



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

MONDAY, APRIL 11, 2022 – 4:00 PM

Board of Education Vancouver Island West School District 84

A G E N D A

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
 - a. Regular Meeting of March 16, 2022
4. **BUSINESS ARISING FROM THE MINUTES**
5. **PUBLIC INQUIRIES AND PRESENTATIONS**
 - a. Mr. Tim Huttemann, Principal, Zeballos Elementary Secondary School
6. **CORRESPONDENCE**
7. **REPORT OF THE CLOSED MEETING**
8. **TRUSTEE REPORTS**
 - a. School Reports
 - b. Working Relations Committee Meeting
 - c. Enhancement Agreement Meeting
9. **UNFINISHED BUSINESS**
 - a. Preliminary Budget 2022-2023
 - b. School Trustee Election .
10. **NEW BUSINESS**
 - a. Capital Plan Bylaw No. 2022/23-CPSD84-01
 - b. National Day for Truth and Reconciliation and School Calendar
11. **SUPERINTENDENT/SECRETARY-TREASURER'S REPORT**
 - a. District Update
 - b. Enrollment Report
 - c. Finance Warrants
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
 - a. May 9, 2022, 4 pm, Kyuquot Elementary Secondary School
15. **ADJOURNMENT**



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON WEDNESDAY, MARCH 16, 2022
VIA ZOOM**

TRUSTEES PRESENT: Arlaine Fehr, Chairperson (Gold River)
Jenniffer Hanson, Vice-Chairperson (Kyuquot)
Debbie Mann (Gold River)

TRUSTEE ABSENT: Allison Stiglitz (Tahsis)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer
Annie McDowell, Associate Director of Human Resources

CALL TO ORDER:

Chairperson Fehr called the meeting to order at 4:01 pm.

APPROVAL OF AGENDA:

2022:R-015 MOVED: Trustee Hanson, SECONDED: Trustee Mann
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2022:R-016 MOVED: Trustee Mann, SECONDED: Trustee Hanson
AND RESOLVED:
"TO adopt the minutes of the Regular Board meeting of February 14, 2022."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

Nil.

CORRESPONDENCE:

- BC School Trustees Association
- President, BC Hydro
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- Zeballos School
- BCSTA
- BCSTA
- Copy of Letter to Minister of Education re Responses to FNLC Letter on FSAs
- Copy of Letter to Chair, SD61 (Victoria), in Response to Concerns Regarding BC Hydro's Net Metering Program
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter of Thanks to Jackie Tegart, BC Liberal Party, for Contributions to Bettering Public Education
- Copy of Letter to Karin Kirkpatrick, BC Liberal Party, re Congratulations and Introduction to BCSTA
- BCSTA Weekly: Provincial Council Synopsis, AGM Nomination Kit, AGM Key Dates, Handwashing Lesson Plans, Growing Cultural Awareness in SD27, Does Anti-Racism Training Work, Letters, Pink Shirt Day, BCSTA Scholarships, The Learning Guide-Governance
- Copy of letter to Minister of Public Safety and Solicitor General and Minister of Education re Follow-up on Provincial Funding to Improve Access to Educational Programming in Correctional Facilities
- BCSTA Headlines: Daily News for School Trustees
- School Newsletter
- BCSTA Weekly: AGM Registration, AGM Motions, Lend a Hand at AGM, Codes of Conduct, Letters, Reminders, BCSTA Scholarships, The Learning Guide-Governance
- BCSTA Headlines: Daily News for School Trustees

- Minister of Education
 - BCSTA
 - First Nations Education Steering Committee
 - BCSTA
 - BCSTA
 - BCSTA
 - BCSTA
- Invitation to BCSTA to Join the Advisory Group on Provincial Assessment 3 (AGPA 3)
 - BCSTA Weekly: AGM Electronic Voting, AGM Nomination Kit, 2022 Budget Guide, Staffing Update, CSBA News, Great Big Crunch, Official Languages Survey Findings, Opinion – Who Needs School, Letters, Reminders
 - New Indigenous-Focused Graduation Requirement for BC Schools
 - BCSTA Headlines: Daily News for School Trustees
 - BCSTA Weekly: AGM Registration, AGM Motions, Lend a Hand at AGM, Codes of Conduct, Letters, Reminders
 - Copy of Letter to President, Canadian School Boards Association, re Climate Change Advocacy
 - BCSTA Weekly: AGM Speaker-Kendal Netmaker, AGM Voter Training, AGM Travel and Accommodations, AGM Registration, Candidate Questions, Indigenous Course Requirement Survey, CSBA Congress, BCCPAC News, Codes of Conduct, Climate Change Survey, Boards at Work-Inclusive Classrooms, Opinion-Indigenous Course Requirement a Good First Step, Letters, Reminders

2022:R-017 **MOVED:** Trustee Mann, **SECONDED:** Trustee Hanson
AND RESOLVED:
“TO receive and file the correspondence.”

REPORT OF THE CLOSED MEETING:

Three labour items were discussed. Chairperson Fehr will provide School Trustee coverage for the Zeballos School attendance area until the General School Election in October, and her phone number is posted on the District’s website. In-person Board meetings will resume in April, with the April 11 Board meeting in Zeballos, May 9 in Kyuquot and June 13 in Tahsis.

TRUSTEE REPORTS:

a. School Reports

Trustee Mann reported that the Ray Watkins Elementary School students are very excited about the new playground, which will be hopefully started before the summer. Mr. Cooper took his Grade 6/7 class downhill and cross-country skiing and was hoping to take the Grade 5/6 class cross-country skiing but, unfortunately, the bus was not repaired in time. The trip will be rebooked for March. For Valentine’s Day, teachers had their classes decorate envelopes and do a card exchange. For Pink Shirt Day, the K/1 class made wrinkled hearts and listened to “Have you Filled a Bucket Today” and had a class discussion about how to be kind to each other. The Grade 6/7 and 4/5 classes did lessons on bullying, and the Grade 1/2 class wore pink shirts, decorated pink shirt cut-outs and read a story about how Pink Shirt Day started.

b. Working Relations Committee Meeting

On March 7, the Committee met to discuss staff shortages, ways to increase staff morale, discretionary days next to ‘vacation’ days, setting a date for the annual staffing review meeting, and agreement to continue the meetings by Zoom for now. The next meeting is scheduled for April 25.

c. Enhancement Agreement Meeting

The Committee met on March 15 to talk about the equity review and next steps to include community visits, the Pathways Guide, the VIU courses that are underway, the special hiring program, individual student plans, student teacher program with VIU, the Haahuupa, and some community in-school items including the Zeballos School career visits and a bus issue raised by the Mowachaht/Muchalat First Nation. The next meeting is scheduled for April 25.

d. **Spring Community Consultation Meetings, February 22 and 23**

The Superintendent/Secretary-Treasurer reported that there was no feedback from the community consultation meetings.

e. **Vancouver Island School Trustees' Association Branch Meeting**

Trustee Mann attended the Spring VISTA meeting held by Zoom on March 5. The meeting started off with a performance by six comics called "Stand-Up for Mental Health". Some of the trustees were offended by the content and its sensitive subject matter.

The next presentation was brought forth by the Sooke Trustee Allison Watson and presented by Lori Adamson, an emergency room physician and a member of CAPE (Canadian Association of Physicians for the Environment). She spoke of the effects of climate change on mental health and her opposition of Fortis BC's climate change program for K-12, which has been added to some districts' curriculums. She expressed concern about the program and urged all districts to review their policies on sponsorship and donations.

There was a late motion added to the agenda prior to the business meeting regarding students attending and participating in the Annual General Meeting. Each VISTA branch may support them with the amount of \$500 towards their expenses.

The following reports were presented:

- President's Report - Thanking Gordon Li for helping organize the zoom meeting and reminding all districts about dues for VISTA and for districts to report any trustees who will not be running in the next election
- BCSTA IEC Janet Fraser - reported on Indigenous Education Committee
- BCSTA Director Tracey Loffler - reported on MOU with FNEESC underway and that a letter was sent to Minister Whiteside on the importance of FSA data
- BCSTA Liaison Gordon Li and Shelley Lawson - reported on what to expect at the AGM
- BCSPA Eve Flynn - reported on teacher bargaining

UNFINISHED BUSINESS:

a. **COVID Update**

The Superintendent/Secretary-Treasurer reported on the Summary of Provincial COVID-19 Changes for K-12, in effect on the first day of Spring Break:

- a return to classroom and learning environment configurations and activities that best meet learner needs
- no capacity limits for intra-school events for students, staff and necessary volunteers
- inter-school events or those with visitors to not exceed 50% capacity and can return to 100% capacity when the PHO Gatherings & Events Order is lifted (expected end of day April 7)
- schools do not need to keep a list of the date, names and contact information of visitors for communicable disease prevention purposes
- schools can return to routine pick up/drop off practices
- testing and self-isolation periods updated to align with current public health recommendations and practices
- mandatory masks no longer required, and a person's choice is to be supported and respected
- schools should make every effort to avoid field trips to venues/locations that place additional requirements that could prevent a person from being able to participate, particularly students

b. **Three-Year School Calendar**

The Superintendent/Secretary-Treasurer received no feedback on the draft three-year calendar, and recommended Board approval.

2022:R-018 MOVED: Trustee Mann, SECONDED: Trustee Hanson
AND RESOLVED:
"TO accept the three-year School Calendar as circulated."

c. **Preliminary Budget 2022-2023**

The Board agreed to take a moderate approach when building the operating budget, and an aggressive approach towards plans for the surplus.

NEW BUSINESS:

Nil.

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. **District Update**

The Superintendent/Secretary-Treasurer reported that, as the District is coming out of COVID, there are many more activities taking place in the schools and it is great to see the planning around upcoming student trips and activities. Everyone is looking forward to Spring Break and enthusiastic about things opening up in the schools.

b. **Enrollment Report**

The District enrollment held steady at 298 students this month.

c. **Finance Warrants**

There is 44% of the budget available for the remaining 32% of the fiscal year. The Superintendent/Secretary-Treasurer and Assistant Secretary-Treasurer will be meeting in early April to chart out teacherages, buildings, photocopiers, classroom resources, etc., and staffing levels around leadership, succession and enrolling/non-enrolling teachers.

TRUSTEE INQUIRIES:

Trustee Mann noted that she had attended the recent Early Years meeting and inquired The Children's Health Hub funding. The Superintendent/Secretary-Treasurer explained that the District is currently funding The Hub until June 30, and it will be up to the Board to decide if it should be included in the next budget.

PRESS AND PUBLIC INQUIRIES:

Nil.

NOTICE OF MEETINGS:

The next regular meeting of the Board of Education will be held on **Monday, April 11, 2022**, at 4 pm, at Zeballos Elementary Secondary School. The public is invited to attend. Any requests for agenda additions should go to amcdowell@viw.sd84.bc.ca two weeks prior to the meeting. Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

At 4:23 pm:

2022:R-019 MOVED: Trustee Hanson, SECONDED: Trustee Mann
AND RESOLVED:
"TO adjourn."

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 15th day of March 2022, is in effect for the 2022/23 fiscal year period of April 1, 2022 to March 31, 2023.

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

OF THE FIRST PART

AND: **the Board of Education of School District No. 84 (Vancouver Island Region West)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

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

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

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

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

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

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

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

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

2022/23 Annual Programs Funding Agreement for School District No. 84 (Vancouver Island Region West)

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

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

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

2. SCHEDULES

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

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

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

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

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Gold River Secondary	SEP - Electrical Systems Upgrade	\$450,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Captain Meares Elem-Secondary	SEP - Interior Renovations	\$795,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Gold River Secondary	CNCP - HVAC Upgrades	\$180,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Ray Watkins Elementary	CNCP - HVAC Upgrades	\$180,000	Proceed to design, tender & construction. To be completed by March 31, 2023.

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
9	C (64-69) with 0 wheelchair space(s)	\$155,815	Proceed to ordering the school bus(es) between March 21, 2022 and June 10, 2022 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC

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			website at http://www.astsbcc.org
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- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

- 4.01 The Board will:
- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2023;
 - iii) scope details are fully met upon completion;

- iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
 - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
 - c) procure the Project in accordance with the Capital Asset Management Framework;
 - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
 - e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:

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

6. PUBLIC ANNOUNCEMENTS

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

7. NOTICE

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

- a) if to the Board:

School District No. 84 (Vancouver Island Region West)
Box 100, Gold River, BC, V0P 1G0
Attention: Lawrence Tarasoff, Secretary-Treasurer
Email: ltarasoff@viw.sd84.bc.ca

- b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Mary-Anne North
Email: Mary-Anne.North@gov.bc.ca

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

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a

responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

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

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

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

2022/23 Annual Programs Funding Agreement for School District No. 84 (Vancouver Island Region West)

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

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

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 84 (Vancouver Island Region West) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

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

News Release

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

Signage

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

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

The steps from signage design to installation are as follows:

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

Official Ceremonies

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

Plaques

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

CAPITAL BYLAW NO.

**2022/23-CPSD84-01
CAPITAL PLAN 2022/23**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 84 (*Vancouver Island West*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the **2022/23** Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *April 11, 2022*, is hereby adopted.

This Capital Bylaw may be cited as *Vancouver Island West* Capital Bylaw No. **2022/23-CPSD84-01**

READ A FIRST TIME THE 11th DAY OF April 2022;
 READ A SECOND TIME THE 11th DAY OF April 2022;
 READ A THIRD TIME, PASSED THE 11th DAY OF April 2022

Board Chair

APPLY CORPORATE SEAL

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *Vancouver Island West* Capital Bylaw No. **2022/23-CPSD84-01** adopted by the Board the 11th day of April 2022.

Secretary-Treasurer



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK
SCHOOL CALENDAR
2022 - 2023**

SEPTEMBER 2022

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	

September

05 Labour Day
06 Schools Open
12 School Board Meeting
23 CI Day
30 School Not in Session

OCTOBER 2022

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					

October

07 Schools Not In Session
10 Thanksgiving
11 School Board Meeting
21 Provincial Pro-D Day

NOVEMBER 2022

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			

November

04 Schools Not in Session
11 Remembrance Day
14 School Board Meeting
18 Pro D Day

DECEMBER 2022

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

December

02 Schools Not In Session
12 School Board Meeting
16 Schools Not In Session
19 Schools close for Winter Break
26 In Lieu of Christmas
27 In Lieu of Boxing Day

JANUARY 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				

January

02 New Years Day
03 Schools Re-open
09 School Board Meeting
13 Schools Not In Session
27 Schools Not In Session

February

10 Schools Not In Session
13 School Board Meeting
20 Family Day
24 Pro D Day

FEBRUARY 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				

March

10 Schools Not In Session
13 School Board Meeting
20 Schools Closed Spring Break

MARCH 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	

April

03 Schools Re-open
07 Good Friday
10 Easter Monday
11 School Board Meeting
21 Pro D Day

APRIL 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

May

05 Schools Not in Session
08 School Board Meeting
19 Schools Not in Session
22 Victoria Day

MAY 2023

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

June

02 Pro D Day
12 School Board Meeting
16 Schools Not In Session
29 Last day of Instruction
30 Administration Day

JUNE 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	

Days in Session: 175
Days of Instruction: 168
Number of Hours of Instruction: Elementary 878/ Secondary 952
Minutes per Day: Elementary 329/Secondary 340

- Instruction
- Pro-D/ CI Day
- Schools Not in Session
- Statutory Holidays
- Board Meeting

Vancouver Island West School District 84
ENROLLMENT REPORT 2021-2022
 As of April 7, 2022

Grade	CMESS	GRSS	KESS	RWES	ZESS	CONT ED	TOTALS
K	0			15	4		19
1	2		4	13	3		22
2	5		2	9	4		20
3	2		2	7	3		14
4	4		5	11	6		26
5	1		3	21	4		29
6	2		6	17	4		29
7	1		2	9	4		16
8	1	15	5		1		22
9	2	11	2		2		17
10	2	20	4		4		30
11	1	17	4		3		25
12	0	18	6		3	5	32
Totals:	23	81	45	102	45	5	301

CMESS - Captain Meares Elementary Secondary School

GRSS - Gold River Secondary School

KESS - Kyuquot Elementary Secondary School

RWES - Ray Watkins Elementary School

ZESS - Zeballos Elementary Secondary School

CONT ED - Continuing Education

School District No. 84 (Vancouver Island West)
 Operating expenses
 Feb 28,,2022

OBJECT	DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	\$	REMAINING %	2021 %
-105	PRINCIPAL & VP SALARIES	974,191	1,518,423	544,232	35.84%	33.40%
-110	TEACHERS SALARIES	1,366,759	2,331,627	964,868	41.38%	37.40%
-120	SUPPORT STAFF SALARIES	508,700	815,035	306,335	37.59%	30.20%
-123	EDUCATIONAL ASST SALARIES	219,056	336,965	117,909	34.99%	45.20%
-130	OTHER PROFESSIONAL SALARIES	333,147	491,586	158,439	32.23%	26.90%
-140	SUBSTITUTE SALARIES	133,389	487,000	353,611	72.61%	613.90%
-200	EMPLOYEE BENEFITS	748,343	1,471,111	722,768	49.13%	45.60%
-310	SERVICES	337,674	685,784	348,110	50.76%	53.30%
-330	STUDENT TRANSPORTATION	61	38,500	38,439	99.84%	40.70%
-340	TRAVEL	204,202	486,614	282,412	58.04%	75.60%
-360	RENTAL & LEASES	0	3,000	3,000	100.00%	70.00%
-370	DUES & FEES	31,390	29,900	-1,490	-4.98%	4.30%
-390	INSURANCE	16,943	39,000	22,057	56.56%	66.70%
-510	SUPPLIES	453,384	813,591	360,207	44.27%	67.50%
-540	UTILITES	175,792	378,750	202,958	53.59%	43.70%
		<u>5,503,031</u>	<u>9,926,886</u>	<u>4,423,855</u>	<u>44.56%</u>	<u>43.40%</u>

The School District budget is very healthy and tracking appropriately.
 We received our final funding and have an operating budget of \$9,926,886 (prelim \$9,804,134).

Capital Projects

	Expenses	Funds Available		
CMESS	116,306	450,000	15,000	parking lot, energy systems
Kyuquot	390,249	605,000	350,000	modular classrooms exterior wall systems
CMESS	47,473	450000*	50,000	lighting
ZESS	1,889	100,000	5,000	lighting
Kyuquot	3,739	150,000	25,000	lighting
RWES	79,828	165,000	-	playground
	<u>639,484</u>	<u>-</u>	<u>1,470,000</u>	<u>445,000</u>

CMESS has \$450,000 for energy upgrades in total
 Haven't drawn more as there is 285,000 in funds drawn for AFG and not spent.
 Will draw out some funds before the end of March to cover playground and CMESS expenses

School District No. 84 (Vancouver Island West)
 Operating expenses
 March 31,,2022

OBJECT	DESCRIPTION	EXPENDITURE CURRENT YEAR	CURRENT BUDGET	\$	REMAINING %	2021 %
-105	PRINCIPAL & VP SALARIES	1,099,003	1,518,423	419,420	27.62%	25.30%
-110	TEACHERS SALARIES	1,599,439	2,331,627	732,188	31.40%	27.40%
-120	SUPPORT STAFF SALARIES	576,067	815,035	238,968	29.32%	21.10%
-123	EDUCATIONAL ASST SALARIES	253,951	336,965	83,014	24.64%	37.20%
-130	OTHER PROFESSIONAL SALARIES	373,948	491,586	117,638	23.93%	18.80%
-140	SUBSTITUTE SALARIES	161,113	487,000	325,887	66.92%	57.00%
-200	EMPLOYEE BENEFITS	923,116	1,471,111	547,995	37.25%	35.20%
-310	SERVICES	371,961	685,784	313,823	45.76%	49.90%
-330	STUDENT TRANSPORTATION	61	38,500	38,439	99.84%	29.60%
-340	TRAVEL	226,083	486,614	260,531	53.54%	68.90%
-360	RENTAL & LEASES	0	3,000	3,000	100.00%	0.70%
-370	DUES & FEES	31,445	29,900	-1,545	-5.17%	2.80%
-390	INSURANCE	17,215	39,000	21,785	55.86%	66.70%
-510	SUPPLIES	507,635	1,424,291	916,656	64.36%	62.40%
-540	UTILITES	223,552	378,750	155,198	40.98%	32.20%
		6,364,589	10,537,586	4,172,997	39.60%	35.40%

The School District budget is very healthy and tracking appropriately.

Capital Projects

	Expenses	Funds Available	Funds Drawn	
CMESS	116,799	450,000	300,000	parking lot, energy systems
Kyuquot	407,651	605,000	400,000	modular classrooms exterior wall systems
CMESS	47,521	450000*	50,000	lighting
ZESS	1,889	100,000	5,000	lighting
Kyuquot	3,739	150,000	75,000	lighting
RWES	79,828	165,000	165,000	playground
	657,427	- 1,470,000	995,000	

CMESS has \$450,000 for energy upgrades in total

AFG 87,937