



AGENDA
Open Board Meeting

Tuesday, May 2, 2023

4:30 p.m.

**Boardroom - Public Participation will be via Zoom and not at the Board Office:
<https://sd79.zoom.us/j/65341273882>**

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 Coast Salish 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 May 2, 2023 Open Board Meeting."*

3. MINUTES

3.1 Minutes of the April 4, 2023 Open Board Meeting

*"That the Board of Education of School District No. 79 (Cowichan Valley) adopts
the minutes of the April 4, 2023 Open Board Meeting."*

5 - 10

4. RECOGNITION AND DELEGATIONS

4.1 Identity, Belonging and Connection Policy Development Working Group

Members:

- Cowichan School District Staff - Robyn Gray, Jason Sandquist, Dolly Sylvester, Mike Russell, Mary Peter, Hannah Morales, Mike Greenslade, Kerra Michel
- Cowichan School District Students - Jordanna White, Camille Fraser
- Cowichan Tribes - Sophia Elliott
- The Discourse - Shalu Mehta

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6.3	For Board Action	
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7.	SECRETARY-TREASURER	
7.1	For Board Action	
7.1.1	2023-2024 Annual Budget <i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to the 2023-2024 Annual Budget in the amount of \$126,431,654."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to the 2022-2024 Annual Budget in the amount of \$126,431,654."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) considers three readings of the 2023-2024 Annual Budget at this meeting."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to the 2023-2024 Annual Budget in the amount of \$126,431,654."</i>	14 - 35
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8. COMMITTEES AND OUTSIDE ORGANIZATIONS

8.1	Recommendations from the April 25, 2023 BEBC Meeting <i>"That the Board of Education of School District No. 79 (Cowichan Valley) directs staff to add the Early Learning and Child Care Committee Terms of Reference as presented to Policy 8 - Board Committees."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) authorizes the 2023-24 Frances Kelsey Secondary School Soccer Academy Fees be set at \$300 per year."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) authorizes the 2023-24 fees for the Performing Arts Academy at Cowichan Open School be set at \$425 per month or \$4,250 per year."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) authorizes the 2023-24 Frances Kelsey Secondary School Ice Hockey Academy fees be set at \$450 per year."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves establishing an Outdoor Adventure Academy at Frances Kelsey Secondary School and authorizes the fees be set at \$1,100 per year for 2023-24."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves establishing an Equestrian Academy at Frances Kelsey Secondary School and authorizes the fees be set at \$3,000 per year for 2023-24."</i>	38
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**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY)**

Tuesday, April 4, 2023, 4:30 p.m.
Boardroom - Public Participation will be via Zoom and not at the Board Office:
<https://sd79.zoom.us/j/65341273882>

- PRESENT**
- Trustee Cathy Schmidt, Chair
 - Trustee Elizabeth Croft
 - 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
 - Mike Russell, Director of Communications
 - Margaret Olsen, Director of Human Resources
 - Jeff Rowan, Director of Inclusive Learning
 - Darlene Reynolds, Director of Inclusive Learning
 - Richard Dyble, Director of Operations
 - Claudia McMahon, Associate Secretary-Treasurer
 - Claire Spencer, Recording Secretary
-

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 3:30 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish 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 April 4, 2023 Open Board Meeting."

CARRIED

3. MINUTES

3.1 Minutes of the March 7, 2023 Open Board Meeting

Moved by Trustee Doman
Seconded by Trustee Thorne

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

CARRIED

3.2 Minutes of the March 28, 2023 Special Open Board Meeting

Moved by Trustee Sousa
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the March 28, 2023 Special Open Board Meeting."

CARRIED

4. **RECOGNITION AND DELEGATIONS**

5. **REPORT OF CLOSED MEETING**

5.1 Report of Closed Meeting

Prior to the Open Meeting the Board met in closed session where personnel items were discussed. Business was not concluded, and the Board will return to Closed following this meeting to discuss contracts, partner group liaison feedback, property items and liability items.

6. **OLD BUSINESS**

6.1 Action List

7. **SUPERINTENDENT OF SCHOOLS**

7.1 Personnel

7.1.1 Principal/Vice-Principal Transfer Process

The Principal/Vice-Principal transfer process for 2023/24 is being worked through, and announcements regarding assignments will be made the last week of April.

7.2 For Board Information

7.2.1 National Day of Mourning

Flags at schools across the District and at the School Board Office will fly at half staff on April 28 in recognition of the National Day of Mourning, which honours those who are injured or killed in workplace accidents and collectively renews our commitment to improve health and safety in schools and workplaces.

7.2.2 Earth Day

April 22, 2023 is Earth Day. The School District continues to work on our journey to environmental sustainability. In recent years the Board declared a climate emergency, established the Climate Change Committee, and has added three electric buses to its fleet. The new Quw'utsun Secondary School is being designed with space for an electric vehicle charge station.

7.2.3 Grant from Vancouver Island Health Authority

The School District has received a \$50,000 grant from Vancouver Island Health Authority with the outcome to help build resilience in youth. Hannah Morales, Coordinator of Indigenous Student Success, will work with local Indigenous youth to create student-focused culturally relevant resources and opportunities including creation of 2-4 videos on resilience, self-compassion and well-being which will be shared with Grade 3-5 students across the District. A Youth Leadership Summit will bring together 150 of the District's Indigenous students from Grades 8-12 with workshops rooted in culture and

well-being. We will also partner with the Hiiye'yu Lelum Society who assist with facilitation and provide land-based learning spaces including an outdoor learning space along the Cowichan River.

7.2.4 Graduation and Year-End Events

Changes to graduation and year-end events were reviewed.

7.2.5 Superintendent's Update

Acknowledgements/Appreciation:

- Administrative Professionals' Day on April 26 is a day to acknowledge the contribution of the District's administrative support which keeps the learning community operating smoothly.
- Thank you to the staff who worked during spring break including Payroll, Finance, Human Resources, Operations, Technology and the Secretary-Treasurer.

Provincial Assessments: To meet graduation requirements, students must take literacy and numeracy assessments in Grade 10 and literacy assessments in Grade 12.

Upcoming dates for completing assessments are April 24-28 and June 19-23, 2023.

Ready, Set, Learn and Ready, Set, Go:

- **Ready, Set, Learn** is an early-learning initiative sponsored by the Ministry of Education and Child Care to foster positive connections with families in a fun, family-oriented atmosphere. These events, which are designed for children ages 2-5 and their caregivers, will be held:
 - April 6 at Chemainus Elementary 12:30-4:00 p.m.
 - April 13 at Palsson Elementary 12:30-4:00 p.m.
 - April 20 at Shawnigan Lake Community Center 12:30-4:00 p.m.
 - April 27 at Khowhemun Elementary 12:30-4:00 p.m.
- **Ready, Set, Go** school-based events are developed by a team of Kindergarten teachers who work collaboratively to design events for incoming Kindergarten students that are developmentally appropriate and help create an atmosphere of welcome to our schools. The planning team has designed ocean-themed activities with a focus on social/emotional well-being.

Catalyst: The District Chess Tournament on March 8 at George Bonner Elementary was a great success. The kids loved it and the energy was infectious. The 18th biannual Young Authors' Conference will be held at Vancouver Island University on May 3. Students are crafting their writing samples for submission and many local authors have been secured to host writing workshops.

Invisible Disabilities Showcase: Crofton Elementary students in Grades 4 and 5 summarized their learning about invisible disabilities at a showcase held on March 8, and welcomed their school community, families and friends to join them in learning more. Invisible disabilities are hidden disabilities, which is an umbrella term that captures a whole spectrum of hidden disabilities or challenges, primarily neurological.

Palsson Elementary - Voices of Nature School Concert: The March 9th Voices of Nature whole-school concert was organized by Holly Arntzen and Kevin Wright of the Wilds Band, and featured all the school's students, from Kindergarten through Grade 3, singing songs about protecting the environment.

Visit from Yellowknife Education District # 1: A five-member team of educators and Principals from Indigenous independent schools were in the District on April 3 and 4. They engaged with the Senior Leadership Team, and visited Khowhemun Elementary, Mill Bay Nature School, Cowichan Secondary and George Bonner Elementary. Thanks to the schools who hosted them!

Non-Instruction Day: The April 17, 2023 Non-Instructional Day will include morning sessions on our literary framework and the identity, belonging and mental health framework. CUPE members will have the opportunity to attend a morning session on adaptive technology in the classrooms. During the afternoon staff will be at their school sites working on their school's Framework for Enhancing Student Learning (FESL).

10,000 Gifts: The community premiere of the Telus Storyhive documentary exploring Truth and Reconciliation at Q'shintul/Mill Bay Nature School will be held on Sunday, April 16 at 1:00 p.m. at the Cowichan Valley Performing Arts Centre. Viewing is by donation.

Reporting and Assessment Ed Camp: Cowichan Valley School District and Vancouver Island University (VIU) are pleased to co-host this camp on May 1 at VIU's Cowichan Campus. This multi-district full-day event for lead educators, district staff, Ministry guests, and faculty from VIU and UBC will focus on the new reporting order and assessments

Mental Health Week: May 1-7, 2023 is the Canadian Mental Health Association (CMHA) Mental Health Week.

School Visits: During the past month the Superintendent has visited Crofton, Palsson, and Tansor Elementary Schools, and Frances Kelsey and Chemainus Secondary Schools.

8. SECRETARY-TREASURER

8.1 For Board Action

8.1.1 Capital Bylaw No. 2023/24-CPSD79-01

The capital announcement for the 2023-24 school year was reviewed. Projects are to be completed by March 31, 2024. The demolition of the old Stanley Gordon School in Lake Cowichan, which has been empty for close to twenty years, was the only major capital project awarded. Minor capital projects awarded include HVAC upgrades for Lake Cowichan Secondary and Bench Elementary, and an accessible playground for Lake Cowichan School.

Moved by Trustee Thorne
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Capital Bylaw No. 2023/24-CPSD79-01."

CARRIED

Moved by Trustee Croft
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 2023/24-CPSD79-01."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings of Capital Bylaw No. 2023/24-CPSD79-01 at this meeting."

CARRIED

Moved by Trustee Sousa
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Capital Bylaw No. 2023/24-CPSD79-01."

CARRIED

9. COMMITTEES AND OUTSIDE ORGANIZATIONS

9.1 Highlights of the March 9, 2023 DSAC Meeting

Moved by Trustee Thorne
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Highlights of the March 9, 2023 DSAC Meeting."

CARRIED

9.2 Minutes of the January 24, 2023 BEBC Meeting

Moved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Minutes of the January 24, 2023 BEBC Meeting."

CARRIED

9.3 Minutes of the January 20, 2023 Climate Change Committee Meeting

Moved by Trustee Sousa
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Minutes of the January 20, 2023 Climate Change Committee Meeting."

CARRIED

10. UPCOMING MEETINGS AND EVENTS

10.1 Schedule of Upcoming Meetings and Events

11. CORRESPONDENCE

12. NEW BUSINESS

13. QUESTION PERIOD

14. **ADJOURNMENT**

14.1 Motion to Adjourn

The meeting adjourned at 4:50 p.m.

Moved by Trustee Doman

Seconded by Trustee Sousa

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

CARRIED

Cathy Schmidt, Chair

Jason Sandquist, Secretary-Treasurer



**Principal/Vice-Principal Assignments 2023-2024
Effective August 1, 2023**

Principal/Vice-Principal	Assigned/Reassigned to
Madelin Rocheleau	Vice-Principal, Khowhemun Elementary
Kelly Girvan	Temporary Vice-Principal, Alexander Elementary
Brenda Lee	Vice-Principal, Discovery Elementary
Darren Hart	Vice-Principal, Quamichan School
TBA	Vice-Principal, Chemainus Secondary
Tim Ylagan	Vice-Principal, Frances Kelsey Secondary
Jennifer Merrett	Vice-Principal, Cowichan Secondary
Ann Kissinger	Principal, Alexander Elementary
Dani Morrow	Principal, Discovery Elementary
Sian Peterson	Principal, Distributed Learning/The Grove
Rhonda Cizeron	Principal, Ecole Mt. Prevost
Ian Zibin	Principal, Ecole Cobble Hill
Craig McLeod	Principal, Crofton Elementary
Fiona Somerville	Principal, Palsson Elementary
Brent Ranger	Principal, Tansor Elementary

**District Assignments
Effective May 1, 2023**

Margaret Olsen, Associate Superintendent
Jen Christenson, Manager of Human Resources (Teaching)

COWICHAN VALLEY SCHOOL DISTRICT
2022-23 Graduation and District Year-End Events

Graduation/Award Ceremonies

Lake Cowichan School:

- District Scholarship Judging - May 19 **(9:30 a.m.) at LCS in the library**
- Scholarship night – June 15 at 6pm
- Grad Walk-up/Graduation Ceremony - June 24 (12:30 p.m.) in school gym - doors open at 11:30 a.m.

Chemainus Secondary:

- District Scholarship Judging - May 19 **(9:30 a.m.) at CHSS**
- Walk-up/Graduation Ceremony, Scholarship/Bursaries - June 23rd (7:00 p.m.) in school gym

Cowichan Secondary:

- District Scholarship Judging - May 11 **(9:00 a.m.) at CSS in the library, Room 220**
- Scholarship and Bursary Presentations - **June 5** (6:00 p.m.)
- Walk-up/Graduation Ceremony - June 29 (6:00 p.m.)

Frances Kelsey Secondary:

- District Scholarship Judging - May 9 **(10:00 a.m.) at FKSS Dome**
- Awards Ceremony - June 7 (10:00 a.m.)
- Scholarship and Bursary Evening - June 7 (7:00 p.m.)
- Graduation Ceremony - June 23 (6:30 p.m.) in school gym

Open Learning:

- District Scholarship Judging - May 10 **(10:00 a.m.) at CVOLC**
- Open Learning Grad Walk-up - June 22 **(4:00 p.m.** for Satellite Sites **6:30 p.m.** for CVOLC grads) in school gym

Indigenous Education:

- Indigenous Grad Ceremony - June 8 (4:00 - 8:00 p.m.) at Tl'upalus (Cowichan Bay, Canoe Shed and Beach)

International Program

- International Program Year-End Celebration - June 16 (during the day) at Camp Imadene

School District Retirement Event

- School District Retirement Reception - June 12 at 5:00 p.m. at Arbutus Ridge (by invitation)

School Fees 2023/2024

The Board of Education reviews fees for schools and academies every school year. The *School Act* section 82 permits a Board to charge a deposit for educational resources. Boards may also charge fees for materials, supplies, equipment and instruments not considered educational resource materials. Schools may charge deposits for materials given to students and provide refunds upon return.

Standard District Fees

- Graduation Fee (basic cost): up to \$75
- Student Activity Fee for Secondary Schools: \$25
Covers the costs of guest speakers, school events and activities, student recognition, student leadership, celebrations, and lockers.

Specialty/Certification Fees

Materials and equipment beyond that which is necessary to meet the required learning outcomes. i.e. woodworking: upgrading from pine to oak for a particular project. Certification fees for courses such as Food Safe and First Aid are charged at a cost recovery basis. Please contact your child's school to confirm fees/upgrade costs.

Specialty Value Added PE Courses

Fees range from \$100 to \$300 per year depending on program expenses, for example:

- Rock Climbing \$100
- Ice Hockey \$300

Please contact your child's school to confirm fees.

Academies with fees

- Cowichan Secondary School Rugby Academy
- Cowichan Open School Performing Arts Academy
- Frances Kelsey Secondary School Ice Hockey Academy
- Frances Kelsey Secondary School Soccer Academy

Academies with no fees

- Frances Kelsey Secondary School Trails Outdoor Academy
- Frances Kelsey Secondary School Fine Arts Academy
- Frances Kelsey Secondary School Computer Studies Academy

Refundable Deposits

Refundable deposits will be collected for educational resource materials such as textbooks, reusable workbooks and novels. Refunds will be issued once students have returned the educational resource materials.

In some secondary schools the refundable textbook deposit is applied to the graduation fee unless otherwise specified by parent(s).

Secondary School

Chemainus Secondary
Cowichan Secondary
Frances Kelsey Secondary
Lake Cowichan School
Quamichan School
Alternate Ed Programs
Distributed Learning K-12

Textbook Deposits

\$25 (refundable)
\$25 (refundable)
\$25 (refundable)
\$25 (refundable)
\$25 (refundable)
N/A
\$50 (refundable)

Hardship

Where financial hardship exists that would prevent student participation in a curricular or co-curricular activity, fees will be waived. Fees and deposits will not become a barrier to participation in required activities or programs as per Admin Procedure 506 – Financial Hardship.

The 2023/2024 Annual Budget

A Guided Tour

Please read this tour of the 2023/2024 Annual Budget prior to examining the completed Budget Documents. It is designed to make your review of the Statements and Schedules easier.

The Board's Strategic Priorities

The Budget was prepared in alignment with the four strategic priorities of the Board:

1. Learning
2. Indigenous Ways of Knowing
3. Culture of Care
4. Future Focused System

Statement 2

This Statement describes the total Revenue and Expenditure estimates required to operate the School District for the 2023/2024 school year. It is a consolidation of the Operating (Schedule 2), Special Purpose (Schedule 3) and Capital (Schedule 4) Funds. We use the prior years' Amended Annual Budget for comparative purposes as it best describes the changes between the two years.



Revenue

The ongoing main revenue components are Provincial Government funding (for operations, special purpose funds – restricted and capital purposes), Local Education Agreement transfers, International Student Program tuition, rentals and investment income.

The consolidated Provincial Grants from the Ministry of Education have increased by \$8.4 M from the prior year.

Operating Fund (Schedule 2):

A modest enrolment increase of 55 FTE students is projected and has resulted in a corresponding revenue increase of \$474K. The majority of the Ministry of Education and Child Care funding increase is being generated to cover the 6.75% wage increase for Teachers and Support Staff in 2023/2024.

The Tuition budget has been held at \$2.0M. The International Program has recovered well and continues to draw much interest from new and existing markets. Global inflation poses a risk to this program particularly in the European market.

Rentals and leases are forecasted at prior year levels. When available, the District rents space to before/after school program and preschool providers on a cost-recovery basis. Other rentals include the community use of fields and buildings.

Investment income has been increased by \$200K due to significant recent adjustments to the base lending rate of the Bank of Canada. The School District has excess funds on deposit with the Ministry of Finance which returns higher than market interest.

Special Purpose Fund (Schedule 3):

The prior year budget included \$881K of one-time funding to support students and families with the effects of inflation, and \$992K for Teacher Remedy which is not included in the 2023/2024 Annual Budget.

A new Feeding Futures fund has been created that is dedicated to food security programs for students and will provide \$1.019M for the preparation and delivery of meals.

These differences are shown on Schedule 3 Special Purpose Funds.

Capital (Schedule 4):



The main reason for the variance in Capital relates to the recognition of Site Improvements at the new Qwu'tsun Secondary School as the landscaping and field work is expected to be completed in 2024. This difference is shown on Schedule 4 and amounts to \$3.5M.

Amortization of Deferred Capital Revenue is a complex budget item to explain. When Capital items are purchased using funding provided by the Ministry of Education, the revenue is not recognized in the year of acquisition but is recognized over the useful life of the asset that was purchased. So, an asset category expected to last for 10 years would recognize 1/10 of the funding into revenue each year.

Expenses

Instruction

The consolidated budget for Instruction in the School District has increased by \$7.4M over the prior year. Although a net increase, the following items have been removed:

1. The prior year's budget included funding for teacher collective agreement remedies that are not included in the annual budget.
2. Rollover items remaining unspent from the 2021/2022 school year of \$1.1M were removed. This included unspent school supply and resource budgets and an underspend on Indigenous Education.

Additions that have been included in the 2023/2024 consolidated budget include:

1. A net increase in the teaching staff of 2.75 FTE. This small increase is a result of a modest projected enrolment increase of 55 student FTE;
2. Funding for Mental Health supports in addition to the prior year's allotment, with the new total being \$100K;
3. Increased funding for Student Assessments in addition to the prior year's increase, with the new total being \$80K;
4. Further supports of \$30K to be applied towards Inclusive Education;

5. The addition of the Before and After School Care program expenditures (new program 20);
6. The establishment of a \$20K budget for climate passion projects;
7. Year two of the plan to revise the District's website to improve communications;
8. Funding to complete the implementation of the automated call-out system;
9. Wage increases of 6.75% for Teachers and Support Staff that align with the provincial compensation frameworks.

District Administration

This area of the consolidated budget remains very close to last year. Reductions to this area of the budget include:

1. The removal of election costs of \$132K related to conducting the October 2022 Trustee election.

Operations and Maintenance

The School District will continue funding that supports hand sanitizer and cleaning supply budgets. Additional commitments include:

1. Inflationary adjustment to maintenance and custodial supplies;
2. A \$50K per year (3 year) equipment replacement plan;
3. Wage increases of 6.75% for Support Staff that align with the provincial compensation framework.

Transportation

Service levels and budget remain in line with the prior year with only minor adjustments.

Additional commitments include:

1. An inflationary adjustment for transportation supplies and bus repairs;
2. Wage increases of 6.75% that align with the provincial compensation framework.

Surplus

The budget is balanced utilizing \$2.32M of the 2022-2023 projected surplus. This leaves \$3.06M (projected) available in contingency. The Board adopted policy in 2017 requiring that between 1 and 3 percent of budget be kept on hand in contingency. This amount is consistent with policy.

Budget Schedules

Additional information can be found within the Budget Schedules at the end of the document. These schedules provide specific information on the functions and programs within the Operating Budget (Schedule 2), details of the various Special Purpose Funds (Schedule 3) and information on Capital (Schedule 4).

Budgeted Positions

The Ministry budget template does not include information on the number of FTE (Full Time Equivalent positions) that are covered by the budget categories. Below is a table which shows the total number of FTE employed by the School District excluding casual replacements.

	OPERATING	SPECIAL PURPOSE	CAPITAL	TOTAL
Teachers	449.74	81.20		530.94
Principal/Vice-Principals	45.58	0.20		45.78
Excluded	21.00	3.00		24.00
Trustees	7.00			7.00
Education Assistants	157.45	15.65		173.10
Clerical	63.93	0.77		64.70
Noon Hour Supervisors	8.69			8.69
Indigenous and Cultural Support Worker	25.55			25.55
Computer Technicians	6.00			6.00
Maintenance and Grounds	19.00	5.00	4.00	28.00
Custodians	53.03			53.03
Bus Drivers	23.33			23.33
Total	880.31	105.82	4.00	990.13

Conclusion

We hope that this guided tour will be of assistance in your review of the 2023/2024 Annual Budget.



Annual Budget

School District No. 79 (Cowichan Valley)

June 30, 2024

Version: 4421-3676-1693
April 24, 2023 9:02

School District No. 79 (Cowichan Valley)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 79 (Cowichan Valley) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$126,431,654 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 2nd DAY OF MAY, 2023;

READ A SECOND TIME THE 2nd DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 2nd DAY OF MAY, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 79 (Cowichan Valley) Annual Budget Bylaw 2023/2024, adopted by the Board the 2nd DAY OF MAY, 2023.

Secretary Treasurer

Version: 4421-3676-1693
April 24, 2023 9:02

School District No. 79 (Cowichan Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	8,564,203	8,507,253
Total Ministry Operating Grant Funded FTE's	8,564,203	8,507,253
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	112,593,621	100,657,984
Other	216,000	216,000
Tuition	2,000,000	2,000,000
Other Revenue	8,757,455	8,334,678
Rentals and Leases	150,000	150,000
Investment Income	864,406	664,176
Gain (Loss) on Disposal of Tangible Capital Assets	(485,250)	
Amortization of Deferred Capital Revenue	3,932,193	4,350,991
Total Revenue	128,028,425	116,373,829
Expenses		
Instruction	101,107,844	93,516,945
District Administration	3,803,587	4,012,257
Operations and Maintenance	16,106,256	15,816,382
Transportation and Housing	4,145,507	3,970,171
Write-off/down of Buildings and Sites	168,145	
Total Expense	125,331,339	117,315,755
Net Revenue (Expense)	2,697,086	(941,926)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,322,931	3,086,771
Budgeted Surplus (Deficit), for the year	5,020,017	2,144,845
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	5,020,017	2,144,845
Budgeted Surplus (Deficit), for the year	5,020,017	2,144,845

School District No. 79 (Cowichan Valley)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	105,003,949	96,854,157
Operating - Tangible Capital Assets Purchased	288,866	144,866
Special Purpose Funds - Total Expense	15,178,451	15,097,786
Special Purpose Funds - Tangible Capital Assets Purchased	355,449	391,953
Capital Fund - Total Expense	5,148,939	5,363,812
Capital Fund - Tangible Capital Assets Purchased from Local Capital	456,000	15,000
Total Budget Bylaw Amount	126,431,654	117,867,574

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 79 (Cowichan Valley)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	2,697,086	(941,926)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(644,315)	(536,819)
From Local Capital	(456,000)	(15,000)
From Deferred Capital Revenue	(38,026,310)	(39,084,903)
Total Acquisition of Tangible Capital Assets	(39,126,625)	(39,636,722)
Amortization of Tangible Capital Assets	4,980,794	5,363,812
Total Effect of change in Tangible Capital Assets	(34,145,831)	(34,272,910)
Acquisitions of Prepaid Expenses	(220,000)	(220,000)
Use of Prepaid Expenses	220,000	220,000
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(31,448,745)	(35,214,836)

School District No. 79 (Cowichan Valley)

Schedule 2

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	92,575,350	84,169,293
Other	216,000	216,000
Tuition	2,000,000	2,000,000
Other Revenue	7,278,534	6,826,959
Rentals and Leases	150,000	150,000
Investment Income	750,000	550,000
Total Revenue	102,969,884	93,912,252
Expenses		
Instruction	86,337,862	78,928,057
District Administration	3,709,837	3,916,115
Operations and Maintenance	11,529,413	10,886,573
Transportation and Housing	3,426,837	3,123,412
Total Expense	105,003,949	96,854,157
Net Revenue (Expense)	(2,034,065)	(2,941,905)
Budgeted Prior Year Surplus Appropriation	2,322,931	3,086,771
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(288,866)	(144,866)
Total Net Transfers	(288,866)	(144,866)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	97,459,221	90,007,165
ISC/LEA Recovery	(6,691,959)	(6,691,959)
Other Ministry of Education and Child Care Grants		
Pay Equity	363,682	363,682
Student Transportation Fund	283,524	283,524
Support Staff Benefits Grant	186,242	186,242
FSA Scorer Grant		12,964
Child Care Funding	24,640	
Early Learning Framework (ELF) Implementation		1,246
Other Ministry of Education and Child Care Grants		6,429
Labour Settlement Cost of Living Adjustment Estimate	950,000	
Total Provincial Grants - Ministry of Education and Child Care	92,575,350	84,169,293
Provincial Grants - Other	216,000	216,000
Tuition		
International and Out of Province Students	2,000,000	2,000,000
Total Tuition	2,000,000	2,000,000
Other Revenues		
Funding from First Nations	6,691,959	6,691,959
Miscellaneous		
International Program Registration Fees	80,000	80,000
Transportation Fees International	55,000	55,000
Before and After School Care Parent Fees	451,575	
Total Other Revenue	7,278,534	6,826,959
Rentals and Leases	150,000	150,000
Investment Income	750,000	550,000
Total Operating Revenue	102,969,884	93,912,252

School District No. 79 (Cowichan Valley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	42,720,371	37,982,768
Principals and Vice Principals	6,336,600	6,339,601
Educational Assistants	9,082,878	8,175,328
Support Staff	10,558,768	9,718,961
Other Professionals	2,482,874	2,281,405
Substitutes	5,210,172	5,454,120
Total Salaries	76,391,663	69,952,183
Employee Benefits	18,626,258	16,260,840
Total Salaries and Benefits	95,017,921	86,213,023
Services and Supplies		
Services	3,280,436	3,850,452
Student Transportation	276,525	276,525
Professional Development and Travel	610,900	686,315
Rentals and Leases	67,100	67,100
Dues and Fees	114,310	114,310
Insurance	250,534	250,134
Supplies	3,775,643	3,785,718
Utilities	1,610,580	1,610,580
Total Services and Supplies	9,986,028	10,641,134
Total Operating Expense	105,003,949	96,854,157

School District No. 79 (Cowichan Valley)
 Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	33,412,565	854,489	172,109	365,634	70,913	3,186,769	38,062,479
1.03 Career Programs	557,341			260,921		20,918	839,180
1.07 Library Services	1,428,820			152,696		44,909	1,626,425
1.08 Counselling	1,147,898			425,073		29,904	1,602,875
1.10 Special Education	5,137,070	662,933	7,271,214	240,875		1,203,210	14,515,302
1.20 Early Learning and Child Care			300,952	17,435			318,387
1.30 English Language Learning	407,702						407,702
1.31 Indigenous Education	414,302	139,158	1,338,603	50,863		152,144	2,095,070
1.41 School Administration		4,345,723		1,320,577		142,575	5,808,875
1.62 International and Out of Province Students	214,673	283,618		101,798	151,875	20,016	771,980
1.64 Other							-
Total Function 1	42,720,371	6,285,921	9,082,878	2,935,872	222,788	4,800,445	66,048,275
4 District Administration							
4.11 Educational Administration		50,679		51,857	672,821		775,357
4.40 School District Governance				689,387	306,801		306,801
4.41 Business Administration				760,092		30,299	1,479,778
Total Function 4	-	50,679	-	741,244	1,739,714	30,299	2,561,936
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				112,359	421,368	62,750	596,477
5.50 Maintenance Operations				4,666,565		199,039	4,865,604
5.52 Maintenance of Grounds				467,773			467,773
5.56 Utilities							-
Total Function 5	-	-	-	5,246,697	421,368	261,789	5,929,854
7 Transportation and Housing							
7.41 Transportation and Housing Administration				141,033	99,004	5,633	245,670
7.70 Student Transportation				1,493,922		112,006	1,605,928
Total Function 7	-	-	-	1,634,955	99,004	117,639	1,851,598
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	42,720,371	6,336,600	9,082,878	10,558,768	2,482,874	5,210,172	76,391,663

School District No. 79 (Cowichan Valley)
 Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	38,062,479	9,485,207	47,547,686	2,064,392	49,612,078	44,443,746
1.03 Career Programs	839,180	200,142	1,039,322	462,375	1,501,697	1,800,758
1.07 Library Services	1,626,425	408,048	2,034,473	68,981	2,103,454	1,859,042
1.08 Counselling	1,602,875	386,936	1,989,811	5,774	1,995,585	1,284,503
1.10 Special Education	14,515,302	3,616,645	18,131,947	405,888	18,537,835	17,103,052
1.20 Early Learning and Child Care	318,387	86,299	404,686	67,425	472,111	
1.30 English Language Learning	407,702	99,489	507,191	4,625	511,816	744,885
1.31 Indigenous Education	2,095,070	509,863	2,604,933	390,987	2,995,920	3,090,924
1.41 School Administration	5,808,875	1,275,679	7,084,554	107,726	7,192,280	7,191,245
1.62 International and Out of Province Students	771,980	173,256	945,236	456,650	1,401,886	1,396,702
1.64 Other	-	-	-	13,200	13,200	13,200
Total Function 1	66,048,275	16,241,564	82,289,839	4,048,023	86,337,862	78,928,057
4 District Administration						
4.11 Educational Administration	775,357	157,358	932,715	34,000	966,715	938,244
4.40 School District Governance	306,801	51,818	358,619	149,335	507,954	624,187
4.41 Business Administration	1,479,778	332,440	1,812,218	422,950	2,235,168	2,353,684
Total Function 4	2,561,936	541,616	3,103,552	606,285	3,709,837	3,916,115
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	596,477	117,892	714,369	236,437	950,806	865,878
5.50 Maintenance Operations	4,865,604	1,150,587	6,016,191	1,991,585	8,007,776	7,589,480
5.52 Maintenance of Grounds	467,773	116,175	583,948	126,672	710,620	571,004
5.56 Utilities	-	-	-	1,860,211	1,860,211	1,860,211
Total Function 5	5,929,854	1,384,654	7,314,508	4,214,905	11,529,413	10,886,573
7 Transportation and Housing						
7.41 Transportation and Housing Administration	245,670	54,163	299,833	22,915	322,748	305,657
7.70 Student Transportation	1,605,928	404,261	2,010,189	1,093,900	3,104,089	2,817,755
Total Function 7	1,851,598	458,424	2,310,022	1,116,815	3,426,837	3,123,412
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	76,391,663	18,626,258	95,017,921	9,986,028	105,003,949	96,854,157

School District No. 79 (Cowichan Valley)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	14,048,979	13,978,514
Other Revenue	1,478,921	1,507,719
Investment Income	6,000	3,506
Total Revenue	15,533,900	15,489,739
Expenses		
Instruction	14,769,982	14,588,888
District Administration	93,750	96,142
Operations and Maintenance	32,693	32,693
Transportation and Housing	282,026	380,063
Total Expense	15,178,451	15,097,786
Net Revenue (Expense)	355,449	391,953
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(355,449)	(391,953)
Total Net Transfers	(355,449)	(391,953)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community/Link Fund - Overhead	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	577,275	-	13,500	1,300,000	65,143	72,488	93,222	45,000	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	384,142	368,897			192,000	39,200	140,282	739,939	959,916
Other Investment Income	16,354		5,060	1,400,000					
	400,496	368,897	5,060	1,400,000	192,000	39,200	140,282	739,939	959,916
Less: Allocated to Revenue	388,142	368,897	4,000	1,400,000	233,853	34,528	161,579	734,260	959,916
Deferred Revenue, end of year	589,629	-	14,560	1,300,000	23,290	77,160	71,925	50,679	-
Revenues	386,142	368,897		1,400,000	233,853	34,528	161,579	734,260	959,916
Other Revenue	2,000		4,000						
Investment Income	388,142	368,897	4,000	1,400,000	233,853	34,528	161,579	734,260	959,916
Expenses									
Salaries									
Teachers						22,079		114,587	
Principals and Vice Principals						28,600			
Educational Assistants		295,118			33,615			421,373	296,447
Support Staff								26,057	
Other Professionals									76,844
Substitutes		295,118			33,615	13,784	18,400	30,000	389,344
Employee Benefits						13,784	69,079	592,017	762,635
Services and Supplies	32,693	73,779	4,000	1,400,000	8,863	2,837	17,500	130,243	167,781
	32,693	368,897	4,000	1,400,000	191,375	17,907	75,000	12,000	29,500
	32,693	368,897	4,000	1,400,000	233,853	34,528	161,579	734,260	959,916
Net Revenue (Expense) before Interfund Transfers	355,449	-	-	-	-	-	-	-	-
Interfund Transfers	(355,449)								
Tangible Capital Assets Purchased	(355,449)								
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund
Deferred Revenue, beginning of year	\$ -	\$ 347,350	\$ 43,106	\$ -	\$ 23,000	\$ 34,971	\$ 19,000	\$ 81,271	\$ -
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	9,584,616	282,026	52,000	11,250	23,000	-	19,000	175,000	1,018,779
Other Investment Income									
Less: Allocated to Revenue									
Deferred Revenue, end of year	\$ 9,584,616	\$ 282,026	\$ 95,106	\$ 11,250	\$ 23,000	\$ 34,971	\$ 19,000	\$ 100,056	\$ 1,018,779
Revenues									
Provincial Grants - Ministry of Education and Child Care	9,584,616	282,026	95,106	11,250	23,000	34,971	19,000	100,056	1,018,779
Other Revenue									
Investment Income									
Expenses									
Salaries									
Teachers	7,856,241								
Principals and Vice Principals									
Educational Assistants									75,522
Support Staff									
Other Professionals									80,690
Substitutes			29,532						
Employee Benefits			29,532						80,690
Services and Supplies	1,728,375	282,026	6,497	11,250	23,000	34,971	19,000	19,366	16,615
Tangible Capital Assets Purchased	9,584,616	282,026	95,106	11,250	23,000	34,971	19,000	100,056	1,018,779
Net Revenue (Expense) before Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

School District No. 79 (Cowichan Valley)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	BC Hydro	Early Learning	Wendy's House	Cultural Trust	Performing Arts	Equine Assisted Learning	TOTAL
	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	202,336	41,662	17,627	1,000	3,136	42,000	3,023,087
Add: Restricted Grants							
Provincial Grants - Ministry of Education and Child Care							13,990,047
Other				10,000		75,600	1,485,600
Investment Income				10,000		75,600	21,414
Less: Allocated to Revenue		1,000	1,000	10,000	1,000	66,921	15,533,900
Deferred Revenue, end of year	202,336	40,662	16,627	1,000	2,136	50,679	2,986,248
Revenues		1,000	1,000	10,000	1,000	66,921	14,048,979
Provincial Grants - Ministry of Education and Child Care							1,478,921
Other Revenue							6,000
Investment Income		1,000	1,000	10,000	1,000	66,921	15,533,900
Expenses							
Salaries							7,992,907
Teachers							28,600
Principals and Vice Principals							1,088,460
Educational Assistants							59,672
Support Staff							157,534
Other Professionals							481,060
Substitutes							9,808,233
Employee Benefits		1,000	1,000	10,000	1,000	66,921	2,171,856
Services and Supplies		1,000	1,000	10,000	1,000	66,921	3,198,362
Net Revenue (Expense) before Interfund Transfers							355,449
Interfund Transfers							(355,449)
Tangible Capital Assets Purchased							(355,449)
Net Revenue (Expense)							-

School District No. 79 (Cowichan Valley)

Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	5,969,292		5,969,292	2,510,177
Investment Income		108,406	108,406	110,670
Gain (Loss) on Disposal of Tangible Capital Assets	(485,250)		(485,250)	
Amortization of Deferred Capital Revenue	3,932,193		3,932,193	4,350,991
Total Revenue	9,416,235	108,406	9,524,641	6,971,838
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,544,150		4,544,150	4,897,116
Transportation and Housing	436,644		436,644	466,696
Write-off/down of Buildings and Sites	168,145		168,145	
Total Expense	5,148,939	-	5,148,939	5,363,812
Net Revenue (Expense)	4,267,296	108,406	4,375,702	1,608,026
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	644,315		644,315	536,819
Total Net Transfers	644,315	-	644,315	536,819
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	456,000	(456,000)	-	
Total Other Adjustments to Fund Balances	456,000	(456,000)	-	
Budgeted Surplus (Deficit), for the year	5,367,611	(347,594)	5,020,017	2,144,845



Submission Summary

Submission Summary: AFG 2023/2024 | 2023-05-19

Submission Type: Expenditure Plan

School District: Cowichan Valley (SD79)

Open Date: 2023-04-05

Close Date: 2023-05-19

Submission Status: Draft

Submission Category	Sum Total Project Cost
AFG	\$2,371,873
Total	\$2,371,873

Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
159721	Yes	Alex Aitken	Interior Construction (AFG)	No		Laundry Install	\$20,000
159677	Yes	Alexander Elementary	Exterior Wall Systems (AFG)	825243		Exterior Paint school	\$85,000
159678	Yes	Bench Elementary	Interior Construction (AFG)	165089		Add Janitorial Sink, fix floor rot	\$7,500
159679	Yes	Bench Elementary	Electrical (AFG)	No		PA system repair- design	\$15,000
160523	Yes	Bench Elementary	Roofing (AFG)	No		Replace end of life metal portable roof	\$60,000
159681	Yes	Chemainus Elementary Community School	Roofing (AFG)	No		Replace portable roof	\$60,000
159683	Yes	Chemainus Elementary Community School	Electrical (AFG)	161721		Replace Fire Panel- Verification	\$15,000
159684	Yes	Chemainus Secondary	Electrical (AFG)	166072		Fire Panel Replace	\$15,000
159685	Yes	Chemainus Secondary	Asbestos Abatement	169676		remove asbestos ceiling tiles from 3 classrooms	\$87,816
159686	Yes	Chemainus Secondary	Plumbing (AFG)	169682		add janitorial sink and fix floors	\$15,000
160119	Yes	Chemainus Secondary	Electrical (AFG)	None		Generator installation for storm water, fire and security	\$30,000
159682	Yes	Crofton Elementary Community School	Roofing (AFG)	No		Replace portable roof	\$60,000
159687	Yes	Drinkwater Elementary	Site Upgrades	No		Replace main water line to school due to leaks	\$70,000
159688	Yes	Duncan Elementary	Exterior Wall Systems (AFG)	180179		Duncan Portico repairs to stairs, waterline	\$257,000
159689	Yes	Frances Kelsey Secondary	Exterior Wall Systems (AFG)	181153		Rust repairs to exterior stair system	\$10,000

Source: CAPS



Submission Summary

159690	Yes	Frances Kelsey Secondary	HVAC (AFG)	No	DDC upgrade	\$125,000
159691	Yes	Frances Kelsey Secondary	Exterior Wall Systems (AFG)	180914	Replace store front doors	\$40,000
159692	Yes	Frances Kelsey Secondary	Roofing (AFG)	No	Copper dome roof leak repairs	\$5,000
159704	Yes	Lake Cowichan Secondary	Interior Construction (AFG)	No	Janitors room floor sink installation and flooring	\$15,000
159705	Yes	Lake Cowichan Secondary	Electrical (AFG)	757081	Fire Suppression system replacement- dry system	\$175,000
159706	Yes	Lake Cowichan Secondary	Accessibility Upgrades	No	Accessibility upgrades playground	\$100,000
159707	Yes	Lake Cowichan Secondary	Electrical (AFG)	No	Elevator/Lift repair/replace	\$30,000
159708	Yes	Lake Cowichan Secondary	Electrical (AFG)	755006	Exterior lighting replacement	\$15,000
159709	Yes	Lake Cowichan Secondary	Roofing (AFG)	No	Leaking skylight investigation and repair	\$100,000
160118	Yes	Lake Cowichan Secondary	HVAC (AFG)	None	Power upgrade for new Dust collector	\$10,000
159710	Yes	Maple Bay Elementary	Interior Construction (AFG)	No	Flooring replacement janitors room	\$125,000
159711	Yes	Mill Bay Elementary	Site Upgrades	186066	Parking lot and storm drain repairs and upgrades	\$30,000
160120	Yes	Mill Bay Elementary	Electrical (AFG)		Generator Installation for water, fire and security	\$50,000
159724	Yes	Palsson Elementary	Electrical (AFG)	169762	Palsson Phone Upgrade	\$50,000
159713	Yes	Quamichan School	Electrical (AFG)	162133	PA and Phone system replacement	\$15,000
159714	Yes	Quamichan School	Electrical (AFG)	162139	Fire panel replacement	\$25,000
159715	No	School Board Offices	Interior Construction (AFG)	No	Office Renovations School Board office	\$20,000
159716	Yes	Tansor Elementary	Site Upgrades	No	Perimeter Drainage Repair	\$65,000
159717	Yes	Tansor Elementary	Exterior Wall Systems (AFG)	183617	Exterior Paint School	\$20,000
159726	Yes	Tansor Elementary	Electrical (AFG)	No	Fire panel replacement	\$35,000
159712	Yes	Thetis Island Elementary	Electrical (AFG)	No	Remote monitoring well system	\$84,557
159719	No	Transportation Garage	Interior Construction (AFG)	163909	Bus garage foundation repair-bus lift	\$25,000
159718	No	Transportation Offices	Accessibility Upgrades	No	Accessibility improvements to office- design	\$200,000
159720	No	Various	Site Upgrades	No	Portable repairs various locations, move portables	\$40,000
159722	No	Various	Site Upgrades	No	Utilities and servicing future portable locations	\$75,000
159723	No	Various	HVAC (AFG)	No	Bench Boiler, Quamichan Dust Collector Project design and investigation. Future Capital Project	\$40,000
159725	No	Various	Electrical (AFG)	No	Intrusion Alarm Replacement- various school sites	\$40,000
Submission Category Total:						\$2,371,873

Early Learning and Child Care Committee

Terms of Reference

Purpose

To provide advice to senior staff on federal and provincial policies, services and initiatives provided by the District in relation to early learning and child care that are inclusive of all children. The committee shall be a vehicle for discussion of early learning and child care and shall report to the Board at its public meetings.

Powers and Duties

- To promote, and advocate early learning and child care;
- To raise public awareness about the importance of early learning and child care;
- To advocate the importance of early learning and child care to local levels of government;
- To promote and maintain community connections and partnerships;
- To assist in identifying new programs and initiatives for early learning and child care;
- To participate in program review and assist in identifying future directions and potential areas for growth; and
- To support existing and future childcare spaces within School District Facilities.

Membership

The committee shall consist of three trustees as appointed by Board Chair. The Chair of the committee is determined by the Board Chair.

In addition, the Committee shall include three senior staff as non-voting members:

- The Superintendent of Schools
- Two district staff as assigned by the Superintendent of Schools

Resource personnel may be invited as needed

Meetings

The Committee meetings are closed camera meetings and will be held bi-monthly or at the call of the Chair. Recommendations will be made to the BEBC or Board. Minutes of each meeting are recorded by the Executive Assistant or designate. Minutes are circulated to Committee members and members of the Board.

MINUTES OF THE CLIMATE CHANGE COMMITTEE OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)

Friday, January 20, 2023, 11:30 a.m.

Yuxwule' Eagle Room (Boardroom)

PRESENT

Trustee Eduardo Sousa, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Robyn Gray, Superintendent
Ann Kissinger, District Principal of Inclusive Learning
Scott Mitchell, CUPE
Marissa Anderson, USW
Sarah Simmons, CVPVPA
Soleil Switzer, CVTF
Hailey Normand, CSS Student
Hans Benedict-Castillo, CSS Student
Caoimhe-Ann Therrien, Quamichan Student
Claire Spencer, Recording Secretary

APOLOGIES

Larry Mattin, Director of Instruction
Richard Dyble, Director of Operations
Sierra McCaffery, FKSS Student
Katia Roman, CVOLC Student

1. Call To Order

Trustee Sousa called the meeting to order at 11:30 a.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people where we live, learn and play.

2. Adoption of Agenda

2.1 Motion to Adopt Agenda

Moved by Trustee Lise
Seconded by Trustee Croft

"That the Climate Change Committee adopts the Agenda of the January 20, 2023 Climate Change Committee meeting."

CARRIED

3. **Minutes**

3.1 **Minutes of the May 27, 2022 Climate Change Committee Meeting**

Trustee Croft requested an addition to item 4.1 to reflect the suggestion of forming a region-wide committee that deals with large infrastructure to stay in touch and share their thoughts and ideas on the actions they are taking.

Moved by Trustee Croft
Seconded by Trustee Lise

"That the Climate Change Committee adopts the minutes of the May 27, 2022 Climate Change Committee meeting as amended."

CARRIED

4. **Introductions**

Committee members had an opportunity to introduce themselves.

5. **Terms of Reference**

Discussion on the Terms of Reference included:

- **Name**
 - Change from "Climate Change Committee" to "Climate Action Committee".
- **Purpose**
 - Include a bullet that the Committee will "seek ways to empower learners to develop local solutions to adapt to the increasing local impacts of the climate crisis";
 - The Committee can provide collective learning and educational opportunities.
- **Powers and Duties**
 - Add "and prepare for a future of increasing local climate impacts";
 - Add "Explore the development of a Vancouver Island-wide strategy for climate preparedness with other Island-based School Districts". Trustee Schmidt will inquire whether there is a VISTA sub-committee for sharing information;
 - Partnership and collaboration with local First Nations.
- **Membership**
 - Aim to not have more than ten members, not including students.
 - Suggestion that First Nations be included, but local government and community experts be removed and invited as guests;
- **Meetings**
 - After discussion, it was suggested that meetings be held in October, November, January, February and May. This will allow the Board to consider any budget implications for the following year. The aim will be to meet on the first Friday of these months. Changing the time to 12:00-1:30 will be less disruptive for teachers and students.

- It was suggested that at the end of the school year the Committee's accomplishments could be highlighted and posted on social media.

6. Roundtable on Ideas Forward (Hopes, Dreams, Concerns)

- Increased opportunities for interested students, e.g. Environmental Stewardship classes, Roots and Shoots Club.
- Fast fashion creates a lot of garbage. Textile classes where you make clothes into other items, and having a thrift store were suggested. A parent group at Mill Bay Nature School hosts gear swaps (boots, jackets, etc.).
- Purple air monitors are attached to some District schools to monitor air pollution. Teach students about them, why the data is important, what happens when it spikes, and what we can do to keep it down.
- There is an opportunity with the landscaping for the new secondary school to have a focus on adding native tree species.
- When Ecole Mount Prevost got a new playground, they removed trees and put the playground in forest. Even older kids get excited to learn in the magical fairy forest.
- Consider ways to reduce consumption and not rely on recycling.
- Consider procurement policies that address packaging (not buying items wrapped in plastic, etc.).
- Initiatives need the support of educational partners (teachers, administrators) to ensure they are doable.

7. Adjournment

The meeting adjourned at 1:05 p.m.

Moved by Trustee Lise

Seconded by Trustee Croft

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

CARRIED

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, March 28, 2023, 4:00 p.m.

Boardroom - Public Participation will be via Zoom and not at the Board Office:

<https://sd79.zoom.us/j/65341273882>

PRESENT

Trustee Randy Doman, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Larry Mattin, Director of Instruction
Mike Russell, Director of Communications
Margaret Olsen, Director of Human Resources
Darlene Reynolds, Director of Inclusive Learning
Richard Dyble, Director of Operations
Claudia McMahan, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary

APOLOGIES

Sheryl Koers, Associate Superintendent
Jeff Rowan, Director of Inclusive Learning

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 Coast Salish people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Lise
Seconded by Trustee Thorne

"That the Board Education and Business Committee adopts the agenda of the March 28, 2023 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the January 24, 2023 Board Education and Business Committee Meeting

Moved by Trustee Thorne
Seconded by Trustee Schmidt

"That the Board Education and Business Committee adopts the minutes of the January 24, 2023 Board Education and Business Committee Meeting."

CARRIED

4. ACTION LIST

5. PETITIONS AND DELEGATIONS

6. EDUCATION

6.1 Crofton Elementary School Plan

Principal Tim Ylagan and teacher Angella Campbell presented the Crofton Elementary School Plan.

A social emotional learning survey collected data on the feelings of belonging and connectedness of the students, their families, and staff. The data collected identified areas for improvement, and resulted in the creation of two school goals:

- 1) Improve conflict resolution and self-regulation skills;
- 2) Improve literacy achievements for all students.

To address the literacy goal, teachers are using grant funding to learn how to teach reading, which was not always part of a teacher's training. Data from the learning inventories was used to identify specific areas for targeting support, and family literacy groups for Grades 4-6 were created. The groups have been meeting three times per week. Reassessments take place about every six weeks and have been showing measurable growth and improvements. There is a plan to expand to include primary grades next year.

The conflict resolution action plan includes holding monthly school-wide assemblies for building community and explicitly sharing social responsibility goals. All teachers are trained in EASE (everyday anxiety strategies for educators) and the CALM program and the students are modelling those strategies, such as expressing when they are in the "red zone". There are student WITS Leaders (walk away, ignore, talk it out, seek help) out on the playground at lunch modelling the behaviour, and being helpers.

Their goal is to nurture the growth of students towards confidence and competency in their literacy, numeracy, and social responsibility skills. With support and guidance, they strive to have students be kind, educated citizens who value responsible stewardship of the environment, celebrate diversity, and have a connection to our local Indigenous Peoples' culture and language.

6.2 Alexander Elementary School Plan

Principal Dani Morrow, Vice-Principal Kelly Girvan and student Wolf Pack member Guardian represented Alexander Elementary.

Alexander Elementary has just over 300 students, of whom 83% are Indigenous and about 25% have opportunities to have their learning supported. Many students receive ELL (English Language Learner) services, and there are several families who are new to Canada. The basis for this school plan stems from the journey the school began several years ago to support positive behaviour choices and build community. Grade 4 student Guardian has been a member of the Wolf Pack since kindergarten and has been recognized by staff for his growth and as a learner. He told Trustees about the Wolf Den, a bulletin board at the entrance to the school, where wolf paws are displayed after being awarded to students who have been recognized for being a good Wolf Pack (Positive, Accepting, Cooperative and Kind) member. A celebration is held when the wolf den is filled with paws. The wolf pack has helped him be more positive, and he's learned how to calm down.

In addition to the positive behaviour goal, Alexander has goals around literacy skills and Indigenous knowledge and perspectives. Intermediate teachers are using data they gathered through learning inventories to create targeted groups to explicitly teach certain literacy skills. Data from mid-year learning inventories shows improvement in vocabulary and oral reading fluency. The Indigenous Education Team regularly takes students for land-based learning experiences where Hul'q'umi'num' Language and Cultural Advisor Claudia Sylvester shares language lessons and local place-based stories. These stories are incorporated into literacy instruction by classroom teachers. With help of the Cowichan Tribes Transportation Agreement, they are able to transport students for land-based learning opportunities without parents having to contribute to busing.

7. BUSINESS AND OPERATIONS

7.1 2022-2023 Year End Projections

The year end projections as at February 28 were reviewed, with an anticipated surplus of \$650,000 on the \$100M budget.

7.2 2023-2024 Ministry of Education and Child Care Funding Announcement

The anticipated changes in enrolment for 2023-2024 which were shared at the January BEBC meeting are reflected in the operating grant. Funding has increased from approximately \$7,800 to \$8,600 per Full Time Equivalent (FTE). Embedded in this rate are wage increases for 2022-23, and a 5.5% increase for support staff and teachers in 2023-24. Depending on the inflation rate, there may be an additional 1.25% cost of living increase (added to the 5.5% increase) in 2023-24. As the 6.75% increase is expected to be announced, the increase is reflected in the District's budget. The grant does not include funding for wage increases for exempt staff or principals.

The Annual Facilities Grant has increased from \$1.9M to \$2.4M.

7.3 2023-2024 Annual Budget

Major factors impacting the 2023/24 budget include the cost of materials and supplies, benefits, and absenteeism rates.

Revenue

- An increase in enrolment funding of \$9,291,414, largely because wage increases for staff have been embedded in the per pupil rate;
- An expected cost of living allowance for teachers and support staff of \$950,000 (funded by the Ministry);
- Increase in interest revenue of \$416,000;
- A decrease in International Program revenues of \$100,000.

Expenditures

- Additional \$10.8M in wages and benefits, including:
 - Increased budget for wages due to increased enrolment (\$500K), teachers moving up the wage increments (\$342K), and wage increases (\$6.9M);
 - Statutory benefits will increase by \$1M (CPP and EI will rise due to increased wages, while WorkSafe BC will rise due to the number of claims this year);
 - Pension benefits will increase by \$1M;
 - Benefit costs (which are not funded by the Ministry) will increase by 12% for CUPE, 5% for USW, and a yet-to-be determined amount for Principals/Vice-Principals (an assumption of 10% was used) totaling \$300K;
 - Leave replacements are up almost \$700K;
- Budgets for legal services/investigations and software licences increased by \$40K and \$23K respectively;
- An additional \$122K to cover inflation factors for maintenance/custodial/transportation;
- An increase of \$150K for diesel fuel;
- The \$100K budgeted for last year's election is removed for 2023-24.

8. POLICY

8.1 Policy 1 - Foundational Statements

A draft revision of Policy 1 - Foundational Statements aligning with the Boards's strategic priorities and branding was reviewed and discussed. It was recommended that the draft be amended to replace "Ditidaht" with "Nuu-chah-nulh".

Trustees discussed the draft Policy.

The Board will discuss the Policy further at the May Board Planning Session.

Moved by Trustee Schmidt

Seconded by Trustee Lise

"That the Board Education and Business Committee recommends to the Board of Education adoption of the revised Policy 1 - Foundational Statements as amended."

DEFEATED

9. **COMMITTEES**

9.1 Highlights of the February 21, 2023 Advisory Committee Meeting

10. **ADJOURNMENT**

10.1 Motion to Adjourn

The meeting adjourned at 5:31 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Lise

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

CARRIED

MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE

Thursday, April 13, 2023, 4:00 p.m.

Boardroom - Public Participation will be via Zoom and not at the Board Office:

<https://sd79.zoom.us/j/65341273882>

PRESENT

Trustee Randy Doman, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Trustee Joe Thorne
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
Claire Spencer, Recording Secretary
Claudia McMahon, Associate Secretary-Treasurer

APOLOGIES

Richard Dyble, Director of Operations

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 Coast Salish people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Schmidt

Seconded by Trustee Croft

"That the Board Education and Business Committee adopts the agenda of the April 10, 2023 Special Board Education and Business Committee meeting."

CARRIED

3. BUSINESS AND OPERATIONS

3.1 2022-2023 Year End Projections

Changes to the projection were reviewed by the Secretary-Treasurer. This projection, as at March 31, 2023, was prepared before we received information on funding from the February

count. Revenue is projected to be \$148,619 above budget. A change to teacher salaries (now showing a projected surplus of \$230K instead of being \$80K over budget) is due to the discovery that several teachers charged to the Operating Fund should have been coded to the Classroom Enhancement Fund (teachers funded by the restoration of the class size and composition language). Total expenditures are expected to come in \$950K under budget, resulting in a total surplus of \$1,099,306.

3.2 2023-2024 Annual Budget

The presentation focused on the Operating budget, which is the budget over which the Board has most discretion. Special purpose funds were also discussed as they have ties to the Operating budget. The budget guiding principles which were adopted by the Board in February, and the Board's engagement activities on the budget were reviewed.

Boards have to find ways to manage inflation as it is not funded by the Ministry. A 2023-2024 opening Operating budget shortfall of \$2,881,834 was identified at the March 28, 2023 BEBC meeting based on assumed risk factors. Cost breakdowns for salaries, benefits, services and supplies were shared. Previously implemented Board initiatives, their associated costs, and the strategic priorities they support were reviewed.

When budgeting with a shortfall, the Board can use prior year surplus, reduce expenditures or increase revenues. With a budget shortfall, adding requested services, supplies, equipment and staffing is difficult without a corresponding reduction in another area.

The following options to reduce the shortfall, which would result in a reduction of \$685,000, were presented:

- Appropriation of \$2M of surplus;
- Increasing projected interest revenue;
- Adjust the average teacher salary (retiring teachers are replaced by newer, lower-paid teachers);
- Absenteeism trend correction;
- Automatic call-out system;
- Distributed Learning supply adjustment;
- Transfer Community Link expenses to the new Feeding Futures funding.

Trustee Thorne left the meeting at 4:36 p.m.

Expenditure addition options, which would add a total of \$826,834 to the budget included:

- Principal/Vice-Principal/Exempt compensation adjustment (to mirror teacher increases);
- Equipment replacement - trades.

The projected surplus available on June 30, 2023 is \$5.387M, which is 5.13% of the Operating Budget. Surplus utilization from 2015/16 to the present year was reviewed. Budgeting risk factors include cold weather impacting hydro expenses, or an overly conservative budget which could remove important services and opportunities for learning.

Special Purpose Funds:

- **Classroom Enhancement Fund - Teachers:** The Collective Agreement tells the Board how many teachers it must hire due to restored class size and composition language. This is a statutory requirement that the Board has no discretion over, but it is funded.
- **Classroom Enhancement Fund - Overhead:** This fund is to cover the costs associated with hiring the extra teachers, including coverage for absenteeism, Pro-D costs, Human Resources support, and additional EA's. The Board does have discretion over this fund.
- **Community Link:** This funding is to support the academic achievement and social functioning of vulnerable students and has rules regarding its use. Changes proposed for 2023/2024 include transferring the food program expenses which have been paid by Community Link funding to the new ongoing Feeding Futures fund, the addition of two itinerant behaviour intervention workers, and funding for the Early Years Coordinator.
- **Learning Improvement Fund:** The District will receive \$369K to add EA supports in classrooms. The District works with CUPE to determine the allocation of these funds, which currently provide one hour per week of collaboration time for every EA.
- **Annual Facility Grant:** The District will receive \$2.371M to support capital upkeep of buildings such as painting, roofing, window replacements, etc. A portion of the funding will be distributed as a Special Purpose Fund, with the balancing coming through the Capital Bylaw process.

When multi-year budget planning, a number of assumptions must be made including enrolment numbers, staffing levels, projected salary increases, projected per-pupil rates, inflation, future surplus/deficit generation, multi-year initiatives, and one-time initiatives. Projected budgets for 2023/24, 2024/25 and 2025/26 were presented.

After discussing the budget options and questions of staff, Trustees made the following recommendations:

- Increase funding for mental health from \$70K to \$100K;
- Increase funding for assessments to \$80K from \$40K;
- Prepare a \$50K three-year equipment proposal for trades.

Trustees confirmed that they were comfortable utilizing surplus to cover these recommendations, rather than looking for corresponding reductions.

4. **POLICY**

5. **ADJOURNMENT**

5.1 **Motion to Adjourn**

The meeting adjourned at 5:44 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Croft

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

CARRIED

MINUTES OF THE SPECIAL BOARD EDUCATION AND BUSINESS COMMITTEE

Thursday, April 20, 2023, 4:00 p.m.

Boardroom - Public Participation will be via Zoom and not at the Board Office:

<https://sd79.zoom.us/j/65341273882>

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
Jeff Rowan, Director of Inclusive Learning
Darlene Reynolds, Director of Inclusive Learning
Richard Dyble, Director of Operations
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary

APOLOGIES

Trustee Joe Thorne
Sheryl Koers, Associate Superintendent
Mike Russell, Director of Communications
Margaret Olsen, Director of Human Resources

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 Coast Salish 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 April 20, 2023 Special Board Education and Business Committee meeting."

CARRIED

3. BUSINESS AND OPERATIONS

3.1 2023/2024 Annual Budget

The Secretary-Treasurer presented an updated list of options and possible balanced budget and asked for feedback and/or recommendations from Trustees. Changes incorporated since the presentation at the April 13, 2023 Special BEBC Meeting include:

- Using \$30,000 of surplus to increase the existing budget for mental health supports (which falls under the Culture of Care strategic priority);
- Using \$40,000 of surplus to increase existing budget for assessments (which falls under the Culture of Care strategic priority);
- Using \$25,000 of surplus to increase the existing budget for Operations/Transportation equipment.

The potential balanced budget consisted of \$102,493,669 of revenue plus utilization of \$2,266,834 of surplus, for a total budget of \$104,760,503. This would leave \$3,120,993 in surplus, which is 2.98% of the Operating Budget and falls within the Board's 1-3% contingency policy.

Following discussion on the budget, these additional recommendations were made by Trustees:

- At the recent Climate Change Committee a suggestion was made to create a budget for schools to apply for grants to cover climate-related passion projects and initiatives. It was recommended that a \$20,000 budget be created for this purpose using surplus.
- Add an additional \$30,000 to the inclusive learning budget to use where most needed (in addition to the \$70,000 for assessments and mental health added following the previous meeting) utilizing surplus.

Capital balances and commitments were reviewed.

Director of Operations Richard Dyble spoke on the priorities for a three-year Maintenance/Transportation Equipment Replacement Program.

Moved by Trustee Croft
Seconded by Trustee Sousa

"That the Board Education and Business Committee directs staff to prepare the 2023/2024 Annual Budget in accordance with the information presented at the April 20, 2023 Special Board Education and Business Committee Meeting and bring a balanced 2023/2024 Annual Budget to the April 25, 2023 Board Education and Business Committee for recommendation to the Board."

CARRIED

4. **ADJOURNMENT**

4.1 Motion to Adjourn

The meeting adjourned at 4:58 p.m.

Moved by Trustee Schmidt
Seconded by Trustee Sousa

"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, APRIL 18, 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
Mike Russell, Director of Communications
Richard Dyble, Director of Operations
Jeff Rowan, Director of Inclusive Learning

PRESENT:

Darlene Reynolds, Director of Inclusive Learning
Claudia McMahon, Associate Secretary-Treasurer
Mike Greenslade, CVTF
Brent Ranger, Rhonda LaForge CVPVPA
Adam Clutchey, CUPE
Vicki Miller, USW
Caoimhe-Ann Therrien and Ena Fox-Povey, DSAC
Claire Spencer, Recording Secretary

Trustee Joe Thorne
Sheryl Koers, Associate Superintendent
Margaret Olsen, Associate Superintendent
Louise Thomson, CVTF
Carmen Sundstrom, DPAC

APOLOGIES:

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 Coast Salish people where we live, work, learn and play.

2. **Check-In**

Brent Ranger: He has heard good feedback from Monday's Non-Instructional Day (NID). Teachers enjoyed being able to meet face to face with teachers from other schools, before working on their school's FESL in the afternoon. Congratulations to Cowichan Secondary Student Brynna Coogan who was selected as a 2023 Loran Scholar.

Rhonda LaForge: NID was a success, with really great sessions in the morning. High schools are busy with upcoming reports and provincial assessments for literacy and numeracy 10, and literacy 12. District Scholarship presentations are coming up in May, and preparations for graduation are underway. A recent student exchange organized by teacher Sue Baker saw 15 District students travel to Quebec during spring break. Their itinerary included visiting the Plains of Abraham, a sugar shack, Old Quebec, and the Chateau Frontenac. The students from Quebec arrived on Easter weekend, and stayed at Camp Pringle. Highlights of their visit included trips to the Kinsol Trestle, French Beach, Penelakut Island and Wildwood Ecoforest.

Vicki Miller: USW Pro-D day was yesterday and it went very well, with 55 members attending. The morning featured presentations by Health and Wellness Manager Gina Kueber, Health and Safety

Manager Mary Jo Wilson and a representative from the Employee and Family Assistance Program. Two sessions were held in the afternoon, with a scavenger hunt at the end of the day. She and Adam Clutchev attended a meeting at PEBT this morning. The District is still short of bus drivers.

Mike Greenslade: The initial feedback on NID indicates it was very well received. Teachers enjoyed having a chance to meet with peers which allowed them to validate what they are doing in their own classrooms and be exposed to different ideas. During the last couple days he has dealt with people struggling with a variety of issues: allergic reactions, sickness, and the death of a family member. Understanding and supporting the mental health of our members is important. There was a meeting at Lake Cowichan School this morning, and he is grateful for the District's efforts to support teachers there. He stressed the importance of communication as a lack of messaging is an opportunity for misinformation.

Adam Clutchev: CUPE is collecting applications for its bursaries and will soon be reviewing them to determine the recipients. EA's will be picking their jobs for the next year through the upcoming assignment process. CUPE Pro-D on May 5 will feature a morning keynote presentation by former Vancouver Canuck goalie Corey Hirsch, who will speak about his challenges with mental health. There will be a variety of afternoon workshops available to members. They are trying something new this Pro-D and offering a full-day session at Nourish Cowichan. Fourteen members will spend the day learning about the program and helping out in the kitchen.

Cathy Schmidt: The Board has been busy and is well into budget preparations for 2023-2024. The Budget Bylaw will be heading to the Board table on May 2. In March many Trustees attended a Vancouver Island School Trustees Association (VISTA) meeting in Comox. The Board met last week for the first of 3 three-hour governance sessions with Mike McKay. The two remaining sessions will be held in May and June. The new Board is starting to see what they value as individuals and as a group. Another Special BEBC meeting will be held this week. Trustees are looking forward to the end of year events, including District Scholarship presentations, graduation ceremonies and district retirement events.

Robyn Gray: Thank you to Directors of Inclusive Learning Jeff Rowan and Darlene Reynolds and the rest of the team for their work organizing yesterday's NID. Thanks also to Adam Clutchev, Mike Greenslade and Louise Thomson for sharing a bit about themselves and what they feel is special about the District during the morning's opening Zoom. Focuses of the day included the Identity, Belonging and Health Framework and Literacy Framework in the morning, with staff working on their school's Framework for Enhancing Student Learning at their sites in the afternoon. Vicki did a brilliant job organizing the USW Pro-D event at Ecole Mt. Prevost which featured an Indigenous speaker focused on reconciliation. Mike Russell and a couple of Principals/Vice-Principals will join DSAC students as they head to Capernwray May 15-16 for a leadership conference and teambuilding event. A Long Range Facilities Plan (LRFP) engagement meeting will be held at Quamichan School on May 15. A team from the District will be attending the Ministry of Education and Child Care's conference on mental health in Richmond during the first week of May. Work on staffing for 2023-2024 will begin as soon as the Board of Education completes the budget process.

Jason Sandquist: Claudia McMahon, Associate Secretary-Treasurer was introduced. Work on the 2023-2024 budget began March 1 and has been a major focus the last couple of months. He, Mike Russell and Richard Dyle have been working on the LRFP document for close to a year and will be wrapping it up for the meeting on May 15. The District received four capital announcements for next year: demolition of Stanley Gordon (the property will revert to the Crown); Lake Cowichan School's accessible playground; a dust extraction system for the shop at Lake Cowichan School; and an HVAC

project for Bench Elementary. Operations is planning for the roll out of these projects. The demolition of AB Greenwell is almost complete.

3. **New Business**

3.1 2023/2024 Annual Budget

After an abbreviated budget presentation was shared, Committee members had an opportunity to provide feedback and ask questions. When asked about additional staffing for food programs, Jason Sandquist advised that eligible expenses for the new Feeding Futures Fund include staffing and growing infrastructure (renovations to kitchens, purchase of refrigerators, etc.). The needs at each school are different. The senior team will work with Principals/Vice-Principals and bring recommendations back to the Board.

3.2 Employee Recognition: Ideas for Impromptu Annual Event

Employees are recognized in a variety of ways, including World Teachers' Day, an annual retirement event, and long service pins. Additional one-time recognitions include delivering dilly bars to sites and giving gift cards to acknowledge staff across the District. An administrative procedure on employee recognition is being drafted. Committee members were asked if they had any other recommendations for recognition, or times of year that would be best. Comments included:

- appreciation for senior staff making the effort to come to sites to recognize staff and say thank you;
- giving the schools ownership over their own process;
- consider that USW members such as drivers and custodians may not be at the site (or working afternoon shift) during daytime deliveries;
- gift cards or grocery cards are useful and everyone should receive theirs (dilly bars might disappear in left in freezer).

Any additional ideas can be emailed to Robyn Gray.

4. **Old Business**

4.1 Truth and Reconciliation (Standing Item)

- Chemainus Secondary is looking at getting an acrylic sign with their traditional greeting on it in Hul'q'umi'num' and English. They are also continuing to develop their Indigenous support room that was opened this year. Their students that attend Indigenous support meetings may hold a meeting on Penelakut Island.
- Discovery Elementary's leadership students' morning announcements always include a land acknowledgement. They are working to create their own acknowledgement that is meaningful to them.
- The afternoon on USW's Pro-D Day had an Indigenous focus and included a performance by the Tzinquaw Dancers and bannock bites at end of the day.
- Lake Cowichan Teachers' Association has been meeting with Aaron Hamilton of Ts'uubaa-asatx First Nation to get their input on the Indigenous graduation requirement. The Union is looking to add a budget line item to support Truth and Reconciliation by allocating days where the local could release union representatives to spend time with local Nations.

- CUPE has been distributing pins in support of the Red Dress Campaign to raise awareness for missing and murdered Indigenous women. Red Dress Day is on May 5. CUPE has also been distributing information on the Moosehide Campaign.

5. **Adjournment**

The meeting adjourned at 5:40 p.m.

HIGHLIGHTS

from the Minutes of the

April 13th, 2023

District Student Advisory Committee
(DSAC) Meeting



DSAC met in person at CVOLC. Trustee Sousa was in attendance. The meeting was opened by the Superintendent and District Elder.

CVOLC students led the group in a 'get to know' activity, and the report out from schools. The Superintendent broke the students into small groups and asked them to share and brainstorm their ideas on how the Superintendent can engage with students related to their school experiences. The students provided the Superintendent with ideas to gather student perspective.

Jaime Doyle, Principal of Chemainus Secondary, went over the itinerary for the Capernwray Leadership Retreat and reminded students to get their permission slips in. The Superintendent reported that the Board is currently working on the budget, and that Trustees received valuable feedback from the December DSAC meeting.

The Superintendent and District Elder closed the meeting.



COWICHAN VALLEY DISTRICT PAC

**Minutes April 20, 2023, 7pm
via Zoom & in person**

1. Introductions & Acknowledgement

Call to order at 7:03pm

In Attendance:

DPAC Executive:

Lysanne Hebden
Carmen Sundstrom
Keirsten Tymko
Lindsay Stewart

DPAC Chair, Chemainus Secondary Chair & DPAC Rep
DPAC Vice Chair, CSS Vice Chair & DPAC Rep
DPAC Secretary, Chemainus Elementary DPAC Rep
DPAC Treasurer, Ecole Cobble Hill DPAC Rep

Voting Members:

Chris Hawkins
Samanth Towstego
Vlad Valastiak
Cindy Youden
Lisa Melanson
Taragene Hardt
Hina Charania

Khowhemun DPAC Rep
Crofton DPAC Rep
OLPAC DPAC Rep
Frances Kelsey DPAC Rep
Discovery DPAC Rep
Mt Prevost DPAC Rep
MIII Bay Nature School DPAC Rep

Non-Voting Members:

Robyn Gray
Cathy Schmidt

Superintendent
Trustee

2. Adopt Agenda

Motion to adopt the agenda by OLPAC, seconded by FKSS

3. Approve Previous Minutes from February 16, 2023

Motion to approve minutes from Feb 16, 2023 by OLPAC, seconded by Khowhemun

4. Reports

4.1 Chair

Just wanted to note that we have a lot to cover and we will try to make the reports brief. Keep in mind that the committee reports are a brief overview of what they are doing / what was discussed at their last meeting.

4.2 SD Admin - Superintendent Robyn Gray

- The district is currently in the middle of planning next year's school year
- Literacy coordinators are working in model schools and it is going very well.
- On the Pro D day this past week teachers worked on literacy framework, identity, belonging and mental health planning. This is to ensure we are enhancing school planning and future goals as a district. In the afternoon teachers worked on the Framework for Enhancing Student Learning.



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- Announcements will be made next week for change of principals and vice principals.
- The district student advisory is a group of students whom represent their schools in providing a voice in the future of their school. They will soon be attending a leadership event at Capenwray, on Thetis Island.

4.3 Board of Education - Trustee Schmidt

- BCSTA AGM coming up next week
- 2023 - 2024 Annual Budget was discussed at the BEBC meeting and Trustees recommended the following;
Increase funding for mental health from \$70K to \$100K;
Increase funding for assessments to \$80K from \$40K;
Prepare a \$50K three-year equipment proposal for trades.
- They are continuing governance training with Mike McKay
- District scholarships coming up soon- very exciting!
- They are starting to talk about updating their strategic plan (ours will expire at the end of 2023) - everyone is involved in the making of the plan. Current one is available on the SD website
- Looking at current policies and updating to include the updated strap plan

4.4 Treasurer

Welcome to our new Treasurer, Lindsay Stewart!

Gaming account: \$398, General account = \$15318.56, Term Deposit = \$9089

Just a note that due to past years of insufficient gaming reports, DPAC was denied gaming funds this year (decision came in March). Gaming grants need to be applied to every year and registration is now open until June 30th.

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>

4.5 PIE Committee (absent)

Carmen gave a highlight of the last meeting where they discussed the Ministry funding announcement. It sounds as if there is +12% increase in funding for our diverse learners, but it is to offset the wage increases and increase in students.

Communication survey is out. Share with your communities!

https://www.surveymonkey.com/r/JP3WZJW?fbclid=IwAR1nmES3A7ha5cxZUFvQvklKb-J7S5DYwVruxS3Otf03S_dCdXYObOzESg

Literacy assessments will include K-9 next September.

4.6 Indigenous Committee

- There was no February or March meeting. A new Zoom link will be sent forward for the May meeting.



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- Will have a booth at the OLPAC spring fair. Logo is picked and swag is getting created to sell at booth
- New email and website: sd79@idpac.ca / idpac.ca

5. Old Business

5.1 BCCPAC Conference & AGM happening May 5-7. We have Carmen, Lysanne, Keirsten, and Anita attending. Proxies need to be filled out and sent in. (members: Alex Aitken, Cowichan Secondary, Crofton, Discovery, Drinkwater, George Bonner, Khowhemun, Quamichan, Cobble Hill, Prevost) Even if you don't have a delegate from your own school attending, you can still sign your proxy vote over to one of the delegates in attendance and vote on your behalf. Ask Carmen if you have any questions.

5.2 Family Affordability Fund / new Feeding Future School Food Program funding
<https://news.gov.bc.ca/releases/2023ECC0020-000424>

"\$214 million over three years so school districts can create or expand local food programs in schools throughout B.C. The funds will be used for purchasing food and hiring dedicated staff to co-ordinate providing meals and snacks to students. The Feeding Futures program will address the immediate need of feeding students and builds on the progress made with the Student and Family Affordability Fund to help reduce the challenges of rising food costs for families who need it most."

6. New Business

6.1 New Reporting Order

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-reporting-changes>

"What's new

Student reporting practices that align with B.C.'s curriculum and provincial assessment system

Ensuring timely and responsive feedback on student learning that parents can understand

Provincial Proficiency Scale at Grades K-9

Graduation status update at Grades 10-12

Student self-assessment and goal setting in all grades in the 3 written reports

Changing the "I" reporting symbol to "IE" to denote "insufficient evidence" of learning instead of "incomplete" learning

All learners, including students with a disability or diverse ability, will receive regular communications of student learning in the same way as their peers in any other program

What's the same



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5 communications of student learning; 3 written and 2 of flexible format
Written descriptive feedback to accompany scale or letter grade/percentage
Letter grades and percentages at Grades 10-12
Learn more about the changes to student reporting by reading the Student Reporting Policy Framework.”

Link to the parent brochure on SD website.

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/student_reporting-brochure_for_families.pdf

New procedures are not far off from work that is being done now. The district has been working on this for 5-7 years now however now the government is on board with it. Report cards will be the same across the district. Reporting may vary.

6.2 Charting the Journey – Navigating Inclusion Support in the Cowichan Valley

<https://www.facebook.com/photo/?fbid=916230156491912&set=a.742936070487989>

“The Cowichan Valley School District is reaching out to families, friends, advocates, and partner groups who support learners with disabilities or diverse abilities to inform district communication processes. Feedback from parents has led the district to carefully look at how they communicate with those that support learners with disabilities and diverse abilities. The process to better understand our communication process begins with hearing from the community. To that end we have launched a survey for parents, caregivers, friends, advocates, and partner groups who support learners with disabilities or diverse abilities.”

1.5 years ago it became apparent to the district that parents of diverse learners were needing more assistance in helping them along the way of answering questions and so they are trying to improve and therefore the survey. Working with multiple people within the district to make sure information is easy and efficient to access.

6.3 BCCPAC Board Elections & Resolutions

https://bccpac.bc.ca/images/AGM/2023_AGM_Booklet.pdf

We discussed the elections to the board and the resolutions, taking note of our DPAC voting. If your PAC is a BCCPAC member and has any questions or wants to know how DPAC is voting, you can reach out.

6.4 DPAC AGM in May - all positions are open for nominations

Positions of Chair, Vice-Chair, Treasurer, and Secretary are up for nominations and we will begin our May meeting with the AGM. Nomination forms and a FAQ sheet will be sent out with the minutes.

6.5 PAC 101 Workshop - May 16 @ Khowhemun 6-8 pm

As Khowhemun is a BCCPAC member, they requested to have a PAC 101 presentation. As a Director for BCCPAC, Carmen saw the request, and jumped at the chance for one in her own district! She reached out and asked if they would be willing to open it up to



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the district schools, and they are! This is for anyone who is currently sitting on a PAC executive, thinking of sitting on a PAC executive, or just wants to understand what PAC is all about. HIGHLY ENCOURAGE you to attend. Poster is on Facebook and will go out with minutes.

Motion to support with food and drinks; in the amount of \$200 by CSS, seconded by OLPAC. All in favor.

7. Adjournment

Motion to adjourn at 9:03pm from OLPAC, seconded by FKSS

Next meeting: May 18, 2023 @ 7:00pm, starting with the AGM

Need to get in touch?

cowichcanvalleydpac@gmail.com

Q: What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

How are items on a consent agenda handled?

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

How to start using a consent agenda

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. A sample rule is:

“A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Board Planning	May 9, 4:00 p.m.	Yuxwule' Eagle Room
Special Board Planning	May 10, 4:00 p.m.	Yuxwule' Eagle Room
DSAC (Trustee Croft)	May 11, 10:00 a.m.	Chemainus Secondary School
Advisory Committee	May 16, 4:30 p.m.	Inspire Room
DPAC Meeting (Trustee Strachan)	May 18, 7:00 p.m.	Yuxwule' Eagle Room/Zoom
BEBC Meeting	May 23, 4:00 p.m.	Yuxwule' Eagle Room
Climate Change Committee Meeting	May 26, 12:00 p.m.	Yuxwule' Eagle Room
Closed/Open Board Meetings	June 6, 3:30/4:30 p.m.	Yuxwule' Eagle Room
Board Planning	June 13, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee	June 20, 4:30 p.m.	Inspire Room

GRADUATION AND YEAR-END EVENTS

EVENT	DATE/TIME	LOCATION
Frances Kelsey District Scholarship Presentation	May 9, 10:00 a.m.	FKSS Dome
Open Learning District Scholarship Presentation	May 10, 10:00 a.m.	CVOLC
Cowichan Secondary District Scholarship Presentation	May 11, 9:00 a.m.	CSS Library, Room 220
Chemainus Secondary District Scholarship Presentation	May 19, 9:30 a.m.	Chemainus Secondary School
Lake Cowichan District Scholarship Presentation	May 19, 9:30 a.m.	LCS Library
Cowichan Secondary Scholarship/ Bursaries	June 5, 6:00 p.m.	Cowichan Secondary
Frances Kelsey Awards Ceremony	June 7, 10:00 a.m.	FKSS Gym
Frances Kelsey Scholarship/Bursaries	June 7, 7:00 p.m.	FKSS Gym
Indigenous Grad Ceremony	June 8, 4:00 p.m.	Tl'upalus (Cowichan Bay Canoe Shed and Beach)
School District Retirement Reception	June 12, 5:00 p.m.	Arbutus Ridge
Lake Cowichan School Scholarship Night	June 15, 6:00 p.m.	Lake Cowichan School
International Program Year-End Celebration	June 16 (during the day)	Camp Imadene
Open Learning Graduation	June 22: 4:00 p.m. for Satellite sites; 6:30 p.m. for CVOLC grads	CVOLC Gym
Frances Kelsey Graduation Ceremony	June 23, 6:30 p.m.	FKSS Gym
Chemainus Secondary Graduation, Scholarship/Bursaries	June 23, 7:00 p.m.	Chemainus Secondary Gym
Lake Cowichan School Graduation	June 24, 12:30 p.m. (doors open 11:30)	Lake Cowichan School Gym
Cowichan Secondary Graduation	June 29, 6:00 p.m.	Cowichan Secondary