



Bulkley Valley
Christian School

Spring Society Meeting Agenda Package

Monday, May 8, 2023 · 7:30 pm

BVCS Multi-Purpose Room with Zoom option (below)

Come at 7 pm to enjoy some fellowship and refreshments before the meeting!

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

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

Meeting to be held in person. If you cannot attend in person, you may attend via Zoom.

If you attend by Zoom, you must register in advance. To register visit

www.bvcs.ca/agm

When you register you will receive the Zoom link by email.

Bulkley Valley Christian School Society

Spring Society General Meeting

Monday, May 8, 2023 · 7.30 p.m.

Meeting to be in person in the BVCS Multi-Purpose Room.

Come at 7. Bring a plate of baking to share!

(all members are invited and encouraged to attend)

Can't make it in person? Visit www.bvcs.ca/agm to register for the Zoom link.

AGENDA

1. Opening and welcome by School Board Chairman **Dan Hamhuis**
 - a. Opening song
2. Review of October 17, 2022 Fall Society general meeting minutes
 - a. Business arising out of the minutes
3. Principal's Reports (BVCS and BVCOS) – **Chris Steenhof**
4. Financial Report – Theo Bandstra
 - a. MOTION from the board to approve the working operational budget and working capital budget as presented.
5. Presentation about BCWI Survey
6. Presentation about Sierra Leone trip
7. Updates from the board
8. Recognition of years of service and departing staff
9. Vote to approve incoming board members
10. New business and question period
11. Closing prayer & song

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Bulkley Valley Christian School Society
Fall General Meeting Minutes
Monday October 17, 2022 7:30 PM
In-person and via Zoom

In Attendance: 50 voting members in person, 20 via zoom

Principal: Chris Steenhof

Vice Principal: Annie VanDamme

Development Director: Tom Grasmeyer

Recording Secretary: Jamie de Jong

1. Opening Prayer and Welcome

Opening prayer, devotions, song and welcome by School Board co-chairman Glenn Bandstra.

2. Review of May 09 2022 Spring AGM minutes

Errors or omissions: None

Motion: That the Society accept the May 9 2022 BVCS society meeting minutes as presented. Motioned / Seconded / Carried

Business arising from the minutes

None

3. Principal's Reports (BVCS) – Annie VanDamme presenting for Chris Steenhof

Annie gave the principal's report beginning by touching on the many events that have already happened this year, from a grade 11-12 trip to Bard on the Beach, many hikes and outdoor adventures, the cross-country run, meals and cooking shared together, community activities and service days, all thankfully restriction-free. She also expressed gratefulness for the new staff, returning staff, and staff who have changed roles. We are incredibly blessed to be fully staffed in a world of shortages.

Administration has been focusing on several goals, specifically developing and adhering to a communication plan between staff, students, and stakeholders; encouraging and facilitating collaboration between staff; re-imagining our assessment and reporting practices; providing better support for students with respect to their families, health and culture; increasing opportunities, training and expectation for leadership development within our student body; and providing opportunities to our students for community engagement and service. Annie explained their progress and action plans for these goals.

Our year has not been without challenges, our culture is changing at a rapid pace, we have students in difficult situations, visions that differ and make unity a challenge. We ask for prayer for these things, and for the teachers who are supporting families through tough times. In these



times of change, we pray that BVCS will be a transformative experience for our students, that they will grow closer to God and will bring his power to all areas of life.

4. Financial Report – Theo Bandstra

Theo introduced himself as the new treasurer and brought to our attention a few items of note from the financial report:

- The year we have 252 total students, 119 families! Great to see.
- Under General Revenue, 'bus fees and misc' is a category we are still working on -feeling out- this year, we will see how expenses go with having this service available. We know already it will be more than \$10,000, that is a low estimate.
- Under expenses, line 19 'Board and Misc' there is a large difference between budgeted and actual, this is due to legal and audit advice, updating policies project (hiring Wilma Numan for that), also the cost of creating recruitment videos.
- Transportation is a new item for us compared to last year. We now have two busses running throughout the year, paying drivers and fuel, and other new costs. We budgeted \$98,000 for this year; we'll see how it goes.
- Line 62 – Capital Expenses allocation
- This year we are projecting a moderate deficit (1.5% of the entire budget, not large), We also do usually project that the next years grant will increase and make up for it.
- A question was raised about the \$500 bus fee. While the bus service is much appreciated, it is not always available if the bus is needed for a school trip, and the fee is expensive. Why is this not covered by the school's savings or investments? Theo explained that items of operations are different than items of a capital nature. Yes, we have investments or cash in savings, we used some of that to buy the bus itself (one-time purchase), but we cannot use that for ongoing expenses (such as bus fees). However, the fee amount is not set in stone, we are still feeling out this year, we are hoping that our revenue will be more than predicted.

Motion: That the Society approve the 2022-2023 working budgets as presented.

Motioned/Seconded/Carried

5. Update on Strategic Plan, Including Facility Review Committee – Glenn Bandstra

As a board we put together the Strategic Plan about a year ago now and are working hard to complete the goals. One of the things we asked ourselves was what we want BVCS to look like for our students in the future.

Regarding facilities, our goal was to put a committee together to complete a facility review, included but not limited to working towards a new Gym, the effectiveness of our elementary space, and gathering spaces.

We put a committee together, (Glenn Bandstra, Lorelee Boonstra, Rebecca Morris, Brendan Atkins, John Buikema, Tom Grasmeyer, Chris Steenhof) they have met several times and have done a complete walk-through of the building. In 2016 BVCS had 152 students, now we have 252. We have experienced a lot of growth, the campus is full, and if we want to make changes in the future we need to start talking about them now.

A brief history of our society, we began in the 1960s with a facility on Walnut drive. In the 70s we built a high school on 2nd Ave, which burnt. In 1983 we purchased this property and built the high school here. In 2010 the two campuses were combined. Student counts were declining, so we were amalgamated on this campus, along with some portables. This facility was never built to be a K-12 facility, and it though it functions quite well, we are full.

The committee wants to get a lot done this year. They would like to come to the society in the spring with an idea of where we should go. They plan to meet with the staff and engage their opinions. A few examples of facility issues that have come up; entrance and exit points are an issue, the Preschool entrance and parking are issues, The modular is working today – but won't last forever, elementary hallways are dark and tight, and the gym is an issue. The trend is that enrolment will continue to grow.

We are starting the conversation, so if anyone has ideas, concerns, or input, please come to talk to members of this committee, they are looking for input.

6. Presentation about Bard on the Beach – Tara Corneau

Tara Corneau shared about the trip she took with a group of grade 11-12 students, some parents, and an incredible bus driver to the lower mainland for Bard on the Beach. One of the main purposes of going on this trip is to experience professional theatre – a large part of the drama program and the English program. They visited an Arts club, fringe theatre, and watched two shows at Bard on the Beach. After both Bard shows, the students got the opportunity to chat with the actors. They also went to the art gallery and took in two different exhibits, biked along the sea wall, visited Lynn Canyon and Granville Island, took the sea bus, and did Flyover Canada. They also visited the Fraser Valley gleaners which was

an important service opportunity. They helped to make many servings of soup, serving alongside, and visiting with people who have been serving the Lord for many years through this ministry. The entire trip was a good opportunity to get to know the students deeper and talk to them about culture and worldview.

7. New Business and Question Period

We want to thank Tanya Morkel for her time on the Board, for her service and the gifts that she brought, and thank her for starting up the Little Sunshines program again.

Question: Last year a new community standards document was sent out to the staff for review? What happened with that? That document has been approved and is an appendix to the human resources policy, which was part of the new teacher's contract which all the teachers recently signed.

8. Closing Song and Prayer

9. Meeting Adjourned at 9 pm



Income Statement and Budget Comparison (Operating/General)

| BULKLEY VALLEY CHRISTIAN SCHOOL SOCIETY | | | | | | |
|---|-----------------------------|-------------------------------|-------------------------------------|---|----|--|
| INCOME STATEMENT & BUDGET COMPARISON | | | | | | |
| GENERAL | | | | | | |
| Actual to March 31, 2023 | Budget to March 31, 2023 | | Approved May Budget 2022-2023 | Proposed Working Budget 2023-2024 | | |
| GENERAL REVENUE | | | | | | |
| 579,185 | 572,028 | TUITION | 762,704 | 837,664 | 1 | |
| 17,241 | 15,000 | TUITION RELIEF | 20,000 | 20,000 | 2 | |
| 15,357 | 22,500 | DONATIONS | 30,000 | 30,000 | 3 | |
| 26,003 | 22,500 | PRESCHOOL | 30,000 | 30,000 | 5 | |
| 1,071,998 | 1,071,998 | GOVERNMENT GRANT | 1,429,330 | 1,513,920 | 6 | |
| 217,260 | 217,260 | SPECIAL NEEDS GRANT | 289,680 | 293,630 | 7 | |
| 53,880 | 7,500 | BUS FEES & MISC | 10,000 | 50,000 | 8 | |
| 16,667 | 18,750 | ONLINE SCHOOL | 25,000 | 25,000 | 9 | |
| 1,997,591 | 1,947,536 | | 2,596,714 | 2,800,214 | | |
| OPERATING EXPENSE- ADMIN | | | | | | |
| 11,780 | 9,375 | LEGAL & AUDIT/ACCOUNTING | 12,500 | 12,500 | 10 | |
| 1729 | 1,875 | INTEREST & SERV CHARGES | 2,500 | 2,500 | 11 | |
| 3,052 | 3,750 | INTERNET/TELEPHONE | 5,000 | 5,000 | 12 | |
| 30,255 | 21,992 | DUES | 29,323 | 29,821 | 13 | |
| 3,925 | 3,750 | PRINCIPAL/TEACHER CONVENTION | 5,000 | 5,000 | 14 | |
| 2,571 | 3,750 | PROMOTION | 5,000 | 5,000 | 15 | |
| 16,695 | 7,500 | BOARD & MISC | 10,000 | 15,000 | 16 | |
| 11,326 | 1,500 | SIERRA LEONE PROJECT | 2,000 | 2,000 | 17 | |
| 27,707 | 22,500 | PRESCHOOL | 30,000 | 40,000 | 18 | |
| 79 | 1,875 | GRADUATION & BURSARY | 2,500 | 2,500 | 19 | |
| 35,191 | 35,286 | BUSINESS ADMINISTRATOR | 47,048 | 48,930 | 20 | |
| 55,954 | 56,250 | DIRECTOR OF ADVANCEMENT | 75,000 | 78,000 | 21 | |
| 35,342 | 35,250 | SECRETARY WAGES | 47,000 | 48,700 | 22 | |
| 6,630 | 6,150 | OFFICE EXPENSE | 8,200 | 9,000 | 23 | |
| 1,543 | 2,250 | COPY MACHINE | 3,000 | 4,000 | 24 | |
| 243,779 | 213,053 | | 284,071 | 307,951 | | |
| INSTRUCTION | | | | | | |
| 807,652 | 803,186 | TEACHERS' SALARIES | 1,070,914 | 1,127,975 | 25 | |
| 64,219 | 80,681 | CLASSROOM ASSISTANTS | 107,575 | 117,369 | 26 | |
| 9,129 | 11,250 | SUBSTITUTES | 15,000 | 15,000 | 27 | |
| 1,524 | 15,000 | STUDENT SUPPORT SERVICES | 20,000 | 10,000 | 28 | |
| 1,150 | 750 | INTERNATIONAL | 1,000 | 1,000 | 29 | |
| 183,033 | 183,750 | EMPLOYEE BENEFITS | 245,000 | 260,000 | 30 | |
| 34,104 | 34,590 | TEACHING SUPPLIES | 46,120 | 48,762 | 31 | |
| 4,768 | 5,009 | LIBRARY | 6,678 | 7,140 | 32 | |
| 16,863 | 18,000 | LIBRARIAN | 24,000 | 25,000 | 33 | |
| 5,056 | 6,000 | PROFESSIONAL DEVELOPMENT | 8,000 | 10,000 | 34 | |
| 1,127,498 | 1,158,216 | | 1,544,287 | 1,622,246 | | |
| SPECIAL NEEDS | | | | | | |
| 39,666 | 44,624 | ADMIN/COORDINATORS | 59,499 | 61,879 | 35 | |
| 32,281 | 43,022 | EDUCATIONAL ASSISTANTS -CAT B | 57,363 | 44,000 | 36 | |
| 155,850 | 143,167 | EDUCATIONAL ASSISTANTS -CAT A | 190,889 | 200,567 | 37 | |
| 22,781 | 23,081 | BENEFITS | 30,775 | 32,006 | 38 | |
| 70 | 2,250 | SPECIAL TESTING | 3,000 | 3,000 | 39 | |
| 9,954 | 6,000 | TEACHING SUPPLIES | 8,000 | 8,000 | 40 | |
| 0 | 3,750 | PROFESSIONAL DEVELOPMENT | 5,000 | 5,000 | 41 | |
| 5,512 | 3,750 | SPECIALIST SERVICES | 5,000 | 5,000 | 42 | |
| 0 | 3,750 | TECHNOLOGY | 5,000 | 5,000 | 43 | |
| 139 | 3,750 | MAINTENANCE/JANITORIAL | 5,000 | 5,000 | 44 | |
| 21,726 | 21,726 | TEACHING TIME | 28,968 | 29,363 | 45 | |
| 287,979 | 298,870 | TOTAL SPECIAL NEEDS | 398,494 | 398,815 | | |
| OPERATIONS | | | | | | |
| 28,874 | 32,625 | JANITORIAL CONTRACT | 43,500 | 45,240 | 46 | |
| 5,595 | 4,500 | JANITORIAL SUPPLIES | 6,000 | 8,000 | 47 | |
| 21,696 | 22,500 | R & M BUILDING & CONTRACT | 30,000 | 40,000 | 48 | |
| 17,782 | 12,188 | R & M COMPUTER | 16,250 | 20,000 | 49 | |
| 31,916 | 32,625 | INSURANCE | 43,500 | 55,000 | 50 | |
| 5,178 | 6,000 | GROUND | 8,000 | 9,000 | 51 | |
| 52,852 | 52,500 | LIGHT,HEAT,POWER | 70,000 | 75,000 | 52 | |
| 163,893 | 162,938 | | 217,250 | 252,240 | | |
| TRANSPORTATION | | | | | | |
| 28,506 | 41,250 | BUSSING | 55,000 | 55,000 | 53 | |
| 17,419 | 22,500 | FUEL | 30,000 | 30,000 | 54 | |
| 18,534 | 7,500 | REPAIR & MAINT VEHICLES | 10,000 | 20,000 | 55 | |
| 2,094 | 2,250 | INSUR. & LICENSE -VEHICLES | 3,000 | 4,000 | 56 | |
| 66,553 | 73,500 | | 98,000 | 109,000 | | |
| CAPITAL | | | | | | |
| 66,667 | 75,000 | BUILDING FUND/CAPITAL | 100,000 | 133,333 | 57 | |



| | | | | | | |
|---------------------------------------|-----------------------|-----------------------------|-----|--------------------|------------------|----|
| | | | | | | |
| 1,956,369 | 1,981,577 | TOTALS | | 2,642,102 | 2,823,585 | |
| \$ 41,222 | \$ (34,041) | EXCESS REVENUE OVER (UNDER) | | \$ (45,388) | \$ (23,371) | 58 |
| | | EXPENSES | | | | |
| TUITION 2023-2024 | | | | | | |
| \$852,918.00 | | | | | | |
| -\$50,000.00 | tuition support | | 157 | (K- 7 students) | | |
| \$34,746.00 | (6) int/band students | grant portion | 40 | (8 - 9 students) | | |
| \$837,664.00 | | | 58 | (10 - 12 students) | | |
| | | | 255 | Total enrollment | | |
| GOVT GRANT 2023-2024 | | | | | | |
| 249 students @\$6080. | | \$1,513,920.00 | | | | |
| Special Needs Grant | | \$293,630.00 | | | | |
| TOTAL GOVERNMENT GRANT | | \$1,807,550.00 | | | | |
| | | | | | | |
| Tuition based on 12 monthly payments: | | | | | | |
| Grade K-3: | \$557 x 12 | | | | | |
| Grade 4-7 | \$607 x 12 | | | | | |
| Grade 8-12: | \$657 x 12 | | | | | |



Income Statement and Budget Comparison (Capital/Building)

| BULKLEY VALLEY CHRISTIAN SCHOOL SOCIETY | | | | |
|---|----------------|--------------------------------------|----------------|----|
| INCOME STATEMENT & BUDGET COMPARISON | | | | |
| CAPITAL/BUILDING | | | | |
| Actual to | Budget to | | Working Budget | |
| March 31, 2023 | March 31, 2023 | | 2023-2024 | |
| | | <u>REVENUE</u> | | |
| 18350 | 0 | DONATIONS | 0 | 1 |
| 66667 | 75000 | REVENUE FROM OPERATING | 133000 | 2 |
| 238 | 750 | RENTAL INCOME | 1000 | 3 |
| 12,928 | 12,750 | INTEREST ON INVESTMENT INCOME | 45000 | 4 |
| 750 | 30,000 | GOLF TOURNAMENT | 40000 | 5 |
| 26,954 | 11,250 | SPRING FUNDRAISER | 15000 | 6 |
| 0 | 11,250 | VOUCHER PROGRAM | 15000 | 7 |
| 82,393 | 56,250 | YEAREND DRIVE | 75000 | 8 |
| 159 | 0 | MISCELLANEOUS INCOME | 0 | 9 |
| 208,439 | 197,250 | | 324,000 | |
| | | <u>CAPITAL PROJECTS EXPENDITURES</u> | | |
| | | DESKS FOR GRADE 1 | 4000 | 10 |
| 0 | 75000 | FACILITIES UPGRADE | 120000 | 11 |
| 5,832 | 2250 | WOOD WORKING TOOLS | 3000 | 12 |
| 13,583 | 11250 | WOOD WORKING SHOP EXPANSION | 0 | 13 |
| 84,213 | 63,750 | LAND UPGRADE | 25000 | 14 |
| 18,636 | 22,500 | TECHNOLOGY | 30000 | 15 |
| 1,517 | 0 | SMART BOARD/ WHITE BOARD | 1500 | 16 |
| 0 | 2,625 | MUSIC PROGRAM YEAR 3 OF 3 | 0 | 17 |
| 123,781 | 102,375 | | 179,500 | |
| | | <u>OTHER EXPENSES</u> | | |
| 5945 | 4500 | FUNDRAISING EXPENSE | 6000 | 18 |
| 969 | 2250 | ADMIN FEES ON INVESTMENT | 3000 | 19 |
| 6,914 | 6,750 | | 9,000 | |
| 130,695 | 109,125 | TOTAL EXPENDITURES | 188,500 | |
| 77,744 | 88,125 | EXCESS REVENUE OVER (UNDER) EXPENSES | 135,500 | 20 |

Board Nominations

Greg Dykxhoorn (Building, Grounds, Transportation Committee)

My name is Greg Dykxhoorn. In 2021, my wife Rhonda and I moved from Ontario with our three girls. I greatly appreciate the beauty that surrounds us in this Valley. Christian education is something I have always valued and we are grateful to have our two oldest girls attend BVCS. Some of my favorite pastimes are hockey, golf, skate skiing and a good game of chess. I look forward to meeting more of you in the BVCS community and am happy to serve on the board.

Jenna Hessels (Employee Relations Committee)

I was born and raised in the valley and have returned here with my husband to raise our three children. BVCS holds a special place in my heart as it helped form me in my school years, and now is a place that I get to send my children. I am excited for the opportunity to serve the school and see how God reveals his plans for the school and community. I love numbers, music, chocolate, and gardening.

Jenn Hols (Admissions & Promotions Committee)

I am Jennifer Hols and was born and raised in the Bulkley Valley area. I am a BVCS parent of two children and the wife of Jeff, privileged to be saved by the grace of God and thankful for the many opportunities to serve in the community of Christ. Our children have attended BVCS since Kindergarten. I have served on the BVCS Board prior to this nomination on the Education Committee. I would be grateful for the opportunity to serve and support the Board as the representative for Admissions and Promotions. In my spare time I enjoy spending time together as a family, the ocean and all other outdoor adventures, reading and making connections with other community boards and groups in the Smithers area.



Above left: Greg Dykxhoorn



Above right: Jenna Hessels and family



Lower right: Jenn Hols and family