

**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, FEBRUARY 28, 2023**

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

**Absent:** K. Eddy, Board Chair

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**23-29 Call to order/ Chair's remarks**

Board Vice-Chair Gillis called the meeting to order at 7:32 pm.

**23-30 Superintendent's remarks**

Superintendent Morrow shared that strategic plan consultation sessions are ongoing as work continues on the development of the Board's next strategic plan for 2024-2028. Draft calendars for the next three school years will be posted on the district website from March 1-10 for public feedback before submission to the Ministry of Education and Child Care for approval. Morrow also noted that all members of the district's leadership team (principals, vice-principals, exempt staff and senior management) are participating in an ongoing anti-racism response training program.

**23-31 Approval of the minutes of January 31, 2023**

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

*THAT the minutes of the meeting of January 31, 2023 are hereby approved as circulated.*

**23-32 Approval of the Agenda**

It was proposed by J. Gladish seconded by S. Briggs and **CARRIED:**

*THAT the agenda is hereby approved as circulated.*

**23-33 Report from the January 31, 2023 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.

**23-34 Budget bylaw - amended 2022-2023 operating budget**

Secretary-Treasurer Patrick highlighted the amended 22/23 final operating budget. Changes from the preliminary budget reflected updated expenses, actual revenues based on student enrolment, salary costs from the implementation of labour settlements and cost increases due to inflation. Provincial funding for exempt staff and teacher salaries was confirmed. Funding for CUPE hadn't yet been confirmed by the province but was factored into the budget and was expected soon.

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

***THAT the Budget Bylaw for the Amended Annual 2022/2023 Budget in the amount of \$81,189,374 be given all required readings at this meeting.***

It was proposed by D. Hagen, seconded by S. Briggs and **CARRIED:**

***THAT the Budget Bylaw for the Amended Annual 2022/2023 Budget in the amount of \$81,189,374 be given first reading.***

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

***THAT the Budget Bylaw for the Amended Annual 2022/2023 Budget in the amount of \$81,189,374 be given second reading.***

It was proposed by S. Briggs, seconded by J. Gladish and **CARRIED:**

***THAT the Budget Bylaw for the Amended Annual 2022/2023 Budget in the amount of \$81,189,374 be given third reading.***

**23-35 2023-2024 Enrolment forecast**

Secretary-Treasurer Patrick shared the 2023-2024 enrolment forecast which is the first step in the preliminary budgeting process. A demographic program from Baragar Systems is used to estimate enrolments and is compared with Ministry projections and local knowledge. The district is anticipating an overall enrolment increase of 62 students for 2023-2024.

**23-36 Guiding principles for decision making – Budget cycle 2023-2024**

The guiding principles for decision making are a way for the Board to communicate to stakeholders and to represent Board policy in the development of the budget.

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

***THAT the Board adopt the Guiding Principles for Decision Making - Budget Cycle 2023 – 2024 as presented.***

**23-37 Draft 2023-2024 Annual Operating Budget Development Schedule**

Secretary-Treasurer Patrick shared the draft operating budget consultation schedule for 23/24. The schedule of meetings with partner groups and rightsholders will be posted on the district website and participants will be invited to attend consultation meetings to discuss the development of the annual operating budget.

**23-38 Ministry of Education and Child Care Partner Liaison meeting**

Chair Eddy, Secretary- Treasurer Patrick and Superintendent Morrow attended the Ministry of Education and Child Care Partner Liaison meeting in Vancouver on February 9-10. The meeting brings together Board Chairs, Superintendents and Secretary-Treasurers from across the province with the Minister of Education and Child Care for an annual meeting to discuss issues in education.

**23-39 British Columbia School Trustees' Association Provincial Council meeting**

Vice-Chair Gillis attended the British Columbia School Trustees' Association Provincial Council meeting in Vancouver on February 24-25. Gillis attended this semi-annual meeting as the Board's representative for discussions on issues facing boards throughout the province.

**23-40 City of Campbell River/ School District No 72 liaison meeting**

Vice-Chair Gillis, Secretary- Treasurer Patrick, Superintendent Morrow and other district staff met with members of city council at the school board office on February 27, 2023. The committee meets twice a year to discuss issues of mutual interest.

**23-41 Questions from anyone present on agenda items for this meeting:**

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

To Secretary-Treasurer Patrick: "The budget notes administrative staff salary increases of 4-5%. Is this because of transition or salary increases?"

Secretary-Treasurer Patrick responded that the standard labour settlement increase was applied to all staff. There is some overlap with staff member salaries to support transition and training in several departments.

**Question 2** – Debra Coombes, President, Campbell River District Teachers' Association

To Secretary-Treasurer Patrick: "You didn't indicate increased expenses in the office and communications line."

Secretary-Treasurer Patrick responded that savings have been realized in school supplies, office expenses and classroom supplies.

**Question 3** – Debra Coombes, President, Campbell River District Teachers’ Association

To Secretary-Treasurer Patrick: “Is the budget you showed onscreen updated from the version that was included in the agenda package?”

Secretary-Treasurer Patrick responded that an updated version was distributed and shown onscreen which shows small increases in some program costs and an increase in teachers-teaching-on-call (TTOC) costs. The final amended budget approved by the board will be posted on the district website.

**Question 4** – Debra Coombes, President, Campbell River District Teachers’ Association

To Secretary-Treasurer Patrick: “You said that the settlement funding for two employee groups was confirmed from the province but not a third group. Is that for the exempt staff?”

Secretary-Treasurer Patrick responded that provincial funding for exempt staff and teacher salaries was confirmed. Funding for CUPE hadn’t been confirmed by the province but was expected soon.

**Question 5** – Debra Coombes, President, Campbell River District Teachers’ Association

To Secretary-Treasurer Patrick: “You said that the Baragar demographic enrolment projections are higher. Is this in relation to the Ministry or your projections?”

Secretary-Treasurer Patrick responded that the Baragar projections were in the high 80s. We look at local trends, neighbourhood demographics and new developments. Baragar projections tell us kindergarten numbers. We have local knowledge guiding adjustments to the projections as students move through the school system. The projected Ministry numbers were felt to be too low. We are anticipating an increase in overall student enrolment of 62 students.

**Question 6** – Debra Coombes, President, Campbell River District Teachers’ Association

To Secretary-Treasurer Patrick: “Is an official invitation to budget function committee meetings coming?”

Secretary-Treasurer Patrick responded that the invitations would come following this Board meeting. The information had to go to the Board first before the meetings were set.

**23-42 Adjournment**

The meeting adjourned at 8:30 pm.

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**Craig Gillis, Board Vice-Chair.**

KWP:nc

February 28, 2023

**Kevin Patrick, Secretary-Treasurer.**