



## Cowichan Valley School District

### OPEN BOARD MEETING

Tuesday, October 4, 2016

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

### AGENDA

	Page
<b>1. Call to Order</b>	
We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people.	
<b>2. Adoption of Agenda</b>	
a. Motion to Adopt Agenda <i>"That the Board of Education adopts the agenda of the October 4, 2016 Open Board Meeting."</i>	
<b>3. Minutes</b>	
a. Minutes of the September 6, 2016 Open Board Meeting <i>"That the Board of Education adopts the minutes of the September 6, 2016 Open Board Meeting."</i>	4-9
b. Minutes of the September 27, 2016 Special Open Board Meeting <i>"That the Board of Education adopts the minutes of the September 27, 2016 Special Open Board Meeting."</i>	10-11
<b>4. Recognition and Delegations</b>	
<b>5. Report of Closed Meeting</b>	
<b>6. Old Business</b>	
a. Action List	12
b. World Teacher Day	
c. Next Steps - Area Issue	
d. Conference Attendance	13
<b>7. Superintendent of Schools</b>	



**7.1. Personnel**

**7.2. For Board Information**

- a. District Update
- b. September Enrolment - Teacher and Education Assistant Hiring
- c. Meeting with Minister Bernier
- d. Louisiana Department of Education delegation November 14 - 16

**7.3. For Board Action**

**8. Secretary - Treasurer**

**8.1. Personnel**

**8.2. For Board Information**

- a. Charitable Donation Branding 14
- b. Transportation Department Update

**8.3. For Board Action**

**9. Committees and Outside Organizations**

- a. Minutes of the May 19, 2016 DPAC Meeting 15-17  
*"That the Board of Education receives the minutes of the May 19, 2016 DPAC Meeting."*
- b. Minutes of the June 21, 2016 Board Education and Business Committee Meeting 18-20  
*"That the Board of Education receives the minutes of the June 21, 2016 Board Education and Business Committee Meeting."*
- c. Recommendations from the September 27, 2016 Board Education and Business Committee Meeting 21-26  
*"That the Board of Education delete policies outlined in the 2016 Policy Manual Review - Schedule A - Deletions".*  
  
*"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."*
- d. VISTA Fall Conference Report

**10. Upcoming Meetings and Events**

- a. Schedule of upcoming meetings and events 27



Cowichan Valley School District

Open Board Meeting

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**11. Correspondence**

*"That the Board of Education receive and file the following correspondence:*

- a. Correspondence from the Ministry of Education re Transportation Funding Approval 28

**12. New Business**

**13. Question Period**

**14. Adjournment**

- a. Motion to Adjourn

*"That there being no further business, the meeting be adjourned."*

**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79  
(COWICHAN VALLEY) HELD ON TUESDAY, SEPTEMBER 6, 2016 AT 4:30 PM IN THE BOARDROOM**

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**PRESENT:** Trustee Candace Spilsbury, Chair  
Trustees 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  
  
Gina Kueber, Recording Secretary

**APOLOGIES:** Trustee Barb de Groot

1. **Call to Order**

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

2. **Adoption of Agenda**

a. **Motion to Adopt Agenda**

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

CARRIED

3. **Minutes**

a. **Minutes of the June 7, 2016 Open Board Meeting**

Moved by Trustee Doman seconded by Trustee Thorne *"That the Board of Education adopts the minutes of the June 7, 2016 Open Board Meeting."*

CARRIED

b. **Minutes of the June 14, 2016 Special Open Board Meeting**

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education approves the minutes of the June 14, 2016 Special Open Board Meeting."*

CARRIED

c. **Minutes of the August 11, 2016 Special Open Board Meeting**

Moved by Trustee Doman seconded by Trustee Schmidt *"That the Board of Education approves the minutes of the August 11, 2016 Special Open Board Meeting."*

CARRIED

d. Minutes of the August 24, 2016 Special Open Board Meeting

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education receives the minutes of the August 24, 2016 Special Open Board Meeting."*

CARRIED

4. **Recognition and Delegations**

a. Recognition of Denise Augustine, Indspire Award

Trustee Spilsbury recognized District Principal of Aboriginal Education Denise Augustine, who has been awarded this year's Indspire Award for Leadership. The criteria is a First Nation, Inuit or Metis person who consistently takes on a leadership role in the educational community that fosters achievement amongst K-12 students. Indspire is an Indigenous-led registered charity that invests in the education of Indigenous people for the long-term benefit of those individuals, their families and communities, and Canada. Ms. Augustine expressed her thanks and accepted the award on behalf of everyone alongside her.

Trustee Croft arrived at 4:32 pm.

5. **Report of Closed Meeting**

The Secretary-Treasurer reported that during the closed portion of the meeting, the board received reports on personnel and property issues.

6. **Old Business**

a. Action List

The Action List was reviewed.

Trustee Hutchins arrived at 4:37 pm.

b. Board Evaluation

Trustee Spilsbury advised that Gordon Cuomo will facilitate the two Board Evaluation sessions on behalf of BCSTA. The first session is scheduled for September 22, 2016 at 4:00 pm and the second will be held during a Trustee Retreat on October 21 - 22, 2016.

7. **Superintendent of Schools**

7.1 **Personnel**

a. Introduction of Julie Parker, Vice-Principal at Frances Kelsey Secondary School and Justin Hawkins, Vice-Principal at Chemainus Secondary School

The Superintendent introduced Julie Parker, Vice-Principal at Frances Kelsey Secondary School and Justin Hawkins, Vice-Principal at Chemainus Secondary School to the Board of Education. Trustee Spilsbury welcomed them to our School District.

7.2 **For Board Information**

- a. The Superintendent wished the Board a Happy New Year. He noted that preliminary student numbers are showing an increase, particularly in the Kindergarten to Grade 3 area and that secondary numbers have not been reported at this time. As well, a number of refugee students have joined the district and are being welcomed into our schools.

7.3 **For Board Action**

- a. World Teachers' Day - October 5th, 2016

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board of Education refers the matter of appropriate recognition of World Teachers' Day to the Chair and Superintendent"*.

CARRIED

8. **Secretary - Treasurer**

8.1 **Personnel**

8.2 **For Board Information**

- a. Update on Summer Projects

The Secretary-Treasurer outlined projects undertaken by the Operations Department over the summer as follows:

- Re-roof Ecole Cobble Hill Elementary
- Re-roof Maple Bay Elementary
- Classroom revelations at Khowhemun Elementary
- New toilets installed at Alexander Elementary
- Crofton playing field refurbishment has begun
- LED lighting upgrade at Frances Kelsey Secondary - continuing through the fall and winter months
- Numerous other smaller maintenance projects.

He advised that work will begin this week and continue throughout the year on a building envelope project at Ecole Mt. Prevost Elementary.

The Secretary-Treasurer advised Trustees that over the summer months the financial statements were prepared for audit, a review of the district policies was conducted with Trustee Schmidt, readiness work for the BCPSEA Absence Management program was undertaken, the district started working with SD23 and their Workplace Claims Management program. As well, Ministerial approval to dispose of Mill Bay Elementary, Yount Elementary and Charles Hoey properties was received and a Project Identification Report for a new Cowichan Secondary School was developed.

8.3 **For Board Action**

a. Duncan Primary Facility Disposal Process

The Secretary-Treasurer reviewed the Briefing Note on the Duncan Primary facility. Trustee Hutchins queried the prospect of rezoning the property and whether it could be done in tandem with the consultation process.

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education of School District 79 (Cowichan Valley) waives the requirement to consult for a duration of eight months as set out in Policy 2230 - Disposal of Land or Improvements and begins the public consultation on the disposal of Duncan Primary School."*

CARRIED

b. Policy 2600 - School District Transportation Services

The Secretary-Treasurer reviewed amendments to Policy 2600 - School District Transportation Services which remove reference to transportation fees and adds flexibility to add service if there is a safety issue.

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education adopt Policy 2600 - School District Transportation Services as amended."*

CARRIED

c. 2016-2017 Capital Plan

The Secretary-Treasurer presented the 2016-2017 Capital Plan.

Moved by Trustee Schmidt seconded by Trustee Thorne *"That the Board of Education approves the 2016-2017 Capital Plan as presented."*

CARRIED

9. **Committees and Outside Organizations**

a. Minutes of the April 26, 2016 Board Education and Business Committee Meeting

Moved by Trustee Hutchins seconded by Trustee Thorne *"That the Board of Education receives the minutes of the April 26, 2016 Board Education and Business Committee Meeting."*

CARRIED

b. Summary of the June 14, 2016 Advisory Committee Meeting

Moved by Trustee Schmidt seconded by Trustee Doman *"That the Board of Education receives the summary of the June 14, 2016 Advisory Committee Meeting."*

CARRIED

c. BCSTA Aboriginal Education Committee

Trustee Spilsbury provided a report on the BCSTA Aboriginal Education Committee meeting held in August. She noted that she has been elected committee chair.

d. Learning Forward/CSBA Conferences

Trustee Spilsbury advised that the Learning Forward Conference, a combination of BCSSA and BCASBO, is taking the place of the regular BCSTA Trustee Academy in December. AS well, the CSBA conference is at Whistler in July, 2017. She will poll trustees to see which conference they would prefer to attend.

e. Provincial Council Motions

Trustee Hutchins will communicate with Trustees to determine if there is a motion that they would like presented at Provincial Council.

10. **Upcoming Meetings and Events**

a. Schedule of upcoming meetings and events

The Schedule of Upcoming Meetings and Events was reviewed. Trustee Schmidt noted that the September 20, 2016 Advisory Committee Meeting has been cancelled.

11. **Correspondence**

12. **New Business**

a. Location of Medical Marijuana-Related Businesses

Moved by Trustee Schmidt seconded by Trustee Croft *"That the Board of Education writes a letter to the Municipality of North Cowichan to request a regulation regarding geographical distance of medical marijuana-related businesses from schools."*

CARRIED

b. Area Issues

Trustee Spilsbury, the Superintendent and the Secretary-Treasurer have joined in community meetings about students transitioning between Cowichan Secondary School campuses and the increase of drug-related paraphernalia being found on that route. A significant number of people are using the School Board Office property and area behind the dike, as well as Cowichan Secondary School property, as a drug injection site. Daily clean-up has been undertaken by district staff and 2 noon-hour supervisors have been assigned to 4 hour shifts to ensure safety of students as they travel between schools. The situation is being monitored closely and assistance from community agencies is being sought.

13. **Question Period**



14. **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 5:29 pm.

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Candace Spilsbury, Chair

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Jason Sandquist, Secretary-Treasurer

**MINUTES OF THE SPECIAL OPEN MEETING OF THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)  
HELD ON TUESDAY, SEPTEMBER 27, 2016 AT 5:00 PM IN THE BOARDROOM**

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

Gina Kueber, Recording Secretary

1. **Call to Order**

Trustee Spilsbury called the meeting to order at 5:00 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 Thorne seconded by Trustee Schmidt *"That the Board of Education adopts the agenda of the September 27, 2016 Special Open Board Meeting."*

CARRIED

3. **Financial Statements**

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

The Secretary-Treasurer advised that the 2015-2016 audited financial statements had been presented to the Board at the September 27, 2016 Board Education and Business Committee Meeting.

Moved by Trustee Thorne seconded by Trustee Schmidt *"That the Board of Education adopts the 2015-2016 Financial Statements."*

CARRIED

4. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 5:03 pm.

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Candace Spilsbury, Chair

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Jason Sandquist, Secretary-Treasurer

### ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
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**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**

World Teacher Day	Rod Allen	Refer the matter of appropriate recognition of World Teachers' Day to the Chair and Superintendent.	Done
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
Location of Medical Marijuana-Related Businesses	Candace Spilsbury	Write a letter to the Municipality of North Cowichan to request a regulation regarding geographical distance of medical marijuana-related businesses from schools.	Done

**Report to the Board of Education  
September, 2016**

**Summary on Conference Attendance by Trustees:  
Learning Forward Conference  
National Gathering/CSBA Congress (NG/CSBA)**

**Comments from Trustees:**

- Send at most 1 – 2 reps to Learning Forward with an expectation of a report back to the Board; I'm no sure about the NG/CSBA conference. At least, reps to conferences is a good idea.
- If money tight, I would understand not attending a conference.
- If budget is available, send 1 – 2 reps to Learning Forward with a report back to the Board.
- Send 1 rep to Learning Forward with a full report back to the Board; \$1,600.00 to an American-based conference is not a responsible use of funds. If Board agrees, whole Board to NG/CSA Conference.
- I am supportive of reps to both conferences for information and networking; Learning Forward is the largest BC conference ever so we should have a rep attend.
- With 1 rep attending, the Board doesn't get complete information back; it is better for the whole Board to attend like at the BCSTA Academies; perhaps send 2 to NG/CSBA. Are there other ways we can do Pro-D together?
- There doesn't seem to be as much value for 1 – 2 reps to attend a conference; as the whole board to really use the information.

**Choices:**

- Only 1 Trustee is available/wishes to attend the Learning Forward; Trustee is willing to attend either conference.
- 1 Trustee is unavailable on the dates of the conferences.
- 5 Trustees are available/chose to attend the NG/CSBA Conference.

**Recommendation:**

*"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."*

Respectfully submitted,

Candace Spilsbury,  
Board Chair



## BRIEFING NOTE

**Date of Report:** September 30, 2016

**Prepared for:** The Board of Education for **Information** for the October 4, 2016 Open Board Meeting

**Subject:** Charitable Donation Branding

**Background:**

The Board is in the process of completing their strategic priorities for the School District. In the governance section of the document, "*Establish a mechanism to encourage donations to the School District*" has been identified as a priority.

**Discussion:**

The School District is already a registered charity and issues charitable donation receipts for both cash and goods donated in accordance with Policies 2215 and 3700. In 2015/16 \$97,000 was receipted (2014/15 \$145,000; 2013/14 \$140,000); approximately 10-20% of these receipts are for goods donated.

We are interested in developing online solutions for receiving donations which will encourage charitable donations and raise our profile as a charity.

In discussion with other School Districts, with our existing software providers, and a search of the internet, there are many solutions available to facilitate accepting donation receipts electronically. As well, some will issue the charitable donation receipt electronically with our charity number and information and provide the funds and donor details to us. Some charge an administrative overhead fee and all will charge a transaction fee for accepting funds electronically.

Every registered charity in Canada is listed on [canadahelps.org](http://canadahelps.org) and we will manage our profile on this website to encourage donations.

**Prepared by:**

Karen Blow, CPA, CA  
Assistant Secretary-Treasurer

**Reviewed by:**

Jason Sandquist, CPA, CGA, BAccS  
Secretary-Treasurer

Date signed: September 30, 2016



# COWICHAN VALLEY DISTRICT PAC

Minutes May 19, 2016

Cowichan Secondary School, Cowichan Campus (James St) Library

## 1. Introductions

### **Voting Attendees:**

Carmen Sundstrom – DPAC Chair, Drinkwater Chair/DPAC Rep  
Caroline Kirman – DPAC Vice Chair, CSS Vice Chair/DPAC Rep  
Amber Marsh – DPAC Secretary, École Mt Prevost Chair/DPAC Rep,  
Belinda Waller – DPAC Treasurer, Lake Cowichan DPAC alternate Rep  
Brenda Wilson – Frances Kelsey President/DPAC Rep  
Sonja Clarke – École Cobble Hill DPAC Rep  
Lynne Adam – Alex Aitken Secretary/DPAC Rep  
Kirsten LeClair – Chair Bonner Elementary

### **Non Voting Attendees**

Rod Allen – Superintendent  
Cheryl Koers – Assistant Superintendent  
Suzanne Baird – Drinkwater Treasurer  
Shelby Buchan – Alex Aitken Co-DPAC Rep

### **Apologies**

Cathy Schmidt – School Board Trustee

## 2. Adopt Agenda –

Lynne  
Suzanne

## 3. Approve Previous Minutes April 21, 2016

Brenda  
Caroline

## 4. Old Business

### 4.1 BCCPAC overview and results.

- April 30<sup>th</sup> - May 2<sup>nd</sup> –
- Day 1 – Workshop/Parent Info presentations
  - Parent Portal – MyEd BC – each parent should have individual log in that houses children’s information. Consistency of system between grades, between schools, between districts. Has not been “switched on” in SD79
  - ERASE bullying – Presentations to students so they can pass on information to their peers.
- A lot of discussion around Budget, including resolutions regarding funding and funding models. (Downloaded costs, need specific programs etc)
- Great opportunity for parents from around the province to network and advocate for public education
- Every district is different and has own unique issues and difficulties.

- George Abbott – Ex-Minister of Education
- AGM – Full day of Resolutions. All but one passed, many with amendments.
- Highlights
  - Resolutions passed to support funding for Volunteer Parent Advocacy Training. So those parents can help others advocate on behalf of their children..
  - John Bird elected as President. Has been involved in the school system for 29 years.

#### 4.2 Parent / Teacher Conference Survey

- DPAC was asked for some input on the questions before survey was sent out
- Quick result summary –
  - 490+ responses – 60% from parents of Elementary students, and 20% from parents of both Elementary/Secondary
  - 50% central, 40% south
  - 52% only available after 5pm
  - 96% face to face important at elementary, 84% at secondary
  - 85% teachers/school made clear not only 1hr available, 75% at secondary
  - 72% had clear direction on how to contact, 70 at secondary
  - Working parent to make arrangements – 15% easy, 15 somewhat, 20 % with some difficulty, 13% very difficult, 8% could not reach , the rest n/a
  - 85% knew could arrange face to face at any time
  - Overall communication – evenly excellent/sufficient at 40%, poor at 19 - secondary sufficient at 51%, 13 excellent, 36 poor
  - Preferred method – email 20% and face to face 20%, combination face to face and electronic 35%, combination face to face /paper 13%
  - Is there a need for a set time 52% yes, 48% no
  - Teachers currently using email, agenda, face to face and report cards as highest current methods, with other options (Facebook, blogs, own cloud, fresh grade etc is lower)
  - Comments – not yet compiled
- What PAC feedback has there been – What is the point of the 1hr?
- Question – Why do teachers still get the day after off if they aren't working into the evening on P/T day. - The day after P/T used to be a day in lieu (day off w/ pay). Now, the day after is a Professional Development day where the teachers ARE at work. - PAC reps can discuss with their school administration to find out what teachers are doing on the ProD days and report back to their parent populations.

#### 4.3 Parent Education night with Rod Allen

- Presented on Monday, May 16 at George Bonner as well as Monday, April 25<sup>th</sup> Mt. Prevost.
- Great opportunity for parents to get some background into the new curriculum and its implementation.
- Seems to be some misinformation out there so opportunity to correct.
- Shows parents that School District Administration is willing to provide parents with information and answer questions.
- Thank you Rod for making the time to do these two presentations.

#### 4.4 Parent Education – Did you take this back to your PACs? Any feedback?

- “Most Likely to Succeed” Movie screening- <http://www.mltsfilm.org/>
- Kerri Isham



- Darren Lauer
- Something on Anxiety and Building Resilience
- Possessive Friendships – Bullying by Control and Exclusion

4.5 Follow up on the 'Code of Conduct' signs – Motion for Code of Conduct signs to be inclusive of parents/guardians passed in March 2015. Superintendent to check in and see if this has been completed. Follow up in Sept 2016. This is to be annually reviewed in each school, and should be sent out to parents/presented at PAC meetings by the administration.

## 5. Reports maximum 10 minutes each

### 5.1 Chair Report– Carmen Sundstrom

- Winding down year. Lots of parent Education over past few months.

### 5.2 SD79 Administration – Superintendent Rod Allen

- Budget Passed – was a challenging time, but trimmed \$3.3million from the budget.
- Admin movement – Principals/Vice Principals shifted around throughout the district.
- District Scholarship times
- Rod has been out meeting Secondary students and discussing their learning and what suggestions/advice the kids have. Are they feeling prepared? Then those kids report back to staff about what they are thinking which puts the onus on the school to “do something about it”. More hands on, more independent directed choice, more real world, do more things “out there” not just in the school.

### 5.3 Treasurer – Belinda Waller

- Very little activity in regular account other than snacks and interest.
  - Current Balance at \$4565.56
- Gaming – Refund from VIPC b/c we overpaid for parent attendance. Balance: \$650
- Wrote cheques for travel expenses for BCCPAC - will deplete gaming.
- \$8336 in term deposit.

### 5.4 School Board Trustee – Cathy Schmidt - Absent

## 6. New Business

6.1 Digital Citizenship – Tabled until September in order to gather more information.

6.2 ERASE program – Provincial Anti Bullying program that is in place. Theresa Cameron peer advisory potential (secondary level)

6.3 FAC – Needs Another Core French Parent to sit on Committee – Email/Facebook - Will meet again November 2016

6.3 St John's Ambulance – Safety 360

## 7. Adjournment. 8:52 pm

Next Meeting September 15, 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, JUNE 21, 2016 AT 4:00 PM IN THE BOARDROOM**

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

**APOLOGIES:** Trustee Joe Thorne  
Karen Blow, Assistant Secretary-Treasurer

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 de Groot seconded by Trustee Croft *"That the Board Education and Business Committee adopts the agenda of the June 21, 2016 Board Education and Business Committee meeting."*

CARRIED

3. **Minutes**

a. **Minutes of the April 26, 2016 Board Education and Business Committee Meeting**

Moved by Trustee de Groot seconded by Trustee Croft *"That the Board Education and Business Committee adopts the minutes of the April 26, 2016 Board Education and Business Committee Meeting."*

CARRIED

4. **Action List**

a. **Action List**

The Action List was reviewed. The Superintendent noted that as the district website and Board Strategic Plan are unfolding, board communication goals will be reviewed.

5. **Petitions and Delegations**

6. **Education**

a. District Website - Glen Posey

The District Principal of Instructional Technology provided an overview of the new school district website. Staff are in the process of checking data and Trustees are requested to give feedback to Trustee Croft or to the Help Desk.

b. Revised Graduation Program and Examinations - Rod Allen

The Superintendent distributed a Ministry of Education handout on the path to graduation. He noted that the Ministry is working through specific questions and that students entering grade 10 in 2017 will graduate under the new program, which eliminates provincial exams.

Trustee Doman arrived at 4:26 pm.

c. Parent-Teacher Interview Survey - Rod Allen

The Superintendent provided the data obtained in the Parent-Teacher Interview Survey held in April. Trustees were informed that communication with parents has improved and the district now has good information on how to continue that improvement. Trustee Croft noted that Cowichan Secondary PAC members were excited about the portfolio concept and the Superintendent reported that it has been positively received by Frances Kelsey parents.

7. **Business and Operations**

a. Board Evaluation - Candace Spilsbury

Trustee Spilsbury reviewed her report on the Board Evaluation Process. The Board agreed that Session 1 of the evaluation process would take place on September 22, 2016 at 4:00 pm and the retreat would take place on October 21, 2016 from 6:00 - 8:30 pm and October 22, 2016 from 8:30 am to 2:30 pm.

Moved by Trustee Spilsbury seconded by Trustee de Groot *"That the Board Education and Business Committee recommend to the Board that the Board of Education establish the Board Evaluation process as outlined above."*

CARRIED

8. **Policy**

a. Policy Review Update - Jason Sandquist

The Secretary-Treasurer reported that the Policy Review is underway, with both he and Trustee Schmidt examining policies. He expects to have a report to the Board Education and Business Committee in September.

9. **Adjournment**

a. Motion to Adjourn

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

CARRIED

The meeting adjourned at 5:03 pm.

2016 Policy Manual Review - Schedule A - Deletions

Policy Number and Name	OK - Review not needed	Delete	Procedure	Needs Review/ Update	
Policy 1004 - School Board Candidate Orientation		X	X		DELETE - current practice
Policy 1005 - New Board Member Orientation		X	X		DELETE - In Policy 1001
Policy 1010 - Individual or Group Delegations to the Board		X	X		DELETE - Incorporate into Bylaw 1
Policy 1015 - School Board Spokesperson		X	X		DELETE - Add to Bylaw 1 after Inaugural Meetings Section
Policy 1020 - Communications with the Public		X	X		DELETE - Practice
Policy 1030 - Trustee Indemnity		X			DELETE - In School Act
Policy 1040 - Annual Operating Budget		X			DELETE - Ministry Guidelines
Policy 1110 - Special Temporary Committees		X	X		DELETE - Covered in Bylaw 1
Policy 1200 - Protection of and Access to Personal Information of a Board Employee		X	X		DELETE - Covered in Bylaw 1
Policy 1205 - Protection of and Access to Information of Private Individuals and Companies doing business with the School District		X	X		DELETE - FOIPPA Regulation
Policy 1300 - Volunteers in District Schools		X	X		DELETE - keep Administrative Procedures
Policy 1305 - Newsletters - Non-District		X			DELETE
Policy 2100 - Development of a Five-Year Capital Plan and Designing School Facilities		X	X		DELETE - Procedure outlined by Ministry
Policy 2210 - Purchasing		X	X		DELETE - Administrative Procedure
Policy 2215 - Donation of Equipment or Materials to Schools		X	X		DELETE - Administrative Procedure
Policy 2220 - Signing Authority Works Superintendent and Transportation Supervisor		X	X		DELETE - Administrative Procedure
Policy 2225 - Tendering of Building Contracts		X	X		DELETE - Administrative Procedure
Policy 2230 - Disposal of Land or Improvements		X	X		DELETE - School Act - Ministry Guidelines
Policy 2305 - Site and Grounds Development		X	X		DELETE - Ministry Guidelines
Policy 2315 - Removal of Trees		X	X		DELETE - Administrative Procedure
Policy 2316 - Lining of Play Fields		X			DELETE - Redundant

2016 Policy Manual Review - Schedule A - Deletions

Policy Number and Name	OK - Review not needed	Delete	Procedure	Needs Review/ Update	
Policy 2320 - Integrated Pest Management		X	X		DELETE - Administrative Procedure
Policy 2405 - Smoke Free Environment		X	X		DELETE - Part of Bill 10 - Tobacco Act
Policy 2410 - Liquor Free School Buildings		X	X		DELETE - Incorporate in Policy 2440
Policy 2415 - Maintenance and Installation Work in Schools		X			DELETE
Policy 2420 - School Keys and Building Security		X	X		DELETE - Keep Administrative Procedures
Policy 2425 - Security, Safety and Cleanliness of Schools		X	X		DELETE - Keep Administrative Procedures
Policy 2430 - District Vandalism		X			DELETE
Policy 2435 - Access to Roofs at School Buildings		X	X		DELETE - Administrative Procedure
Policy 2550 - Healthy Schools - Food and Beverage Sales		X	X		DELETE - Ministry Guidelines
Policy 2610 - School Bus Operation - Driver's Authority		X			DELETE
Policy 2700 - Lending of School Equipment		X			DELETE - Obsolete
Policy 2800 - Leased or District-Owned Vehicles - Employee Use		X			DELETE
Policy 3100 - Placement Policy - Elementary Schools		X	X		DELETE - Role of Superintendent
Policy 3115 - Assessment and Evaluation Policy		X	X		DELETE - Role of Superintendent
Policy 3120 - Review of Final Grades		X	X		DELETE - Role of Superintendent
Policy 3200 - School Planning Councils Policy		X			DELETE - Obsolete
Policy 3300 - School Attendance Areas		X			DELETE - Not applicable
Policy 3302 - Access to School Premises		X			DELETE
Policy 3305 - Access to Secondary School Programs		X			DELETE
Policy 3310 - Enrolment of Adults in Secondary Schools		X			DELETE - Obsolete
Policy 3315 - Kindergarten Registration		X	X		DELETE - Administrative Procedure

2016 Policy Manual Review - Schedule A - Deletions

Policy Number and Name	OK - Review not needed	Delete	Procedure	Needs Review/ Update	
Policy 3500 - Suspension of Classes because of weather or other causes		X	X		DELETE - Role of Superintendent
Policy 3520 - Specialized Instructional Education Equipment - Maintenance and Safety Programs		X	X		DELETE - Administrative Procedure
Policy 3525 - Administration of Medication to Students at School		X	X		DELETE - Administrative Procedure
Policy 3535 - Disruption of Proceedings		X			DELETE
Policy 3540 - Video Surveillance		X	X		DELETE - in FOIPPA
Policy 3700 - Fundraising		X	X		DELETE
Policy 3705 - Canvassing in Schools		X	X		DELETE - Role of Superintendent
Policy 4100 - Technology and Computers		X			DELETE - Obsolete
Policy 4105 - Web Page Publishing		X			DELETE - Obsolete
Policy 4110 - Internet Acceptable Use Agreement		X			DELETE - Obsolete
Policy 4200 - Learning Resources - Selection		X	X		DELETE - Role of Superintendent
Policy 4205 - Learning Resources - Challenged Materials		X	X		DELETE - Role of Superintendent
Policy 4210 - District Resource Centre - Use by Outside Agencies and Individuals		X			DELETE - Redundant
Policy 4215 - School Library Programs		X			DELETE
Policy 4305 - Middle School		X			DELETE - Redundant
Policy 4400 - Locally Developed Courses - Board Authority Authorized Courses and Instructional Materials		X	X		DELETE - Role of Superintendent
Policy 4425 - French Immersion		X	X		DELETE
Policy 4430 - Schools of Choice		X			DELETE - in School Act
Policy 4500 - Student Support Services - Services and Programs		X	X	X	DELETE - Role of the Superintendent
Policy 4505 - Student Support Services - Administration		X	X	X	DELETE - Role of the Superintendent
Policy 5000 - Fees, Deposits and Project Costs		X			DELETE - in School Act

2016 Policy Manual Review - Schedule A - Deletions

Policy Number and Name	OK - Review not needed	Delete	Procedure	Needs Review/ Update	
Policy 5010 - Tuition Fees, Correspondence Courses, Knowledge Network, Open Learning Institute		X			DELETE
Policy 5015 - Student Records		X	X		DELETE - in School Act, but keep procedures
Policy 5112 - Cell Phones and Recording Devices		X			DELETE - Obsolete
Policy 5115 - Student Conduct on School Buses		X	X		DELETE - Incorporate into Policy 2600 after review
Policy 5120 - Substance Abuse		X	X		DELETE - in legislation and in Role of Superintendent
Policy 5200 - Child Abuse and Neglect		X	X		DELETE - School District Procedure
Policy 5215 - Access to School by Outside Agencies		X			DELETE
Policy 5220 - Peace Officer Intervention in Schools		X			DELETE - in Legislation
Policy 5300 - Curricular and Extracurricular Trips		X	X	X	DELETE - Administrative Guidelines
Policy 6000 - Personnel		X	X		DELETE - Role of the Superintendent
Policy 6005 - Evaluation of Superintendent and Deputy Superintendent		X	X	X	DELETE - In Role of the Board/Role of the Superintendent
Policy 6100 - Principals		X	X	X	DELETE - Role of the Superintendent
Policy 6103 - Reassignment of Principals and Vice-Principals		X	X	X	DELETE - Role of the Superintendent
Policy 6105 - Principal Evaluation		X	X	X	DELETE - Role of the Superintendent
Policy 6110 - Assessment of Requests for Additional Staffing		X	X		DELETE - Role of the Superintendent
Policy 6115 - Shared or Part-Time Teaching Assignments		X	X		DELETE - In Collective Agreement
Policy 6120 - Teacher Recruitment		X	X		DELETE - Role of the Superintendent
Policy 6400 - Criminal Record Check		X	X		DELETE - in Legislation



2016 Policy Manual Review - Schedule B - Revision Needed

Policy Number and Name	OK - Review not needed	Delete	Procedure	Needs Review/ Update	
Bylaw #2 - Appeals Procedure				X	UPDATE - Position Titles
Bylaw #3 - Freedom of Information				X	UPDATE & REVIEW - Position Titles; Review and attach schedule of fees
Policy 1000 - School Board Duties				X	DELETE
Policy 1033 - Trustee Code of Ethics				X	REWRITE
Policy 2400 - The National Flag				X	FOR DISCUSSION WITH BOARD
Policy 2440 - Use of School Facilities				X	REWRITE
Policy 2445 - Closure of Schools				X	REWRITE - 30 DAYS
Policy 2450 - Naming of Schools and Facilities				X	REVIEW
Policy 2500 - Occupational Health & Safety				X	REWRITE- in conjunction with Mark Margerison
Policy 2505 - Illness or Accident				X	REVIEW - with Mark Margerison
Policy 2510 - Protection of Employees from Violence in the Workplace				X	REVIEW
Policy 2515 - Emergency Preparedness				X	REVIEW - Merge with Policy 2520
Policy 2516 - Immediate Threat of Harm to Students and Employees				X	REVIEW - Merge with Policy 2515
Policy 2520 - Emergency Preparedness Contracts				X	REVIEW - Merge with Policy 2515
Policy 2600 - School District Transportation Services				X	REVIEW
Policy 2620 - Transportation of Students - Travel for Field Trips and Extracurricular Trips				X	REVIEW
Policy 3210 - District Parent Advisory Councils				X	REWRITE - Move to governance section
Policy 3215 - Parental Involvement				X	REWRITE
Policy 3309 - Cross Boundary Transfers - Overcrowding				X	REVIEW - Superintendent
Policy 3530 - Weapons Policy				X	REVIEW
Policy 3715 - Advertising in Schools				X	REWRITE

2016 Policy Manual Review - Schedule B - Revision Needed

Policy Number and Name	OK - Review not needed	Delete	Procedure	Needs Review/Update	
Policy 4410 - International Students				X	REWRITE
Policy 5110 - Intimidation, Harassment, Aggression				X	REVIEW
Policy 5210 - Anaphylaxis - Life Threatening Allergies	X			X	OK - remove reference to Policy 3525
Policy 6406 - Travel Expenses Reimbursement				X	REVIEW - Update and move to Governance Section
Policy 6500 - Human Rights				X	REVIEW - Update and move to Section 4000



**SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS**

<b>MEETING</b>	<b>DATE/TIME</b>	<b>LOCATION</b>
VISTA Conference	September 30 – October 1	Sooke, BC
Closed Board Meeting	October 4, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	October 4, 4:30 pm	Yuxwule' Eagle Room (Boardroom)
DSAC Meeting	October 12, 10:00 am	Yuxwule' Eagle Room (Boardroom)
Board Planning Session	October 13, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
Advisory Committee Meeting	October 18, 4:00 pm	Inspire Room (Annex)
DPAC Meeting	October 20, 7:00 pm	Library, CSS James Street Campus
Trustee Retreat	October 21 – 22	Yuxwule' Eagle Room (Boardroom)
Board Education and Business Committee Meeting	October 25, 4:00 pm	Yuxwule' Eagle Room (Boardroom)
BCSTA Provincial Council	October 28 – 29	Vancouver
Closed Board Meeting	November 1, 3:30 pm	Yuxwule' Eagle Room (Boardroom)
Open Board Meeting	November 1, 4:30 pm	Yuxwule' Eagle Room (Boardroom)



September 20, 2016

Ref: 190567

To: Jason Sandquist  
Secretary-Treasurer,  
School District #79 (Cowichan Valley)  
Email: jsandqui@sd79.bc.ca

Dear Jason:

Thank you for submitting your plan for student transportation investments. Upon review, I am pleased to inform you that funding of \$283,524 has been approved for your school district. This funding will be added to the 2016/17 grant payment schedule shortly.

Please contact Jonathan Foweraker, Director of Funding and Allocation at [Jonathan.Foweraker@gov.bc.ca](mailto:Jonathan.Foweraker@gov.bc.ca) or if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to be "G. Farkas".

George Farkas,  
ADM – Resource Management and Corporate Services Division

cc: Candace Spilsbury, Board Chair

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**Ministry of  
Education**

**Resource Management &  
Corporate Services Division**

Mailing Address:  
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Victoria BC V8W 9H1

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