



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

MONDAY, JANUARY 9, 2017 – 4 PM

School Board Office, Gold River, BC

A G E N D A

1. **CALL TO ORDER**
2. **REMEMBERING NATALIE JACK, ADMINISTRATIVE ASSISTANT, KYUQUOT SCHOOL**
3. **APPROVAL OF AGENDA**
4. **ADOPTION OF MINUTES**
 - a. Regular Meeting of December 12, 2016
5. **BUSINESS ARISING FROM THE MINUTES**
6. **PUBLIC INQUIRIES AND PRESENTATIONS**
7. **CORRESPONDENCE**
8. **REPORT OF THE CLOSED MEETING**
9. **TRUSTEE REPORTS**
 - a. School Reports
10. **UNFINISHED BUSINESS**
 - a. International Program Update
11. **NEW BUSINESS**
 - a. Board Committees 2017
 - b. 2016/17 Amended (Final) Budget
 - c. School Calendar 2017-2018
 - d. Spring Community Consultations 2016-2017
12. **SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT**
 - a. Enrollment Report
 - b. Operations Report
 - c. Finance Warrants
13. **TRUSTEE INQUIRIES**
14. **PRESS AND PUBLIC INQUIRIES**
15. **NOTICE OF MEETINGS**
 - a. Monday, February 13, 2017 - 4 pm – School Board Office
16. **ADJOURNMENT**

**Board of Education
Vancouver Island West School District 84**

"In partnership with our diverse communities, School District 84 will provide all students with a quality education relevant to the demands of a modern society."



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON MONDAY, DECEMBER 12, 2016, VIA TELECONFERENCE
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

TRUSTEES PRESENT: Kathy Kennedy, Chairperson (Gold River)
Jenniffer Hanson, Vice-Chairperson (Kyuquot)
Fern Eastcott (Tahsis)
Ken Pringle (Gold River)
Gwen Alsop (Zeballos)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer/Operations Supervisor
Annie James, Human Resources Administrator/Recorder
One Staff Member

CALL TO ORDER:

Chairperson Kennedy called the meeting to order at 4:10 pm.

APPROVAL OF AGENDA:

2016:R-060 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2016:R-061 MOVED: Trustee Pringle, SECONDED: Trustee Eastcott
AND RESOLVED:
"TO adopt the minutes of the Regular Board Meeting of November 14, 2016."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

a. Mr. Ken Lees, Vice-Principal, Gold River Secondary School

Mr. Lees opened by expressing what a privilege and honour it is to work in this community as Vice-Principal of Gold River Secondary School. There are 88 students enrolled this year, together with a relationship with the Tsawalk Learning Centre in Nanaimo. His primary responsibility is to work with students, school spirit and discipline and it is a work in progress. He has initiated a wrestling team with eight students registered, and they will be attending their first tournament in January with up to three more this year. The GRSS Single A basketball team faces tough competition on the Island because they play against students who are primarily in Grade 12, but they give their very best and hats off to Coach Steve Larre for donating his time. There are school spirit activities during the last two blocks of the last day of each month. September's was Orange Shirt Day with activities, in October everyone went skating, in November there were a number of activities, and on Thursday, Gold River Secondary is taking over the pool. The staff are rallying behind this in a very good way and everyone is participating, although some students take that as an opportunity to flee the nest. There is an international trip gearing up and an Ontario student exchange trip. All of the grads are set to graduate and Mr. Lee is putting the finishing touches to the renewed grad program and students will have to provide some tangible evidence of what they have been up to for the last 12 years, as well as what they are planning for their future. The students have an overall C+ average and 49 students have made the honour roll – with the help of very patient teachers who are providing ample support to students going into report card time so that they know the expectations and ways to

improve their grading. In his own words, "I can't gush enough about the staff and how they support students." As Mr. Lees is new to Gold River, everyone knows who he is before he knows them – and one of his real privileges is when parents stop him on the street to tell him that their sons and daughters are happy to get to school and happy to be there. Parents seem pleased with what is going on, although it is always a challenge to get them out to parent-teacher night, and a struggle to get Aboriginal parents to participate, not just this District but everywhere. Mr. Lees noted that, in his previous experience, most students were two generations away from residential schools but in Gold River, many of his students' parents attended residential schools so there is still some trauma in that regard. His personal experience was that it brought up painful memories for his mother, which has equipped him with some ideas of how to provide support in the short term. There are 12 students in the grad class this year and it will remain small for the next few years because Grades 8 and 9 currently make up almost half of the student body. Several of the grads are preparing for post-secondary education and Mr. Lees stressed the importance of preparing students much earlier, to ensure that they will be ready for English 12, a mandatory course for post-secondary. One of his motivations for redesigning or adding some layers to the Grad Transition Program is to better educate and prepare students for their future. The mandatory, four-credit program will teach students how to prepare portfolios for post-secondary institutions or the workforce, to include such things as a resume, cover letter, monthly budget, career research, community service, daily physical activity, etc. It will require them to do some educational research, look at the job prospects, look at the labour market, and start making some choices. He is very open to considering new creative course ideas, such as a video game class or a drone-flying class to prepare students for the future.

In summary, Mr. Lees stated that he is having a great experience in a great school that is very supportive of students in every way. He was a highschool dropout and experienced all of the social problems of his Aboriginal community and, together with his experiences in two provinces, has learned that the first requirement is unconditional love which the staff are trying to demonstrate to their students and to help them find their own way.

CORRESPONDENCE:

- Chair, SD41 (Burnaby)
- BC School Trustees' Association
- BCSTA
- Claire Trevena, MLA (North Island)
- Chair, SD5 (Southeast Kootenay)
- Chair, SD19 (Revelstoke)
- Chair, SD27 (Cariboo-Chilcotin)
- BCSTA
- Chair, SD23 (Central Okanagan)
- Chair, SD42 (Maple Ridge & Pitt Meadows)
- Chair, SD67 (Okanagan Skaha)
- Copy of Letter to Minister of Education Requesting Government to Call a School Trustee Election for Vancouver School Board As Soon as Possible
- Synopsis: October 2016 Provincial Council
- Bill 24 +- Societies Act
- Questions re Access to True High Speed, Broadband Internet in SD84
- Copy of Letter to BC Premier, Minister of Finance and Government House Leader, and Minister of Education re Government Firing of the Vancouver School Board
- Copy of Letter to Minister of Finance re Funding of Principal and Vice-Principal Compensation Improvements
- Copy of Letter to Minister of Education re Notice of Trustee By-Election
- BCSTA October 2016 Provincial Council – Evaluation Survey – Expense Claim
- Copy of Letter to Minister of Education re Implementation of the New Grade 10-12 Curriculum
- Copy of Letter to Minister of Education Requesting That an Election Date be Called Within Six Months Following the Government's Appointment of a Non-Elected Trustee
- Copy of letter to BCSTA to Support the President's Well Worded Comments Regarding the Firing of the Vancouver School Board with a Copy to All Other Boards of Education

- BCSTA · VISTA – BCSTA Elections Engagement Slides and Meeting Notes
- BCSTA · The Education Leader: Issue 11 – Elections Engagement Committee: Putting a Spotlight on Why Public Education is the Key
- BCSTA · BCSTA Update: Minister of Education Announcements: Teachers Get Extra Year to Test, Refine New Curriculum for Grades 10-12; Graduation Years Curriculum Implementation Timeline; Q&As: Graduation Years
- VIWTU President · Restored Language – Supreme Court of Canada’s Ruling in Favour of the BCTF
- BCSTA · Copy of Letter to Minister of Finance re Expectations for Funding Continuation and Outstanding Requests in Budget 2017
- Chair, SD69 (Qualicum) · Copy of Letter to Minister of Education Requesting that a By-Election be Held for Trustees of the Vancouver School District
- BCSTA · First Reminder: BCSTA Provincial Council Motions Due by Friday, January 13, 2017
- BCSTA · BCSTA Survey: School Trustee Attendance at the 2016 BCSTA AGM – Please Complete by December 15
- Chair, SD61 (Greater Victoria) · Copy of Letter to SD34 (Abbotsford) Board Chair Expressing Sincerest Condolences on the Recent Tragic Event at Abbotsford Senior Secondary
- Chair, SD81 (Fort Nelson) · Copy of Letter to Minister of Education and Minister of Finance re School District No.81 Exempt Staff Compensation
- Chair, SD57 (Prince George) · Copy of Letter to Minister of Education re the Province’s Recently Announced Rural Education Strategy
- BCSTA · Reminder: Statements of Disclosure to be Filed Between January 1 and 15
- Chair, SD61 (Greater Victoria) · Copy of Letter to BCTF President Extending Congratulations re BCTF 2016 Victory at the Supreme Court of Canada
- BC Public School Employers’ Association · BCPSEA 23rd Annual General Meeting – Registration and Submission of Proposed Resolutions
- Chair, SD72 (Campbell River) · Copy of Letter to Minister of Education Encouraging the Ministry to Seriously Consider Addressing the Issue of Students with Special Education Needs in Budget 2017

2016:R-062 MOVED: Trustee Pringle, SECONDED: Trustee Alsop
 AND RESOLVED:
“TO receive and file the correspondence.”

REPORT OF THE CLOSED MEETING:

Chairperson Kennedy reported that the Board discussed two land issues, one labour issue, and approved the School Board Office closure to the public from December 19-30, 2016.

TRUSTEE REPORTS:

a. Trustee Reports

Trustee Eastcott reported that Farm to School Lunch Program has started at Captain Meares School and this very well attended program provides a hot lunch every day. The staff enjoyed a Christmas dinner together on December 9th at Sally’s Grill, followed by a social and gift exchange at Tony and

Judy Ellis' home. Captain Meares is doing well, with 21 students at this time. The school will put on a community dinner on December 13th as part of the Christmas celebration.

Trustee Hanson reported that Kyuquot School is doing well this year. The 30th birthday celebration was awesome and everyone enjoyed a very nice and personal Christmas staff party on Friday at the Band-owned lodge.

Trustee Gwen reported that everyone enjoyed the Zeballos Christmas staff party at the school, with Jolene and Cory catering an amazing meal. The school provided turkey coupons and cards to all the staff and it was a very nice and relaxing evening. On Wednesday, there will be a potluck lunch and Christmas concert and then on Thursday, everyone will head off to Port McNeill for a skating party and a movie.

Chairperson Kennedy reported that the Gold River Secondary School basketball team are going great guns, and recently participated in a tournament in Ucluelet on December 9-10. Mrs. O'Reilly invited Chairperson Kennedy for lunch on Wednesdays, when students prepare a nutritious lunch of various kinds of meat, including elk, for a very nominal cost. The lunch program received the gift of a full elk and is using the meat to prepare many lunch specials. The Purdy's fundraiser was a great success, with \$3000 raised by the sale of \$10,000 worth of chocolates! Mr. Rockwell is pushing ahead as the leader/teacher for the SEVEC CANADA trip which will be here before we know it, and everyone looks forward to entertaining the students at a future Board meeting to hear of their adventures. Students and staff look forward to the Christmas break, sharing good times with family and friends, and making memories. School will re-open on January 3, 2017. Merry Christmas!

b. Enhancement Agreement Meeting

Trustee Alsop reported that the November 21st meeting in Zeballos focussed on the Pathways Program and preparing teacher guides and a survey for parents and students – the purpose of which is to improve and share the program, and measure its success. Everyone enjoyed the Pathways presentation by Missy Haynes of Gold River Secondary School. The annual review of the Enhancement Agreement will include the grade-to-grade transition rates, Pathways goals, surveys, and post-secondary transition rates. The next meeting is scheduled for February 6th at Zeballos School.

c. Learning Forward 2016 Conference

Trustee Hanson attended this annual conference for education partners, held at the Vancouver Convention Centre. Described by Trustee Hanson as 'massive' and the 'biggest thing she's ever been to', approximately 3000 attendees from all over North America enjoyed quality workshops and opportunities for deep learning. Trustee Hanson attended "Quality Collaboration and Community Building for Student Success", "Motivating Learning Through Growth Mindset and Essential Questions", "District-Wide Program Implementation", and "Proven Strategies That Work". Trustee Hanson really enjoyed the conference, making special note of the amazing organizational quality and the excellent keynote speakers.

UNFINISHED BUSINESS:

Nil.

NEW BUSINESS:

a. Employee Recognition and Service Awards

Chairperson Kennedy expressed appreciation for the service provided by the following employees who reached special milestones with the District, as of September 1:

10 Years:

- Arlene Coburn, Custodian and Noon Hour Supervisor, Zeballos School
- Eva Dearham, Learning Assistance Resource Teacher, Kyuquot School
- Janice John, Youth and Child Care Worker, Kyuquot School
- Janne Lake, Learning Assistance Resource Teacher, Gold River Secondary School
- Priscilla Jack, Library Assistant and Noon Hour Supervisor, Kyuquot School

15 Years:

- Ed McCormack, District Computer Technician

25 Years:

- Romeo Gaïga, District Carpenter
- Natalie Jack, Administrative Assistant, Kyuquot School
- Dana Plett, Teacher, Ray Watkins Elementary School

b. Actions for Learning Proposals

Actions for Learning projects have been funded by the District for the last 10 years and have become more and more popular each year. Starting out with two or three projects involving two or three people, there are now 11 projects underway with up to seven individuals in each group. These are small inquiry-based projects that bring teachers and administrators together to discuss what inquiry they would like to investigate, and then concluding their investigate with a summary report. Oftentimes, teachers will link that with pro-d funds or other funds in the District and may carry their inquiry project over two or three years. Other projects can be fairly simple, but all are focussed on student learning.

Projects for this year are:

- | | | |
|-------------------------------|--------------------------|------------------------|
| · Board Games Thematic | · Mindfulness ++ | · School Garden |
| · Culturally Diverse Contexts | · Outdoor Classroom | · TPRS (Storytelling) |
| · Experiential Education | · Outdoor Learning Space | · Wonder Child Inquiry |
| · Inclusive Education | · Raspberry Pi | |

SUPERINTENDENT/SECRETARY-TREASURER/OPERATIONS SUPERVISOR'S REPORT:

a. Enrollment Report

Enrollment is holding strong at 400 students and is following the District's trend of increasing through the fall, peaking around the end of November and then decreasing throughout the remainder of the year. Tsawalk continues to grow and Continuing Education is up and running with eight students in Kyuquot and more registrations expected from Zeballos once students have successfully completed 10% of their work, which is the criteria for Continuing Education registrants.

b. Operations Report

The Kyuquot playground has been completed at a cost of \$61,000, which was significantly less than the original budget, and many thanks to the Maintenance Department for pulling that project together under budget. The Captain Meares roof has been completed. A fair bit of funding has gone towards upgrading for the Next Generation Network and special thanks to the District's Computer Technicians who put in extra work to be sure that everything was ready when Telus arrived. A major lighting upgrade to LED lights will start this month at Ray Watkins. A meeting will take place to discuss the dust collection system and boiler system at Gold River Secondary, and a lighting upgrade at Kyuquot School is planned between now and the end of the summer. All of the usual maintenance work and business goes on each day, and much appreciation to the Maintenance Department for keeping on top of things in the District.

c. Finance Warrants

As at November 30, 2016, five months or 41.67% of the 2016/17 fiscal year, and three months or 30.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2016/17 Preliminary Budget amounts based on the Spring 2016 estimated enrollment for 2016/17. Final budget amounts will be updated in January 2017 once the final enrollments and final funding are confirmed by the Ministry of Education.

Note to readers: It is too early in the school year to accurately determine the trend for revenue and expenses for this November 2016 report. Also, budget amounts have not been adjusted for the actual September 30, 2016 enrollment nor any budget has been set up for the Nanaimo Learning Centre Alternate Program.

At the end of June 30, 2016, the District had an Operating surplus of \$1,092,000 carried forward from 2015/16 to 2016/17, of which \$693,000 has been allocated and \$399,000 is unallocated. To the end of November 2016, \$1,742,000 or 34.0% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted. To the end of November 2016, \$767,000 or 25.3% of the 2016/17 school year (LEA) Local Education Agreement has been recorded. To date, the School District has not received any payment from NTC for the LEA amount billed.

To the end of November 2016, the total salaries and benefits expenditure is trending slightly to a surplus amount of \$217,000 based on a prorated budget for the school year. The budget amounts shown are based on the Preliminary Budget that was approved in May 2016, and will be adjusted in January 2017.

To the end of November 2016, service/supplies expenditures are in a deficit amount <\$36,000> on a prorated budget basis. This is due to expenditures made for the Nanaimo Alternate Program; specifically, a \$73,000 one-time payment for rent was made. Note, this rental expenditure will be updated into the budget in January 2017. In total, expenditures to the end of November 2016 are in a small surplus of \$181,000 or 6.0% on a prorated basis. Note: For this finance warrant, the expenditures are estimated to be understated by approximately \$100,000 due to service/supplies expenditures and purchase cards expenditures not being recorded for November that has not been received nor processed, due to the early writing of this finance warrant. Based on strictly actual revenues less actual expenditures, the School District is recording a deficit of approximately <\$241,000> for the year to the end of November 2016. With appropriated surplus of \$692,000 included in the actual analysis, the November 2016 actual can be restated with as a surplus balance of \$452,000.

At the end of the 2015/16 fiscal year, the Annual Facility Grant (AFG) had a surplus of \$589,000 being brought forward to 2016/17. To the end of November 2016, the AFG has a surplus of approximately \$98,000 remaining. To date, \$731,000 of expenditures has been incurred to the end of November 2016. Major expenditures incurred in AFG are:

- \$18,000 for Salary and Benefit charge out from Operating
- \$20,000 for Ministry NGN upgrade
- \$7,000 for development of Capital Plan and Long Range Facilities Plan
- \$624,000 for the CMES Roofing
- \$61,000 for KESS Playground Equipment
- \$1,000 for various building renovations

Future major AFG and Capital projects include:

- continue with lighting fixture upgrades
- refurbishment of Zeballos teacherages (employee housing)
- dust collection system at GRSS wood shop
- boiler upgrade at GRSS from diesel fuel to wood pellet

To the end of November 2016, \$111,000 of funds is remaining on the ZESS Replacement School capital project. The District is seeking approval from the Ministry to utilize this balance to be used for the GRSS boiler upgrade.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

The VIWTU President noted that his letter to the Board was not added to the list of correspondence, which has since been corrected.

NOTICE OF MEETINGS:

The next public meeting of the Board of Education will be held at 4 pm on Monday, January 9, 2017 in the School Board Office. Given the time of year, some Trustees may be attending by video or teleconference, and the public is invited to attend. Any requests for additions to the agenda should be forwarded to the School Board Office two weeks prior to the meeting. Note: All Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

Chairperson Kennedy declared the meeting adjourned at 4:55 pm.

Merry Christmas!



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84
BOARD COMMITTEES 2017

Budget Committee –

CUPE Labour Management Committee –

CUPE Negotiating Committee –

District Earthquake Safety Committee –

District Mission and Goals Committee –

District Occupational Health and Safety Committee –,

District Policy Review Committee –

First Nations Education Liaison Committee –

Grievance Committee –

Joint Rental Accommodations Committee –

Scholarship Committee –

VIWTU Negotiating Committee –

Working Relations Committee –



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84
BOARD COMMITTEES 2016

Budget Committee – Board of Education, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

CUPE Labour Management Committee – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

CUPE Negotiating Committee – Trustee Kennedy, Trustee Eastcott (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

District Earthquake Safety Committee – Trustee Alsop, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator, Principal

District Mission and Goals Committee – ad hoc

District Occupational Health and Safety Committee – Trustee Eastcott, Trustee Pringle, Human Resources Administrator, CMESS Principal

District Policy Review Committee – Board of Education, Superintendent/ Secretary-Treasurer/ Operations Supervisor, Human Resources Administrator

First Nations Education Liaison Committee – Trustee Alsop, Trustee Pringle (Alternate), Superintendent/ Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Grievance Committee – Area Trustee, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Joint Rental Accommodations Committee – Trustee Hanson, Trustee Pringle (Alternate), Human Resources Administrator

Scholarship Committee – Trustee Kennedy, Superintendent/Secretary-Treasurer/Operations Supervisor, Principal

VIWTU Negotiating Committee – Trustee Pringle, Trustee Hanson (Alternate), Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator, Principal of Special Education, Student Learning and Technology

Working Relations Committee – Trustee Pringle, Trustee Eastcott, Superintendent/Secretary-Treasurer/Operations Supervisor, Human Resources Administrator

Vancouver Island West School District 84
ENROLLMENT REPORT 2016-2017
As of January 6, 2017

Grade	CMESS	GRSS	KESS	RWES	TSAWALK	ZESS	CONT ED	TOTALS
K	2			27		2		31
1	1		6	24		2		33
2	1		3	12		3		19
3	1		4	25		2		32
4	0		1	15		2		18
5	3		4	12		3		22
6	1		5	14		2		22
7	1		3	16	1	4		25
8	3	21	6		2	3		35
9	0	19	4		3	6		32
10	2	12	4		15	5		38
11	4	18	4		12	6		44
12	4	16	5		12	4	12	53
Totals:	23	86	49	145	45	44	12	404

CMESS - Captain Meares Elementary Secondary School

GRSS - Gold River Secondary School

KESS - Kyuquot Elementary Secondary School

RWES - Ray Watkins Elementary School

TSAWALK - Tsawalk Learning Centre

ZESS - Zeballos Elementary Secondary School

CONT ED - Continuing Education

The Board Of Education of School District No.84 (Vancouver Island West)
Office of the Assistant Secretary Treasurer

3821 Latimer Street
Abbotsford, BC, V2S 7K6

Phone: 604-302-5045
Fax: 1-866-445-3031
Email: Sheldon.Lee.SDBOC@telus.net



Date: January 1, 2017
To: Board of Education for School District 84 (Vancouver Island West)
From: Sheldon Lee, Assistant Secretary Treasurer
Subject: **December 2016 Financial Warrant Update for 2016/17**

1. *Executive Summary*

- 1.1. As at December 31, 2016, six months or 50.0% of the 2016/17 fiscal year, and four months or 40.0% of the school calendar year has elapsed. The budget amounts shown in this Finance Warrant report are the 2016/17 Preliminary Budget amounts based on the Spring 2016 estimated enrolment for 2016/17. Final budget amounts will be updated in January 2017 once the final enrollments and final funding are confirmed by the Ministry of Education.
- 1.2. Note to readers; it is relatively early in the school year to accurately determine the trend for revenue and expenses for this December 2016 report. Also budget amounts has not been adjusted for the actual September 30, 2016 enrollment nor any budget has been setup for the Nanaimo Learning Centre Alternate Program.

2. *Revenues*

- 2.1. At the end of June 30, 2016 the district had an Operating surplus of \$1,092,000 carried forward from 2015/16 to 2016/17. Of which \$693,000 has been allocated, and \$399,000 is unallocated.
- 2.2. To the end of December 2016, \$2,272,000 or 44.3% of the Ministry Operating Grant has been received. To date, the Ministry Operating Grant is trending appropriately as budgeted.
- 2.3. To the end of December 2016, \$1,534,000 or 50.7% of the 2016/17 school year (LEA) Local Education Agreement has been recorded.

3. *Expenditures*

- 3.1. To the end of December 2016, total salaries and benefits expenditure is trending slightly to a surplus amount \$198,000 based on a prorated budget for the school year. The budget amounts shown are based on the Preliminary Budget, that was approved in May 2016, and will be adjusted in January 2017.
- 3.2. To the end of December 2016, service/supplies expenditures is in a surplus amount of \$27,000 on a prorated budget basis.
- 3.3. Of note; the Nanaimo Alternate program, specifically a <\$167,000> onetime payment for rent and services was made. This rental expenditure will be updated into the budget in January 2017.
- 3.4. In total, expenditures to the end of December 2016 is in a small surplus of \$225,000 or 6.0% on a prorated basis.
- 3.5. Note; for this finance warrant, the expenditures is estimated to be understated by approximately \$100,000 due to service/supplies expenditures and purchase cards expenditures not being recorded for December that has not been received nor processed, due to the early writing of this finance warrant.

The Board Of Education of School District No.84 (Vancouver Island West)

Office of the Assistant Secretary Treasurer

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Email: Sheldon.Lee.SDBOC@telus.net



4. *Actual*

- 4.1. Based on strictly actual revenues less actual expenditures, the school district is recording a small surplus of approximately \$397,000 for the year to the end of December 2016. This is due mainly to approximately \$302,000 of January 2017 LEA revenue being recorded and billed in December.
- 4.2. With Appropriated surplus of \$692,000 included in the actual analysis, the December 2016 actual can be restated with as a surplus balance of \$788,000 less the net of the \$302,000 LEA January 2017 amount recorded in December.

5. *Annual Facilities Grant (AFG)*

- 5.1. At the end of the 2015/16 fiscal year, AFG had a surplus of \$589,000 being brought forward to 2016/17. To the end of December 2016 AFG has a surplus of approximately \$96,000 remaining.
- 5.2. To date \$732,000 of expenditures has been incurred to the end of November 2016. Major expenditures incurred in AFG are:
 - \$18,000 for Salary & Benefit charge out from Operating
 - \$20,000 for Ministry NGN upgrade
 - \$7,000 for development of Capital Plan and Long Range Facilities Plan
 - \$624,000 for the CMES Roofing
 - \$63,000 for KESS Playground Equipment
- 5.3. Future major AFG and Capital projects includes:
 - continue with lighting fixture upgrades
 - refurbishment of Teacherages (employee housing) at ZESS
 - Dust collection system at GRSS wood shop
 - Boiler upgrade at GRSS from diesel fuel to wood pellet

6. *ZESS Replacement School (Bylaw Capital)*

- 6.1. To the end of December 2016, \$111,000 of funds is remaining on the ZESS Replacement School capital project. The district is seeking approval from the Ministry to utilize this balance to be used for the GRSS Boiler upgrade.