<u>SCHOOL DISTRICT NO. 71 (COMOX VALLEY)</u>
Regular Board Meeting (Public) AGENDA
Tuesday, April 26, 2016
7 pm

Pg

1. **CALL TO ORDER**

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation.

2. **ATTENDANCE**

3. **ADOPTION OF AGENDA**

Circulated earlier in draft form for Board approval.

1. **Adoption of the Regular Meeting Agenda**

<u>Recommendation</u>:
THAT the Board adopt the April 26, 2016 Agenda.
OR
THAT the Board wave the 48-hour notice period required under the Procedural Bylaw in order to consider additions to the Agenda, and adopt the Agenda as amended, the amendments to consist of ...

4. **CONSENT AGENDA**

5 - 9 a. Adoption of Regular Meeting Minutes – <u>March 15, 2016</u>

10 b. Human Resources Report, **Retirements and Resignations**

11 c. Correspondence -- SD71 DPAC Executive re: **Stakeholder Engagement**

<u>Recommendation</u>:
THAT the Board approve the Consent Agenda items.

5. **REPORT ON IN-CAMERA MEETING**
No March 15, 2016 - In-Camera Meeting
School Act Section 72 (3) In-Camera Meeting Record:
1. Minutes -- Adoption of February 26, 2016 In-Camera Minutes
2. Personnel
3. Property

6. **PRESENTATION/DELEGATION**

a. No Presentations or delegations

7. **EDUCATION COMMITTEE REPORT**
Report from Committee Chair: Janice Caton

a. Next Meeting: Tuesday, May 10, 2016
Time: 6:30 pm
Location: TBC

12 1. Minutes of Tuesday, April 12, 2016 Education Committee Meeting attached for Board information.

Recommendation:
THAT the Board approve the Education Committee Minutes of April 12, 2016.

8. **STRATEGIC DIRECTION**

1. Acting Superintendent Report, Tom Demeo

13 - 14 a. **District News**

15 - 17 b. **2016-2017 Proposed School Calendars**

Recommendation:
THAT the Board accept the 2016-2017 regular and DL calendars, as presented, as the proposed calendars for next school year.

18 c. **2016-2017 Long Range Facilities Plan Update,** Briefing Note

Recommendation:
THAT for the 2016-2017 school year the following conditions be instated:

a) Lake Trail will continue to operate as a 7-9 middle school.
b) The West Side K-6 boundary remain as they currently exist.
c) The 3 secondary schools maintain their current boundaries.

d. **Alternate Instruction Week** (Handout at Meeting)

Board Direction

2. Director of Instruction, Student Services, Esther Shatz

19 a. **Naming of "Life-Skills House"** Briefing Note

Board Information

9. **BOARD COMMITTEE REPORTS**

1. **Finance Committee**

Report from Committee Chair: Peter Coleman

20 - 21 a. Minutes of the Tuesday, April 19, 2016 Finance Committee meeting we provided for Board information.

b. **Budget Presentation**, Sheldon Lee, Acting Secretary Treasurer

Board Information

22 - 24 c. **2016-2017 Annual Facilities Grant Spending Plan / Capital Project No. 127107**

Recommendation:

THAT School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 in the amount of $1,327,403 receive its first reading.

THAT School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 in the amount of $1,327,403 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2015.2 to the the third reading of Capital Project Bylaw 127107 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 in the amount of $1,327,403 receive its third and final reading.

Recommendation:

THAT the Board receive the Finance Committee report.

10. **BOARD BUSINESS**

25

1. **BC School Trustees Association (BCSTA) AGM,** April 14-16, 2016, Vancouver, BC, Report, Janice Caton, Board Vice Chair and BCSTA Trustee Representative

   Recommendation:

   THAT the Board of Education extend an invitation to Mr. Bernier, Minister of Education to visit School District No. 71 prior to the end of this school year.

2. **Notice of Motion,** as presented by Trustee Cliff Boldt at the March 15, 2016 regular public Board meeting:

   Recommendation:

   THAT the Board of Education, School District No. 71 (Comox Valley) by May 31, 2016 initiate communication with the councils of Cumberland, Comox and Courtenay and the Board of the CV Regional District inviting each to regular meetings of elected officials to discuss matters of mutual concern related to their community and the Comox Valley generally.

3. **Truth and Reconciliation Recognition**, Janice Caton, Board Vice Chair / Trustee, City of Courtenay

   Recommendation:

   THAT the Board of Education fully support the Truth and Reconciliation Commission's recommendations that pertain to the Kindergarten to Grade 12 public school system and all future directions for Aboriginal Education in School District No. 71 (Comox Valley).

11. **SCHOOL TRUSTEE WRITTEN REPORTS**

12. **PUBLIC QUESTION PERIOD**

13. **ADJOURNMENT**

BOARD OF EDUCATION
SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

Regular Board Meeting-Public
March 15, 2016
7 pm

1. CALL TO ORDER -- 7 PM

2. ATTENDANCE

Present:	**Trustees**	**Staff**
	Tom Weber, Chair	Tom Demeo, Acting Superintendent
	Janice Caton, Vice-Chair	Candice Hilton, Director of Finance
	Peter Coleman	Sheldon Lee, Acting Secretary Treasurer
	Sheila McDonnell	Lynda-Marie Handfield, Director, Human Resources
	Ian Hargreaves	Allan Douglas, Director of Instruction (Elementary)
	Vickey Brown	Esther Shatz, Director of Instruction (Student Services)
	Cliff Boldt	Ian Heselgrave, Director of Operations
		Debbie Page, Recording Secretary

3. ADOPTION OF AGENDA

Circulated earlier in draft form for Board approval.

1. **Adoption of the Regular Meeting Agenda**

Motion**:**
THAT the Board adopt the March 15, 2016 Meeting Agenda. *[CARRIED 7/7]*

4. CONSENT AGENDA

a. Adoption of Regular Meeting Minutes – February 23, 2016

b. Human Resources Report, Retirements and Resignations

Retirements:

Ann Robertson, Teacher, Valley View Elementary School will retire effective March 31, 2016 after 16 years of service with the district.

Barbara Belcher, Teacher, Queneesh Elementary School will retire effective April 30, 2016 after 22 years of service with the district.

Randi Baldwin, Library Clerk, Airport Elementary School will retire effective June 30, 2016 after 17 years of service with the district.

Margaret Sebring, Teacher, Cumberland Community School will retire effective June 30, 2016 after 39 years of service with the district.

Resignations:

Jamie Leslie, Teacher, has resigned after 19 years of service with the district.

Tammy Compton, Aboriginal Support Worker, resigned effective February 21, 2016 after 19 years of service with the district.

Jennifer Turner, Principal, resigned effective March 1, 2016 after 16 years of service with the district.
Wendy Nixon Stothert, Teacher, will resign effective June 30, 2016 after 16 years of service with the district.
Myra Wilson, Teacher, will resign effective June 30, 2016 after 9 years of service with the district.
Susan Leslie, Teacher, will resign effective June 30, 2016 after 14 years of service with the district.
Patricia Para, Teacher, Cumberland Community School will resign effective June 30, 2016 after 20 years of service with the district.
Marnie Webb, Teacher, will resign effective June 30, 2016 after 8 years of service with the district.
Rob Grantham, Vice-Principal, will resign effective July 31, 2016 after 20 years of service with the district.
Rebecca Stewart, Teacher, will resign effective July 31, 2016 after 20 years of service with the district.

c. **Vancouver Island School Trustees Association (VISTA) Branch Report**, Janice Caton, Board Vice-Chair

Note: Lifted from the Consent Agenda and moved to Board Business 10-3.

Motion:
THAT the Board approve the Consent Agenda items as amended. [CARRIED 7/7]

5. REPORT ON IN-CAMERA MEETING

No In-Camera Meeting held on this date.

6. PRESENTATION/DELEGATION

No Presentations or Delegations

7. EDUCATION COMMITTEE REPORT

i. Report from Committee Chair: Janice Caton

Next Meeting: Tuesday, April 12, 2016
Location: TBC
Time: 6:30 pm

8. STRATEGIC DIRECTION

1. Acting Superintendent Report, Tom Demeo

a. **District News**

Highlights:
- Community Forums - **Alternative Instructional Week**: Highland Secondary School, Wednesday, March 16, 2016, 6:30 pm to 8 pm and Mark R. Isfeld Secondary School, Thursday, March 17, 2016, 6:30 pm to 8 pm.
  Note: Acting Secretary Treasurer Sheldon Lee will present the 2016-2017 budget challenges at each of these community meetings.
- Spring Break: Monday, March 21 to Friday, April 1, 2016 (inclusive). Opening: Monday, April 4, 2016.

b. **2016-2017 Proposed School Calendars,** Briefing Note

Motion:
THAT the Board accept the draft 2016-2017 regular and DL calendars for consultation purposes as the proposed calendars for next school year.
[CARRIED 7/7]

9. BOARD COMMITTEE REPORTS

1. Finance Committee

Next Meeting: Tuesday, April 19, 2016
Time: 3 pm

10. BOARD BUSINESS

1. **GoSmart Committee Update**, Briefing Note, Sheila McDonnell, Trustee, Baynes Sound, Hornby and Denman Islands

Trustee McDonnell spoke to the briefing note that she provided for Board information.

2. **Phase 5 Macro Boundary Consultation Report,** Recommendation

Motion:

1. ***THAT the Board of Education adopt in principle the recommendation to create a French Immersion Dual Track Program at Airport Elementary School.***
   [CARRIED 7/7]

2. ***THAT the Board of Education adopt in principle the recommendation to create a Dual Track Program at Ecole Robb Road Elementary School, provided the numbers of English speaking students support the motion.*** [CARRIED 6/7]
   Trustee McDonnell did not support the recommendation.

3. THAT the Board of Education proceed with the closure of Ecole Puntledge Park Elementary School effective June 30, 2016 (2016/17 school year) by adopting the School Closure Bylaw No. 2016-1 -- Ecole Puntledge Park Elementary School herein attached, and further that the existing school/programs be relocated to Lake Trail School effective

the same date. [DEFEATED 1/7]
Trustees Weber, Caton, McDonnell, Brown, Hargreaves, Boldt did not support this recommendation

4. ~~THAT Ecole Puntledge Park Elementary School (operating in the existing Lake Trail School) be recognized by the Board of Education as a Community School.~~ [WITHDRAWN]

5. ~~THAT the Board of Education task Administration to engage in a process with all partner groups around naming the relocated elementary school and that a recommendation be brought to the Board by the May 24, 2016 meeting.~~ [WITHDRAWN]

6. ~~THAT the Board of Education establish a district boundary/school closure transition committee with appropriate representation to assist with and monitor change.~~ [WITHDRAWN]

*7. THAT the Board of Education modify the current catchment area of Courtenay Elementary School effective September 1, 2016 (the 2016/17 school year) as per the West Courtenay Grade 7 / Boundary consultation report, and further that Arden, Courtenay Elementary, and Ecole Puntledge Park Elementary Schools grade configuration be changed to K-7.

*8. THAT the Board of Education transfer the existing grade 8 and 9 grades from Lake Trail School to G.P. Vanier Secondary School effective September 1, 2016 (2016/17 school year), and further that the secondary boundary changes proposed be implemented in a manner consistent with the Secondary Boundary Consultation Report (partial G.P. Vanier Secondary area to Mark R. Isfeld Secondary, and partial Mark R. Isfeld Secondary area to Highland Secondary).

THAT the Board of Education refer recommendations No. 7 and No. 8 (outlined above) to senior administration and be brought back to the Board at a later date. [CARRIED 7/7]

9. ~~THAT the Board of Education direct Administration to proceed with the following capital projects to be completed by August 31, 2016:~~

~~a) Modification of the existing Lake Trail School to accommodate a K-7 enrolment in a manner consistent with the Ecole Puntledge Park Elementary School closure consultation.~~

~~b) Relocation of up to three modular classrooms from Ecole Puntledge Park Elementary School to Arden Elementary School.~~

~~c) Temporary closure of Ecole Puntledge Park Elementary School to ensure security and building preservation~~. [WITHDRAWN]

3. **Vancouver Island School Trustees Association (VISTA) Branch Report,** Janice Caton, Board Vice Chair

   Trustee Caton spoke to the briefing note that she provided for Board information.

4. **Notice of Motion,** Cliff Boldt, Trustee, City of Courtenay

   Will come forward to the regular public Board meeting, Tuesday, April 26, 2016 for Board consideration.

   THAT the Board of Education, School District No. 71 (Comox Valley) by May 31, 2016 initiate communication with the councils of Cumberland, Comox and Courtenay and the Board of the CV Regional District inviting each to regular meetings of elected officials to discuss matters of mutual concern related to their community and the Comox Valley generally.

11. SCHOOL TRUSTEE WRITTEN REPORTS

12. PUBLIC QUESTION PERIOD

13. ADJOURNMENT

Chairperson

Secretary-Treasurer

Retirements:

Sandra Poirier, Teacher, Mark R. Isfeld Secondary School will retire effective June 30, 2016 after 32 years of service with the district.

Fran Pietrzykowski, Senior Administrative Assistant, Aspen Park Elementary School will retire effective June 30, 2016 after 25 years of service with the district.

Toresa Crawford, Teacher, Aboriginal Education (Nala'atsi) will retire effective June 30, 2016 after 16 years of service with the district.

Correction from March 15, 2016 --- Patricia Para, Teacher, Cumberland Community School will retire effective June 30, 2016 after 20 years of service with the district.

Kathleen Bell, Senior Administrative Assistant, Brooklyn Elementary School will retire effective July 31, 2016 after 32 years of service with the district.

Resignations:

Andrew McKenzie, Education Assistant resigned effective March 19, 2016 after 11 years of service with the district.

School District 71 District Parent Advisory Council

April 18, 2016

School District 71 Board of Education
607 Cumberland Road
Courtenay, BC V9N 7G5

Dear Trustees,

We are writing this letter to express our concern that, as one of your stakeholders, DPAC Executive has not been asked to meet in regards to the 2016-2017 budget. Our District is facing a large deficit that will require cuts, yet by mid-April, there have been no decisions made as to what these cuts will be. As well it has been said that we will be facing deficits of up to $2 Million and $1.8 Million in the following years. So far, there have been no actions taken to resolve the shortfalls.

As District Parent Advisory Council, we are requesting that you, as Trustees of this District, make your plans for addressing the budget shortfall known to all interest groups, including parents, as soon as possible. There is too much speculation, and not enough actual information floating around with regards to the budget shortfall. Please respect the time and needs of parents. You have the ability to provide stability and leadership in this challenging time, yet the perception is that you seem to be avoiding the tough decisions instead.

One option that has been talked about is the alternative calendar but at this point no decision has been made. Parents must know what challenges they need to prepare for next year: will they be required to find daycare for Friday afternoons with the 4.6 school week model? Will parents need to prepare their children for the possibility of changing schools, if a school is to be closed? For some children, changing schools is a traumatic event and parents need time to work with their children to alleviate anxiety.

By delaying and deferring decisions, you are denying parents the opportunity to prepare themselves and their children for the challenges that are coming. The District needs to make changes now. We are looking to the Trustees for leadership. This means that possible school closures may need to be deliberated. It may also mean that boundary changes need to happen in the fall…unfortunately with a harder implementation than previously considered. These decisions should be made now and not delayed until September.

We are aware that other districts around the province are facing similar challenges. Some have chosen to close schools, while others have chosen to keep all of their schools open. The districts that have chosen to keep all of their schools open are now closing programs, severely impacting their student population. We are very concerned that the current delay in deciding on a solution may create a future loss of opportunity for student achievement.

Sincerely,

SD71 DPAC Executive

Education Committee Meeting—Minutes

Date: Tuesday, April 12, 2016
Location: Glacier View Secondary Centre
Address: 241 Beecher Place, Courtenay BC
6:30 pm

Members:

Committee Chair, Janice Caton, City of Courtenay	✓
Board Chair, Tom Weber, Area B/Lazo North	✓
Trustee, Ian Hargreaves, Puntledge, Black Creek	✓
Trustee, Sheila McDonnell, Baynes Sound (Denman/Hornby Islands)	✓
Trustee, Clifford Boldt, City of Courtenay	✓
Trustee, Peter Coleman, Town of Comox	✓
Trustee, Vickey Brown, Village of Cumberland	✓
Acting Superintendent, Tom Demeo	✓
Director of Instruction (Elementary Curriculum) Allan Douglas	✓
Director of Instruction (Student Services) Esther Shatz	✓

A G E N D A

We had two presentations at Education Committee this month…..starting with three of the grade 6/7 students from Valley View in Sheri Dittrick's class working with the group using base 10 blocks and showing us how to multiply decimals. Following this work, Debbie Nelson (CST teacher) talked to us about the redesigned math curriculum and introduced us to some of the manipulatives that are being used across the district to help build understanding in mathematics. Debbie also talked about the math inquiry/innovation work that is happening at Huband and we had Kjeryn Mollerup and Jackie Andersen from Huband tells us about the work they are doing at their school.

Our second presentation was the "Improv" class from Vanier under the direction of Lori Mazey and these amazing students introduced us to improv and explained how improve has helped them personally in their lives. We laughed a lot, we watched grade 10-11 and 12 students play and be engaged in their learning. It was a lot of fun….this was an interactive session and members of the audience (trustees as well) were performing alongside the students.

Education Committee was held at Glacier View Secondary/LRC and folks were able to see a lot of the materials at the LRC while they were there.

Next Education Committee Meeting:

- **DATE**: Tuesday, May 10, 2016
  TIME: 6:30 pm to 8:30 pm
  LOCATION: TBC

School District No. 71 (Comox Valley)

Office of the Superintendent of Schools

District News

There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to debra.page@sd71.bc.ca so that monthly we can honour all that our schools do to support the community and world.

2016 BC Winter Games, Penticton, BC

This past February, over 1700 athletes, coaches, and officials took part in the 2016 BC Winter Games in Penticton. These athletes are amongst the best in the province in their respective age categories in their sports. The following schools represented School District No. 71 (Comox Valley) at the Winter Games. Thank you to everyone who gave of their time to support our athletes and congratulations to our participating students:

SD 71 School	Students that Participated in the 2016 BC Winter Games
Cumberland Community School	1
Ecole Puntledge Park Elementary School	1
Georges P. Vanier Secondary School	2
Mark R. Isfeld Secondary School	7

Spring has Sprung --- From Seedlings to Artists

Courtenay Elementary School Students – Clay creations are on display at The Potters Place throughout April.

Nineteen students from Mark R. Isfeld Secondary School travelled to Nicaragua over Spring Break to try out their Spanish skills, develop their cultural awareness and be involved in community service activities. Students were actively involved in the community: releasing turtles into the Padre Ramos estuary and supporting its preservation through a beach clean-up; digging garden beds; building pathways at a farm linked to an orphanage, sponsoring a lunch with they prepared, cooked and served to 300 children. Isfeld students raised nearly $5000.00 to contribute to projects, the most significant being a partial sponsorship of a house in a newly developed community.

BC School Trustees Association (BCSTA) --- AGM
Vancouver, BC, April 14-16, 2016

A special thank you to the following SD 71 staff who presented a workshop on the Residential School experience with a lens of compassion. Their workshop was so well received by trustees and district staff from across the province – it was followed by a standing ovation.

- Doug David – Curriculum Support Teacher
- Colleen Devlin – Enrolling Elementary Teacher
- Sally Sheehan – Aboriginal Education Support Worker
- Denise Anderson, Enrolling Elementary Teacher

Tom Demeo, Acting Superintendent of Schools

Draft A4

Comox Valley School District ~ School Calendar 2016 - 2017

Final Detailed Calendar with all Non Instructional Days will be issued May 30th

July

1 Canada Day

JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

1 B.C. Day
30/31 Non-Instructional Day

September

1 Non-Instructional Day
5 Labour Day
6 First day of school for students

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

10 Thanksgiving
21 Pro-D

November

11 Remembrance Day (**schools** closed)
24 Parent/Teacher interviews

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

16 Last day of school
19 Winter Break begins
25 Christmas Day
26 Boxing Day

January

1 New Year's Day
3 First day back

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February

13 Family Day

March

3 Pro-D
17 Last Day before Spring Break
27 First Day after Spring Break

March 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

14 Good Friday
17 Easter Monday

May

22 Victoria Day

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June

30 Administrative Day

Event	Dates	Four-day weeks(M-Th):
Opening/closing days (royal)		Hornby Island
Non-instructional days - pro-d or planning day (yellow)	**Subject to change**	Alternate Programs (Glacier View Secondary Ctr)
PLC days (red)	**Subject to change**	
School / government / statutory holidays (green)		**Four-Day Kgtn (M-Th):**
Winter / spring breaks (grey)		Ecole Puntledge Park El (French Imm.)
Parent / student / teacher conferences (aqua)		Queneesh El (Montessori),
Exam days for secondary (mauve)		
Administrative day (no classes, teachers attend) (peach)		

Navigate 12 Month Calendar DRAFT: July 2016 to June 2017 (186/6: As Per District Calendar – Based on Option 1)

2016

June/July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

1 Canada Day
11 Teachers
15 Counsellor/ Lead Teacher

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 BC Day
11 Teacher
18 Counsellor/ Lead Teacher

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labour Day
6 Admin Day
20 Instr.
1 NI

NB- Sept 1 & 2 are regular DL instr. days

October						
S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Thanksgiving
21 Prov. Pro-D
19 Instr.
1 NI

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 Remembrance
25 N. Pro-D Day
20

NB District P/T Int. Day is the 24th

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

* Christmas Day
* Boxing Day
12

2017

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*New Year's Day
21

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

13 BC Family Day
3 District Pro-D
18

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 D. Pro-D Day
17
1

April						
S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 Good Fri.
17 Easter Mon.
18

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Victoria Day
22
1

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

30 Admin Day
21
1

	Statutory Holiday		NI/Admin Days		Holidays		Summer Teacher		Additional Summer Counsellor/Lead

DRAFT

Notes:

1. Summer Calendar in place for July & August: Close school for all staff from July 25 to August 5th (As per Winter & Spring Break)
2. Summer Counsellor and Lead Teacher work an additional 11 days in summer to support registration and program requirements
3. All Regular Navigate teaching staff report back on September 1st. September 1 & 2 are regular instructional days instead of Pro-D Days in the regular District Calendar. Unique Navigate Pro-D Days on November 25th and May 19th replace Sept. 1 & 2 in District Calendar. These are very busy registration days for the school and DL teachers need to be able to be available to students and parents.
4. Same number of Instructional Days and NI Days as in proposed District Calendar (186/6) – Option 1
5. November 25 Navigate Pro-D Day instead of the 24th to support FAE & ENTER/E2 Learning Cycles Calendar (Tues-Thurs)

DRAFT

School District No.71 (Comox Valley)

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Briefing Note –

Update on Long Range Facilities Plan

1. As a result of the vote which took place at the March 15, 2016 Board meeting it is recommended by Sr. Management that the following motion be adopted by the Board of Education:

   Motion:

   THAT for the 2016-2017 school year the following conditions be instated:

   a) Lake Trail will continue to operate as a 7-9 middle school.
   b) The West Side K-6 boundary remain as they currently exist.
   c) The 3 secondary schools maintain their current boundaries.

2. Management will revisit the Long Range Facilities Report and will prepare a revised detailed plan which will address the intent of the original Long Range Facilities Plan.

   This report and recommendation plan will be presented to the Board at the October 2017 Board meeting.

Tom Demeo, Acting Superintendent of Schools

School District No. 71 (Comox Valley)

607 Cumberland Road

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Office of the Director of Instruction: Student Services

Esther Shatz

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Briefing Note
RE: Naming of the "Life Skills" House/Program

Background Information

- The Student Services Department "Life Skills" House, moved to the Isfeld Secondary grounds is close to completion.
- Trustees and members of the public toured the building during the May, 2015 Education Committee meeting.
- Ian Heselgrave, Dan Dalgleish and the Maintenance Department must be commended for their exceptional work in completing the house
- To move forward with final details, programming and purchases such as appliances, furniture, kitchen wares, linens etc. and to further involve our community partners we recognize the need to name the house/program.
- We are pleased to inform you that the house has been named "**Mawhinney House**" in memory of Lock Mawhinney, long serving SD # 71 Director of Student Services and community advocate for the rights and needs of those students with special needs.
- Lock Mawhinney began a lengthy professional career in the Comox Valley in 1964 and was a teacher, consultant, coordinator, supervisor and eventually Director of the large and diverse department serving the needs of students with special needs. He was an advocate for the rights of all students to fully access appropriate educational services in inclusionary environments. Lock spent the majority of his thirty-four year career implementing this goal in the challenging and rapidly changing field of disability education. He led the school district from segregated to inclusionary practice. Throughout his career he received a number of Provincial Awards for his work in Special Education. Lock retired from the School District in 1998 to become the founding Community Leader of L'Arche Comox Valley and held the position until a second retirement in 2002.
- Lock Mawhinney was an inspirational leader, visionary, mentor and innovator. Alongside his colleagues he worked tirelessly for the inclusion of the developmentally disabled into broader educational opportunities and the community at large.
- **Mawhinney House** will be an added resource to our community, allowing our students another opportunity to bridge from school to community.

Finance Committee -- Minutes of Meeting
Tuesday, April 19, 2016 (School Board Office, Seminar Room)

The meeting was called to order at **3 pm**.

Members	**In Attendance**
Peter Coleman (Chair)	Yes
Vickey Brown (Trustee Representative)	Yes
Tom Demeo (Acting Superintendent of Schools)	No
Sheldon Lee (Acting Secretary Treasurer)	Yes
Candice Hilton (Director of Finance)	Yes
Ian Heselgrave (Director of Operations)	Yes
Debbie Page (Recording Secretary)	Yes

A **REVIEW PRIOR MEETING MINUTES**

Finance Committee Minutes - February 18, 2016

Reviewed February 18, 2016 Finance Committee meeting minutes re: unfinished business. Minutes adopted at the March 15, 2016 regular Board meeting.

B **COMMITTEE BUSINESS**

B.01 Month End Year-To-Date Finance Report

Director of Finance Candice Hilton spoke to the Month End Year to Date Finance Report.

B.02 2016-2017 Annual Facilities Grant Plan, Briefing Note, Ian Heselgrave, Director of Operations

The 2016-2017 Annual Facilities Grant Plan and Capital Project Bylaw will come forward to the April 26, 2016 regular Board meeting:

Recommendation**:**

THAT School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 in the amount of $1,327,403 receive its first reading.

THAT School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 in the amount of $1,327,403 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2015.2 to have the third reading of Capital Project Bylaw No. 127107 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 in the amount of $1,327,403 receive its third and final reading.

B.03 **Budget Update**, Sheldon Lee, Acting Secretary Treasurer

Acting Secretary Treasurer Sheldon Lee will present a budget update to the Board at the April 26, 2016 regular Board meeting.

C **ADJOURNMENT -- 4:15 pm**

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Briefing Note
FY 16-17 AFG Spending Plan

April 5th 2016

Issue:

The purpose of this brief note is to provide an overview of the proposed FY 16-17 AFG spending plan to the Finance Committee.

Facts and Background:

It is anticipated that the Ministry provided AFG funding for FY 16-17 will be the same as the previous FY at $1,618,173.00.

The purpose of the AFG funds is to preserve and extend the life of school district facilities. The three key priorities for AFG funds are: Health and Safety, facility changes to meet educational needs and to address critical maintenance needs.

Planned projects – The proposed submission list to the Ministry of Education is included as an attachment. More significant projects include:

- VOIP phone system installation at Robb Road;
- Replacement windows at Miracle Beach Elementary;
- Bathroom upgrades at Courtenay Elementary;
- Roof replacement work at Brooklyn Elementary;
- Replacement Big Toy at Valley View Elementary;
- Classroom rebuild at Highland;
- Gym floor refinishing at NIDES;
- Contribution to the Vanier Seismic Upgrade Project;
- Boiler plant upgrade at Lake Trail; and
- Exterior repaint at Glacier View and Puntledge.

There are numerous other planned projects that will be undertaken as well. All projects are considered against the measures of how they will preserve and extend the life of SD 71 facilities. Attention to building envelope maintenance and following prioritized work plans to a common standard is emphasized throughout the maintenance and capital program. It should be noted that this is plan may change if the funding envelope changes or due to emergent maintenance pressures or concerns.

Ian Heselgrave

#	Project	School	Cost	Comment	Account Codes
1	Roofing replacements and repairs	Brooklyn Elementary	$400,000.00	replace sections at Brooklyn and repairs at various schools	7-22-82-3222-099-000
2	fire panel replacement	Sandwick Technical Education Centre	$7,500.00	replacement of worn and faulting fire panel	7-21-82-3210-099-000
3	Public address system upgrade	Lake Trail School	$30,000.00	replace an old and failing system	7-21-82-3220-099-000
4	Electrical panel and system upgrades	Various Schools	$89,910.00	replace faulting panels, electrical systems and other misc requirements	7-21-82-3207-099-000
5	Phone system replacement	Ecole Robb Road	$25,000.00	replace an old and failing system	7-21-82-3220-099-000
6	Lighting controls and upgrades plus energy management	Various Schools	$125,565.00	Further reduction of energy use and GHG using controls	7-21-82-3221-099-000
7	Window and cladding replacement	Mircle Beach Elementary	$10,000.00	install new windows to improve energy efficiency and increase comfort	7-21-82-3226-099-000
8	Classroom and corridor upgrades	Various schools	$169,496.00	safety, modernization and code compliance	7-21-82-3203-099-000
9	Flooring replacement	Various Schools	$95,000.00	replace flooring beyond useful life	7-21-82-3212-099-000
10	Exterior and interior paint	Various Schools	$120,000.00	carpentry repairs plus repainting	7-21-82-3218-099-000
11	bathroom upgrades	Courtenay Elementary	$20,000.00	upgrade plumbing fixtures that are beyond useful life	7-21-82-3227-099-000
12	Plumbing and mechanical improvements	Various Schools	$94,140.00	replacing aging mechanical system infrastructure	7-21-82-3214-099-000
13	HVAC improvements	Various Schools	$100,000.00	replace aging infrastructure with energy efficient units	7-21-82-3214-099-000
14	Field amendments	Various Schools	$30,000.00	repairs to high use play fields	7-21-82-3808-099-000
15	Playground "Big Toy" replacement	Valley View Elementary	$80,000.00	replace an old play structure plus repair surrounds at 3 schools	7-21-82-3980-079-000
16	site-parking upgrades	Various Schools	$50,000.00	improve, repair and replace paved surfaces, improved signage	7-21-82-3803-099-000
17	landscaping and tree management	Various Schools	$19,062.00	vegetation control and tree management	7-21-82-3805-099-000
18	Asbestos removal	Various Schools	$2,500.00	removal of ACM material in ceiling spaces	7-21-82-3202-099-000
19	Duct cleaning	Various Schools	$10,000.00	reduce hazardous material build-up in large HVAC systems	7-21-82-3214-099-000
20	Hazard surveys	Various Schools	$40,000.00	hazardous materials inventory and risk assesment of facilities	7-21-82-3209-099-000
21	Seismic Upgrade project	GP Vanier Secondary	$100,000.00	contribution towards seismic upgrade project	
			$1,618,173.00		
		FY 16-17 Allocation	$1,618,173.00		
			$0.00		

CAPITAL PROJECT BYLAW No. 127107
2016/2017 Annual Facilities Grant

A BYLAW by the Board of Education of School District No. 71 (Comox Valley) (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a capital plan of the Board.

NOW THEREFORE the Board agrees to the following:

(a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);

(b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,

(c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The capital project of the Board approved by the Minister and specifying a maximum expenditure of $1,327,403 for Project No. 127107 is hereby adopted.

2. This Bylaw may be cited as “School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107.

READ A FIRST TIME THE _____.

READ A SECOND TIME THE _____.

READ A THIRD TIME, PASSED AND ADOPTED THE _____.

_____
Board Chair

_____
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 71 (Comox Valley) Capital Project Bylaw No. 127107 adopted by the Board the _____.

_____
Secretary-Treasurer

School District No.71 (Comox Valley)

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Briefing Note –
BC School Trustees Association (BCSTA) AGM
April 14-16, 2016

I attended the following workshops:

1. *Public Education Getting, Keeping and Using the Social License* - presented by David King; Canadian politician and public educator policy activist.

2. Pre-conference workshop for Board Chairs and Vice-Chairs - we discussed what is working / what is not working and what next. I brought up the idea of boards meeting with the Ministry to discuss our similar issues and problems. This was well received.

3. VISTA branch meeting – I have been re-elected as the VISTA education representative to the BCSTA education committee and once again on the branch executive. I talked about how we can get public education and the issues facing boards in front of all Island MLA's and suggested that we have a panel discussion this fall on public education. We are in the early stages of planning.

4. Keynote Presentation – *Damned Nations: Greed, Gun, Armies, and Aid* by Dr. Samantha Nutt, founder War Child Canada. Dr. Nutt spoke about young adults and children in many war torn countries and how education and information is the one of the more powerful ways in stopping violence and bloodshed.

5. Presentation by Larry Rosentock – Founding principle and CEO of High Tech High, on how the world is changing, schools should too.

6. Listened to the Minister of Education, Mike Bernier speak to Trustees.

7. I was a speaker with our district team.

8. I attended the AGM meeting – many motions were debated and passed. These motions will set the direction for our association as boards of education deal with the issues, concerns and challenges.

9. I had an opportunity to speak with Minister of Education Mike Bernier about visiting our district. Minister Bernier indicated he planned to visit.

   I also spoke to Deputy Minister David Byng and asked if he would be willing to meet with us to discuss our concerns on funding protection, the funding formula and how it impacts our district. The deputy minister said he would.

Janice Caton, Board Vice Chair