



Cowichan Valley School District

OPEN BOARD MEETING

Tuesday, May 2, 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 adopts the agenda of the May 2, 2017 Open Board Meeting."

3. **Minutes**

- a. Minutes of the April 4, 2017 Open Board Meeting 4-8
"That the Board of Education adopts the minutes of the April 4, 2017 Open Board Meeting."
- b. Minutes of the April 27, 2017 Special Open Board Meeting 9-10
"That the Board of Education adopts the minutes of the April 27, 2017 Special Open Board Meeting."

4. **Recognition and Delegations**

- a. Nourish Cowichan Society
- b. Ecole Cobble Hill PAC re Fisher Road Access
- c. Dr. Paul Hasselback - Overdose Response Update

5. **Report of Closed Meeting**

6. **Old Business**

- a. Action List 11

7. **Superintendent of Schools**



7.1. Personnel

7.2. For Board Information

- a. Superintendent Update
- b. Water Testing Results
- c. Bill 28 Progress and Timelines

7.3. For Board Action

- a. Field Trips to the United States

8. Secretary - Treasurer

8.1. Personnel

8.2. For Board Information

8.3. For Board Action

- a. 2017-2018 Annual Budget 12-26
"That the Board of Education gives third and final reading to the 2017-2018 Annual Budget in the amount of \$92,468,095.00."

9. Committees and Outside Organizations

- a. Minutes of the March 28, 2017 Board Education and Business Committee Meeting 27-29
"That the Board of Education receives the minutes of the March 28, 2017 Board Education and Business Committee Meeting."
- b. Minutes of the April 11, 2017 Special Board Education and Business Committee Meeting 30-31
"That the Board of Education receives the minutes of the April 11, 2017 Special Board Education and Business Committee Meeting."
- c. Highlights of the April 12, 2017 DSAC Meeting 32
"That the Board of Education receives the Highlights of the April 12, 2017 DSAC Meeting."
- d. Summary of the April 18, 2017 Advisory Committee Meeting 33-34
"That the Board of Education receives the Summary of the April 18, 2017 Advisory Committee Meeting."
- e. Minutes of the April 19, 2017 Special Board Education and Business Committee Meeting 35-36
"That the Board of Education receives the minutes of the April 19, 2017 Special Board Education and Business Committee Meeting."



Cowichan Valley School District

Open Board Meeting

May 2, 2017

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10. Upcoming Meetings and Events	
a. Schedule of upcoming meetings and events	37-38
11. Correspondence	
a. Correspondence from A. Andersen	39
12. New Business	
13. Question Period	
14. Adjournment	
a. Motion to Adjourn	
<i>"That there being no further business, the meeting be adjourned."</i>	

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

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

Gina Kueber, Recording Secretary

APOLOGIES: Trustees de Groot and Croft
Karen Blow, Assistant Secretary-Treasurer

1. **Call to Order**

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

Trustee Spilsbury spoke on the passing of Transportation Supervisor Tom Clark, a long-time and much loved school district employee.

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

Additions to the Agenda:

- 8.2.e Annual Facilities Grant
- 12.1 National Day of Mourning

Moved by Trustee Thorne seconded by Trustee Schmidt *"That the Board of Education adopts the agenda of the April 4, 2017 Open Board Meeting as amended."*

CARRIED

3. **Minutes**

a. **Minutes of the March 7, 2017 Open Board Meeting**

Moved by Trustee Hutchins seconded by Trustee Thorne *"That the Board of Education adopts the minutes of the March 7, 2017 Open Board Meeting."*

CARRIED

4. **Recognition and Delegations**

a. **Rotary Starfish Pack Project**

Corrine Thompson and Mike Hansen gave a presentation on the Rotary Starfish Pack Program, which is beginning at Khowhemun Elementary this month. Starfish is a program initiated by Rotary Clubs in the Cowichan Valley to provide food to children and their families in need over the weekends. This project will begin by supporting 31 Khowhemun students, from 13 families, which much needed food. Rotary's goal is to expand the program to other schools as they recognize that there are many more hungry and vulnerable kids within our local schools. They thanked Trustee Spilsbury and the Superintendent for their assistance and support in identifying principles. Trustees thanked the Rotary Club members for this initiative and for their leadership in the community.

5. **Report of Closed Meeting**

The Secretary-Treasurer reported that during the closed portion of the meeting, personnel and facilities issues were discussed.

6. **Old Business**

a. **Action List**

The Action List was reviewed. The Secretary-Treasurer advised that the report to the Board on the Foundation will be ready later in the year and that the budget survey is currently active and will close on April 9, 2017.

7. **Superintendent of Schools**

7.1 **Personnel**

7.2 **For Board Information**

a. **Superintendent's Update**

The Superintendent announced that our district has received a Youth Trades Capital Equipment Program (YTCEP) Grant in the amount of \$205,998 over three years to refresh and renew shop equipment.

The Superintendent reported on the following items around the district:

- Khowhemun Innovative Design (KID) Centre at Khowhemun Elementary
- District French Immersion Carnaval
- Try A Trade Program
- Dual Credit & Trades Program
- Maker Way Training Day
- Climbing Program
- Queensland Australia Delegation Visit
- Naloxone Training
- Participation in the World Bank Conference in Jakarta, Indonesia.

He applauded the collaborative nature of conversations with the CVTF in solving Bill 28 challenges and noted that in September, the district will have more teachers in schools and smaller class size, particularly in schools that have more vulnerable students.

7.3 **For Board Action**

8. **Secretary - Treasurer**

8.1 **Personnel**

8.2 **For Board Information**

a. **2017-2018 Funding Announcement**

The Secretary-Treasurer provided details on the 2017-2018 Funding Announcement, estimated to be \$72,446,927, an increase of \$1,808,670 over the previous year. He presented a comparison to previous years funding and noted that it reflects the district's changing enrolment and changes in employee compensation. The Secretary-Treasurer then gave an update on preliminary budget projections.

b. **2016-2017 Year-End Financial Projection**

The Secretary-Treasurer updated Trustees on the year-end financial projection, which continues to show that the District is on track to realize a surplus. Trustees were pleased that after hard work done in previous years to balance the budget, the District is moving forward into a new era.

c. **2017-2018 Capital Plan Response**

The Secretary-Treasurer advised that a response to our Capital Plan Submission has been received, allowing for heating and ventilation upgrades at Ecole Mt. Prevost Elementary and Khowhemun Elementary, as well as the purchase of 2 small buses. He noted that the District is in receipt of a report on school roofs and may refocus the capital funds there.

d. **Student Learning Grant**

The Secretary-Treasurer updated Trustees on the Student Learning Grant (previously referred to as the BC Classroom Fund). He advised that the District's portion of the grant is \$385,813, to be spent on learning resources, supplies and equipment in consultation with Principals and Vice Principals and DPAC.

e. **Annual Facilities Grant Plan**

The Capital Coordinator gave the Board highlights of the 2017-2018 Annual Facilities Grant plan. Of note is the new kitchen at Alexander Elementary, completion of new windows and cladding at Alexander and Cowichan Secondary School, playing field restoration at Crofton Elementary, and a major field renovation at Lake Cowichan School. Roofing will also be a focus, along with 3 playground installations and sink installations in classrooms in the north side of Palsson Elementary.

The Capital Coordinator noted that the AFG budget is approximately \$1.75 million, along with an additional \$515,000 in School Enhancement Funding.

8.3 **For Board Action**

9. **Committees and Outside Organizations**

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

CARRIED

b. Highlights of the March 8, 2017 DSAC Meeting

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education receives the Highlights of the March 8, 2017 DSAC Meeting."*

CARRIED

c. BCSTA AGM 2017 Late Motions

Trustee Spilsbury invited late motions for the 2017 BCSTA Annual General Meeting and Trustees advised that there were none.

d. Recommendation from the March 28, 2017 Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Schmidt *"That the Board of Education rounds up rental rates to the nearest dollar for the 2017/2018 school year."*

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. Day of Mourning

The Board acknowledged the National Day of Mourning on April 28, 2017. The intent of the National Day of Mourning is to honour all workers who are killed and injured on the job.

13. **Question Period**

14. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 5:41 pm.

Candace Spilsbury, Chair

Jason Sandquist, Secretary-Treasurer

**MINUTES OF THE SPECIAL OPEN MEETING OF THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON THURSDAY, APRIL 27, 2017 AT 4:00 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
Monroe Grobe, Director of Operations
Denise Augustine, Director of Aboriginal Education and Learner
Engagement

Gina Kueber, Recording Secretary

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**

Moved by Trustee de Groot seconded by Trustee Thorne *"That the Board of Education adopts the agenda of the April 27, 2017 Special Open Board Meeting."*

CARRIED

3. **Secretary - Treasurer**

3.1 **For Board Action**

a. **2017-2018 Annual Budget**

The Secretary-Treasurer presented the draft 2017-2018 Annual Budget bylaw and document. He and the Superintendent gave the 2017-2018 Annual Budget Report to the Board of Education which outlined the process undertaken and the factors that led to a balanced budget. Discussion ensued about the budget process and timelines.

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

CARRIED

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

CARRIED

4. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 4:35 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

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

Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2018

Version: 5730-4984-3002
April 26, 2017 12:23

School District No. 79 (Cowichan Valley)

June 30, 2018

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 79 (Cowichan Valley) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$92,468,095 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 27th DAY OF APRIL, 2017;

READ A SECOND TIME THE 27th DAY OF APRIL, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 2nd DAY OF MAY, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Annual Budget Bylaw 2017/2018, adopted by the Board the _____ DAY OF _____, 2017.

Secretary Treasurer

Version: 5730-4984-3002
April 26, 2017 12:23

School District No. 79 (Cowichan Valley)

Statement 2

Annual Budget - Revenue and Expense
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,720,050	7,693,125
Adult	17,000	23,125
Total Ministry Operating Grant Funded FTE's	7,737,050	7,716,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	76,868,321	70,458,692
Other	75,000	292,579
Tuition	2,851,000	2,751,000
Other Revenue	6,619,246	6,388,376
Rentals and Leases	100,000	120,000
Investment Income	176,423	157,107
Amortization of Deferred Capital Revenue	3,757,629	3,581,080
Total Revenue	90,447,619	83,748,834
Expenses		
Instruction	73,449,988	67,112,856
District Administration	2,333,812	2,230,536
Operations and Maintenance	13,452,755	13,087,328
Transportation and Housing	2,794,240	2,700,270
Total Expense	92,030,795	85,130,990
Net Revenue (Expense)	(1,583,176)	(1,382,156)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,372,841	1,254,250
Budgeted Reduction of Unfunded Employee Future Benefits	(50,000)	(50,000)
Budgeted Surplus (Deficit), for the year	(260,335)	(177,906)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(260,335)	(177,906)
Budgeted Surplus (Deficit), for the year	(260,335)	(177,906)

School District No. 79 (Cowichan Valley)

Statement 2

Annual Budget - Revenue and Expense
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	78,071,385	76,111,393
Operating - Tangible Capital Assets Purchased		22,000
Operating - Reduction of Unfunded Employee Future Benefits	50,000	50,000
Special Purpose Funds - Total Expense	9,570,646	4,669,641
Special Purpose Funds - Tangible Capital Assets Purchased	360,500	558,470
Capital Fund - Total Expense	4,388,764	4,349,956
Capital Fund - Tangible Capital Assets Purchased from Local Capital	26,800	20,000
Total Budget Bylaw Amount	92,468,095	85,781,460

Approved by the Board

 Signature of the Chairperson of the Board of Education

 Date Signed

 Signature of the Superintendent

 Date Signed

 Signature of the Secretary Treasurer

 Date Signed

School District No. 79 (Cowichan Valley)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,583,176)	(1,382,156)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(360,500)	(580,470)
From Local Capital	(26,800)	(20,000)
From Deferred Capital Revenue	(2,986,619)	(3,279,397)
Total Acquisition of Tangible Capital Assets	(3,373,919)	(3,879,867)
Amortization of Tangible Capital Assets	4,388,764	4,349,956
Total Effect of change in Tangible Capital Assets	1,014,845	470,089
Acquisitions of Prepaid Expenses	(225,000)	
Use of Prepaid Expenses	225,000	
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(568,331)	(912,067)

School District No. 79 (Cowichan Valley)

Schedule 2

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	68,737,180	67,248,017
Other	75,000	75,000
Tuition	2,851,000	2,751,000
Other Revenue	4,830,364	4,590,126
Rentals and Leases	100,000	120,000
Investment Income	155,000	145,000
Total Revenue	76,748,544	74,929,143
Expenses		
Instruction	63,879,342	62,443,215
District Administration	2,333,812	2,230,536
Operations and Maintenance	9,408,530	9,062,593
Transportation and Housing	2,449,701	2,375,049
Total Expense	78,071,385	76,111,393
Net Revenue (Expense)	(1,322,841)	(1,182,250)
Budgeted Prior Year Surplus Appropriation	1,372,841	1,254,250
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

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	72,446,927	70,638,257
INAC/LEA Recovery	(4,705,364)	(4,399,626)
Other Ministry of Education Grants		
Pay Equity	363,682	363,682
Transportation Supplement	283,524	283,524
Return of Administrative Savings	348,411	348,411
FSA & Exam Allocation		13,769
Total Provincial Grants - Ministry of Education	68,737,180	67,248,017
Provincial Grants - Other	75,000	75,000
Tuition		
International and Out of Province Students	2,851,000	2,751,000
Total Tuition	2,851,000	2,751,000
Other Revenues		
LEA/Direct Funding from First Nations	4,705,364	4,399,626
Miscellaneous		
BC Hydro Energy Manager		37,500
International Program Registration Fees	95,000	95,000
Transportation Fees - International	30,000	30,000
Miscellaneous		28,000
Total Other Revenue	4,830,364	4,590,126
Rentals and Leases	100,000	120,000
Investment Income	155,000	145,000
Total Operating Revenue	76,748,544	74,929,143

School District No. 79 (Cowichan Valley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Salaries		
Teachers	32,564,087	31,954,748
Principals and Vice Principals	4,756,916	4,183,194
Educational Assistants	6,208,380	5,896,927
Support Staff	8,178,578	7,877,905
Other Professionals	1,824,876	1,758,935
Substitutes	3,198,202	3,384,920
Total Salaries	56,731,039	55,056,629
Employee Benefits	13,668,444	13,000,718
Total Salaries and Benefits	70,399,483	68,057,347
Services and Supplies		
Services	2,612,177	2,739,701
Student Transportation	200,600	203,600
Professional Development and Travel	485,500	487,752
Rentals and Leases	62,100	80,100
Dues and Fees	86,760	84,160
Insurance	244,209	244,134
Supplies	2,664,426	2,904,469
Utilities	1,316,130	1,310,130
Total Services and Supplies	7,671,902	8,054,046
Total Operating Expense	78,071,385	76,111,393

School District No. 79 (Cowichan Valley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

Schedule 2C

	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	25,845,792	871,271		296,986	63,001	1,987,540	29,064,590
1.03 Career Programs	396,024	42,802		195,225		14,338	648,389
1.07 Library Services	693,047	101,527		151,879		43,166	989,619
1.08 Counselling	948,453			329,372		28,743	1,306,568
1.10 Special Education	3,417,683	326,216	5,452,334	65,106	138,784	568,991	9,969,114
1.30 English Language Learning	374,966						374,966
1.31 Aboriginal Education	318,034	95,391	756,046	43,959		52,325	1,265,755
1.41 School Administration		3,058,921		1,209,031		99,049	4,367,001
1.61 Continuing Education	131,747						131,747
1.62 International and Out of Province Students	438,341	228,991		99,699	110,032	19,317	896,380
1.64 Other							-
Total Function 1	32,564,087	4,725,119	6,208,380	2,391,257	311,817	2,813,469	49,014,129
4 District Administration							
4.11 Educational Administration		31,797		43,297	390,205		465,299
4.40 School District Governance					137,574		137,574
4.41 Business Administration				430,526	549,801	29,394	1,009,721
Total Function 4	-	31,797	-	473,823	1,077,580	29,394	1,612,594
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				107,246	358,282	47,503	513,031
5.50 Maintenance Operations				3,577,021		209,072	3,786,093
5.52 Maintenance of Grounds				383,457			383,457
5.56 Utilities							-
Total Function 5	-	-	-	4,067,724	358,282	256,575	4,682,581
7 Transportation and Housing							
7.41 Transportation and Housing Administration				109,604	77,197	5,414	192,215
7.70 Student Transportation				1,136,170		93,350	1,229,520
Total Function 7	-	-	-	1,245,774	77,197	98,764	1,421,735
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	32,564,087	4,756,916	6,208,380	8,178,578	1,824,876	3,198,202	56,731,039

School District No. 79 (Cowichan Valley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

Schedule 2C

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	29,064,590	7,151,414	36,216,004	1,410,113	37,626,117	37,604,509
1.03 Career Programs	648,389	168,054	816,443	450,150	1,266,593	955,269
1.07 Library Services	989,619	243,933	1,233,552	65,257	1,298,809	1,276,131
1.08 Counselling	1,306,568	289,222	1,595,790	5,500	1,601,290	1,568,477
1.10 Special Education	9,969,114	2,479,981	12,449,095	79,935	12,529,030	11,991,069
1.30 English Language Learning	374,966	87,051	462,017	4,500	466,517	454,250
1.31 Aboriginal Education	1,265,755	301,584	1,567,339	223,267	1,790,606	1,791,525
1.41 School Administration	4,367,001	941,931	5,308,932	100,125	5,409,057	4,929,993
1.61 Continuing Education	131,747	31,212	162,959	9,000	171,959	170,583
1.62 International and Out of Province Students	896,380	219,534	1,115,914	589,250	1,705,164	1,687,209
1.64 Other	-	-	-	14,200	14,200	14,200
Total Function 1	49,014,129	11,913,916	60,928,045	2,951,297	63,879,342	62,443,215
4 District Administration						
4.11 Educational Administration	465,299	91,566	556,865	24,000	580,865	576,921
4.40 School District Governance	137,574	17,841	155,415	103,150	258,565	160,451
4.41 Business Administration	1,009,721	207,411	1,217,132	277,250	1,494,382	1,493,164
Total Function 4	1,612,594	316,818	1,929,412	404,400	2,333,812	2,230,536
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	513,031	101,796	614,827	214,487	829,314	737,587
5.50 Maintenance Operations	3,786,093	884,076	4,670,169	1,635,251	6,305,420	6,131,782
5.52 Maintenance of Grounds	383,457	96,037	479,494	122,000	601,494	497,240
5.56 Utilities	-	-	-	1,672,302	1,672,302	1,695,984
Total Function 5	4,682,581	1,081,909	5,764,490	3,644,040	9,408,530	9,062,593
7 Transportation and Housing						
7.41 Transportation and Housing Administration	192,215	40,956	233,171	22,100	255,271	247,355
7.70 Student Transportation	1,229,520	314,845	1,544,365	650,065	2,194,430	2,127,694
Total Function 7	1,421,735	355,801	1,777,536	672,165	2,449,701	2,375,049
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	56,731,039	13,668,444	70,399,483	7,671,902	78,071,385	76,111,393

School District No. 79 (Cowichan Valley)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	8,131,141	3,210,675
Other		217,579
Other Revenue	1,788,882	1,798,250
Investment Income	11,123	1,607
Total Revenue	9,931,146	5,228,111
Expenses		
Instruction	9,570,646	4,669,641
Total Expense	9,570,646	4,669,641
Net Revenue (Expense)	360,500	558,470
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(360,500)	(558,470)
Total Net Transfers	(360,500)	(558,470)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds

Schedule 3A

Year Ended June 30, 2018										
		Annual	Learning	Special	Scholarships	Service	School		Ready,	
		Facility	Improvement	Education	and	Delivery	Generated	Strong	Set,	
		Grant	Fund	Equipment	Bursaries	Transformation	Funds	Start	Learn	OLEP
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		937,252	-	27,010	11,796	46,817	1,435,111	108,352	55,000	-
Add: Restricted Grants										
	Provincial Grants - Ministry of Education	384,070	290,372					192,000	34,300	155,331
	Other						1,730,266			
	Investment Income	9,123			1,776					
		393,193	290,372	-	1,776	-	1,730,266	192,000	34,300	155,331
Less: Allocated to Revenue		393,193	290,372	27,010	4,700	46,817	1,740,807	300,352	35,000	155,331
Deferred Revenue, end of year		937,252	-	-	8,872	-	1,424,570	-	54,300	-
Revenues										
	Provincial Grants - Ministry of Education	384,070	290,372	27,010		46,817		300,352	35,000	155,331
	Other Revenue				2,700		1,740,807			
	Investment Income	9,123			2,000					
		393,193	290,372	27,010	4,700	46,817	1,740,807	300,352	35,000	155,331
Expenses										
	Salaries									
	Teachers									30,000
	Educational Assistants		217,772							
	Support Staff							4,000		
	Substitutes								18,750	15,000
		-	217,772	-	-	-	-	4,000	18,750	45,000
	Employee Benefits		72,600					1,000	6,250	10,000
	Services and Supplies	32,693		27,010	4,700	46,817	1,740,807	295,352	10,000	100,331
		32,693	290,372	27,010	4,700	46,817	1,740,807	300,352	35,000	155,331
Net Revenue (Expense) before Interfund Transfers		360,500	-	-	-	-	-	-	-	-
Interfund Transfers										
	Tangible Capital Assets Purchased	(360,500)								
		(360,500)	-	-	-	-	-	-	-	-
Net Revenue (Expense)		-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds

Schedule 3A

Year Ended June 30, 2018										
			Coding and Curriculum Implementation	Classroom Enhancement Fund	Early Learning	Wendy's House	Student Inspiration	Cultural Trust	BC Hydro	TOTAL
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		116,614	75,829		8,582	23,755	11,293	-	120,875	2,978,286
Add: Restricted Grants										
	Provincial Grants - Ministry of Education	636,178		6,070,974						7,763,225
	Other							10,500		1,740,766
	Investment Income									10,899
		636,178	-	6,070,974	-	-	-	10,500	-	9,514,890
Less: Allocated to Revenue		745,386	75,829	6,070,974	8,582	15,000	11,293	10,500	-	9,931,146
Deferred Revenue, end of year		7,406	-	-	-	8,755	-	-	120,875	2,562,030
Revenues										
	Provincial Grants - Ministry of Education	745,386	75,829	6,070,974						8,131,141
	Other Revenue				8,582	15,000	11,293	10,500		1,788,882
	Investment Income									11,123
		745,386	75,829	6,070,974	8,582	15,000	11,293	10,500	-	9,931,146
Expenses										
	Salaries									
	Teachers			4,501,080						4,531,080
	Educational Assistants	394,794								612,566
	Support Staff	34,887		90,565	3,282					132,734
	Substitutes	14,000	37,953	260,833						346,536
		443,681	37,953	4,852,478	3,282	-	-	-	-	5,622,916
	Employee Benefits	121,604	12,600	1,185,799	1,000					1,410,853
	Services and Supplies	180,101	25,276	32,697	4,300	15,000	11,293	10,500		2,536,877
		745,386	75,829	6,070,974	8,582	15,000	11,293	10,500	-	9,570,646
Net Revenue (Expense) before Interfund Transfers		-	-	-	-	-	-	-	-	360,500
Interfund Transfers										
	Tangible Capital Assets Purchased									(360,500)
		-	-	-	-	-	-	-	-	(360,500)
Net Revenue (Expense)		-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		10,300	10,300	10,500
Amortization of Deferred Capital Revenue	3,757,629		3,757,629	3,581,080
Total Revenue	3,757,629	10,300	3,767,929	3,591,580
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,044,225		4,044,225	4,024,735
Transportation and Housing	344,539		344,539	325,221
Total Expense	4,388,764	-	4,388,764	4,349,956
Net Revenue (Expense)	(631,135)	10,300	(620,835)	(758,376)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	360,500		360,500	580,470
Total Net Transfers	360,500	-	360,500	580,470
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	26,800	(26,800)	-	
Total Other Adjustments to Fund Balances	26,800	(26,800)	-	
Budgeted Surplus (Deficit), for the year	(243,835)	(16,500)	(260,335)	(177,906)

**MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, MARCH 28, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Randy Doman, Cathy Schmidt, Candace
Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Debbie Mah, Assistant Superintendent
Sheryl Koers, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Barb de Groot
Monroe Grobe, Director of Operations

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**

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board Education and Business Committee adopts the agenda of the March 28, 2017 Board Education and Business Committee meeting."*

CARRIED

3. **Minutes**

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

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board Education and Business Committee adopts the minutes of the February 28, 2017 Board Education and Business Committee Meeting."*

CARRIED

4. **Action List**

a. **Action List**

The Action List was reviewed. The Superintendent advised that the Communications Officer posting has closed and he is in the process of shortlisting.

5. **Petitions and Delegations**

6. **Education**

a. **Bill 28 Update**

The Superintendent advised that the Bill 28 Memorandum of Agreement has been ratified and the implementation process is being determined.

7. **Business and Operations**

a. **Rental Rate Review**

The Secretary-Treasurer presented the Briefing Note on the Rental Rate Review and the survey of responding districts in the Vancouver Island zone. He noted that most districts rent their facilities on a cost-recovery basis as they are publicly funded buildings and confirmed that we are not renting to for-profit enterprises other than childcare spaces, under guidelines mandated by the Provincial Government.

Moved by Trustee Spilsbury seconded by Trustee Schmidt *"That the Board Education and Business Committee recommends to the Board of Education that rental rates be rounded up to the nearest dollar for the 2017/2018 school year."*

CARRIED

b. **2017/18 Annual Budget**

The Secretary-Treasurer gave a presentation on the 2017/2018 Annual Budget and included the implications of the Bill 28 implementation process that is running parallel to the operating budget preparation. Preliminary review indicates that the budget could be balanced by using prior year surplus funds.

District Senior Staff are formulating a plan that will restore the 2002 class size and composition levels for September 2017 based on information and funding received from the Ministry of Education on March 24, 2017. The Secretary-Treasurer advised that the Student Enhancement fund is fully funding additional teacher compensation, as well as a portion for increased overhead and operating expenditures.

Trustees discussed catchment area configurations and process and whether a focus should be on parent choice or local schools and the School District's current practice.

c. **Budget Survey**

The Secretary-Treasurer displayed the 2017-2018 Annual Budget Survey and requested Trustee input. Trustee Hutchins requested that the subsidy of transportation services from the Operating Fund be clearly noted. Trustee Spilsbury requested information from the public on whether they prefer to have parent choice versus neighborhood school attendance.

8. **Policy**

9. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 5:21 pm.

**MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, APRIL 11, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT:

Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, 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
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations

Gina Kueber, Recording Secretary

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**

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board Education and Business Committee adopts the agenda of the April 11, 2017 Special Board Education and Business Committee meeting."*

CARRIED

3. **Business and Operations**

a. **Review of the 2017-2018 Annual Budget Funding and Options**

The Superintendent arrived at 4:02 pm.

The Secretary-Treasurer gave a presentation on the 2017-2018 Annual Budget, outlining the anticipated shortfall, proposed areas to increase and options for balancing. Areas under consideration are:

- Surplus appropriation
- International Program tuition rate increase
- Investment revenue
- Reduction in average teacher salary due to new hires and leave replacements
- Exempt Staff/Principal Vice-Principal regional salary
- Technology - Update of wireless network
- Staff development funds
- Student supports
- District level administration
- Trades from Capital to Operating

- Operations/Custodial equipment renewal
- Student furniture - renewal/enrolment growth
- Teacher staffing contingency
- Clerical adjustment (summer weeks)

Trustees discussed the options presented by staff.

The Secretary-Treasurer updated the Board on the Classroom Enhancement Fund, a further \$8.8 million dollars to restore class size and composition requirements determined by Bill 28. District staff are currently working with the CVTF to develop a plan for School District 79, noting that approximately 50 - 70 teachers will be hired under the fund. Learning Improvement Funds are also available to the district for CUPE. Available classroom space is being reviewed alongside the requirement for portables and modulars.

Trustee Spilsbury thanked staff and confirmed that senior staff's budget recommendations are in line with the District's Strategic Priorities plan.

4. **Adjournment**

a. **Motion to Adjourn**

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

CARRIED

The meeting adjourned at 4:34 pm.

Highlights from the Minutes of the April 12, 2017 District Student Advisory Committee (DSAC) Meeting:

DSAC met at Frances Kelsey Secondary School on April 12th. Two Grade 7 students from Tansor Elementary and their principal joined the meeting.

Items discussed at the meeting included the 2017-2018 budget, DSAC inclusion of Grade 7 students, Rotary Club of Duncan Spelling Bee for Literacy, Youth Action Day, selecting reps to attend the April 18th Advisory Committee meeting, and consider having a DSAC meeting in June. The Committee also received an invitation from the Duncan-Cowichan Chamber of Commerce to have two DSAC students attend the Chamber's All Candidates Forum on April 25th and shadow the moderator.

The next DSAC meeting will be Wednesday, May 10th 10:00 a.m. at Lake Cowichan School.

**SUMMARY OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, APRIL 18, 2017 AT 4:30 PM IN THE INSPIRE ROOM**

PRESENT:

Trustee Elizabeth Croft, Chair
Trustees Randy Doman, Rob Hutchins, Cathy Schmidt, Candace
Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Debbie Mah, Assistant Superintendent
Sheryl Koers, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer
Denise Augustine, Director of Aboriginal Education and Learner
Engagement
Monroe Grobe, Director of Operations
Chris Rolls, LCTA
Erica Roberts, CDTA
Charlie Coleman, CVP/VPA
Karen Petersen, CVP/VPA
Tara Brooks, CUPE
Sherrene Ross, CUPE
Carmen Sundstrom, DPAC

Gina Kueber, Recording Secretary

APOLOGIES:

Trustee Barb de Groot
Aaron Henry, USW

1. **Call to Order**

Trustee Croft 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. **Check-In**

Charlie Coleman advised that teachers will be preparing report cards soon for the end of Term 3. There has been little comment from parents on parent/teacher communication. Currently there are lots of sports, performing arts, district scholarships and year-end art shows. High schools are presently reviewing staffing and timetabling from a Bill 28 lens.

Karen Petersen noted that elementary schools are reviewing the implications of Bill 28 as well. There are lots of sports, questions, and families moving into district and out.

Tara Brooks noted that CUPE clerical are experiencing stress from an increased workload and that Education Assistants are soon entering into the Assignment Meeting process.

Carmen Sundstrom reported that DPAC haven't gathered since February and will be meeting on April 20th. They are focusing on the budget and on the distribution of Student Enhancement funds.

Candace Spilsbury advised that the Board is currently focused on the budget process. They are encouraged by the implications of Bill 28 for teachers and students and the new world that the District will enter in September. The Board is also happy that schools are doing well and they are gearing up for year-end celebrations, the retirement event and the year-end staff barbeque.

Erica Roberts reported that there is anxious anticipation amongst teachers around the restored class size and composition language, staffing and September. They are excited about a better situation for teachers and for students. There is a lot of work to do without a lot of answers and district staff are working hard to implement Bill 28 for September.

Chris Rolls noted that she is receiving questions and concerns much earlier in the process of preparing for next year and is hearing lots of excitement and anticipation. Music teachers are concerned about the unknowns surrounding their rooms in schools. As well, grad events are underway; students are excited. She noted that there is a Teacher Pro-D Day on May 5, 2017.

The Superintendent advised that District staff are working hard, particularly with the challenge of implementing Bill 28 for September. He noted great collaboration with the CVTF as they problem solve and make the restored class size and composition work for students.

3. **Old Business**

4. **New Business**

- a. **2017-2018 Annual Budget**
- Financial Projections
 - Survey Results
 - Budget Options

The Secretary-Treasurer presented the Financial Projections as at March 31, 2017 and advised that the District is on track for a healthy surplus at year-end of approximately \$1.8 million dollars.

He then presented a summary of the 2017/2018 Budget Survey, noting that there were 204 respondents. Many of the items in the survey aligned with budget options both through the Classroom Enhancement Fund and the Operating Budget.

The Secretary-Treasurer then presented a PowerPoint on the 2017-2018 Budget process to date including options to balance the budget. Tara Brooks noted the lack of increase in CUPE clerical staff and Charlie Coleman is concerned about secondary school space requirements to conform with class size and composition levels. The Secretary-Treasurer outlined the next steps in the budget process, culminating in an adopted budget on May 2, 2017.

5. **Adjournment**

Trustee Croft thanked Advisory Committee members for their input.

The meeting adjourned at 5:24 pm.

**MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON WEDNESDAY, APRIL 19, 2017 AT 4:00 PM IN THE BOARDROOM**

PRESENT: Trustee Rob Hutchins, Chair
Trustees Elizabeth Croft, Randy Doman, Cathy Schmidt, Candace
Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations

Gina Kueber, Recording Secretary

APOLOGIES: Trustee Barb de Groot
Sheryl Koers, Assistant Superintendent
Debbie Mah, Assistant Superintendent
Denise Augustine, District Principal of Aboriginal Education and
Learner Engagement

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**

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board Education and Business Committee adopts the agenda of the April 19, 2017 Special Board Education and Business Committee meeting."*

CARRIED

3. **Business and Operations**

a. **2017-2018 Annual Budget Options**

The Secretary-Treasurer provided a reconciliation of the budget to date with options from Senior Staff based on what was heard at the Trustee Liaison meetings, the Advisory Committee and from the Public Survey. He presented a PowerPoint on the budget status to date and items suggested by Senior Staff to balance the 2017-2018 Annual Operating Budget.

Trustee Doman arrived at 4:07 pm.

Discussion ensued about the items proposed, including the following:

- Accessing a portion of the prior years surplus;
- The impact of the increase in international student fees;
- Rental income decrease due to reclaiming classrooms;
- A reduction in the average teacher salary;
- Exempt staff and Principal/Vice Principal compensation;
- Increase in technology funds to update the wireless network;
- Increase in Staff Development funding;
- Increase in Student Supports;
- Three additional positions in District and School Level Administration;
- Transfer of Trades positions from Capital Fund to Operating Fund;
- Upgrade of Operations and Custodial Equipment;
- Purchase of Student Furniture;
- Teacher Staffing Contingency;
- Clerical Adjustment for summer hours;
- Next Generation Network fees reduction;
- Community Link Fund allocation; and,
- Rollover of Distance Learning/Industry Trade Authority/Work Experience/Try-a-Trade

An item identified by the Board for contemplation is an increase in clerical supports in schools.

The Secretary-Treasurer then provided information to Trustees on the status of the Student Enhancement Fund deliberations. Senior Staff will have a space allocation plan ready for submission to the Ministry of Education on April 28th. The District can anticipate a total increase of approximately 52 teachers by September 2017. The Secretary-Treasurer advised Trustees that utilization of the Student Enhancement Fund Overhead and Operating expenditures will include absenteeism replacement costs for the new teachers, an additional custodian, and they would like to hire a District Principal of Student Services to track and report data to the Ministry to meet the monthly compliance requirement and well as provide supports for staff. Trustees discussed the proposed Overhead and Operating expenditures and debated the merits of an additional District Principal. They expressed concern about adequate levels of furniture and technology to meet the additional staffing.

4. **Adjournment**

a. **Motion to Adjourn**

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

CARRIED

The meeting adjourned at 5:28 pm.



SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Closed Board Meeting	May 2, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	May 2, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
DSAC Meeting	May 10, 10:00 am	Lake Cowichan School
Board Planning Session	May 11, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Advisory Committee Meeting	May 16, 4:30 pm	Inspire Room (Annex)
DPAC Meeting	May 18, 7:00 pm	Library, CSS James Street Campus
Board Education and Business Committee Meeting	May 23, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
BCPSEA Regional Meeting	May 30, 12:00 pm	Victoria, BC
Closed Board Meeting	June 6, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	June 6, 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 1st (7:00 pm)
- District Scholarship Judging - June 2nd (9:30 am) at LCS in Room 202
- Grad Walk-up - June 24th (12:30 pm) school gym
- Awards Ceremony - June 29th (daytime)

Chemainus Secondary:

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

Cowichan Secondary:

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

Frances Kelsey Secondary:

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

CVOLC/Alternate Ed:

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

Aboriginal Education:

- Aboriginal Grad Ceremony - June 16th (5:30-8:30 pm)

International Program

- International Program Celebration - June 5th (6:30-8:30 pm)

District Retirement Event / Year End BBQ

- District Retirement Reception - June 26th (5:00-7:30 pm) Cowichan Golf Club – by invitation
- Year End BBQ - June 20th (3:30-6:00 pm) **Quamichan Campus Field**

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

April 26, 2017

Ann Andersen

#824, 2885 Boys Road, Duncan, BC V9L 4Y9

Home phone 250-748-2075

e-mail: anneliza@shaw.ca

April 25, 2017

Board of Education
Cowichan Valley School District
2557 Beverly Street
Duncan, BC V9L 2X3

Dear Trustees

I have just read the minutes of the February 14, 2017 board of education meeting and bring an error to your attention.

Jerry Joyce, who died earlier this year, served as a trustee on the board from December, 1974 to May, 1985. The minutes erroneously report that he served from 1978 to 1985. Jerry took pride in the award, a ten-year pin, which he received from the BCSTA for his work as a trustee. You may be interested to learn that during his term he was the school district's representative on the Malaspina College Board.

As the minutes are now in the public domain and a matter of public record, I request that the correction be made publicly. It's important to his family that his service is accurately recorded.

Sincerely,

Ann Andersen