

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
Regular Board Meeting (Public) AGENDA
Tuesday, April 28, 2015
7 pm

Pg

1. ATTENDANCE

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

2. CALL TO ORDER

3. ADOPTION OF AGENDA

Circulated earlier in draft form for Board approval.

1. Adoption of the Regular Meeting Agenda

Recommendation:

THAT the Board adopt the April 28, 2015 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

Consent Agenda is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Trustee may request an item be removed from the consent agenda prior to the motion to receive and is then placed as Board Business.

6 - 11

a. Adoption of Regular Meeting Minutes – March 24, 2015

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b. Human Resources Report, Retirements and Resignations

13 - 15

c. BC School Trustees Association (BCSTA) AGM, April 16 to April 18, 2015, Vancouver, BC, Summary, Janice Caton, Board Vice Chair/BCSTA Trustee Representative

Recommendation:

THAT the Board approve the Consent Agenda items.

5. REPORT ON IN-CAMERA MEETING

6. PRESENTATION/DELEGATION

16 - 30

a. John Bowman, President, North Island College -- 5 year plan

Collaborative Engagement provides Trustees opportunity to review strategic conversations pertaining to the Board agreed dialogue issues. The intent is to share and synthesize the essence of various discussions. Ultimately, the goal is to inform the Board and Senior Management about the major theme, and how (or not) they should influence Board strategy.

7. COLLABORATIVE ENGAGEMENT

a. Education Committee Report

i. Report from Committee Chair: Janice Caton

Minutes of the April 14, 2015 Education Committee meeting were provided for Board information.

Next Meeting: Tuesday, May 12, 2015

Location: TBC

Time: 6:30 pm

Recommendation:

THAT the Board approve the Education Committee Minutes of Tuesday, May 12, 2015.

Strategic Direction targets Board actions towards the advancement of the Strategic Plan. Agenda items relate specifically to the Strategic Priority contained in the current plan. Action in this area helps the Board move forward on the key results listed in the Strategic Plan. Agenda items may affect more than one strategic priority.

8. STRATEGIC DIRECTION

Strategic Priority 1 – Education Evolution:

1. Develop a Professional Learning Community
2. Celebrating Organizational Success
3. Ensure a safe, strong, functioning education system that works for all
4. Establish an organizational culture
5. Optimal 21st Century learning organization

Strategic Priority 2 – Engaging our Community:

1. Implement Generative Dialogue model of communication
2. Be responsive to our community
3. Support distributed leadership
4. Increase community understanding of current education issues

Strategic Priority 3 – Relationships:

1. Strong internal and external relationships
2. Celebrate success

31 - 32

1. Superintendent Report, Sherry Elwood
 - a. District News

9. BOARD COMMITTEE REPORTS

1. Finance Committee
Report from Committee Chair: Peter Coleman

Minutes of the April 20, 2015 Finance Committee meeting we provided for Board information.

Next Meeting: Monday, May 11, 2015; 1:30 pm

33 - 34

- a. Finance Committee Minutes (attached)
- b. **2015/16 Operating Budget Update**, Russell Horswill Secretary Treasurer

Recommendation:

THAT the Board receive the Finance Committee report.

Board Business come from the Board / Superintendent joint work plan. These items are not appropriate for the Consent Agenda. The Board uses the Board Business Items section of the agenda to fulfill its fiduciary responsibility as a corporate board. Other items can be added to this section depending on the needs of the Board.

10. BOARD BUSINESS

1. **G.P. Vanier Seismic Mitigation Project**, Verbal Update, Russell Horswill, Secretary Treasurer

Recommendation:

Board Information

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2. **Board Procedural Bylaw, 2015**, Janice Caton, Vice-Chair/Trustee, City of Courtenay

Recommendation:

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw, 2015 receive its first reading.

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw, 2015 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2013 to have the third and final reading at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw, 2015 receive its third and final reading.

3. Notice of Motion -- **Establishment of a District Student Council**, Peter Coleman, Trustee (Town of Comox)

Recommendation:

Notice of Motion is provided that the following motion will be presented at the May 2015 Regular Board Meeting:

That the Board approve in principle the creation of a district student council.

4. **Trustee Remuneration**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT salary and indemnity paid to trustees be frozen at the 2014-2015 budget level for at least the 2015-2016 budget.

5. **Out of District Travel**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT for the 2015-2016 budget, the board freeze all out of district travel (paid for by the board) for employees including administration and trustees unless approved by the board on a case-by-case basis.

6. **Ministry of Education Committees**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT administration and the board inform the ministry that school district #71 employees will only participate with ministry committees and planning groups when the ministry provides a budget to support the work of these groups and specifically that this apply to expenses of those employees who are called on to participate in MOE programs and initiatives including payment for TOC costs that are incurred.

7. **Program Reviews**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT administration conduct a review of programs like the IB program at Highlands, Enter 1 and Enter 2, Destination Imagination, French Immersion, K-12, band 7, FAE, among others to determine who benefits most from these programs and how cost effective they are vis a vis the regular K-12 program and report to the board as part of the budget proposal for the board.

8. **Referendum**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT administration review and prepare a report on a referendum in School District #71 for 2015 to raise funds from local taxation sufficient to provide for a 2016-2017 restoration budget based on the 2011-2012 budget with financial additions for inflation since that time and report to the Board no later than August 15, 2015.

9. **Administrative Services**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT administration review the administrative services provided from the board office to determine their cost effectiveness in relation to service provided to students and report to the board as part of budget proposals for the board.

10. **MyEducationBC**, Clifford Boldt, Trustee, City of Courtenay

Recommendation:

THAT administration review the relationship between School District #71 and My Education BC to determine a business case for the costs that accrue to the School District and report to the board as part of the budget proposal for the board.

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

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

**Regular Board Meeting-Public Minutes
March 24, 2015
7 pm**

1. ATTENDANCE

Present:

Trustees

Tom Weber, Chair
Janice Caton, V-Chair
Peter Coleman
Sheila McDonnell
Ian Hargreaves
Vickey Brown
Paula Selby

Staff

Sherry Elwood, Superintendent
Russell Horswill, Secretary Treasurer
Tom Demeo, Assistant Superintendent
Ron Amos, Director of Finance
Lynda-Marie Handfield, Director, Human Resources
Allan Douglas, Director of Instruction (Elementary)
Esther Shatz, Director of Instruction (Student Services)
Ian Heselgrave, Director of Operations
Debbie Page, Recording Secretary

Regrets: Peter Coleman

Regrets: Esther Shatz

2. CALL TO ORDER -- 7 PM

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 24, 2015 regular public agenda. [CARRIED 6/6]

4. CONSENT AGENDA

Consent Agenda is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Trustee may request an item be removed from the consent agenda prior to the motion to receive and is then placed as Board Business.

- a. **Adoption of Regular Meeting Minutes – February 24, 2015**

b. Human Resources Report

Retirements:

Rae-Ann Denny, Teacher, Valley View Elementary School will retire effective March 31, 2015 after 28 years of service with the district.

Robert Bruce Gardiner, Teacher, Miracle Beach Elementary School will retire effective April 30, 2015 after 25 years of service with the district.

Donna L. Bennett, Teacher, G.P. Vanier Secondary School will retire effective October 31, 2015 after 24 years of service with the district.

Resignations:

Daniel Jackson, Teacher, will resign effective June 26, 2015 after 6 years of service with the district.

Jennifer Sinclair, Senior Administrative Assistant, Aboriginal Education Centre resigned effective March 24, 2015 after 4 months of service with the district.

Nancy Nixon, School Psychologist (Student Services) has resigned after 9 years of service with the district.

Lori Stewart, Teacher, Miracle Beach Elementary School has resigned after 15 years of service with the district.

- c. Correspondence to Minister Fassbender and Minister Michael de Jong
re: **Administrative Budget Savings**
- d. Correspondence to **Nala'atsi Class of 2015** from the Board of Education, School District No. 71 (Comox Valley)
- e. **Indoor Air Quality Update**, Briefing Note, Ian Heselgrave, Director of Operations
- f. Correspondence from the Board of Education supporting the **\$10 a day Child Care Plan**
- g. **BC School Trustees Association (BCSTA) Provincial Council Meeting**, Briefing Note and BCSTA Synopsis, Janice Caton, Board Vice-Chair and BCSTA Trustee Representative
- h. **Vancouver Island School Trustees Association (V.I.S.T.A.) Branch Meeting Report**, Parksville, BC, March 6-7, 2015, Janice Caton, Board Vice Chair

5. REPORT ON IN-CAMERA MEETING

No report.

6. PRESENTATION/DELEGATION

a. WorkSafe / Bill 14, Paul Berry, District Principal, Health and Safety

Highlights:

- SD 71 -- a respectful workplace
- SD 71 -- Policy 3065 (Workplace Bullying and Harassment Prevention Policy) -- in place for several years (reviewed annually)
- July 2012 -- *Bill 14 Workers Compensation Act* -- requires that all BC employers have harassment policy in place
 - hazardous conditions = bullying and harassment
- Occupational Health Policy D3-116-1 -- workers must report bullying or harassment, if observed or experienced in the workplace
 - 7 or 8 reports filed last year (as policy/changes implemented). None of the investigations proved that bullying or harassment was taking place

7. COLLABORATIVE ENGAGEMENT

a. Education Committee Report

i. Report from Committee Chair: Janice Caton

Minutes of the March 10, 2015 Education Committee meeting were provided for Board information.

Next Meeting: Tuesday, April 14, 2015

Location: Cumberland Community School

Time: 6:30 pm

Committee Chair Janice Caton provided an overview from the March 10, 2015 Education Committee Meeting.

Motion:

THAT the Board approve the Education Committee Minutes of March 10, 2015. [CARRIED 6/6]

8. STRATEGIC DIRECTION

Strategic Priority 1 – Education Evolution:

1. Develop a Professional Learning Community
2. Celebrating Organizational Success
3. Ensure a safe, strong, functioning education system that works for all

4. Establish an organizational culture
5. Optimal 21st Century learning organization

Strategic Priority 2 – Engaging our Community:

1. Implement Generative Dialogue model of communication
2. Be responsive to our community
3. Support distributed leadership
4. Increase community understanding of current education issues

Strategic Priority 3 – Relationships:

1. Strong internal and external relationships
2. Celebrate success

1. Superintendent Report, Sherry Elwood

a. District News

- *Band in the Round Concert* -- featuring Grade 6 and 7 students from Brooklyn, Airport, Aspen Park, Queneesh, Huband Park, Puntledge Park, Valley View, Robb Road, Cumberland and Miracle Beach. Mark Isfeld Gym -- full house. The concert is a great way to showcase students in their first year of Band.
- *Volunteer Recognition Dinner* -- Wednesday, April 29, 2015; Native Sons Hall
- *SD 71 Retirement and Long Service Recognition Function* -- Thursday, June 11, 2015; Native Sons Hall
- *Destination Imagination* -- good luck to all teams representing the Comox Valley and competing at the DI provincials
- Approval of \$5000--*Skills Training Access Support Grant for School-Aged Secondary Students*
- *Together We Can: Healing Through Culture* -- many who attended were exploring their heritage for the very first time
 - *Design for Change* -- Inspiring Kids and Teens to Make a Difference (Everybody Deserves a Smile (aka *EDAS*); *The Boomer Caps* (the children's hats) *Boomer's Legacy*

9. BOARD COMMITTEE REPORTS

1. Finance Committee

Report from Committee Chair: Tom Weber Reporting

Minutes of the March 9, 2015 Finance Committee meeting we provided for Board information.

Next Meeting: Monday, April 20, 2015

Time: 3:00pm

- a. **Finance Committee Minutes** (attached)
- b. **2015/16 Operating Budget Update**, Briefing Note, Russell Horswill, Secretary Treasurer

Secretary Treasurer Russell Horswill spoke to the briefing note that he provided for Board information.

- c. **G.P. Vanier Seismic Mitigation/Upgrade Project**, Verbal Update, Russell Horswill, Secretary Treasurer

Secretary Treasurer Russell Horswill provided a verbal update on the G.P. Vanier Seismic Mitigation/Upgrade Project.

Motion:

THAT the Board receive the Finance Committee report. [CARRIED 6/6]

10. BOARD BUSINESS

1. **2015/16 School Calendar Update**, Briefing Note, Tom Demeo, Assistant Superintendent

Motion:

THAT the Board of Education accept the draft 2015/16 regular Calendar as the proposed calendar for the next school year; AND THAT the Board accept the draft Distance Learning navigate powered by NIDES Calendar as the proposed Calendar for the next school year. [CARRIED 6/6]

2. Notice of Motion -- **Board Procedural Bylaw, 2013**, Janice Caton, Vice-Chair/Trustee, City of Courtenay

Board Information

3. **Carbon Neutral Capital Project (CNCP) Bylaw**, Russell Horswill, Secretary Treasurer

Motion:

THAT School District No. 71 (Comox Valley) 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 in the amount of \$90,000 receive its first reading. [CARRIED 6/6]

THAT School District No. 71 (Comox Valley) 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 in the amount of \$90,000 receive its second reading. [CARRIED 6/6]

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2013 to have the third and final reading of the 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 at a subsequent meeting. [CARRIED 6/6]

THAT School District No. 71 (Comox Valley) 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 in the amount of \$90,000 receive its third and final reading. [CARRIED 6/6]

4. **Stakeholder Letter, Tom Weber, Board Chair**

Motion:

THAT the Board of Education work with their partner groups in writing a letter to the appropriate government ministries in advocating for public education. [CARRIED 6/6]

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT -- 7:50 PM

Chairperson

Secretary-Treasurer

Retirements:

Mario Tancon, Teacher, G.P. Vanier Secondary School will retire effective April 30, 2015 after 13 years of service with the district.

Janet A. Maund, Teacher, Miracle Beach Elementary School will retire effective June 30, 2015 after 23 years of service with the district.

Jane Dunnett, Learning Support Teacher, Valley View Elementary School will retire effective June 30, 2015 after 35 years of service with the district.

Julie Fox, Education Assistant, Miracle Beach Elementary School will retire effective June 30, 2015 after 22 years of service with the district.

Resignation:

Vicki Potts, Library Clerk, Ecole Puntledge Park Elementary School will resign effective June 26, 2015 after 19 years of service with the district.

School District No.71 (Comox Valley)

Board of Education

607 Cumberland Road
Courtenay, B.C., V9N 7G5
Fax: (250) 334-4472
Telephone: (250) 334-5521

BC School Trustees Association (BCSTA) AGM April 2015, Vancouver BC

Earlier this month BCSTA held its Annual General Meeting. Trustees had the opportunity to participate in a number of governance sessions:

Conflict of interest - how and what conflict of interest is, how boards and trustees need to be aware of the implications.

Delivery of Employee Benefits in the BC K-12 sector – the impact of rising costs on both employees and boards of education.

New trustees had the opportunity to attend mentoring sessions where they met with the BCSTA board of directors and other trustees from their branch.

Jinny Simms MP gave an amazing plenary speech on building a quality public education system together. She emphasized that boards of education must put aside partisan politics. It is important that no matter who is in government the roles of trustees and boards of education must continue to advocate for a fully funded and robust public education system.

Deputy Minister Dave Byng gave a brief up date on what is happening in BC education. During the Question and Answer Period the issue of Bill 11 and funding were hot topics.

Former Alberta Minister of Education David King spoke about public education: *what's the story anyways?* He touched on a number of interesting topics including the fact that during his time as Alberta Education Minister, he fired 3 boards.

Following our AGM, we elected a new board of directors and discussed many motions around public education, including funding and Bill 11. Attached for your information is a copy of the letter BCSTA President Teresa Rezansoff sent to the Minister of Education as a result of discussions and motions passed at AGM.



April 20, 2015

The Honourable Peter Fassbender
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8V 9E2

RE: Motions passed at BCSTA AGM regarding Bill 11

Dear Minister Fassbender,

At our Annual General Meeting this past weekend, the membership of the BC School Trustees Association passed the following three motions in regard to Bill 11-2015: The Education Statutes Amendment Act, 2015.

1. *That BCSTA demand the Government of BC immediately withdraw the sections of Bill 11 that override the authority of democratically elected Boards of Education. Specifically where Bill 11 adds new provisions which broaden the Minister's authority to issue administrative directives, where Bill 11 would amend the special advisor provision, and where shared service providers are designated by the Minister of Education.*
2. *That BCSTA publicly advocate strongly against the erosion of local Board of Education autonomy in Bill 11.*
3. *That BCSTA demand an immediate review of the intent of Bill 11 legislation and an opportunity to recommend amendments prior to final adoption as well as the formation of a management partners' working group to participate in the development of any subsequent process or resulting regulations.*

The predominate view of Trustees from across this province is that Bill 11 as written is a challenge to the autonomy and authority of locally elected Boards of Education.

Had BCSTA and our member Boards been provided an opportunity for participation and input such as that given for the accountability framework or curriculum revisions, we may not have arrived at this point. The absence of appropriate consultation and review processes compounds our concerns.

Contrary to the intent and spirit of our recently signed Co-Governance Memorandum of Understanding, the Ministry of Education did not engage Boards in a broad-based consultation process prior to the tabling of this legislation. As the co-governors of the K-12 system, Boards of Education were not provided an opportunity to hear the concerns or intent of government before this legislation was tabled; nor were Boards asked to co-construct appropriate changes to the School Act or other legislation.

Deputy Minister Dave Byng committed to the BCSTA membership at our AGM last Friday that there would be opportunities for both consultation and input regarding the planned regulations that will flow out of this legislation. We now seek your commitment to work with us to first address the areas of concern Trustees have with Bill 11 itself.

If British Columbia is to maintain an outstanding public education system, there must be respect for the individual needs and input of local communities through their elected representatives: BC's Boards of Education. Divesting Boards of their ability to independently and appropriately manage the priorities of their school district threatens the structures and decision making processes that have benefited our students for decades.

Strong Boards of Education provide BC communities with the local representation and decision making that is necessary for us to maintain the flexibility, innovation and adaptability that make our schools both unique and world class.

Bill 11 has just come up for second reading in the House. We ask your support in ensuring this piece of legislation is not adopted as written. Your support for the continued autonomy and authority of locally elected Boards of Education will help ensure our greatest asset, our students, receive the unique educational opportunities they deserve through well managed and locally responsive schools.

Sincerely,



Teresa Rezansoff

President

BC School Trustees Association

cc: Dave Byng, *Deputy Minister of Education*
BCSTA Member Boards of Education



For more information visit our web pages:

<http://www.nic.bc.ca/NICPlan2020>

PROGRAMS & COURSES
BECOME A STUDENT
STUDENT SERVICES
NIC IN YOUR COMMUNITY
ABOUT US

Upgrading | Arts & Sciences | Business | Community Care | Fine Arts & Design | Health | Trades & Technology | Tourism | University Transfer | More

North Island College > About Us > College Plan 2020

About Us

- President's Office
- Board of Governors
- Education Council
- College Plan 2020
- Partnership Agreements
- Policies & Procedures
- Foundation
- Alumni Relations
- Environmental Sustainability Team
- Contact Us
- Ask a Question
- Career Opportunities
- News
- Events & Notices
- Conference
- Write Here Readers Series
- The NIC Story
- Publications
- Photo Galleries

College Plan 2020

COLLEGE DEVELOPS NEW STRATEGIC PRIORITIES AND GOALS

NIC is developing a new five-year college-wide plan to guide our operations and development through the year 2020 and we'd like you to be a part of it. North Island College Plan 2020, will build on the success and progress achieved through the College's previous Strategic Plan, 2011-2015 and Education Plan, 2012-2015.

A draft of the [Strategic Priorities and Goals](#) has been developed to support the advancement of the college's mandate, mission, vision and values.

Providing your Feedback

We are inviting and encouraging students, employees and community members to provide input on our draft set of strategic priorities and goals. Please take a few minutes to share your thoughts, suggestions and questions with us.

Please submit your [College Plan 2020 input](#) before June 1, 2015 to ensure it is considered prior to the plan being approved by the College Board of Governors.

BACKGROUND DOCUMENTS

Environmental Scan

An [Environmental Scan](#) has been prepared which documents key information about internal and external issues and trends that the College must consider in developing its plans. The Environmental Scan has also been summarized as an [Environmental Scan Highlights](#) document.

Plan Development Process & Timeline

The [Planning Process Framework](#) has been prepared to communicate and guide the development and implementation of North Island College Plan 2020.

The [College planning process timeline](#) is also available for your consideration.

Important Links

- [Strategic Priorities and Goals](#)
- [College Plan Process Key Dates](#)
- [College Planning Process Framework](#)
- [Environmental Scan Highlights](#)
- [Environmental Scan, 2016-2020](#)

Archive

- [Strategic Plan 2011-2015](#)

College Plan - Provide Your Feedback

North Island College invites your comments, suggestions and questions.

1 I Am (* required field)

- ☐ a NIC student
- ☐ a NIC employee
- ☐ an ElderCollege member
- ☐ a community member

2 Feedback

Positives — What do you like, think is positive or not want to see changed in the draft NIC College Plan, Strategic Priorities and Goals?

Suggestions — What (if anything) is missing, should be changed, or needs to be clarified in the draft Strategic Priorities and Goals?

Questions — What (if any) questions do you have?

Environmental Scan Highlights

Geography, Population and Demographics

With 159,000 residents in its region, NIC serves the largest population of all of the rural colleges. This population, however, resides in many small communities spread across 80,000 km² on northern Vancouver Island and central parts of the B.C. mainland coast. Once primarily a distance education institution, NIC now operates four campuses in Campbell River, Comox Valley, Port Alberni, and Mount Waddington, and a learning centre in Ucluelet. The College is distinguished by its commitment to serving its diverse and widely dispersed population through pathway programming, technology-enabled distance learning, and in-community programming.

The First Nations and Traditional Territories of the North Island College Region



NIC is a guest on the traditional territories of 35 First Nations of the Coast Salish, Kwakwaka'wakw and Nuuchah-nulth traditions, many of whom live in remote areas only accessible by water or air. Aboriginal people account for 12% of the NIC region's population, which is significantly higher than the provincial average of 5%.

Population projections suggest a slow and steady 4% growth in population for the North Island College region between 2015 and 2020, less than the provincial growth rate of 7%. Like the rest of the province, the population in the NIC region is aging with those 65+ growing as a proportion of the total population from 20% to 23%. Youth (17 years-old and under) are expected to remain stable at about a fifth of the population while the proportion of 18-24 year-olds, who traditionally make up the almost half of NIC's credit headcount enrolment, is expected to shrink very slightly from 8% to 7%.

Population Projections by Age Group, NIC Region and BC, 2015-2020*

High school graduation rates and post-secondary completion rates in NIC's catchment area have historically been low. The most current data indicate that 26% of 18 year olds do not graduate high school and 41% of 25-64 year olds have no post-secondary credentials. Income data from the 2011 National Household Survey shows that the average family income in the NIC region (\$72,299) is substantially lower than the provincial average of \$91,967.

Labour Market Projections

Provincial Projections

The Government of B.C. projects approximately one million job openings will occur in the province between 2012 and 2022. Around two-thirds will be replacement of retiring works and about one-third will be new jobs created due to economic expansion. Anticipated investment and activity in the province's Liquid Natural Gas (LNG) sector is projected to account for up to 100,000 jobs. It is projected that 78% of the one million or so jobs will demand post-secondary education. Currently, approximately 70% of the B.C. labour force has some post-secondary education.

2012-2022 B.C. Labour Market Outlook Highlights, 2022 Projections

TOTAL JOB OPENINGS	1 MILLION
Openings due to confirmed or planned economic activities	985,100
» Retirements	669,800 (68%)
» Economic Growth	315,400 (32%)
Additional LNG job openings	Up to 100,000
Job openings requiring post-secondary training	763,400 (78%)
SUPPLY NEEDS	
▶ New entrants	425,320 (45%)
▶ Net in-migration	300,820 (32%)
▶ Other mobility	216,750 (23%)

Labour demand is expected to grow faster than supply in B.C. through 2022. Demand is projected to exceed supply beginning in 2019 when an overall shortage of workers will emerge and continue to grow annually to 2022. Over the 10-year period, demand for workers is expected to out-grow the labour force by 42,250 workers.

Regional Projections

Strong labour market demand is predicted for the Vancouver Island / Coastal development region¹ with approximately 147,000 job openings by 2022 (over 113,000 replacements and almost 34,000 new openings). The relatively large proportion of replacements (i.e., compared with 68% for the province) is reflective of the region's older age profile. Projections indicate that Trades in the region will contribute over 14,000 job openings by 2020 (over 1,400 new jobs and over 13,000 replacements).

The five occupations forecasted to expand the fastest in the region are health-related (the Health Care and Social Assistance industry is the top growth industry in the region):

- Optometrists, chiropractors and other health diagnosing and treating professionals (2.3 per cent per year on average);
- Professional occupations in nursing (2.3 per cent);
- Therapy and assessment professionals (2.2 per cent);
- Managers in health care (2.2 per cent); and
- Assisting occupations in support of health services (2.2 per cent).

¹ The Vancouver Island / Coastal development region aggregates the NIC college region with the South-Central Coast and South Island, including Victoria and Nanaimo.

The table below shows expected job openings to 2022 for occupational groups with the highest number of job openings.

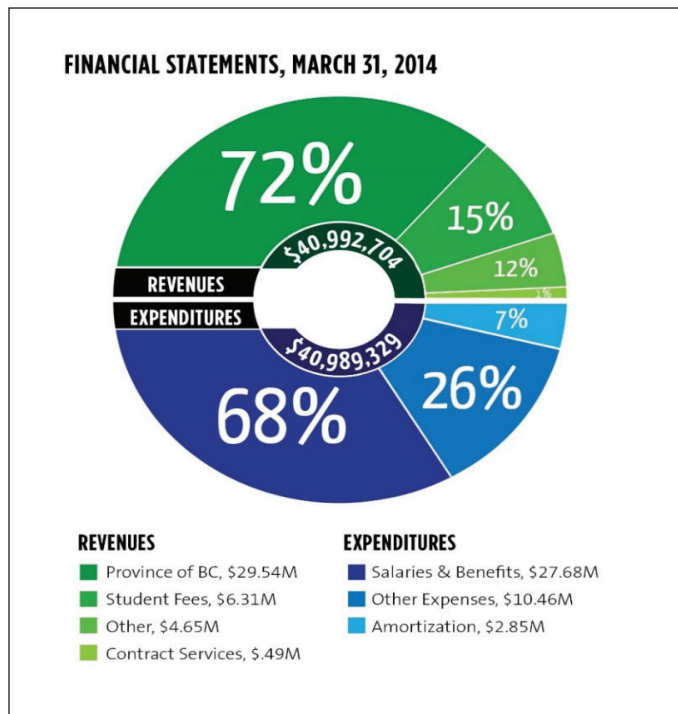
Job Openings by Skill Level, Occupation, Type, and Wage, Vancouver Island / Coast Development Region, 2022 Projections*

Skill Level	NOC	Occupational Group	Expansion	Replacement	Total Job Openings	Wage (Median)
A	301	Professional occupations in nursing	2,280	3,220	5,500	\$36.50
	062	Retail and wholesale trade managers	990	3,940	4,930	\$25.00
	403	Secondary and elementary school teachers and educational counsellors	830	3,250	4,080	\$33.00
B	421	Paraprofessional occupations in legal, social, community and education services	2,130	2,800	4,930	\$20.70
	122	Administrative and regulatory occupations	820	4,000	4,820	\$23.10
	124	Office administrative assistants – general, legal and medical	650	2,700	3,350	\$21.60
C	642	Retail salespersons	1,740	4,070	5,810	\$14.00
	141	General office workers	1,470	3,650	5,120	\$18.00
	341	Assisting occupations in support of health services	2,070	2,690	4,760	\$21.00
D	673	Cleaners	840	3,730	4,570	\$17.00
	661	Cashiers	750	1,150	1,900	\$11.80
	671	Food counter attendants, kitchen helpers and related support occupations	860	540	1,400	\$11.00

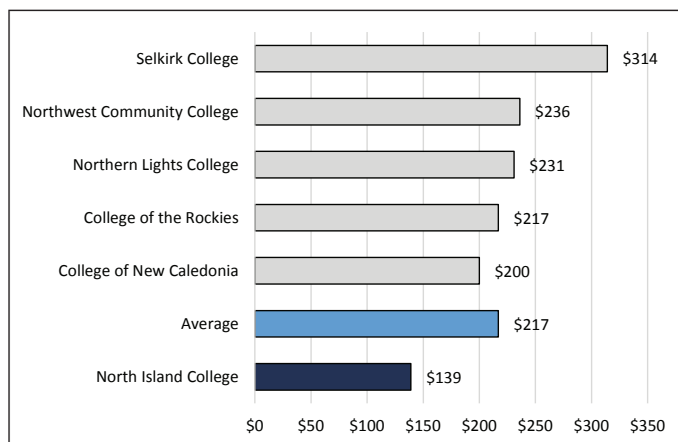
* Skill Level A Requires University Degree; Skill Level B Requires College Education or Apprenticeship Training; Skill Level C Requires High School and/or Occupation-Specific Training; Skill Level D Requires Less than High School.

Labour market demand and student employability are key drivers of program and service delivery at NIC and, consequently, NIC's educational and training offerings are well-aligned with projected regional and provincial occupational demand (at all skill levels). NIC offers bachelor's degree, diploma, certificate and short certificate programs in areas such as *nursing and health, business and tourism, university studies, vocational education and training, trades and apprenticeships, and fine arts and design*, combined with a significant range of quick response, sector-specific industry training programs and access pathway programs. Additionally, Island Health has committed \$2.75M over 10 years to NIC for the development of health and human service education programs. NIC is working closely with Island Health to consider regional occupational forecasts that identify priority directions. With the construction of a new hospital co-located with NIC's Comox Valley campus and a new hospital in Campbell River, NIC is positioned to become a leader in rural and remote health care.

Financial Standing at end of Fiscal Year, March 31, 2014



B.C. Provincial Funding Per Capita to Rural Colleges (Regional Population), 2013/14



Revenue, Expenditures and Funding

In 2013/14, 72% of NIC's revenue came from the provincial government and 15% came from tuition and student fees. The College's operating grant from the Ministry of Advanced Education (AVED) was \$21.8 million to fund 2,198 student full-time equivalents (FTEs) and the Industry Training Authority (ITA) provided \$2.83 million to fund 724 trades, technology and apprenticeship seats. Just over two-thirds of NIC's expenditures in 2013/14 were directed toward salaries and benefits.

A review of 2012/13 audited financial statements for B.C. public post-secondary institutions revealed that NIC's dependence on provincial government funding was second only to Northwest Community College. Government grants represented 77% of NIC's total revenues in 2012/13 and, as mentioned above, 72% of revenues in 2013/14.

A comparison of government base grants provided to the province's rural colleges in 2013/14 revealed that NIC received the lowest funding per capita. Serving the largest regional population of all B.C.'s rural colleges, NIC's funding per capita was \$139. This was \$78 less than the provincial rural college average of \$217 and, when multiplied by the region's 159,000 people, equates to a \$12.4M shortfall.

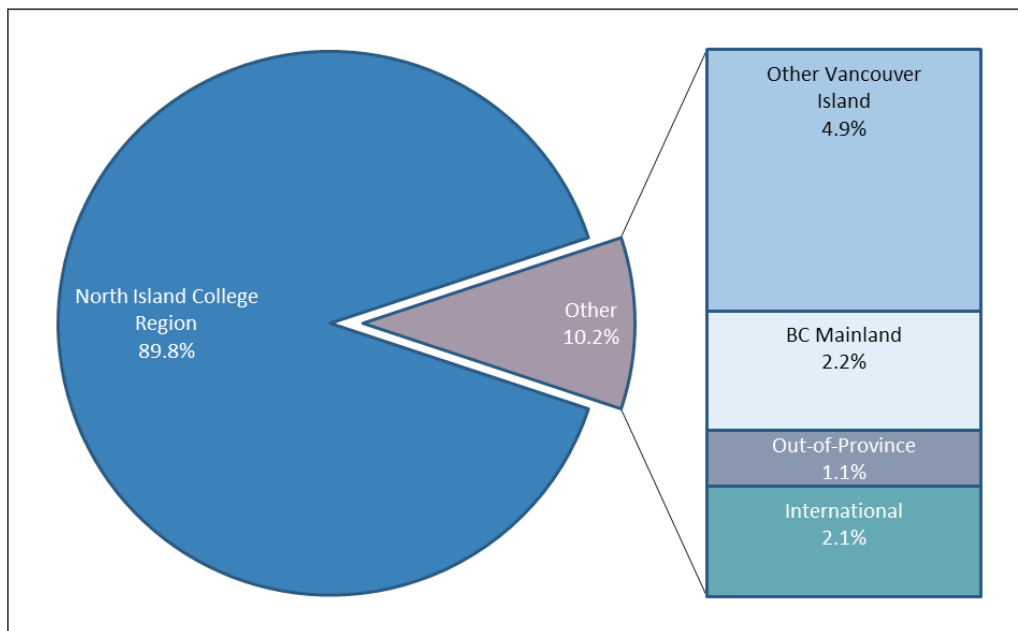
Student Enrolment and Demographics

9,110 students took courses at NIC in the 2013/14 fiscal year, with 4,685 students enrolled in at least one credit courses and 4,425 students who only enrolled in non-credit, short-duration continuing education courses. 1,200 students of self-declared Aboriginal ancestry took courses at NIC, making up 13% of the College's student population. NIC hosted over 200 international students from over 30 countries in 2013/14.

The median age of NIC students in credit courses in 2013/14 was 26 and 60% were female. Almost half of students enrolled in credit courses (44%) in 2013/14 were in the 18-24 age group and 61% were under the age of 30. Students who only enrolled in non-credit courses had a median age of 40 with equal numbers of males and females. The age and sex characteristics of course takers at NIC have been relatively stable over the past five years.

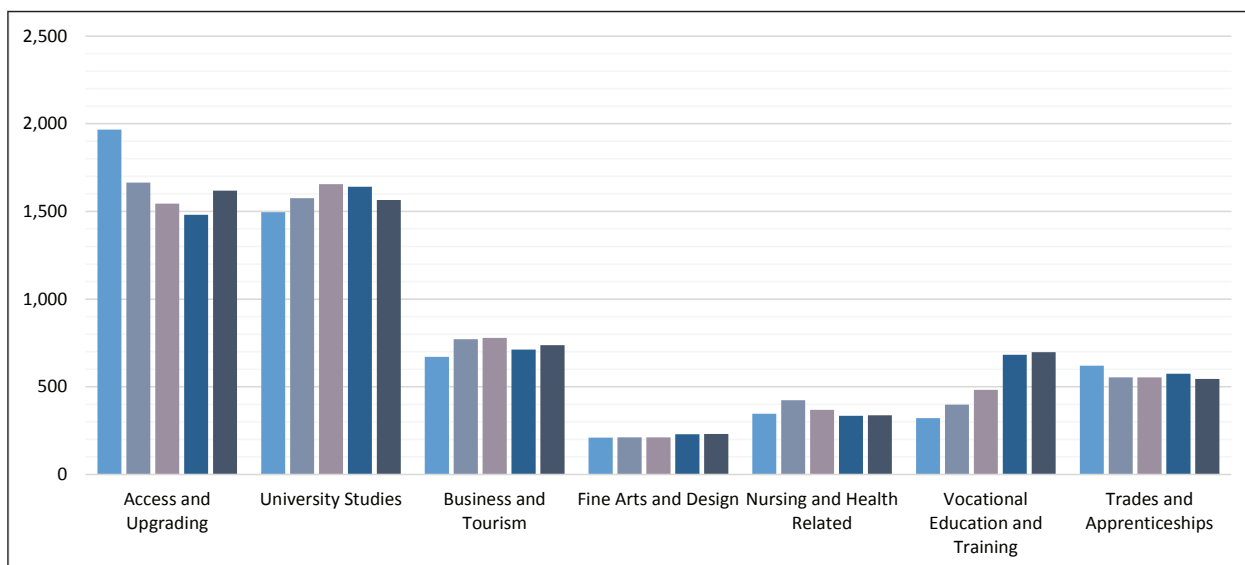
Nearly all (90%) of NIC students are residents of the College's catchment area: the North Island and Central Coast. Half of the remaining students come from other parts of Vancouver Island. A growing international student population is adding cultural diversity at NIC. (See chart on facing page.)

NIC Student Region of Origin, 2013/14



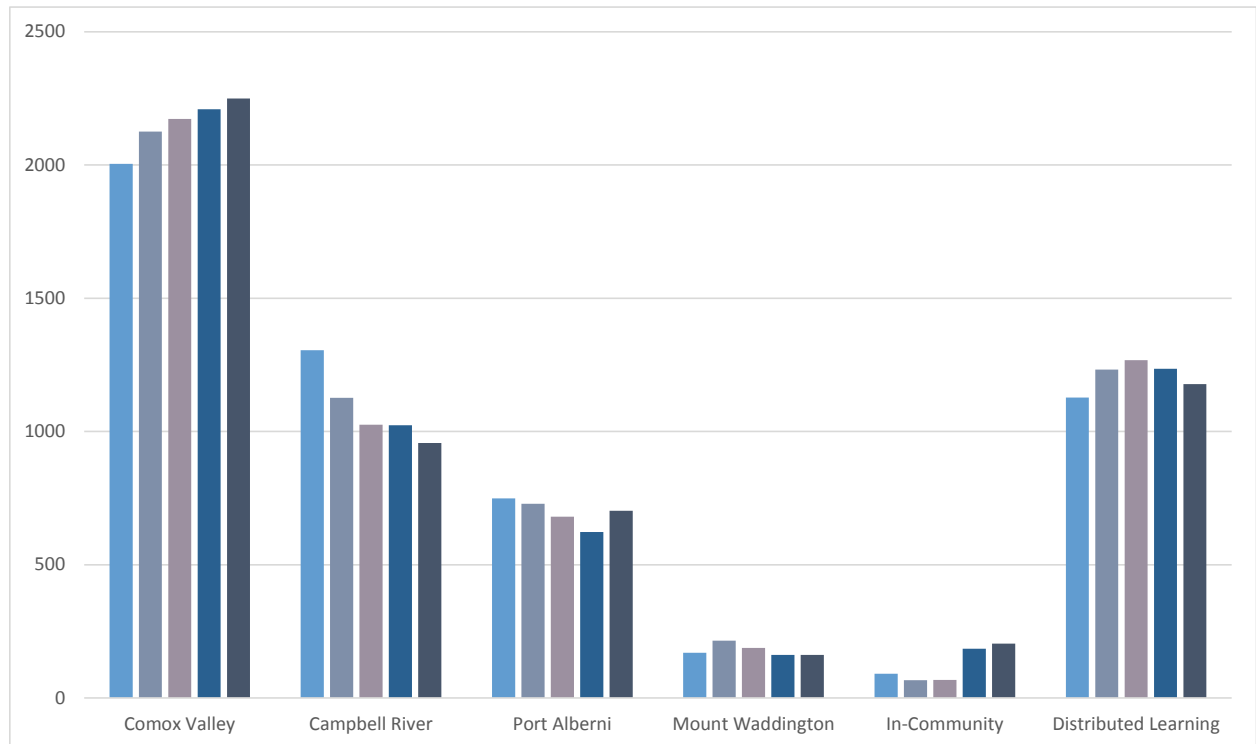
The table below shows student headcount in credit courses for the past five years, broken out by major program area. *Vocational education and training* student headcount more than doubled over the period. *Fine arts and design* enrolment grew by 10%. *Access and upgrading* enrolment declined by 25% between 2009/10 and 2012/13 to recover modestly in 2013/14. Student headcount in *trades and apprenticeship* declined by 12%. *Nursing and health related* enrolment peaked in 2010/11 while *university studies* enrolment and *business and tourism* enrolment both peaked in 2011/12.

NIC Student Headcount in Credit Courses by Program Area, 2009/10 – 2013/14



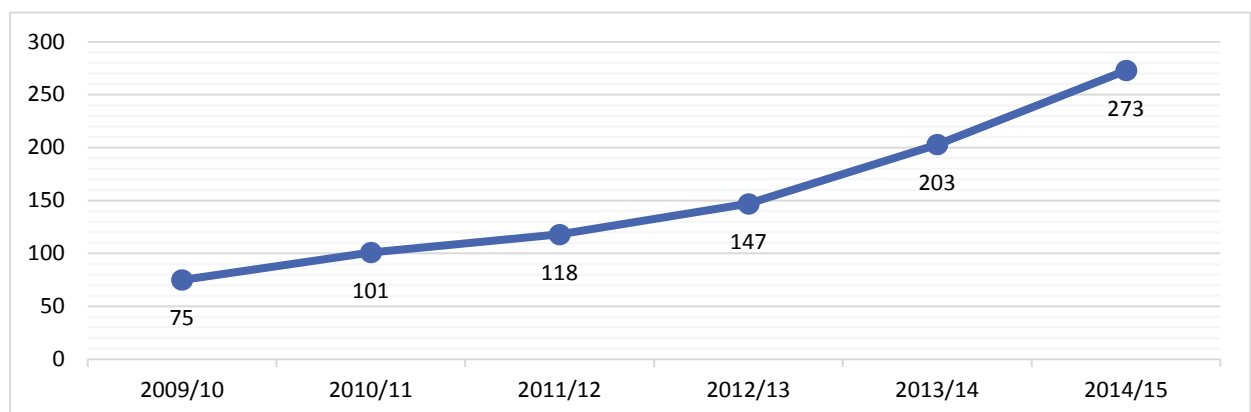
Enrolment trends for NIC campuses between 2009/10 and 2013/14 are shown in the table below. Student headcount in credit courses at Comox Valley increased by 12% with consistent year-over-year growth. In-community credit enrolment more than doubled over the period. Enrolment at Campbell River declined sharply by 27%, largely impacted by relocation of programs and conversion to online delivery. Port Alberni declined by 17% between 2009/10 and 2012/13 to recover substantially in 2013/14. Mount Waddington peaked in 2009/10 and enrolment in Distributed Learning (including distance, online and interactive television delivery courses) peaked in 2011/12.

NIC Student Headcount in Credit Courses by Location, 2009/10 – 2013/14



International student headcount enrolment in credit courses at NIC more than tripled between 2009/10 and 2014/15. International student enrolment has been concentrated in three main program areas for the past six years: *business and tourism*, *university studies*, and *English as a second language*.

NIC International Student Headcount in Credit Courses, 2009/10 – 2014/15



Planning and Operational Context

Key factors from NIC's current internal and external environments that influence the College's ability to achieve its mission are summarized below. These are characterized primarily by degrees of control and certainty for the College: internal factors are those which NIC controls or influences through planning and operations, while external factors are largely, or sometimes entirely, determined by outside forces and conditions to which NIC must adjust as new challenges and opportunities arise.

Internal Factors

- **In-Community delivery model** - NIC is meeting the needs of rural and remote communities through a regional delivery model that centres on in-community program delivery.
- **Community and industry relevance** - As a rural college, NIC has embraced its role as a community capacity-builder and—through partnership and collaboration with First Nations, community and industry—works to grow local economic and social development. In 2013/14, more than 90 training programs were delivered across the region in response to industry needs and over 400 remote learners were served across the North Island and Central Coast regions, extending as far north as Bella Coola and Bella Bella.
- **Aboriginal education** - 13% of NIC's student population is of self-declared Aboriginal ancestry, which exceeds the proportion of Aboriginal people (12%) living in the College's service area. Aboriginal peoples are one of the fastest growing segments in Canada's population.
- **International education** - International student headcount enrolment in credit courses at NIC almost tripled between 2009/10 and 2013/14. Revenue generated by international education has allowed NIC to offer an additional 48 sections of academic programming for domestic students between 2010/11 and 2013/14. International education has the potential to generate further significant enrolment and revenue growth for NIC.
- **Distributed learning** - NIC has been an innovator for more than 40 years in providing distributed learning to meet the needs of learners living in small, remote communities. Blended learning, high definition interactive television (ITV), and NIC's Remote Web-Based Science Lab (RWSL) integrate rapidly evolving online tools and educational technologies to provide students with flexible, distance access to courses, labs and programs.
- **Educational partnerships** - NIC is among the most active post-secondary institutions in B.C. seeking collaborations and partnerships with secondary and other post-secondary institutions. Our partnerships include regional, provincial, national and international agreements. The College is currently pursuing a range of domestic and international partnerships that will further strengthen our ability to attract and support students.
- **High school transitions** - NIC has captured an increasing share of Grade 12 students over the past five years, with 60% of graduates who attend a post-secondary institution immediately after high school choosing NIC in 2012/13, compared with 49% in 2008/09.
- **Student satisfaction** - NIC program quality is given high ratings by former students surveyed each year by B.C. Student Outcomes. The College outperforms rural college and provincial averages on student satisfaction with education, assessment of quality of instruction, assessment of skill development, and assessment of usefulness of knowledge and skills in performing job (despite having the lowest per capita base funding of all of B.C.'s rural colleges).
- **Full-time equivalent enrolments (FTEs)** - NIC generated the second highest number of FTEs in the history of the institution in 2013/14 (the highest was in 2010/11). The College has set a "new bar" over the past five fiscal years by generating an average of 2,600 FTEs per year versus 2,200 FTEs per year for the previous five-year period.
- **Applied research** - Applied research at NIC advances industry engagement, obtains external funding, provides students with applied learning opportunities in the field, informs new program development, and attracts highly qualified faculty. NIC has been eligible for grants from the National Science and Engineering Research Council (NSERC) since 2011 and Social Sciences and Humanities Research Council of Canada (SSHRC) since 2012.
- **Pending retirements** - Well over half of all NIC employees are 50 or older; around 85% are over the age of 40. Faculty are the oldest group, accounting for two-thirds of all employees over the age of 60.

Planning and Operational Context *(continued)*

External Factors

- **Geography** - The College serves a vast and diverse region made up of more than 35 First Nations, five regional districts, and six school districts spread over 80,000 km² of B.C.'s coast. Each of the many small communities in NIC's service area has important social, labour market, and educational needs that are not revealed through standard data sources such as Statistics Canada and BC Stats. The College must depend on its relationships with local stakeholders to identify the needs of residents, businesses, and organizations who sustain coastal communities.
- **Funding** - NIC receives 72% of its revenue from the provincial government, making it the second-most vulnerable public post-secondary institution in B.C. to flat or reduced government funding. NIC also receives less per capita in base government funding (based on regional population) than any other rural B.C. college - a \$12.4M shortfall in 2013/14. The provincial government's base funding model does not provide the flexibility required to support labour-market focused, quick-response training needed for local communities. Targeted one-time funding initiatives from the government have uncertain mid- to long-term availability, making it difficult to sustain programs that have been developed and launched.
- **Shifting government mandates** - *B.C.'s Skills for Jobs Blueprint* is a four-year plan that requires the province's public post-secondary institutions to increasingly align programming with targeted occupations. Since there will be no additional money to grow program and service capacity, or to offset inflationary pressures, institutions will be required to shift available non-targeted government base-funds into targeted programs.
- **Labour market outlook** - The Vancouver Island / Coastal development region expects to see over 147,000 job openings by 2022; the five occupations forecasted to expand the fastest are health-related. Trades are expected to contribute over 14,000 job openings by 2020.
- **High school graduation rates** - Almost 26% of 18 year olds across the region do not graduate from high school. There are substantial differences in high school graduation rates between the region's school districts: approximately 20% in Comox Valley and Campbell River versus an average of 37% in Alberni and Vancouver Island North.
- **Post-secondary completion rates** - The percentage of 25-64 year olds in the region with no post-secondary credential is 41% compared with 35% provincially.
- **Aging regional population** - Between 2015 and 2020, it is expected there will be 11.5% fewer 18-24 year olds in the region; by 2020, 23% of the region's population is expected to be 65+ (versus 19% provincially).
- **Tuition** - NIC has the lowest tuition on Vancouver Island and the Ministry of Advanced Education has limited tuition fee increases to 2% annually (approximately the rate of inflation) since 2005. As a result, similar programs at different institutions can have widely varying tuitions and there is no opportunity to make adjustments even though faculty costs are based on a provincial common grid. Tuition fees make up 15% of NIC's revenue.

Strategic Priorities

A set of nine strategic priorities have been identified to provide a focus for the College as a whole. A “strategic priority” is a broad theme that closely aligns with a major element of the college mandate, mission, values and vision. Each strategic priority is of such significance to the College’s future that a number of related major college “goals” are proposed to support achievement of progress in relation to the theme. The draft college strategic priorities are:

- ✓ Student Success and Experiences
- ✓ Programs and curriculum are high quality, relevant and responsive
- ✓ Access to learning and services across the region
- ✓ Aboriginal Education and Indigenization
- ✓ International Education and Internationalization
- ✓ People, Organization and Culture
- ✓ Resources, Investment and Sustainability
- ✓ College Identity and Brand
- ✓ Active Connections to Community

The strategic priorities are interdependent and must work together in order to optimize the effectiveness and success of North Island College as a whole. Once finalized and approved, the College Plan, 2016 to 2020 will serve as a guide for the development of annual department, school and campus plans. Annually, the College will consider the interrelationships between the nine strategic priorities, and develop objectives and actions designed to strengthen them individually and collectively.



Goals

The college goals express NIC’s aspirations for change and improvement in support of one or more of the strategic priorities, or the College’s intentions to undertake a major “new” projects, initiative, or process that is expected to encompass multiple years to complete. Goals will be stated either in measurable or quantifiable terms, or in such a way that evidence of their completion or achievement can be documented and reported.

Strategic Priorities and Goals

Student Success & Experiences

1. Identify and address barriers to student success.
2. Develop definitions of student “success” that reflect student perspectives for use in planning and decision-making.
3. Create and implement new approaches to increase informal learning and “campus life”.
4. Enable more students to participate in workplace-based and experiential learning opportunities.
5. Facilitate and support student leadership and connections at the program, campus, college and community levels.

Programs and curriculum are high quality, relevant & responsive

1. Develop and implement the “Multi-Year Program Planning” (MYPP) process.
2. Enhance program and curriculum quality, relevance and responsiveness.
3. Respond to the Provincial “Skills for Jobs Blueprint” policy requirements.
4. Increase flexibility in program delivery locations and modalities.
5. Enhance program partnerships with other post-secondary education institutions.

Access to learning and services across the region

1. Identify and remove unnecessary barriers to student access.
2. Review all program admissions requirements, remove unneeded obstacles.
3. Strengthen and diversify “in community” program delivery.
4. Increase number and broaden range of dual credit programs provided with secondary schools.
5. Increase integration and support for use of appropriate educational technology in the teaching and learning process (blended and distance education).
6. Review and support existing degree program “Pathways”.

Strategic Priorities and Goals

Aboriginal Education & Indigenization

1. Develop and implement an Aboriginal Education Policy Framework in alignment with the CICan Indigenous Education Protocol commitments:
 - a. Communicate that indigenous education is a priority;
 - b. Ensure governance structures recognize/respect Indigenous peoples;
 - c. Implement intellectual and cultural traditions of Indigenous peoples throughout curriculum and learning;
 - d. Increase the number of Indigenous employees;
 - e. Support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous people;
 - f. Enhance Indigenous-centred services, learning environments, student and community spaces and learner success; and,
 - g. Build relationships with and be accountable to Indigenous communities.
2. Support and follow the NIC Aboriginal Education Advisory Council's directions in pursuit of these goals.
3. Explore and develop linkages between Aboriginal learners and communities and international education activities.

International Education & Internationalization

1. Achieve sustainable growth in international student enrolment through the diversification of programs that meet their needs.
2. Build capacity in the College and communities, to meet the needs of international students
3. Internationalize the teaching and learning process, curriculum and programs to increase the social, cultural and economic competency of all students.
4. Communicate the importance of international education within the College and community.
5. Develop and support Internationalization at Home and Education Abroad opportunities for students.
6. Develop international contract training, projects and applied research.

People, Organization, Culture

1. Increase and strengthen intra-campus communication and integration.
2. Create strategies to support an entrepreneurial, celebratory and inclusive organization culture.
3. Enhance support for faculty, staff and administrative professional development.
4. Encourage the scholarship of teaching and learning.
5. Facilitate shared leadership, dialogue, team learning and involvement across the College.
6. Increase collaboration between the College, NICFA, CUPE, and NISU (e.g. the College Futures Committee).
7. Review and implement employee succession planning strategies.

Strategic Priorities and Goals

Resources, Investment, Sustainability

1. Increase revenues from sources other than provincial government base funding.
2. Create and implement a multi-year, comprehensive "Resource Development Strategy."
3. Develop and implement plans for a capital fundraising campaign with the NIC Foundation.
4. Increase business partnerships, entrepreneurial development and involvement in Social Innovation.
5. Develop and communicate a 10-year Investment Plan to address long term infrastructure and other resource needs.
6. Continue to develop the Remote Web-based Science Lab (RWSL) as a tool for distance education and a potential new revenue source.

Active Connections to Community

1. Increase connections with school districts, secondary schools, teachers, students and parents.
2. Strengthen relationships with business, industry and other organizations in support of student learning and applied research.
3. Collaborate with Island Health to optimize the benefits accruing from the new North Island Hospitals.
4. Increase collaboration with Elder College to achieve shared goals.
5. Facilitate and support development and operation of Regional Learning Councils (AV, MW, WC, CR).
6. Support and collaborate with CFB Comox 19 Wing to achieve shared goals.
7. Increase organizational capacity for applied research.

College Identity & Brand

1. Review and renew definition of the NIC college "identity" and "brand."
2. Develop and implement a multi-year college-wide marketing and communication plan.
3. Strengthen and improve student recruitment and retention.
4. Promote and celebrate the work and expertise of NIC faculty, staff and administrators internally and within the community.
5. Maximize NIC brand and reputation advantages provided by university partnerships.

Mandate

The British Columbia College and Institute Act sets out the broad mandate and purposes for public colleges. In addition the provincial government through the Minister of Advanced Education provides direction to post-secondary institutions through other legislation, policies and the annual Mandate Letter.

Mission Statement

North Island College is committed to meeting the education and training needs of adults within its service region by: providing high quality, affordable higher education and skills training, collaborating with our partners to create pathways to learning, and empowering individuals to achieve their full potential.

College Values

At North Island College, while our organizational roles differ, our values frame everything we do and express our commitment to our students, communities, residents of our region and ourselves.

Student Success – *We empower students to become self-reliant, lifelong learners capable of integrating what they learn with how they live and work.*

Access – *We ensure access to learning opportunities, regardless of geographic, technological, financial, social, educational or historic barriers.*

Accountability – *Our individual and organizational performance fosters public trust and community confidence.*

Quality – *We are committed to continuous improvement and achieving the highest quality possible.*

Relevance and Responsiveness – *We provide learning opportunities that are relevant to the lives and work of our students and delivered in a creative, flexible, timely and collaborative manner.*

Positive Organizational Culture – *Ours is an organizational culture that operates in an open and honest manner, is based on mutual trust and respect, values creativity and responsible risk taking, encourages innovative, strategic thinking and affirms excellence.*

Social and Environmental Responsibility – *We are actively engaged in the economic and social development of our communities and are active stewards of the unique natural environment in which we reside.*

Vision

North Island College holds a vision of being a premier community and destination college, in a spectacular west-coast environment, that inspires and prepares students for success in a rapidly changing world. North Island College will fulfill its vision by being a:

- *vibrant community of learners – embracing their goals and shaping their worlds;*
- *gateway to education, work and life;*
- *central force in improving the cultural and socio-economic well-being of the communities we serve; and,*
- *respectful steward of our unique natural setting.*

Together we will create a workplace that inspires personal growth and delivers results to our students, partners and citizens.

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.



- **Drive One Event** – Mark R. Isfeld Secondary School (Parking Lot)
Sunday, May 3, 2015
11 am to 3 pm
Test drive a Ford – with every test drive, Ford will donate \$10.00 that goes to a grad to help pay for their fees.
- **“Chasing Charming”** – Starring Hornby Island Community School students, come on a journey of laughter through a story full of surprising twists. Beginning Tuesday, June 3, 2015 and running until Friday June 6, 2015. For more information about this incredible performance please contact Play Director Andrea Kaback (akaback@telus.net) or (250) 225-3318 or Community Programs Director Casey Doss (community.programs@hornbyeducation.org) / (250) 335-1021.
- **Logs get Blessing!**
Courtenay Elementary School held a special ceremony led by Andy Everson to bless the logs that will be turned into centerpieces for the school’s garden gate project. 185 students watched on as Andy Everson conducted the ceremonial blessing. The ceremony included singing, dancing, drumming, and brushing the logs with cedar boughs. The ceremony ended with the lead carver on the project, Karver Everson, joining his uncle in spreading eagle down feathers on to the logs, which represents peace.
- Royston Elementary School – **Jump Rope for Heart** (Heart & Stroke Fundraising Update)
An incredible successful endeavor – raising \$3900.00
- **“Earth Day” – Clean Up Your Commute**
Ecole Robb Road Elementary School, Wednesday, April 22, 2015
Staff and students are encouraged to ride, walk, scooter, skateboard, park and walk or car pool to do all we can to help out.

- **District Wide Event: *Be You—Be True, Rally for Gr. 8/10 Girls***

Tuesday, April 28, 2015, Mark R. Isfeld Secondary School

A one-day program designed to celebrate what being a girl is all about; and to boost self-esteem, self respect and body image. It will also help girls discover their uncompromised authentic selves and foster ethical leadership and a culture of caring and support, while inoculating against coercion. There is no cost to parents for this event.

- ***Destination Imagination Provincial Tournament*, Vancouver BC**

On the last day of Spring Break the Comox Valley and Campbell River sent 14 teams to the Destination Imagination Provincial Tournament in Vancouver returning with two provincial championships: four second place finishes, and two third place finishes. The top three finishers in each category qualify for the Global Finals held in May every year in Knoxville, Tennessee.

More than 1500 students in the Comox Valley participate in Destination Imagination. All of the teams that went to the Provincial Tournament – from École Au-cœur-de-l'île, École Robb Road, Valley View Elementary, students from the Challenge Program housed at Courtenay Elementary, Navigate, Highland Secondary and Isfeld Secondary – represented our region well. Also this year, for the first time, five school district alumni served as Appraisers at the Provincial Tournament. This is a definite recognition of the quality students we are producing in terms of skills, achievement, and citizenship. Students in 31 countries participate in this challenge of innovation, collaboration and resilience. All of our students had a great time while improving skills that will benefit them a lifetime.

Finance Committee Public Minutes of Meeting

Monday, April 20, 2015 (School Board Office, Board Room)

The meeting was called to order at 3:15pm.

Members

In Attendance

Peter Coleman (Chair)	Yes
Vickey Brown (Trustee Representative)	Yes
Sherry Elwood (Superintendent of Schools)	Yes
Russell Horswill (Secretary Treasurer)	Yes
Ron Amos (Director of Finance)	Yes
Ian Heselgrave (Director of Operations)	Yes
Debbie Page (Recording Secretary)	Yes
	Yes

A REVIEW PRIOR MEETING MINUTES

A.01 Finance Committee Minutes - March 09, 2015

Reviewed March 9, 2015 Finance Committee meeting minutes re: unfinished business.
Minutes adopted at the March 24, 2015 regular In-Camera Board Meeting.

B COMMITTEE BUSINESS

B.01 Month End Year-To-Date Finance Report, Ron Amos, Assistant Secretary Treasurer

Ron Amos, Assistant Secretary Treasurer reviewed the Month End Year-to-Date Finance Report.

B.02 Cash Handling Procedures - School Reviews / Audits, Ron Amos, Assistant Secretary Treasurer

Assistant Secretary Treasurer Ron Amos provided an overview of ***Administrative Procedure 3010 MR3 -- Cash Procedure for School Generated Funds*** and the auditing process.

B.03 2015-16 Annual Operating Budget, Russell Horswill, Secretary Treasurer

- 1) Budget Funding Announcement / Shortfall**
- 2) Stakeholder Consultation (meetings and web survey)**
- 3) Management Budget Team Discussions**

Secretary Treasurer Russell Horswill gave an update on the 2015/16 Annual Operating Budget consultative process to date.

B.04 2015/16 Annual Facility Grant, Ian Heselgrave, Director of Operations

Director of Operations Ian Heselgrave gave an update on projects that are being scheduled under the Annual Facilities plan.

C ADJOURNMENT

C.01 Meeting adjourned: 4:25 pm
Next Meeting: TBC

Board Vice-Chair

**Briefing Note – Notice of Motion
Board Procedural Bylaw, 2015**

Background:

The Board of Education has operated with a practice of a Trustee provided Notice of Motion for new business or as required by Robert's Rules of Order prior to the Board considering the issue. The Trustee has provided Notice of Motion at the Regular or Special meeting, and the item duly considered by the Board at the next meeting.

The practice was established to ensure Trustees had sufficient time to understand the item being raised. Additionally, administration was provided time to produce supportive material for all Trustees to consider before being asked to vote on a matter. The changes to the existing Board Procedural Bylaw, 2013 ensure the respectful practice of providing Notice of Motion becomes a mandatory requirement.

Recommendation:

That the Board of Education provide all four readings of the motions to amend the Board Procedural Bylaw, 2013 as identified in the attached bylaw..

School District No. 71 (Comox Valley)

Board Procedural Bylaw, 2015

Board Approved Update:

WHEREAS the *School Act* requires that the Board establish procedures governing conduct of its meetings;

THEREFORE this Bylaw provides rules and regulations for governing the procedure at meetings of the Board of Education, School District No. 71 (Comox Valley) and matters relating thereto.

1. Definitions

For purposes of this Bylaw the words used shall have their ordinary meaning save and except the words following, which shall have the meaning herein set out, namely:

- | | | |
|--------------------------|---|--|
| “Act” | - | shall mean the <i>School Act</i> and amendments thereto; |
| “Board” | - | shall mean the Board of Education, School District No. 71 (Comox Valley); |
| “Chairperson” or “Chair” | - | shall mean the Chairperson of the Board, or the Chairperson of any committee of the Board; |
| “Meeting” | - | shall mean any regular meeting of the Board; |
| “Regulation” | - | shall mean the School Regulation; |
| “Secretary-Treasurer” | - | shall mean the Secretary-Treasurer of the Board; |
| “Special Meeting” | - | shall mean any meeting of the Board which is not a regular meeting of the Board; |
| “Superintendent” | - | shall mean the Superintendent of Schools for School District No. 71 (Comox Valley) |

Wherever the singular or masculine is used in this Bylaw, it shall be considered as if the plural or feminine has been used where the context so requires.

2. Meetings—Generally

Board Quorum—a Quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

Rules of Order—Where these Rules are silent and where not inconsistent with these Rules, the most recent edition of *Robert’s Rules of Order* shall apply to the conduct of meetings, provided,

further, that where both these Rules and *Robert's Rules of Order* are silent, the *School Act* shall apply over the Rule in question.

The Board may adopt a procedural Rule for one or more meetings by Resolution of a majority of two-thirds of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.

Under the order of "Question Period" questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board.

Meetings of the Board shall be either regular meetings or special meetings. The Chairperson shall preside, when present, at all meetings of the Board and generally shall fulfill the duties usually performed by a Chairperson. If the Chairperson is absent from the meeting, the Vice-Chairperson shall preside.

If both the Chairperson and the Vice-Chairperson are absent from the meeting, the members present at the meeting shall elect one of their number to act as Chairperson of the meeting.

Regular Meetings of the Board shall be held on the fourth Tuesday of the month, provided that the Board may, with two-thirds majority vote of members present at any meeting of the Board, dispense with the holding of any regular meeting of the Board or arrange for the holding of such regular meeting at some other time.

The Education Committee shall meet on the second Tuesday of the month, provided that the Board may, with two-thirds majority vote of members present at any meeting of the Board, dispense with the holding of any Education Committee or arrange for the holding of such Education Committee at some other time.

The Board shall meet monthly with the District Superintendent.

Special Meetings of the Board may be called by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson, or by the Secretary-Treasurer on request of a majority of the Board. Only the business for which the meeting was called shall be conducted at the meeting. The Secretary-Treasurer will be responsible for advising all members of the Board and the public of special meetings.

The Board expects the Superintendent, the Secretary-Treasurer, and the Assistant Superintendent of Schools to attend all regular and special meetings.

3. Inaugural Meeting

The last regular meeting held in November of each year shall be considered an inaugural meeting. The first order of business shall be to elect a Chairperson and Vice-Chairperson of the Board. During an election year the Board will delay Board elections until the completion of appeal timelines by using an extraordinary meeting for selection.

The inaugural meeting shall be convened by the Secretary-Treasurer, who shall be interim Chairperson until such time as the Board Chairperson has been elected.

The Secretary-Treasurer shall call for nominations for Board Chairperson and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson. If no person receives a clear majority, further ballots shall be taken until the same is achieved.

The newly-elected Board Chairperson shall assume the chair and call for nominations for the election of a Board Vice-Chairperson in the same manner as for the election of the Chairperson.

4. **Regular Board Meetings and Education Committee of the Whole**

All regular Board Meetings shall commence at the hour of 6:00 pm, with the public portion of the meeting to commence at 7:00 pm. All Education Committee meetings shall commence at 6:30 pm and both shall adjourn not later than the hour of 9:00 pm. Meetings may continue to a specified or unspecified time, provided that the members present at the meeting unanimously resolve continuation.

All regular meetings and Education Committee meetings shall be open to attendance by the media and by the general public.

At least forty-eight hours prior to the time of commencement of the regular meeting, the Secretary-Treasurer shall provide all members of the Board with the agenda. The agenda will include the following items:

- minutes of the previous meeting;
- minutes of any special meetings held since the previous regular meeting;
- copies of Management Reports;
- copies of Committee Reports;
- notice of which Board appointees to other bodies will be reporting;
- notice of items of new business to be considered;
- copies of correspondence to be considered.

The Order of Business—for any regular meeting of the Board shall be as follows, namely:

- Attendance
- Call to Order
- Adoption of Agenda
- Consent Agenda
- Report of In-Camera Meeting
- Presentation/Delegation
- Collaborative Engagement
 - Generative Dialogue
 - Education Committee
- Strategic Direction (from Strategic Plan)
- Board Committee Reports
- Board Business
- Public Question Period
- Adjournment

provided that the Board may, by resolution at any regular meeting, suspend the regular order of business or alter or vary the regular order of business.

Consent Agenda includes all matters presented for Board information that does not require any action of the Board. An individual Trustee may request that an item be removed from the Consent Agenda during the Adoption of the Agenda. Any items removed will be done so without debate and will be placed in the Board Business section of the agenda.

New business shall not be considered at any regular meeting unless it arises directly out of correspondence, reports, or other matters arising during the regular order of business; ~~or unless at least forty-eight hours notice of the intention to introduce the item of new business has been given to all members of the Board~~, provided that the members present at any regular meeting of the Board may, by unanimous resolution, waive the giving of notice. New business may only be introduced by a member as provided herein through a Notice of Motion.

Referral to Committee of any matter arising during the course of any regular meeting may be made upon resolution of the meeting.

Committee of the Whole Board may be called at any regular meeting of the Board upon resolution of the meeting, and the regular order of business shall thereupon be suspended until return to regular order of business has been resolved. It is expected that the Superintendent, Secretary-Treasurer, and Assistant Superintendent of Schools shall attend meetings of the Committee of the Whole Board. The Board may invite other persons to attend all or part of a meeting of the Committee of the Whole Board.

Except for a record containing a general statement of the nature of the matters discussed, no business transacted at any meeting of the Committee of the Whole Board shall be published, reported, or otherwise communicated to anyone not present at the meeting without the consent of the meeting to such publication, reporting, or communication being first obtained.

Unfinished business at the time of adjournment shall be dealt with by the Board:

- at the next regularly scheduled meeting; or
- at a special meeting of the Board called in the manner provided in this Bylaw.

5. **Special General (Open) and Special Confidential (Closed) Meetings**

Notice of, and the agenda for, special meetings shall be provided by the Secretary-Treasurer to all members of the Board at least forty-eight hours in advance of the meeting. Should the matter be of an emergent nature, this requirement may be waived by a vote of a majority of all of the members of the Board, which will be considered as the first item of business at the special meeting.

All special meetings of the Board shall be called in accordance with this Bylaw, shall be limited to the purposes set out herein, and shall follow the procedures for regular meetings insofar as those procedures may be applicable.

Special general (open) meetings are called to consider matters that the Chairperson of the Board (or in the absence of the Chairperson, the Vice-Chairperson), or a majority of Board, consider

desirable to be dealt with prior to the next regularly scheduled meeting. Such meetings are open to the public, and all the media normally receiving a copy of the agenda for regular Board meetings will be advised.

Special confidential (closed) meetings are meetings from which the public and the media are excluded as the matter(s) to be considered are of a confidential nature. No Board member shall disclose to the public the proceedings of a confidential meeting unless a resolution has been passed at the confidential meeting to permit disclosure.

Unless otherwise determined by the Board, the following matters shall be considered in closed session:

- salary claims and adjustments, and the consideration of requests of employees and Board officers with respect to collective bargaining procedures;
- accident claims and other matters where Board liability may arise;
- legal opinions respecting the liability or interest of the Board;
- the conduct, efficiency, discipline, suspension, or termination of employees;
- medical examiners or examinations and medical reports;
- matters pertaining to individual students including the conduct, discipline, suspension, or expulsion of students, truancy, and indigent students;
- personnel matters of a sensitive nature;
- purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
- lease, sale, or exchange of real property prior to finalization thereof;
- matters pertaining to the safety, security, or protection of Board property;
- such other matters where the Board decides that the public interest so requires.

6. Rules of Order

A Bylaw may be proposed at either a Regular meeting of the Board or at a Special meeting called for the purpose of considering the Bylaw.

Resolutions may be proposed during the meeting for items properly included in the agenda, provided that any resolution proposed shall relate to the matter under discussion and consideration. Other than a motion to approve the Consent Agenda items, other motions during this item shall be ruled out of order.

A member of the Board shall provide a written Notice of Motion, which includes background information and the resolution wording, at the meeting prior to consideration of the motion. Notice of Motion ~~are~~ is required to rescind ~~s~~-a Board motion, amend ~~s~~-something previously adopted, to amend these Procedural Bylaws, to discharge a Committee, or to postpone an event already scheduled. New business, which is not germane to an agenda item, may only be introduced by a member through written Notice of Motion, as provided herein, at the meeting prior to consideration of the new business. The Board may suspend the Notice of Motion requirement by simply majority vote.

Notice of Motion, as provided herein, is the preferred method for a member to introduce new business. Notwithstanding that in some cases, new business may be added to the agenda provided forty-eight (48) hours notice has been provided through the Chair to members, and that members agree by simple majority vote to suspend the Notice of Motion requirement.

A resolution shall be presented by motion of a member of the Board and shall be seconded by another member of the Board before acceptance for discussion or vote. The Chairperson may not move or second a resolution.

Each member of the Board shall normally be entitled to speak only once to any resolution proposed at any regular meeting, and every member of the Board present at the meeting shall be entitled to speak before the question is called. The Chairperson shall allow each member of the Board a maximum of five (5) minutes to speak per resolution.

Notwithstanding the foregoing, the mover of the resolution shall have the right to close debate.

The Chairperson shall put the vote when the question is called.

Any member who does not vote for or against the resolution when the vote is put shall be deemed to have abstained, and shall not be counted for purposes of the vote.

The Chairperson has the same right to vote as the other members of the Board; in the case of an equality of votes for and against a motion, the question is resolved in the negative, and the Chairperson shall so declare.

All motions are debatable except:

- a motion for adjournment of debate;
- a motion for adjournment of a meeting;
- a motion to recess;
- a motion to table;
- a motion to suspend rules;
- a motion to limit debate; and,
- a motion to go into Committee of the Whole or closed session.

Reconsideration

A question previously dealt with will only be reconsidered if a Board member gives ~~notice~~ **Notice of Motion, as provided herein,** that a motion to reconsider will be presented at the next regular meeting.

The ~~notice~~ **Notice of Motion,** complete with supporting documentation, must be given to all members of the Board either in writing through the Secretary-Treasurer four days in advance, or with the agenda. A motion of the Board to reconsider must be passed by having a majority of all its members cast an affirmative vote. Provided the motion to reconsider is approved, the original question can be dealt with forthwith.

No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. A motion to rescind a duly approved resolution shall follow the reconsideration process.

Bylaws

Bylaws shall only be proposed when at least forty eight hours notice of the intention to propose the bylaw has been given to all members of the Board, provided that the members present at a regular meeting of the Board may, by unanimous resolution, waive the giving of notice.

A bylaw shall receive two readings before being finally passed and adopted. A proposed bylaw shall not be considered for amendment until it has passed its first reading, and shall not be amended save and except by a new amending bylaw after it has been finally considered and adopted.

A bylaw may receive its two readings at a single regular meeting or special meeting of the Board and shall be reconsidered and adopted or rejected at the regular meeting next following the meeting at which it passes its second reading, or at a special meeting called for that purpose, provided that the Board may, by unanimous resolution of the members present at the regular or special meeting of the Board at which it passes its second reading, suspend the requirements of this regulation and reconsider or adopt or reject the bylaw at the same regular or special meeting at which it passes its second reading.

Notwithstanding the foregoing, consideration of money bylaws in the form specified by the Minister of Education may receive all required readings and be reconsidered and adopted at the same meeting.

7. Policies

Policies and amendments to policies shall only be proposed ~~when at least forty eight hours notice~~ when Notice of Motion, as provided herein, of intention to propose the policy or amendment has been given to all members of the Board.

First consideration by the Board of a proposed policy or major amendment to a policy will be by formal resolution giving notice of motion of the Board's intention to adopt the policy or amendment at a subsequent regular meeting.

The members present at a regular meeting of the Board may, by unanimous resolution, waive the requirements of this section.

8. Standing Committee

Standing committees of the Board shall be established by the Board Chairperson, following consultation with each Board member and in compliance with the Committee's of the Board policy.

The Chairperson of the Board shall annually appoint such members of the Board and management staff as he/she deems advisable to the standing committees of the Board. The

membership of such committees may be revised by the Chairperson of the Board, who will so inform the Board at the next regular Board meeting.

Each of the standing committees shall be under direct supervision of a Chairperson or responsible Board member, and, where deemed advisable, a Vice-Chairperson may be appointed. The Chairperson of the Board may attend meetings of standing committees of which he/she is not an official member, but shall not be entitled to vote at such meetings.

No standing committee, other than the Education Committee, shall include more than three members of the Board. The Education Committee is a committee of the whole Board; however, it shall be chaired by the Vice-Chairperson of the Board. The other rules that pertain to standing committees shall pertain to the Education Committee.

Committee meetings may be called at any time by the Chairperson of the committee for the purpose of dealing with the business of such committee, and the committee may adopt its own procedures for the dispatch of its business, provided that no resolution shall be passed at any committee meeting, but matters of recommendation for the Board shall be brought from the meeting by way of report to a regular meeting for consideration and such action as is deemed advisable. No one other than committee members shall be entitled to attend such meetings without invitation of the Chairperson of the committee.

9. **Reports and Records**

Reports and recommendations shall be made to the Board at regular meetings by:

- management, or;
- for committee matters, the committee Chairperson or a member delegated.

All reports to the Board for recommendation or action shall be accompanied by all relevant information. Reports for information only need not be complete.

Minutes of the meetings shall be in summary form and shall contain the form of the motion, the results of the vote and a record of how each member voted. Discussion preceding the vote need not be recorded. In matters of general discussion or report where no vote is taken, a brief statement of the purport of the matter shall suffice unless the meeting otherwise directs.

10. **General**

This Bylaw is to be read in conjunction with the provisions of the *School Act* governing School Board meetings. In the event of conflict between this Bylaw and the *Act*, the *Act* shall take precedence.

Read a first time this _____ day of _____.

Read a second time this _____ day of _____.

Reconsidered, finally passed, and adopted this _____ day of _____.

Chairperson

Secretary-Treasurer