



## Cowichan Valley School District

### OPEN BOARD MEETING

Tuesday, June 6, 2017

Held at 4:30 pm in the Yuxwule' Eagle Room (Boardroom)  
2557 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. **Adoption of Agenda**

- a. Motion to Adopt Agenda  
*"That the Board of Education of School District 79 (Cowichan Valley) adopts the agenda of the June 6, 2017 Open Board Meeting."*

#### 3. **Minutes**

- a. Minutes of the May 2, 2017 Open Board Meeting 4-8  
*"That the Board of Education of School District 79 (Cowichan Valley) adopts the minutes of the May 2, 2017 Open Board Meeting."*

#### 4. **Recognition and Delegations**

- a. Mini O Presentation - International Student Program
- b. Janet Ruest - National Geographic Educator/Prime Minister's Award for Teaching Excellence
- c. Brian Johnston - BC Soccer Youth Coach of the Year

#### 5. **Report of Closed Meeting**

#### 6. **Old Business**

- a. Action List 9

#### 7. **Superintendent of Schools**

##### 7.1. **Personnel**

##### 7.2. **For Board Information**



**7.2. For Board Information**

- |    |                                   |    |
|----|-----------------------------------|----|
| a. | Superintendent's District Update  |    |
| b. | School Fees and Deposits Schedule | 10 |
| c. | School Calendar 2017-2018         | 11 |

**7.3. For Board Action**

- |    |   |       |
|----|---|-------|
| a. | Academy Fees for 2017-2018  | 12-13 |
| b. | National Aboriginal Day<br><i>"That the Board of Education of School District 79 (Cowichan Valley) recognizes National Aboriginal Day June 21, 2017."</i> |       |

**8. Secretary - Treasurer**

**8.1. Personnel**

**8.2. For Board Information**

- |    |  |       |
|----|--|-------|
| a. | Rural and Remote Workforce Sustainability Fund (RRWSF) | 14-20 |
|----|--|-------|

**8.3. For Board Action**

- |    |   |       |
|----|---|-------|
| a. | 2017-2018 Capital Plan<br><i>"That the Board of Education of School District 79 (Cowichan Valley) gives first reading to Capital Bylaw No. 17-01 Capital Plan 2017-2018."</i><br><br><i>"That the Board of Education of School District 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 17-01 Capital Plan 2017-2018."</i><br><br><i>"That the Board of Education of School District 79 (Cowichan Valley) consider three readings of Capital Bylaw No. 17-01 Capital Plan 2017-2018 at this meeting."</i><br><br><i>"That the Board of Education of School District 79 (Cowichan Valley) gives third and final reading to Capital Bylaw No. 17-01 Capital Plan 2017-2018."</i> | 21-23 |
| b. | 2018-2019 Capital Plan<br><i>"That the Board of Education of School District 79 (Cowichan Valley) approves the 2018-2019 Capital Plan as presented."</i>  | 24-32 |
| c. | Student Learning Grant  | 33-34 |

**9. Committees and Outside Organizations**



**9. Committees and Outside Organizations**

- a. Minutes of the April 20, 2017 DPAC Meeting 35-38  
*"That the Board of Education of School District 79 (Cowichan Valley) receives the minutes of the April 20, 2017 DPAC Meeting."*
- b. Minutes of the April 25, 2017 Board Education and Business Committee Meeting 39-41  
*"That the Board of Education of School District 79 (Cowichan Valley) receives the minutes of the April 25, 2017 Board Education and Business Committee Meeting."*
- c. Highlights from the May 10, 2017 DSAC Meeting 42  
*"That the Board of Education of School District 79 (Cowichan Valley) receives the highlights of the May 10, 2017 DSAC meeting."*
- d. Summary of the May 16, 2017 Advisory Committee Meeting 43-46  
*"That the Board of Education of School District 79 (Cowichan Valley) receives the summary of the May 16, 2017 Advisory Committee Meeting."*
- e. Recommendations from the May 23, 2017 Board Education and Business Committee Meeting 47-48  
*"That the Board of Education of School District 79 (Cowichan Valley) adopts Policy 3730 - Student Reporting - Communicating Student Progress."*  
  
*"That the Board of Education of School District 79 (Cowichan Valley) adopts Policy 1600 - Contingency Reserve."*

**10. Upcoming Meetings and Events**

- a. Schedule of upcoming meetings and events 49
- b. Long Service Awards/Retirement Event/Staff Year-End BBQ/Grad Ceremonies 50

**11. Correspondence**

**12. New Business**

- a. Local Government Bylaw Zoning
- b. Residential Development

**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, MAY 2, 2017 AT 4:30 PM IN THE BOARDROOM**

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**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  
Monroe Grobe, Director of Operations  
Denise Augustine, Director of Aboriginal Education and Learner  
Engagement  
  
Gina Kueber, Recording Secretary

1. **Call to Order**

Trustee Spilsbury called the meeting to order at 4:33 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 to the Agenda - Item 4.b. Ecole Cobble Hill PAC re Fisher Road Access

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education adopts the agenda of the May 2, 2017 Open Board Meeting as amended."*

CARRIED

3. **Minutes**

a. **Minutes of the April 4, 2017 Open Board Meeting**

Moved by Trustee Doman seconded by Trustee Schmidt *"That the Board of Education adopts the minutes of the April 4, 2017 Open Board Meeting."*

CARRIED

b. **Minutes of the April 27, 2017 Special Open Board Meeting**

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education adopts the minutes of the April 27, 2017 Special Open Board Meeting."*

CARRIED

4. **Recognition and Delegations**

a. **Nourish Cowichan Society**

Fatima da Silva, Dina Holbrook and Anita Carroll addressed the Board on the creation and purpose of the Nourish Cowichan Society. Fatima and Dina were aware of the child poverty situation in the Valley, and in conjunction with Anita Carroll and her student nurse program at Khowhemun Elementary, began a program to provide a nourishing breakfast to students in the school 1 - 2 days a week. Combining community donations and a successful fundraiser, they have increased the meals to 3 - 4 days per week and are looking to expand into other schools as well. Trustees expressed their gratitude and appreciation to Nourish Cowichan for their contribution to the well-being of students.

b. **Dr. Paul Hasselback - Overdose Response Update**

Dr. Paul Hasselback, Medical Health Officer, Central Vancouver Island, gave a presentation on the opiate crisis and overdose epidemic on Vancouver Island, and the role that schools and families play in preventing drug use. Trustees thanked Dr. Hasselback for the information provided and expressed their wish to be part of a coordinated group of community leaders.

5. **Report of Closed Meeting**

The Secretary-Treasurer reported that during the closed portion of the meeting, the Board discussed multiple human resource and property issues.

6. **Old Business**

a. **Action List**

The Action List was reviewed.

7. **Superintendent of Schools**

7.1 **Personnel**

7.2 **For Board Information**

a. **Superintendent Update**

The Superintendent reported on the following items around the district:

- Dual Credit posters
- Maker Way Training Day
- Frances Kelsey Secondary School - Streams & Trails Program
- Bench Elementary - Multi-Age Activities
- Chemainus Secondary School Earth Day & BC Lions visit
- Lake Cowichan School Outdoor Learning Project - LCS Grows!
- SD79 Annual Slahal Bone Game Tournament at Lake Cowichan School

b. Water Testing Results

The Superintendent presented the Briefing Note on Water Testing results. He thanked the Operations Department for their vigilance in testing all schools, rather than the 1/3 recommended by Ministry guidelines. Dr. Hasselback commended the District on their results.

c. Bill 28 Progress and Timelines

The Superintendent updated the Board on the status of Bill 28 preparations for September. The Capital Needs request was submitted to the Ministry of Education last Friday, outlining District space requirements, portable use and classroom reconfiguration costs. He noted that we are fortunate to have enough portables in district, as there are none available to purchase in BC, Alberta or Saskatchewan. The Bill 28 Staffing Needs initial request will be submitted on May 5th for Ministry approval. Trustee Spilsbury thanked the CVTF as they have been instrumental in putting the district plan together, along with the Superintendent, Secretary-Treasurer, District Senior Staff and Principals/Vice-Principals. A lot of work has been accomplished in a very short time frame and there is even more to do.

7.3 For Board Action

a. Field Trips to the United States

The Superintendent raised the issue of travel by students to the United States, given uncertainties about border crossings. He advised that several school district across Canada have suspended field trips to the United States temporarily.

Moved by Trustee de Groot seconded by Trustee Croft *"That the Board of Education suspends Field Trips to the United States until such time as there is clarity at the border."*

CARRIED

8. Secretary - Treasurer

8.1 Personnel

8.2 For Board Information

8.3 For Board Action

a. 2017-2018 Annual Budget

The Secretary-Treasurer reported that the Board of Education reviewed details of the 2017-2018 Annual Budget at the Special Open Board Meeting on April 27, 2017 and gave first and second reading.

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education amends the 2017/2018 Annual Budget by reallocating \$40,000 from the Reduction of Unfunded Employee Future Benefits to Operating Expenditures for 0.40 FTE Elementary Counselling Time."*

CARRIED

Moved by Trustee Schmidt seconded by Trustee de Groot *"That the Board of Education adds \$40,000 back into the budget for the Reduction of Unfunded Employee Future Benefits in the 2017/2018 Amended Annual Budget if the unrestricted Surplus in the 2016/2017 Financial Statements exceeds \$800,000."*

CARRIED

The Secretary-Treasurer noted that the motions passed above do not affect the budget bylaw amount.

Moved by Trustee Doman seconded by Trustee Hutchins *"That the Board of Education gives third and final reading to the 2017-2018 Annual Budget in the amount of \$92,468,095.00."*

CARRIED

9. **Committees and Outside Organizations**

a. Minutes of the March 28, 2017 Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Thorne *"That the Board of Education receives the minutes of the March 28, 2017 Board Education and Business Committee Meeting."*

CARRIED

b. Minutes of the April 11, 2017 Special Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Thorne *"That the Board of Education receives the minutes of the April 11, 2017 Special Board Education and Business Committee Meeting."*

CARRIED

c. Highlights of the April 12, 2017 DSAC Meeting

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education receives the Highlights of the April 12, 2017 DSAC Meeting."*

CARRIED

d. Summary of the April 18, 2017 Advisory Committee Meeting

Moved by Trustee Croft seconded by Trustee Thorne *"That the Board of Education receives the Summary of the April 18, 2017 Advisory Committee Meeting."*

CARRIED

e. Minutes of the April 19, 2017 Special Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Thorne *"That the Board of Education receives the minutes of the April 19, 2017 Special Board Education and Business Committee Meeting."*

CARRIED

10. **Upcoming Meetings and Events**

a. Schedule of upcoming meetings and events

The Schedule of Upcoming Meetings and Events was reviewed. Trustees agreed to cancel the Board Planning Session scheduled for May 11, 2017.

11. **Correspondence**

a. Correspondence from A. Andersen

Trustee Spilsbury requested that the minutes of the February 14, 2017 Open Board Meeting be amended to reflect the correct dates of Jerry Joyce's tenure as a School Board Trustee.

12. **New Business**

13. **Question Period**

Trustee Hutchins departed the meeting at 6:00 pm

14. **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 6:06 pm.

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Candace Spilsbury, Chair

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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

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



Cowichan Valley School District

## School Fees 2017/2018

The Board of Education reviews fees for schools and academies every school year. The *School Act* section 82 permits a Board to charge a deposit for educational resources. Boards may also charge fees for materials, supplies, equipment and instruments not considered educational resource materials. Schools may charge deposits for materials given to students and provide refunds upon return.

### Standard District Fees

- Graduation Fee (basic cost): up to \$60
- Student Activity Fee for Secondary Schools: \$25  
*Covers the costs of guest speakers, school events and activities, student recognition, student leadership, celebrations, and lockers.*

### Specialty/Certification Fees

Materials and equipment beyond that which is necessary to meet the required learning outcomes. i.e. woodworking: upgrading from pine to oak for a particular project. Certification fees for courses such as Food Safe and First Aid are charged at a cost recovery basis. Please contact your child's school to confirm fees/upgrade costs.

### Specialty Value Added PE Courses

Fees range from \$150 to \$300 per year depending on program expenses, for example:

- Rock Climbing \$175
- Ice Hockey \$300
- Field Hockey \$200
- Soccer \$300

Please contact your child's school to confirm fees.

### Academy Fee

- Frances Kelsey Hockey Academy Fee \$1200 per year.

### Refundable Deposits

Refundable deposits will be collected for educational resource materials such as textbooks, reusable workbooks and novels. Refunds will be issued once students have returned the educational resource materials.

In some secondary schools the refundable textbook deposit is applied to the graduation fee unless otherwise specified by parent(s).

#### Secondary School

Chemainus Secondary  
Cowichan Secondary  
Frances Kelsey Secondary  
Lake Cowichan School  
Alternate Ed Programs  
Distributed Learning K-12

#### Textbook Deposits

\$25 (refundable)  
\$25 (refundable)  
\$25 (refundable)  
\$25 (refundable)  
N/A  
\$50 (refundable)

### Hardship

Where financial hardship exists that would prevent student participation in a curricular or co-curricular activity, fees will be waived. Fees and deposits will not become a barrier to participation in required activities or programs as per Policy 5020 – Financial Hardship.



Cowichan Valley School District

**School Calendar 2017/2018**

September 5, 2017	School Opening Day – 2 Hour Early Dismissal
September 25, 2017	Non-Instructional Day
October 9, 2017	Thanksgiving Day
October 18, 2017	PLC – 2 Hour Early Dismissal
October 20, 2017	Non-Instructional Day
November 2, 2017	1 Hour Early Dismissal
November 13, 2017	Remembrance Day
November 15, 2017	PLC – 2 Hour Early Dismissal
November 27, 2017	Non-Instructional Day
December 25, 2017 – January 5, 2018	Winter Vacation
January 15, 2018	Curriculum Support Day
January 24, 2018	PLC – 2 Hour Early Dismissal
January 29, 2018	Semester 2 start (for Secondary)
February 12, 2018	Family Day
February 23, 2018	Non-Instructional Day
March 12-16, 2018	School Closure Days
March 19-23, 2018	Spring Vacation
March 30, 2018	Good Friday
April 2, 2018	Easter Monday
April 12, 2018	1 Hour Early Dismissal
April 20, 2018	Non-Instructional Day
April 25, 2018	PLC – 2 Hour Early Dismissal
May 4, 2018	Non-Instructional Day
May 16, 2018	PLC – 2 Hour Early Dismissal
May 21, 2018	Victoria Day
June 28, 2018	Last Day of Classes - 2 Hour Early Dismissal
June 29, 2018	Schools Close/Administrative Day

There are 188 days in session.

Total number of instructional hours in the 2017-18 calendar:

Elementary = 180 instructional days = **878 Hours of Instruction**

The 25 fewer instructional hours for Kindergarten are accounted for within the gradual entry process in September.

Secondary = 177 instructional days = **951 Hours of Instruction**

Note: *School Act/School Calendar Regulation*: Prescribed minimum hours of instruction:

**848** hrs. for Kindergarten, **873** hrs. for grades 1 –7, **947** hrs. for grades 8 – 12



## BRIEFING NOTE

**Date of Report:** Tuesday, June 6, 2017  
**From:** Sheryl Koers, Assistant Superintendent  
**Subject:** Specialty Academy Fees for 2017-18

**Issue:** Fees payable by students for activities of a specialty academy in 2017-18 must be approved by the Board of Education prior to June 30, 2017.

### Background:

Specialty academy criteria outlined in BC Reg. 219/08 effective July 1, 2009 under the authority of the *School Act*, section 82.1 and 175(2)(2) require: additional learning outcomes; minimum hours of instruction; and an emphasis on a particular subject area.

Specialty Academy Criteria from section 82.1 of the *School Act* as set out in sections 2, 3, 4 are:

- ✓ **Additional Learning Outcomes:** Must meet learning outcomes that: (a) are in addition to the learning outcomes that a standard educational program must meet, and (b) reflect an emphasis on a particular sport, activity or subject area.
- ✓ **Minimum Hours of Instruction:** In respect of the particular sport, activity, or subject areas being emphasized in the specialty academy:
  - (a) a one-year specialty academy must include:
    - (i) a minimum of 250 hours of instruction, or
    - (ii) sufficient hours of instruction to enable a student to earn 8 credits in the school year,
  - (b) a multi-year specialty academy must include:
    - (i) a minimum of 120 hours of instruction, or
    - (ii) sufficient hours of instruction to enable a student to earn 4 credits in each school year.
- ✓ **Emphasis on Particular Subject Area:** If the specialty academy emphasizes a particular subject area, the subject area must be: (1) Applied Skills, (2) Fine Arts, (3) Language Arts, (4) Mathematics, (5) Physical Education, (6) Science, (7) Social Studies.

### Considerations: Frances Kelsey Hockey Academy

Academy Criteria	+LO	Area	Hours	Credits	1 or 2 yrs. +	Emphasis	Partnership w/	Academy Fees
FKSS Hockey Academy	Yes	Ice Hockey Skills	120	4	BAA Course 8-12 Multi yr.	PE Leisure Recreation	Pacific Rim Hockey Academy	\$1200* paid directly to PRHA

\*Please Note: Pacific Rim Hockey Academy and Kerry Park Minor Hockey Association will provide financial subsidies for families who prove to be in financial need.

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**Recommended Action:**

As Frances Kelsey Secondary School SD79 Hockey Academy meets the criteria for a specialty academy, the Board of Education needs to review the activity fees associated with the academy.

Motion: *"That the Board of Education of School District 79 (Cowichan Valley) approve the specialty academy 2017-18 activity fees of \$1200.00 for the Frances Kelsey Secondary School Specialty Hockey Academy."*

**Prepared by:**



Sheryl Koers, Assistant Superintendent

**Reviewed by:**



Rod Allen, Superintendent

Date signed: June 1, 2017



May 25, 2017

Ref: 194334

**To: All Board Chairs, Superintendents, Secretary Treasurers  
All School Districts**

**Re: Rural and Remote Workforce Sustainability Fund (RRWSF)**

Dear Colleagues,

Staff recruitment and retention has been raised as the one of the top priorities for rural school districts through the recent consultation process within the K-12 education sector on rural education practices and rural education funding.

On March 14, 2017, the Ministry of Education announced \$2 million in funding to help address the recruitment and retention priority as soon as possible. A one-time \$1.5 million Rural and Remote Workforce Sustainability Fund (RRWSF) has been created. The fund will be managed by the British Columbia Public School Employers Association (BCPSEA). An additional \$0.5 million has been provided to BCPSEA to provide centrally-coordinated recruitment supports to rural school districts.

The RRWSF is intended to help rural school districts provide incentives to recruit and retain qualified education sector professionals to live and work in rural communities. BCPSEA has worked with the Ministry and the Rural Schools Working Group to determine final eligibility criteria and the application-based process for school districts to access the new pool of funds. Applications for the fund will be accepted immediately.

Further details of the RRWSF are outlined in the attached overview and application documents.

Input received from the rural consultation process will inform the development of a new Rural Education Strategy by the end of the 2016/17 school year. The RRWSF is a first step towards addressing recruitment and retention challenges; further recommendations and actions are expected to be outlined in the strategy.

.../2

**Ministry of  
Education**

**Resource Management and  
Corporate Services Division**

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

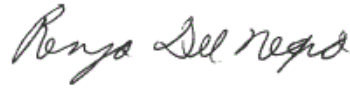
- 2 -

If you have questions regarding the fund, please contact Kim Abbott by email at [Kim.Abbott@gov.bc.ca](mailto:Kim.Abbott@gov.bc.ca) or Renzo Del Negro: [renzod@bcpsea.bc.ca](mailto:renzod@bcpsea.bc.ca).

Sincerely,



Kim Abbott  
Executive Director



Renzo Del Negro  
Chief Executive Officer

Attachments: RRWSF 2017/18 Eligibility Criteria, Application Process and Timeline  
RRWSF Application Form – 2017/18

### **Rural and Remote Workforce Sustainability Fund (RRWSF) 2017/18 Eligibility Criteria, Application Process and Timeline**

#### **Overview**

Staff recruitment and retention has been raised as the one of the top priorities for rural school districts through the recent consultation process within the K-12 education sector on rural education practices and rural education funding.

To help address the recruitment and retention priority as soon as possible, the Ministry of Education has created a one-time \$1.5 million Rural and Remote Workforce Sustainability Fund (RRWSF). The fund will be managed by the British Columbia Public School Employers Association (BCPSEA). An additional \$0.5 million has been provided to BCPSEA to provide centrally-coordinated recruitment supports to rural school districts.

#### **Purpose**

The RRWSF is intended to help rural school districts provide incentives to recruit and retain qualified education sector professionals to live and work in rural communities. The fund will be managed by the BC Public School Employers' Association (BCPSEA).

BCPSEA has worked with the Ministry of Education and the Rural Schools Working Group to determine final eligibility criteria and the application-based process for school districts to access the new pool of funds.

#### **Eligibility Criteria**

To be eligible for RRWSF funding, applications must:

- Be from rural school districts (i.e. outside of Greater Victoria, the Lower Mainland and Kelowna areas – see Appendix A) where isolation creates demonstrable challenges.
- Be employees new to the school district in any employee category (educators, support, exempt, and professional), with a particular focus on teachers and other in-demand education sector professionals (i.e. qualified Educational Assistants, Human Resources and Information Technology). Teacher-candidates on a practicum are also eligible for funding.
- Be used for non-compensation initiatives, including district level recruitment support.

Non-compensation related incentives covered under the fund include (but are not limited to):

- Relocation/moving expenses, including temporary lodging and travel expense.
- Relocation assistance including orientation to professional services and the local area and assistance for spouses/dependents seeking employment.
- Training and professional learning including travel, accommodation and course fees.
- Travel assistance for new teachers and their families during the first year of employment to maintain family connections.
- Teacher and administrator exchange programs/secondments between rural and urban school districts and reasonable administration and/or associated moving expenses.
- Assistance with the upgrade of existing qualifications for out-of-province teachers and Teacher Regulation Branch certification fees, as well as fees associated with attaining a work permit
- Support for student teachers on practicums (short and full) through reimbursement of reasonable travel expenses (including mid-practicum) and arranging for and covering local accommodation costs.
- Individualized publicity, marketing and branding support for the school district, working in conjunction with BCPSEA, as it seeks to recruit new staff.



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**Maximum**

- Notional allocation of \$35,000 per school district per year.
- Maximum incentive funding of \$2,500 for full time practicum students and \$1,000 for short-term practicum students.

As this funding will be provided by BCPSEA to a school district, it should be accounted for within the Operating Fund as 'other provincial grants'.

The RRWSF is not intended to fund existing recruitment and retention policies and practices, such as Rural and Remote Retention Allowances contained in collective agreements.

Currently, the funding is one time, capped at \$1.5M and must be fully utilized by the end of the 2017/18 school year. Should funds remain unallocated as of April 30, 2018 school districts will be invited to submit applications for supplemental funding, providing that they can utilize the funding by the end of the 2017/18 school year.

**Application Process**

The application form requires the following information:

- school district name and key contact person (including contact information),
- list of employee(s), or shortlisted candidate, employee category(s) and incentive areas for which funds are being requested under the RRWSF, as well as rationale for accessing funding, and
- overview of school district and/or school context (i.e. enrolment, historical and current recruitment and retention challenges.).

NOTE: Longer-term solutions, such as student loan forgiveness or changes to compensation rules will be explored as part of the Rural Education Strategy, and will need to be considered as part of the broader conversation on rural recruitment and retention in the public sector (i.e. including other professions such as nurses and physicians).

**Timeline**

May 25, 2017

- Announcement of RRWSF criteria and process
- RRWSF 2017/18 applications accepted immediately
- Districts to be notified as soon as possible of their application status

April 30, 2018

- Deadline for applications for the 2017/18 school year

June 30, 2018

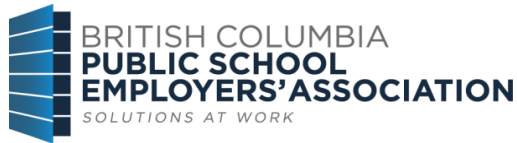
- Reporting on use of funds to the Ministry of Education

## **Appendix A**

### **Rural School Districts**

- 5 Southeast Kootenay
- 6 Rocky Mountain
- 8 Kootenay Lake
- 10 Arrow Lakes
- 19 Revelstoke
- 20 Kootenay-Columbia
- 22 Vernon
- 27 Cariboo-Chilcotin
- 28 Quesnel
- 46 Sunshine Coast
- 47 Powell River
- 48 Sea to Sky
- 49 Central Coast
- 50 Haida Gwaii/Q.Charlotte
- 51 Boundary
- 52 Prince Rupert
- 53 Okanagan Similkameen
- 54 Bulkley Valley
- 57 Prince George
- 58 Nicola-Similkameen
- 59 Peace River South
- 60 Peace River North
- 64 Gulf Islands
- 67 Okanagan Skaha
- 68 Nanaimo-Ladysmith
- 69 Qualicum
- 70 Alberni
- 71 Comox Valley
- 72 Campbell River
- 73 Kamloops/Thompson
- 74 Gold Trail
- 75 Mission
- 78 Fraser-Cascade
- 79 Cowichan Valley
- 81 Fort Nelson
- 82 Coast Mountains
- 83 North Okanagan-Shuswap
- 84 Vancouver Island West
- 85 Vancouver Island North
- 87 Stikine
- 91 Nechako Lakes
- 92 Nisga'a

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**Recruitment and Retention Workforce Sustainability Fund (RRWSF)  
Application Form - 2017-2018**

*Please complete the following request for funding and submit to BCPSEA  
attention <name> at <email>*

**School District No.:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Request for RRWSF Funding**

*Please complete the attached summary form and retain supporting documentation should any  
questions arise.*

RRWSF is available to rural districts where isolation creates demonstrable challenges. There is a focus on teachers, but funds can be applied to any employee group including teacher-candidates on a practicum.

RRWSF funding is intended to address recruitment and retention concerns; it is not a compensation initiative.

Non-compensation incentives covered by the fund may include (but are not limited to); relocation/moving expenses, support of additional training, travel assistance in the first year of employment, upgrading qualifications of out of province teachers, supporting student teachers on practicums, publicity, marketing and branding support for district recruitment.

The RRWSF is not intended to fund existing recruitment and retention policies and practices, such as Rural and Remote Retention Allowances contained in collective agreements.

**Maximum**

- Notional allocation of \$35,000 per school district per year.
- Maximum incentive funding of \$2,500 for full time practicum students and \$1,000 for short-term practicum students.

**Signed Confirmation**

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

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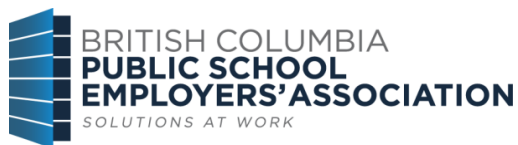
**Funding Request: RRWSF Reimbursement of Expenses**

Amount	Employee(s)	Brief Description of Expense

**Reasoning for request**

**Provide an overview of school district and/or school context for the requested funding (e.g. enrolment, historical and current recruitment and retention challenges).**

Note: As this funding will be provided by BCPSEA to a school district, it should be accounted for within the Operating Fund as 'other provincial grants'.



E: [contact.us@bcpsea.bc.ca](mailto:contact.us@bcpsea.bc.ca)

T : 604 730-0739

F: 604 730-0787

400-1333 West Broadway  
Vancouver, BC V6H 4C1

**CAPITAL BYLAW NO. 17-01  
CAPITAL PLAN 2017/2018**

A BYLAW by the Board of Education of School District No. 79 (Cowichan Valley) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1) The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 17, 2017 from the 2017/2018 Capital Plan is hereby adopted.
- 2) This Bylaw may be cited as School District No. 79 (Cowichan Valley) Capital Bylaw No. 17-01.

READ FOR A FIRST TIME THE 6<sup>th</sup> day of June, 2017

READ FOR A SECOND TIME THE 6<sup>th</sup> day of June, 2017

READ FOR A THIRD TIME, PASSED AND ADOPTED THE 6<sup>th</sup> day of June, 2017

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 79 (Cowichan Valley) Capital Bylaw No. 17-01 adopted by the Board the 6<sup>th</sup> day of June, 2017.

\_\_\_\_\_  
Secretary-Treasurer



March 17, 2017

Ref: 192579

To: Secretary-Treasurer and Superintendent  
School District No. 79 (Cowichan Valley)

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission**

This letter is in response to the Board of Education's Annual Five-Year Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all of the Five-Year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the following Ministry programs:

- Seismic Mitigation
- Expansion
- Building Envelope
- Carbon Neutral Capital
- School Enhancement
- Bus Replacement

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

<b>SCHOOL PROJECT(S)</b>		
<b>School Name</b>	<b>Program &amp; Project Type</b>	<b>Next Steps &amp; Timing</b>
École Mount Prevost Elementary	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018
Klowhemun Elementary	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018
Alex Aitken Elementary	Building Envelope	BC Housing will contact you regarding next steps in project development

<b>BUS REPLACEMENT PROJECT(S)</b>		
<b>Existing Bus - Fleet #</b>	<b>Replacement Bus Type</b>	<b>Next Steps &amp; Timing</b>
3790	C (34-45) 4 Wheelchair Spaces	Proceed to ordering the school buses between February 27, 2017 and April 28, 2017, through the list of approved vendors available at the ASTSBC website <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>

**Ministry of  
Education**

Capital Delivery Branch  
Capital Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

- 2 -

3791	C (34-45) 4 Wheelchair Spaces	Proceed to ordering the school buses between February 27, 2017 and April 28, 2017, through the list of approved vendors available at the ASTSBC website <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
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Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

As a brief follow-up from the previous year, the Ministry has revised the procedures regarding capital bylaws and approved Five-Year Capital Plans. The requirement for the Boards of Education to adopt a capital bylaw for each individual capital project has been eliminated. Instead, the Board may adopt a single Capital Bylaw for its approved 2017/18 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

You can expect to receive the Capital Plan Instructions for your 2018/19 Annual Five-Year Capital Plan Submission by March 31, 2017, and the deadline for submission will be June 30, 2017.

Should you have any questions regarding the Ministry's Capital Plan process, please do not hesitate to contact your Regional Director, Rachelle Ray at [Rachelle.Ray@gov.bc.ca](mailto:Rachelle.Ray@gov.bc.ca).

Thank you for your dedication to the students of the Cowichan Valley School District.

Sincerely,



Ryan Spillett  
Executive Director, Capital Delivery Branch  
Capital Division

Cc: Rachelle Ray, Regional Director, Capital Delivery Branch  
Damien Crowell, Planning Officer, Capital Delivery Branch

SCHOOL DISTRICT 79 (COWICHAN VALLEY)

2018/19 FIVE YEAR CAPITAL PLAN SUMMARY

Priority	Project Type	Project Description	Year One 2018/19	Year Two 2019/20	Year Three 2020/21	Year Four 2021/22	Year Five 2022/23	Total Funding
1	REPL	Cowichan Secondary School - Replacement	\$1,800,000	\$19,725,001	\$24,000,001	\$8,185,438		\$53,710,440
2	SEP	Roofing - various schools	\$800,000	\$650,000	\$500,000			\$1,950,000
3	BEP	Alex Aitken Elementary School - Building Envelope Program Project	\$997,500					\$997,500
4	SMP	Alex Aitken Elementary School - Seismic Mitigation	\$541,230					\$541,230
5	CNCP	SD Maintenance / Transportation - heating boiler replacement	\$175,000					\$175,000
6	SEP	Ecole Mt. Prevost Elementary School - boiler replacement				\$310,000		\$310,000
7	SEP	Khowhemun Elementary School - HVAC systems upgrade				\$205,000		\$205,000
8	SMP	Cowichan Secondary - Quamichan campus - Seismic Mitigation				\$3,123,400		\$3,123,400
9	SMP	Alexander Elementary School - Seismic Mitigation				\$2,674,090		\$2,674,090
10	SMP	Ecole Mt. Prevost Elementary School - Seismic Mitigation				\$4,200,780		\$4,200,780
11	SMP	Bench Elementary School - Seismic Mitigation					\$2,362,190	\$2,362,190
12	SMP	Khowhemun Elementary School - Seismic Mitigation					\$983,550	\$983,550
13	SMP	Duncan Elementary School - Seismic Mitigation					\$1,661,460	\$1,661,460
14	SMP	Chemainus Secondary School - Seismic Mitigation					\$3,241,650	\$3,241,650
15	SMP	Tansor Elementary School - Seismic Mitigation					\$1,008,280	\$1,008,280
16	BUS	Replace bus no. 2790	\$169,151					\$169,151
TOTAL			\$4,482,881	\$20,375,001	\$24,500,001	\$18,698,708	\$9,257,130	\$77,313,721





Submission Date (yyyy-mm-dd)	30/06/2017
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## SEISMIC MITIGATION PROGRAM Projects - 2018/19 Call for Projects (Five-Year Capital Plan Submission)

	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
Long Range Facilities Plan	Yes	Jun-14	

Page 25 of 50



Submission Date (yyyy-mm-dd)	30/06/2017
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## EXPANSION Projects - 2018/19 Call for Projects (Five-Year Capital Plan Submission)

Primary Contact	Name	Phone
	Lonnie Schermerhorn	250-748-0338 ext. 264

Long Range Facilities Plan	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
	Yes	Jun-14	

[illegible]



Submission Date (yyyy-mm-dd)	30/06/2017
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## SCHOOL REPLACEMENT Projects - 2018/19 Call for Projects (Five-Year Capital Plan Submission)

	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
Long Range Facilities Plan	Yes	Jun-14	

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Submission Date (yyyy-mm-dd)	30/06/2017
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## BUILDING ENVELOPE PROGRAM Projects - 2018/19 Call for Projects (Five-Year Capital Plan Submission)

Primary Contact	Name	Phone
	Lonnie Schermerhorn	250-748-0338 ext. 264

	Is it Completed?	Date Completed (mm-yyyy)	Date Updated (mm-yyyy)
Long Range Facilities Plan	Yes	Jun-14	

[illegible]



School Bus Program - 2018/19 Bus Inventory and Call for Proposals

Primary Contact	Name			Phone		Email										
	Monroe Grobe			250-748-0338 ext. 260		mgrobe@sd79.bc.ca										
SCHOOL DISTRICT	CURRENT BUS INVENTORY INFORMATION											NEW/REPLACEMENT BUS INFORMATION		ADDITIONAL INFORMATION		
SD Name	Fleet (Unit) #	VIN	Actual Kilometers	Year put in service	Model Year	Bus Type	Wheelchair Spaces	Annual Maintenance Cost	Issue Description/Rationale	Request for New/Replacement Funding	Bus Type	Wheelchair-Spaces	Inspection Reports	Copy of New Route Information	Comments	
Cowichan Valley	0790A	1BABNBXA2AF274815	144330		2010	D (80+RE)		\$0								
Cowichan Valley	0791A	1BABNBXA4AF274816	142390		2010	D (80+RE)		\$0								
Cowichan Valley	0792A	1BABNBXA6AF274817	149789		2010	D (80+RE)		\$0								
Cowichan Valley	1790A	1BABDCPH9CF288607	74360		2012	C (34-45)	4	\$0								
Cowichan Valley	1791A	1BABNCPA3CF288585	117272		2012	D (80+FE)		\$0								
Cowichan Valley	2790	1BABNBXA83F206926	214993	2002	2003	D (80+RE)	0	\$0	15 years in service	Replacement based on miles	D (80+RE)	0	YES	N/A		
Cowichan Valley	2790A	1BABNBXA3DF294110	94287		2013	D (80+RE)		\$0								
Cowichan Valley	2791A	1BABNBXA5DF294111	76644		2013	D (80+RE)		\$0								
Cowichan Valley	2792A	1BABNBXA7DF294112	74956		2013	D (80+RE)		\$0								
Cowichan Valley	2793A	1BABNBXA9DF294113	88789		2013	D (80+RE)		\$0								
Cowichan Valley	3790	1BAACCPH74F214621	236667		2004	C (34-45)	4	\$0								
Cowichan Valley	3791	1BAACCPH94F214622	160978		2004	C (34-45)	4	\$0								
Cowichan Valley	3794	1BABNCXA54F214635	161000		2004	D (80+FE)		\$0								
Cowichan Valley	3795	1BABNCXA74F214636	192368		2004	D (80+FE)		\$0								
Cowichan Valley	4790	1BABNBXA75F22226	191112		2005	D (80+RE)		\$0								
Cowichan Valley	4791	1BABNBXA75F222653	197664		2005	D (80+RE)		\$0								
Cowichan Valley	4792	1BABNBXA55F222651	157653		2005	D (80+RE)		\$0								
Cowichan Valley	5790	1BABECPA7GF319360	13939		2016	C (34-45)	4	\$0								
Cowichan Valley	5791	1BABNBPA7GF318655	28122		2016	D (80+RE)		\$0								
Cowichan Valley	5792	1BABNBPA9GF318656	24524		2016	D (80+RE)		\$0								
Cowichan Valley	6790	1BABNBXAX7F239111	192403		2007	D (80+RE)		\$0								
Cowichan Valley	6790A	1BABNBPA2HF328205	9822		2017	D (80+RE)		\$0								
Cowichan Valley	6791	1BABNBXA87F239110	249151		2007	D (80+RE)		\$0								
Cowichan Valley	6791A	1BABNBPA9HF328265	4861		2017	D (80+RE)	2	\$0								
Cowichan Valley	6792A	1BABNBPA0HF328266	6471		2017	D (80+RE)	2	\$0								
Cowichan Valley	6793A	1BABECPA7HF328206	6462		2017	D (80+FE)	4	\$0								
Cowichan Valley	7790A	1BABNCKA87F2	246825		2007	D (80+FE)		\$0								
Cowichan Valley	7791A	1BABNBXA68F252620	219446		2008	D (80+RE)		\$0								
Cowichan Valley	7792A	1BABNBXA88F252621	214351		2008	D (80+RE)		\$0								
Cowichan Valley	7793A	1BABNBXAX8F252622	199732		2008	D (80+RE)		\$0								







Ministry of Education - Capital Division

Submission Date (yyyy-mm-dd) 30/06/2017

School Enhancement Program (SEP) - 2018/19 Call for Projects

Primary Contact

Phone	Name	Email
250-748-0338 ext. 264	Lonnie Schermerhorn	lscherme@ed79.bc.ca

ICON DESCRIPTION

- :Complete
- :Incomplete

SCHOOL DISTRICT		PROJECT IDENTIFICATION													PROJECT SCHEDULE			PROJECT COST		SUPPLEMENTAL INFO		CAMS DATABASE (VFA)								
SD #	SD Name	Identifier - Ministry Facility Code	Facility Name	Project Priority	Is this a Grouped Project?	Group Project Identifier	Community	Project Type	Project Description	Other Comments (N/A if none)	Project Benefits	Primary Driver	Previously funded from 2017/18 SEP (YES/NO)	Current Annual Operational/Maintenance Costs (\$)	Estimated Annual Operational/Maintenance Costs (\$)	Estimated Annual Savings (\$)	Savings Rationale	Start Date (e.g., Dec-2017)	End Date (e.g., Dec-2017)	Current Project Phase	School Enhancement Funding	SD Contributions	Other Funding	Total Project Cost	Current Consultant Report	VFA Requirement ID#	New or Replacement	% of system replaced (0-100)	New System Quantity	Icon2
79	Cowichan Valley			2	Yes	A	Duncan	Building Enclosure Upgrades	Re-roofing - various schools	Year 1 of 3	Protection of building structure and occupants	System Renewal	NO	\$ 1,000,000.00	\$ 360,000.00	\$ 640,000.00	assemblies with suste	Jul-18	Sep-18	Tender-Ready	\$ 800,000.00	\$ 360,000.00	\$ -	\$ 1,160,000.00	Yes		Replacement	10	88300	✖
79	Cowichan Valley			2	Yes	B	Duncan	Building Enclosure Upgrades	Re-roofing - various schools	Year 2 of 3	Protection of building structure and occupants	System Renewal	NO	\$ 1,000,000.00	\$ 360,000.00	\$ 640,000.00	assemblies with suste	Jul-19	Sep-19	Design	\$ 650,000.00	\$ 360,000.00	\$ -	\$ 1,010,000.00	Yes		Replacement	10	76900	✖
79	Cowichan Valley			2	Yes	C	Duncan	Building Enclosure Upgrades	Re-roofing - various schools	Year 3 of 3	Protection of building structure and occupants	System Renewal	NO	\$ 1,000,000.00	\$ 360,000.00	\$ 640,000.00	assemblies with suste	Jul-20	Sep-20	Design	\$ 500,000.00	\$ 360,000.00	\$ -	\$ 860,000.00	Yes		Replacement	10	65500	✖
79	Cowichan Valley	7965018	Ecole Mt Prevost EL	6	No	N/A	Duncan	Mechanical Upgrades	Replace existing heating / domestic hot water boilers	VFA data incorrect - installation date 1995	Occupant comfort, increased energy efficiency and savings, reduced maintenance costs, reduction of greenhouse gas emissions	System Renewal	NO	\$ 110,000.00	\$ 94,600.00	\$ -	for application and a	Jul-21	Oct-21	Design	\$ 310,000.00	\$ -	\$ -	\$ 310,000.00	Yes		Replacement	100		✖
79	Cowichan Valley	7965023	Khowhemun EL	7	No	N/A	Duncan	Mechanical Upgrades	Replace existing roof-top air handler AH-1 with air source heat pump / install 2 new heat pumps with coils to serve existing air handlers AHU-1 and AHU-2 in Gym mechanical room		Replace energy-intensive heat source equipment with high efficiency alternative, increase occupant comfort, energy savings	System Renewal	NO	\$ 28,000.00	\$ 19,200.00	\$ 8,800.00	1 pump technology in	Jul-21	Oct-21		\$ 205,000.00	\$ -	\$ -	\$ 205,000.00	Yes		Replacement	100		✖
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Ministry of Education - Capital Division  
Carbon Neutral Capital Program (CNCPP) - 2018/19 Call for Projects

Submission Date (yyyy-mm-dd)

2020-07-01

Primary Contact

Phone	Email	Name
250-748-0338 ext. 39	tscharme@ed78.bc.ca	Lorrie Schermerhorn

SCHOOL DISTRICT		PROJECT IDENTIFICATION										CAMS DATABASE (VFA)				PROJECT COST				PROJECT SCHEDULE				ENERGY COST SAVINGS				ENERGY AND EMISSION REDUCTIONS												SUPPLEMENTAL INFORMATION			
SD#	SD Name	Identifier - Ministry Facility Code	Facility Name	Project Priority	Project Type	Project Description	Project Benefits	Additional Comments (input N/A if none)	VFA Requirement - ID #	New or Replacement	% of System Replaced (0-100)	New System Quantity	CNCPP Funding	SD Contribution	Other Funding	Total Project Cost	Start Date (e.g., Dec-2017)	End Date (e.g., Dec-2017)	Current Phase	Annual Fuel Cost Savings	Annual Electricity Cost Savings	Total Cost Savings	2016 Smart Tool Emissions (tCO2e)	Fuel Type	Annual Fuel Usage Reduction (GJ)	Annual Avoided Emissions (tCO2e)	Electricity Supplier	Annual Electricity Usage Reduction (kWh)	Annual Avoided Emissions (tCO2e)	Total Annual Avoided Emissions (tCO2e)	Annual Emissions Reduction from 2016	Annual Avoided Carbon Offsets	Payback Period (years)	Energy Study Attached	Energy Study Date (yyyy-mm-dd)	Mechanical Study Attached	Mechanical Study Date (yyyy-mm-dd)	Technology Industry Proven	Technology Previously Used by SD				
		7966503	SD Maintenance / Transportation	5	Boiler	Replace 2 existing and 1 of the oil-fired atmospheric heating boilers with one new high-efficiency gas boiler, add controls	Energy savings, reduced operating costs, reduced greenhouse gas emissions			Replacement	100		\$ 175,000	\$ -	\$ -	\$ 175,000	Jul-18	Oct-18	Design	\$ 20,310	\$ -	\$ 20,310	40.84	02, Diesel Fuel	251	18	03, BC Hydro	0	-	18	43%	\$ 438.92	8	Yes	01/11/2013	Yes	01/11/2013	Yes	Yes				
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## BRIEFING NOTE

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**Date of Report:** June 2, 2017

**Prepared for:** For **Decision** for the June 6, 2017 Open Board Meeting

**Subject:** Student Learning Grant

**Background:**

On February 20, 2017, the Ministry of Education announced one-time funding intended to be spent on learning resources, supplies, and equipment to ensure that classrooms are well resourced and students are well-supported through the implementation of the new curriculum and other learning innovations across the K-12 public education system.

School District No. 79 (Cowichan Valley) is to receive a total of \$385,813 which is based on \$50 per student FTE.

**Discussion:**

Discussions have been ongoing with the District's Principals and Vice-Principals (PVP), the District Parent Advisory Council (DPAC) and Cowichan Valley Teachers' Federation (CVTF).

Information was brought to the May 16, 2017 Advisory Committee seeking feedback.

On June 1, 2017, the Superintendent of Schools and Secretary-Treasurer met with representatives of DPAC and the CVTF to receive their individual feedback and recommendations on the distribution method.

From that meeting consensus was reached to:

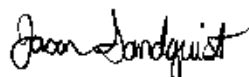
- Distribute the grant funding on a per capita basis.
- Use the funds to align with Ministry specifications.
- Allow schools to determine how the funding can best support their students (PVP, PAC, Staff Rep and student representatives to reach consensus).
- Use the grant funding to purchase sustainable and not consumable items.

Schools will be provided with a copy of their calculated distribution and asked to provide a plan by July 7, 2017. The district is to report to the Ministry of Education by July 15, 2017 plans for how the funding will be expended. Spending must be completed by June 30, 2018.

**Recommendation:**

*"That the Board of Education of School District No. 79 (Cowichan Valley) distributes the Student Learning Grant on a per capita basis and instructs schools to utilize the funds in alignment with Ministry specifications."*

**Prepared by:**



Jason Sandquist, Secretary-Treasurer

**Reviewed by:**



Rod Allen, Superintendent

Date signed: June 2, 2017



## COWICHAN VALLEY DISTRICT PAC

Minutes: April 20, 2017 Regular Meeting

Cowichan Secondary School, Cowichan Campus (James St.) Library

### 1. Welcome and Introductions

#### Voting Attendees

Carmen Sundstrom – DPAC Chair, Drinkwater DPAC Rep  
Amber Marsh – DPAC Vice Chair, École Mt. Prevost Chair/DPAC Rep  
Sonja Clarke – DPAC Treasurer, École Cobble Hill DPAC Rep  
Christine Heal – DPAC Secretary, Frances Kelsey Secondary School Secretary/DPAC Rep  
Aurelia MacInnis – George Bonner Elementary Secretary/DPAC Rep  
Shelby Buchan – Alex Aiken Vice Chair/DPAC Co-Rep  
Sharlene Macdonald – Chemainus Elementary DPAC Rep/Chemainus Secondary DPAC Rep  
Jessica Erickson – Tansor Elementary DPAC Co-Rep  
Caroline Kirman – Cowichan Secondary Treasurer/DPAC Rep

#### Non-Voting Attendees

Randy Doman, School Board Trustee

#### Regrets

Rod Allen, Superintendent  
Cathy Schmidt, School Board Trustee

2. MOTION to adopt agenda moved by Mt. Prevost; seconded by Alex Aiken. Carried.

3. MOTION to approve minutes from February 16, 2017 meeting moved by CSS; seconded by Bonner. Carried.

### 4. Reports

#### 4.1 Chair Report – Carmen Sundstrom

- Gearing up for BCCPAC AGM
- Part of Bill 28 allocates money for classroom funds. It's one time funding of just under \$376,000 that works out to ~\$50/student, and is to help curriculum and classrooms. School Board wants feedback from DPAC, PACs and parents on how money should be spent over 2017-18 and 2018-19. Should it be spent equally or should more be given to needy schools? Board will ensure the *have not* schools have a voice.

Suggestions:

- emergency preparedness supplies
- sports equipment
- playground equipment
- musical instruments
- field trips
- learning games

However, diagnosing learning disabilities wouldn't be covered.

- Correspondence: BC Teacher's Federation *Teacher* magazines to share

#### 4.2 SD79 Administration – Rod Allen at a conference and unable to attend

#### 4.3 Treasurer's Report – Sonja Clarke

- Regular balance - \$4, 935.69
- Gaming balance - \$ 1,971.85
- Term Deposit - \$ 8,424.11  
Term deposit has matured and decided to reinvest it.
- Received BCCPAC reimbursement cheque from Summit to be deposited.
- Will change our mailing address for ISCU to the school board office's.
- MOTION to accept Treasurer's report moved by DPAC Treasurer; seconded by Tansor. Carried.

#### 4.4 School Board Trustee – Randy Doman for Cathy Schmidt

- Budget: we are out .1% so need to find ~\$60,000; 1<sup>st</sup> and 2<sup>nd</sup> readings next Thursday.
- Hiring another assistant District Superintendent.
- Hiring communications person. Will do website (currently difficult to navigate).  
No current staff with expertise to do website, etc.
- This Sept.: 44 additional classrooms: 28 elementary & 16 secondary
- In Sept., we will be ready with all teachers (50-70 more) and portables in place. Crofton and a couple of south end elementary schools need portables; CSS needs 6. New modulars are nice but challenge is where to put them. e.g.: Shown Tansor needs space for only two years, so portables won't be put there.
- Catchment areas won't change.
- Classrooms (music rooms, storage, etc.) could be repurposed back to classrooms.  
Daycares and Strong Start will be staying in schools.
- Existing out of district kids (e.g.: Ladysmith) will be accommodated.
- International program helps us add more programs because it brings in money.
- Debbie Mah has brought \$1.6 million to district by getting kids designated.
- Advocacy for single stall washrooms and change rooms is being worked on at secondary level but not yet at elementary level.
- Water testing  
Over a year ago, province asked all schools to test water within 3 yrs. Being proactive, our district tested in 1 year, but criteria changed and had to retest all sinks and fountains. To take 3 samples: turn on tap and take sample right away, wait 30s, and sample 6h later. Water report will be available to parents and will be given at May meeting. All schools were fine except **one** fixture at Discovery in MPR, so they cut water to sink. Lead may be coming from pipe solder. Parents concerned that they hadn't been notified as students had said they couldn't drink the school's water; Discovery principal sent out letter today.

Because Chemainus's water is so often unfit to drink, Chemainus Secondary has water coolers, no fountains, and students are told not to drink tap water, but not at Chemainus Elementary. Randy will find out why.

District may replace water fountains in all schools with bottle filling stations.

## 5. Old Business

### 5.1 DPAC website – work in progress

### 5.2 VIPC follow-up

Feedback from parents: consensus last year's was better. Discussion with organisers about having next year's conference in the Cowichan Valley to be more accessible for upIsland participants.

### 5.3 Parent Ed.

- CSS – *Digital Hallway* presentation: social media responsibility – speaker Sean Smith thatsocialmediaguy.com can't come until Sept. 2017
- École Cobble Hill, but to be held at Quam. – April 26: *Childhood Anxiety: Empowering Strategies and Effective Support*
- Bonner will be hosting CVRD employee Sybille Sanderson. She will come out to schools for free 2 hour workshops on emergency preparedness, including "here's how to do damage assessment after the fact."
- Chemainus had Kerri Isham workshop. Unfortunately poorly attended, possibly because of time of year (April-June are busy).
- Pam Richmond from Duncan is also available to speak on sex. ed. She has been in our district and worked with teachers.
- DPAC will financially help with parent ed if
  - 1) no charge to participants
  - 2) event is open to district
- 3 ways to publicise upcoming events:
  - 1) up to individual schools to contact DPAC so we can share it
  - 2) Send info. to Gina at school board office and ask her to send to all schools
  - 3) School principals can send to all other principals

### 5.4 Appointment of Christine Heal of FKSS, as new DPAC Secretary

## 6. New Business

### 6.1 Budget survey:

- 212 responses: 16 students, 14 staff, 174 parent/guardians, 8 community members
- Survey results should be posted on SD website.

### 6.2 BCCPAC AGM May 5, 6 & 7, 2017

Nominations for executive positions are now closed.

Amber and Carmen will attend AGM. Any others interested in attending?

New member schools have to join BCCPAC by mid December to vote at the following year's AGM. \$75/year.

### 6.3 BCCPAC Resolutions

#### 6.3.1 Lifetime Membership to John Bird

John Bird was BCCPAC President and involved with BCCPAC over 13 years: motion should pass unanimously.  
Support the motion.

#### 6.3.2 Advocacy for Single Stall Inclusive Washrooms & 6.3.3 Advocacy for Single Stall Inclusive Change Rooms

Put forward by BCCPAC

Shouldn't have anyone discriminated against and everyone should feel comfortable.  
Support the motions.

#### 6.3.4 Development, Adoption & Implementation of a Provincial Poverty Reduction Plan Submitted by Kootenay Lake

In Cowichan Valley 1 in 3 children live in poverty.

Difficult to know how to vote until it's discussed at the AGM.

#### 6.3.5 Installation of Automated External Defibrillators in School Facilities

Most of our secondary schools have AEDs. AEDs have settings for children and adults.  
Support the motion.

7. Next Meeting: May 18, 2017 at 7pm, Cowichan Secondary School, Cowichan Campus Library.

Adjournment at 9:10 pm by Drinkwater.

Submitted by Christine Heal, DPAC Secretary

**MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE MEETING  
OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)  
HELD ON TUESDAY, APRIL 25, 2017 AT 4:00 PM IN THE BOARDROOM**

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**PRESENT:** Trustee Rob Hutchins, Chair  
Trustees Barb de Groot, Randy Doman, Cathy Schmidt, Candace  
Spilsbury, Joe Thorne  
Rod Allen, Superintendent  
Jason Sandquist, Secretary-Treasurer  
Sheryl Koers, Assistant Superintendent  
Debbie Mah, Assistant Superintendent  
Denise Augustine, Director of Aboriginal Education and Learner  
Engagement  
Monroe Grobe, Director of Operations  
  
Gina Kueber, Recording Secretary

**APOLOGIES:** Trustee Elizabeth Croft  
Karen Blow, Assistant Secretary-Treasurer

**1. Call to Order**

Trustee Hutchins called the meeting to order at 4:00 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

Trustees agreed to add a short closed session after meeting.

Moved by Trustee Thorne seconded by Trustee Schmidt *"That the Board Education and Business Committee adopts the agenda of the April 25, 2017 Board Education and Business Committee meeting."*

CARRIED

**3. Minutes**

a. Minutes of the March 28, 2017 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 March 28, 2017 Board Education and Business Committee Meeting."*

CARRIED

b. Minutes of the April 11, 2017 Special 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 April 11, 2017 Special Board Education and Business Committee Meeting."*

CARRIED

c. Minutes of the April 19, 2017 Special Board Education and Business Committee Meeting

Moved by Trustee Thorne seconded by Trustee Doman *"That the Board Education and Business Committee adopts the minutes of the April 19, 2017 Special Board Education and Business Committee Meeting."*

CARRIED

4. **Action List**

a. Action List

5. **Petitions and Delegations**

a. Compassion Week and Youth Action Day - DSAC

Frances Kelsey Secondary students Pierce Jones and Maren McCarthy from DSAC addressed the Board on Compassion Week, held at the end of February, which includes activities such as Random Acts of Kindness Day, Multicultural Day, Pink Shirt Anti-Bullying Day and Rainbow Day. Compassion Week started at Frances Kelsey Secondary School and has spread to all District High Schools. DSAC is looking at bringing the concept into elementary schools and to other districts as well.

Pierce and Maren also updated the Board on Youth Action Day, funded by the Cowichan Intercultural Society, held on April 28th at the Cowichan Theatre. The event, sponsored by the Cowichan Intercultural Society, will feature inspirational speakers, local bands and deal with issues relevant to youth.

6. **Education**

7. **Business and Operations**

a. Summary of Feedback from the Public Consultation Meeting re 2017-2018 Annual Operating Budget

The Secretary-Treasurer provided a summary of the public consultation meeting.

b. Summary of the 2017-2018 Annual Budget Survey

The Secretary-Treasurer reviewed the summary of the 2017-2018 Annual Budget Survey, which received 204 responses. Trustees discussed the results, with a focus on the access to neighbourhood schools versus schools of choice and the support for transportation fees to schools of choice.



c. Draft 2017-2018 Annual Operating Budget

The Secretary-Treasurer presented a PowerPoint with recommendations from Senior Staff to balance the 2017-2018 Annual Budget and how the Classroom Enhancement Fund would be incorporated. Trustees noted that some changes had been made from the figures presented to the Board at the April 19, 2017 Special Board Education and Business Committee Meeting. The Secretary-Treasurer explained the differences and the rationale behind Senior Staff's recommendations. Discussion ensued about budget timelines, the complexities of understanding and incorporating Bill 28 Class Size and Composition rules into the budget and the sustainability of a District Principal of Student Support Services position.

Moved by Trustee Doman seconded by Trustee Thorne *"That the Board Education and Business Committee recommends that the Board of Education adopt the Draft 2017-2018 Annual Operating Budget in the amount of \$92,468,095."*

CARRIED

Trustee Hutchins distributed copies of "An Ethic of Excellence" by Ron Berger, the latest book club selection.

8. Policy

9. Adjournment

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 5:21 pm.

**Highlights from the Minutes of the May 10, 2017 District Student Advisory Committee (DSAC) Meeting:**

DSAC met at Lake Cowichan School on May 10<sup>th</sup> and had a tour of the school. Two Grade 7 students from Tansor Elementary and their principal joined the meeting.

Items discussed at the meeting included a report out from Youth Action Day and from the DSAC team that participated in the Rotary Club of Duncan Spelling Bee for Literacy. The committee also selected reps to attend the May 16<sup>th</sup> Advisory Committee meeting, decided to speak to current grade 11s about planning a Spring Grad Gathering/Celebration next year, and discussed volunteering to run stations for kids at the school district family BBQ on June 20<sup>th</sup>.

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

- FKSS – Grad fundraisers, Arts for Awareness, Mental Health Week, Band trip.
- CVOLC – Grad Photos, Canoe Trip, Camp Trip, Capernwray, Chess Tournament, Track and Field.
- LCS – Grad Fashion Show, Fun Day, Earth Day (sold non-GMO seeds).
- CHSS – Prom, Grad Prep, Prep to Welcome Grade 7s, ICBC Presentation.
- CSS (James St) – Cathy Schmidt spoke to Leadership, We Day fundraising, “Welcome Wagon”, Youth Action Day, ICBC Presentation, Band trip to Quadra Island.
- CSS (Quamichan) – Dance, Welcoming Committee, students visited elementary schools.
- Tansor – Fun Fair, Showcase at Quamichan, Tour of Quamichan

The next DSAC meeting will be Tuesday, June 13<sup>th</sup> 10:00 a.m. at the School Board Office Inspire Room.

**SUMMARY OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79  
(COWICHAN VALLEY) HELD ON TUESDAY, MAY 16, 2017 AT 4:30 PM IN THE INSPIRE ROOM**

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**PRESENT:**

Trustee Elizabeth Croft, Chair  
Trustees Barb de Groot, Randy Doman, Rob Hutchins, Candace Spilsbury,  
Joe Thorne  
Jason Sandquist, Secretary-Treasurer  
Karen Blow, Assistant Secretary-Treasurer  
Monroe Grobe, Director of Operations  
Denise Augustine, Director of Aboriginal Education and Learner Engagement  
Katie McLaughlin, Communications and Community Relations Specialist  
Chris Rolls, LCTA  
Charlie Coleman, CVP/VPA  
Karen Petersen, CVP/VPA  
Carmen Sundstrom, DPAC  
Hanne Deener, DSAC  
Phoenix Morina, DSAC

Gina Kueber, Recording Secretary

**APOLOGIES:**

Trustee Cathy Schmidt  
Rod Allen, Superintendent  
Sheryl Koers, Assistant Superintendent  
Debbie Mah, Assistant Superintendent  
Erica Roberts, CDTA  
Tara Brooks, CUPE  
Aaron Henry, USW

1. **Call to Order**

Trustee Croft called the meeting to order at 4:31 pm and acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people.

2. **Check-In**

The Secretary-Treasurer introduced Katie McLaughlin, Communications and Community Relations Specialist to Advisory Committee members.

Charlie Coleman reported that Secondary School Administration are immersed with all things year end and in 2017/2018 timetabling and staffing, which is particularly complex with Bill 28 classroom composition and space requirements. Students are involved in sports events, fine arts year end shows, district scholarships, preparing for graduation and year end.

Karen Petersen advised that Elementary schools are preparing for the upcoming school year. She commented on a wonderful experience at Cowichan Sportsplex preparing for the District Track & Field event. As well, she reported on the Ready Set Go class for new kindergarten students and the preparation of Grade 7 students for high schools.

Hannah Deene and Phoenix Morina thanked Advisory members for inviting them to participate in the meeting and noted that at the last DSAC meeting, students discussed a get-together for all grade 12 students in all district schools as well as displaying student artwork in schools and offices.

Carmen Sundstrom reported that she has just returned from the BCCPAC Conference and will share the information at the next DPAC meeting. DPAC is wrapping up the year at the meeting this week and will be checking in with school PACs and forecasting what they want to see for the next school year.

Chris Rolls echoed comments from Karen & Charlie and noted that teachers have their nose to the grindstone. Teachers are wondering which Administrative Officer will be assigned to their school and what schools will look like for the coming year.

Trustee Spilsbury commented that while the Board is usually phasing out at this time, this year is quite different as they are involved in looking at some of the Bill 28 issues. They are hoping to complete their Strategic Priorities Work Plan soon, meetings having been cancelled due to snow and because of budget discussions. Trustee Spilsbury distributed an Advisory Committee Agenda Item request form to members, requesting that they complete the form to include items on the agenda. The form will be emailed to members with the monthly reminder about providing topics for the agenda.

The Secretary-Treasurer advised that with the budget being finished, Senior Management are transitioning to other areas of work. The Capital submission for Bill 28 requirements was submitted on April 30th, requesting \$1.5 million worth of renovations to portables and schools. On May 5th, the Bill 28 Staffing report seeking 63 additional teachers was submitted. Trustee Hutchins queried the Provincial Government's response timeline and was advised that Senior Management had not been given a date. While we are awaiting confirmation, steps are being taken to prepare for 63 new teachers.

3. **Old Business**

Carmen Sundstrom inquired about a response from the Ministry of Education on the status of Cowichan Secondary School replacement. The Secretary-Treasurer reported that the District has received confirmation of Capital Funding for 2017-2018 and a replacement school was not included. He suspects that with increased financial pressure on the Ministry of Education to provide funding for capital requests due to Bill 28, new schools are not a focus. Charlie Coleman suggested that the PIR be reviewed in September to reflect new student numbers. The Secretary-Treasurer noted that Senior Management are considering having a new demographic report prepared to see where population growth in the district is expected to be and its impact on facility needs in the future.

4. **New Business**

a. **Policy 6510 - Sexual Orientation, Gender Identity and Gender Expression**

Chris Rolls advised that she was involved with Policy 6510 during its creation and has noticed that, other than gender neutral washrooms in schools, the Administrative Procedures have not been implemented or reviewed. Hanne Deene noted that CVOLC doesn't have a gender-neutral washroom and was advised to work through the principal to implement one. Carmen Sundstrom reported that BCCPAC unanimously passed a resolution to recommend to the Ministry of Education that each school in the province have at least one bathroom and change room accessible to anyone, not specifically labelled. Charlie Coleman advised that Cowichan Secondary School did change the signs for the washrooms but call them 'anyone rooms'.

Discussion ensued about methods of reviewing the Policy 6510 Administrative Procedures on an annual basis. Principals do review with their staffs regularly. Chris spoke about the power of community involvement during the policy creation process and would like to have feedback from them during the review as well.

Hanne Deene described a situation she was informed of at a Gay Straight Alliance Meeting, reporting that the student experienced discrimination with a teacher in pronoun usage in a writing assignment and an unwillingness to recognize inclusive language. Discussion ensued about proper grammar usage.

b. Student Learning Fund

The Secretary-Treasurer advised that the Board of Education, through a one-time grant from the Ministry of Education, is receiving \$385,000 from the Student Learning Fund - \$50.00 per student. The funds are to be spent on learning resources, supplies and equipment to ensure that students are well supported. Currently, staff are collecting information from Partner Groups to ensure the best usage of the funds. Carmen Sundstrom noted that DPAC representatives are meeting with their PACs to gain information from individual schools. In their Liaison Meeting with the Trustees, DPAC suggested items such as sports equipment for classrooms and gyms, field trips, earthquake or emergency preparedness kits - items that PACs and parents are contributing. DPAC is meeting on Thursday and will seek feedback to provide to the Secretary-Treasurer.

Chris Rolls committed to asking teachers what is needed at their schools and Trustee Croft reminded DSAC students to provide their feedback. Trustee Spilsbury suggested asking each school what their individual needs are as they vary widely.

c. Recruitment and Retention of Staff

Trustee Spilsbury spoke of the recruitment and retention issues now facing school districts and how SD79 can stay competitive and be an attractive place to live and work. Carmen Sundstrom heard at BCCPAC that all districts are grappling with this and that we may need to work alongside the Tourism Board or think outside of the box. Trustee Croft noted that the Chamber of Commerce and Visitors Centre are preparing kits for the Superintendent to share with potential teachers. Charlie Coleman advised he has tried recruiting Shop teachers, a specialized area, directly from BCIT graduates, citing work/life balance and the advantages of living in the Cowichan Valley. Southern Vancouver Island is attractive to many new recruits.

The Secretary-Treasurer reported that 9 TTOCs have been hired and we are getting inquiries from teachers about relocating to our district. Karen Petersen spoke of a brochure developed by the Superintendent outlining the benefits of teaching in SD79, as well as a VIU initiative to embed their teaching and practicums into our schools. Chris Rolls noted that some positions will be filled by teachers on leave, transfer or recall and is unsure of the actual amount of new positions to be posted. She commented that it is unlikely for teachers to move to the Cowichan Valley for a temporary contract and, for our current staff, those on a temporary contract may accept a continuing contract in another district.

Katie McLaughlin stated that she is excited about telling the narrative of our system and showcasing what is special about Cowichan.

Hanne Deene expressed the need for another counsellor at CVOLC and was advised to write a letter to the Superintendent with the students' request.

d. June Advisory Committee Meeting

The Committee discussed whether to have a June Advisory Committee and, as the Staff Year-End Barbeque is being held on the regularly scheduled meeting date of June 20th, agreed to meet on June 13th.

5. **Adjournment**

The meeting adjourned at 5:43 pm.

**DRAFT**

Policy 3730

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## **STUDENT REPORTING – COMMUNICATING STUDENT PROGRESS K – 9 POLICY**

The Board of Education is committed to communicating student learning to parents in ways that are meaningful, transparent and support student learning through quality communication processes. The Board of Education also believes that quality communications of student progress are integral to the teaching-learning process and should be ongoing, timely and responsive throughout the school year.

### **Specifically**

The Board of Education has an expectation of timely and responsive communication of student progress to parents. Teachers will provide parents with a minimum of 5 reports describing student progress per year. As such, the Board requires that all schools will follow the Interim Student Reporting Guidelines for Grades K - 9.

### **References:**

[Province of BC Ministry of Education Student Reporting Policy](#)

BC Ministry of Education – Provincial Letter Grades Order

BC Ministry of Education - Ministerial Order 191/94 Student Progress Report Order

BC Ministry of Education - Ministerial Order 190/91 Permanent Student Record Order

BC Ministry of Education - Ministerial Order 295/95 Required Areas of Study Order

Regulation 265/89 – School Regulation

Board Minutes

**Draft**

Policy 1600

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## **CONTINGENCY RESERVE**

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. To discharge this responsibility, the Board will establish a contingency reserve from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

### **Specifically**

The Board shall maintain a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures.

The Board may approve the use of the contingency reserve under the following circumstances:

- The elimination of any deficit arising at the end of a fiscal year of operations;
- The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
- The payment of severances (wages and benefits) upon termination of employment;
- The settlement of any legal action that is not covered by insurance;
- Initial one-time cost outlays for new education programs;
- Coverage for disaster recovery expenditures;
- Extraordinary utilities cost pressures;
- Replacement of equipment essential to the continuation of educational programming in schools or district facilities;
- To assist in balancing future years' budgets.

In recognizing the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the contingency reserve. Such strategies may be implemented over a period of two years.

### Reference

### Board Minutes





**SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS**

MEETING	DATE/TIME	LOCATION
Closed Board Meeting	June 6, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	June 6, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
Human Resources Committee Meeting	June 8, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
DSAC Meeting	June 13, 10:00 am	Inspire Room (Annex)
Advisory Committee Meeting	June 13, 4:30 pm	Inspire Room (Annex)
Board Planning Session	June 15, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Spring BBQ	June 20, 3:30 pm	Alexander Elementary School
Board Education and Business Committee Meeting	June 27, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Closed Board Meeting	September 5, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	September 5, 4:30 pm	Yuxwule' Eagle Room (Boardroom)

## **SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) 2017 Graduation and District Year-End Events**

### **Graduation/Award Ceremonies**

#### **Lake Cowichan School:**

- Scholarship night - June 1<sup>st</sup> (7:00 pm)
- District Scholarship Judging - June 2<sup>nd</sup> (9:30 am) at LCS in Room 202
- Grad Walk-up - June 24<sup>th</sup> (12:30 pm) school gym
- Awards Ceremony - June 29<sup>th</sup> (daytime)

#### **Chemainus Secondary:**

- Canoe Launch - May 18<sup>th</sup> (8:45 am - 12:15 pm)
- Year End ABED Celebration - May 25<sup>th</sup> (4:30 pm)
- District Scholarship Judging - May 29<sup>th</sup> (12:30 pm) at CHSS in the Library
- Athletics Awards - June 7<sup>th</sup> (10:15 am)
- Fine Arts Showcase week - June 12-17
- Year End Awards, Scholarship & Bursary Evening - June 15<sup>th</sup> (7:00 pm)
- Walk up/Graduation Ceremony - June 23<sup>rd</sup> (7:00 pm)

#### **Cowichan Secondary:**

- District Scholarship Judging - May 30<sup>th</sup> (9:00 am) at CSS Cafeteria
- Scholarship and Bursary Presentations - June 7<sup>th</sup> (7:00 pm) school gym
- Awards Assemblies (Grade 10, 11, 12) - June 8<sup>th</sup> (daytime) school gym
- Athletic Banquet - June 13<sup>th</sup> (5:00 pm) Island Savings Centre
- Grad Banquet (Prom) - June 17<sup>th</sup> (6pm red carpet, 7pm dinner) Island Savings Centre
- Walk-up/Graduation Ceremony - June 29<sup>th</sup> (7:00 pm) Island Savings Centre

#### **Frances Kelsey Secondary:**

- District Scholarship Judging - June 1<sup>st</sup> (9:30 am) at FKSS dome
- Awards Day - June 14<sup>th</sup> (10:00 am) at the school
- Scholarship and Bursary Evening - June 14<sup>th</sup> (7:00 pm) at the school
- Red Carpet & Grad Banquet - June 17<sup>th</sup> (3:30 pm) at FKSS followed by dinner/dance at Arbutus Ridge
- Graduation Ceremony - June 23<sup>rd</sup> (6:30 pm) school gym

#### **CVOLC/Alternate Ed:**

- District Scholarship Judging - May 31<sup>st</sup> (9:30 am) at CVOLC in the Library
- CVOLC Year end BBQ & Awards - June 21<sup>st</sup> (12:00 noon)
- CVOLC Grad Walk-up, Scholarships & Bursaries - June 27<sup>th</sup> (5:00 pm) Cowichan Performing Arts Centre
- CVOLC Dinner - June 27<sup>th</sup> (7:00 pm) after grad

#### **Aboriginal Education:**

- Aboriginal Grad Ceremony - June 16<sup>th</sup> (5:30-8:30 pm) **Oceanfront Suites at Cowichan Bay**

#### **International Program**

- International Program Celebration - June 5<sup>th</sup> (6:30-8:30 pm) Ramada Inn

### **District Retirement Event / Year End BBQ**

- District Retirement Reception - June 26<sup>th</sup> (5:00-7:30 pm) Cowichan Golf Club – by invitation
- Year End BBQ - June 20<sup>th</sup> (3:30-6:00 pm) **Alexander Elementary**

\* dates, times & locations are subject to change (contact school office to confirm)

June 1, 2017