



Fall Society Meeting Agenda Package

Monday, October 18, 2021 · 7:30 pm
Online only (Zoom)

Members are expected to attend. Non-members are welcome to attend.

Society meetings are important to the function and governance of our school.

Click the button below [to register and receive the Zoom link in your inbox.](#)

[Register Here](#)

Bulkley Valley Christian School Society

Fall Society General Meeting

Monday, October 18, 2021 · 7.30 p.m.

MEETING TO BE HELD ON ZOOM.

(all members are invited and encouraged to attend)

[Click here to register and receive Zoom link](#)

AGENDA

1. Opening and welcome by School Board Chairman **Glenn Bandstra**
2. Review of May 10, 2021 Spring AGM minutes
 1. Business arising out of the minutes
3. Principals' Reports (BVCS and BVCDL) **Chris Steenhof**
4. Introduction to PBIS **Julie Monn**
5. Haida Gwai Presentation **Tara Corneau**
6. Financial Report **Trever Morris**
7. New business and question period
8. Closing prayer

Thank you for supporting Christian education!

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Bulkley Valley Christian School Society
Spring General Meeting Minutes
Monday May 10, 2021 7:30 PM
via Zoom

In Attendance: 74 voting members (5 in-person, and 69 via Zoom.)

Principal: Chris Steenhof

Vice Principal and DL Principal: Monique VanderWart

Development Director: Tom Grasmeyer

Recording Secretary: Jamie de Jong

1	Opening Prayer and Welcome
	Opening prayer, devotions and welcome by School Board Chairman Warren Vandenberg. - Read our vision statement in unison.
2	Review of Oct 19, 2020 BVCS Society meeting minutes
2.1	Errors or omissions: None
	Motion: That the Society accept the Oct 19, 2020 BVCS Society meeting minutes as presented. Motioned / Seconded / Carried
2.2	Business arising from the minutes: None
3	Voting for new Board member(s)
3.1	Dan Hamhuis has volunteered to join the Board in the position of Employee Relations Committee Representative for a three-year term. Trever Morris, who previously held this position, will move into the role of Finance Committee Representative. Glenn Bandstra has volunteered to join the Board in the position of Board Chairman for a two-year term. The idea behind this is for Glen to serve as a mentor to the following chairman. Brooke Bandstra has volunteered to serve another two-year term on the Board as Admissions and Promotions Committee Representative. Loralee Boonstra has volunteered to join the Board in the position of Chairman of the Education Committee for a three-year term. Tanya Morkel has volunteered to join the Board in the position of Grad Committee Representative/ Corresponding Secretary for a three-year term. Thank-you Dan, Glenn, Brooke, Loralee and Tanya! Each vote was conducted individually via zoom.
	Motion: That the BVCS Society approve Dan Hamhuis as a director on the Board of the Bulkley Valley Christian School Society. Motioned / Seconded / Carried
	Motion: That the BVCS Society approve Glenn Bandstra as a director on the Board of the Bulkley Valley Christian School. Motioned / Seconded / Carried
	Motion: That the BVCS Society approve Brooke Bandstra as a director on the Board of the Bulkley Valley Christian School. Motioned / Seconded / Carried
	Motion: That the BVCS Society approve Loralee Boonstra as a director on the Board of the Bulkley Valley Christian School. Motioned / Seconded / Carried

	Motion: That the BVCS Society approve Tanya Morkel as a director on the Board of the Bulkley Valley Christian School. Motioned / Seconded / Carried
4	Principal's Reports (BVCS and BVC Distributed Learning) – Chris Steenhof, Monique VanderWart
4.2	<p>Chris Steenhof gave the principal's report for BVCS.</p> <p>It is great to see Monique healthy and back in the leadership of the school. This has been quite a year already. The pandemic has forced all of us to live with a lot of uncertainty. As a staff, we have aimed for a year of calm and normalcy as much as possible. We have continued to focus on Christian Education, and meeting the needs of students, staff and parents. Chris commended staff and administration for creating learning environments that have a sense of normalcy for students and help learning to come alive. The close connections that our teachers have with students continue to thrive. Special days and outdoor education have been able to continue.</p> <p>Things haven't been perfect, people are tired, there have been health struggles, and this is also a year of good-byes for BVCS, which is hard. Our departing staff will be missed.</p> <p>Looking ahead to next year, Chris challenged the Society to look ahead with optimism and anticipation. We serve a powerful God, and we can always have hope knowing that He is in control. We look ahead to a rise in enrollment (225 students!), new families (many who are returning alumni), a full School Board, new staff (Wesley Boonstra) and two new administrative assistants (Tammy Larson, Erin Hertz). We have challenges, but our school is incredibly supported by our parents and support community.</p> <p>We are also coming to the end of a 5-year strategic plan and will begin next year by working on a new one.</p>
4.1	<p>Monique VanderWart gave the principal's report for BVCDL.</p> <p>This has been an active year for the DL. The funding was reduced and so adjustments had to be made. This year we have also had our first DL Grad. There was a committee formed to take a closer look at our DL program, out of which came several recommendations and realizations. Some items of note, our DL school is growing, enrollment has doubled. A new website was launched. A DL newsletter was started. Next year, we hope to resume gym nights and other community activities. Our staff has grown, three more teachers have been brought on board. This is a special community, and we hope to continue providing this service for years to come.</p>
5	Financial Report: Mike Bandstra

5.1	<p>Mike Bandstra gave a brief status update of the 2020-2021 BVCS finances (current fiscal year June 30, 2021).</p> <p>A few items of note: Overall it has been a good year for the school. At the end of last month our revenues were about 5% higher and expenses about 5% less than expected. There will be some larger expenses at the end of the year, but we have been very blessed.</p> <p>Mike also presented the preliminary budget proposal for 2021-2022.</p> <p>A few items of note: Revenue is expected to be about 5% higher for the coming year due to the increase in student enrollment. We have added an extra class in the elementary so the category for instruction is a little higher. This year tuition has increased by approx. 2%. We are forecasting that we will break even.</p> <p>We do have some large capital expenditures planned for this year, the land development will incur some costs, we have formed a committee to plan this. The final phase of the roof will be happening in July. We also have two very old busses that we need to do something about, so we have allocated some funds for this, and formed a subcommittee to make these decisions as well.</p> <p>The budget was voted on via zoom.</p>
6	Approval of the working budget for 2021-2022
	Motion: That the BVCS Society approve the 2021-2022 Preliminary Working budget for BVCS as presented. Motioned / Seconded / Carried
7	Recognition of Departing Staff and Years of Service
7.1	<p>Monique VanderWart gave a fond farewell to each of our departing SEAs: Makayla VanVeldhuizen (1yr), Melissa Saffarek (1yr), Karen Boone (7 yrs), Linda Jones (20 yrs), Nancy Hurlings (20 yrs).</p> <p>Chris Steenhof gave a special notice to staff who have reached milestones in their years of service: 10 years of service: Deb Groot 20 years of service: Eunice Penner, Klas Kort, Glenda Posthuma, 42 years of service: John Vis. (Longest serving staff member of BVCS of all time!)</p> <p>Chris also gave a heartfelt farewell to our departing teaching staff: Helengrey Dobrenski, Jonathan Boone (23 yrs), Wilma Numan (22 yrs) and to our departing Board members: Mike Bandstra (6 yrs), Annette Onderwater (5 yrs), Warren Vandenberg (6 yrs), Jenn Hols (5.5 yrs) Thank-you all for all you have given to our school.</p>
8	New Business and Question Period - None
9	Closing Prayer and Song (pre-recorded by grade 6-7 students)
10	Meeting Adjourned at 8:45 pm

Income Statement and Budget Comparison (General)

BULKLEY VALLEY CHRISTIAN SCHOOL SOCIETY INCOME STATEMENT & BUDGET COMPARISON GENERAL				
Actual to June 30, 2021	Budget to June 30, 2021		Approved May Working Budget 2021-2022	Proposed Working Budget 2021-2022
GENERAL REVENUE				
635,043	602,908	TUITION	602,908	659,602 1
18,020	20,000	TUITION RELIEF	20,000	20,000 2
20,422	30,000	DONATIONS	30,000	30,000 3
50,026	25,000	PRESCHOOL	25,000	40,000 5
1,152,722	1,129,352	GOVERNMENT GRANT	1,129,352	1,331,635 6
323,650	318,500	SPECIAL NEEDS GRANT	318,500	342,990 7
59,241	7,000	BUS FEES & MISC	7,000	10,000 8
25,000	25,000	DISTRIBUTED LEARNING	25,000	25,000 9
0	10,000	% OF INTEREST FROM CAPITAL FUND	10,000	10,000 10
2,284,124	2,167,760		2,167,760	2,469,227
OPERATING EXPENSE- ADMIN				
12,278	9,000	LEGAL & AUDIT/ACCOUNTING	9,000	10,000 11
1853	2,700	INTEREST & SERV CHARGES	2,700	2,700 12
4,446	5,000	INTERNET/TELEPHONE	5,000	5,000 14
23,480	24,074	DUES	24,074	26,300 15
3,000	5,000	PRINCIPAL/TEACHER CONVENTION	5,000	5,000 16
1,898	5,000	PROMOTION/ LITTLE SUNSHINE PROGRAM	5,000	5,000 18
6,623	4,000	BOARD & MISC	4,000	4,000 19
0	2,000	SIERRA LEONE PROJECT	2,000	2,000 20
30,864	25,000	PRESCHOOL	25,000	40,000 21
1,497	2,500	GRADUATION & BURSARY	2,500	2,500 22
37,695	37,500	BUSINESS ADMINISTRATOR	37,500	45,900 23
69,931	70,045	DEVELOPMENT DIRECTOR	70,045	71,446 24
49,783	45,726	SECRETARY WAGES	45,726	46,000 25
8,098	7,500	OFFICE EXPENSE	7,500	8,000 26
1,866	3,500	COPY MACHINE	3,500	3,500 27
253,312	248,545		248,545	277,346
INSTRUCTION				
885,462	938,109	TEACHERS' SALARIES	938,109	1,069,460 28
22,235	18,500	CLASSROOM ASSISTANTS	18,500	45,000 29
7,288	10,000	SUBSTITUTES	10,000	10,000 30
610	4,500	COUNSELOR	4,500	4,500 31
657	1,000	INTERNATIONAL	1,000	1,000 32
157,664	192,000	EMPLOYEE BENEFITS	192,000	200,000 33
35,923	35,533	TEACHING SUPPLIES	35,533	42,266 34
4,885	5,274	LIBRARY	5,274	6,228 35
16,452	15,950	LIBRARIAN	15,950	16,300 36
3,397	6,500	PROFESSIONAL DEVELOPMENT	6,500	6,500 37
1,134,573	1,227,366		1,227,366	1,401,253
SPECIAL NEEDS				
48,632	48,632	ADMIN/COORDINATORS	48,632	52,471 38
68,414	65,000	EDUCATIONAL ASSISTANTS -CAT B	65,000	63,750 39
280,839	285,000	EDUCATIONAL ASSISTANTS -CAT A	285,000	269,000 40
59,800	59,800	BENEFITS	59,800	40,538 41
0	3,185	DUES	3,185	3,430 42
7,440	3,000	SPECIAL TESTING	3,000	3,000 43
10,662	8,000	TEACHING SUPPLIES	8,000	8,000 44
5,957	5,000	PROFESSIONAL DEVELOPMENT	5,000	5,000 45
13,029	5,000	SPECIALIST SERVICES	5,000	5,000 46
1,569	5,000	TECHNOLOGY	5,000	5,000 47
5,397	5,000	MAINTENANCE/JANITORIAL	5,000	5,000 48
31,850	31,850	TEACHING TIME	31,850	34,299 49
533,589	524,467	TOTAL SPECIAL NEEDS	524,467	494,488
OPERATIONS				
34,872	45,900	JANITORIAL CONTRACT	45,900	46,818 50
3,317	6,000	JANITORIAL SUPPLIES	6,000	6,000 51
25,828	25,000	R & M BUILDING & CONTRACT	25,000	25,000 52
17,627	14,000	R & M COMPUTER	14,000	14,000 53
38,387	38,000	INSURANCE	38,000	39,000 54
6,734	8,000	GROUPS	8,000	8,000 55
22,070	0	COVID 19	0	0 56
62,697	60,000	LIGHT,HEAT,POWER	60,000	61,550 57
211,532	196,900		196,900	200,368
TRANSPORTATION				
10,602	5,000	BUSSING	5,000	10,000 58
797	2,000	FUEL	2,000	2,000 59
6,853	10,000	REPAIR & MAINT VEHICLES	10,000	10,000 60

1,958	2,500	INSUR. & LICENSE -VEHICLES		2,500	2,500	61
20,210	19,500			19,500	24,500	
		CAPITAL				
130,000	0	BUILDING FUND/CAPITAL		0	100,000	62
2,283,216	2,216,778	TOTALS		2,216,778	2,497,955	
\$ 908	\$ (49,018)	EXCESS REVENUE OVER (UNDER)		\$ (49,018)	\$ (28,728)	63
		EXPENSES				
TUITION 2021-2022 BUDGET						
\$689,712.00						
-\$65,000.00	tuition support		140	(K- 7 students)		
\$34,890.00	(6) int/band students grant portion		44	(8 - 9 students)		
\$659,602.00			51	(10 - 12 students)		
			235	Total enrollment		
GOVT GRANT 2021-2022 BUDGET						
229 students @\$5815.		\$1,331,635.00				
Special Needs Grant		\$342,990.00				
TOTAL GOVERNMENT GRANT		\$1,674,625.00				
Tuition based on 12 monthly payments:						
Grade K-3:	\$520 x 12					
Grade 4-7	\$566 x 12					
Grade 8-12:	\$612 x 12					

Income Statement and Budget Comparison (Capital/Building)

BULKLEY VALLEY CHRISTIAN SCHOOL SOCIETY				
INCOME STATEMENT & BUDGET COMPARISON				
CAPITAL/BUILDING				
Actual to June 30, 2021	Budget to June 30, 2021		Working Budget 2021-2022	
		<u>REVENUE</u>		
4489	0	DONATIONS	0	1
0	0	REVENUE FROM OPERATING	0	2
1,640	2,000	RENTAL INCOME	2000	3
18,999	22,000	INTEREST ON INVESTMENT INCOME	22000	4
38,650	40,000	GOLF TOURNAMENT	40000	5
14,915	14,000	SPRING FUNDRAISER	15000	6
15,000	15,000	VOUCHER PROGRAM	15000	7
82,551	50,000	YEAREND DRIVE	65000	8
3,283	0	MISCELLANEOUS INCOME	0	9
179,527	143,000		159,000	
		<u>CAPITAL PROJECTS EXPENDITURES</u>		
12,683		WOOD WORKING TOOLS		
17,227		WOOD WORKING SHOP EXPANSION	33000	10
	10,000	LAND ADDITION	10000	11
84,377	75,000	ROOFING SECTION 3 & 6		12
		ROOFING SECTION 4 & 4a summer of 2021	143000	13
15,242	25,000	TECHNOLOGY	30000	14
		MUSIC PROGRAM YEAR 1 OF 3	3500	15
		BUS	90000	16
		PLAYGROUND	30000	17
129,529	110,000		339,500	
		<u>OTHER EXPENSES</u>		
6457	6000	FUNDRAISING EXPENSE	6000	18
851	3000	ADMIN FEES ON INVESTMENT	3000	19
7,308	9,000		9,000	
136,837	119,000	TOTAL EXPENDITURES	348,500	
	10,000	TRANSFER TO GENERAL	10,000	20
42,690	14,000	EXCESS REVENUE OVER (UNDER) EXPENSES	-199,500	21

Income Statement and Budget Comparison (BVCDL)

BULKLEY VALLEY CHRISTIAN DISTRIBUTED LEARNING			
INCOME STATEMENT & BUDGET COMPARISON			
Actual to June 30, 2021	Budget to June 30, 2021		Current budget 2021-2022
GENERAL REVENUE			
178,425	179,950	GOVERNMENT GRANT-ELEMENTARY	104,940 1
21,094	9,525	GOVERNMENT GRANT-HIGH SCHOOL	19,875 2
122,400	121,200	GOVERNMENT GRANT-SPECIAL NEEDS	106,400 3
302	150	INTEREST INCOME & MISC.	150 4
		TUITION FEE	3,600 5
----- 322,221	----- 310,825		----- 234,965
OPERATING EXPENSE- ADMIN			
15,000	15,000	LEGAL & AUDIT/ACCOUNTING	15,000 6
6,000	6,000	ADMINISTRATION	6,000 7
142	250	INTEREST & SERV CHARGES	250 8
3,721	3,600	DUES	2,099 9
873	720	TELEPHONE	360 10
4,700	4,000	OFFICE EXPENSE	4,000 11
24,944	25,665	RESOURCE MANAGER	14,685 12
----- 55,380	----- 55,235		----- 42,394
INSTRUCTION			
27,966	28,300	DL PRINCIPAL	14,553 13
2,267	2,600	HIGH SCHOOL COORDINATOR	4,765 14
81,581	79,650	ELEM TEACHERS CONTRACT	47,355 15
8,476	4,000	HIGH SCHOOL TEACHER CONTRACT	6,875 16
383	500	CONTRACT EXPENSES	500 17
22,484	32,250	ELEM CURRICULUM RESOURCES	15,741 18
1,501	2,500	HIGH SCHOOL CURRICULUM RESOURCES	1,500 19
1,475	1,000	PROJECT DEVELOPMENT	1,000 20
299	2,000	PROFESSIONAL DEVELOPMENT	2,500 21
----- 116,199	----- 121,900		----- 94,789
SPECIAL NEEDS			
25,215	24,548	ADMINISTRATION	9,000 22
0	0	DUES	1,064 23
23,374	40,000	SPECIALIZED EDUCATIONAL ASSISTANT	30,000 24
6,760	8,100	TEACHER CONTRACT	7,175 25
38,713	40,000	TEACHING SUPPLIES/RESOURCES	30,200 26
7,745	2,000	TESTING	7,000 27
5,351	3,000	SPECIALISTS	7,000 28
15,686	5,000	TECHNOLOGY	15,000 29
----- 122,844	----- 122,648		----- 106,439
294,423	299,783	TOTALS	243,622
27,798	11,042	EXCESS REVENUE OVER(UNDER)	-8,657 30
GOVERNMENT GRANT			
33 students @ \$3180 per student			
50 students @ \$397.50 per highschool student			
5 special needs students @ \$21,280.00			
FAMILIES			
18 Distributed learning families			
** funding is based on 50% of DL public school flat rate**= \$3180.			

Balance Sheet

	Revenue	Capital	Distributed Learning	2021	2020
CURRENT ASSETS					
Cash	436,893	201,347	38,374	676,614	508,981
Accounts receivable - Distributed Learning	-			-	18,000
Federal government wage subsidy	-			-	20,360
Due from government agencies	6,104		1,011	7,115	4,237
Prepaid expenses	31,986	12,088		44,074	32,028
	474,983	213,435	39,385	727,803	583,606
TANGIBLE CAPITAL					
Land		594,633		594,633	594,633
Buildings		4,046,646		4,046,646	3,954,730
Furniture and equipment		933,220		933,220	905,295
Transportation - Buses		138,485		138,485	138,485
Intangible assets		4,500		4,500	4,500
INVESTMENTS					
		974,393		974,393	956,245
INTERFUND RECEIVABLE					
	-	152,954		152,954	42,490
ENDOWMENT FUND					
		43,952		43,952	41,353
TOTAL ASSETS	474,983	7,102,218	39,385	7,616,586	7,221,337
CURRENT LIABILITIES					
Accounts payable and accrued liabilities	49,168		14,982	64,150	56,643
Wages and salaries payable	5			5	107
Due to government agencies	1,490			1,490	894
Deferred revenue	46,135		900	47,035	74,353
	96,798	-	15,882	112,680	131,997
INTERFUND PAYABLE					
	152,954	-	-	152,954	42,490
TOTAL LIABILITIES	249,752	-	15,882	265,634	174,487
UNRESTRICTED FUND BALANCES					
Opening balance	224,325	41,353		265,678	218,344
Excess of revenue over expenses (expenses over revenue)	130,906	2,599		130,906	65,898
Interfund transfers	(130,000)	-		(130,000)	(25,000)
Closing Balance	225,231	43,952	-	269,183	265,677
INTERNALLY RESTRICTED FUND BALANCES					
Opening balance		1,157,593	25,938	1,183,531	1,223,104
Excess of revenue over expenses (expenses over revenue)		42,689	(2,435)	42,689	(64,573)
Interfund transfers		130,000		130,000	25,000
Closing Balance	-	1,330,282	23,503	1,353,785	1,183,531
INVESTMENT IN CAPITAL ASSETS					
Opening balance		5,597,643		5,597,643	5,397,886
Grants for capital assets		10,500		10,500	-
Purchase of capital assets		119,841		119,841	199,757
Closing Balance	-	5,727,984	-	5,727,984	5,597,643
TOTAL LIABILITIES AND FUND BALANCES	474,983	7,102,218	39,385	7,616,586	7,221,337

Statement of Revenue & Expenses

	Revenue	Capital	Distributed Learning	2021	2020
REVENUE					
Government grants	1,478,168		322,051	1,800,219	1,785,145
Tuition fees	685,069			685,069	573,152
Donations and collections	38,442	102,039		140,481	166,700
Fundraising		50,390		50,390	16,554
Interest, investment and other	57,445	18,999	170	76,614	60,194
Rental income		1,640		1,640	1,032
	<u>2,259,124</u>	<u>173,068</u>	<u>322,221</u>	<u>2,754,413</u>	<u>2,602,777</u>
ADMINISTRATION					
Accounting, audit & Legal	9,278		3,000	12,278	10,061
Advertising & Promotion	1,898			1,898	4,887
Board & Misc	6,623			6,623	5,631
Bursary & Graduation	1,497			1,497	964
Dues	23,480		3,721	27,201	25,506
Interest & Bank Charges	1,853		143	1,996	2,274
Office	5,965		4,700	10,665	9,920
Preschool	30,864			30,864	21,848
Telephone	4,447		873	5,320	6,706
Travel & Workshops	3,000			3,000	3,000
Wages & Salaries	139,408		43,219	182,627	168,411
	<u>228,313</u>	<u>-</u>	<u>55,656</u>	<u>283,969</u>	<u>259,208</u>
INSTRUCTION-TEACHERS					
Benefits	157,664			157,664	196,767
Library	21,337			21,337	14,665
Professional developments	3,397		299	3,696	5,812
Salaries	916,252		120,674	1,036,926	1,087,559
Supplies	35,923		25,186	61,109	56,604
	<u>1,134,573</u>	<u>-</u>	<u>146,159</u>	<u>1,280,732</u>	<u>1,361,407</u>
SPECIAL NEEDS					
Administration	48,632			48,632	58,231
Benefits	59,800			59,800	50,921
Dues	-			-	-
Professional developments	5,957			5,957	1,944
Special and Classroom aides	349,254		84,129	433,383	319,584
Special testing	25,866			25,866	14,830
Teaching supplies	10,662		38,712	49,374	50,962
Teaching time	31,850			31,850	40,005
Technology	1,569			1,569	1,825
	<u>533,590</u>	<u>-</u>	<u>122,841</u>	<u>656,431</u>	<u>538,302</u>
OPERATIONS AND MAINTENANCE					
Grounds	6,733			6,733	5,073
Insurance	38,387			38,387	38,064
Janitorial	60,261			60,261	48,339
Light, heat & Power	62,696			62,696	60,550
Repair & Maintenance	43,455			43,455	34,550
	<u>211,532</u>	<u>-</u>	<u>-</u>	<u>211,532</u>	<u>186,576</u>
TRANSPORTATION					
Bussing fees	10,602			10,602	14,057
Fuel	797			797	1,149
Insurance	1,958			1,958	1,984
Repairs	6,853			6,853	6,440
Wages & Salaries	-			-	-
	<u>20,210</u>	<u>-</u>	<u>-</u>	<u>20,210</u>	<u>23,630</u>
CAPITAL EXPENDITURES					
Land		-		-	10,778
Building		101,603		101,603	141,812
Furniture and equipment		27,925		27,925	42,667
Intangible assets		-		-	4,500
General maintenance		-		-	31,754
Administration		851		851	819
	<u>-</u>	<u>130,379</u>	<u>-</u>	<u>130,379</u>	<u>232,330</u>
	<u>2,128,218</u>	<u>130,379</u>	<u>324,656</u>	<u>2,583,253</u>	<u>2,601,453</u>
SIERRA LEONE PROJECT					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUES)					
	<u>130,906</u>	<u>42,689</u>	<u>(2,435)</u>	<u>171,160</u>	<u>1,324</u>