



AGENDA
Open Board Meeting

Tuesday, December 5, 2023

4:30 p.m.

Boardroom - Public Participation via Zoom

Pages

1. CALL TO ORDER
'Uy' skweyul, sii'em' nu siiye'yu. 'Uy nu shqwaluwun kwunus 'i lumnalu.
We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.
2. ADOPTION OF AGENDA
 - 2.1 Motion to Adopt Agenda
"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the December 5, 2023 Open Board Meeting."
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 - b. Highlights of the November 21, 2023 Advisory Committee Meeting
 - c. Highlights of the November 9, 2023 DSAC Meeting
 - d. Minutes of the November 14, 2023 DPAC Meeting
"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of December 5, 2023, as presented."
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5. RECOGNITION AND DELEGATIONS
6. REPORT OF CLOSED MEETING
 - 6.1 Report of Closed Meeting

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MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, October 24, 2023, 4:00 p.m.
Boardroom - Public Participation via Zoom

PRESENT

Trustee Randy Doman, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Mike Russell, Director of Communications
Margaret Olsen, Director of Human Resources
Jeff Rowan, Director of Inclusive Learning
Darlene Reynolds, Director of Inclusive Learning
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary

APOLOGIES Trustee Joe Thorne

1. CALL TO ORDER

Trustee Doman called the meeting to order at 4:00 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Schmidt
Seconded by Trustee Lise

"That the Board Education and Business Committee adopts the agenda of the October 24, 2023 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the September 26, 2023 Board Education and Business Committee Meeting

Moved by Trustee Schmidt
Seconded by Trustee Sousa

"That the Board Education and Business Committee adopts the minutes of the September 26, 2023 Board Education and Business Committee Meeting."

CARRIED

4. **ACTION LIST**

5. **PETITIONS AND DELEGATIONS**

6. **EDUCATION**

6.1 **School Plan - Chemainus Elementary School**

Principal Fergus Horsburgh was assisted in his presentation by students Navea, Kathleen, Bella and Lily.

Chemainus Elementary is located on the traditional territory of the Penelakut, Lyackson, Halalt and Stz'uminus Nations, and is within easy walking distance to forests, trails and beaches. Outdoor learning is a focus at Chemainus Elementary. Thetis Island's one-room school is also part of Chemainus Elementary. Last year students from Penelakut and Thetis Islands came to Chemainus for a day of playing games day and sharing food. Askew Creek, Kin Beach and Malcom Beach are some of the students' favourite outdoor learning locations. After Christmas families are invited to share their trees which are used for fort building. A student shared how they learned numeracy outdoors when making mandalas (counting sticks and rocks to build the patterns). A short video of students discussing outdoor learning was shared. Trustees asked questions of the students and thanked them for sharing their voices.

6.2 **International Student Program Presentation**

The International Student Program doesn't have a school plan, as its students attend various schools and are encompassed in those schools' plans. International students bring perspective and a world view to our classes, and are provided opportunities for experiences that may not be available in their home countries. Revenue from tuition goes into District classrooms. Students come to Cowichan because of its strong education system, small, safe, recreation-centered community, Canadian culture, island lifestyle, and mild climate. This school year we have students from 20 countries. In addition to countries that we have welcomed in the past, like Japan, Italy, Germany and Spain, we are expanding into locations like South America. The Program also has a compliance function. Students that are not ordinarily resident (they could be from out of province, or even a Canadian citizen whose parents moved out of country) are vetted so the families can be invoiced. The program currently has three Indigenous students from Australia as part of a government grant in conjunction with an ice hockey team in Australia. These students had never left their community before, and came here specifically as we are a community with ice hockey and an Indigenous population. The students, who had never seen hockey played before, have joined the school hockey team. Increasing diversity and inclusion is a focus. Next semester they will welcome their first student in a wheelchair and their first transitioning student.

While the program will have roughly the same number of students this year, the number of full time equivalent (FTE) students has slightly decreased because most are short-term stays (3-4 months instead of a full semester or year). Many countries are doing shorter stays, likely because

of inflation. Recruiting in Europe is going well, but we haven't recovered numbers in places like China, where enrolment dropped due to COVID and political differences. The program is more profitable than in the past as they have found ways to be nimble and creative as enrolment number fluctuate. Students have field trips twice a month which may be elaborate (surfing at Tofino), sightseeing opportunities (trips to Vancouver or Christmas lights at Butchart Gardens), or simple (movies or Christmas baking).

Homestay families are key to the success of the program and are carefully selected. The better the experience the student has with a host family, the better their experience overall. In addition to taking students into their homes, preparing warm meals and being a second family, they provide cultural immersion and an introduction to the community. Many homestay families are teachers or coaches. Cowichan Valley is getting a reputation for having a great homestay program. Further information on the International Student Program can be found online at www.studyincowichan.com or on social media at #studyincowichan.

6.3 District Technology Plan

The Instructional Technology and Innovation Plan was reviewed. We are in the fourth year of the 2020-2024 plan. When today's students graduate, they will need problem-solving skills and resiliency as job skills will quickly evolve and become obsolete.

The Plan's Strategic Priorities include:

- Expansion of internet bandwidths at each school;
- Improving wired and wireless networks across schools through stronger security, traffic shaping, and 10G switch connections;
- Provision of ongoing staff training and professional development to support instructional practice in digitally rich learning environment;
- Expansion of strategic leasing to keep technology equipment on a 3-4 year refresh cycle;
- A continued system-wide focus on privacy and security;
- Ensuring actions are aligned to the broader District Strategic Plan focused on Learning, Indigenous Ways of Knowing, a Culture of Care, and Future-Focused Systems.

Pillars of the Plan include a base which provides the infrastructure and hardware/software standard on which to build web services and cloud data services, instructional practices and training, and ultimately to provide learning amplified by instructional technology.

Priorities of the Plan include networking, security, providing equitable access for students and teachers, and offering tools and learning opportunities that develop creative, entrepreneurial and technical competencies in students. The Plan connects to the broader District Strategic Plan by focusing on applied learning and authentic real-world learning experiences.

The next steps (plan regeneration) will look at artificial intelligence (AI), privacy and security, maximizing effective use of technology for learning and business systems.

6.4 New, Revised and Removed Administrative Procedures

Trustee Sousa left the meeting at 5:25 p.m.

The list of new, revised and deleted Administrative Procedures was reviewed by the Superintendent.

7. BUSINESS AND OPERATIONS

7.1 Classroom Enhancement Fund - Teacher Reconciliation

The Classroom Enhancement Fund, which was established as a result of the restored collective agreement language, is providing an additional 78 predominantly classroom-based teachers. The District will receive an additional \$9.3M to fund these positions, which will be reflected in the amended budget.

7.2 Updated Funding Estimate

A revised funding estimate based on enrolment at September 30 was presented. The initial enrolment projection was for an increase of 77 FTE, but the actual increase was 128 FTE (118 secondary and 10 elementary), which will result in an increase in funding of \$441,000. The smallest cohort is Kindergarten, which has 50 fewer students than every other grade in elementary. The trend of low numbers of elementary students will see enrolment stabilize or decline, depending on in-migration. An additional 56 students designated with Level 1, 2 or 3 special needs will result in an increase of \$1.3M. In order to support these students, a motion was presented to add 12 EA positions (9.43 FTE).

Moved by Trustee Schmidt

Seconded by Trustee Croft

"The Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) provides approval to amend the 2023/2024 Annual Budget to include the addition of 12 Education Assistants."

CARRIED

8. POLICY

8.1 Policy 26 - Whistleblower Protection

The Public Interest Disclosure Act requires the Board to adopt a Whistleblower Policy by December 1, 2023. In addition, an Administrative Procedure will be written stating how we will meet the requirements of the policy.

Moved by Trustee Croft

Seconded by Trustee Schmidt

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopts Policy 26 - Whistleblower Protection."

CARRIED

9. COMMITTEES

9.1 Highlights of the October 17, 2023 Advisory Committee Meeting

Trustee Croft provided highlights of the October 17, 2023 Advisory Committee Meeting.

10. **ADJOURNMENT**

10.1 Motion to Adjourn

The meeting adjourned 5:43 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Lise

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

CARRIED

**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, NOVEMBER 21, 2023 AT 4:30 PM**

Trustee Elizabeth Croft, Chair
Trustees Randy Doman, Cindy Lise, Cathy Schmidt, Eduardo Sousa, and Jennifer Strachan
Robyn Gray, Superintendent
Jason Sandquist, Secretary-Treasurer
Margaret Olsen, Associate Superintendent
Mike Russell, Director of Communications
Darlene Reynolds, Director of Inclusive Learning
PRESENT: Jeff Rowan, Director of Inclusive Learning
Erin Harvie, CVTF
Penny Butler, CVPVPA
Vicki Miller, USW
Adam Clutchey, CUPE
Ena Fox-Povey, DSAC
Antonio Iannidinardo, DSAC
Carmen Sundstrom, DPAC
Claire Spencer, Recording Secretary

APOLOGIES: Trustee Joe Thorne
Sheryl Koers, Associate Superintendent
Louise Thomson, CVTF
Brent Ranger, CVPVPA

1. Call to Order

Trustee Croft called the meeting to order at 4:30 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.

2. Check-In

Antonio: It has been a quiet month around the school. Winter sports season starts on November 27th.

Ena: There are some new members of DSAC and everyone is getting to know each other.

Penny: Indigenous Law Students from UVIC are doing an eight-week program at Ye'yumnuts. They have been working with students from Cowichan Secondary and gifted spears to the Environmental Stewardship students. She watched a presentation they did yesterday and it was inspiring for a lot of their students. The Environmental Stewardship class and Eco Club went to Brentwood and did a presentation at the Young Speakers Series on taking action on climate and democracy. Cowichan Tribes and Cowichan Secondary are collaborating on an opportunity for students from Cowichan Secondary and Quamichan to attend a grief and loss workshop with Earl Lambert on November 27. An Elder will be in attendance, and there will be an opportunity for brushing.

Vicki: Transportation is still struggling to find bus drivers. Drivers are doing their best to make things work as they don't want to have to cut routes. Custodial numbers are at a good place again.

Erin: Remembrance Day services were held, and there was a lot of focus on Indigenous Veterans' Day on November 8. A lot of students submitted posters, poems and essays for the Legion's Remembrance Day competition. Looking ahead, they are planning for the winter luncheon at Lake Cowichan School where all the students are served turkey dinner by the staff and community members.

Adam: CUPE Pro-D at the end of October featured a guest speaker and a variety of workshops, with good feedback from members on the day. The next CUPE Pro-D is in February. Members participated in Remembrance Day ceremonies. There are many EA jobs posted thanks to the Board's recent motion, but they are struggling to fill them. HR is working hard to hire more EAs. The new automatic dispatch system is being implemented for clerical employees (but not EAs yet).

Carmen: At the last DPAC meeting they talked about and gave a presentation on the closure and disposal of Cowichan Secondary School. Parents were overjoyed to hear about the Board's decision to purchase the SchoolMessenger/SafeArrival program. The next DPAC meeting is in January.

Cathy: The Board is heading to Vancouver for the Trustee Academy later this week. On December 7 Trustees are going for a tour of Nourish Cowichan and the woodworking shop at CVOLC, past Charles Hoey, and then on another walk through Quw'utsun Secondary School (QSS). On November 14 the Board held a community consultation meeting on the closure and disposal of Cowichan Secondary which was well attended. The Board is looking forward to reviewing all the feedback after the consultation period ends.

Robyn: She enjoyed the DSAC meeting as it is wonderful to hear from kids about what they are doing at the school sites and what their needs may be. The Board established a Policy on Identity, Belonging and Connections. A small group of Principals is working with her to draft an Administrative Procedure for the Policy. The Principals went back to their school sites to speak with children about what identify, belonging and connection means to them. November is a time when teachers are connecting with families to communicate student learning. Foundation Skills Assessments (FSAs) were completed by students in Grades 4 and 7 and were marked yesterday by a group of Principals and Vice-Principals. These will provide great feedback for parents and learners. Last week she, Margaret Olsen and Sheryl Koers attended a learning event for BC Superintendents which focused on intersectionality. There were great presenters who focused on how to address racism and identify your own biases. For her as a learner, what stood out is how the books that we read, the TV shows we watch, and our social media feeds may need some diversifying to illuminate the places where we might need more growth and learning.

Jason: This is the time of year when we start to narrow down the budget for the current year. There have been a number of changes already which will be brought to the Board. There was a blessing of logs for the new QSS last week. They are working on finalizing the details of the District's contribution and release of contingency reserves. He will be away at BC Association of School Board Officials (BCASBO) for the next few days.

3. Old Business

3.1 Truth and Reconciliation (Standing Item)

- The Board Chair, Superintendent and District Elder and Knowledge Keeper Dolly Sylvester will be meeting to discuss land acknowledgements. There was further discussion on land acknowledgements and our Nations' traditional territories.

- There was a good Metis presenter at Frances Kelsey Secondary November 20-21 who spoke on Indigenous veterans and Metis people.
- The recent BC Confederation of Parent Advisory Councils (BCCPAC) Summit included a session with Denise Augustine (who is on Secondment with the Ministry of Education and Child Care where she serves as Superintendent of Indigenous Education) who led a much longer version of Understanding the Village.

4. New Business

4.1 Feedback on the Future of Cowichan Secondary School:

Jason Sandquist shared the slides and presentation from the Cowichan Secondary School Closure and Disposal Community Consultation Meeting held on November 14, which was attended by approximately 30 community members.

Discussion and questions following the presentation included:

- The willow tree (a gift from the class of '57) is nearing the end of its lifespan and a cutting is being propagated for the new school site.
- The property could be subdivided by the Board.
- If the property is sold, the Board would not demolish the building prior to listing.
- The field at QSS is the same size as the field at the existing school, but without a track around it. There will be a track around the entire QSS property, which will be nearly a kilometer in length.
- The location of the new school is a similar distance to the unhoused population. The land for the new school was acquired by the Board at a time prior to the unhoused population and opioid crisis. The Board has been working with the Minister of Health and Addictions to try to protect both students and the unhoused population.

4.2 December Advisory Committee Meeting

The December 19 meeting has been cancelled. The next Advisory Committee Meeting will be held on January 16, 2024 at 4:30 p.m.

5. Adjournment

The meeting adjourned at 5:31 p.m.

HIGHLIGHTS

from the Minutes of the

November 9, 2023

District Student Advisory Committee **(DSAC) Meeting**



- DSAC met in person at Cowichan Secondary School. Trustee Cindy Lise attended on behalf of the school board. The meeting was opened by our District Elder, Dolly Sylvester and the meeting was chaired by Jeff Rowan, Director of Inclusive Learning. The meeting began with a review of the Hul'q'umi'num' words of the day lead by District Elder Dolly Sylvester.
- Guest speaker Glen Posey, District Principal of Instruction and Innovation, shared some details of what the District Technology Advisory Committee (DTAC) is and why we are looking for student volunteers to attend the meetings.
- Cowichan Secondary led the group in a get to know activity.
- Jason Sandquist, Secretary-Treasurer, gave feedback on past budget suggestions and feedback from DSAC that have been considered into the budget and explained how we get funding and create the budget.
- Students reported on recent and upcoming activities at their school. Highlights included: Sports events, Remembrance Day ceremonies, Halloween activities, a university fair, repainting of the rainbow crosswalk, new benches for seating around the school, and different clubs and leadership activities.
- Superintendent Robyn Gray reported that the Quw'utsun building is progressing, and that the new school will have health and wellness, and that we are very excited about the Indigenous culture centre that will be not just for Quw'utsun Secondary School but for the whole district to use. We are working to update how we communicate with families when there are power outages in the district. The Board contributed \$20,000 towards climate action, and we are looking at leadership workshops throughout the year for DSAC students to attend.
- Trustee Cindy Lise reported that the Board will be working on a new strategic plan, and that we are no longer just K-12 but are now part of early learning and child care as well and Cowichan is one of the districts leading the way on child care.
- Two students volunteered for the upcoming Advisory Committee meeting, and three students volunteered for the upcoming District Technology Advisory Committee.



COWICHAN VALLEY DISTRICT PAC

Minutes November 14, 2023, 7pm
via Zoom & in person

Call to order at 7:07

1. Introductions & Acknowledgement

In Attendance:

Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep
Keirsten Tymko	DPAC Secretary, Chemainus El. Secretary & DPAC Rep
Sam Towstego	Crofton El. Secretary & DPAC Rep
Shannon Reid	Maple Bay DPAC Rep
Vlad Valastiak	OLPAC DPAC Rep
Rachel Shaw	Bench DPAC Rep
Joseph Legault	Frances Kelsey DPAC Rep
Bonnie Loudon	Alex Aitken DPAC Rep
Claire Brown	Quamichan DPAC Rep

Non-Voting Members:

Vanessa Phelan	Maple Bay PAC Chair
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Regrets:

Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep
Robyn Gray	District Superintendent
Trustee Sousa	

2. Motion to adopt agenda by OLPAC, seconded by Quamichan

3. Motion to approve previous minutes from October 19, 2023 by OLPAC, seconded by Quamichan

4. Reports

4.1 Chair

Since our last meeting, I have attended the board meeting and BEBC meeting, the BCCPAC Town Hall, and we held our PAC 101. Anything to note is listed in agenda items.

4.2 SD Admin - Superintendent Robyn Gray

Quw'utsun Secondary School

Regrets that we are not able to have a senior staff or trustee attend DPAC meeting tonight as we are all at the Community Consultation the Future of Cowichan Secondary School (started at 6:00 p.m. in the Cowichan Secondary cafeteria). With Quw'utsun Secondary School slated to open in September 2024, the Board of Education is coming to the community to discuss the potential closure and disposal of Cowichan Secondary School. Trustees and staff are at the consultation to provide information and ask for feedback on some important questions. There



COWICHAN VALLEY DISTRICT PAC

**Minutes November 14, 2023, 7pm
via Zoom & in person**

will be an opportunity for parents to provide feedback. Information will be posted on the school district website including the presentation slides as well as a form for additional feedback.

On October 26th CHEK News visited the site of Quw'utsun Secondary School for a story on how our new secondary school is coming along – check out our Facebook page to see some photos taken during their tour with Board Chair Cathy Schmidt.

Also, on October 13th Quw'utsun Secondary School celebrated a construction milestone of the installation of the last steel girder and preparation for the final concrete pour. The final steel girder was signed by dignitaries and on-site construction crew before being lifted into place and installed as the final structural piece of the new school. These mark a significant step towards fulfilling the vision of an innovative, inclusive and culturally rich learning space for students.

Provincial Assessments

Grade 10 and 12 Provincial Literacy and Numeracy Assessments

- The fall Grade 10 Literacy and Numeracy assessments and Grade 12 Literacy assessments are now concluded (October 30-November 3). The Winter assessment dates are January 15-26.

Foundation Skills Assessment (FSA)

- The administration of the Foundation Skills Assessment (FSA) for students in grades 4 and 7 completes on November 10th.

Announcements

A couple of recent announcements from the Province:

- Ministry of Education and Child Care announcement regarding broadening scope of Grade 10 Social Studies Curriculum to ensure students learn about the Holocaust. The change will take effect for the 2025/26 school year.
- The Province has proposed amendments to the *School Act* to act on commitments in the Declaration Act Action Plan and the BC Tripartite Education Agreement. The changes are intended to support better education outcomes for First Nation and other Indigenous students attending provincial public schools, and more effective relationships between boards of education and First Nations.

Inclement Weather

Superintendent letter has been sent out to parents/guardians of students regarding Inclement Winter Information.

Election of Chair/Vice-Chair

At the November 7th Open Board Meeting, it was determined that the Board Chair and Vice-Chair will remain the same. Cathy Schmidt is Chair and Elizabeth Croft is the Vice-Chair. Trustee school liaison assignments and Trustee rotation DPAC will be decided at a later date.



COWICHAN VALLEY DISTRICT PAC

**Minutes November 14, 2023, 7pm
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Non-Instructional Day (NID)

The focus of the November 24th Non-Instructional Day will be Identity, Belonging, and Mental Health.

Communicating Student Learning (CSL)

November is a time for schools to either report or connect with parents regarding their child's learning.

SchoolMessenger/Safe Arrival

On November 7th, the Board of Education approved the above communication tool. Staff will be looking to roll this out as soon as possible.

4.3 Board of Education - tied in with the Superintendent report

4.4 Treasurer

DPAC executive met to create a new budget for the year. They condensed previous years budget format to make the budget simpler to understand and relevant to today's world.

Suggestion was made to look into a laddering strategy with term deposits with some of our additional funds in the General account.

*Motion to adopt the 2023/24 budget as presented by Quamichan, seconded by OLPAC. **Approved.***

*Motion to remove Lysanne from signing authority with DPAC's General and Gaming Accounts made by Chemainus EI, seconded by OLPAC. **Approved.***

4.5 PIE Committee

Committee is on hiatus though the past Chair has connected with interested parties. Stay tuned!

4.6 Indigenous Committee

Meetings are now being held bi monthly. Next one is in December.

5. Old Business

5.1 Election of DPAC Secretary

Asked for nominations. As there were none, this is tabled until the next meeting.

5.2 PAC 101 Workshop

Thanks to all who attended. It was a decent turnout and we had great discussions. Sorry the slides have not been emailed out yet. Carmen is working on condensing them for a much easier read. Stay tuned.

5.3 Safe Arrival Program

Enhanced District Communication Tool: The Board passed a motion to approve the annual licensing of SchoolMessenger and SafeArrival programs for the District. The platform allows quick, efficient communication to be pushed out to parents and families via email, text and phone calls without having to listen to the radio, or explore the



COWICHAN VALLEY DISTRICT PAC

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website and social media, which can be challenging during power outages. The platform also allows schools to push out communication if their child doesn't arrive at school.

6. New Business

6.1 Consent Education for Gr11&12

Tabled until we have more feedback from district and other high schools in the district **6.2 Cowichan Secondary closure and disposal public consultation process**

70 years old, what do we do with it? Do we keep it, dispose of it and sell the building and property or rent the building and property?

Cow Sec rated H1 highest risk for seismic needs 75 mil to repair. To keep it running looking at 150,000 utilities and 80,000 in maintenance, disposal, where does money go? Locally funded so no funding from the ministry. Board can use those funds at their discretion. More opportunities for feedback will be on the district facebook page. North Cowichan does have a proposal plan of the area.

6.3 BCCPAC Town Hall - Nov 8 - overview

Had approx 30 people in attendance from across the province. Some of the Directors gave updates on their work and then went into breakout rooms to discuss some questions. There will be more of these town hall meetings in the future. Dates have not been set at this moment.

7. Motion to adjourn at 7:58 by OLPAC, seconded by Maple Bay.

Next meeting: January 18, 2024 @ 7:00pm

Need to get in touch?

cowichcanvalleydpac@gmail.com

**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY)**

**Tuesday, November 7, 2023, 4:30 p.m.
Boardroom - Public Participation via Zoom**

PRESENT

**Trustee Cathy Schmidt, Chair
Trustee Elizabeth Croft, Vice-Chair
Trustee Randy Doman
Trustee Cindy Lise
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Margaret Olsen, Director of Human Resources
Jeff Rowan, Director of Inclusive Learning
Darlene Reynolds, Director of Inclusive Learning
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary**

APOLOGIES **Mike Russell, Director of Communications**

1. CALL TO ORDER

Secretary-Treasurer Jason Sandquist called the meeting to order at 4:30 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Thorne
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the November 7, 2023 Open Board Meeting."

CARRIED

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

Moved by Trustee Schmidt
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of November 7, 2023, as presented."

CARRIED

4. MINUTES

4.1 Minutes of the October 3, 2023 Open Board Meeting

Moved by Trustee Thorne
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the October 3, 2023 Open Board Meeting."

CARRIED

5. ELECTION OF CHAIR

The Secretary-Treasurer called for nominations for the position of Chair for the first time. Trustee Thorne nominated Trustee Schmidt, who accepted the nomination. The Secretary-Treasurer called for nominations a second and third time, with no further nominations. Trustee Schmidt was elected Chair of the Board for the next year by acclamation. Trustee Schmidt took over the role of Chair.

6. ELECTION OF VICE-CHAIR

Trustee Schmidt called for nominations for the role of Vice-Chair. Trustee Sousa nominated Trustee Croft, who accepted the nomination. The Chair called a second and third time for nominations, with no further nominations. Trustee Croft was elected Vice-Chair by acclamation.

7. DESTROY BALLOTS

7.1 Motion to Destroy Ballots

As the Chair and Vice-Chair were re-elected by acclamation, there were no ballots to destroy.

8. SIGNING AUTHORITY

As the Chair and Vice-Chair were re-elected by acclamation, there are no changes to signing authorities.

9. RECOGNITION AND DELEGATIONS

The Cowichan Secondary School Indigenous Technology Class, including staff members Tobias Lemay, Skye Ramage and the late Rita George-Green along with students in Grades 10-12 were recognized for creating the outdoor learning space at the School Board Office. The class partnered with District employees to create the learning space which includes wooden benches and a Speaker's chair. Two hundred and fifteen orange hands were also made and placed on the fence to acknowledge the Kamloops 215. Wood was added to the fence to create outlines of local mountains, and some of the 215 hands were placed in the shape of a sun setting over the mountainside. This learning area is a bookable space that can be accessed by classes from Alexander, Quamichan, and Cowichan Secondary, as well as staff from the School Board Office.

9.1 Cowichan Secondary School Indigenous Technology Class - Outdoor Learning Space

10. REPORT OF CLOSED MEETING

10.1 Report of Closed Meeting

Prior to the Open meeting the Board met in Closed session and concluded business. The meeting's agenda included personnel, property and contract items.

11. OLD BUSINESS

11.1 Action List

The majority of outstanding items relate to the Cowichan Secondary School closure and disposal consultation process which will be discussed later in the Agenda.

12. SUPERINTENDENT OF SCHOOLS

12.1 Personnel

12.1.1 Personnel Update

Amanda Stone, who has been a member of the District's Transportation Department for nine years, started her new role as Assistant Transportation Manager on November 2. In addition to being a bus driver, Amanda is a certified Driver Trainer and has trained drivers both within the District and across the province.

The position of Director of Operations has been filled, with the incumbent starting in the role December 11. The name of the successful applicant will be announced in the near future.

12.1.2 Principal/Vice-Principal Updates

The Superintendent announced the following recent changes in assignments:

- Brenda Lee has transferred from Vice-Principal at Discovery Elementary to Chemainus Elementary as of October 6;
- Emily Nickason, a teacher at Discovery Elementary, has been appointed Temporary Vice-Principal at the school effective October 6;
- Jennifer Merrett has been appointed Temporary Principal at Tansor Elementary effective November 6;
- Colleen Mullin, who recently returned from secondment as Principal of Stz'uminus Elementary School and was recently assigned Vice-Principal at Chemainus Secondary, has been assigned the role of Temporary Principal at The Grove effective November 6;
- Lindy Thompson, who had recently moved from Vice-Principal at Chemainus Secondary to Vice-Principal at Cowichan Secondary, has returned as temporary Vice-Principal at Chemainus Secondary;
- Kim Darbyshire, District Vice-Principal of Inclusive Learning, has been appointed Temporary Vice-Principal at Cowichan Secondary effective November 6 until the return of Jennifer Merrett.

12.2 For Board Information

12.2.1 District Student Enrolment

District student enrolment (headcount, not full time equivalent) is 8,520 students, with 1,789 Indigenous students, and 1,226 designated students (644 receive funding as they are designated either Level 1, 2 or 3, and 582 are non-funded). In addition, the District currently has 183 International students.

12.2.2 Superintendent's Update

Acknowledgements/Appreciation: The Superintendent acknowledged and thanked the CUPE Pro D Committee for putting on an excellent learning opportunity for CUPE staff on October 20 that featured keynote speaker Dr. Jeremy Goldberg.

Administrative Procedures Updates: The Superintendent advised of the following recent updates:

- **Removed AP 240 – Student Counselling Services:** This AP was removed as job descriptions and postings address this more clearly and completely;

- **Revised AP 261 - Educational Trips – Out-of-Province/Country Travel:** This AP was updated to reflect current practice;
- **New AP 302 - Admission of International Students without Fee:** This AP was reviewed and updated to reflect current practice;
- **Removed AP 304 - Refugee Students:** Registration information for Refugee students is captured in AP 302;
- **Revised AP 562 – Transportation of Students – Field Trips:** This AP was reviewed and updated.

School Remembrance Day Events: A schedule of events was included in the Agenda. Trustees are asked to connect with Principals prior to attending school events. November 8 is National Aboriginal Veterans Day.

Quw'utsun Secondary School: Photos were shared of the October 13 construction milestone when the last steel girder was installed and the final concrete pour was prepared. The girder was signed by dignitaries and on-site construction crew before being lifted into place and installed as the final structural piece of the school.

Ecole Mt Prevost - Saving our Fruit, Saving our Future: The Superintendent shared photos of the School's Grade 6/7 class who found a unique way to learn about food security and food waste in our community while being an active part of the solution. The class joined the FruitSave program and volunteers from the Cowichan Green Community to source out fruit trees that needed to be picked. Fruit was picked from both an apple and a pear tree, with the fruit being divided equally between the homeowner, Cowichan Green Community (for distribution within the community) and the school. The learning continued at the school where students made pear jam, pear cake and an apple crumble. Students are eager to continue this work next year.

Lake Cowichan School Grade 12 Partnership with Local RCMP: Every month Grade 12 students at LCS attend informative assemblies focused on preparing them for adulthood and encouraging them to make safe and smart decisions. These assemblies are part of a partnership with the local RCMP through its CAPRA program. Photos were shared of the fun and learning that takes place at these informal events.

Parent-Child Mother Goose: Fall Mother Goose sessions are underway. These playful experiences are for children from birth to five years and their adults and include activities based on rhymes, songs and storytelling that enrich parent/child relationships. Registration for the sessions is through the District's Learning Links.

All Superintendents' Meeting with the Deputy Minister: On October 12 the Superintendent traveled to Vancouver to attend this meeting which included updates on the K-12 workforce, school outreach teams, the BC School Superintendents' Association (BCSSA) Summer Leadership Gathering, and improving student transitions from K-12 to post-secondary.

Vancouver Island School Trustees' Association: The Superintendent joined Trustees in Nanaimo for the VISTA fall meeting on October 13-14.

All Nations Indigenous Education Council: The Board hosted the Council meeting on October 18 which was attended by representatives of a number of local Nations. The next meeting is scheduled for March 6, 2024.

Great BC ShakeOut: Many schools in the District, along with staff at the School Board Office, participated in the earthquake drill which was held at 10:19 a.m. on October 19.

Provincial Assessments: Grade 10 literacy and numeracy assessments and Grade 12 literacy assessments took place October 30 through November 3. The next assessments will take place from January 15 - 26, 2024. Foundation Skills Assessments (FSAs) for students in grades 4 and 7 are underway and will be completed on November 10.

Proposed Amendments to the School Act: On October 26 Minister Singh held a call with Board Chairs and Superintendents to advise of proposed amendments to the *School Act* intended to support better education outcomes for First Nation and other Indigenous students attending provincial public schools and more effective relationships between boards of education and First Nations.

Changes to Grade 10 Social Studies Curriculum: Last week the Ministry announced that beginning in the 2024-25 school year Grade 10 Social Studies curriculum will be broadened to ensure that all students learn about the Holocaust.

Premier's Awards for Excellence in Education: On October 26 the Superintendent, Secretary-Treasurer and Director of Inclusive Learning attended the awards ceremony at Government House in Victoria. Tanya Leech, who is currently the secretary at Discovery Elementary, was nominated for her work in her previous role at Mill Bay Nature School.

BCSSA Fall Conference: The Superintendent and Associate Superintendents will be attending the fall conference in Vancouver on November 16-17. The conference's theme is Intersectionality: Leading for the Future.

Non-Instructional Day: The November 24th NID will have a focus on Identity, Belonging and Mental Health.

Master's Research Project: Frances Kelsey Secondary School teacher Matthew Franko has received approval to conduct research entitled "Action Research in a Student-Choice Environment" which will compare the traditional physical health (PHE) environment with one with increased student choice.

Adoption Awareness Month: BC recognizes November as Adoption Awareness Month which celebrates the families that give children and youth love and support as permanent members of their family.

Board Bus Tour: On December 7 Trustees will depart from Quw'utsun Secondary, stop at Nourish Cowichan, then tour past CVOLC and Charles Hoey before returning for a tour of Quw'utsun Secondary.

School Visits: This month the Superintendent had check ins at Cowichan Secondary, George Bonner Elementary, Mill Bay Nature School and Chemainus Secondary.

12.3 For Board Action

12.3.1 Communicating Student Learning: Reporting Templates

The briefing note was reviewed and discussion ensued.

Moved by Trustee Thorne
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the Cowichan Valley School District Classroom Assessment and Report Guidelines, K-12."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) delegates approval of revised or alternate templates for written updates to the Superintendent."

CARRIED

12.3.2 Enhanced District Communication Tool: School Messenger

The briefing note on SchoolMessenger and SafeArrival was reviewed and discussed. The platform would allow quick, efficient communication to be pushed out to parents and families via email, text and phone calls without having to listen to the radio, or explore the website and social media, which can be challenging during power outages. The platform also allows schools to push out communication if their child doesn't arrive at school.

Moved by Trustee Thorne
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the annual licensing of School Messenger and SafeArrival program for the Cowichan Valley School District."

CARRIED

13. SECRETARY-TREASURER

13.1 For Board Information

13.1.1 Cowichan Secondary School Closure and Disposal Public Consultation Process

A public consultation meeting will be held on November 14 at 6:00 p.m. at Cowichan Secondary. The meeting will include an overview of the school's history, catchment area and projections for growth, and will provide an opportunity for the public to give feedback on the closure, disposal and future use of the school. A mechanism to provide feedback will also be available on the District's website until December 31.

14. COMMITTEES AND OUTSIDE ORGANIZATIONS

14.1 Motions Arising from the October 24, 2023 BEBC Meeting

Moved by Trustee Thorne
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts Policy 26 - Whistleblower Protection."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Croft

"The Board of Education of School District No. 79 (Cowichan Valley) provides approval to amend the 2023/2024 Annual Budget to include the addition of 12 Educational Assistants."

CARRIED

14.2 Highlights from the following recent meetings:

Provincial Council: Trustee Croft advised that the meeting included a presentation by the Metis Nation of BC on their activities over the last couple of years. There will be an opportunity to review the budget and provide input until February.

BCSTA Advocacy Day: Trustee Croft attended the session in Victoria on behalf of the Board Chair. The day started by attending question period at the Legislature, where Trustees received a glowing introduction from Minister Singh. While local MLA's were not in attendance, she was able to speak with the Finance Minister and the Advisor to the Minister of Education and Child Care.

All Nations Indigenous Education Council: Trustees had a nice morning and lunch with their Indigenous partners in Education. There were good discussions on what's happening in Indigenous education and the Council is looking forward to meeting again in March.

VISTA Fall Conference/Business Meeting: Trustees Thorne, Sousa, Lise, Strachan and Schmidt attended and were reaffirmed that the District is doing great things for kids.

BCSTA Meetings of Board Chairs: The first meeting was to discuss the new legislation requiring all Districts to have LEAs with all their Nations by next year (the District is already in compliance). The second meeting included a requirement for all Districts to have Indigenous Education Councils (similar to our All Nations Indigenous Education Council) that will be led by the Nations. We will meet to ask our Nations how they would like this to look. Beginning in 2024 Bands will be able to choose the schools they want their children to attend. The Holocaust will be included in the Grade 10 Social Studies curriculum beginning in 2024-25.

15. UPCOMING MEETINGS AND EVENTS

15.1 Schedule of Upcoming Meetings and Events

The Schedule of Upcoming Meetings and Events was reviewed. The Chair will provide an updated DSAC/DPAC rotation for Trustees.

15.2 Schedule of School Remembrance Day Assemblies

16. CORRESPONDENCE

17. NEW BUSINESS

18. QUESTION PERIOD

Q: Would the District consider asking all schools to use the safe arrival program or will the choice be left to schools?

A: It will be promoted for use by all schools.

Q: Will the safe arrival program be used for high school as well as elementary schools?

A: Staff would have to work with the high schools before committing to that.

Q: Is the total enrolment of 8500 an increase or decrease from last year?

A: The enrolment is 128 full time equivalent (FTE) larger than last year, and 51 FTE greater than projected.

19. ADJOURNMENT

19.1 Motion to Adjourn

The meeting adjourned at 5:22 p.m.

Moved by Trustee Sousa
Seconded by Trustee Croft

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

CARRIED

Cathy Schmidt, Chair

Jason Sandquist, Secretary-Treasurer

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
JUNE 6, 2023			
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Give notice of intent to close Cowichan Secondary School following the opening of Quw'utsun Secondary School and immediately commence the consultation process required under Policy 14 – Consolidation and Closure of Schools.	In progress
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Concurrently with the Consolidation and Closure of Schools process, consult on future uses of Cowichan Secondary School following the process required under Administrative Procedure 519 Disposal of Land and Improvements.	In progress
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Consult with the public before making decisions about: <ol style="list-style-type: none"> 1. The advisability of keeping Cowichan Secondary School in reserve for future educational purposes; 2. Alternate public use of Cowichan Secondary School by a local government or a community organization; 3. Use of Cowichan Secondary School by an Independent School; 4. Use of Cowichan Secondary School by Conseil Scolaire Francophone; 5. The advisability of entering into a long-term lease of the property to a private interest; and 6. The advisability of selling the property for fair market value to any other person. 	In progress
Cowichan Secondary School Closure and Disposal	Jason Sandquist	<ol style="list-style-type: none"> 1. Advertise in local papers and the Cowichan Valley School District social media accounts that the Board is considering the closure of and possible disposal or long-term lease of Cowichan Secondary School, and invite feedback from community organizations and individuals; 2. Send letters to each local government within the School District's boundaries advising that the Board is considering closure and possible disposal or long-term lease of Cowichan Secondary School and offer to meet with representatives of those local governments if they so choose; and 3. Hold one public meeting, date, time and location to be determined and advertised. 	Complete

Principal & Vice-Principal Assignments
2023-2024
Updated Dec 1, 2023



South Zone:

School	Principal & Vice-Principal
Bench Elementary	Principal - Scott Jackson Vice-Principal - Kyla Bridge
Ecole Cobble Hill Elementary	Principal - Ian Zibin Vice-Principal - Grant Mellemstrand
George Bonner Elementary	Principal - Updesh Cheema Vice-Principal - Delyth Morgan
Discovery Elementary	Principal - Dani Morrow Vice-Principal - Emily Nickason (Temporary)
Mill Bay Nature School	Principal - Alison Leslie
Frances Kelsey Secondary	Principal - Nicole Boucher Vice-Principals - Camila Bhandari-Arscott & Tim Ylagan

North Zone:

School	Principal & Vice-Principal
Crofton Elementary	Principal - Craig McLeod
Chemainus/Thetis Elementary	Principal - Brenda Lee (Temporary) Vice-Principal -
Chemainus Secondary	Principal - Jaime Doyle Vice-Principal - Lindy Thompson (Temporary)

West Zone:

School	Principal & Vice-Principal
Palsson Elementary	Principals - Fiona Somerville
Lake Cowichan School	Principal - Jennie Hittinger Vice-Principal - Mike Greenslade (Temporary)

Central Zone:

School	Principal & Vice-Principal
Alex Aitken Elementary	Principal - Mike Martin
Alexander Elementary	Principal - Ann Kissinger Vice-Principal - Kelly Girvan (Temporary)
Drinkwater Elementary	Principal - Brenda Stevenson Vice-Principal - Rhonda Rose
Ecole Mount Prevost Elementary	Principal - Rhonda Cizeron Vice-Principal - Sandra Buckland
Khowhemun Elementary	Principal - Jennifer Calverley Vice-Principal - Madelin Rocheleau
Maple Bay Elementary	Principal - Venessa MacDowell
Tansor Elementary	Principal - Brent Ranger
Cowichan Secondary	Principal - Darcy Hoff Vice-Principals - Jennifer Merrett & Penny Butler (Temporary)
Quamichan School	Principal - Claire Whitney Vice-Principal - Darren Hart

District/Learning Services:

Careers and Trades	District Principal - Ryan Gough
Indigenous Education	District Principal - Mary Peter
Open Learning (CVOLC)	Principal - Kevin van der Linden
Distributed Learning/The Grove	Principal - Colleen Mullin (Temporary)
International Programs	District Principal - Alison Keple Vice-Principal - Kevin O'Donnell
Instruction & Innovation K-12	District Principal - Glen Posey
Inclusive Learning	District Principal - Tammy Renyard District Vice-Principal - Kim Darbyshire

AP 177 – SAFE DISCLOSURE OF COMPLAINTS RELATED TO STAFF INCLUDING MANAGEMENT

Purpose

The District is committed to supporting ethical conduct in its operations and seeks to foster a culture of which Employees are encouraged to disclose Wrongdoing, including by receiving, investigation and responding to Disclosures and by providing information and training about British Columbia *Public Interest Disclosure Act* (“PIDA”).

The School District will investigate Disclosures that it receives under this Administrative Procedure. Investigation under this Procedure will be carried out in accordance with the principles of procedural fairness and natural justice.

The School District will not commit or tolerate Reprisal against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation, or makes a complaint under this procedure.

The School District is committed to protecting the privacy of Disclosures, persons accused of Wrongdoing, and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and the *Freedom of Information and Protection of Privacy Act* (FIPPA).

This Administrative Procedure outlines a process, in compliance with PIDA, for individuals to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

Definitions

The following capitalized terms are defined as indicated:

Advice: Advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Procedure or PIDA;.

Discloser: The individual who has brought forward a report of Wrongdoing.

Disclosure: A report of Wrongdoing made under this Procedure which includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA.

Designate: The individual appointed by the Superintendent to:

- a) Provide information and advice to individuals making a report;
- b) Protect the confidentiality of individuals seeking advice or making reports under PIDA
- c) Manage and investigate reports of Wrongdoing in accordance with the policies and procedures of the District and the associated collective agreements where applicable; and
- d) Communicate the results of an investigation to the appropriate parties.

Disclosure: A report of Wrongdoing made under this Procedure.

Employee: A person employed by the School District.

FIPPA: *Freedom of Information and Protection of Privacy Act*.

Investigation: An investigation undertaken by the School District under this Procedure or by the Ombudsperson under PIDA.

Ombudsperson: The Ombudsperson of British Columbia.

Personal Information: This has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual," and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an investigation can be deduced or inferred.

PIDA: The *Public Interest Disclosure Act* of British Columbia.

Reprisal: The imposition of, and any threat to impose, discipline, demotion, termination, or any other act that adversely affects employment or working conditions of an Employee because they made a Disclosure, sought advice, made a complaint about a Reprisal or participated in an Investigation.

Respondent: The individual(s) who are named within the Disclosure as being responsible for the alleged misconduct.

Urgent Risk: This arises if there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or the environment.

Wrongdoing: refers to:

- a) A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b) An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an Employee's duties or functions;
- c) A serious misuse of public funds or public assets;
- d) Gross or systematic mismanagement;
- e) Knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

Who May Make a Disclosure

Any Employee may report Wrongdoing under this Procedure if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.

Reports received from members of the public or from Employees who were not employed by the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of this Procedure.

How to Make a Disclosure

An Employee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

- a) That person's supervisor;
- b) The Superintendent;
- c) A Designate other than the Superintendent; or
- d) The Ombudsperson.

A Disclosure should be submitted in writing using the Disclosure Form ([link](#)) or in other written form, and include the following information if known:

- a) A description of the Wrongdoing;
- b) The name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
- c) The date or expected date of the Wrongdoing;
- d) If the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
- e) Whether the Wrongdoing has already been reported and, if so, to whom and a description of the response received.

A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Procedure or PIDA will not be provided to an anonymous Discloser except at the discretion of the Designate and where the Disclosure has provided contact information.

A Discloser who is considering making a Disclosure may request Advice from any of their union representative, or employee association representative, a lawyer, their supervisor, a Designate or the Ombudsperson.

A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Procedure with responsibility for receiving a Disclosure.

How to Make a Disclosure About Urgent Risk

1. PIDA permits Employees to make public disclosures if the Employee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

2. Before making a public disclosure of an Urgent Risk the Employee must:

- a) Consult with the relevant Protection Official (public health officer, Emergency Management BC, or police);
 - b) Receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure;
 - c) Refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
 - d) Refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege; and
 - e) Seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their supervisor or the Superintendent about the public disclosure or submit a disclosure form.
 4. If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designate.

Referral to Designate

1. Each Supervisor and any other Employee who receives a Disclosure under this Procedure must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designate as follows:
 - a) Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Procedure and this Procedure to any other Designate;
 - b) If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to the Office of the Ombudsperson.

Responsibilities of the Designate

The Designate is responsible to:

- a) Receive and respond to any Disclosure;
- b) Receive and respond to reports made about Urgent Risks;
- c) If the Designate reasonably believes that an Urgent Risk exists, the Designate may make a report to the relevant Protection Official;
- d) Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Procedure;
- e) Refer disclosures or allegations falling outside the scope of PIDA or this Procedure to the appropriate authority or dispute resolution process, as applicable;
- f) If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
- g) Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
- h) If appropriate, initiate an Investigation into allegations of Wrongdoing;

- i) Assess the risk of any Reprisal to the Discloser and take appropriate action, if any, to mitigate that risk;
- j) Manage communications with the Discloser and Respondent;
- k) Notify the Discloser and the Respondent of the outcome of the Investigation; and
- l) Ensure that all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

Responsibilities of Employees

All Employees are responsible to:

- a) Make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
- b) Refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and PIDA;
- c) Maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice, or Investigation in accordance with this Procedure and PIDA;
- d) Provide their reasonable cooperation with Investigations by the School District or the Ombudsperson;
- e) Seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- f) Comply with the requirements of this Procedure and PIDA concerning Urgent Risks.

Investigations

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designate may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designate may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designate.
5. The Designate may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.

6. The Designate may refuse to investigate or postpone or stop an Investigation if they reasonably believe that:
 - a) The Disclosure does not provide adequate particulars of the Wrongdoing;
 - b) The Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Procedure or PIDA, or does not deal with Wrongdoing;
 - c) The Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d) The investigation of the Disclosure would serve no useful purpose because the subject matter of the Disclosure is being or has been appropriately dealt with;
 - e) The Disclosure relates solely to a public procedure decision;
 - f) The allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g) The Investigation may compromise another investigation; or
 - h) PIDA otherwise requires or permits the School District to suspend or stop the Investigation.

7. Subject to the School District's obligations under, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
 - a) Notice of any finding of Wrongdoing;
 - b) A summary of the reasons supporting any finding of Wrongdoing;
 - c) Any recommendations to address findings of Wrongdoing.

Privacy and Confidentiality

1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Procedure, the Procedures and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
3. Any person who, in their capacity as an Employee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Procedure or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its Employees internally on a need-to-know basis.

Reprisals

1. The School District will not tolerate Reprisals against Employees.
2. Any Employee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

Report of the Inquiry

The report of the inquiry shall be shared with the Respondent in a confidential manner. The only documented copy of the complaint to be retained by the District will remain in the Superintendent's or Designate's office.

Potential Outcomes of the Inquiry

The Superintendent may refer portions of the report to legal advisors or members of the Senior District Leadership Team, and may consult confidentially with others (e.g., officers of associations) to assist in the determination of the appropriate action to be taken in respect of the complaint.

In the event that the Superintendent determines that the Board will need to be informed, the Superintendent will abide by any required language contained within in the personal contract of the excluded Employee or collective agreement for unionized staff members.

Reporting Outcomes

Unless precluded by FIPPA, the Superintendent will advise the Complainant, in writing, of the general nature of its decision in regard to the complaint. The Complainant shall be informed of his or her right to make use of the services of the Ombudsman's Office, if desired.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 of the *School Act*
Public Interest Disclosure Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Collective Agreements

Adopted: November 28, 2023

**Cowichan Valley School District
Schedule of Winter Events/Activities
December 2023**

SCHOOL	EVENT	DATE(S)	TIME(S)	LOCATION
Alex Aitken Elem.	- Winter Concert	- Dec 14	- 1:00 & 6:30 pm	- school gym
Alexander Elem.	- Winter Concert	- Dec 21	- 1:00 pm	- school gym
Bench Elem.	- Winter Holiday Concerts	- Dec 20 (primary) - Dec 21 (intermediate)	- 1:00 & 6:00 pm - 1:00 & 6:00 pm	- school gym
Chemainus Community School	- Winter Concert	- Dec 7	- 1:15 & 6:00 pm	- school gym
Crofton Community School	- Tentative: Performing Arts Concert	- Dec 14	- 1:00 & 5:00 pm	- school gym
Discovery Elem.	- Winter Performance	- Dec 14	- 12:30 & 7:00 pm	- school gym
Drinkwater Elem.	- School singalong	- Dec 21	- afternoon	- school
Ecole Cobble Hill El.	- Songs of our Ancestors: Canada and the World	- Dec 6 (even # divisions) - Dec 7 (odd # divisions)	- 12:30 & 6:00 pm - 12:30 & 6:00 pm	- school gym
Ecole Mt. Prevost Elem.	- Holiday of Music Concert (tickets required: contact school office)	- Dec 7	- 10:00 am & 6:30 pm	- Cowichan Performing Arts Center
George Bonner Elem.	- Winter Concert with Band Performance	- Dec 19 & 20	- afternoon & evening concerts	- multipurpose room
Khowhemun Elem.	- Winter Spectacular	- Dec 20	- 12:30 & 6:00 pm	- school gym
Maple Bay Elem.	- Pancake Breakfast and Art Show	- Dec 22	- morning	- school
Mill Bay Nature School	- Outdoor Winter Solstice Celebration	- Dec 21	- TBD – likely evening	- school field
Palsson Elem.	- Winter themed Open House	- Dec 21	- 5:00-7:00 p.m.	
Tansor Elem.	- Winter Concerts	- Dec 5	- 1:00 pm & 6:30 pm	- school gym
Chemainus Sec.	- Nothing planned			
Cowichan Sec.	- Art Show	- Dec 11 - Dec 12	- 9:00 am-6:00 pm - 9:00 am-3:30 pm	- Art Room 24
CVOLC	- Christmas Luncheon	- Dec 20	- 11:30 am - 1:00 pm	- school gym
The Grove	- Winter Event (Staff run stations)	- Dec 20	- 9:30-11:30 a.m.	- The Grove
Frances Kelsey Sec.	- Poetry, Live Music and Art - Concert Band	- Dec 8 - Dec 20	- 5:00-8:00 p.m. - 6:00-7:30 p.m.	- in the dome - in the dome
Lake Cowichan School	- Winter Luncheon	- Dec 20	- 11:00 am – 1:00 pm	- school
Quamichan School	- Winter show case with band and dance	- Dec 19	- 6:00 pm	- school

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



COWICHAN VALLEY
School District

WINTER BREAK OFFICE HOURS

The main School Board Office and Operations Department **will be closed** to the public from **December 23, 2023 - January 7, 2024** inclusive.

Central Receiving **will be closed** from **December 23, 2023** through **January 1, 2024** inclusive.

The Transportation Department will be open from **10:00 a.m. – 2:00 p.m.** from **December 27-29, 2023** and **January 2-5, 2024**.



YEAR-END PROJECTION AS AT NOVEMBER 15, 2023

	(A)	(B)	(C)	(D)	
	AMENDED BUDGET	YEAR TO DATE	PROJECTED REV AND EXP	(A - C) PROJECTED SURPLUS	NOTES
REVENUE:					
PROVINCIAL GRANTS	- 95,322,666	- 23,127,282	- 95,322,666	-	(6)
INTERNATIONAL PROGRAM	- 2,000,000	- 1,667,631	- 2,000,000	-	
LOCAL EDUCATION AGREEMENT	- 6,691,959	- 1,398,392	- 6,691,959	-	
MISCELLANEOUS REVENUE	- 80,000	- 86,217	- 86,217	6,217	
BEFORE AND AFTER SCHOOL CARE	- 451,575	- 72,486	- 451,575	-	
TRANSPORTATION	- 55,000	- 48,289	- 48,289	6,711	
RENTALS	- 150,000	- 136,435	- 150,000	-	
INTEREST	- 750,000	- 415,842	- 900,000	150,000	
PRIOR YEAR SURPLUS	- 3,666,957	- 3,666,957	- 3,666,957	-	
TOTAL REVENUE	- 109,168,157	- 30,619,531	- 109,317,663	149,506	
EXPENDITURES:					
SALARIES					
PRINCIPAL / VICE-PRINCIPAL SALARIES	7,022,022	2,620,162	7,037,257	15,235	(2)
TEACHER SALARIES	42,573,021	10,564,897	42,405,231	167,790	(2)
EDUCATION ASSISTANT SALARIES	9,592,409	2,030,507	9,403,970	188,439	(2)
CLERICAL / NHS SALARIES	4,461,090	1,295,447	4,429,233	31,857	(2)
USW SALARIES	6,191,912	2,018,878	6,082,189	109,723	(2)
EXCLUDED SALARIES	2,655,850	863,100	2,602,417	53,433	(2)
CASUAL REPLACEMENT (ILLNESS / VACATION)	4,408,574	1,132,687	4,353,230	55,344	(4)
INSERVICE / EXTRA CURRICULAR / DEPT HEAD	937,286	188,946	937,286	-	(3)
TOTAL SALARIES	77,842,164	20,714,624	77,250,813	591,351	
EMPLOYEE BENEFITS					
STATUTORY BENEFITS	7,400,812	1,688,024	7,400,812	-	
PENSION BENEFITS	8,545,303	2,064,409	8,545,303	-	
HEALTH BENEFITS	3,791,049	1,265,802	3,791,049	-	
TOTAL EMPLOYEE BENEFITS	19,737,164	5,018,235	19,737,164	-	
SERVICES AND SUPPLIES					
SERVICES	3,595,429	1,196,104	3,595,429	-	(3)
STUDENT TRANSPORTATION	276,525	16,757	276,525	-	(3)
PROFESSIONAL DEVELOPMENT AND TRAVEL	747,154	197,813	747,154	-	(3)
RENTALS AND LEASES	67,100	14,390	67,100	-	(3)
DUES AND FEES	114,310	93,588	114,310	-	(3)
INSURANCE	287,534	217,327	287,534	-	(3)
SUPPLIES	4,594,511	1,098,444	4,594,511	-	(3)
UTILITIES	1,610,580	244,498	1,610,580	-	(5)
TOTAL SERVICES AND SUPPLIES	11,293,143	3,078,921	11,293,143	-	
TRANSFER TO CAPITAL	295,686	124,506	295,686	-	
TOTAL EXPENDITURES	109,168,157	28,936,286	108,576,806	591,351	
SURPLUS (DEFICIT)	-	1,683,245	740,857	740,857	(1)

NOTES:

- 1 This projection was prepared using information available on December 1, 2023. It is updated on a monthly basis or as new information is received. As we progress towards the June 30, 2024 year-end the reliability of the projection improves. Certain assumptions are made regarding the account balances.
- 2 Employee salaries and benefits are projected by adding the expected monthly expenditures to the year-to-date balance and adjusting for known differences.
- 3 Supplies and inservice budget allocations are assumed to be fully expended at year-end. The projection is adjusted for known differences.
- 4 Casual replacement balances are calculated using a method of extrapolation. The current account balance is divided by the prior year balance at the same date. This ratio is then multiplied against the prior year-end balance. This methods assumes that trends to date will continue.
- 5 Utilities and diesel fuel use the same method of extrapolation as the casual replacements.
- 6 Final funding figures will be known once the February and May enrolment counts are incorporated into the Operating Grant.



COWICHAN VALLEY

School District

**2023/2024 Amended Annual Operating Budget
Surplus Reconciliation**

	2023/2024 Amended Budget	2022/2023 Financial Statements	Change
Operating Surplus at at June 30, 2023	6,772,987	6,772,987	-
Internally Restricted :			
To Balance 2023/2024 Budget	2,460,796	2,322,931	137,865
Rollovers	1,206,161	1,206,161	-
Unrestricted Surplus	3,106,030	3,243,895	(137,865)
Surplus Projection as at November 15, 2023	740,857	-	740,857
Projected Available Surplus as at June 30, 2024	3,846,887	3,243,895	602,992
% Of Operating Budget	3.52%	2.97%	



SD79 (Cowichan Valley) Board of Education Appointments

Representative on BCSTA Provincial Council

Trustee – Elizabeth Croft

Alternate – Joe Thorne

Representative on Vancouver Island Branch BCSTA (Reports)

Trustee – Cathy Schmidt

Representative on BCPSEA/Vancouver Island Labour Relations Council

Trustee – Jennifer Strachan

Alternate – Cathy Schmidt

Board & District Committees

Board Education and Business Standing Committee – (All Trustees)

Chair – Randy Doman

Vice-Chair – Jennifer Strachan

Advisory Standing Committee – (All Trustees)

Chair – Elizabeth Croft

Vice-Chair – Cindy Lise

Audit Standing Committee – (3 members)

Chair – Cathy Schmidt

Trustee – Randy Doman

Trustee – Jennifer Strachan

Human Resources Standing Committee – (3 members)

Chair – Elizabeth Croft

Trustee – Cathy Schmidt

Trustee – Jennifer Strachan

Attendance & Wellness Committee – (1 member, 1 alternate)

Trustee – Eduardo Sousa

Alternate – Jennifer Strachan

Indigenous Education Committee – (1 member, 1 alternate)

Trustee – Joe Thorne



Alternate – Eduardo Sousa

Early Learning and Child Care Standing Committee – (3 members, 1 alternate)

Chair – Cindy Lise

Trustee – Elizabeth Croft

Trustee – Joe Thorne

Alternate – Cathy Schmidt

Climate Action Advisory Standing Committee – (3 members, 1 alternate)

Chair – Eduardo Sousa

Trustee – Elizabeth Croft

Trustee – Cindy Lise

Cowichan Secondary School Replacement – Trustee Appointments

Cowichan Tribes Vision Team – Joe Thorne and

Furniture, Fixtures and Equipment – Randy Doman and

District Advisory Committee – Elizabeth Croft and

Neighbourhood Learning Centre/Committee Alternate –

Contacts to Organizations

Contact - Chemainus & District Chamber of Commerce

Trustee – Vacant

Contact - Duncan/Cowichan Chamber of Commerce

Trustee – Joe Thorne

Contact - Lake Cowichan Chamber of Commerce

Trustee – Jennifer Strachan

Contact to Our Cowichan

Trustee – Elizabeth Croft

Contact to Housing and Homelessness Coalition

Trustee – Cindy Lise

Contact to Community Action Team

Trustee – Eduardo Sousa



Contacts to DPAC (Rotation) – 3rd Thursday at 7:00 p.m.

January – Elizabeth Croft
February – Cindy Lise
March – NO MEETING
April – Cathy Schmidt
May – Jennifer Strachan
June – NO MEETING
September – Randy Doman
October – Joe Thorne
November – Eduardo Sousa

Contacts to DSAC (Rotation) – 2nd Thursday at 10:00 a.m.

December – Cathy Schmidt
January – Cindy Lise
February – Randy Doman
March – Joe Thorne
April – Eduardo Sousa
May – Elizabeth Croft
June – Jennifer Strachan
October – Cathy Schmidt
November – Cindy Lise



Board of Education Liaisons for Schools – 2023-24

School	Trustee Liaison
All Schools – Indigenous Community Connections	Joe Thorne
Alexander Elementary Drinkwater Elementary Quamichan School CVOLC/Careers	Cindy Lise
Khowhemun Elementary Maple Bay Elementary Cowichan Secondary	Eduardo Sousa
Chemainus Elementary & Thetis Island Chemainus Secondary Crofton Elementary Alex Aitken Elementary	Randy Doman
Bench Elementary Cobble Hill Elementary International Education	Elizabeth Croft
Discovery Elementary Mill Bay Elementary George Bonner Elementary Frances Kelsey Secondary	Cathy Schmidt
Lake Cowichan School Palsson Elementary Tansor Elementary Ecole Mt. Prevost Elementary	Jennifer Strachan

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Board Bus Tour	December 7, 12:00 p.m.	Meet at Quw'utsun Secondary
Climate Action Advisory Committee	December 8, 12:00-1:30 p.m.	Yuxwule' Eagle Room
Board Planning	December 12, 4:00 p.m.	Yuxwule' Eagle Room
DSAC Meeting (Trustee Schmidt)	December 14, 10:00 a.m.	Chemainus Secondary
Early Learning and Child Care Committee	December 14, 1:00 p.m.	Yuxwule' Eagle Room
Closed/Open Board Meetings	January 9, 3:30/4:30 p.m.	Yuxwule' Eagle Room
Board Planning	January 16, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee Meeting	January 23, 4:30 p.m.	Inspire Room
BEBC Meeting	January 30, 4:00 p.m.	Yuxwule' Eagle Room
Closed/Open Board Meetings	February 6, 3:30/4:30 p.m.	Yuxwule' Eagle Room
Partner Liaison Meeting	February 9	Radisson Hotel Vancouver Airport
Board Planning	February 13, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee Meeting	February 20, 4:30 p.m.	Inspire Room
Provincial Council (Trustee Croft)	February 24	Virtual
BEBC Meeting	February 27, 4:00 p.m.	Yuxwule' Eagle Room

Board Office Complex Winter Holiday Events

EVENT	DATE/TIME
Transportation Winter Celebration	December 21, 10:30 a.m. - 12:30 p.m.
Custodial Winter Luncheon	December 21, 1:00 - 3:00 p.m.
Winter Holiday Breakfast	December 22, 8:00 a.m., 9:00 a.m., and 10:00 a.m.
Maintenance Winter Luncheon	December 22, 1:00 - 3:00 p.m.