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AGENDA
Board Education and Business Committee

Tuesday, January 30, 2024

4:00p.m.

Boardroom - Public Participation via Zoom

Pages

1. CALL TO ORDER

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. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

"That the Board Education and Business Committee adopts the agenda of the January 30, 2024 Board Education and Business Committee meeting."

3. MINUTES

3.1 Minutes of the November 28, 2023 Board Education and Business Committee Meeting

3 - 5

"That the Board Education and Business Committee adopts the minutes of the November 28, 2023 Board Education and Business Committee Meeting."

4. ACTION LIST

5. PETITIONS AND DELEGATIONS

6. EDUCATION

6.1 Bench Elementary School Plan

Principal Scott Jackson, Vice-Principal Kyla Bridge, Teacher Vanessa Tan, Students Ari Grey and Lainey Vander Shaaf

6.2 Quamichan School Plan

Principal Claire Whitney, Students Jason Musecamp and James Kiedaisch

6.3	Proposed Three-Year Calendar	6 - 12
	<i>"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Covichan Valley) approve the proposed three-year 2024 to 2027 School Calendar to go out for consultation with our community."</i>	
6.4	Revised and Deleted Administrative Procedures	13 - 16
7.	BUSINESS AND OPERATIONS	
7.1	2023-2024 Amended Annual Budget	17 - 42
	<i>"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Covichan Valley) adopt the 2023/2024 Amended Annual Budget in the amount of \$132,123,567."</i>	
7.2	2024-2025 Draft Budget Guiding Principles	43
	<i>"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Covichan Valley) adopt the 2024-2025 Budget Guiding Principles."</i>	
8.	POLICY	
9.	COMMITTEES	
9.1	Highlights of the January 23, 2024 Advisory Committee Meeting	44 - 46
10.	ADJOU ! U ! U ! U4	7 - 42



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AP 213 - INCLUSIVE LEARNING: SERVICES AND PROGRAMS

Background

The District provides learning opportunities which reflect inclusive practices consistent with legislation, policies, procedures, and guidelines established by the Ministry of Education and Child Care. We are committed to providing learning experiences that are equitable and meaningful to learners.

Cowichan Valley School District honours diversity and is committed to providing culturally-appropriate, student-centered programs, learning resources and instructional approaches that meet the diverse needs of learners.

The District promotes inclusive learning environments that align with Ministry of Education and Child Care philosophy on inclusion, which states that all students are entitled to equitable access to learning, achievement, and the pursuit of excellence in all aspects of their education.

Background

This administrative

- 5.2. The importance of data privacy and security among staff and students will be supported through annual training opportunities.
 - 5.3. Training will include information on data protection regulations and specific steps to take around responsible data handling.
 - 5.4. Network decryption will be used on specifically approved data classifications to allow for identification of malicious actors and attack threats.
 - 5.5. The District will collect and store only the data that is necessary for educational purposes and delete data when it is no longer needed.
 - 5.6. A registry of where personal information is stored and across what applications will be maintained and updated on a regular schedule.
- 6.**
- 6.1. The District will utilize network security monitoring tools to monitor for security threats from malicious actors and to ensure compliance with technology use procedures by staff, students, and guests.
 - 6.2. Staff will monitor and audit technology use to identify and address any inappropriate or unsafe online behaviors.
- 7.**
- 7.1. Video surveillance will be used when necessary to increase security and safety of building spaces.
 - 7.2. Use of video surveillance will be governed by applicable privacy standards and policies related to collection and retention of data.
- 8.**
- 8.1. The District will establish a clear process for reporting technology-related incidents, including cyberbullying, harassment, and policy violations.
 - 8.2. Incidents will be investigated promptly and addressed according to the District's established protocols.
- 9.**
- 9.1. Staff will conduct regular reviews of technology procedures and business operation needs to ensure alignment with current technology trends, privacy, legal

The 2023/2024 Amended Annual Budget

A Guided Tour

Please read this tour of the 2023/2024 Amended Annual Budget prior to examining the completed Budget Documents. It is designed to make your review of the Statements and Schedules easier.

The Board's Strategic Priorities

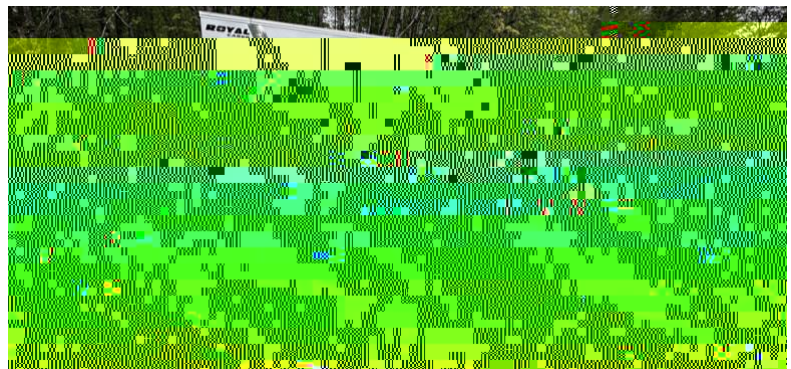
The Budget was prepared in alignment with the four strategic priorities of the Board:

1. Learning
2. Indigenous Ways of Knowing
3. Culture of Care
4. Future Focused System

Statement 2

This Statement describes the total Revenue and Expenditure estimates required to operate the School District for the 2023/2024 school year. It is a consolidation of the Operating (Schedule 2), Special Purpose (Schedule 3) and Capital (Schedule 4) Funds. We use the prior year's Amended Annual

Budget for comparative purposes as it best describes the changes between the two years.



Revenue

The ongoing main revenue components are Provincial Government funding (for operations, special purpose funds – restricted and capital purposes), Local Education Agreement transfers, International Student Program tuition, rentals and investment income.

The consolidated Provincial Grants from the Ministry of Education and Child Care have decreased by \$273K from the 2023/2024 Annual Budget but have increased by \$11.7M from the prior year.

Operating Fund (Schedule 2):

Enrolment increased by 108 FTE over the prior year, but was 53 FTE greater than projection. The majority of the Ministry of Education and Child Care funding increase is being generated to cover the 6.75% wage increase for Teachers, Support Staff, Principals, Vice-Principals and Exempt Staff in 2023/2024.

The Tuition budget has been held at \$2.0M. The International Program has recovered well and continues to draw much interest from new and existing markets. Global inflation poses a risk to this program, particularly in the European market. New efforts are being directed to South America.

Rentals and leases are forecasted at prior-year levels. When available, the District rents space to before/after school program and preschool providers on a cost-recovery basis. Other rentals include the community use of fields and buildings.

Investment income has been increased by \$200K due to significant recent adjustments to the base lending rate of the Bank of Canada. The School District has excess funds on deposit with the Ministry of Finance which returns higher-than-market interest.

Special Purpose Fund (Schedule 3):

The prior year's budget included \$881K of one-time funding to support students and families with the effects of inflation. This has now been replaced by the Feeding Futures Fund, dedicated to food security programs for students, and will provide \$1.019M for the preparation and delivery of meals.

These differences are shown on Schedule 3 Special Purpose Funds.

Budget Schedules

Additional information can be found within the Budget Schedules at the end of the document. These schedules provide specific information on the functions and programs within the Operating Budget (Schedule 2), details of the various Special Purpose Funds (Schedule 3) and information on Capital (Schedule 4).

Budgeted Positions

The Ministry budget template does not include information on the number of FTE (Full Time Equivalent positions) that are covered by the budget categories. The following table shows the total number of FTE employed by the School District excluding casual replacements.

	OPERATING	SPECIAL PURPOSE	CAPITAL	TOTAL
Teachers	450.74	76.37		527.11
Principal/Vice-Principals	47.10	0.90		48.00
Excluded	21.33	3.00		24.33
Trustees	7.00			7.00
Education Assistants	168.00	17.08		185.08
Clerical	63.81	1.00		64.81
Noon Hour Supervisors	8.32			8.32
Indigenous and Cultural Support Worker:	24.43			24.43
Computer Technicians	7.00			7.00
Maintenance and Grounds	20.00	4.00	4.00	28.00
Custodians	53.03			53.03
Bus Drivers	23.33			23.33
Total	894.10	102.35	4.00	1,000.45

	A 2023/2024 AMENDED BUDGET	B 2023/2024 ANNUAL BUDGET	C 2022/2023 AMENDED BUDGET	(A - B) CHANGE ANNUAL BUDGET	(A - C) CHANGE PRIOR YEAR
REVENUE:					
PROVINCIAL GRANTS					
MINISTRY OF EDUCATION AND CHILD CARE	112,208,647	112,593,621	100,657,984	(384,974)	11,550,663
OTHER	327,740	216,000	216,000	111,740	111,740
TUITION	2,000,000	2,000,000	2,000,000	-	-
OTHER REVENUE	9,018,230	8,757,455	8,334,678	260,775	683,552
RENTALS AND LEASES	150,000	150,000	150,000	-	-
INVESTMENT INCOME	823,282	864,406	664,176	(41,124)	159,106MEP 2(40-Tc C

	2023/2024 Amended Budget	2022/2023 Financial Statements	Change
Operating Surplus at at June 30, 2023	6,772,987		

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

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Feeding Futures Fund \$	BC Hydro \$	Early Learning \$	Wendy's House \$	Cultural Trust \$	Performing Arts \$	Equine Assisted Learning \$	Health Career Dual Credit \$	TOTAL \$
Deferred Revenue, beginning of year	-	202,336	42,124	17,992	20	5,136	53,842	-	3,670,794
Add: Restricted Grants	1,018,779	()	()	()	()	()	()	()	()
Provincial Grants - Ministry of Education and Child Care	1,018,779							25,000	14,570,207
Other					10,000				1,560,437
Investment Income									36,785
	1,018,779	-	-	-	10,000	-	-	25,000	16,167,429
Less: Allocated to Revenue	1,018,779	-	17,298	500	10,000	-	53,842	25,000	16,870,696
Deferred Revenue, end of year	-	202,336	24,826	17,492	20	5,136			
Revenues									
Provincial Grants - Ministry of Education and Child Care									
Other Revenue									1,5-3(8)-7(
Investment Income									
Expenses									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants									
Support Staff									
Other Professionals									
Substitutes									
Employee Benefits									
Services and Supplies									
District Entered									
Net Revenue (Expense) before Interfund Transfers									
Interfund Transfers									
Tangible Capital Assets Purchased									
Net Revenue (Expense)									

2024/25 BUDGET GUIDING PRINCIPLES

The Board of Education's budget is the financial plan that ensures all learners in the Cowichan Valley School District are prepared for a world they will create. Through the budget, the Board makes sure that the Strategic Plan priorities are funded. The budget also communicates how the District uses its funding and how it allows for detailed, and public, reporting on spending.

Guiding Principles for Budget Development:

Budget decisions must align with the priorities of 'Beyond Education' Strategic Plan 2020 - 2024;

Is developed as a mechanism to aid in Reconciliation;

Intentionally targets funds towards resources aimed at increasing Indigenous student graduation rates;

Is developed on the principle of equity;

Must be developed in a transparent process and must include public and partner input through communication, consultation and reporting back;

Accounts for uncertainties of inflationary pressures;

Complies with the School Act, collective agreements and other regulatory requirements and Board policy;

Considers multi-year implications of decisions;

Balances short-term and long-term priorities;

Maintains appropriate contingency balance.

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.