

AGENDA
Open Board Meeting

Tuesday, February 6, 2024

4:30 p.m.

Boardroom - Public Participation via Zoom

Pages

1. CALL TO ORDER

'Uy' skweyul, sii'em' nu siiye'yu. 'Uy nu shqwaluwun kwunus' i lumnalu. I would like to acknowledge that this meeting is taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2.

5.	RECOGNITION AND DELEGATIONS	
6.	REPORT OF CLOSED MEETING	
6.1	Report of Closed Meeting	
7.	OLD BUSINESS	
7.1	Action List	20
8.	SUPERINTENDENT OF SCHOOLS	
8.1	Personnel	
8.1.1	Exempt Staff Update	
8.1.2	Principal/Vice-Principal Update	21
8.1.3	Principal/Vice-Principal Pool Update	
8.2	For Board Information	
8.2.1	Kindergarten Registration	
8.2.2	List of Graduation and District Year-End Events	22
8.2.3	Superintendent's Update	
8.3	For Board Action	
8.3.1	Proposed Three-Year Calendar	23 - 26
	<i>"That the Board of Education of School District No. 79 (Covichan Valley) approves the proposed three-year 2024-2027 School Calendar to go out for consultation with our community."</i>	
9.	SECRETARY-TREASURER	
9.1	For Board Action	
9.1.1	2023-2024 Amended Annual Budget	27 - 51
	<i>"That the Board of Education of School District No. 79 (Covichan Valley) gives first reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."</i>	
	<i>"That the Board of Education of School District No. 79 (Covichan Valley) gives second reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."</i>	
	<i>"That the Board of Education of School District No. 79 (Covichan Valley) considers giving three readings to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567 at this meeting."</i>	
	<i>"That the Board of Education of School District No. 79 (Covichan Valley) gives third and final reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."</i>	
9.1.2	2024-2025 Budget Guiding Principles	52
	<i>"That the Board of Education of School District No. 79 (Covichan Valley) adopts the 2024-2025 Budget Guiding Principles."</i>	
10.	COMMITTEES AND OUTSIDE ORGANIZATIONS	

11.	UPCOMING MEETINGS AND EVENTS	
11.1	Schedule of Upcoming Meetings and Events	53
12.	CORRESPONDENCE	
13.	NEW BUSINESS	
14.	QUESTION PERIOD	
15.	ADJOURNMENT	
15.1	Motion to Adjourn	
	<i>"That there being no further business, the meeting be adjourned."</i>	

from the Minutes of the

DSAC met in person at Lake Cowichan School. TSG 6 BDC 7 (0) 00 TJET EMC #/CI2019-BDC BT1 0 0 1 29.09

Carmen Sundstrom: The DPAC meeting last Thursday was the first one since last November. At the meeting they discussed Kindergarten registration, the new school messenger/ l m

who applied for and was awarded a \$50K grant from Island Health to fund this event.

Videos, audio recordings, as elementary schools lean heavily on these resources.

The Board replaced its generic call to order with one with more meaning and substance behind it. Trustees have also asked for Hul'q'umi'num' language lessons from Dolly, Oad.

CUPE Executive changed their bylaws last year to add diversity to its executive by adding a young member (under age 30) and an Indigenous member to its table.

Reconciliation: Journey of our Generation+ is being offered through Social Uj.

4. New Business

4.1 the ICWichan Secondary School Closure/Disposal Consultation Results

The public responses received at the public meeting and through the public survey were reviewed.

4.2 2024/2025 Budget Process

The budget development timelines were provided to the Committee. The budget will look at the budget guiding principles. Partner Liaison meetings will be scheduled for the week of February 12-16. Partners are asked to determine a time and date that would work well for their executive to meet either in person or by Zoom. The Secretary-Treasurer is also available to do a budget presentation to any interested partner groups. The projected enrolment will impact the budget. Enrolment grows if students move to our District, graduation rates goes up, or birth rates increase. Birth rates continue to drop, only 135 students moved to the District last year.







MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY)

Tuesday, January 9, 2024, 4:30 p.m.
Boardroom - Public Participation via Zoom

PRESENT Trustee Cathy Schmidt, Chair

Child Care, most recently in his role as the Senior Manager, Facilities and Workplace Services. Jeff has worked on several capital projects and his experience will benefit the District.

The Superintendent noted that this is Associate Superintendent Sheryl Koers' last Board meeting prior to her retirement. Sheryl has been with District for over 36 years, starting as an elementary teacher in 1987, taking on her first leadership role in 1998 as a Vice-Principal, moving to her first Principal role in 2000. She joined the District leadership team in 2012 when she was appointed Acting Director of Elementary Education. Sheryl will be honored at a retirement gala on January 11, 2024.

approved by Trustee Lise
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."

CARRIED

approved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) consider three readings of Capital A No. 79 (Cow

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"That the

A Guided Tour

The Board's Strategic Priorities

Statement 2



Revenue

Operating Fund (Schedule 2):

Conclusion



Amended Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2024

School District No. 79 (Cowichan Valley)

June 30, 2024

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A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 79 (Cowichan Valley) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$132,123,567 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 6th DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 6th DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 6th DAY OF FEBRUARY, 2024;

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 6th DAY OF FEBRUARY, 2024.

	2024 Amended Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	8,614.852	8,507.253
Total Ministry Operating Grant Funded FTE's	8,614.852	8,507.253

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,149,792)	(941,926)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(534,113)	(536,819)
From Local Capital	(1,256,000)	(15,000)
From Deferred Capital Revenue	(42,016,657)	(39,084,903)
Total Acquisition of Tangible Capital Assets	(43,806,770)	(39,636,722)
Amortization of Tangible Capital Assets	4,972,786	5,363,812
Total Effect of change in Tangible Capital Assets	(38,833,984)	(34,272,910)
Acquisitions of Prepaid Expenses	(350,000)	(220,000)
Use of Prepaid Expenses	350,000	220,000
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(40,983,776)	(35,214,836)

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	6,772,987	92,893	51,726,888	58,592,768
Changes for the year				
Net Revenue (Expense) for the year	(3,218,474)	351,558	717,124	(2,149,792)
Interfund Transfers				
Tangible Capital Assets Purchased	(182,555)	(351,558)	534,113	-
Local Capital	(250,000)		250,000	-
Net Changes for the year	(3,651,029)	-	1,501,237	(2,149,792)
Budgeted Accumulated Surplus (Deficit), end of year	3,121,958	92,893	53,228,125	56,442,976

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	94,912,576	84,169,293
Other	327,740	216,000
Tuition	2,000,000	2,000,000
Other Revenue	7,482,740	6,826,959
Rentals and Leases	150,000	150,000
Investment Income	750,000	550,000
Total Revenue	105,623,056	93,912,252
Expenses		
Instruction	89,596,140	78,928,057
District Administration	3,803,489	3,916,115
Operations and Maintenance	11,906,608	10,886,573
Transportation and Housing	3,535,293	3,123,412
Total Expense	108,841,530	96,854,157
Net Revenue (Expense)	(3,218,474)	(2,941,905)
Budgeted Prior Year Surplus Appropriation	3,651,029	3,086,771
Net Transfers (to) from other funds		

	2024 Amended Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	42,741,498	37,982,768
Principals and Vice Principals	7,022,026	6,339,601
Educational Assistants	9,592,408	8,175,328
Support Staff	10,653,001	9,718,961
Other Professionals	2,655,850	2,281,405
Substitutes	5,463,393	5,454,120
Total Salaries	78,128,176	69,952,183
Employee Benefits	19,175,418	16,260,840
Total Salaries and Benefits	97,303,594	86,213,023
Services and Supplies		
Services	3,602,894	3,850,452
Student Transportation	276,525	276,525
Professional Development and Travel	752,902	686,315
Rentals and Leases	67,100	67,100

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Teachers	Principals and Vice Principals	Educational Assistants	Support Staff	Other
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School District No. 79 (Cowichan Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

1 Instruction

1.02 Regular Instruction

**2024 Amended
Annual Budget**
\$

2023 Amended
Annual Budget
\$

Revenues

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds

	Annual Facility Grant \$	Learning Improvement Fund \$	Scholarships and Bursaries \$	School Generated Funds \$	Strong Start \$	Ready, Set, Learn	OLEP \$	CommunityLINK \$	Classroom Enhancement Fund - Overhead \$
Deferred Revenue, beginning of year	711,785	73,866	19,177	1,391,525	25,589	61,023	55,005	236,964	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	384,142	368,897			192,000	39,200	140,282	747,905	959,916
Other			100,437	1,450,000					
Investment Income	27,500		9,285						
	411,642	368,897	109,722	1,450,000	192,000	39,200	140,282	747,905	959,916
Less: Allocated to Revenue	384,251	400,000	3,850	1,450,000	217,589	39,200	195,287	766,905	959,916
Deferred Revenue, end of year	739,176	42,763	125,049	1,391,525	-	61,023	-	217,964	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	384,142	400,000			217,589	39,200	195,287	766,905	959,916
Other Revenue			3,850	1,450,000					
Investment Income	109								
	384,251	400,000	3,850	1,450,000	217,589	39,200	195,287	766,905	959,916
Expenses									
Salaries									
Teachers							21,421		
Principals and Vice Principals							48,579	104,288	
Educational Assistants		332,000			4,200			114,017	295,358
Support Staff								333,536	80,063
Other Professionals									
Substitutes						25,159	24,480		357,389
	-	332,000	-	-	4,200	25,159	94,480	551,841	732,810
Employee Benefits		68,000			1,050	5,141	19,650	163,897	184,999
Services and Supplies	32,693		3,850	1,450,000	212,339	8,900	81,157	51,167	42,107
District Entered	32,693	400,000	3,850	1,450,000	217,589	39,200	195,287	766,905	959,916
Net Revenue (Expense) before Interfund Transfers	351,558	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Deferred Revenue, beginning of year

Add: Restricted Grants

Provincial Grants - Ministry of Education and Child Care

Other

Investment Income

Less: Allocated to Revenue

Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education and Child Care

Other Revenue

Investment Income

Expenses

Salaries

Teachers

Principals and Vice Principals

Educational Assistants

Support Staff

Other Professionals

Substitutes

2024/25 BUDGET GUIDING PRINCIPLES

DSAC/Partner Liaison Budget Meeting	February 8, 10:00 a.m.	
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