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

CARRIED

3.2 Minutes of the April 13, 2023 Special Board Education and Business Committee Meeting

Moved by Trustee Schmidt  
Seconded by Trustee Thorne

*"That the Board Education and Business Committee adopts the minutes of the April 13, 2023 Special Board Education and Business Committee Meeting."*

CARRIED

3.3 Minutes of the April 20, 2023 Special Board Education and Business Committee Meeting

Moved by Trustee Lise  
Seconded by Trustee Thorne

*"That the Board Education and Business Committee adopts the minutes of the April 20, 2023 Special Board Education and Business Committee Meeting."*

CARRIED

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6.1 Ecole Cobble Hill School Plan

Student James Holloway opened the presentation with a land acknowledgement in English, Hul'q'umi'num' and French.

Our Story: Ecole Cobble Hill is a K-7 single-track French Immersion school in a rural setting in Cobble Hill with a strong sense of family and community. Of its 370 students 8% identify as Indigenous and 5% are English Language Learners.

Our Strengths: Students feel encouraged to show kindness and empathy to others; there are many clubs and extra-curricular activities including robotics, math club, chess club, rainbow club and a variety of sports; there is a forest near the school and lots of opportunities for outdoor learning; students report that they are happy and they are doing well.



*Rugby Academy Fees be set at \$5,500 for local district students and out of province, and \$15,000 for International students."*

CARRIED

Moved by Trustee Crof

Seconded by Trustee Sousa

*"That the Board of Education and Business Committee recommends that the Board of Education of School District No. 79 (Covichan Valley) authorizes the 2023-24 Frances Kelsey Secondary School Soccer Academy Fees be set at \$300 per year."*

CARRIED

#### 6.4 Previously Approved Academies with Proposed Changes to Fees

Changes in fees were recommended for two previously approved Academies. A Dance Academy at CVOLC was approved in 2021, and expanded to include more performing arts in 2022. This Academy operates through a partnership between CVOLC and Adage Studio, and provides an



9.2











We know that the world has changed. The global pandemic, the divisiveness within communities, and the war in Ukraine, all affect our planning and our conversations.

As we set out on this journey we can look to the future without boundaries to our conversations.

Our vision is to create a world where everyone has the opportunity to learn and grow.

- 'Beyond Education' has and continues to, create meaningful learning experiences.
- 'Beyond Education' still enjoys significant staff and community support.





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	(A)	(B)	(C)	(D)	
	AMENDED	YEAR	PROJECTED	(A - C)	NOTES
	BUDGET	TO DATE	REV AND EXP	PROJECTED	
				SURPLUS	
<b>REVENUE:</b>					
PROVINCIAL GRANTS	- 87,850,086	- 70,472,667	- 88,155,241	305,155	(6)
INTERNATIONAL PROGRAM	- 2,000,000	- 2,021,440	- 2,021,440	21,440	
LOCAL EDUCATION AGREEMENT	- 6,691,959	- 4,907,661	- 6,691,959	-	
MISCELLANEOUS REVENUE	- 80,000	- 195,735	- 195,735	115,735	
TRANSPORTATION	- 55,000	- 53,222	- 53,222	1,778	
RENTALS	- 150,000	- 101,595	- 140,181	9,819	
INTEREST	- 550,000	- 625,958	- 655,958	105,958	
PRIOR YEAR SURPLUS	- 2,866,857	- 2,866,857	- 2,866,857	-	
<b>TOTAL REVENUE</b>	<b>- 100,243,902</b>	<b>- 81,245,135</b>	<b>- 100,780,593</b>	<b>536,691</b>	
<b>EXPENDITURES:</b>					
SALARIES					
PRINCIPAL / VICE-PRINCIPAL SALARIES	6,486,042	5,378,776	6,556,002	69,960	(2)
TEACHER SALARIES	39,409,902	31,276,594	39,335,617	74,285	(2)
EDUCATION ASSISTANT SALARIES	8,591,18	-1.237 3T7	74,2DC 8.91580 SALARIES(2)		
			EDUCATION ASSISTANTA407SALARIES		8,591,18
			USW SALARIES		5,836,441
			EXCLUDED SALARIES		2,378,849
			CASUAL REPLACEMENT (ILLNESS / VACATION)		4,732,908
			INSERVICE / EXTRA CURRICULAR / DEPT HEAD		945,262
			<b>TOTAL SALARIES</b>		<b>72,709,447</b>
			EMPLOYEE BENEFITS		
			STATUTORY BENEFITS		6,388,682
			PENSION BENEFITS		7,461,722



# 2023-2026 FINANCIAL PLAN

Supporting students through the Board's Strategic Goals



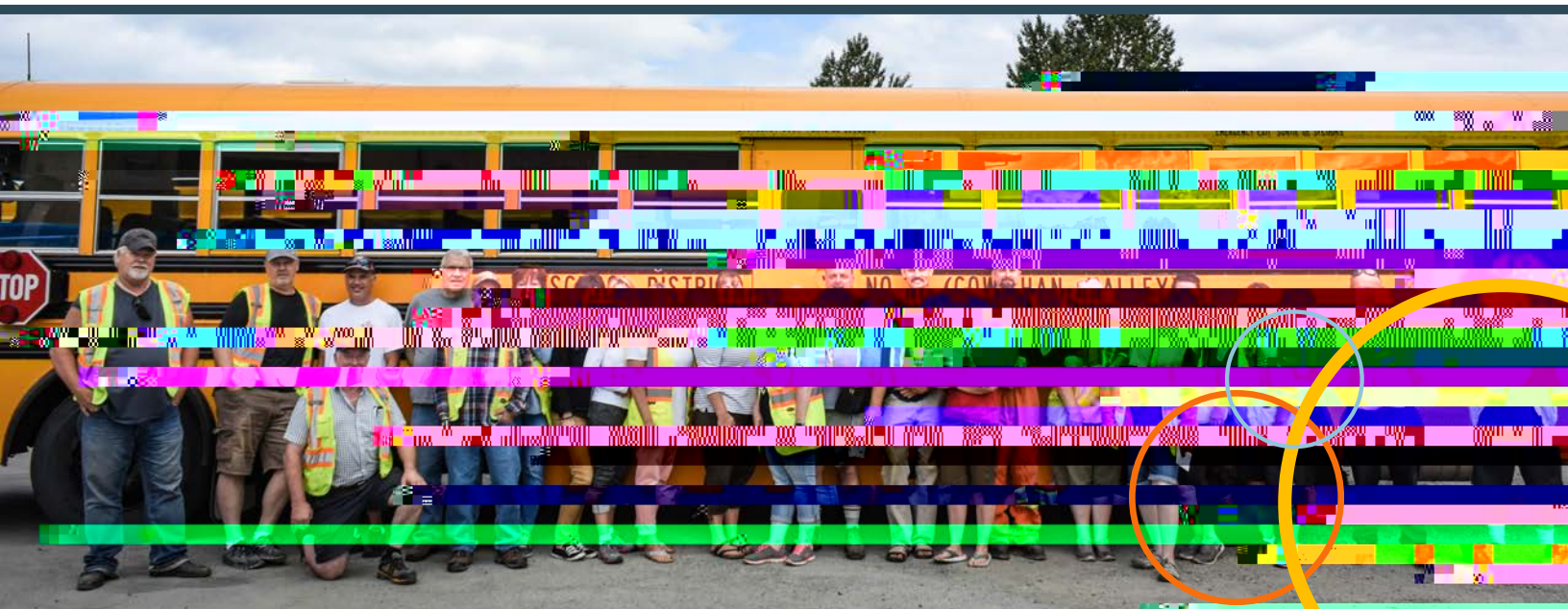


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- Adoption of the Annual Budget by the Board of Education;
- Implementation of staffing plan.





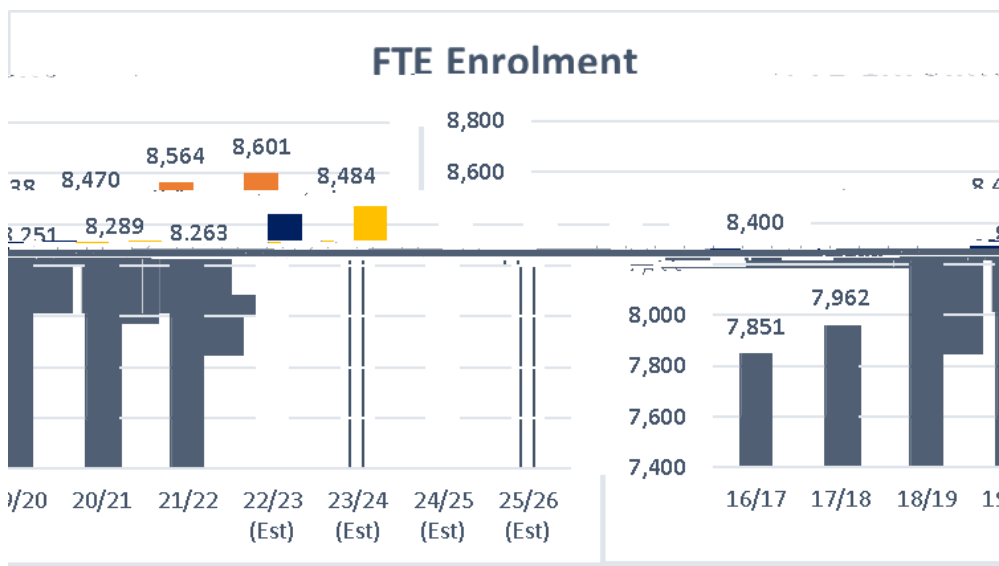
- Funds designated for a specific use or program (Z# #)
  - AZ# #  
Improvement Fund
  - Annual Faci. lua(
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Enrolment is counted three times during the school year. The Operating Grant is adjusted accordingly to reflect actual enrolment figures as they are known. The chart below includes all three counts (September, February, May).

Enrolment is expected to increase modestly year over year for 2023/2024 and 2024/2025 and then decrease slightly.



# DEVELOPING AND ENHANCING

Three-year Collective Agreements were successfully negotiated for Teachers and Support Staff with an effective date of July 1, 2022. Funding for these salary and wage increases was received separately from the per pupil rate in 2022/2023. The base per student funding rate was increased in 2023/2024 to \$8,625 and included two years of wage and benefit funding. Increases projected for 2024/2025 and 2025/2026 anticipate additional funding to support further wage increases but not inflation.

The funding formula is not expected to change for unique geographic factors or the education plan.

Base Grant Per Student	
10,000	9,358
	8,985
	8,625

The International Education program enrolment (primarily in secondary schools) utilizes space in classrooms that would otherwise go unused by students that reside within the boundaries of the Cowichan Valley.

Given local enrolment growth within the District and the resulting space demand, it is likely that International Education enrolment levels will have reached their peak prior to COVID-19. The pandemic has had a negative impact on revenues beginning in 2019/2020.

The pandemic has also reduced the number of homestay families willing to host students.

The ideal number of Full-Time Equivalent (FTE) students is likely around 150.

Global inflation presents as a risk factor. ~~resents as a r~~



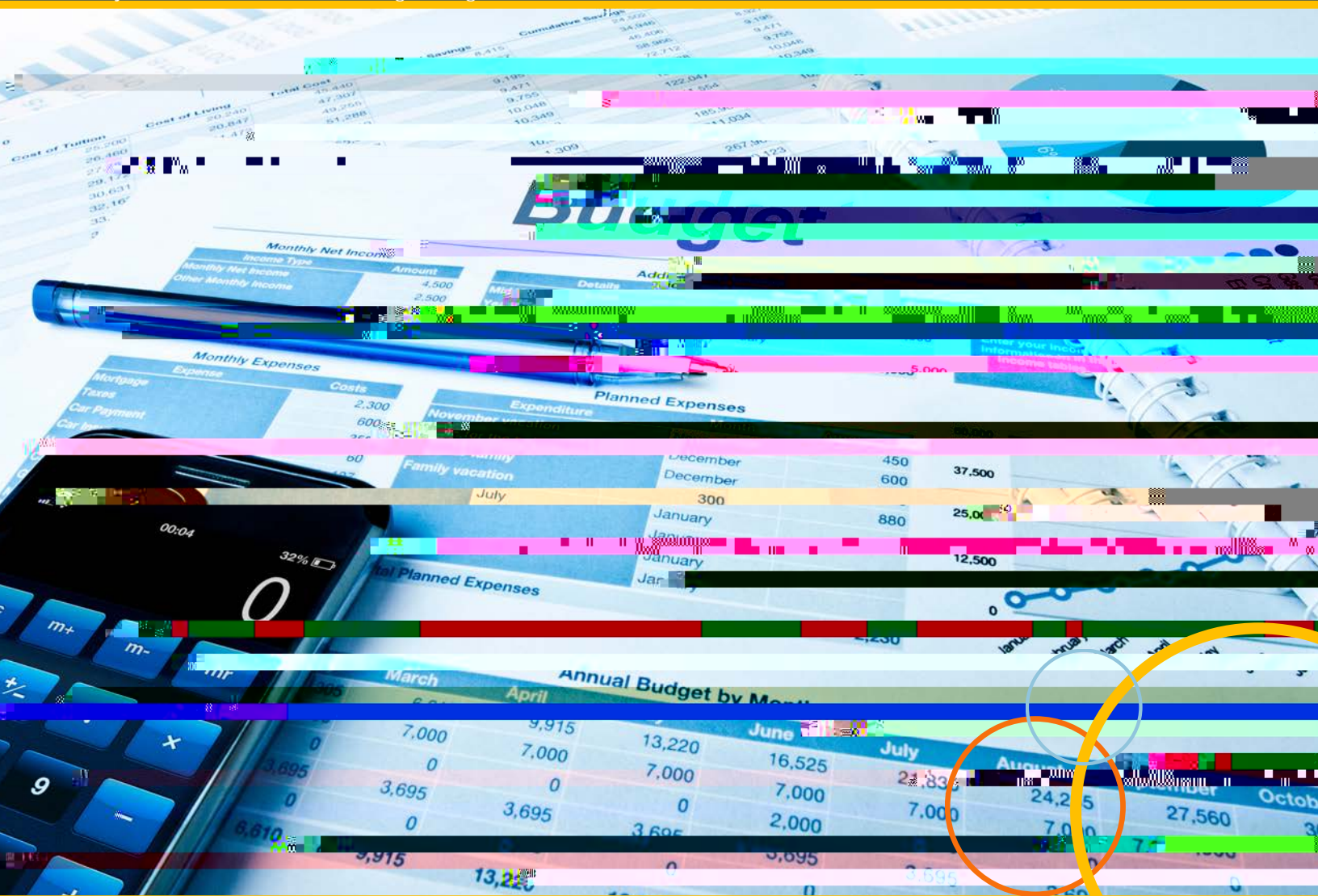


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## POLICY 1 - FOUNDATIONAL STATEMENTS

### Acknowledgement of Territory

### Our Story

Beyond Education: Preparing our learners for a world they will create.

### Our Mission

DRAFT



## Policy 7

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### **POLICY 7 - BOARD OPERATIONS**

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation



- 3.6 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting until a date and time determined by the Chair.
- 3.7 The agenda and notice of meetings shall be prepared by the Secretary-Treasurer under the direction of the Chair who shall consult with the Superintendent. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her. Notice of meetings may be provided by email to an email address designated by a trustee. Non-receipt of notice of a meeting by a trustee shall not void proceedings taken at such meeting.
- 3.8 The order of business at all regular meetings shall generally be:
- 3.8.1 Call to Order
  - 3.8.2 Territorial acknowledgement
  - 3.8.3 Adoption of Agenda
  - 3.8.4 Approval of the Consent Agenda
  - 3.8.5 Minutes
  - 3.8.6 Petitions and Delegations
  - 3.8.7 Report of Closed Meetings
  - 3.8.8 Old Business
  - 3.8.9 Superintendent of Schools
  - 3.8.10 Personnel
  - 3.8.11 For Board Information
  - 3.8.12 For Board Action
  - 3.8.13 Secretary-Treasurer
  - 3.8.14 Personnel
  - 3.8.15 For Board Information
  - 3.8.16 For Board Action
  - 3.8.17 Committees and Outside Organizations
  - 3.8.18 Upcoming Meetings and Events
  - 3.8.19 Correspondence
  - 3.8.20 New Business
  - 3.8.21 Question Period
  - 3.8.22 Adjournment
- 3.9 A change to the order of business after the agenda has been adopted may be proposed by any trustee and shall require two-thirds (2/3) consent of trustees present.
- 3.10 Except for minutes of a meeting or portion of a meeting from which persons other than trustee









7.5 A motion to reconsider a decision can be made the day on which the original motion was

## 8. Voting

- 8.1 All trustees present at a meeting and entitled to vote will vote on each resolution or bylaw. A trustee not voting on any question will be deemed to have voted in the negative unless the trustee has a conflict of interest, in which case the trustee must not vote and his or her abstention will not be counted.
- 8.2 Voting shall be by show of hands. The Secretary-Treasurer shall record in the minutes the mover and seconder of a motion and, upon the request of a trustee, shall record the names of the trustees voting against the motion.
- 8.3 All questions shall be decided by a majority of the votes of the trustees present unless otherwise provided by in this bylaw or the *School Act*.

## 9. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters which must be dealt with in Closed meetings as noted elsewhere in this policy. For example, individual student matters must not be dealt with in a public setting. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities noted below are not to be used to deal with such matters. The Board respects and honors employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.

### Delegations

- 9.1 Parties wishing to appear as a delegation must notify the Secretary-Treasurer before Tuesday noon of the week prior to the Board Meeting for their presentation to be considered for inclusion in the agenda.
- 9.2 All delegations appearing before the Board shall present a written brief for inclusion in the agenda.
- 9.3 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 9.4 The Board will recognize an official spokesperson from each delegation.
- 9.5 Trustees may ask questions for clarification but no recommendations or motions concerning the presentation will normally be made at the same meeting.
- 9.6 Presentations by delegations must be limited to ten minutes unless this time limit is waived by the Board.
- 9.7 The Chair of the Board may determine the number of delegations that will be heard at any one Board meeting and shall inform all trustees regarding delegation requests that have been made, considered, and either included on the Board agenda or denied.
- 9.8 The Chair may deny a request and tione(sha)i.

request is referred to the committee. For example, if an individual wants to address a new education program idea, he or she is referred to the Board Education and Business committee.

- 9.8.2 If the individual or group has already presented to the Board on the same topic, the request is denied.
- 9.8.3 If it is a full agenda, the number of delegations may be limited and the person denied is advised that they will be considered for the next meeting.
- 9.8.4 A request to appear as a delegation may be denied if the topic is unclear. The person requesting to appear is asked for more information. Once more information is received, the request is considered again.

#### Comment and Question Periods

- 9.9 The Question Period is intended to enable the public to obtain clarifying information from the Chair regarding a current Regular Open Meeting agenda item.
- 9.10 Persons wishing to ask a question of the Board at a Regular Open Meeting shall do so in writing on the form provided. Those persons asking questions shall identify themselves by giving their name and address. Each individual shall be limited to one question and one follow up question on the response to that question. The Secretary-Treasurer will collect and review each question to confirm that it is related to a current agenda item prior to handing to the Chair for response.
- 9.11 In the event that the Regular Open Meeting is held electronically persons wishing to ask questions of the chair will type their question in the Q & A Compose box. In typing their question individuals shall identify themselves by giving their name and address. Each individual shall be limited to one question and one follow up question on the response to that question. The Secretary-Treasurer will review each question to confirm that it is related to a current agenda item prior to reading to the Chair for response.

#### Correspondence

- 9.12 Correspondence is at times sent to the Board and at other times to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.
- 9.13 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular Board meeting.
- 9.14 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the trustees.
- 9.15 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Chair who will acknowledge the correspondence, and act in accordance with 9.11 or 9.12 above.

## 10. Consent Agenda

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial.

- 10.1 The full agenda, including the consent items should be disseminated prior to the Board Meeting along with copies of reports and back up materials so that Board members can do their due diligence prior to voting.
- 10.2 As the first item of business the Board Chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
- 10.3 The Board Chair then asks for a motion to accept the consent agenda.
- 10.4 Once the motion has been received, the Board Chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
- 10.5 If any items were removed from the consent agenda the Board Chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the Board Chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

## 11. Audio/Video Recording Devices

The Board requires that anyone wanting to use recording devices at a public Board meeting shall g r BDC B



12.5.1.2.2 To claim lunch - arrive at home/work after 12:00 noon

12.5.1.2.3 To claim dinner - arrive at home/work after 7:00 p.m.

## 12.6 Vehicle Expenses

Kilometrage shall be at the rate of 55 cents per kilometer traveled when using personal automobile and the rate shall be adjusted annually to match the BCSTA mileage allowance. When private vehicles are used, compensation will be based on map distance and the currently approved rate and cannot exceed an amount equal to the economy airfare for the trip. When private vehicles are used in lieu of air transportation, meals and accommodation en route will be paid for one 24-hour period.

## 12.7 Hospitality Expenses

It may be necessary or beneficial to the School District if a trustee(s) were to host a meal or non-alcoholic refreshments for one or more persons.

In this case the meal allowance does not apply, and the Board will cover the cost of reasonable expenses incurred and a gratuity of not more than 20%. Claims for expenses incurred for hosting purposes shall be supported by receipts and clearly state the purpose of the expense, and the names of those hosted.

## 12.8 Other Expenses

Other expenses, such as taxi, parking, ferries, etc. will be reimbursed on submission of receipts.

## 12.9 Advances

Upon application an advance against the anticipated travel expenses shall be issued, but in no circumstances shall the advance exceed 75% of the budgeted cost of the trip.

## 12.10 Claims

A detailed claim for expenses shall be filed within ten (10) days of the return from the program/event.

## 13. Bylaws

13.1 Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution

13.2 The following matters shall be dealt with only by bylaw:

13.2.1 Adoption of the budget

13.2.2 The acquisition or disposal of property

13.2.3 Amendments to bylaws

13.2.4 Where the Minister approves a capital plan or a capital plan with modifications,









The number of trustees appointed to a committee other than the Board Education and Business Committee shall not constitute a quorum of the Board.

## 1. Advisory Committee

### 1.1 Purpose

To provide perspective and advice to trustees on matters referred to it by the Board or by a

### 1.2 Powers and Duties

To receive the perspective and advice of the partner group representatives in attendance and to ask for clarification.

### 1.3 Membership

All trustees are members of the committee and the Chair of the Board shall appoint the chair of the committee.

### 1.4 Meetings

1.4.1 Meetings of this committee will be open to the public.

1.4.2 Meetings to be held on the 3rd Tuesday of the month from 4:30 6:00 pm

1.4.3 The Superintendent and Secretary-Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.

1.4.4 Each of the following partner groups will be invited to send two representatives to attend the advisory committee: District Student Advisory Committee, District

Steel Workers Local 1-1937, Canadian Union of Public Employees Local 5101, Cowichan Valley Principals and Vice Principals Association.

1.4.5 Partner group representatives are encouraged to provide perspective and advice from the vantage point of the group they represent.

1.4.6 Partner groups referring a matter to the committee are asked to provide sufficient detail for trustees and other partner groups to understand the scope of the matter being referred. Such items will be considered in the creation of the agenda.

1.4.7 The agendas and notice of meetings will be prepared by the Secretary-Treasurer, under direction of the Chair of the Advisory Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members and partner group representatives in advance of the meeting.

1.4.8 The Secretary-Treasurer will produce a written summary of the perspectives and advice received by the committee and will circulate it to all partner groups and will present it to the Board.

## 2. Board Education and Business Committee

### 2.1 Purpose

- 2.1.1 The purpose of the Board Education and Business Committee is to provide a forum for in-depth discussion of issues referred to it by the Board, the Chair or the Superintendent and to make recommendations to the Board as the Board Education and Business Committee deems appropriate. The Board Education and Business Committee is also a forum to receive presentations and reports and for trustees to hear perspectives of senior staff, partner groups and other community representatives on matters being considered by the Board Education and Business Committee.

### 2.2 Powers and Duties

- 2.2.1 The agenda for a Board Education and Business Committee meeting shall be prepared by the Superintendent, in consultation with the Chair of the Board and the Chair of the Board Education and Business Committee. The agenda will be

### 3.4 Meetings

3.4.1 Once per year or at the call of the Chair.

## 4. Audit Committee

### 4.1 Purpose

4.1.1 To monitor, evaluate, advise or make recommendations on matters affecting the financial and operational control policies and practices relating to the District.

### 4.2 Powers and Duties

#### 4.2.1 Powers:

4.2.1.1 To review and recommend

- 4.2.3.1.4 Consideration shall also be given as to whether they are complete and consistent with information known to Committee members.
- 4.2.3.1.5 In consultation with management and the external auditors consider the integrity of the District processes and controls including information technology security and control.
- 4.2.3.1.6 Discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures. Review significant findings prepared by the external auditors together with management responses.
- 4.2.3.1.7 Review the financial consent and completeness of information of the District a financial nature which require approval by the Board, before release.
- 4.2.3.1.8 Review with management, the external auditors, and, if necessary, legal counsel any material litigation claim or other contingency that







committee or the external auditor believes are important to be discussed.

- 4.2.3.4.3.4 Review, at least once in every fiscal year, the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor, and on the fee and fee adjustment for the external auditor.
- 4.2.3.4.3.5 Work to resolve any disagreements between management and the external auditor about financial reporting.
- 4.2.3.4.3.6 Recommend to the Board the pre-approval of all audit and non-audit services to be performed by the external auditor.
- 4.2.3.4.3.7 Review other direct or indirect external audit







**Ad Hoc Committees**

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committ



**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79**







mothers receive a CVTU bag with two books when they are in the hospital delivering their babies.

The BCSTA AGM featured guest speaker Jody Wilson Raybould who spoke about her time in the federal government as Attorney General, told stories, and shared thinking on “in-betweeners.”

The BCSTA’s Indigenous Education Council is going to have another series of action-oriented Indigenous Learning.

5. **Adjournment**

The meeting adjourned at 5:43 p.m.