



**COAST MOUNTAINS BOARD OF EDUCATION
SCHOOL DISTRICT 82**

**BOARD OF EDUCATION
REGULAR BOARD MEETING**

**KITIMAT CITY HIGH SCHOOL
INDIGENOUS EDUCATION CENTRE**

**WEDNESDAY, FEBRUARY 22, 2023
5:00 P.M.**

**HYBRID MEETING
(IN-PERSON OR VIRTUAL)**



TRUSTEE CODE OF ETHICS

As an elected Trustee on the Board of Education representing all of the citizens of Coast Mountains School District,

1. I will regard the well-being of every student as my primary obligation.
 2. I will work to bring about positive change for all students and for the education system.
 3. I will work with fellow trustees in a spirit of harmony and cooperation, regardless of differences of perspective and opinion.
 4. I will base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, not swayed by partisan bias of any kind, thereafter to abide by and uphold the final majority decision of the Board.
 5. I will undertake my duties and responsibilities diligently and with integrity.
 6. I will maintain the integrity of the Board and the position of trustee when communicating and interacting with outside individuals and agencies. I will respect the rights of fellow trustees, employees, students, and parents and the interests of the wider community.
 7. I will endeavour to be competent and efficient in the performance of my office.
 8. I will deal with sensitive issues appropriately, respect the confidentiality of discussions that take place during in-camera sessions, and maintain confidentiality of privileged information.
 9. I will maintain the highest standards of civility and respect expected of any member of public office.
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COAST MOUNTAINS BOARD OF EDUCATION SCHOOL DISTRICT 82
REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, FEBRUARY 22, 2023 – 5:00 P.M. – KITIMAT CITY HIGH SCHOOL
HYBRID MEETING: IN-PERSON OR VIA ZOOM
A G E N D A

<i>Kitimat City High School – Student Presentation</i>			
1. ACKNOWLEDGEMENT OF THE TERRITORIES & CALL TO ORDER			
2. DECLARATION OF QUORUM			
3. APPROVAL OF AGENDA	Motion		
4. APPROVAL OF MINUTES OF PRIOR MEETING			
4.1 Regular Meeting, January 25, 2023	Motion	Attachment	Pages 2-10
5. RECEIPT OF RECORDS OF IN CAMERA MEETING			
5.1 Summary of In Camera Meeting, January 25, 2023	Motion	Attachment	Pages 11-12
5.2 Summary of Special In Camera Meeting, February 13, 2023	Motion	Attachment	Pages 13-14
6. BUSINESS ARISING FROM THE MINUTES			
6.1 Trustee School Liaison Rationale, Purpose, Parameters & Assignments	Motion	Attachment	Pages 15-19
7. CORRESPONDENCE RECEIVED			
7.1 The Coalition for Healthy School Food BC Endorsement Request of a Universal School Food Program	Motion	Attachment	Pages 20-24
8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – FEBRUARY 2023	Motion	Attachment	Pages 25-28
9. INDIGENOUS EDUCATION REPORT – FEBRUARY 2023	Motion	Attachment	Pages 29-33
10. STANDING COMMITTEE REPORTS			
10.1 <u>Business Committee Report</u> (<i>Trustee Ed Harrison</i>)			
10.1.1 Business Committee Meeting Minutes, February 15, 2023	Motion	Attachment	Pages 34-36
10.1.2 2022-2023 Amended Annual Budget Bylaw	Bylaw Readings	Attachment	Pages 37-54
10.1.3 Quarterly Financial Statements, December 31, 2022	Motion	Attachment	Pages 55-59
10.1.4 Trustee Remuneration Annual Review – Policy 5095	Motion	Attachment	Pages 60-62
10.2 <u>Education Committee Report</u> (<i>Trustee Karen Jonkman</i>)			
10.2.1 Education Committee Meeting Minutes, February 15, 2023	Motion	Mtg. Handout	
10.2.2 Amended 2023-2024 School Calendar	Motion	Attachment	Pages 63-65
10.2.3 Mid-Year Update - 2022-2023 School Growth Improvement Plans	Motion	Attachment	Page 66
10.2.4 Board Approval: Final Field Trip Applications (2 Requests):	Motions	Attachment	Pages 67-77
• Skeena Middle School Band Field Trip to MusicFest Canada, Niagara Falls, May 2023			
• Caledonia Secondary School Band Field Trip to MusicFest Canada, Niagara Falls, May 2023			
11. NEW BUSINESS			
11.1 Mid-Year Update - 2022-2027 Strategic Plan (Presentation)	Motion	Attachment	Pages 78-84
12. TRUSTEE REPORTS			
12.1 Board Chair Report – February 2023	Motion	Attachment	Pages 85-88
12.2 BCPSEA Delegate Report - Annual General Meeting, January 2023	Motion	Attachment	Pages 89-94
12.3 Trustee Reports	Information	Verbal	
13. QUESTION PERIOD			
14. ADJOURNMENT			



MEETING AGENDA ITEM #4.1

Action: X Information:
Meeting: Regular Meeting Date: February 22, 2023
Topic: **Minutes of the Regular Meeting of the Board, January 25, 2023**

Background/Discussion:

Minutes as attached.

Recommended Action:

THAT the minutes of the Regular Meeting of the Board held on January 25, 2023 be approved.

Presented by: Secretary Treasurer

**REGULAR MEETING OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT 82 (COAST MOUNTAINS)
WEDNESDAY, JANUARY 25, 2023 – 5:00 P.M.
ZOOM VIRTUAL MEETING**

PRESENT WERE:

- Chair - M. Warcup
- S. Duncan-Green
- W. Jones
- E. Harrison
- Vice Chair - K. Jonkman
- M. Maxim
- J. Sundell

Secretary Treasurer
Recording Secretary

- G. Fuller
- C. Gagnon

DISTRICT STAFF PRESENT:

Director of Human Resources
Director of Instruction, Indigenous Education
Director of Instruction, Graduation & Innovation
Director of Instruction, Learner Support
Director of Facility Services

- K. Bath
- R. Clifton
- G. Lawlor
- J. Nieckarz
- R. Schibli

Board Chair Warcup acknowledged with respect the school district's business being conducted on the unceded traditional territories of the Gitksan, Haisla, Nisga'a, Ts'msyen, Musqueam, Squamish and Tsleil-Waututh Peoples. Board Chair Warcup shared that she and Trustee Jonkman were attending the meeting virtually from Vancouver. We are honoured to work with their children and privileged to live on these lands.

Board Chair Warcup extended a happy belated New Year and a warm welcome to staff, partner groups and guests who joined the virtual meeting being livestreamed through CMSD82's YouTube Channel.

Board Chair Warcup noted this week is Family Literacy Week. It's officially time to open a book and sit down with the family. Family Literacy Week is celebrated from January 22 to 29, 2023 to encourage reading at home amongst families with young children and to raise awareness about the importance of reading and engaging in other literacy-related activities as a family. This year's theme is "Make it Count!". Studies have shown that children who were exposed to books at home early in life have a greater chance of acquiring good reading and writing skills. We cannot speak enough about how important good reading and writing skills can be for the success of any individual.

Board Chair Warcup shared that Friday, January 27 is a non-instructional day for students in School District 82. School staff will be participating in professional development sessions and workshops on January 27. Classes will not be in session. The regular school schedule will resume on Monday, January 30.

1. CALL TO ORDER

Board Chair Warcup called the meeting to order at 5:05 p.m.

2. DECLARATION OF QUORUM

A quorum was declared. Board Chair Warcup extended regrets on behalf of Superintendent Callaghan who is attending University Recruitment Job Fairs for Teachers in the Maritimes as part of School District 82's priority recruitment strategy.

3. APPROVAL OF AGENDA

Motion #8381

THAT the agenda be adopted as circulated.

Carried
All in Favour

4. APPROVAL OF MINUTES OF PRIOR MEETING

4.1 Regular Meeting, December 14, 2022

Motion #8382

THAT the minutes of the Regular Meeting of the Board held on December 14, 2022 be approved.

Carried
All in Favour

5. RECEIPT OF RECORDS OF IN CAMERA MEETING

5.1 Summary of In Camera Meeting, December 14, 2022

Motion #8383

THAT the Summary of the In Camera Meeting of the Board held December 14, 2022 be approved.

Carried
All in Favour

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes to report.

7. CORRESPONDENCE

7.1 City of Terrace Council Liaison Appointment to CMSD82 for 2023

Motion #8384

THAT the Board receive for the information the City of Terrace letter detailing the Council liaison appointment to the School District for 2023.

Carried
All in Favour

7.2 District of Kitimat Council Liaison Appointment to CMSD82 for 2023

Motion #8385

THAT the Board receive for information the District of Kitimat letter detailing the Council liaison appointment to the School District for 2023.

Carried
All in Favour

7.3 Stewart Community Connections Range Purchase for Bear Valley School

Motion #8386

THAT the Board receive for information the Stewart Community Connections letter sharing the purchase of seven (7) new ranges for the Home Economics Room at Bear Valley School.

Carried
All in Favour

7.4 Board Congratulations Letter to New Minister of Education and Child Care

Motion #8387

THAT the Board receive for information the letter of congratulations issued to B.C.'s new Minister of Education and Child Care, Honourable Rachna Singh, as presented.

Carried
All in Favour

8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – JANUARY 2023

Motion #8388

THAT the Superintendent of School's Monthly Report to the Regular Board Meeting of January 25, 2023 be received as presented.

Carried
All in Favour

9. INDIGENOUS EDUCATION REPORT – JANUARY 2023

Motion #8389

THAT the Board receive for information the Indigenous Education Report for January 2023.

Carried
All in Favour

10. STANDING COMMITTEE REPORTS

10.1 Business Committee Report (Trustee Ed Harrison)

10.1.1 Business Committee Meeting Minutes, January 18, 2023

Motion #8390

THAT the minutes of the Business Committee Meeting held on January 18, 2023 be received for information.

Carried
All in Favour

10.1.2 Ministry of Education 2022-2023 Amended Operating Grants

Motion #8391

THAT the Board receive for information the Ministry of Education and Child Care 2022-2023 Amended Operating Grants as presented.

Carried
All in Favour

10.1.3 Annual Review – School District Video Surveillance System

Motion #8392

THAT the Board receive for information the Annual Review of the School District Video Surveillance System Report as presented.

Carried
All in Favour

10.2 Education Committee Report (Trustee Karen Jonkman)

10.2.1 Education Committee Meeting Minutes, January 18, 2023

Motion #8393

THAT the minutes of the Education Committee Meeting held on January 18, 2023 be received for information.

Carried
All in Favour

10.2.2 Board Approval in Principle (Three Level Five Field Trip Submissions)

Motion #8394

THAT the Board approve in principle the Caledonia Secondary School Travel Club Out-of-Country Field Trip to New Zealand during Spring Break 2024.

Carried
All in Favour

Motion #8395

THAT the Board approve in principle the Skeena Middle School Out-of-Province Band Trip to MusicFest Canada (Nationals) held in Niagara Falls, May 11-16, 2023.

Carried
All in Favour

Motion #8396

THAT the Board approve in principle the Caledonia Secondary School Out-of-Province Band Trip to Music Fest Canada (Nationals) held in Niagara Falls, May 17-22, 2023.

Carried
All in Favour

11. NEW BUSINESS

There was no new business to report.

12. TRUSTEE REPORTS

12.1 Board Chair Report – January 2023

Motion #8397

THAT the Board receive for information the Board Chair Report for January 2023.

Carried
All in Favour

12.2 BCSTA Provincial Council Report *(Tabled from December 2022 Meeting)*

Motion #8398

THAT the Board receive the BCSTA Provincial Council Report for information at the January 25, 2023 Regular Board Meeting.

Carried
All in Favour

12.3 Trustee Reports

Trustees reported on their activities since the last meeting.

13. QUESTION PERIOD

There were no questions posed.

14. ADJOURNMENT

The next hybrid Regular Board of Education Meeting will be held on Wednesday, February 22, 2023.

The meeting was adjourned at 6:01 p.m.

Board of Education Chair

Secretary Treasurer

DRAFT



MEETING AGENDA ITEM #5.1

Action: X Information:
Meeting: Regular Meeting Date: February 22, 2023
Topic: **Summary of In Camera Meeting of the Board, January 25, 2023**

Background/Discussion:

Summary as attached.

Recommended Action:

THAT the Summary of the In Camera Meeting of the Board held on January 25, 2023 be approved.

Presented by: Secretary Treasurer



**SUMMARY OF PROCEEDINGS AND DECISIONS MADE AT THE
IN CAMERA MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT 82 (COAST MOUNTAINS)
HELD JANUARY 25, 2023
PURSUANT TO SECTION 72(3) OF THE *SCHOOL ACT***

The Board of Education:

1. Discussed a property issue.
2. Discussed personnel issues.
3. Discussed legal issues.



MEETING AGENDA ITEM #5.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	Summary of Special In Camera Meeting of the Board, February 13, 2023		

Background/Discussion:

Summary as attached.

Recommended Action:

THAT the Summary of the Special In Camera Meeting of the Board February 13, 2023 be approved.

Presented by: Secretary Treasurer



**SUMMARY OF PROCEEDINGS AND DECISIONS MADE AT THE
SPECIAL IN CAMERA MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT 82 (COAST MOUNTAINS)
HELD FEBRUARY 13, 2023
PURSUANT TO SECTION 72(3) OF THE *SCHOOL ACT***

The Board of Education:

1. Discussed a legal issue.
2. Discussed a personnel issue.



MEETING AGENDA ITEM #6.1

Action: Information: X
Meeting: Regular Meeting Date: February 22, 2023
Topic: **Trustee School Liaison Rationale, Purpose, Parameters & Assignments**

Background/Discussion:

Reference the attached *draft* Trustee School Liaison Rationale, Purpose, Parameters and the *draft* Trustee School Assignments (March to June 2023) for the Board's consideration and acceptance.

These documents are provided in reference to Board Chair Warcup's preliminary discussion held during the December 14, 2022 Regular Board Meeting regarding Trustee School Liaison protocol and assignments.

Board Chair Warcup will speak further to this agenda item at the February 22 Regular Board Meeting.

Recommended Action:

For information and discussion.

Presented by: Board Chair Warcup



TRUSTEE SCHOOL LIAISON – RATIONALE, PURPOSE & PARAMETERS

While a trustee serves the communities they are elected to represent, a trustee's primary role is to act as a member of the corporate Board.

The *School Act* gives no individual authority to an individual trustee. As a member of the corporate Board, trustees are accountable to the public for collective decisions of the Board, and for the delivery and quality of education services.

Trustees must always be guided by the Trustee Code of Conduct including confidentiality and the Oath of Office.

Trustees must represent the best interests of the entire School District. This representation must supersede any conflicting loyalty such as that to advocacy or interest groups, other Boards or staff, or as a user of the School District's services.

Liaison assignments for individual trustees provides an opportunity for increased communication between trustees and school communities. Schools within in School District are divided between trustees to ensure the trustees have knowledge of their electoral area liaison schools and the programs and initiatives that are achieving the School District's goals.

The rationale, purposes and parameters of trustees, being the liaison between the Board and assigned schools, is provided as follows:

1. To provide the Board with an opportunity to have a 'face' and a presence at each school:
 - The trustee liaison participates in school activities *as requested or invited* by the School Principal;
 - The trustee liaison must not speak on behalf of the Board. The Board communication policy and procedures must be followed.
 - Trustees can show appreciation and support and help celebrate student, staff, and community successes. Parents, caregivers, and community members are then aware of their Liaison Trustee contact.
 - School visits *by invitation* provide an opportunity for trustees to become acquainted or knowledgeable with about schools and can help facilitate communication between the school community and the Board by listening to members of the school community as decisions or strategic goals by the Board are put into practice in the school community;
 - When the trustee liaison hears any emerging issues at assigned schools or sites,, it is their responsibility to advise the Superintendent for immediate handling.

... continued



2. The role of the trustee liaison is not intended to undermine or supersede the role of the School Principal, PAC Chair or other staff. A trustee liaison does not interfere with:
 - The day-to-day operations of the school;
 - The defined process for resolution of parent/caregiver concerns is outlined in CMSD82 Policy 1070: Concerns by Parents/Guardians; or,
 - Through other processes for discussing concerns by the school or district staff.
3. Trustees must respect the Chief Executive Officer's (Superintendent of Schools) responsibility for the day-to-day administration of the School District. Trustees must refer complaints or criticisms received to the Superintendent, who will inform the appropriate individual(s). Complaints and criticisms from parents, staff or the public for the Superintendent should be forwarded to the Executive Assistant to the Superintendent (250-638-4011) for the Superintendent's handling.
4. Trustees must *not* attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Trustees will recognize that they *do not* direct staff.
5. Attendance at school events by the trustee liaison would vary in detail from school to school, and this would be clearly defined through discussion with the School Principal, and possibly other school groups, as is deemed appropriate by the principal.
6. Trustees will be clear, that as an individual trustee, they have no authority. Issues or questions will be dealt with through usual processes. If the issue is in the area of the Board's governance role and responsibility, it can be brought to the Board for consideration.
7. In summary, the role of trustee liaison is intended to strengthen the bond and further communications between schools and the Board in a manner that demonstrates the work of Boards while clearly respecting the role and authority of school administrators and staff.

Trustee Liaison Checklist:

- Become familiar with and adhere to the Trustee Code of Conduct.
- Ensure clarity and understanding of the trustee liaison role. Liaison school visits should be with a purpose or intent.
- Contact the School Principal ahead of time to arrange a visit, where possible. Do not drop by the school uninvited.
- Be cautious about interrupting the learning environment. Staff will understand that they do not need to interrupt their day-to-day activities when a trustee visits their school.

... continued



TRUSTEE LIAISON – RATIONALE, PURPOSE & PARAMETERS

Trustee Liaison Checklist: *(continued)*

- When first appointed, the trustee liaison is encouraged to introduce themselves to the school administration and staff.
- The trustee liaison will be provided with a CMSD82 visitor badge/lanyard which should be worn at all times when visiting a school.
- The trustee liaison must ensure they sign in and sign out at the school's main office in adherence to the School Visitor Safety Protocol.
- The School Principal will ensure the trustee liaison receives a copy of the school newsletter and/or bulletins.
- Trustees will attempt to visit each liaison school at least two-three times in the school year.
- Where possible, the trustee liaison will take part in activities at other schools throughout the district *by invitation or as requested*.
- Attend school PAC meetings *when invited*. The Superintendent's Office will contact the school PAC Chair with the trustee liaison appointments. The PAC Chair will contact the trustee liaison for their availability for PAC meetings.

I, _____, hereby accept and will adhere to the Trustee Liaison rationale, purpose and parameters as outlined in this document.

Trustee Signature

Date



**BOARD OF EDUCATION
2022-2023 TRUSTEE SCHOOL LIAISON ASSIGNMENTS
(March to June 2023)**

Hazelton:

Hazelton Secondary School
Majagalehl Gali Aks Elementary School
New Hazelton Elementary School

Trustee Julia Sundell
Trustee Julia Sundell
Trustee Julia Sundell

Kitimat:

Kildala Elementary School
Kitimat City High School
Mount Elizabeth Middle/Secondary School
Nechako Elementary School

Trustee Karen Jonkman
Trustee Karen Jonkman
Trustee Sonny Duncan-Green
Trustee Sonny Duncan-Green

Kitwanga:

Kitwanga Elementary School

Trustee Julia Sundell

Stewart:

Bear Valley School

Trustee Wayne Jones

Terrace:

Caledonia Secondary School
Cassie Hall Elementary School
Indigenous Education Centre
Ecole Mountainview
Northwest Trades & Employment Training Centre
Parkside Secondary School
Skeena Middle School
Suwilaawks Community School
Uplands Elementary School

Trustee Ed Harrison
Trustee Ed Harrison
Trustee Margaret Warcup
Trustee Margaret Warcup
Trustee Karen Jonkman
Trustee Ed Harrison
Trustee Margaret Warcup
Trustee Margaret Warcup
Trustee Ed Harrison

Thornhill:

Thornhill Elementary School
Thornhill Primary School

Trustee Mike Maxim
Trustee Mike Maxim



MEETING AGENDA ITEM #7.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	<u>Correspondence Received: The Coalition of Healthy School Food BC Endorsement Request of a Universal School Food Program</u>		

Background/Discussion:

Reference the attached letter dated February 15, 2023, received from the BC Chapter of the Coalition for Healthy School Food (BC-CHSF) requesting Coast Mountains School District 82's endorsement of a Universal School Food Program. Background information regarding the BC-CHSF is also attached for Trustees' information.

The BC-CHSF is requesting the Board bring forth a motion(s) regarding the following recommendations to demonstrate School District 82's support for a Universal School Food Program:

1. That School District 82 endorse the efforts of the Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program, based on a shared belief that all children and youth in BC should have daily access to healthy food at school.
2. That School District 82 call on the federal government to invest in a Canada-wide school nutritious meal program as a critical element of a school food policy, as per the Coalition's 2023 Pre-Budget Consultation Submission.
3. That the School District 82 call on the provincial government to invest in school food in Budget 2023, as per the BC-CHSF's 2023 Pre-Budget Consultation Submission recommendations.

The BC-CHSF noted they would be pleased to provide a virtual information presentation for the Board at the April 26, 2023 Regular Board Meeting.

Recommended Action:

THAT the Board receive the letter from the BC Chapter of the Coalition for Healthy School Food requesting Coast Mountains School District 82's endorsement of a Universal School Food Program.

Presented by: Board Chair Warcup

February 15, 2023

Margaret Warcup,
Board Chair & BCPSEA Delegate
Coast Mountains School District 82

Re: Requesting School District 82's endorsement of a Universal School Food Program

Dear SD82 trustees,

On behalf of the membership of the [BC Chapter of the Coalition for Healthy School Food](#) (BC-CHSF), I am writing to request that Coast Mountains School District add its voice to the growing number of school districts and divisions, boards of education and other educational authorities across Canada who are in favour of a universal, cost-shared healthy school food program.

The BC-CHSF is a provincial chapter of the [Coalition for Healthy School Food](#), a growing network of 240+ non-profit [member organizations](#) from every province and territory, advocating for a universal cost-shared school food program that would see all children having daily access to healthy food at school. Building on existing programs across the country, we hope that all students will eventually eat a healthy meal or snack at school daily in programs that will include food education and that will serve culturally appropriate, local, sustainable food to the fullest extent possible.

Healthy school food programs are [known](#) to improve students' diets, mental and physical health, school performance, attendance, and social cohesion. [Canadian research shows](#) that school food programs improve health and education outcomes in children from all socio-economic backgrounds. Yet, Canada is the only G7 country without a National School Food Program and [UNICEF](#) has ranked Canada 37th of 41 wealthy countries when it comes to children's food security and nutrition. Over the last few years, the COVID-19 crisis has revealed that school food is an essential public good, just like K-12 education and healthcare. Everyone needs access to good food to be healthy, particularly children and youth, and we need strong and resilient food systems to keep us safe.

After years of grassroots advocacy, in 2019 the Government of Canada committed "to work with provinces and territories towards the creation of a National School Food Program", and in 2021, the re-elected Liberal government committed to develop a National School Food Policy and Program, [included in two Ministerial mandate letters](#) for the first time in history. This winter, the federal government led [consultations for a School Food Policy](#), and the Coalition is now eagerly anticipating and advocating for an investment in school food in Budget 2023.

The momentum towards a universal school food program is building in BC as well; in 2020, BC Ministers of Education and Agriculture were [mandated to bring in more local school meal programs](#) in partnership with school districts. This year, the one-time [Student and Family Affordability Fund](#) provided interim support to expand meal programs across the province, but the Coalition recognizes the challenges and limitations to this one-time funding. We believe more needs to be done, to ensure school districts have access to sustained funding and

adequate resources for capacity-building and implementation of successful, comprehensive school food programs.

Right now, there is a timely opportunity for SD82 to join other school districts in BC and across the country in taking a position on the need for a Canada-wide school food program that meets strong [guiding principles](#) including universality, health promotion, cultural relevance and respect for local conditions and connections. Endorsing the Coalition for Healthy School Food aligns with SD82's commitment to provide healthy, caring and sustainable schools that supports students to realize their full potential.

Supporting provincial and national advocacy for public investment in school food programs would allow SD82 to build on, expand and enrich existing programs such as the hot lunch program at Suwilaawks Community school, the breakfast and smoothie program at Skeena Middle School, the food growing programs at Caledonia Secondary, and many more. There is already a rich community of teachers, parents, students, school administration and staff, non-profits, and local food producers in the Northwest who are engaging with school food and would greatly benefit from increased support for local, universal school meal programs in the district.

To demonstrate SD82's support for a universal school food program, we request that you bring forward a motion to the Board of Education with the following recommendations:

1. That SD82 [endorse](#) the efforts of the Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program, based on a shared belief that all children and youth in BC should have daily access to healthy food at school.
2. That SD82 call on the federal government to invest in a Canada-wide school nutritious meal program as a critical element of a school food policy, as per the Coalition's 2023 Pre-Budget Consultation Submission
3. That the SD82 call on the provincial government to invest in school food in Budget 2023, as per the BC-CHSF's [2023 Pre-Budget Consultation Submission recommendations](#).

Motions to endorse the Coalition have been passed by the [SD39](#) (page 5), SD71, SD42, SD33, SD52, and others - as well as the Vancouver DPAC, [BC School Trustees Association](#) (page 16), BC Confederation of Parent Advisory Councils, BC Teachers' Federation, and municipalities such as [Toronto](#), [Victoria](#), Courtenay, and [Vancouver](#) (also see this [letter to the federal government](#) sent by the City of Vancouver).

Please reach out if you have any questions or would like us to give a presentation on the Coalition to the Board of Trustees or a District Committee. Thank you for your leadership and support in building momentum for a federally supported healthy school food program for K-12 students in Canada.

Warmly,



Samantha Gambling
Provincial Coordinator, BC Chapter of the Coalition for Healthy School Food
Bcschoolfood@phabc.org

British Columbians want a universal, healthy school food program

Vision

Building on existing programs across the country, our vision is for all schools to serve a healthy meal or snack at little or no cost to families. These programs should include food education and serve culturally appropriate, local, sustainable food to the fullest extent possible, in accordance with the Coalition's *guiding principles*.

Guiding principles



The 48 members of BC Chapter



About the BC Chapter

The BC-CHSF is a provincial chapter of the [Coalition for Healthy School Food](#), a growing network of 200+ non-profit member organizations from every province and territory.

Goal The BC Chapter provides a united voice for those across BC, to advocate and work collectively towards the development, expansion and enrichment of school food programs that meet the diverse needs of BC's school communities.

Network Our [members](#), [endorsers](#) and supporters include professionals from health, education and agriculture and food sectors, as well as local governments, school districts, professional associations, and school community members across the province – many of whom deliver breakfast, lunch, snack or other nutrition and food literacy programs.

Impact The BC-CHSF conducts outreach, member engagement, advocacy to provincial and federal governments, research partnerships and projects, and more. Learn more at www.healthyschoolfood.ca/bc-chapter



Why School Food?

- 🍎 Healthy school food programs improve students' diets, mental and physical health, school performance, attendance, and social cohesion.
- 🍎 School food programs positively impact students from all socio-economic backgrounds. Canada is the only G7 country without a National School Food Program
- 🍎 UNICEF ranks Canada 37 of 41 wealthy countries for children's food security and nutrition. Current BC school food programs do not serve the needs of all hungry or undernourished students
- 🍎 500,000+ students can benefit from a universal school food program!

Momentum is building

In 2021, the Federal Liberal party included a commitment of \$1 billion over 5 years towards the creation of a national school food program in their election platform.

December 16, 2021 was a [historic moment](#) for school food in Canada as the federal government released the mandate letters to members of the cabinet, marking the first-ever inclusion of a commitment "to develop a National School Food Policy and work towards a national school nutritious meal program".

In BC, there has been multi partisan support for school food. Following the provincial election in 2020, the mandate letters for BC Ministers of Education and Agriculture, Food and Fisheries [included directives](#) to "create more local school meal programs in partnership with school districts".

There is a timely opportunity for stakeholders across BC to take a position on the need for a province-wide school food program that meets the needs of our diverse school communities.

The BC Chapter urges the BC Government to invest in School Food

In our [2023 Pre-budget Consultation Submission](#), the BC Chapter of the Coalition for Healthy School Food urged the Government of British Columbia to build on existing commitments to create more local school meal programs, by costing out and funding the first phase of a universal, healthy school food program for K-12 students in BC. In particular, we recommended that the Government of BC:

1. Fund school communities to build capacity and increase readiness to deliver and expand on food programs.
2. Create a dedicated multi-year funding stream for school food programs. In the first year, commit a minimum of \$100 million to school communities that are ready to build on existing programs and increase students' access to healthy food at school.
3. Allocate resources to assemble both provincial and local school food advisory bodies.

We asked that the BC Government approach the Federal Government to request matching funds for these investments. We also asked that the BC Government support separate negotiations between the Federal Government and Indigenous leaders and Nations, to secure funding for Indigenous-led school food programs.

This investment in school food would advance multiple provincial priorities, including improving the health, well-being and education of BC children, strengthening and stimulating local agriculture and food sectors, and building a low carbon economy.

The investment would also support families experiencing food insecurity, advance economic recovery, and significantly reduce the \$3.3 billion in costs of the treatment and productivity losses due to nutrition-related chronic disease in BC ([BCCDC, 2018](#)).



MEETING AGENDA ITEM #8.

Action: X Information:
Meeting: Regular Meeting Date: February 22, 2023
Topic: **Superintendent of School's Monthly Report – February 2023**

Background/Discussion:

Attached for reference is the Superintendent of School's Monthly Report for presentation at the February 22, 2023 Regular Board Meeting as prepared by Superintendent Callaghan.

The Superintendent of School's Monthly Report will be shared with all staff and partner groups as well as posted to the school district website following the Regular Board Meeting.

Recommended Action:

THAT the Superintendent of School's Monthly Report to the Regular Board Meeting of February 22, 2023 be received as presented.

Presented by: Superintendent of Schools

Superintendent's Report to the Board

February 2023



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



@CoastMtnSD

A Message from the Superintendent

Ama Sah / Good Day,

This Wednesday February 22nd is **Pink Shirt Day** in Canada, an opportunity to raise awareness of anti-bullying initiatives, as well as promote kindness, empathy and compassion throughout our school communities. With 1 in 3 teenagers nationally reporting being a recent victim of bullying – verbal, social, cyber or physical – Pink Shirt Day conversations support much needed messages of allyship in our schools, and can serve to normalize a 'speak up' culture when bullying is witnessed. Pink Shirt Day reminds us that it is our collective responsibility - parents, caregivers, learners and staff - to create environments where all learners feel safe and accepted, regardless of their gender, sexual orientation, race, culture or religion.

Unfortunately, many families in our district have been impacted in recent weeks by challenges experienced by our bussing partners at Diversified Transportation Ltd. Bus parts and service technician availability, have both led to the cancellation or combination of bus runs across all SD82 communities. New commitments made to the school district, however, should lead to improvements in bussing service, and our team will continue to work with Diversified to problem solve in an attempt to minimize the impact.

This past month the Ministry of Education and Child Care published the **How Are We Doing? 2021-2022 Aboriginal Report** for school districts and the province. The report uses several important measures to specifically track the progress of the system in meeting the learning and well-being needs of Indigenous learners. In Coast Mountains School District, both opportunity and instructional gaps have existed for Indigenous children and youth, demonstrated through several key indicators including graduation rates, provincial literacy and numeracy assessments, and others. The district will be using the How Are We Doing? report, along with other evidence, as we work with rightsholders and community partners to make adjustments to our practices to improve outcomes for Indigenous learners.

Finally, with Spring Break just a few short weeks away, I'd like to wish learners, their families and our staff well as they use this time to rest and recharge.

Sincerely,

Aaron Callaghan
Superintendent,
Coast Mountains School District



Upcoming Dates

February 22 – Pink Shirt Day & School Board Meeting (Kitimat)
March 15 & 16 – Early Dismissal Day
March 20-31 – Spring Break (No Classes)
April 3 – Classes Resume
April 7 & 10 – Easter Holidays (No Classes)
April 12 – Education & Business Committee Meetings
April 26 – School Board Meeting

Coast Mountains School District acknowledges with respect the lands on which we live, work, play & learn as the traditional & unceded territories of the Gitxsan, Haisla, Nisga'a & Ts'msyen Peoples.

Superintendent's Report to the Board

February 2023



Engage, Ignite, Empower – Our Mid-Year Update

We have reached the mid-point of the school year and have made significant progress on several areas related to the implementation of the Board's Strategic Plan. Updates include the following:

Progress related to **“All students will realize their full potential.”**

- A district K-3 Literacy Strategy has been drafted and will be shared with elementary schools for input on implementation in April. Budget considerations are in place for 2023-24.
- The district is working to develop an electronic dashboard to support the use of varied student and school level evidence to support conversations and decision making.
- The district and province have engaged in an active teacher recruitment process for 2023-24 with participation in Information Sessions, Career Fairs, and in a Northern Recruitment Pilot Project.
- The back-end of the district's public facing website has been developed and content continues to be updated with the official launch now expected following Spring Break.

Progress related to **“We will honour and respect culture, diversity & inclusion.”**

- Programming for system wide professional learning related to local Indigenous cultural competency is underway, with multiple opportunities to be actioned in 2023-24.
- Several staff are becoming inclusion teacher mentors through ongoing professional learning.
- Planning and collaboration for increased outdoor learning spaces for students is ongoing.
- Professional resources for Inclusion and SOGI continue to be developed for district staff.

Progress related to **“We will facilitate well-being across the district.”**

- Student forums are underway at the secondary level, providing an opportunity for student voice.
- Principals and Vice Principals are participating in training related to Compassionate Systems Leadership.

Baseline evidence of our impact is being gathered throughout the 2022-23 school year using:

- Middle Years & Youth Development Instruments / Student Voice Forums / Student Learning Survey
- Foundational Skills Assessments at Grades 4, 7, 10 & 12
- Literacy & Numeracy district and school level assessments
- Attendance & Suspension evidence

Superintendent's Report to the Board

February 2023



Student Transportation Update

Last week our Director of Facilities, Rob Schibli, provided an update to parents and caregivers on recent interruptions to bussing service throughout the district. Director Schibli has been in constant contact with our district's bussing partner, Diversified Transportation Ltd., and is supporting efforts to resolve their identified challenges. Several commitments have been recently made by Diversified, including the addition of busses to their local fleet, prioritizing mechanical support to repair existing busses, and enhancements to communications with families via both email and their mobile app My Bus Stop. With this news from Diversified, I am hopeful for the restoration of safe, reliable student transportation for all Coast Mountains' learners in the coming days.

Minister's Anti-Racism Action Plan

Recently the Honourable Rachna Singh, Minister of Education and Child Care, shared news of the provincial Anti-Racism Action Plan. Stemming from dialogue at provincial Community Roundtable events, as well as the Minister's Youth Dialogue Series in 2022, the plan aims to support the creation of school community conditions where students can thrive in learning environments that are anti-racist, safe and equitable for all. The multi-year framework for the plan identifies six priority areas: Community Voice, Removing Barriers, Raising Awareness, Collaborative Change, Capacity Building and School Support. As anti-racism efforts in Coast Mountains School District unfold over the next several years, they too will align with the Board's Strategic Plan goal of honouring and respecting culture, diversity and inclusion. Learn more about the Minister's plan at: <http://bit.ly/3kg5Ala>

Follow & Like Coast Mountains School District on Social Media



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



@CoastMtnSD



Black History Month was recognized in February – a time to celebrate & acknowledge the accomplishments of Black Canadians.



Student Forums are happening this month throughout Coast Mountains School District.



MEETING AGENDA ITEM #9.

Action: X Information:
Meeting: Regular Meeting Date: February 22, 2023
Topic: **Indigenous Education Report – February 2023**

Background/Discussion:

Attached for reference is the Indigenous Education Report for presentation at the February 22, 2023 Regular Board Meeting as prepared by the Director of Instruction, Indigenous Education, Robert Clifton.

A monthly Indigenous Education Report will be provided for inclusion in the agenda package for Regular Board Meetings.

Recommended Action:

THAT the Board receive for information the Indigenous Education Report for February 2023.

Presented by: Superintendent of Schools



Indigenous Education Update

February 2023

Submitted to the Superintendent by Robert Clifton,
Director of Instruction – Indigenous Education

Meetings with MOECC Superintendent of Indigenous Education and Manager of Education Programs, Indigenous Services Canada

- Two impactful meetings were held with Denise Augustine and Alison Olney to discuss the growth and transformation of the Indigenous Education Department in Coast Mountains School District 82 (CMSD82). We talked about the future desired state of reaching impact and success for Indigenous learners and the growth points required to get there.

Indigenous Education Department Staffing and Hiring

- Director Clifton welcomes Brooke McDonald to our Indigenous Education Department (IED) family. Brooke was the successful candidate for the Indigenous Support Worker (ISW) position at Cassie Hall Elementary School. We will be interviewing two candidates for the ISW position at Nechako Elementary on February 22.

Hazelton and Kitwanga School Visits

- Director Clifton continues to visit Hazelton and Kitwanga to be present for supportive conversations and meetings with administration, staff, and community members. Director Clifton is grateful to be part of a senior leadership team that understands and respects collective responsibility as we work together with stakeholders to be responsive to the emerging needs.

Street Data – Community of Practice

- Our District Education Team continues to learn alongside other school districts in our Data Community of Practice sessions with Dr. Jamila Dugan and Shane Safir. On February 22, our team attended its fourth session as we continue to listen to students and begin to analyze the data we are uncovering. Director Clifton looks forward to sharing with the Board alongside the other District Education Team members the highlights from our work together when we complete our Street Data findings in May or June.

Kermode Friendship Centre

- Grateful to the Kermode Friendship Centre for inviting and hosting Dr. Kevin wâsakâyâsiw Lewis who is a nêhiyaw (Plains Cree) instructor, researcher, and writer. For the past 15 years, Dr. Lewis has been working with community schools in promoting land and language-based education. He is a co-developer of Land-Based Cree Immersion School kâ-nêyâsihk mîkiwâhpa. Arranged by ISW, Stephanie Louie - some students from Caledonia Secondary School participated in learning and participated in a Sweat Lodge ceremony. Director Clifton also joined one of the sweats during the last non-instructional day. Director Clifton was introduced to Jolene Wesley the Executive Director of the Kermode Friendship Centre and from that connection we have committed to meet to explore enhanced ways that the Kermode Friendship Centre can work with CMSD82 in the future.

ReconciliACTION Weekly Check-Ins

- Starting in January, Director Clifton has been having weekly check-ins with the Superintendent from School District 91 (Nisga'a), Jill Jensen to discuss how we can collaborate and share resources as we work to facilitate learning opportunities related to Decolonizing and Indigenizing practices across both of our districts.

Recruitment Highlight - University of Saskatchewan ITEP

- At the job recruiting fair, Director Clifton was blessed and excited to meet three Indigenous teachers who are just completing their internship and will be qualified teachers this summer. Through several conversations both virtually and in-person, Director Clifton is hopeful that these bright, culturally grounded Indigenous young women will consider moving to BC and seek employment with CMSD82 for their first teaching position.

BCTEA – Annual Meeting on Joint First Nation Transportation Plans to Public Schools

- Secretary Treasurer Fuller and Director Clifton attended the BCTEA (BC Tripartite Education Agreement) annual meeting to receive information about 2023 transportation agreements. With our District Education Team at CMSD82, we will continue to foster relationships with the Gitksan, Haisla and Ts'msyen Education Coordinators to walk together in sharing this important and sacred responsibility. Maintaining good relationships is essential to create brave spaces for respectful conversations that lead to what we are all working for, improving the outcomes for Indigenous learners, families, and communities.

School Visits

- Director Clifton has started a second round of visits to each school to speak to administration and members of the IED, to update them on reporting requirements so we meet the level of accountability as expected by the Ministry of Education and Child Care's mandate for K-12 Indigenous Education funding (1.31 funding). It was also an opportunity for Director Clifton to receive updates on each school's Indigenous Education yearly plan and suggest ways to enhance, develop, articulate and action those plans in intentional ways.

Paddling Together: Connecting to Indigenous Teaching and Learning

- Director Clifton is attending a colleague's virtual learning series. Carolyn Robert's is taking participants on a journey of examining culturally responsive learning environments through Indigenous education and decolonizing teacher practice.
- The topics covered have been:
 - February 1, 2023 Education Systems and the History of Colonization
 - February 8, 2023 Locating Self and Privilege
 - February 16, 2023 Anti-Racism – Creating a Culture of Safety
 - February 22, 2023 Digging into Decolonization in Teacher Practice
 - March 29, 2023 Examining Cultural Safety as an Outcome in Our Practice
- There is still time to register for the last session on March 29. More information can be found here: <https://tinyurl.com/carolynrobertsfeb23>. Carolyn Robert's will be invited by Director Clifton to co-develop a learning opportunity or series for the coming 2023-2024 school year.

Indigenous Graduation Discussion – Caledonia & Parkside Secondary Schools

- Director Clifton hosted a meeting with school administration, ISW’s, First Nation Education Coordinators, Kermode Friendship Centre staff, and community members to discuss the possibilities of enhancing the current graduation ceremony to enrich their program with the inclusion of Indigenous culture. Other districts provide an additional celebration/feast/ceremony that is centered on culture and the reclamation and resurgence of Indigenous identity. This was a chance for everyone present to put many ideas, thoughts, wonderings and questions on the table for future consideration. Director Clifton made space for these conversations to continue, but for the present, each school will take what they learned from the circle and bring back to their schools for further consideration and action.

Indigenous Education & Principal/Vice Principal Shared Learning Circle

- We are nearing the halfway point of our learning journey using “Wayi Wah – Indigenous Pedagogies an Act for Reconciliation and Anti-Racist Education” by Jo Chrona. Our next chapter will involve brave conversations around racism. This is very timely as it coincides with the Ministry of Education’s K-12 Anti-Racism Action Plan.

How Are We Doing? 2021/2022 – Aboriginal Students – School District 82

- In November 2022, the Ministry of Education and Child Care – Governance and Analytics Division publishes a report to show results and trends related to several data points. From FSA results, assessments and course marks, transitions, school completion rates, education experiences of children in care, post-secondary transitions, and student survey results. This report has a wealth of information, and it is important when reviewing the data to follow the guidelines and tips as well as points of inquiry found on page 3. This report has been shared with administrators across CMSD82 and we as a District Education Team will be diving into it further in our weekly meetings. The report is accessible publicly and available by accessing the following QR Code.



CMSD82 Indigenous Education Department Handbook

- Inspired by a template provided by Anne Tenning and Charity Sakakibara, who are two colleagues and Indigenous Education leaders in BC, I have begun to develop a handbook for the school district which helps clarify the roles and responsibilities of the Indigenous Education Department.
- It clearly defines our purpose and how targeted funding is used to staff and create programs and services that enhance learning for Indigenous children/youth in CMSD82 schools. It reveals how the Truth and Reconciliation Commission (TRC), United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA), and CMSD82 Strategic Plan inform our IED responsibilities and how we work for the benefit of our current and future generations.
- This work is challenging, and it is essential that we are in relation with our non-Indigenous allies and co-conspirators, so we are working together to change colonial structures, policies, practices that continue to harm Indigenous children, youth, families, and communities.

CMSD82 Indigenous Education Department Handbook *(continued)*

- By being in relation and in cooperative partnerships with all employee groups, it is possible to transform the education system, schools, classrooms, if we all commit to ongoing learning in order to ensure all educational spaces are culturally respectful and responsive and meet the needs and identities of Indigenous learners so their learning journey is purposeful and relevant; leading to self-determination, success and the liberation found in opportunity of choice in their lives. Director Clifton will be sharing the document with a working group for feedback before the end of the 2023 school year.

Sincerely,



Robert Clifton
Director of Instruction, Indigenous Education

Coast Mountains School District 82 acknowledges with respect the lands on which we live, work, play and learn as the traditional and unceded territories of the Gitksan, Haisla, Nisga'a and Ts'msyen Peoples.

Learn more at: <https://bit.ly/FirstNationsPeoples>



BUSINESS COMMITTEE MEETING
Wednesday, February 15, 2023 – 11:00 a.m. to 12:30 p.m.
Virtual via Zoom

Committee Members:

Trustee Ed Harrison (Chair)
 Aaron Callaghan, Superintendent of Schools
 Ginger Fuller, Secretary Treasurer
 Trustee Mike Maxim

Recording Secretary:

Blanche Olson-Wight, Executive Assistant

Guests:

Kiran Bath, Director of Human Resources
 Robert Schibli, Director of Facility Services

MEETING MINUTES

Items	Action
The meeting was chaired by Trustee Ed Harrison and called to order at 11:03 a.m. Trustee Harrison acknowledged the school district's business being conducted on the Traditional Territories of the Gitksan, Haisla, Nisga'a, and Tsimshian, and the honour to work with their children and privilege to live on their land.	
1. Previous Meeting Minutes - January 18, 2023	1. The minutes of the previous Business Committee Meeting held on January 18, 2023 were accepted as presented.
2. Human Resources 2.1 Grievance Update – CMTF & CUPE 2.2 Bargaining Update – CUPE	2.1 Director Bath provided a grievance update relating to the Coast Mountain Teachers' Federation (CMTF) and the Canadian Union of Public Employees Union (CUPE), Local 2052. CUPE has no grievances. CMTF current numbers are 18-Step 1 & Step 2 grievances, 2-Step 3 grievances. Information only; no action required. 2.2 Director Bath spoke to bargaining with the Canadian Union of Public Employees Union (CUPE), Local 2052. CUPE bargaining has been ratified. Information only; no action required.
3. Facilities/Transportation/OH&S 3.1 Monthly Facilities Report, February 2023 3.2 District Joint OH&S Committee Meeting Minutes – January 24, 2023	3.1 Director Schibli provided an update of recent work at school sites. Our District is still waiting for the Minor Capital Funding announcement from the Ministry of Education and Child Care. Larger projects are lined up for Spring Break. Winter maintenance is ongoing. There are still problems with student transportation, discussions have escalated to senior management level. Information only; no action required. 3.2 Secretary Treasurer Fuller presented the January 24, 2023 District Joint OH&S Committee Meeting minutes for information. Information only; no action required.



<p>4. Board Representations 4.1 BCPSEA 4.2 BCSTA</p>	<p>4.1 No Report 4.2 No Report</p>
<p>5. Outstanding Items from Previous Meeting</p>	<p>5. There were no outstanding items from the previous meeting.</p>
<p>6. Finances 6.1 Monthly Financial Statements, December 31, 2022 & Quarterly Summary 6.2 2022-2023 Amended Annual Budget 6.3 Ministry Data Collection Projected Enrolments for 2023/24, 2024/25 & 2025/26 School Years</p>	<p>6.1 Secretary Treasurer Fuller spoke to the December 31, 2022 Monthly Financial Statements & Quarterly Summary, there were no areas of concern. Action: Forward for information the December 31, 2022 Monthly Financial Statements & Quarterly Summary at the next Regular Board Meeting on February 22, 2023.</p> <p>6.2 Secretary Treasurer Fuller shared the 2022-2023 Amended Annual Budget, there were no significant adjustments. Our District is still waiting on the Ministry of Education and Child Care for more information on funding. Action: Forward with the recommendation that the Board pass and adopt the 2022-2023 Amended Annual Budget through bylaw reading at the next Regular Board Meeting on February 22, 2023.</p> <p>6.3 Tabled to the next Business Committee Meeting on April 12, 2023.</p>
<p>7. New Business 7.1 Trustee Remuneration Annual Review – CMSD82 Policy 5095</p>	<p>7.1 Secretary Treasurer Fuller spoke to Policy 5095: Trustee Remuneration, in accordance with the policy an annual review of trustee remuneration shall be conducted annually in February and be tied to the BC Consumer Price Index. Increases may be deferred by Board resolution. Action: Forward the Annual Review of Trustee Remuneration to the next Regular Board Meeting on February 22, 2023 for the Board's information and discussion.</p>
<p>8. Next Meeting</p>	<p>8. The next Business Committee Meeting is scheduled on Wednesday, April 12, 2023, from 10:30 a.m. to 12:00 p.m. The meeting was adjourned at 12:20 p.m.</p>



MEETING AGENDA ITEM #10.1.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	2022-2023 Amended Annual Budget Bylaw		

Background/Discussion:

In accordance to Section 113(2) of the *School Act*, the Minister of Education requires that Amended Annual Budgets are prepared, adopted by bylaw and submitted on or before the last day in February each fiscal year. School districts operate on a fiscal year of July 1 to June 30.

The attached 2022-2023 Amended Annual Budget Version: 9036-8290-6307 for Coast Mountains School District 82 was prepared in accordance with *Public Sector Accounting Standards*.

On June 15, 2022, the Board approved by bylaw adoption, the preliminary 2022-2023 Annual Budget. The budget was based on preliminary estimates of enrolment, revenue and expenditure factors. On December 16, 2022, the Ministry of Education announced the 2022-2023 recalculated funding allocations provincially.

Being that there were no significant adjustments required for the Amended Annual Budget, it was not necessary to reconvene the 2022-2023 Budget Working Committee.

The Business Committee concurred with the aforementioned recommendation at its February 15, 2023 meeting and brings forward to the Board for bylaw adoption.

Recommended Action:

THAT the 2022-2023 Amended Annual Budget Bylaw be read a first time the 22nd day of February 2023.

THAT the 2022-2023 Amended Annual Budget Bylaw be read a second time the 22nd day of February 2023.

Unanimous consent is required to proceed to third reading.

THAT the 2022-2023 Amended Annual Budget Bylaw be read a third time, passed and adopted, the 22nd day of February 2023.

Amended Annual Budget

School District No. 82 (Coast Mountains)

June 30, 2023

School District No. 82 (Coast Mountains)

June 30, 2023

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*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. 82 (COAST MOUNTAINS) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2022/2023 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 82 (Coast Mountains) Amended Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$70,790,441 for the 2022/2023 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 2022/2023.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2023;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 82 (Coast Mountains) Amended Annual Budget Bylaw 2022/2023, adopted by the Board the 22nd DAY OF FEBRUARY, 2023.

Secretary Treasurer

School District No. 82 (Coast Mountains)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,161,438	4,141,750
Adult	0.625	21.125
Total Ministry Operating Grant Funded FTE's	4,162.063	4,162.875
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	57,623,321	55,688,927
Other	95,400	75,000
Tuition	19,500	13,000
Other Revenue	7,538,300	5,937,681
Rentals and Leases	585,000	528,000
Investment Income	171,000	71,000
Amortization of Deferred Capital Revenue	2,128,562	2,057,991
Total Revenue	68,161,083	64,371,599
Expenses		
Instruction	52,684,582	48,918,185
District Administration	2,792,536	2,442,574
Operations and Maintenance	12,525,349	11,963,630
Transportation and Housing	2,738,742	2,605,914
Total Expense	70,741,209	65,930,303
Net Revenue (Expense)	(2,580,126)	(1,558,704)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,215,000	650,818
Budgeted Surplus (Deficit), for the year	(1,365,126)	(907,886)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,365,126)	(907,886)
Budgeted Surplus (Deficit), for the year	(1,365,126)	(907,886)

School District No. 82 (Coast Mountains)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	57,236,344	54,491,806
Special Purpose Funds - Total Expense	10,311,734	8,282,620
Special Purpose Funds - Tangible Capital Assets Purchased	36,000	170,000
Capital Fund - Total Expense	3,193,131	3,155,877
Capital Fund - Tangible Capital Assets Purchased from Local Capital	13,232	13,232
Total Budget Bylaw Amount	70,790,441	66,113,535

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. 82 (Coast Mountains)
 Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,580,126)</u>	<u>(1,558,704)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(36,000)	(170,000)
From Local Capital	(13,232)	(13,232)
From Deferred Capital Revenue	<u>(3,711,147)</u>	<u>(4,469,981)</u>
Total Acquisition of Tangible Capital Assets	<u>(3,760,379)</u>	<u>(4,653,213)</u>
Amortization of Tangible Capital Assets	<u>3,193,131</u>	<u>3,155,877</u>
Total Effect of change in Tangible Capital Assets	<u>(567,248)</u>	<u>(1,497,336)</u>
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(3,147,374)</u></u>	<u><u>(3,056,040)</u></u>

School District No. 82 (Coast Mountains)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,215,000		23,457,306	24,672,306
Changes for the year				
Net Revenue (Expense) for the year	(1,601,557)	36,000	(1,014,569)	(2,580,126)
Interfund Transfers				
Tangible Capital Assets Purchased		(36,000)	36,000	-
Local Capital	386,557		(386,557)	-
Net Changes for the year	<u>(1,215,000)</u>	<u>-</u>	<u>(1,365,126)</u>	<u>(2,580,126)</u>
Budgeted Accumulated Surplus (Deficit), end of year	<u>-</u>	<u>-</u>	<u>22,092,180</u>	<u>22,092,180</u>

School District No. 82 (Coast Mountains)

Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	48,843,587	48,432,307
Other	95,400	75,000
Tuition	19,500	13,000
Other Revenue	5,971,300	4,742,681
Rentals and Leases	585,000	528,000
Investment Income	120,000	50,000
Total Revenue	<u>55,634,787</u>	<u>53,840,988</u>
Expenses		
Instruction	43,019,723	41,279,380
District Administration	2,766,536	2,429,597
Operations and Maintenance	8,962,821	8,504,991
Transportation and Housing	2,487,264	2,277,838
Total Expense	<u>57,236,344</u>	<u>54,491,806</u>
Net Revenue (Expense)	<u>(1,601,557)</u>	<u>(650,818)</u>
Budgeted Prior Year Surplus Appropriation	<u>1,215,000</u>	<u>650,818</u>
Net Transfers (to) from other funds		
Local Capital	386,557	-
Total Net Transfers	<u>386,557</u>	<u>-</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 82 (Coast Mountains)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	50,882,019	50,798,527
ISC/LEA Recovery	(5,425,300)	(4,508,181)
Other Ministry of Education and Child Care Grants		
Pay Equity	1,160,795	1,160,795
Funding for Graduated Adults	943	314
Student Transportation Fund	557,786	557,786
Support Staff Benefits Grant	57,256	57,256
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation	596	2,108
NGN	12,780	12,780
Equity Scan Grant	85,881	79,000
Integrated Child and Youth Grant	170,845	263,735
Labour Settlement Funding	1,331,799	
Total Provincial Grants - Ministry of Education and Child Care	48,843,587	48,432,307
Provincial Grants - Other	95,400	75,000
Tuition		
International and Out of Province Students	19,500	13,000
Total Tuition	19,500	13,000
Other Revenues		
Funding from First Nations	5,425,300	4,508,181
Miscellaneous		
Grant in Aid - District of Kitimat	60,000	88,500
Concert Series ArtStarts	15,000	30,000
City of Terrace - REM Lee Theatre Grant	12,000	12,000
Theatre User Levy Fee	5,000	
Miscellaneous	50,000	50,000
Shared Service Agreement	54,000	54,000
Refund of EHC Premium Surplus	350,000	
Total Other Revenue	5,971,300	4,742,681
Rentals and Leases	585,000	528,000
Investment Income	120,000	50,000
Total Operating Revenue	55,634,787	53,840,988

School District No. 82 (Coast Mountains)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Salaries		
Teachers	21,359,586	20,839,702
Principals and Vice Principals	3,243,687	3,585,970
Educational Assistants	3,950,613	3,850,516
Support Staff	5,386,948	5,278,312
Other Professionals	2,304,121	2,122,905
Substitutes	1,661,947	1,415,052
Total Salaries	37,906,902	37,092,457
Employee Benefits	8,881,260	8,096,985
Total Salaries and Benefits	46,788,162	45,189,442
Services and Supplies		
Services	1,971,367	1,806,155
Student Transportation	2,432,771	2,234,464
Professional Development and Travel	1,027,663	654,787
Rentals and Leases	2,500	2,500
Dues and Fees	91,450	98,950
Insurance	175,831	132,960
Supplies	3,146,600	2,777,548
Utilities	1,600,000	1,595,000
Total Services and Supplies	10,448,182	9,302,364
Total Operating Expense	57,236,344	54,491,806

School District No. 82 (Coast Mountains)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2023

Schedule 2C

	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	15,830,561	39,626		437,918		1,059,538	17,367,643
1.03 Career Programs	204,669						204,669
1.07 Library Services	810,609	13,209		210,388		25,247	1,059,453
1.08 Counselling	982,830	228,901					1,211,731
1.10 Special Education	2,934,521	92,742	2,850,284	50,560	320,814	338,182	6,587,103
1.31 Indigenous Education	596,396	53,892	1,100,329	77,983	157,498		1,986,098
1.41 School Administration		2,815,317		838,617		41,512	3,695,446
Total Function 1	21,359,586	3,243,687	3,950,613	1,615,466	478,312	1,464,479	32,112,143
4 District Administration							
4.11 Educational Administration					596,233		596,233
4.40 School District Governance					109,672		109,672
4.41 Business Administration				276,898	572,477		849,375
Total Function 4	-	-	-	276,898	1,278,382	-	1,555,280
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				42,253	429,898		472,151
5.50 Maintenance Operations				3,281,407	104,627	197,468	3,583,502
5.52 Maintenance of Grounds				139,880			139,880
5.56 Utilities							-
Total Function 5	-	-	-	3,463,540	534,525	197,468	4,195,533
7 Transportation and Housing							
7.41 Transportation and Housing Administration				10,563	12,902		23,465
7.70 Student Transportation				20,481			20,481
Total Function 7	-	-	-	31,044	12,902	-	43,946
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	21,359,586	3,243,687	3,950,613	5,386,948	2,304,121	1,661,947	37,906,902

School District No. 82 (Coast Mountains)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	17,367,643	4,052,388	21,420,031	1,302,515	22,722,546	21,804,911
1.03 Career Programs	204,669	49,121	253,790	233,790	487,580	413,435
1.07 Library Services	1,059,453	250,734	1,310,187	50,000	1,360,187	1,249,252
1.08 Counselling	1,211,731	290,815	1,502,546		1,502,546	1,717,383
1.10 Special Education	6,587,103	1,465,612	8,052,715	532,971	8,585,686	7,870,524
1.31 Indigenous Education	1,986,098	457,582	2,443,680	1,139,883	3,583,563	2,968,805
1.41 School Administration	3,695,446	930,167	4,625,613	152,002	4,777,615	5,255,070
Total Function 1	32,112,143	7,496,419	39,608,562	3,411,161	43,019,723	41,279,380
4 District Administration						
4.11 Educational Administration	596,233	144,496	740,729	410,132	1,150,861	766,645
4.40 School District Governance	109,672	6,032	115,704	76,300	192,004	172,934
4.41 Business Administration	849,375	214,926	1,064,301	359,370	1,423,671	1,490,018
Total Function 4	1,555,280	365,454	1,920,734	845,802	2,766,536	2,429,597
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	472,151	113,316	585,467	249,161	834,628	726,811
5.50 Maintenance Operations	3,583,502	861,953	4,445,455	1,446,787	5,892,242	5,525,737
5.52 Maintenance of Grounds	139,880	33,571	173,451	272,500	445,951	474,443
5.56 Utilities	-	-	-	1,790,000	1,790,000	1,778,000
Total Function 5	4,195,533	1,008,840	5,204,373	3,758,448	8,962,821	8,504,991
7 Transportation and Housing						
7.41 Transportation and Housing Administration	23,465	5,632	29,097		29,097	27,885
7.70 Student Transportation	20,481	4,915	25,396	2,432,771	2,458,167	2,249,953
Total Function 7	43,946	10,547	54,493	2,432,771	2,487,264	2,277,838
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	37,906,902	8,881,260	46,788,162	10,448,182	57,236,344	54,491,806

School District No. 82 (Coast Mountains)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	8,779,734	7,256,620
Other Revenue	1,567,000	1,195,000
Investment Income	1,000	1,000
Total Revenue	10,347,734	8,452,620
Expenses		
Instruction	9,664,859	7,638,805
District Administration	26,000	12,977
Operations and Maintenance	369,397	302,762
Transportation and Housing	251,478	328,076
Total Expense	10,311,734	8,282,620
Net Revenue (Expense)	36,000	170,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(36,000)	(170,000)
Total Net Transfers	(36,000)	(170,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 82 (Coast Mountains)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2023

	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			1,175,471			11,949			
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	308,323	179,392		128,000	26,950	183,779	632,126	318,993	5,681,986
Other			1,200,000						
Investment Income	1,000								
	<u>309,323</u>	<u>179,392</u>	<u>1,200,000</u>	<u>128,000</u>	<u>26,950</u>	<u>183,779</u>	<u>632,126</u>	<u>318,993</u>	<u>5,681,986</u>
Less: Allocated to Revenue Recovered	309,323	179,392	1,500,000	128,000	26,950	195,728	632,126	318,993	5,681,986
Deferred Revenue, end of year	-	-	<u>875,471</u>	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	308,323	179,392		128,000	26,950	195,728	632,126	318,993	5,681,986
Other Revenue			1,500,000						
Investment Income	1,000								
	<u>309,323</u>	<u>179,392</u>	<u>1,500,000</u>	<u>128,000</u>	<u>26,950</u>	<u>195,728</u>	<u>632,126</u>	<u>318,993</u>	<u>5,681,986</u>
Expenses									
Salaries									
Teachers									4,545,589
Principals and Vice Principals									
Educational Assistants		143,514		96,288		15,941	498,938		
Support Staff	183,841								
Other Professionals	41,598							25,511	
Substitutes								68,568	
	<u>225,439</u>	<u>143,514</u>	<u>-</u>	<u>96,288</u>	<u>-</u>	<u>15,941</u>	<u>498,938</u>	<u>250,079</u>	<u>4,545,589</u>
Employee Benefits	56,360	35,878		24,000		3,985	124,734	57,414	1,136,397
Services and Supplies	27,524		1,500,000	7,712	26,950	175,802	8,454	11,500	
	<u>309,323</u>	<u>179,392</u>	<u>1,500,000</u>	<u>128,000</u>	<u>26,950</u>	<u>195,728</u>	<u>632,126</u>	<u>318,993</u>	<u>5,681,986</u>
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 82 (Coast Mountains)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Federal Safe Return to Class / Ventilation Fund	Seamless Day Kindergarten	Student & Family Affordability	JUST B4	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		254,736	64,452		60,074				
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	105,037	80,367	55,000	6,750		55,400	510,045	25,000	175,000
Other								5,000	
Investment Income									
	105,037	80,367	55,000	6,750	-	55,400	510,045	30,000	175,000
Less: Allocated to Revenue									
Recovered	105,037	251,478	119,452	6,750	60,074	55,400	510,045	30,000	175,000
Deferred Revenue, end of year		83,625							
Revenues									
Provincial Grants - Ministry of Education and Child Care	105,037	251,478	119,452	6,750	60,074	55,400	510,045	25,000	175,000
Other Revenue								5,000	
Investment Income									
	105,037	251,478	119,452	6,750	60,074	55,400	510,045	30,000	175,000
Expenses									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants									
Support Staff						32,570		21,500	
Other Professionals									
Substitutes									
	84,030								127,899
	84,030					32,570		21,500	127,899
Employee Benefits	21,007					8,150		5,500	31,975
Services and Supplies		251,478	119,452	6,750	60,074	14,680	510,045	3,000	15,126
	105,037	251,478	119,452	6,750	60,074	55,400	510,045	30,000	175,000
Net Revenue (Expense) before Interfund Transfers									
Interfund Transfers									
Tangible Capital Assets Purchased									
Net Revenue (Expense)									

School District No. 82 (Coast Mountains)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	District of Kitimat	Principals and Vice Principals Trust	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	73,610	84,131	1,724,423
Add: Restricted Grants			
Provincial Grants - Ministry of Education and Child Care			8,472,148
Other	36,000	35,000	1,276,000
Investment Income			1,000
	<u>36,000</u>	<u>35,000</u>	<u>9,749,148</u>
Less: Allocated to Revenue	36,000	26,000	10,347,734
Recovered			83,625
Deferred Revenue, end of year	<u><u>73,610</u></u>	<u><u>93,131</u></u>	<u><u>1,042,212</u></u>
Revenues			
Provincial Grants - Ministry of Education and Child Care			8,779,734
Other Revenue	36,000	26,000	1,567,000
Investment Income			1,000
	<u>36,000</u>	<u>26,000</u>	<u>10,347,734</u>
Expenses			
Salaries			
Teachers			4,545,589
Principals and Vice Principals			15,941
Educational Assistants			792,810
Support Staff			209,352
Other Professionals			238,065
Substitutes			240,030
	-	-	<u>6,041,787</u>
Employee Benefits			1,505,400
Services and Supplies		26,000	2,764,547
	-	<u>26,000</u>	<u>10,311,734</u>
Net Revenue (Expense) before Interfund Transfers	<u>36,000</u>	<u>-</u>	<u>36,000</u>
Interfund Transfers			
Tangible Capital Assets Purchased	(36,000)		(36,000)
	<u>(36,000)</u>	<u>-</u>	<u>(36,000)</u>
Net Revenue (Expense)	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

School District No. 82 (Coast Mountains)

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		50,000	50,000	20,000
Amortization of Deferred Capital Revenue	2,128,562		2,128,562	2,057,991
Total Revenue	2,128,562	50,000	2,178,562	2,077,991
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,193,131		3,193,131	3,155,877
Total Expense	3,193,131	-	3,193,131	3,155,877
Net Revenue (Expense)	(1,064,569)	50,000	(1,014,569)	(1,077,886)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	36,000		36,000	170,000
Local Capital		(386,557)	(386,557)	
Total Net Transfers	36,000	(386,557)	(350,557)	170,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	13,232	(13,232)	-	
Total Other Adjustments to Fund Balances	13,232	(13,232)	-	
Budgeted Surplus (Deficit), for the year	(1,015,337)	(349,789)	(1,365,126)	(907,886)



MEETING AGENDA ITEM #10.1.3

Action: X Information:
Meeting Regular Meeting Date: February 22, 2023
Topic: **Quarterly Financial Statements, December 31, 2022**

Background/Discussion:

In accordance to the *Budget Monitoring and Reporting Guidelines* proposed by the Financial Health Working Group for School Districts of BC, all school districts must provide the Board of Education (or committee of the Board) with, at minimum, quarterly financial reports which indicate forecasted results compared with actual budget, and offer a discussion and analysis, as necessary, to fully communicate financial performance and key risks. Quarterly results and projections to June 30 should be provided at September 30, December 31 and March 31 of each year. This will allow the Board to monitor the school district's financial position throughout the year on an ongoing basis and the expected year-end position.

Attached for the Board's consideration is the Quarterly Financial Statements as at December 31, 2022 for Coast Mountains School District 82.

The Business Committee reviewed the Quarterly Financial Statements at its meeting held on February 15, 2023 and brings forward to the Board for information.

Recommended Action:

THAT the Board receive for information the Quarterly Financial Statements as at December 31, 2022.

Presented by: Secretary Treasurer

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
REVENUE AND EXPENDITURE
YEAR ENDED June 30, 2023
as at December 31, 2022

	2022/2023 Actual Revenue and Expenses	2022/2023 Preliminary Budget	Percent Remaining or Available
Revenue (Schedule A2)			
Provincial Grants, MOE	19,327,048	47,477,951	0.59
Other Fees And Revenue	1,473,782	6,033,490	0.76
Rentals & Leases	290,000	538,000	0.46
Investment Income	59,415	100,000	0.41
	<u>21,150,245</u>	<u>54,149,441</u>	<u>0.61</u>
Expense (Schedule A3)			
Salaries			
Teachers	8,432,215	20,679,807	0.59
Principals and Vice Principals	1,719,558	3,319,930	0.48
Educational Assistants	1,716,530	3,974,379	0.57
Support Staff	2,811,529	5,242,603	0.46
Other Professionals	1,114,897	2,168,105	0.49
Substitutes	763,472	1,391,327	0.45
	<u>16,558,201</u>	<u>36,776,151</u>	<u>0.55</u>
Employee Benefits	3,538,094	8,639,145	0.59
Services & Supplies	4,168,770	9,637,702	0.57
	<u>24,265,065</u>	<u>55,052,998</u>	<u>0.56</u>
Net Revenue/Expenditure	<u>(3,114,820)</u>	<u>(903,557)</u>	
Interfund Transfers			
Capital Asset Purchases	-	-	
Local Capital	-	-	
Prior Year Surplus Appropriation	1,215,000	517,000	
Balance Surplus/(Deficit)	<u>(1,899,820)</u>	<u>(386,557)</u>	

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
REVENUE BY SOURCE
YEAR ENDED June 30, 2023
as at December 31, 2022

	2022/2023 Actual Revenue and Expenses	2022/2023 Preliminary Budget	Percent Remaining
Provincial Grants, Ministry of Education			
Operating Grant, MOE	18,457,217	45,394,039	0.59
Other Ministry of Education Grants			
Pay Equity	151,600	1,160,795	0.87
Carbon Tax Reimbursement			-
FSA Exam Funding	4,094	8,187	0.50
Graduated Adult Enrollment (EG)			
Economic Stability Dividend			
Support Staff Prov. Extended Health Care Plan		57,256	1.00
Student Transportation	390,450	557,786	0.30
Student Learning Grant			
Early Learning Grant	596	2,108	0.72
Strategic Priorities/Mental Health Grant			
Skills Training Access Support Grant			
Employer Health Tax Support			
Next Generation Network (NGN)	6,390	12,780	0.50
Labour Settlement Funding Teachers			
Early Career Teacher Mentorship			
Integrated Child and Youth Grant	170,845	-	
Equity Grant	85,881	-	
Child Care Funding		175,000	1.00
French Immersion Recruitment Retention Strat.	59,975	-	-
	<u>19,327,048</u>	<u>47,367,951</u>	<u>0.59</u>
Provincial Grants - Other Ministries			
ITA		110,000	1.00
	<u>19,327,048</u>	<u>47,477,951</u>	<u>0.59</u>
Other Fees and Revenue			
Summer School Fees			
Continuing Education			-
International & Out of Province Students	19,500	28,000	-
Local Education Agreements	1,352,497	5,409,990	0.75
Miscellaneous (Specify)			
Miscellaneous	12,955	50,000	0.74
ArtStarts		30,000	1.00
City of Terrace REM Lee Theatre Grant	12,000	12,000	-
District of Kitimat Grant in Aid Theatre	45,250	89,500	0.49
REM Lee Theatre User Levy Fees	1,580	10,000	-
Shared Services - SD 92	30,000	54,000	0.44
Extended Health Premium Surplus Refund		350,000	-
	<u>1,473,782</u>	<u>6,033,490</u>	<u>0.76</u>
Rentals and Leases	<u>290,000</u>	<u>538,000</u>	<u>0.46</u>
Investment Income	<u>59,415</u>	<u>100,000</u>	<u>0.41</u>
TOTAL OPERATING REVENUE	<u>21,150,245</u>	<u>54,149,441</u>	<u>0.61</u>

**SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
EXPENDITURE BY OBJECT
YEAR ENDED June 30, 2023
as at December 31, 2022**

	2022/2023 Actual Revenue and Expenses	2022/2023 Preliminary Budget	Percent Available
Salaries			
Teachers	8,432,215	20,679,807	0.59
Principals and Vice Principals	1,719,558	3,319,930	0.48
Educational Assistants	1,716,530	3,974,379	0.57
Support Staff	2,811,529	5,242,603	0.46
Other Professionals	1,114,897	2,168,105	0.49
Substitutes	763,472	1,391,327	0.45
	16,558,201	36,776,151	0.55
Employee Benefits			
	3,538,094	8,639,145	0.59
Total Salaries & Benefits			
	20,096,295	45,415,296	0.56
Services and Supplies			
Services	779,108	1,865,331	0.58
Student Transportation	924,167	2,612,253	0.65
Professional Development and Travel	325,783	674,802	0.52
Rentals and Leases	283	2,500	0.89
Dues and Fees	64,304	86,450	0.26
Insurance	159,565	131,520	(0.21)
Supplies	764,759	2,063,653	0.63
Furniture and Equipment	338,246	193,397	(0.75)
Computer Equipment	304,637	407,796	0.25
Bad Debt			
	3,660,852	8,037,702	0.54
Utilities			
Electricity	211,900	500,000	0.58
Gas-Heat	103,467	550,000	0.81
Propane-Heat	96,024	350,000	0.73
Garbage/Water/Sewer	66,527	140,000	0.52
Carbon Offsets	30,000	60,000	0.50
	507,918	1,600,000	0.68
Total Service & Supplies			
	4,168,770	9,637,702	0.57
TOTAL OPERATING EXPENSE			
	24,265,065	55,052,998	0.56

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
EXPENDITURE BY OBJECT
YEAR ENDED June 30, 2023
as at December 31, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	Total Expenses	2022/2023 Preliminary Budget	Percent Available
1 INSTRUCTION							
1.02 Regular Instruction	6,895,087	1,428,333	8,323,420	536,212	8,859,632	22,147,346	0.60
1.03 Career Programs	78,855	17,157	96,012	129,796	225,808	419,182	0.46
1.07 Library Services	455,920	102,330	558,250	4,058	562,308	1,280,913	0.56
1.08 Counseling	530,551	99,277	629,828		629,828	1,458,132	0.57
1.10 Special Education	2,754,945	610,570	3,365,515	131,550	3,497,065	8,125,188	0.57
1.31 Aboriginal Education	823,233	194,069	1,017,302	122,854	1,140,156	3,048,620	0.63
1.41 School Administration	2,016,215	402,370	2,418,585	58,312	2,476,897	4,659,700	0.49
Total Function 1	13,554,806	2,854,106	16,408,912	982,782	17,391,694	41,339,081	0.58
4 DISTRICT ADMINISTRATION							
4.11 Educational Administration	218,171	41,167	259,338	113,337	372,675	933,803	0.60
4.40 School District Governance	51,092	2,310	53,402	68,824	122,226	192,004	0.36
4.41 Business Administration	455,760	98,672	554,432	286,733	841,165	1,380,110	0.39
Total Function 4	725,023	142,149	867,172	468,894	1,336,066	2,505,917	0.47
5 OPERATIONS AND MAINTENANCE							
5.41 Operations and Maintenance Admin	281,792	50,711	332,503	199,699	532,202	744,719	0.29
5.50 Maintenance Operations	1,943,113	478,795	2,421,908	909,921	3,331,829	5,512,790	0.40
5.52 Maintenance of Grounds	29,698	7,798	37,496	118,910	156,406	438,710	0.64
5.56 Utilities				525,829	525,829	1,790,000	0.71
Total Function 5	2,254,603	537,304	2,791,907	1,754,359	4,546,266	8,486,219	0.46
7 TRANSPORTATION AND HOUSING							
7.41 Transportation and Housing Admin	12,759	2,695	15,454		15,454	27,805	0.44
7.70 Student Transportation	11,010	1,840	12,850	962,735	975,585	2,693,976	0.64
Total Function 7	23,769	4,535	28,304	962,735	991,039	2,721,781	0.64
TOTAL FUNCTIONS 1 - 7	\$ 16,558,201	\$ 3,538,094	\$ 20,096,295	\$ 4,168,770	\$ 24,265,065	\$ 55,052,998	0.56



MEETING AGENDA ITEM #10.1.4

Action: Information: X
Meeting: Regular Meeting Date: February 22,2023
Topic: **Trustee Remuneration Annual Review – CMSD82 Policy 5095**

Background/Discussion:

In accordance with the attached Policy 5095: Trustee Remuneration an annual review of Trustee remuneration *shall be conducted annually in February* and be tied to the B.C. Consumer Price Index. Increases may be deferred by Board resolution.

The 2022 Annual B.C. Consumer Price Index information is attached for reference.

The Business Committee reviewed the annual review of Trustee remuneration at its February 15, 2023 meeting and forwards to the Board for information and discussion at the February 22, 2023 Regular (Public) Board Meeting.

Recommended Action:

For information and discussion.

Presented by: Secretary Treasurer



SECTION 5000: GOVERNANCE

POLICY 5095: TRUSTEE REMUNERATION

- *Date Adopted: September 25, 2019*
-

LEGISLATION/REGULATIONS

- *School Act, Section 71*
- *Income Tax Act, Section 81(3)*

POLICY

The Board believes that appropriate financial recognition shall be provided to trustees as remuneration for their services to their respective communities and to the students of the school district.

The *School Act* makes provision for the payment of remuneration to trustees, and further, allows that remuneration for the Chairperson and Vice-Chairperson may be greater than for other trustees.

Trustee remuneration will be provided in accordance with the following procedures.

PROCEDURES

1. As of January 1, 2019 annual remuneration to trustees is as follows:
 - Board Chairperson - \$17,760
 - Vice Chairperson - \$15,443
 - Trustee - \$13,899
2. Trustee remuneration is paid in monthly installments only while the trustee is in office.
3. Trustee remuneration shall be reviewed annually in February and be tied to the B.C. Consumer Price Index.

CONSUMER PRICE INDEX (2002 = 100) - ANNUAL

Year	CANADA		BRITISH COLUMBIA		VANCOUVER		VICTORIA	
	All Items	Annual	All Items	Annual	All Items	Annual	All Items	Annual
	Index	Percent	Index	Percent	Index	Percent	Index	Percent
		Change		Change		Change		Change
1961	15.7	1.3						
1962	15.9	1.3						
1963	16.1	1.3						
1964	16.4	1.9						
1965	16.8	2.4						
1966	17.5	4.2						
1967	18.1	3.4						
1968	18.8	3.9						
1969	19.7	4.8						
1970	20.3	3.0						
1971	20.9	3.0			21.4			
1972	21.9	4.8			22.6	5.6		
1973	23.6	7.8			24.2	7.1		
1974	26.2	11.0			27.0	11.6		
1975	29.0	10.7			30.0	11.1		
1976	31.1	7.2			32.9	9.7		
1977	33.6	8.0			35.3	7.3		
1978	36.6	8.9			38.0	7.6		
1979	40.0	9.3	41.5		41.0	7.9		
1980	44.0	10.0	45.4	9.4	44.8	9.3		
1981	49.5	12.5	51.8	14.1	51.2	14.3		
1982	54.9	10.9	57.3	10.6	56.6	10.5		
1983	58.1	5.8	60.4	5.4	59.7	5.5		
1984	60.6	4.3	62.8	4.0	62.1	4.0		
1985	63.0	4.0	64.8	3.2	64.0	3.1	66.2	
1986	65.6	4.1	66.7	2.9	66.2	3.4	67.3	1.7
1987	68.5	4.4	68.7	3.0	68.2	3.0	69.0	2.5
1988	71.2	3.9	71.2	3.6	70.6	3.5	71.7	3.9
1989	74.8	5.1	74.4	4.5	73.8	4.5	75.0	4.6
1990	78.4	4.8	78.4	5.4	77.8	5.4	78.9	5.2
1991	82.8	5.6	82.6	5.4	81.9	5.3	83.4	5.7
1992	84.0	1.4	84.8	2.7	84.3	2.9	85.2	2.2
1993	85.6	1.9	87.8	3.5	87.3	3.6	87.7	2.9
1994	85.7	0.1	89.5	1.9	89.1	2.1	89.5	2.1
1995	87.6	2.2	91.6	2.3	91.3	2.5	91.7	2.5
1996	88.9	1.5	92.4	0.9	92.1	0.9	92.6	1.0
1997	90.4	1.7	93.1	0.8	92.6	0.5	93.5	1.0
1998	91.3	1.0	93.4	0.3	93.0	0.4	93.7	0.2
1999	92.9	1.8	94.4	1.1	93.9	1.0	94.7	1.1
2000	95.4	2.7	96.1	1.8	96.0	2.2	96.2	1.6
2001	97.8	2.5	97.7	1.7	97.8	1.9	97.4	1.2
2002	100.0	2.2	100.0	2.4	100.0	2.2	100.0	2.7
2003	102.8	2.8	102.2	2.2	102.0	2.0	102.2	2.2
2004	104.7	1.8	104.2	2.0	104.0	2.0	104.6	2.3
2005	107.0	2.2	106.3	2.0	106.0	1.9	106.9	2.2
2006	109.1	2.0	108.1	1.7	108.0	1.9	108.5	1.5
2007	111.5	2.2	110.0	1.8	110.2	2.0	109.8	1.2
2008	114.1	2.3	112.3	2.1	112.8	2.4	111.8	1.8
2009	114.4	0.3	112.3	0.0	112.9	0.1	111.9	0.1
2010	116.5	1.8	113.8	1.3	114.9	1.8	113.1	1.1
2011	119.9	2.9	116.5	2.4	117.5	2.3	115.5	2.1
2012	121.7	1.5	117.8	1.1	119.0	1.3	116.7	1.0
2013	122.8	0.9	117.7	-0.1	119.2	0.2	116.3	-0.3
2014	125.2	2.0	118.9	1.0	120.5	1.1	117.3	0.9
2015	126.6	1.1	120.2	1.1	121.9	1.2	118.6	1.1
2016	128.4	1.4	122.4	1.8	124.6	2.2	120.7	1.8
2017	130.4	1.6	125.0	2.1	127.3	2.2	123.0	1.9
2018	133.4	2.3	128.4	2.7	131.0	2.9	125.9	2.4
2019	136.0	1.9	131.4	2.3	134.1	2.4	129.0	2.5
2020	137.0	0.7	132.4	0.8	134.9	0.6	130.4	1.1
2021	141.6	3.4	136.1	2.8	138.5	2.7	133.6	2.5
2022	151.2	6.8	145.5	6.9	147.8	6.8	142.9	7.0

Source: Statistics Canada, Table 18-10-0005-01. Reproduced and distributed on an "as is" basis with the permission of Statistics Canada.

Produced by: BC Stats, January 2023



MEETING AGENDA ITEM #10.2.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	Amended 2023-2024 School Calendar		

Background/Discussion:

The District School Calendar Committee, an all-partner consultative committee, was reconvened to revisit CMSD82’s approved 2023-2024 School Calendar to reflect the addition of the National Day for Truth and Reconciliation which falls on Saturday, September 30 in 2023.

The government of BC announced on February 7, 2023 that it will formally recognize the National Day for Truth and Reconciliation on September 30 and it will be enshrined in BC law to honour the strength and resilience of residential school survivors and remember the children who never came home.

The attached draft Amended 2023-2024 School Calendar and Backgrounder reflects the following changes as recommended by the District School Calendar Committee who met twice in early February 2023.

- The National Day for Truth and Reconciliation to be observed by CMSD82 (schools are not in session) on Monday, October 2.
 - The District School Calendar Committee in consultation with CMSD82 First Nations Education Coordinators proposed this National Day be recognized on Monday, October 2.
- Days in Session change from 186 to 185 for the 2023-2024 school year.
- Days of Instruction change from 179 to 178 for the 2023-2024 school year.
- Minutes of Instruction (minutes/day) will increase by 2 minutes for each school:
 - Elementary Schools change from 294 to 296 minutes/day.
 - Middle & Secondary Schools change from 319 to 321 minutes/day.

The draft Amended 2023-2024 School Calendar was presented to the Education Committee on February 15, 2023 with a recommendation the draft amended school calendar be forwarded to the Board for approval. The Education Committee concurred with this recommendation and forwards the draft Amended 2023-2024 School Calendar to the Board for approval and submission to the Ministry of Education and Child Care before March 31, 2023 for final approval.

Recommended Action:

THAT the Board approve the Amended 2023-2024 School Calendar as presented for submission to the Ministry of Education by March 31, 2023 for final approval.



DRAFT Amended 2023-2024 School Calendar
Coast Mountains Board of Education School District 82
September 1, 2023 - August 31, 2024

September 2023

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

Sept 4: Labour Day
 Sept 5: First Day of School
 Sept 22: District In-Service Day

October 2023

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

Oct 2: National Day for Truth & Reconciliation
 Oct 9: Thanksgiving Day
 Oct 20: Provincial ProD Day

November 2023

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

Nov 10: Remembrance Day (in lieu Nov 11)
 Nov 22 & 23: Early Dismissal
 Nov 24: ProD Day

December 2023

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

Dec 18-Jan 1: Winter Break
 Dec 25: Christmas Day
 Dec 26: Boxing Day

January 2024

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

Dec 18-Jan 1: Winter Break
 Jan 1: New Year's Day
 Jan 2: Back to School
 Jan 26: ProD Day

February 2024

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

Feb 19: Family Day
Leap Year - 29 Days in February

March 2024

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

March 13 & 14: Early Dismissal
 March 18-April 1: Spring Break
 March 29: Good Friday

April 2024

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

March 18-April 1: Spring Break
 April 1: Easter Monday
 April 2: Back to School
 April 19: ProD Day

May 2024

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

May 20: Victoria Day
 May 24: ProD Day

June 2024

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

June 21: National Indigenous Peoples Day
 June 25: Last Day of School
 June 26: Administrative Day
 June 26-Sept 2: Summer Break

July 2024

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

July 1: Canada Day
 June 26-Sept 2: Summer Break

August 2024

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

Aug 5: BC Day
 June 26-Sept 2: Summer Break

Legend:

- School/Statutory Holidays
- Early Dismissal

- District In-Service, Non-Instructional & Administrative Days (Schools not in Session)
- Vacation Period (Schools not in Session)
- National Indigenous Peoples Day (Schools are in Session)



DRAFT Amended 2023-2024 School Calendar
Coast Mountains Board of Education School District 82
September 1, 2023 - August 31, 2024

Days in Session	185
Number of Days of Instruction	178
Number of Non-Instructional Days	6
Number of Administrative Days	1
School Opening	Tuesday, September 5, 2023
National Day for Truth & Reconciliation	Monday, October 2, 2023
Thanksgiving Day	Monday, October 9, 2023
Remembrance Day	Friday, November 10, 2023 (in lieu of November 11)
Schools Closed for Winter Vacation	Monday, Dec. 18, 2023 to Monday, Jan. 1, 2024
Schools Re-open after Winter Vacation	Tuesday, January 2, 2024
Family Day	Monday, February 19, 2024
Schools Closed for Spring Vacation	Monday, March 18 to Monday, April 1, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Schools Re-open after Spring Vacation	Tuesday, April 2, 2024
Victoria Day	Monday, May 20, 2024
Last Day of Instruction	Tuesday, June 25, 2024
Non-Instructional Days (Schools not in Session):	
District In-Service Day	Friday, September 22, 2023
Provincial Professional Development Day (ProD Day)	Friday, October 20, 2023
Professional Development Day (ProD Day)	Friday, November 24, 2023
Professional Development Day (ProD Day)	Friday, January 26, 2024
Professional Development Day (ProD Day)	Friday, April 19, 2024
Professional Development Day (ProD Day)	Friday, May 24, 2024
Administrative Day:	Wednesday, June 26, 2024
Minutes of Instruction (minutes/day)	
- Elementary Schools	296
- Middle & Secondary Schools	321
Early Dismissal Days:	Wednesday, November 22, 2023
	Thursday, November 23, 2023
	Wednesday, March 13, 2024
	Thursday, March 14, 2024



MEETING AGENDA ITEM #10.2.3

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	Mid-Year Update – 2022-2023 School Growth Improvement Plans		

Background/Discussion:

The newly elected Board developed an Annual Work Plan, in addition to the 2022-2027 CMSD82 Strategic Plan, to guide and prioritize their work for the coming school year.

Included in the Board’s Annual Work Plan for the month of February, is the mid-year Improvement Plan Update for each school relating to their 2022-2023 School Growth Plan submitted and approved by the Board in September 2022.

A standard template with the following guideline was created for School Principals to complete in sharing a brief mid-year update on their school efforts and the impact related to improvement:

Engagements ⇨ Actions to Date ⇨ Learner Evidence ⇨ What’s Next ⇨ Reflect on Progress

The mid-year update was shared with the Education Committee on February 15, 2023 including the School Improvement Plan Mid-Year Updates by accessing the following link. Hazelton Secondary School and Kitwanga Elementary School were granted an extension for the completion of their mid-year update due to recent administrator personal absence leaves.

[School Improvement Plan Mid-Year Updates – February 2023](#)

The Education Committee reviewed this information at its meeting and forwards to the Board with a recommendation for approval. The Board was provided with the above link for review in preparation for the February 2023 Regular Board Meeting.

Recommended Action:

THAT the Board approve the 2022-2023 School Growth Improvement Plan Mid-Year Updates as presented.

Presented by: Superintendent of Schools



MEETING AGENDA ITEM #10.2.4

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	Board Approval: Out-of-Province Final Field Trip Applications (2 Requests) <ul style="list-style-type: none"> · Skeena Middle School Band Field Trip to MusicFest Canada (Nationals), Niagara Falls, May 11-16, 2023 · Caledonia Secondary School Band Field Trip to MusicFest Canada (Nationals), Niagara, Falls, May 17-22, 2023 		

Background/Discussion:

The attached Out-of-Province Field Trip Applications for the Skeena Middle School Band and the Caledonia Secondary School Band to MusicFest Canada (Nationals) being held in Niagara Falls in May 2023 were presented and reviewed at the February 15, 2023 Education Committee Meeting.

On January 25, 2023, the Board “approved in principle” the above-mentioned field trips as attached. In accordance with Policy 1080: Field Trips and Outdoor Education “final Board approval” is required for this Level Five Field Trip with the submission of the completed Field Trip Application to the Board within 60 days of departure.

In order to meet the prescribed approval timeline, the completed Field Trip Applications required the Education Committee’s review and consideration at its February 15, 2023 meeting, then forwarded to the Regular Board Meeting for the Board’s final approval on February 22, 2023.

The Education Committee recommended these Out-of-Province Field Trip Applications be forwarded to the Board for approval.

Recommended Action:

THAT the Board approve the Skeena Middle School Out-of-Province Band Field Trip Application to MusicFest Canada, Niagara Falls, May 11-16, 2023, at no cost to the Board and subject to ensuring the safety of students and adhering to Federal and Provincial travel advisories, regulations and protocols throughout the travel dates.

THAT the Board approve the Caledonia Secondary School Out-of-Province Band Field Trip Application to MusicFest Canada, Niagara Falls, May 17-22, 2023, at no cost to the Board and subject to ensuring the safety of students and adhering to Federal and Provincial travel advisories, regulations and protocols throughout the travel dates.



BOARD APPROVAL IN PRINCIPLE – LEVEL FIVE FIELD TRIPS

School Name: Skeena Middle School

Class / Group: Band 8-9

School Administrator: Darlene Bragg-Hounsell

Destination: Niagara Falls, Ontario / MusicFest Nationals Canada

Approx. Departure Date: May 11th, 2023 (Overnight) or May 12th, 2023

Approx. Return Date: May 16th, 2023

Lead Teacher: Katia Georgeson Contact Telephone Number: [REDACTED]

Number of Students & Chaperones Participating in Field Trip (provide breakdown):
Approximately 60 Students

8 Chaperones (including Lead Teacher)

Estimated Field Trip Anticipated Cost per Student:
\$1700

Anticipated Sources of Funding: Fundraising, donations, remaining amount paid by student's family

Fundraising Plans: Bottle Drives, Selling Cookie Dough/Coffee/Chocolates, Raffles, 50-50's, concerts, telethon, etc.

Plan(s) in place for students wishing to participate who have financial restrictions:
Sponsorship support from businesses, enough fundraising provided to fund an entire trip, grants, etc.

How will all students have equal access for the selection process to participate in this Field Trip ensuring a fair/equal access?:
All Band 8-9 Students are invited to participate.

Board Approval in Principle Received: REGULAR BOARD MTG (Yes / No)

Board Meeting Date & Motion: JANUARY 25, 2023



Field Trip Proposal – Form B (Higher care outings)
Coast Mountains Board of Education SD 82
School Name: Skeena Middle School

Destination: Niagara Falls, Ontario, Canada			
Departure Date: May 11th, 2023	Departure Time: Overnight	Return Time: May 16th, 2023	
Lead Teacher: Katia Georgeson			
Phone: (306) 527-6502	Email: <u>Katia.Georgeson@cmzsl.bc.ca</u>		
Area of study: Band	Purpose of trip: curriculum, perform, team building, social emotional development, high level music		
Grade: 8-9	# of students: 60	# of Male: <u>36</u>	# of Female: <u>24</u>

Names of supervisors:	Staff (S) Volunteer (V) Other (O)	Gender: Male/Female
Lead Teacher: Katia Georgeson	S	F
Other Supervisor: Shawn Dando	S	M
Other Supervisor: Michelle Leite	S	F
Other Supervisor: Bobbie Pastershank	V	F
Total Number of Supervisors: 6		
Name of Service Provider if applicable:	SP Contact Person:	SP Phone:

Transportation (check all that apply)		Estimated cost of trip:
<p>Method</p> <input checked="" type="checkbox"/> walking <input checked="" type="checkbox"/> school owned bus/van <input checked="" type="checkbox"/> public transport <input type="checkbox"/> charter bus <input type="checkbox"/> 15 passenger van <input type="checkbox"/> rental van <input type="checkbox"/> by service provider <input type="checkbox"/> transport not provided; participants responsible for own <input checked="" type="checkbox"/> other (specify): Airplane	<p>Driver</p> <input checked="" type="checkbox"/> professional driver <input type="checkbox"/> volunteer driver (staff/other supervisor) <input type="checkbox"/> volunteer driver/student <input type="checkbox"/> other (specify):	<p>Sources of funding (ie. cost/student/other sources – if so accommodated see attached)</p> <p>Equal access for all students: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attached</p> <p>Special Needs Addressed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> See attached</p> <p>Alternative Activity non-participants: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Contingency Plan: _____</p>

Educational Value
Goals and/or student learning outcomes: growth in musical ability (individual/ensemble), Social/Emotional Growth, team building, professional performances, professional adjudication, clinics with professional musicians
Follow-up activities that will occur: Student tour evaluation, year end concert
Safety Guidelines: I am familiar with relevant board policies, district procedures and the <i>YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences (2005)</i> : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Safety Plan: Briefly describe (<i>or attach in Detailed Trip Plan</i>), the risk assessment and safety planning process to address key risks related to: <u>getting lost, illness, etc.</u>
Environment (eg. weather, terrain, wildlife): Sun, rain, wind, walking shoes, proper outdoor wear see attached itinerary outline
Activity (eg. transportation, outdoor pursuits/aquatic specific): chaperone groups for all activities
Group (eg. clothing, equipment, water, food, behaviour): See attached itinerary outline



Field Trip Proposal – Form B (Higher care outings)

Supervision Plan
Briefly describe the supervision processes to be used. (eg. large or small group setting(s), lead/sweep, head counts, buddy system, level of supervision (constant visual, on-site, in the area), other elements of supervision plan as relevant: chaperone groups, head counts before each departure, groups of 3 minimum, constant visual

Volunteer Plan
Process to identify volunteer candidates: Volunteer screening processes (check any/all that apply) <input checked="" type="checkbox"/> background check <input type="checkbox"/> reference <input checked="" type="checkbox"/> criminal record check

Emergency Plan
First Aid kit(s) stocked and carried/accessible <input checked="" type="checkbox"/> first aid <input type="checkbox"/> repair <input type="checkbox"/> survival
Emergency communications equipment carried and/or accessible: check any/all that apply <input type="checkbox"/> telephone <input checked="" type="checkbox"/> cell phone <input type="checkbox"/> satellite phone <input type="checkbox"/> radio (VHF, UHF) <input type="checkbox"/> family radio service <input type="checkbox"/> none <input type="checkbox"/> other
Primary First Aider: Katia Georgeson <i>Bebbie Pasternak</i> Certification Held: First Aid / CPR
School Contact Available 24/7: Darlene Bragg-Hounsell Phone (H) (W) (C)

Attachments checklist
Check all that apply and attach to this form:
<input checked="" type="checkbox"/> program/activity/trip plan <input checked="" type="checkbox"/> itinerary card <input checked="" type="checkbox"/> assessing teacher/leader readiness form <input checked="" type="checkbox"/> parental consent and acknowledgement of risk form <input checked="" type="checkbox"/> other: <i>Draft Budget</i>
<input checked="" type="checkbox"/> volunteer consent/acknowledgement of Risk Form <input type="checkbox"/> volunteer driver authorization form <input type="checkbox"/> service provider proposal, agreement and/or contract <input type="checkbox"/> passenger list form <input type="checkbox"/> completed Field Trip Checklist attached

Evaluation
Criteria for success of Field Trip experience: Student evaluation, continued participation in a high school music program, involvement in community music, inspiration to pursue music passions, experience professional music standards and opportunities
Process to determine success: student evaluation/feedback, continued student monitoring, parental feedback

Name of Lead teacher: (print) Katia Georgeson	Date: (Y/M/D) <i>2023/01/30</i>	Signature:
Name of Administrator: (print) Darlene Bragg-Hounsell	Date: (Y/M/D) <i>2023/01/30</i>	Signature: <i>D. Bragg-Hounsell</i>
Additional Approval: (if needed)	Date: (Y/M/D)	Signature:

Personal information contained on this form is collected under the authority of the School Act for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator.

DRAFT - SMS 8/9 Band Trip Itinerary – Niagara Falls MusicFest Canada May 2023

Date	Time	Schedule
May 11th	17:00	Meet at Terrace Airport
	18:35 (Group 1) 19:20 (Group 2)	Evening/overnight flight to Vancouver
	21:40 (Group 1) 22:35 (Group 2)	Evening/overnight flight to Toronto
May 12th	6:00 – 8:30	Arrival and Breakfast in Toronto Airport
	8:30-9:00	Bus to Canada’s Wonderland
	9:00 – 16:00	Canada’s Wonderland
	16:00 – 17:00	Bus to Hotel <i>Novotel Toronto Downtown</i>
	17:00	Supper
	19:00	Hotel down-time
May 13th	9:00 – 10:00	Breakfast at hotel
	10:00 – 14:00	Walk to Shopping Mall
		<i>Potential other activity?</i>
	17:00 – 18:30	Walk to Dinner close to Roy Thomson Hall
	18:30 – 21:30	Walk to Toronto Symphony Orchestra Concert (Roy Thomson Hall)
	22:00	Walk back to Hotel <i>Novotel Toronto Downtown</i>
May 14th	7:30 – 8:30	Breakfast in Hotel
	8:30 – 10:00	Bus to Niagara Falls
	10:30 – 15:00	Niagara Falls Tourism <i>(walking/local transit)</i>
	15:00	Check-in to Hotel <i>Skyline Hotel & Waterpark</i>
	16:00	Supper
	17:00	Fallsview Indoor Waterpark <i>(inside Skyline Hotel)</i>
		Return to Hotel <i>(walk)</i>
May 15th	8:00 – 9:00	Breakfast in hotel
	9:00	Walk to Festival <i>(Niagara Falls Convention Centre – Canada Side)</i>
	9:30-11:30	watch performances
	12:00 – 14:00	SMS Festival Performance
	14:00 – 15:00	Late lunch
	16:00	Bus to Toronto Hotel <i>Four Points by Sheraton Toronto Airport Hotel</i>
	18:00	Down time at hotel / Supper
May 16th	7:30	Walk to Airport
	9:00 (Group 1) 12:00 (Group 2)	Flight Toronto – Vancouver
	13:35 (Group 1) 17:05 (Group 2)	Flight Vancouver – Terrace

Estimated Costs:

Based on 60 students and 8 chaperones

Donations and fundraising continue to be applied for/completed. Note that some costs will be lowered/removed.

	Price per person
Hotel – 4 nights	\$255
Flights	\$1000
Toronto Symphony Orchestra	\$0
Spending Money – not required	\$150 (max)
Food	\$250
Canada’s Wonderland	\$68
Fallsview Indoor Waterpark	\$42
2 Buses Toronto to Niagara	\$35
2 Buses Niagara to Toronto	\$35
2 Buses Airport to Canada’s Wonderland and To Toronto Hotel	\$45
Niagara Falls Tourism (Wonder Pass) <i>Journey Behind the Falls, Niagara’s Fury, Butterfly Conservatory, Power Station and Tunnel, WEGO Bus Passes, Incline Railway Access</i>	\$50
MusicFest Festival Registration Fee	\$110
Cost to cover Substitute Teachers (x3)	TBD
Insurance	TBD
Total	\$1800

Fundraising Plans to lower student costs:

Fundraisers

- | | |
|--|-------------------------|
| - Bottle Drives (Sept/Oct/Nov/Jan/Feb/March/Apr) | Cookie Dough Sales |
| - Chocolate Sales | Coffee Sales |
| - Bake Sales/Canteen Sales | Raffles |
| - 50-50 | Concerts / Performances |
| - Markets | Telethon |
| - More to be decided | |

Donations

Letters are being sent to local businesses requesting donations for any of the following to support the upcoming trip:

- o General monetary donations
- o Item donations for raffles/silent auctions/online auctions
- o Sponsor a student
- o Fund an experience (ex. Toronto Symphony Orchestra concert)
- o Cover MusicFest Registration fees



BOARD APPROVAL IN PRINCIPLE – LEVEL FIVE FIELD TRIPS

School Name: Caledonia Secondary School

Class / Group: Concert Band, Jazz Band, Choir

School Administrator: Keith Axelson

Destination: Niagara Falls (MusicFest Canada)

Approx. Departure Date: May 17th

Approx. Return Date: May 22nd

Lead Teacher: Jacquelynn Amendt Contact Telephone Number: [REDACTED]

Number of Students & Chaperones Participating in Field Trip (provide breakdown):
50 students and 5 chaperones

Estimated Field Trip Anticipated Cost per Student:
\$1800

Anticipated Sources of Funding: A combination of fundraising and student/parent funded

Fundraising Plans: World's Finest Chocolate Sales, Raffle tickets, Telethon, Spring Swing, canteen sales, and Bottle Drives

Plan(s) in place for students wishing to participate who have financial restrictions:
We have an angel fund within the program that supports students in this position. We plan to help with a portion of their deposits

How will all students have equal access for the selection process to participate in this Field Trip ensuring a fair/equal access?:

Rehearsals/classes are offered outside of school time so it allows for many students to participate and prepare.

All students willing to do the work are welcome. I do ask for the first initial deposit so i know my numbers for booking flights and hotels.

Board Approval in Principle Received: REGULAR BOARD MTG. (Yes / No)

Board Meeting Date & Motion: JANUARY 25, 2023



Field Trip Application Form – Level 2-5
Overnight, Moderate Risk, Outdoor Adventure, Out of Province
School Name: Caledonia Secondary School
Coast Mountains Board of Education SD 82

Destination: MusicFest Canada, Niagara Falls, Ontario			
Departure Date: May 16 2023	Departure Time: 19:20	Return Time: 11:06	
Lead Teacher: Jacquelynne Amendt			
Phone: (306) 596-8093		Email: jacquelynne.amendt@cmsd.bc.ca	
Area of study: Music		Purpose of trip: National Music Competition	
Grade: 10-12	# of students: 56	# of Male: 25	# of Female: 35

Names of supervisors:	Staff (S) Volunteer (V) Other (O)	Gender: Male/Female
Lead Teacher: Jacquelynne Amendt	S	F
Other Supervisor: Jodi Casselman	V	M
Other Supervisor: Amber Ashenhurst, Lynn Parker, Patricia Fowler	V	F
Other Supervisor: Ian Miller	V	M
Total Number of Supervisors: 6		
Name of Service Provider if applicable: Ellison Tours	Contact Person: Tasha Whitfield	Phone:

Transportation (check all that apply)		Estimated cost of trip:
<p>Method</p> <input checked="" type="checkbox"/> walking <input checked="" type="checkbox"/> school owned bus/van <input checked="" type="checkbox"/> public transport <input type="checkbox"/> charter bus <input checked="" type="checkbox"/> 15 passenger van <input type="checkbox"/> rental van <input type="checkbox"/> by service provider <input type="checkbox"/> transport not provided; participants responsible for own <input checked="" type="checkbox"/> other (specify): Airplane: Westjet	<p>Driver</p> <input checked="" type="checkbox"/> professional driver <input type="checkbox"/> volunteer driver (staff/other supervisor) <input type="checkbox"/> volunteer driver/student <input type="checkbox"/> other (specify):	<p>Sources of funding (ie. cost/student/other sources – if so accommodated Student/family funded and many fundraising opportunities)</p> <p>Equal access for all students: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attached</p> <p>Special Needs Addressed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> See attached</p> <p>Alternative Activity non-participants: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Contingency Plan: <small>All students attending this trip are members of the music committee</small> Students have been fundraising since September in preparation for this trip.</p>

Educational Value:

Goals and/or Student Learning Outcomes: To compete at a national level, work with world class clinicians, and travel another part of our country

Activity that will occur (or attach Program/Activity/Trip Plan) See attached itinerary

Student preparations (eg. knowledge, skills, attitudes, fitness) Attend weekly rehearsals, month concerts and individual practice

Follow-up activity that will occur: Final concert and banquet when we return.

Safety Guidelines: I am familiar with relevant board policies, district procedures and the *YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences (2005)*: Yes No

Safety Plan: Briefly describe (or attach in Detailed Trip Plan) the risk assessment and safety planning process to address key risks related to the following

Environment (eg. weather, terrain/site, wildlife): See attached plans

Activity (eg. transportation, outdoor pursuits/aquatic specific): See attached plans

Group (eg. clothing, equipment, water, food, behaviour): See attached plans



Overnight, Moderate Risk, Outdoor Adventure, Out of Province

Supervision Plan: Briefly describe the supervision processes to be used. (Eg. large or small group setting(s), lead/sweep, head counts, buddy system, level of supervision (constant visual, on-site, in the area), other elements of supervision plan as relevant.) There will be a buddy system when students explore the parks and city.

Each chaperone will be in charge of roughly 10 students that need to check in before and after each
Cell phone numbers will be shared amongst chaperones and myself. Head counts before and after each

Volunteer Plan if relevant: Background Check Reference Check Criminal Record Check

Process to identify, screen if/as appropriate and brief re roles and responsibilities. (eg. briefing to be conducted when, where, how, by whom) Updated criminal record checks will be done by the end of next week

Emergency Plan: First Aid kit(s) stocked and carried/accessible First Aid Repair Survival

Emergency communications equipment carried and/or accessible: check any/all that apply

telephone cell phone satellite phone radio none other (specify)

Name of **Primary First Aider**, if relevant: Jacquelynne Amendt Certification Held: _____

Name of **School Contact 24/7:** Joe Dominguez Phones: (H) - _____ (W) (250) 635-6531 (C) [REDACTED]

Attachments checklist: check all that apply and attach to this form:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Program/activity/trip plan | <input type="checkbox"/> Volunteer consent and acknowledgement of risk form |
| <input type="checkbox"/> Itinerary card | <input type="checkbox"/> Volunteer driver authorization application form |
| <input type="checkbox"/> Assessing Teacher/Leader Readiness Form | <input type="checkbox"/> Service provider proposal, agreement and/or contract |
| <input type="checkbox"/> Parental consent and Acknowledgement of Risk Form | <input type="checkbox"/> Passenger list form |
| <input type="checkbox"/> Other (specify): _____ | <input checked="" type="checkbox"/> Off-site Experience Checklist |

Evaluation:

Criteria for success of Off-Site experience: Student evaluation, continued participation in a high school music program, involvement in community music, inspiration to pursue music passions, experience professional m

Process to determine success: _____
Student evaluation/feedback, continued student monitoring, parental feedback.

Name of Lead teacher: (print) Jacquelynne Amendt	Date: (D/M/Y) 15/02/23	Signature:
Name of Administrator: (print) <u>KEITH AXELSON</u>	Date: (D/M/Y) <u>15/02/23</u>	Signature:
Additional Approval (if needed print name/title)	Date: (D/M/Y)	Signature:

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Niagara Falls Details

1. Safety

- I have selected 5 chaperones who have an updated CRC
- Chaperones will have groups of 8-10 that will need to check in with them at arrival and departures of each location. Chaperones will have the numbers of the students in their group. (I will have all students contact if available)
- When exploring the city or breaking into activities students need to be in groups of 3 or more. Each group of 3 will need to have a student in that group with a working phone.
- Before the trip I plan to get updated information on student's medical needs. ie: allergies, asthma, heart conditions, etc. (if I have access to it) I hope to keep this information confidential and on my person at all times while we travel
- I always travel with a mini first aid kit. I will pack 1 for each chaperone as well
- Students are staying a maximum of 4 to a room, with at least 1 student they feel safe with. Girls and boys are separated. Trans gender students are in rooms with the gender they identify with.

2. Clothing/Equipment

- Music uniform: Black collared shirt (provided), black pants/skirt, black shoes
- Comfortable clothing for walking and travel; sweats, leggings, loose jeans, etc.
- Walking shoes
- Light jacket
- Instrument
- Music

3. Food

- Breakfasts and Suppers are included in initial payment of trip
- Students will need to bring at least \$80 - \$100 to pay for lunches or snacks

4. Behaviour

- Inappropriate school behavior will not be tolerated on this trip
- Students who have been suspended this current school year for fighting, bullying, drug use, are not permitted to attend the trip.
- Any illegal activity that occurs on this trip will result in a flight home at the student/parent expense.
- Students who struggle to meet at checkpoints on time, wander off alone, sneak out of hotel room at night, will have a chaperone shadow for the remainder of the trip.

5. Transportation

- Travel by plane from Terrace to Toronto
- Travel by school bus from Toronto to Niagara Falls
- Travel by city transit and by foot while in Niagara Falls
- Travel by school bus from Niagara Falls to Toronto
- Travel by city transit and by foot while in Toronto
- Travel by school bus to Canada's Wonderland
- Travel by plane from Toronto to Terrace

6. Activities

Activities are still in discussion amongst the parent planning committee and myself, but our top contenders are:

1. Canada's Wonderland
2. Made of the Mist
3. Clifton Hill
4. Ripley's Aquarium
5. Royal Ontario Museum

7. Itinerary

Day 1 May 17th

Travel Day

Drive bus from Toronto Airport to hotel in Niagara

If we find flights that are early enough in the day we can make the Armed Forces wind band Performance for 8:30

Day 2 May 18th

8:30-10:00: Big Breakfast

10:00-12:00: festival

registration/preparation?

12:30: **Wind Ensemble Performance**

Festival Clinician

2:00: Late lunch

3:30: **Jazz Band Performance**

Festival Clinician

4:30: *Activity*

6:30: Dinner

8:00: Downtime at hotel

Day 3 May 19th

8:00-9:00: Breakfast

10:00: **Kermode Choir Performance**

Festival Clinician

11:30: **Vocal Jazz Performance**

Festival Clinician

12:30 Lunch

1:30: Honour Choir Performance
(provided by festival)

2:30-5: *Activity and snack!*

5:30: Conn Selmer Jazz Band (provided by festival)

7:00: Supper

8:30: Downtime/group hang in hotel?

Day 4 May 20th

Travel to Toronto

Check into hotel

Lunch

Activity

Dinner

Musical and/or Concert

Day 5 May 21st

Canada's Wonderland for this Day

Day 6 May 22nd

6:30 am: Travel home



MEETING AGENDA ITEM #11.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	Mid-Year Update – 2022-2027 Strategic Plan		

Background/Discussion:

As previously noted in the meeting agenda package, the newly elected Board developed an Annual Work Plan to guide and prioritize their work for the coming school year.

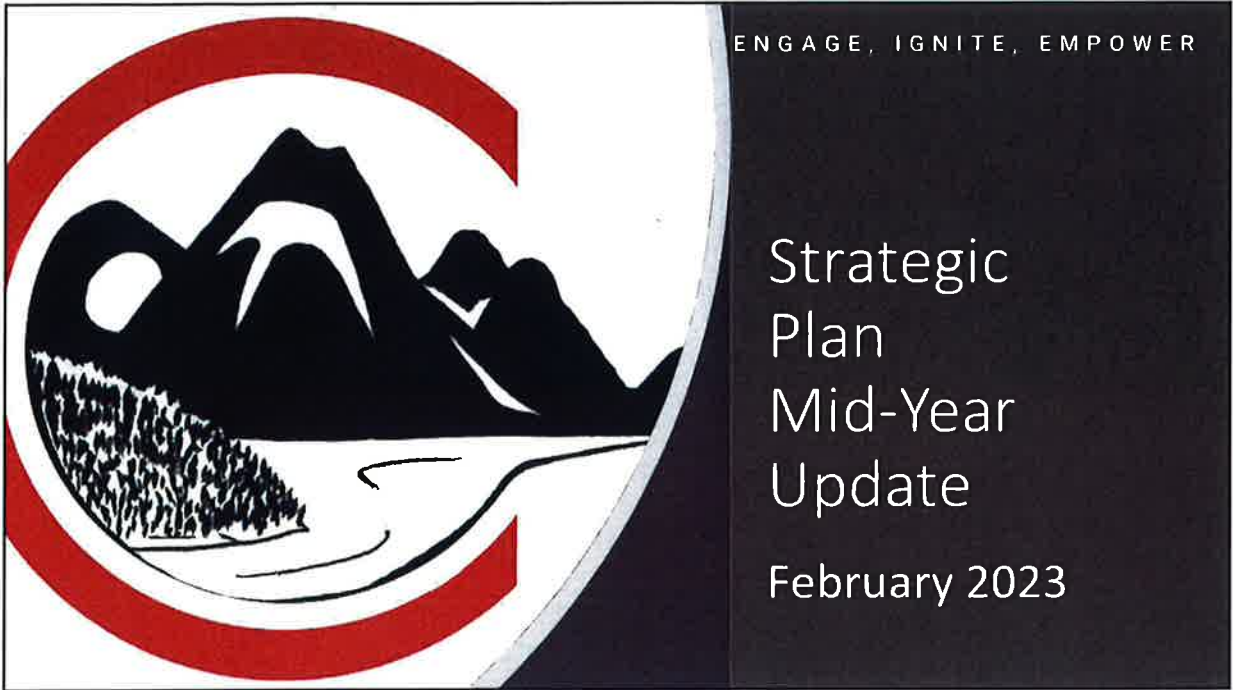
Included in the Annual Work Plan for the month of February is the Mid-Year Update on the progress made towards achieving the goals of 2022-2027 Strategic Plan for the Board's consideration and approval.

Superintendent Callaghan will provide a PowerPoint presentation for Board's information at the February 22 Regular Board Meeting sharing the mid-year update for the Strategic Plan as referenced in the attached slide deck.

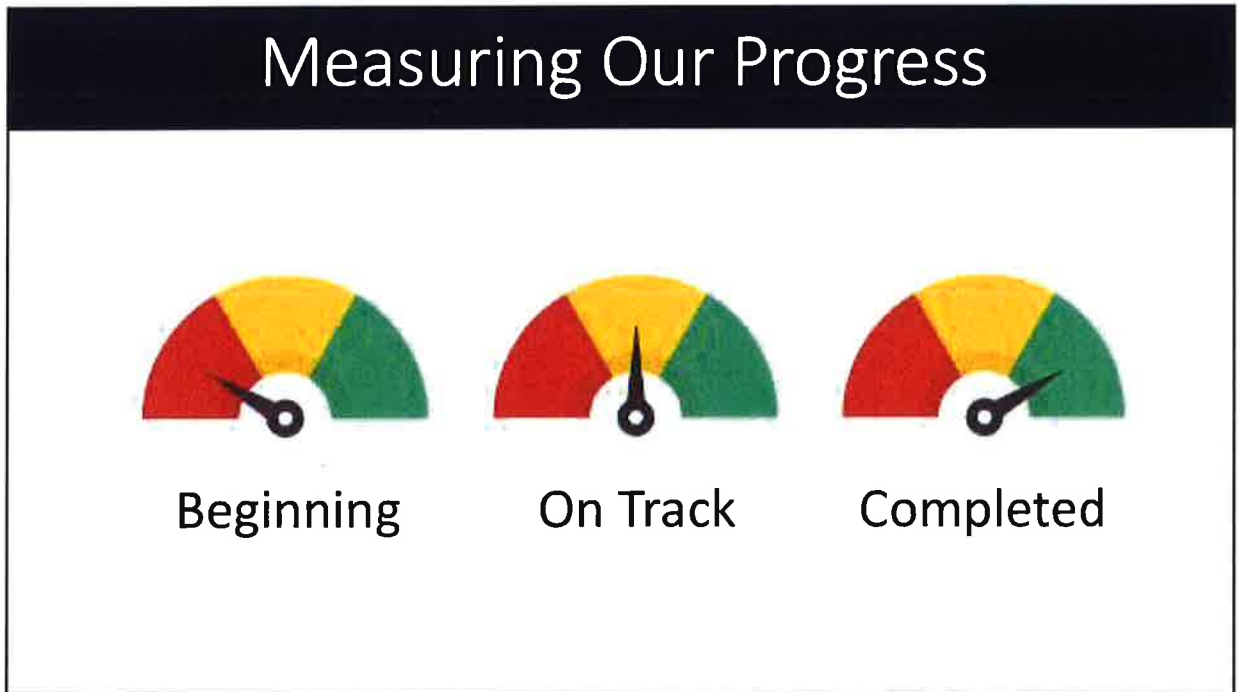
Recommended Action:

THAT the Board approve the Mid-Year Update for the 2022-2027 Strategic Plan as presented by Superintendent Callaghan.

Presented by: Superintendent of Schools



1



2



Goal - All students will realize their full potential

3



Goal – All students will realize their full potential

Action	Progress
Engage district champions in the development of a K-3 Literacy strategy.	
Create an electronic dashboard to support access to student and school level evidence of learning & well-being.	
Develop a district strategy to support the use of student evidence from district & provincial assessments.	

ENGAGE, IGNITE, EMPOWER

4

Goal – All students will realize their full potential

Action	Progress
In collaboration with provincial partners, engage in a robust teacher recruitment strategy in an effort to secure a full complement of outstanding educators for anticipated 2023-24 teaching vacancies.	
Enhance school district communications through an updated public facing website and staff intranet.	

ENGAGE, IGNITE, EMPOWER



5



Goal – We will honour and respect culture, diversity & inclusion

6



Goal – We will honour and respect culture, diversity & inclusion.

Action	Progress
In cooperation with local First Nations, develop comprehensive professional learning programming to support school district employees with Indigenous cultural competency.	
Increase the number of inclusion teacher mentors across the school district through facilitated professional learning.	

ENGAGE, IGNITE, EMPOWER

7

Goal – We will honour and respect culture, diversity & inclusion.

Action	Progress
Develop district professional learning resources that build capacity related to Inclusive Education and Sexual Orientation & Gender Identity (SOGI) concepts.	
Collaborate with school communities and local First Nations to create increased opportunities for students to engage in outdoor and land-based learning experiences.	

ENGAGE, IGNITE, EMPOWER

8



Goal – We will facilitate well-being across the district

9

Goal – We will facilitate well-being across the district.

Action	Progress
Develop a district learning resource to support the understanding and application of trauma-informed practices.	
Build system understanding of safe, caring and welcoming schools through the solicitation of student voice.	
Grow the professional capacity of school administration in compassionate systems leadership.	

ENGAGE, IGNITE, EMPOWER

10

Measuring Our Impact With Key Indicators at Year-End

- Foundational Skills Assessment at Grades 4 & 7
- Graduation Assessments at Grades 10 & 12
- District Literacy & Numeracy Measures
- Graduation Rates
- MDI & YDI Student Surveys (Select Indicators)
- Student, Parent & Teacher Voice
- Attendance
- Suspensions



11



MEETING AGENDA ITEM #12.1

Action: X Information:
Meeting: Regular Meeting Date: February 22, 2023
Topic: **Board Chair Report – February 2023**

Background/Discussion:

Attached for Trustees' information is the Board Chair's Report for the month of February 2023 respectfully submitted by Board Chair Margaret Warcup.

A monthly Board Chair Report will be provided for inclusion in the agenda package for future Regular Board Meetings.

Recommended Action:

THAT the Board receive for information the Board Chair Report for February 2023.

Presented by: Board Chair Warcup



BOARD CHAIR REPORT

FEBRUARY 2023 REGULAR BOARD OF EDUCATION MEETING

Since our last Regular Board Meeting there has been two Provincial level meetings. The first meeting was the BC Public School Employers' Association (BCPSEA) Annual General Meeting held on January 26 and 27 which our Board's Vice Chairperson and BCPSEA Board delegate will report on. I attended the virtual BCSTA North West Branch Meeting (BC School Trustees Association) held on February 6 where I presented as a member of the BCPSEA Board.

I attended with Trustee Edward Harrison the University of Northern British Columbia (UNBC) face-to-face strategic planning session held in Terrace on January 30. Discussion and input covered the need for UNBC providing teacher education opportunities in our communities. Discussion on the barriers for finding employees was highlighted including housing.

On February 9 and 10, I attended of the BCSTA Board Chairs Meeting and the Partner Liaison Meeting hosted by the Ministry of Education & Child Care, BCSTA and the BC School Superintendents Association (BCSSA) in Vancouver. Presenter, Dr. Jerome Cranston, Dean of Faculty of Education, University of Regina spoke on dismantling systemic racism in education. He also spoke on access for attaining education degrees and how entrance criterion has been changed in his faculty to enable access for Indigenous students to become qualified educators. I would like our Board to put this forward to UNBC to consider in their strategic planning and future actions.

Following the Terrace Teacher-Trustee Meeting held on January 23, my comment on wanting to meet to discuss the effectiveness and process of these meetings has been acknowledged with an invitation to meet with the Executive of Coast Mountain Teacher's Federation. This has not taken place yet but will be arranged.

There was a lot heard in the two days of meetings in Vancouver and the following are highlights of the two days.

The Board Chairs Meeting agenda covered a celebrity interview of BCSTA President Carolyn Broady and longest standing Board Chairperson and current BCPSEA President Alan Chell. They spoke on corporate governance roles and the importance of new trustee orientation and learnings on roles and responsibilities.

BOARD CHAIR REPORT *(continued)*
FEBRUARY 2023 REGULAR BOARD OF EDUCATION MEETING

Page 2

We heard an excellent presentation and question time with Lisa Zwarn on Roberts Rules of Order. There were many learnings and questions raised for me in this presentation that I share in bullet form below and look forward to utilizing as a Board as we accomplish our work. As Lisa stated many times, in governance it is important to establish processes that work for Boards in policies and procedures. Of note, Lisa is possibly available for us all as she is teaching with our local college.

- Do we want to work towards consensus at the table and use the process of Roberts Rules of Order only as needed when consensus is not attained?
- How do we have valuable informative discussions?
- Many Boards are moving to the use of consent agendas and how to be cautious in doing this.
- How to address determination of what issues come to the Board table?
- How to use a Roberts Rules of Order cheat sheet? She is going to share this document and I will share with our Trustees.
- Extensive discussion on In Camera Meetings and dealing with Trustees who speak on confidential issues outside of the meeting including how to call Trustees on having parking lot conversations.
- Making decision means Trustees need to be fully informed and so some Boards will do discussion and questions first before the motion is on the floor. The importance of the motion being clearly stated was stressed.
- Should there be time limits on agenda items? The consensus from the discussion was sometimes this is needed, but if used, be comfortable with moving the agenda item to another meeting or to a committee where more dialogue and information is shared. Also discussed is the importance of using a recess and time for Trustees to reflect and think. And how or should we use a cultural stick and/or how could we set up our positions around the table or circle.
- She stated strongly that governance protocol should state that Trustees cannot, if not in conflict, abstain from a vote. If you are in the room, you must vote.
- There was a discussion on the importance of policies and procedures in many areas such as equity, racism, communications, etc. Lisa shared an important policy area is the use of social media by Trustees and the use of personal or a school district phone to text between Trustees. It was noted a good practice is to not allow texting while in meeting, and in actual fact if one wished to, phone text messages can be asked for under the Freedom of Information (FOI) requests.
- How to have other stakeholders participate? Remembering the audience is observing, but not part of the debate. Have a protocol for presentations to the Board, as we do.

Jennifer McCrea, Assistant Deputy Minister then introduced what is occurring with the Ministry of Education and Child Care and BCSTA on anti-racism. The Minister of Education and Child Care, the Honorable Rachna Singh also pointed out the importance of this work in her remarks at the Partner Liaison meeting on the Friday.

BOARD CHAIR REPORT *(continued)*
FEBRUARY 2023 REGULAR BOARD OF EDUCATION MEETING

Page 3

A presentation then followed by Dr. Jerome Cranston on Contributing to a Society Can Each Thrive In: Dismantling Systemic Racism in Education. My best summary for this strong presentation was I heard verbally from him chapter by chapter the messages and learnings from the book, White Fragility by Robin DiAngelo provided to our Trustees by Superintendent Aaron Callaghan. This powerful thought-provoking presentation stressed the need for diversity in our staff and Dr. Cranston also spoke strongly about the need for mentorship and support for mentorship programs.

At the Partner Liaison Meeting, both the Minister of Education and Child Care and the Minister of State for Child Care spoke on their mandate and directions that are occurring provincially.

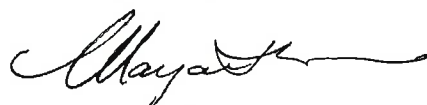
The agenda covered a presentation by Melanie Stewart, Assistant Minister and Vicki Phillips, Chief Executive Officer with the National Centre on Education and the Economy (NCEE). This presentation highlighted the strength of student voice and included several tabletop discussions where we shared how voice is being obtained. Ms. Phillips presented an overview of the International Youth Survey from 13 countries that captured youth common concerns, values and desire for engagement. The statistics and findings she presented will be shared by BCSTA in their communications and are also available on the NCEE website.

We heard a very important area for all Boards is the work being done by the Ministry, BCSTA and other partner groups on the School Trustee Code of Conduct. This project of developing a proactive approach to develop a province-wide criteria, practical guidance on common issues and training is ongoing. As a Board, we can give input to this process and it is urged that we review our Code of Conduct, our Oath of Office and from these our policies for remedy or actions if a code infraction occurs. Our staff attending the meetings on February 9 and 10 included our Superintendent and our Secretary Treasurer who now have the ideas/recommendations that came out of this presentation and discussions on their radar to support our Board in meeting this need. The presenters stated the importance of collaboration between the Board and senior staff as being crucial to this policy work in a meaningful way.

Another presentation was on the B.C. Tripartite Education Agreement (BCTEA) which was signed in 2018, Local Education Agreements (LEAs) and parent choice are all being consulted on within the declaration of an action plan. Our leadership will inform us more on this as the surveys and consultations by the province are done.

I welcome questions on my report.

Respectfully submitted by,



Trustee Margaret Warcup
Board Chairperson



MEETING AGENDA ITEM #12.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 22, 2023
Topic:	BCPSEA Delegate Report – Annual General Meeting, January 2023		

Background/Discussion:

The 29th Annual General Meeting (AGM) of the BC Public School Employers' Association (BCPSEA) was held January 26 and 27, 2023 in Vancouver at the Coast Coal Harbour Hotel.

Trustee Karen Jonkman participated in the AGM as the Board's BCPSEA Delegate and provides the attached report.

Recommended Action:

THAT the Board receive the BCPSEA Delegate Report for information.

Presented by: BCPSEA Trustee Delegate Karen Jonkman



BCPSEA DELEGATE REPORT

Annual General Meeting - January 26-27, 2023

I recently attended the BCPSEA (BC Public School Employers' Association) Annual General Meeting held in Vancouver on January 26 and 27, 2023

It was a full agenda, with business sessions, presentations, and speakers, including the Honourable Rachna Singh, Minister of Education. I have attached the agenda for your review.

Two new directors were elected to the BCPSEA Board of Directors:

- Northern Interior Region: Angie Delainey, School District 27 (Cariboo Chilcotin)
- Metro Region: Donna Sargent, School District 38 (Richmond)

Several updates to the BCPSEA Bylaws were approved during the Annual General Meeting:

- Various housekeeping items.
- Electronic voting.
- A Vice Chair term of three years was added.
- School District 42 (Maple Ridge-Pitt Meadows) was moved from the Fraser Valley to the Metro regional grouping.

The following resolution was passed:

“BE IT RESOLVED that BCPSEA continue to work with partners to develop ongoing and systemic supports for recruitment and retention based on regional needs.”

Northern Recruitment

BCPSEA is hiring a Northern Recruitment Specialist. A pilot project will be launched in four school districts: School District 82 (Coast Mountains), School District 87 (Stikine), School District 91 (Nechako Lakes) and School District 92 (Nisga'a). A collaborative working group of school districts, the Ministry of Education and Child Care, and BCPSEA will be formed. BCPSEA is overseeing coordination of the Labour Relations implications of offering hiring incentives with considerations of collective agreement language and the need for a Letter of Understanding. If this inquiry pilot is successful, it could be expanded into other areas of the province.

Seamless Day and Just B4 Child Care Programs

The Seamless Day and Just B4 Child Care programs have been expanded for the 2022-2023 school year. 33 school districts currently offer Seamless Day programs at 42 sites. The Just B4 program is operating in 28 school districts with 32 sites. Eight districts offer both the Seamless Day and the Just B4 programs.

BCPSEA DELEGATE REPORT *(continued)*
ANNUAL GENERAL MEETING – JANUARY 26-27, 2023

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Coordinated Legal & Arbitration Support Services (CLASS)

A new in-house legal counsel, Kristen Woo, has joined the BCPSEA. We now have two in-house lawyers. A new legal assistant, Kathy Shaben, has also started.

Regional Meetings

Starting in March 2023, BCPSEA will visit all seven of our regions. Human Resources leaders, Secretary Treasurers, Superintendents, Trustee Representatives and Trustees are invited to attend. Topics of discussion will include: BCPSEA priorities and progress, recruitment and retention, and labour relations issues. Scheduled regions and locations include Fraser Valley - March 1, Metro - March 3, Thompson Okanagan - March 8, Northern Interior - April 17, Vancouver Island/Coastal - April 24, Northwest - May 5, Kootenay Boundary - May 8.

Respectfully submitted,

Karen Jonkman
BCPSEA Delegate for the CMSD82 Board

Annual General Meeting 2023

Thursday, January 26, 2023

1. 7:30 a.m. – 8:30 a.m. **Registration** *Coal Harbour Ballroom Foyer*
2. 8:30 a.m. – 8:40 a.m. **Traditional Welcome** *Coal Harbour Ballroom
Chanel, Oaklynn and Dennis Thomas, Tsleil-Waututh Nation*
3. 8:40 a.m. – 8:45 a.m. **Welcome**
Alan Chell, Chair, BCPSEA Board of Directors
4. 8:45 a.m. – 8:55 a.m. **Welcome Greeting**
Honourable Rachna Singh, Minister of Education and Child Care
5. 8:55 a.m. – 9:05 a.m. **Greetings from the BC School Trustees Association**
Carolyn Broady, President
6. 9:05 a.m. – 9:25 a.m. **Board Chair Report**
Alan Chell, Chair, BCPSEA Board of Directors
7. 9:25 a.m. – 9:40 a.m. **CEO Report**
Bruce L. Anderson, CEO, BCPSEA
8. 9:40 a.m. – 10:40 a.m. **Business Session**
Alan Chell, Chair, BCPSEA Board of Directors
Jessica Li, Manager, Accounting and Payroll, BCPSEA
 - Report of 2021-2022 Audited Financial Statements
 - Presentation of the 2023-2024 Budget
 - Appointment of auditors
 - Debate of Proposed Resolutions
 - Nominations from the Floor (for elections to Board of Directors)
9. 10:40 a.m. – 11:10 a.m. **Refreshment Break** *Coal Harbour Ballroom Foyer*
10. 11:10 a.m. – 11:45 a.m. **Recruitment Trends and Challenges**
*Andrew Jang, Make a Future, and Linda Beddouche, Ministry of
Education and Child Care*
11. 11:45 a.m. – 1:00 p.m. **Lunch (provided)** *Coal Harbour Ballroom Foyer*
12. 1:00 p.m. – 2:00 p.m. **Conflict of Interest**
Chris Beneteau, Executive Director, ER & SI, BCPSEA
Sari A. Wiens, Partner, Harris & Company LLP
13. 2:00 p.m. – 2:45 p.m. **Case Law Update**
Matthew Larsen, Legal Counsel - CLASS, BCPSEA
14. 2:45 p.m. – 3:00 p.m. **Refreshment Break** *Coal Harbour Ballroom Foyer*
15. 3:00 p.m. – 3:10 p.m. **Role of the BCPSEA Trustee Representative**
Shirley Wilson, Vice Chair, BCPSEA Board of Directors
16. 3:10 p.m. – 4:00 p.m. **Regional Networking**

Friday, January 27, 2023

1. 7:30 a.m. – 8:30 a.m. **Breakfast (provided)** *Coal Harbour Ballroom Foyer*
2. 8:30 a.m. – 8:35 a.m. **Territorial Land Acknowledgement and Welcome**
Bruce L. Anderson, CEO, BCPSEA
3. 8:35 a.m. – 9:15 a.m. **Business Session**
 - Candidate Speeches
 - Elections
4. 9:15 a.m. – 10:00 a.m. **Support Staff and Teacher Bargaining Updates**
Leanne Bowes, Executive Director, Labour Relations (CB), BCPSEA
Alison Jones, Senior Manager, Labour Relations (CB), BCPSEA
5. 10:00 a.m. – 10:15 a.m. **Refreshment Break** *Coal Harbour Ballroom Foyer*
6. 10:15 a.m. – 10:45 a.m. **Exempt Compensation Update**
Chris Beneteau, Executive Director, ER & SI, BCPSEA
7. 10:45 a.m. – 11:15 a.m. **Seamless Day, JustB4, and Labour Relations Update**
Sonia Lachar, Executive Director, Labour Relations, BCPSEA
Warren Woodhurst, Director, Labour Relations, BCPSEA
8. 11:15 a.m. – 11:45 a.m. **Communication Strategies for Trustee Representatives**
Deneka Michaud, Chief Communications Officer, BCPSEA
9. 11:45 a.m. – 11:55 a.m. **AGM Summary**
Bruce L. Anderson, CEO, BCPSEA
10. 11:55 a.m. – 12:00 p.m. **Closing Remarks and Adjournment**
Alan Chell, Chair, BCPSEA Board of Directors
11. 12:00 p.m. **Lunch (provided)** *Coal Harbour Ballroom Foyer*

Course Schedule for Spring 2023

Course Title	Location	Date	Venue/Meeting Room
Webinar: Duty to Accommodate Alissa Perry	Online	February 22, 2023	Via Zoom
Investigating Employee Misconduct Debbie Craig & Tammy Sowinski	In-person Okanagan	March 8 & 9, 2023	Kelowna, Hollywood Road Education Centre
Webinar: Understanding the Grievance Process Sonia Lachar	Online	March 29, 2023,	Via Zoom
Foundations of Equity Diversity & Inclusion Beth Applewhite, Sonia Lachar	In-person	April 4, 2023 12:30 to 4:30 pm	BCPSEA office
Webinar: Refusal of Unsafe Work Hans Loeffelholz	Online	April 18, 2023	Via Zoom
Investigating Allegations of Harassment Suzanne Kennedy, Harris, and Alissa Perry	In-person	April 19 & 20, 2023	BCPSEA office
Facilitating Difficult Conversations Raj Dhasi, Justice Inst., and Sonia Lachar	In-person	May 3 & 4, 2023	BCPSEA office
Webinar: Productive Workplace Interactions Brad den Ouden	Online	May 10, 2023	Via Zoom
Disputes and the Collective Agreement Arianna Wills, Harris, and Warren Woodhurst	In-person	May 16 & 17, 2023	BCPSEA office
Professional Boundaries in K-12 Debbie Craig & Lisa Southern	In-person	May 26, 2023	BCPSEA office
Making the Right Hire Marne Jensen, Andrew Jang	In-person	June 9, 2023	BCPSEA office



STRATEGIC PLAN 2022-2027

MISSION

Supporting all learners to achieve their individual success while inspiring a passion for lifelong learning.

VALUES

Engagement, Culture, Diversity, Relationships, Equity and Well-Being.

VISION

Learning together, realizing success for all.

OUR GOALS

CREATE STUDENT SUCCESS

All students will realize their full potential.

DIVERSITY

Honour and respect culture, diversity and inclusion.

ORGANIZATIONAL WELLNESS

Facilitate well-being across CMSD82.



COAST MOUNTAINS
BOARD OF EDUCATION
SCHOOL DISTRICT 82

Engage, Ignite, Empower