



Cowichan Valley School District

BOARD EDUCATION AND BUSINESS COMMITTEE MEETING

Tuesday, May 23, 2017

Held at 4:00 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 Education and Business Committee adopts the agenda of the May 23, 2017 Board Education and Business Committee meeting."

3. **Minutes**

- a. Minutes of the April 25, 2017 Board Education and Business Committee Meeting 3-5
"That the Board Education and Business Committee adopts the minutes of the April 25, 2017 Board Education and Business Committee Meeting."

4. **Action List**

- a. Action List 6

5. **Petitions and Delegations**

6. **Education**

- a. Framework for Student Learning 7-9

7. **Business and Operations**

- a. Portable Moves 10
- b. Classroom Enhancement Fund 11-16

8. **Policy**

- a. Policy 6510 - Sexual Orientation, Gender Identity and Gender Expression¹⁷⁻¹⁹
Administrative Procedure Implementation



Cowichan Valley School District

Board Education and Business Committee Meeting

May 23, 2017

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8. Policy	
b. Policy 3730 - Student Reporting - Communicating Student Progress	20
c. Draft Policy 1600 - Contingency Reserve	21
9. Adjournment	
a. Motion to Adjourn	
<i>"That there being no further business, the meeting be adjourned."</i>	

**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**

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.

ACTION LIST FOR BEBC MEETINGS

Description	Assigned To	Action	Disposition / Completion
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October 27, 2015

Board Communication Goals	Rod Allen	When the Strategic Planning process is ongoing that the Board communication goals be reviewed.	In progress
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January 24, 2017

Policy 3730 – Student Reporting – Communicating Student Progress	Rod Allen	Review Policy 3730 with advice from interested Trustees.	In progress
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BC's Framework For Enhancing Student Learning



- Consistent with the provincial *Mandate for the School System*
 - Broadens focus of previous framework
 - Brings coherence across all levels of the education system (student, school, district, and province)
- Plans will reflect local efforts to support each student and specific groups
- Aboriginal students
 - children in care
 - students with special needs
- Plans developed with local partners and in consideration of available evidence.
- The province and districts to report at least annually on overall results, as well as Aboriginal students, children in care, and students with special needs
 - Local flexibility, balanced with provincial consistency
- Better utilize existing structures (e.g., partner chapters, non-instructional days) and build new team-based supports to act on provincial and local priorities and needs (e.g., provincial team to support Aboriginal learners)

Framework for Enhancing Student Learning

District and School Plan Framework

“What does learning look like?”
“What does student success look like?”



LEARN
cowichan

Cowichan Valley School District

The SD79 Framework for Enhancing Student Learning reflects the commitment of everyone in the district to work together to continuously improve the quality of learning for each student. This framework articulates the process for creating district and school learning plans that foster personalized, engaged experiential learning through educational transformation. Our intention is to foster a growing coherence and alignment between and among all levels of district planning. It is our hope that this becomes increasingly connected to community planning.

We Value:

- Cultural diversity and perspectives
- Individual diversity and perspectives
- The whole child
- Inclusive Education
- Learner voice and agency
- Building on the strengths of our community
- Aboriginal World views

District And School Learning Plans

- Four year cycle – updated annually
- Once during each four-year cycle a larger appreciative inquiry will occur at the community level
- Focus on Intellectual, Human and Social, Career/Skills Development (From Ministry Framework)
- Ongoing engagement with students, parents, school staff and community
- Ongoing efforts to connect and strengthen coherence between SLP and DLP
- Inquiry based, collaborative, purposeful and responsive
- Forward thinking, sustainable and strategic

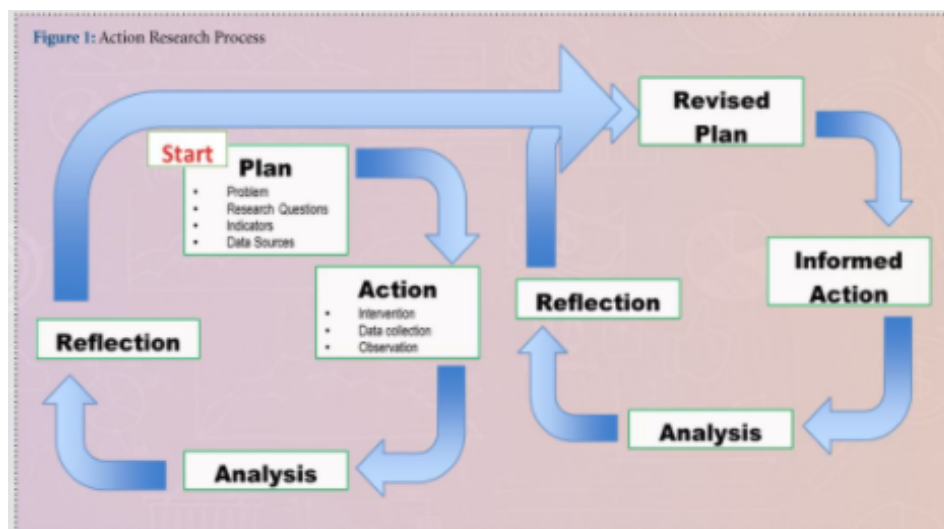
Evidence

- Focused on the learning needs of our students
- Reflects community context
- Strength based
- Quantitative and qualitative
- Multiple sources of evidence (student, school, district, community and Ministry)
- Promotes assessment for and as learning
- Specific evidence for Aboriginal learners, children in care and students with special needs



CYCLES

	DISTRICT LEARNING PLAN (DLP)	SCHOOL LEARNING PLAN (SLP)
Fall	Develop/Revise District Plan <ul style="list-style-type: none"> Review School Learning plans Review evidence Engage community Develop/revise DLP Post and share with Community (February) 	Implement School Learning Plans <ul style="list-style-type: none"> Confirm School Learning Plan Share with families and community partners Apply strategies Collect evidence Monitor and adapt
Winter/Spring	Implement District Learning Plan <ul style="list-style-type: none"> Apply strategies Collect evidence Monitor and adapt 	Develop/Revise District Plan <ul style="list-style-type: none"> Review District Learning Plan Review evidence Engage community Develop/revise DLP



SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**ANALYSIS OF PORTABLE MOVES FOR SEPTEMBER 2017****DRAFT AS AT MAY 18, 2017**

TO	School Board Office	Charles Hoey	Frances Kelsey	FROM Chemainus Elementary	Mill Bay Elementary	Bench Elementary	Palsson Elementary	Total units TO sites
Discovery Elementary	1	1						2
Cowichan Secondary - James Street	1		2	1				4
Cowichan Secondary - Quamichan					3			3
Drinkwater Elementary	1			1		1		3
Crofton Elementary							1	1
Total Units FROM sites	3	1	2	2	3	1	1	13

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SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**SUMMARY OF BILL 28 SUBMISSION****CLASSROOM ENHANCEMENT FUND**

	(A) TARGET	(B) BLOCK	(C) (A - B) CEF	(D) POTENTIAL REMEDIES
ELEMENTARY:				
Alex Aitken Elementary	11.88	10.80	1.08	
Alexander Elementary	15.12	11.88	3.24	2
Bench Elementary	18.36	17.28	1.08	
Chemainus Elementary	17.28	12.96	4.32	4
Ecole Cobble Hill	17.28	16.20	1.08	
Crofton Elementary	9.72	8.64	1.08	5
Discovery Elementary	19.44	16.20	3.24	2
Drinkwater Elementary	21.60	17.28	4.32	
George Bonner Elementary	20.52	16.20	4.32	3
Khowhemun Elementary	14.04	10.80	3.24	3
Lake Cowichan School (4-7)	6.48	5.40	1.08	6
Maple Bay Elementary	15.12	15.12	-	
Ecole Mount Prevost	20.52	19.44	1.08	
Palsson Elementary	7.56	6.48	1.08	1
Tensor Elementary	15.12	11.88	3.24	6
Thetis Elementary	1.00	1.00	-	
SUBTOTAL ELEMENTARY	231.04	197.56	33.48	32
NON-ENROLLING:				
Teacher Librarians	13.70	9.90	3.80	
Counselling	11.00	10.20	0.80	
Learning Assistance	15.30	15.30	-	
Special Education	22.30	38.10	(15.80)	
English Second Language	5.00	4.80	0.20	
SUBTOTAL NON-ENROLLING	67.30	78.30	(11.00)	
Add back Special Education Surplus		(15.80)	15.80	
SUBMITTED FOR FUNDING NON-ENROLLING	67.30	62.50	4.80	
TOTAL SUBMISSION #1			38.28	32
SECONDARY:				
Chemainus Secondary	12.00	9.92	2.08	32
Cowichan Secondary	64.05	53.00	11.05	24
Frances Kelsey Secondary	42.20	32.16	10.04	48
Lake Cowichan School (8-12)	8.48	7.00	1.48	48
CVOLC	12.69	12.69	-	
SUBTOTAL SECONDARY	139.41	114.77	24.65	152
TOTAL SUBMISSION #2			24.65	152
TOTAL DISTRICT SUBMISSION			62.93	184

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School District #	79
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← Enter your School District Number

Notional CEF 2017/18 Compensation Funding	8,420,704
Notional CEF 2017/18 Overhead Funding	409,495
Total Notional CEF 2017/18 Funding	8,830,199

Average Cost of a Teacher FTE	79,346	← District Entered
Average Cost of Teacher Benefits	19,705	← District Entered
Total Cost of a Teacher FTE	99,051	

Average Cost of an EA per hour	29	← District Entered
Average Cost of EA Benefits per hour	7	← District Entered
Total Cost of a EA per hour	36	

	Estimated Cost	Enrolling FTE	Non-Enrolling FTE
Total CEF Hiring	3,791,672	33	5

Notional CEF 2017/18 Compensation Funding	8,420,704	
TEF Funding Unspent as at June 30, 2017	-	← District Entered
PM Funding Unspent as at June 30, 2017	-	← District Entered
Total compensation funding to be applied to CEF Initiatives in 2017/18	8,420,704	

Estimated cost of Teachers hired through CEF	3,791,672
Estimated Cost of forecast remedies	102,400
Total Additional Cost	3,894,072
Surplus / (Deficit)	4,526,632

LIF - Support Staff 2017/18 Funding	290,372
Average cost of new EAs	290,369
Surplus / (Deficit)	3

District Level Data

(6)

	T/L	T/C	LAT	SPED	ESL	District Entered	District Entered	Other
(1) Number of Student FTE	7625.0	7625.0	7625.0	7625.0	366.0			
(2) Target District Ratio	559	693	504	342	74			
Target Number of Teacher FTE	13.6	11.0	15.1	22.3	4.9	0.0	0.0	
Number of Teacher FTE								
(3) # of Teacher FTE hired through Block funding	9.9	10.2	15.3	38.1	4.8			
(4) # of Teacher FTE hired through CEF	3.8	0.8	0.0	0.0	0.2			
Total Teacher FTE for 2017/18 SY	13.7	11.0	15.3	38.1	5.0	0.0	0.0	0.0
(5) Difference	0.0	(0.0)	16.0			0.0	0.0	0.0

- (1) Enter the number of students that count against the ratios. **Exclude international students.**
- (2) Enter the target ratio for your district
- (3) Include all unionized Teacher FTE hired through Block funding
- (4) Enter the number of non-enrolling Teacher FTE you plan to hire in the 2017/18 SY using The Education Fund portion of CEF
- (5) Note that as per the MoA, LAT, SPED and ESL teachers may be combined into one category. Positive numbers indicate teachers over and above those required to meet the ratios
- (6) Other non-enrolled teachers that do not count towards the five categories

Summarize data for one school in your district on each sheet
Add extra lines where necessary for classes with different limits
Add notes or comments where they are needed to explain your entries

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Classroom Enhancement Fund

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School District #	79
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← Enter your School District Number

Notional CEF 2017/18 Compensation Funding	8,420,704
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Average Cost of a Teacher FTE	79,346	← District Entered
Average Cost of Teacher Benefits	19,705	← District Entered
Total Cost of a Teacher FTE	99,051	

Average Cost of an EA per hour		← District Entered
Average Cost of EA Benefits per hour		← District Entered
Total Cost of a EA per hour	-	

	Estimated Cost	Enrolling FTE	Non-Enrolling FTE
Total CEF Hiring	2,441,310	25	-

Notional CEF 2017/18 Compensation Funding	8,420,704	
TEF Funding Unspent as at June 30, 2017	-	← District Entered
PM Funding Unspent as at June 30, 2017	-	← District Entered
Total compensation funding to be applied to CEF Initiatives in 2017/18	8,420,704	

Estimated cost of Teachers hired through CEF	2,441,310
Estimated Cost of forecast remedies	486,400
Total Additional Cost	2,927,710
Surplus / (Deficit)	5,492,994

LIF - Support Staff 2017/18 Funding	290,372
Average cost of new EAs	-
Surplus / (Deficit)	290,372

Summarize data for one school in your district on each sheet
Add extra lines where necessary for classes with different limits
Add notes or comments where they are needed to explain your entries

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Classroom Enhancement Fund

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Cowichan Valley School District

Approved: October 22, 2015

POLICY 6510 - SEXUAL ORIENTATION, GENDER IDENTITY AND GENDER EXPRESSION

ADMINISTRATIVE PROCEDURES

The Cowichan Valley School District is committed to establishing and maintaining a safe, inclusive and welcoming environment for all students and their families, employees and volunteers including those who identify as or are perceived to be lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning their sexual orientation, gender identity or gender expression (LGBTQ.) This environment is to be free of discrimination, harassment and intimidation.

1. Glossary – see appendix.
2. Safe, Inclusive and Welcoming Environment Free of Harassment
 - a. The District is committed to operating in such a way that a person is unlikely to be exposed to hatred or contempt because of that person's sex or sexual orientation, among other things.
 - b. The District will not discriminate against or deny service to a person because of sex or sexual orientation, among other things, without a bona fide and reasonable justification.
 - c. The District is committed to providing an environment where bullying and harassment are not acceptable or tolerated.
 - d. The District will introduce supports for LGBTQ students and reach out to those who have dropped out.
 - e. The District will assist a student who is transitioning to develop a transition plan addressing items such as safety, and choice of washrooms and change rooms usage.
 - f. The District will permit and encourage the formation of Gay-Straight Alliances in schools.
 - g. The District will encourage library staff to include age appropriate LGBTQ resources in library collections.

Policy 6510 – Sexual Orientation, Gender Identity and Gender Expression
Administrative Procedures

- h. The District will encourage each school to identify a supportive adult for LGBTQ students.
 - i. Schools will welcome students' families into the school community, including opportunities to volunteer in a manner consistent with other families, where one or more of the family members have identified as LGBTQ.
 - j. An individual's prospect of employment with the District or an individual's status or opportunities as an employee of the District will not be affected by their identity as LGBTQ.
- 3. Staff Development.
 - a. The District will encourage all staff to participate in learning opportunities regarding LGBTQ issues.
 - b. The District will make age-appropriate LGBTQ material available for staff to incorporate into their practice.
- 4. Non-disclosure - LGBTQ individuals

The District recognizes that an individual's gender identity is their personal information and the District commits to respect the confidentiality of that information and the privacy of the individual, subject to legal obligations of disclosure.

 - a. LGBTQ Students
 - i. The school will not disclose a student's identity as an LGBTQ individual to anyone, including the student's parents or guardians, without that student's consent, subject to legal obligations of disclosure.
 - ii. The school will use the student's legal name and gender on the permanent record and, if the student requests, any other name they wish to be recorded on the permanent record.
 - iii. The onus is on the student or the student's parent or guardian to notify the school of a change of legal name or gender and provide copies of government-issued identification reflecting that change.
 - iv. The school will consult with the student about their preference for name and gender on school records, including communications that may be sent to the student's home and will respect their choice.
 - b. LGBTQ Employees
 - i. The employer will not disclose an employee's identity as an LGBTQ individual without that employee's consent, subject to legal obligations of disclosure.
 - ii. The employer will use an employee's legal name on all official records. The onus is on the employee to notify the employer of a change of legal name or gender and provide copies of government-issued identification reflecting that change.

Policy 6510 – Sexual Orientation, Gender Identity and Gender Expression
Administrative Procedures

- iii. The employer will use an employee's chosen name and gender unless otherwise required on official records.
- c. LGBTQ Volunteers in Schools and School Sanctioned Events
 - i. The school will not collect information about a volunteer's identity as an LGBTQ individual.
 - ii. The school will disregard information it inadvertently receives concerning a volunteer's identity as an LGBTQ individual.
- 5. Restrooms and Change Rooms
 - a. The District will, where reasonably practical, ensure that each school or other district facility has at least one gender-neutral restroom available for any individual's use, whether or not they have identified as LGBTQ.
 - b. Where change rooms are provided in a school for student use or in any school or other district facility for employee use, the District will, where reasonably practical, ensure that alternatives to gender segregated change rooms are provided for any individual's use, whether or not they have identified as LGBTQ.
- 6. The Superintendent of Schools will review this Administrative Procedure annually.

Rod Allen
Superintendent of Schools
October 22, 2015

DRAFT

Policy 3730

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

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 unknown 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