



## COMMITTEE OF THE WHOLE

**12:00 pm, Wednesday, September 11, 2024**  
**School Board Office**

### NOTES

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Present: Jaclyn Miller, Rob Hill, Dale Lawson, Kirsten Van't Schip, Maureen Mason  
Also in attendance: Vianne Kintzinger (Interim Superintendent), Steve Hopkins (Secretary-Treasurer)

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The meeting was called to order by Chairperson Miller at 12:02 pm.

#### **PRESENTATION: MNP Audit Team – 2023/2024 Audited Financial Statements**

MNP auditors G. Roberts and C. Vanderhorst presented their audit findings to the board, offering a clean audit report with no issues requiring the board's attention. Materiality was set at 4.5% of total revenue, equivalent to \$2.4 million, with sample testing conducted on transactions below that threshold.

The auditors reviewed the statement of financial position, highlighting that unearned revenues primarily reflect student tuition payments made in advance, while deferred revenues represent unspent special purpose funds from the fiscal year. They also noted that salaries and benefits remain the largest expense in the statement of operations.

In addition, the auditors pointed out that cash balance is approximately \$600,000 lower than the previous year. The operating deficit of \$800,000 was reduced from a surplus, with 1% of operating funds secured as a contingency. Note 18 in the financial statements details surplus and restricted funds, including internally restricted funds and capital projects

#### **1. APPROVAL OF AGENDA**

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Committee of the Whole Meeting Agenda of September 11, 2024, be adopted as circulated.**

**STATUS: CARRIED**

## 2. STANDING COMMITTEES

### 2.a) Audit

#### 2.a.i) Approval of the Audited Financial Statements

S. Hopkins presented the FSDA report and audited financial statements, highlighting the following key points:

- **Statement of Financial Position:** The cash balance is lower than the previous year due to the planned spending of accumulated surplus funds. Over the past two years, the district has drawn on surplus reserves, and for the 2024/2025 fiscal year, it will no longer have the same surplus to rely on.
- **Income Statement:** The income statement summarizes revenue and expenses, with a variance of approximately \$1 million from the budgeted spending.
- **Special Purpose Funds:** There have been additional grant opportunities, including a pilot program for the Early Childhood Education (ECE) dual credit program, which will roll over into the current fiscal year. The Feeding Futures program has replaced the prior year's Student Affordability Fund, and there is a carryover from the previous year's affordability fund.

**RECOMMENDATION:** THAT the Board of Education approve the Audited Financial Statements for the year ended June 30, 2024, as presented.

### 2.b) Finance and Facilities

#### 2.b.i) Approval of the 2025/2026 Minor Capital Plan

S. Hopkins reported that in June, major capital projects were approved, and a draft plan for minor capital was reviewed with no changes. Mechanical and ventilation upgrades at Edgehill Elementary, if approved, will be implemented alongside the classroom addition, allowing HVAC systems throughout the entire building to be upgraded. Similarly, an LED lighting upgrade is planned under the CNCP program. The district also anticipates qualifying for another bus through the Bus Acquisition Program.

Regarding the district's food infrastructure, \$32,000 has been received for standard kitchen appliances at elementary schools. The team is evaluating equipment at Brooks used for the district-wide food program, particularly focusing on identifying items nearing the end of their life cycle. Future capital funding will likely be tied to Brooks, as current funding only covers equipment, not additional space.

It was also noted that Brooks' mechanical systems are generally more advanced than those at elementary schools. Where propane gas-fired boilers are being replaced by electric boilers in elementary schools, the district is exploring reusing the gas-powered boilers in specific areas of Brooks Secondary. Additionally, funding through the AFG program will be used to add cooling systems to core administrative and teacher preparation spaces

**RECOMMENDATION:** THAT the Board of Education approve the submission of the Minor Capital Plan with the list of projects proposed under section 2.0 of the memorandum.

2.c) Education and Strategic Planning

2.c.i) Review of Personal Digital Device Usage in Schools

Superintendent Kintzinger provided an update on restrictions to cell phone usage at that that resulted from the ministerial direction. In June, updates were made to administrative procedures (APs), requiring all schools to revise their student codes of conduct. To ensure compliance, senior admin have been spot-checking how staff and students are responding to the changes. At the elementary level, the transition has been relatively seamless, particularly among younger students who had limited phone use to begin with. The focus has primarily been on intermediate students, with only a few office referrals reported.

At Brooks Secondary, teachers have introduced a system where students place their phones in sleeves or buckets as they enter the classroom. The transition has gone smoothly for most students, particularly those in Grades 8 and 9, though senior students have taken more time to adjust due to established phone habits. While some referrals have occurred, the changes have enabled the administration to have more meaningful conversations with students about phone use.

Although the new policy has been successfully implemented during instructional time, adjusting habits around phone use during breaks and lunch remains a challenge. Trustee Hill suggested extending the policy to cover "door-to-door" rather than just "bell-to-bell" use. Superintendent Kintzinger acknowledged the difficulty of enforcing phone bans outside of class time and agreed to gather more data. The updated codes of conduct have also been shared with parents.

2.c.ii) Review of Safe and Caring School Communities

A. Burt and W. Dunlop, District SOGI Coordinator, presented findings from a student-led survey by A. Welp-Elis, which assessed 2SLGBTQIA+ inclusivity at Brooks School. The survey, conducted anonymously, compared recent data to a 2021 student-initiated survey. Welp-Elis, supported by a staff mentor, used a research-driven approach while ensuring compliance with the Freedom of Information and Protection of Privacy Act (FIPPA).

The anonymous survey increased participation and likely led to more honest responses, though it limited the ability to manage harmful comments. Key findings revealed a rise in students identifying as unsure of their gender identity, and a quarter of respondents reported feeling unsafe expressing themselves. While most students felt supported, 9-15% indicated a lack of staff support, identifying this as an area for improvement. Bathrooms and change rooms were noted as specific areas where students felt unsafe (23%).

Positive feedback on SOGI inclusion outnumbered negative comments two to one, with most students expressing support for inclusivity. Recommendations included enhancing staff training to address microaggressions, increasing student awareness

of existing resources, and incorporating universal design in new facilities. Trustee Hill suggested exploring technology to filter harmful comments, and A. Burt will follow up with the tech department to investigate options.

2.d) Policy Development

2.d.i) Approval of Annual Board Work Plan

S. Hopkins and V. Kintzinger presented a revised board work plan developed based on feedback from the trustees' self-evaluation in June. The plan forecasts board meeting agenda items and key events for each month. It will be reviewed quarterly, with formal approvals in September and updates in December, March, and June (the June version serving as a draft for the following year). The plan is a "living document" on an annual cycle.

Trustees agreed that a quarterly review, rather than monthly, would help focus attention on the plan. However, a few items were missed and will be added. Trustees also suggested that staff seek further examples through the BCSTA to enhance the work plan.

Additional items to include in the work plan:

- January: Add "Proposal for Substantive Changes".
- February: Review the "Superintendent's Student Success Report", incorporating data from sources such as the MDI, EDI, "How Are We Doing?" report, and six-year completion rates.

A request was also made to remind principals to invite trustees to school events.

**RECOMMENDATION:** THAT the Board of Education approve the 2024/2025 Board Work Plan with additions.

3. OTHER INFORMATION

3.a) Review of Policy 8 – Board Committees

S. Hopkins reviewed updates to the Committee of the Whole agenda format to better align with the structure outlined in Policy 8 – Board Committees. This revised structure will help ensure that trustees meet their obligations as described in the policy and support the achievement of quality indicators in committee meetings throughout the remainder of the year.

**ADJOURNMENT**

**MOVED: K. VAN'T SCHIP**

**TO adjourn the meeting.**

**STATUS: CARRIED**