



CAMPBELL RIVER
School District 72

MEMO

Date: January 6, 2023
To: The Board of Education
From: Kevin Patrick, Secretary-Treasurer
Subject: **PUBLIC BOARD MEETING – January 10, 2023**

A Meeting of the Board of Education will be held:

Date: Tuesday, January 10, 2023
Time: 7:30 pm
Place: School Board Office Board Room, 425 Pinecrest Rd

The public is invited to attend the public board meeting in person or join the meeting livestream. The following link will allow you to observe the board meeting and to electronically participate in the question period on agenda items.

Attend the January 10 meeting online <https://bit.ly/3jdOeV2>

SD72 event calendar <https://www.sd72.bc.ca/page/109/calendar>

Kevin W. Patrick, CPA, CGA
Secretary-Treasurer

KWP:nc

Enc.

c: Schools
Partner Groups

SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER)

**BOARD OF EDUCATION
PUBLIC BOARD MEETING
7:30 pm, Tuesday, January 10, 2023
School Board Office Board Room**

DRAFT AGENDA

1. Call to Order/ Chairperson's Remarks
2. Superintendent's Remarks
3. Approval of the minutes of the meeting of December 13, 2022 *Exhibit*
4. Business arising from the minutes
5. Additions or alterations to the agenda
6. Approval of the agenda
7. Report of Board decisions from the January 10, 2023 Confidential Board Meeting
8. Correspondence
9. Public Submissions
10. Agenda Submissions
11. Educational Submissions
 - A. Student & Family Affordability (B. Ewing/D. Martel)
12. Electorate and Board Matters
 - A. Board Work Plan Update (K. Eddy) *Exhibit*
13. Educational Issues
14. Business Administration
 - A. Final Operating Grant Comparison (K. Patrick) *Exhibit*
15. Committee Reports

Public Board Meeting January 10, 2023

16. Any Other Business

17. Questions from Anyone Present on Agenda Items for This Meeting

18. Adjournment

Kevin W. Patrick, CPA, CGA
Secretary-Treasurer

KWP:nc

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MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER), HELD IN PERSON AND ELECTRONICALLY AT 7:30 PM, ON TUESDAY, DECEMBER 13, 2022

Present: K. Eddy, Chair; C. Gillis, Vice-Chair; S. Briggs, J. Gladish, D. Hagen, D. Harper and J. McMann, Trustees; M. Kyle, Associate Superintendent; J. Morrow, Superintendent; and K. Patrick, Secretary-Treasurer.

Absent: P. Cizmic, Associate Superintendent.

22-180 Call to Order/ Chair's Remarks

Board Chair Eddy called the meeting to order at 7:30 pm. Eddy reported that the Board recently attended the BC School Trustee Association Academy meeting for new Trustees and Boards.

22-181 Superintendent's Remarks

Superintendent Morrow thanked parents, staff and community members for their almost 900 responses to the strategic plan survey. He noted the busy activity in schools in preparation for holiday celebrations, concerts and fundraising to support for charitable causes.

As a result of the province's Student and Family Affordability Fund the District was able to share food security supports.

22-182 Approval of the Minutes of November 15, 2022

It was proposed by D. Hagen, seconded by J. Gladish and **CARRIED:**

THAT the minutes of the meeting of November 15, 2022 are hereby approved as circulated.

22-183 Business Arising from the Minutes

Associate Superintendent Kyle followed up on questions from Trustees at the November 15, 2022 meeting regarding current public health reporting. Kyle shared that public health is reporting high rates of influenza in the community and that the district would continue to follow the recommendations of public health.

Chair Eddy requested a future information session for the Board on the District's French immersion program.

22-184 Approval of the Agenda

It was proposed by J. McMann seconded by D. Hagen and **CARRIED:**

THAT the agenda is hereby approved as circulated.

22-185 Report from the November 15, 2022 Confidential Board Meeting

Vice-Chair Gillis reported general statements of matters discussed in the Board's Confidential Meeting, and in accordance with Section 72(3) of the School Act, reports the following:

1. Teaching, administrative and support staff changes;
2. Property, legal and financial issues;
3. Returning to the confidential meeting to finish the agenda.

22-186 Quadra Elementary School Wetland

Teacher Sheldon Etheridge was joined by Quadra School Principal Lorill Vining for a presentation on the Quadra Elementary School Wetland project. The project has seen a successful restoration of the wetlands and has enhanced students' experiential learning.

22-187 Parent Portal Launch

Manager of Communications Jennifer Patrick and District Educational Technology Coordinator Shannon Hagen gave the board an overview on the progress of the launch of the parent portal app. The app has been well received and will continue to evolve to engage families.

22-188 Board Workplan Update

Chair Eddy drew attention to the Ministry of Education and Childcare's annual reporting requirements and asked that the Board's workplan be updated to reflect these dates.

22-189 Finance Warrant No. 5 November 30, 2022

It was proposed by C. Gillis, seconded by D. Harper and **CARRIED:**

*THAT the Finance Warrant No. 5, dated
November 30, 2022 be accepted as presented.*

22-190 Report on the Dec 1-3, 2022 BC School Trustee Association Trustee Academy

Chair Eddy noted that Trustees and Board Officers attended the Dec 1-3, 2022 BC School Trustee Association Trustee Academy meeting in Vancouver. The meeting sessions were well received and the Board appreciated this opportunity for professional development and work with their colleagues.

22-191 BCSTA Provincial Council Motion

Vice-Chair Gillis shared his experiences as a first time Trustee at the Academy and mentioned motions that BCSTA Provincial Council is bringing forward to the Ministry to address inflationary pressures on district budgets.

22-192 Questions from anyone present on agenda items for this meeting:

Question 1 – Debra Coombes, President, Campbell River District Teachers’ Association (present in the gallery)

“How often is the Finance Warrant produced?”

Chair Eddy responded that the Finance Warrant is produced monthly following the close of the financial month end .

22-193 Adjournment

The meeting adjourned at 8:34 pm.

Kat Eddy, Board Chair.

KWP:nc

December 13, 2022

Kevin Patrick, Secretary-Treasurer.

SCHOOL DISTRICT NO. 72 BOARD OF EDUCATION

P - EXHIBIT 12. A

WORK PLAN 2022 – 2023

subject to change

SEPTEMBER

Events

- Board Meeting - September 6, 2022
- Board Governance Policy committee Sept 16, 2022
- Audit Committee Meeting – Sept 20,2022
- Board Meeting- September 27, 2022

Regular Board Meeting Agenda Items

- Strategic Plan (Superintendent)
- Schedule of Reserves 2021-2022 (Secretary-Treasurer)
- Public Sector Executive Compensation Report (Secretary-Treasurer)
- Auditors' Management Letter (Secretary-Treasurer)
- Policy Review Report (Trustee Representative)
- Professional Development Day Update (Superintendent)
- Student Enrolment Update (Superintendent)
- International Students Enrolment Update (Superintendent)
- Superintendent Report to the Board (Superintendent)
- Financial Statements (Secretary-Treasurer)
- Summer Capital Project Update (Secretary-Treasurer)
- Review Ten Year Facility Plan (Secretary-Treasurer)
- Enhancing Student Learning Report (Superintendent)
- Trustee Travel/Expense Claim Forms (submit monthly)

OCTOBER

Events

- Board Meeting – October 11,2022
- Board orientation session part 1 – October 25, 2022
- Outgoing Board dinner – October 26, 2022
- BCSTA Provincial Council Motion Submission Deadline – October 28, 2022
- VISTA Fall Conference
- New Employee Orientation Day – cancelled

Regular Board Meeting Agenda Items

- Strategic Plan and Educational Program Highlights (Superintendent)
- Performance Planning and Review (Superintendent)
- Auditors' Management Letter (Secretary-Treasurer)
- Quarterly Financial Report as at June 30, 2023(Secretary-Treasurer)
- Plan for Remembrance Day Ceremonies (Board Chair)
- Trustee Travel/Expense Claim Forms (submit monthly)

NOVEMBER

Events

- Inaugural Board Meeting – November 1, 2022
- BCPSEA Fall Symposium – November 7-8, 2022
- Board Orientation session part 2 – November 9, 2022
- Remembrance Day Ceremonies – November 11, 2022
- Board Meeting – November 15, 2022
- NIC Joint Liaison Committee Meeting – TBA
- City of Campbell River Joint Liaison Committee Meeting – TBA – hosted by City

Regular Board Meeting Agenda Items

- Discussion on Board Committees (Board Vice-Chair)
- Trustee Evaluation (Board Chair)
- Election for Board Chair and Vice-Chair (Secretary-Treasurer)
- Quarterly Financial Report as at September 30, 2020 (Secretary-Treasurer)
- Student enrolment 1701 report (Secretary-Treasurer)
- Trustee Travel/Expense Claim Forms (submit monthly)

DECEMBER

Events

- BCSTA Trustee Academy – December 1-3, 2022
- BCSTA Provincial Council Meeting – December 2, 2022 (as part of BCSTA Academy)
- Board Meeting December 13, 2022
- Winter Break – December 19, 2022 – January 2, 2023

Regular Board Meeting Agenda Items

- Statement of Financial Information (SOFI) Report (Secretary-Treasurer)
- Board Trustee Representative Elections (Trustees)
- Board Committee Appointments (Trustees)
- Funding Allocations Comparison Report (Secretary-Treasurer)
- Aboriginal Performance Data Report (Superintendent)
- 6 year completion rates (Superintendent)
- Trustee Travel/Expense Claim Forms (submit monthly)

JANUARY

Events

- Board Meeting – January 10, 2023
- Tentative - Board governance workshop – January 14, 2023
- Board Meeting – January 31, 2023
- BCSTA Provincial Council motion submission deadline (January TBA)
- District Foundational Skills Assessment report (Superintendent)
- BCPSEA – AGM – January 26-27, 2023

Regular Board Meeting Agenda Items

- Financial Disclosure Statements – Due Date January 15 (Secretary-Treasurer)
- Superintendent's Report to Board (Superintendent)
- Trustee Travel/Expense Claim Forms (submit monthly)

FEBRUARY

Events

- BCSTA Board Chair meeting February 9, 2023
- MOECC Partner Liaison meeting February 10, 2023
- BCSTA Provincial Council - February 24-25, 2023
- BCSTA Extraordinary AGM motions due – February TBA
- BCSTA Substantive AGM motions due – February TBA
- Board Meeting February 28, 2023
- City of Campbell River Joint Liaison Meeting – TBA – hosted by SD72

Regular Board Meeting Agenda Items

- Draft School Calendar (Superintendent)
- Amended Budget (Secretary-Treasurer)
- Out of Province Field Trips Report (Assistant-Secretary-Treasurer)
- Enrolment Forecast (Secretary-Treasurer)
- Quarterly Financial Report as at December 31, 2022 (Secretary-Treasurer)
- Draft Budget Development Schedule 2023-2024 (Secretary-Treasurer)
- Trustee Travel/Expense Claim Forms (submit monthly)

MARCH

Events

- Board Meeting – March 21, 2023
- BCSTA Officer nominations for AGM Board elections due – March TBA
- Spring Break – March 27- April 10, 2023

Regular Board Meeting Agenda Items

- Budget Consultation Schedule – 2023-2024 (Secretary-Treasurer)
- Finalized 3 year school calendar (23/24, 24/25, 25/26) to Ministry March 31, 2023
- Trustee Travel/Expense Claim Forms (submit monthly)

APRIL

Events

- Board Meeting – April 18, 2023
- BCSTA AGM – April 27-30, 2023
- VISTA – Spring Conference/ AGM – TBA

Regular Board Meeting Agenda Items

- Policy 12: Monitoring Board Performance Schedule (Board Chair)
- Quarterly Financial Report as at March 31, 2023 (Secretary-Treasurer)
- Capital Plan Bylaw Approval (Secretary-Treasurer)
- Trustee Remuneration Analysis (Secretary-Treasurer)
- Trustee Travel/Expense Claim Forms (submit monthly)

May

Events

- Board Meeting – May 9, 2023
- NIC Joint Liaison Meeting – TBA

Regular Board Meeting Agenda Items

- Budget 2023-2024 (Secretary-Treasurer)
 - Annual Budget Bylaw (Board Chair)
- Trustee Travel/Expense Claim Forms (submit monthly)

JUNE

Events

- Board Meeting – June 20, 2023
- Audit Committee Meeting – TBA
- Indigenous Education Graduation Ceremony – TBA
- High School Graduation Ceremonies – TBA
 - Carihi
 - Robron
 - Timberline
- Awards ceremonies
 - Carihi – June 6, 2023
 - Timberline - TBA

Regular Board Meeting Agenda Items

- 2023-2024 Board Meeting Schedule (Secretary-Treasurer)
- Annual Five-Year Capital Plan Submission (Secretary-Treasurer)
- Trustee Travel/Expense Claim Forms (submit monthly)

JULY

- Trustee Travel/Expense Claim Forms (submit monthly)

AUGUST

- Trustee Travel/Expense Claim Forms (submit monthly)

Committee Meetings

Committee	Meeting Schedule
Audit & Risk Management Committee	As required Sept 20, March, May
B.C. School Trustees Association, Provincial Council (Elected)	Three meetings per year Dec 2, Feb 24-25
B.C. Public School Employers' Assoc. (Elected)	As required
Board Self Review	As Required/ Annual
Calendar Consultation Committee	As required Nov/ Dec, March TBA
Campbell River Assessment and Resource Service	As required
City Council/School District Liaison (Two Trustees plus one Alternate)	Two meetings per year 12:00 p.m. alternating between School Board Office (Feb) and City Hall (Oct) Fall meeting TBA
Communications – Public	As Required
CRDTA/School District	As required
CRDTA Grievance	As required
CUPE/School District	As required
CUPE Grievance (Step III)	As required
District Parent Advisory	7:00 p.m., third Tuesday each month Sep 20, Oct 18, Nov 15, Jan 17, Feb 14, Mar 14, Apr 18, May 16, June 20
Equity Committee	To be determined
Governance	As Required Sept 16, Dec TBA
North Island College/School District	As required

Professional Development Core	3:30 p.m., 3rd Monday each month Sept 27, Oct 17, Nov 21, Jan 16, Feb 21, Mar 20, Apr 17, May 15, June 19
Selection of Administrators	As required
Strathcona Regional District/School District Liaison Meetings (Two Trustees plus one alternate)	As required
Student Leadership Committee	Minimum two meetings per year Oct 6, Dec TBA, Spring TBA
Vancouver Island Labour Relations Council (VILRC)	As required
Vancouver Island School Trustees Assoc. (VISTA)	As required

DRAFT

SCHOOL DISTRICT 72 (CAMPBELL RIVER)
Comparison of Funding Allocation

1/6/2023

	2022/23			2022/23			2022/23
	Funding per FTE	FTE	Prelim Allocation	Funding per FTE	FTE	Final Allocation	Prelim to Final
Student Base Allocation:							
Total School Age FTE	\$ 7,885	5,356.00	42,232,060	\$ 7,885	5,373.06	42,366,598	134,538
Continuing Ed	\$ 7,885	0.00	-	\$ 7,885	0.00	-	-
Online Learning	\$ 6,360	45.00	286,200	\$ 6,360	34.00	216,240	(69,960)
Alternate Schools	\$ 7,885	169.00	1,332,565	\$ 7,885	176.00	1,387,760	55,195
Number of homeschoolers	\$ 250	20.00	5,000	\$ 250	13.00	3,250	(1,750)
Number of course challenges	\$ 246	0.00	-	\$ 246	0.00	-	-
School in the summer			145,824			230,104	84,280
Con't Ed February Count	\$ 7,885	1.00	7,885	\$ 7,885	1.00	7,885	-
Con't Ed May Count	\$ 7,885	1.00	7,885	\$ 7,885	1.00	7,885	-
OL February Count		10.00	33,650		9.00	33,650	-
OL May Count		4.00	8,480		4.00	8,480	-
Total Base Allocation			44,059,549			44,261,852	202,303
Supplements for:							
1. Enrolment Decline							
2. Unique Student Needs							
English as a Second Language	\$ 1,585	266.00	421,610	\$ 1,585	281.00	445,385	23,775
Indigenous Education	\$ 1,565	1,250.00	1,956,250	\$ 1,565	1,238.00	1,937,470	(18,780)
Special Education							
Level 1:	\$ 44,850	7.00	313,950	\$ 44,850	6.00	269,100	(44,850)
Level 2:	\$ 21,280	290.00	6,171,200	\$ 21,280	321.00	6,830,880	659,680
Level 3:	\$ 10,750	110.00	1,182,500	\$ 10,750	118.00	1,268,500	86,000
Vulner. Stud. / Equity of Opport.			346,529			342,630	(3,899)
Adult Education	\$ 5,030	2.00	10,060	\$ 5,030	3.00	15,090	5,030
Adult Education February Count	\$ 5,030	2.00	10,060	\$ 5,030	2.00	10,060	-
Adult Education May Count	\$ 5,030	2.00	10,060	\$ 5,030	2.00	10,060	-
Total Unique Student Needs			10,422,219			11,129,175	706,956
3. Salary Differential							
Supplied by Ministry of Education			894,907			1,124,953	230,046
4. Unique Geographic Factors							
Supplied by Ministry of Education			5,220,965			5,220,965	-
7. Funding Protection							
Supplied by Ministry of Education			-			-	-
8. Supplement for the Education Plan							
Supplied by Ministry of Education			49,713			49,713	-
OPERATING GRANT FROM MINISTRY OF EDUCATION			60,647,353			61,786,658	1,139,305
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			60,647,353			61,786,658	1,139,305