



AGENDA
Board Education and Business Committee

Tuesday, May 24, 2022

4:00 p.m.

Via Zoom

	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 May 24, 2022 Board Education and Business Committee meeting."</i>	
3. MINUTES	
3.1. Minutes of the April 14, 2022 Special Board Education and Business Committee Meeting	3 - 5
<i>"That the Board Education and Business Committee adopts the minutes of the April 14, 2022 Special Board Education and Business Committee Meeting."</i>	
3.2. Minutes of the April 26, 2022 Board Education and Business Committee Meeting	6 - 13
<i>"That the Board Education and Business Committee adopts the minutes of the April 26, 2022 Board Education and Business Committee Meeting."</i>	
3.3. Minutes of the April 28, 2022 Special Board Education and Business Committee Meeting	14 - 15
<i>"That the Board Education and Business Committee adopts the minutes of the April 28, 2022 Special Board Education and Business Committee Meeting."</i>	
4. ACTION LIST	
4.1. Action List	16
5. PETITIONS AND DELEGATIONS	
6. EDUCATION	
6.1. Quamichan School Plan	
Nicole Boucher, Principal	

6.2.	Catalyst Update Camila Bhandari-Arscott, Vice-Principal, Frances Kelsey Secondary School	
6.3.	Communicating Student Learning (K-9) Glen Posey, District Principal of Instruction and Innovation	
7.	BUSINESS AND OPERATIONS	
7.1.	Year-End Projection	17
8.	POLICY	
8.1.	Draft Policy 24: Financial Planning and Reporting <i>"That the Board Education and Business Committee recommends Policy 24 - Financial Planning and Reporting to the Board for adoption."</i>	18 - 22
9.	COMMITTEES	
9.1.	Highlights of the May 17, 2022 Advisory Committee Meeting	23 - 25
10.	ADJOURNMENT	
10.1.	Motion to Adjourn <i>"That there being no further business, the meeting be adjourned."</i>	

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Thursday, April 14, 2022, 4:00 p.m.
Via Zoom

PRESENT

Trustee Johanne Kemmler, Acting Chair
Trustee Rob Hutchins
Trustee Candace Spilsbury
Trustee Barb de Groot
Trustee Elizabeth Croft
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Tom Longridge, Associate Superintendent
Larry Mattin, Director of Instruction
Richard Dyle, Director of Operations
Erin Egeland, Associate Secretary-Treasurer
Mike Russell, Director of Communications
Claire Spencer, Recording Secretary

APOLOGIES Trustee Randy Doman

1. CALL TO ORDER

Trustee Kemmler called the meeting to order at 4:03 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 de Groot
Seconded by Trustee Spilsbury

"That the Board Education and Business Committee adopts the agenda of the April 14, 2022 Special Board Education and Business Committee meeting."

CARRIED

3. BUSINESS AND OPERATIONS

3.1 Updated Year-End Projection

An updated year-end projection was provided to give Trustees the most up-to-date information on the potential surplus available for balancing the 2022-2023 budget.

Revenues are now \$722K above previous estimates due to: an increase in the Provincial Grant as a result of the February enrolment count; higher-than-anticipated International Student Program revenues and registration fees; and rental income from Charles Hoey. Salaries and benefits are both projected to come in under budget, but this savings is offset by increased costs for supplies and utilities. The revised surplus for the current budget year is now \$1.5M.

3.2 2022-2023 Annual Budget

The Secretary-Treasurer reviewed the 2022-2023 Budget Guiding Principles and the four priorities of the 2020-2024 Strategic Plan.

The opening operating budget shortfall of \$2.4M identified at the March 29, 2022 BEBC meeting has been increased to \$2.9M to reflect an additional \$400K due to the amendment to the *Employment Standards Act* granting five days of annual paid illness and injury leave to all casual employees, and \$100K for the addition of an Early Years Manager per the Board's motion at the April 5, 2022 Open Board Meeting. There are both revenue and expenditure reduction options to reduce this shortfall, including:

Revenue Options (which would reduce the shortfall to \$834K):

- The projected available surplus as at June 30, 2022 is \$4.8M, which at 5.1% of the budget exceeds the Board's 1-3% contingency policy. Appropriating \$2M of surplus would leave approximately 3% in unrestricted surplus;
- Interest revenue can be adjusted to include an additional \$76K to reflect increasing interest rates.

Trustee Hutchins joined the meeting at 4:23 p.m.

Expenditure Reduction Options (further reducing the shortfall to \$395K):

- USW Benefit premiums can be reduced by \$50K due to a "benefit holiday" resulting from an overpayment;
- CUPE (EA) budget formula adjustment will provide a cost savings of \$289K;
- Average Teacher salary adjustment due to newer teachers at lower pay bands replacing retirees \$100K.

The Board may wish to consider adding the following expenditures to the Budget:

- COVID contingency \$100K;
- Principal/Vice-Principal/Exempt Compensation Adjustment (increases are not funded, and reflect increases paid to teachers) \$185K;
- Literacy Teacher Program (continuation of one of the two positions which are currently funded through a grant) \$106K;
- Technology dashboard for data extraction/management \$25K;
- Technology installation (can no longer be funded through the Annual Facilities Grant) \$40K;
- Website update \$30K;
- Transportation routing adjustments \$11K;
- Transportation lead hand restoration \$39K;
- Automated Dispatch System (net zero cost);
- Industry Training Authority student payments \$16K.

Addition of all the above items would increase the opening operating shortfall to \$946K.

Options to consider for balancing the budget include:

- Additional surplus could be utilized while still staying within the Board's contingency policy of 1-3%;
- International Student Program revenues could be increased as the world begins to open for students learning abroad;
- Interest revenue could be increased due to the Bank of Canada's recent interest rate hikes;
- The average teacher salary could be reduced beyond the existing \$100K due to the anticipated number of retirements;
- The Literary teacher position on the option list above could be achieved through redistributing resources;
- As the COVID contingency could be a one-time expense, it would be an appropriate use of surplus;
- Wage increases for Principals/Vice-Principals/Exempt staff could be looked at in the fall, after wage increases for unionized staff are known.

There were no major changes to the Special Purpose Funds, which were reviewed.

The Board will receive feedback from the Budget Survey, rights holder meeting, partner liaison meetings, and public consultation meeting as well as options for balancing the budget at the April 26, 2022 BEBC Meeting. A Special BEBC Meeting will be held on April 28, 2022, at which the Committee may recommend the budget to the Board for adoption at its meeting on May 3, 2022. The staffing process for the 2022-2023 school year will begin May 4, 2022.

4. ADJOURNMENT

4.1 Motion to Adjourn

The meeting adjourned at 4:48 p.m.

Moved by Trustee de Groot

Seconded by Trustee Croft

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

CARRIED

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, April 26, 2022, 4:00 p.m.

Via Zoom

PRESENT

Trustee Rob Hutchins, Chair
Trustee Candace Spilsbury
Trustee Barb de Groot
Trustee Elizabeth Croft
Trustee Johanne Kemmler
Trustee Randy Doman
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Tom Longridge, Associate Superintendent
Larry Mattin, Director of Instruction
Richard Dyble, Director of Operations
Erin Egeland, Associate Secretary-Treasurer
Mike Russell, Director of Communications
Claire Spencer, Recording Secretary

1. CALL TO ORDER

Trustee Hutchins called the meeting to order at 4:00 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

Item 7.2 Nourish Cowichan was deleted from the Agenda.

Moved by Trustee Thorne

Seconded by Trustee de Groot

"That the Board Education and Business Committee adopts the agenda of the April 26, 2022 Board Education and Business Committee meeting as amended."

CARRIED

3. MINUTES

3.1 Minutes of the March 29, 2022 Board Education and Business Committee Meeting

Moved by Trustee Kemmler

Seconded by Trustee de Groot

"That the Board Education and Business Committee adopts the minutes of the March 29, 2022 Board Education and Business Committee Meeting."

CARRIED

3.2 Minutes of the April 14, 2022 Special Board Education and Business Committee Meeting

Moved by Trustee Spilsbury
Seconded by Trustee Thorne

"That the Board Education and Business Committee adopts the minutes of the April 14, 2022 Special Board Education and Business Committee Meeting."

CARRIED

4. **ACTION LIST**

5. **PETITIONS AND DELEGATIONS**

6. **EDUCATION**

6.1 School Plan Presentation: Discovery Elementary

Discovery Elementary School in Shawnigan Lake has an enrollment of approximately 400 students. The School's Vision is that every student, parent and staff member will strive to be empathetic, considerate, kind to others, self-sufficient, able to work together, be forward thinking and yet be able to have fun. The school holds monthly school-wide pep rallies in the field, including dance off competitions, class by class tug of war, relay races, and other events to engage school spirit and foster a sense of belonging.

Trustee Croft joined the meeting at 4:10 p.m.

Discovery Elementary has three goals:

1. Social Responsibility - to increase students' success at being cooperative, principled and respectful of others, regardless of differences. The teaching of Positive Behavioural Supports (PBS model) is embedded in the school's culture. A multi-age house team system is used to help support positive culture and promote camaraderie.
2. Intellectual Development and Student Engagement - to increase reading and writing proficiency levels throughout the grades. Staff is working to ensure its literacy program incorporates the five critical components of literacy: phonological awareness, phonics, fluency, vocabulary and comprehension. The School's Core Literacy Team has been fine tuned to ensure alignment with the District's literacy initiative. The core school-based team (SBT) meets weekly throughout the year to support the diverse needs of at-risk learners.
3. Indigenous Ways of Knowing - to increase our understanding and knowledge of Indigenous cultural life as we live and work in the Cowichan Tribes' ancestral territory. The School continues to have Indigenous Elders and guests visit the school to teach Indigenous cultural practices. Indigenous Educators and Support Workers build relationships to support Indigenous learners and work in collaboration with teachers to deliver authentic Indigenous learning opportunities.

6.2 Proposed Academies and Academy Fees

Academies provide an opportunity for students to dive deeper into their areas of interest as well as get course credits while also enhancing their resumes. Frances Kelsey Secondary would like to create Soccer, Fine Arts, Computer Study and Trails Outdoor Academies, as well as recreate its former Hockey Academy (that existed pre-COVID). The Trails, Fine Arts and Computer Study Academies would have no additional costs, while the Hockey and Soccer Academies would have marginal fees of \$300 per year (for one course per year).

The Academies have been created in partnership with a variety of organizations, including Kerry Park Arena (Hockey), Cowichan Valley Regional District and Malahat Nation (Trails Outdoor), VIU and Apple Canada (Computer Studies), and Tide Soccer, World Cup of Soccer, and Fusion Soccer. Students participating in the Computer Studies Academy will have the opportunity to take a dual credit course through VIU and get certification from Apple Canada. Financial assistance from JumpStart and KidSport will ensure that all learners can attend the sports academies.

Moved by Trustee Doman
Seconded by Trustee de Groot

“That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) approves establishing a Trails Outdoor Academy, Fine Arts Academy and Computer Studies Academy at Frances Kelsey Secondary School.”

CARRIED

Moved by Trustee Doman
Seconded by Trustee de Groot

“That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) approves reestablishing a Hockey Academy and establishing a Soccer Academy at Frances Kelsey Secondary School, and authorizes the fees be set at \$300 dollar per year per academy.”

CARRIED

6.3 Out of School Care

The responsibility and legislative authority for child care has moved from the Ministry of Children and Family Development to the Ministry of Education and Child Care. The *School Act* was amended in March 2020 to make it easier for boards to provide before- and after-school care, and allows boards to charge on a cost-recovery basis when the board is both the licensee and service provider.

In June 2021 the Board approved a pilot out-of-school care program at Bench Elementary which began operation in October 2021. Care is provided by two CUPE positions, with one position starting at 7:30 a.m. then moving into regular EA duties for rest of their day, while a second position starts mid-day as a classroom EA before running the after-school program. The afternoon program is running at capacity with 12 students and has a wait list of seven. There are five students registered for before-school care. The program is operated on cost-recovery basis, as per the *School Act*, with revenue generated through parent fees and Ministry funding. Projected revenue for the school year is just over \$40K, with expenses expected to be just under

\$40K. Fees charged this year are slightly less than those charged in surrounding areas (\$13.50 vs. \$16-20/day for after-school care). If the Board wishes to continue the program, a year-end review of the budget and costs associated with the program should be completed to determine what the fees should be. Wear and tear on facilities should also be considered and included in the fees.

The Principal at Bench has played an integral role in the program and stated that it has been an absolute success, and that it's an affordable, convenient option when child care spots are hard to find. He also stated that parents are comforted by the fact that the adults who provide care are also part of the school community and that their Principal and Vice-Principal oversee the program. A survey was sent to all parents involved in the program, with 100% agreeing that the program meets their needs.

Moved by Trustee de Groot
Seconded by Trustee Croft

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) continues the Out of School program at Bench Elementary."

CARRIED

Moved by Trustee Thorne
Seconded by Trustee de Groot

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) approves expanding the number of Out of School programs within other Elementary schools for next year."

CARRIED

7. BUSINESS AND OPERATIONS

7.1 2022-2023 Budget Considerations

Director of Communications Mike Russell presented the results of the 2022/23 budget survey. Of the 125 responses received, 53.6% identified as a parent/grandparent/guardian, 44% as staff, and 26.4% as a community member (respondents could select more than one option).

When creating its Strategic Plan, the Board undertook a fulsome engagement with parents, students, community leaders and the general public to determine its four priorities. Every year the Board has gone back to public to ask where amongst those priorities they should direct their focus.

Respondents were able to choose their top two choices for the four priorities:

Learning: Ensuring voice and choice for every learner; develop competent, agile learners who are creative, critical and social thinkers that have the capacity to be global citizens.

- Focus on applied learning and authentic real-world learning experiences was the top choice at 57%, followed closely by a focus on foundational learning in literacy and numeracy at 54.8%.

Indigenous Ways of Knowing: Connectedness and relationships to oneself, family, community and our natural world; embrace Indigenous perspectives and knowledge as part of our history and recognize Indigenous content is integral to our learning journey.

- The top choice (56%) was to create safe, flexible and culturally-responsive learning environments, followed by deepening our understanding of environmental stewardship, place-based historical knowledge, language and culture (40%).

Culture of Care: Recognizing the importance of relationships; foster healthy, safe, and resilient communities that build on the unique identities of our learners allowing them to thrive.

- Create healthy work and school environments that promotes wellness (54%) was followed by enhancing mental health opportunities and partnerships that support well-being (43%).

Future-Focused Systems: Working together as a whole system; create nimble and dynamic environments that embrace change and foster innovation to enhance student learning.

- All decisions are evidence based, child focused, and culturally and environmentally responsive was the top choice at 68%, followed at 45% by continue to enhance the capacity of the system where all members of our organization are committed to our primary purpose of supporting our learners.

This year's survey also asked what the Board should do with the budget surplus. Utilizing the surplus to offset funding shortfalls over the next three years as identified in the three-year financial plan was the top choice (42%), followed by "other" (respondents could enter comments) at 34%. Themes among the comments included investing in mental health supports and supports for diverse learners.

The survey's final question asked what other information the Board should know when developing the budget. Responses to this question included the same themes of supports for students and staff, and mental health supports.

The Secretary-Treasurer advised that the results of the budget survey and feedback received during liaison meetings with partners and rights holders were considered when preparing the budget. There were millions of dollars of requests that will require the use of surplus to balance.

The Budget Guiding Principles and the budget process to date were reviewed.

The opening operating budget shortfall of \$2.4M identified at the March 29, 2022 BEBC meeting was increased to \$2.9M to reflect an additional \$400K due to the amendment to the *Employment Standards Act* granting five days of annual paid illness and injury leave to all casual employees, and \$100K for the addition of an Early Years Manager per the Board's motion at the April 5, 2022 Open Board Meeting.

An updated list of options for consideration was presented:

- Utilizing \$2M of 2021/2022 surplus;
- Increasing interest revenue by \$140K to reflect the anticipated interest rate increases;
- Changing the CUPE budget formula to more accurately reflect expenses will reduce the budget by \$289K;

- Reducing USW Benefit premiums by \$50K due to a "benefit holiday" resulting from an overpayment;
- Increasing the expected International Student Program revenue by \$100K due to increasing enrolment;
- Utilizing an additional \$50K of surplus to continue the hand washing/sanitizing stations currently in schools;
- Utilizing an additional \$70K of surplus to continue the mental health program that was initially funded through a one-time COVID grant from the Provincial Government;
- Utilizing an additional \$40K of surplus to improve student assessments;
- Adding \$25K for a technology dashboard to improve the utilization, interpretation and communication of student data;
- Including \$40K for technology installations that are no longer able to be funded from the Annual Facilities Grant;
- Reducing the average teacher salary by \$200K due to the higher number of upcoming retirements which result in newer/lower-paid teachers replacing them;
- Adding a bus route to accommodate families at a cost of \$10.6K;
- Spending \$30K to update the District's website to improve communications and access to information (part of a two-year plan);
- Reducing the budget for absenteeism replacements by \$100K (the budget was increased by \$150K as a result of Omicron) as there will still be an additional \$50K in the budget, along with the continuation of the absence management program and work by the Health and Wellness Coordinator to support employees in their return to work;
- Reallocating one teacher from the existing budget to continue one of the two Literacy Teachers that are currently funded through a grant (\$106K);
- Reducing staffing (not a specific position) by \$65K.

Incorporating all of the items listed above would result in an adjusted shortfall of \$71K.

Increasing the surplus utilization from \$2M to \$2.2M would leave \$2.5M in unrestricted surplus, which is approximately 2.7% of the budget and falls within the Board's 1-3% contingency policy.

Items not contemplated in the sample balanced budget include:

- Principal/Vice-Principal/Exempt staff compensation adjustments as there has been no direction from BCPSEA regarding increases, which will be based on the collective bargaining process that is currently underway. This item can be revisited at a later time.
- An automated dispatch system was not included as there are some provisions within the CUPE Collective Agreement that need to be respected. This is a cost-neutral item that could be look at any time in the budget year.

During the budget consultation process requests were received for replacement of custodial equipment. The Board had a five-year custodial replacement plan that ended this year. There is \$625K in local capital that is not currently allocated. A new five-year plan was presented that would see one auto scrubber purchased per year, as well as a chariot auto scrubber purchased in the final year. The \$95K plan would be funded using local capital dollars.

Discussion ensued on funding for community-building opportunities at schools. The Superintendent advised that the District received a \$70K mental health grant that is able to fund social/emotional opportunities. Five schools piloted a program this year and more are expected

to participate next year. Similar programs are also being developed at each secondary school, with staff surveying students, parents and the community for their ideas on what is needed at each school. From the results of the feedback, action plans are created that are relevant and support mental health. Schools may apply to access the \$70K grant to action their plans, which may include requests for community-building types of events.

Moved by Trustee Thorne

Seconded by Trustee Spilsbury

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) approves the five-year custodial equipment replacement plan."

CARRIED

Moved by Trustee Croft

Seconded by Trustee Kemmler

"That the Board Education and Business Committee requests staff look at making funds available through the 2022-2023 budget to each school in the District that can be put towards community building, welcome, celebration, joy and similar themes."

DEFEATED

Moved by Trustee Croft

Seconded by Trustee Kemmler

"That the Board Education and Business Committee recommends that the Board of Education asks staff to explore the idea of providing schools with celebratory funds and bring the information back to a future Board meeting."

CARRIED

OPPOSED: Trustees Spilsbury and Doman

Moved by Trustee Doman

Seconded by Trustee Spilsbury

"That the Board Education and Business Committee directs staff to prepare the 2022/2023 Annual Budget in accordance with the information presented at the April 26, 2022 Board Education and Business Committee Meeting and bring a balanced 2022/2023 Annual Budget to the April 28, 2022 Special Board Education and Business Committee for recommendation to the Board."

CARRIED

8. POLICY

9. COMMITTEES

9.1 Highlights of the April 19, 2022 Advisory Committee Meeting

10. ADJOURNMENT

10.1 Motion to Adjourn

The meeting adjourned at 5:28 p.m.

Moved by Trustee de Groot

Seconded by Trustee Croft

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

CARRIED

MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE

Thursday, April 28, 2022, 4:00 p.m.

Via Zoom

PRESENT

Trustee Rob Hutchins, Chair
Trustee Candace Spilsbury
Trustee Barb de Groot
Trustee Elizabeth Croft
Trustee Johanne Kemmler
Trustee Randy Doman
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Associate Superintendent
Tom Longridge, Associate Superintendent
Larry Mattin, Director of Instruction
Richard Dyble, Director of Operations
Erin Egeland, Associate Secretary-Treasurer
Mike Russell, Director of Communications
Claire Spencer, Recording Secretary

APOLOGIES Robyn Gray, Superintendent

1. CALL TO ORDER

Trustee Hutchins called the meeting to order at 4:02 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 de Groot
Seconded by Trustee Croft

"That the Board Education and Business Committee adopts the agenda of the April 28, 2022 Special Board Education and Business Committee meeting."

CARRIED

3. EDUCATION

4. BUSINESS AND OPERATIONS

4.1 2022-2023 Budget

The 2022-2023 Budget was prepared to align with the Board's four strategic priorities.

Revenue: The District's main sources of revenue are from the provincial government (a consolidation of operating, special purpose and capital funds), local education agreement transfers, International Student Program (ISP) tuition, rentals and investment income. The Budget reflects increases to revenue due to an enrolment increase of 36 FTE, increased ISP enrolment, and rising interest rates impacting investment income. The special purpose fund has decreased compared to last year as it no longer includes \$275K of additional funding to support a healthy return to school due to COVID-19, or \$818K for teacher remedy as Districts are not allowed to budget for remedy at this time. This year's capital funding budget is reduced by \$3.4M compared to last year which included funding for site improvements at the new Cowichan Secondary replacement school site, which are nearing completion. The overall change to the consolidated provincial government grants is a reduction of \$4.4M.

Expenses: The Budget includes an increase to teaching staff of 1.15 FTE to accommodate enrolment growth, funding to maintain a successful literacy initiative at Khowhemun and Alexander that was previously funded through provincial and federal COVID grants, and the creation of an Early Years Manager role to help guide the District as that mandate expands. The budget also contains funding to ensure the continuation of mental health supports that were previously grant funded, increases funding for assessments, provides for a technology dashboard that will offer better analysis and communication of student data, and includes funding to revise the District's website to improve communication. The Budget had to be adjusted as a result of changes to the Employment Standards Act which provides five days' sick leave for casual employees.

The Budget utilizes \$2.23M of the projected 2021-2022 surplus, leaving \$2.56M available in contingency. The remaining unallocated surplus equates to 2.7% of the Budget, which falls within the Board's policy of 1-3%.

Moved by Trustee Thorne
Seconded by Trustee de Groot

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopt the 2022/2023 Annual Budget in the amount of \$111,845,469."

CARRIED

5. **POLICY**

6. **ADJOURNMENT**

6.1 Motion to Adjourn

Meeting adjourned at 4:16 p.m.

Moved by Trustee de Groot
Seconded by Trustee Kemmler

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

CARRIED

ACTION LIST FOR BEBC MEETINGS

Description	Assigned To	Action	Disposition / Completion
April 26, 2022			
Celebratory Funds for Schools	Jason Sandquist	Explore the idea of providing schools with celebratory funds and bring the information back to a future Board meeting.	In progress
2022/2023 Annual Budget	Jason Sandquist	Prepare the 2022/2023 Annual Budget in accordance with the information presented at the April 26, 2022 Board Education and Business Committee Meeting and bring a balanced 2022/2023 Annual Budget to the April 28, 2022 Special Board Education and Business Committee for recommendation to the Board.	Completed



YEAR-END PROJECTION AS AT APRIL 30, 2022

	(A)	(B)	(C)	(D)	
	AMENDED	YEAR	PROJECTED	(A - C)	NOTES
	BUDGET	TO DATE	REV AND EXP	SURPLUS	
REVENUE:					
PROVINCIAL GRANTS	- 82,122,058	- 66,077,898	- 82,407,017	284,959	(6)
INTERNATIONAL PROGRAM	- 1,800,000	- 2,202,940	- 2,202,940	402,940	
LOCAL EDUCATION AGREEMENT	- 6,505,766	- 4,625,432	- 6,505,766	-	
MISCELLANEOUS REVENUE	- 80,000	- 193,635	- 193,635	113,635	
TRANSPORTATION	- 55,000	- 61,550	- 61,550	6,550	
RENTALS	- 150,000	- 153,500	- 192,086	42,086	
INTEREST	- 144,000	- 188,616	- 208,616	64,616	
PRIOR YEAR SURPLUS	- 3,213,717	- 3,213,717	- 3,213,717	-	
TOTAL REVENUE	- 94,070,541	- 76,717,288	- 94,985,327	914,786	
EXPENDITURES:					
SALARIES					
PRINCIPAL / VICE-PRINCIPAL SALARIES	6,302,617	5,189,425	6,214,701	87,916	(2)
TEACHER SALARIES	37,504,610	29,414,081	37,409,511	95,099	(2)
EDUCATION ASSISTANT SALARIES	7,993,759	5,747,052	7,711,009	282,750	(2)
CLERICAL / NHS SALARIES	4,126,677	3,121,170	3,962,632	164,045	(2)
USW SALARIES	5,579,167	4,456,429	5,544,424	34,743	(2)
EXCLUDED SALARIES	2,224,613	1,527,612	2,249,526	24,913	(2)
CASUAL REPLACEMENT (ILLNESS / VACATION)	3,517,908	2,943,286	3,713,022	195,114	(4)
INSERVICE / EXTRA CURRICULAR / DEP'T HEAD	1,024,716	492,628	1,024,716	-	(3)
TOTAL SALARIES	68,274,067	52,891,683	67,829,541	444,526	
EMPLOYEE BENEFITS					
STATUTORY BENEFITS	5,810,492	4,479,799	5,853,124	42,632	
PENSION BENEFITS	7,038,781	5,357,192	6,674,980	363,801	
HEALTH BENEFITS	2,606,962	2,042,497	2,582,033	24,929	
TOTAL EMPLOYEE BENEFITS	15,456,235	11,879,488	15,110,137	346,098	
SERVICES AND SUPPLIES					
SERVICES	3,280,153	2,433,440	3,280,153	-	(3)
STUDENT TRANSPORTATION	262,025	281,134	301,134	39,109	(3)
PROFESSIONAL DEVELOPMENT AND TRAVEL	639,696	339,155	639,696	-	(3)
RENTALS AND LEASES	92,100	65,304	92,100	-	(3)
DUES AND FEES	114,310	104,147	114,310	-	(3)
INSURANCE	250,134	197,070	250,134	-	(3)
SUPPLIES	3,793,227	3,424,883	3,977,724	184,497	(3)
UTILITIES	1,609,300	1,136,539	1,609,300	-	(5)
TOTAL SERVICES AND SUPPLIES	10,040,945	7,981,672	10,264,551	223,606	
TRANSFER TO CAPITAL	299,294	220,728	299,294	-	
TOTAL EXPENDITURES	94,070,541	72,973,571	93,503,523	567,018	
SURPLUS (DEFICIT)	-	3,743,717	1,481,804	1,481,804	(1)

NOTES:

- 1 This projection was prepared using information available on May 20, 2022. It is updated on a monthly basis or as new information is received. As we progress towards the June 30, 2022 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 May enrolment counts are incorporated into the Operating Grant.



K-12 public education financial planning and reporting policy

On this page:

- [Overview](#)
 - [Policy](#)
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-

Date came into force or revised

Effective July 1, 2021

See [Policy guidelines and resources](#) section below for gradual Policy implementation dates.

Overview

The Financial Planning and Reporting Policy (Policy) provides for greater transparency and accountability for the planning and reporting of the financial resources managed by boards of education (boards).

Policy

Purpose

The Policy provides direction and guidelines to align boards' multi-year financial planning and reporting processes with provincial requirements as outlined in the [How to Comply](#) section below.

The Policy is based on effective practices and key principles in financial management including transparency, demonstrated accountability and consistent outcome-based planning, monitoring and reporting. Applying these practices and principles, along with support from the Ministry of Education and Child Care (the Ministry), can result in the efficient use of funding and resources to support boards' strategic plans, other operational needs of school districts and enhanced educational outcomes for students in the K-12 education system.

The policy is one component of a broader provincial framework for transparency, accountability and equity. Provincial, district and school educational objectives, outcomes and strategic plans should align with the Goals of Education and the Educated Citizen in Parts B and C of the [Statement of Education Policy Order \(PDF, 187KB\)](#) and the [Policy Alignment](#) and [Policy guidelines and resources](#) section below.

Multi-year financial planning and reporting

The [Framework for Enhancing Student Learning Policy](#) (Framework) directs boards to develop and implement multi-year strategic

plans, supported by operational and financial plans, that are focused on improving student educational outcomes. The [Enhancing Student Learning Order \(PDF, 338KB\)](#) requires boards to annually report to the Ministry on student performance using specified outcomes and measures.

Boards will use the financial planning and reporting requirements in this Policy to demonstrate how financial resources are used to support boards' strategic planning and operational needs to enhance student educational outcomes specified in the Framework.

How to comply with policy requirements

Board planning

To comply with the Policy boards will develop, implement and provide to the Ministry multi-year financial plans that outline how funding and resources will be used to support their strategic plans and operational needs. To enable greater transparency boards must have local policies in place, that support transparency and accountability, when developing financial plans by:

1. Clearly identifying how local community and education-partner groups, including local First Nations and Métis Nation BC, will be engaged to provide input into the development of board financial plans; and
2. Addressing how local community and partner groups, including local First Nations and Métis Nation BC, will be informed of boards' progress towards aligning funding and resources with board strategic plans, other operational needs of the school district, and enhanced student educational outcomes

To ensure that boards stay on target to achieve their long-term strategic and financial goals, boards should develop and implement internal processes to monitor and track their financial progress and performance throughout the year and adjust strategic plans as required.

The Ministry will provide guidance and resources, as needed, to help boards build and maintain multi-year financial plans (see PG), including:

1. Information about the factors that the Ministry will consider in the annual provincial budget process when establishing educational funding (e.g. regular enrolment, provincially approved labour settlements, etc.)
2. A general overview on what is included in the provincial budget for boards over a multi-year fiscal plan period, including an estimator tool for school districts to estimate allocations over a multi-year timeframe (see Policy Guidelines); and
3. Greater certainty for multi-year planning by working with boards (in collaboration with the BC Association of School Business Officials) to ensure that projected funding pressures are identified for the annual provincial K-12 budget process.

Board reporting

The Ministry has a robust annual [school district financial reporting framework](#) that boards use to meet their reporting requirements as specified in the School Act and to align with the Budget Transparency and Accountability Act. Boards will use this existing financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on boards' progress towards meeting board objectives as outlined in their multi-year financial plans (for example, enhanced student educational outcomes and other operational needs of the board).

The Ministry will review the information above, as part of their annual review of financial reporting, and provide feedback and support, as needed, to build boards' financial planning, monitoring and reporting capacity.

The Ministry will also:

1. Publish a provincial summary of the annual budget and year-end spending information that boards provide to the Ministry; and
2. Consult with boards, as needed, when making changes to the Policy

Policy guidelines and resources

- Key Dates for Policy Implementation **(being updated)**
- [Questions and Answers \(PDF, 253KB\)](#)
- An Estimator Tool, tailored specifically to individual School Districts, can be found [here](#).

Policy alignment

The policy is aligned with other policies and provincial expectations to improve financial transparency, accountability, and educational outcomes for students in the K-12 education system, including:

- [Provincial Government Core Policy and Procedures Manual](#) which boards, as public sector organizations, are expected to follow
- [Policy for Student Success \(PDF, 338KB\)](#)
- The goals and objectives of the [Framework for Enhancing Student Learning](#), (including the Implementation Guide for the Framework) and the [Enhancing Student Learning Order \(PDF, 173KB\)](#)
- [School District Financial Reporting](#)
- The Ministry of Education and Child Care's strategic goals and resulting service expectations in the current [Ministry Service Plan](#) that have been established in consultation with the sector
- [Indigenous Education Targeted Funding Policy](#)
- [K-12 Provincial Accumulated Operating Surplus Policy](#)

Authority for the policy

- [B.C. School Act](#) s.81, s.110, s.156.
- [Enhancing Student Learning Reporting Order \(PDF, 173KB\)](#)
- [Budget Transparency and Accountability Act](#)

Information and other resources

- [B.C. School Act](#)
- [Operating Grant Tables](#)
- [Vision for Student Success](#)
- [Reporting on Student Success](#)

Policy 24

POLICY 24 – FINANCIAL PLANNING AND REPORTING

The purpose of the Financial Planning and Reporting Policy (Policy) is to provide greater transparency and accountability for the planning and reporting of financial resources managed by the Board of Education of School District No. 79 (Cowichan Valley) (Board). This Policy aligns with and ensures compliance with the Ministry of Education and Child Care (Ministry) Financial Planning and Reporting Policy which requires that the Board develop, implement and provide to the Ministry multi-year financial plans to show how funding and resources have been allocated in support of the Board's strategic priorities and operational needs with a focus on improving outcomes for all students.

Specifically

The Board will:

1. Ensure that it adequately plans for core educational programs;
2. Develop a multi-year financial plan which includes the efficient and effective allocation of resources;
3. Align financial planning decisions with strategic priorities;
4. Identify a process of engagement with the local community, education partners, First Nations and the BC Metis Nation that will provide an opportunity for stakeholders to provide input into the development of the Annual Budget and multi-year financial plan;
5. Ensure that the Annual Budget and multi-year financial plans are developed in accordance with applicable legislation, regulations and Treasury Board policy; and
6. Report annually on the progress towards alignment of funding with the Board's strategic plan and priorities, operational goals, and student educational outcomes.

Budget Development and Multi-Year Plan

The Board authorizes the Superintendent and Secretary-Treasurer to develop the Annual and Amended Budgets and the multi-year financial plan.

The Annual and Amended Budgets will be compiled and submitted in the form and containing the content specified by the Ministry of Education and Child Care.

The Annual and Amended Budgets and multi-year financial plan will prioritize funding for mandated educational programs and, where available, may support the Board's strategic priorities and operational plans.

Each year, at the February Open Board meeting, the Board will approve the Annual Budget timelines which will include a process and schedule for engagement with the local community and educational partners. This process will include engagement of First Nations and the BC Metis Nation. The multi-year financial plan will also be included at this time.

Prior to the presentation of the Annual Budget to the Board for approval, a report will be provided to the Board on all input received, and identify how that input has been considered in the development of the Annual Budget and multi-year financial plan.

Financial Reporting

The Board authorizes the Superintendent and Secretary-Treasurer to monitor financial reporting of the Annual Budget. Year-End Financial Projections will begin monthly beginning in December of each year.

Quarterly financial reports will be compiled and submitted to the Ministry in the form and containing the content specified by the Ministry of Education and Child Care.

Annually, the Board of Education will communicate its progress towards the alignment of funding and resources with the Board's strategic priorities, operational goals and student outcomes. Progress will be reported annually through the publication of the audited financial statements and an accompanying Financial Statement Discussion and Analysis Report.

Legal Reference: Sections 65, 85.2, 110, School Act

**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, MAY 17, 2022 AT 4:30 PM VIA ZOOM**

Trustee Johanne Kemmler, Chair
Trustees Candace Spilsbury Barb de Groot, Randy Doman, Elizabeth Croft, and Joe Thorne
Jason Sandquist, Secretary-Treasurer
Tom Longridge, Associate Superintendent
Larry Mattin, Director of Instruction
Mike Russell, Director of Communications
Erin Egeland, Associate Secretary-Treasurer
Richard Dyle, Director of Operations
PRESENT: Charlie Coleman, District Principal of Indigenous Education
Mike Greenslade and Louise Thomson, CVTF
Camila Bhandari-Arscott, CVPVPA
Vicki Miller, USW
Kelsey Scholz, CUPE
Carmen Sundstrom, DPAC
Scarlette Lacroix, DSAC

Claire Spencer, Recording Secretary

APOLOGIES: Trustee Rob Hutchins
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent

1. **Call to Order**

Trustee Kemmler 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**

Carmen Sundstrom: This Thursday is last DPAC meeting of school year, and will begin with the AGM. They are hoping to have some new faces join the team. Work to complete outstanding agenda items is ongoing. It is lovely to hear about the celebrations that are being planned at schools.

Mike Greenslade: He has been dealing with teachers regarding the new staffing process. With systematic changes there are some keeners, some cautiously optimistic, some pessimistic and those who are outright resisters. He has been navigating with the different groups and trying to get everyone on board. He fully endorses the new system and feels it's good for teachers and ultimately good for kids.

Kelsey Scholz: CUPE members are hanging in there as the school year heads into the home stretch.

Vicki Miller: USW members are all working hard, trying to get jobs completed before summer starts.

Camila Bhandari-Arscott: With schools again being able to hold gatherings, secondary schools are having dances, while still being mindful and making sure kids are making safe choices. Grad

committees and grad fundraising are in full swing. To recognize the National Day of Awareness for Missing and Murdered Indigenous Women and Girls, red dresses were hung in the dome at Frances Kelsey Secondary and students had the opportunity to unpack that conversation in their advisory classes. Frances Kelsey and Cowichan Secondary also acknowledged Moose Hide Campaign Day on May 12. Frances Kelsey's Outdoor Ed class went on a ride in the pouring rain and camped out overnight. Chess clubs are up and running. Photography students at Cowichan Secondary had an instructor visit through the Artist in the Classroom program. The January student assessment cycle was missed due to the pandemic. Assessments were completed in April and are being reviewed to determine what can be done in classrooms to support the application of learning. Every school has a Framework for Enhancing Student Learning (FESL), and linking into the assessment data informs them of what they want to do next.

Scarlette Lacroix: DSAC meetings have been fun and informative. She is just back from a leadership camp at Capernwray on Thetis Island which was awesome. Everyone had a ton of fun and they got to know each other better. She is excited to continue with DSAC next year and meet the new members.

Candace Spilsbury: The Board is looking forward to enjoying the graduation ceremonies and other year-end events at schools, and wants to thank everyone for all they are doing at the schools. The Board has recently passed the budget, annual facilities plan and election bylaw so is feeling ready for fall. They are watching and continuing to learn how best they can support schools and staff so kids have the best education possible. The District hosted the BCSTA AGM's Indigenous Day of Learning, and attendees have shared that the event was great and our staff was spectacular. Quite a number of people from Cowichan went to Vancouver, each one with expertise to add to the event. Trustee Thorne thanked everyone for their support. The team from Cowichan did awesome, and over 550 delegates attended. A lot of good things came out of the day, and he expects they will start to see changes come into effect next year. He is proud of everyone who helped with the day - whether they were in attendance in person or just in spirit. He is looking forward to bringing a similar event home to SD79 to show everyone a little taste of what happened in Vancouver. He thanked everyone for the chance to speak and be listened to. Candace Spilsbury advised that the Board will partner with DPAC to hold a Cowichan Valley Indigenous Day of Learning in the fall, as suggested by Carmen Sundstrom at an earlier Advisory Committee Meeting.

Jason Sandquist: He has been working with Richard Dyle on a draft long-range facilities plan for the Board, and eventually for the Advisory Committee to provide feedback on. The plan looks out over the projected enrolment for the next 10 years and whether our facilities will be able to accommodate the number of students. The School Board election will take place on October 15, 2022. Former Secretary-Treasurer Bob Harper is the Chief Election Officer and Claire Spencer is the Deputy Election Officer. The nomination period opens August 30. All 1700 stone footings have now been installed at the new Cowichan Secondary site, with mounds of dirt on site to compress them and weigh them down. Work on footings will begin next week and by September framing work should be underway.

Thomas Longridge: He highlighted the reality of kids coming together to celebrate the end of the school year. Having families be able to engage in the celebration at graduation ceremonies again is going to be fabulous. It is such a gift that kids can again attend field trips together out in the community. The footprint of the new Cowichan Secondary School can now be seen from the air. The design completion has now gone from 60% up to 90%. The project is currently two weeks ahead of schedule and is on budget. A group from SD79 visited recently-built schools on the mainland to see dividers, furniture, etc., to help determine choices for the new Cowichan Secondary. Transition preparations (entry to Kindergarten, from elementary to secondary, and from grade 12 to post secondary) are all well underway, while ensuring there is inclusive support for kids who need extra

help transitioning from one phase to the next. He raised his hands to Operations who are building the stages and moving furniture around to accommodate graduation ceremonies. The DSAC leadership camping trip to Capernwray was a tremendous opportunity for students to connect and plan together. The Gravity Car Challenge will take place at the motor circuit tomorrow. This is spectacular event and the kids are really excited to demonstrate their skills.

3. **Old Business**

3.1 Truth and Reconciliation (Standing Item)

3.1.1 Equity Scan Draft Surveys – Charlie Coleman

Information on the Equity in Action project was presented at a previous Advisory Committee Meeting. Since then surveys for elementary students, secondary students, parents, and staff members have been drafted. Meeting attendees were divided into four breakout rooms (one room for each survey) where a facilitator led a review of the surveys and collected feedback. The feedback will be shared with the District's Equity Team at their meeting next week. The finalized surveys are scheduled for release in September 2022.

4. **New Business**

4.1 Declaration on the Rights of Indigenous Peoples Act Action Plan – Extracts
Charlie Coleman

This item was deferred to the next Advisory Committee Meeting, in the fall.

5. **Adjournment**

The meeting adjourned at 5:33 p.m.