted from the 2022/2023 fiscal year;
- Funding for teacher remedy resulting from class size and composition;
- A 10% increase to school-based supplies for inflationary pressures;
- Benefit rate increases, in particular WorkSafe BC rates and the new maximum CPP contribution rates;
- The utilization of \$121,150 of additional unrestricted operating surplus to balance the budget.

With these changes the consolidated 2023/2024 Amended Annual Budget totals \$132,123,567.

Recommendations:

"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."

"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."

"That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567 at this meeting."

"That the Board of Education of School District No. 79 (Covichan Valley) gives third and final reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."

Prepared by:



Jason Sandquist, Secretary-Treasurer

Reviewed by:



Robyn Gray, Superintendent

Date: February 1, 2024

The 2023/2024 Amended Annual Budget

A Guided Tour

Please read this tour of the 2023/2024 Amended Annual Budget prior to examining the completed Budget Documents. It is designed to make your review of the Statements and Schedules easier.

The Board's Strategic Priorities

The Budget was prepared in alignment with the four strategic priorities of the Board:

1. Learning
2. Indigenous Ways of Knowing
3. Culture of Care
4. Future Focused System

Statement 2

This Statement describes the total Revenue and Expenditure estimates required to operate the School District for the 2023/2024 school year. It is a consolidation of the Operating (Schedule 2), Special Purpose (Schedule 3) and Capital (Schedule 4) Funds. We use the prior year's Amended Annual



Budget for comparative purposes as it best describes the changes between the two years.

Revenue

The ongoing main revenue components are Provincial Government funding (for operations, special purpose funds – restricted and capital purposes), Local Education Agreement transfers, International Student Program tuition, rentals and investment income.

The consolidated Provincial Grants from the Ministry of Education and Child Care have decreased by \$273K from the 2023/2024 Annual Budget but have increased by \$11.7M from the prior year.

Operating Fund (Schedule 2):

Enrolment increased by 108 FTE over the prior year, but was 53 FTE greater than projection. The majority of the Ministry of Education and Child Care funding increase is being generated to cover the 6.75% wage increase for Teachers, Support Staff, Principals, Vice-Principals and Exempt Staff in 2023/2024.

The Tuition budget has been held at \$2.0M. The International Program has recovered well and continues to draw much interest from new and existing markets. Global inflation poses a risk to this program, particularly in the European market. New efforts are being directed to South America.

Rentals and leases are forecasted at prior-year levels. When available, the District rents space to before/after school program and preschool providers on a cost-recovery basis. Other rentals include the community use of fields and buildings.

Investment income has been increased by \$200K due to significant recent adjustments to the base lending rate of the Bank of Canada. The School District has excess funds on deposit with the Ministry of Finance which returns higher-than-market interest.

Special Purpose Fund (Schedule 3):

The prior year's budget included \$881K of one-time funding to support students and families with the effects of inflation. This has now been replaced by the Feeding Futures Fund, dedicated to food security programs for students, and will provide \$1.019M for the preparation and delivery of meals.

These differences are shown on Schedule 3 Special Purpose Funds.

Capital (Schedule 4):



The main reason for the variance in Capital over the prior year relates to the recognition of site improvements at the new Quw'utsun Secondary School, as the landscaping and field work is expected to be completed in 2024. This difference is shown on Schedule 4 and amounts to a decrease of \$549K.

Amortization of Deferred Capital Revenue is a complex budget item to explain. When Capital items are purchased using funding provided by the Ministry of Education and Child Care, the revenue is not recognized in the year of acquisition, but is recognized over the useful life of the asset that was purchased. So, an asset category expected to last for 10 years would recognize 1/10 of the funding into revenue each year.

Expenses

Instruction

The consolidated budget for Instruction in the School District has increased by \$11.9M over the prior year and \$4.3M over the 2023/2024 Annual Budget

Additions that have been included in the 2023/2024 consolidated budget include:

1. Funding for Mental Health supports in addition to the prior year's allotment, with the new total being \$100K;
2. Increased funding for Student Assessments in addition to the prior year's increase, with the new total being \$80K;
3. Further supports of \$30K to be applied towards Inclusive Education;
4. The addition of the Before and After School Care program expenditures (new program 20);
5. The establishment of a \$20K budget for climate passion projects;
6. Year two of the plan to revise the District's website to improve communications;
7. Funding to complete the implementation of the automated call-out system;
8. Wage increases of 6.75% for Teachers, Support Staff, Principals, Vice-Principals and Exempt Staff that align with the provincial compensation framework;

9. The rollover of unexpended budgets that were restricted from the 2022/2023 fiscal year;
10. Funding for teacher remedy resulting from class size and composition that was not included in the 2023/2024 Annual Budget;
11. A 10% supply allocation lift for school-based supplies for inflationary pressures;
12. An additional 12 Education Assistant positions to respond to increased student designations;
13. The implementation of the School Messenger program to increase communications with parents.

District Administration

This area of the consolidated budget remains very close to last year. Reductions to this area of the budget include the removal of election costs of \$132K related to conducting the October 2022 Trustee election.

Operations and Maintenance

The School District will continue funding that supports hand sanitizer and cleaning supply budgets. Additional commitments include:

1. Inflationary adjustment to maintenance and custodial supplies;
2. A \$50K per year (3 year) equipment replacement plan;
3. Wage increases of 6.75% for Support Staff that align with the provincial compensation framework.

Transportation

Service levels and budget remain in line with the prior year with only minor adjustments. Additional commitments include:

1. An inflationary adjustment for transportation supplies and bus repairs;
2. Wage increases of 6.75% that align with the provincial compensation framework;
3. BC Tripartite Transportation agreement funding to provide enhanced services to Indigenous learners living on a reserve.

Surplus

The budget is balanced utilizing \$3.65M of the 2022/2023 surplus. This is divided as \$2.44M to balance the 2023/2024 Amended Annual Budget and \$1.2M that relates to restricted budget items that have rolled over from 2022/2023. This leaves \$3.12M in available surplus, which is

consistent with policy adopted by the Board in 2017 requiring that between 1 and 3 percent of budget be kept on hand in contingency.

Not yet accounted for in the surplus are any underspent budgets from the 2023/2024 Amended Annual Budget that may be projected for additional use in the 2024/2025 Annual Budget.

Budget Schedules

Additional information can be found within the Budget Schedules at the end of the document. These schedules provide specific information on the functions and programs within the Operating Budget (Schedule 2), details of the various Special Purpose Funds (Schedule 3) and information on Capital (Schedule 4).

Budgeted Positions

The Ministry budget template does not include information on the number of FTE (Full Time Equivalent) positions that are covered by the budget categories. The following table shows the total number of FTE employed by the School District excluding casual replacements.

	OPERATING	SPECIAL PURPOSE	CAPITAL	TOTAL
Teachers	450.74	76.37		527.11
Principal/Vice-Principals	47.10	0.90		48.00
Excluded	21.33	3.00		24.33
Trustees	7.00			7.00
Education Assistants	168.00	17.08		185.08
Clerical	63.81	1.00		64.81
Noon Hour Supervisors	8.32			8.32
Indigenous and Cultural Support Worker	24.43			24.43
Computer Technicians	7.00			7.00
Maintenance and Grounds	20.00	4.00	4.00	28.00
Custodians	53.03			53.03
Bus Drivers	23.33			23.33
Total	894.10	102.35	4.00	1,000.45

Conclusion



We hope that this guided tour will be of assistance in your review of the 2023/2024 Amended Annual Budget.

Amended Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2024

School District No. 79 (Cowichan Valley)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 79 (Cowichan Valley) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$132,123,567 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 6th DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 6th DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 6th DAY OF FEBRUARY, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 6th DAY OF FEBRUARY, 2024.

Secretary Treasurer

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	8,614,852	8,507,253
Total Ministry Operating Grant Funded FTE's	8,614,852	8,507,253
Revenues		
	\$	\$
Provincial Grants		
Ministry of Education and Child Care	112,208,647	100,657,984
Other	327,740	216,000
Tuition	2,000,000	2,000,000
Other Revenue	9,018,230	8,334,678
Rentals and Leases	150,000	150,000
Investment Income	823,282	664,176
Gain (Loss) on Disposal of Tangible Capital Assets	(438,795)	
Amortization of Deferred Capital Revenue	4,094,558	4,350,991
Total Revenue	128,183,662	116,373,829
Expenses		
Instruction	105,377,786	93,516,945
District Administration	3,902,708	4,012,257
Operations and Maintenance	16,517,644	15,816,382
Transportation and Housing	4,535,316	3,970,171
Total Expense	130,333,454	117,315,755
Net Revenue (Expense)	(2,149,792)	(941,926)
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,651,029	3,086,771
Budgeted Surplus (Deficit), for the year	1,501,237	2,144,845
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,501,237	2,144,845
Budgeted Surplus (Deficit), for the year	1,501,237	2,144,845

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	108,841,530	96,854,157
Operating - Tangible Capital Assets Purchased	182,555	144,866
Special Purpose Funds - Total Expense	16,519,138	15,097,786
Special Purpose Funds - Tangible Capital Assets Purchased	351,558	391,953
Capital Fund - Total Expense	4,972,786	5,363,812
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,256,000	15,000
Total Budget Bylaw Amount	132,123,567	117,867,574

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,149,792)	(941,926)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(534,113)	(536,819)
From Local Capital	(1,256,000)	(15,000)
From Deferred Capital Revenue	(42,016,657)	(39,084,903)
Total Acquisition of Tangible Capital Assets	(43,806,770)	(39,636,722)
Amortization of Tangible Capital Assets	4,972,786	5,363,812
Total Effect of change in Tangible Capital Assets	(38,833,984)	(34,272,910)
Acquisitions of Prepaid Expenses	(350,000)	(220,000)
Use of Prepaid Expenses	350,000	220,000
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(40,983,776)	(35,214,836)

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2024 Amended Annual Budget \$
Accumulated Surplus (Deficit), beginning of year	6,772,987	92,893	51,726,888	58,592,768
Changes for the year				
Net Revenue (Expense) for the year	(3,218,474)	351,558	717,124	(2,149,792)
Interfund Transfers				
Tangible Capital Assets Purchased	(182,555)	(351,558)	534,113	-
Local Capital	(250,000)		250,000	-
Net Changes for the year	(3,651,029)	-	1,501,237	(2,149,792)
Budgeted Accumulated Surplus (Deficit), end of year	3,121,958	92,893	53,228,125	56,442,976

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	94,912,576	84,169,293
Other	327,740	216,000
Tuition	2,000,000	2,000,000
Other Revenue	7,482,740	6,826,959
Rentals and Leases	150,000	150,000
Investment Income	750,000	550,000
Total Revenue	105,623,056	93,912,252
Expenses		
Instruction	89,596,140	78,928,057
District Administration	3,803,489	3,916,115
Operations and Maintenance	11,906,608	10,886,573
Transportation and Housing	3,535,293	3,123,412
Total Expense	108,841,530	96,854,157
Net Revenue (Expense)	(3,218,474)	(2,941,905)
Budgeted Prior Year Surplus Appropriation	3,651,029	3,086,771
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(182,555)	(144,866)
Local Capital	(250,000)	
Total Net Transfers	(432,555)	(144,866)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	99,251,315	90,007,165
ISC/LEA Recovery	(7,062,740)	(6,691,959)
Other Ministry of Education and Child Care Grants		
Pay Equity	363,682	363,682
Student Transportation Fund	283,524	283,524
Support Staff Benefits Grant	186,242	186,242
FSA Scorer Grant	12,964	12,964
Early Learning Framework (ELF) Implementation	-	1,246
Labour Settlement Funding	1,683,374	
Before and After School Care Funding	191,215	
Other Ministry of Education and Child Care Grants	3,000	6,429
Total Provincial Grants - Ministry of Education and Child Care	94,912,576	84,169,293
Provincial Grants - Other	327,740	216,000
Tuition		
International and Out of Province Students	2,000,000	2,000,000
Total Tuition	2,000,000	2,000,000
Other Revenues		
Funding from First Nations	7,062,740	6,691,959
Miscellaneous		
Program Registration Fees - International	80,000	80,000
Transportation Fees - International	55,000	55,000
Before and After School Care Parent Fees	285,000	
Total Other Revenue	7,482,740	6,826,959
Rentals and Leases	150,000	150,000
Investment Income	750,000	550,000
Total Operating Revenue	105,623,056	93,912,252

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	42,741,498	37,982,768
Principals and Vice Principals	7,022,026	6,339,601
Educational Assistants	9,592,408	8,175,328
Support Staff	10,653,001	9,718,961
Other Professionals	2,655,850	2,281,405
Substitutes	5,463,393	5,454,120
Total Salaries	78,128,176	69,952,183
Employee Benefits	19,175,418	16,260,840
Total Salaries and Benefits	97,303,594	86,213,023
Services and Supplies		
Services	3,602,894	3,850,452
Student Transportation	276,525	276,525
Professional Development and Travel	752,902	686,315
Rentals and Leases	67,100	67,100
Dues and Fees	114,310	114,310
Insurance	310,534	250,134
Supplies	4,803,091	3,785,718
Utilities	1,610,580	1,610,580
Total Services and Supplies	11,537,936	10,641,134
Total Operating Expense	108,841,530	96,854,157

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	33,945,005	1,284,086	83,772	346,891	75,564	3,313,457	39,048,775
1.03 Career Programs	333,662	57,665		103,997		20,918	516,242
1.07 Library Services	1,506,817	22,059		56,760		44,909	1,630,545
1.08 Counselling	1,090,061			516,976		29,904	1,636,941
1.10 Special Education	4,790,616	636,480	7,816,357			1,329,743	14,573,196
1.20 Early Learning and Child Care			399,405	17,435			416,840
1.30 English Language Learning	405,245						405,245
1.31 Indigenous Education	509,589	146,403	1,292,874	52,015		152,144	2,153,025
1.41 School Administration		4,572,571		1,731,358		142,575	6,446,504
1.62 International and Out of Province Students	160,503	302,762		104,456	163,546	20,016	751,283
1.64 Other							-
Total Function 1	42,741,498	7,022,026	9,592,408	2,929,888	239,110	5,053,666	67,578,596
4 District Administration							
4.11 Educational Administration					722,823		722,823
4.40 School District Governance					329,415		329,415
4.41 Business Administration				688,433	813,265	30,299	1,531,997
Total Function 4	-	-	-	688,433	1,865,503	30,299	2,584,235
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				126,636	372,374	62,750	561,760
5.50 Maintenance Operations				4,804,947		199,039	5,003,986
5.52 Maintenance of Grounds				468,023			468,023
5.56 Utilities							-
Total Function 5	-	-	-	5,399,606	372,374	261,789	6,033,769
7 Transportation and Housing							
7.41 Transportation and Housing Administration				141,033	178,863	5,633	325,529
7.70 Student Transportation				1,494,041		112,006	1,606,047
Total Function 7	-	-	-	1,635,074	178,863	117,639	1,931,576
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	42,741,498	7,022,026	9,592,408	10,653,001	2,655,850	5,463,393	78,128,176

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	39,048,775	9,800,457	48,849,232	2,831,969	51,681,201	44,443,746
1.03 Career Programs	516,242	121,420	637,662	665,135	1,302,797	1,800,758
1.07 Library Services	1,630,545	389,823	2,020,368	68,981	2,089,349	1,859,042
1.08 Counselling	1,636,941	389,661	2,026,602	5,775	2,032,377	1,284,503
1.10 Special Education	14,573,196	3,691,368	18,264,564	376,093	18,640,657	17,103,052
1.20 Early Learning and Child Care	416,840	103,611	520,451	67,425	587,876	
1.30 English Language Learning	405,245	98,098	503,343	4,625	507,968	744,885
1.31 Indigenous Education	2,153,025	514,640	2,667,665	719,360	3,387,025	3,090,924
1.41 School Administration	6,446,504	1,418,685	7,865,189	109,725	7,974,914	7,191,245
1.62 International and Out of Province Students	751,283	170,843	922,126	456,650	1,378,776	1,396,702
1.64 Other	-	-	-	13,200	13,200	13,200
Total Function 1	67,578,596	16,698,606	84,277,202	5,318,938	89,596,140	78,928,057
4 District Administration						
4.11 Educational Administration	722,823	132,217	855,040	34,000	889,040	938,244
4.40 School District Governance	329,415	56,895	386,310	174,085	560,395	624,187
4.41 Business Administration	1,531,997	353,173	1,885,170	468,884	2,354,054	2,353,684
Total Function 4	2,584,235	542,285	3,126,520	676,969	3,803,489	3,916,115
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	561,760	118,667	680,427	299,437	979,864	865,878
5.50 Maintenance Operations	5,003,986	1,210,806	6,214,792	2,138,894	8,353,686	7,589,480
5.52 Maintenance of Grounds	468,023	118,152	586,175	126,672	712,847	571,004
5.56 Utilities	-	-	-	1,860,211	1,860,211	1,860,211
Total Function 5	6,033,769	1,447,625	7,481,394	4,425,214	11,906,608	10,886,573
7 Transportation and Housing						
7.41 Transportation and Housing Administration	325,529	74,675	400,204	22,915	423,119	305,657
7.70 Student Transportation	1,606,047	412,227	2,018,274	1,093,900	3,112,174	2,817,755
Total Function 7	1,931,576	486,902	2,418,478	1,116,815	3,535,293	3,123,412
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	78,128,176	19,175,418	97,303,594	11,537,936	108,841,530	96,854,157

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	15,335,097	13,978,514
Other Revenue	1,535,490	1,507,719
Investment Income	109	3,506
Total Revenue	16,870,696	15,489,739
Expenses		
Instruction	15,781,646	14,588,888
District Administration	99,219	96,142
Operations and Maintenance	32,693	32,693
Transportation and Housing	605,580	380,063
Total Expense	16,519,138	15,097,786
Net Revenue (Expense)	351,558	391,953
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(351,558)	(391,953)
Total Net Transfers	(351,558)	(391,953)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	711,785	73,866	19,177	1,391,525	25,589	61,023	55,005	236,964	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	384,142	368,897			192,000	39,200	140,282	747,905	959,916
Other			100,437	1,450,000					
Investment Income	27,500		9,285						
	411,642	368,897	109,722	1,450,000	192,000	39,200	140,282	747,905	959,916
Less: Allocated to Revenue	384,251	400,000	3,850	1,450,000	217,589	39,200	195,287	766,905	959,916
Deferred Revenue, end of year	739,176	42,763	125,049	1,391,525	-	61,023	-	217,964	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	384,142	400,000			217,589	39,200	195,287	766,905	959,916
Other Revenue			3,850	1,450,000					
Investment Income	109								
	384,251	400,000	3,850	1,450,000	217,589	39,200	195,287	766,905	959,916
Expenses									
Salaries									
Teachers							21,421		
Principals and Vice Principals							48,579	104,288	
Educational Assistants		332,000			4,200			114,017	295,358
Support Staff								333,536	80,063
Other Professionals									
Substitutes							25,159	24,480	357,389
	-	332,000	-	-	4,200	25,159	94,480	551,841	732,810
Employee Benefits		68,000			1,050	5,141	19,650	163,897	184,999
Services and Supplies	32,693		3,850	1,450,000	212,339	8,900	81,157	51,167	42,107
District Entered	32,693	400,000	3,850	1,450,000	217,589	39,200	195,287	766,905	959,916
Net Revenue (Expense) before Interfund Transfers	351,558	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(351,558)								
	(351,558)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	
Deferred Revenue, beginning of year	-	25,773	383,444	11,982	10,394	71,005	163,497	17,411	90,904
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	9,219,249	946,451	222,136	52,000	11,250	49,000		19,000	175,000
Other									
Investment Income									
	9,219,249	946,451	222,136	52,000	11,250	49,000	-	19,000	175,000
Less: Allocated to Revenue	9,219,249	972,224	605,580	63,982	5,000	120,005	163,497	36,411	142,331
Deferred Revenue, end of year	-	-	-	-	16,644	-	-	-	123,573
Revenues									
Provincial Grants - Ministry of Education and Child Care	9,219,249	972,224	605,580	63,982	5,000	120,005	163,497	36,411	142,331
Other Revenue									
Investment Income									
	9,219,249	972,224	605,580	63,982	5,000	120,005	163,497	36,411	142,331
Expenses									
Salaries									
Teachers	7,300,536								
Principals and Vice Principals	108,341								
Educational Assistants									30,867
Support Staff			37,423						
Other Professionals									88,739
Substitutes		224,428							
	7,408,877	224,428	37,423	16,592	-	-	-	-	119,606
Employee Benefits	1,810,372	45,850	10,419	3,390					22,725
Services and Supplies		701,946	557,738	44,000	5,000	120,005	163,497	36,411	
District Entered									
	9,219,249	972,224	605,580	63,982	5,000	120,005	163,497	36,411	142,331
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Feeding Futures Fund	BC Hydro	Early Learning	Wendy's House	Cultural Trust	Performing Arts	Equine Assisted Learning	Health Career Dual Credit	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	202,336	42,124	17,992	20	5,136	53,842	-	3,670,794
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	1,018,779							25,000	14,570,207
Other					10,000				1,560,437
Investment Income									36,785
	1,018,779	-	-	-	10,000	-	-	25,000	16,167,429
Less: Allocated to Revenue	1,018,779	-	17,298	500	10,000	-	53,842	25,000	16,870,696
Deferred Revenue, end of year	-	202,336	24,826	17,492	20	5,136	-	-	2,967,527
Revenues									
Provincial Grants - Ministry of Education and Child Care	1,018,779							25,000	15,335,097
Other Revenue			17,298	500	10,000		53,842		1,535,490
Investment Income									109
	1,018,779	-	17,298	500	10,000	-	53,842	25,000	16,870,696
Expenses									
Salaries									
Teachers									7,321,957
Principals and Vice Principals									261,208
Educational Assistants	177,428								953,870
Support Staff									451,022
Other Professionals									88,739
Substitutes									648,048
	177,428	-	-	-	-	-	-	-	9,724,844
Employee Benefits	43,564								2,379,057
Services and Supplies	797,787		17,298	500	10,000		53,842	25,000	4,415,237
District Entered									-
	1,018,779	-	17,298	500	10,000	-	53,842	25,000	16,519,138
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	351,558
Interfund Transfers									
Tangible Capital Assets Purchased									(351,558)
	-	-	-	-	-	-	-	-	(351,558)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	1,960,974		1,960,974	2,510,177
Investment Income		73,173	73,173	110,670
Gain (Loss) on Disposal of Tangible Capital Assets	(438,795)		(438,795)	
Amortization of Deferred Capital Revenue	4,094,558		4,094,558	4,350,991
Total Revenue	5,616,737	73,173	5,689,910	6,971,838
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,578,343		4,578,343	4,897,116
Transportation and Housing	394,443		394,443	466,696
Total Expense	4,972,786	-	4,972,786	5,363,812
Net Revenue (Expense)	643,951	73,173	717,124	1,608,026
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	534,113		534,113	536,819
Local Capital		250,000	250,000	
Total Net Transfers	534,113	250,000	784,113	536,819
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	656,000	(656,000)	-	
Tangible Capital Assets WIP Purchased from Local Capital	600,000	(600,000)	-	
Total Other Adjustments to Fund Balances	1,256,000	(1,256,000)	-	
Budgeted Surplus (Deficit), for the year	2,434,064	(932,827)	1,501,237	2,144,845

2024/25 BUDGET GUIDING PRINCIPLES

The Board of Education's budget is the financial plan that ensures all learners in the Cowichan Valley School District are prepared for a world they will create. Through the budget, the Board makes sure that the Strategic Plan priorities are funded. The budget also communicates how the District uses its funding and how it allows for detailed, and public, reporting on spending.

Guiding Principles for Budget Development:

- Budget decisions must align with the priorities of 'Beyond Education' Strategic Plan 2020 - 2024;
- Is developed as a mechanism to aid in Reconciliation;
- **Intentionally targets funds towards resources aimed at increasing Indigenous student graduation rates;**
- Is developed on the principles of equity;
- Must be developed in a transparent process and must include public and partner input through communication, consultation and reporting back;
- Accounts for uncertainties of inflationary pressures;
- Complies with the School Act, collective agreements and other regulatory requirements and Board policy;
- Considers multi-year implications of decisions;
- Balances short-term and long-term priorities;
- Maintains appropriate contingency balance.

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
DSAC/Partner Liaison Budget Meeting	February 8, 10:00 a.m.	School Board Office
Ministry of Education and Child Care Partner Liaison Meeting	February 9	Radisson Hotel Vancouver Airport
Online Budget Survey Opens	February 9 - 23	SD79.bc.ca
CUPE Partner Liaison Budget Meeting	February 12 , 1:00 p.m.	Yuxwule' Eagle Room
Board Planning	February 13, 4:00 p.m.	Yuxwule' Eagle Room
DPAC Partner Liaison Budget Meeting	February 13, 5:30 p.m.	Yuxwule' Eagle Room
CVPVPA Partner Liaison Budget Meeting	February 15, 8:00 a.m.	Yuxwule' Eagle Room
CVTF Partner Liaison Budget Meeting	February 15, 10:30 a.m.	Yuxwule' Eagle Room
USW Partner Liaison Budget Meeting	February 15, 11:15 a.m.	Yuxwule' Eagle Room
DPAC Meeting (Trustee Lise)	February 15, 6:30 p.m.	Yuxwule' Eagle Room
Lyackson First Nation Partner Liaison Budget Meeting	February 20, 9:00 a.m.	Via Zoom
Advisory Committee Meeting	February 20, 4:30 p.m.	Inspire Room
Public Budget Consultation	February 20, 5:30 p.m.	Inspire Room
Ts'uubaa-asatx First Nation Partner Liaison Budget Meeting	February 22, 1:00 p.m.	313B Deer Road, Lake Cowichan
Online Budget Survey Closes	February 23	SD79.bc.ca
Climate Action Advisory Committee	February 23, Noon	Yuxwule' Eagle Room
Provincial Council (Trustee Croft)	February 24	Virtual
BEBC Meeting	February 27, 4:00 p.m.	Yuxwule' Eagle Room
Pink Shirt Day	February 28	
Early Learning and Child Care Meeting	March 1, 11:00 a.m.	Yuxwule' Eagle Room
Long Service Tea	March 7, 3:45 p.m.	Oceanfront Suites
BCPSEA AGM	April 18-21	Westin Bayshore, Vancouver