

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**Regular Board Meeting (Public) AGENDA**  
**Tuesday, February 24, 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 February 24, 2015 public Board meeting 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.

7 - 11

a. **Adoption of Regular Meeting Minutes** – January 27, 2015

b. **Human Resources Report**, Lynda-Marie Handfield, Director

**Retirements and Resignations**

13

c. **Correspondence from the Board of Education to Mr. Don McRae, MLA,**  
Comox Valley (attached)

Recommendation:

***THAT the Board approve the Consent Agenda items.***

5. **REPORT ON IN-CAMERA MEETING**

6. **PRESENTATION/DELEGATION**

- a. **Cumberland Learning Campus Presentation**, Ian Heselgrave, Director of Operations

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

14 - 15

1. Minutes of Tuesday, February 10, 2015 were attached for Board information.

Next Meeting:

**DATE:** Tuesday, March 10, 2015

**TIME:** 6:30 pm

**LOCATION:** Aspen Park Elementary School

Recommendation:

***THAT the Board approve the Education Committee Minutes of Tuesday, February 10, 2015 as presented.***

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

1. **\$10/Day Child Care Plan**, Clifford Boldt, Trustee (City of Courtenay)

Recommendation:

***THAT the Board of Education endorse the Community Plan for a Public System of Integrated Early Care and Learning, otherwise known as the \$10 a day Child Care Plan; AND FURTHER THAT a letter confirming endorsement of the Coalition of Child Care Advocates be copied to the BC School Trustees Association (BCSTA) and the Minister of Education.***

2. **G.P. Vanier Secondary School Update**, Russell Horswill, Secretary  
Treasurer

*Board Information*

**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

1. **Correspondence**

16 - 17

- a. **Nala'atsi Class of 2015 Correspondence to Prime Minister Stephen Harper**

*Board Information*

- b. **Cycling Task Force**, Report on Committee Assignment, Tom Weber, Board Chair/Trustee (Lazo North)

*Board Information*

**Strategic Priority 3 – Relationships:**

1. Strong internal and external relationships
2. Celebrate success

1. **Good News Items**

18

- a. **Good News Report**, Sherry Elwood, Superintendent of Schools

*Board Information*

2. **Changing Results for Young Readers (CRYR) Presentation**

Sherry Elwood, Superintendent of Schools will introduce Carol Walters, District Curriculum Support Teacher

*Board Information*

3. **McCreary Report**, Esther Shatz, Director of Instruction (Student Services)

*Board Information*

9. **BOARD COMMITTEE REPORTS**

1. **Finance Committee**

Report from Committee Chair: Peter Coleman

Next Meeting:

**DATE:** Monday, March 9, 2015

**TIME:** 3 pm

19 - 20

- a. Finance Committee Minutes of Tuesday, February 16, 2015 were provided for Board information.

21 - 27

- b. **Audit Sub Committee**, Russell Horswill, Secretary Treasurer

Recommendation:

***THAT the Board of Education approve the advertisement presented to recruit two (2) public members for the Audit Sub-Committee, and that the Finance Committee return with a recommendation to select two (2) public committee members to the Board of Education once the selection process is complete.***

28 - 43

- c. **2014/15 Amended Operating Budget Bylaw**, Russell Horswill, Secretary Treasurer

Recommendation:

***THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its first reading.***

***THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 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 reading of the Amended Annual Budget Bylaw at a subsequent meeting.***

***THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its third and final reading.***

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**

44 - 48

1. **School Calendar Update**, Tom Demeo, Assistant Superintendent

Recommendation:

***THAT the Board accept the draft 2015/2016 regular Calendar for consultation purposes as the proposed calendar for the next school year.***

***THAT the Board accept the draft 2015/2016 Distance Learning (Navigate) Calendar for consultation purposes as the proposed calendar for the next school year.***

49 - 58

2. **Board Authority Authorized (BAA) Course Offering**, Briefing Note, Tom Demeo, Assistant Superintendent

Recommendation:

***THAT the Board approve the Board Authority Authorized course Ground Search and Rescue 12 as presented to be offered to students.***

3. **BC School Trustees Association (BCSTA) Provincial Council**, February 19-21, 2015, Vancouver, BC, Verbal Report, Janice Caton, Board Vice Chair and BCSTA Trustee Representative

*Board Information*

59 - 60

4. **Provincial Budget Announcement Review**, Janice Caton, Board Vice Chair and BCSTA Provincial Council Representative

Recommendation:

***THAT the Board of Education write a letter to the Minister of Education and to the Minister of Finance expressing their concern with respect to the funding announcement of February 17, 2015 and its impact on public education.***

11. **PUBLIC QUESTION PERIOD**

12. **ADJOURNMENT**

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

Regular Board Meeting-Public  
January 27, 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

## 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 January 27, 2015 regular Board meeting agenda.***

**[CARRIED 7/7]**

## 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 – **R9/November 25, 2014 and R10/December 9, 2014**
- b. Briefing Note: **Indoor Air Quality Testing, January 2015**, Ian Heselgrave, Director of Operations
- c. Correspondence to the Board: **Jack Stevens**

d. **Human Resources Report, Lynda-Marie Handfield, Director**

**Retirement:**

Lyneita Swanson, Principal, Highland Secondary School will retire effective February 28, 2015 after 20 years of service with the district.

5. **REPORT ON IN-CAMERA MEETING**

6. **PRESENTATION/DELEGATION**

1. Chantal Stefan and students from Ecole Puntledge Park Elementary School EDAS Program -- **Christmas Bags for the Homeless (10 Minutes)**

EDAS Program -- ***"Everyone Deserves a Smile"***

As of December 17, 2014 -- 1393 people were delivering care packages made by local Vancouver Island students to the following communities: Campbell River, Comox Valley, Nanaimo, Victoria and East Hastings/Vancouver. Thank you to the students and to Chantal for the incredible work that you do.

website: <http://edas.ca/>

2. Charlene Gray, Comox Valley Branch of the Early Childhood Educators of BC (ECEBC) -- **\$10/Day Child Care Plan (10 Minutes)**

Charlene Gray spoke to the proposed community plan for a public system of integrated early care and learning: \$10/day child care plan. For more information: [www.ecebc.ca](http://www.ecebc.ca)

Trustee Clifford Boldt served notice of motion that the following recommendation will be brought forward to the next regular Board meeting, February 24, 2014.

Recommendation:

*THAT the Board of Education endorse the Community Plan for a Public System of Integrated Early Care and Learning, otherwise known as the \$10 a Day Child Care Plan, AND FURTHER THAT a letter confirming endorsement of the Coalition of Child Care Advocates be copied to BCSTA and Minister of Education.*

7. **COLLABORATIVE ENGAGEMENT**

a. **Education Committee Report**

- i. Committee Chair: Janice Caton  
No January 2015 Education Committee Meeting  
Next Meeting: Tuesday, February 10, 2015



Time: 6:30 pm  
Location: TBC

## 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

#### 1. **Education Evolution Committee**

Trustee Representation: Peter Coleman and Ian Hargreaves

Senior Leader: Sherry Elwood

No January 2015 meeting.

#### 2. **Sexual Orientation and Gender Identity**, Verbal Update, Tom Demeo, Assistant Superintendent

Assistant Superintendent Tom Demeo provided the Board with a verbal update on sexual orientation and gender identity: how students/schools are being supported; how to better resource and ensure schools are a safe environment for everyone.

### 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

#### 1. **Engaging Our Community Committee**

Trustee Representation: Sheila McDonnell and Clifford Boldt (senior leaders: Russell Horswill and Allan Douglas)

No January 2015 meeting.

### Strategic Priority 3 – Relationships:

1. Strong internal and external relationships
2. Celebrate success

1. **Relationships Committee**

Trustee Representation: Janice Caton and Vickey Brown

Senior Leaders: Tom Demeo, Esther Shatz, and Lynda-Marie Handfield

No January 2015 meeting.

2. **Good News Items**, Sherry Elwood, Superintendent

- a. **Best Practice for School Gardens** -- Congratulations to Heidi Jungwirth, Teacher, Courtenay Elementary School, recipient of two grants from the BC Teachers Federation (BCTF): \$2000 -- ED May Social Responsibility Education Fund (working on school garden w/students); \$3500 -- Program for Quality Teaching (PQT). Heidi is also the recipient of an ArtStart grant, \$10,000 -- towards carving Aboriginal designed gates for the school garden.

**G.P. Vanier Girls Rugby** -- Going International. Congratulations to Lauren Sargent and Madi Gold -- selected by the Dog River Howlers (Saskatchewan based rugby team) to participate in an international sevens tournament in Medellin, Colombia (December 19-20, 2014); and, good luck to the girls rugby team, travelling to California (March 29-April 8, 2015) where they will have an opportunity to play against the three top-ranked teams in the State.

3. **Board Authority Authorized (BAA) Course Offerings**, Briefing Note, Tom Demeo, Assistant Superintendent

**Motion:**

**THAT the Board approve the Board Authority Authorized course offerings as presented to be offered to students in the district at the respective secondary schools.**

**[CARRIED 7/7]**

9. **BOARD COMMITTEE REPORTS**

1. **Finance Committee**

- a. **Finance Committee:** Report from Committee Chair: Peter Coleman

Minutes of the January 19, 2015 Finance Committee meeting were provided for Board information.

Next Meeting: Monday, February 16, 2015

Time: 3:00 pm

- b. **2015/16 Annual Operating Budget Consultation**, Russell Horswill, Secretary Treasurer

Secretary Treasurer Russell Horswill spoke to the 2015/15 Annual Operating Budget Consultation process.

**Motion:**

***THAT the Board receive the Finance Committee report.***

[CARRIED 7/7]

**10. BOARD BUSINESS**

1. **Participation in the Cycling Task Force**, Briefing Note, Ian Heselgrave, Director of Operations

**Motion:**

***THAT the Board of Education consider the annual appointment of one Trustee at the Organizational Meeting to represent the school district along with the district staff on the Integrated Transportation Committee.***

[CARRIED 7/7]

2. **Trustee Committee Appointments**, Briefing Note, Tom Weber, Board Chair

Board Chair Tom Weber reported that Trustee Committee Appointments will continue until November, at which time there will be another review.

**11. PUBLIC QUESTION PERIOD**

**12. ADJOURNMENT -- 8 PM**

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Chairperson

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Secretary-Treasurer

**Retirements:**

Ken (Ted) Beard, Carpenter, will retire effective February 28, 2015 after 8 years of service with the district.

Stephen Nash, Psychologist, Student Services will retire April 15, 2015 after 6 years of service with the district.

Laurie Appleyard, Grounds Person, Maintenance will retire effective April 30, 2015 after 23 years of service with the district.

Debra Rolston, Custodian, Mark R. Isfeld Secondary School will retire effective May 31, 2015 after 10 years of service with the district.

**Resignation:**

Jollette Holland, Administrative Assistant, Queneesh Elementary School resigned effective February 10, 2015 after 5 years of service with the district.

# School District No. 71 (Comox Valley)

**Board of Education**

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607 Cumberland Road  
Courtenay, B.C., V9N 7G5  
Fax (250) 334-5552  
Telephone (250) 334 -5528

February 2, 2015

Mr. Don McRae, MLA  
Constituency Office  
437 – 5<sup>th</sup> Street  
Courtenay, B.C., V9N 1J7

Dear Mr. McRae:

On behalf of the Board of Education, School District No. 71 (Comox Valley), I would like to express our best wishes to you and your family as you deal with the circumstance that precipitated your decision to step aside as the Minister of Social Development and Social Innovation.

As the MLA for the Comox Valley, the Board looks forward to continuing the productive working relationship established to date and wish to acknowledge your attention and support for the G.P. Vanier Secondary School Seismic Upgrade Project.

Sincerely,



Tom Weber  
Board Chair

TW:dp

# Education Committee Meeting—Minutes

**Date:** Tuesday, February 10, 2015

**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	✓
Superintendent, Sherry Elwood	✓
Assistant Superintendent, Tom Demeo	✓
Director of Instruction (Elementary Curriculum) Allan Douglas	✓
Director of Instruction (Student Services) Esther Shatz	✓

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## MINUTES

1. **Alan Douglas, Director of Instruction (Elementary Curriculum)** - gave an overview of the LRC and its functions within our district.
2. **Joan Pierce, District Librarian** - gave an overview of her role in our district, highlights which included:
  - select learning resources for schools including supporting teachers through selecting appropriate resources for their classroom
  - helping teacher use and discover resources as well as help them develop projects
  - manage all electronic records and Library management system
  - support elementary Library clerks, leading their PLC groups
  - presenting at pro-d events
  - work with Aboriginal Education around resource selection
3. **Carol Walters, Debbie Nelson, Doug David, Curriculum Support Teachers** - gave an overview of their role in our district, highlights included:
  - making sure there is alignment between Curriculum, Research and Assessment
  - strive to create a common language in the field (assessment for learning strategies)
  - common Assessment Practices DART / DMA / First Steps in Math
  - developing Core Competencies
  - developing Heart Mind Well being, working with students around compassion and gratitude
  - design for change - Feel imagine and Do
  - creating Kits for Elementary classrooms - the kits go out as fast as they are made
  - maintain/research, Numeracy and Literacy websites for a variety of resources

- support and manage Changing Results for Young Readers - look at vulnerable children, the child becomes a case study and the experts work with that child to improve their reading
  - inter-generational project - 2 classes from Valley View and Berwick Lodge - great success
  - part of the Vancouver Island Networks in Early years / Literacy / and Numeracy
  - discussed the elementary science program and the kits approach
  - full function print shop
4. **Jen Riley, Fine Arts Lead Teacher** - discussed her areas of responsibility, which included:
- support mechanism for all fine arts teachers
  - maintain equipment / pianos etc, schedules district equipment use
  - create Professional Development for teachers ex. high school specialist teachers providing sessions for elementary teachers
  - fostered a collaboration effort amongst Theatre teachers - last year created a play with Dr. Claire/RCMP. This year, ArtStarts program grant, a play being written and will be produced with all three schools for grade 8 girls around resilience
  - Band in the Round March 23 at 6:30 at Isfeld
  - putting our art student on display in the community
  - host festivals - Fall and Early Spring
5. **Murray McRae, Principal, Glacier View Secondary Centre** - prior to giving a tour of the school, gave a highlight of the programs offered at Glacier View:
- offers alternate programs 7-12
  - Bridgeway 7-9 behavior based
  - Key 7-9 1/2 days
  - Sr Alt 1/2 days
  - Connection - 5 day program
  - a large number of students here are dealing with anxiety issues usually register about 100 students after start up
  - PLC alive an functioning - modified student group / info tech, ways to lower student anxiety that are working on and with Tech / anxiety and resiliency
  - the school has a PAC with the help of Tonia Frawley and Sherry Elwood, new chair / treasurer / secretary - exciting and innovative programs being created to meet individual student needs.

**Next Education Committee Meeting:**



**DATE:** Tuesday, March 10, 2015

**TIME:** 6:30 pm to 8:30 pm

**LOCATION:** Aspen Park Elementary School

Nala'atsi Program  
665-16<sup>th</sup> st.  
Courtenay, BC  
V9N 1X6  
250-331-4040

February 5<sup>th</sup>, 2015

Prime Minister Stephen Harper,

Nala'atsi means "a new day" and we are very grateful to have an alternative to mainstream high school in our community. We are an Aboriginal alternative secondary school who benefits from our local Aboriginal Education Council's targeted funding. We have learned that not all schools in BC or Canada have the same opportunities as we do, from unsafe buildings, a lack of computers, equipment and special programs etc. We were surprised to learn that even though our generation is the largest growing demographic in all of Canada, funding for Aboriginal schools has been capped at a 2% increase per year, regardless of the number of students enrolled. We imagine that students from many remote reserve schools would feel devalued and have a sense of hopelessness under these conditions.

Rather than write to you about everything that we feel is wrong with Aboriginal Education across the country, however, we have brainstormed what we are grateful to experience at our school and wish that all Aboriginal youth could enjoy on their educational journey.

### **All about the People**

Nala'atsi is unique because we are a small group who can develop closer relationships with each other, with teachers, and staff. We are like a family who is encouraging and has open and frequent communication.

### **Flexibility**

At Nala'atsi our voice is heard, we help to decide our own path in school and can make choices. We benefit from individual learning, at our own pace, based on our interests.

### **Community Connections**

We are lucky to have close ties with other community services and the Wachiay Friendship Center, offering a variety of special activities not available in school regularly. We learn through hands on activities with our Elders and guest experts, who share information we are not able to get from any other sources. We also have the opportunity to explore spirituality and smudging, and participate in ceremonies throughout the year.

### **Food**

With proper nutrition we can focus and have energy for learning. Nala'atsi provides breakfast and lunch every day. Sharing meals is important in building cultural connections and relationships. There is also a great deal of learning and sharing recipes of traditional foods and



we are lucky to have visits from the North Island Aboriginal Health nutritionist sharing healthy meal ideas and recipes.

### **Work Experience**

We gain valuable connections in the workforce and get to actually DO something. Training and certification is provided for Food Safe, first aid, PATCH (oilfield training), STEP (technology/ trades) Blade Runners (construction/ retail/ hospitality/ landscaping etc. community business work program.

As Aboriginal youth our education IS important to us. We know many students are faced with the questions; what is graduating? Why go to school when we can make minimum wage right now? We know graduating is getting a basic education that helps us to get a job, but it also prepares us for the future with opportunities to go to College or University, further increasing our job options. Last year seven of seven eligible students graduated from Nala'atsi! We hope the benefits of our school could be offered in other schools helping to better Aboriginal Education in all of Canada by helping students to feel valued and hopeful for the future.

Sincerely,

The Nala'atsi class of 2015

# School District No. 71 (Comox Valley)

Office of the Superintendent of Schools

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## Good News: District Celebrations

There are many, many things to celebrate daily in our schools. We encourage anyone with “good news” to send them to [debra.page@sd71.bc.ca](mailto:debra.page@sd71.bc.ca) so that monthly we can honour all that our schools do to support the community and world.



### Improv

- Congratulations to the following school Improv Teams:

*Mark R. Isfeld Secondary School Junior Improv Team* -- recently competed and won the North Island Championship held here in the Comox Valley, which advanced them to the Island Championship being held in Victoria, BC – the team placed first, winning gold.

- *Highland Secondary School Improv Team* -- recently competed in the Senior Canadian Improv Games – the team placed third; awarded a bronze medal.
- *G.P. Vanier Secondary School Improv Team* -- recently competed in the Senior Canadian Improv Games – the team placed first, winning gold.

### **Pink Shirt Day** – *Stand up Against Bullying*

**DATE:** Wednesday, February 25, 2015

### **District Spelling BEE**

Brooklyn Elementary School will host the 2<sup>nd</sup> Annual District Spelling BEE. Several elementary schools from around the district (Airport, Aspen Park, Brooklyn, Cumberland Community School, Huband Park, Miracle Beach and Valley View) are all holding school BEES this month and the top 4 spellers from each school will gather at Brooklyn to compete for the district title. The event will take place as follows:

**DATE:** Friday, February 27, 2015

**TIME:** 12:30 pm

**LOCATION:** Brooklyn Elementary School Gym

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Sherry Elwood, Superintendent

**Finance Committee  
Minutes of Meeting**

**Monday, February 16, 2015 (School Board Office, Seminar Room)**

The meeting was called to order at 3 pm.

**Members**

**In Attendance**

Peter Coleman (Chair)	Yes
Cliff Boldt (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

**A     REVIEW PRIOR MEETING MINUTES**

**B     COMMITTEE BUSINESS**

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

Assistant Secretary Treasurer Ron Amos spoke to the Month End Year to Date Finance Comparison Report.

**B.02    Policy 1-4 - Board Committees - Board Audit Sub-Committee**

The Finance Committee directed Administration to present the Audit Sub-Committee Briefing Note at the February 24, 2015 regular public Board meeting for approval to proceed with the recruitment of two (2) public members.

**B.04    2014/15 Amended Annual Operating Budget Bylaw**, Russell Horswill, Secretary Treasurer

The Finance Committee will bring forward the following recommendation for adoption at the regular public Board meeting, February 24, 2015:

Recommendation:

***THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its first reading.***

***THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 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 reading of the Amended Annual Budget Bylaw at a subsequent meeting.***

***THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its third and final reading.***

**B.05 2015/16 Annual Operating Budget Update, Russell Horswill, Secretary Treasurer**

Secretary Treasurer Russell Horswill provided the Finance Committee with a copy of the revised 2015/16 Operating Budget Consultation Meeting Dates. A copy of the schedule has been posted on the school district website.

**C ADJOURNMENT**

**C.01 Meeting adjourned:** Meeting adjourned: 4:40.

**Next Meeting:** Monday, March 9, 2015; 3 pm

# School District No.71 (Comox Valley)

***Office of the Secretary Treasurer***

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

## **Briefing Note – Audit Sub-Committee**

At the October 2014 Regular Board Meeting, the then Board of Education approved motions to restructure the Policy Manual, which included the approval of new board policies. Included in the package of new policies was Policy 1-4 – Committees of the Board that established the terms of reference for the Finance Committee. Appendix B attached to the policy provides the mandate for the Finance Committee that includes the establishment of an Audit Sub-Committee. A copy of the relevant sections of the policy is attached to this briefing note.

The purpose of the Audit Sub-Committee is to assist the Board of Education and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAPP/PSAB compliance), and monitoring the school district's compliance with laws and regulations pertaining to financial operations. The composition of the Audit Sub-Committee is the two Trustees appointed to the Finance Committee and two member of the public, who are independent to the school district, have no relationship to the audit firm and who are knowledgeable about financial procedures and analysis. It is expected the Audit Sub-Committee would meet twice per year – in June with the auditor prior to the audit occurring and in September to receive the auditor's report and audited financial statements.

Governance discussions held by the Board of Education have been to insure the Board's financial fiduciary responsibility is being met. The creation of the Audit Sub-Committee under the Finance Committee will assist the Board to ensure sound financial oversight in a manner consistent with the purpose defined in policy. The Finance Committee is not aware of any financial concerns to suggest the formation of the Audit Sub-Committee is in response to auditor concerns; rather, it is seen as a mechanism to improve overall controls.

Through a random selection process, the B.C. Auditor General has advised that their office will conduct our annual financial audit starting June 2016. The Auditor General will engage in the June 2015 audit with observer status to facilitate a smooth transition from our existing auditors. The Audit Sub-Committee will be engaged in the auditor transition to ensure the Board of Education has a presence in the process.

### Recommendation:

***THAT the Board of Education approve the advertisement presented to recruit two (2) public members for the Audit Sub-Committee, and that the Finance Committee return with a recommendation to select two (2) public committee members to the Board of Education once the selection process is complete.***

Russell Horswill  
February 2015

## School District No. 71 (Comox Valley)

1-4	Board Operations
	- Committees of the Board
Revision:	

### 1-4 – Board Operations Committees of the Board

1. Standing Committees assist the Board with work of an ongoing or recurrent nature. The Chair of the Board shall appoint Trustees to the following Standing Committees:
  - a. Finance Committee
    - i. The Board of Education shall establish and maintain a Finance Committee to assist the Board with the financial fiduciary responsibilities established in the *School Act*.
    - ii. The role, responsibility and structure of the Standing Finance Committee shall be as prescribed in Appendix B of this policy.

#### APPENDIX “B” Finance Committee

The Finance Committee is an advisory committee appointed by, and at the pleasure of, the Chair of the Board.

The mandate will be interpreted in the context of the *School Act*, the Board Operations Policies, and all applicable laws and regulations and policies and procedures. This mandate has the effect of a Board policy to guide the Committee members of the school district.

The Committee reports to and is accountable to the Board of Education. The Committee may delegate information assembly, assessment, or advisory responsibilities to such advisors or subcommittees as it reasonably sees fit. The Finance Committee shall establish an Audit Sub-Committee to assist with the Board’s financial fiduciary responsibilities established in the *School Act*.

The school district will provide the Committee with reasonable resources for its work, including engaging and compensating any outside advisor that the Committee reasonably determines necessary to carry out its purpose. Such advisors will be accountable to the Committee.

### **Purpose**

The mandate of the Committee is assist the Board of Education in its financial oversight responsibilities and to consider and make recommendations to the Board on important financial matters. The Committee will provide strategic direction and oversight of the development and updating of financial reports, including policies, information technology systems and reporting, and a review of the planning assumptions made by administration. Additionally, the Committee will provide strategic direction into, and assessing corporate performance including banking and finance, and reviewing annual budgets and financial reports for consistency with strategic plans. The Committee is responsible for the oversight and development of the annual and amended consolidated budgets.

### **Committee Membership**

The Finance Committee will consist of the following members:

1. Two Board members, one of whom shall act as Chair of the Committee;
2. The Secretary Treasurer, Assistant Secretary Treasurer, Director of Operations; and,
3. The Superintendent of Schools when appropriate.

### **Key Responsibilities**

The Board of Education and Superintendent of Schools recognizes that the Committee's role is one of oversight. Management is responsible for financial administration including establishing internal controls and preparing the district financial statements. Management have more time, knowledge, and information to address day-to-day details and decisions; the Committee is expected to exercise reasonable care and due diligence but not to provide any expert or special assurances as to the work of others.

The following responsibilities are guidelines subject to such other requirements or limitations, designated by resolution of the Board of Education from time to time, and to special circumstances:

#### **1. Financial Policies and Information**

The Committee will review and recommend to the Board of Education for approval:

- a. internal strategic plans, goals, policies, and budgets related to the financial management and administration of the school district, including:
  - i. the budget framework, leading to the consolidated district budgets;
  - ii. the appropriateness of accounting policies and financial reporting practices used by the district;

- iii. any significant proposed changes in financial reporting and accounting policies and practices to be adopted by the district;
  - iv. any new or pending developments in accounting and reporting standards that may affect or impact the district;
  - v. the revenue framework, government financing, special purpose grants, and school fees;
  - vi. capital expenditures;
  - vii. policies on investment portfolios or portfolio performance;
  - viii. debt acquisition, conditions and management; and,
  - ix. compliance reporting for the Board.
- b. Banking resolutions, debt financing transactions, and material operational agreements consistent with this policy.

## 2. Financial Accountability and Public Disclosures

The Finance Committee will:

- a. review, and report to the Board of Education, the following public disclosure documents:
  - i. quarterly and annual reports;
  - ii. financial reports;
  - iii. budget information; and,
  - iv. other financial reports, as applicable.
- b. evaluate annually:
  - i. its performance in accordance with Board approved documents or direction; and,
  - ii. this mandate and related policies.
- c. receive for information:
  - i. periodic financial reports sent to the Province; and,
  - ii. public Bodies Report.

## 3. Audit Sub-Committee

### *Purpose*

To assist the Board of Education and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP / PSAB compliance), and monitoring the school district's compliance with laws and regulations pertaining to financial operations.



### *Authority*

The Audit Sub-Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. with the consent of the Board of Education, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
3. meet with the Secretary Treasurer and Superintendent of Schools, external auditors or outside counsel, as necessary.

### *Composition*

The Audit Sub-Committee will consist of the following members:

1. Two Board members appointed to the Finance Committee, one of whom shall act as Chair of the Audit Sub-Committee; and
2. Two members of the public, who are independent to the school district, have no relationship to the audit firm and who are knowledgeable about financial procedures and analysis.

### *Meetings*

The Audit Sub-Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Committee members are expected to attend each meeting in person or via teleconference or videoconference. The Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of meetings will be prepared. Committee reports shall be provided at regular meetings of the Board of Education, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest. The Executive Assistant to the Superintendent of Schools shall act as the recording secretary to the Committee.

### *Compensation*

The Audit Sub-Committee members shall be compensated as follows:

1. Elected School Trustees as per Board Policy
2. Public members \$250 for each full day / \$125 for each half day

### *Responsibility*

The Audit Sub-Committee will carry out the following responsibilities:

#### Financial Statements:

1. review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;
2. review with management and the auditors the results of the audit, including any difficulties encountered;
3. review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
4. review with management and the auditors all matters required to be communicated to the Board of Education.

#### Internal Control:

1. consider the effectiveness of the school district's internal controls over annual reporting, including information technology security and control; and
2. understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

#### Audit:

1. review the auditor's proposed audit scope and approach;
2. review the performance of the auditors, and provide a recommendation to the Board of Education regarding the final approval for the appointment or discharge of the auditors;
3. review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school district, including non-audit services, and discussing the relationship with the auditors; and,
4. on a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

#### Compliance:

1. review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and
2. obtain updates from management and, when required, updates from legal counsel regarding compliance matters.

## **SCHOOL DISTRICT NO. 71 (COMOX VALLEY) AUDIT COMMITTEE PUBLIC MEMBER**

School District No. 71 (Comox Valley) is seeking two (2) public members with financial expertise and business knowledge to serve on its audit committee. The appointment term will be from March 2015 to December 2018.

The audit committee is comprised of two (2) Trustees and two (2) independent public members drawn from the Comox Valley community at large. The primary role of the audit committee is to assist the Board of Education in fulfilling its duties related to governance and oversight. The purpose of the Audit Committee is to assist the Board of education and Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process, and monitoring the schools district's compliance with laws and regulations pertaining to financial operations.

The Committee will meet at least two (2) times a year with the auditor, plus ad hoc meetings as required. Board policy provides financial compensation for public members that attend Audit Committee meetings. Orientation will be provided to Committee members.

### **Candidate Eligibility:**

- Applicants must have sufficient accounting, senior financial management or other relevant experience to understand public sector accounting and auditing standards.
- Ideal applicant will possess an accounting designation (CPA, CA, CGA, or CMA) or have a university degree in a related field.
- The applicant must not be a current employee or officer of the school district or of any other school district.
- The applicant must not have a parent, child or spouse currently employed by the district.

### **Submission of Applications**

Suitably qualified candidates interested in serving on the audit committee are invited to submit a letter of interest along with resume and three (3) references by 2:00 p.m. on Tuesday, March 17, 2015 to:

**Russell Horswill**  
**Secretary Treasurer**  
**Email: [Russell.Horswill@sd71.bc.ca](mailto:Russell.Horswill@sd71.bc.ca)**  
**School District No. 71 (Comox Valley)**  
**607 Cumberland Road, Courtney, BC V9N 7G5**

Candidates who are short-listed may be requested to attend an interview conducted by the Audit Committee's selection committee.

Amended Annual Budget

## **School District No. 71 (Comox Valley)**

June 30, 2015

# School District No. 71 (Comox Valley)

June 30, 2015

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Source .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	14

\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2014/2015 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$86,781,167 for the 2014/2015 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE 24th DAY OF FEBRUARY, 2015;

READ A SECOND TIME THE 24th DAY OF FEBRUARY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF FEBRUARY, 2015;

(Corporate Seal)

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Amended Annual Budget Bylaw 2014/2015, adopted by the Board the 24th DAY OF FEBRUARY, 2015.

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Secretary Treasurer

# School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	7,730,563	7,762,000
Adult	49,125	56,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>7,779,688</b>	<b>7,818,000</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	72,314,349	72,859,125
Tuition	3,070,000	1,970,000
Other Revenue	2,804,929	2,781,847
Rentals and Leases	150,000	150,000
Investment Income	237,000	237,000
Amortization of Deferred Capital Revenue	3,317,814	3,064,664
<b>Total Revenue</b>	<b>81,894,092</b>	<b>81,062,636</b>
<b>Expenses</b>		
Instruction	66,750,163	66,867,096
District Administration	2,496,369	2,368,968
Operations and Maintenance	14,903,962	11,589,433
Transportation and Housing	1,930,673	1,915,185
<b>Total Expense</b>	<b>86,081,167</b>	<b>82,740,682</b>
<b>Net Revenue (Expense)</b>	<b>(4,187,075)</b>	<b>(1,678,046)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>1,100,000</b>	<b>1,351,000</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(3,087,075)</b>	<b>(327,046)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,087,075)	(327,046)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(3,087,075)</b>	<b>(327,046)</b>

# School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	74,445,825	74,526,217
Special Purpose Funds - Total Expense	4,979,453	4,571,755
Capital Fund - Total Expense	6,655,889	3,642,710
Capital Fund - Tangible Capital Assets Purchased from Local Capital	700,000	1,150,000
<b>Total Budget Bylaw Amount</b>	<b>86,781,167</b>	<b>83,890,682</b>

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed



# School District No. 71 (Comox Valley)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(4,187,075)</b>	<b>(1,678,046)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(700,000)	(1,150,000)
From Deferred Capital Revenue	(1,373,638)	(1,573,638)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(2,073,638)</b>	<b>(2,723,638)</b>
Amortization of Tangible Capital Assets	3,960,072	3,642,710
<b>Total Effect of change in Tangible Capital Assets</b>	<b>1,886,434</b>	<b>919,072</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(2,300,641)</b>	<b>(758,974)</b>

# School District No. 71 (Comox Valley)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2015

	Operating Fund	Special Purpose Fund	Capital Fund	2015 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,575,060	-	30,491,765	32,066,825
Changes for the year				
Net Revenue (Expense) for the year	(849,000)		(3,338,075)	(4,187,075)
Interfund Transfers				
Local Capital	(251,000)		251,000	-
Net Changes for the year	(1,100,000)	-	(3,087,075)	(4,187,075)
Budgeted Accumulated Surplus (Deficit), end of year	475,060	-	27,404,690	27,879,750

# School District No. 71 (Comox Valley)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	69,564,896	70,517,370
Tuition	3,070,000	1,970,000
Other Revenue	574,929	551,847
Rentals and Leases	150,000	150,000
Investment Income	237,000	237,000
<b>Total Revenue</b>	<b>73,596,825</b>	<b>73,426,217</b>
<b>Expenses</b>		
Instruction	62,015,245	62,295,341
District Administration	2,496,369	2,368,968
Operations and Maintenance	8,003,538	7,946,723
Transportation and Housing	1,930,673	1,915,185
<b>Total Expense</b>	<b>74,445,825</b>	<b>74,526,217</b>
<b>Net Revenue (Expense)</b>	<b>(849,000)</b>	<b>(1,100,000)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>1,100,000</b>	<b>1,351,000</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(251,000)	(251,000)
<b>Total Net Transfers</b>	<b>(251,000)</b>	<b>(251,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 71 (Comox Valley)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	67,433,667	69,794,346
AANDC/LEA Recovery	(176,429)	(153,347)
Other Ministry of Education Grants		
Pay Equity	451,831	451,831
Labour Settlement Funding	1,436,581	
Education Guarantee	150,000	150,000
Other Ministry of Education Grants	269,246	274,540
<b>Total Provincial Grants - Ministry of Education</b>	<b>69,564,896</b>	<b>70,517,370</b>
<b>Tuition</b>		
Offshore Tuition Fees	3,070,000	1,970,000
<b>Total Tuition</b>	<b>3,070,000</b>	<b>1,970,000</b>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	176,429	153,347
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Other Miscellaneous	278,500	278,500
<b>Total Other Revenue</b>	<b>574,929</b>	<b>551,847</b>
<b>Rentals and Leases</b>	<b>150,000</b>	<b>150,000</b>
<b>Investment Income</b>	<b>237,000</b>	<b>237,000</b>
<b>Total Operating Revenue</b>	<b>73,596,825</b>	<b>73,426,217</b>

# School District No. 71 (Comox Valley)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source  
Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	29,997,000	31,128,721
Principals and Vice Principals	4,314,636	4,241,254
Educational Assistants	5,202,888	5,199,706
Support Staff	6,567,603	6,717,881
Other Professionals	1,700,302	1,684,059
Substitutes	2,587,069	2,406,982
<b>Total Salaries</b>	<b>50,369,498</b>	<b>51,378,603</b>
<b>Employee Benefits</b>	<b>12,600,447</b>	<b>12,661,299</b>
<b>Total Salaries and Benefits</b>	<b>62,969,945</b>	<b>64,039,902</b>
<b>Services and Supplies</b>		
Services	3,492,951	2,489,368
Student Transportation	1,971,368	1,967,868
Professional Development and Travel	258,500	259,500
Rentals and Leases	6,100	6,100
Dues and Fees	54,617	54,117
Insurance	193,761	193,300
Supplies	4,273,583	4,387,052
Utilities	1,225,000	1,129,010
<b>Total Services and Supplies</b>	<b>11,475,880</b>	<b>10,486,315</b>
<b>Total Operating Expense</b>	<b>74,445,825</b>	<b>74,526,217</b>

# School District No. 71 (Comox Valley)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2015

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	23,193,305	785,386		51,752	117,596	1,923,327	26,071,366
1.03 Career Programs	262,800		141,930				404,730
1.07 Library Services	423,934			690,447			1,114,381
1.08 Counselling	1,201,269						1,201,269
1.10 Special Education	3,760,924	103,127	4,597,651	67,349		347,266	8,876,317
1.30 English Language Learning	140,911						140,911
1.31 Aboriginal Education	393,847	103,127	435,128			8,000	940,102
1.41 School Administration		3,114,694		1,471,997		126,007	4,712,698
1.60 Summer School							-
1.61 Continuing Education							-
1.62 Off Shore Students	620,010	103,127		72,750	153,307		949,194
1.64 Other		105,175	28,179	128,759			262,113
<b>Total Function 1</b>	<b>29,997,000</b>	<b>4,314,636</b>	<b>5,202,888</b>	<b>2,483,054</b>	<b>270,903</b>	<b>2,404,600</b>	<b>44,673,081</b>
<b>4 District Administration</b>							
4.11 Educational Administration					464,826		464,826
4.40 School District Governance					115,183		115,183
4.41 Business Administration				330,549	576,100		906,649
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>330,549</b>	<b>1,156,109</b>	<b>-</b>	<b>1,486,658</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					203,656		203,656
5.50 Maintenance Operations				3,754,000		182,469	3,936,469
5.52 Maintenance of Grounds							-
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,754,000</b>	<b>203,656</b>	<b>182,469</b>	<b>4,140,125</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					69,634		69,634
7.70 Student Transportation							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69,634</b>	<b>-</b>	<b>69,634</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>29,997,000</b>	<b>4,314,636</b>	<b>5,202,888</b>	<b>6,567,603</b>	<b>1,700,302</b>	<b>2,587,069</b>	<b>50,369,498</b>

# School District No. 71 (Comox Valley)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	26,071,366	6,429,718	32,501,084	3,187,357	35,688,441	36,935,366
1.03 Career Programs	404,730	105,414	510,144	193,400	703,544	544,131
1.07 Library Services	1,114,381	292,034	1,406,415	425,219	1,831,634	1,814,772
1.08 Counselling	1,201,269	309,927	1,511,196	5,190	1,516,386	1,720,073
1.10 Special Education	8,876,317	2,297,619	11,173,936	152,734	11,326,670	11,462,704
1.30 English Language Learning	140,911	36,355	177,266	1,000	178,266	111,164
1.31 Aboriginal Education	940,102	241,156	1,181,258	89,117	1,270,375	1,244,814
1.41 School Administration	4,712,698	1,131,574	5,844,272	250,000	6,094,272	6,066,489
1.60 Summer School	-	-	-	-	-	-
1.61 Continuing Education	-	-	-	-	-	-
1.62 Off Shore Students	949,194	237,970	1,187,164	1,559,575	2,746,739	1,654,954
1.64 Other	262,113	66,305	328,418	330,500	658,918	740,874
<b>Total Function 1</b>	<b>44,673,081</b>	<b>11,148,072</b>	<b>55,821,153</b>	<b>6,194,092</b>	<b>62,015,245</b>	<b>62,295,341</b>
<b>4 District Administration</b>						
4.11 Educational Administration	464,826	104,586	569,412	123,712	693,124	614,906
4.40 School District Governance	115,183	25,916	141,099	75,610	216,709	207,377
4.41 Business Administration	906,649	217,218	1,123,867	462,669	1,586,536	1,546,685
<b>Total Function 4</b>	<b>1,486,658</b>	<b>347,720</b>	<b>1,834,378</b>	<b>661,991</b>	<b>2,496,369</b>	<b>2,368,968</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	203,656	45,823	249,479	195,461	444,940	427,553
5.50 Maintenance Operations	3,936,469	1,043,164	4,979,633	909,965	5,889,598	5,978,329
5.52 Maintenance of Grounds	-	-	-	69,000	69,000	69,000
5.56 Utilities	-	-	-	1,600,000	1,600,000	1,471,841
<b>Total Function 5</b>	<b>4,140,125</b>	<b>1,088,987</b>	<b>5,229,112</b>	<b>2,774,426</b>	<b>8,003,538</b>	<b>7,946,723</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	69,634	15,668	85,302	38,289	123,591	108,103
7.70 Student Transportation	-	-	-	1,807,082	1,807,082	1,807,082
<b>Total Function 7</b>	<b>69,634</b>	<b>15,668</b>	<b>85,302</b>	<b>1,845,371</b>	<b>1,930,673</b>	<b>1,915,185</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>50,369,498</b>	<b>12,600,447</b>	<b>62,969,945</b>	<b>11,475,880</b>	<b>74,445,825</b>	<b>74,526,217</b>

# School District No. 71 (Comox Valley)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2015

	<b>2015 Amended Annual Budget</b>	<b>2015 Annual Budget</b>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	2,749,453	2,341,755
Other Revenue	2,230,000	2,230,000
<b>Total Revenue</b>	<b>4,979,453</b>	<b>4,571,755</b>
<b>Expenses</b>		
Instruction	4,734,918	4,571,755
Operations and Maintenance	244,535	
<b>Total Expense</b>	<b>4,979,453</b>	<b>4,571,755</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	124,607	60,372	685,858	571,675	10,403	2,461	11,974	14,178
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	244,535	1,408,466	20,000			112,000	27,440	199,014	599,213
Other				40,000	2,100,000				
	244,535	1,408,466	20,000	40,000	2,100,000	112,000	27,440	199,014	599,213
<b>Less:</b> Allocated to Revenue	244,535	1,533,073	20,000	40,000	2,100,000	112,000	27,440	199,014	613,391
<b>Deferred Revenue, end of year</b>	-	-	60,372	685,858	571,675	10,403	2,461	11,974	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	244,535	1,533,073	20,000			112,000	27,440	199,014	613,391
Other Revenue				40,000	2,100,000				
	244,535	1,533,073	20,000	40,000	2,100,000	112,000	27,440	199,014	613,391
<b>Expenses</b>									
Salaries									
Teachers		950,000							
Educational Assistants		300,000				85,000			320,000
	-	1,250,000	-	-	-	85,000	-	-	320,000
Employee Benefits	244,535	283,073				27,000			80,000
Services and Supplies			20,000	40,000	2,100,000		27,440	199,014	213,391
	244,535	1,533,073	20,000	40,000	2,100,000	112,000	27,440	199,014	613,391
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

Schedule 3A

	Deferred Salary	Professional Development	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	115,818	253,608	1,850,954
Add: Restricted Grants			
Provincial Grants - Ministry of Education			2,610,668
Other	75,000	15,000	2,230,000
	75,000	15,000	4,840,668
Less: Allocated to Revenue	75,000	15,000	4,979,453
Deferred Revenue, end of year	115,818	253,608	1,712,169
Revenues			
Provincial Grants - Ministry of Education			2,749,453
Other Revenue	75,000	15,000	2,230,000
	75,000	15,000	4,979,453
Expenses			
Salaries			
Teachers			950,000
Educational Assistants			705,000
	-	-	1,655,000
Employee Benefits			634,608
Services and Supplies	75,000	15,000	2,689,845
	75,000	15,000	4,979,453
Net Revenue (Expense)	-	-	-

**School District No. 71 (Comox Valley)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2015

	<b>2015 Amended Annual Budget</b>			2015 Annual Budget
	<b>Invested in Tangible Capital Assets</b>	<b>Local Capital</b>	<b>Fund Balance</b>	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Amortization of Deferred Capital Revenue	3,317,814		<b>3,317,814</b>	3,064,664
<b>Total Revenue</b>	<b>3,317,814</b>	-	<b>3,317,814</b>	3,064,664
<b>Expenses</b>				
Operations and Maintenance		2,695,817	<b>2,695,817</b>	
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,960,072		<b>3,960,072</b>	3,642,710
<b>Total Expense</b>	<b>3,960,072</b>	<b>2,695,817</b>	<b>6,655,889</b>	3,642,710
<b>Net Revenue (Expense)</b>	<b>(642,258)</b>	<b>(2,695,817)</b>	<b>(3,338,075)</b>	(578,046)
<b>Net Transfers (to) from other funds</b>				
Local Capital		251,000	<b>251,000</b>	251,000
<b>Total Net Transfers</b>	-	<b>251,000</b>	<b>251,000</b>	251,000
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	700,000	(700,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>700,000</b>	<b>(700,000)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>57,742</b>	<b>(3,144,817)</b>	<b>(3,087,075)</b>	(327,046)

# School District No. 71 (Comox Valley)

Office of the Assistant Superintendent

607 Cumberland Road  
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Fax (250) 334-5500  
Telephone (250) 334-5528

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## Briefing Note—

### 2015-2016 School Calendar

#### Background Information:

The Calendar Committee is comprised of representatives from DPAC/CUPE/CDTA and Trustees. The committee has met to discuss and to develop a proposed calendar for the next school year.

As was mentioned in a detailed briefing note at the December 2012 Board Meeting, *Bill 36* changed the regulations and requirements in regards to the school calendar. Some of the key points and Board requirements regarding of *Bill 36* are as follows:

- a) School calendars must cover a 12 month period, beginning July 1, 2015;
- b) Prior to submitting a calendar to the Ministry, Boards must consult with parents and representatives of all employee groups;
- c) The month before submitting the proposed calendar to the Ministry for approval, the Board must provide parents and employees the opportunity to comment on the proposed draft calendar either through written submission or online feedback; and
- d) The Board must submit a proposed calendar to the Ministry by March 31, 2015.

The following information must be included in the Board's calendar submission to the Ministry:

For Non-DL calendar submission:

- a. The number and dates of days in session
- b. The number and dates of each day of instruction
- c. Vacation periods and dates of Statutory Holidays
- d. The dates of all the Non instructional days
- e. Number of hours of Instruction offered to students at each grade level

For DL calendar the following must be included:

- a. The number of dates of the days in session
- b. The dates in which the P/VP, Teachers are available for instruction
- c. Dates when the school is closed and Statutory Holidays

### **The Process:**

This year the Calendar Committee is comprised of:

Christine Vanderee, Lee McKillican and Jeff Stewart – CVPVPA Representatives  
Sherry Dittrick and Nick Moore – CDTA Representatives  
Denise Bullock and Ross Mandin – CUPE Representatives  
Tonia Frawley and David Gillis – DPAC representatives  
Tom Demeo – Chair  
Trustee Janice Caton – Observer

The committee began with a mandate to create a “rollover calendar” that is, a calendar as close to this year as possible, specifically having a two (2) week spring break.

In the development of the draft calendar it should be noted that due to the changes in the School Calendar Regulations (Bill 36) districts were afforded flexibility in meeting the required instructional time.

The committee has forwarded to the Board of Education a draft school calendar that closely resembles a “rollover calendar” from this year. The draft calendar meets all Ministry criteria in terms of hours of instruction for all levels. It also includes a two (2) week spring break. Again it should be noted that the two (2) week option falls in line with the premise that no employee group will be advantaged or disadvantaged by the two (2) week break.

The committee will also recommend using different calendars for both DL and Non-DL schools for the 2015-2016 school year.

### **Consultation Process:**

Each of the partner groups has had the proposed calendar for the past month and has engaged in discussions with their respective groups.

If the Board accepts the draft calendar, the following processes will occur:

1. The draft calendar will be posted on the school district website for parents and employees to view.
2. All partner groups will have the opportunity to engage in a blog discussion and have their thoughts, ideas and suggestions considered.
3. All schools will include the draft calendar in their March newsletter, as well as a brief write up describing the feedback process.
4. Schools will share the draft calendars with their staff and PAC's.
5. All of the info collected will be considered and a final recommendation for a calendar adoption will be made to the Board at the March Board Meeting.

# Comox Valley School District ~ School Calendar 2015 - 2016

## July

1 Canada Day

JULY 2015						
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 2015

3 B.C. Day

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

## September

1 District Planning Day  
2 Non-Instructional Day  
3 Non-Instructional Day  
7 Labour Day  
8 First Day of School

SEPTEMBER 2015						
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 2015

7 PLC Day  
12 Thanksgiving  
23 Pro-D  
28 PLC Day

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

## November

4 PLC Day  
11 Remembrance Day  
18 PLC Day  
26 Parent/Teacher Interviews

NOVEMBER 2015						
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 2015

2 PLC Day  
21 Winter Break begins  
25 Christmas Day

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

## January

1 New Year's Day  
4 First day back to school  
13 PLC Day  
27 PLC Day

JANUARY 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						

## FEBRUARY 2016

3 PLC Day  
8 Family Day  
17 PLC Day  
26 Pro-D

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					

## February

## March

March 21 - April 1 Spring Break  
9 PLC Day  
25 Good Friday  
28 Easter Monday

MARCH 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		

## APRIL 2016

4 First day back to school  
13 PLC Day  
27 PLC Day

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

## May

11 PLC Day  
23 Victoria Day

MAY 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				

## JUNE 2016

1 PLC Day  
30 Administrative day

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

Event	Dates	Four-day weeks(M-Th):
Opening/closing days (royal)		Hornby Island
Non-instructional days - pro-d or planning day (yellow)		Alternate Programs (Glacier View Secondary Ctr)
Early dismissals: reporting // and PLC day (pink)	Tentative Final Schedule Will Be Issued in May, 2015	
School / government / statutory holidays (green)		
Winter / spring breaks (grey)		
Parent / student / teacher conferences (aqua)		
Exam days for secondary (mauve)		
Administrative day (no classes, teachers attend) (peach)		

# Navigate 12 Month Calendar – DRAFT: July 2015 to June 2016

2015																																									
June/July							1 Canada Day							August							3 BC Day							September							7 Labour Day 8 Admin Day 25 Pro D Day						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
	29	30	1	2	3	4	2	3	4	5	6	7	8			1	2	3	4	5				1	2	3	4	5													
5	6	7	8	9	10	11	9	10	11	12	13	14	15	6	7	8	9	10	11	12	13	14	15	16	17	18	19														
12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26														
19	20	21	22	23	24	25	23	24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30																	
26/1	27	28	29	30	31		30	31																																	

October							12 Thanksgiving 23 Prov. Pro D							November							11 Remembrance 26 Pro D Day							December							* Christmas Day * Boxing Day						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5				1	2	3	4	5													
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	13	14	15	16	17	18	19														
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26	27	28	29	30	31																
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31																							
25	26	27	28	29	30	31	29	30						27	28	29	30	31																							

January							* New Year's Day							February							8 BC Family Day 26 Dist Pro D Day							March							25 Good Friday 28 Easter Monday						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
					1	2		1	2	3	4	5	6			1	2	3	4	5				1	2	3	4	5													
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	13	14	15	16	17	18	19														
10	11	12	13	14	15	16	14	15	16	17	18	19	20	20	21	22	23	24	25	26	27	28	29	30																	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	27	28	29	30	31																							
24/31	25	26	27	28	29	30	28	29						27	28	29	30	31																							

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



# School District No. 71 (Comox Valley)

Office of the Assistant Superintendent

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## **Briefing Note – New Board Authority Authorized (BAA) Course Offerings**

Course Outline attached:

- **Ground Search and Rescue 12**

This course will be offered to students who enroll in the Search and Rescue Academy and will take place outside of school hours. The course is intended to provide participants the skills, attitudes and competencies required to meet criteria for certification as a Ground Search and Rescue technician in B.C.

**Recommendation:**

***THAT the Board approve the Board Authority Authorized course Ground Search and Rescue 12 as presented to be offered to students.***

---

**Tom Demeo, Assistant Superintendent**

Board/Authority Authorized Courses  
Course Description Form

For Ministry Use	
Course Name	Course Code

Please complete one form per Board/Authority Authorized Course and submit them to the Ministry of Education, along with *Form 1526*.

Part A		
District Name		District Number
School District #71 (Comox Valley)		71
District Contact Person ( <i>name</i> )	( <i>phone number</i> )	( <i>email address</i> )
Tom Demeo	250-334-5500	Tom.demeo@sd71.bc.ca
Title of Course		
Ground Search and Rescue (SAR 100) (Justice Institute of British Columbia)		
Grade Level of Course	Number of Course Credits	Number of Hours of Instruction
12	6	140
Special Training Required for the Course		
<p><b>Rationale for Offering the Course</b></p> <p>Emergency Management and response in the Province of British Columbia is a largely volunteer driven endeavor. This course and the academy format it is delivered is in intended to provide participants the skills attitudes and competencies required to meet criteria for certification as a Ground Search and Rescue technician in the Province of British Columbia.</p>		
<p><b>Most components of the course will be provided by certified Justice Institute Ground SAR Instructors provided by Comox Valley Ground Search and Rescue</b></p>		
Special Facilities Required for the Course		
Computer with word processing software and Internet access (either LAN or Wireless)		
Supplies Required for the Course		
None – the online course contains all required materials and resources.		
Learning Resources for the Course		
SAR 100 Participant Manual ( Justice Institute of BC		
Date of Board/Authority Authorization		

Authorized Signature	Title	Printed Name

Title of Course: Ground Search and Rescue

District SD71

## Part B

Check to confirm that each of the following components are contained in your course.

- ☐ Rationale
- ☐ Pedagogy/Methodology
- ☐ Curriculum Organizers/Topics
- ☐ Learning Outcomes
- ☐ Instructional Component
- ☒ Assessment Component
- ☐ Learning Resources

## Part C

### Ground Search and Rescue (SAR 100)

#### General Course Outline and General Pedagogy/Methodology.

The Ground Search and Rescue course is the entry level standard for ground and inland water search and rescue in the province of British Columbia. It presents an overview of SAR in BC and includes introductions to the stages of a search, navigational skills, survival skills, communications and search methods. The basics of rope rescue, tracking, helicopter safety and avalanche orientation are also introduced. The SAR100 course is intended for SAR volunteers who are committed members in training of a SAR team, and is taught in house at the SAR team level to new recruits.

#### Prerequisites:

- A. SAR 103- (On-Line)(7 Hours) This course provides a valuable overview of the Search and Rescue (SAR) model used in British Columbia (BC), and the roles and responsibilities of each component in the SAR structure. This course complements the Ground Search and Rescue volunteer training modules currently provided through the Justice Institute of British Columbia (JIBC), and includes examples of typical SAR responses.
- B. SAR 100- Chapter Summary Questions: Submitted (On-line) (20 Hours)

#### Instructional component:

**Ground Search and Rescue:** is offered through an “in residence academy format” in cooperation with School District No. 71 (Comox Valley), the Tribune Bay Outdoor Education Society, Comox Valley Ground Search and Rescue and the Justice Institute of British Columbia.

Curriculum is based upon the Justice Institute of British Columbia’s SAR 100 course.

Students will participate in classroom instruction, hands-on experiences, reality based-scenarios practical evaluations of individual field craft as well as team evaluations.

## **Curriculum Organizers/Intended Learning Outcomes**

### **Unit 1 - Search and Rescue in BC**

**Upon completion of this unit, students will be able to:**

- Describe the three basic categories of search and rescue (SAR).
- Describe specifically the jurisdictional mandates of the Department of National Defence (DND), the RCMP and municipal police forces, Emergency Management BC (EMBC), the BC Ambulance Service (BCAS), and the Coroner's Service.
- Outline PEP's SAR Policy as it relates to:
  - Workers' Compensation Board (WCB)
  - Liability insurance
- Outline the SAR training course structure in BC.
- Outline the roles and responsibilities of the
  - Emergency Coordination Centre (ECC)
  - Regional Manager
  - SAR (Incident) Commander
  - Emergency Program Coordinator
  - SAR Manager (Deputy Incident Commander)
  - SAR Team Leader
  - SAR Advisory Committee
  - Volunteer SAR Regional Representative
  - Rescue Coordination Centre (RCC)
  - Emergency Management Of BC Air Service
- Outline SAR agreements between PEP and the RCMP, municipal police forces, the Coroner's Service, Workers Compensation Board of BC and Parks Canada.
- Explain the following components of SAR operations:
  - preplanning
  - notification
  - planning/strategy
  - tactics/operations
  - suspension/termination
  - review
- Describe the functions of the Incident Command System (ICS).

### **Unit 2 - Initiating the Search**

**Upon completion of this unit, students will be able to:**

- Explain why a rapid response is needed in SAR.
- Explain the call-out procedures for your area.
- Explain the use of the Relative Urgency Rating Chart.
- Travel in an appropriate manner to the rendezvous site.
- Describe the Missing Person Questionnaire used by SAR Managers for outlining information about missing persons.
- Explain sign-in procedures and why it is important to sign-in.
- Define the initial planning point (IPP), point last seen (PLS) and last known point (LKP).

## **Unit 3 - Search Progression**

**Upon completion of this unit, you will be able to:**

- Explain how probabilities are used in planning searches.
- Describe how SAR Managers develop strategy and tactics.
- Outline what type of behaviour can and cannot be expected from the missing person.
- Summarize what type of information is given in a team assignment briefing.
- Explain why GSAR personnel search for clues not subjects.
- Be aware of sign.
- Isolate, mark and protect clues and area.
- Interview witnesses to obtain and record accurate information.
- Deal correctly with relatives and media.
- Outline the type of information that is collected during a team assignment review.
- Define mutual aid and explain its importance.
- Understand the importance of stabilizing a search subject before evacuation.
- Describe the four phases of a SAR operation.
  - Learn what poisonous substances have been used in history.
  - Understand how poisons are absorbed and transmitted through the body.
  - Discuss techniques used by forensic scientists to identify poisons and other toxins.
- Examine the collection and preservation of blood evidence.
- Consider the role of toxicologists in criminal investigations.

## **Unit 4 - Search Termination**

**Upon completion of this unit, students will be able to:**

- Describe search demobilization.
- Explain the importance of a rapid and thorough clean up at the end of a search.
- Understand the process of search suspension.
- Outline the procedure for dealing with a deceased search subject.
- Describe how personal expenses are handled by your SAR Group.
- Explain the importance of following sign-out procedures.
- Explain the value and availability of Critical Incident Stress debriefings.
- Participate effectively and objectively in field and incident reviews.

## **Exam Chapters 1-4 (2 hours)**

## **Unit 5 – Maps**

**Upon completion of this unit, you will be able to:**

- Differentiate between types of maps used in SAR.
- Identify a map by name and map sheet number.
- Use the map scale to convert back and forth between map distances and actual distances.
- Use the following plotting methods or grid systems:
  - Geographic Coordinate System – Latitude/Longitude.  
Give the latitude and longitude of a point on the map and locate a point if given the latitude and longitude.
  - UTM (Universal Transverse Mercator System) 6 figure grid coordinates.  
Give the 6-figure grid coordinate of a point on the map and locate a point given the 6-figure grid coordinate.
- Read and interpret map legend.

- Identify the five main feature categories on a map, i.e.:
  - Cultural Features
  - Water
  - Relief
  - Vegetation
  - Toponymy (Names)
- Use contour lines to recognize important features and to obtain an approximate picture of the topography of an area.
- Handle a map in such a way as to maximize its lifetime

## **Unit 6 - The Compass**

**Upon completion of this unit, students will be able to:**

- Explain the use of the 360 degree system in defining direction.
- Identify the parts of a compass, i.e.:
  - base plate
  - magnetic needle
  - orientation arrow
  - sight and sighting line
  - graduated dial
  - meridian lines
- Distinguish between magnetic north, true north and grid north.
- Adjust a declination adjustable compass for magnetic declination.
- Use a compass to take a bearing and to locate a given direction.
- Use a compass to take a back bearing.
- Explain factors affecting a compass, i.e.:
  - electrical currents
  - magnetic fields
  - ferrous metals
- Navigate around obstacles.
- Use aiming off to navigate to a point on a baseline.
- Make approximate measurements of distance through pacing and other techniques and know the limitations of these methods

## **Unit7 - Map and Compass**

**Upon completion of this unit, students will be able to:**

- Orient a map to terrain using a compass.
- Use a compass to determine the bearing to be followed between two points on a map.
- Given the bearing, use a compass to plot the direction on a map.
- Use triangulation to fix one's position on a map.
- Use a single bearing and another reference to fix one's position on a map.
- Use a map to select a suitable route for travelling between two points.
- Follow a simple course of less than 2 km in the field that has been plotted on a map.
- Use an altimeter in conjunction with map and compass for fixing position.
- Use GPS navigation systems.
- Identify the benefits and drawbacks in using GPS for navigation.
- Demonstrate travelling skills used for his/her environment such as:
  - Trails
  - Bush
  - Talus/scree
  - Snow

## **Exam Units 5-7 (2 hours)**

## Unit 8 - Survival Skills

### Upon completion of this unit, students will be able to:

- Describe how a survival situation may be encountered on a SAR operation.
- Summarize some of the psychological problems associated with being in a survival situation.
- Explain ways how fear can be controlled.
- Define the “Will to Live”.
- Explain how the survival situation plan “STOP” - Stop, Think, Observe, Plan can be used in a survival situation.
- Manage your energy budget when in a survival situation.
- Describe how the human body loses heat: by
  - a) Radiation
  - b) Conduction
  - c) Convection
  - d) Evaporation
- Discuss the prevention of hypothermia.
- Discuss the prevention of hyperthermia.
- Describe the function of each of the following layers of clothing:
  - a) Underwear Layer
  - b) Insulation Layer
  - c) Shell Layer
- Describe different types of outdoor footwear.
- Describe the importance of an adequate pack for SAR.
- Construct a 24-hour ready pack.
- Build, light and maintain a fire.
- Build a simple shelter.
- Perform different signal techniques for maximum visibility.
- Explain the physical needs for food and water.
- Identify possible sources of food and water when in survival situations.
- Explain the reasons for and describe methods of water disinfection.
- Describe correct procedures for personal waste disposal.
- Defend the rule of staying put when lost and justify when travelling would be acceptable.
- Describe procedures for dealing with bears, cougars, and rattlesnakes.
- Discuss techniques for dealing with insects, ticks, rabies and Hantavirus.
- Demonstrate acceptable survival techniques in a supervised overnight exercise.

## Unit 9 – Communications

### Upon completion of this unit, students will be able to:

- Describe common radio equipment used in SAR.
- Operate a portable radio and maximize the effectiveness in terms of sensitivity, range and battery life.
- Describe how repeaters are used in SAR communications.
- Demonstrate the use of equipment inventory sheets for communication equipment.
- Explain why all communications during a search should be directed through the command post serving the SAR Manager.
- Demonstrate the maintenance of a communication log.
- Express time using the 24 hour clock system.
- Use the phonetic alphabet.
- Recite the vocabulary in common use in radio communications associated with SAR.
- Use appropriate calling procedures when operating a radio.
- Discuss the appropriate use of codes in SAR operations.
- Perform a radio check.
- Understand how scanners may effect radio communication.
- Describe the main procedures used in emergency communications.
- Describe how amateur ham radio operators can be used in SAR

## **Unit 10 – Orientation to Rope Management**

**Upon completion of this unit, students will be able to:**

- Describe the circumstances where the use of ropes and knots is appropriate for GSAR.
- Compare and contrast the types of rope that are encountered in SAR and the relative advantages and disadvantages of each.
- Describe and demonstrate proper rope care, handling, and management.
- Define the following: dynamic rope, static rope, tubular webbing, flat webbing, accessory cord.
- Recognize and demonstrate tying the following knots: Figure Eight on a Bight, Figure Eight Follow Through, Figure Eight Follow Through Bend, Ring Bend (Water Knot, Tape Knot, Overhand Bend), and Italian Hitch (Munter Hitch).
- Define carabiners and describe their use.
- Describe proper handling of carabiners.
- Demonstrate a single point anchor.
- Demonstrate the use of a rope for a hand line.
- Demonstrate a belay for an assisted raise or lower using an Italian Hitch.
- Use the appropriate belay signals during an assisted raise or lower.

## **Unit 11 - Orientation to Tracking**

**Upon completion of this unit, students will be able to:**

- Define clue, sign and track (print).
- Describe the use of tracking in SAR.
- Be aware of sign.
- Preserve sign.
- Describe a tracking stick and its use.
- Describe techniques used by a tracking crew.
- Explain how a track is labeled.

## **Unit 12 - Helicopter Safety**

**Upon completion of this unit, students will be able to:**

- Outline the advantages and disadvantages of using helicopters and aircraft for SAR operations.
- Perform duties safely in the vicinity of helicopters.
- Describe some of the requirements for helicopter landing zones.
- Demonstrate correct procedures when boarding and deplaning from helicopters.
- Demonstrate correct procedures when acting as an air operations observer.

## **Unit 13 - Avalanche Orientation**

**Upon viewing of the avalanche video, you will be:**

- Aware of the avalanche hazards that exist on snow slopes.



## **Unit 14 – Evacuation**

**Upon completion of this unit , students will be able to:**

- Identify the type of terrain over which evacuation is possible as a ground search and rescuer.
- Be familiar with the equipment your SAR Group uses.
- Assist the first aid attendant with patient loading and packaging.
- Assist the first aid attendant using appropriate precautions against communicable diseases.
- Attach a rope the stretcher.
- Perform lifting, loading and carrying techniques that avoid back and other injuries.
- Participate as a member of a stretcher evacuation team over terrain which varies from flat to low angle slopes.
- Perform evacuation procedures that do not cause further harm to the subject.
- Be able to use a safety rope to assist stretcher movement on low angle slopes.

### **Exam Units 8-14 (2 hours)**

## **Unit 15 - Type 1 Search Methods – Initial Response Searches**

**Upon completion of this unit, students will be able to:**

- Define Initial Response Searches (Type I methods) and justify why they are the most effective and efficient methods to use at the beginning of most searches.
- Describe confinement tactics.
- Describe attraction techniques.
- Describe the use of search dogs in SAR.
- Describe the role of mechanized equipment in initial search techniques.
- Describe the roles and responsibilities of IRT members.
- Perform as a member of an Initial Response Team (IRT).
- Explain the problems associated with searching at night.
- Explain the distinct advantages of searching at night

## **Unit 16 - Type II Search Methods – Sweep Searches**

**Upon completion of this unit, students will be able to:**

- Define a sweep search.
- Describe different types of sweep searches.
- Demonstrate a sound sweep.
- Demonstrate a visual sweep.
- Participate as a member of a 3-person team in a sweep search and be able to serve as either a compass bearer or a flanker in such a team.
- Define Critical Separation.
- Outline other varieties of type II searches such as:
  - Use of feature guides
  - Contour searches
  - Aircraft
  - FLIR
  - Dog searching

## **Unit 17 - Type III Search Methods - Closed Grid Searches**

**Upon completion of this unit, students will be able to:**

- Explain the theory, reasoning, and limitations of closed grid searches.
- Be able to mark off an area for a closed grid search with a base line and datum line.
- Demonstrate how to space searchers in the line and the techniques searchers can use to maintain this spacing.
- Outline the responsibilities of individual searchers in the line.
- Demonstrate the commands that are appropriate for use in Type III searches, including the use of whistles.
- Function in a closed grid team.

## **Unit 18 – Shoreline Searches and Safety**

**Upon completion of this chapter, you will be able to:**

- Describe the urgency of water-related searches.
- Describe the strategy used in river and lake searches.
- Outline basic river hydrology.
- Identify swiftwater hazards.
- Describe appropriate equipment for working within 3 m of swiftwater.
- Describe basic swimming techniques.
- Describe various stream crossing techniques.
- Discuss and demonstrate use of a throw bag.
- Discuss what is meant by Reach, Throw, Row, Go, Helo

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**Subject:**

FW: please replace yesterday announcement with this one for agenda  
FW: Provincial Budget Announcement Review

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**From:** Teresa Rezansoff [teresa.rezansoff@sd51.bc.ca]**Sent:** Wednesday, February 18, 2015 9:07 AM**To:** Janice Caton (Trustee)**Subject:** Provincial Budget Announcement Review

British Columbia  
School Trustees  
Association

Dear trustees,

Yesterday's new provincial budget was announced as bringing increased overall funding to K-12 education, but I was left concerned that it will also take away significant existing financial resources currently used for district and school administration. In 2015/16, the overall provincial education budget will see a year-to-year increase of \$106 million, largely intended to cover the cost of new labour agreements with teachers and support staff. Within the details of the budget, however, there is also a \$29 million funding cut to be applied to administration and related services within school districts.

The K-12 education sector will be "tasked with identifying administrative and related efficiencies as part of government's overall plan of expenditure management." Anticipated savings arising from the implementation of cost saving initiatives and other measures have been linked to a \$29 million provincial cut in funding to administrative services. This targeted cut will rise another \$25 million in 2016/17 to a total of \$54 million. It has not yet been determined, though, how this specified budget cut will be distributed over individual school district budgets. Something that will happen later this spring.

Further highlights of the new overall budget for K-12 education are as follows:

- A total education budget commitment of \$5.498 billion for 2015/16 (+\$111 million over 2014/15). This represents an estimated 2.1 per cent increase in the overall Ministry of Education budget, with the largest increases in the Public Schools Instruction (+2.8 per cent) and Learning Improvement Fund (+30.8 per cent) components.
- Further budget increases in 2016/17 (+\$200 million to \$5.591 billion overall) and 2017/18 (+\$258 million to \$5.648 billion overall).
- A total increase of +\$564 million over the three-year period of 2015/16 to 2017/18, knowing that \$485 million will be required to pay for new teacher and support staff collective agreements.
- A decrease in Capital Plan spending of approximately \$46 million for the next school year, but rising again by an estimated \$78 million in 2016/17.
- An increase in independent school funding estimated at 10.6 per cent, largely attributed to increases in student enrollment this fall.
- A decrease in the direct Ministry of Education budget by 2.5 per cent.

You will find full details of the budget announcement on the Ministry of Finance website at [www.bcbudget.ca](http://www.bcbudget.ca). As by far the greatest portion of additional funds added to the overall public education budget will be required to pay for additional salary and benefits obligations under the new collective agreements, Boards of Education will be left with little, if anything, in the way of new funding to address increasing costs in other areas. This is very worrisome as we enter budget planning for the next school year.

It is also clear that there are a number of questions that will still need to be answered before we can fully anticipate the impact of the new budget on school districts.

At present, 30 school districts remain under funding protection as the result of declining enrollment. It remains unclear as to how additional funding, covering the new collective agreements in particular, will be distributed at the district level. We intend to hold government to its promise that both the new teacher and the support staff collective agreements would be fully funded.

It is also unclear how the required \$29 million in administrative savings will be allocated to individual school districts, and if there will be any correlation with the pending provincial shared services initiatives.

The impact of continued declining enrollment on the per-pupil allocation will need to be examined in detail.

School districts will want to know as soon as possible their estimated budget for next year, including the impact of any increase in the base per-pupil allocation.

BCSTA will be meeting with Ministry of Education staff over the coming days to have these critical questions answered for Boards, and to ensure our advocacy for local decision-making and funding allocations that allow us to meet the needs of our students are heard. We will also encourage government to connect directly with Boards of Education and other partner groups as soon as possible to hear our concerns and provide the detail we will all require to move forward.

Yesterday's budget lockup in Victoria did provide us with an opportunity to discuss the new budget, its implications and common interests with a number of our key partners in education. Members of BCSSA, BCASBO, BCPVPA, BCTF and CUPE also attended.

I wish I were bringing you better news in terms of next year's provincial education budget, but the hard reality is that Boards will be facing tough financial decisions again this spring. Once again, as in all recent years, the increase in the provincial education budget will not meet the totality of cost pressures in our school districts. In addition, the required cuts in administrative and related services will mean significant reductions for this area of our budgets, and we have yet to see how all of this will affect individual school districts, including those of us already in funding protection. The new provincial education budget did not meet our requests, nor our expectations, and will leave us all facing another year of anticipated program and service reductions.

Much work remains to be done. We will keep you informed as details emerge and, as always, feel free to contact your Board of Directors with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Rezansoff', with a large, stylized initial 'T'.

**Teresa Rezansoff**

*President*

BC School Trustees Association