

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
REGULAR BOARD MEETING
AGENDA**

**Wednesday, November 25, 2020, 6:00 PM
ONLINE MICROSOFT TEAMS MEETING**

Policy 2.6 Meetings and Board Operations

Subject matter is restricted to salary negotiations; personnel matters- acquisition, sale, lease, exchange, legal matters, confidential communication

Policy 2.4 Role of the Chair and Vice-Chair

The Chairperson, or designate, shall be the official spokesperson to the news media for the Board.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order. With great respect and humility, we acknowledge and honour the lands of the Snuneymuxw people. The Snuneymuxw people maintain their profound, unique and spiritual connection to the land through ageless traditions, teachings, stewardship and expressions of reciprocity.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

3. ADDITIONS

4. DELETIONS

5. CHANGE IN ORDER

6. APPROVAL OF THE AGENDA

That the Agenda be approved.

7. APPROVAL OF THE MINUTES

7.1. Minutes - October 27, 2020 and October 28, 2020

5

That the minutes from the Special Board of Education meeting held on October 27, 2020 and the Regular Board of Education Meeting held on October 28, 2020, be adopted.

8. SECTION 72(3) REPORT

- 8.1. Section 72(3) Report - October 28, 2020, November 18, 2020

17

That the Section 72(3) Report from the Closed Board meeting on October 28, 2020, and the Special Closed Board Meeting on November 18, 2020, be received.

9. ANNOUNCEMENTS AND REMINDERS

Annual General Meeting: December 2, 2020 at 5:00 pm.

Education Committee Meeting: December 2, 2020 at 6:00 pm.

Business Committee Meeting: December 9, 2020 at 6:00 pm.

Board of Education Meeting: December 16, 2020, at 6:00 pm.

Schools Close for Winter Break: December 19, 2020

Schools Reopen: January 4, 2021

10. PRESENTATIONS

11. CORRESPONDENCE

- 11.1. J. Dube

19

Re: Youth Group at Fairview School

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from J. Dube to staff for response.

- 11.2. DPAC

20

Re: FSA

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from DPAC to the Board Chair for response.

- 11.3. S. Schaap

21

Re: Give parents more options

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from S. Schaap to the Board Chair for response.

12. COMMITTEE REPORTS

12.1. Business Committee

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the demolition of the Franklyn Street Gym, located at 421 Franklyn Street, Nanaimo, BC.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write to the Cowichan Valley Regional District and Ministry of Transportation and Infrastructure requesting that they fund a crossing guard at École North Oyster at pickup and drop-off times to support student safety.

12.2. Education Committee

13. SENIOR STAFF REPORTS

13.1. Superintendent Scott Saywell

Re: COVID-19 Update

14. UNFINISHED BUSINESS

15. NEW BUSINESS

15.1. Chair McKay

Re: Recently Elected MLAs

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct the Board Chair to write a letter of congratulations to recently elected MLAs on behalf of the Board of Education.

15.2. Vice Chair Barron

23

Re: BCSTA Budget Feedback

16. FOR INFORMATION

16.1. Vandalism Report

116

16.2. Board Motions Report

124

16.3. Trustee Committee Reports

17. QUESTION PERIOD

Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

Individuals wishing to ask questions of the Board upon completion of Committee and Board sessions shall do so in writing on the form provided which includes their name, street address and email address. The individual will be asked to verify his/her self and be afforded the opportunity to read out their own question. Each individual shall be limited to one follow-up question upon receiving a response. Forms are available in the information rack near the entrance of the Board Room.

If the meeting is being held online, individuals wishing to ask questions of the Board shall type their question in the Q&A compose box on the right side of the screen and then select send. Your question will be read by the Board or Committee Chair.

Questions and responses will be included in the video of the meeting and the meeting minutes and will be part of the public record.

18. ADJOURNMENT

That the meeting be adjourned.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE SPECIAL BOARD MEETING

October 27, 2020

Trustees	L.M. Barron, Chair T. Brzovic S. Higginson G. Keller	B. Robinson C. O'Neill J. Stanley E. Wilkinson
Absent	C. McKay	
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer T. Davie, Deputy Superintendent	D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 pm.

2. ADDITIONS

There were none.

3. DELETIONS

There were none.

4. CHANGE IN ORDER

There was no change in order.

5. APPROVAL OF THE AGENDA

S20/10/27-01

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee O'Neill

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

6.1 Chair McKay

Re: Letter of Support - Rotary Bowl Track Replacement

S20/10/27-02

IT WAS MOVED BY Trustee Barron

IT WAS SECONDED BY Trustee Stanley

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter of support to the City of Nanaimo with respect to their application to the Community Economic Recovery Infrastructure Program for the track replacement at the Rotary Bowl.

CARRIED UNANIMOUSLY

6.2 Trustee Stanley

Re: Letter of Support - Yellow Point Ecological Society

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Higginson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter of support to the Yellow Point Ecological Society in support of their Yellow Point Trail project.

S20/10/27-03

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Brzovic

MOTION TO AMEND

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter of support to the Yellow Point Ecological Society and the Regional District of Nanaimo, in support of their Yellow Point Trail project.

CARRIED UNANIMOUSLY

S20/10/27-04

ON THE MAIN MOTION AS AMENDED

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter of support to the Yellow Point Ecological Society and the Regional District of Nanaimo, in support of their Yellow Point Trail project.

CARRIED UNANIMOUSLY

7. **ADJOURNMENT**

The meeting adjourned at 5:18 pm.

S20/10/27-05

IT WAS MOVED BY Trustee Higginson

IT WAS SECONDED BY Trustee Brzovic

That the meeting be adjourned.

CARRIED UNANIMOUSLY

Mark Walsh, Secretary-Treasurer

Charlene McKay, Chair

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE REGULAR BOARD MEETING

October 28, 2020

Trustees	C. McKay, Chair	B. Robinson
	L.M. Barron, Vice Chair	C. O'Neill
	T. Brzovic	J. Stanley
	S. Higginson	E. Wilkinson
	G. Keller	
Staff	S. Saywell, Superintendent/CEO	D. Burgos, Ex. Dir. of Communications
	M. Walsh, Secretary-Treasurer	K. Matthews, Manager Admin.
	T. Davie, Deputy Superintendent	Services

1. CALL TO ORDER

The Chair will call the meeting to order. With great respect and humility, we acknowledge and honour the lands of the Snuneymuxw people. The Snuneymuxw people maintain their profound, unique and spiritual connection to the land through ageless traditions, teachings, stewardship and expressions of reciprocity.

The Chair called the meeting to order at 6:01 pm.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

There were none.

3. ADDITIONS

Request from the Boys and Girls Club of Vancouver Island for a letter of Support be added as Item 15.1

4. DELETIONS

There were no deletions.

5. CHANGE IN ORDER

There was no change in order.

6. APPROVAL OF THE AGENDA

R20/10/28-01

That the Agenda be approved.

CARRIED UNANIMOUSLY

7. APPROVAL OF THE MINUTES

7.1 Minutes - September 23, 2020

R20/10/28-02

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Wilkinson

That the minutes from the Regular Board meeting held on September 23, 2020, be adopted.

CARRIED UNANIMOUSLY

7.2 Minutes - September 30, 2020

R20/10/28-03

IT WAS MOVED BY Trustee Barron

IT WAS SECONDED BY Trustee O'Neill

That the minutes from the Special Board meeting held on September 30, 2020, be adopted.

CARRIED UNANIMOUSLY

8. SECTION 72(3) REPORT

8.1 Section 72(3) Report - September 23, 2020

R20/10/28-04

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee O'Neill

That the Section 72(3) Report from the Closed Board meeting on September 23, 2020, be received.

CARRIED UNANIMOUSLY

8.2 Section 72(3) Report - September 30, 2020

R20/10/28-05

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Barron

That the Section 72(3) Report from the Special Closed Board meeting on September 30, 2020, be received.

CARRIED UNANIMOUSLY

9. ANNOUNCEMENTS AND REMINDERS

Education Committee Meeting: November 4, 2020

Statutory Holiday: Remembrance Day - November 11, 2020

Business Committee Meeting: November 18, 2020

Board of Education Meeting: November 25, 2020

10. PRESENTATIONS

11. CORRESPONDENCE

11.1 Krista Simpson, Chair Great Nanaimo Toy Drive

Re: The Great Nanaimo Toy Drive and NLPS

R20/10/28-06

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from Krista Simpson to staff for response.

CARRIED UNANIMOUSLY

11.2 A. Pounds

Re: Student Barriers

R20/10/28-07

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Wilkinson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from A. Pounds to staff for response.

CARRIED UNANIMOUSLY

12. COMMITTEE REPORTS

12.1 Business Committee

12.1.1 New Child Care Spaces Application

R20/10/28-08

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Higginson

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply for the Childcare BC New Spaces Fund through the Ministry of Children and Families for funding childcare expansion for up to five school sites.

CARRIED UNANIMOUSLY

12.1.2 Draft Policy 1.5 - Environmental Stewardship Policy

R20/10/28-09

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Stanley

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Environmental Stewardship as Policy 1.5

CARRIED UNANIMOUSLY

12.1.3 Draft Policy 2.7 - Policy Development and Draft Policy 2.17 - Public Participation

R20/10/28-10

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Updated Policy 2.7 - Policy Development and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

CARRIED UNANIMOUSLY

R20/10/28-11

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 2.17 – Public Participation and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

CARRIED UNANIMOUSLY

12.2 Education Committee

12.2.1 Correspondence from the NDTA re: FSA

IT WAS MOVED BY Trustee Brzovic
IT WAS SECONDED BY Trustee Stanley

That the Board of Education support parents' right to free and informed consent regarding their child's participation in the Foundation Skills Assessment through the direction to Principals to not contact parents in response to the withdrawal of their child from the Foundational Skills Assessment (for the school year 2020/21).

R20/10/28-12
IT WAS MOVED BY Trustee Keller
IT WAS SECONDED BY Trustee Stanley

That the motion be tabled to seek Legal Advice.

OPPOSED: Trustees O'Neill, Higginson, McKay, Wilkinson, Robinson

DEFEATED

R20/10/28-13
IT WAS MOVED BY Trustee Barron
IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) seek an external legal opinion to advise if the proposed motion would put the Board at risk.

OPPOSED: Trustees McKay, Wilkinson, Robinson, Higginson, O'Neill, Brzovic

DEFEATED

R20/10/28-14
IT WAS MOVED BY Trustee Barron
IT WAS SECONDED BY Trustee Stanley

Motion to Amend:

That the Board of Education support parents and **guardians'** right to free and informed consent regarding their child's participation in the

Foundation Skills Assessment through the direction to Principals to not contact parents in response to the withdrawal of their child from the Foundation Skills Assessment (for the school year 2020/21).

CARRIED UNANIMOUSLY

R20/10/28-15

On the motion as amended:

That the Board of Education support parents and guardians' right to free and informed consent regarding their child's participation in the Foundation Skills Assessment through the direction to Principals to not contact parents in response to the withdrawal of their child from the Foundational Skills Assessment (for the school year 2020/21).

OPPOSED: Trustees Higginson, McKay, Wilkinson, Robinson

CARRIED

IT WAS MOVED BY Trustee Stanley
IT WAS SECONDED BY Trustee Barron

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from the NDTA re FSA to the Board Chair for response.

IT WAS MOVED BY Trustee Higginson
IT WAS SECONDED BY Trustee Wilkinson

Motion to Amend:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from the NDTA re FSA to the Board Chair for response and request that future correspondence on the FSA's refrain from referring to the FSA's as tests or exams.

It was determined that this motion be a separate motion.

IT WAS MOVED BY Trustee Barron
IT WAS SECONDED BY Trustee Keller

Motion to Amend:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) request that future correspondence on FSA's are referred to as assessments.

OPPOSED: Trustees Higginson, Robinson, Stanley, O'Neill, Brzovic, McKay

DEFEATED

IT WAS MOVED BY Trustee Stanley
IT WAS SECONDED BY Trustee O'Neill

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer this matter to the Education Committee pending discussion at the TTLC meeting.

CARRIED UNANIMOUSLY

13. SENIOR STAFF REPORTS

13.1 Superintendent Scott Saywell

Re: District Review Story

Superintendent Scott Saywell shared the District Review Story which included presentations from Mike Lundine, Principal of Rock City Elementary, Andrea Davidson, Principal of Wellington Secondary and the Department of Learning Services. Additional presentations from the Departments of Human Resources, Facilities, Finance and IT will be presented during the November Education Committee meeting.

IT WAS MOVED BY Trustee Stanley
IT WAS SECONDED BY Trustee Higginson

Motion to extend the meeting to 9:15 pm.

CARRIED UNANIMOUSLY

IT WAS MOVED BY Trustee Higginson
IT WAS SECONDED BY Trustee Stanley

That this item be referred to the next Education Committee meeting for further discussion.

CARRIED UNANIMOUSLY

13.2 Secretary-Treasurer Mark Walsh

Re: Draft 2021-2022 Budget Timeline

This item was deferred to the November Business Committee meeting.

14. UNFINISHED BUSINESS

15. NEW BUSINESS

15.1 Chair McKay

Re: Request from the Boys and Girls Club of Vancouver Island for a letter of support

R20/10/28-14

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter of support to the Boys and Girls Club of Central Vancouver Island with respect to their application for Child Care Spaces Funding.

CARRIED UNANIMOUSLY

16. FOR INFORMATION

16.1 Vandalism Report

The Vandalism Report was received as information.

16.2 Board Motions Report

The Board Motions Report was received as information.

16.3 Trustee Liaison Committee Reports

The Trustee Committee Reports were received as information.

17. QUESTION PERIOD

There was one question from Lisa Cordasco: What further action will occur as a result of Item 11.2, the letter from Angela Pounds. The response to this question will be posted on the district website under correspondence.

18. ADJOURNMENT

The meeting adjourned at 9:03 pm.

R20/10/28-15

That the meeting be adjourned.

Mark Walsh, Secretary-Treasurer

Charlene McKay, Chair

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Closed Board Meeting October 28, 2020

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

C. McKay
L.M. Barron
S. Higginson
G. Keller
T. Brzovic
B. Robinson
J. Stanley
C. O'Neill
E. Wilkinson

Absent

N/A

General Decisions Made by the Board

- Personnel Matters
- Asset Management

General Matters Discussed by the Board

- Personnel Matters
- Asset Management

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Special Closed Board Meeting November 18, 2020

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

C. McKay

L.M. Barron (Attended from 4:08 – 4:15 pm)

S. Higginson

G. Keller

T. Brzovic

B. Robinson

J. Stanley

C. O'Neill

E. Wilkinson

Absent

N/A

General Decisions Made by the Board

- Personnel Matters

General Matters Discussed by the Board

- Personnel Matters

From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: FW: Youth group at Fairview school
Date: Monday, October 26, 2020 11:54:51 AM

On Oct 23, 2020, at 4:11 PM, Joy Dube <> wrote:

CAUTION: External Message

Hello Chantel:

My friend's child has enjoyed attending the Yourh Group associated with Compass Church at Fairview school.

She has been told that the group will be discontinued because the school board policy is not to allow community groups inside the school during the pandemic.

This is a very good group that provides after-school leadership and activities for children who need it.

The Compass church has been operating for the past six years at Fairview school. They do a wonderful job. Children from the neighborhood need this kind of support.

The leader of the group is a Mr Quentin Thomas, a very responsible and caring individual.

In these times of Covid when almost all after school activities are cancelled, I would like to suggest that the School board make an exception to the rule. All safety precautions will be respected by the group, I am sure of that.

Respectfully,

Joy Dubé, member of the community and retired teacher (from Quarterway School)

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Dear Trustees,

We are writing this letter in response to the conversations at recent board meetings regarding letters that have been sent to the board from the NDTA regarding the FSA.

We have never received any communication from Parents that says that they have been coerced by their schools Principal to ensure that their child takes the FSA.

We encourage the communication of factual information to be presented to Parents. We understand that this may be done by letter, by email, by phone call, by video conferencing, or in person. We understand that there are many instances where there is information presented that Parents do not fully understand or that needs further clarification and follow up. We want our Parents to have access to all of the information they need to make informed decisions for their children.

We also agree that the ranking of schools is not helpful or necessary, but that it is an inevitability due to the provincial wide assessment information presented which is available under the Freedom of Information. We know the FSA does not provide a full scope picture of learning which is why its intent has nothing to do with the ranking of schools or the evaluation of teachers. It is only meant to assess learning at a specific time to allow school districts to see where there potential areas that could use some improvement or extra attention. We know that the FSA is an assessment of learning, not an assessment for learning. It is a tool for districts to improve learning environments for students.

In Partnership,

Leanne Lee

DPAC SD #68 President

From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: Give parents more options
Date: Friday, November 20, 2020 12:04:17 PM

From: Schaap

Date: November 18, 2020 at 12:55:46 PM PST

To: Superintendent <Superintendent@sd68.bc.ca>, "Assistant Superintendent, Elementary Programs" <AsstSupElementary@sd68.bc.ca>

Cc: Charlene Mckay <Charlene.Mckay@sd68.bc.ca>, Lisa Marie Barron <LisaMarie.Barron@sd68.bc.ca>, Tania Brzovic <Tania.Brzovic@sd68.bc.ca>, Chantel O'Neill <Chantel.Oneill@sd68.bc.ca>, Bill Robinson <Bill.Robinson@sd68.bc.ca>, Jessica Stanley <Jessica.Stanley@sd68.bc.ca>, Elaine Wilkinson <Elaine.Wilkinson@sd68.bc.ca>, Stephanie Higginson <Stephanie.Higginson@sd68.bc.ca>, Greg Keller <Greg.Keller@sd68.bc.ca>

Subject: Give parents more options

CAUTION: External Message

I am writing in regards to the concerns many parents are experiencing with the current COVID 19 situation.

Back in September we had a tough decision and it didn't help that the options were not known until we got a phone call and we had to decide on the spot. Still, we assumed there would be steps taken, like the masks Minister Fleming said each student and staff would get, cohorts and allowing more space in between students, and all the other measures announced.

Cautiously, we sent our kids as we gave them a pep talk about wearing masks and keeping their distance. But as time went by, more and more kids stopped wearing them, and physical distance is non-existent. A parent recently brought up the mask topic in our PAC page only to be deleted. I asked during the last PAC meeting if the use of masks could be "encouraged". I was told that according to Dr. Henry it was not useful. It was encouraging to see Dr. Allison stating mask wearing should be ENCOURAGED in today's Q&A session posted on the school district site.

I sent an email to our principal with the same request, and was told "we cannot force students to wear a mask and we are following Dr. Bonnie Henry's guidelines for elementary schools." I understand it can't be imposed, but I don't see why it can not be encouraged.

This past week we have seen concentrated COVID cases in Nanaimo. Although the risk has not been direct, exposure and contagion in schools have happened in other parts, and it could happen here.

Something else to consider is that this year we are (or should be) keeping kids at home for any signs of illness and keeping them home until they are fully recovered. That has also made some kids (like mine) miss many days already. One of our kids just developed an autoimmune condition triggered by a virus he likely caught at school, which makes us more concerned about the risk of COVID.

Seems many parents are concerned, so we are left with either applying for an overloaded Distant learning program, sending our kids to school, or just trying to do our best, because it seems that teachers are not allowed to help kids who decide to stay at home.

Back in September I sent a petition for support for parents who are able to keep

their kids at home, leaving more room at school for kids who need to be on site and for teachers. If we could have the option of keeping them home, and follow up with a weekly email, or maybe a live sound feed from their classroom, that would help kids who choose to stay home for some days or who are sick. It would help kids stay on track and it shouldn't increase the work load for teachers. Kids who are able to stay at home often have computers/tablets that allow them to use the same software they use at school, so why not make an option like this available?

I appreciate the Q&A session published today although I am not totally clear on school transmission. First Dr. Allison says "I have not seen transmission in that (school) setting", then she defines cluster as "2 or more confirmed cases..with evidence of transmission within a school". There have been many cases of clusters or even outbreaks in schools in the province and beyond, this sounds contradictory.

I am hoping parents can have more options at the height of this pandemic. The recent jump in cases in Nanaimo showed we have no options and no plan now, and many won't send our kids back if cases are high and no changes are made. These are not easy times, and we are concerned for our kids. Although the risk is low, there is still risk and some of us have family elsewhere where the pandemic has hit hard, and we know well how bad things can get.

I am hoping the school district can work with parents to find a solution and give us better options.

Thank you for your time,
Sandra Schaap

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PROVINCIAL COUNCIL MEETING: October 24, 2020

AGENDA ITEM 8.1: BCSTA audited financial statements for the year ended June 30, 2020

BACKGROUND:

Each year, the Finance & Audit Committee meets with BCSTA's auditors to review BCSTA's draft audited financial statements. The Finance & Audit Committee approves the statements, then submits them to the Board of Directors for receipt. The Board then forwards them to Provincial Council for distribution to member boards.

The 2019/2020 fiscal year ended with a surplus of approximately \$159,000, as shown on page four of BCSTA's Audited Financial Statements. This surplus is due, in part, to the impact of the COVID-19 pandemic on the operations of the Association.

Impact of COVID-19:

1. Annual General Meeting

The Board of Directors cancelled AGM 2020, as provincial health officials limited gatherings to a maximum of 50 people. BCSTA was able to cancel its contract with the event hotel without penalty. In addition, BCSTA was able to renegotiate speaker contracts with the National Speakers Bureau and deposits paid for AGM 2020 speakers will be used for speakers at a future event.

AGM 2020 costs to be written off as a result of cancelling the event were therefore limited to the cost of purchasing and printing AGM 2020 ballots and voting cards plus the cost of the voting software used to hold Board of Directors elections electronically. Total costs were approximately \$4,000, as shown on page 14 of the statements. As revenues of \$15,000 were projected for this event (as shown on pages four and 14 of the statements), the net loss to the Association was a total of \$19,000.

Loss of projected revenue.....	\$ 15,000
AGM 2020 expenses.....	<u>4,000</u>
Total.....	<u>\$ 19,000</u>

2. Board of Directors

Board of Directors meetings from March through June, including the May and June strategic planning sessions, were held online rather than in person. This budget line was therefore underspent by approximately \$19,000, as shown on page 14 of the statements.

3. Advocacy

In-person meetings moved to an on-line format during the last quarter of the fiscal year as a result of the COVID-19 pandemic. This budget line was underspent by approximately \$28,000 as a result, as shown on page 14 of the statements.

4. Standing Committee and Branch Meetings

The cancellation of in-person meetings also impacted the *Branch Support* and standing committee budget lines. Total savings to these budget lines of approximately \$19,000 is shown on page 14 of the statements.

Branch Support.....	\$ 6,000
Indigenous Education Committee6,000
Professional Learning Committee.....	..4,000
Finance & Audit Committee.....	..3,000
Total.....	<u>\$19,000</u>

5. Financial

The COVID-19 pandemic required the cancellation of a number of scheduled events, including a scheduled accounting software update, 2019/2020 scanning of financial data, and staff professional development. This budget line was underspent by approximately \$9,000 as a result.

An additional factor impacting this budget line is the annual purchase of a long-term government bond, in accordance with direction from Provincial Council. The purpose of the annual investment is to offset the effects of inflation on the \$693,000 long-term bond*, purchased with the proceeds of selling BCSTA's land and building, through to its maturity. The 2019/2020 year-end surplus therefore includes \$8,000 in funds allocated to the annual purchase of a long-term bond.

*Note: In 1999, the Association purchased a long-term government bond with a face value \$693,000. The bond matures on April 17, 2028 and bears interest at 6.15% annually. In accordance with direction from Provincial Council, interest earned on this bond is to be used to offset the cost of leasing office space.

6. Salaries/Benefits

BCSTA was able to claim approximately \$16,000 from the temporary wage subsidy provided to employers by the federal government in 2019/2020. This amount reduced the *Salaries/Benefits* expenses of the Association.

An additional factor affecting this budget line in 2019/2020 was the Association's staffing change. The budget included salary and benefits for the position of Director, Strategic Initiatives; however, BCSTA was not successful in recruiting a candidate for the position. The Association opted instead to recruit a Media Relations & Design Specialist, which is a lower-rated position. This, in addition to temporary wage subsidy resulted in the *Salaries/Benefits* budget line being underspent by approximately \$68,000.

Impact of Other Factors:

7. Member Fees

An annual member fee increase was applied in 2019/2020, consistent with the February 2017 Provincial Council directive "that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Price Index as of January 1 of each year,". However, as the February 2017 Provincial Council also directed the Association to support annual inflationary member fee increases with any unbudgeted year-end surplus in the fiscal year preceding adoption of the budget, the entire inflationary member fee increase for 2019/2020 was supported by the 2017/2018 year-end surplus.

This information appears on page four of the audited financial statements as the variance between the budgeted amount for member fees of \$2,059,000 and the actual amount of \$2,033,012, or a reduction in member fees approximately \$26,000. This is the amount that was not invoiced to boards of education.

8. Academy

Registration for the Academy and the pre-conference were higher than projected, with net revenues exceeding budget projections by approximately \$25,000, as shown on pages four and 14 of the statements.

9. Interest

As shown on page four of the audited statements, interest revenues were approximately \$15,000 higher than projected in 2018/2019, resulting from higher-than-projected interest rates achieved during the year.

10. Communications/Publications

This budget line was underspent by approximately \$13,000 in 2019/2020, mainly as a result of cancelling one of BCSTA’s news clipping services and renegotiating the cost of another one.

11. Provincial Council

Costs, including travel costs, associated with hosting Provincial Council meetings have been increasing. This budget line was overspent by approximately \$5,000 in 2019/2020.

12. CSBA

Costs, including travel costs, for attending CSBA meetings have also been increasing. This budget line was overspent by approximately \$3,000 in 2019/2020. Costs would have been higher, but the COVID-19 pandemic resulted in the cancellation of meetings in the last quarter of the fiscal year. This budget line was increased by \$6,000 in 2020/2021 to address increased travel costs.

13. Legal Counsel

This budget was overspent by approximately \$6,000 in 2019/2020, which reflects work undertaken by a contractor in relation to the BCTF/BCSTA Group Life Insurance Committee.

14. Board Chairs’ Meeting

The *Board Chairs’ Meeting* budget line was overspent by approximately \$8,000 in 2019/2020 as a result of:

Hiring a speaker for the event	\$ 3,000
Higher than projected hotel costs	<u>5,000</u>
Total	<u>\$ 8,000</u>

This budget line was increased by \$8,000 in 2020/2021 to include speaker costs and to reflect increased meeting room and hotel room costs.

15. Depreciation

As shown on page 14 of the statements, this budget line was overspent by approximately \$5,000 in 2019/2020. This was the result of two factors:

- Although BCSTA's photocopier was fully depreciated in 2018/2019, it was still working and replacement was therefore deferred to 2020/2021; however, it failed in 2019/2020 and needed to be replaced. BCSTA's depreciation expense was increased by approximately \$1,000 as a result.
- In 2019/2020, Microsoft determined that it would not support the version of server software that BCSTA is currently running beyond January 11, 2022. This requires the replacement of BCSTA's server one-year ahead of its scheduled replacement, which has shortened the depreciation window. This resulted in a \$4,000 increase in depreciation costs in 2019/2020. This budget line will be similarly impacted in 2020/2021.

Deferred Contributions, which does not impact BCSTA's year-end surplus, is shown under *Current Liabilities* on page three of the statements. This amount refers to grant funds received but not yet spent as of June 30, 2020. Note 7 on page 11 of the statements shows the contributions received and spent in 2019/2020, as well as a listing of individual deferred contribution balances. BCSTA received \$200,000 in government grants in 2019/2020 for Phase 3 the Leadership Development Project; however, as a number of in-person Leadership Development sessions were transitioned to online sessions as a result of the COVID-19 pandemic, only \$103,191 of this grant was utilized in 2019/2020. A balance of \$96,809 therefore remains unspent as of June 30, 2020.

The total deferred contribution balance as of June 30, 2020 was \$475,450, as shown on page 11 of the statements.

The Finance & Audit Committee has examined the statements prepared by BCSTA's auditors, Smythe LLP Chartered Professional Accountants and finds them to be in order. The statements were therefore approved by the Committee at its September 25, 2020 meeting. Once received by the October 2020 Provincial Council, these audited financial statements will be posted on the BCSTA HUB in accordance with AGM 2013 *Resolution #30 BCSTA Financial Information*, which requires BCSTA to publish its annual budget, member fees, and audited financial statements for each fiscal year after the annual budget has been approved and after the audited financial statements have been received by Provincial Council.

RECOMMENDATION:

That the October 2020 Provincial Council receive the audited financial statements of the BC School Trustees Association for the year ended June 30, 2020, as prepared by Smythe LLP Chartered Professional Accountants.

SUBMITTED BY: BCSTA Board of Directors

**THE BRITISH COLUMBIA SCHOOL
TRUSTEES ASSOCIATION**

**Financial Statements
June 30, 2020**

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INDEPENDENT AUDITORS' REPORT

TO THE FINANCE AND AUDIT COMMITTEE OF THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Opinion

We have audited the financial statements of The British Columbia School Trustees Association ("the Association") which comprise:

- ♦ the statement of financial position as at June 30, 2020;
- ♦ the statement of revenue and expenses for the year then ended;
- ♦ the statement of changes in net assets for the year then ended;
- ♦ the statement of cash flows for the year then ended; and
- ♦ the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Smythe LLP

Chartered Professional Accountants

Vancouver, British Columbia
September 25, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Statement of Financial Position

June 30

	2020	2019
Assets		
Current assets		
Cash	\$ 946,219	\$ 1,347,521
Cash held for Teacher Qualification Services (note 10)	229,071	130,636
Temporary investments (note 4)	1,108,157	705,607
Trade receivables	13,231	9,826
Teacher Qualification Services receivable (note 10)	64,194	146,459
Prepaid expenses	138,282	125,737
	2,499,154	2,465,786
Long-term investments (note 5)	959,713	941,876
Property and equipment (note 6)	54,117	80,082
	\$ 3,512,984	\$ 3,487,744
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities (note 9)	\$ 41,951	\$ 237,903
Payable to Teacher Qualification Services (note 10)	293,265	277,095
Vacation payable	129,709	142,058
Deferred contributions (note 7)	475,450	405,303
	940,375	1,062,359
Deferred capital contributions (note 8)	6,063	18,190
	946,438	1,080,549
Net assets		
Invested in property and equipment	48,054	61,892
Internally restricted (note 2(a))	517,702	390,702
Unrestricted	2,000,790	1,954,601
	2,566,546	2,407,195
	\$ 3,512,984	\$ 3,487,744

Commitments (note 11)

Approved by the Board:

_____, Director

_____, Director

The accompanying notes are an integral part of these financial statements.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
Statement of Revenue and Expenses
Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
		(note 2(g))	
Revenue			
Member fees	\$ 2,033,012	\$ 2,059,000	\$ 1,998,233
Academy	232,025	209,000	397,700
Grant administration and entrepreneurial services (schedule 3)	145,488	13,000	182,119
Annual General Meeting	0	209,000	198,614
Interest	100,806	86,000	101,312
	2,511,331	2,576,000	2,877,978
Expenses			
Salaries and benefits	1,294,304	1,362,000	1,257,121
Core services (schedule 1)	647,521	922,000	890,715
Office operations (schedule 2)	278,747	292,000	267,942
Grant administration and entrepreneurial services (schedule 3)	131,408	0	167,085
	2,351,980	2,576,000	2,582,863
Excess of revenues over expenses for the year	\$ 159,351	\$ 0	\$ 295,115

The accompanying notes are an integral part of these financial statements.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
Statement of Changes in Net Assets
Year Ended June 30

2020					
	Invested in property and equipment	Internally restricted	Unrestricted	Total	
Balance, beginning of year	\$ 61,892	\$ 390,702	\$ 1,954,601	\$ 2,407,195	
Excess of revenue over expenses for the year	0	0	159,351	159,351	
Transfers	0	127,000	(127,000)	0	
Purchase of property and equipment	9,669	0	(9,669)	0	
Amortization of property and equipment	(23,507)	0	23,507	0	
Balance, end of year	\$ 48,054	\$ 517,702	\$ 2,000,790	\$ 2,566,546	

2019					
	Invested in property and equipment	Internally restricted	Unrestricted	Total	
Balance, beginning of year	\$ 81,737	\$ 390,702	\$ 1,639,641	\$ 2,112,080	
Excess of revenue over expenses for the year	0	0	295,115	295,115	
Amortization of property and equipment	(19,845)	0	19,845	0	
Balance, end of year	\$ 61,892	\$ 390,702	\$ 1,954,601	\$ 2,407,195	

The accompanying notes are an integral part of these financial statements.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
Statement of Cash Flows
Year Ended June 30

	2020	2019
Operating activities		
Excess of revenues over expenses for the year	\$ 159,351	\$ 295,115
Items not affecting cash		
Amortization of property and equipment	23,507	19,845
Amortization of long-term investments	(9,837)	(9,665)
Interest on investments	(90,970)	(91,647)
	82,051	213,648
Changes in non-cash working capital		
Trade receivables	78,860	(1,580)
Prepaid expenses	(12,545)	(19,160)
Accounts payable and accrued liabilities	(192,131)	126,659
Deferred contributions	70,147	(16,924)
	(55,669)	88,995
Cash provided by operating activities	26,382	302,643
Investing activities		
Purchase of property and equipment	(9,669)	0
Purchase of long-term investments	(8,000)	(8,010)
Purchase of temporary investments	(1,100,000)	(700,000)
Maturity of temporary investments	700,000	900,000
Interest received on temporary investments	45,800	50,820
Interest received on long-term investments	42,620	42,620
Cash provided by (used in) investing activities	(329,249)	285,430
Inflow (outflow) of cash	(302,867)	588,073
Cash, beginning of year	1,478,157	890,084
Cash, end of year	\$ 1,175,290	\$ 1,478,157
Represented by		
Cash	\$ 946,219	\$ 1,347,521
Cash held for Teacher Qualification Services	229,071	130,636
	\$ 1,175,290	\$ 1,478,157

The accompanying notes are an integral part of these financial statements.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2020

1. OPERATIONS

The British Columbia School Trustees Association (the "Association") is a not-for-profit organization incorporated on March 2, 1956 under a private bill in the Province of British Columbia for the purpose of serving the British Columbia public school system. The Association receives its revenue primarily from School Districts which are funded by the provincial government.

The Association is exempt from income taxes under section 149 of the *Income Tax Act* (Canada).

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Association were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies.

(a) Net assets

- Invested in property and equipment

This represents cumulative amounts spent on capital assets, net of amounts amortized. The balance in this account is not available for spending unless the Association was to dispose of its capital assets.

- Internally restricted

This fund is set aside by the Board for possible future costs in relation to the Board's strategic planning initiatives.

During the year, the Board internally restricted an additional \$127,000 (2019 - \$ nil) to its internally restricted fund.

(b) Revenue recognition

The Association follows the deferral method of accounting for contributions, which include government contracts.

Unrestricted contributions are recognized when received or receivable.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Member fees are recognized as revenues as earned when collection is believed to be reasonably assured.

Interest income earned on cash balances is unrestricted and is recognized as revenue as earned and when collection is believed to be reasonably assured.

Event fees are recognized in the period the related event is held and when collection is reasonably assured.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2020

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Contributed services

The Association is dependent on the work of many volunteers to fulfill its mission. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

(d) Property and equipment

Purchased property and equipment are recorded at cost. Contributed property and equipment are recorded at their fair value at the date of contribution. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. When property and equipment no longer contribute to the Association's ability to provide services, its carrying value is written down to its residual value.

Amortization is provided on a straight-line basis using the following annual rates:

Computer equipment	- 20% - 33.33%
Furniture and fixtures	- 20%
Tenant improvements	- 10%

The carrying value of property and equipment is to be charged to expense, net of any residual value, in the period it is determined that the property and equipment no longer has any long-term service potential to the Association.

(e) Financial instruments

The Association initially measures its financial assets and liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. In the event a previously recognized impairment loss should be reversed, the amount of the reversal is recognized in operation provided it is not greater than the original amount prior to write-down.

For any financial instrument that is measured at amortized cost, the instrument's cost is adjusted by the transaction cost that are directly attributable to their origination, issuance or assumption. These transaction costs are amortized into operations on a straight-line basis over the term of the instrument. All other transaction costs are recognized in operation in the period incurred.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2020

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Use of estimates

The preparation of the Associations financial statements in conformity with ASNPO requires management of the Association to make estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures incurred during the reporting year. Areas requiring the use of management estimates relate to the accrual of payables. Management believes that the estimates are reasonable; however, actual results may differ from these estimates and could impact future results of operations and cash flows.

(g) Budget figures

The budget figures on the statement of revenue and expenses are unaudited and are taken from the Association's budget approved on April 27, 2019. Certain budgeted figures have been reclassified to conform with the current year's financial statement presentation.

(h) Grant administration and entrepreneurial services

The majority of restricted funds from government grants are not incorporated into the Association's operating budget as they are used for discretionary projects of an emergent nature. Costs are therefore difficult to predict with any level of accuracy for any given budget year. Revenues are recognized when expenditures are incurred, and both are reported under Grant Administration and Entrepreneurial Services. Government grant funds used for known projects are incorporated within the operating budget and are reported accordingly (note 7).

3. FINANCIAL INSTRUMENTS

Financial assets include cash, temporary investments, trade receivables and long-term investments measured at amortized cost. Financial liabilities include accounts payable and accrued liabilities, payable to Teacher Qualification Services ("TQS") and vacation payable measured at amortized cost:

(a) Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations association with its financial liabilities.

The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, vacation payable and payable to TQS. The Association has sufficient assets to meet its short-term liabilities.

(b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2020

3. FINANCIAL INSTRUMENTS (Continued)

(b) Credit risk (continued)

The Association is exposed to credit risk with respect to its cash, temporary investments and trade receivables. The Association is not exposed to significant credit risk as its trade receivables are in relation to the invoices it issues on behalf of the TQS. Credit risk with respect to cash and temporary investments are minimized, as cash and temporary investments are held with a major Canadian financial institution.

(c) Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate due to changes in market interest rates. The Association is subject to interest rate risk due to its temporary investments and long-term investments that bear interest at fixed rates.

4. TEMPORARY INVESTMENTS

Temporary investments consist of guaranteed investment certificates ("GIC") bearing interest per annum ranging from 1.05% to 2.26% (2019 – ranging from 1.66% to 2.75%) with maturity dates from September 2020 to June 2021.

5. LONG-TERM INVESTMENTS

Commencing in 2003, the Association has invested \$8,000 per year in long-term government bonds. The purpose of the annual investment is to supplement the \$693,000 bond purchased in the prior years and offset the effects of inflation on the bond through to its maturity.

The Association's long-term investments are recorded at amortized costs and represents government bonds with details as follows:

	Amortized cost		Effective interest rate	Maturity date
	2020	2019		
Government of the Province of:				
Newfoundland (market value 2020 - \$929,333; 2019 - \$911,637)	\$ 700,227	\$ 700,045	6.15%	April 17, 2028
Ontario (market value 2020 - \$114,215; 2019 - \$104,343)	96,019	92,087	6.06%	March 8, 2029
Ontario (market value 2020 - \$49,339; 2019 - \$45,710)	43,350	41,750	4.93%	March 8, 2027
Ontario (market value 2020 - \$35,834; 2019 - \$32,758)	30,337	29,093	4.85%	June 2, 2027
Ontario (market value 2020 - \$48,503; 2019 - \$44,933)	43,192	41,681	4.56%	January 13, 2027
Ontario (market value 2020 - \$33,164; 2019 - \$30,509)	29,917	28,965	3.76%	September 8, 2029
Ontario (market value 2020 - \$18,135; 2019 - \$8,682)	16,671	8,255	2.88%	June 2, 2029
	\$ 959,713	\$ 941,876		

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2020

5. LONG-TERM INVESTMENTS (Continued)

In accordance with the Provincial Council's directive, interest earned is used to defray the increased costs of leasing office space.

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	2020	2019
Computer and equipment	\$ 127,813	\$ 89,559	\$ 38,254	\$ 71,967
Furniture and fixtures	122,682	113,980	8,702	0
Tenant improvements	192,175	185,014	7,161	8,115
	\$ 442,670	\$ 388,553	\$ 54,117	\$ 80,082

7. DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community Connections Program	142,714	0	3,722	138,992	142,714
	\$ 405,303	\$ 200,000	\$ 129,853	\$ 475,450	\$ 405,303

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
Notes to Financial Statements
Year Ended June 30, 2020

8. DEFERRED CAPITAL CONTRIBUTIONS

	Capital Contributions	Accumulated Amortization	2020	2019
Computer and equipment	\$ 30,316	\$ 24,253	\$ 6,063	\$ 18,190

During the current fiscal year, the Association amortized \$12,127 (2019 - \$12,126) in deferred capital contributions.

9. GOVERNMENT REMITTANCES

Accounts payable and accrued liabilities include payroll taxes due to the Government of Canada of \$nil (2019 - \$25,187).

10. PAYABLE TO TEACHER QUALIFICATION SERVICES

Through an agreement with the TQS, the Association administers the invoicing and collection of annual fees for TQS. Total amount invoiced by the Association is recognized as payable to TQS and will be remitted to TQS once fully collected.

11. COMMITMENTS

The Association is committed to lease payments aggregating to approximately \$1,158,000 for its office premises expiring on August 31, 2028. The Association's commitments in the next fiscal years are as follows:

2021	\$ 136,000
2022	136,000
2023	139,000
2024	140,000
2025 and thereafter	607,000
	\$ 1,158,000

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2020

12. PENSION PLAN

The Association and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The most recent valuation for the Municipal Pension Plan as of December 31, 2018 indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2021.

The Association paid \$97,581 (2019 - \$96,137) for employer contributions to the plan in fiscal 2020.

13. IMPACT OF COVID-19

The outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods, and physical distancing, have caused material disruption to business globally resulting in an economic slowdown. Global equity markets have experienced significant volatility and weakness. The duration and impact of the COVID-19 outbreak is unknown at this time. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Association in future periods.

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
Schedule of Core Services Expenses
Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
		(note 2)	
Advocacy			
Provincial Council	\$ 103,333	\$ 98,000	\$ 56,691
Board of Directors	76,340	95,000	83,219
Canadian School Board Association	43,074	40,000	43,829
Advocacy services	42,698	71,000	71,253
Indigenous Education Committee	20,173	26,000	23,172
Professional Learning Committee	14,262	18,000	13,249
Branch support	10,614	17,000	9,162
Finance and Audit Committee	7,408	10,000	5,537
Annual General Meeting	4,186	194,000	189,839
Legislative Committee	1,515	2,000	1,965
	323,603	571,000	497,916
Trustee and Board Services			
Academy	188,591	191,000	238,395
Legal Counsel	70,912	65,000	71,429
Board Chairs' Meeting	28,312	20,000	19,454
In-District services	18,740	45,000	30,282
Communications/Publications	17,363	30,000	32,037
Contracted services	0	0	1,202
	323,918	351,000	392,799
	\$ 647,521	\$ 922,000	\$ 890,715

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION**Schedule of Office Operations Expenses****Year Ended June 30**

	2020 Actual	2020 Budget	2019 Actual
		(note 2)	
Building	\$ 134,724	\$ 135,000	\$ 128,105
Equipment maintenance	62,205	65,000	61,343
Financial	37,015	54,000	43,555
Amortization of property and equipment	23,507	19,000	19,845
Office administration	21,296	19,000	15,094
	\$ 278,747	\$ 292,000	\$ 267,942

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION**Schedule of Revenue and Expenses for Grant Administration and Entrepreneurial Services****Year Ended June 30, 2020**

	2020 Actual	2020 Budget	2019 Actual
		(note 2)	
Revenue			
Government grants	\$ 132,293	\$ 0	\$ 168,924
Contract services	13,195	13,000	13,195
	145,488	13,000	182,119
Expenses			
Government grants	131,408	0	167,085
	\$ 14,080	\$ 13,000	\$ 15,034



PROVINCIAL COUNCIL MEETING: October 24, 2020

AGENDA ITEM 8.3: 2021/2022 BCSTA Budget Planning
Finance & Audit Committee Speaking Notes

Mike

(Slide 40)

Nadine Frenkel from Nechako Lakes will now present Agenda Item 8.3 from your agenda package: 2021/2022 BCSTA Budget Planning.

(Slide 41)

Thank you, Mike.

Each year at its Fall meeting, Provincial Council provides the Finance & Audit Committee with input which will be used to prepare a draft budget for the next fiscal year.

Today, Provincial Council is being asked for feedback to be used in the preparation of a draft 2021/22 budget which will be brought to you in February for your review and any additional feedback you may have. The 2021/22 budget will be adopted by this body in April.

(Slide 42)

As part of its long-range financial planning, the Finance & Audit Committee has examined a number of factors that are likely to impact next year's operating budget. These items, which are shown on the screen, are outlined for you in Agenda Item 8.3 in your materials and include a projected decrease in interest revenues, a projected increase in depreciation costs, increasing software, software support, and cell phone costs; rising hotel, meal and audio-visual costs at BCSTA events; a possible increase in honouraria for the Board of Directors, based on the review currently being undertaken by the Board of Directors' Honouraria Review Committee; and rising salary and benefit costs, including the two-percent salary-grid increase to be applied on July 1, 2021.

(Slide 43)

As you will also have seen in your materials, increased cost projections for 2021/22 are expected to be offset by a number of factors, including a possible increase in member fees resulting from changes in student enrollment; the inflationary member fee increase, based on the most recent rolling five-year average of Vancouver's Consumer Price Index; and the stabilizing of meeting room and meal rates at BCSTA events, secured by contracts with Academy and AGM venues though to the end of 2025.

(Slide 44)

Member fees for 2021/22 are based on FTE students as of September 30 each year.

This information is typically available on the Ministry of Education website every December. As the Finance & Audit Committee won't be able to calculate member fees until that data has been provided, and as there are a number of additional budgetary unknowns at this time, we are only requesting your feedback today for the Committee to use to develop that first budget draft. You will have additional opportunities to provide feedback on the draft budget prior to its adoption in April.

(Slide 45)

The Finance & Audit Committee, Board of Directors, and staff place great value on the opinions of our member boards of education and we consider the feedback of our members crucial to defining and directing the work that we do, including development of BCSTA's operating budgets. At this time, we welcome any feedback you may have. In previous years, Provincial Council has provided guidance on member fee increases and has recommended areas of cost savings.

(Slide 46)

If your Board would prefer to send written feedback to the Finance & Audit Committee, please forward your submissions on or before Monday, December 14, 2020 to Jodi Olstead, BCSTA's Director of Finance and Human Resources. Jodi's contact information is shown on the screen. She will send a follow-up e-mail to Provincial Councillors in the coming week.

Thanks for your attention everyone. We look forward to receiving your feedback.

PROVINCIAL COUNCIL MEETING: October 24, 2020

AGENDA ITEM 8.3: 2021/2022 BCSTA Budget Planning

BACKGROUND:

The Finance & Audit Committee (Committee) is responsible for developing BCSTA's annual operating budgets. The process for budget development is as follows:

- In June, the Committee begins its long-range budget planning
- In September, the Committee discusses factors that are expected to impact BCSTA's operating budget for the following fiscal year
- In October, the Committee reviews these factors with Provincial Council and requests feedback to assist with development of a budget draft
- In December, once student FTE information is available from the Ministry of Education, the Committee develops the first budget draft, based on the feedback received from the October Provincial Council
- The first budget draft is forwarded to the Board of Directors for review and receipt. The draft budget is revised as needed and the Board then submits the budget draft to the February Provincial Council, where additional feedback is requested
- Based on feedback received from the February Provincial Council, the budget draft is revised as needed
- In April, the Committee presents the final budget draft to Provincial Council for adoption

At its September 25, 2020 meeting, the Finance & Audit Committee discussed a number of factors that are expected to impact BCSTA's 2021/2022 operating budget. These factors, for consideration by the October 2020 Provincial Council, are listed below:

1. Student FTE enrolment data as at September 30 of each year is used to calculate BCSTA member fees for the following year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999.

Student enrollment, which declined from 2000/2001 to 2014/2015, has increased from 2015/2016 through 2019/2020. Information on enrollment, provided by the Ministry of Education, is expected in December 2020.

2. The February 2017 Provincial Council approved an annual inflationary member fee increase, based on the most recent five-year average of the Vancouver Consumer Price Index as of January 1 of each year. The 2020/2021 operating budget, adopted by the April 2020 Provincial Council, therefore includes an inflationary member fee increase of approximately \$35,000. The 2021/2022 member fee increase will be calculated in January 2021.

The February 2017 Provincial Council also resolved that member fee increases be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA ended the 2019/2020 fiscal year with a surplus, funds are available to fully support the 2021/2022 inflationary member fee increase.

3. Each year, the Finance & Audit Committee conducts an annual review of BCSTA's member equity (net assets) and its contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the Board of Directors may elect to:
 - Restrict all or part of the surplus for future use
 - Reduce member fees or offset a member fee increase
 - Offset the effects of member board withdrawal, should the need arise
 - Offset unbudgeted, emergent expenses, should the need arise
 - Reduce registration fees for AGM and/or Academy

BCSTA had a member equity surplus of approximately \$69,000 at the end of 2019/2020. This was the amount available after all of BCSTA's contractual obligations were met, including the projected amount needed to offset BCSTA's 2021/2022 annual member fee increase.

The Board of Directors has determined that existing savings should be held onto at this time, as funds may be required to address impacts associated with the ongoing COVID-19 pandemic.

4. BCSTA has full membership in 2020/2021. The deadline for notification of member board withdrawal is March 31 of each year. As shown in Item 3 above, at the discretion of the Board of Directors, a reduction in member fee revenue resulting from withdrawal of a member Board of Education may be addressed by using member equity to balance the operating budget for the first year of Board withdrawal.
5. The *Interest* budget line was increased \$4,000 in both 2018/2019 and 2019/2020 to reflect slight improvements in interest rates. As interest rates have decreased as a result of the economic impacts of the COVID-19 pandemic, a decrease to this budget line is expected for 2021/2022.
6. BCSTA has signed hotel contracts for BCSTA AGMs and Academies through to the end of 2025. Although this will enable BCSTA to keep costs for these events, including Academies and AGMs, to a minimum, small increases to these budget lines are none-the-less projected for 2021/2022, as hotel and meal cost increases are still required and as audio-visual, speaker and travel costs are also expected to increase.
7. Rising hotel and meal and travel costs are also expected to impact the *Provincial Council* budget line. A small increase to this budget line may be required for 2021/2022.

8. As a means of reducing the cost of holding meetings, BCSTA's Indigenous Education, Finance & Audit, Legislative and Professional Learning Committees use Zoom, BCSTA's online meeting platform, rather than attend meetings in person, whenever feasible. Cost savings are also achieved when one or more committee members attend in-person meetings via Zoom.

No changes to committee budget lines are projected for 2021/2022.

9. In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI; however, given that it's been 10 years since Board honouraria amounts have been reviewed, the Finance & Audit Committee requested that the Board of Directors appoint another Board of Director Honouraria Review Committee. The Board approved the recommendation at its June 19, 2020 meeting:

That the Board of Directors appoint a sub-committee of the Finance & Audit Committee to review Board of Director honouraria with changes to be incorporated into BCSTA's 2021/2022 Draft Budget. Members of the Board of Directors would be excluded from participating in the sub-committee.

An increase to Board of Director honouraria may therefore be required in 2021/2022.

10. Effective September 1, 2019, BCSTA entered into a new lease agreement with SD39 (Vancouver) for a term of nine years. The lease rate was adjusted to market rates at the start of the new lease term, with subsequent lease rates to be applied during the term of the lease. As the next increase will not be applied until September 1, 2022, an adjustment to the *Building* budget line is not required in 2021/2022.
11. BCSTA undertakes a five-year contract with its audit firms. The Finance & Audit Committee conducted a review of audit firms in 2018/2019 and contracted with Smythe LLP Chartered Professional Accountants through 2022/2023. An increase to this budget line to reflect inflationary increases through to the end of this period was applied in 2019/2020. No change to this budget line is therefore recommended for 2021/2022.
12. The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are purchased or replaced on an as-needed basis. Whenever possible, BCSTA defers the replacement of equipment until such time as it becomes obsolete or problematic. Capital asset purchases/replacements expected to impact the 2021/2022 *Depreciation* budget line are:

- 2017/2018 replacement of workstations
- 2017/2018 update of backup infrastructure
- 2017/2018 leasehold improvements
- 2019/2020 photocopier replacement
- 2021/2022 server replacement

BCSTA purchased its current server in 2017/2018 and estimated its useful life to be five years; however, BCSTA was notified in May 2020 that Microsoft will not support MS Server 2016, the version of server software BCSTA is running, beyond January 11, 2022. As it's not practical to update the server software on BCSTA's current server, BCSTA must replace its server one-year ahead of schedule, which means replacement in 2021/2022 instead of 2022/2023. This resulted in a write-down of the server over its remaining useful life such that the 2019/2020 and 2020/2021 depreciation expense was/will be higher than budgeted. Depreciation expense in 2021/2022 will therefore only be impacted by an increase in the cost of the new server.

An increase to the *Depreciation* budget line may therefore be required in 2021/2022.

13. With government grant funds being depleted, the Association is making use of remaining funds to undertake unbudgeted projects that are of value to member boards of education. Grant funds have therefore been used to undertake various projects, including providing support for trustee learning, developing the *Trustee Learning Guide* and updating the *Guide to School Legislation*. BCSTA has therefore limited grant funds available to support its operating budgets.
14. BCSTA's staff salary grid increases have been historically tied to teacher salary negotiations. The teachers' current collective agreement, which came into effect on July 1, 2019, provided for a two-percent salary grid increase each year for three years. BCSTA's staff salary grid was therefore increased by two percent on July 1, 2019 and on July 1, 2020. An additional increase will be applied on July 1, 2021. Additional factors expected to affect the *Salaries/Benefits* budget line in 2021/2022 are movement on the staff salary grid and a projected increase in benefit costs.

An increase to the *Salaries/Benefits* budget line is projected for 2021/2022.

Budget Impact

Based on an initial analysis, there are several factors that are expected to put pressure on BCSTA's 2021/2022 budget:

- Interest rates have been declining as a result of the economic impact of the COVID-19 pandemic and are expected to reduce BCSTA's interest revenues in 2021/2022
- Increased hotel and meal costs for BCSTA events
- Projected increase in audio-visual costs for BCSTA events
- Projected increase in travel costs
- Projected Board of Director honouraria increase, based on a review of honouraria amounts by the Board of Director Honouraria Review Committee
- Projected increase to BCSTA's staff salary grid resulting from teacher salary negotiations
- Increase in salary costs resulting from movement on the staff salary grid and a projected increase in benefit costs

The Finance & Audit Committee's initial analysis also indicates that there are factors that may result in a reduction in cost pressures in 2021/2022, including:

- Member fee revenue will increase if there is an increase in FTE students (the Ministry of Education is expected to have this information available in December 2020)
- The annual inflationary member fee increase, based on Vancouver's CPI, will provide additional member fee revenue in 2021/2022
- Increases to meeting room and meal costs for BCSTA events have been minimized by contracting with conference hotels through to the end of 2025

As FTE student data is not usually available until December of each year, member fees cannot yet be calculated for 2021/2022. Additionally, as cost implications arising from changes to other budget lines, including the total decrease to the *Interest* budget line, are not yet known, the overall budget impact for 2021/2022 cannot yet be estimated; rather, at this time the Finance & Audit is requesting feedback from the October 2020 Provincial Council, which it will use to develop the first draft of BCSTA's 2021/2022 operating budget. This first budget draft will be presented to the February 2021 Provincial Council for receipt and additional feedback will be requested at that time. The budget will be updated as needed and forwarded to the April 2021 Provincial Council for adoption

SUBMITTED BY: BCSTA Board of Directors

PROVINCIAL COUNCIL MEETING: October 24, 2020

AGENDA ITEM 8.2: Grant status update as at June 30, 2020

BACKGROUND:

Each year, the Fall Provincial Council receives an update on the status of grant funds held by BCSTA as of June 30 of the prior fiscal year, as reported in BCSTA's audited financial statements. The status update as of June 30, 2020 follows.

Deferred Contributions shown on page three of BCSTA's Audited Financial Statements under *Current Liabilities* as well as in Note 7 on page 11 of the statements refers to grant funds received but not yet spent as of June 30, 2020.

BCSTA's deferred contributions are considered to be externally restricted but fall under two categories:

Category 1:

The first category refers to funds awarded for a specific purpose. They are subject to externally imposed stipulations that specify what the funds are to be used for. The following grant funds, shown on page 11 of the statements, can be used only for the purpose for which they were awarded:

Unspent Externally Restricted Grant Balances:

School-Based Risk and Threat Assessment	\$ 1,125
RERM/Trustee Engagement Support	14,133
Leadership Development – Phase 2.....	5,972
Leadership Development – Phase 3.....	96,809
Funding Model Review	5,667
Total	<u>\$ 123,706</u>

Category 2:

The second category of restricted funds is also to be used for the purpose for which they were awarded, but the purpose has been defined in a general sense and use of the funds, consistent with that purpose, is at the discretion of BCSTA's Board of Directors.

This category is comprised mainly of Student Achievement Grants; however, two additional grants are included in this category:

1. Upon dissolution in 2011/2012, the BC Education Leadership Council (BCELC) distributed its balance of funds to each of its five partner organizations. BCSTA received \$62,987 of which \$11,206 remains unspent as of June 30, 2020.

2. Residual funds from the School Community Connections Program, jointly held by BCSTA and the Union of BC Municipalities (UBCM) and funded by the Ministry of Education, were transferred to BCSTA for the purpose of developing "programs and materials to benefit the entire education sector" and "advancing the leadership development framework". In 2019/2020, \$1,467 of this grant was spent on updates of the *Trustee Learning Guide* and \$2,255 was spent on updates of the *Guide to School's Legislation*, leaving a balance of \$138,992 as of June 30, 2020.

Student Achievement Grants:

As Note 7 on page 11 of the statements shows, BCSTA has a total of four Student Achievement Grants with unspent balances:

Ministry of Education grant "to assist in enhancing student achievement" (2005)

2005 Student Achievement Grant balance	\$ 5,500
2005 Grant allocations:	
BCSTA website enhancements	5,500
Total	<u>\$ 5,500</u>

Ministry of Education grant "to assist in enhancing student achievement" (2006)

2006 Student Achievement Grant balance	\$ 11,946
2006 Grant allocations:	
Unallocated	11,946
Total	<u>\$ 11,946</u>

Ministry of Education grant "to assist in enhancing student achievement" (2007)

2007 Student Achievement Grant balance	\$ 105,000
2007 Grant allocations:	
AGM/Academy speaker series	105,000
Total	<u>\$ 105,000</u>

Ministry of Education grant "to assist in enhancing student achievement" (2008)

2008 Student Achievement Grant balance	\$ 79,100
2008 Grant allocations:	
<i>Trustee Learning Guide</i> (formerly the <i>Key Work Manual</i>)	9,100
Unallocated Funds	70,000
Total	<u>\$ 79,100</u>

Unspent grant contributions received from the Ministry of Education "to assist in enhancing student achievement" total \$201,546, of which \$119,600 has been allocated by the Board of Directors for use on the projects noted above. A total balance of \$81,946 remains available for use on future unspecified projects and events.

Grant funds spent during fiscal 2019/2020, as shown under Note 7 on page 11 of the audited financial statements, were:

1. School-based Risk and Threat Assessment.....	\$ 1,000
2. Leadership Development – Phase 2.....	19,940
3. Leadership Development – Phase 3.....	103,191
4. Student Achievement Grant - 2005	2,000
5. School Community Connections Program (SCCP).....	<u>3,722</u>
Total spent in 2018/2019	<u>\$ 129,853</u>

As also shown under Note 7 on page 11 of the audited financial statements is the deferred contribution balance of \$475,450, effective June 30, 2020.

RECOMMENDATION:

That Provincial Council receive the status report on BCSTA’s external grants as of June 30, 2020, as provided in BCSTA’s 2019/2020 Audited Financial Statements.

SUBMITTED BY: BCSTA Board of Directors



PROVINCIAL COUNCIL MEETING: October 24, 2020

AGENDA ITEM 8.2: Grant Status Update as at June 30, 2020
Finance & Audit Committee Speaking Notes

Mike

(Slide 27)

Allison Watson from Sooke will be presenting the Grant Status Update as at June 30, 2020, which is agenda item 8.2 in your materials.

Allison

(Slide 28)

Thanks Mike. As mentioned in the previous agenda item, the Finance & Audit Committee will be updating Provincial Council on the status of grant funds held by BCSTA at the end of the 2019/20 fiscal year. As Mike mentioned during his report on BCSTA's audited financial statements, this information is shown in the statements under *Current Liabilities* on page three.

(Slide 29)

Note 7 on page 11 of the statements provides a schedule of balances at the start of the year, amounts received and spent in 2019/20, and the balance of each grant at the end of the year.

As explained on page one of this agenda item, BCSTA has two categories of deferred contributions. The first category refers to funds awarded for a specific purpose and are subject to externally imposed stipulations that specify what the funds are to be used for.

(Slide 30)

BCSTA currently has five grants that fall under this category with balances totalling \$123,706, as of June 30, 2020.

(Slide 31)

Looking under *Contributions Received* on page 11 of the statements, you will note that BCSTA received an additional \$200,000 from the Ministry of Education in 2019/2020 to deliver the third phase of the Leadership Development series. The grant was not fully spent however, as a number of sessions scheduled to be delivered in person needed to be moved to an online format due to the COVID-19 pandemic.

(Slide 32)

The use of the second category of grant funds is also externally restricted, but the restrictions are defined generally rather than specifically. This category is comprised mainly of Student Achievement Grants, also shown in Note 7 on page 11.

(Slide 33)

The balance of these four grants is \$201,546.

The Board of Directors allocates, via resolution, the use of these funds for any purpose deemed to be consistent with the purpose for which the funds were granted.

(Slide 34)

The Board has allocated a total of \$119,600 of the \$201,546 available. Details of those allocations can be found on page two of this agenda item.

(Slide 35)

This leaves a balance of \$79,946 in unallocated grant funds to be used to support future projects and events.

(Slide 36)

In addition to the Student Achievement Grants, BCSTA also received funds from two additional sources. Upon the 2011/12 dissolution of the BC Education Leadership Council the balance of its funds was distributed to its five partner organizations. As shown in Note 7 on page 11, \$11,206 remains as of June 30, 2020.

(Slide 37)

The final grant is from the School Community Connections Program. As some of you may remember, a funding program was established in 2005, using a one-time grant of \$10 million provided by the Ministry of Education. This program was jointly managed by BCSTA and the Union of BC Municipalities and was intended to promote sustainable, interactive collaboration between boards of education and municipalities and to increase community use of school facilities.

When the program was completed in 2013, a fund balance of \$227,857 remained. In 2016/17, that balance was transferred to BCSTA to be used “to develop programs and materials to benefit the entire education sector”.

Thus far, the funds have been used to develop learning materials for trustees of member boards of education, including the *Learning Guide* and an online version of the *Guide to School Legislation in British Columbia*. As of June 30, 2020, a total of \$138,992 remains in this grant.

(Slide 38)

Lastly, I would like to mention that the Association spent a total of \$129,853 in grant funds in 2019/20, leaving a deferred contribution balance of \$475,450 as of June 30, 2020. This information is shown on page three of this agenda item and can also be found in Note 7 on page 11 of the statements.

(Slide 39)

The Finance & Audit Committee would now be pleased to answer any questions you may have about the grant status update.



PROVINCIAL COUNCIL MEETING: October 24, 2020

(Slide 1)

AGENDA ITEM 8.1: BCSTA Audited Financial Statements for the year ended June 30, 2020

Finance & Audit Committee Speaking Notes

(Slide 2)

Good morning everyone. My name is Mike Murray and I am the Chair of BCSTA's

Finance & Audit Committee. The other members of the Committee are:

- Nadine Frenkel, from School District 91 (Nechako Lakes)
- Dawn Lang, from School District 08 (Kootenay Lake)
- Rob Pingle, from School District 64 (Gulf Islands), and
- Allison Watson, from School District 62 (Sooke)

Our Committee meets six times each year to review BCSTA's financial information, serve as BCSTA's Audit Committee, develop BCSTA's annual operating budgets, and perform other finance-related functions for the Association. We are supported in our work by Jodi Olstead, BCSTA's Director of Finance and Human Resources.

During our discussion, we will be projecting relevant information taken from your materials, so you won't need to use those materials to follow the discussion. We will also email today's slides and speaking notes to you next week so you can have them for your reference.

Today, you are being presented with BCSTA's 2019/20 audited financial statements.

You are being asked to receive them so they can be distributed to member boards.

(Slide 3)

Once the audited statements have been received by Provincial Council, they will be made available on the BCSTA HUB, in accordance with AGM 2013 *Resolution #30*, which states:

"That BCSTA publish BCSTA's annual budget, member fees, and audited financial statements for each financial year after the annual budget and audited financial statements have been approved by Provincial Council".

(Slide 4)

BCSTA's auditors, Smythe LLP Chartered Professional Accountants have given the Association an unqualified audit opinion, as shown in the *Opinion* section of the Independent Auditors Report on page one of the statements and as shown on the screen. Having reviewed these statements, the Finance & Audit Committee and Board of Directors find them to be in order.

We'd now like to bring some of the highlights to your attention:

(Slide 5)

We'll start with the *Statement of Financial Position*, which is shown on page three of the statements. As you can see, assets held by the Association at the end of 2019/2020 are very similar to those held at the end of 2018/2019.

(Slide 6)

However, you can see under the *Liabilities* section that there was a fairly large change in the accounts payable and accrued liabilities line. This is the result of changes in the total cost of invoices recorded as owing by the Association but not yet paid as of June 30 each year. The main reason for the differential from 2018/19 to 2019/20 was the result of a delay in receiving the AGM 2019 conference hotel bill, which totalled approximately \$127,000. As the invoice was not provided until after the end of the 2018/19 fiscal year it was recorded as a liability in 2018/19 and paid in 2019/20.

(Slide 7)

An additional item of note on the *Statement of Financial Position* is shown under the *Net Assets* section at the bottom of the page. You will notice that BCSTA's internally restricted fund has increased from \$390,702 in 2018/19 to \$517,702 in 2019/20.

(Slide 8)

Internally restricted funds are funds that are over and above those required to meet BCSTA's contractual obligations and have been set aside, or restricted by the Board of Directors to offset one-time costs, including costs associated with the implementation of the Board's strategic planning initiatives, as they arise in future. This is shown Note 2(a) on page 7 of the statements.

The restricted fund was set up for this purpose because BCSTA's operating budgets are approved by Provincial Council in April each year, just prior to the AGM business session. However, because the Board uses member feedback from the AGM business session to develop its strategic plans, and as the budget for the coming year has already been adopted, funds for the Board to enact its strategic plans are not available within BCSTA's operating budgets. The restricted fund therefore enables the Board of Directors to undertake the work that is not captured within BCSTA's annual budgets. In other words, this restricted fund enables the Board to focus on the emergent needs of the membership.

(Slide 9)

On page four of the statements you will find the *Statement of Revenues and Expenses*.

BCSTA's year-end surplus is shown at the bottom of the page. This amount, totalling approximately \$159,000 is made up of a number of factors. In your materials, those factors have been split into two categories; budget lines that have been impacted by the COVID-19 pandemic and those that are either over or under budget for reasons unrelated to COVID-19.

(Slide 10)

Starting with the budget lines affected by COVID, you will see under the *Revenue* heading on page 4 of the statements, that no revenues were earned for the Annual General Meeting. As you know, the COVID-19 pandemic resulted in the Provincial Health Officer limiting gathering sizes to no more than 50 people. AGM 2020 was therefore cancelled. This resulted in a loss of \$15,000 in budgeted revenues.

(Slide 11)

Even though AGM 2020 was not held, BCSTA still incurred costs for the event. These costs were limited to approximately \$4,000, as shown on page 14 of the statements. Costs were for printed items that were not reusable and the purchase of voting software used to hold elections for the Board of Directors.

(Slide 12)

The net loss for AGM 2020 was therefore \$19,000, as shown on pages four and 14 of the statements.

(Slide 13)

A number of BCSTA's budget lines were underspent as a result of meetings and events moving from an in-person to an online meeting platform. The budget lines in the *Advocacy* section of the budget, which is found on page 14 of the statements, are highlighted in yellow on the screen.

(Slide 14)

Under *Trustee and Board Services*, also shown on page 14 of the statements, *In-District Services* was the only budget line affected by COVID-19. It was underspent for the year, as facilitations were not provided to member boards between April and June 2020.

(Slide 15)

Under *Office Operations*, shown on page 15 of the statements, the *Financial* budget line was underspent by approximately \$9,000 as a result of cancelled events, including an accounting software update, that had been scheduled in the last quarter of the 2019/20 fiscal year. The remaining balance of \$8,000 will be reviewed with you in the next section as it is not the result of COVID-19.

(Slide 16)

The final budget line that was impacted by COVID-19 is shown on under *Expenses* on page four. While the *Salaries and Benefits* budget line was underspent by a total of \$68,000, approximately \$16,000 was the result of the temporary wage subsidy provided by the federal government to employers between March 18 and June 19, 2020. The remainder of this amount was the result of circumstances unrelated to COVID-19, which I will review with you shortly.

(Slide 17)

The total impact of COVID-19 on BCSTA's 2019/20 year-end surplus is approximately \$98,000 of the total surplus of \$159,000.

(Slide 18)

The remaining year-end surplus, which is attributable to factors other than COVID-19 is therefore approximately \$61,000.

(Slide 19)

These budget lines are reviewed on pages three and four of agenda item 8.1 in your materials and are also shown on pages four, 14 and 15 of the statements, so I will just review the highlights with you.

(Slide 20)

As I mentioned earlier, the *Salaries and Benefits* budget line was underspent by approximately, \$68,000, \$16,000 of which was provided by the temporary wage subsidy. The remaining balance of approximately \$52,000 was mainly attributable to a change in BCSTA's hiring strategy, which was made after the 2019/20 budget was adopted. BCSTA had been attempting to fill the position of Director, Strategic Initiatives, but was unable to recruit a candidate. Instead, the Association hired a Media Relations and Design Specialist, which is a lower-rated position.

(Slide 21)

As you may already be aware, the February 2017 Provincial Council directed that a member fee increase be applied annually, based on the most recent five-year rolling average of the Vancouver Consumer Price Index. A member fee increase was therefore applied to member fees in 2019/20. This is the budgeted amount shown under *Member Fees* on page four of the statements.

(Slide 22)

You may also be aware that the February 2017 Provincial Council further directed that any year-end surplus arising in the year preceding adoption of the budget would be used to offset the annual inflationary member fee increase. As BCSTA ended the 2017/18 fiscal year with a surplus of \$60,671, the 2019/20 annual member fee increase was fully supported and the annual member fee increase was not collected.

(Slide 23)

The amount of member fees received is therefore less than fees budgeted for the year. This is also shown on page four of the statements.

(Slide 24)

As mentioned earlier, the *Financial* budget line was impacted by the COVID-19 pandemic, but there was also a balance of \$8,000 that was unrelated. This \$8,000 is for the annual purchase of a long-term bond, at the instruction of Provincial Council, and is used to offset the effects of inflation on the long-term bond purchased by the Association with proceeds from the sale of its building. This information is shown in Note 5 on page 10 of the statements.

(Slide 25)

Lastly, we would like to bring BCSTA's deferred contributions to your attention. This information is shown on page three and under note 7 on page 11 of the statements. As you will have seen in your materials, the Finance & Audit Committee will be reviewing this portion of the audited statements with you in detail in the next agenda item.

(Slide 26)

At this time, the Finance & Audit Committee would be pleased to answer any questions you may have about the audited financial statements.

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Submitted by: BCSTA Board of Directors

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

BCSTA Finance & Audit Committee

Mike Murray
Finance & Audit Committee Chair, Board of Directors

Nadine Frenkel
SD91 (Nechako Lakes)

Dawn Lang
SD08 (Kootenay Lake)

Rob Pingle
SD64 (Gulf Islands)

Allison Watson
SD62 (Sooke)

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

AGM 2013 Resolution #30 BCSTA Financial Information

That BCSTA publish BCSTA's annual budget, member fees, and audited financial statements for each financial year after the annual budget and audited financial statements have been approved by Provincial Council.

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020



INDEPENDENT AUDITORS' REPORT

TO THE FINANCE AND AUDIT COMMITTEE OF THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Opinion

We have audited the financial statements of The British Columbia School Trustees Association ("the Association") which comprise:

- ♦ the statement of financial position as at June 30, 2020;
- ♦ the statement of revenue and expenses for the year then ended;
- ♦ the statement of changes in net assets for the year then ended;
- ♦ the statement of cash flows for the year then ended; and
- ♦ the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Provincial Council October 2020

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8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Statement of Financial Position

June 30

	2020	2019
Assets		
Current assets		
Cash	\$ 946,219	\$ 1,347,521
Cash held for Teacher Qualification Services (note 10)	229,071	130,636
Temporary investments (note 4)	1,108,157	705,607
Trade receivables	13,231	9,826
Teacher Qualification Services receivable (note 10)	64,194	146,459
Prepaid expenses	138,282	125,737
	2,499,154	2,465,786
Long-term investments (note 5)	959,713	941,876
Property and equipment (note 6)	54,117	80,082
	\$ 3,512,984	\$ 3,487,744

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Liabilities

Current liabilities

Accounts payable and accrued liabilities (note 9)	\$	41,951	\$	237,903
Payable to Teacher Qualification Services (note 10)		293,265		277,095
Vacation payable		129,709		142,058
Deferred contributions (note 7)		475,450		405,303

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Net assets

Invested in property and equipment	48,054	61,892
Internally restricted (note 2(a))	517,702	390,702
Unrestricted	2,000,790	1,954,601
	2,566,546	2,407,195
	\$ 3,512,984	\$ 3,487,744

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

- Internally restricted

This fund is set aside by the Board for possible future costs in relation to the Board's strategic planning initiatives.

During the year, the Board internally restricted an additional \$127,000 (2019 - \$ nil) to its internally restricted fund.

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Statement of Revenue and Expenses Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
Excess of revenues over expenses for the year	\$ 159,351	\$ 0	\$ 295,115

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2019

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Statement of Revenue and Expenses Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
		(note 2(g))	
Revenue			
Member fees	\$ 2,033,012	\$ 2,059,000	\$ 1,998,233
Academy	232,025	209,000	397,700
Grant administration and entrepreneurial services (schedule 3)	145,488	13,000	182,119
Annual General Meeting	0	209,000	198,614
Interest	100,806	86,000	101,312
	2,511,331	2,576,000	2,877,978

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Schedule of Core Services Expenses Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
		(note 2)	
Advocacy			
Provincial Council	\$ 103,333	\$ 98,000	\$ 56,691
Board of Directors	76,340	95,000	83,219
Canadian School Board Association	43,074	40,000	43,829
Advocacy services	42,698	71,000	71,253
Indigenous Education Committee	20,173	26,000	23,172
Professional Learning Committee	14,262	18,000	13,249
Branch support	10,614	17,000	9,162
Finance and Audit Committee	7,408	10,000	5,537
Annual General Meeting	4,186	194,000	189,839
Legislative Committee	1,515	2,000	1,965
	323,603	571,000	497,916

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2019

Annual General Meeting budgeted revenue	\$209,000
Annual General Meeting budgeted expenses	<u>194,000</u>
Net budgeted revenue	15,000
Annual General Meeting actual expenses.....	<u>4,000</u>
Annual General Meeting – net loss.....	<u><u>\$ 19,000</u></u>

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2019

	2020 Actual	2020 Budget (note 2)	2019 Actual
Advocacy			
Provincial Council	\$ 103,333	\$ 98,000	\$ 56,691
Board of Directors	76,340	95,000	83,219
Canadian School Board Association	43,074	40,000	43,829
Advocacy services	42,698	71,000	71,253
Indigenous Education Committee	20,173	26,000	23,172
Professional Learning Committee	14,262	18,000	13,249
Branch support	10,614	17,000	9,162
Finance and Audit Committee	7,408	10,000	5,537
Annual General Meeting	4,186	194,000	189,839
Legislative Committee	1,515	2,000	1,965
	323,603	571,000	497,916

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Trustee and Board Services

Academy	188,591	191,000	238,395
Legal Counsel	70,912	65,000	71,429
Board Chairs' Meeting	28,312	20,000	19,454
In-District services	18,740	45,000	30,282
Communications/Publications	17,363	30,000	32,037
Contracted services	0	0	1,202
	323,918	351,000	392,799

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Schedule of Office Operations Expenses Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
Office Operations		(note 2)	
Building	\$ 134,724	\$ 135,000	\$ 128,105
Equipment maintenance	62,205	65,000	61,343
Financial	37,015	54,000	43,555
Amortization of property and equipment	23,507	19,000	19,845
Office administration	21,296	19,000	15,094
	\$ 278,747	\$ 292,000	\$ 267,942

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Expenses

Salaries and benefits	1,294,304	1,362,000	1,257,121
Core services (schedule 1)	647,521	922,000	890,715
Office operations (schedule 2)	278,747	292,000	267,942
Grant administration and entrepreneurial services (schedule 3)	131,408	0	167,085
	2,351,980	2,576,000	2,582,863

8.1 **BCSTA Audited Financial Statements for the Year Ended June 30, 2020**

Board of Directors	\$ 19,000
Advocacy Services	28,000
Indigenous Education Committee	6,000
Professional Learning Committee	4,000
Branch Support	6,000
Finance & Audit Committee	3,000
Annual General Meeting – net loss	< 19,000 >
In-District Services	26,000
Financial	9,000
Salaries/Benefits	<u>16,000</u>
Total	<u>\$ 98,000</u>

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

2019/2020 year-end surplus.....	\$159,000
Less: budget lines impacted by COVID-19	<u>98,000</u>
Total.....	<u>\$ 61,000</u>

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Salaries and benefits	\$ 52,000
Annual member fee increase not applied	< 26,000 >
Academy - net revenue in excess of budget.....	25,000
Interest revenues.....	15,000
Purchase of long-term bond.....	8,000
Communications/Publications.....	13,000
Equipment Maintenance	3,000
Provincial Council	< 5,000 >
Canadian School Boards Association.....	< 3,000 >
Legal Counsel	< 6,000 >
Board Chairs' Meeting	< 8,000 >
Depreciation	< 5,000 >
Office Administration.....	< 2,000 >
Total	<u>\$ 61,000</u>

Provincial Council October 2020

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8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

2019/2020 salaries and benefits budget.....	\$ 1,362,000
2019/2020 salaries and benefits actual	<u>1,294,000</u>
Total amount underspent.....	68,000
Provided by temporary wage subsidy	<u>16,000</u>
Total due to non-COVID-19-related factors	<u>\$ 52,000</u>

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION

Statement of Revenue and Expenses

Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
		(note 2(g))	
Revenue			
Member fees	\$ 2,033,012	\$ 2,059,000	\$ 1,998,233
Academy	232,025	209,000	397,700
Grant administration and entrepreneurial services (schedule 3)	145,488	13,000	182,119
Annual General Meeting	0	209,000	198,614
Interest	100,806	86,000	101,312
	2,511,331	2,576,000	2,877,978

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Statement of Revenue and Expenses Year Ended June 30

	2020 Actual	2020 Budget	2019 Actual
		(note 2(g))	
Revenue			
Member fees	\$ 2,033,012	\$ 2,059,000	\$ 1,998,233
Academy	232,025	209,000	397,700
Grant administration and entrepreneurial services (schedule 3)	145,488	13,000	182,119
Annual General Meeting	0	209,000	198,614
Interest	100,806	86,000	101,312
	2,511,331	2,576,000	2,877,978

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

2019/2020 member fees - budgeted	\$ 2,059,000
2019/2020 member fees - actual	<u>2,033,000</u>
Funded by the 2017/2018 year-end surplus ...	<u>\$ 26,000</u>

5. LONG-TERM INVESTMENTS

Commencing in 2003, the Association has invested \$8,000 per year in long-term government bonds. The purpose of the annual investment is to supplement the \$693,000 bond purchased in the prior years and offset the effects of inflation on the bond through to its maturity.

The Association's long-term investments are recorded at amortized costs and represents government bonds with details as follows:

	Amortized cost		Effective interest rate	Maturity date
	2020	2019		
Government of the Province of:				
Newfoundland (market value 2020 - \$929,333; 2019 - \$911,637)	\$ 700,227	\$ 700,045	6.15%	April 17, 2028
Ontario (market value 2020 - \$114,215; 2019 - \$104,343)	96,019	92,087	6.06%	March 8, 2029
Ontario (market value 2020 - \$49,339; 2019 - \$45,710)	43,350	41,750	4.93%	March 8, 2027
Ontario (market value 2020 - \$35,834; 2019 - \$32,758)	30,337	29,093	4.85%	June 2, 2027
Ontario (market value 2020 - \$48,503; 2019 - \$44,933)	43,192	41,681	4.56%	January 13, 2027
Ontario (market value 2020 - \$33,164; 2019 - \$30,509)	29,917	28,965	3.76%	September 8, 2029
Ontario (market value 2020 - \$18,135; 2019 - \$8,682)	16,671	8,255	2.88%	June 2, 2029
	\$ 959,713	\$ 941,876		

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Statement of Financial Position June 30

	2020	2019
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities (note 9)	\$ 41,951	\$ 237,903
Payable to Teacher Qualification Services (note 10)	293,265	277,095
Vacation payable	129,709	142,058
Deferred contributions (note 7)	475,450	405,303

8.1 BCSTA Audited Financial Statements for the Year Ended June 30, 2020

Recommendation:

That the October 2020 Provincial Council receive the audited financial statements of the BC School Trustees Association for the year ended June 30, 2020, as prepared by Smythe LLP Chartered Professional Accountants.

8.2 Grant Status Update as at June 30, 2020

Submitted by: BCSTA Board of Directors

8.2 Grant Status Update as at June 30, 2020

THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION Statement of Financial Position June 30

	2020	2019
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities (note 9)	\$ 41,951	\$ 237,903
Payable to Teacher Qualification Services (note 10)	293,265	277,095
Vacation payable	129,709	142,058
Deferred contributions (note 7)	475,450	405,303

8.2 Grant Status Update as at June 30, 2020

DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community					

Provincial Council October 2020

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8.2 Grant Status Update as at June 30, 2020

Unspent Externally Restricted Grant Balances:

School-Based Risk and Threat Assessment.....	\$ 1,125
RERM/Trustee Engagement Support.....	14,133
Leadership Development – Phase 2	5,972
Leadership Development – Phase 3	96,809
Funding Model Review	<u>5,667</u>
Total	<u>\$123,706</u>

8.2 Grant Status Update as at June 30, 2020

7. DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community Connections Program	142,714	0	3,722	138,992	142,714
	\$ 405,303	\$ 200,000	\$ 129,853	\$ 475,450	\$ 405,303

Provincial Council October 2020

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8.2 Grant Status Update as at June 30, 2020

7. DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community Connections Program	142,714	0	3,722	138,992	142,714
	\$ 405,303	\$ 200,000	\$ 129,853	\$ 475,450	\$ 405,303

Provincial Council October 2020

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8.2 Grant Status Update as at June 30, 2020

Unspent Student Achievement Grant Balances:

2008 Student Achievement Grant	\$ 79,100
2007 Student Achievement Grant	105,000
2006 Student Achievement Grant	11,946
2005 Student Achievement Grant	<u>5,500</u>
Total unspent grant balance.....	\$ 201,546
Current allocations	<u>119,600</u>
Total grant balance available for use	<u><u>\$ 79,946</u></u>

8.2 Grant Status Update as at June 30, 2020

Unspent Student Achievement Grant Balances:

2008 Student Achievement Grant	\$ 79,100
2007 Student Achievement Grant	105,000
2006 Student Achievement Grant	11,946
2005 Student Achievement Grant	<u>5,500</u>
Total unspent grant balance.....	\$ 201,546
Current allocations	<u>119,600</u>
Total grant balance available for use	<u>\$ 79,946</u>

8.2 Grant Status Update as at June 30, 2020

Unspent Student Achievement Grant Balances:

2008 Student Achievement Grant	\$ 79,100
2007 Student Achievement Grant	105,000
2006 Student Achievement Grant	11,946
2005 Student Achievement Grant	<u>5,500</u>
Total unspent grant balance.....	\$ 201,546
Current allocations	<u>119,600</u>
Total grant balance available for use	<u><u>\$ 79,946</u></u>

8.2 Grant Status Update as at June 30, 2020

7. DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education					
Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community Connections Program	142,714	0	3,722	138,992	142,714
	\$ 405,303	\$ 200,000	\$ 129,853	\$ 475,450	\$ 405,303

8.2 Grant Status Update as at June 30, 2019

7. DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community Connections Program	142,714	0	3,722	138,992	142,714
	\$ 405,303	\$ 200,000	\$ 129,853	\$ 475,450	\$ 405,303

8.2 Grant Status Update as at June 30, 2020

7. DEFERRED CONTRIBUTIONS

Deferred contributions, related to expenses of future periods, represent unspent externally restricted amounts as shown below:

	Balance, beginning of year 2020	Contributions received	Amounts expensed during the year	Balance, end of year 2020	Balance, end of year 2019
Ministry of Education					
Student achievement grant - 2008	\$ 79,100	\$ 0	\$ 0	\$ 79,100	\$ 79,100
Student achievement grant – 2007	105,000	0	0	105,000	105,000
Student achievement grant – 2006	11,946	0	0	11,946	11,946
Student achievement grant - 2005	7,500	0	2,000	5,500	7,500
School-based risk and threat assessment	2,125	0	1,000	1,125	2,125
RERM/ Trustee Engagement Support grant	14,133	0	0	14,133	14,133
BC Education Leadership Council	11,206	0	0	11,206	11,206
Leadership Development Phase 2	25,912	0	19,940	5,972	25,912
Leadership Development Phase 3	0	200,000	103,191	96,809	0
Funding Model Review	5,667	0	0	5,667	5,667
School Community Connections Program	142,714	0	3,722	138,992	142,714
	\$ 405,303	\$ 200,000	\$ 129,853	\$ 475,450	\$ 405,303

8.2 Grant Status Update as at June 30, 2020

That Provincial Council receive the status report on BCSTA's external grants as of June 30, 2020, as provided in BCSTA's 2019/2020 Audited Financial Statements.

8.3 2021/2022 BCSTA Budget Planning

Submitted by: BCSTA Board of Directors for discussion only

8.3 2021/2022 BCSTA Budget Planning

- October 2020 Provincial Council to provide feedback
- February 2021 Provincial Council to review the first budget draft and provide additional feedback
- April 2021 Provincial Council to adopt 2021/2022 budget

8.3 2021/2022 BCSTA Budget Planning

Cost Pressures:

- Projected decrease in interest revenues
- Projected increase in depreciation costs
- Increase in software, software support, and cell phone costs
- Projected increase in hotel, meal and audio-visual costs
- Possible increase in Board of Directors' honouraria
- Movement on the staff salary grid
- Projected increase in benefit costs
- July 1, 2021 staff salary-grid increase based on teacher salary negotiations

8.3 2021/2022 BCSTA Budget Planning

Offsetting Factors:

- Possible increase in 2021/2022 member fees, based on student enrollment
- Increase in member fees resulting from the 2021/2022 inflationary member fee increase
- Stabilizing of meeting room and meal costs at BCSTA events

8.3 2021/2022 BCSTA Budget Planning

Budgetary Unknowns:

- 2021/2022 member fees (based on student enrollment)
- Server replacement costs
- Interest rates
- Recommendation/s of the Board of Directors' Honouraria Review Committee

8.3 2021/2022 BCSTA Budget Planning

Provincial Coucillors are invited to provide feedback to assist the Finance & Audit Committee in developing BCSTA's 2021/2022 operating budget.

8.3 2021/2022 BCSTA Budget Planning

Additional input can be sent to the Finance & Audit Committee by
December 14, 2020

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director of Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org

Vandalism Report - Summary by Schools

	2020-10-01	2020-10-31		
SCHOOLNAME	Labour	Material	Total Cost	
	\$120.00	\$74.00	\$194.00	3.38%
Chase River	\$120.00	\$87.12	\$207.12	3.61%
Cinnabar Valley	\$120.00	\$117.78	\$237.78	4.14%
Departure Bay	\$80.00	\$55.92	\$135.92	2.37%
Dover Bay SS	\$160.00	\$136.80	\$296.80	5.17%
Fairview	\$40.00	\$0.00	\$40.00	0.70%
Forest Park	\$40.00	\$10.86	\$50.86	0.89%
Georgia Ave	\$760.00	\$398.00	\$1,158.00	20.16%
Harewood	\$40.00	\$10.86	\$50.86	0.89%
John Barsby SS	\$160.00	\$75.84	\$235.84	4.10%
Ladysmith SS	\$160.00	\$58.38	\$218.38	3.80%
McGirr	\$80.00	\$66.93	\$146.93	2.56%
NDSS	\$40.00	\$0.00	\$40.00	0.70%
Park Avenue	\$20.00	\$0.00	\$20.00	0.35%
Pleasant Valley	\$120.00	\$87.12	\$207.12	3.61%
Quennell Gym	\$40.00	\$21.72	\$61.72	1.07%
Uplands Park	\$80.00	\$38.01	\$118.01	2.05%
Wellington SS	\$320.00	\$1,853.32	\$2,173.32	37.83%
Woodlands SS	\$120.00	\$32.58	\$152.58	2.66%

SCHOOLNAME	Labour	Material	Total Cost
Grand Total:	\$2,620.00	\$3,125.24	\$5,745.24

District total of incidents	46
Labour:	45.60%
Material	54.40%

Vandalism					
		2020-10-01	2020-10-31		
SCHOOL NAME	DATE	DESCRIPTION	LABOUR	MATERIAL	TOTAL
	2020-10-05	Cracked window in computer lab.	\$80.00	\$63.14	\$143.14
	2020-10-07	Paint over washed off graffiti at back of school.	\$40.00	\$10.86	\$50.86
			\$120.00	\$74.00	\$194.00
Chase River	2020-10-14	Broken window in classroom	\$120.00	\$87.12	\$207.12
			\$120.00	\$87.12	\$207.12
Cinnabar Valley	2020-10-19	Broken window in school office.	\$80.00	\$106.92	\$186.92
	2020-10-22	Graffiti on portable 134	\$40.00	\$10.86	\$50.86
			\$120.00	\$117.78	\$237.78
Departure Bay	2020-10-19	Broken window in staffroom. Outer layer damaged.	\$80.00	\$55.92	\$135.92
			\$80.00	\$55.92	\$135.92
Dover Bay SS	2020-10-01	Front entrance to school tagged in 2 spots in blue paint.	\$80.00	\$10.68	\$90.68

SCHOOL NAME	DATE	DESCRIPTION	LABOUR	MATERIAL	TOTAL
Dover Bay SS	2020-10-26	Repair of window in classroom C104A.	\$80.00	\$126.12	\$206.12
			\$160.00	\$136.80	\$296.80
Fairview	2020-10-09	Foul language graffiti on wooden playground.	\$40.00	\$0.00	\$40.00
			\$40.00	\$0.00	\$40.00
Forest Park	2020-10-08	Writing/graffiti on wall outside where K's line up.	\$40.00	\$10.86	\$50.86
			\$40.00	\$10.86	\$50.86
Georgia Ave	2020-10-05	Graffiti on dumpster	\$40.00	\$10.68	\$50.68
	2020-10-05	Graffiti on playground equipment	\$40.00	\$0.00	\$40.00
	2020-10-06	Broken window--room 11	\$80.00	\$84.19	\$164.19
	2020-10-07	Tagging on door J.	\$40.00	\$10.86	\$50.86
	2020-10-07	Graffiti on multiple places on lower playground with foul language & sexual images.	\$80.00	\$21.72	\$101.72
	2020-10-07	Tagging on back pathway cement	\$40.00	\$0.00	\$40.00

SCHOOL NAME	DATE	DESCRIPTION	LABOUR	MATERIAL	TOTAL
Georgia Ave	2020-10-09	Graffiti on portables out front	\$80.00	\$32.58	\$112.58
	2020-10-13	Graffiti on playground equipment	\$40.00	\$32.58	\$72.58
	2020-10-13	Foul graffiti door S	\$40.00	\$10.86	\$50.86
	2020-10-21	Inappropriate graffiti on lower playground equipment	\$40.00	\$10.86	\$50.86
	2020-10-26	Rock through both VP & Medical room windows.	\$80.00	\$61.89	\$141.89
	2020-10-26	Graffiti door K	\$40.00	\$0.00	\$40.00
	2020-10-27	Two broken windows near door DD & portables.	\$120.00	\$121.78	\$241.78
			\$760.00	\$398.00	\$1,158.00
Harewood	2020-10-01	Graffiti tagged & painted in several spots	\$40.00	\$10.86	\$50.86
			\$40.00	\$10.86	\$50.86
John Barsby SS	2020-10-05	Graffiti on back of Dawg House	\$40.00	\$10.68	\$50.68
	2020-10-13	Graffiti on doghouse & exterior Door D	\$40.00	\$21.72	\$61.72

SCHOOL NAME	DATE	DESCRIPTION	LABOUR	MATERIAL	TOTAL
John Barsby SS	2020-10-15	Graffiti on doghouse and exit door D	\$40.00	\$21.72	\$61.72
	2020-10-19	Grffiti on the dawghouse.	\$40.00	\$21.72	\$61.72
			\$160.00	\$75.84	\$235.84
Ladysmith SS	2020-10-12	Graffiti back side of school near tennis court	\$40.00	\$21.72	\$61.72
	2020-10-13	Graffiti on school side wall & behind school wall.	\$40.00	\$10.86	\$50.86
	2020-10-20	Glass broken in exit door.	\$80.00	\$25.80	\$105.80
			\$160.00	\$58.38	\$218.38
McGirr	2020-10-26	Broken window classroom 115.	\$80.00	\$66.93	\$146.93
			\$80.00	\$66.93	\$146.93
NDSS	2020-10-09	Graffiti on tower	\$40.00	\$0.00	\$40.00
			\$40.00	\$0.00	\$40.00
Park Avenue	2020-10-19	Break in over weekend. Checked the lock on rear door H for any signs of tampering.	\$20.00	\$0.00	\$20.00
			\$20.00	\$0.00	\$20.00

SCHOOL NAME	DATE	DESCRIPTION	LABOUR	MATERIAL	TOTAL
Pleasant Valley	2020-10-02	Broken window at front entrance.	\$120.00	\$87.12	\$207.12
			\$120.00	\$87.12	\$207.12
Quennell Gym	2020-10-27	Graffiti on wall	\$40.00	\$21.72	\$61.72
			\$40.00	\$21.72	\$61.72
Uplands Park	2020-10-05	Graffiti back of portable	\$40.00	\$21.72	\$61.72
	2020-10-06	Back door etched in-- inappropriate drawings	\$40.00	\$16.29	\$56.29
			\$80.00	\$38.01	\$118.01
Wellington SS	2020-10-06	Graffiti on walls & back patio & beside dust extractor.	\$40.00	\$21.72	\$61.72
	2020-10-17	Break in & theft using a golf club to smash a large window panel in the breakfast room. Following items were taken: HP Probook laptop computer & charging cord.	\$0.00	\$1,400.00	\$1,400.00
	2020-10-19	Repair large 3 x 3 window (sliding patio) rm 121.	\$120.00	\$346.65	\$466.65
	2020-10-19	Graffiti tagging inside elevator walls	\$40.00	\$21.72	\$61.72

SCHOOL NAME	DATE	DESCRIPTION	LABOUR	MATERIAL	TOTAL
Wellington SS	2020-10-19	Graffiti tags classroom exit door & sprinkler box.	\$40.00	\$21.72	\$61.72
	2020-10-22	Repair glass insert in door.	\$80.00	\$41.51	\$121.51
			\$320.00	\$1,853.32	\$2,173.32
Woodlands SS	2020-10-26	Graffiti door W & door V underneath stairwell	\$80.00	\$21.72	\$101.72
	2020-10-27	Graffiti on door around back near portables being built.	\$40.00	\$10.86	\$50.86
			\$120.00	\$32.58	\$152.58
Grand Total:			\$2,620.00	\$3,125.24	\$5,745.24

District total of incidents	46
Labour	\$2,620.00
Material	\$3,125.24
Total:	\$5,745.24

Motion	Comments	Assigned	Due Date	Completed
R20/10/28-11	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy 2.17 – Public Participation and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	Dale Burgos	11/30/2020	Ongoing
R20/10/28-10	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Updated Policy 2.7 - Policy Development and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	Dale Burgos	11/30/2020	Ongoing
R20/10/28-08	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply for the Childcare BC New Spaces Fund through the Ministry of Children and Families for funding childcare expansion for up to five school sites.	Mark Walsh	Fall 2020	Yes
R20/10/28-14	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) write a letter of support to the Boys and Girls Club of Central Vancouver Island with respect to their application for Child Care Spaces Funding.	Dale Burgos	10/28/2020	Yes
R20/09/23-17	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct Staff to work with the City of Nanaimo on the draft concept of making NDSS Community Field a medium sized stadium as per the draft City of Nanaimo Stadium Report.	Scott Saywell	Fall 2020	Ongoing

R20/09/23-13	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to draft a Long Range Facilities Plan and to bring the draft plan to a Business Committee meeting in the fall of 2020, for review and consideration.	Dale Burgos	Fall 2020	Ongoing
R20/06/24-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer Inclusion Policy 2.10 to the Policy Advisory Committee for review from an anti-racist perspective that acknowledges and address' the existence of systemic racism and provides the necessary revisions and to provide any recommended changes to the Board for consideration in the fall of 2020.	Policy Advisory Committee	Fall 2020	No
R20/03/11-10	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) strike a Board Ad Hoc committee that includes internal and external stakeholders to make recommendations to the Board of Education Policy Committee with regard to Policy 2.6, section 7.0 (Board Governance Meetings and Board Operations, Trustee Remuneration and Expense Allowance).	Scott Saywell	7/12/1905	Ongoing
R19/12/18-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) immediately strike an advisory ad hoc local school calendar committee with appropriate representation; and that the local school calendar committee develop and recommend a local school calendar, to the Education Committee and Board of Education.	Tim Davie	7/12/1905	Ongoing
R19/11/27-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) request that staff provide recommendations for employee recognition and any associated costs.	Scott Saywell/Patricia Trick	7/12/1905	No

R19/09/25-16	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) request that staff plan a community engagement session located in Ladysmith for 2020.	Dale Burgos	7/12/1905	No
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