



**CAMPBELL RIVER**  
School District 72

MEMO

**Date:** November 1, 2024  
**To:** The Board of Education  
**From:** Kevin Patrick, Secretary-Treasurer  
**Subject:** **PUBLIC BOARD MEETING – November 5, 2024**

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**A Meeting of the Board of Education will be held:**

**Date:** Tuesday, November 5, 2024  
**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 November 5 meeting online <https://bit.ly/4eg8c8P>

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, November 5, 2024**  
**School Board Office Board Room**

**Draft agenda**

1. Call to Order by the Secretary-Treasurer
2. Election of Chairperson for the Board for the period December 1, 2024 to November 30, 2025. (K. Patrick)  
***(Following the election, if required, motion to destroy ballots)***
  - a) Incoming Chairperson's Remarks
3. Election of Vice-Chairperson for the Board for the period December 1, 2024 to November 30, 2025. (K. Patrick)  
***(Following the election, if required, motion to destroy ballots)***
  - a) Incoming Vice-Chairperson's Remarks
4. Appointment of Signing Officers  
***(Motion required)***
5. Superintendent's remarks
6. Approval of the minutes of the meeting of October 15, 2024 ***Exhibit***
7. Business arising from the minutes
8. Additions or alterations to the agenda
9. Approval of the agenda
10. Report of Board decisions from the November 5, 2024 Confidential Board Meeting
11. Correspondence
12. Public Submissions
13. Agenda Submissions
14. Electorate and Board Matters
  - A. Oct 16, 2024 Indigenous student graduation transitions event (J Gladish)
  - B. Board Governance Policy Review committee recommendation (C Gillis)  
*Policy 16: Role of Committees and Representatives*  
***(motion required)*** ***Exhibit***
  - C. Vancouver Island School Trustees Association (VISTA) motions to British Columbia School Trustees (BCSTA) annual general meeting ***Exhibit***

15 Educational Submissions

16 Business Administration

A. Quarterly finance report – period ending September 30, 2024 (K Patrick)

***Exhibit***

17. Committee Reports

A. October 21, 2024 City of Campbell River/ SD72 liaison committee meeting  
(C Gillis)

B. October 21, 2024 Core professional development committee (J Gladish)

C. October 22, 2024 District Parent Advisory committee (J McMann)

D. Oct 25-26, 2024 BC School Trustees Association Provincial Council meeting  
update (C. Gillis)

18. Any Other Business

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

20. Adjournment

Kevin W. Patrick, CPA, CGA  
Secretary-Treasurer  
KWP:nc

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Visit the Board's meeting calendar for a link to observe the board meeting online and electronically participate in the question period on agenda items. <https://www.sd72.bc.ca/page/109/calendar>

**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, OCTOBER 15, 2024**

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

**Absent:** P. Cizmic, Associate Superintendent,

**24-151 Call to order/ Chair's remarks**

Board Chair Eddy called the meeting to order at 7:30 pm. Eddy highlighted the provincial election on October 19, 2024 and the responsibility of Trustees to advocate in our communities on behalf of students.

**24-152 Superintendent's remarks**

Superintendent Manning expressed his appreciation for public education. He is looking forward to a number of events in October: Journeying Forward for grade 12 Indigenous students at the Kwanwatsi Big House on Oct 16; the district cross country meet on Oct 22; the new employee welcome event on Oct 22; and the district staff long service awards on Oct 30.

**24-153 Approval of the minutes of September 24, 2024**

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

***THAT the minutes of the meeting of September 24, 2024 are hereby approved as circulated.***

**24-154 Approval of the agenda**

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

***THAT the agenda is hereby approved as circulated.***

**24-155 Report from the October 15, 2024 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.

**24-156 Receipt of form letters re. childcare**

Board Chair Eddy noted the receipts of form letters received by Trustees regarding childcare.

**24-157 Vision, Mission and Values survey analysis**

Superintendent Manning shared the results of the second Vision, Mission and Values survey. The two top choices for each statement were shared. The Board discussed the statements and the survey results and arrived at a consensus on the Board's updated Vision, Mission and Values.

The final statements will be incorporated in the Board's Strategic Plan.

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

***THAT the Board adopt the following statements as their updated Vision, Mission and Values:***

***Vision:*** A responsive and dynamic learning environment where all students can realize their unique potential.

***Mission:*** To develop well-rounded individuals who are prepared to meet the challenges of the future with resilience, responsibility and respect

***Values:*** Learning comes first. Equity is key. Diversity is valued. Responsibility and respect are essential

**24-158 Framework for Enhancing Student Learning (FESL) report overview**

Superintendent Manning shared the Board's *Framework for Enhancing Student Learning (FESL)* submission to the Ministry of Education and Child Care. FESL guides the approach to continuous improvement within BC's K-12 public education system. The report consists of district data on intellectual, human & social and career development collected through a variety of testing measures. The data is analyzed for trends and compared to provincial benchmarks. Relating back to the Strategic Plan, this is intended to inform the board's approach to key initiatives in literacy, numeracy and Indigenous learning and student achievement plans. The full report is available on the district's website.

**24-159 Board Governance Policy 16: Role of Committees and Representatives - Notice of Motion**

Board Vice-Chair Gillis described the board governance committee's work on the draft changes to Board Governance Policy 16: *Role of Committees and Representatives* that are included as a notice of motion. Following a period open for public feedback, the board will bring a motion to approve the changes at the next board meeting on November 5, 2024.

**24-160 September 30, 2024 1701 enrolment report**

Superintendent Manning reported that SD72's September enrolment count was lower than projected. Many districts on Vancouver Island saw similar trends with lower enrolment in Kindergarten – grade 8 than anticipated. Enrolment projections provided by the demographic software used by most boards in BC plus an enrolment decline resulted in a net loss of approximately 77 full time equivalents (FTEs) from projections.

**24-161 Enrolment decline budget impact**

Secretary-Treasurer Patrick reviewed the budget impact of the lower than projected enrolment count at Sept 30, 2024. This net loss results in a funding decline for 2024/25 of approximately \$700,000. Savings to meet this shortfall will be taken out of this year's budget. Patrick outlined the savings measures proposed by senior management. These savings do not involve cuts to services or loss of positions. The reductions will be recorded in the final budget.

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

***THAT the Board approve the savings plan due to unexpected enrolment decline as outlined in the proposal.***

**24-162 Finance Warrant No.3 September 30, 2024**

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

***THAT the Finance Warrant No. 3 dated September 30, 2024,  
be accepted as presented.***

**24-163 October 4, 2024 Vancouver Island School Trustees Association (VISTA) fall meeting**

Vice-Chair Gillis reported on the VISTA fall meeting program. Key themes were: truth to reconciliation pathways, the *erase* framework, the power of art in education and reconciliation and a Superintendent's panel.

**24-164 October 15, 2024 Strathcona Regional District (SRD) / School District 72 liaison committee**

Trustee Gladish noted discussions centering on: the SRD's desire for access to schools for recreational programming, back up power considerations for Cortes, board owned property and questions about K-12 data collection as it relates to staffing and budgets.

**Adjournment**

The meeting adjourned at 8:53 pm.

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**Kat Eddy, Chair.**  
KWP:nc  
October 15, 2024

**Kevin Patrick, Secretary-Treasurer.**







**CAMPBELL RIVER**  
School District 72

MEMO

**Date:** November 1, 2024  
**To:** Board of Education  
**From:** Board Governance Policy Committee  
**Subject:** **Recommendation for notice of motion**

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Notice of Motion for **Board Governance Policy 16 – Role of Committees and Representatives** was given at the October 15, 2024 Board Meeting. The document was circulated for comments back to the Committee.

No comments or concerns regarding this policy were received by the Committee.

The Board Governance Policy Committee recommends adoption of the **Board Governance Policy 16 – Role of Committees and Representatives**.



## ROLE OF COMMITTEES AND REPRESENTATIVES

The board may, from time to time, establish committees to facilitate accomplishment of the board's governance responsibilities. On formation of a committee, the board shall establish the committee's terms of reference as procedures under this policy.

### 1. Standing Committees

- 1.1 As soon as is practicable following its inaugural meeting each year, the board shall name one or more board members to standing committees, and such other representatives to standing committees as deemed necessary for the effective discharge of board business.
- 1.2 Unless otherwise determined by the board, the standing committees of the board shall be the following:
  - Audit and Risk Management Committee
  - Governance Committee
- 1.3 The board chair shall designate a board member as chair of each standing committee.
- 1.4 The superintendent or designate(s) shall attend all standing committee meetings.
- 1.5 The standing committee chair and superintendent or designate shall establish items on the agenda for each standing committee meeting.
- 1.6 No report, order or decision of a standing committee comes into force until the board at a regular or special meeting adopts it.

### 2. Advisory Committees

- 2.1 As need arises, the board may establish advisory committees as it deems necessary to facilitate board accomplishment of the strategic plan district goals.
- 2.2 Unless otherwise determined by the board, the advisory committees of the board shall be the following:
  - NIC Liaison Committee
  - City of Campbell River/School District liaison committee
  - Strathcona Regional District/ School District liaison committee
- 2.3 The board chair shall name one or more board members to advisory committees, and such other representatives to advisory committees as deemed necessary for the effective discharge of the terms of reference of the advisory committee.
- 2.4 The board shall designate a board member as chair of each advisory committee.
- 2.5 Advisory committees shall include the superintendent or designate(s).
- 2.6 Advisory committees shall provide regular updates on their meetings and activities to the board.

### 3. Ad Hoc Committees

- 3.1 As need arises, the board may establish ad hoc committees to assist the board on a specific project for a specific period of time.
- 3.2 The board shall name one or more board members to each ad hoc committee and such other representatives to the ad hoc committee as deemed necessary for the effective discharge of the terms of reference of the ad hoc committee.
- 3.3 The board shall designate one of the board members as ad hoc committee chair.
- 3.4 Ad hoc committees shall include the superintendent or designate(s) and may include other non-board members.
- 3.5 Each ad hoc committee shall provide regular updates on its meetings and activities to the board and, at the conclusion of its work, shall present a written report to the board.
- 3.6 Unless otherwise directed by the board, ad hoc committees are dissolved as soon as they have reported to the board.

### 4. Board Representatives to External Entities and Board Members of Negotiating and Contractual Committees

- 4.1 Representation to external entity requests that fall outside of the scope of the day to day operations of the school district shall be brought to the attention of the Board. If the Board decides that a representative is deemed necessary to effectively represent the interests of the board, the vice chair shall make an appointment recommendation to the Board. Should it be determined by the board that the request be operational, staff appointment to or participation in this entities request shall be made by the Superintendent.
- 4.2 Unless otherwise determined by the board, board member representatives appointed to negotiating and contractual committees shall include representatives to:
  - Campbell River District Teachers' Association (CRDTA) Negotiating
  - CUPE Local 723 Negotiating
  - Professional Development Core Committee
  - Excluded Staff Compensation Committee
  - CRDTA Joint Liaison Committee
- 4.3 Unless otherwise determined by the board, board member representatives appointed to external entities shall include representatives to:
  - District Parent Advisory Committee (DPAC)
  - Vancouver Island School Trustees' Association (VISTA)
  - ~~Vancouver Island Labour Relations Council~~
- 4.4 Board member representatives elected to external entities shall include representatives to:
  - BC Public School Employers' Association (BCPSEA)
  - BC School Trustees' Association Provincial Council (BCSTA)
- 4.5 As soon as is practicable following its inaugural meeting each year, the board shall elect a representative and alternate representative to external entities in which the board is a member and which require the election of board representatives.

- 4.6 The board shall review annually the previous year outcomes and the continuing goals and purposes of board representation to external entities.
- 4.7 Board member representatives to external entities may express their personal views, engage in discussion, problem resolution and generation of proposals and recommendations but shall provide no advice or recommendation on behalf of the board or commit the district to adopt any recommendation, allocate resources or take any action that has not been approved by the board.
- 4.8 Board member representatives to external entities shall provide a brief report to the board following each meeting of the entity or semi-annually should the entity not meet regularly.

## **5. The Board and Operational Committees**

- 5.1 Generally, the board shall not participate in the work of operational committees established under the authority of the superintendent. However, from time to time, board members may attend a meeting of an operational committee as observers to become informed about the work of the committee and any recommendations the superintendent may make to the board.

Legal References:	<i>School Act Secs. 22, 23, 50, 55, 56, 57, 58, 59, 60, 65, 70, 85, 84, 85</i>
Monitoring Method:	<i>Board Governance Policy Committee</i>
Monitoring Frequency:	<i>Annual</i>
First Adopted:	<i>June 25, 2013</i>
Last Revised:	<i>June 20, 2017</i>
	<i>October 2017</i>
	<i>April 13, 2021</i>
	<i>TBA, 2024</i>



## TERMS OF REFERENCE FOR AUDIT AND RISK MANAGEMENT COMMITTEE

### 1. Purpose

The purpose of the audit and risk management committee (the "Committee") is:

- 1.1 To assist the board in fulfilling its financial accountability and oversight responsibilities;
- 1.2 To assist the board in fulfilling its risk management responsibilities; and
- 1.3 To perform such other duties and responsibilities that may, from time to time, be delegated by the board.

### 2. Membership

- 2.1 The board chair shall name two board members trustees to the committee. one of whom the board shall be designate as committee chair;
- 2.2 Any committee member may be removed from the committee by a majority vote of the board; and
- 2.3 The secretary-treasurer and superintendent or designate(s) shall attend all committee meetings.

### 3. Procedures

- 3.1 The chair shall determine the agenda, the frequency and the length of meetings and shall have unlimited access to the administration and information;
- 3.2 The committee shall establish such rules as may be necessary and proper for the conduct of the business of the committee;
- 3.3 The superintendent shall appoint a committee secretary whose duties and responsibilities shall be to keep full and complete records of the proceedings of the committee for the purposes of reporting committee activities to the board;
- 3.4 The committee may not establish sub-committees; and
- 3.5 The committee shall report to the board on a regular basis.

#### 4. Duties and Responsibilities

The following shall be the common recurring duties and responsibilities of the committee:

##### 4.1 Audit

- Meet with the district's external auditors to review the audit service plan that sets the overall strategy and general arrangements for the annual audit of the financial statement;
- Review the audited financial statements and recommend approval of the audited statement by the board;
- Review the audit results with the external auditors and monitor the implementation of the auditors' recommendations in the management letter to the board;
- Monitor the development of and changes to accounting principles and practices and financial reporting standards and their impact on the district's financial reporting; and
- Oversee the selection of external auditors including the terms of the audit engagement and the appropriateness of proposed fees.

##### 4.2 Risk Management

- Review and report to the board on the major risk exposures of the district and on the adequacy and effectiveness of internal controls that safeguard the financial, physical, human and reputational assets of the district;
- Receive and review an annual report on detection and prevention of fraud;
- Receive and review an annual summary of single/sole source procurement transactions over \$40,000; and
- Monitoring district compliance with legislative requirements.

#### **5. Evaluation**

The committee shall undertake and report to the board an annual evaluation assessing its performance with respect to its purpose and responsibilities set out in these terms of reference and any other tasks that may be delegated by the board.

#### **5. Amendment**

These terms of reference may be amended by the board.



## **TERMS OF REFERENCE FOR GOVERNANCE COMMITTEE**

### **1. Purpose**

The purpose of the audit and risk management committee (the "Committee") is:

- 1.1 To assist the board in fulfilling its governance and oversight responsibilities;
- 1.2 To assist the board in reviewing and recommending new or revised policies; and
- 1.3 To perform such other duties and responsibilities that may, from time to time, be delegated by the board.

### **2. Membership**

- 2.1 The board chair shall name two trustees to the committee and appoint a chair;
- 2.2 The secretary-treasurer and superintendent or designate(s) shall attend all committee meetings; and
- 2.3 Any committee member may be removed from the committee by a majority vote of the board.

### **3. Procedures**

- 3.1 The chair shall determine the agenda, the frequency and the length of meetings and shall have access to the administration and information;
- 3.2 The committee shall establish such rules as may be necessary and proper for the conduct of the business of the committee;
- 3.3 The superintendent shall appoint a committee secretary whose duties and responsibilities shall be to keep full and complete records of the proceedings of the committee for the purposes of reporting committee activities to the board;
- 3.4 The committee may not establish sub-committees; and
- 3.5 The committee shall report to the board on a regular basis.

## **4. Duties and Responsibilities**

The following shall be the common recurring duties and responsibilities of the committee:

### **4.1 Policy and bylaw review and development**

The governance committee will ensure that policies and bylaws are created and periodically reviewed which define:

- The roles and responsibilities of the board;
- Duties and responsibilities of the superintendent and executive team;
- Procedures for ensuring the district's legal and regulatory compliance;
- Conflict of interest procedures;
- Procedures for election of trustees and for chair/ vice-chair;
- Current practice and language in SD72 governance policies, regulations and bylaws; and
- New areas of governance policy development.

## **5. Amendment**

These terms of reference may be amended by the board.





## MEMO

**Date:** November 1, 2024  
**To:** Board of Education  
**From:** Kat Eddy, Board Chair  
**Subject:** Vancouver Island School Trustees Association (VISTA) motions to British Columbia School Trustees (BCSTA) annual general meeting

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The Board of Education of School District No. 72 (Campbell River) proposes to bring the following motions forward to the Vancouver Island School Trustees Association (VISTA) branch meeting on November 23, 2024 for discussion at the next British Columbia School Trustees (BCSTA) annual general meeting, April 24-26, 2025.

**Motion 1**

*THAT BCSTA advocate to the Ministry of Education and Child Care for a coordinated and funded provincial approach to addressing cyber security on behalf of school districts.*

**Motion 2**

*That BCSTA advocate to the Ministry of Education and Child Care to create an additional and new funding stream (Annual Technology Grant) aligned with the Annual Facilities Grant to properly fund and support student and instructional technology in a modern learning environment.*



**School District No. 72 (Campbell River)  
Financial Report: First Quarter  
Period Ending September 30, 2024**

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*Overall the budgets are not overspent to approved amounts*

**School District No. 72 (Campbell River)**  
**Statement of Revenue and Expenses**  
**For the 3 Months Ended September 30, 2024**

	<b>2024/25 Budget Preliminary</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>YTD to Actual %</b>	<b>Under (Over) Budget \$\$</b>	<b>%</b>
<b>Revenues</b>						
Ministry of Education Operating Grant	70,198,766	7,019,877	8,054,334	115%	(1,034,457)	-14.74% a
Ministry of Education Other Grants	465,289	46,529	293,129	630%	(246,600)	-529.99% b
First Nations	2,274,059	227,406	236,250	104%	(8,844)	-3.89% a
North Island College	192,000	48,000	27,590	57%	20,410	42.52% b
SD # 93 (CSF)	274,191	27,419	32,368	118%	(4,949)	-18.05% b
International Students	947,050	94,705	151,005	159%	(56,300)	-59.45% b
Student Services Contracts	71,626	17,906	17,906	100%	0	0.00% b
Misc Revenue	109,300	27,325	4,225	15%	23,100	84.54%
Rentals and Leases	163,000	40,750	37,690	92%	3,060	7.51% b
Investment Income	600,000	150,000	148,180	99%	1,820	1.21%
Childcare Revenue	747,520	74,752	153,965	206%	(79,213)	-105.97% b
	<u>76,042,801</u>	<u>7,774,669</u>	<u>9,156,643</u>	<u>118%</u>	<u>(1,381,974)</u>	<u>-17.78%</u>
<b>Expenses</b>						
Salaries, Wages and Benefits	68,504,896	8,881,020	9,762,094	110%	(881,074)	-9.92%
Services, Contracts and Supplies	7,337,908	1,401,765	1,830,782	131%	(429,017)	-30.61% c
	<u>75,842,804</u>	<u>10,282,786</u>	<u>11,592,877</u>	<u>113%</u>	<u>(1,310,091)</u>	<u>-12.74%</u>

Excluded from this financial report is local capital expenditures for \$200,000 which will be included in future reporting.

- NOTES a. MECC issues grants to match expenses. Q1 receives 10% of annual budget.  
b. Grants and revenues are recorded when received, budget is averaged through the year.  
c. Contract and supply expenses not evenly spent through the year.

## SUMMARY BUDGET ANALYSIS

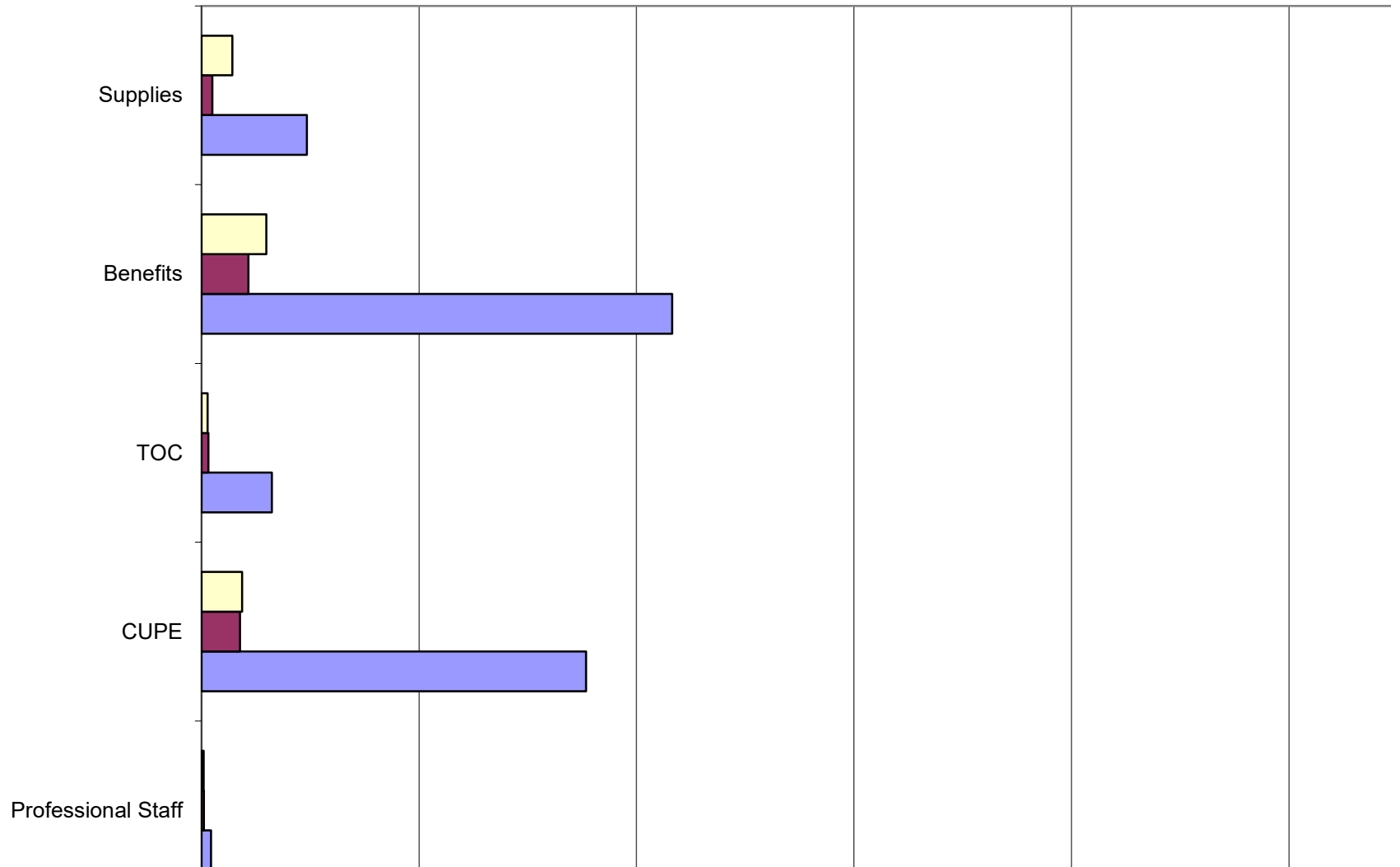
For the 3 Months Ended September 30, 2024

	<b>2024/25 Budget Preliminary</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>YTD to Actual %</b>	<b>Under (Over) Budget \$\$</b>	<b>Budget %</b>
<b><u>Instruction</u></b>						
Administrators	4,542,515	1,135,629	1,138,510	100%	(2,881)	0%
Teach	32,420,782	3,242,078	3,454,610	107%	(212,532)	-7%
Professional Staff	220,952	55,238	51,863	94%	3,375	6%
CUPE	8,841,884	884,188	935,023	106%	(50,834)	-6%
TOC	1,617,848	161,785	141,308	87%	20,476	13%
Benefits	10,820,502	1,082,050	1,491,259	138%	(409,209)	-38%
Supplies	2,425,494	251,804	707,751	281%	(455,947)	-181%
	<u>60,889,977</u>	<u>6,812,773</u>	<u>7,920,325</u>	<u>116%</u>	<u>(1,107,552)</u>	<u>-16%</u>
<b><u>District Administration</u></b>						
Administrators	0	0	0	-	0	-
Professional Staff	1,616,911	404,228	472,575	117%	(68,347)	-17%
CUPE	364,111	91,028	111,948	123%	(20,920)	-23%
TOC	3,200	800	1,124	141%	(324)	-41%
Trustee	104,840	26,210	29,865	114%	(3,655)	-14%
Benefits	563,988	140,997	155,203	110%	(14,206)	-10%
Supplies	890,164	222,541	171,773	77%	50,768	23%
	<u>3,543,214</u>	<u>885,804</u>	<u>942,489</u>	<u>106%</u>	<u>(56,685)</u>	<u>-6%</u>
<b><u>Operations and Maintenance</u></b>						
Professional Staff	268,507	67,127	78,308	117%	(11,182)	-17%
CUPE	4,620,201	1,155,050	1,214,861	105%	(59,811)	-5%
Benefits	1,185,021	296,255	318,433	107%	(22,178)	-7%
Supplies	3,501,300	875,325	820,266	94%	55,059	6%
	<u>9,575,029</u>	<u>2,393,757</u>	<u>2,431,868</u>	<u>102%</u>	<u>(38,111)</u>	<u>-2%</u>
<b><u>Transportation and Housing</u></b>						
Professional Staff	46,624	11,656	13,479	116%	(1,823)	-16%
CUPE	998,069	99,807	118,786	119%	(18,980)	-19%
Benefits	268,941	26,894	34,938	130%	(8,043)	-30%
Supplies	520,950	52,095	130,992	251%	(78,897)	-151%
	<u>1,834,584</u>	<u>190,452</u>	<u>298,196</u>	<u>157%</u>	<u>(107,744)</u>	<u>-57%</u>
<b>TOTAL</b>	<u><u>75,842,804</u></u>	<u><u>10,282,786</u></u>	<u><u>11,592,877</u></u>	<u><u>113%</u></u>	<u><u>(1,310,091)</u></u>	<u><u>-13%</u></u>

Variance of actual costs to budget YTD are highlighted as follows:

- 1) See detailed tabs for supplies variances
- 2) Residual variances not significant and are considered in the detailed reports.

# Instruction



## Instruction Budget Analysis

For the 3 Months Ended September 30, 2024

		2024/25 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$	%
10	Administrators	4,542,515	1,135,629	1,138,510	100%	(2,881)	0%
11	Teachers	32,420,782	3,242,078	3,454,610	107%	(212,532)	-7%
12	Professional Staff	220,952	55,238	51,863	94%	3,375	6%
13	Support Staff	8,841,884	884,188	935,023	106%	(50,834)	-6%
14	TTOC	1,617,848	161,785	141,308	87%	20,476	13%
21	Benefits	10,820,502	1,082,050	1,491,259	138%	(409,209)	-38%
31	Prof & Technical Services	27,500	2,750	30,191	1098%	(27,441)	-998%
32	Data Processing	275,062	27,506	185,533	675%	(158,027)	-575%
34	Pro-D and Travel	460,624	46,062	28,004	61%	18,058	39%
36	Equipment Lease	61,700	15,425	29,544	192%	(14,119)	-92%
37	Membership Fees	6,000	600	411	69%	189	31%
41	Bad Debt Recovery	9,000	900	2,317	257%	(1,417)	-157%
42	Contracts	591,338	59,134	114,752	194%	(55,618)	-94%
43	Office Supplies	289,493	28,949	37,815	131%	(8,866)	-31%
51	Instructional Supplies	437,875	43,788	268,920	614%	(225,133)	-514%
52	Books & Guides	179,444	17,944	2,987	17%	14,957	83%
53	Audio Visual Materials	0	0	0	-	0	-
58	Equipment	67,458	6,746	7,277	108%	(531)	-8%
59	Computer Equipment Replacement	20,000	2,000	0	0%	2,000	100%
		60,889,977	6,812,773	7,920,325	116%	(1,107,552)	-16%

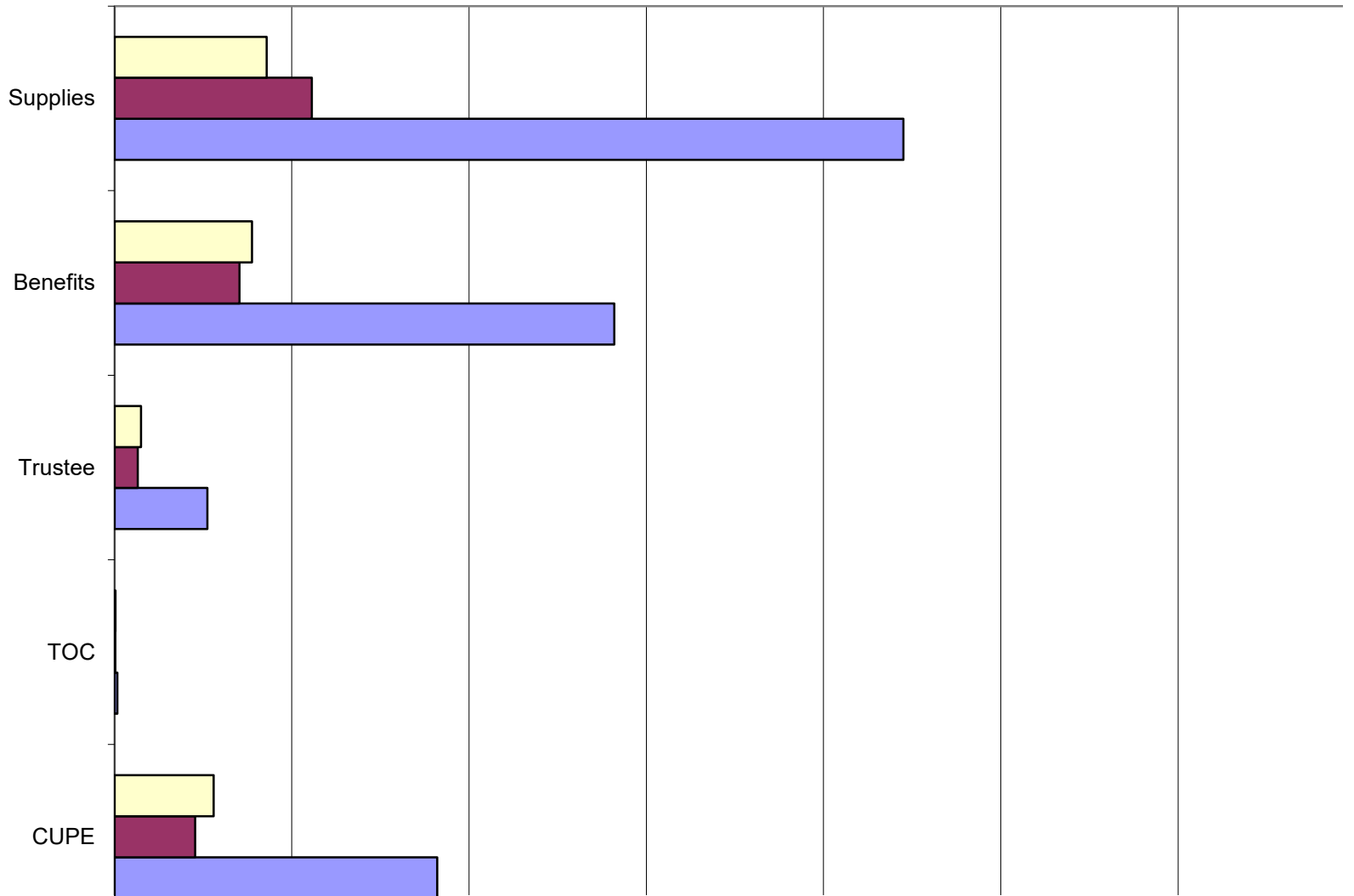
Budget centres includes schools and instructional support services.

Budget YTD is assumed to be incurred mostly from September to June. For the quarter ending, this would be 10% of the annual budget except Administrators, professional staff, and equipment lease (25%)

### NOTES

- a. One professional development day was held in Q1
- b. Expenses were prepaid
- c. Contract and supply expenses not evenly spent through the year

# Administration





## Administration Budget Analysis

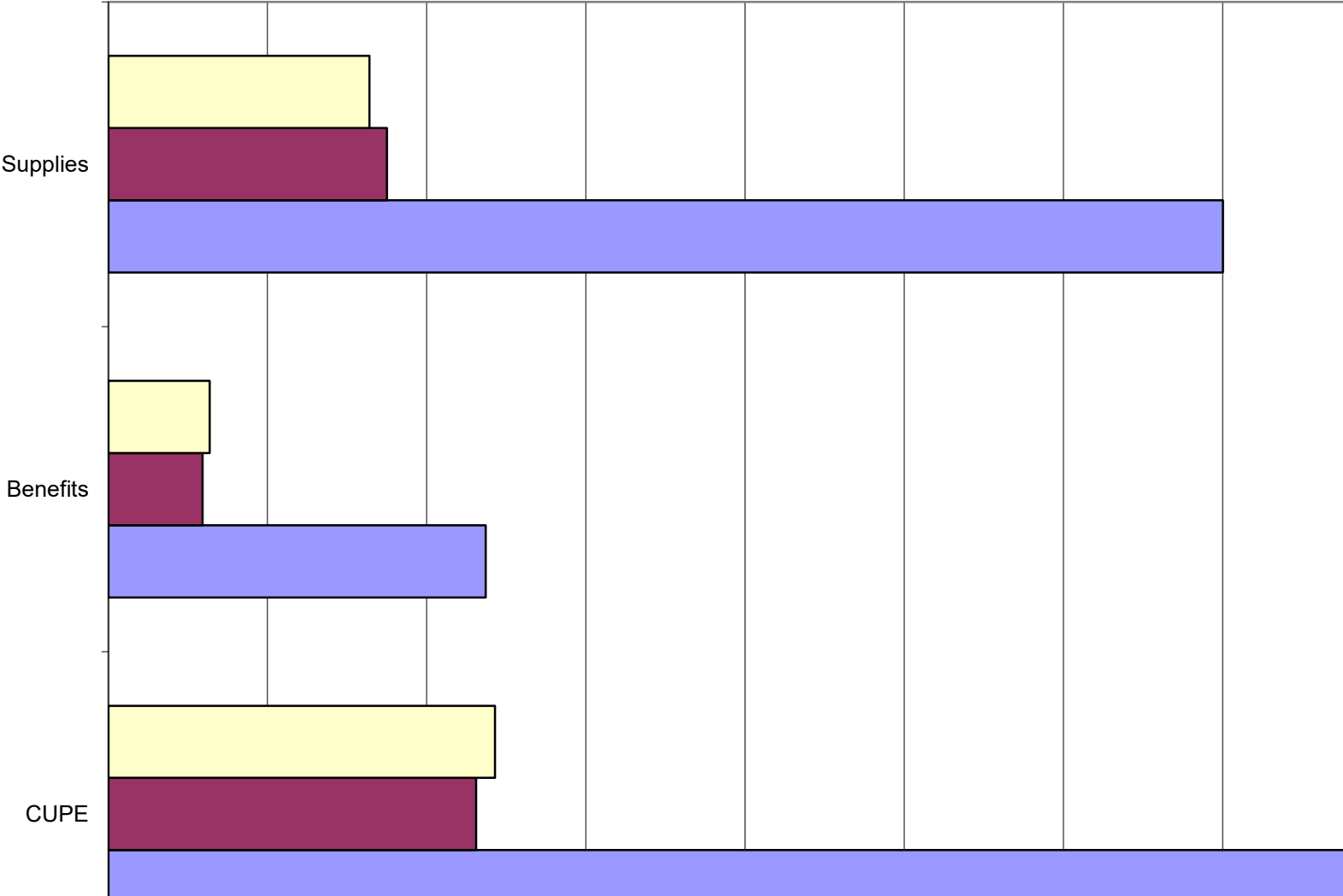
For the 3 Months Ended September 30, 2024

		2024/25 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$\$	%
10	Administrators	0	0	0	-	0	-
12	Professional Staff	1,616,911	404,228	472,575	117%	(68,347)	-17%
13	Support Staff	364,111	91,028	111,948	123%	(20,920)	-23%
14	TOC	3,200	800	1,124	141%	(324)	-41%
19	Trustees	104,840	26,210	29,865	114%	(3,655)	-14%
21	Benefits	563,988	140,997	155,203	110%	(14,206)	-10%
31	Professional Services	101,000	25,250	6,602	26%	18,648	74% a
32	Data Processing	111,500	27,875	689	2%	27,186	98% a
34	Pro-D and Travel	176,429	44,107	33,883	77%	10,225	23% a
36	Equipment Lease	0	0	0	-	0	- a
37	Membership Fees	53,000	13,250	39,856	301%	(26,606)	-201% a
39	Insurance	0	0	0	-	0	- a
41	Service Charges	0	0	2,282	-	(2,282)	-
42	Services	128,000	32,000	25,497	80%	6,503	20% a
43	Office Supplies	99,585	24,896	14,119	57%	10,777	43% a
51	Supplies	220,650	55,163	48,846	89%	6,316	11% a
59	Software	0	0	0	-	0	- a
		3,543,214	885,804	942,489	106%	(56,685)	-6%

Budget centres includes human resources, payroll, business services, board officers/executive, and trustee costs. Budget YTD is assumed to be incurred evenly throughout the year. For the quarter ending, this would be 25% of the annual budget.

NOTES a. Contract and supply expenses not evenly spent through the year.

Maintenance



## Maintenance Budget Analysis

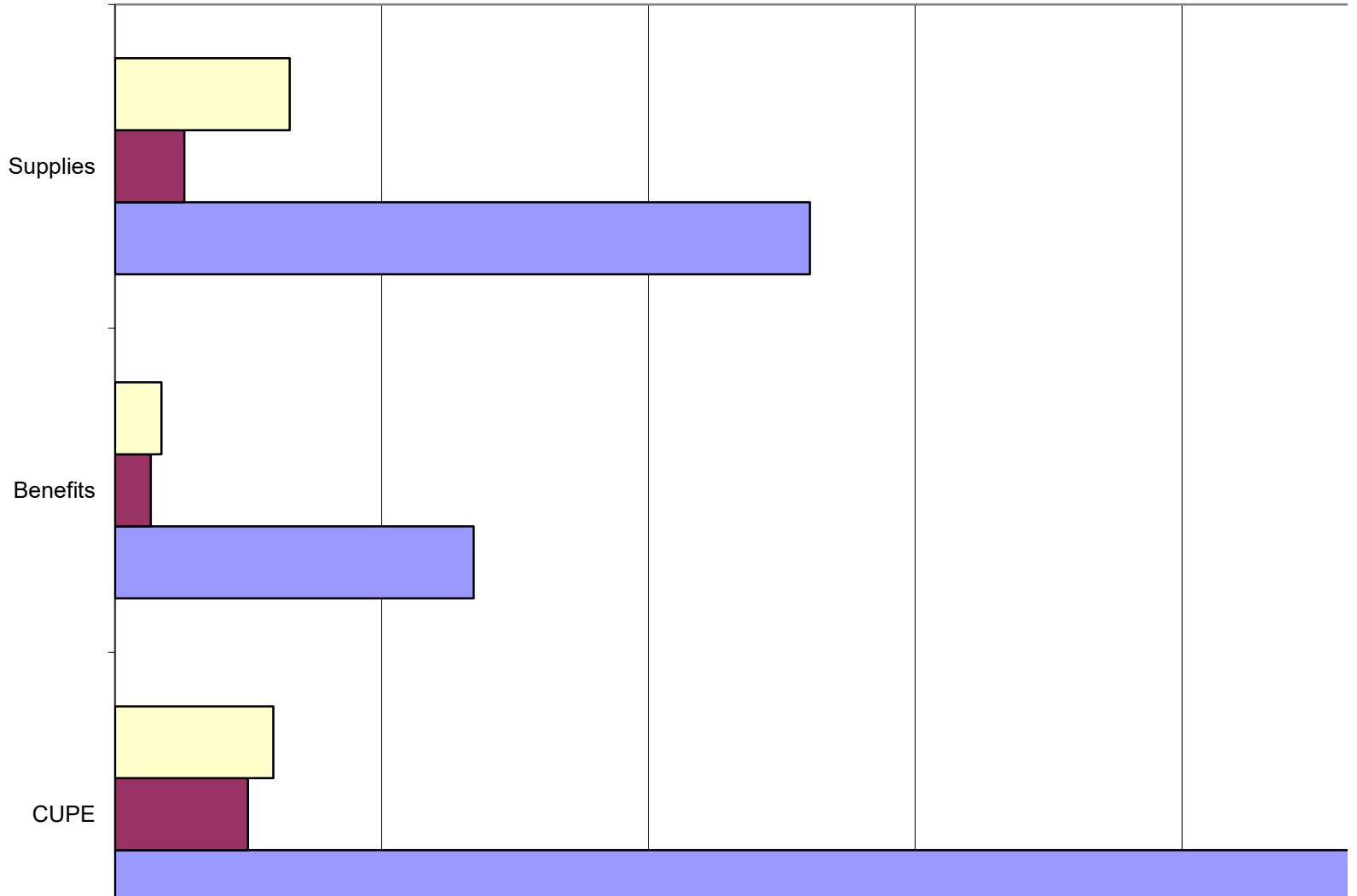
For the 3 Months Ended September 30, 2024

		2024/25 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$\$	%
11	Teachers	0	0	0	-	0	-
12	Professional Staff	268,507	67,127	78,308	117%	(11,182)	-17%
13	Support Staff	4,620,201	1,155,050	1,214,861	105%	(59,811)	-5%
21	Benefits	1,185,021	296,255	318,433	107%	(22,178)	-7%
32	Data Processing	78,000	19,500	82,652	424%	(63,152)	-324%
34	Pro-D and Travel	71,579	17,895	8,496	47%	9,399	53%
36	Equipment Lease	11,000	2,750	0	0%	2,750	100%
37	Dues and Fees	2,500	625	-51	-8%	676	108%
39	Insurance	136,486	34,122	0	0%	34,122	100%
42	Contracts	634,000	158,500	101,768	64%	56,732	36%
43	Office Supplies	24,050	6,013	7,940	132%	(1,927)	-32%
51	Supplies	778,990	194,748	198,270	102%	(3,523)	-2%
53	Cable	6,500	1,625	2,430	150%	(805)	-50%
54	Electricity	725,000	181,250	145,694	80%	35,556	20%
55	Fuel	535,000	133,750	16,594	12%	117,156	88%
56	Municipal Utilities	114,195	28,549	48,957	171%	(20,409)	-71%
57	Waste Disposal	80,000	20,000	10,614	53%	9,386	47%
58	Equipment	34,000	8,500	0	0%	8,500	100%
59	Computer Replacement	270,000	67,500	196,902	292%	(129,402)	-192%
		9,575,029	2,393,757	2,431,868	102%	(38,111)	-2%

Budget centres includes facilities and technology costs. Budget YTD is assumed to be incurred evenly throughout the year. For the quarter ending, this would be 25% of the annual budget.

- NOTES a. Maintenance chargebacks have been applied. Other programs paying for maintenance services.  
b. Contract and supply expenses not evenly spent through the year.

# Transportation



## Transportation Budget Analysis

For the 3 Months Ended September 30, 2024

		2024/25 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$\$	%
12	Professional Staff	46,624	11,656	13,479	116%	(1,823)	-16%
13	Support Staff	998,069	99,807	118,786	119%	(18,980)	-19% a
21	Benefits	268,941	26,894	34,938	130%	(8,043)	-30%
33	Student Travel	46,860	4,686	5,000	107%	(314)	-7% a
34	Pro-D and Travel	11,000	1,100	5,046	459%	(3,946)	-359%
37	Dues and Fees	2,800	280	0	0%	280	100%
39	Insurance	46,000	4,600	40,401	878%	(35,801)	-778%
42	Contracts	80,000	8,000	29,079	363%	(21,079)	-263% a
43	Office Supplies	2,500	250	619	248%	(369)	-148%
51	Supplies	330,790	33,079	50,846	154%	(17,767)	-54% a
58	Equipment	1,000	100	0	0%	100	100%
		1,834,584	190,452	298,196	157%	(107,744)	-57%

Budget centres includes transportation and housing costs. Budget YTD is assumed to be incurred evenly throughout the year. For the quarter ending, this would be 10% of the annual budget.

NOTES a. Contract and supply expenses not evenly spent through the year.

**School District No. 72 (Campbell River)  
Trustee and Executive Expenses  
For the 3 Months Ended September 30, 2024**

	<u>Salary/Remuneration</u>	<u>Pro-D</u>	<u>Expense Reimbursement</u>	<u>Total</u>
<b><u>Trustees</u></b>				
Briggs	\$ 4,124			\$ 4,124
Eddy	4,820		250	5,070
Gillis	4,427			4,427
Gladish	4,124			4,124
Hagen	4,124			4,124
Harper	4,124			4,124
McMann	4,124		250	4,374
	<u>29,865</u>	<u>-</u>	<u>500</u>	<u>30,365</u>
<b><u>Executives</u></b>				
Superintendent	64,767	558	4,820	70,145
Associate Superintendent	51,452	1,051	626	53,129
Associate Superintendent	51,387	1,797	822	54,006
Secretary Treasurer	53,650	-	368	54,018
	<u>221,255</u>	<u>3,406</u>	<u>6,635</u>	<u>231,297</u>
<b>Total</b>	<b>\$ 251,121</b>	<b>\$ 3,406</b>	<b>\$ 7,135</b>	<b>\$ 261,662</b>

**School District No. 72 (Campbell River)  
Trustee and Executive Expenses  
For the Year Ended June 30, 2024**

	<u>Salary/Remuneration</u>	<u>Pro-D</u>	<u>Expense Reimbursement</u>	<u>Total</u>
<b><u>Trustees</u></b>				
Briggs	\$ 15,557		\$ 4,969	\$ 20,526
Eddy	18,190		4,570	22,760
Gillis	16,742		3,462	20,204
Gladish	15,557		4,695	20,252
Hagen	15,557		100	15,657
Harper	15,557		-	15,557
McMann	15,557		1,789	17,346
	<u>112,717</u>	<u>-</u>	<u>19,585</u>	<u>132,302</u>
<b><u>Executives</u></b>				
Superintendent	216,828	763	15,988	233,579
Associate Superintendent	213,500	5,774	2,917	222,191
Associate Superintendent	204,914	4,601	4,680	214,195
Secretary Treasurer	204,334	2,628	5,942	212,904
	<u>839,576</u>	<u>13,767</u>	<u>29,526</u>	<u>882,869</u>
<b>Total</b>	<b>\$ 952,294</b>	<b>\$ 13,767</b>	<b>\$ 49,111</b>	<b>\$ 1,015,171</b>