

REGULAR BOARD MEETING AGENDA
Tuesday, June 25, 2019
7:00pm

A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternately, copies are available on request from Debbie.Page@sd71.bc.ca.

1. **Call to Order**

The Board of Education acknowledges that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

2. **Adoption of Agenda**

Recommendation:

THAT the Board of Education adopt the June 25, 2019 Regular Public Board Meeting Agenda as presented.

3. **Board Meeting Minutes**

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes as provided:

- Pg. 6
Pg. 12
- ***Regular Public Board Meeting Minutes, May 28, 2019; and***
 - ***Special Public Board Meeting Minutes, June 4, 2019***

4. **Old Business**

- i. **Trustee Remuneration**, Janice Caton, Board Chair

Recommendation:

THAT the Secretary Treasurer conduct a review of Trustee remuneration commencing September 2019.

5. **Report on In-Camera Meeting – Tuesday, May 28, 2019**

- Personnel

Report on Special In-Camera Meeting – Wednesday, May 29, 2019

- Personnel
- Governance

Report on Special In-Camera Meeting – Monday, June 17, 2019

- Personnel
- Governance
- Facilities

6. **Board Chair’s Report** – Verbal Report

7. **Presentations / Delegations**

1. Charlotte Kimmins, *Plastic Elimination Initiative*
2. Serina Allison, *Alignment and Coherence of the Comox Valley Schools EOL Initiative*

Board Information

8. **Education Committee Meeting – No June Meeting**

Next Education Committee Meeting:

DATE: Tuesday, September 10, 2019 (RE: School Start-Up)

TIME: 6:30 pm

LOCATION: School Board Office, Board Room

9. **Strategic Direction**

A. **Superintendent**

Pg. 13 i. **District News**

Board Information

Pg. 15 ii. **Board Policies and Administrative Procedures (*HotLink*)**, Briefing Note, Dean Lindquist

Recommendation:

THAT effective August 1, 2019 all current School District No. 71 (Comox Valley) Administrative Procedures, Bylaws, Board Policies, with the exception of the Trustee Elections Bylaw and the Appeals Bylaw be rescinded.

THAT effective June 25, 2019 the Board of Education approve the Board Policy Handbook as provided.

THAT the Board of Education acknowledge receipt for information purposes only the Administrative Procedures Manual.

Pg. 17 iii. **Approval of the 2019-23 Strategic Plan (*HotLink*)**, Briefing Note, Dean Lindquist

Recommendation:

THAT the Board of Education approve the 2019-23 Comox Valley School's Strategic Plan.

B. Student Services

- i. **Sexual Health Delivery**, Verbal Update, Esther Shatz

Board Information

C. Secretary Treasurer

- Pg. 18** i. **Personal Information Directory (HotLink)** Briefing Note, Nicole Bittante

Recommendation:

THAT the Board of Education receive this briefing note as information.

- Pg. 20** ii. **2019/2020 Board Meeting Schedule**, Briefing Note, Nicole Bittante

Recommendation:

THAT the Board of Education approve the 2019/2020 Board Meeting Schedule as presented.

D. Human Resources

- Pg. 22** i. **Retirements and Recognition**

Recommendation:

THAT the Board of Education receive this report as information.

10. Board Committee Reports

- Pg. 23** - **Finance Committee Board Report** – Monday, June 17, 2019

Recommendation:

THAT the Board of Education receive the Finance Committee Board Report as provided.

- Pg. 27** - **Audit Committee Board Report** – Tuesday, June 18, 2019

Recommendation:

THAT the Board of Education receive the Audit Committee Board Report as provided.

- Pg. 66** - **Facilities Committee Board Report** – Tuesday, June 18, 2019

Recommendation:

THAT the Board of Education receive the Facilities Committee Board Report as provided.

11. **Board Business / Correspondence**

i. **Trustee Report:**

Information Meeting with BC Housing, Whistler Sustainability Centre et.al, May 23, 2019, CFB Comox Base re: **Employee Housing Initiatives**, Sheila McDonnell, Trustee (Baynes Sound, Hornby and Denman Islands)

Board Information

ii. Notice of Motion, Sheila McDonnell, Trustee (Baynes Sound, Hornby and Denman Islands)

THAT the Board of Education direct senior administration to consult with the City of Courtenay, CVRD, Island Health, MCFD, community agencies and the public regarding opportunities for shared space and a community service hub at the Lake Trail School site and proposed childcare centre.

iii. School District Contribution to PACs, Janice Caton, Board Chair

Recommendation:

REFER to the Finance Committee for review.

iv. **Student Engagement**, Janice Caton, Board Chair

Recommendation:

THAT the Board of Education commit to a student engagement forum around environmental sustainability, beginning Fall 2019.

Pg. 68 v. Correspondence received from Don Reimer re: **Hornby Island Community School**

Board Information

Pg. 69 vi. Correspondence received from John Newman re: **Affordable Housing**

Recommendation:

REFER to the Facilities Committee.

Pg. 70 vii. Correspondence received from Rob Fleming, Minister of Education re: **Funding Model Implementation Progress Report, June 2019**

Board Information

- Pg. 85** viii. Correspondence received from Sean Toal, Field Experience Coordinator, Vancouver Island University re: **Student Teacher Placements 2018/2019**

Board Information

12. **Public Question Period**
13. **Adjournment**

REGULAR BOARD MEETING MINUTES
Tuesday, May 28, 2019
7:00pm

A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternately, copies are available on request from Debbie.Page@sd71.bc.ca.

1. **Call to Order – 7:05 pm**

The Board of Education acknowledges that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

Present:

Trustees

Janice Caton, Board Chair
Tonia Frawley, Vice Chair
Ian Hargreaves
Sheila McDonnell
Kat Hawksby
Michelle Waite
Sarah Jane Howe

Staff

Dean Lindquist, Superintendent of Schools
Tom Demeo, Assistant Superintendent
Nicole Bittante, Secretary Treasurer
Candice Hilton, Director of Finance
Geoff Manning, Director of Instructional Services K-12
Esther Shatz, Director of Instruction (Student Services)
Josh Porter, Director, Information Technology
Debbie Page, Recording Secretary

Regrets

Lynda-Marie Handfield, Director of Human Resources
Ian Heselgrave, Director of Operations
Mary Lee, Communications & Community Engagement Manager

2. **Adoption of Agenda**

Recommendation:

THAT the Board of Education adopt the May 28, 2019 Regular Public Board Meeting Agenda as presented. CARRIED

3. **Board Meeting Minutes**

Recommendation:

THAT the Board of Education adopt the Regular Board Meeting Minutes of April 23, 2019 and Committee of the Whole Meeting Minutes of May 15, 2019 as presented. CARRIED

4. **Old Business**

Report on In-Camera Meeting – Tuesday, April 23, 2019

5.
 - Personnel

6. **Board Chair’s Report – Verbal Report**

Board Chair Janice Caton acknowledged and thanked parents for their participation and hard work in supporting students in the district.

7. **Education Committee Meeting Highlights, Verbal Report – May 28, 2019**

- Hornby Island School tour – work completed to date
- PAC members in attendance
- International Student Program (ISP) presentation w/Steve Knight
- Thank you to everyone who travelled over to Hornby for the Education Committee Meeting

Next Education Committee Meeting - No June Meeting

DATE: Tuesday, September 10, 2019 (RE: School Start-Up)

TIME: 6:30 pm

LOCATION: School Board Office, Board Room

Recommendation:

THAT the Board of Education receive this report as information. CARRIED

8. **Strategic Direction**

A. **Superintendent**

i. **District News**

- Congratulations to the *Comox Valley Strikers U18 Girls Volleyball Team* – winners of the provincial championship – team players from Highland, Mark R. Isfeld and G.P. Vanier
- Highland Secondary Students *Incredible Send-Off to Tinney Davidson* – Tinney has been waving to kids on their way to soon since 2007
- *Flash Forward Incubator Program* – students showcased their photography artwork in the province’s elite arts festival
- Comox Valley Schools Partnerships with *Courtenay Fish and Game Club* – Archery Program has been offered through physical education classes at two community schools: Lake Trail Middle and Cumberland Community School
- Kara Dawson, Information Technology Support Teacher – awarded a *Prime Minister’s Award for Teaching Excellence in STEM* (Science, Technology, Engineering and Mathematics), Certificate of Achievement

- ii. **2019-23 Strategic Plan**, Briefing Note, Dean Lindquist

Recommendation:

THAT the Board of Education receive this briefing note as information.

CARRIED

- iii. **School Catchment Areas Pre-Consultations**, Briefing Note, Dean Lindquist

Recommendation:

THAT the Board of Education refer this report to the Facilities Committee for review.

CARRIED

- iv. **Process for Provincial and Local Negotiations**, Verbal Update, Dean Lindquist

Superintendent Dean Lindquist gave a verbal update for Board information.

B. Assistant Superintendent

- i. **Board Authority Authorized (BAA) Course Offerings**, Briefing Note, Tom Demeo

Recommendation:

THAT the Board of Education, School District No. 71 (Comox Valley) approve the updated Board Authority Authorized courses as being presented in the new curriculum format.

CARRIED

- ii. **School Fees**, Briefing Note, Tom Demeo

Recommendation:

THAT the Board of Education, School District No 71 (Comox Valley) approve the attached Fee Schedules for the 2019/2020 school year.

CARRIED

C. Secretary Treasurer

- i. **Carbon Neutral Report**

Recommendation:

THAT the Board of Education receive the 2018 Carbon Neutral Action Report as information.

CARRIED

- ii. **Student Services**

- i. **Adolescent Health Survey**, Briefing Note, Esther Shatz

Recommendation:

THAT the Board of Education receive this briefing note as information.

CARRIED

- iii. **Human Resources**

- i. **Retirements and Recognition**

W2W Milestone Celebration

DATE: Wednesday, June 19, 2019

TIME: 4 pm to 6 pm

LOCATION: Filberg Centre, Courtenay, BC

Retirements

Maye Davis, Teacher, G.P. Vanier Secondary School will retire June 30, 2019 after 29 years of service with the district.

Mike Reilly, Teacher, Mark R. Isfeld Secondary School will retire effective June 30, 2019 after 28 years of service with the district.

Lisa Gordon, Teacher, Mark R. Isfeld Secondary School will retire effective June 30, 2019 after 21 years of service with the district.

Amy Ashlyn, Teacher, Ecole Robb Road Elementary School will retire effective June 30, 2019 after 38 years of service with the district.

Jim Curtin, Teacher, Cumberland Community School will retire effective June 30, 2019 after 22 years of service with the district.

Matt Bourget, Teacher, Navigate/NIDES will retire effective June 30, 2019 after 21 years of service with the district.

Recognition

Kiirsten Hipwell, Teacher (on leave), Ecole Robb Road Elementary School resigns effective June 30, 2019 after 8 years of service with the district.

Recommendation:

THAT the Board of Education receive this report as information.

CARRIED

- 9. **Board Committee Reports**
- Finance Committee Board Report – Wednesday, May 15, 2019

Recommendation:

THAT the Board of Education receive the Finance Committee Board Report as provided.

CARRIED

- Facilities Committee Board Report – Monday, May 6, 2019

i. Annual Facilities Grant - 2019-20 Spending

Recommendation:

THAT the Board of Education approve the Annual Facilities Grant – 2019-20 Spending Plan as presented.

CARRIED

ii. 2020-21 Five Year Capital Plan

Recommendation:

THAT the Board of Education approve the 2020-21 Five Year Capital Plan submission as presented.

CARRIED

iii. Capital Project Updates: Lake Trail and Hornby Island, Briefing Note, Ian Heselgrave, Director of Operations

Board Information

Recommendation:

THAT the Board of Education receive the Facilities Committee Board Report as provided.

CARRIED

10. Board Business / Correspondence

i. BC School Trustees Association (BCSTA) Annual General Meeting, April 25-28, 2019, Vancouver, BC

Trustees who attended the BCSTA AGM provided a verbal report for Board information.

ii. National Farm to Feed Conference, May 15-17, 2019, Verbal Report, Sheila McDonnell, Trustee, Baynes Sound, Hornby and Denman Islands

Trustee Sheila McDonnell provided a verbal report for Board information.

- iii. Correspondence from Bob Wells, Chair, Comox Valley Regional District
re: **Bike to Work Week** – information regarding registration, trip logs and prizes:
www.biketowork.ca

Board Information

- 11. **Public Question Period**
- 12. **Adjournment – 8:34 pm**

SPECIAL BOARD MEETING MINUTES
Tuesday, June 4, 2019
7:00pm

A copy of the Public Board Meeting Agenda is available on the School District website at:

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1. **Call to Order**

The Board of Education acknowledges that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

2. **Adoption of Agenda – 7 pm**

Recommendation:

THAT the Board of Education adopt the June 4, 2019 Special Public Board Meeting Agenda as presented.

CARRIED

A. Secretary Treasurer

3. **2019-2020 Annual Budget and Bylaw**

Recommendation:

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw 2019/2020 in the amount of \$105,467,706 receive its first reading.

CARRIED

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw 2019/2020 in the amount of \$105,467,706 receive its second reading.

CARRIED

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2017 to have the third reading of the Annual Budget Bylaw 2019/2020 in the amount of \$105,467,706 at a subsequent meeting.

CARRIED

THAT School District No. 71 (Comox Valley) Annual Budget Bylaw 2019/2020 in the amount of \$105,467,706 receive its third and final reading.

CARRIED

4. **Public Question Period**

5. **Adjournment – 7:12 pm**



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Board of Education of School District No. 71

BRIEFING NOTE

TO: Board of Education

DATE: June 25, 2019

RE: *District News*

There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to debra.page@sd71.bc.ca so that monthly we can honour all that our schools do to support the community and world.

A Valley Educator Teaches her Students to Honour Indigenous Language and Culture through Art

<https://www.comoxvalleyschools.ca/apps/news/article/805378>



Nineteen Indigenous students from Puntledge Park Elementary School have transformed the First Nation's words of a song written and gifted to Comox Valley Schools into a colourful picture book.

The book, titled *Little Giwas*, is part of a learning journey for Colleen Devlin, Indigenous Education K/Gr. 1 teacher, who recently began to learn Kwak'wala, a dialect spoken among 250 Indigenous people throughout the Pacific Northwest Coast.

Strategic Plan 2019-2023

<https://22.files.edl.io/4d28/06/18/19/203953-38045495-c2f4-4158-b1d8-f850f25676c8.pdf>

The *Draft* Strategic Plan for 2019-2023 is a living document that provides the Board with a focused direction and enables the Board's practice of implementing evidence-based decision-making regarding priority and goal attainment. Data and analysis have been pulled together to form the plan that will set the priorities, goals and actions for the next four years.

Community, district partners, staff and students are invited to review the draft plan and provide feedback. Your input is valuable to us and will reflect the work of the Board for the duration of their tenure in office.

Kindly, submit feedback to: communications@sd71.bc.ca



Thunderbird and Orca Carving

by Karver Everson

G.P. Vanier Secondary School entryway is home to the Thunderbird and Orca carving, unveiled by creator and local artist Karver Everson, in a special ceremony on May 12, 2019.

School Board Office Summer Hours

**Tuesday, July 2, 2019 to Friday, August 31, 2019 (inclusive)
8 am to 4 pm**

**Re-Opening Tuesday, September 3, 2019
Returning to Regular Office Hours: 8:30 am to 4:30 pm**

TO: Board of Education **DATE:** June 25, 2019
FROM: Dean Lindquist, Superintendent of Schools
RE: **Approval of the Board Policy Handbook and Receipt of the Administrative Procedures**

Background

In January the Board began a detailed process to look at their role clarification and accountability model. This process was facilitated by Dr. Leroy Sloan. The process involved developing and implementing clear role definitions and ensuring responsibility and accountability are integral parts of the governance process. It was also made clear that through the governance process, well aligned and coherence bylaws, policies and administrative procedures support the board in ensuring strong and effective board governance.

Over the course of the last 5 months, the Board and or Policy Committee and Senior Leadership members met with Dr. Sloan for additional work on policy administrative procedure development and alignment of processes for governance.

Implications

The board will need to pass all three recommendations if they are to proceed with the approval of the Board Policy Handbook and receipt of the administrative procedures.

The Policy Committee, over the next three years, will need to be tasked with a significant review of all new policies and administrative procedures. All trustees will need to become conversant with the new Board Policy Handbook as there are procedural changes for the purpose of governance that are identified in the policies.

There is strong alignment and coherence between the Board Policy Handbook and the Administrative Procedures. The process review ensured that board policies also aligned with current Ministry requirements.

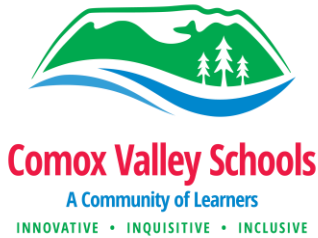
The resolutions below that are required for the new Board Policy Handbook to be approved is dated for August 1, 2019. The time difference between the board meeting and August 1 is to provide adequate time for the policy handbook and administrative procedures to be placed on the district site with links activated to any support document.

Recommendation

That effective August 1, 2019, all current School District No. 71 (Comox Valley) Administrative Procedures, Board Bylaws, Board Policies, with the exception of the Trustee Elections Bylaw and the Appeals Bylaw be rescinded.

That effective June 25, 2019 the Board approve the Board Policy Handbook.

That the Board acknowledge receipt for information purposes only the Administrative Procedures Manual.



Comox Valley Schools

Office of the Superintendent of Schools

BRIEFING NOTE

TO: Board of Education **DATE:** June 25, 2019
FROM: Dean Lindquist, Superintendent of Schools
RE: Approval of the 2019 – 23 Strategic Plan

Background

The strategic planning document provides the board with high level direction to guide its work through the course of its mandate. Over the course of the past few months, the board and senior leadership have worked individually and collectively with educational partners to reframe the direction of the board for the next four years.

Two staff and two public consultations were held at the Board Office and a strategic plan survey was also used to provide staff, parents and community members with an additional opportunity to participate in this important consultation process. (Note: At last month's public board meeting, the data collected was provided as an attachment to the Superintendent's Report about the work being completed on the Strategic Plan 2019-23.)

In addition, many working meetings were held to ensure trustees were engaged in the development of the final document. The latest draft of the Strategic Plan was placed on the web page for the past week.

We are now at the approval stage for the board to accept the strategic plan. The plan was written to be a "living" document and as such, the board may add or delete actions over the course of the next four years depending upon need or to be responsive to the changing educational landscape. Key to the board's success in implementing, monitoring and completing the work identified in the plan will be ensuring the number of action statements remains doable and that the strategic plan keeps the district responsive to board direction.

Implications

Following approval of the Board's Strategic Planning Document, a schedule for reporting progress on the action items should be created and possibly tracked as an appendix to the Board's Annual Work Plan.

Recommendation

THAT the Board of Education approve the 2019-23 Comox Valley School's Strategic Plan.

BRIEFING NOTE

TO: Board of Education **DATE:** June 25, 2019
FROM: Nicole Bittante, Secretary-Treasurer
RE: **Personal Information Directory**

Purpose

This briefing note is to advise the Board of Education that the requirements under section 69(6) of the Freedom of Information and Protection of Privacy Act (the “Act”) to create and maintain a Personal Information Directory (PID) have been met.

Background

Under section 69(6) of the Freedom of Information and Protection of Privacy Act (the “Act”), public bodies, including school districts, are required to create and maintain a PID which lists the specific collections of personal information maintained by the district. This requirement helps to ensure that school districts are maintaining an appropriate inventory of the personal information maintained by their programs and departments. It also assists members of the public to understand what personal information is maintained by school districts, and in this sense supports transparency in data management practices.

it is necessary to first consider the meaning of “personal information”. As defined in the Act, “personal information” includes any recorded information about an identifiable individual other than business contact information. It includes a broad range of information, such as an individual’s name, personal contact information, educational and employment history.

Section 69(6) of the Act provides that the PID must be made available to the public and set out the following information about each personal information bank:

- its title and location;
- a description of the kind of personal information and the categories of individuals whose personal information is included;
- the authority for collecting the personal information;
- the purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed by the school district;
- the categories of persons who use the personal information or to whom it is disclosed

Implication

In accordance with section 69(6) of the Act, School District No. 71 has created a PID and it is attached for information. The PID will be posted on the District's webpage for public information.

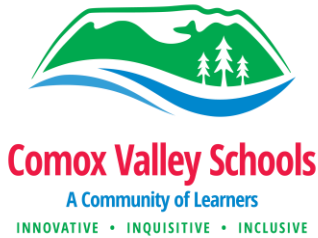
Recommendation

It is recommended that the Board of Education receive this briefing note as information.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer



Comox Valley Schools

School District No. 71
Office of the Secretary-Treasurer

BRIEFING NOTE

TO: Board of Education **DATE:** June 25, 2019
FROM: Nicole Bittante, Secretary-Treasurer
RE: **2019-20 Board Meeting Schedule**

Purpose

This briefing note is to propose the attached Board Meeting schedule to the Board of Education for approval for the 2019-20 school year.

Background

Per Board Procedural Bylaw 2017, all regular meetings of the Board will be held on the fourth Tuesday of the month.

All meetings will be held at the School Board Office.

No regular meetings will be held in July or August.

Recommendation

It is recommended that the Board of Education approve the 2019-20 Board Meeting schedule as presented.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

2019-20 Board Meeting Schedule

DATE	TIME	MEETING	VENUE
September 24, 2019	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
October 22, 2019	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
November 26, 2019	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
December 17, 2019	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
January 28, 2020	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
February 25, 2020	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
March 31, 2020	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
April 28, 2020	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
May 26, 2020	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office
June 23, 2020	6:00	In-Camera Meeting	School Board Office
	7:00	Regular Board Meeting	School Board Office



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Board of Education of School District No. 71

BRIEFING NOTE

TO: Board of Education

DATE: June 25, 2019

RE: **Human Resources Administration**
Retirements and Recognition

Retirements

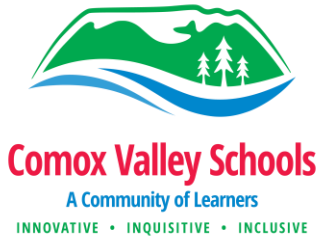
Annie Boulding, Teacher, Lake Trail Middle School will retire effective July 31, 2019 after 20 years of service with the district.

Patricia Vermette, Youth and Family Program Worker, Lake Trail Middle School will retire effective August 31, 2019 after 14 years of service with the district.

Recognition

Jessica Flowers, Indigenous Support Worker, Miracle Beach Elementary School will resign effective June 27, 2019 after 2 years of service with the district.

Kelly Allen, Education Assistant (on leave) Royston/Arden Elementary Schools resigned effective May 21, 2019 after 8 years of service with the district.



FINANCE COMMITTEE
BOARD REPORT

Date: Monday, June 17, 2019
Time: 3:00pm – 4:00pm
Venue: School Board Office

Committee Members:

Tonia Frawley: Chairperson
Ian Hargreaves: Trustee
Sarah Jane Howe: Trustee - REGRETS
Nicole Bittante, Secretary-Treasurer

Dean Lindquist, Superintendent- REGRETS
Tom Demeo, Assistant Superintendent- REGRETS
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations - REGRETS

Guests: Cathie Collins, Manager of Finance

A. WELCOME

The Chair welcomed the Committee and commenced the meeting at 3:00pm.

B. ITEMS DISCUSSED

NONE

C. ITEMS FOR INFORMATION

1. Financial Update
 - a. Operating Fund Projection – May 31st
 - b. Capital Fund Update – May 31st

D. FUTURE AGENDA ITEMS

NONE

E. ADJOURNMENT

The meeting was adjourned at 3:40pm.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at May 31, 2019

	2018-19 AMENDED ANNUAL BUDGET	2018-19 ACTUAL to May 31st	2018-19 PROJECTION to June 30th	2018-19 PROJECTED for the year	VARIANCE from budget	
OPERATING FUND						
REVENUE						
Provincial Grants						
Ministry of Education	80,171,728	72,444,690	8,096,922	80,541,612	(369,884)	1
Other						
Tuition	4,628,750	4,704,508	10,000	4,714,508	(85,758)	
Other Revenue	462,728	580,830	25,000	605,830	(143,102)	2
Rentals and Leases	150,000	126,715	23,285	150,000	0	
Investment Income	320,000	386,323	45,000	431,323	(111,323)	3
TOTAL OPERATING REVENUE	85,733,206	78,243,065	8,200,207	86,443,272	(710,066)	
EXPENSES						
Salaries						
Teachers	33,158,430	29,613,595	3,290,399	32,903,995	254,435	
Principals/Vice-Principals	4,826,569	4,475,105	406,828	4,881,933	(55,364)	
Educational Assistants	5,084,774	4,271,659	624,629	4,896,288	188,486	
Support Staff	7,579,315	6,635,051	737,228	7,372,278	207,037	
Other Professionals	2,487,840	2,427,038	220,640	2,647,678	(159,838)	4
Substitutes	2,487,445	2,748,392	305,377	3,053,769	(566,324)	5
Total Salaries	55,624,373	50,170,840	5,585,100	55,755,940	(131,567)	
Employee Benefits	14,005,635	12,501,493	1,041,791	13,543,284	462,351	
Total Salaries and Benefits	69,630,008	62,672,333	6,626,891	69,299,224	330,784	
Services and Supplies						
Services	4,331,483	3,631,008	483,900	4,114,908	216,575	6
Student Transportation	1,933,125	1,507,612	425,513	1,933,125	0	
ProD and Travel	709,000	614,401	94,599	709,000	0	
Dues and Fees	119,200	54,480	64,720	119,200	0	
Insurance	201,800	178,074	23,726	201,800	0	
Supplies	5,458,564	4,589,820	595,816	5,185,636	272,928	
Utilities	2,049,499	1,669,471	310,028	1,979,499	70,000	7
Total Services and Supplies	14,802,671	12,244,866	1,998,302	14,243,168	559,504	
TOTAL OPERATING EXPENSES	84,432,679	74,917,198	8,625,193	83,542,391	890,288	
Surplus Appropriation	1,709,473			1,709,473		
Transfer to Local Capital	(3,010,000)			(3,010,000)		
OPERATING SURPLUS (DEFICIT)	0	3,325,867	(424,986)	1,600,353	1,600,353	8

Variances from budget greater than 5% are explained on following page.

Results may vary from actual.
Each successive projection will be more reliable as the period being projected becomes shorter and there is more time spent understanding the underlying reasons for emerging trends.
For discussion purposes only.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at May 31, 2019

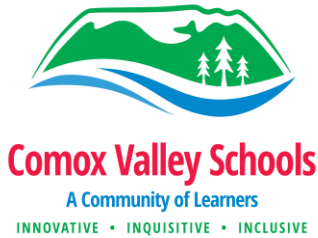
- 1 Increase in Ministry revenue over what was budgeted is due to receipt of additional grants/revenues: Strategic Priorities grant - \$33,000 LEA Capacity Bulding grant \$6,850, Employer Health Tax grant \$185,891, Salary Differential of \$31,313 and an increase enrolment based funding (February count) of \$259,130. An additional \$146,000 will be removed as per the Ministry Enrolment Audit process. These grants and increases were not known at the time that the amended budget was finalized.
- 2 Industry Training Authority (ITA) funding was not forecasted during amended budget.
- 3 Increase in investment income is due to interest rate increases during the year that were not known and budgeted for.
- 4 Other Professionals Salaries costs are greater than what was budgeted for due to retroactive increases for excluded personnel, unused vacation payments, and increased contract time for excluded personnel.
- 5 Substitute salary costs are greater than what was budgeted for due to higher than anticipated replacement costs for custodial staff and teachers. There may also be a misclassification of teacher salaries to this account, offset by the underspend in teacher salaries.
- 6 Services and supply accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that approximately 95% of the budgets are spent, leaving surpluses in school and district supply and service accounts.
- 7 Next Generation Network estimated recoveries charged to the district by the Province have come in \$70,000 less than what was budgeted.
- 8 Projected operating surplus at May 31, 2019 is approximately \$1,600,353, which is approximately 1.9% of the total operating budget.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
CAPITAL FUND UPDATE - May 31st

CAPITAL FUND		BUDGET	EXPENDITURES to May 31st	Variance \$	Variance %
Capital Assets	Local Capital	6,136,488	1,797,035	4,339,453	29%
	Bylaw Capital	28,320,555	7,033,117	21,287,438	25%

LOCAL CAPITAL	BUDGET	EXPENDITURES to May 31st	Variance \$	Variance %	Notes
GP Vanier Seismic - Board Contribution	600,000	600,000	0	100%	Complete
Lake Trail Seismic - Board Contribution	1,000,000	0	1,000,000	0%	
Lake Trail Playground Equipment	75,000	50,937	24,063	68%	Installation to be completed in summer
Portables	650,000	0	650,000	0%	To be purchased and installed in August
Vehicle/Fleet Replacement	282,608	242,371	40,237	86%	Ongoing replacements
Extra Curricular Van	160,000	0	160,000	0%	Reserve
Photocopier Fleet Replacement	132,229	63,172	69,057	48%	Ongoing replacements
Printer Fleet Replacement	100,000	12,540	87,460	13%	Ongoing replacements
Trades Equipment	45,374	2,566	42,808	6%	Ongoing replacements
21st Century Learning Equipment Initiatives	100,000	0	100,000	0%	Reserve
Land Swap - Prepaid Rent	265,000	0	265,000	0%	Reserve
Land Swap - Proceeds	600,000	0	600,000	0%	Reserve
Board Office Reno	515,598	0	515,598	0%	Reserve
Future Information Technology	1,610,679	825,449	785,230	51%	Reserve
TOTALS	\$ 6,136,488	\$ 1,797,035	\$ 4,339,453		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to May 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,372,146	1,372,146	0	100%	Complete
Lake Trail Seismic Upgrade	22,281,409	1,378,432	20,902,977	6%	Ongoing
Courtenay Elementary Playground Equipment	105,000	100,693	4,307	96%	Complete
Royston Elementary Mechanical Upgrade	930,000	826,912	103,088	89%	Ongoing
Valley View Elementary Boiler Replacement	143,500	143,500	0	100%	Complete
Hornby Island Elementary Fire	2,000,000	3,102,407	-1,102,407	155%	Overspend to be recovered in school replacement funding from Ministry
Airport Elementary Playground Equipment	105,000	0	105,000	0%	2019/20 Annual Capital Programs Funding Agreement
Highland Boiler Replacement	158,000	24,905	133,095	16%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Boiler/Mechanical Upgrades	540,000	45,974	494,026	9%	2019/20 Annual Capital Programs Funding Agreement
Mark Isfeld Flooring Upgrades	203,500	0	203,500	0%	2019/20 Annual Capital Programs Funding Agreement
Cumberland Community School Mechanical Upgrades	482,000	6,673	475,327	1%	2019/20 Annual Capital Programs Funding Agreement
Ecole Puntledge Elementary Boiler Replacement	0	31,475	-31,475		Funds from Cumberland and AFG
TOTALS	\$ 28,320,555	\$ 7,033,117	\$ 21,287,438		



**AUDIT COMMITTEE
BOARD REPORT**

Date: Tuesday, June 18, 2019
Time: 1:30pm - 3:00pm
Venue: School Board Office

Committee Members:

Tonia Frawley: Chairperson
Ian Hargreaves: Trustee
Sarah Jane Howe: Trustee - REGRETS
Nicole Bittante, Secretary-Treasurer
Jessica MacLean, Public Member

Dean Lindquist, Superintendent - REGRETS
Tom Demeo, Assistant Superintendent - REGRETS
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations - REGRETS
Debra Oakman, Public Member

Guests:

Russ Jones, Office of the Auditor General of BC
Lisa Moore, Office of the Auditor General of BC
Paul Lewkowich, Office of the Auditor General of BC
Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Executive Assistant

A. WELCOME

The meeting was called to order at 1:35pm.

The Chair welcomed the Committee and acknowledged the traditional territory of the Komoks First Nation.

B. INTRODUCTIONS

The Committee and guests introduced themselves.

C. ITEMS FOR DISCUSSION

1. Financial Statement Audit Planning Report 2019

The Planning Report was presented by the Office of the Auditor General of BC.

2. Audit Progress

N/A

D. ITEMS FOR INFORMATION

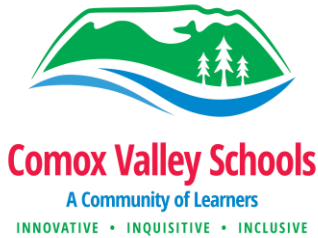
NONE

E. FUTURE AGENDA ITEMS

1. September – Audit Findings Report

F. ADJOURNMENT

The meeting was adjourned at 2:45pm.



FACILITIES COMMITTEE
BOARD REPORT

Date: Tuesday, June 18, 2019
Time: 3:00 – 4:00pm
Venue: School Board Office

Committee Members:

Ian Hargreaves: Chairperson
Michelle Waite: Trustee
Sarah Jane Howe: Trustee - REGRETS
Nicole Bittante, Secretary-Treasurer
Ian Heselgrave, Director of Operations
Tom Demeo, Assistant Superintendent - REGRETS

Recording Secretary: Marlene Leach, Executive Assistant

A. WELCOME

The Chair welcome the Committee and commenced the meeting at 3:05pm.

B. ITEMS FOR DISCUSSION

1. Five Year Capital Plan – Update

New program – Rural Enhancement Program – aimed at communities with population less than 15,000 – intended to provide funding for demolition of unused facilities and consolidation of schools into one building. Comox and Cumberland communities would qualify. No submission this year.

SRG3 (Seismic Retrofit Guidelines) – reassessment completed and 7 additional schools in the Comox Valley have been identified under these new guidelines. A letter will be sent out to the Board shortly from the Ministry. These schools will be added to the Five Year Capital Plan when submitted next week.

2. Long Range Facilities Plan

Motion from the Board meeting of May 28, 2019.

District staff will update the Long Range Facilities Plan over the summer (update enrolment projections, etc.) and bring forward to the Facilities Committee in September for review.

3. Cumberland Community School

Consultant has been engaged to assess Cumberland Community School for options regarding use of space, capacity, etc. Report from consultant will be provided to Facilities Committee in September.

C. ITEMS FOR INFORMATION

1. Hornby Island School

Community Information Session – Thursday, June 20, 2019.
Update to be provided at upcoming Board meeting.

2. Lake Trail Middle School

Update provided on status of project. Update to be provided at upcoming Board meeting.

3. MCFD Childcare BC New Spaces Fund Grant Application

Grant application was completed and submitted to MCFD on June 6, 2019 in partnership with Denman Island Preschool Society.

D. FUTURE MEETINGS/AGENDA ITEMS

1. September - TBD

E. ADJOURNMENT

Meeting was adjourned at 3:55pm.

Hornby Community School Rebuild

To: Hon. Rob Fleming, Minister of Education: educ.minister@gov.bc.ca
Hon. Scott Fraser MLA: scott.fraser.MLA@leg.bc.ca
Hon. John Horgan, Premier: Premier@gov.bc.ca

Cc: Janice Caton, Board Chair, SD 71: janice.caton@sd71.bc.ca
HornbySchoolBuild@gmail.com

Decisions regarding the size and nature of the rebuilding of Hornby Island Community School after the tragic fire of last August are imminent, and this letter is to support the efforts of island residents to ensure that the full size gymnasium is replaced.

In the mid 1980s when the school was built, government had the foresight to redesign the new school plans to include a full size gym with a high ceiling to enable residents of all ages to enjoy meaningful sporting activities on the island. As a rural/remote island, access to facilities in the Comox Valley is limited and expensive, and the local school gym has been the focus of countless athletic and other community activities.

Well-conceived infrastructures are essential to healthy communities and for over three decades the Hornby community and visitors to the island have enjoyed the opportunities that a full size gym offered. I was the principal of Hornby School from 1989 to 1998, and during those years, the Trustees of the Comox Valley School District designated the school as a Community School. In my experience in Prince George and in the Comox Valley, the transition to a Community School was invariably spearheaded by residents who wanted greater access to school facilities, especially the gym. Hornby was no exception.

Community schools thrive in an infrastructure that includes inter-ministerial support. While the Ministry of Education is expected to pay the bill for the new school, there should be recognition of all the other ministries that have benefitted from the proactive decision of the government over 30 years ago. If the current government could draw incrementally from the budgets of several other ministries, and if the community could provide support through fund raising, the vision of the Ministry of Education in 1986 could be once again realized. NOTE: As a lifetime member of ACEbc (Association for Community Education in BC), I can provide examples of the ways many ministries both support and benefit from a community school designation.

My letter is also in support of all efforts to restore the natural history collection and to find space for it in the new rebuilt school. The amazing story of the growth of that collection from a few specimens to a major collection is documented elsewhere in an article by Joy Jefferies, one of the founders of the collection.

Hon. Minister Fleming, Hon. Premier Horgan, and MLA Fraser, the Hornby community is prepared to step up and work tirelessly to achieve these two design features for the new school. I urge you to make them happen.

Sincerely,



Don Reimer

To: Comox Valley School Board

The lack of affordable housing affects the livability in the Comox Valley for children and their families. Statistics Canada reports 45% of households in the Comox Valley Regional District are paying more than 30% of their income in rent and 20% are paying more than 50% of their income.

The solution to the problem is to increase the supply of housing for working families in the Comox Valley. While there is a construction boom of new housing, most of the building is targeted at baby boomers retiring to the valley and is not affordable by families earning under \$60,000.

Proposal

That Comox Valley Schools work with a partnership of non-profit organizations to develop a vision to use under-utilized school lands for affordable workforce housing. All three levels of government would be involved in funding. The project could involve renovation or a new school, dedicated housing for Comox Valley Schools staff as well as a mix of rental and long-term lease housing for the public. Projects like this have started (Burnside School in Victoria)

Disclosure

I am Board Chair of Habitat for Humanity Vancouver Island North. Habitat's current model is to sell homes to working families in need of housing. Habitat is exploring other models that are not traditional homeownership. While I would love for Habitat to be involved and help house families, participation by Habitat is not necessary for my personal dedication to affordable housing in the Valley.



June 17, 2019

Ref: 212368

Dear BCSTA Colleagues:

Another school year is coming to an end—and what a great year it has been for education in British Columbia.

It has been a pleasure to work with so many of you personally, and through the BC School Trustees Association. I would like to thank all of you—both new trustees and those who were re-elected last fall—for your hard work and dedication to supporting public education in your communities.

Before you head out on summer holidays, I want to reflect on some of our accomplishments over the past year, as well as the work underway.

This year we continued to focus all efforts on improving educational outcomes for students. Graduation rates continue to increase, particularly for Indigenous students, who are now completing secondary school at the highest rate in history. We all know there is more work to do as we continue to improve opportunities for all students, and students are depending on your leadership to set clear direction and priorities to support their success. I appreciate your continued effort to set high expectations for student achievement, make evidence-based decisions that are in students' best interest, and engage your communities along the way.

Together we are well underway on a review of British Columbia's education funding model, and I want to take this opportunity to thank all of you for your input so far. The BCSTA and its members have been a crucial partner in the funding model review since day one and are currently taking part in working groups to look at the implications of the review panel's recommendations. The working groups will report back to the Ministry of Education by fall 2019, and I look forward to their assessments. I am pleased to share with you today a [Progress Report](#) funding model review, which provides some additional information on what has been discussed in the working groups to date and next steps.

.../2

This school year we continued to heavily invest in school capital to build new schools, carry out badly needed seismic upgrades and buy property for future schools to meet growing enrolment. We hit a major milestone in April, surpassing \$1 billion in school capital approvals since forming government. Our government has now approved \$625.5 million in seismic projects that will make more than 20,000 student spaces safer, added 8,225 new student spaces in growing communities with \$516.4 million in expansion projects, and funded new playgrounds at 101 schools benefiting 25,000 children throughout the province.

In January, I had the honour of joining representatives from the First Nations Education Steering Committee and the federal government to sign the BC Tripartite Education Agreement (BCTEA), making British Columbia the only jurisdiction in Canada with an agreement that ensures an equitable education for First Nations students, no matter where they live. This is an important step in honouring the Truth and Reconciliation Calls to Action, the UN Declaration on the Rights of Indigenous Peoples and the 10 Principles that Guide BC's relationship with Indigenous Peoples. We should all be proud of the work we have done—and will continue to do—to better support Indigenous students.

We have made great strides this year to support vulnerable students, expanding our provincial ERASE strategy to be a more comprehensive resource. It now focusses on gang prevention, mental health and wellness, substance use, social media and supporting students of all sexual orientations and gender identities. We held the second annual Mental Health Forum in February, bringing together representatives of public, independent and First Nations schools, police, health authorities, and child and youth mental health workers to focus on how to promote mental-well-being for all BC students. Students are already benefitting from a \$3-million investment to help all 60 school districts enhance existing mental wellness programs and launch new ones.

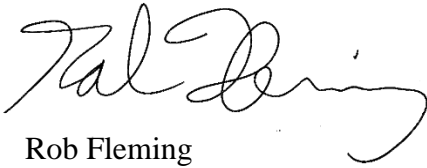
As part of our continued focus on supporting vulnerable students, we proudly became one of the first jurisdictions to require public schools to provide students with stigma-free access to free menstrual products in washrooms. We and the Ministry of Health are grateful for your districts' support of the measles immunization catch-up program in schools—we will keep you up to date as we continue working with the Ministry of Health to implement mandatory immunization status reporting for BC's students.

British Columbia's world-class education system drew international attention this year, hosting top education policy-makers in Vancouver for the Organisation for Economic Co-operation and Development (OECD)'s Future of Education and Skills 2030 Project meeting in May. This was the first time the conference was held in North America, and it was an honour to host delegates from dozens of different countries. I also thank BCSTA members for participating in this event and helping us showcase our education system and student accomplishments.

There have been many more successes in education this year through strong partnerships with the BCSTA and its members, to support teachers and students in the classroom. I look forward to continuing to work with you next school year as we move forward on our priorities, including working collaboratively to develop and implement the Framework for Enhancing Student Learning. Together, we will keep delivering results so that all students can get the quality education they deserve in safe, healthy and welcoming schools.

Thank you for your hard work this year to support BC students. I hope you enjoy a safe and restful summer.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" being more prominent than the last name "Fleming".

Rob Fleming
Minister



Funding Model Implementation
PROGRESS REPORT

JUNE 2019

The Ministry is pleased to provide Boards of Education, district staff and partner groups with an update on progress of the Working Groups, Advisory Committee and internal review of the Independent Review Panel's 22 recommendations to improve K-12 public education funding.

Background

In October 2017, the Minister of Education announced the K-12 Public Education Funding Review. The funding review was a Government platform commitment identified in the Minister's mandate letter from the Premier. The review was announced in response to many years of input by education partners that the current funding allocation system is not working well. In particular, the BC School Trustees Association has passed many years of resolutions that the current funding system is not meeting the needs of their students and school districts.

In February 2018, the Minister appointed an Independent Review Panel (the Panel) to review the current funding model which annually allocates more than \$5.65 billion in provincial funding to Boards of Education through operating and special purpose grants. The Ministry worked closely with the BC School Trustees Association – as co-governors of the system – to establish a statement of purpose and [guiding principles for the new model](#). The Panel carried out extensive consultation between February and June of 2018:

- All 60 school districts provided input to the K-12 Public Education Funding Review through regional working sessions and/or written submissions;
- Twelve regional sessions were held for Board Chairs, Superintendents, and Secretary Treasurers, with 59 school districts participating in the sessions;
- More than 350 written submissions were received and reviewed; and
- Over 12 other partner and stakeholder organizations had one-on-one meetings with the Panel.

Based on what the Panel heard through their engagement process, the Panel provided their [report](#) and 22 recommendations to the Minister in August 2018. The Minister studied the recommendations over the fall and released the report in December 2018.

As the Panel's report outlines, an equitable funding allocation system needs to be aligned with accountability for student achievement, financial management and program policy improvements, which together support an education system committed to improving outcomes for all students regardless of where they live or their background. The Panel recommendations across these areas emphasize the need for the Ministry to align efforts across multiple areas within the Ministry. The Ministry also needs to ensure we continue to engage with our education partners through Working Groups and an Advisory Committee to identify potential implications associated with implementation of the recommendations.

The Minister announced in December that additional work would be completed in the 2019-20 school year to allow time for the Ministry and partner groups to review the recommendations and determine the best path forward for 2020-21. This work continues to be guided by the statement of purpose and guiding principles established jointly by the BC School Trustees Association and Government.

Since the report was released in December 2018, the Ministry has held a partner forum on February 15, 2019, formed Working Groups and an Advisory Committee, presented at numerous partner organization events and received and responded to submissions and queries regarding the report, recommendations and next steps in the process.



Implementation Working Groups and Advisory Committee

Four Working Groups have been established (Adult and Continuing Education, Financial Management, Inclusive Education and Online Learning – see **Appendix A** for the membership of the working groups). Along with the Working Groups, there is also an Advisory Committee for Enhancing Student Learning. Through these groups, education partners and Ministry staff are assessing the implications of the Panel's recommendations and are discussing ways to address those implications (see **Appendix B** for a list of recommendations). They are being supported by Ministry program leads and the Ministry Executive when required.

The work to assess how best to proceed with the 22 recommendations in the report is extensive, with a clear focus on creating a system that will be equitable, predictable and fair for school districts, staff and sector partners. This means not only seeking to improve the equitable allocation of funding, but also ensuring that the policies, procedures and legislative framework that support funding allocations will meet the needs of students and their families.

As part of this process, Ministry staff are responsible for:

- Building draft policy and program documentation (to accompany potential funding changes) informed by the Working Groups and partner input;
- Ensuring there is coordination and alignment across all the Working Groups;

- Seeking direction on key issues and questions when required;
- Communicating to, engaging with and providing status updates to education partners; and
- Undertaking technical modelling of potential new funding formulae, informed by the Working Groups and partner input.

Working Groups are responsible for:

- Outlining how to best educate partners and stakeholders on the current funding system and the proposed changes;
- Completing a reporting template that identifies implications associated with implementing the recommendations and discusses strategies for how best to successfully move forward; and
- Submitting the reporting template to the Minister of Education by Fall, 2019.



Working Group and Committee Progress Updates

Progress updates follow from each of the four Working Groups as they consider key implementation issues related to the Panel’s recommendations. An update from the Advisory Committee for Enhancing Student Learning is also included.

Adult and Continuing Education Working Group

Recommendation 11

Co-Chairs: Debbie Jeffrey and Emilie Hillier

The Adult and Continuing Education Working Group has met three times. The group has:

- Defined challenges and opportunities of existing program structures for Adult and Continuing Education;
- Discussed the vision for Adult Education, as a foundation for program and funding policy;
- Analyzed relevant data, such as demographics of adult students and their educational outcomes, to articulate/provide evidence on the current successes and challenges;
- Developed three student profiles to better understand the range of learners in Adult Education programs, their learning needs, and their goals;
- Provided advice on key policy questions related to Adult Education, from a system, district, and school perspective;

- Defined positive and negative implications for different funding approaches. Suggested mitigations for potential issues arising from different funding approaches; and
- Identified possible indicators of success for adult programs and students, including completion and transition rates.

Financial Management Working Group

Recommendations 18, 19, 20

Co-Chairs: Joan Axford and Kim Horn

The Financial Management Working Group has met four times. The group has explored and discussed how best to improve transparency, accountability, and communication at all levels, while considering workload issues that could result from any additional reporting requirements. The Working Group has determined:

- The financial management cycle should start with strategic planning at the Ministry, district and school levels with resource allocation plans that align with strategic plans;
- There needs to be a well-understood process to inform government about potential cost pressures, including the factors and criteria that should be considered in the annual provincial budget process and shared understanding of the annual budget;

- A three-year planning cycle will require knowledge of the key assumptions for funding and risks; and
- The sector should be accountable at all levels for the resources provided, the resulting services for students and student outcomes. Development of and attention to financial management policies should include reporting and monitoring of reserves.

Specific areas being reviewed and discussed include:

- The need for a simple, easy-to-understand document that accompanies school district budgets and financial statements demonstrating how resources are being allocated towards key goals/objectives;
- Provincial policies for school district reserves;
- Supportive guidelines and tools to help school districts plan and report;
- Criteria to consider as part of the annual Provincial budget process (i.e. cost pressures to sustain services, changes to inclusion or geographic data, implications of any legislative, policy and/or regulatory changes); and
- Provincial policies to support consistency in financial planning and reporting efforts.

Inclusive Education Working Group

Recommendation 6

Co-Chairs: Piet Langstraat and Cloe Nicholls

The Inclusive Education Working Group has met four times and has determined:

- Overall systems implications to implementing a new Inclusive Education Supplement;
- Approaches for a new complex needs/high-cost category and the implications of implementing each approach;
- Implications of implementing a partial prevalence-based model in the BC context, including access to reliable third-party data, other potential data sources, and the implications on student supports and services; and

- Impacts of the proposed funding model on accountability measures, including accountability for parents and communities.

Future Working Group meetings will focus on summarizing the approaches and implications discussed to date and preparing the final report. The Working Group will also consider how to continue to track student outcomes in a new model; and how to shift student assessments from being a funding requirement to being done for the purpose of supporting student educational needs.

Through the Co-Chairs, the Working Group has received input and letters on a range of topics, including accountability in the system, requesting clarity on student assessments, the impacts of prevalence models in other jurisdictions and addressing overall funding needs within inclusive education. In addition to the Working Group's efforts, Ministry staff are reviewing the Special Education Policy Manual (last major revision 2002) and related Ministerial Orders to ensure that potential changes will be supported by robust legislation and policy. The Ministry will also work concurrently with partner groups to develop a guidebook for parents and caregivers that will explain the Inclusive Education policies and funding as well as general expectations for equitable services and supports.

Online Learning Working Group

Recommendation 10

Co-Chairs: Mike McKay and Eleanor Liddy

The Online Learning Working Group has met three times and has also established online engagement opportunities for Working Group members to contribute to a dialogue between in-person meetings. To date, the group has explored and provided feedback on:

- Student profiles for the range of learners accessing online learning opportunities;
- Implications of the relationship between Recommendation 10 and other Recommendations;
- A description of a "student journey" that identifies the elements necessary to ensure a quality flexible learning environment. This description was initially

developed in consultation with participants at the recent 2019 Digital Learning Symposium distributed learning conference;

- The articulation of a vision for a flexible learning design that continues to serve its current students while also ensuring that quality programs and services are accessible to all students; and
- Different concepts for program delivery based on elements of the quality flexible learning initiative.

Advisory Committee for Enhancing Student Learning

Recommendations 12, 13, 14

Chair: Keith Godin

The Framework for Enhancing Student Learning is focused on outcome-based performance measures and ensuring school districts are taking an in-depth look at how students are doing with intellectual, human and social and career development.

Recognizing that many Boards already do strategic planning, this Advisory Committee for Enhancing Student Learning aims to align all efforts across the sector to some common values, outcomes, and measures, while fully respecting local autonomy to deliver education. The purpose of this Advisory Committee is to:

- Create a system-wide focus on continuously improving educational outcomes for all students, with clear accountability across the education community;
- Improve equity for Indigenous students, children in care, and students with diverse abilities or disabilities;

- Provide guidance and recommendations on implementing the Framework for Enhancing Student Learning policy;
- Review and provide guidance on the educational outcomes and measures that will be included in the policy;
- Provide guidance and recommendations on capacity building in the sector; and
- Provide guidance and advice on implementing Funding Model Review recommendations 12, 13, and 14.

The Advisory Committee has met three times and will continue to meet on an ongoing basis at least 6 times per year.

In addition to establishing the Advisory Committee for Enhancing Student Learning, the Ministry has:

- Reviewed current school district and individual school strategic plans;
- Started an extensive consultative process to engage Indigenous rights-holders, partners and key stakeholders across the sector to identify some common values; determine what the proposed five sector-wide educational outcomes and measures should be; and identify opportunities for capacity building across the sector;
- Proposed five sector-wide educational outcomes based on consultation and common values across the sector;
- Proposed one to three measures for each of the five proposed sector-wide educational outcomes; and
- Started to support and work collaboratively with school districts on new opportunities to build capacity.



Remaining Recommendations

The recommendations that are not specifically being reviewed by the Working Groups and Advisory Committee are the focus of planning, policy development and technical modelling by Ministry staff. This work involves key concepts such as how funding could be calculated, incorporating data from various sources and considering how best to update relevant policies and procedures (e.g. targeted funding for Indigenous learners). To inform this work, the Ministry is undertaking a small project in collaboration with a number of volunteer school districts. This project has two key objectives:

1. Understand the amount of administrative time and effort that goes into accessing funding through the current funding allocation system (e.g. enrolment claims, data management, assessing, diagnosing and reporting students with special needs, compliance audit preparation, etc.); and
2. Refine key concepts associated with the proposed funding model changes by working with Ministry staff on modelling out certain elements of the proposed changes and providing feedback (e.g. targeted funding for Indigenous learners, inclusive education, unique district, headcount, etc.).

Once this work is wrapped up and Working Group reports have been received and reviewed, the Ministry will be better positioned to move forward with further modelling and policy development and share this work broadly with school districts and other sector partners.

Next Steps

The Ministry will continue to support the four Working Groups through the spring and summer as they wrap up discussions and finalize input for their reporting templates that are due in Fall 2019. Once all Working Group reporting templates have been completed, the Ministry will hold a second All Partners' Meeting in the fall to review what was heard and discussed through the Working Group processes. Ministry staff will then work with Government to determine next steps around implementation.

Many partner groups have asked for clarification on whether the quantum of funding invested in K-12 public education will increase. The focus of the work right now is to ensure that the allocation of funding to Boards of Education is equitable and that there is both transparency and accountability for how the dollars are spent. Once this foundational work is complete, Government can then turn its attention to the amount of funds to invest in K-12 public education through the annual budgeting process.

The Ministry recognizes that a number of partner organizations have asked detailed questions about the proposed funding allocation system and how it would be implemented. Ministry staff are tracking these questions and working to develop a set of responses that will be shared broadly with partners to help provide clarity. Further engagement opportunities will take place in the fall through conferences to inform local planning and budgeting processes.

Appendix A – Membership by Working Group

Partner Organization	Adult & Continuing Education Working Group	Inclusive Education Working Group	Financial Management Working Group	Online Learning Working Group
British Columbia School Trustees Association (BCSTA)	✓	✓	✓	✓
BC School Superintendents Association (BCSSA)	✓	✓	✓	✓
BC Association of School Business Officials (BCASBO)	✓	✓	✓	✓
British Columbia Principals' & Vice-Principals' Association (BCPVPA)	✓	✓	✓	✓
British Columbia Council of Administrators of Special Education (BC CASE)		✓		
BC Confederation of Parent Advisory Councils (BCCPAC)	✓	✓	✓	✓
BC Distributed Learning Administrator's Association (BCDLAA)				✓
BC School District Continuing Education Directors Association (BCSDCEDA)	✓			
BC Teachers' Federation (BCTF)	✓	✓	✓	✓
BCEdAccess		✓		
Canadian Union of Public Employees BC (CUPE BC)	✓	✓	✓	✓
English Language Learning Consortium		✓		
First Nations Education Steering Committee (FNESC)	✓	✓	✓	✓

Partner Organization	Adult & Continuing Education Working Group	Inclusive Education Working Group	Financial Management Working Group	Online Learning Working Group
Family Support Institute of BC (FSI)		✓		
Inclusion BC		✓		
Independent Experts			✓	
Metis Nation BC	✓	✓	✓	✓
Ministry of Advanced Education, Skills and Training	✓			
Office of the Auditor General			✓	
Representative for Children and Youth		✓		
Rural Education Advisory Committee (REAC)	✓	✓	✓	✓

Appendix B - List of Recommendations being Reviewed by Working Group, Committee or Ministry of Education

Recommendation Number	Summary of Recommendations	Group
1	Allocate funding for Indigenous students, unique district characteristics, and inclusive education first. The remainder will be allocated on a per-student basis.	Ministry Inclusive Education
2	Targeted funding for Indigenous learners, with a minimum level of spending.	Ministry
3	Ministry to work with FNEESC to revise Indigenous Education funding policy.	Ministry
4	Existing funding for geographic factors consolidated into a new supplement with two components: unique school and unique SD.	Ministry
5	Replace enrolment decline and funding protection with a transitional mechanism to manage effects of enrolment decline.	Ministry
6	Combine current special needs, ELL/FLL, vulnerable student funding into a single Inclusive Education Supplement. Allocate funding through two components: assessment for high cost SPED students; prevalence model using population data for other students.	Inclusive Education
7	Ministry to work with the Conseil scolaire francophone de la Colombie-Britannique (CSF) to develop a unique SD factor for CSF, considering recommendations 4, 5, and 6.	Ministry
8	Eliminate the Classroom Enhancement Fund and redirect funding to operating grants.	Ministry
9	Base funding allocations for school-age programming on the number of students, rather than the number of courses. Phase in by 2020/21.	Ministry
10	Develop a new policy/delivery model for Distributed Learning.	Online Learning
11	Keep the following programs course based: graduated/non-graduated adults, CE, DL for adults only, summer school.	Adult and Continuing Education
12	Ministry establish provincial accountability and reporting framework. 3-5 specific, measurable, outcomes-focused, system-wide goals. Monitor SD progress on these goals.	Advisory Committee for Enhancing Student Learning

Recommendation Number	Summary of Recommendations	Group
13	Boards of Education develop strategic plans based on goals in recommendation 12.	Advisory Committee for Enhancing Student Learning
14	Boards strengthen planning processes: SD senior management develop operational plans to deliver on Board goals. SD senior management issue year-end reports at same time as financial statements.	Advisory Committee for Enhancing Student Learning
15	Shift focus of Compliance Audit Program from pure finance to quality assurance. Incorporate best practices on student outcomes, programs/services, operational management. Defer recovery of funding for one year.	Ministry
16	Ministry to provide provincial leadership/support to help governance/management capacity in SDs.	Ministry
17	Ministry to expand workforce planning project and work with SDs to establish a K-12 human capital plan.	Ministry
18	Ministry to identify cost pressures and new program expenditures, bring them to Treasury Board for quantum consideration.	Financial Management
19	Support multi-year financial planning. Government to issue 3-year operating grants. SDs develop 3-year financial plans.	Financial Management
20	Ministry to set provincial policies on governing SD reserves including a provincial range for unrestricted reserves.	Financial Management
21	No change to locally-generated revenue.	Ministry
22	Provide capital funding for expenditures not included in current program; or ensure SDs can establish reserves to save for select capital items.	Ministry



June 13, 2019

Mr. Dean Lindquist, Superintendent
School District #71 (Comox Valley)
607 Cumberland Rd
Courtenay, BC V9N 7G5

Dear Mr. Lindquist:

RE: STUDENT TEACHER PLACEMENTS – 2018 / 2019

On behalf of the Dean, Dr. David Paterson, and the Faculty of Education at Vancouver Island University (VIU), I would like to thank you for supporting our Education student teachers by hosting practicum placements in your district. Our appreciation and thanks goes out for the hard work, dedication and commitment of all those involved in sponsoring our student teachers in your school district.

Each principal and sponsor teacher was presented with either a VIU coffee mug or VIU journal as a small token of our appreciation and we look forward to working with them again in the future.

The “real life” teaching experiences that our student teachers receive while practice teaching in schools is paramount to their development as our future educators. Our student teachers have benefitted immensely from their experience and appreciate the strong mentorship, patience and professional guidance provided to them throughout the course of their practicum.

Once again, please pass on our sincere appreciation to the school staff, district staff and your Board of Education and have a great end of the school year and an enjoyable summer!

Warm regards,



Sean Toal,
Field Experience Coordinator
Vancouver Island University
E: sean.toal@viu.ca

ST/pjh

✓ Pc *Chairperson, Board of Education for SD #71 (Comox Valley)*