



Cowichan Valley School District

OPEN BOARD MEETING

Tuesday, December 6, 2016

Held at 4:30 pm in the Yuxwule' Eagle Room (Boardroom)
2577 Beverly Street, Duncan, B.C.

AGENDA

Page

1. Call to Order

We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people.

2. Election of Chair

3. Election of Vice Chair

4. Destroy Ballots

- a. Motion to Destroy Ballots
"That all ballots be destroyed."

5. Adoption of Agenda

- a. Motion to Adopt Agenda
"That the Board of Education adopts the agenda of the December 6, 2016 Open Board Meeting."

6. Minutes

- a. Minutes of the November 1, 2016 Open Board Meeting 4-8
"That the Board of Education adopts the minutes of the November 1, 2016 Open Board Meeting."

7. Recognition and Delegations

8. Report of Closed Meeting

9. Old Business

- a. Action List 9-10
b. Minister of Education's Visit



10. Superintendent of Schools

10.1. Personnel

10.2. For Board Information

10.3. For Board Action

11. Secretary - Treasurer

11.1. Personnel

11.2. For Board Information

- a. Winter Vacation Board Office Hours 11

11.3. For Board Action

- a. Transfer of Signing Authority
"That the Board of Education authorizes the transfer of signing authority to _____, Board Chair or _____, Vice Chair, and one of Rod Allen, Superintendent or Jason Sandquist, Secretary-Treasurer."

12. Committees and Outside Organizations

- a. Minutes of the October 20, 2016 DPAC Meeting 12-15
"That the Board of Education receives the minutes of the October 2, 2016 DPAC Meeting."
- b. Minutes of the October 25, 2016 Board Education and Business Committee Meeting 16-18
"That the Board of Education receives the minutes of the October 25, 2016 Board Education and Business Committee Meeting."
- c. Highlights of the November 9, 2016 DSAC Meeting 19
"That the Board of Education receives the Highlights of the November 9, 2016 DSAC Meeting."
- d. Recommendations from the November 22, 2016 Board Education and Business Committee Meeting
"That the Board of Education request staff to investigate the advantages, disadvantages and costs of participating in PlaceSpeak."

"That the Board of Education request staff to investigate and prepare a report on the qualifications needed, cost and time required of a staff member to manage the District's communications and technology."

13. Upcoming Meetings and Events



Cowichan Valley School District

Open Board Meeting

December 6, 2016

	Page
13. Upcoming Meetings and Events	
a. Schedule of upcoming meetings and events	20-21
14. Correspondence	
15. New Business	
a. Strategic Priorities Plan Communication	22
16. Question Period	
17. Adjournment	
a. Motion to Adjourn <i>"That there being no further business, the meeting be adjourned."</i>	

**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, NOVEMBER 1, 2016 AT 4:30 PM IN THE BOARDROOM**

PRESENT: Trustee Candace Spilsbury, Chair
Trustees Elizabeth Croft, Randy Doman, Rob Hutchins, Cathy Schmidt, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Assistant Superintendent
Debbie Mah, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations
Denise Augustine, Director of Aboriginal Education and Learner Engagement

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Barb de Groot

1. **Call to Order**

Trustee Spilsbury called the meeting to order at 4:30 pm and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Moved by Trustee Doman seconded by Trustee Croft *"That the Board of Education adopts the agenda of the November 1, 2016 Open Board Meeting."*

CARRIED

3. **Minutes**

a. **Minutes of the October 4, 2016 Open Board Meeting**

Moved by Trustee Croft seconded by Trustee Doman *"That the Board of Education adopts the minutes of the October 4, 2016 Open Board Meeting."*

CARRIED

4. **Recognition and Delegations**

- a. **Introduction of Land Based Program** - Venessa MacDowell, Craig Lauridsen, along with students Marlin and Braden, gave an overview of the Land Based Program at Cowichan Secondary School. It is a self-paced, flexible class for students in grades 10 – 12 which exposes them to nature in the community and teaching curriculum through that lens. The class works with many community partners and students have been involved with making a meal for a community group, canning, smoking fish, studying plants and activities at the Gary Oak Reserve, working with Cowichan Land Trust, Nature Trust and Cowichan Estuary.

5. **Report of Closed Meeting**

During the closed portion of the meeting, the Secretary-Treasurer reported that personnel issues were discussed. Trustee Spilsbury announced that Denise Augustine has been appointed Director of Aboriginal Education and Learner Engagement effective immediately.

6. **Old Business**

a. **Action List**

The Action List was reviewed. The Secretary-Treasurer noted that he is collecting data for the Transportation Review. A date for the Public Meeting on the potential disposal of the Duncan Elementary facility will be discussed later in the meeting. Trustee Spilsbury reported that she and the Superintendent met with the Mayors and CAOs of the Municipality of North Cowichan, City of Duncan and the CVRD regarding homeless youth. The group will meet again before bringing an action plan for the community that will be sustainable and produce good results.

b. **Trustee Retreat**

Trustee Spilsbury reviewed her report on the Trustee Retreat and noted that the Board Evaluation was a good process and that Trustees were pleased with the results.

c. **Strategic Priorities Plan**

Trustee Spilsbury distributed final copies of the Board's Strategic Priorities Plan.

7. **Superintendent of Schools**

7.1 **Personnel**

7.2 **For Board Information**

a. **District Update**

The Superintendent advised that due to increased growth in the district, there is a shortage of EAs for students having needs that require extra support. Human Resources staff is doing an amazing job of finding people who are qualified and willing to work as EAs and anticipating having the vast majority of positions filled in the next few weeks.

The Superintendent noted that the recent Project Identification Report prepared for a 1500 student replacement Cowichan Secondary School that has been submitted to the Ministry of Education for consideration has eliminated the need for a review of the current dual campus configuration.

Moved by Trustee Croft seconded by Trustee Thorne *"That the Board of Education rescinds our interest in moving forward on a dual campus review and the public consultation meeting that was planned for the end of November 2016."*

CARRIED

The Superintendent reported on a meeting hosted by the Ministry of Education that he attended with the Assistant Superintendents on Sexual Orientation and Gender Identity policies. Our district has an excellent policy and action steps for were identified.

b. November 4, 2016 Non-Instructional Day

The Superintendent advised that the November 4th, 2016 Non-Instructional Day is school based. Schools are participating in a number of ways, including reviewing the new curriculum, looking into reporting at secondary level, core competencies, design thinking and innovation and how it reflects on their work in the school, and delving deeper into Shelley Moore's website on inclusive education.

The Superintendent commended District Principal of Instructional Technology Glen Posey and his staff for all of the work that the tech team is doing.

7.3 **For Board Action**

8. **Secretary - Treasurer**

8.1 **Personnel**

8.2 **For Board Information**

a. Ecole Cobble Hill Waste Water Treatment Plant Update

The Secretary-Treasurer advised that the school district has received additional capital funding in the amount of \$220,000 for a Waste Water Treatment Plant Upgrade at Ecole Cobble hill Elementary under the 2016/17 School Enhancement Program.

b. Five-Year Capital Plan Submission

The Secretary-Treasurer advised that he has been informed that the Ministry of Education is in receipt of our Five-Year Capital Plan. Though not in the letter, he was advised that our submission will be reviewed by the end of this capital year and the Ministry will let us know whether the Cowichan Secondary School replacement is on the horizon in the next eight years.

8.3 **For Board Action**

9. **Committees and Outside Organizations**

a. Minutes of the September 15, 2016 DPAC Meeting

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education receives the minutes of the September 15, 2016 DPAC Meeting."*

CARRIED

b. Minutes of the September 27, 2016 Board Education and Business Committee Meeting.

Moved by Trustee Hutchins seconded by Trustee Schmidt *"That the Board of Education receives the minutes of the September 27, 2016 Board Education and Business Committee Meeting."*

CARRIED

c. Highlights from the October 12, 2016 DSAC Meeting

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education receives the Highlights of the October 12, 2016 DSAC Meeting."*

CARRIED

d. Summary of the October 18, 2016 Advisory Committee Meeting

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education receives the Summary of the October 18, 2016 Advisory Committee Meeting."*

CARRIED

e. Recommendation from the October 25, 2016 Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Schmidt *"That the Board of Education adopts Policy 2400 - The National Flag as amended."*

CARRIED

f. Report from the October 28 - 29, 2016 BCSTA Provincial Council Meeting

Trustee Spilsbury reviewed her report on the October 28 – 29, 2016 BCSTA Provincial Council Meeting.

10. **Upcoming Meetings and Events**

a. Schedule of upcoming meetings and events

The Schedule of Upcoming Meetings and Events was reviewed.

b. Schedule of Winter Events

The Schedule of Winter Events was reviewed and will be updated as needed.

11. **Correspondence**

12. **New Business**

a. Minister of Education's Visit

Trustee Spilsbury advised that the Honourable Mike Bernier, Minister of Education will be visiting our district on Tuesday, November 22, 2016 in the morning. Minister Bernier will meet with the Board of Education and is expected to visit a school.

b. Remembrance Day - Trustee Participation

Trustee Spilsbury advised that Trustees are invited to go to their liaison schools to attend Remembrance Day assemblies. A schedule of assemblies was provided. She will present a wreath on behalf of the School District, accompanied by students from DSAC.

c. Duncan Primary Disposal Public Meeting Date

The Secretary-Treasurer advised that property disposal process requires a public meeting on the potential disposal of the Duncan Primary Facility.

Moved by Trustee Hutchins seconded by Trustee Doman *"That the Board of Education hold a public meeting on the potential disposal of the Duncan Primary Facility on November 22, 2016 at 5:00 pm following the Board Education and Business Committee Meeting."*

CARRIED

13. Question Period

14. Adjournment

a. Motion to Adjourn

Moved by Trustee Hutchins seconded by Trustee Thorne *"That there being no further business, the meeting be adjourned."*

CARRIED

The meeting adjourned at 5:30 pm

Candace Spilsbury, Chair

Jason Sandquist, Secretary-Treasurer

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
-------------	-------------	--------	--------------------------

June 7, 2016

Superintendent Assessment	Candace Spilsbury	Review the BCSTA/BCSSA Superintendent review process once it is developed and consider for suitability by March 2017. If not suitable then consider an alternative process.	In progress
---------------------------	-------------------	---	-------------

August 24, 2016

Transportation Review	Jason Sandquist	In the Transportation Review, include the matter of safety and that safe access to schools is part of the consideration as to whether a child is bused on the same levels as walking distance.	In progress
-----------------------	-----------------	--	-------------

September 6, 2016

Duncan Primary Facility Disposal Process	Jason Sandquist	Waive the requirement to consult for a duration of eight months as set out in Policy 2230 – Disposal of Land and Improvements and begin the public consultation on the disposal of Duncan Primary School.	Done
--	-----------------	---	------

October 4, 2016

Community Partners Meeting re Homeless Youth	Rod Allen/Candace Spilsbury	Staff to contact various community partners to meet re the homeless issue and develop a system to help them move forward. Community partners to include City of Duncan, Municipality of North Cowichan, CVRD, Ministry of Children and Families, RCMP and Warmland House and any other community organizations that they feel shall be involved.	In progress
--	-----------------------------	--	-------------

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
-------------	-------------	--------	--------------------------

October 4, 2016, continued

Policy Statement re Conference Attendance	Candace Spilsbury	Develop a Policy Statement on Trustee Attendance at Conferences and add the statement to Policy 1001: Role of the Board, No. 7: Board Development.	Done
Policy Revisions	Jason Sandquist	Review and revise policies outlined in the 2016 Policy Manual – Schedule B – Revision Needed.	In progress

November 1, 2016

Public Meeting re Duncan Primary Facility Disposal	Jason Sandquist	Hold a public meeting on the potential disposal of the Duncan Primary Facility on November 22, 2016 at 5:00 pm.	Done
--	-----------------	---	------



WINTER BREAK OFFICE HOURS

The School Board Office and Transportation Department **will be closed** to the public from December 19th, 2016 to January 2nd, 2017 inclusive.

The Operations Department and Central Receiving **will be closed** from December 26th, 2016 to January 2nd, 2017 inclusive.



COWICHAN VALLEY DISTRICT PAC

Minutes October 20, 2016

Cowichan Secondary School, Cowichan Campus (James St) Library

1. Introductions

Voting Attendees:

Carmen Sundstrom – DPAC Chair, Drinkwater DPAC Rep
Caroline Kirman – DPAC Vice Chair, CSS Vice Chair/DPAC Rep
Amber Marsh – DPAC Secretary, École Mt Prevost Chair/DPAC Rep,
Aurelia MacInnes – Bonner Elementary Secretary/DPAC Rep
Sonja Clarke – DPAC Rep École Cobble Hill
Sharlene Macdonald– Chemainus Elementary DPAC Rep, Chemainus Secondary DPAC Rep
Shelby Buchan – Alex Aitken Co-DPAC Rep
Bevis Green - Khowhemun DPAC Rep
Christine Heal – DPAC Rep Frances Kelsey

Non Voting Attendees

Rod Allen – Superintendent
Debbie Mah – Assistant Superintendent
Cheryl Koers – Assistant Superintendent
Cathy Schmidt – School Board Trustee
Tanya Friese – Frances Kelsey Chair

2. Adopt Agenda

Motion to adopt: Alex Aitken
Seconded: École Cobble Hill
Carried

3. Approve Previous Minutes Sept 15, 2016

Motion to adopt: École Cobble Hill
Seconded: Alex Aitken
Carried

4. Old Business

4.1 DPAC AGM on November 17th

- Nomination forms available
- Email out nomination forms to DPAC reps
- All positions are open for nominations, to be nominated you must be a member of your school executive.

4.2 New PAC contact information

- Email your new 2016/2017 PAC Executive contact information to cowichanvalleydpac@gmail.com

4.3 Youth Homeless situation

- Significant decrease in needles/paraphernalia left out.

- Lessened activity around the board office
- All day supervision suspended while noon hour supervision is still ongoing, as well as periodic other adult supervision (trustees etc.)
- Fencing at back of CSS has been a success in keeping things quiet, and has the added benefit of kids using the courtyard more regularly

5. Reports maximum 10 minutes each

5.1 Chair Report– Carmen Sundstrom

- How to get better school representation at DPAC meetings? Thoughts – ideas?
 - Perhaps DPAC exec attend PAC meetings again?
- Westcoast PreFab is willing to offer up their discount for safety supplies – PPE (gloves, goggles, high vis vests etc) Email questions/requests to carmen@westcoastprefab.com
- Amber to speak with Lisa Tate regarding her willingness to speak with DPAC reps and other schools about how the École Mt Prevost Earthquake Kiosk got going.

5.2 SD79 Administration – Superintendent Rod Allen

- North Cowichan, UBCM, they gave their ministry time to us to make a pitch for a new school to the Minister of Education – First time the school district had been brought with the municipalities. It was a productive, encouraging meeting. At the end of September PIR went in (<http://sd79.bc.ca/cowichan-secondary-project-identification-report/>). Next step – Jason Sandquist and Rod Allen are going to meet with assistant deputy minister of capital again and say “here is where we are now”.
- Introduction of Debbie Mah, new assistant superintendent, moved from SD60 Peace River North. Ms. Mah was the most recently District Director of Learning Services for School District 60: Peace River North and is currently the President of the BC Council of Administrators of Special Education.
- In first month of school calendar, 100 new students with extra needs were identified, which results in additional funding for learning/behaviour supports, which means these students will get the resources they require. This funding means we are getting these supports into schools very quickly this year.
- Speech Pathology screening done at K level of all K students
- Up 200 students registered in the district with the majority being in elementary; mostly K-3. Spread out throughout the district, including Lake/Chemainus and the South end.
- As we are out of funding protection, this means we will be able to add staffing to Elementary schools more easily.
- P/T Interviews – Letter coming home to parents Oct 24. Nov 3 will still have the “one hour” at most schools but are still working towards ongoing quality communication with parents rather than a One Day meeting.
- Letter from Minister of Education, Mike Bernier to make parent voice heard about how WE want to be informed and keep track of our kid’s progress
 - engage.gov.bc.ca/yourkidsprogress
- EdInForm, the district electronic reporting system, is imminent for release. It is contained within the district’s cloud/server so student information is very safe/secure. (FreshGrade, which many teachers are using, is free for now, but district can’t control the costs of third party apps in the future). A paper form being used in schools where families don’t have computer/device access, making sure to be meeting the needs of all families in our community.

5.3 Treasurer – Belinda Waller has moved out of the district. Position left open until AGM in November.

- Gaming report submitted for this year's Gaming funds

5.4 School Board Trustee – Cathy Schmidt

- \$850,000 surplus so trustees and auditors are happy.
- École Cobble Hill kids performed for Royal Family, Peace Parade, Cops for Cancer through the school district, Great Shakeout today, CVOLC published author, student numbers up, 28 new EA positions, hired 4 brand new teachers, 31 busses on road + 2 new coming, 3142 riders (up from 2896 last year),
- Board's priorities will be released at Nov board meeting. Long list – launching transportation review this fall (many facets of transportation)
- Cathy Schmidt and Jason Sandquist did a full policy review over summer where many were deleted others went into re-write. Some were moved into administrative procedures, and they also started a book of policies that belongs to the superintendent. Now all the remaining policies sit in the governance structure and are board responsibilities.
- SD79 is a Charitable Organization, brings in just under \$200,000 in charitable donations every year (cash and goods) so the board is hoping to get organizations donating again to support kids.

6. New Business

6.1 Parent / Teacher Interviews – In Superintendent Report

6.2 Letter from the Minister of Education – survey link to give thoughts on reporting – Put out on DPAC Facebook Page, Email out to DPAC Reps/PAC Chairs

engage.gov.bc.ca/yourkidsprogress

6.3 BCCPAC's DPAC Fall Summit – Nov 18 / 19 in Delta

Motion: CSS

Motion to make available up to \$600 for a second DPAC member to attend the BCCPAC DPAC Fall Summit

Second: École Cobble Hill

Carried

Motion; École Cobble Hill

Due to the conflict of the BCCPAC DPAC Fall Summit, we would move the DPAC AGM and Meeting to November 24th, 2016.

Seconded: CSS

Carried

Motion to renew the BCCPAC membership.

Motion: CSS

Seconded: Alex Aitken

Carried

6.4 VIPC – The organizing committee is looking for financial support again from us this year

- Their executive is looking for more members to join the committee as well they are thinking of raising ticket prices to \$100 for early bird, \$140 after that with a special rate of \$90 for groups purchasing 10 or more tickets

6.5 Parent Ed

- Cobble Hill is looking into hosting Julie-Ann Richards on Childhood anxiety, at a cost of \$800 for a 1 ½ hr presentation. Hoping for DPAC support.
- Nov 23rd Darren Laur at École Cobble Hill @ 7pm, open to district. DPAC will help promote via email and on their Facebook page.
- Frances Kelsey School is interested in hosting a presentation on the dangers of Fentanyl, but looking to find out about who might speak on this. Both RCMP/health professionals were suggested as options to approach to do a presentation or to get the conversation started
- Chemainus mentioned that BC Council of Families has funds available for speakers, parent outreach, parent education etc. Further information will be forwarded to DPAC by Sharlene M of Chemainus.

7. Adjournment. 9:37

Next Meeting and AGM November 24, 2016 at 7pm, Cowichan Secondary School, Cowichan Campus Library

**MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE MEETING
OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, OCTOBER 25, 2016 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Barb de Groot, Randy Doman, Cathy
Schmidt, Candace Spilsbury
Jason Sandquist, Secretary-Treasurer
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations
Denise Augustine, District Principal of Aboriginal Education

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Joe Thorne
Rod Allen, Superintendent
Sheryl Koers, Assistant Superintendent
Debbie Mah, Assistant Superintendent

1. **Call to Order**

Trustee Hutchins called the meeting to order at 4:00 pm and acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Deletion from the agenda – Introduction of the Land Based Program (to November 1, 2016 Open Board Meeting.

Moved by Trustee de Groot seconded by Trustee Schmidt *"That the Board Education and Business Committee adopts the agenda of the October 25, 2016 Board Education and Business Committee meeting as amended."*

CARRIED

3. **Minutes**

a. **Minutes of the September 27, 2016 Board Education and Business Committee Meeting**

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board Education and Business Committee adopts the minutes of the September 27, 2016 Board Education and Business Committee Meeting."*

CARRIED

4. **Action List**

a. **Action List**

The Action List was reviewed.

5. **Petitions and Delegations**

6. **Education**

a. Introduction of Community Classroom Program

Karen Farquar and students Ali, Steven, Sarah and Kyle gave an overview of the Community Classroom Program by reading journal entries about the class format and family-style structure. Ms. Farquar created the learning environment that encompasses the building of community and participation in community events and venues.

7. **Business and Operations**

a. Auditor General's Report on School District Budgeting

The Secretary-Treasurer reviewed the Auditor General's Report on School District Budgeting and detailed the recommendations. A checklist of 20 questions for Boards of Education to ask was included in the report. In his opinion, our District does well within the recommendations of the report and will benefit from an annual review of the questions.

b. WorkSafe Claims Analysis

The Secretary-Treasurer provided an update on work done to date since SD79 was determined to have the worst WorkSafe claims level in the province. School District 23 has been engaged to provide claims management services and have provided information on the 49 claims submitted this year. The information will be forwarded to the District Health & Safety Committee for review.

c. 2016-2017 Budget Update

The Secretary-Treasurer presented an update on the 2016-2017 budget, incorporating the increases in enrolment, special needs designations and transportation fees. The district currently has unallocated funds of just under \$1.2 million which includes an \$800,000 surplus from 2015-2016 that has not been spent.

8. **Policy**

a. Policy 2400 - The National Flag

Moved by Trustee Schmidt seconded by Trustee de Groot "*That the Board Education and Business Committee recommends that the Board of Education adopt Policy 2400 - The National Flag as amended.*"

CARRIED

9. **Adjournment**

a. Motion to Adjourn

Moved by Trustee Doman seconded by Trustee de Groot "*That there being no further business, the meeting be adjourned.*"

CARRIED

The meeting adjourned at 4:39 pm.

Highlights from the Minutes of the November 9, 2016 District Student Advisory Committee (DSAC) Meeting:

DSAC met at the Cowichan Secondary School - James Street Campus on November 9th and had a tour of the school.

As part of the discussion regarding the Framework for Enhancing Student Learning students were asked questions and provided their thoughts regarding student voice. Other items discussed included a report out from the October 18th Advisory Committee meeting, the DSAC Backpack Project, Student Art in District Offices, Compassion Week Campaign, and DSAC reps to join the Board Chair at the Duncan Remembrance Day Ceremony.

Committee members reported on activities that are happening in their schools, including:

- FKSS – Thanksgiving Food Drive, school Remembrance Day Ceremony, Halloween fashion parade, Grad class and band trip fundraisers.
- CVOLC – Four students going to therapeutic horse care class, school held a successful haunted house, Compassionate Leaders workshop, weekly workshops including a healthy relationships workshop.
- LCS – On WE Day some students went to East Hastings Street in Vancouver to hand out socks/hygiene bags/sandwiches, school Remembrance Day Ceremony, hot dog sale fundraiser.
- CHSS – School Remembrance Day Ceremony/presentation of original works, Workshop morning.
- CSS (James St) – walk for muscular dystrophy fundraiser, some students went to WE Day, looking to get a class set of bikes for local and green field trips, started talking about Compassion Week.
- CSS (Quamichan) – Held a successful dance and haunted house, Trauma Bear Program - collected teddy bears to take to Children’s Hospital, bake sale with proceeds going to the Cowichan Valley Basket Society.

The next DSAC meeting will be Wednesday, December 14th 10:00 a.m. at the School Board Office Complex Inspire Room.



SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Closed Board Meeting	December 6, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	December 6, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
DSAC Meeting	December 14, 10:00 am	SBO Inspire Room (Annex)
Closed Board Meeting	January 3, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	January 3, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
VISTA Spring Conference	March 3 – 4	Ucluelet, BC

STAFF DECEMBER EVENTS

Ab Ed Department – After School Social for Ab Ed Staff	December 9, 3:00 – 4:30 pm	Inspire Room
Transportation Department Pot Luck	December 15, 9:30 – 11:00 am	Bay 1, Bus Garage
Maintenance Lunch	December 15, 11:30 – 12:30 pm	Inspire Room
SBO Complex – Thank you Breakfast	December 16, 9:00 - 10:30 am	Inspire Room
Custodians	December 16, 1:00 – 2:30 pm	Inspire Room

**Cowichan Valley School District
Schedule of Winter Events/Activities 2016/17
November/December/January**

SCHOOL	EVENT	DATE(S)	TIME(S)	LOCATION
Alex Aitken Elem.	- Winter Concert	- Dec 14	- 1:00 & 6:30 pm	- school gym
Alexander Elem.	- Winter Concert	- Dec 8	- 1:00 pm	- school gym
Bench Elem.	- Winter Concert	- Dec 14 & 15	- 1:00 & 6:30 pm	- school gym
Chemainus Community School	- Winter Concert	- Dec 8	- 1:00 & 6:00 pm	- school gym
Crofton Community School	- Winter Concert	- Dec 15	- 1:00 & 6:30 pm	- school gym
Discovery Elem.	- Winter Concert	- Dec 15	- 1:00 & 6:30 pm	- school gym
Drinkwater Elem.	- Winter Concert	- Dec 8	- 1:00 & 6:30 pm	- school gym
Ecole Cobble Hill El.	- Special School Project (no concert)			
Ecole Mt. Prevost Elem.	- Winter Concert	- Dec 8	- 10:00 am & 6:30 pm	- Cowichan Theatre
George Bonner Elem.	- Concert	- Dec 13 & 14	- 1:00 & 6:30 pm	- school multi-purpose room
Khowhemun Elem.	- nothing planned			
Maple Bay Elem.	- Concert (K-3 students only)	- Nov 24	- 1:00 & 6:30 pm	- school gym
Palsson Elem.	- Winter Concert	- Dec 8	- 1:00 & 6:00 pm	- school gym
Tansor Elem.	- Winter Concert	- Dec 8	- 1:00 & 6:30 pm	- school gym
Chemainus Sec.	- Showcase on Learning - Dance Showcase	- Dec 12 & 13 - Jan 19 & 20 (dates to be confirmed)	- 12:22 – 2:45 pm - 6:30 pm (time to be confirmed)	- multi-purpose room
CSS – Dual Campus (Grades 8-12)	- TBA	- TBA	- TBA	- TBA
CVOLC	- Lunch	- Dec 15	- Noon	- school gym
Frances Kelsey Sec.	- Band Fall Concert	- Dec 7	- 7:00 pm	- large gym
Lake Cowichan School	- Winter Luncheon - Winter Concert - Cancelled	- Dec 14 - Dec 7 - Cancelled	- 11:30 am	

Note: changes/updates in bold

*** dates, times & locations are subject to change – contact school office to confirm**

Strategic Priorities Communication

In order to communicate the Strategic Priorities to the school and broader community, the following actions are suggested:

1. That the Advisory Committee receive copies and an overview.
2. That liaison Trustees share the brochure with PAC's and community organizations.
3. That presentations be made to local governments including CVRD, City of Duncan, Town of Lake Cowichan and the Municipality of North Cowichan.
4. That brochures be placed in key locations such as the Cowichan Visitors Bureau.

Recommendation:

"That the Board of Education follow the communications plan as described above to distribute the Strategic Priorities document to the community."

Respectfully submitted,

Candace Spilsbury
Board Chair

December 2, 2016