



AGENDA
Open Board Meeting

Tuesday, March 5, 2024

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. I would like to acknowledge that this meeting is taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

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 March 5, 2024 Open Board Meeting."

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

- Highlights of the February 13, 2024 DSAC Meeting
- Minutes of the December 8, 2023 Climate Action Advisory Committee
- Minutes of the January 30, 2024 BEBC Meeting
- Minutes of the February 15, 2024 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 March 5, 2024, as presented."

4. MINUTES

4.1 Minutes of the February 6, 2024 Open Board Meeting

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the February 6, 2024 Open Board Meeting."

4 - 17

18 - 23

5.	RECOGNITION AND DELEGATIONS	
5.1	Quamichan Wrestling: Provincials Students Aoife Mann, Beatrix Klatt, Mason Martin, Rheo Loiselle and Coach	
5.2	District Psychologists Lila Boulet, Rhonda Geres-Smith and Kelly McManus	
6.	REPORT OF CLOSED MEETING	
6.1	Report of Closed Meeting	
7.	OLD BUSINESS	
8.	SUPERINTENDENT OF SCHOOLS	
8.1	Personnel	
8.1.1	Staff Introductions	
	<ul style="list-style-type: none"> • Ixchel Bradley, Principal of Chemainus Elementary/Thetis Island Elementary • Nicole Davey, Temporary Principal of Maple Bay Elementary • Chris Baker, Capital Manager 	
8.1.2	Principal/Vice-Principal Update	24
8.1.3	Principal/Vice-Principal Transfer Process 2024/2025	
8.2	For Board Information	
8.2.1	2024 Graduation and District Year-End Events	25
8.2.2	District Scholarship Presentations	26
8.2.3	Superintendent's Update	
8.3	For Board Action	
8.3.1	Three-Year School Calendar 2024-2027 <i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves the three-year calendars as presented and directs staff to prepare the final documentation to submit to the Ministry of Education by March 31, 2024."</i>	27 - 31
9.	SECRETARY-TREASURER	
9.1	For Board Action	

- 9.1.1 Consideration of the Closure of Cowichan Secondary School 32 - 75
“That the Board of Education of School District No. 79 (Cowichan Valley) hereby permanently closes Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009), effective December 31, 2024.”
“That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Cowichan Secondary School Closure Bylaw No. 24-01.”
“That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Cowichan Secondary School Closure Bylaw No. 24-01.”
“That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings to Cowichan Secondary School Closure Bylaw No. 24-01 at this meeting.”
“That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Cowichan Secondary School Closure Bylaw No. 24-01.”
- 9.1.2 Cowichan Secondary School Disposal 76 - 77
“That the Board of Education of School District No. 79 (Cowichan Valley) determines that Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009) is not required for future educational purposes and will not be required for educational purposes for 10 years or more.”
“That the Board of Education of School District No. 79 (Cowichan Valley) apply to the Ministry of Education and Child Care for approval to dispose of Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009).”
10. COMMITTEES AND OUTSIDE ORGANIZATIONS
- 10.1 Provincial Council February 24, 2024
11. UPCOMING MEETINGS AND EVENTS
- 11.1 Schedule of Upcoming Meetings and Events 78
12. CORRESPONDENCE
13. NEW BUSINESS
14. QUESTION PERIOD
15. ADJOURNMENT
- 15.1 Motion to Adjourn
“That there being no further business, the meeting be adjourned.”

HIGHLIGHTS

from the Minutes of the

February 8, 2024

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



- DSAC met in person at the School Board Office. The meeting was opened by our Director of Inclusive Learning, Jeff Rowan, and our District Elder, Dolly Sylvester.
- Jeff Rowan, Director of Inclusive Learning, shared a slideshow presentation with the group that summarized budget allocations and processes and explained details around budget.
- In groups, students brainstormed ideas for the three budget questions asked, and the main concerns/ideas that were commonly brought up within groups were:
 1. What is the school district currently providing that you want to keep?
 - Music programs
 - Food programs
 - Dance programs
 - Field trips
 - Sports
 - Full time librarian
 2. What can we use more of?
 - Repairs – to help maintain buildings (eg. Paint, etc)
 - French keyboards
 - Elevator renovations
 - Balancing technology
 - More school spirit money
 - Bathrooms, vending machines
 - Better Wi-Fi
 - Girls and boys changerooms
 - Metal and automotive shop
 - Exploratory supplies
 - Water fountains
 - Better school grounds – fields
 - Student parking
 - More buses supplied for field trips
 - Better cafeteria food
 - More portable laptops for Quamichan

3. What can we do less of?
- iPads
 - Tech
 - Mental health talks (they don't differ) * Note: Want more mental health in different ways, not so many talks/presentations
-
- Students reported on recent and upcoming activities at their school. Highlights included: Selling flowers for Valentine's Day, various sports, upcoming Youth Action Day activities, upcoming Pink Shirt Day plans, a musical theatre presentation, a recent wrestling tournament in Alberta, and Winter Activity Day field trips.

**MINUTES OF THE CLIMATE ACTION ADVISORY COMMITTEE OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY)**

Friday, December 8, 2023, 12:00 p.m.
Yuxwule' Eagle Room (Boardroom)

PRESENT

Trustee Eduardo Sousa, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Dolly Sylvester, Elder
Jeff Rowan
Killy Girvan, CVPVPA
Madelin Rocheleau, CVPVPA
Soleil Switzer, CVTF
Scott Mitchell, CUPE
Marissa Anderson, USW
Caoimhe-Ann Therrien, Student (Quamichan)
Hailey Normand, Student (Cowichan Secondary)
Hans Benedict-Castillo, Student (Cowichan Secondary)
Jigisha Sani, Student
Kaitlyn Ball, Student
Claire Spencer, Recording Secretary

APOLOGIES

Robyn Gray, Superintendent
Sierra McCaffery, Student (Frances Kelsey)

1. Call To Order

Trustee Sousa called the meeting to order at 12:13 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

Moved by Trustee Schmidt
Seconded by Trustee Croft

"That the Climate Action Advisory Committee adopts the agenda of the December 8, 2023 Climate Action Advisory Committee Meeting."

CARRIED

3. Approval of Minutes

Moved by Trustee Croft
Seconded by Trustee Lise

"That the Climate Action Advisory Committee adopts the minutes of the October 27, 2023 Climate Action Advisory Committee Meeting."

CARRIED

4. Share Passion Project Results

Applications totaling \$26,158 were received from 14 sites across the District. Requests were reviewed and approved based on criteria. Grants of up to \$1,500 per project were awarded, totalling \$19,600. Project themes included drought resistance, landscaping to reduce water usage, composting/recycling, growing Frankenveggies (growing new carrots from carrot tops, etc.), and making the Friendship Forest at Palsson Elementary fire safe.

Jeff Rowan will inform Principals that there is a contract with a waste management company that already picks up compost from a number of District sites. Schools can arrange for pickup with their only cost being the compost containers used within the school.

5. Review Additional Action Plans and Provide Input for Climate Action Plan

Five action plans were reviewed in small groups and feedback on the plans shared.

UBC Climate Action Plan: At 51 pages this plan was dense and rather overwhelming. It did have a good timeline on page 17. The District may want to:

- include a timeline showing what changes would have immediate results, and what actions may have results further down the road;
- have visuals with icons to identify different actions/goals;
- include student-voice/information that can be used for learning;
- focus on a few specific Cowichan-relevant themes (permaculture, water conservation, composting);
- have a few key goals and build in accountability;
- include District-level projects (maybe composting isn't optional - it's something we do as a District and make it part of our culture);
- consider how actions can have continuity and longevity as staffing changes.

Kootenay Boundary: This municipal plan is 58 pages and is broad in scope. The plan includes many photos, but the text is quite dry. Positive features of the plan included:

- a good financial section that looked not just at timelines but also at low cost, medium cost, and high cost actions;
- organization by buildings and property, water, waste;
- high-level goals were followed by an action plan;
- a section on the empowerment of youth and what they can contribute, and had youth-led, youth-empowered initiatives written into the plan;
- categories broken down into a specific goal and then listed action items (but didn't like how many there were) - would like a few low cost, a couple of medium and a long-term/high-cost item.

Nanaimo/Ladysmith School District: This is an interesting political document with not a lot of substance, and is a very dry read. It is all about the Board and everything they are planning but with no commitment.

Upper Grand District School Board: This District has 77 schools and 35,000 students. It includes a list of resources grouped into categories but there's no action in it. In order to make a good plan we need to know where we are now. Communication between committee, the Board Office and schools should be considered for an action plan, and it should be broad enough to provide guidance but not overwhelm with details.

Trillium Lakelands District School Board: This 67-page plan included student perspective, has action-based plans for schools and systems, and includes what a school should require. It doesn't have many visuals, but it well-organized so you can find what you are looking for. Includes additional resources (websites) for information.

6. Update: BCSTA Climate Action Working Group

Item tabled until the next meeting.

7. Presentations: What is Needed for CAAC Learning

Discussion included:

- Shawnigan Lake's Eco-Village could be a good resource. They use grey water systems, composting toilets, etc. CUPE's done composting workshops there.
- Cowichan's Watershed Board is one of the most recognized in the Province.
- The Cowichan Regional Airshed Roundtable is also a good resource.
- Ask the group you are representing (teachers, etc.) if there's anything they are interested in that they would like to see included.
- Earth Guardians may be able to give another youth perspective.

8. Future Meeting Dates for Consideration

Committee members were asked to advise if the proposed dates didn't work for them so they could be finalized.

9. Adjournment

The meeting adjourned at 1:28 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Lise

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

CARRIED

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, January 30, 2024, 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
Margaret Olsen, Associate Superintendent
Darlene Reynolds, Associate Superintendent
Sheryl Koers, Associate Superintendent
Jeff Rowan, Director of Inclusive Learning
Mike Russell, Director of Communications
Jeffrey Robinson, Director of Operations
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 acknowledged that the meeting was taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Lise
Seconded by Trustee Croft

"That the Board Education and Business Committee adopts the agenda of the January 30, 2024 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the November 28, 2023 Board Education and Business Committee Meeting

Moved by Trustee Croft
Seconded by Trustee Lise

"That the Board Education and Business Committee adopts the minutes of the November 28, 2023 Board Education and Business Committee Meeting."

CARRIED

4. **ACTION LIST**

5. **PETITIONS AND DELEGATIONS**

6. **EDUCATION**

6.1 Bench Elementary School Plan

Bench Elementary, which has over 400 students in 21 divisions, has a multi-generational history and recently celebrated its 150th anniversary.

Three years ago Bench was a pilot school for mental health literacy. Resources for Calm, Ease, Second Step, Mental Health Literacy Curriculum, SEL Playbook are commonly found in their classrooms. A staff book club read "Reclaiming our Students" from the Neufeld Institute which, with the SEL Playbook, provides activities that build community and connection. The Neufeld belief system is that human connection is the antidote to anxiety.

PLC afternoons for the past couple of years focused on primary literacy and phonemic awareness. Individual folders were created to enable students' longitudinal progress to be tracked. Based on feedback and assessments, their focus has shifted to oral reading fluency.

While the student population is not terribly diverse, students reported that they feel they are regularly exposed to learning about Hul'q'umi'num' or local First Nations learning. They have been working to decolonize the courtyard which is now full of cedar boxes featuring local Indigenous plants, with some signage to teach about their traditional uses. Their "Mountain Top" is that with positive mental health, meaningful connections to others and their community, proficiencies and an awareness of their place in the larger community and the history of this territory, they will become leaders who will make the world a better place.

Students Ari Grey and Lainey Vander Schaaf and teacher Vanessa Tan presented on their Lego Food Forest Project, "Muq'a'th: The Gift of Food." Ecology is the focus of their classroom, and the "Live It" program helps them explore the world through online field trips (to glaciers, watersheds, and more). Indigenous Support Worker Ms. Henry comes Monday afternoons to tell stories about how things are connected from Indigenous Ways of Knowing. They are also learning a lot about Canada, such as it is as high as it is wide and has the longest coastline in the world. They are studying Indigenous food systems and took a virtual field trip to the Beaufort Sea to learn about the significance of the Beluga whale, which is an important source of vitamin C in the traditional Inuit diet. Another virtual field trip took them to Cheslatta Carrier First Nation to learn about Grease Trails, Oolichan fish, and relationships in the Indigenous food system. Math was also incorporated as they drew blueprints, measuring area and perimeter, to design an Oolichan fish smokehouse. Ms. Henry also introduced them to the word "Muq'a'th" which means "gift of food"

in Hul'q'umi'num. They learned about food forests, where different kinds of plants are grown together in symbiosis. The class created and entered a community food forest for the Cowichan Valley Arts Council's Nuts'a'wuqw (Community) Lego show.

6.2 Quamichan School Plan

The three key areas of Quamichan School's Foundation for Enhancing Student Learning (FESL) are:

- Building strong, positive student connections;
- Fostering mental health and well-being;
- Improving student literacy.

The presentation outlined a variety of ways they strive to build positive connections with students, from timetable structure to student leadership and voice. Advisory meetings generate ideas for activities such as spring beach cleanups. The school has a Leadership class, which provides input and helps coordinate school-wide events. When students are "caught in the act" of doing something good, they are given a Lightning Strike (a snack from the snack shop and their name entered for a draw prize). There are opportunities for students to participate in house teams, intramural sports, spirit days, dances, and awareness days. Connections to community are enhanced through field trips led by Elders to learn about the land they are on and about things such as spear fishing and cedar pulling. Students have also visited retirement homes and elementary schools. There is a wide variety of clubs at lunch time, including rock band, game design, rock climbing, table tennis, dance club, Nintendo club, and many others. Students spend the first 12 minutes of the lunch break eating in their Advisory classes to help build community. A healthy salad bar and free hot lunch options are available every day, with students helping to prepare the food.

A multi-tiered support system is used to improve literacy. Tier one is whole-school literacy work, with dedicated time at PLC and staff meetings for vocabulary building activities and sharing literacy strategies. Students in Grade 8 are grouped to receive specialized literacy instruction.

Mental health and wellness is a continued focus, and the staff is dedicated to learning about trauma informed strategies. Lessons on topics such as healthy relationships, substance awareness, destigmatizing mental illness, how to help a friend in need, cyber safety and etiquette, and positive resiliency are presented at school-wide assemblies and through PE and Advisory classes. Students have an anonymous place to report concerns.

6.3 Proposed Three-Year Calendar

We are in the last year of the three previously-approved calendars. Boards must make proposed calendars available for public feedback for at least a month prior to being submitted to the Ministry for its deadline of March 31. The Ministry sets parameters, such as the minimum number of instructional minutes for each grade, and allows a maximum of six non-instructional days (NID). The professional days in October, February and May are tentative and have been placed in historical positions until the teachers' union(s) ratify their dates for the following year at their April AGM. For the past 15 years have had a two-week spring break which saves the District approximately \$450K per year. The calendar for 2026-2027 has a later start and earlier end (3 days fewer). To ensure the minimal instructional minutes are met, early dismissals on the first and

last days of school have been removed, and one NID has been spread over 5 early dismissals in order to be able to continue with PLCs. The turnaround day in January between semesters in high schools has also been removed.

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) approve the proposed three-year 2024 to 2027 School Calendar to go out for consultation with our community.”

CARRIED

6.4 Revised and Deleted Administrative Procedures

The Superintendent advised that AP 213 - Student Support Services: Services and Programs was revised and its Appendix deleted. AP 215 - District Use of Technology has also been revised.

7. **BUSINESS AND OPERATIONS**

7.1 2023-2024 Amended Annual Budget

There have been some major changes to the budget since it was filed:

- Wage increases for Principals/Vice-Principals and Exempt staff weren't included as funding hadn't yet been received from the Province;
- The Board added EA supports following an increase in the number of students with designations;
- The Board supported the School Messenger program to enhance communication with parents;
- Benefit costs (WorkSafe and CPP) increased;
- Enrolment was 108 Full-Time Equivalent (FTE) over last year, and 53 FTE over projection;
- Investment income was \$200K higher than budgeted.

The Student and Family Affordability fund was replaced with the Feeding Futures fund, which is more restricted and can't be used for health benefits, transportation costs, extra curricular activities, etc.

Expenses were up \$11.9M over the prior year and \$4.3M over budget. Additions to the budget include:

- Additional funding for mental health supports which now total \$100K;
- Increased funding for student assessments which now total \$80K;
- An additional \$30K applied towards Inclusive Education;
- Addition of before and after-school care program expenditures;
- \$20K for school-based climate passion projects;
- Improvements to the District's website;
- Implementation of an automated call-out system;
- Wage increases for staff that align with the provincial compensation framework;
- A 10% increase in school-based supply budgets due to inflationary pressures.

The budget is balanced using \$3.65 million of the 2022/2023 surplus, which includes \$1.2M that relates to restricted budget items that rolled over from 2022/2023. This will leave \$3.12M in available surplus, which falls within the policy adopted by the Board requiring between 1 and 3 percent of budget be kept in contingency.

Moved by Trustee Schmidt
Seconded by Trustee Lise

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopt the 2023/2024 Amended Annual Budget in the amount of \$132,123,567."

CARRIED

7.2 2024-2025 Draft Budget Guiding Principles

The proposed Budget Guiding Principles were reviewed. They are very similar to last year, but with the addition of intentionally targeting funds towards resources aimed at increasing Indigenous student graduation rates. An "s" will also be added to to the word "principle" in the fourth bullet.

Moved by Trustee Schmidt
Seconded by Trustee Croft

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopt the 2024-2025 Budget Guiding Principles."

CARRIED

8. POLICY

9. COMMITTEES

Trustee Croft provided verbal highlights of the January 23, 2024 Advisory Committee Meeting.

9.1 Highlights of the January 23, 2024 Advisory Committee Meeting

10. ADJOURNMENT

10.1 Motion to Adjourn

Moved by Trustee Schmidt
Seconded by Trustee Lise

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

CARRIED



COWICHAN VALLEY DISTRICT PAC

**Minutes February 15, 2024, 7pm
via in person & Zoom**

6:30 pm - Special presentation on the School Board Budget process with Secretary-Treasurer Jason Sandquist

<https://docs.google.com/document/d/1DDapa5WxH5hkKhGTzGtUAwGBjeNg4FMHv-QoG3kPD/Bc/edit>

Call to order at 7:12pm

1. Introductions & Acknowledgement

In Attendance:

Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep
Keirsten Tymko	DPAC Secretary, Chemainus El. Secretary & DPAC Rep
Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep
Sam Towstego	Crofton El. Secretary & DPAC Rep
Vlad Valastiak	OLPAC DPAC Rep
Hina Charania	Mill Bay Nature School DPAC Rep
Vanessa Phelan	Maple Bay El. DPAC Rep
Joseph Legault	Frances Kelsey DPAC Rep
Reahael Pugh	Bench El. DPAC Rep
Lisa Oczkowski	Alex Aitken DPAC Rep
Maaike McCooley	Discovery El. DPAC Rep
Rosaline Elias	Chemainus Sec. / Thetis Island DPAC Rep

Non-Voting Members:

Jason Sandquist	Secretary-Treasurer
Cathy Schmidt	School Board Trustee

2. Motion to adopt agenda by MBNS, seconded by FKS

3. Motion to approve previous minutes from January 18, 2024 by OLPAC, seconded by MBNS

4. Reports

4.1 Chair

DPAC had our partner liaison meeting with the Board regarding the budget this past Tuesday. Our focus that we gave them was on inclusive ed, indigenous ed, and the grad rates for both, and communication. Last year, the Board approved additional funding for screening and assessments. That resulted in allowing us 12 new EA positions. We asked them to continue funding this area.

4.2 SD Admin - Secretary-Treasurer Jason Sandquist

- Kindergarten registration:



COWICHAN VALLEY DISTRICT PAC

Minutes February 15, 2024, 7pm via in person & Zoom

- All registrations for Ecole Mt Prevost and MBNS were able to be placed
- Lottery was held on January 19th for Kindergarten seats at Ecole Cobble Hill with 9 students on the waitlist
- Registration took place the week of January 22-26 at catchment schools
- The districts projection for 2024-2025 kindergarten registration is 520
 - Proposed 3 year school calendar:
- Boards must make proposed school calendars available for public feedback at least a month before March 31st which is the deadline for submitting the school calendar to the ministry.
- The board has passed a motion for the proposed 3 year calendar from 2024-2027
- The proposed calendars and a public survey are now on the school district website.
- The board of education is asking for public feedback on the 3 year calendar proposal before the deciding meeting on March 5th.

<https://www.surveymonkey.com/r/SNKSTQG>

- Pro D day on February 19th
- School messenger is still in its testing period and will be in full use soon!

4.3 Board of Education - Trustee Schmidt

- Wrapped up partner liaison meetings this week that were focused on budget.
- Public consultation on the Cowichan Secondary building / site is complete. Results have been posted. Decisions will be made soon. The new high school is partially drywalled, flooring is in, and some painting has been completed. We are still scheduled for September 2024 open! Once Cowichan Secondary is clear they will be fencing around it. A celebration of the closure will be happening. The date is TBD at the moment.
- Trustee Schmidt attended the gravity car challenge and was very impressed!
- Provincial elections are coming up this fall. BCSTA wants to keep the conversation around education and are working on their 3 main priorities.

4.4 Treasurer

No activity.

General = \$14,509 Gaming = \$2598 Term Deposit = \$9089

4.5 PIE Committee

Committee is on hiatus. Stay tuned!

4.6 Indigenous Committee

Next meeting is next week. On February 23rd, there will be a student-led Indigenous Leadership summit. Update: next week's meeting will be rescheduled. Stay tuned.

5. Old Business

5.1 Election of DPAC Secretary



COWICHAN VALLEY DISTRICT PAC

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

5.2 Update on Kindergarten registration

All K's who registered for MBNS and Prevost got placed. Ecole Cobble Hill currently has 9 students on the waiting list. For the district, they are forecasting 520 K students and so far 390 are registered.

6. New Business

6.1 6.1 Pedestrian Overpass over Hwy 1

<https://www2.gov.bc.ca/gov/content/transportation-projects/other-transportation-projects/north-cowichan-active-transportation-overpass>

Last week, there was a public consultation regarding the proposed overpass. This is a wonderful idea and will help keep our kids safe. Funding for this project has not been secured. I propose that we write a letter of support to the Ministry of Transportation & Infrastructure and "cc" all other interested parties. There was discussion and all were in favor. Deadline to write a letter is by the end of February. Carmen to write a letter and circulate it with the executive. It will be shared at the next meeting.

6.2 BCCPAC Conference & AGM, May 3-5

The Friday conference's theme and content focus is "Back to Basics - Building Capacity". Attendees will have the opportunity to hear directly from Minister Singh and senior Ministry staff, and to learn from the BCCPAC Board and other presenters, while also connecting with other parents from across the province. AGM will take place on Saturday and half day Sunday.

DPAC budgeted \$4000 for executive and possibly other PAC members to attend (who are current BCCPAC members). We have enough funds to pay for 4 others to attend - DPAC would cover the registration and hotel costs which would be double occupancy. Discuss with your PACs. If you are interested in attending with support of your PAC, email the DPAC. If there are more than 4 of you then we will do a lottery. The deadline to email DPAC will be **March 8th**. Our current list of schools who are members are: Alex Aitken, Bench, Chemainus El., Chemainus Sec., OLPAC, Cowichan Sec., Crofton, Discovery, Drinkwater, Bonner, Maple Bay, Quam., Cobble Hill, Prevost.

6.2 BCCPAC Parent / Student Awards

Each year there are awards that are given out at the AGM.

Bev Hosker Motivational Award - The award honours a parent who is newly involved in their PAC/DPAC and has taken on a leadership role.

George Matthews Award for Excellence - The award honours a parent whose leadership, dedication, and influence demonstrate to the entire education community the importance of the parent role in the public education system. Recipients are selected on the basis of dynamic and exemplary leadership and inspirational practices that have had



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a major, identifiable impact on parent interest and participation in public education.

Life Membership Award - The award honours an individual who has provided service to BCCPAC and whose contributions are considered to have been innovative and of significant lasting importance for furthering the inclusion and support of parents in the public education system.

Educational Award - The award is open to any Grade 12 student attending a BCCPAC member school who is planning to pursue post-secondary studies (academic, vocational, technical or training). The award honours a well-rounded student who is involved and interested in many things and has an understanding of the importance of parent involvement in education. The recipient will receive an award in the amount \$1,000. Deadline for all award submissions is Feb 28.

6.3 BCCPAC Resolution deadlines

If your PAC is thinking of putting forward a resolution, the deadline is Feb 24th for special resolutions (regarding BCCPAC C&B) or right up until and even on the floor at AGM for ordinary resolutions.

6.4 BCCPAC Nominations are open

This AGM all 10 positions are up for nominations. I really enjoyed my time serving BCCPAC and would encourage any of you to step forward. Deadline for submissions is March 31st.

6.5 BCCPAC Town Hall on Advocacy, Feb 27

This is a free event but you do need to register. The Inclusive Education and Anti-Racism Committees are planning the discussion to seek feedback from membership. Join us to brainstorm and help shape what parent advocacy training might look like!

7. Motion to adjourn at 8:06pm by OLPAC, seconded by MBNS.

Next meeting: April 18, 2024 @ 7:00pm - **with a 6:30pm start - half hour presentation from Nourish Cowichan**

Need to get in touch?

cowichanvalleydpac@gmail.com

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

**Tuesday, February 6, 2024, 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 Joe Thorne
 - Jason Sandquist, Secretary-Treasurer
 - Robyn Gray, Superintendent
 - Margaret Olsen, Associate Superintendent
 - Darlene Reynolds, Associate Superintendent
 - Mike Russell, Director of Communications
 - Jeffrey Robinson, Director of Operations
 - Jeff Rowan, Director of Inclusive Learning
 - Darcy Hoff, Temporary Director of Inclusive Learning
 - Claire Spencer, Recording Secretary
- APOLOGIES**
- Trustee Jennifer Strachan
 - Claudia McMahan, Associate Secretary-Treasurer
-

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 4:31 p.m. and acknowledged that the meeting was taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Sousa
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the February 6, 2024 Open Board Meeting."

CARRIED

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

- Highlights of the January 11, 2024 DSAC Meeting
- Highlights of the January 23, 2023 Advisory Committee Meeting
- Minutes of the November 28, 2023 BEBC Meeting
- Minutes of the January 18, 2024 DPAC Meeting

Moved by Trustee Croft
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of February 6, 2024, as presented."

CARRIED

4. MINUTES

4.1 Minutes of the January 9, 2024 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 January 9, 2024 Open Board Meeting."

CARRIED

5. RECOGNITION AND DELEGATIONS

6. REPORT OF CLOSED MEETING

6.1 Report of Closed Meeting

Prior to this Open meeting the Board met for an hour in Closed session where they discussed personnel, facility and contract items. They concluded their business.

7. OLD BUSINESS

7.1 Action List

8. SUPERINTENDENT OF SCHOOLS

8.1 Personnel

8.1.1 Exempt Staff Update

Darcy Hoff has been appointed Temporary Director of Inclusive Education effective February 1, 2024.

8.1.2 Principal/Vice-Principal Update

- Venessa MacDowell assumed the role of Interim Principal at Cowichan Secondary effective February 1;
- Nicole Davey has been appointed Temporary Principal at Maple Bay Elementary effective February 1;
- Brenda Lee's Temporary Principalship at Chemainus Elementary has been extended until Ixchel Bradley begins her role as Principal on February 26;
- Lindy Thompson will act as Temporary Vice-Principal at Chemainus Elementary until Brenda Lee returns to the role on February 26.

8.1.3 Principal/Vice-Principal Pool Update

Internal and external expressions of interest for two-year terms in both pools went out in December. Interviews have been completed and the successful candidates will be announced later this week.

8.2 For Board Information

8.2.1 Kindergarten Registration

Kindergarten registration for seats in the District's French Immersion and Nature School programs closed January 19. All registrations for Ecole Mount Prevost and Mill Bay Nature School were able to be placed. A lotto was held for seats at Ecole Cobble Hill on January 19, with 9 students on the wait list for the school.

Kindergarten registration at catchment schools took place January 22-26. District projections for 2024-2025 Kindergarten registration is 503, with 341 registrations received to date.

8.2.2 List of Graduation and District Year-End Events

The date of Open Learning's walk-up ceremony has moved to June 25 for CVOLC, satellite sites and the Grove. Trustees will be invited to be guest judges at the District Scholarship presentations which are held in May.

8.2.3 Superintendent's Update

Acknowledgements/Appreciation:

- School secretaries have been busy with kindergarten registrations, supporting parents, students and staff. The secretaries are the first point of contact in our schools and do an amazing job welcoming students and families.
- Thank you to Transportation and Operations staff for their efforts on the January 17 snow day and other days that were impacted by inclement weather. Bus drivers did a great job safely transporting students, and Operations staff were busy preparing schools for staff and students. On January 18 when south-end buses were cancelled, elementary students were transported to Cowichan Secondary until they could be picked up. A shoutout to the staff, Principal and Vice-Principals at Cowichan Secondary who received the children and waited with them until their parents picked them up.

Gravity Cars: The finals were held at the Vancouver Island Motor Sport Circuit on January 25. The Superintendent, Board Chair, and some District staff were on hand to cheer on participants. The students who placed first and second were Grade 7 students from Chemainus Secondary, with third place going to a student from Ecole Cobble Hill. The top finisher along with the winner of the most aesthetically pleasing car were taken on rides around the track in race cars.

Catalyst Update:

- On April 10 students from primary to Grade 9 will enjoy the challenge and fun of the District Chess Tournament;
- On May 2 students in Grades 4-7 will show off their improv and skit skills in the District Drama Challenge, which will be judged by Grade 10-12 students from Cowichan Secondary's Drama program.

International Field Trips: There are two upcoming international field trips which have already been approved by the Board. An international student exchange will see Valley students travel to Lyon, France from March 9-April 6 (students from Lyon visited the Valley last fall). An educational tour from Cowichan Secondary School will travel to Spain and France March 10-21, during spring break.

French Immersion Teacher Recruitment Grant: Make a Future received grant funding from federal and provincial governments to support the recruitment of French teachers,

with all Districts invited to apply. Congratulations to Jen Christenson in Human Resources who applied and was awarded a \$34,000 grant. The funds will be used for marketing, advertising, career fairs (\$16,000), relocation expenses and signing bonus for new hires (\$10,000), and living expenses for two practicum students (\$8,000).

French Immersion Celebration Week: The Province of BC has proclaimed February 4-10 French Immersion Celebration Week to acknowledge and celebrate French Immersion student success, as well as the contribution of French Immersion educators.

Black History Month: February is Black History Month across North America, which is a time to reflect and learn about the historic and modern contributions of Black Canadians. Thank you to staff for recognizing Black History Month and for teaching students the importance of respect, inclusion and honouring diversity.

Inclusive Education Month: February is National Inclusive Education Month, a time to promote and increase awareness about inclusive education. At the Cowichan Valley School District we are always looking for ways to support students and staff with diverse abilities. Part of that commitment was the consultation on and creation of our Accessibility Plan, which saw parents, union members and staff come together to look at accessibility needs in the District. The Plan and other resources can be found on our website.

Non-Instructional Day: The February 16 NID is an in-service event put on by teachers for teacher development.

Family Day: Monday, February 19 is a statutory holiday for Family Day.

Pink Shirt Day: February 28 is Pink Shirt/Anti-Bullying Day.

Administrative Procedures Update: AP 213 - Inclusive Learning: Services and Programs has been updated to align with current practice, and District and Ministry guidelines, and its appendix has been removed. AP 215 – District Use of Technology has been revised to align with organizational practices, provincial privacy requirements and responsible network and data security procedures. The revised AP's are available on the District's website.

8.3 For Board Action

8.3.1 Proposed Three-Year Calendar

The proposed three-year calendar was prepared by Associate Superintendent Sheryl Koers before her retirement, and presented to the Board at its BEBC meeting on January 30. The calendars must meet the Ministry's requirements for the minimum number of instructional minutes for each grade, comply with collective agreements which determine start and end dates for the school year, and consider spring break dates from neighbouring Districts. Boards must make proposed calendars available for public feedback for at least a month prior to being submitted to the Ministry by its deadline of March 31. The calendars and a public survey are available on the District website.

Moved by Trustee Croft
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the proposed three-year 2024-2027 School Calendar to go out for consultation with our community."

CARRIED

9. **SECRETARY-TREASURER**

9.1 **For Board Action**

9.1.1 **2023-2024 Amended Annual Budget**

At the January 30, 2024 BEBC meeting the Board heard a detailed analysis of the changes that occurred between the 2023-2024 Annual Budget's adoption last May and how the budget sits today. The budget changes for variety of reasons, including fluctuations in enrolment and inflation. The Budget Bylaw is required to be submitted to the Ministry of Education and Child Care by February 29.

Major impacts on the budget were enrolment (53 Full-Time Equivalent students over projection), an increase in Level 2 designated students, and the receipt of funding to cover wage increases. Additional expenses included the addition of 12 EA positions, the new School Messenger communication program, and the rollover of unexpended budgets from the previous year. Benefit rate increases, particularly WorkSafe and CPP also impacted the budget. The Board passed the 2023-2024 Amended Annual Budget Bylaw in the amount of \$132,123,567.

Moved by Trustee Thorne
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."

CARRIED

Moved by Trustee Thorne
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567 at this meeting."

CARRIED

Moved by Trustee Croft
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to the 2023-2024 Amended Annual Budget in the amount of \$132,123,567."

CARRIED

9.1.2 **2024-2025 Budget Guiding Principles**

The proposed 2024-2025 Budget Guiding Principles were reviewed. A new guiding principle for 2024-2025 is to intentionally target funds towards resources aimed at increasing Indigenous student graduation rates.

Moved by Trustee Doman
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the 2024-2025 Budget Guiding Principles."

CARRIED

10. COMMITTEES AND OUTSIDE ORGANIZATIONS

11. UPCOMING MEETINGS AND EVENTS

11.1 Schedule of Upcoming Meetings and Events

The Schedule of Upcoming Meetings and Events was reviewed.

12. CORRESPONDENCE

13. NEW BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

15.1 Motion to Adjourn

The meeting adjourned at 4:57 p.m.

Moved by Trustee Doman
Seconded by Trustee Lise

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

CARRIED

Cathy Schmidt, Chair

Jason Sandquist, Secretary-Treasurer

Principal & Vice-Principal Assignments
2023-2024
Updated for Feb 26, 2024



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 & Penny Butler (Temporary)

North Zone:

School	Principal & Vice-Principal
Crofton Elementary	Principal - Craig McLeod
Chemainus/Thetis Elementary	Principal - Ixchel Bradley Vice-Principal - Brenda Lee
Chemainus Secondary	Principal - Jaime Doyle Vice-Principal - Ashley Bell

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 - Nicole Davey (Temporary)
Tansor Elementary	Principal - Brent Ranger
Cowichan Secondary	Interim Principal - Venessa MacDowell Vice-Principals - Jennifer Merrett & Lindy Thompson (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

COWICHAN VALLEY SCHOOL DISTRICT
2023-24 Graduation and District Year-End Events

Graduation/Award Ceremonies

Lake Cowichan School:

- District Scholarship Judging - **May 17 (morning)** at LCS
- Scholarship night - June 6 (6:30 p.m.)
- Grad Walk-up/Graduation Ceremony - June 22 (12:30 p.m.) in school gym - doors open at 11:30 a.m.

Chemainus Secondary:

- District Scholarship Judging - **May 14 (morning)** at CHSS
- Awards - June 13
- Walk-up/Graduation Ceremony, Scholarship/Bursaries - June 14 (7:00 p.m.) in school gym

Cowichan Secondary:

- District Scholarship Judging - **May 15 (morning)** at CSS
- Scholarship and Bursary Presentations - June 4 (6:00 p.m.)
- Walk-up/Graduation Ceremony - June 27 (6:00 p.m.)

Frances Kelsey Secondary:

- District Scholarship Judging - **May 16 (morning)** at FKSS
- Scholarship and Bursary Evening - June 12 (7:00 p.m.)
- Graduation Ceremony - June 20 (6:30 p.m.) in school gym

Open Learning:

- District Scholarship Judging - **May 16 (afternoon)** at CVOLC
- Open Learning Grad Walk-up - June 25 (4:00 p.m. for Satellite Sites & Grove 10-12 grads and 6:30 p.m. for CVOLC grads) in school gym

Indigenous Education:

- Indigenous Grad Ceremony - June 13 (5:00-8:00 p.m.) at Tl'upalus (Cowichan Bay, Canoe Shed and Beach)

International Program

- International Program Year-End Celebration - June 14 (10:00 a.m.-4:00 p.m.) at Camp Imadene

School District Retirement Event

- School District Retirement Reception - June 10 (4:30-7:30 p.m.) at Arbutus Ridge (by invitation)

To: All Trustees
From: Jeff Rowan
Date: February 14, 2024
Re: District Scholarship Presentations

You are invited to be a guest judge at our Secondary Schools' District Scholarship presentations.

For those of you who may be unfamiliar with District Scholarships, more information is available at: <http://sd79.bc.ca/students/scholarships/districtauthority-scholarship/>.

Each school is allocated a percentage of the district's allotted scholarships, each worth \$1,250. This year we have been assigned 66.

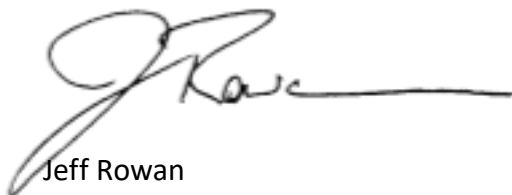
Trustees are invited to join school staff as judges. Students are judged on their achievement in an area of non-academic study, commitment to the non-academic area, general proficiency in other subject areas, involvement in community/extra-curricular and citizenship, and their overall ability to prepare and perform a presentation.

The judging process this year may again differ between schools as this allows schools to use a process that works for their specific students. To allow for some schools to spread their scholarship presentations out over multiple days, we are giving them the month of May as the window for presentations. Similar to last year, trustees will be the only invited guest judges.

Please let Sharlaina Gale know by March 31st (by email: educatsec@sd79.bc.ca, phone: 250-748-0321 ext. 247, or in person at the School Board Office) if you are interested in participating in judging this year and which secondary schools you are most interested in participating with. There is lots of flexibility in the capacity in which you can participate: judging all presentations in a school, doing a walk through to view the presentations, or zooming in for a virtual walk through. Schools will reach out to you directly to discuss dates and in the capacity you would like to participate.

If you have any questions, Sharlaina or Jeff will be happy to answer them for you.

Huy tseep q'u,



Jeff Rowan
Director of Inclusive Learning



Cowichan Valley School District School Calendar Holiday Breaks 2024/25 to 2026/27

Collective Agreement Language	2024/25	2025/26	2026/27																																																																																																																																																										
<p style="text-align: center;">Winter Break</p> <p>The first day of Christmas Break shall be on the Monday preceding December 26. School shall reopen on the Monday following January 1 unless January 1 is a Sunday then school shall reopen Tuesday January 3;</p>	<p>Dec 23, 2024 – Jan 3, 2025</p> <p>Christmas Wed Dec. 25 New Year’s Day Wed Jan 1 School reopens Mon Jan 6</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">DECEMBER 2024</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> </tbody> </table>	DECEMBER 2024							Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	<p>Dec 22, 2025 – Jan 2, 2026</p> <p>Christmas Sun Dec. 25 New Year’s Day Thurs Jan 1 School reopens Mon Jan 5</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">DECEMBER 2025</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> </tbody> </table>	DECEMBER 2025							Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	<p>Dec 21, 2026 – Jan 1, 2027</p> <p>Christmas Fri Dec. 25 New Year’s Day Fri Jan 1 School reopens Mon Jan 4</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">DECEMBER 2026</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> </tbody> </table>	DECEMBER 2026							Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2							
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<p style="text-align: center;">March Break</p> <p>The first day of Spring Break shall be the third Monday in March. School shall reopen the fourth Monday in March. If the fourth Monday in March is Easter Monday, school shall reopen on the Wednesday following the fourth Monday in March.</p>	<p>March 17 – 28, 2025</p> <p>Good Friday Apr. 18 Easter Monday Apr 21 School Re-opens Mon Mar 31</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">MARCH 2025</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	MARCH 2025							Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>March 16 – 27, 2026</p> <p>Good Friday Apr. 3 Easter Monday Apr 6 School Re-opens Mon Mar 30</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">MARCH 2026</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> </tbody> </table>	MARCH 2026							Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	<p>March 13 – 25, 2027</p> <p>Good Friday Mar 26 Easter Monday Mar 29 School Re-opens Tues Mar 30</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th colspan="7">MARCH 2027</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> </tbody> </table>	MARCH 2027							Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
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School Calendar 2024 - 25

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	School Opening	Sept. 3
	Statutory Holiday / Vacation	
	Truth & Reconciliation	Sept. 30
	Thanksgiving	Oct. 14
	Remembrance Day	Nov. 11
	Winter Vacation	Dec. 23 – Jan. 3
	Schools reopen	Jan. 6
	Family Day	Feb. 17
	Spring Vacation	Mar. 17 - 28
	Good Friday	Apr. 18
	Easter Monday	Apr. 21
	Victoria Day	May 19
	District Closure	
	Non - Instructional Day District	
	Professional Development Day	
	Last day of school	June 26
	Administrative Day	June 27
Days in session		187
Days of instruction		180
Pro-D days		6
Administrative days		1
Instructional Hours		
Elementary: 878		
Secondary: 957		

School Calendar 2025 - 26

JULY						
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	School Opening	Sept. 2
	Statutory Holiday / Vacation	
	Truth & Reconciliation	Sept. 30
	Thanksgiving	Oct. 13
	Remembrance Day	Nov. 11
	Winter Vacation	Dec. 22 – Jan. 2
	Schools reopen	Jan. 5
	Family Day	Feb. 16
	Spring Vacation	Mar. 16 - 27
	Good Friday	Apr. 3
	Easter Monday	Apr. 6
	Victoria Day	May 18
	District Closure	
	Non - Instructional Day District	
	Professional Development Day	
	Last day of school	June 25
	Administrative Day	June 26
Days in session		187
Days of instruction		180
Pro-D days		6
Administrative days		1
Instructional Hours		
Elementary: 878		
Secondary: 957		

School Calendar 2026 - 27

JULY						
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FEBRUARY						
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	School Opening	Sept. 8
	Statutory Holiday / Vacation	
	Truth & Reconciliation	Sept. 30
	Thanksgiving	Oct. 12
	Remembrance Day	Nov. 11
	Winter Vacation	Dec. 21 – Jan. 1
	Schools reopen	Jan. 4
	Family Day	Feb. 15
	Spring Vacation	Mar. 15 - 26
	Good Friday	Mar. 26
	Easter Monday	Mar. 29
	Victoria Day	May 24
	District Closure	
	Non - Instructional Day District	
	Professional Development Day	
	Last day of school	June 24
	Administrative Day	June 25
	Days in session	183
	Days of instruction	177
	Pro-D days	5
	Administrative days	1
	Instructional Hours	
	Elementary: 879	
	Secondary: 958	



Overview

Local School Calendar 2024/25 – 2026/27

Designation	2024- 25	2025 – 26	2026 - 27
Days in session	187	187	183
Days of Instruction	180	180	177
Non- Instructional Days	6	6	5
Administrative Day	1	1	1
School Opens	Tues. September 3	Tues. September 2	Tues. September 8
<i>Statutory Holiday / Vacations</i>			
National Day for Truth and Reconciliation	Mon. September 30	Tues. September 30	Wed. September 30
Thanksgiving	Mon. October 14	Mon. October 13	Mon. October 12
Remembrance Day	Mon. November 11	Tues. November 11	Wed. November 11
Winter Vacation	December 23 to January 3	December 22 to January 2	December 21 to January 1
Family Day	Mon. February 17	Mon. February 16	Mon. February 15
Spring Break/District Closure	March 17 to March 28	March 16 to March 27	March 15 to March 26
Good Friday	April 18	April 3	March 26
Easter Monday	April 21	April 6	March 29
Victoria Day	Mon. May 19	Mon. May 18	Mon. May 24
Administration day	Friday, June 27	Friday, June 26	Friday, June 25
Non-Instructional Days Union * >Professional Development (3) District ~ >Staff Development (2) >Implementation Day (1)	~Mon. September 23 *Friday, October 25 ~Friday, November 22 *Friday, February 14 ~Monday, April 14 *Friday, May 2	~Mon. September 22 *Friday, October 24 ~Friday, November 28 *Friday, February 13 ~Monday, April 13 *Friday, May 1	*Friday, October 23 ~Friday, November 27 *Friday, February 12 ~Monday, April 12 *Friday, May 7

These proposed calendars meet the Ministry of Education and Child Care School Calendar Regulation requirements, the Collective agreement, and adheres to the minimum requirements for instructional time. The Teacher Union Professional Development days are still subject to ratification and confirmation by the local union each year.



Briefing Note

Date of Report: March 1, 2024

Prepared for: The Board of Education for **Action** for the March 5, 2024 Open Board Meeting

Subject: Closure of Cowichan Secondary School

Background:

Historical records indicate that Cowichan Secondary School opened in 1949. In the decades to follow the school received multiple additions to the original structure. Cowichan Secondary School has served the students and families of the Cowichan Valley well for the last 74 years resulting in generations of “Cow High” graduates.

After decades of requests to the Ministry of Education (now the Ministry of Education and Child Care) for a new school, it was approved for replacement in December of 2019 as part of the Ministry’s Seismic Mitigation Program. Construction of the new Quw’utsun Secondary School is underway and progressing well. The new modern facility has been designed to align with 21st Century Learning Principles and current seismic safety standards.

Cowichan Secondary School will continue to operate with students until the new Quw’utsun Secondary School opens in September of 2024. At that time the School District plans to vacate the building which will result in an unoccupied facility.

Board Policy 14 - Consolidation and Closure of Schools outlines the process that must be followed by the Board when considering the closure of a school facility. The recommendation for closure may be initiated by the Board or by the Superintendent. In either situation, once the Board makes the decision to consider possible closure a consultation period of no less than 90 days will begin following a set of criteria for public engagement.

Board Policy 14 - Consolidation and Closure of Schools does not require that a facility be vacated prior to considering its future closure.

At the Open Meeting of the Board on June 6, 2023 the following motion was approved:

“That the Board of Education gives notice of intent to close Cowichan Secondary School following the opening of Quw’utsun Secondary School and immediately commences the consultation process required under Policy 14 - Consolidation and Closure of Schools.”

Discussion:

The Board extended the 90-day consultation period to a full six months, ending on December 31, 2023. This consultation included a public meeting held on November 14, 2023, a public survey, discussion at the Advisory Committee, and input from students through the DSAC group. This consolidated feedback was presented to the Board at the January 16, 2024 Board Planning session. Shortly after, it was published to the School District website for public transparency. Most responses were in favour of closing the school.

In accordance with *Board Policy 14 - Consolidation and Closure of Schools* the following information was presented to the Board and Public:

- Educational effectiveness, including educational program or course implications for affected students;
- Capacity or usage of the school;
- Present and three- to five-year enrolment projections;
- Number of students affected at the school and surrounding schools;
- Effect on the current catchment area of affected and surrounding schools;
- Number of children in the catchment area that do not attend school;
- Number of students attending the school from outside the catchment area;
- Assessment of the projected student population growth in the catchment area;
- Impact on District-provided student transportation;
- Condition of the facility and the need for capital expenditures to keep the building operational;
- Other financial considerations;
- Options considered as alternatives to the proposed closure;
- Impact on the community;
- Implementation plans including the proposed effective date of the closure.

Information on these questions can be found within the *Future of Cowichan Secondary School* document attached to this briefing note. As the entire staff and school population are scheduled to move to into Quw'utsun Secondary School in September of 2024, which is located adjacent to Cowichan Secondary School, there are no anticipated impacts.

Recommendations:

After having considered all of the public feedback and information presented by staff since June 6, 2023, the Board is now in a position to consider the question of whether to keep Cowichan Secondary School open for educational purposes or to close it.

“That the Board of Education of School District No. 79 (Cowichan Valley) hereby permanently closes Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009), effective December 31, 2024.”

The closure of a school must also be completed with the adoption of a school closure bylaw requiring three readings.

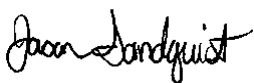
“That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Cowichan Secondary School Closure Bylaw No. 24-01.”

“That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Cowichan Secondary School Closure Bylaw No. 24-01.”

“That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings to Cowichan Secondary School Closure Bylaw No. 24-01 at this meeting.”

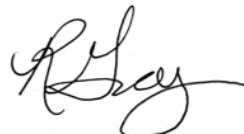
“That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Cowichan Secondary School Closure Bylaw No. 24-01.”

Prepared by:



Jason Sandquist, Secretary-Treasurer

Reviewed by:



Robyn Gray, Superintendent

Date: March 1, 2024



COWICHAN VALLEY SCHOOL DISTRICT

Community Consultation on the

FUTURE OF COWICHAN SECONDARY SCHOOL

WELCOME

The Cowichan Valley School District recognizes and gives thanks that we gather today on the lands of the Quw'utsun peoples. We are grateful that we can come together to have these conversations on their lands.



COWICHAN VALLEY
School District



AGENDA

1

HISTORY AND FUTURE VIEW

Overview of the current Cowichan Secondary and the announcement and creation of Quw'utsun Secondary.

2

CLOSURE CONSULTATION

What are the effects of potentially closing the school?

3

DISPOSAL CONSULTATION

What should be done if the Board closes Cowichan Secondary School?

4

TABLE TALK

We want your feedback.



A NEW SCHOOL FOR COWICHAN

ANNOUNCEMENT
DECEMBER 2019



COWICHAN SECONDARY

Cowichan Secondary School was built over 70 years ago and has served generations of Cowichan Valley families since its opening.



BOARD ENGAGEMENT

DECIDING THE FUTURE OF COWICHAN SECONDARY

CONSULTATION ON CLOSURE

"That the Board of Education gives notice of intent to close Cowichan Secondary School following the opening of Quw'utsun Secondary School and immediately commences the consultation process required under Policy 14 Consolidation and Closure of Schools."

BOARD ENGAGEMENT

DECIDING THE FUTURE OF COWICHAN SECONDARY

CONSULTATION ON DISPOSAL

“That the Board of Education concurrently with the Consolidation and Closure of Schools process consults on future uses of Cowichan Secondary School following the process required under Administrative Procedure 519 Disposal of Land and Improvements.”

BOARD ENGAGEMENT

DECIDING THE FUTURE OF COWICHAN SECONDARY

CONSULTATION ON DISPOSAL CONTINUED

“That the Board of Education of School District No. 79 (Cowichan Valley) will consult with the public before making decisions about:

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 the Cowichan Secondary School by an Independent School;
4. Use of the 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.”

STARTING THE

CLOSURE CONSULTATION

CONSIDERATIONS

CLOSURE CONSIDERATIONS

ENROLMENT

Will Cowichan Secondary be required to deal with increased enrolment pressures?

PROGRAMMING

Will any programming be affected by the closure of Cowichan Secondary?

CATCHMENT EFFECTS

Will the closure of Cowichan Secondary affect catchment area boundaries?

CENTRAL ZONE SCHOOLS

Alex Aitken Elementary	K-7
Alexander Elementary	K-7
Drinkwater Elementary	K-7
Ecole Mount Prevost *	K-7
Khowhemun Elementary	K-7
Maple Bay Elementary	K-7
Tansor Elementary	K-7
Quamichan School **	8-9
Quw'utsun Secondary **	10-12

* French Immersion

** Dual Track English / French

ENROLMENT

PROJECTED ENROLMENT IN CENTRAL ZONE

There are many factors that affect enrolment

- Birth Rates
- Capture Rates
- In and Out of District Migration
- Transition Rates (Grade to Grade Transitions)
- Size of Cohorts (Numbers in Each Grade)

ENROLMENT

PROJECTED ENROLMENT IN CENTRAL ZONE

Birth Rates

Birth Rate Trends								
Central Zone								
School	2014	2015	2016	2017	2018	2019	2020	2021
Alex Aitken	18	13	20	22	26	24	22	14
Alexander	62	77	94	86	77	68	59	72
Drinkwater	40	55	45	52	48	39	35	49
Ecole Mount Prevost	District Program							
Khowhemun	106	100	101	91	102	81	87	102
Maple Bay	41	29	41	48	44	41	41	31
Tansor	29	44	44	52	37	39	31	42
TOTALS	296	318	345	351	334	292	275	310
Year Starting Kindergarten	2019	2020	2021	2022	2023	2024	2025	2026

ENROLMENT

ACTUAL ENROLMENT IN CENTRAL ZONE

Cohorts

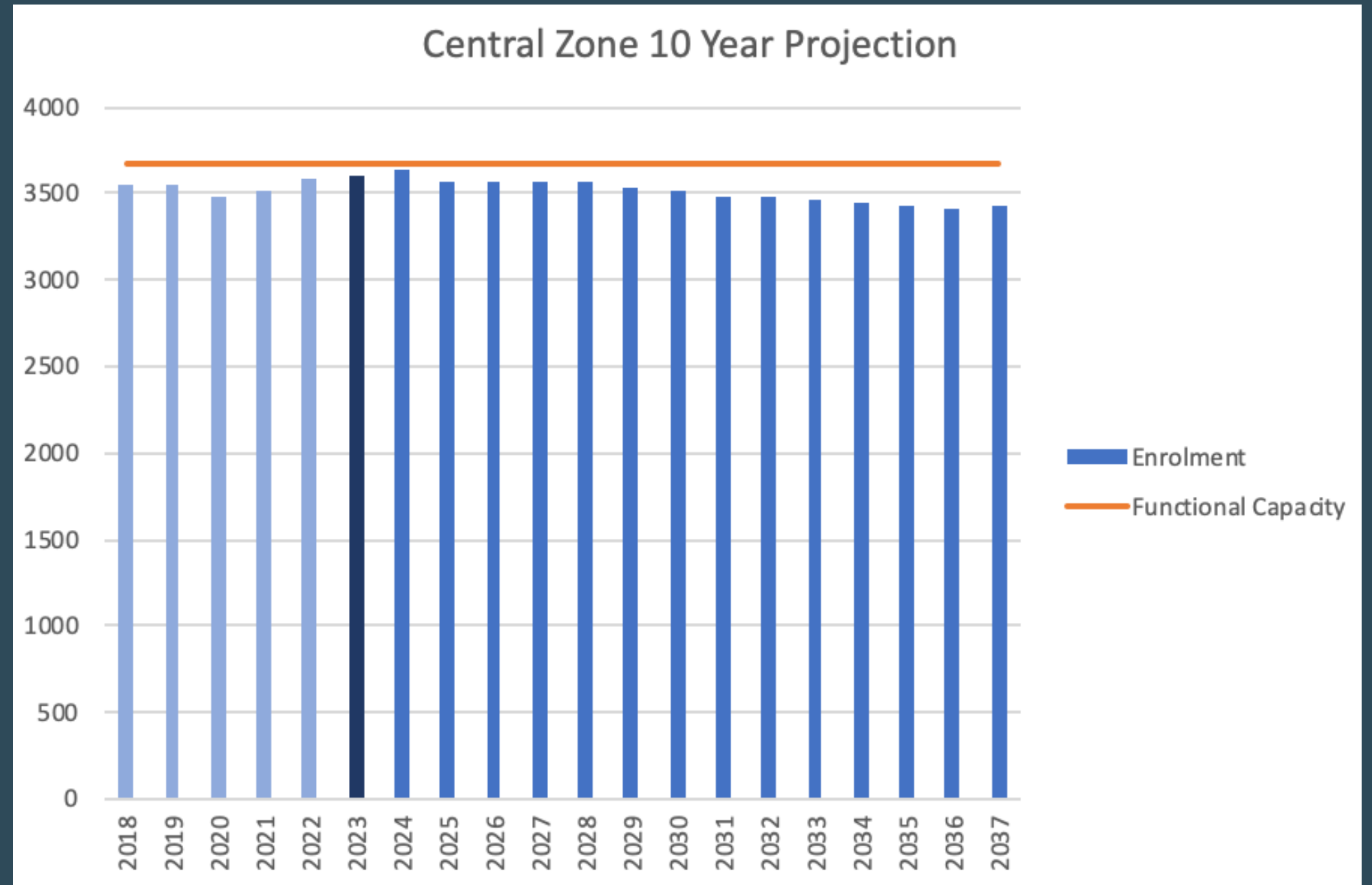
	K	1	2	3	4	5	6	7	8	9	10	11	12	<u>TOTALS</u>
Alex Aitken	23	16	22	21	25	22	29	27						<u>185</u>
Alexander	27	39	43	34	25	43	52	29						<u>292</u>
Drinkwater	47	44	43	53	49	65	50	56						<u>407</u>
Ecole Mount Prevost	56	54	54	48	46	43	40	50						<u>391</u>
Khowhemun	33	44	38	37	33	35	50	37						<u>307</u>
Maple Bay	42	47	38	35	49	45	34	49						<u>339</u>
Tansor	27	23	30	36	48	48	48	37						<u>297</u>
Quamichan School									292	263				<u>555</u>
Cowichan Secondary											283	303	243	<u>829</u>
<u>TOTALS</u>	<u>255</u>	<u>267</u>	<u>268</u>	<u>264</u>	<u>275</u>	<u>301</u>	<u>303</u>	<u>285</u>	<u>292</u>	<u>263</u>	<u>283</u>	<u>303</u>	<u>243</u>	<u>3602</u>

ENROLMENT

PROJECTED ENROLMENT IN CENTRAL ZONE

10 Year Enrolment Projection
(Prepared by Baragar
Demographics)

Functional capacity is the available
student spaces in schools.
Portables are not included.



PROGRAMMING

EFFECTS OF PROGRAMMING ON CLOSURE OF COWICHAN SECONDARY SCHOOL.

NEW PROGRAMS AT QUW'UTSUN SECONDARY

- Health and Wellness Centre
- Indigenous Language and Culture Centre
- Modernized Learning Spaces
- Learning Communities
- Science Super Lab
- Gymnasium with 1000 Person Seating
- 2 Regulation Basketball Courts
- Outdoor Learning Spaces
- Adjacent to VIU
- State of the Art Applied, Design, and Technology Facilities (wood working, metal fabrication, automotive)
- Robotics and Design Hubs

CATCHMENT

EFFECTS ON CATCHMENT AREAS

All students from Cowichan Secondary will transition to Quw'utsun Secondary for September 2024. There are no catchment area implications.

STARTING THE

DISPOSAL CONSULTATION

CONSIDERATIONS

DISPOSAL CONSIDERATIONS

FACILITY CONDITION INDEX (FCI)

Cowichan Secondary has an FCI of .71.

COST OF REPAIRS

Deferred repairs required to extend the useful life of the school.

SEISMIC RATING

All areas of the school with the exception of the music building are rated as H-1, which is the highest seismic structural risk assigned by the Province.

DISPOSAL CONSIDERATIONS

CONTINUED

ENROLMENT

The 10 year enrolment projection does not at this time indicate the school will be required for future operations. The new Quw'utsun Secondary has been designed to allow for a 400 student addition if required in the future.

ANNUAL COST OF OPERATING

This includes Utilities and Maintenance.

NORTH COWICHAN LOCAL AREA PLAN

North Cowichan has developed a 30-year University Village Local Area Plan.

FACILITY CONDITION INDEX

THE FACILITY CONDITION INDEX TELLS US WHAT SHAPE OUR BUILDINGS ARE IN AND HOW MUCH REPAIR IS NEEDED.

The purpose of a facility condition audit is to determine the equivalent age and condition of each school building. The condition includes structural, architectural, mechanical, electrical, plumbing, fire protection, equipment and furnishings and life safety. An audit of site conditions is also included.

FACILITY CONDITION INDEX

COWICHAN SECONDARY - 0.71

For practical purposes, the ratings have the following meaning:

0.60 and above – Very Poor - Does not meet requirements. Immediate attention required to most of the significant building systems. Most building systems at the end of their life cycle. Parts may no longer be in stock or very difficult to obtain. High risk of failure of some systems.

0.30 to 0.60 – Poor - Does not meet requirements. Immediate attention required to some significant building systems. Some significant building systems at the end of their life cycle. Parts may no longer be in stock or very difficult to obtain. High risk of failure of some systems.

0.15 to 0.30 – Average - Has significant deficiencies but meets minimum requirements. Some significant building system components nearing the end of their normal life cycle.

COST OF REPAIRS

WHEN WE ANALYZE THE FCI AND LOOK AT REPAIRS, WE CAN CREATE A COST ESTIMATE.

The most recent FCI report indicates that Cowichan Secondary currently requires **\$15.5M** in deferred maintenance.

SEISMIC RATING

SEISMIC RATINGS TELL US HOW THE BUILDING WOULD PERFORM IN A SEISMIC EVENT.

Changes to the 2015 National Building Code (NBC2015) reflected significantly increased assumptions for ground force motions from a Cascadia Fault subduction event off the west coast of Vancouver Island and Haida Gwaii.

Specifically, the expectations are for more intense shaking on Vancouver Island and Haida Gwaii (more than 2x the intensity in some regions) than previously assumed, as well as greater impacts in areas with soft soils, specifically Richmond.

SEISMIC RATING

SEISMIC RATINGS TELL US HOW THE BUILDING WOULD PERFORM IN A SEISMIC EVENT.

The main building components of Cowichan Secondary School have been seismically rated as H1, which is the highest risk rating assigned by the Province.

The cost of seismically upgrading Cowichan Secondary School exceeds \$75M.

SEISMIC RATING

SEISMIC RATINGS TELL US HOW THE BUILDING WOULD PERFORM IN A SEISMIC EVENT.

Quw'utsun Secondary has been designed and engineered to the highest seismic standards. Soils have been stabilized with the installation of 1,700 stone columns to support the new facility.

The new Quw'utsun Secondary School is funded under the Ministry of Education and Child Care's Seismic Replacement Program. It was more cost effective to replace the existing Cowichan Secondary School than to repair it.

ANNUAL COST OF OPERATING

THERE ARE SIGNIFICANT COSTS TO OPERATING A BUILDING THE AGE OF COWICHAN SECONDARY SCHOOL.


Utility costs for Cowichan Secondary currently amount to \$150,000 per year. Quw'utsun Secondary is being constructed to Leed Gold Energy standards.

On an annual basis, general maintenance amounts to \$80,000 at Cowichan Secondary School. Annual maintenance requirements will be reduced at the new facility.

MUNICIPALITY OF NORTH COWICHAN LOCAL AREA PLAN

WHAT ARE THE WISHES OF THE COMMUNITY FOR THIS AREA?

- Multi-Family (mid-rise up to 5 storeys)
- Multi-Family (low-rise up to 3 storeys)
- Mixed Use Residential
- Mixed Use Commercial

- Institutional/Community Facility 
- Existing Institutional/Community Facility
- Green Space/Park
- Constructed Treatment Wetland



FOR YOUR INFORMATION



**WHAT WOULD HAPPEN WITH THE
MONEY FROM DISPOSAL OF
COWICHAN SECONDARY?**

FOR YOUR INFORMATION

An analysis of the original source of funding that was used to acquire the land and construct the building will determine how any sale proceeds will be allocated.

- The percentage of funds that originated from the Province of BC will be applied to the net proceeds to determine the portion that will reside in the Ministry Restricted Capital Reserve. Permission to use these funds must be requested from the Province.
- The percentage of funds that originated from the Board will be applied to the net proceeds to determine the portion that will reside in the Local Capital Reserve. The Board has full discretion over these funds but they must be used for capital.

FOR YOUR INFORMATION



**IF THE BOARD DECIDES TO SELL
COWICHAN SECONDARY, WHAT
DOES THE PROCESS LOOK LIKE?**

FOR YOUR INFORMATION

The Board at the conclusion of this consultation will give consideration to the information collected.

Should the Board make the determination that Cowichan Secondary is surplus to the needs of the School District, a motion that determines the school to be surplus and recommended for disposal will be considered.

A request to the Ministry of Education and Child Care would then be submitted, along with all of the information collected during the consultation, for approval to dispose of the school.

FOR YOUR INFORMATION (CONTINUED)

The Province, having received the request for disposal, would put the property out for 90 days to determine if any other Ministries have a desire to acquire the property.

The consultation process also requires that the Board consult Local Governments and First Nations to hear their thoughts on the property and determine whether they have an interest in acquiring it.

Finally, if there is no interest from a Local Government or First Nation the Board will be able to use a realtor to market and sell the property to the highest bidder.

TABLE QUESTIONS



**KNOWING ALL OF THIS, SHOULD
THE BOARD OF EDUCATION CLOSE
COWICHAN SECONDARY SCHOOL
FOR EDUCATIONAL PROGRAMMING?**

TABLE QUESTIONS



IF THE BOARD OF EDUCATION
CLOSES COWICHAN SECONDARY,
SHOULD IT DISPOSE OF IT?

TABLE QUESTIONS



IF THE BOARD OF EDUCATION
KEEPS COWICHAN SECONDARY,
WHAT SHOULD IT DO WITH IT?

TABLE QUESTIONS

1

CLOSING THE SCHOOL

Knowing all of this, Should the Board of Education close Cowichan Secondary School for educational programming?

2

DISPOSING OF THE SCHOOL

If the Board of Education closes Cowichan Secondary, should it dispose of it?

3

KEEPING COWICHAN SECONDARY

If the Board of Education keeps Cowichan Secondary, what should it do with it?

HAVE ADDITIONAL THOUGHTS?



WWW.SD79.BC.CA

HUY TSEEP Q'U (THANK YOU)

We would like to thank you for your attendance at the Community Consultation and for your ideas on the Future of Cowichan Secondary School.



Public Consultation November 14, 2023		Total Responses	Yes	No	Other
Should the Board close Cowichan Secondary School for educational programming?		16	11	1	4
Themes	<ul style="list-style-type: none"> Most responses were in favour of closing Cowichan Secondary Use as a School Board Office Keeping the Sports Field 				
If the Board closes Cowichan Secondary to educational programming should it be disposed of?		20	12	0	8
Themes	<ul style="list-style-type: none"> Most responses were in favour of closing Cowichan Secondary Most feedback related to for what purpose it should be sold. <ul style="list-style-type: none"> Reserved for a community facility Sell to highest bidder and redevelop Multi-use. Commercial, residential, retail, parks, cultural, museum, baby clinics, non-profits, resource centre Seniors' housing No private purchasers Hotel Priority to Cowichan Tribes 				
If the Board keeps Cowichan Secondary, what should it do with it?					
Themes	<ul style="list-style-type: none"> Multiple comments were related to arts education Repair the school and use it in place of Quamichan School Offer it for community use. <ul style="list-style-type: none"> Shelters, food banks, warming centres, overdose prevention centre, etc. Housing Museum and archives Develop into a post secondary facility 				

		Total Responses	Yes	No	Other
Public Survey December 31, 2023					
	Should the Board close Cowichan Secondary School for educational programming?	206	143	63	0
	If the Board closes Cowichan Secondary to educational programming should it be disposed of?	201	134	67	0
	If the Board keeps Cowichan Secondary, what should it do with it?				
Themes	<ul style="list-style-type: none"> Redevelop the property for mixed uses Educational centre for International / Refugees Rent it for conferences Use it as a temporary location while other schools get repaired Youth programs / after school programs Extreme weather shelter / other services for the unhoused Grow food on the site Trades centre. Sell it an use the money to repair other schools Low income housing Use it as an extra school. Keep the gym. Rent it for community programming Indigenous Education Centre Sell it to developers for a hotel and conference centre Use it for post-secondary programming Use if for alternative education program Mental Health facility Keep it in reserve for future growth Turn it into green space Art Gallery Subdivide. Board keeps the field Indigenous Health Care facility 				

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
Cowichan Secondary School Closure Bylaw No. 24-01**

WHEREAS Section 73 of the *School Act* states that a board may, subject to the orders of the Minister, open, close or reopen a school permanently or for a specified period of time;

AND WHEREAS pursuant to School Opening and Closure Order 194/08, if a school board decides to permanently close a school under Section 73 of the *School Act*, the board must, without delay, provide the Ministry with written notification of the decision containing the following information:

- (a) the school's name;
- (b) the school's facility number;
- (c) the school's address;
- (d) the date on which the school will close.

AND WHEREAS pursuant to said Ministerial Order 194/08 the board has developed and implemented its *Board Policy 14 - Consolidation and Closure of Schools* that includes a public consultation with respect to permanent school closures and this policy has been made available to the public;

AND WHEREAS the board has applied the above-noted policy in accordance with Ministerial Order 194/08;

AND WHEREAS the Board has given:

- (a) a fair consideration of the community's input and adequate opportunity for the community to respond to its proposal to close the school permanently;
- (b) consideration of future enrolment growth in the district of person of school age, persons of less than school age and adults; and
- (c) consideration of possible alternative community use for all or part of the school.

NOW THEREFORE be it resolved that the Board of Education of School District No.79 (Cowichan Valley) hereby permanently closes Cowichan Secondary School, located at 2652 James Street, Duncan, BC (Facility No. 7965009), on December 31, 2024.

This bylaw may be cited as School District No. 79 (Cowichan Valley) Cowichan Secondary School Closure Bylaw No. 24-01.

READ FOR A FIRST TIME THIS 5TH DAY OF MARCH, 2024

READ FOR A SECOND TIME THIS 5TH DAY OF MARCH, 2024

READ FOR A THIRD TIME, PASSED AND ADOPTED THIS 5TH DAY OF MARCH, 2024

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of School District No. 79 (Cowichan Valley) Cowichan Secondary School Closure Bylaw No. 24-01 adopted by the Board the 5TH day of March, 2024.

Secretary-Treasurer



Briefing Note

Date of Report: March 1, 2024

Prepared for: The Board of Education for **Action** for the March 5, 2024 Open Board Meeting

Subject: Disposal of Cowichan Secondary School

Background:

The Ministry of Education and Child Care's *School Building Closure and Disposal Guidelines* require that:

With respect to surplus or underutilized school space, the board must consult with local government, community organizations and the public on alternative community uses. This consultation process must include:

- a) Consideration of future enrolment growth in the district, including Kindergarten to Grade 12, adult programs, and early learning;
- b) Consideration of alternative community use of surplus space in school buildings and other facilities; and
- c) A fair consideration of the community's input and adequate opportunity for the community to respond to the board's plans for the school.

Administrative Procedure 519 - Disposal of Land or Improvements outlines the Board's process requirements for public consultation when the Board is considering the disposal of land or improvements. The process is as follows:

- a) Include consulting with local governments and community organizations within the School District boundaries;
- b) Include one public meeting to which the public has been invited to attend and make presentations to the Board; and
- c) The Board will determine the length of public consultation process prior to beginning the consultation process.

At the Open Meeting of the Board on June 6, 2023 the following motions were approved:

"That the Board of Education of School District No. 79 (Cowichan Valley) 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."

"That the Board of Education of School District No. 79 (Cowichan Valley) will consult with the public before making decisions about:

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."*

"That the Board of Education of School District No. 79 (Cowichan Valley) determines that the consultation process in relation to Cowichan Secondary School will be as follows:

1. *Advertising 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, inviting 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 offering 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."*

Discussion:

The Board's disposal consultation period was set at six months ending on December 31, 2023. This consultation included a public meeting held on November 14, 2023, a public survey, discussion at the Advisory Committee, and input from students through the DSAC group. This consolidated feedback was presented to the Board at the January 16, 2024 Board Planning session. Shortly after, it was published to the School District website for public transparency. Most responses were in favour of disposing of the school.

Data required to make a decision on the question of disposal can be found within the *Future of Cowichan Secondary School* document attached to this briefing note. Ten-year enrolment estimates for the central zone prepared by Baragar Demographics do not indicate a future need for the property during that time period.

Recommendations:

After having considered all of the public feedback and information presented by staff since June 6, 2023, the Board is now in a position to consider the question of whether to dispose of Cowichan Secondary School.

"That the Board of Education of School District No. 79 (Cowichan Valley) determines that Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009) is not required for future educational purposes and will not be required for educational purposes for 10 years or more."

"That the Board of Education of School District No. 79 (Cowichan Valley) apply to the Ministry of Education and Child Care for approval to dispose of Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009)."

Following approval by the Ministry of Education and Child Care, the Board will enter into the next phase of the disposal process which will determine how and for which purpose the property will be disposed.

Prepared by:



Jason Sandquist, Secretary-Treasurer

Reviewed by:



Robyn Gray, Superintendent

Date: March 1, 2024

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Long Service Tea	March 7, 3:45 p.m.	Oceanfront Suites
VISTA Spring Conference & Business Meeting	March 8-9	Bayside Oceanfront, Parksville
District Closure/Spring Break	March 11-22	
BEBC Meeting	March 26, 4:00 p.m.	Yuxwule' Eagle Room
Closed/Open Board Meetings	April 2, 3:30/4:30 p.m.	Yuxwule' Eagle Room
Climate Action Advisory Committee	April 5, 12:00 p.m.	Yuxwule' Eagle Room
Board Planning	April 9, 4:00 p.m.	Yuxwule' Eagle Room
DSAC Meeting (Trustee Sousa)	April 11, 10:00 a.m.	Frances Kelsey Secondary
Special BEBC Meeting	April 11, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee Meeting	April 16, 4:30 p.m.	Inspire Room
DPAC Meeting (Trustee Croft)	April 18, 6:30 p.m.	Yuxwule' Eagle Room
BCSTA AGM	April 18-21	Westin Bayshore, Vancouver
BEBC Meeting	April 23, 4:00 p.m.	Yuxwule' Eagle Room
Special BEBC Meeting	April 25, 4:00 p.m.	Yuxwule' Eagle Room
Special BEBC Meeting (if required)	May 2, 4:00 p.m.	Yuxwule' Eagle Room
Early Learning and Child Care Meeting	May 3, 11:00 a.m.	Yuxwule' Eagle Room