



CAMPBELL RIVER

School District 72

MEMO

Date: October 31, 2025
To: The Board of Education
From: Kevin Patrick, Secretary-Treasurer
Subject: **PUBLIC BOARD MEETING – November 4, 2025**

A Meeting of the Board of Education will be held:

Date: **Tuesday, November 4, 2025**
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 4 meeting online <https://bit.ly/44xPtUs>

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 4, 2025
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, 2025 to November 30, 2026. (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, 2025 to November 30, 2026. (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 21, 2025
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 4, 2025 Confidential Board Meeting
11. Correspondence
12. Public Submissions
13. Agenda Submissions
14. Educational Submissions
15. Electorate and Board Matters
16. Educational Issues

A.

Exhibit

17. Business Administration

- A. Quarterly finance report – period ending September 30, 2025 (K Patrick)

Exhibit

18. Committee Reports

- A. Oct 24, 2025 BC School Trustees Association Provincial Council meeting (C. Gillis)
B. October 28, 2025 City of Campbell River/ SD72 liaison committee meeting (C Gillis)

19. Any Other Business

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

21. Adjournment

Kevin W. Patrick, CPA, CGA
Secretary-Treasurer

KWP:nc

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 21, 2025**

Present K. Eddy, Chair; C. Gillis, Vice-Chair; S. Briggs, J. Gladish, D. Harper, J. McMann Trustees; P. Cizmic, Associate Superintendent, G. Manning, Superintendent; and K. Patrick Secretary-Treasurer.

Absent: D. Hagen, Trustee

25-143 Call to Order/Chair's remarks

Board Chair Eddy called the meeting to order at 7:30 pm. Eddy reflected on approaching the final year of this Board's term and encouraging a legacy of relationships, trust and cooperation to build the learning environment.

25-144 Superintendent's remarks

Superintendent Manning noted the district's partnership with North Island College, as the college celebrates its 50th anniversary. Remembrance Day ceremonies will be held at schools on November 10. Manning thanked the Board for putting their heart into educational initiatives.

25-145 Approval of the minutes of September 23, 2025

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

***THAT the minutes of the meeting of September 23, 2025
are hereby approved as submitted.***

25-146 Approval of the agenda

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

THAT the agenda is hereby approved as amended.

25-147 Report from the October 21, 2025 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.

25-148 Operations and maintenance work update

Director of Operations Jason Decksheimer shared a presentation with the Board on completed and ongoing work in the Operations and Maintenance department including: Summer projects, the annual facilities grant, major capital programs and planned winter work. Decksheimer highlighted several projects including roofing and HVAC updates at several sites as well as mechanical and accessibility work. Upcoming projects include washroom modernization, phase 2 child care sites and a shop safety initiative.

25-149 Joint Statement on Inclusive, Safe, and Caring Schools

Superintendent Manning noted the updated joint statement from School District 72, the Campbell River District Teachers' Association, CUPE Local 723 and the Campbell River Principals and Vice Principals Association on Inclusive, Safe, and Caring Schools that was shared with the school community last week. The statement is posted on the district website.

25-150 Framework for Enhancing Student Learning (FESL) report overview

Superintendent Manning shared a presentation on the Framework for Enhancing Student Learning (FESL) report. The report is shared with the Ministry and posted on the district's website. The report highlights literacy and numeracy results with an analysis and interpretation of the results.

In addition to results from literacy and numeracy screening tests, the report provides insight into the human and social development of students, their experience at school and the 5-year completion (graduation) rate. Trustees commented on the data provided by the Ministry's Foundation Skills Assessment (FSA) and the DIBELS literacy assessment.

25-151 Bill 19 *School Act* amendment re child care on school property

Board Chair Eddy highlighted the legislative changes proposed in the Province's Bill 19 *School Act* amendment re child care on school property. If passed, this act will enable school districts to provide child care to children of all ages, including infants and toddlers. Districts will also be allowed to provide child care during non-school days, such as winter, spring and summer breaks and professional development days.

25-152 September 30, 2025 1701 enrolment update

Secretary-Treasurer Patrick noted that the district's September 30, 2025 1701 enrolment verification was ongoing. Student enrolment numbers are the core factor in the operational funding that the district receives from the Ministry of Education and Child Care. Close forecasting and verification of actual enrolment is essential in building the district's budget projections. Enrolment numbers are a little above projections however the overall provincial trend is a decline in student enrolment.

25-153 Finance Warrant No. 3 September 30, 2025

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

***THAT the Finance Warrant No. 3 dated September 30, 2025
be accepted as presented.***

25-154 October 3-4, 2025 Vancouver Island School Trustees Association fall conference

Trustees reflected on a successful fall conference of the Vancouver Island School Trustees Association (VISTA) which was held in Campbell River October 3-4, 2025. The conference saw approximately seventy trustees from across Vancouver Island join together to learn and discuss regional and provincial educational matters affecting their school districts. The theme of the conference was Journeys to Success and included presentations, speakers, a discussion panel and the association's business meeting.

25-155 October 14, 2025 District Parent Advisory Committee

Trustee McMann attended the annual general meeting of the District Parent Advisory Committee on October 14, 2025.

25-156 October 20, 2025 CORE Professional development committee

Trustee Gladish attended the CORE Professional development committee meeting on October 20, 2025.

25-157 Questions from Anyone Present on Agenda Items for This Meeting

Question 1 – CRDTA President Debra Coombes: To Superintendent Manning – Did I hear correctly that the FESL report is on the district's website or do I need to request it?

Superintendent Manning confirmed that it is posted on the district's website.

Adjournment

The meeting adjourned at 9:00 pm

School District No. 72 (Campbell River)
Financial Report
For the 3 Months Ended September 30, 2025

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School District No. 72 (Campbell River)
Statement of Revenue and Expenses
For the 3 Months Ended September 30, 2025

	2025-26 Budget Preliminary	Budget YTD	Actual YTD	YTD to Actual %	Under (Over) Budget \$\$	%
Revenues						
Ministry of Education Operating Grant	70,672,107	7,067,211	8,140,167	115%	-1,072,956	-15.18% a
Ministry of Education Other Grants	464,497	46,450	224,257	483%	-177,807	-382.80% b
First Nations	2,361,978	236,198	226,938	96%	9,260	3.92% a
North Island College	192,000	48,000	29,555	62%	18,445	38.43% b
SD # 93 (CSF)	288,240	28,824	28,824	100%	0	0.00% b
International Students	1,031,350	103,135	128,588	125%	-25,453	-24.68% b
Student Services Contracts	71,626	17,906	26,052	145%	-8,145	-45.49% b
Misc Revenue	6,500	1,625	9,903	609%	-8,278	-509.44%
Rentals and Leases	163,000	40,750	28,079	69%	12,671	31.09% b
Investment Income	400,000	100,000	69,551	70%	30,449	30.45%
Childcare Revenue (Incl. MECC funding)	821,220	82,122	203,348	248%	-121,226	-147.62% b
	<u>76,472,518</u>	<u>7,772,221</u>	<u>9,115,262</u>	<u>117%</u>	<u>-1,343,042</u>	<u>-17.28%</u>
Expenses						
Salaries, Wages and Benefits	68,628,888	9,230,273	9,454,201	102%	-223,929	-2.43%
Services, Contracts and Supplies	7,643,630	1,481,989	2,000,417	135%	-518,429	-34.98% c
	<u>76,272,518</u>	<u>10,712,261</u>	<u>11,454,619</u>	<u>107%</u>	<u>-742,357</u>	<u>-6.93%</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

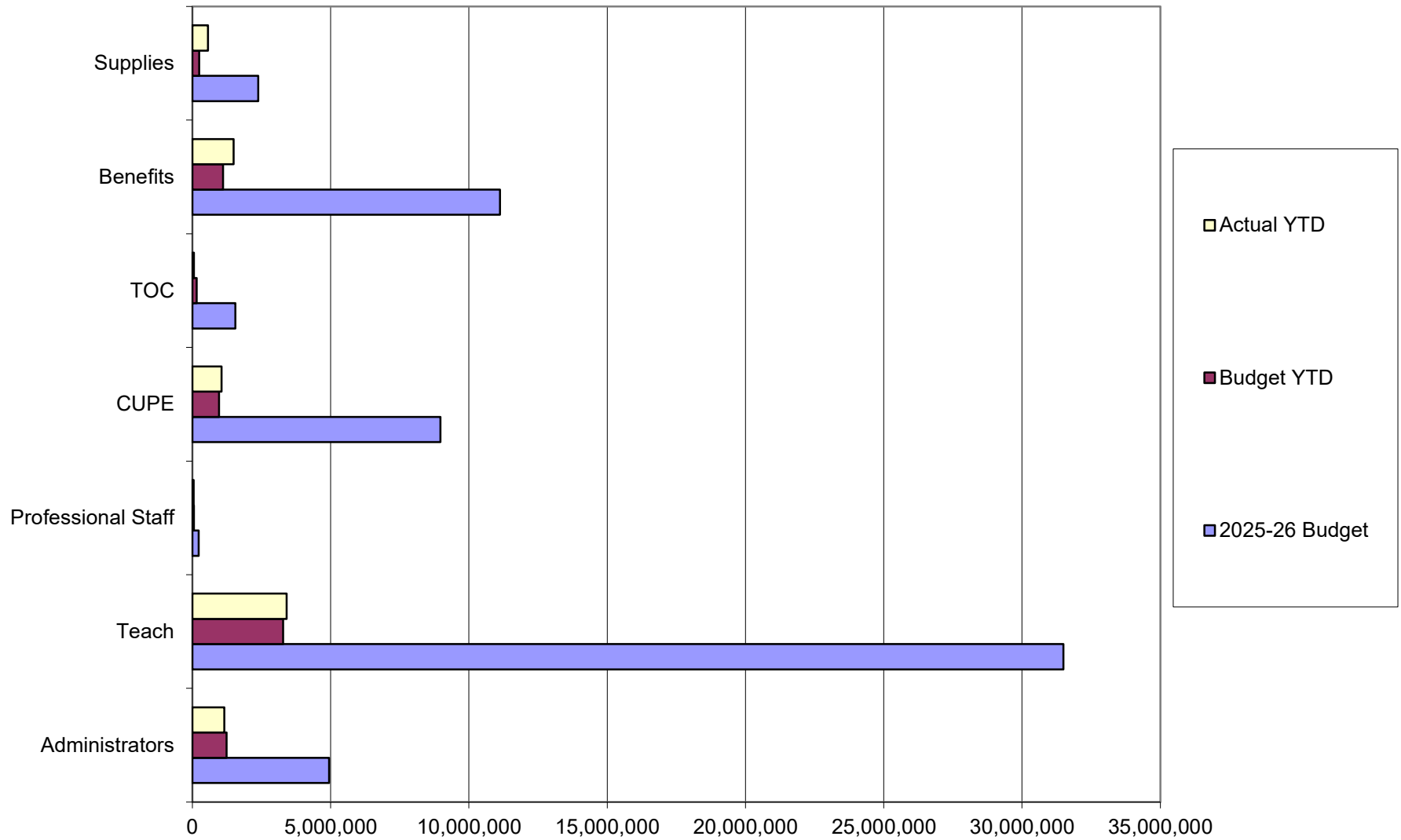
For the 3 Months Ended September 30, 2025

	2025-26 Budget Preliminary	Budget YTD	Actual YTD	YTD to Actual %	Under (Over) Budget \$\$	Budget %
<u>Instruction</u>						
Administrators	4,946,958	1,236,740	1,152,443	93%	84,296	7%
Teach	31,492,391	3,279,239	3,413,575	104%	-134,336	-4%
Professional Staff	227,450	56,863	49,743	87%	7,119	13%
CUPE	8,969,031	969,609	1,057,654	109%	-88,045	-9%
TOC	1,559,946	155,995	60,580	39%	95,414	61%
Benefits	11,122,362	1,112,236	1,497,271	135%	-385,035	-35%
Supplies	2,387,069	247,962	566,998	229%	-319,036	-129%
	60,705,207	7,058,643	7,798,265	110%	-739,622	-10%
<u>District Administration</u>						
Administrators	193,193	48,298	43,000	89%	5,298	11%
Professional Staff	1,504,802	376,201	387,466	103%	-11,266	-3%
CUPE	477,322	119,331	122,069	102%	-2,738	-2%
TOC	3,200	800	1,958	245%	-1,158	-145%
Trustee	119,462	29,866	30,699	103%	-834	-3%
Benefits	655,719	163,930	149,606	91%	14,324	9%
Supplies	871,984	217,996	179,724	82%	38,272	18%
	3,825,682	956,421	914,521	96%	41,899	4%
<u>Operations and Maintenance</u>						
Professional Staff	280,966	70,242	89,466	127%	-19,224	-27%
CUPE	4,709,009	1,177,252	972,203	83%	205,049	17%
Benefits	1,262,828	315,707	263,477	83%	52,230	17%
Supplies	3,850,488	962,622	1,144,602	119%	-181,980	-19%
	10,103,291	2,525,823	2,469,748	98%	56,075	2%
<u>Transportation and Housing</u>						
Professional Staff	50,277	12,569	12,541	100%	28	0%
CUPE	838,407	83,841	118,262	141%	-34,422	-41%
Benefits	215,565	21,557	32,187	149%	-10,630	-49%
Supplies	534,089	53,409	109,094	204%	-55,685	-104%
	1,638,338	171,375	272,085	159%	-100,710	-59%
TOTAL	76,272,518	10,712,261	11,454,619	107%	-742,357	-7%

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, 2025

		2025-26 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$	%
10	Administrators	4,946,958	1,236,740	1,152,443	93%	84,296	7%
11	Teachers	31,492,391	3,279,239	3,413,575	104%	-134,336	-4%
12	Professional Staff	227,450	56,863	49,743	87%	7,119	13%
13	Support Staff	8,969,031	969,609	1,057,654	109%	-88,045	-9%
14	TTOC	1,559,946	155,995	60,580	39%	95,414	61%
21	Benefits	11,122,362	1,112,236	1,497,271	135%	-385,035	-35%
31	Prof & Technical Services	34,500	3,450	32,979	956%	-29,529	-856%
32	Data Processing	260,062	26,006	146,743	564%	-120,736	-464%
34	Pro-D and Travel	545,894	54,589	9,112	17%	45,478	83%
36	Equipment Lease	61,700	15,425	15,887	103%	-462	-3%
37	Membership Fees	18,000	1,800	2,498	139%	-698	-39%
41	Service Charges	9,000	900	3,323	369%	-2,423	-269%
42	Services	423,494	42,349	112,659	266%	-70,310	-166%
43	Office Supplies	102,096	10,210	44,826	439%	-34,616	-339%
51	Instructional Supplies	604,779	60,478	193,167	319%	-132,689	-219%
52	Books & Guides	225,000	22,500	4,991	22%	17,509	78%
58	Equipment	82,544	8,254	813	10%	7,441	90%
59	Computer Equipment Replacement	20,000	2,000	0	0%	2,000	100%
	Total	60,705,207	7,058,643	7,798,265	110%	-739,622	-10%

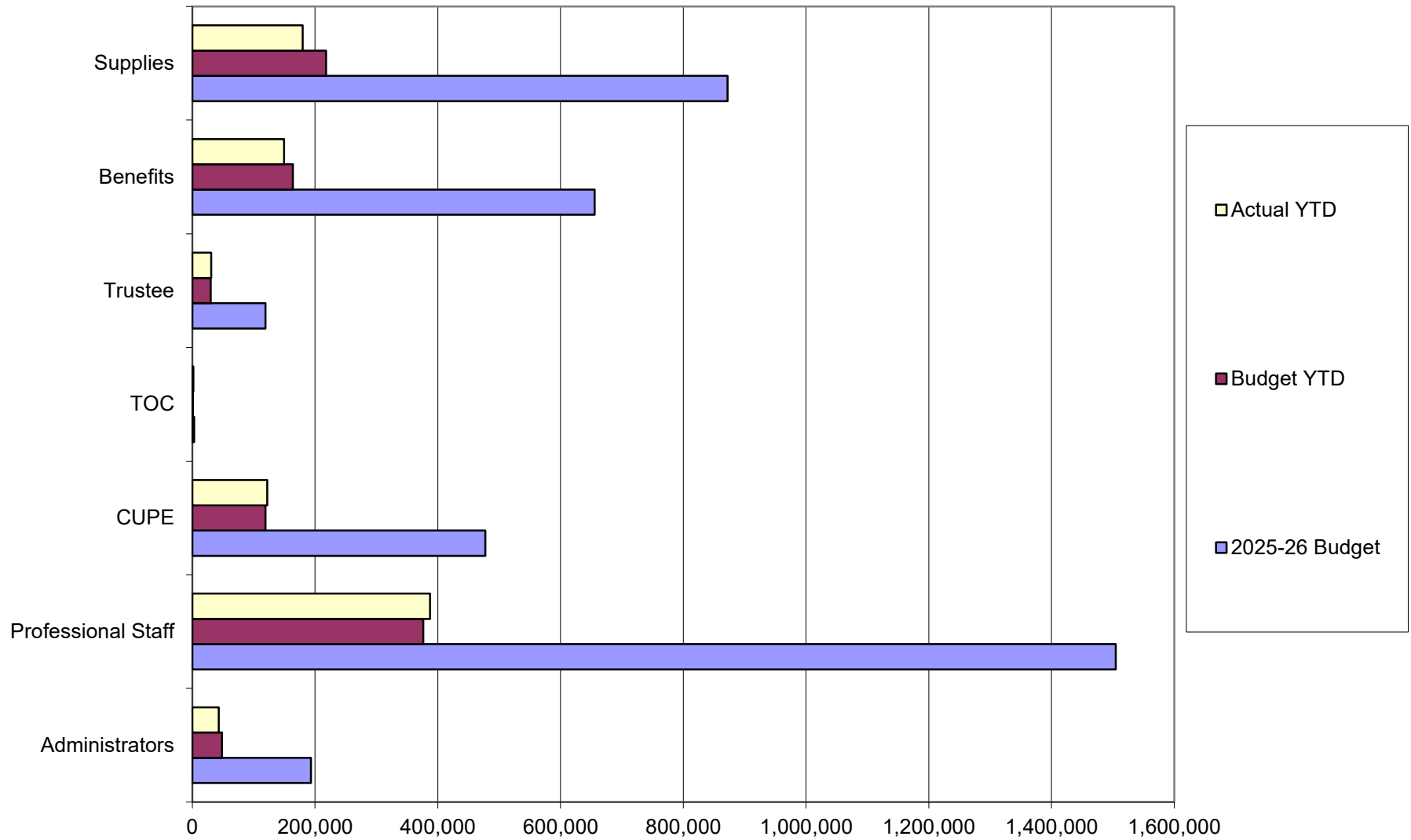
Budget centres includes schools and instructional support services.

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



District Administration Budget Analysis

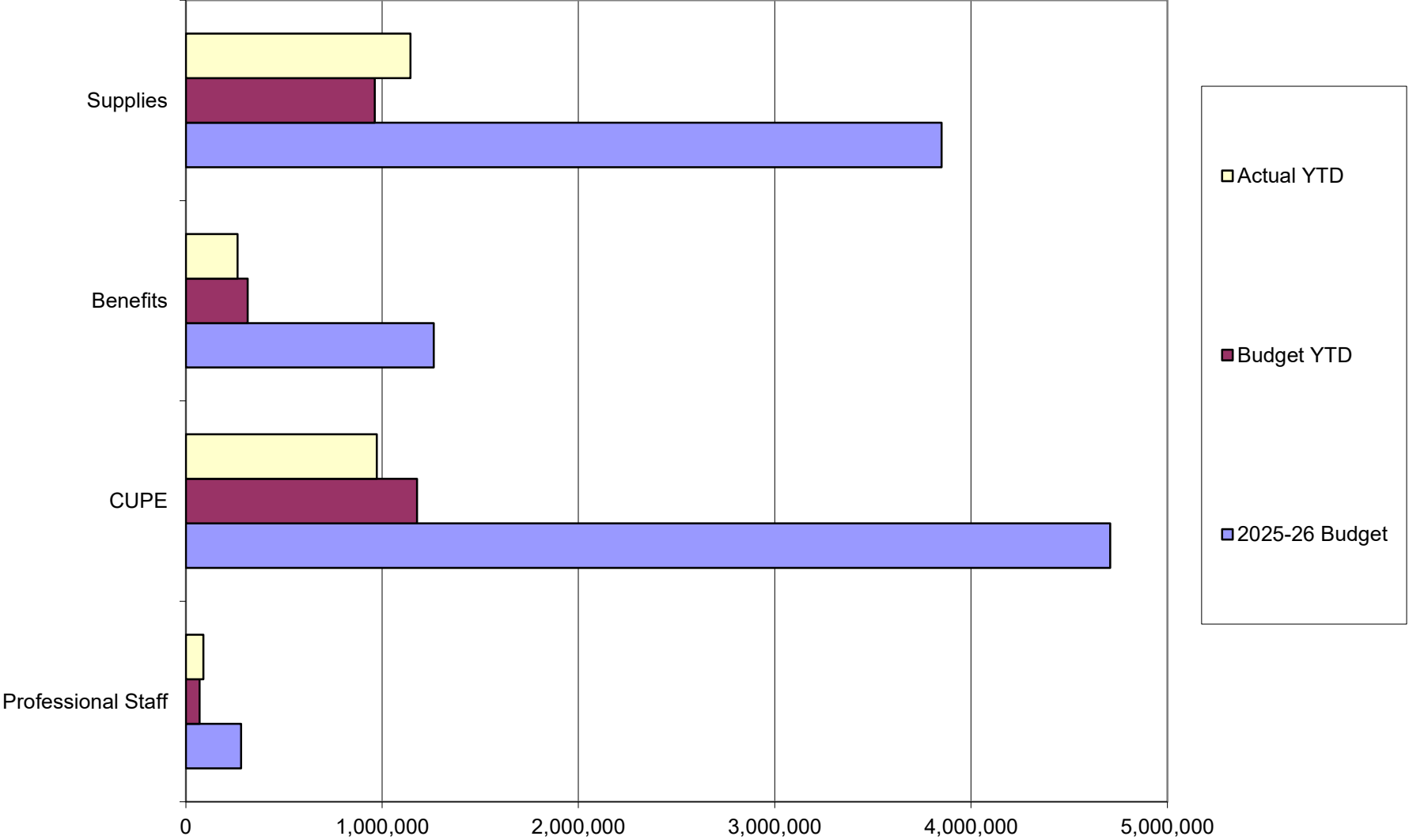
For the 3 Months Ended September 30, 2025

		2025-26 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$	%
10	Administrators	193,193	48,298	43,000	89%	5,298	11%
12	Professional Staff	1,504,802	376,201	387,466	103%	-11,266	-3%
13	Support Staff	477,322	119,331	122,069	102%	-2,738	-2%
14	TOC	3,200	800	1,958	245%	-1,158	-145%
19	Trustees	119,462	29,866	30,699	103%	-834	-3%
21	Benefits	655,719	163,930	149,606	91%	14,324	9%
31	Professional Services	102,000	25,500	1,091	4%	24,409	96%
32	Data Processing	6,500	1,625	6,971	429%	-5,346	-329%
34	Pro-D and Travel	223,338	55,835	27,826	50%	28,008	50%
36	Equipment Lease	0	0	0	-	0	-
37	Membership Fees	61,500	15,375	46,082	300%	-30,707	-200%
39	Insurance	0	0	0	-	0	-
41	Service Charges	0	0	1,809	-	-1,809	-
42	Services	226,748	56,687	49,396	87%	7,291	13%
43	Office Supplies	87,248	21,812	16,964	78%	4,848	22%
51	Supplies	164,650	41,163	29,584	72%	11,579	28%
59	Software	0	0	0	-	0	-
	Total	3,825,682	956,421	914,521	96%	41,899	4%

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



Operations and Maintenance Budget Analysis

For the 3 Months Ended September 30, 2025

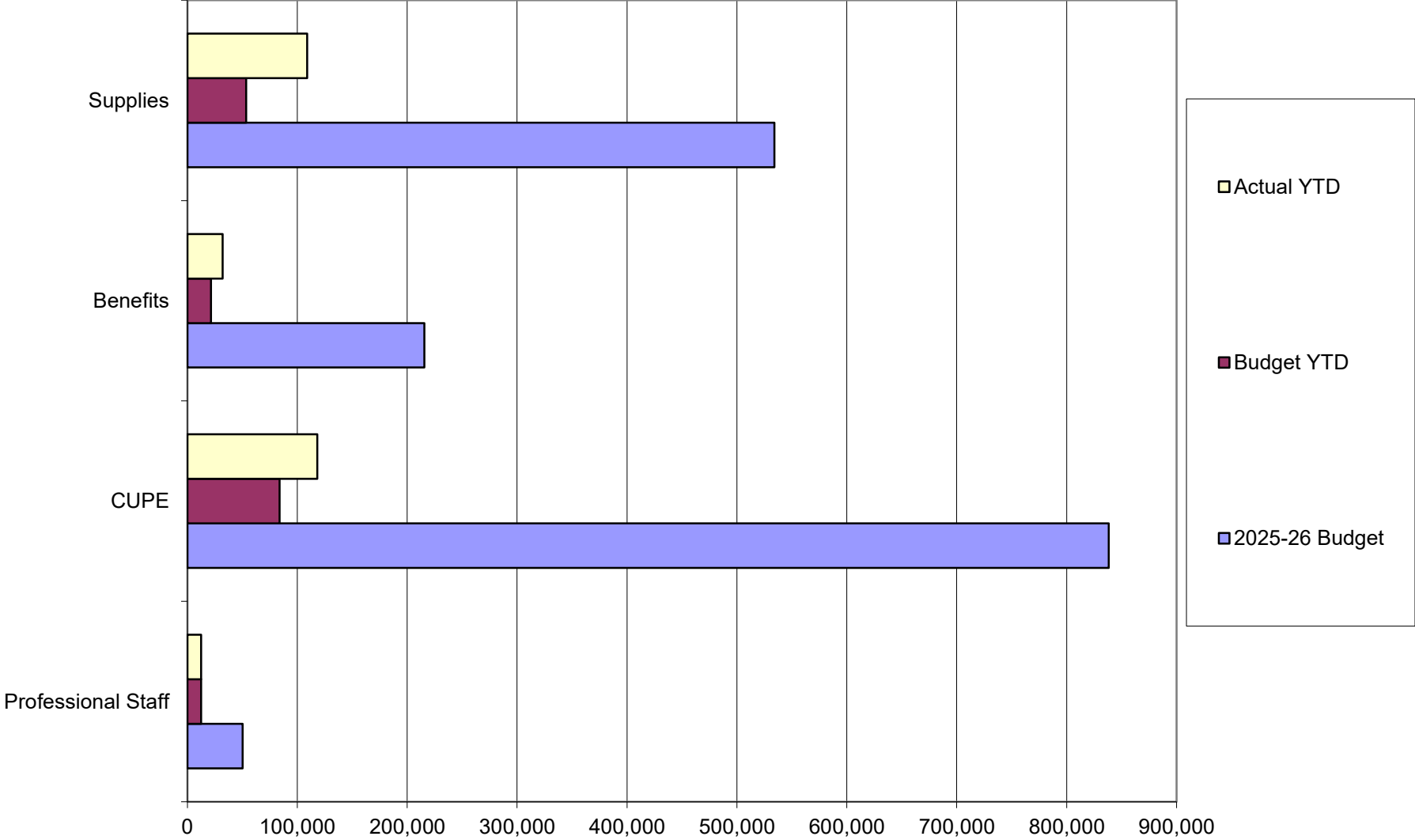
		2025-26 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$	%
12	Professional Staff	280,966	70,242	89,466	127%	-19,224	-27%
13	Support Staff	4,709,009	1,177,252	972,203	83%	205,049	17%
21	Benefits	1,262,828	315,707	263,477	83%	52,230	17%
32	Data Processing	75,000	18,750	245,612	1310%	-226,862	-1210%
34	Pro-D and Travel	66,938	16,735	15,260	91%	1,475	9%
36	Equipment Lease	6,000	1,500	0	0%	1,500	100%
37	Dues and Fees	4,000	1,000	325	33%	675	67%
39	Insurance	160,024	40,006	0	0%	40,006	100%
42	Services	630,000	157,500	70,545	45%	86,955	55%
43	Office Supplies	25,050	6,263	549	9%	5,713	91%
51	Supplies	783,075	195,769	114,476	58%	81,292	42%
53	Cable	9,000	2,250	2,118	94%	132	6%
54	Electricity	725,000	181,250	183,255	101%	-2,005	-1%
55	Gas/Propane	497,500	124,375	17,663	14%	106,712	86%
56	Municipal Utilities	135,000	33,750	76,206	226%	-42,456	-126%
57	Waste Disposal	80,000	20,000	20,137	101%	-137	-1%
58	Equipment	33,000	8,250	17,098	207%	-8,848	-107%
59	Computer Replacement	620,901	155,225	381,359	246%	-226,134	-146%
	Total	10,103,291	2,525,823	2,469,748	98%	56,075	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 and Housing Budget Analysis

For the 3 Months Ended September 30, 2025

		2025-26 Budget	Budget YTD	Actual YTD	YTD to	Under (Over) Budget	
	Expense	Preliminary			Actual %	\$	%
12	Professional Staff	50,277	12,569	12,541	100%	28	0%
13	Support Staff	838,407	83,841	118,262	141%	-34,422	-41%
21	Benefits	215,565	21,557	32,187	149%	-10,630	-49%
33	Student Travel	46,860	4,686	1,560	33%	3,126	67%
34	Pro-D and Travel	12,000	1,200	795	66%	405	34%
37	Dues and Fees	2,800	280	0	0%	280	100%
39	Insurance	43,000	4,300	42,173	981%	-37,873	-881%
42	Services	80,000	8,000	3,634	45%	4,366	55%
43	Office Supplies	2,500	250	817	327%	-567	-227%
51	Supplies	140,929	14,093	31,685	225%	-17,592	-125%
55	Fuel	205,000	20,500	28,431	139%	-7,931	-39%
58	Equipment	1,000	100	0	0%	100	100%
	Total	1,638,338	171,375	272,085	159%	-100,710	-59%

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 except professional staff (25%)

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, 2025

	<u>Salary/Remuneration</u>	<u>Expense Reimbursement and Pro D</u>	<u>Total</u>
<u>Trustees</u>			
Briggs	\$ 4,231		\$ 4,231
Eddy	4,958		4,958
Gillis	4,585		4,585
Gladish	4,231	676	4,907
Hagen	4,231		4,231
Harper	4,231		4,231
McMann	4,231		4,231
	30,699	676	31,375
<u>Executives</u>			
Superintendent	66,151	5,303	71,454
Associate Superintendent	53,192	1,691	54,883
Secretary Treasurer	54,833	229	55,061
	174,175	7,223	181,398
Total	\$ 204,874	\$ 7,899	\$ 212,773

School District No. 72 (Campbell River)
Trustee and Executive Expenses
For the Year Ended June 30, 2025

	<u>Salary/Remuneration</u>	<u>Expense Reimbursement and Pro D</u>	<u>Total</u>
<u>Trustees</u>			
Briggs	\$ 16,495	\$ 4,289	\$ 20,783
Eddy	19,279	8,947	28,226
Gillis	17,708	2,734	20,442
Gladish	16,495	6,759	23,254
Hagen	16,495	-	16,495
Harper	16,495	-	16,495
McMann	16,495	3,956	20,451
	119,462	26,684	146,145
<u>Executives</u>			
Superintendent	276,548	15,544	292,091
Associate Superintendent	217,163	5,829	222,992
Secretary Treasurer	226,677	14,718	241,395
	720,387	36,091	756,478
Total	\$ 839,849	\$ 62,775	\$ 902,624