



Cowichan Valley School District

OPEN BOARD MEETING

Tuesday, November 1, 2016

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

AGENDA

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1. Call to Order

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

2. Adoption of Agenda

a. Motion to Adopt Agenda

"That the Board of Education adopts the agenda of the November 1, 2016 Open Board Meeting."

3. Minutes

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

4-8

"That the Board of Education adopts the minutes of the October 4, 2016 Open Board Meeting."

4. Recognition and Delegations

a. Introduction of Land Based Program

5. Report of Closed Meeting

6. Old Business

a. Action List

9-10

b. Trustee Retreat

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c. Strategic Priorities Plan

7. Superintendent of Schools

7.1. Personnel

7.2. For Board Information



- 7.2. For Board Information**
 - a. District Update
 - b. November 4, 2016 Non-Instructional Day
- 7.3. For Board Action**
- 8. Secretary - Treasurer**
 - 8.1. Personnel**
 - 8.2. For Board Information**
 - a. Ecole Cobble Hill Waste Water Treatment Plant Update
 - b. Five-Year Capital Plan Submission 12-13
 - 8.3. For Board Action**
- 9. Committees and Outside Organizations**
 - a. Minutes of the September 15, 2016 DPAC Meeting 14-17
"That the Board of Education receives the minutes of the September 15, 2016 DPAC Meeting."
 - b. Minutes of the September 27, 2016 Board Education and Business Committee Meeting 18-20
"That the Board of Education receives the minutes of the September 27, 2016 Board Education and Business Committee Meeting."
 - c. Highlights from the October 12, 2016 DSAC Meeting 21
"That the Board of Education receives the Highlights of the October 12, 2016 DSAC Meeting."
 - d. Summary of the October 18, 2016 Advisory Committee Meeting 22-24
"That the Board of Education receives the Summary of the October 18, 2016 Advisory Committee Meeting."
 - e. Recommendation from the October 25, 2016 Board Education and Business Committee Meeting 25
"That the Board of Education adopts Policy 2400 - The National Flag as amended."
 - f. Report from the October 28 - 29, 2016 BCSTA Provincial Council Meeting
- 10. Upcoming Meetings and Events**
 - a. Schedule of upcoming meetings and events 26
 - b. Schedule of Winter Events 27



Cowichan Valley School District

Open Board Meeting

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11. Correspondence

12. New Business

- a. Minister of Education's Visit
- b. Remembrance Day - Trustee Participation
- c. Duncan Primary Disposal Public Meeting Date

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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, OCTOBER 4, 2016 AT 4:30 PM IN THE BOARDROOM**

PRESENT: Trustee Barb de Groot, Vice-Chair
Trustees Elizabeth Croft, Randy Doman, Rob Hutchins, Cathy
Schmidt
Rod Allen, Superintendent
Sheryl Koers, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer
Monroe Grobe, Director of Operations

Gina Kueber, Recording Secretary

APOLOGIES: Trustees Candace Spilsbury and Joe Thorne
Jason Sandquist, Assistant Secretary-Treasurer
Debbie Mah, Assistant Superintendent

1. **Call to Order**

Trustee de Groot 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.

Moved by Trustee de Groot seconded by Trustee Schmidt *"That the Board of Education designates the Assistant Secretary-Treasurer, Karen Blow, to perform the duties of the Secretary-Treasurer at the Open Board Meeting of October 4, 2016."*

CARRIED

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

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

CARRIED

3. **Minutes**

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

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

CARRIED

b. **Minutes of the September 27, 2016 Special Open Board Meeting**

Moved by Trustee Croft seconded by Trustee Doman *"That the Board of Education adopts the minutes of the September 27, 2016 Special Open Board Meeting."*

CARRIED

4. **Recognition and Delegations**

5. **Report of Closed Meeting**

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

6. **Old Business**

a. **Action List**

The Action List was reviewed.

b. **World Teacher Day**

Trustee de Groot thanked all teachers for everything they do for kids in the schools - "You put kids first every day".

c. **Next Steps - Area Issue**

The Superintendent advised that the amount of drug paraphernalia on the School Board Office and Cowichan Secondary School properties has dropped significantly over the past month and he is confident that students are safe when travelling between Cowichan Campus and Quamichan Campus. Trustee de Groot shared concern about the amount of at-risk youth who are not attending school and would like to meet with community partners to look for solutions.

"That the Board of Education requests staff to contact various community partners to meet re the homeless issue and that the purpose be to develop a system to help these people and to move forward. The community partners could and should include the City of Duncan, Municipality of North Cowichan, Cowichan Valley Regional District, Ministry of Children and Families, the RCMP and Warmland House and any other community organizations that we feel shall be involved."

CARRIED

d. **Conference Attendance**

Trustees discussed attendance at upcoming conferences and whether a policy statement would assist in guiding decisions on conference participation.

Moved by Trustee Hutchins seconded by Trustee Croft *"That the Board of Education develop a policy statement on Trustee Attendance at Conferences and add the statement to Policy 1001: Role of the Board, No. 7: Board Development."*

CARRIED

7. **Superintendent of Schools**

7.1 **Personnel**

7.2 **For Board Information**

a. District Update

The Superintendent reported on the following activities around the district:

- Cops for Cancer - Tour de Rock
- Peace Parade
- Orange Shirt Day
- Great BC ShakeOut Drill
- Ecole Cobble Hill Elementary Performance at Government House
- George Bonner Elementary Garden House Foundation charity book sale
- CVOLC Creative Writing Contest Winner

b. September Enrolment - Teacher and Education Assistant Hiring

The Superintendent advised Trustees that to date student enrolment has increased to over 7,600 students, up approximately 200 students from the previous year. The most growth was realized in Kindergarten and grade 3 registrations. This has resulted in hiring 10 new teachers, additional time added to some Student Support Services positions and to a Career Coordinator position. The District is also in the process of hiring a number of new Education Assistants to meet the needs of students.

c. Meeting with Minister Bernier

The Superintendent reported that the Board Chair and Senior District Staff were invited by the Municipality of North Cowichan to join them in a meeting with the Minister of Education to present their rationale on building a new Cowichan Secondary School. Following that meeting, they met with the Minister of Aboriginal Affairs and Reconciliation to inform him about district programming for Aboriginal students and how it could be incorporated into a new high school.

d. Louisiana Department of Education delegation November 14 - 16

The Superintendent attended a summer meeting of the Aspen Institute, an education think tank based in Washington, DC. While there, he met with educators from Louisiana, who are sending a delegation of 6 - 8 superintendents and principals to our district to observe the success and world-renowned quality of our teachers and BC school system.

7.3 **For Board Action**

8. **Secretary - Treasurer**

8.1 **Personnel**

8.2 **For Board Information**

a. Charitable Donation Branding

The Assistant Secretary-Treasurer reviewed the Briefing Note on Charitable Donation Branding, confirming that the School District has charitable donation status and outlining plans for developing an online donation application for our website.

b. Transportation Department Update

The Director of Operations advised that with the removal of bus fees, registrations are currently at 3,142 students (2,896 students in 2015-2016) and he is projecting 3,300 - 3,400 student since registration is complete. The current bus fleet is managing the task of transporting the additional students and staff are prepared to adjust routes would there be overloads. Two new replacement buses have been ordered and are expected to arrive shortly.

8.3 **For Board Action**

9. **Committees and Outside Organizations**

a. Minutes of the May 19, 2016 DPAC Meeting

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board of Education receives the minutes of the May 19, 2016 DPAC Meeting."*

CARRIED

b. Minutes of the June 21, 2016 Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Schmidt *"That the Board of Education receives the minutes of the June 21, 2016 Board Education and Business Committee Meeting."*

CARRIED

c. Recommendations from the September 27, 2016 Board Education and Business Committee Meeting

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board of Education delete policies outlined in the 2016 Policy Manual Review - Schedule A - Deletions".*

CARRIED

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education forwards policies outlined in the 2016 Policy Manual Review - Schedule B - Revision Needed to staff for revision and then forward the revised policies to the Advisory Committee for review."*

CARRIED

d. VISTA Fall Conference Report

Trustee de Groot noted that a report on the September 30 - October 1, 2016 VISTA conference was forwarded to Trustees.

10. **Upcoming Meetings and Events**

a. Schedule of upcoming meetings and events

The Schedule of Upcoming Meetings and Events was reviewed. The Board Planning Session is scheduled for October 20, 2016.

11. **Correspondence**

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education receive and file the following correspondence:*

a. *Correspondence from the Ministry of Education re Transportation Funding Approval."*

CARRIED

12. **New Business**

13. **Question Period**

14. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 5:18 pm.

Candace Spilsbury, Chair

Jason Sandquist, Secretary-Treasurer

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
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June 7, 2016

Superintendent Assessment	Candace Spilsbury	Review the BCSTA/BCSSA Superintendent review process once it is developed and consider for suitability by March 2017. If not suitable then consider an alternative process.	In progress
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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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September 6, 2016

Duncan Primary Facility Disposal Process	Jason Sandquist	Waive the requirement to consult for a duration of eight months as set out in Policy 2230 – Disposal of Land and Improvements and begin the public consultation on the disposal of Duncan Primary School.	In progress
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October 4, 2016

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

Description	Assigned To	Action	Disposition / Completion
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October 4, 2016, continued

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

**Board Self-Evaluation Summary
October, 2016**

The Board has completed the BCSTA self-evaluation process consisting of answering 100 survey questions and a facilitated retreat to analyze the data.

The results of the self-evaluation showed that our governance board is operating at a positive, effective level. There were several topics that the Board discussed on moving forward; key topics for the future are:

- Completing a plan for strategic direction.
- Building on the Strategic Priorities Plan (SPP) to create and communicate our SPP as a model for community engagement.
- Have further clarity on roles of Trustees, Chair and Superintendent.
- Ensuring Senior Staff performance evaluation.
- Supporting Trustee professional learning.
- Superintendent providing information to the Board.
- Developing a Succession Plan.

Respectfully submitted,

Candace Spilsbury,
Board Chair



October 25, 2016

Ref: 190993

Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Board of Education
School District No. 79 (Cowichan Valley)
Email: rallen@sd79.bc.ca, jsandqui@sd79.bc.ca

Dear Mr. Allen and Mr. Sandquist:

Thank you for your Five-Year Capital Plan Submission received by September 30, 2016.

The Ministry is in the process of reviewing all sixty school districts' submissions to inform the development of our 2017/18 Capital Plan as well as our longer term notional Capital Plan.

The work that you and your staff undertook to identify the priorities for capital investments in each of our capital programs is essential to helping us assess the needs across all school districts and to determine how best to allocate our capital funding.

I wanted to share the timing of next steps with you in our capital planning and funding approval process. Between now and the end of the calendar year, we will be closely assessing all submissions. Our goal is to be prepared to seek priority project funding as part of government's overall fiscal planning in the spring of 2017. Government will consider our request as part of its overall planning and budget building process; which is typically tabled each March on "budget day".

As soon as priority project funding is confirmed, we will provide each school district with a Capital Plan response letter indicating which projects have been approved to proceed to the next stage of development or delivery. This will enable school districts to maximize the construction season for those projects that will be proceeding to construction in the summer of 2017.

We also intend to release our 2017 Capital Plan Instructions in the spring of 2017 with submissions due at the end of June 2017. This timing better reflects the input from many school districts and allows our staff to meet with their client districts during the summer to ensure a thorough understanding of the priorities prior to building our next Capital Plan.

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**Ministry of
Education**

Capital Division

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

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

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Should you have any questions, please do not hesitate to contact me by email at Rachelle.Ray@gov.bc.ca or by phone at (778) 677-6219.

A full listing of Capital Division staff and contact information can be located on our website at:

<http://www2.gov.bc.ca/assets/gov/education/administration/resource-management/capital-planning/capital-division-contact-list.pdf>

Sincerely,



Rachelle Ray, Regional Director
Capital Delivery Branch



COWICHAN VALLEY DISTRICT PAC

Minutes September 15, 2016

Cowichan Secondary School, Cowichan Campus (James St) Library

1. In Attendance

Voting Attendees

Christine Heal Frances Kelsey Secondary
Sonia Clarke Ecole Cobble Hill Elementary
Caroline Kirman Cowichan Secondary
Carmen Sundstrom Drinkwater Elementary

Non-Voting Attendees

Rod Allen – Superintendent
Cathy Schmidt – Trustee
Jason Sandquist – Secretary Treasurer

2. Adopt Agenda

1. Approve Previous Minutes May 19, 2016
Motion CK, SC

4. Old Business

4.1 Parent Education – (ERASE program /Anti-bullying strategies)

4.1.1 Follow up on whether Theresa Campbell is still willing to come into the district to run a peer led social media/anti bullying workshop. Superintendent to enquire.

4.1.2 Shelly Moore will be providing a workshop on Inclusion for the May Pro D in the District. DPAC suggest that additional funds could be made available to piggy back onto her presentation by offering a parent element in the evening. DPAC to liaise with District Staff.

4.1.3 DPAC will continue to support PACs who bring speakers into their schools if they make the opportunity available to all district parents.

5. Reports

5.1 Chair Report– Carmen Sundstrom

Quiet summer. Belinda Waller who has served as the DPAC Treasurer for the past two years has moved out of the District and has resigned from the position, although she is willing to assist in the interim until a new treasurer is elected at the DPAC AGM in November.

5.2 SD79 Administration – Superintendent Rod Allen

5.2.1 Student Enrolment

A busy start to the new school year with approximately 7500 FTE students in the district. This is an increase of 200 over last year and not an increase that was totally anticipated.

80 of the additional students are in south end, mostly in K-3 elementary grades. This has resulted in a number of elementary schools requiring additional staffing. Both Ecole Cobble Hill and Bench Elementary are now at building capacity.

There was an increase of 45 in the north end, numbers remained static at in Lake Cowichan and the remainder were in central zone, including a significant number at CSS which required 2 new teachers. Maple Bay Elementary and Alex Aitken Elementary schools are also at capacity and the district is exploring the possibility of adding modular classrooms where possible.

The increase in enrolment is good news now the District is out of funding protection. Last year 150 new students arrived but there was no extra funding as the District was in funding protection, but each of the new 200 FTE each will come with \$7200. To fill the additional teaching positions required the District has initially recruited from within the recall list, and have now started posting outside the District.

The International Program has also seen an increase of students at 225 FTE up from 190 last year. Asked whether this impacts local student choice the Superintendent stated that the income from the program bought 6 teachers over and above what was required to teach those international students. Additionally \$1.8M goes into host families and the local economy. Most students are at the secondary level but there are some elementary students, but they are required to have a parent living in the community with them. In addition, the Summer International programs employ more teachers through the summer.

5.2.2 Project Identification Report (PIR)

The Board of Education have now committed to one PIR for a new build in the District. This is the replacement of Cowichan Secondary School on a single site for a student population of 1500.

The Secretary Treasurer, Jason Sandquist and the Superintendent Rod Allen have been in contact with the Capital Division of the Min of Ed. They were advised on the new system of and how to put the best case forward. There is now a requirement to put forward a financial plan, looking over a 40-year time frame.

After the earthquakes in Japan there has been a Provincial reassessment of seismic requirements. CSS now requires \$27M of seismic upgrades which is now a considerable proportion of the replacement cost, which would be \$52M to replace the existing 1000 capacity school, or the \$62M to replace the school for a 1500 student capacity.

The option of a 1500 student capacity on the new site which has already been purchased and is being financed by the Min of Ed Capital Division would allow for a number of sites to be sold off to bring in additional funding. Alexander Elementary students could be moved into

Quamichan site; the Board offices could be moved allowing that site to be sold off. The Trades program at Koksilah could also be moved allowing that site to be sold off.

Min of Ed have been helpful, and there is a good working relationship with the local municipalities and VIU. This is all seen as very positive, and the District will be submitting the updated PIR by the end of September.

5.2.3. Student Safety - Homelessness

There has been a very high profile local increase of homelessness, drug acquisition, drug paraphernalia including needles, in the triangle between CSS James St Campus, CSS Quamichan Campus & the Board Offices and the area of fast food restaurants. This is not a new problem, but it is a concern that many youth and females are in this group, and it does not seem to be just a homeless issue, its more looking like a drug use group. It seems a concentration of people have been living in and around the dyke area over the summer when the schools were not in session.

CSS courtyard is now fenced. Steps have been taken to ensure that no drug paraphernalia is left on school property, with community policing stepped up, and the District having grounds staff and school administration picking up items prior to the start of school. Two SD noon day supervisors have been employed full time to guide students walking between the two CSS campuses.

The District wants to ensure students are safe. More community involvement is required, and lots of groups are compassionately involved but no one is taking the lead so SD has decided to take the lead. They will continue to monitor, will likely keep a noon hour supervisor between CSS campuses through lunch times.

5.2.3 Water Lead Testing

All schools have been tested for lead under Vancouver Island Health recommendation, non were of concern.

5.3 Treasurer Report– Carmen stood in for Belinda

A run down of finances was delivered and are attached.

SD requested assistance of DPAC as Alexander PAC has disbanded but there is currently money in an Island Savings account for which they cannot gain access. It is a shame that this school does not have a functioning Pac and is therefore missing out on gaming funds for each student. DPAC will approach BCCPAC to see if this situation can be rectified.

5.4 School Board Trustee – Cathy Schmidt

5.4.1 School District Policies

Board of Education Business Committee have revamped the SD Policy manual. They have determined that a number of existing policies should actually be administrative procedures rather than policies.

5.4.2. Transportation Funding.

With the news of additional funding available to districts only if they discontinue charging bussing fees, the Board chose to take the additional funding although this will actually result in \$40K less funding for the District in comparison to money gained from charging bussing fees. This did result in an increase of students being enrolled for bussing and the District hope to be able to accommodate all these additional requests without needing to put on additional buses. Board policy that states need to register by 31 May so if buses are at capacity there is that fall back position. Haven't needed to put on extra buses or increase transportation budget to date.

The District hope this is ongoing transportation funding from Ministry. The cost of District bussing is \$2.2M per year. The District has decided to discontinue bussing fees this year and will review next year.

6. New Business

6.1 DPAC AGM - November 17th meeting – All Executive positions will be voted in. Nomination forms available.

Discussed the low turn-out at this meeting, probably due to closeness to the beginning of the year, and some PACs have not met yet.

6.2 New PAC contact information

All PACs are encouraged to inform DPAC of their new Executives and DPAC Reps and attend the monthly DPAC meeting held the 3rd Thursday of each month at the CSS James St library. Childminding and refreshments are provided.

7. Adjournment.

Next Meeting October 20th, 2016 at 7pm, Cowichan Secondary School, Cowichan Campus Library

**MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE MEETING OF
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
HELD ON TUESDAY, SEPTEMBER 27, 2016 AT 4:00 PM IN THE BOARDROOM**

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

Gina Kueber, Recording Secretary

IN ATTENDANCE: Deron Freer, Collins Barrow Victoria Ltd.
Todd Troyer, Collins Barrow Victoria Ltd.

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 de Groot seconded by Trustee Doman *"That the Board Education and Business Committee adopts the agenda of the September 27, 2016 Board Education and Business Committee meeting."*

CARRIED

3. **Minutes**

a. **Minutes of the June 21, 2016 Board Education and Business Committee Meeting**

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board Education and Business Committee adopts the minutes of the June 21, 2016 Board Education and Business Committee Meeting."*

CARRIED

4. **Auditor's Report**

a. **Presentation of Audited Financial Statements 2015-2016**

The Secretary-Treasurer introduced Auditors Deron Freer and Todd Troyer of Collins Barrow Victoria Ltd. and invited them to present the audited financial statements. The Auditors reviewed the financial statements and advised that in 2015-2016 the district achieved financial results close to budget, finishing the year with a surplus of \$816,000.

The Auditors thanked district management staff for their cooperation and professional approach during the audit. The Secretary-Treasurer thanked the auditors for their summary of the fiscal year.

Deron Freer and Todd Troyer departed at 4:18 pm.

5. **Action List**

a. Action List

The Action List was reviewed.

6. **Petitions and Delegations**

7. **Education**

The Superintendent advised that students from Ecole Cobble Hill performed their award winning song for the Duke and Duchess of Cambridge, the Governor General and the Lieutenant-Governor at Government House on September 26, 2016.

a. District Strategic Priorities

The Superintendent distributed a copy of the draft District Strategic Priorities plan. Trustees discussed minor changes including the removal of references to fees under the transportation section and the co-construction of enhancement agreements with First Nations. The Ministry of Education has removed its support for the enhancement agreement process. Trustees reiterated their commitment to meet with all local First Nations groups.

8. **Business and Operations**

9. **Policy**

a. Policy Review

Trustee Schmidt advised that a review of the School District 79 Policy Manual has been completed for Board of Education review.

Moved by Trustee Schmidt seconded by Trustee de Groot *"That the Board Education and Business Committee recommends that the Board of Education delete policies outlined in the 2016 Policy Manual Review - Schedule A - Deletions."*

CARRIED

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board Education and Business Committee recommends that the Board of Education forwards policies outlined in the 2016 Policy Manual Review - Schedule B - Revision Needed to staff for revision and then forward the revised policies to the Advisory Committee for review."*

CARRIED

10. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 4:41 pm.

Highlights from the Minutes of the October 12, 2016 District Student Advisory Committee (DSAC) Meeting:

DSAC held its first meeting of the school year on October 12, 2016. Following introductions there were elections for positions of Chair, Vice-Chair and Secretary.

The newly elected chair reviewed the mandate of DSAC and the meeting schedule for the year.

Items discussed at the meeting included the DSAC Backpack Project, Student Art in District Offices, Compassion Week Campaign, the Duncan Rotary student of the month program, and DSAC reps for Advisory Committee. The Superintendent discussed student voice vs agency.

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

- FKSS – Thanksgiving food drive, Kelsey Cancer Campaign, Student Parliament elections.
- CVOLC – Bottle drive to raise money for Tour de Rock, workshop on body and media images, Halloween haunted house at CVOLC again this year.
- LCS – Terry Fox Run, Tour de Rock visit, Leadership class planning a Halloween fashion show and seed fundraiser.
- CHSS – Terry Fox Run with a pie toss fundraiser, Learning Lab this year – students working on a project they are passionate about and then will have a showcase.
- CSS (James St) – Assembled Leadership group and Grad Council, Terry Fox Run.
- CSS (Quamichan) – Terry Fox Run, Debate Club, Chess Club and sports starting, Fall dance with teddy bear fundraiser.

The next DSAC meeting will be Wednesday, November 9th 10:00 a.m. at Cowichan Secondary - James Street Campus.

**MINUTES OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, OCTOBER 18, 2016 AT 4:00 PM IN THE INSPIRE ROOM**

PRESENT:

Trustee Cathy Schmidt, Chair
Trustees Barb de Groot, Elizabeth Croft, Randy Doman, Rob
Hutchins, Candace Spilsbury, Joe Thorne
Rod Allen, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Assistant Superintendent
Monroe Grobe, Director of Operations
Denise Augustine, District Principal of Aboriginal Education
Chris Rolls, LCTA
Erica Roberts, CDTA
Charlie Coleman, CVP/VPA
Karen Petersen, CVP/VPA
Hanne Deener, DSAC

Gina Kueber, Recording Secretary

APOLOGIES:

Debbie Mah, Assistant Superintendent
Karen Blow, Assistant Secretary-Treasurer
Tara Brooks, CUPE
Carmen Sundstrom, DPAC
Aaron Henry, USW

1. **Call to Order**

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

2. **Check-In**

- a. Charlie Coleman reported that secondary schools have had a busy September, with balancing classes, accommodating increased enrolment and 1701 preparation. Schools are happy to have more staffing and sports and performing arts activities have begun.

Karen Petersen noted that elementary schools are settled and now focussing on the work of supporting kids. She commended CUPE for doing an excellent job of filling in where needed and to teachers for supporting the students. Some schools are reporting an increase in primary enrolment. She advised that teachers are doing cool things with kids and connections to the community are happening.

Hanne Deene advised that students are getting settled back into school. DSAC held their first meeting in Wednesday, under the leadership of Pierce Jones, Chair, herself as Vice-Chair and Sadie Grandmason as Secretary. They will be focussing on the backpack project, trying to branch out into a newsletter and establishing a goal for the year.

Chris Rolls reported that she is hearing that teachers are frustrated, overwhelmed and scrambling and that the BCTF Health & Wellness program will be well used this year.

Erica Roberts noted that teachers hit the ground running. With the growth in Kindergarten to Grade 3 areas, there is a lot of student need and teachers at those levels feeling overwhelmed. The new curriculum is beginning roll out and is great, but tough for some teachers to wrap their minds around. As well, there is a new reporting format for teachers that choose to do it.

The Superintendent acknowledged the busy start to the year. Unexpected growth is great, particularly as the District is coming out of funding protection so is able to manage the increase differently. The growth did stress the school system and he would like to have conversations about how to manage new registrations differently next year, possibly enrolling students in the summer months. Practices are being rethought now that the District is post-funding protection.

Trustee Spilsbury noted that the Superintendent had given the major good news - new teachers and EA staff going into schools. She is pleased that the budgeting process and increased enrolment are moving the District in a different direction. Trustees attended schools on World Teachers' Day and brought chocolate to the staff. She reiterated that staffs are appreciated and she knows that they are making a difference in the lives of kids. Trustee Spilsbury affirmed that the Board is as committed to the kids of the community as staff are. The Board is working on their Board Strategic Priorities Plan and expect to have the completed document soon.

3. **Old Business**

4. **New Business**

a. **Student Enrolment**

The Superintendent advised that to date, the District has increased by 191 FTE students over last year, with a lot of growth in elementary. As well, identification of students requiring extra supports has increased significantly. The Secretary-Treasurer likened the increase in students to a small elementary school and expressed his pleasure at seeing enrolment increasing. He will bring a budget update to the October 25, 2016 Board Education and Business Committee meeting.

b. **Policy 2400 - The National Flag**

Trustee Schmidt requested feedback on Policy 2400 - The National Flag. Advisory Committee members recommended that the requirement to raise and lower the flag every day should be removed as it is not practice, that the policy should be more general in nature and have an emphasis on a flag being in good condition. It was noted that Federal guidelines are in place for displaying the national flag. Respect for the flag and its symbolism is to be emphasized.

c. Cowichan Secondary School Project Identification Report

The Secretary-Treasurer gave an overview of the proposal given to the Minister of Education for replacing Cowichan Secondary School. Given the seismic upgrades that the school requires, and looking from a long-term perspective, the most cost-effective solution is to replace the school. Erica Roberts queried the approval date and was advised that government practice is to put project funding into clumps of 4 years. Announcements will come soon about projects selected for the next 4 years and it is hoped that Cowichan Secondary will be selected. Trustee Thorne shared concern that the City of Duncan was not included in the meeting with the Minister but was advised that the Municipality of North Cowichan invited the School District to join them in presenting the final piece for completion of the University Village plan. The City of Duncan was involved in developing the University Village plan.

Erica Roberts queried the number of Syrian Refugees in the district and was told there were 28 - 29. The Superintendent confirmed that they receive the same funding as all students. Erica shared a concern that a Syrian student was denied ELL. The Superintendent will discuss the issue with her in a separate meeting.

Trustee Schmidt reminded Advisory Committee members that they are encouraged to add items to the Agenda for discussion.

5. **Adjournment**

The meeting adjourned at 4:42 pm.



Adopted: 1997 10 08
Revised:

Policy **2400**

THE NATIONAL FLAG

Preamble

It is the belief of the Board of School Trustees that the national flag of Canada be honoured at the District's schools and Central Administration Office.

Policy

It is the policy of the Board of School Trustees that the national flag in good condition be displayed in accordance with the appropriate protocols and regulations prominently at all schools in the District and at the Central Administration Office.

draft



SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Closed Board Meeting	November 1, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	November 1, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
DSAC Meeting	November 9, 10:00 am	CSS, James Street Campus
Board Planning Session	November 10, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Advisory Committee Meeting	November 15, 4:00 pm	Inspire Room (Annex)
DPAC Meeting	November 24, 7:00 pm	Library, CSS James Street Campus
Board Education and Business Committee Meeting	November 22, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Board Planning Session	December 1, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Closed Board Meeting	December 6, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	December 6, 4:30 pm	Yuxwule' Eagle Room (Boardroom)

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

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

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

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**Cowichan Valley School District
Schedule of School Remembrance Day Assemblies 2016**

<i>SCHOOL</i>	<i>DATE</i>	<i>TIME</i>
Alex Aitken Elementary	- Nov 10 th	- 10:00 am
Alexander Elementary	- Nov 10 th	- 10:30 am
Bench Elementary	- Nov 10 th	- 10:15 am
Chemainus Elementary Community School	- Nov 10 th	- 10:30 am
Crofton Community School	- Nov 7 th	- 10:15 am
Discovery Elementary	- Nov 10 th	- 10:20 am
Drinkwater Elementary	- Nov 9 th	- 10:00 am
Ecole Cobble Hill Elementary	- Nov 10 th	- 10:00 am
Ecole Mt. Prevost Elementary	- Nov 10 th	- 1:00 pm
George Bonner Elementary	- Nov 10 th	- 10:30 am
Khowhemun Elementary	- Nov 10 th	- 10:00 am
Maple Bay Elementary	- Nov 10 th	- 10:00 am
Palsson Elementary	- Nov 10 th	- 10:45 am
Tansor Elementary	- Nov 9 th	- 10:00 am
Chemainus Secondary	- Nov 8 th	- 1:00 pm
CSS – James Street Campus	- Nov 10 th	- 9:15 am (Grades 9 & 10) - 10:30 am (Grades 11 & 12)
CSS – Quamichan Campus	- Nov 10 th	- TBA
CVOLC	- Nov 9 th	- 9:55 am
Frances Kelsey Secondary	- Nov 10 th	- 10:35 – 11:50 am
Lake Cowichan School	- Nov 10 th	- TBA

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