



Cowichan Valley School District

OPEN BOARD MEETING

Tuesday, February 7, 2017

Held at 4:30 pm in the Yuxwule' Eagle Room (Boardroom)
2557 Beverly Street, Duncan, B.C.

AGENDA

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1. Call to Order

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

2. Adoption of Agenda

- a. Motion to Adopt Agenda
"That the Board of Education adopts the agenda of the February 7, 2017 Open Board Meeting."

3. Minutes

- a. Minutes of the January 3, 2017 Open Board Meeting 4-8
"That the Board of Education adopts the minutes of the January 3, 2017 Open Board Meeting."

4. Recognition and Delegations

- a. Cowichan Secondary School - Independent Directed Studies

5. Report of Closed Meeting

6. Old Business

- a. Action List 9-10
- b. Community Homelessness Initiative

7. Superintendent of Schools

7.1. Personnel

7.2. For Board Information

- a. District Update



7.2. For Board Information

- b. Amendment to School Calendar for 2017/2018 11-13
- c. Bill 28 Update

7.3. For Board Action

8. Secretary - Treasurer

8.1. Personnel

8.2. For Board Information

- a. 2017 - 2018 Budget Development Schedule 14

8.3. For Board Action

- a. 2016-2017 Amended Annual Budget 15-32

"That the School District 79 (Cowichan Valley) 2016/2017 Amended Annual Budget in the amount of \$85,781,460 be given first reading."

"That the School District 79 (Cowichan Valley) 2016/2017 Amended Annual Budget in the amount of \$85,781,460 be given second reading."

"That the Board of Education consider three readings of the School District 79 (Cowichan Valley) 2016/2017 Amended Annual Budget in the amount of \$85,781,460 at this meeting."

"That the School District 79 (Cowichan Valley) 2016/2017 Amended Annual Budget in the amount of \$85,781,460 be given third and final reading."

- b. Old Crofton Elementary School Closure Bylaw No. 17-01 33-36

"That the Board of Education gives first reading to Bylaw 17-01, cited at Old Crofton Elementary School Closure Bylaw No. 17-01."

"That the Board of Education gives second reading to Bylaw 17-01, cited as Old Crofton Elementary School Closure Bylaw No. 17-01."

"That the Board of Education consider three readings of Bylaw 17-01, cited as Old Crofton Elementary School Closure Bylaw No. 17-01 at this meeting."

"That the Board of Education gives third and final reading to Bylaw 17-01, cited as Old Crofton Elementary School Closure Bylaw No. 17-01."

9. Committees and Outside Organizations



Cowichan Valley School District

Open Board Meeting

February 7, 2017

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9. Committees and Outside Organizations

- a. Minutes of the November 22, 2016 Board Education and Business Committee Meeting 37-38
"That the Board of Education receives the minutes of the November 22, 2016 Board Education and Business Committee Meeting."
- b. Highlights of the January 11, 2017 DSAC Meeting 39
"That the Board of Education receives the highlights of the January 11, 2017 DSAC Meeting."
- c. Summary of the January 17, 2017 Advisory Committee Meeting 40-43
"That the Board of Education receives the summary of the January 17, 2017 Advisory Committee Meeting."
- d. Minutes of the January 19, 2017 DPAC Meeting 44-46
"That the Board of Education receives the minutes of the January 19, 2017 DPAC Meeting."
- e. BCSTA Provincial Council 47-49

10. Upcoming Meetings and Events

- a. Schedule of upcoming meetings and events 50

11. Correspondence

12. New Business

13. Question Period

14. Adjournment

- a. Motion to Adjourn
"That there being no further business, the meeting be adjourned."

**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, JANUARY 3, 2017 AT 4:30 PM IN THE BOARDROOM**

PRESENT: Trustee Candace Spilsbury, Chair
Trustees Barb de Groot, 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

Gina Kueber, Recording Secretary

APOLOGIES: Monroe Grobe, Director of Operations
Denise Augustine, Director of Aboriginal Education and Learner Engagement

1. **Call to Order**

Trustee Spilsbury called the meeting to order at 4:30 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**

Moved by Trustee Thorne seconded by Trustee de Groot *"That the Board of Education adopts the agenda of the January 3, 2017 Open Board Meeting."*

CARRIED

3. **Minutes**

a. **Minutes of the December 6, 2016 Open Board Meeting**

Moved by Trustee Hutchins seconded by Trustee Schmidt *"That the Board of Education adopts the minutes of the December 6, 2016 Open Board Meeting."*

CARRIED

4. **Recognition and Delegations**

a. **Recognition of Gia Jane - City of Duncan Perpetual Arts Trophy**

Trustee de Groot recognized Gia Jane, a music teacher at Ecole Mt. Prevost Elementary. In December, Gia was honoured by the City of Duncan as the winner of the Perpetual Arts Trophy. The Trophy is presented on a yearly basis to an individual from the Cowichan Valley showing outstanding achievement in the arts field. Ms. Jane thanked the Board and stated that she is honoured to be part of a district that supports a fine arts and music program, as well as thanking Principal Pedro Mengual and the Ecole Duncan Elementary staff for their support.

5. **Report of Closed Meeting**

The Secretary-Treasurer reported that during the closed portion of the meeting, property and human resources matters were discussed.

6. **Old Business**

a. **Action List**

The Action List was reviewed. The Secretary-Treasurer advised that data is now available for the transportation review and a date can be set to proceed. He noted that he is collecting information on the Communications and Technology Manager position from other school districts and BCPSEA.

7. **Superintendent of Schools**

7.1 **Personnel**

7.2 **For Board Information**

a. **District Update**

The Superintendent reported on the following activities around the district:

- Chemainus Elementary - CBC Music Class Challenge
- Frances Kelsey Secondary - Syrian Food Banquet
- Ecole Cobble Hill Elementary & Ecole Mt. Prevost Elementary - Everyone Deserves A Smile
- Maple Bay Elementary - Young Entrepreneurs

b. **French Immersion Kindergarten Registration**

The Superintendent reviewed the Briefing Note on French Immersion Kindergarten Registration. He noted that the likely implications of the Bill 28 Supreme Court Decision on class size and composition and the uncertainty of available space are important factors in this decision.

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education move to a lottery system for French Immersion Kindergarten Registration and clearly communicate the process to the community through the schools, website and local paper."*

CARRIED

7.3 **For Board Action**

8. **Secretary - Treasurer**

8.1 **Personnel**

8.2 **For Board Information**

a. Ministry Funding Announcement

The Secretary-Treasurer advised that the recent Ministry Funding announcement noted an increase of \$2.968 million from March 2016.

b. Financial Projection Update

The Secretary-Treasurer presented the year-end financial projection and reported that the District is on target to show a healthy surplus of approximately \$1.9 million in June, based on current estimates.

8.3 **For Board Action**

a. Old Crofton Elementary School Closure Bylaw

The Secretary-Treasurer reviewed the briefing note on the closure of the Old Crofton Elementary School property and recommended that consultation take place on January 17, 2017 following the Advisory Committee Meeting.

Moved by Trustee Hutchins seconded by Trustee Thorne *"That the Board of Education gives notice of intent to close the Old Crofton Elementary Facility and immediately commences the consultation process required under Policy 2445 - School Closure."*

CARRIED

Moved by Trustee Schmidt seconded by Trustee de Groot *"That the Board of Education waives the Policy 2445 - School Closure requirement of a consultation period of no less than 90 days in regards to the decision to close the Old Crofton Elementary Facility."*

CARRIED

b. P-Card Borrowing Resolution

The Secretary-Treasurer reviewed the briefing note on the corporate purchasing card borrowing limit.

Moved by Trustee de Groot seconded by Trustee Schmidt *"That the Board approve a credit limit of borrowing of \$300,000 for purposes of routine operating expenditures charged to the Corporate Purchasing Card."*

CARRIED

9. **Committees and Outside Organizations**

a. Trustee Appointments

Trustee Spilsbury presented the Board of Education Liaisons for Schools and the Liaisons to Community Organizations for the upcoming year.

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board of Education adopt the Board of Education Liaisons for Schools and the Liaisons to Community Organizations for the 2017 year."*

CARRIED

b. Minutes of the November 17, 2016 DPAC Meeting

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education receives the minutes of the November 17, 2016 DPAC Meeting."*

CARRIED

c. Highlights of the December 14, 2016 DSAC Meeting

Trustee Schmidt advised that DSAC filled 68 backpacks as part of the annual DSAC Backpack Project for youth in need. Jeff Forsyth from Duncan Staples donated 40+ backpacks as well as school supplies.

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education receive the highlights of the December 14, 2016 DSAC meeting."*

CARRIED

10. **Upcoming Meetings and Events**

a. Schedule of upcoming meetings and events

The Schedule of Upcoming Meetings and Events was reviewed.

11. **Correspondence**

12. **New Business**

a. Audit Committee

Trustee Spilsbury reviewed her report on forming an Audit Committee.

Moved by Trustee Spilsbury seconded by Trustee Schmidt *"That the Board of Education establish a standing Audit Committee of the Board with the mandate described in the report."*

CARRIED

b. Rural Education Strategy

Trustee Spilsbury advised that a survey requesting feedback on the Rural Education Strategy has been distributed.

13. **Question Period**

14. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 4:54 pm

Candace Spilsbury, Chair

Jason Sandquist, Secretary-Treasurer

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
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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
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October 4, 2016

Policy Revisions	Jason Sandquist	Review and revise policies outlined in the 2016 Policy Manual – Schedule B – Revision Needed.	In progress
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December 6, 2016

PlaceSpeak	Jason Sandquist	Investigate the advantages, disadvantages and costs of participating in PlaceSpeak.	Done
District Communications and Technology	Jason Sandquist	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.	Done
Strategic Priorities Plan Communication	Candace Spilsbury	Follow the communications plan as outlined in the minutes.	In progress
District Foundation	Jason Sandquist	Investigate the possibility of a foundation or similar format that would direct donations to the district.	In progress

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
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January 3, 2017

French Immersion Kindergarten Registration	Rod Allen	Move to a lottery system for French Immersion Kindergarten Registration and clearly communicate the process through the schools, website and local paper.	Done
Old Crofton Elementary School Closure	Jason Sandquist	Give notice of intent to close the Old Crofton Elementary facility and commence the consultation period required under Policy 2445 – School Closure.	Done
Audit Committee	Candace Spilsbury	Establish a standing Audit Committee of the Board.	Done



BRIEFING NOTE

Date of Report: January 27, 2017

Prepared for: The Board of Education for **Information** for the February 7, 2017 Open Board Meeting

Subject: Changes to the Approved 2017-18 Calendar

Background:

The 2017-18 school calendar is the last year of our previously approved three consecutive year school calendar. Each year at this time we review the following years approved school calendar to ensure everything is still in order and determine if amendments are required before sending to the Ministry.

A board has the ability to amend a calendar under s. 87.02 (1) of the School Act and the School Regulation sets the parameters for calendar amendments – *“For the purposes of section 87.02 [school calendar – amendment] of the Act, a board must make publicly available proposed amendments to a school calendar at least one month before making the amendments.”*

In reviewing next year’s calendar, we noted a need for two amendments.

Discussion:

Amendment one: Winter Break

Originally this was scheduled to start Monday, December 18th and end Monday January 1st. It was noted that this was contrary to the collective agreement, which states *“The first day of Christmas Break shall be the Monday preceding December 26.”* In 2017, the Monday preceding December 26th is December 25th which means our Winter break should be starting Monday December 25th and not the 18th as indicated in the calendar. The CVTF is in agreement with this interpretation. To this end, Winter Break will be Monday, December 25 to Friday, January 5.

Amendment two: Spring Break and District Closure Week

Originally the District Closure Week was scheduled to follow Spring Break (which is always the 3rd week of March, as per the Teachers’ collective agreement), from Monday, March 26th to Tuesday April 3rd. In this configuration, the District closure week included Good Friday (March 30th), and Easter Monday (April 2nd). Connecting the closure week to the Easter Statutory holidays reduces the closure week from five to four days. The restoration of a day to the CUPE work calendar and then its likely removal in the subsequent year could be deemed to be a layoff and activate bumping rights for our CUPE employees. From a budget perspective, the closure week before Spring Break will be more cost effective as sick time is usually near its highest use during that week and a five day closure provides more financial savings than a four day. Given this, the district closure week will be Monday, March 12th to Friday March 16th.

Summary:


The amended 2017-18 school calendar will adjust the Winter Break to start one week later (December 25 – January 5) and adjust the District closure week to fall before Spring Break (March 12 to March 16).

Prepared by:



Sheryl Koers, Assistant Superintendent

Reviewed by:



Rod Allen, Superintendent

Date signed: February 1, 2017

School Year Calendar 2017-2018

Month	# Of Instructional Days		# Of Non-Instructional Days		Instructional Hours																					
	Elem	Sec	Elem	Sec	Elem	Sec	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Sep-17							4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
	18	18	1	1	2 hour early dismissal	2 hour early dismissal	H	2 hour early dismissal Board mtg.	PVP mtg.					Trustee Planning Session				Advisory Committee Mtg.				NID	BEBC Mtg.			
Oct-17							2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27
	20	20	1	1	2 hour early dismissal	2 hour early dismissal		Board mtg.	PVP mtg.			H		DSAC Staff mtg.	Trustee Planning Session			Advisory Committee Mtg.	PLC			NID Pro-D Day	BEBC Mtg.			
Nov-17									1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24
	20	20	2	2	3 hour early dismissal	3 hour early dismissal			PVP mtg.	1 hour early dismissal			Board mtg.	DSAC Staff mtg.	Trustee Planning Session	End of Term 1	H		PLC				Advisory Committee Mtg.			NID
Dec-17											1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22
	16	16	0	0									Board mtg.	PVP mtg.				DSAC Staff mtg.	Trustee Planning Session				Advisory Committee Mtg.			H
Jan-18							1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26
	17	16	1	2	2 hour early dismissal	2 hour early dismissal	H	B	B	B	B		Board mtg.	PVP mtg.			NID Curriculum		DSAC Staff mtg.	Trustee Planning Session			Advisory Committee Mtg.	PLC	X	Turn around Sec. X
Feb-18										1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23
	18	18	1	1									Board mtg.	PVP mtg.	Trustee Planning Session		H		DSAC Staff mtg.				Advisory Committee Mtg.			NID Pro-D Day
Mar-18										1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23
	11	11	0	0									Board mtg.	PVP mtg.	Trustee Planning Session		B	B	B	B	B	B	B	B	B	B
Apr-18							2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27
	19	19	1	1	3 hour early dismissal	3 hour early dismissal	H	Board mtg.	PVP mtg.					DSAC Staff mtg.	1 hour early dismissal Trustee Planning			Advisory Committee Mtg.				NID	BEBC Mtg.	PLC		
May-18								1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25
	21	21	1	1	2 hour early dismissal	2 hour early dismissal		Board mtg.	PVP mtg.		NID Pro-D Day		term	DSAC Staff mtg.	Trustee Planning Session			Advisory Committee Mtg.	PLC			H	BEBC Mtg.			
Jun-18											1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22
	20	18	0	2	2 hour early dismissal	2 hour early dismissal							Board mtg.	PVP mtg.					Staff mtg.	Trustee Planning Session			Advisory Committee Mtg.			
Days in session	187	187	7	10	Instructional Mins.																					
Non-instruction	7	10			878	951																				
Days of instruction	180	177			(5)	(8)																				

Minimum student instructional hours required: 848hrs for Kindergarten, 873hrs. for grades 1 – 7, 947hrs. for grades 8 – 12

Note: The 25 fewer instructional hours for Kindergarten is accounted for within the gradual entry proces in September.

X = provincial exams



2017 – 2018 Budget Development Spring of 2017

When	Who	What
Wednesday, March 15 th	J Sandquist/ Province	Ministry Funding Announcement.
Tuesday, March 28 th	Board Education & Business Committee	First review of Ministry funding announcement.
Thursday, March 30 th	Senior Staff/ Trustees	Online survey in school newsletters and on website.
Monday, April 3 rd to Friday, April 7 th	Partner Group Liaison Meetings	Trustees to meet with Partner Groups.
Tuesday, April 4 th	Regular Board Meeting	Review of funding announcement.
Sunday, April 9 th	Senior Staff/ Trustees	Online Survey deadline for input.
Tuesday, April 11 th	Special Board Education & Business Committee	Review of funding and options.
April 14 th & 17 th	STATS - Easter	
Tuesday, April 18 th 4:00 – 5:00 pm	Advisory Committee Meeting	Review of funding announcement with the Advisory Committee, seeking feedback and perspectives.
Tuesday, April 18 th 5:30 – 6:30 pm	Senior Staff/ Trustees	Opportunity for public to provide input on the budget.
Wednesday, April 19 th	Special Board Education & Business Committee Meeting	Review feedback received; explore options; develop budget drafting instructions.
April 20 th – 23 rd	Board	BCSTA AGM
Tuesday, April 25 th	Board Education & Business Committee	Review draft budget, amend as necessary and recommend budget to the Board.
Thursday, April 27 th	Special Board Meeting	First and Second reading of budget bylaw.
Tuesday, May 2 nd	Regular Board Meeting	Adopt budget bylaw.
Wednesday, May 3 rd	Staff	Staffing assignments initiated.



**2016/2017 Amended Annual Budget Report
to the Board of Education of
School District No. 79 (Cowichan Valley)
February 7, 2017**

Introduction

I am pleased to present the 2016/2017 Amended Annual Budget to the Board of Education. The budget is a consolidation of Operating, Special Purpose and Capital funds and has been prepared in the form and containing the information required by the Ministry of Education.

The 2016/2017 Annual Budget was adopted by the Board on May 3, 2016. A budget is a dynamic document that is managed and amended to reflect changes as they occur throughout the school year.

There have been some significant amendments to the original budget that was adopted in May for 2016/2017:

- School-Age enrolment grew by 169.25 FTE over projections as at September 30, 2016.
- Special Education designations increased from projections by 139.0 FTE - an increase of almost 23%.
- Aboriginal Education students receiving a program of enhanced study increased by 64.0 FTE from projections.
- Funding increased by \$2,967,437 from what was projected in the Annual Budget as a result of this enrolment growth.
- The district received notification that the Administrative Savings that were removed from the estimated funding calculation would be returned to districts. This resulted in an additional \$348,411 of revenue.
- The district received funding for the elimination of in-catchment busing fees in the amount of \$283,524.
- An additional \$851,876 was required for Education Assistants to provide support to the newly designated students.
- An additional \$1,368,398 in Teaching staff was added to support enrolment growth and student supports.
- The exempt staff compensation freeze was lifted after being implemented in 2009. This allowed for compensation improvements for Exempt, Principal and Vice-Principal staffing.

- After removing the district's payment towards the Retirement of Unfunded Employee Future Benefits in the 2016/2017 Annual Budget, \$50,000 has been reinstated. The liability is expected to be extinguished in 3 additional years if \$50,000 per year is committed.

For the first time in many years the District has a reconciled Amended Annual Budget that has not utilized all of the prior years surplus to balance. The District's unallocated prior year surplus amounts to \$994,396 - money that remains available for future Board decisions.

Risk Factors

This budget is presented with five months or 1/2 of the school year remaining. The closer to the end of the school year the budget is reconciled, the more accurate and predictable it is. This budget still contains a few risk areas that must be considered:

- The Winter months are not yet over and to date has been colder than recent years, adding additional stress to the District's utility and snow clearing budgets.
- February is traditionally the highest month of employee absenteeism due to colds and flu. The requirement for replacement staff is still unknown.
- A longer-term risk is the implication of the Supreme Court of Canada decision on class size and composition. For the 2016/2017 year, Interim funding was provided through LOU 17 between the Province and the BCTF. How this decision will impact the 2017/2018 budget is still unknown but could be supported if needed by the retention of the current unallocated operating surplus.

Amended Annual Budget

The Board is required to prepare and adopt an Amended Annual Budget each year before February 28th. The budget presented reflects a second year of enrolment growth and the first year in many that the district has not operated in funding protection. The result of the growth has been that each additional student and designation has resulted in revenue for the district - revenue that the district was able to reinvest into schools and services for students.

I would now like to recommend that the Board consider the budget as presented.

Respectfully submitted by,



Jason Sandquist, CPA, CGA, BAccS
Secretary-Treasurer

Amended Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2017

Version: 5420-4675-2692
January 25, 2017 9:24

School District No. 79 (Cowichan Valley)

June 30, 2017

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act*").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 79 (Cowichan Valley) Amended Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$85,781,460 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 7th DAY OF FEBRUARY, 2017;

READ A SECOND TIME THE 7th DAY OF FEBRUARY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 7th DAY OF FEBRUARY, 2017;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Amended Annual Budget Bylaw 2016/2017, adopted by the Board the _____ DAY OF _____, 2017.

Secretary Treasurer

Version: 5420-4675-2692
January 25, 2017 9:24

School District No. 79 (Cowichan Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,693.125	7,523.875
Adult	23.125	32.250
Total Ministry Operating Grant Funded FTE's	7,716.250	7,556.125
Revenues	\$	\$
Provincial Grants		
Ministry of Education	70,458,692	67,610,719
Other	292,579	97,800
Tuition	2,751,000	2,551,000
Other Revenue	6,388,376	6,746,392
Rentals and Leases	120,000	114,480
Investment Income	157,107	159,254
Amortization of Deferred Capital Revenue	3,581,080	3,634,426
Total Revenue	83,748,834	80,914,071
Expenses		
Instruction	67,112,856	65,795,543
District Administration	2,230,536	2,082,084
Operations and Maintenance	13,087,328	13,065,635
Transportation and Housing	2,700,270	2,575,222
Total Expense	85,130,990	83,518,484
Net Revenue (Expense)	(1,382,156)	(2,604,413)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,254,250	2,234,082
Budgeted Reduction of Unfunded Employee Future Benefits	(50,000)	(50,000)
Budgeted Surplus (Deficit), for the year	(177,906)	(420,331)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(177,906)	(420,331)
Budgeted Surplus (Deficit), for the year	(177,906)	(420,331)

School District No. 79 (Cowichan Valley)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	76,111,393	74,354,875
Operating - Tangible Capital Assets Purchased	22,000	
Operating - Reduction of Unfunded Employee Future Benefits	50,000	50,000
Special Purpose Funds - Total Expense	4,669,641	4,870,741
Special Purpose Funds - Tangible Capital Assets Purchased	558,470	226,111
Capital Fund - Total Expense	4,349,956	4,292,868
Capital Fund - Tangible Capital Assets Purchased from Local Capital	20,000	60,000
Total Budget Bylaw Amount	85,781,460	83,854,595

Approved by the Board

Signature of the Chairperson of the Board of EducationDate Signed

Signature of the SuperintendentDate Signed

Signature of the Secretary TreasurerDate Signed

School District No. 79 (Cowichan Valley)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,382,156)	(2,604,413)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(580,470)	(226,111)
From Local Capital	(20,000)	(60,000)
From Deferred Capital Revenue	(3,279,397)	(3,461,382)
Total Acquisition of Tangible Capital Assets	(3,879,867)	(3,747,493)
Amortization of Tangible Capital Assets	4,349,956	4,292,868
Total Effect of change in Tangible Capital Assets	470,089	545,375
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(912,067)	(2,059,038)

School District No. 79 (Cowichan Valley)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2017

	Operating Fund	Special Purpose Fund	Capital Fund	2017 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,031,632	92,893	43,324,509	45,449,034
Changes for the year				
Net Revenue (Expense) for the year	(1,182,250)	558,470	(758,376)	(1,382,156)
Interfund Transfers				
Tangible Capital Assets Purchased	(22,000)	(558,470)	580,470	-
Net Changes for the year	(1,204,250)	-	(177,906)	(1,382,156)
Budgeted Accumulated Surplus (Deficit), end of year	827,382	92,893	43,146,603	44,066,878

School District No. 79 (Cowichan Valley)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	67,248,017	64,402,887
Other	75,000	77,800
Tuition	2,751,000	2,551,000
Other Revenue	4,590,126	4,879,626
Rentals and Leases	120,000	114,480
Investment Income	145,000	145,000
Total Revenue	74,929,143	72,170,793
Expenses		
Instruction	62,443,215	60,924,802
District Administration	2,230,536	2,082,084
Operations and Maintenance	9,062,593	9,057,897
Transportation and Housing	2,375,049	2,290,092
Total Expense	76,111,393	74,354,875
Net Revenue (Expense)	(1,182,250)	(2,184,082)
Budgeted Prior Year Surplus Appropriation	1,254,250	2,234,082
Budgeted Reduction of Unfunded Employee Future Benefits	(50,000)	(50,000)
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(22,000)	-
Total Net Transfers	(22,000)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	70,638,257	68,323,881
INAC/LEA Recovery	(4,399,626)	(4,399,626)
Other Ministry of Education Grants		
Pay Equity	363,682	363,682
Funding for Graduated Adults		88,600
Transportation Supplemental	283,524	
Return of Administrative Savings	348,411	
FSA & Exam Allocation	13,769	11,400
Curriculum Implementation Support		14,950
Total Provincial Grants - Ministry of Education	67,248,017	64,402,887
Provincial Grants - Other	75,000	77,800
Tuition		
International and Out of Province Students	2,751,000	2,551,000
Total Tuition	2,751,000	2,551,000
Other Revenues		
LEA/Direct Funding from First Nations	4,399,626	4,399,626
Miscellaneous		
BC Hydro Energy Manager	37,500	50,000
International Program Registration Fees	95,000	95,000
Transportation Fees - International	30,000	335,000
Miscellaneous	28,000	
Total Other Revenue	4,590,126	4,879,626
Rentals and Leases	120,000	114,480
Investment Income	145,000	145,000
Total Operating Revenue	74,929,143	72,170,793

School District No. 79 (Cowichan Valley)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Salaries		
Teachers	31,954,748	31,106,031
Principals and Vice Principals	4,183,194	4,097,972
Educational Assistants	5,896,927	5,258,180
Support Staff	7,877,905	7,933,004
Other Professionals	1,758,935	1,729,732
Substitutes	3,384,920	3,365,642
Total Salaries	55,056,629	53,490,561
Employee Benefits	13,000,718	13,249,700
Total Salaries and Benefits	68,057,347	66,740,261
Services and Supplies		
Services	2,739,701	2,460,933
Student Transportation	203,600	88,600
Professional Development and Travel	487,752	479,676
Rentals and Leases	80,100	96,100
Dues and Fees	84,160	86,160
Insurance	244,134	244,134
Supplies	2,904,469	2,778,881
Utilities	1,310,130	1,380,130
Total Services and Supplies	8,054,046	7,614,614
Total Operating Expense	76,111,393	74,354,875

School District No. 79 (Cowichan Valley)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	25,591,752	707,735		296,646	62,922	2,138,446	28,797,501
1.03 Career Programs	173,526	42,802		171,181		14,338	401,847
1.07 Library Services	684,517	95,428		152,415		43,166	975,526
1.08 Counselling	928,688			329,887		28,743	1,287,318
1.10 Special Education	3,337,776	319,250	5,154,125	64,880	135,485	579,803	9,591,319
1.30 English Language Learning	365,112						365,112
1.31 Aboriginal Education	314,055	95,391	742,802	44,113		52,325	1,248,686
1.41 School Administration		2,665,438		1,175,827		124,049	3,965,314
1.61 Continuing Education	130,634						130,634
1.62 International and Out of Province Students	428,688	225,353		97,897	112,308	19,317	883,563
1.64 Other							-
Total Function 1	31,954,748	4,151,397	5,896,927	2,332,846	310,715	3,000,187	47,646,820
4 District Administration							
4.11 Educational Administration		31,797		44,326	385,673		461,796
4.40 School District Governance					73,000		73,000
4.41 Business Administration				444,092	539,157	29,394	1,012,643
Total Function 4	-	31,797	-	488,418	997,830	29,394	1,547,439
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				12,974	377,184	47,503	437,661
5.50 Maintenance Operations				3,555,704		209,072	3,764,776
5.52 Maintenance of Grounds				298,819			298,819
5.56 Utilities							-
Total Function 5	-	-	-	3,867,497	377,184	256,575	4,501,256
7 Transportation and Housing							
7.41 Transportation and Housing Administration				107,970	73,206	5,414	186,590
7.70 Student Transportation				1,081,174		93,350	1,174,524
Total Function 7	-	-	-	1,189,144	73,206	98,764	1,361,114
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	31,954,748	4,183,194	5,896,927	7,877,905	1,758,935	3,384,920	55,056,629

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

Schedule 2C

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	28,797,501	6,933,962	35,731,463	1,873,046	37,604,509	37,030,176
1.03 Career Programs	401,847	99,433	501,280	453,989	955,269	897,318
1.07 Library Services	975,526	235,348	1,210,874	65,257	1,276,131	1,357,283
1.08 Counselling	1,287,318	275,659	1,562,977	5,500	1,568,477	1,429,106
1.10 Special Education	9,591,319	2,298,415	11,889,734	101,335	11,991,069	11,108,079
1.30 English Language Learning	365,112	84,638	449,750	4,500	454,250	407,267
1.31 Aboriginal Education	1,248,686	286,112	1,534,798	256,727	1,791,525	1,722,031
1.41 School Administration	3,965,314	861,554	4,826,868	103,125	4,929,993	4,777,050
1.61 Continuing Education	130,634	30,949	161,583	9,000	170,583	640,236
1.62 International and Out of Province Students	883,563	214,396	1,097,959	589,250	1,687,209	1,542,056
1.64 Other	-	-	-	14,200	14,200	14,200
Total Function 1	47,646,820	11,320,466	58,967,286	3,475,929	62,443,215	60,924,802
4 District Administration						
4.11 Educational Administration	461,796	91,125	552,921	24,000	576,921	541,854
4.40 School District Governance	73,000	2,401	75,401	85,050	160,451	160,451
4.41 Business Administration	1,012,643	208,671	1,221,314	271,850	1,493,164	1,379,779
Total Function 4	1,547,439	302,197	1,849,636	380,900	2,230,536	2,082,084
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	437,661	85,139	522,800	214,787	737,587	897,746
5.50 Maintenance Operations	3,764,776	878,875	4,643,651	1,488,131	6,131,782	5,978,634
5.52 Maintenance of Grounds	298,819	76,421	375,240	122,000	497,240	488,887
5.56 Utilities	-	-	-	1,695,984	1,695,984	1,692,630
Total Function 5	4,501,256	1,040,435	5,541,691	3,520,902	9,062,593	9,057,897
7 Transportation and Housing						
7.41 Transportation and Housing Administration	186,590	37,515	224,105	23,250	247,355	267,878
7.70 Student Transportation	1,174,524	300,105	1,474,629	653,065	2,127,694	2,022,214
Total Function 7	1,361,114	337,620	1,698,734	676,315	2,375,049	2,290,092
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	55,056,629	13,000,718	68,057,347	8,054,046	76,111,393	74,354,875

School District No. 79 (Cowichan Valley)**Schedule 3**

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	3,210,675	3,207,832
Other	217,579	20,000
Other Revenue	1,798,250	1,866,766
Investment Income	1,607	2,254
Total Revenue	5,228,111	5,096,852
Expenses		
Instruction	4,669,641	4,870,741
Total Expense	4,669,641	4,870,741
Net Revenue (Expense)	558,470	226,111
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(558,470)	(226,111)
Total Net Transfers	(558,470)	(226,111)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
Deferred Revenue, beginning of year	\$ 928,395	\$ -	\$ 27,010	\$ 12,041	\$ 46,817	\$ 1,301,794	\$ 110,993	\$ 55,225	\$ 75,132
Add: Restricted Grants									
Provincial Grants - Ministry of Education	416,763	1,393,700					192,000		155,331
Other				200		1,700,000			
Investment Income	9,065			1,781					
	425,828	1,393,700	-	1,981	-	1,700,000	192,000	-	155,331
Less: Allocated to Revenue	416,970	1,393,700	27,010	4,100	46,817	1,745,000	302,993	55,225	230,463
Deferred Revenue, end of year	937,253	-	-	9,922	-	1,256,794	-	-	-
Revenues									
Provincial Grants - Ministry of Education	416,763	1,393,700	27,010		46,817		302,993	55,225	230,463
Provincial Grants - Other									
Other Revenue				2,700		1,745,000			
Investment Income	207			1,400					
	416,970	1,393,700	27,010	4,100	46,817	1,745,000	302,993	55,225	230,463
Expenses									
Salaries									
Teachers		932,235							48,814
Principals and Vice Principals									31,186
Educational Assistants		229,654							
Support Staff							4,000		
Substitutes								37,500	15,200
	-	1,161,889	-	-	-	-	4,000	37,500	95,200
Employee Benefits		231,811					1,000	9,310	20,557
Services and Supplies	98,079		27,010	4,100	46,817	1,723,000	297,993	8,415	114,706
	98,079	1,393,700	27,010	4,100	46,817	1,723,000	302,993	55,225	230,463
Net Revenue (Expense) before Interfund Transfers	318,891	-	-	-	-	22,000	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(318,891)					(22,000)			
	(318,891)	-	-	-	-	(22,000)	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

Schedule 3A

	CommunityLINK	Coding and Curriculum Implementation	Early Learning	Wendy's House	Student Inspiration	Cultural Trust	BC Hydro	School Building Envelope	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	131,741	-	8,686	27,779	15,327	72	128,532	217,579	3,087,123
Add: Restricted Grants									
Provincial Grants - Ministry of Education	630,286	82,829							2,870,909
Other						10,500			1,710,700
Investment Income									10,846
	630,286	82,829	-	-	-	10,500	-	-	4,592,455
Less: Allocated to Revenue	722,474	15,000	8,686	15,000	15,327	10,572	1,195	217,579	5,228,111
Deferred Revenue, end of year	39,553	67,829	-	12,779	-	-	127,337	-	2,451,467
Revenues									
Provincial Grants - Ministry of Education	722,474	15,000	230						3,210,675
Provincial Grants - Other								217,579	217,579
Other Revenue			8,456	15,000	15,327	10,572	1,195		1,798,250
Investment Income									1,607
	722,474	15,000	8,686	15,000	15,327	10,572	1,195	217,579	5,228,111
Expenses									
Salaries									
Teachers									981,049
Principals and Vice Principals									31,186
Educational Assistants	394,732								624,386
Support Staff	27,637								31,637
Substitutes	14,000	8,000							74,700
	436,369	8,000	-	-	-	-	-	-	1,742,958
Employee Benefits	106,005	2,000							370,683
Services and Supplies	180,100	5,000	8,686	15,000	15,327	10,572	1,195		2,556,000
	722,474	15,000	8,686	15,000	15,327	10,572	1,195	-	4,669,641
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	217,579	558,470
Interfund Transfers									
Tangible Capital Assets Purchased								(217,579)	(558,470)
	-	-	-	-	-	-	-	(217,579)	(558,470)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		10,500	10,500	12,000
Amortization of Deferred Capital Revenue	3,581,080		3,581,080	3,634,426
Total Revenue	3,581,080	10,500	3,591,580	3,646,426
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,024,735		4,024,735	4,007,738
Transportation and Housing	325,221		325,221	285,130
Total Expense	4,349,956	-	4,349,956	4,292,868
Net Revenue (Expense)	(768,876)	10,500	(758,376)	(646,442)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	580,470		580,470	226,111
Total Net Transfers	580,470	-	580,470	226,111
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	20,000	(20,000)	-	
Total Other Adjustments to Fund Balances	20,000	(20,000)	-	
Budgeted Surplus (Deficit), for the year	(168,406)	(9,500)	(177,906)	(420,331)

**Public forum on the proposed closure of Old Crofton Elementary School
Held on January 17, 2017 at Crofton Elementary School at 6:00 pm.**

In Attendance: Candace Spilsbury, Chair
Trustees Elizabeth Croft, Randy Doman, Rob Hutchins and
Cathy Schmidt
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Monroe Grobe, Director of Operations

Trustee Spilsbury welcomed attendees and advised that the purpose of the meeting was to discuss the formal closure of the school. She outlined Policy 2445 – Closure of Schools and introduced Trustees and staff in attendance.

The Secretary-Treasurer presented a power point on the rationale behind the proposed school closure and invited feedback from the public.

Members of the public in attendance queried the future plans for the property and were advised that the School District has not had discussions at this point. Before any decisions could be made, the school first needed to go through the closure purpose. The building is in very poor shape and would require extensive remediation before occupancy.

The ownership of the property was queried and the public was advised that the site is comprised of 20 lots. 6 will revert back to the Municipality of North Cowichan when no longer used for school purposes. During the Property Disposal Consultation process, the Municipality and community will be consulted on potential uses of the property. Community members expressed their interest in having input into potential uses of the property.

A member of the public expressed dismay at the state of the property and the safety hazards.

Trustee Spilsbury advised that the Board of Education will make a decision on the closure of the school at the February 7, 2017 Open Board Meeting. The Secretary-Treasurer confirmed that there will be an opportunity for consultation with the public during the property disposal process and that the school district has a desire to move forward with the process.

In the event of a sale of the property, disposition of funds was questioned. The Secretary-Treasurer advised that for property owned by a school district that is sold, there is a requirement by the Ministry of Education to allocate the funds to a Capital Reserve fund, to be used for building new schools, major renovations or purchasing large pieces of equipment. The funds do not go into general revenues.

Trustee Spilsbury confirmed that discussions with the Municipality of North Cowichan about the property had not taken place as the District is required to go through the School Closure process first.

Questions of original property ownership arose and the Secretary-Treasurer advised that when the school enters the disposal process, research would be done on the original source of funds.

Trustee Spilsbury thanked participants for attending and advised that the Board has heard their input. It was noted that 7:00 pm would be a more suitable meeting time.

The meeting adjourned at 6:33 pm.



Cowichan Valley School District

BRIEFING NOTE

Date of Report: January 30, 2017
Prepared for: The Board of Education for **Decision** for February 7, 2017 Open Board Meeting
Subject: Old Crofton Elementary School Closure

Background:

At the January 3, 2017 Open Board Meeting, the Board of Education passed the following motions:

"That the Board of Education gives notice of intent to close the Old Crofton Elementary Facility and immediately commences the consultation process required under Policy 2445-School Closure."

"That the Board of Education waives the Policy 2445-School Closure requirement of a consultation period of no less than 90 days in regards to the decision to close the Old Crofton Elementary Facility."

Discussion:

A public meeting was held on January 17th, 2017 to provide information and receive feedback on the proposed closure of the Old Crofton Elementary School. There were approximately 10 members of the public in attendance and the meeting minutes have been included in this board agenda package. Attendees shared concerns about the derelict nature of the building and future uses of the land. Area residents indicated their desire to have input into potential uses of the property once the school had been formally closed.

Recommendation:

Based on feedback from the public and district senior staff, it is recommended that the Board of Education formally closes Old Crofton Elementary School and immediately begins the Property Disposal process.

Prepared by:

Jason Sandquist, Secretary-Treasurer

Reviewed by:

Rod Allen, Superintendent

Date signed: February 1, 2017

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
Old Crofton Elementary School Closure Bylaw No. 17-01**

WHEREAS Section 73 of the School Act states that a board may, subject to the orders of the Minister, open, close or reopen a school permanently or for a specified period of time;

AND WHEREAS pursuant to School Opening and Closure Order 194/08, if a school board decides to permanently close a school under section 73 of the School Act, the board must, without delay, provide the Ministry with written notification of the decision containing the following information:

- (a) the school's name
- (b) the school's facility number
- (c) the school's address
- (d) the date on which the school will close

AND WHEREAS pursuant to said Ministerial Order 194/08 the board has developed and implemented its School Closure Policy 2445 that includes a public consultation with respect to permanent school closures and this policy has been made available to the public;

AND WHEREAS the board has applied the above-noted policy in accordance with Ministerial Order 194/08;

AND WHEREAS the Board has given:

- (a) a fair consideration of the community's input and adequate opportunity for the community to respond to its proposal to close the school permanently;
- (b) consideration of future enrolment growth in the district of person of school age, persons of less than school age and adults; and
- (c) consideration of possible alternative community use for all or part of the school.

NOW THEREFORE be it resolved that the Board of Education of School District No.79 (Cowichan Valley) hereby permanently closes Old Crofton Elementary School, located at 1658 Robert Street, Crofton, BC (Facility No. 7965006), on February 7th, 2017.

This bylaw may be cited as School District No. 79 (Cowichan Valley) Old Crofton Elementary School Closure Bylaw No. 17-01.

READ FOR A FIRST TIME THIS 7TH DAY OF FEBRUARY, 2017
READ FOR A SECOND TIME THIS 7TH DAY OF FEBRUARY, 2017
READ FOR A THIRD TIME, PASSED AND ADOPTED THIS 7TH DAY OF FEBRUARY, 2017

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of School District No. 79 (Cowichan Valley) Old Crofton Elementary School Closure Bylaw No. 17-01 adopted by the board the 7th day of February, 2017.

Secretary-Treasurer

**MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, NOVEMBER 22, 2016 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Rob Hutchins, Chair
Trustees Barb de Groot, Randy Doman, Cathy Schmidt, Candace Spilsbury
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Debbie Mah, Interim 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: Trustees Elizabeth Croft and Joe Thorne
Sheryl Koers, 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

Amendment - Inquiry Program at Cowichan Secondary School to present first

Moved by Trustee Spilsbury seconded by Trustee de Groot *"That the Board Education and Business Committee adopts the agenda of the November 22, 2016 Board Education and Business Committee meeting as amended."*

CARRIED

3. Minutes

a. Minutes of the October 25, 2016 Board Education and Business Committee Meeting

Moved by Trustee Schmidt seconded by Trustee de Groot *"That the Board Education and Business Committee adopts the minutes of the October 25, 2016 Board Education and Business Committee Meeting."*

CARRIED

4. Action List

a. Action List

The Action List was reviewed.

5. **Petitions and Delegations**

a. Inquiry Program at Cowichan Secondary School

Lisa Marshall and students Elizabeth and Tatiane gave a presentation on the Explore! program at Cowichan Secondary School, which focuses on inquiry-based learning. Students cover curriculum areas through project-based learning and participate in regular elective studies. The projects are student-driven, involve community and follow the First Peoples principles of learning. Classroom Teacher Lisa Marshall is developing the program.

Trustee Doman arrived at 4:12 pm.

b. PlaceSpeak - Brian Carruthers, CVRD

Brian Carruthers, CAO of the Cowichan Valley Regional District, informed Trustees about PlaceSpeak, an online platform for public engagement that area local governments are engaging to gather public input on issues.

6. **Education**

7. **Business and Operations**

b. Participation in PlaceSpeak

Trustees discussed the merits of joining local governments in using PlaceSpeak as a forum to receive public input.

Moved by Trustee Spilsbury seconded by Trustee de Groot *"That staff investigate the advantages, disadvantages and costs of participating in PlaceSpeak."*

CARRIED

Moved by Trustee Spilsbury seconded by Trustee Schmidt *"That staff 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."*

CARRIED

8. **Policy**

9. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 4:49 pm.

Highlights from the Minutes of the January 11, 2017 District Student Advisory Committee (DSAC) Meeting:

DSAC met at the Cowichan Secondary School - Quamichan Campus on January 11th and had a tour of the school.

Items discussed at the meeting included the Supreme Court Decision, selecting DSAC students to record a radio ad for Pink Shirt Day which will be running February 17-22, reviewing items on the January 17th Advisory Committee agenda, discussing success of the DSAC Backpack Project and thanking businesses/groups that contributed to the project. The Committee also discussed ideas for Compassion Week Campaign (February 20-24, 2017).

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

- FKSS – Grad Skate, Grad Food Drive, Toy Drive, Concert Band and Choir.
- CVOLC – Ugly Sweater Day, 80% Club seeing Rogue One, Candy Cane Grams, Compassionate Leaders.
- LCS – Spirit Day, Angel Tree, Volleyball Tournament, Compassionate Leaders.
- CHSS – Fundraising for Showcase, Food Bank Donations, Hockey started, Grad Fundraising.
- CSS (James St) – Motivational Posters, Silent Day, Grad Skate, Whistler Trip.
- CSS (Quamichan) – Grade 8s seeing Rogue One, Art Show, Activity Day, Dance in February.

The next DSAC meeting will be Wednesday, February 8th 10:00 a.m. at Chemainus Secondary School.

**MINUTES OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, JANUARY 17, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Elizabeth Croft, Chair
Trustees Barb de Groot, Rob Hutchins, Cathy Schmidt, Candace
Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Assistant Superintendent
Debbie Mah, Interim Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations
Chris Rolls, LCTA
Erica Roberts, CDTA
Charlie Coleman, CVP/VPA
Karen Petersen, CVP/VPA
Johanne Kemmler, CUPE
Amber Marsh, DPAC
Mason McClement, DSAC

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Randy Doman
Aaron Henry, USW

1. Call to Order

Trustee Croft called the meeting to order at 4:00 and acknowledged that the meeting was taking place on the traditional and ancestral grounds of the Coast Salish People.

2. Check-In

Charlie Coleman reported that secondary schools are wrapping up the first semester and getting ready for the second. There are fewer provincial exams this year for students. High schools are posting second semester positions and staff are excited to hear the outcome of the Bill 28 discussions. He spoke about innovative programs at Cowichan Secondary (Land Based Program, Independent Directed Study, Community Classroom) and noted that high schools are preparing for course selections and timetable building for September.

Karen Petersen echoed Charlie's comments on the Bill 28 discussions and advised that elementary schools are preparing for FSA exams in grades 4 and 7 classrooms. The District Challenge is underway and lots of sports activity.

Johanne Kemmler reported that CUPE is dealing with EA shortages and the impact it is having on staff. They are aware that the issue is being addressed but it is still an ongoing concern.

Mason McClement advised that DSAC is planning for Compassion Week in February. The December backpack project was very successful, 68 backpacks were prepared and DSAC appreciated the contributions from Staples and other community organizations.

Chris Rolls gave an overview of the Bill 28 court ruling and noted that talks are happening both at the provincial level and the local level.

Erica Roberts noted a quiet return for teachers in January. The CVTF has started their FSA campaign and is aware that the EA shortage is having an effect on teachers and students.

Amber Marsh reported that DPAC continues to focus on parent education opportunities. They are attending the Vancouver Island Parent Conference and have purchased tickets to send one parent from each school. PAC 101 hasn't been offered for 4 years and the DPAC executive is planning to offer the course in the Fall.

Trustee Spilsbury stated that the Board is excited about the new money coming to the district because of the Bill 28 ruling as it will allow hiring of more teachers. She noted that it has been a long time since School Districts have had some relief and this will help in trying to educate every student in every school to an excellent standard. The Board is currently working on different areas of their strategic priorities and is holding a public consultation this evening to discuss the closure of the Old Crofton Elementary School.

The Superintendent advised that there is a lot going on in the District. The Union and District are working collaboratively on Bill 28 implications. DSAC may be sending a larger contingent to the next Advisory Committee meeting, as it falls during Compassion Week. He is meeting with 200 UVIC education students tomorrow and speaking with 4 classes of students entering their final practicum. The District is currently recruiting TTOCs as well as EAs.

Johanne Kemmler noted that Helen Turnquist has retired and is no longer on the CUPE Executive, as has Susan Gnyp.

The Secretary-Treasurer advised that he is expecting to bring the 2016-2017 Amended Annual Budget to the Board Education and Business Committee meeting on January 24th. The next phase is estimating enrolment for the 2017-2018 budget. As well, he is involved in many projects including Bill 28 implications, classroom space, strategic priorities projects, absence management and a rental rates review.

3. **Old Business**

4. **New Business**

a. **Communication and Engagement**

Trustee Croft requested feedback from Advisory Committee members on sharing and receiving information and whether they are receiving information and having meaningful engagement.

Trustee Thorne raised concerns from parents whose children can't participate in school events due to limited budgets. Trustee Croft referred him to Kidsport for assistance and Karen Petersen recommended that parents speak to their principal and/or classroom teacher as grants are available.

Chris Rolls gave a historical view of the Advisory Committee and noted the value of the meetings. She spoke of the necessity for all partner groups to provide agenda topics for group discussion.

Trustees Croft and Spilsbury relayed that the Advisory Committee Terms of Reference guides the Board to have a listening role and solicit feedback on new policies or directions.

Discussion ensued about the committee purpose and it was agreed that meetings will be held on a regular basis, even if the only agenda item is check-in as items can emerge there.

Trustee Hutchins arrived at 4:31 pm.

Trustee Croft requested committee members thoughts on communication and engagement be sent to her and she will share with other committee members.

b. Advisory Committee Purpose/Agenda

Discussed above.

c. 2017-2018 Budget Consultation

The Secretary-Treasurer advised that the current year is coming to a close and he is now preparing for next year's budget. He requested feedback on the budget consultation process last year and whether it provided sufficient opportunities for input.

Chris Rolls appreciated the way it was broken down and understood the process. She queried how the district might connect with the community through written communication to our stakeholders as not everyone will go to the website for information. Trustee Schmidt suggested a pull-out on budget in the local newspaper. A media blitz on the opening of budget season was recommended by Trustee Croft.

Committee members agreed that the "Budget 101" was a good approach and that focusing on big priority areas rather than line-by-line was appreciated. The budget consultation schedule is being developed and the public meeting may be more effective later in the process.

d. Transportation Review

The Secretary-Treasurer requested feedback from committee members on the type of questions that the Transportation Review could answer. Walk limits, ridership time, safety of roads, cross-boundary transportation and wheel chair access were noted.

e. EA Shortage

Erica Roberts advised that she is still hearing from teachers that Education Assistants are not being replaced when they are away and Chris Rolls commented on EAs postings not being filled. The Superintendent recognizes that the shortage is challenging and noted that the District is filling positions as quickly as possible. Delays in Criminal Record Check processing are holding up the hiring process and he has spoken with Mayors and Chief Seymour about this issue. He also advised that the district is looking at the qualifications for EAs and, while they have been adjusted slightly, EAs deemed unqualified will not be hired to work with our most vulnerable students. Mason McClement gave his perspective as a student who has EA support and noted the challenges when he is unable to access the service.

Discussion ensued about TTOCs providing support to students when EAs are not available. This takes place on a case-by-case, school-by-school basis due to the ongoing shortage and the teachers fill a Resource Teacher role. It was noted that in some classrooms, a teacher can be put in a vulnerable situation if EA support is not available.

Johanne Kemmler cautioned against teachers doing CUPE work and noted the blurred lines right now. Communication between CUPE and CVTF will continue to occur.

f. Workplace Safety

Chris Rolls raised the issue of rodent feces in schools and icy parking lots. There is concern that staff do not know the protocols in dealing with rats nor the boundaries in who deals with them. The Director of Operations explained that this is an unusual year for rodent activity and that the health and safety protocols are lengthy. He noted that communication is key and is planning to set up a meeting for Teachers, CUPE, USW and Management to discuss the challenges that are facing custodians and teachers and how we can work together. Trustee Schmidt recommended informing parents of district protocols as well, ie. how school closure due to inclement weather is determined.

g. Meeting Time

The Advisory Committee meeting time was discussed and it was agreed to move the start time to 4:30 pm.

h. Strategic Priorities Plan

Trustee Spilsbury distributed the Strategic Priorities Plan to Advisory Committee Members and gave an overview of the plan.

5. **Adjournment**

Trustee Croft thanked everyone and reminded the committee members that she invites email between meetings.

The meeting adjourned at 5:20 pm.



COWICHAN VALLEY DISTRICT PAC

Minutes January 19, 2017

Cowichan Secondary School, Cowichan Campus (James St) Library

1. Introductions

Voting Attendees

Carmen Sundstrom – DPAC Chair, Drinkwater DPAC Rep
Caroline Kirman –CSS Treasurer/DPAC Rep
Amber Marsh – DPAC Vice Chair, École Mt Prevost Chair/DPAC Rep
Sharlene Macdonald – Chemainus Elementary DPAC Rep/Chemainus Secondary DPAC Rep
Jessica Erickson – Tansor Elementary DPAC co-rep
Sonja Clarke – DPAC Treasurer, École Cobble Hill DPAC Rep
Shelby Buchan – Vice Chair/DPAC Co-Rep Alex Aiken
Makiko Johnston – PAC Chair Maple Bay
Christine Heal – DPAC Rep Frances Kelsey Secondary School

Non-Voting Attendees

Rod Allen – SD79 Superintendent
Cathy Schmidt – School Board Trustee

2. Adopt Agenda

Motion to Adopt: Alex Aitken
Seconded: Chemainus
Carried

3. Approve Previous Minutes November 24, 2016

Motion to Approve minutes as amended: Alex Aitken
Seconded: École Cobble Hill
Carried

4. Reports maximum 10 minutes each

4.1 Chair Report– Carmen Sundstrom

- Framework for Enhancing Student Learning – Need a representative from DPAC to attend.
- Queen of Angels hosting “Boot Sale” April 22nd and inviting Schools and non profit groups to come sell in a car boot sale. \$20 for four spaces. For more info Chantal@clarkes.ca
- DPAC Babysitting will be on request only now. Please email DPAC in advance of meeting if you require someone to watch your children so you can attend the meeting.

4.2 SD79 Administration – Superintendent Rod Allen

- Supreme Court Bill 28 is “hot topic” in province and in district. – \$718,000 to District for Teachers only (no EA/Admin/Support Staff).
- EA's – 30+ new hires. Waiting on Criminal Record Checks (6-8 weeks it is taking). There are not enough “bodies” to fill the positions. Some empty positions have not had any one apply for them.
- Lieutenant Governor coming to town at Queen Margarets Jan 27 (Rod is Superintendent of Schools for all Schools in SD79). Also coming to FKSS and Discovery on Jan 30th

4.3 Treasurer – Sonja Clarke

- General \$3961.21
- Gaming \$2276.62
- Term Deposit \$8336.58
- Sonja to contact Jason Sandquist (Secretary/treasurer) to get deposit from School Board
- Review of Draft Budget

Amended budget to be presented at next meeting for approval.

4.4 School Board Trustee – Cathy Schmidt / Elizabeth Croft

- Board is in school closure process for old Crofton Elementary. Also in process for what to do with old Duncan Primary site, more consultation there.
- Received Year End projections on Jan 3 - Currently with projected surplus and existing surplus we have \$1.9 million (\$700,000+ is projected). Have hired teachers, EAs and district is still in a plus situation. So now Board is asking “What does DSAC need and how Board can best help students”?
- Rod/Cathy to look into concern that some district website pages show restrictions to application processes.

5. Old Business

5.1 Nominations for Secretary position

- Crickets.

5.2 VIPC – Delegate names from each school who plan on attending the conference. Email went out Jan 9th with separate school codes for your individuals to register with online.

Motion by Cobble Hill to extend the online registration for the VIPC 1 delegate per school (2 for CSS/Quam) until Feb 1, 2017.

Seconded: FKSS

Carried

Motion by École Cobble Hill: Any unfilled delegate positions as of Feb 2nd can be filled by schools requesting additional tickets, on a first come first serve basis

Seconded: CSS

Carried

5.3 PAC 101 – Feedback from the PACs, do we have a commitment

- Support for new PAC executive members.
- When would be a good time? Discuss with your PAC's and bring back thoughts.

5.4 Parent Ed. – recap. of scheduled events

- Cobble Hill Julie Ann Richards – April 26
- Chemainus Elementary hosting at Chemainus Secondary Feb 7 Kerri Isham
- CSS Internet Safety – date TBA (late March/Early April tentative)
- “A Night with Rod” – Curriculum and Reporting - date TBA

6. New Business

6.1 Kindergarten & French Immersion Registration

- Registration begins Jan 30th.
- French Immersion going to Lottery system rather than FCFS. Any siblings registered before the end of day Feb 3rd will get priority.

6.2 *from Alex Aitken*: Earthquake Comfort Packs; Do other schools do this? What is included? For all students or just primaries? Tips on getting parents to take part? Discussion about what schools do

- Some thoughts around Comfort kids
 - PAC provides Ziploc bags
 - “Bribe” kids with a “popcorn party” for the class that returns all their comfort kits first
 - Include snack, comfort item, photo, letter, etc
 - After the Great Shake Out is a good time to get kids interested
 - Some concerns about having Photos/Names in comfort kits if earthquake container is broken into

7. Adjournment 9:30pm

Next Meeting February 16th, 2017 at 7pm, Cowichan Secondary School, Cowichan Campus Library

PROVINCIAL COUNCIL MEETING: February 18, 2017

AGENDA ITEM 9 – Motions to Provincial Council

9.1 Fraser Valley Branch Constitution and Bylaws

9.2 Funding of Direct and Indirect Costs Arising from Supreme Court of Canada Decision

9.3 Recruitment and Retention in Northern Districts 9.4 Syrian Refugee Funding

9.4 Syrian Refugee Funding

9.2 FUNDING OF DIRECT AND INDIRECT COSTS ARISING FROM SUPREME COURT OF CANADA DECISION

SUBMITTED BY: SD48 (Sea to Sky)

BE IT RESOLVED:

That BCSTA advocate for the Ministry of Education and the Ministry of Finance to fully fund both the direct and the indirect costs of implementation of the recent Supreme Court of Canada ruling regarding class size and composition.

RATIONALE:

This motion is emergent because decisions are currently being made regarding how the Supreme Court of Canada decision will be implemented and funded. Delaying this motion until the 2017 BCSTA AGM will negatively impact the ability of boards to influence the implementation of this important public education issue.

In November of 2016, the Supreme Court of Canada issued its decision in the BCTF v. BC case regarding class size and composition. The majority of the Supreme Court of Canada allowed the BCTF's appeal

Negotiations are underway between BCPSEA and the BCTF regarding implementation of the Supreme Court of Canada's decision.

Indirect expenses associated with the implementation of the decision include, but are not limited

to:

- a) Increased space/facility requirements and related clerical, custodial and maintenance costs; and,
- b) Increased management/supervision (administration) requirements due to additional sites being required.

REFERENCES:

- BCTF v. BC, 2016 SCC 49 (November 10, 2016 Supreme Court of Canada decision)
- BCTF v. BC, 2015 BCCA 184 (April 30, 2015 BC Court of Appeal decision)
- Memorandum of Agreement Re: LoU No. 17: Education Fund and Impact of the Court Cases – Priority Measures.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

9.3 RECRUITMENT AND RETENTION IN NORTHERN DISTRICTS SUBMITTED BY: SD52 (Prince Rupert)

BE IT RESOLVED:

That BCSTA request the Minister of Education to help Northern school districts with recruitment and retention issues arising from the Memorandum of Agreement Re: LoU No. 17: Education Fund and Impact of the Court Cases – Priority Measures by implementing measures including:

- providing increased funding assistance to northern school districts;
- offering student loan forgiveness to teachers who accept teaching positions in northern school districts;
- increasing the Remote Recruitment and Retention Allowance; and
- establishing a requirement for new teachers to work at least 2 years in a rural environment.

RATIONALE:

Memorandum of Agreement Re: LoU No. 17: Education Fund and Impact of the Court Cases – Priority Measures will result in a significant number of new teaching jobs across the province. The increase of available teaching jobs in urban centres is likely to make it significantly more difficult for Northern school districts to attract teachers to fill the jobs in their districts. Recruitment to remote, Northern districts is an ongoing challenge. Many new teachers are not prepared to leave urban centres.

SD52 often feels like a training area – taking in new teachers and then seeing them move on to larger school districts.

The availability of over 1,000 teaching positions (and the likelihood that this number will increase in September) means that the pool of available candidates for Northern positions will be reduced. The retention of existing teachers will also be an issue; particularly if they have unique qualifications required for specialist positions.

REFERENCES:

- Memorandum of Agreement Re: LoU No. 17: Education Fund and Impact of the Court Cases – Priority Measures.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

9.4 SYRIAN REFUGEE FUNDING SUBMITTED BY: SD35 (Langley) BE IT RESOLVED:

That BCSTA write a letter to communicate to the province the need for a provincial committee to work with the federal government and provincial ministries to identify available ongoing funding, and/or acquire ongoing funding required for school districts to meet the complex and diverse needs of Syrian refugee students and their families and ensure their future success.

RATIONALE:

2,365 Syrian refugees have arrived in British Columbia in the past year. Many of the Syrian refugee families have children and this has resulted in many high needs children being enrolled in schools across British Columbia in 2016. For example, 65 high needs refugee children are enrolled in schools in the Langley School District.

Inter-departmental funding to support refugees exists at the provincial level in the form of agencies and programs.

Federal government funding to support the ongoing needs of these students and their families will expire in March of 2017. As our Board has heard from our ELL department, these students and their families have many complex needs which will be ongoing and will not be resolved before federal government funding expires.

This creates concerns for how school districts will be able to continue to provide the services needed to ensure the continuing success of these students.

This motion is emergent and should be considered at the February 2017 Provincial Council meeting because the federal funding is set to lapse this spring and both the federal and provincial government budgets will be set prior to the 2017 BCSTA AGM.

REFERENCES:

- Immigrant Services Society of BC <http://refugeehub.issbc.org/quick-facts/>

Relates to BCSTA Policy Statement No.4.6.2P - Support for Immigrant and Refugee Programs

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.



SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Closed Board Meeting	February 7, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	February 7, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
DSAC Meeting	February 8, 10:00 am	Chemainus Secondary
Board Planning Session	February 9, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
BCSTA Provincial Council	February 17 – 18	Vancouver, BC
Advisory Committee Meeting	February 21, 4:30 pm	Inspire Room (Annex)
Board Education and Business Committee Meeting	February 28, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
VISTA Spring Conference	March 3 – 4	Ucluelet, BC
Closed Board Meeting	March 7, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	March 7, 4:30 pm	Yuxwule' Eagle Room (Boardroom)