



## AGENDA

Board Education and Business Committee

Tuesday, March 26, 2024

4:00 p.m.

Boardroom - Public Participation via Zoom

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Pages

1. CALL TO ORDER

I would like to acknowledge that this meeting is taking place on the lands of the

6.2 Drinkwater Elementary Presentation: Digital Citizenship Code of Conduct  
Principal Brenda Stevenson, Vice-Principal Rhonda Rose, Teacher Rob Horsman  
Students: Jana Tamir, Callie Busch, Avneet Kaur, Sidra Rashid-Kaddur, Accalia  
Koulis, Katelyn Noyes, Eloise Dube, Maria Wood, Evelyn Campbell, Basma  
Alamir-Tamer, and Hadley Leidenius

7. BUSINESS AND OPERATIONS

7.1	2023-2024 Year-End Projections	10 - 11
7.2	2024-2025 Ministry of Education and Child Care Funding Announcement	12 - 17
7.3	2024-2025 Annual Budget	18 - 21
7.4	2023-24 Student and Family Affordability Fund Announcement	22 - 24
7.5	Year 3 Shared Recovery Mandate	25

8. POLICY

9. COMMITTEES

10. ADJOURNMENT

10.1 Motion to Adjourn  
*"That there being no further business, the meeting be adjourned."*



CARRIED

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6.1 George Bonner Elementary School Plan

George Bonner is a beautiful, modern facility located in Mill Bay on the traditional territory of the Malahat Nation. The George Bonner Elementary School catchment includes the surrounding Cobble Hill area and Mill Bay. George Bonner has 481 students enrolled from Kindergarten to Grade 7. The students come from a wide range of socio-economic backgrounds.

The school's goals focus on:

1. Identifying and regulating behaviour (kindness matters);
2. Increasing academic performance (literacy and numeracy);
3. Embedding Indigenous Ways of Knowing throughout the school day (for example learning to knit with Cowichan knitters, students painting poles in the atrium with Met s, Malahat, Cowichan language and art, and learning cultural ways such as cooking, baking, plants, and visiting the Nation to learn about culture).

6.2 Enhancing Student Learning FESL: Annual Data Review

Jef Rowan, Director of Inclusive Learning, presented the annual data review which includes data from Foundation Skills Assessments (FSA) on literacy and numeracy for students in Grades 4 and 7, Student Learning Surveys (Grades 7, 10, and 12), graduation rates (broken down for children with diverse abilities, Indigenous students both on and off reserve, and children in care) and post-secondary transition rates.

FSA participation rates have increased over the past few years and are well above the provincial average (89% vs. 69%). While we are not yet seeing the results we would like, they are moving up B verag

6.3 Proposed Three-Year Calendar: Feedback

Director of Communications Mike Russell reported that between February 1-23, 2024, 203 people completed the three-year (2024-2027) school calendar online survey, with 70% of the respondents identifying as parents. The majority of respondents were in favour of each of the three proposed calendars. Comments were predominantly related to the timing of breaks, for instance having NID/Pro-D days scheduled to reduce disruptions, and timing spring and winter breaks to mirror other Districts on the island. There were also concerns about learning loss and financial burden of both days off and breaks.

6.4 Cowichan Secondary/Quw'utsun Secondary Transitional Plan

Director of Inclusive Learning Darcy Hoff presented ideas for closing celebrations at Cowichan Secondary (CSS) and opening celebrations for Quw'utsun Secondary (QSS).

A lot of feedback has been received from people wanting one last walk through CSS. It was suggested that a community event be held on Thursday, June the 20. The public could be invited to submit photos of their time at CSS for a slide show with an audio backdrop of notable graduates speaking. Leadership students could take groups through the school for a final tour. District Elder Dolly Sylvester has connected with Elders at Cowichan Tribes who advised that nothing needs to be done to close the school in a good way.

Cuttings from the large willow tree in front of CSS, which was planted by an early graduating class, have been propagated for planting at QSS. Graduates from the school's early years could be part of the ceremony to plant the cuttings at the new site. They are investigating having the composite graduation photos digitally scanned so they could be put on the school's website and shown at the school through a TV loop. Many students contributed to the art projects by former teacher Linda Faulks. The backings on some sections are rotting. The photography class has taken photos of all the projects. They are working to identify whether any may be able to be taken down for display in a shadow box at the new site.

They are looking at the last week of August for a ribbon cutting ceremony at QSS, and a community event the fourth week of September, with students leading tours of the building.

6.5 New and Revised Administrative Procedures

New AP 169 – Identity, Belonging and Connection was developed to support Policy 25 – Identity, Belonging and Connection. AP 354 - Physical Restraint and Seclusion of Students was revised to align with current practices and Ministry guidelines, and to align with current District non-violent response practices.

Trustee Sousa left the meeting at 6:01 p.m.

There is a projected surplus of \$580K.

## 7.2 2024-2025 Enrolment Estimate

Districts were required to submit enrolment estimates for 2024/25 to the Ministry on February 15.

Trustee Sousa returned to the meeting at 6:03 p.m.

The District and Ministry projections for the next three school years were reviewed. The District is projecting an increase of 71.94 FTE in 2024/25, an additional increase of 26.58 FTE in 2025/26, and a decrease of 2.6 FTE in 2026/27. The Ministry is projecting a drop of 41.04 FTE in 2024/25, 85.81 FTE in 2025/26, and 57.83 FTE in 2026/27. Low birth rates and low in-migration are expected to continue to impact enrolment.

## 7.3 2024-2025 Budget Preview

Last week's provincial budget announcement last week included \$30.3M for learner supports over the next 3 years which, if distributed based on enrolment, should mean approximately \$150K per year to help students with diverse learning needs in our District. Restoration of the Family Affordability Fund was also announced, but we do not yet know the rules around it. The announcement did not include any funding for inflationary adjustments.

The Ministry's funding announcement will be out March 15. Wage increases for support staff and teachers are tied to inflation and are expected to be 3%, with funding anticipated to be included in the per pupil funding. We do not yet have confirmation of increases for Principal/Vice-Principal and exempt staff, or whether any increases would be funded.

Trustee Croft left the meeting at 6:12 p.m.

Our post-pandemic costs for absenteeism are higher than pre-pandemic. While the rates of absenteeism are lower this year, costs are higher as wages have increased. CPP premiums have increased from 5.7% to 5.95%. A second rate of 4% has been introduced for earnings between \$70,100-\$74,900.

Funding for the new Quwutsun Secondary School does not cover the cost of moving from one building to another.

Preliminary estimates for extended health and dental benefits for CUPE and USW are increases of 7.44% (CUPE) and 13.3% (USW).

Fuel rates remain high but have stabilized. We have three electric school buses but the fuel savings are applied to a loan with Canadian Infrastructure Bank.

While we don't see a need for more portables at this time, we need to pay attention to the large cohorts of students going through Frances Kelsey, Chemainus Secondary and Lake Cowichan Schools.

It is not yet known how the Board's newly adopted budget guiding principle to intentionally target funds towards resources aimed at increasing Indigenous student graduation rates will

impact the budget. The Board's added investments for assessments and additional mental health supports will be continued in the 2024/25 budget.

A one-time transfer of \$250K to local capital for the purpose of creating office space has been removed from the 2024/25 budget.

Surplus is being drawn down but is still about 3% of budget, which is within the Board's policy.

BEBC will begin budget work on March 26 with hopes of budget adoption on or around May 7. While the Ministry deadline is June 30, it is required in early May to allow for staffing. The budget will include the impacts of the Memorandum of Agreement on Class Size and Composition, which funded approximately 78 FTE teachers and 6 FTE educational assistants in 2023/24.

#### 7.4 2024-2025 Budget Survey Feedback

The online budget survey was available online from February 9 - 23. The majority of the 95 people who completed the survey identified themselves as parents.

Learning Priorities: The majority of respondents selected a focus on improving reading and math, followed by trades, applied skills and technology.

Indigenous Ways of Knowing Priorities: The top response was to ensure every learner feels safe at school and can learn in a way that is true to their own history and culture.

Culture of Care Priorities: Continuing to create and promote safe and inclusive learning environments for our diverse community was the most popular response.

Future Focused Systems Priorities: The strongly preferred option was to continue to align our work and our learning behind our most important goal - supporting our learners.

#### 7.5 Ministry of Finance Certificate of Deposit Investment Rate Change

The Ministry of Finance announced a reduction of interest rate on deposits effective March 1 2024, which is estimated to result in a loss of about \$30K in interest this year. We are looking at other options and will bring any alternate investment recommendations to the Board.

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The meeting adjourned at 6:31 p.m.

#### 10.1 Motion to Adjourn

Moved by Trustee Schmidt  
Seconded by Trustee Sousa

CARRIED



Date of Report: March 8, 2024

Prepared for: The Board of Education for



**Considerations:**

We have added a modest increase to the transportation (school bus) fee, our homestay fee, and tuition fee. These increases are a recognition of increased food, fuel, and labour costs going forward and are in line with increases in neighbouring island districts.

We have also added a new fee (\$200/month) for vegan diets. This is due to the high cost of specialty protein sources and meat-replacement foods.

Fees remaining the same are: \$150/month and \$300/month respectively for vegetarian and celiac diets; \$50/night for additional nights in the homestay before or after our arrival and departure dates; and \$150 for report card validation when required by particular countries (i.e. Brazil, Mexico, Chile, Argentina, and Spain). This fee covers the cost of having the documents authenticated by the Government of British Columbia and then sent overseas to our partner agencies.

The fee increases for the short-term stays (3 and 4 months) take into account the increase in fees as proposed above, as well as a \$50 administration fee for short term stays.

**Recommended Action:**

*"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) approves the*

A handwritten signature in black ink is written over a rectangular stamp. The stamp contains a grid of small, colorful dots in various colors (red, green, blue, yellow, etc.). The signature is written in a cursive style and appears to be the name "D. L. L."

	(A)	(B)	(C)	(D)	
	AMENDED	YEAR	PROJECTED	(A - C)	NOTES
	BUDGET	TO DATE	REV AND EXP	PROJECTED	
				SURPLUS	
<b>REVENUE:</b>					
PROVINCIAL GRANTS	- 95,240,316	- 53,991,747	- 95,240,316	-	(6)
INTERNATIONAL PROGRAM	- 2,000,000	- 1,953,948	- 1,953,948	46,052	
LOCAL EDUCATION AGREEMENT	- 7,062,740	- 4,590,781	- 7,062,740	-	
MISCELLANEOUS REVENUE	- 80,000	- 183,658	- 183,658	103,658	
TRANSPORTATION	- 55,000	- 54,994	- 54,994	6	
BEFORE AND AFTER SCHOOL FEES	- 285,000	- 139,106	- 139,106	145,894	
RENTALS	- 150,000	- 200,382	- 200,382	50,382	
INTEREST	- 750,000	- 845,439	- 1,050,000	300,000	
PRIOR YEAR SURPLUS	- 3,651,029	- 3,651,029	- 3,651,029	-	
<b>TOTAL REVENUE</b>	<b>- 109,274,085</b>	<b>- 65,611,084</b>	<b>- 109,536,173</b>	<b>262,088</b>	

**EXPENDITURES:**

**SALARIES**

PRINCIPAL / VICE-PRINCIPAL SALARIES		7,022,026	4,911,134	6,862,517	159,509	(2)
TEACHER SALARIES		42,741,498	27,565,448	27,565,448	15,176,040	(7,022,026)
CLERICAL / NHS SALARIES	4,461,090	2,974,787	4,571,234	110,144		(2)
USW SALARIES	6,191,911	3,907,549	6,099,642	92,270		(2)
EXCLUDED SALARIES	2,655,850	1,768,641	2,653,031	2,819		(2)
CASUAL REPLACEMENT (ILLNESS / VACATION)	4,408,574	2,851,334	4,316,390	92,184		(4)
INSERVICE / EXTRA CURRICULAR / DEPT HEAD	1,054,819	424,059	1,054,819	-		(3)
<b>TOTAL SALARIES</b>	<b>78,128,176</b>	<b>50,240,960</b>	<b>77,590,905</b>	<b>537,271</b>		

**EMPLOYEE BENEFITS**

STATUTORY BENEFITS	7,409,213	4,508,401	7,558,805	149,592	
PENSION BENEFITS	8,124,421	5,038,344	7,644,011	480,411	
HEALTH BENEFITS	3,641,784	2,598,932	3,725,568	83,784	
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>19,175,418</b>	<b>12,145,677</b>	<b>18,928,383</b>	<b>247,035</b>	

**SERVICES AND SUPPLIES**

SERVICES	3,602,894	2,284,261	3,602,894	-	(3)
STUDENT TRANSPORTATION	276,525	191,902	326,525	50,000	(3)
PROFESSIONAL DEVELOPMENT AND TRAVEL	752,902	464,101	752,902	-	

(3)



School-Age Enrolment	Funding Level	Funding	Total Supplement
8,142.1680	\$8,915	\$72,587,428	
1.2500	\$8,915	\$11,144	
330.0000	\$8,915	\$2,941,950	
160.3750	\$7,200	\$1,154,700	
18	\$250	\$4,500	

Enrolment	Funding Level	Funding	Total Supplement
71.9409	\$4,458	\$0	
	\$6,686	\$0	
231.4966	\$4,458	\$0	
			\$0

Enrolment	Funding Level	Funding	Total Supplement
6	\$50,730	\$304,380	
499	\$24,070	\$12,010,930	
89	\$12,160	\$1,082,240	
294	\$1,795	\$527,730	
1,754	\$1,770	\$3,104,580	
0.1250	\$5,690	\$711	

July 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$255	\$0	
Summer Learning Grade 8-9	0	\$255	\$0	
Summer Learning Grade 10-12	0	\$505	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$Tc -0m 238 /P #MC5rolmT5 .e01reW/2 734.27		

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	18.0000	\$8,915	\$160,470	
Adult FTE - Continuing Education	0.0000	\$5,690	\$0	
K-Gr 9 School-Age FTE - Online Learning	5.0000	\$3,600	\$18,000	
Gr 10-12 School-Age FTE - Online Learning	30.0000	\$7,200	\$216,000	
Adult FTE - Online Learning	0.0000	\$5,690	\$0	
Level 1 Special Needs Enrolment Growth	0	\$25,365	\$0	
Level 2 Special Needs Enrolment Growth	5	\$12,035	\$60,175	
Level 3 Special Needs Enrolment Growth	0	\$6,080	\$0	
Newcomer Refugees	0.0000	\$4,458	\$0	
ELL Supplement - Newcomer Refugees	0	\$898	\$0	
<b>February 2025 Enrolment Count, Total</b>				<b>.007 Tw 10</b>







STANDARD	8,142.1680	72,587,428	8,070.7271	69,610,021	71.4409	2,977,406	
CONTINUING EDUCATION	1.2500	11,144	1.2500	10,781	-	363	
ALTERNATE SCHOOLS	330.0000	2,941,950	330.0000	2,846,250	-	95,700	
DISTRIBUTED LEARNING	160.3750	1,154,700	159.8750	1,112,730	0.5000	41,970	
HOME SCHOOLING	18.0000	4,500	18.0000	4,500	-	-	4(115)4549





(A)  
2024/2025  
ANNUAL  
BUDGET

(B)  
2023/2024  
AMENDED  
BUDGET

(C)  
(A - B)  
CHANGES

PROVINCIAL GRANTS:

	FTE	(A) 2024/25 ANNUAL BUDGET	FTE	(B) 2023/24 AMENDED BUDGET	FTE	(C) (A - B) CHANGES
<b>SALARIES</b>	<b>894.00</b>	<b>80,155,298</b>	<b>894.11</b>	<b>78,128,177</b>	<b>(0.11)</b>	<b>2,027,121</b>

School District No. 79 (Cowichan Valley)  
2024/2025 Annual Operating Budget

EXPENDITURES

REVENUES

SURPLUS  
(SHORTFALL)

OPERATING EXPENDITURE TOTAL

\$ 111,677,868

OPERATING REVENUE TOTAL

\$ 108,103,149

\$ (3,574,719)



**OWICHAN VALLEY** School District

**RECONCILIATION OF CHANGES IN BUDGET POSITION FOR 2024/2025**

**REVENUES:**

PROVINCIAL FUNDING ESTIMATE	3,280,079	
PROJECTED COLA TEACHERS AND SUPPORT STAFF	(734,022)	
OTHER PROVINCIAL GRANTS	(65,964)	
SURPLUS USED IN 2023/2024 TO BALANCE	(3,651,029)	(1,170,936)

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**EXPENDITURES:**

REMOVAL OF 2022/2023 ROLLOVER ITEMS	1,206,161	
WAGE INCREASES	(1,975,293)	
STATUTORY BENEFITS (CPP, EI AND WORKSAFE BC)	(919,744)	
PENSION BENEFITS	(159,386)	
HEALTH BENEFITS (LIFE, EXTENDED AND DENTAL)	(517,153)	
LEAVE REPLACEMENTS	(134,449)	
STUDENT TRANSPORTATION	(65,000)	
UTILITIES	(62,320)	
DIESEL FUEL	35,000	
CAPITAL TRANSFER	387,555	
MISCELLANEOUS ADJUSTMENTS	(199,154)	(2,403,783)

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**SHORTFALL RECONCILIATION** (3,574,719)

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() = COST PRESSURE





**Student and Family Affordability Fund - Allocations for SY 2023/2024**

		SFAF 2023/24	
School District		School Year Allocation	
5	Southeast Kootenay	\$	151,000
6	Rocky Mountain	\$	169,000
8	Kootenay Lake	\$	100,000
10	Arrow Lakes	\$	100,000
19	Revelstoke	\$	100,000
20	Kootenay-Columbia	\$	173,000
22	Vernon	\$	260,000
23	Central Okanagan	\$	826,000
27	Cariboo-Chilcotin		



Year 1: \$0.25/hr + 3.24%

**COLA**

Year 2: 5.5% +

Year 3: 2% +

