



REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
Virtual Meeting (ZOOM) / Teleconference
2021 06 09 at 1:00 pm

A G E N D A

1. **ADOPTION OF AGENDA**
2. **APPROVAL OF MINUTES**
 - (a) Minutes of the Regular Meeting, Public Session held 2021 05 12 (attachment)
3. **IN-CAMERA SUMMARY**
 - (a) Summary of In-camera meeting held 2021 05 12 (attachment)
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
 - (a) Seamless Child Care (attachment)
6. **DELEGATIONS**
7. **CHAIRPERSON REPORT**
8. **SUPERINTENDENT OF SCHOOLS REPORT**
 - (a) COVID-19 Restart
 - (b) Staffing
 - (c) FESL
 - (d) School Fees 2021/2022 (attachment)
Motion: *that the Board of Education approves the School Fees schedule for the 2021/2022 school year as presented.*
9. **SECRETARY TREASURER REPORT**
 - (a) Monthly Financial Report
 - (b) 2021/2022 Capital Plan Bylaw Response Letter -3 Readings (attachments)
 - (c) 2022-2023 Five Year Capital Plan
Motion: *That the Board approves the 2022/2023 Capital Plan.*
 - (d) 2021/2022 Annual Budget Bylaw - 3 Readings (attachments)
 - (e) Seamless Daycare Grant Proposal – Staff Report (attachment)
 - (f) Structural Savings Progress Report (scenario 4b) (attachment)
10. **COMMITTEE REPORTS**
 - (a) HR Committee
 - (b) Policy Committee (attachment)

11. TRUSTEE SCHOOL REPORTS

Trustee School Reports to be received. Trustee Shelley Lawson to present report of Galiano School.

Topic: How do you connect with your indigenous elders, teachings? (Links to Enhancement Agreement, Indigenous Day June 21st, and Strategic Plan Objective 1.2 Champion innovative practices, personalized learning, inquiry-based approaches and Aboriginal ways of knowing.)

- *Fernwood Elementary School*
- *Fulford Community Elementary School*
- *Galiano Community School*
- *Gulf Islands Secondary School*
- *Mayne Island Elementary/Jr. Secondary School*
- *Pender Islands Elementary Secondary School*
- *Phoenix Elementary School*
- *Saltspring Island Middle School*
- *Salt Spring Elementary School*
- *Saturna Elementary School/SEEC*

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Regular Board Meeting – September 15, 2021
- (b) Next Committee Day – October 27, 2021

15. ADJOURNMENT



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
ZOOM Virtual Meeting
2021 05 12

Present:

Tisha Boulter
Chaya Katrensky
Stefanie Denz
Janelle Lawson
Shelley Lawson
Greg Lucas
Rob Pingle

Chairperson
Vice Chairperson
Trustee
Trustee
Trustee
Trustee
Trustee

Scott Benwell
Jesse Guy
D'Arcy Deacon
Boe Beardsmore
Lori Deacon

Superintendent of Schools
Secretary Treasurer
Director of Instruction, Human Resources
Director of Instruction, Learning Services
Executive Assistant

Ian Mitchell
Janice Shields
Angela Thomas
Adrian Pendergast
Caitlin Hertzman
Lyll Ruehlen
Ryan Massey
Jude Shugar
Elizabeth Nolan

GITA President
CUPE Vice President
CUPE President
GIPVPA Representative
DPAC Representative
GISS Principal
GISS Vice Principal
GISS Vice Principal
Driftwood Representative

Regrets:

The meeting was called to order at 6:32 p.m. by Chair Boulter. Trustee Janelle Lawson acknowledged, with honour and respect, that this meeting is taking place on the traditional territory of the Coast Salish peoples - Huy tseep q'u.

1. ADOPTION OF AGENDA

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2021 05 12 be adopted as presented.

CARRIED 46/21

2. APPROVAL OF MINUTES

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2021 04 14 be approved as presented.

CARRIED 47/21

3. IN-CAMERA SUMMARY

Moved and seconded that the Board of Education adopt the Regular In-Camera Summary of 2021 04 14 as presented.

CARRIED 48/21

4. BUSINESS ARISING



5. **CORRESPONDENCE**

No correspondence

6. **DELEGATIONS**

(a) **GISS Timetable Presentation - Lyall Ruehlen**

GISS Principal Lyall Ruehlen shared a presentation comparing the semester and quarter system timetable. The implementation of a quarter system has had a positive impact on attendance, allowed for deeper learning, and supported targeted interventions to improve grade to grade transitions. Challenges include maintaining engagement during long classes and a compounding negative impact where attendance is poor. The school will be able to pivot back to a semester timetable should COVID-19 safety protocols loosen.

7. **CHAIRPERSON'S REPORT**

(a) **3-Year Calendar**

Discussion regarding the potential of adopting a three-consecutive year calendar for 2022/23 – 2024/25.

Moved and seconded that the Board directs staff to draft a three-year calendar for the Board's consideration at its October 2021 public meeting.

CARRIED 49/21

A Notice of Motion to adopt a three-year calendar will be presented at the October public meeting for the Board's consideration at its February 2022 public meeting.

(b) **Draft 2021/2022 Board Meetings Schedule**

The draft 2021/22 Board Meetings Schedule presented follows the same format as the current schedule for the 2020/21 school year.

Moved and seconded that the Board adopts the 2021/2022 Board Meetings Schedule as presented.

CARRIED 50/21

(c) **Anti-Racism Advocacy Working Group**

Boe Beardsmore presented on the work accomplished by the group this year and the ongoing commitment to eliminate systemic racism and create positive and equitable change for students. With the support and actions undertaken across the district by staff, students, and partner groups, work continues to focus on re-evaluating systems and practices of racism that exist in our learning and working environments. SD64 is invested in dismantling racism within our sphere of influence and advocating for change beyond.

Moved and seconded that the Board of Education agrees to continue the Anti-Racism Advocacy Working Group for the 2021/2022 school year.

CARRIED 51/21

The Anti-Racism Advocacy Working Group will create a renewed Terms of Reference for the Board's consideration.

8. **SUPERINTENDENT'S REPORT**

(a) **Staffing**

D'Arcy Deacon reported on the current phase of teacher staffing process to determine surplus to need, entitlement, layoff/recall, and vacancies for the next school year based on projected enrolment.



(b) Frontline Worker Vaccine Rollout

Boe Beardsmore reported on the rollout of COVID-19 vaccines provided to SD64 employees as part of the provincial frontline immunization program.

(c) COVID-19 Update

Boe Beardsmore updated trustees on the recent visit from the Vancouver Island district COVID-19 Rapid Response Team. The team reviewed the district and school plans and visited schools to see plans in action. The district received positive recognition for its work to plan, implement, and support health and safety protocols.

A brief recess was called at 7:45 pm. The meeting resumed at 7:51 pm.

9. SECRETARY TREASURER'S REPORT

(a) Monthly Financial Report

Jesse Guy shared the monthly expenditure report for February and March. Spending is consistent and on budget within an approximate 4% surplus over amended budget.

(b) Request for Support

Jesse Guy opened discussion regarding the motion tabled at the April public meeting: (moved and seconded) that the board of education directs the Secretary Treasurer, on behalf of the board, to evaluate and provide letters of support, when deemed appropriate, for district or external groups who request board support for grants that support the educational and operation outcomes of the district.

Moved by consensus to lift the motion from the table.

Moved and seconded to motion be amended to include: Letters of support, written on behalf of the Board, will be brought as correspondence to the following Board meeting.

CARRIED 52/21

Moved and seconded that the board of education directs the Secretary Treasurer, on behalf of the board, to evaluate and provide letters of support, when deemed appropriate, for district or external groups who request board support for grants that support the educational and operation outcomes of the district. Letters of support, written on behalf of the Board, will be brought as correspondence to the following Board meeting.

CARRIED 53/21

(c) MCFD Childcare Space Grant Application, Saturna

Jesse Guy reported that MCFD has asked the district to wait until September to resubmit its Saturna childcare grant application. The delay provide time for MCFD to streamline the process in efforts to increase interactions with school districts.

(d) Electric Bus Procurement

Jesse Guy reported on Ministry funding for buses to school districts. Electric buses accounted for 18 of the 100 buses granted to districts last year. SD64 has applied for a new bus route in its capital plan submission for 2021/22.

10. COMMITTEE REPORTS

(a) Climate Action Committee

Trustee Lucas reported that the Climate Action Working Group will meet next on June 16th. The group is



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looking at ways to support student environmental groups, engage guest speakers, raise carbon awareness, and improve school practices to recycle, reduce and reuse.

(b) HR Committee

The HR Committee summary 2021 04 14 was received.

(c) Committee of the Whole Report

The Committee of the Whole summary for 2021 04 28 was received.

(d) Education Committee Report

The Education Committee summary for 2021 04 28 was received.

Correction to 3(a)

(e) Finance, Audit, and Facilities Committee Report

The Finance, Audit and Facilities Committee summary 2021 04 28 was received.

(f) Policy Committee Report

The Policy Committee summary 2021 02 24 was received.

i. Draft Policy/Procedure 6950 Child Care

District are required, under the School Act, to develop policy around the provision of Child Care. Draft policy and procedure were created from a template provided by BCSTA and circulated for feedback. No feedback was received.

Moved and seconded that the Board adopt Policy and Procedure 6950 Child Care.

CARRIED 54/21

ii. Procedure 4250-3 (form) School Log of Actions Student Medical Care Plan

A record of form 4250-3 School Log of Actions could not be found so a new form was drafted and circulated for feedback.

Moved and seconded that the Board adopt Procedure form 4250-3 School Log of Actions and Administration of Mediations to a Student.

CARRIED 55/21

iii. Draft Policy/Procedure 6300 Retention and Destruction of Records

A Notice of Motion to adopt Policy and Procedure 6300 Retention and Destruction of Records was presented at the November 18, 2020 public meeting. Feedback was incorporated into amendments.

Moved and seconded that the Board adopt Policy and Procedure 6300 Retention and Destruction of Records.

CARRIED 56/21

iv. Procedure 105 Governance and Administration

The policy was amended to include duties of the vice-chair, adjust the timing of chair and vice-chair elections, and remove binary pronouns.

Moved and seconded that the Board approve amendments to Procedure 105 Governance and Administration as presented.



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CARRIED 57/21

v. *Policy and Procedure 212 Violence and Harassment-Free District*

Proposed amendments include strengthening of policy language around expectations for the public, reference to SOGI, removal of reference to the Program Delivery Task Force, and replacing could/would with shall/will. A correction was made to replace 'comprised of' with 'comprising'.

Notice of Motion: that the Board approve amendments to Policy and Procedure 212 Violence and Harassment-Free District. The motion will be brought to the November Public Meeting of the Board.

The proposed amendments to policy and procedure 212 will be circulated for feedback and brought to the October policy committee for consideration.

vi. *Policy and Procedure 210 Code of Conduct*

Recommendations were made to remove 'and their differences' from the policy, and to expand basis of discrimination in the procedure.

Notice of Motion: that the Board approve amendments to Policy and Procedure 210 Code of Conduct. The motion will be brought to the November Public Meeting of the Board.

The proposed amendments to policy and procedure 210 will be circulated for feedback and brought to the October policy committee for consideration.

vii. *Policy and Procedure 135 Policy Development and Implementation*

Recommendations were made to remove binary gender references and to add DPAC to the partner groups listed in the procedure.

Notice of Motion: that the Board approve amendments to Policy and Procedure 135 Policy Development and Implementation. The motion will be brought to the November Public Meeting of the Board.

The proposed amendments to policy and procedure 135 will be circulated for feedback and brought to the October policy committee for consideration.

11. **TRUSTEES' SCHOOL REPORTS**

Trustee School Reports were received. Trustee Denz shared her school reports for Saltspring Island Middle School and Fulford Elementary School.

Topic: What can the Board do to support your school? (Goal 2.4 Promote best practices in governance and leadership.)

Galiano Community School

Galiano Community School has been fortunate this year, with several district initiatives that have addressed on-going concerns. School staff hope that there are ways to continue these projects, as they have immediately impacted student outcomes. The EPIC grant allowed for targeted learning initiatives for students and gave staff additional time to reflect on and implement new teaching/learning strategies for students who would have fallen behind, and improved grade-to-grade transitions. There has also been an increase in student district assessments this year, allowing staff to address on-going concerns in all three classrooms. One area that remains a concern for staff is a lack of TTOC's and EA's available on short notice – support from the board and senior staff could



include some strategies for hiring and for dispatch solutions. Often getting a replacement for an ill staff member on the morning of a school day is impossible.

Gulf Islands Secondary School

Principal Ruehlen has appreciated when the Trustee rep to the school has knowledge and awareness about the school pedagogy and culture. When the trustee is more informed about events school activities there is shared language around messaging going out to parents and students which helps present consistent communication. GISS would be very interested in collaborating with the board on a communications plan. Some good ideas were talked about that could involve student voice. Generally speaking, investing in good communication and relationships between school Admin and the board results in a cohesive team approach that positively effects the delivery of education. It also models for the students how good leadership is achieved.

Mayne Elementary/Jr. Secondary School

Continued conversations such as the monthly trustee/principal meetings help keep the board connected to the school. Professional development and Educational Leadership Team continue to build on a culture of learning. Policy set by the board with clear procedure gives staff the tools and knowledge to comfortably follow district policy. The Framework for Enhancing Student Learning and the continuing to seek student voice helps guide each school on their plan and direction.

Pender Islands Elementary Secondary School

Our conversations on how the Board can support Pender School continue to evolve around further involving the students and how we might grow our efforts to be more inclusive. Principal Pendergast and Vic-principal Landahl suggest turning to committee groups, where we can invite conversation, share and gain more perspective. Traditionally for example, student led groups of climate action have joined our board committees, where they have given voice to their opinions and priorities.

In the past as well we have fostered partnerships with local indigenous schools from the Saanich and Cowichan areas, which we look to explore and continue next school year.

Through this stage of growth and transition we also look to further involve and welcome our parent groups amongst Mayne, Galiano and Saturna and Saltspring. Our PAC group is growing to reflect the same and look forward to “in person” meetings when possible.

A big opportunity which I personally look forward to, is promotion through local media, highlighting student learning and community connection. Specifically, we will be looking to continue to support and grow, existing partnerships with local structures such as “Ptarmigan Arts” and “Three on the Tree”, lending exposure to the arts. With board support, we will also be looking to local volunteers and businesses, with specific skill sets, who may be able to help for example, in shop class, in the “industrial arts” categories and coaching in outdoor activities and sports athletics.

Further we have more recently renewed our conversations with local emergency support services to assist with school drills, safety prevention work and future mental health presentations / workshops.

Another idea brought forth looks to the climate and local eco species connection, wherein local indigenous plants species would be fostered and grown on the school grounds to promote lessons in habitat and ecology.

Phoenix Elementary School

Principal Sparanese spoke about more collaboration between the board and school that link the school growth plans and the strategic plan. How can the board utilize the data coming out of schools to better inform decisions at the board level such as configuration ideas and Strategic goals? Creating more opportunities to work together in



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shared goals that balance the best educational outcomes and financial stability. Principal's have a good pulse on the schools and their learners and gathering this feedback regularly through consultation and shared collaborative tables will result in better outcomes for students. How can the board engage more with the PVP's not just the reps during Board or committee meetings?

Saturna Elementary School/SEEC

Saturna's school administration team shares that they are very thankful for the support of the school board to Saturna school including SEEC over the past few years. The school has noted the provision of appropriate staffing levels and the willingness of our learning partners to make the trip over to Saturna. It is also noted that due to Covid-19 we have missed the opportunities to have a regular board meeting on island, finding new ways of sharing what is happening in our little school would be great. A continued focus on physical resources (learning resources, technology, etc.) would be great. Being remote, often ensuring our facilities are kept up to a high standard can be challenging. Keeping high quality learning environments as a high priority for the board will have an impact on how students view their learning in SD64.

Our administration also notes that specifically for our SEEC program, it would be great to see our board further showcase this as our other (in district) opportunity for grad programming in SD64. Connecting with the work being done at the SEEC program and showcasing the opportunities the program offers will be important to its growth moving forward.

12. OTHER BUSINESS

13. QUESTION PERIOD

Chair Boulter took questions from the public and partner groups.

14. NEXT MEETING DATES

- (a) Regular Board Meeting: June 9, 2021
- (b) Committee Day: October 27, 2021

15. ADJOURNMENT

Moved that the meeting be adjourned at 8:41 p.m.

CARRIED 58/21

Date: _____

Chairperson

Certified Correct:

Secretary Treasurer

BOARD OF EDUCATION, SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

Reference Section 72 (3) of the *School Act*

**Record of Proceedings of the Regular In-Camera meeting held via
ZOOM Virtual Conference
2021 05 12**

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Gregory Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
Guest	Maggie Allison	Manager, Careers Dev./Community Initiatives

The meeting was called to order at 10:31 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2021 05 12 was adopted as presented.

The minutes of the Regular Board meeting, In-Camera session held 2021 04 14 were approved as presented.

Items:

1. Correspondence – Drake Rd.
2. Delegation – New District Scholarship Details
3. Staffing
4. Configuration Savings and Expenses Overview
5. Superintendent's Evaluation
6. Committee Honorariums

The meeting adjourned at 12:57 p.m.

From: Janice Shields <jancie@shaw.ca>
Sent: Thursday, May 27, 2021 1:21:47 PM
To: Tisha Boulter <tboulter@sd64.org>
Subject: Build Seamless Child Care

Dear Tisha Boulter:

While families struggle to find child care, and the B.C. government works to expand the current system, a better solution has been left mostly unexplored: school districts directly providing early learning and care in existing elementary school facilities using the seamless day model.

This “seamless day” model extends the regular school day to integrate before- and after-school care with classroom learning by having teachers, early childhood educators and education assistants work as a team.

Public delivery by school boards ensures high-quality care and oversight within an existing governance structure, and resolves major stressors for parents. Benefits include:

- Improved accessibility and fewer transitions for kids;
- Enhanced, education-focused care;
- Coordinated care and learning before, during and after school;
- More secure and reliable child care in every community;
- New opportunities to recruit and retain high-quality education assistants and early childhood educators;
- Cost-effective delivery of high-quality child care spaces; and
- Increased investment in public schools.

Recent decisions by the B.C. government have given school districts the means and mandate to implement before- and after-school programs. With these changes, school districts can implement the seamless day from kindergarten through to grade two, after which the model can be expanded to learners in senior grades.

Given the benefits to families, kids and our schools, I am asking you to implement the seamless day model of before- and after-school early learning and care directly operated by our local school district.

Sincerely,
Janice Shields
jancie@shaw.ca V8K 2C2

SCHOOL FEES – 2021/2022
(as per Board Policy No. 6750)

Elementary and Southern Gulf Islands Schools	<ul style="list-style-type: none"> Optional school supplies package 	Up to \$30
Saltspring Island Middle School	<ul style="list-style-type: none"> Musical instruments for personal use (rent or provide own) Optional Gr.6-8: activity fee 	External \$25
Saturna Ecological Education Centre (SEEC)	<ul style="list-style-type: none"> Experiential learning supplies, camping necessities (fuel, tarps, water etc.), takeaways 	\$200
Gulf Islands Secondary School	<ul style="list-style-type: none"> Optional Gr. 9-12: Parent calendar, student planner, lock use, activity fee Musical instruments for personal use (rent or provide own) Gulf Islands School of Performing Arts (GISPA) (Academy) Student athletic fee 	\$30 External \$1000 \$25

All schools include the following Note to Students and Parents/Guardians:

“If the above fees shall cause financial hardship, we will accept payment by installments (one or more post-dated cheque[s]). For cases of serious need, we can make other arrangements. All schools in School District No. 64 (Gulf Islands) have a School Fees Waiver Policy. In the event of an inability to pay, please contact (School contact) at (School telephone #). All requests will remain CONFIDENTIAL.”

Contact information for individual schools at: <http://sd64.bc.ca/all-schools/>.

NOTES:

1. No other fees will be charged, unless for optional materials that are not required for participation in an activity in which students would normally participate.
2. Field trips will be evaluated on an individual basis to determine their eligibility or ineligibility for fees.

Approved:



May 17, 2021

Ref: 246842

To: Secretary-Treasurer and Superintendent
School District No. 64 (Gulf Islands)

Capital Plan Bylaw No. 2021/22-CPSD64-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

This letter is in response to your School District's 2021/22 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to July 31, 2020, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and that are able to proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The first table identifies School Enhancement Program and Carbon Neutral Capital Program that school districts were already made aware of in the initial Capital Plan Response Letter issued in March 2021.

The second and third tables identify additional minor capital projects approved in School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope

Ministry of
Education

Capital Management Branch
Resource Management Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

Projects for SEP, CNCP (from initial Capital Plan Response Letter issued in March 2021)

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Fernwood Elementary	SEP - HVAC Upgrades	\$650,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Saturna Island Elementary Secondary	CNCP - HVAC Upgrades	\$160,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Gulf Islands Secondary	CNCP - HVAC Upgrades	\$100,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Galiano Community	SEP - Plumbing Upgrades	\$421,700	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New	A2 UNDER 6350KG (1-24) with 1 wheelchair spaces	\$103,087	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2021/22 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw Number provided at the beginning of this

document) for its approved 2021/22 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at Ravnit.Aujla@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2021/22 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission process (using the Ministry's new Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2022/23 fiscal year, using the new CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – July 31, 2021
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2021

Additionally, the Annual Facility Grant (AFG) project requests for the 2021/22 fiscal year are to be submitted using the new CAPS online platform, on or before June 30, 2021.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



François Bertrand, Acting Executive Director
Capital Management Branch

pc: Capital Management Branch
Michael Nyikes, Director, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch
Damien Crowell, Regional Director, Capital Management Branch
Alexander Angus, Planning Officer, Capital Management Branch
Geoff Croshaw, Planning Officer, Capital Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 17th day of May 2021, is in effect for the 2021/22 fiscal year period of April 1, 2021 to March 31, 2022.

BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia,
represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 64 (Gulf Islands) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

2021/22 Annual Programs Funding Agreement

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Fernwood Elementary	SEP - HVAC Upgrades	\$650,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Saturna Island Elementary Secondary	CNCP - HVAC Upgrades	\$160,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Gulf Islands Secondary	CNCP - HVAC Upgrades	\$100,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Galiano Community	SEP - Plumbing Upgrades	\$421,700	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

2021/22 Annual Programs Funding Agreement

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New	A2 UNDER 6350KG (1-24) with 1 wheelchair spaces	\$103,087	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;

2021/22 Annual Programs Funding Agreement

- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2022;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

4.03 At the request of the Ministry, prepare additional reports relating to the Project.

4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.

4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or

2021/22 Annual Programs Funding Agreement

omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.

- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC’s administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:
 - a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
 - c) the course of action must be agreed to by the Ministry and the Board.
 - d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
 - e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts” (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:
 - a) if to the Board:

School District No. 64 (Gulf Islands)

2021/22 Annual Programs Funding Agreement

112 Rainbow Rd, Salt Spring Island, BC, V8K 2K3
Attention: Rod Scotvold, Secretary-Treasurer
Email: rscotvold@sd64.org

b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Ravnit Aujla
Email: Ravnit.Aujla@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

2021/22 Annual Programs Funding Agreement

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education)

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 64 (Gulf Islands) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS
BETWEEN THE MINISTRY OF EDUCATION (EDUC) AND SCHOOL DISTRICTS**

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, EDUC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the EDUC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. EDUC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

EDUC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

EDUC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by EDUC. Cost of the plaque is to be funded from the approved project budget.

**CAPITAL BYLAW NO. 2021/22-CPSD64-01
CAPITAL PLAN 2021-22**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No.64 (*Gulf Islands*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2021/22 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *May 17, 2021* is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No.64 (*Gulf Islands*) Capital Bylaw No. 2021/22-CPSD64-01.

READ A FIRST TIME THE 9th DAY OF *June 2021*;
READ A SECOND TIME THE 9th DAY OF *June 2021*;
READ A THIRD TIME, PASSED THE 9th DAY OF *June 2021*.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.64 (*Gulf Islands*) Capital Bylaw No. **2021/22-CPSD64-01** adopted by the Board the 9th DAY OF *June 2021*.

Secretary-Treasurer

School District 64
Analysis of Draft Annual Budget 2021-22
June 9th, 2021

Section 1: Reconciliation to Draft Annual Budget

Reconciliation of key items for Operating Budget 2021-22	
	2021-22
Schedule 2	
Operating Revenue before Funding Protection	20,818,151
<i>less:</i>	
Operating Expenses	21,425,858
Regular Local Capital	<u>75,000</u>
Budgeted Deficit before Funding Protection	(682,707)
Funding Protection	<u>2,211,270</u>
Budgeted Surplus after Funding Protection	1,528,563.0
Additional Local Capital items	
<i>less:</i>	
2021-22 Configuration Capital Costs	350,000
Part 1 of Cayenta Modernization Software	<u>175,000</u>
Budgeted Surplus after Funding Protection and all local capital	<u><u>1,003,563.0</u></u>

Reconciliation of Annual Budget to Configuration 4B

	2021-22
Breakdown of Schedule 2	
Operating Revenue before Funding Protection	20,818,151
<i>less:</i>	
Operating Expenses	21,425,858
Regular Local Capital	<u>75,000</u>
Budgeted Deficit before Funding Protection	(682,707)
Configuration deficit reduction goal	1,095,000
Value of reduction in year 1	412,293.00
Percentage of reduction in year 1	38%

Annual Budget

School District No. 64 (Gulf Islands)

June 30, 2022

School District No. 64 (Gulf Islands)

June 30, 2022

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 64 (GULF ISLANDS) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2021/2022 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 64 (Gulf Islands) Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$26,811,055 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 9th DAY OF JUNE, 2021;

READ A SECOND TIME THE 9th DAY OF JUNE, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 9th DAY OF JUNE, 2021;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 64 (Gulf Islands) Annual Budget Bylaw 2021/2022, adopted by the Board the 9th DAY OF JUNE, 2021.

Secretary Treasurer

School District No. 64 (Gulf Islands)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	1,440,000	1,430,813
Total Ministry Operating Grant Funded FTE's	<u>1,440,000</u>	<u>1,430,813</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education	24,376,119	25,514,982
Tuition	650,000	384,800
Other Revenue	1,488,500	828,500
Rentals and Leases	25,000	15,000
Investment Income	25,000	8,000
Amortization of Deferred Capital Revenue	1,050,000	1,043,000
Total Revenue	<u>27,614,619</u>	<u>27,794,282</u>
Expenses		
Instruction	18,588,917	19,307,363
District Administration	1,270,141	1,286,283
Operations and Maintenance	4,486,399	4,523,432
Transportation and Housing	1,865,598	1,814,235
Total Expense	<u>26,211,055</u>	<u>26,931,313</u>
Budgeted Surplus (Deficit), for the year	<u>1,403,564</u>	<u>862,969</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	1,003,564	793,969
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	400,000	69,000
Budgeted Surplus (Deficit), for the year	<u>1,403,564</u>	<u>862,969</u>

School District No. 64 (Gulf Islands)

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	21,425,857	21,519,720
Operating - Tangible Capital Assets Purchased	600,000	75,000
Special Purpose Funds - Total Expense	3,235,198	3,862,593
Special Purpose Funds - Tangible Capital Assets Purchased		200,000
Capital Fund - Total Expense	1,550,000	1,549,000
Total Budget Bylaw Amount	26,811,055	27,206,313

Approved by the Board

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

DRAFT

School District No. 64 (Gulf Islands)
 Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2022

	2022	2021 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	1,403,564	862,969
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(600,000)	(275,000)
Total Acquisition of Tangible Capital Assets	(600,000)	(275,000)
Amortization of Tangible Capital Assets	1,250,000	1,249,000
Total Effect of change in Tangible Capital Assets	650,000	974,000
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	2,053,564	1,836,969

School District No. 64 (Gulf Islands)

Schedule 2

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	21,720,921	21,880,389
Tuition	650,000	384,800
Other Revenue	608,500	100,500
Rentals and Leases	25,000	15,000
Investment Income	25,000	8,000
Total Revenue	<u>23,029,421</u>	<u>22,388,689</u>
Expenses		
Instruction	15,457,348	15,548,399
District Administration	1,270,141	1,286,283
Operations and Maintenance	2,932,770	2,977,803
Transportation and Housing	1,765,598	1,707,235
Total Expense	<u>21,425,857</u>	<u>21,519,720</u>
Net Revenue (Expense)	<u>1,603,564</u>	868,969
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(600,000)	(75,000)
Total Net Transfers	<u>(600,000)</u>	<u>(75,000)</u>
Budgeted Surplus (Deficit), for the year	<u><u>1,003,564</u></u>	<u>793,969</u>

School District No. 64 (Gulf Islands)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	21,265,259	20,931,597
Other Ministry of Education Grants		
Pay Equity	102,398	102,398
Student Transportation Fund	328,264	328,264
Support Staff Benefits Grant	25,000	25,601
Teachers' Labour Settlement Funding		457,529
Early Career Mentorship Funding		35,000
Total Provincial Grants - Ministry of Education	21,720,921	21,880,389
Tuition		
International and Out of Province Students	650,000	384,800
Total Tuition	650,000	384,800
Other Revenues		
Miscellaneous		
Miscellaneous	591,500	83,500
District Entered	17,000	17,000
Total Other Revenue	608,500	100,500
Rentals and Leases	25,000	15,000
Investment Income	25,000	8,000
Total Operating Revenue	23,029,421	22,388,689

School District No. 64 (Gulf Islands)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Salaries		
Teachers	6,704,443	7,239,620
Principals and Vice Principals	1,930,103	1,883,687
Educational Assistants	908,668	914,875
Support Staff	2,267,508	2,275,331
Other Professionals	1,439,612	1,368,997
Substitutes	602,216	612,216
Total Salaries	13,852,550	14,294,726
Employee Benefits	3,500,092	3,416,476
Total Salaries and Benefits	17,352,642	17,711,202
Services and Supplies		
Services	1,341,224	881,365
Student Transportation	1,063,600	1,021,600
Professional Development and Travel	401,570	389,561
Rentals and Leases	3,000	3,000
Dues and Fees	43,225	40,025
Insurance	49,281	53,281
Supplies	681,315	837,686
Utilities	490,000	582,000
Total Services and Supplies	4,073,215	3,808,518
Total Operating Expense	21,425,857	21,519,720

School District No. 64 (Gulf Islands)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	5,272,104	592,027	95,840	87,203	18,955	431,416	6,497,545
1.03 Career Programs	71,139	20,581	110,785		37,187	6,000	245,692
1.07 Library Services	169,984	25,646		37,262		1,500	234,392
1.08 Counselling	259,375						259,375
1.10 Special Education	667,984	165,991	650,913	22,269	175,625	52,000	1,734,782
1.30 English Language Learning	118,607						118,607
1.31 Indigenous Education		66,519	51,130			6,500	124,149
1.41 School Administration		1,038,772		368,645		20,000	1,427,417
1.62 International and Out of Province Students	145,250	20,567			206,758	1,500	374,075
Total Function 1	6,704,443	1,930,103	908,668	515,379	438,525	518,916	11,016,034
4 District Administration							
4.11 Educational Administration					261,492		261,492
4.40 School District Governance					110,149		110,149
4.41 Business Administration				71,716	360,260	5,000	436,976
Total Function 4	-	-	-	71,716	731,901	5,000	808,617
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				129,281	243,107	3,500	375,888
5.50 Maintenance Operations				1,004,087		42,000	1,046,087
5.52 Maintenance of Grounds				144,281		2,000	146,281
5.56 Utilities				3,991		2,000	5,991
Total Function 5	-	-	-	1,281,640	243,107	49,500	1,574,247
7 Transportation and Housing							
7.41 Transportation and Housing Administration				46,972	26,079	800	73,851
7.70 Student Transportation				351,801		28,000	379,801
7.73 Housing							-
Total Function 7	-	-	-	398,773	26,079	28,800	453,652
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	6,704,443	1,930,103	908,668	2,267,508	1,439,612	602,216	13,852,550

School District No. 64 (Gulf Islands)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	6,497,545	1,730,929	8,228,474	555,663	8,784,137	9,577,351
1.03 Career Programs	245,692	62,038	307,730	36,847	344,577	367,021
1.07 Library Services	234,392	57,741	292,133	20,200	312,333	321,430
1.08 Counselling	259,375	64,844	324,219		324,219	294,702
1.10 Special Education	1,734,782	429,033	2,163,815	126,381	2,290,196	2,399,763
1.30 English Language Learning	118,607	29,652	148,259		148,259	146,480
1.31 Indigenous Education	124,149	28,695	152,844	79,993	232,837	228,725
1.41 School Administration	1,427,417	335,686	1,763,103	178,500	1,941,603	1,841,177
1.62 International and Out of Province Students	374,075	88,597	462,672	616,515	1,079,187	371,750
Total Function 1	11,016,034	2,827,215	13,843,249	1,614,099	15,457,348	15,548,399
4 District Administration						
4.11 Educational Administration	261,492	56,311	317,803	35,827	353,630	364,169
4.40 School District Governance	110,149	6,939	117,088	51,000	168,088	164,794
4.41 Business Administration	436,976	101,011	537,987	210,436	748,423	757,320
Total Function 4	808,617	164,261	972,878	297,263	1,270,141	1,286,283
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	375,888	87,736	463,624	64,547	528,171	393,409
5.50 Maintenance Operations	1,046,087	268,798	1,314,885	311,081	1,625,966	1,730,120
5.52 Maintenance of Grounds	146,281	35,820	182,101	42,000	224,101	198,093
5.56 Utilities	5,991	3,541	9,532	545,000	554,532	656,181
Total Function 5	1,574,247	395,895	1,970,142	962,628	2,932,770	2,977,803
7 Transportation and Housing						
7.41 Transportation and Housing Administration	73,851	18,082	91,933	2,125	94,058	67,339
7.70 Student Transportation	379,801	94,639	474,440	1,162,100	1,636,540	1,604,896
7.73 Housing	-	-	-	35,000	35,000	35,000
Total Function 7	453,652	112,721	566,373	1,199,225	1,765,598	1,707,235
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	13,852,550	3,500,092	17,352,642	4,073,215	21,425,857	21,519,720

School District No. 64 (Gulf Islands)
 Annual Budget - Special Purpose Revenue and Expense
 Year Ended June 30, 2022

	2022	2021 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	2,355,198	3,334,593
Other Revenue	880,000	728,000
Total Revenue	3,235,198	4,062,593
Expenses		
Instruction	3,131,569	3,758,964
Operations and Maintenance	103,629	103,629
Total Expense	3,235,198	3,862,593
Net Revenue (Expense)	-	200,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(200,000)
Total Net Transfers	-	(200,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 64 (Gulf Islands)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year			175,000						
Add: Restricted Grants									
Provincial Grants - Ministry of Education	103,629	74,039		89,600	19,600	70,000	162,064	324,480	1,386,786
Other			600,000						
	103,629	74,039	600,000	89,600	19,600	70,000	162,064	324,480	1,386,786
Less: Allocated to Revenue	103,629	74,039	600,000	89,600	19,600	70,000	162,064	324,480	1,386,786
Deferred Revenue, end of year	-	-	175,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	103,629	74,039		89,600	19,600	70,000	162,064	324,480	1,386,786
Other Revenue			600,000						
	103,629	74,039	600,000	89,600	19,600	70,000	162,064	324,480	1,386,786
Expenses									
Salaries									
Teachers				8,000		25,000			1,050,000
Educational Assistants				50,000	14,000	8,500	65,000	130,000	
Support Staff		62,000		5,000	2,000			60,000	
Other Professionals								30,000	
Substitutes				1,000	1,000	3,000		45,000	
	-	62,000	-	64,000	17,000	36,500	65,000	265,000	1,050,000
Employee Benefits		12,039		20,000	2,000	6,000	20,000	53,000	336,786
Services and Supplies	103,629		600,000	5,600	600	27,500	77,064	6,480	
District Entered									
	103,629	74,039	600,000	89,600	19,600	70,000	162,064	324,480	1,386,786
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 64 (Gulf Islands)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Classroom Enhancement Fund - Remedies	ACE-IT	CES Apprenticeships	Education Trust	Drake Road Transfer	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		40,000		325,000	11,654	551,654
Add: Restricted Grants						
Provincial Grants - Ministry of Education	125,000					2,355,198
Other		5,000	25,000	250,000		880,000
	125,000	5,000	25,000	250,000	-	3,235,198
Less: Allocated to Revenue	125,000	5,000	25,000	250,000	-	3,235,198
Deferred Revenue, end of year	-	40,000	-	325,000	11,654	551,654
Revenues						
Provincial Grants - Ministry of Education	125,000					2,355,198
Other Revenue		5,000	25,000	250,000		880,000
	125,000	5,000	25,000	250,000	-	3,235,198
Expenses						
Salaries						
Teachers	100,000					1,183,000
Educational Assistants						267,500
Support Staff			18,000			147,000
Other Professionals						30,000
Substitutes						50,000
	100,000	-	18,000	-	-	1,677,500
Employee Benefits	25,000					474,825
Services and Supplies		5,000	4,000			829,873
District Entered			3,000	250,000		253,000
	125,000	5,000	25,000	250,000	-	3,235,198
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 64 (Gulf Islands)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2022

	2022 Annual Budget			2021 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	300,000		300,000	300,000
Amortization of Deferred Capital Revenue	1,050,000		1,050,000	1,043,000
Total Revenue	1,350,000	-	1,350,000	1,343,000
Expenses				
Operations and Maintenance	300,000		300,000	300,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,150,000		1,150,000	1,142,000
Transportation and Housing	100,000		100,000	107,000
Total Expense	1,550,000	-	1,550,000	1,549,000
Net Revenue (Expense)	(200,000)	-	(200,000)	(206,000)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	600,000		600,000	275,000
Total Net Transfers	600,000	-	600,000	275,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	400,000	-	400,000	69,000



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

Staff Report to the Board of Education School District 64 Gulf Islands

Subject: Seamless Day Grant Pilot Project

Date: June 9, 2021

From: Secretary Treasurer

Audience: Public

Issue:

The Ministry of Education is running a pilot project for 20 Seamless Day classrooms across the province. School District 64 has been invited to be one of the pilot classrooms.

Background:

The Ministry of Education has created a pilot project that will have 20 classrooms across the province work to provide a seamless day classroom experience for students from K-3. The classroom grant provides the funding for an Early Childhood Educator (ECE) to work alongside the kindergarten teacher through part of the day and provide a few hours of before or afterschool care for students in the same classroom. The maximum number of students who can attend the additional care hours is 12. The purpose of the pilot is to have an ECE, who has specific training in early childhood education, in the classroom with the students and the teacher. This pilot also has the objective of supporting vulnerable families, with quality early learning support, for a few additional hours of childcare per day. This pilot, dependent on funding, could run for 1 to 3 years across the province.

The Ministry of Education reached out to School Districts that have a strong early education structure in place and would be able to successfully manage the pilot classroom.

The grant of \$50,000 per year covers the cost of additional staffing and a small amount for supplies.

Other districts already proceeding with the pilot have run into two areas of difficulty: one is finding a qualified ECE to perform the role and the other is the daycare licensing process through MCFD. This district is currently exploring both of those areas and would only proceed and accept the funding from the MOE if the two hurdles could be successfully addressed. Our preliminary work in this area appears to demonstrate that the staffing component could be successful. Our StrongStart Coordinator is working on the licensing process with MCFD.

Based on preliminary discussion and analysis of possibility and need, a classroom at Fulford Elementary is feasible. There is not a daycare in proximity, there is a classroom that would appear to have physical attributes that would make licensing easier and there are ECEs on Salt Spring.

The intention would be to be operational in the Fall of 2021.



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

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Alternatives (Available Actions / Possible Motions)

Option 1: The Board supports working with the Ministry of Education Seamless Day Pilot Project to implement the pilot. If the criteria can be successfully met, then the district would accept the grant and run the seamless day classroom.

Motion A: That the Board supports the district's participation in the Ministry of Education's Seamless Day pilot project.

Option 2: The Board determines it does not wish to be included in the Seamless Day Pilot Project.

Motion B: No Motion Required

Implications:

If Option 1 is initiated, the district can work to provide this opportunity in one classroom. Depending on the direction the province takes, regarding before and after school care in the future (as has been noted in recent Ministry mandate letters), the district will have acquired experience and been able to provide additional supports to one group of students. If staffing and licensing can not be easily accomplished, the district would not proceed with accepting the grant, and we will have gained experience in the process. If Option 2 is taken and the board decides not to participate in the Pilot program, then no additional staff time will be devoted to the project.

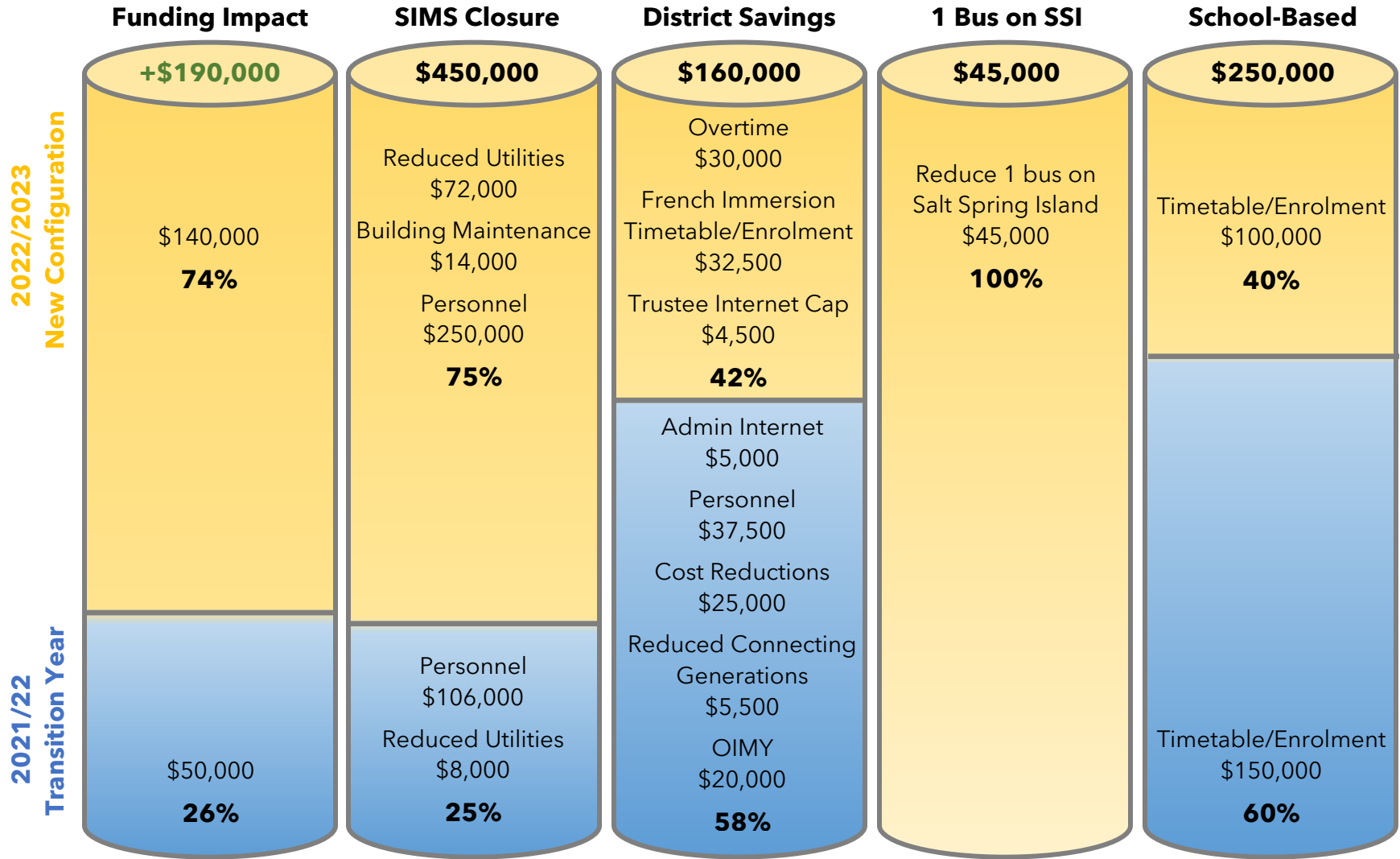
Recommendation:

Staff recommend that the board support the proposal to participate in the MOE Seamless Day Pilot Project (Option 1, Motion A)

Attachments: No Yes

If yes, list here.

Configuration Savings and Funding Impact - Two-Year Implementation*



- Action Items (Fall 2021)**
- Analysis of bus routes
 - Communication of changes
 - Amend Policies and Procedures

- Policies and Procedures to be Amended**
- 410 Student Transportation
 - 525 Attendance Areas
 - 6550 Trustee Remuneration



*Total Deficit Recovered: \$1.1 M



Draft Summary Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: Janelle Lawson (committee chair), Greg Lucas, Rob Pingle, Tisha Boulter (board chair, ex-officio), Scott Benwell (superintendent, ex-officio)

Trustees: Stefanie Denz, Chaya Katrensky, Shelley Lawson,

Staff: Jesse Guy (secretary-treasurer), D'Arcy Deacon (director of instruction), Boe Beardsmore (director of instruction), Lori Deacon (executive assistant)

Guests: Shelly Johnson (GIPVPA), Ian Mitchell (GITA), Angela Thomas (CUPE)

Regrets:

Called to order 9:01 a.m.

Janelle acknowledged that the meeting is taking place on the traditional territories of the Coast Salish Peoples and reflected on the impact of policy on Indigenous peoples – Huy tseep q'u.

1. Adoption of Agenda

Agenda adopted by consensus.

2. Adoption of Summary

Summary of April 28, 2021 adopted by consensus.

3. Business Arising

a. Procedure 105 Governance and Administration

The committee considered amendments to add duties to the vice chair and to remove binary pronouns. Further amendments were made to reflect timing of elections for chair and vice chair.

Action: Consensus that recommended amendments to Procedure 105 Governance and Administration be brought to the Board for approval.

b. Draft Policy and Procedure 6950 Child Care

Draft policy and procedure were circulated for feedback on April 19, 2021. No feedback received.

Action: Consensus recommendation that draft Policy and Procedure 6950 be brought to the Board for adoption.

c. Draft Procedure 4250-3 (form) School Log of Actions and Administration of Medication

The draft form was circulated for feedback. Feedback on formatting column widths was received.



Action: Consensus recommendation that draft Procedure 4250-3 be brought to the Board for adoption as amended.

- d. *Policy and Procedure 212 Violence and Harassment-Free District*
Proposed amendments to the policy to strengthen expectations for the public. Amendments to policy and procedures were received from the Anti-Racism Advocacy Working Group to reference SOGI, remove of reference to the Program Delivery Task Force, and replace could/would with shall/will.

Action: Consensus recommendation that amendments to Policy 212 be brought to the Board for consideration for notice of motion and circulation for feedback.

Correction to procedure: “comprised of” to “comprising.”

Action: Consensus recommendation that amendments to Procedure 212 be brought to the Board for circulation and feedback.

4. **New Business**

Recommendations for amendments to several policies and procedures were received from the Anti-Racism Advocacy Working Group for the committee’s consideration.

- a. *Policy and Procedure 210 Codes of Conduct*
Amendment to policy to remove “and their differences”. The procedure was amended to expand basis of discrimination.

Action: Consensus that amendments to Policy and Procedure 210 be brought to the Board for consideration for notice of motion and circulation for feedback.

- b. *Policy and Procedure 135 Policy Development and Implementation*
Amendments to remove binary references and to add DPAC to the list of partner groups.

Action: Consensus that amendments to policy and procedure 135 be brought to the board for consideration of notice of motion and circulation for feedback.

- c. *Procedure 215 Diversity*
Amendments to reference SOGI. Additional amendments may be appropriate including renaming or removal of GISS student advocacy group.

Action: Item tabled for further review at the next policy committee meeting.

5. **Other Business**

6. **Next Meeting:** October 27, 2021

7. **Adjournment:** 10:20 a.m.