



AGENDA
Open Board Meeting

Tuesday, November 7, 2023

4:30 p.m.

Boardroom - Public Participation will be via Zoom: <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 Hul'q'umi'num' speaking people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

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

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

4 - 22

- a. Minutes of the May 26, 2023 Climate Action Advisory Committee Meeting
- b. Minutes of the June 5, 2023 Audit Committee Meeting
- c. Minutes of the September 26, 2023 BEBC Meeting
- d. Highlights of the October 12, 2023 DSAC Meeting
- e. Highlights of the October 17, 2023 Advisory Committee Meeting
- f. Minutes of the October 19, 2023 DPAC Meeting

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

4. MINUTES

4.1 Minutes of the October 3, 2023 Open Board Meeting

23 - 29

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

5.	ELECTION OF CHAIR	
6.	ELECTION OF VICE-CHAIR	
7.	DESTROY BALLOTS	
7.1	Motion to Destroy Ballots	
	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) requests that all ballots be destroyed."</i>	
8.	SIGNING AUTHORITY	
	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) authorizes the transfer of signing authority to _____, Board Chair, or _____, Vice-Chair, and one of Robyn Gray, Superintendent or Jason Sandquist, Secretary-Treasurer, effective November 7, 2023."</i>	
9.	RECOGNITION AND DELEGATIONS	
9.1	Cowichan Secondary School Indigenous Technology Class - Outdoor Learning Space	
10.	REPORT OF CLOSED MEETING	
10.1	Report of Closed Meeting	
11.	OLD BUSINESS	
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12.2.1	District Student Enrolment	
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	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves the Cowichan Valley School District Classroom Assessment and Report Guidelines, K-12."</i>	
	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) delegates approval of revised or alternate templates for written updates to the Superintendent."</i>	
12.3.2	Enhanced District Communication Tool: School Messenger	34 - 35
	<i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves the annual licensing of School Messenger and SafeArrival program for the Cowichan Valley School District."</i>	
13.	SECRETARY-TREASURER	

13.1	For Board Information	
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14.	COMMITTEES AND OUTSIDE ORGANIZATIONS	
14.1	Motions Arising from the October 24, 2023 BEBC Meeting <i>"That the Board of Education of School District No. 79 (Cowichan Valley) adopts Policy 26 - Whistleblower Protection."</i> <i>"The Board of Education of School District No. 79 (Cowichan Valley) provides approval to amend the 2023/2024 Annual Budget to include the addition of 12 Educational Assistants."</i>	38
14.2	Highlights from the following recent meetings: <ul style="list-style-type: none"> • Provincial Council • BCSTA Advocacy Day • All Nations Indigenous Education Council • VISTA Fall Conference/Business Meeting • BCSTA Meetings of Board Chairs 	
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17.	NEW BUSINESS	
18.	QUESTION PERIOD	
19.	ADJOURNMENT	
19.1	Motion to Adjourn <i>"That there being no further business, the meeting be adjourned."</i>	

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

**Friday, May 26, 2023, 12:00 p.m.
Yuxwule' Eagle Room (Boardroom)**

PRESENT

Trustee Eduardo Sousa, Chair
Trustee Elizabeth Croft
Trustee Cindy Lise
Trustee Cathy Schmidt
Robyn Gray, Superintendent
Richard Dyble, Director of Operations
Ann Kissinger
Marissa Anderson, USW
Soleil Switzer, CVTF
Sarah Simmons, CVPVPA
Hailey Normand, Student (Cowichan Secondary)
Hans Benedict-Castillo, Student (Cowichan Secondary)
Claire Spencer, Recording Secretary
Caoimhe-Ann Therrien, Student (Quamichan)

APOLOGIES

Scott Mitchell, CUPE
Katia Roman, Student (CVOLC)
Sierra McCaffery, Student (Frances Kelsey)

1. Call To Order

Trustee Sousa called the meeting to order at 12:03 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num speaking people where we live, learn and play.

2. Adoption of Agenda

Moved by Trustee Lise
Seconded by Trustee Schmidt

"That the Climate Change Committee adopts the agenda of the May 26, 2023 Climate Change Committee Meeting."

CARRIED

3. Approval of Minutes

Moved by Trustee Schmidt
Seconded by Trustee Croft

"That the Climate Change Committee adopts the minutes of the April 14, 2023 Climate Change Committee Meeting."

CARRIED

4. Introductions

Attendees went around the table to introduce themselves.

5. Updates

5.1 Chair - Budget, etc.

Trustee Sousa advised that the Board had included \$20,000 for climate-related passion projects in its 2023-2024 annual budget. Details of the fund, such as whether there will be limits to the amount for each application and the application process, are still being determined.

5.2 Roundtable - Information Sharing, School Climate Initiatives

- CBC Radio has a program from 11:00-noon on Sundays featuring climate change solutions from across the country.
- One impact of climate change is the smoke from wild fires which can be particularly hazardous for children, seniors and those with respiratory issues. A meeting was held locally last week featuring innovative ways to create indoor air filters.
- The Biggest Little Farm is a documentary on a couple who took over a desolate piece of land and turned it into a fully functional farm.
- Students Hans and Hailey were part of a group doing invasive species removal (broom) at Crofton Lake.
- The Municipality of North Cowichan's Climate Change Specialist and Island Health's Climate Change Leads could be sources of information and possible guests at future meetings.

6. Finalize Draft Terms of Reference

The draft Terms of Reference were reviewed. Changing the name of the Committee to "Climate Action Advisory Committee" would clarify the Committee's role. Recommendations from the Committee will go to the Board Education and Business Committee (BEBC) who can then make recommendations to the Board. Membership will be updated to include three other Trustees.

Discussion ensued, and recommendations were incorporated into the Terms of Reference. The revised Terms of Reference will be circulated to Committee members for review and acceptance prior to being submitted to the Board.

Moved by Trustee Lise
Seconded by Trustee Schmidt

"That the Climate Change Committee approves the draft Terms of Reference as updated at the May 26, 2023 Meeting."

CARRIED

7. Climate Action Plan

It may be helpful to review Climate Action Plans from other Districts and local governments before creating our Plan. The Plan could include the criteria for the Climate Action Passion Projects once finalized.

8. Presentation

8.1 District Climate Action Initiatives

The District, which has been recognized as a leader for its climate action initiatives, has been making changes to reduce its greenhouse gas emissions since 1998. The many initiatives implemented include installing biomass heating at some sites, changing chemicals and paper products, and initiating "no idle" campaigns. These initial improvements have been impacted by COVID (more energy was needed to increase the air refresh rate, and with windows opened to increase air flow more energy was required for heating), and the introduction of additional tech devices (TV's, vocal devices, iPads, etc.). Operations contributes to mitigation strategies by supporting and promoting outdoor learning, and by installing motion sensors that turn off lights when classes go outside. The Carbon Neutral Funding Program funds expenses such as boiler upgrades and solar initiatives. Staff work with administrators to evaluate school sites and create micro eco sites for natural play and learning. With schools closed in summer we need partnerships to help with the micro eco systems over the summer.

Students Hans Benedict-Castillo and Hailey Normand gave a presentation on their Environmental Stewardship class at Cowichan Secondary School. The class is available to students in Grades 11 and 12, and provides credits for five courses: English First Peoples 11 or 12, Environmental Science 11 or 12, Geography 12, Outdoor Education 11 or 12, and Career Life Connections. The class helps students connect with the environment, and provides opportunities to participate in local actions towards the sustainability of our eco systems. Students get to learn about native plants and the history and traditions of the Cowichan people. Environmental Stewardship is a tree with many branches. Activities have included:

- reading "Braiding Sweetgrass";
- planting native plants;
- removing invasive species;
- monitoring fish habitats at Somenos Creek;
- learning how to research and identify plants;
- being taught by Elders how to do wool and cedar weaving, collect cedar, and make cedar flowers and crowns;
- hiking;
- making awareness posters for climate action (pollinators, for example);
- learning about mason bees and providing housing for them;
- raising salmon in a fish tank;
- learning from Elders who spoke of the significance of the history in these unceded territories.

Approximately 30-40 students attend the class which is held half days all year. Students have started internships that support non-profit environmental programs such as Kin Park, Somenos Marsh, and Cowichan Land Trust.

9. Next Meeting Dates

The next meeting will be held in October 2023. At that meeting the dates for the remainder of the school year will be set.

10. Adjournment

The meeting adjourned at 1:30 p.m.

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

MINUTES OF THE AUDIT COMMITTEE

Monday, June 5, 2023, 3:00 p.m.
Yuxwule' Eagle Room (Boardroom)

PRESENT
Trustee Cathy Schmidt, Chair
Trustee Randy Doman
Trustee Jennifer Strachan
Jason Sandquist, Secretary-Treasurer
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary

IN ATTENDANCE Deron Freer, Auditor, of Baker Tilly

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 3:01 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral land of the Coast Salish people where we live, work and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Doman
Seconded by Trustee Strachan

"That the Audit Committee Adopts the agenda of the June 5, 2023 Audit Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the September 27, 2022 Audit Committee Meeting

Moved by Trustee Strachan
Seconded by Trustee Doman

"That the Audit Committee adopts the minutes of the September 27, 2022 Audit Committee Meeting."

CARRIED

4. NEW BUSINESS

4.1 Baker Tilly 2022-2023 Audit Planning

Auditor Deron Freer presented the Audit Committee Planning Report. Auditors will test control processes at Discovery Elementary, Ecole Mount Prevost and Cowichan Secondary. Auditors will also test controls at the Board level. Auditors will return in August to perform substantial audit procedures and review the final financial statements. Auditors will present their audit opinion and discuss any significant issues at an Audit Committee Meeting to be held in September.

4.2 2021-2022 Management Letter Response Review

The Secretary-Treasurer informed the Committee of steps that have been taken since receipt of the report in September. Schools that were audited were informed of concerns that were noted at their sites. Items from all the schools that were audited were consolidated and brought to all Principals and Vice-Principals at the P/VP meeting that followed the audit. While there is little that can be done regarding segregation of duties in schools with only one clerical, there are ways to reduce risk. School-based staff and administrators are reminded of what the best practices are, although we realize that pressures in a school may make it impossible for them to consistently be followed.

Upgrades to the accounting and payroll software are being developed and should address some of the recurring issues.

4.3 Internal Audits

Due to staff absences and turnover, the internal audit program that normally takes place in the fall/winter was paused for the year. The process for internal audits mirrors the external audit process, but also allows for any required training.

A question was asked regarding the Board Chair and Vice-Chair signing each other's expenses. Policy directs the Chair to authorize expense claims for all trustees except the Vice Chair, whose expenses are to be authorized by the Audit Committee Chair. Presently the Audit Committee Chair is also the Board Chair. The Secretary-Treasurer also authorizes all Trustee expense claims, but will bring this up with the Auditors.

5. ADJOURNMENT

5.1 Motion to Adjourn

The meeting adjourned at 3:47 p.m.

Moved by Trustee Strachan
Seconded by Trustee Doman

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

CARRIED

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, September 26, 2023, 4:00 p.m.
Boardroom - Public Participation via Zoom

PRESENT

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Lise
Seconded by Trustee Schmidt

"That the Board Education and Business Committee adopts the agenda of the September 26, 2023 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the May 23, 2023 Board Education and Business Committee Meeting

Moved by Trustee Lise
Seconded by Trustee Strachan

"That the Board Education and Business Committee adopts the minutes of the May 23, 2023 Board Education and Business Committee Meeting."

CARRIED

4. **ACTION LIST**

5. **PETITIONS AND DELEGATIONS**

6. **EDUCATION**

6.1 **Learning Updates (Darlene Reynolds and Kim Darbyshire):**

6.1.1 **Literacy Framework**

Trustee Thorne joined the meeting at 4:02 p.m.

District Principal of Inclusive Learning Darlene Reynolds and District Vice-Principal of Inclusive Learning Kim Darbyshire gave a presentation on the Literacy Framework which is entering its second year, the launch of the new Numeracy Framework, and on Reporting Guidelines.

The District's literacy assessments were launched last fall. Based on feedback from teachers across the District, the assessments were adjusted to make them better for both teachers and learners. The assessments aren't tests, but are play-based (particularly in primary) and activity/observational-based (in intermediate and secondary) opportunities for teachers to sit side-by-side with learners and get to know them. The focus is on understanding where our learners are today and how to support them. The frameworks provide new teachers with the critical skills for each grade level, the associated assessments, sample activities, and evidence-based resources. Both literacy and numeracy frameworks have one-page guides. The second year of literacy framework assessments are underway for Kindergarten through Grade 9.

6.1.2 **Numeracy Framework**

This fall saw a soft launch of the new Numeracy Framework. The Framework is multi-disciplinary, as every subject area has numeracy competencies. The Framework includes instructional resources that align with curricular standards and the critical skills that were collaboratively determined. The instructional resources provide real hands-on material strategies for teachers to be able to implement the numeracy critical skills regardless of subject area and grade. Each grade level has a package that provides links, materials and resources to support the strategies in the classrooms at that grade level.

6.1.3 **Reporting Guidelines**

The implementation of the Ministry of Education and Child Care's Student Reporting Policy on July 1, 2023 had very little impact on our District as we made changes to our reporting practices several years ago while the guidelines were being drafted. Reporting will still include: five communications of student learning (three written and two informal reports, such as parent/caregiver-teacher conferences); letter grades and percentages for students in Grades 10-12 (will include written comments as needed); written comments for K-Grade 9; and student self-reflections of core competencies for K-Grade 9.

Changes to reporting include: inclusion of a graduation status update on the end-of-year report card for students in Grades 10-12; consistent use of the provincial proficiency scale for Grades K-9; concise, descriptive feedback K-Grade 12; and student self-reflection of core competencies and goal-setting K-Grade 12.

One Page Guides (one for Grade 10-12 Linear Reporting Requirements, and one for K-9 Yearlong Reporting Requirements) were developed to provide information to teachers on what they are to report, when, and what their proficiency scales are. There are also template for report cards that teachers can chose to use, or they can work with their Principals and school teams to create their own.

Trustees were provided with a "sneak peak" of emerging work, including a "Guide to School Based Team Processes and Supporting Documents" and an "Education Assistant Guide" that has been drafted and given to CUPE to provide feedback. A new website is being developed which will include resources to support literacy, numeracy, Indigenous education and inclusive learning, called Cowichan Learns. Some parts of the website are already live and can be viewed at: <https://cowichanlearns.ca/>.

6.2 Quw'utsun Secondary School Update (Sheryl Koers/Darcy Hoff)

Trustees were provided with an update and photos of the construction of Quw'utsun Secondary School.

Zone 1: science super lab, learning communities, shops, robotics and food classes. Steel stud framing and exterior glazing is complete. All electrical and mechanical rough-ins are complete. Insulation and backing between studs is ongoing. Drywall and installation of exterior cladding have started.

Zone 2: offices, black box theatre, band, learning communities, inclusive education and dance. Exterior framing, windows and steel studs are complete. Mechanical and electrical rough-ins are mostly complete. Backing (plywood for hanging TV's, etc.) has started being installed.

Zones 3-4: learning commons, gym, gathering stairs, high-tech board room and Neighbourhood Learning Centre spaces. Structural steel is completed. Steel studs have been started, and the upper glulam wood ceiling is installed. The gym floor is to be poured in around 2 weeks (weather dependent).

Exterior cladding continues to be installed, mainly on Zone 1 though it has started on Zone 2 now as well. Roofing, insulation and membranes are installed in Zones 1 and 2. The playing field was leveled and irrigation has gone in. Topsoil is arriving next week and seeding should follow. Fence posts are going in.

Signage: Thunderbird sign will be placed on top of Zone 2, before the entrance. The signage shapes are inspired by Coast Salish design elements of ovals, trigons and crescents.

Trustee Thorne left the meeting at 5:35 p.m.

6.3 New and Revised Administrative Procedures

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

7. **BUSINESS AND OPERATIONS**

7.1 Student and Family Affordability Fund

The Secretary-Treasurer provided information in response to a question raised at the recent Advisory Committee Meeting on how the Student and Family Affordability Fund was expended.

The Board received \$880,984 in 2022/2023 to help families alleviate financial pressures due to high inflation. The Board spent:

- \$525K on ensuring food security for students (in-school food programs);
- \$161K on supplies and equipment (school supplies, field trip fees, musical instruments, athletic gear, etc.);
- \$30K on family assistance for gift cards for gas/groceries, footwear, clothing, glasses, etc.

The remaining \$163K was carried forward for expenditure in 2023/2024, using the same criteria as last year.

8. POLICY

9. COMMITTEES

9.1 Highlights of the September 19, 2023 Advisory Committee Meeting

10. ADJOURNMENT

10.1 Motion to Adjourn

Adjourned at 5:52 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Lise

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

CARRIED

HIGHLIGHTS

from the Minutes of the

October 12, 2023

District Student Advisory Committee
(DSAC) Meeting



- DSAC met in person at the School Board Office. Trustee Cathy Schmidt attended on behalf of the school board. The meeting was opened by our District Elder, Dolly Sylvester and the meeting was chaired by Jeff Rowan, Director of Inclusive Learning. The meeting began with a review of the Hul'q'umi'num' word of the day lead by District Elder Dolly Sylvester.
- Everyone introduced themselves, and moved outside to the outdoor classroom where Mr. Doyle led two icebreaker activities.
- The mandate of DSAC was read and discussed. Six students volunteered for the upcoming Advisory Committee meeting.
- Students reported on recent and upcoming activities at their school. Highlights included: Orange Shirt Day/Week, all sports starting, Halloween events, rainbow crosswalk troubles, fundraisers, welcome week BBQ's, prizes for attendance/doing good at school, lots of clubs starting, a group of students from Japan visiting their twin school LCS.

**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, OCTOBER 17, 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
Sheryl Koers, Associate Superintendent
Margaret Olsen, Associate Superintendent
Mike Russell, Director of Communications
Darlene Reynolds, Director of Inclusive Learning
PRESENT: Jeff Rowan, Director of Inclusive Learning
Erin Harvie, CVTF
Brent Ranger, CVPVPA
Penny Butler, CVPVPA
Vicki Miller, USW
Adam Clutchey, CUPE
Ena Fox-Povey, DSAC
Antonio Iannidinardo, DSAC
Carmen Sundstrom, DPAC
Claire Spencer, Recording Secretary

APOLOGIES: Trustee Joe Thorne
Louise Thomson, CVTF

1. Call to Order

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

2. Check-In

Cathy Schmidt: The Board attended the Vancouver Island School Trustees' Association (VISTA) Meeting in Nanaimo on October 13-14. At last week's Board Planning session Trustees started the Strategic Regeneration process by determining their values. They also had a conversation regarding the names of schools and the District, and determined that there will be no changes unless a school reaches out and requests a change. On October 13 members of the Board and senior management, the Mayors of North Cowichan and Duncan, and representatives from Urban One builders were at the site of the new Quw'utsun Secondary School, where they signed the final beam and watched it being raised.

Carmen Sundstrom: The Agenda for the October 19 DPAC meeting will be sent out tonight. Prior to the meeting Darlene Reynolds will present on the literacy and numeracy frameworks and the reporting guidelines.

Adam Clutchey: While some jobs are still vacant, they are slowly being filled. They have been busy organizing for the October 20 Pro-D day at Quamichan. Members will spend the morning at Quamichan and sign up for afternoon workshops. Some members will be taking all-day

workshops like First Aid. About 15 members registered to spend the day at Nourish Cowichan to volunteer while they learn about the program. He has been visiting schools to check in with members and see how they are doing.

Vicki Miller: They are terribly short of bus drivers, with things getting worse rather than better. They are also very short of custodians. Members are working hard and hoping to do a good job for the District.

Erin Harvie: The teachers are busy working on reporting and next week PAC will be putting on a fall fair. There is an upcoming opportunity to meet the teachers. Bears are keeping them very busy with their frequent visits.

Penny Butler: Secondary administrators have been busy with 1701's (student enrolment/designation submissions to the Ministry) and working on the new reporting order. She thanked Inclusive Learning for providing the great slide deck on reporting guidelines that they've been using at staff meetings. They celebrated the success of the half-time outreach teacher (a teacher and member of Cowichan Tribes) whose work with students and families has seen kids who haven't attended school for five years returning to class.

Brent Ranger: Elementary teachers have an education group getting together on communicating student learning. They are working to ensure parents understand the new guidelines. Tansor had a recent fundraising event which raised \$600 for Cops for Cancer and another \$1,900 for the Terry Fox Foundation. Last week they had a group do spear fishing. The Cowichan Capitals have been a big hit with students on their visits to schools to read and play basketball.

Antonio Iannidinaro: Frances Kelsey had a Terry Fox run and a visit from the Tour de Rock riders. DSAC is still just starting up for the year.

Ena Fox-Povey: The first DSAC meeting included reporting out and discussing what they're doing at the schools.

Robyn Gray: Last Thursday she attended the All Superintendents' Meeting, where they were provided data on the decline in learners attending post-secondary after leaving the K-12 system. They are looking at strategies to bolster our work force. On World Teachers' Day on October 5 teachers and all support staff were acknowledged with the delivery of chocolates and goodies by Trustees and senior staff to all schools and offices across the District. To recognize National Principals' Month (October) Principals and Vice-Principals were honoured with a few words from the Board Chair and a cake at a recent meeting. Schools and Board Office staff will participate in the Great Earthquake Shakeout on October 19. District representatives will attend the Premiere's awards next week as one of our clerical staff has been shortlisted for an award. She shared that at the Vancouver Island School Trustees' Association meeting on Friday an Elder shared that the sounds in Indigenous languages come from nature, such as the wind, ocean, rivers and wildlife.

Jason Sandquist: Enrolment numbers are being finalized and it looks like we will be about 50 over projection and 130 over last year. While this is not significant growth, we did have a significant increase in students that qualify for level 2 designations which will result in increased funding. We are beginning the Cowichan Secondary closure and disposal consultation process. There is a 90-day consultation period, and we are working on getting materials for the public to browse. After the process concludes at end of December, the Board

will determine whether the school should close and whether they should keep or dispose of the building. Staff are reviewing and updating administrative procedures which will be brought to the Board.

3. Old Business

3.1 Truth and Reconciliation (Standing Item)

- On October 18 the Board will be meeting with Chiefs and Council members from the local Nations to discuss what's happening in the District and the needs of their children.
- Frances Kelsey had an amazing presentation for the National Day for Truth and Reconciliation. There were Indigenous dancers, they watched a very good video, and had a speech.
- Quamichan students decorated little pots, put tea lights in them, and walked them over to Ts'it's'uwatul' Lelum Assisted Living and laid them at the bottom of the totem pole.
- Remembrance Day ceremonies are including more Indigenous themes. Last year Elders participated by sharing stories and a song. This year Cowichan Secondary will be showing a clip on Indigenous veterans and how they have been overshadowed.
- CUPE's executive are having meet and greet gatherings with Indigenous Education staff to try to get to know them better.
- The Every Child Matters March in Duncan was well attended. It was suggested that schools bringing groups of student discuss respectful participation as it is a solemn event.
- It was an opportunity to have a conversation/educate owners of businesses who were complaining about having to pay employees for the September 30th holiday.

4. New Business

4.1 Considerations During Transition from Cowichan Secondary to Quw'utsun Secondary:

Substantial completion is expected June 2024. Committee members shared the following ideas for consideration:

- People are often looking for auntie/uncle/family in the composite grad photos. We know kids want to see their families represented. Moving the photos or digitizing them for display would be great. They are also a way to connect. ("Who are you looking at? Tell me about them.")
- We also need to recognize that in past 70 years Indigenous students haven't been treated equally or celebrated. Maybe former Indigenous students could do a healing project or art piece.
- Many people contributed to the artwork on the outside of the building. Keeping that artwork is a challenge (would be difficult to remove without destroying it) but potentially digitizing or donating surviving pieces to other businesses or organizations in community. Or, have a few pieces on display throughout the new school. There's an installation of art in the theatre by the same art teacher that

could be safely moved. Could the arts community find a way to create something new out of pieces?

- Hold open houses to say goodbye to the old school and hello to the new – not just for school the school community but for the whole community. The closure celebration could include fundraising as well.
- The class of 1957 planted the willow tree in front of the high school. A cutting could be taken from the old willow tree to plant at the new school. A class could be invited to do the ceremonial planting.
- The bleachers were donated by a grad class in late 50's and are beautiful fir. They could be used, maybe by a woodworking class, to build something for the new school.
- The valedictorian speech by Bill Keserich, from first grad class, is posted in the school office.
- Capture stories from former students, across the generations, and compile them.

5. Adjournment

The meeting adjourned at 5:22 p.m.



COWICHAN VALLEY DISTRICT PAC

Minutes October 19, 2023, 7pm via Zoom & in person

(6:30 - 7:00 pm - presentation from Darlene Reynolds on Literacy & Numeracy Framework and Reporting Guidelines)

<https://sd79.bc.ca/communicating-student-learning/>

K-12 Student Reporting Presentation for Parents and Caregivers from Ministry of Education & Child Care (video link is near bottom of the page):

<https://curriculum.gov.bc.ca/reporting/resources-for-parents-and-caregivers>

Call to order at 7:09

1. Introductions & Acknowledgement

In Attendance:

Voting Members:

Carmen Sundstrom	DPAC Chair, CSS DPAC Rep and Vice Chair
Keirsten Tymko	DPAC Secretary, Chemainus El. Secretary & DPAC Rep
Lindsay Stewart	DPAC Treasurer, Ecole Cobble Hill DPAC Rep
Sam Towstego	Crofton El. Secretary & DPAC Rep
Hlna Charania	Mill Bay Nature School DPAC Rep
Vlad Valastiak	OLPAC DPAC Rep
Rachel Shaw	Bench DPAC Rep
Joseph Legault	Frances Kelsey DPAC Rep

Non-Voting Members:

Robyn Gray	District Superintendent
Erin Harvie	President of Lake Cowichan Teachers' Association

Regrets:

Maple Bay PAC
Trustee Thorne

2. Motion to adopt agenda by OLPAC, seconded by Cobble Hill

3. Motion to approve previous minutes from September 21, 2023 by OLPAC, seconded by Bench

4. Reports

4.1 Chair

- Unfortunately, Lysanne, who has been the DPAC Vice Chair, has given her resignation for personal reasons. Thank you for having stepped up in the role and all that you have given to DPAC. This leaves the position open and we'll take nominations from the floor.
Keirsten Tymko was nominated and appointed the role of Vice Chair.



COWICHAN VALLEY DISTRICT PAC

Minutes October 19, 2023, 7pm via Zoom & in person

Position of Secretary was open for nominations. There were none, so Keirsten will continue in the role. DPAC would prefer a full team and believes in succession planning. The role of Secretary will remain a standing agenda item until we can fill the position.

- At Advisory, we have a standing agenda item on Truth and Reconciliation. It was wonderful to hear some many powerful stories from around the district regarding the recognition of Truth & Reconciliation Day. We also discussed the closing / opening of CSS. How should we honour the past (legacy)? What type of celebrations should we have for the closure / opening? As this school has been a part of our community for the past 70 years, it is a part of many of your lives. There were wonderful ideas that were passed and the district will take all under consideration.
- A parent has reached out to the DPAC asking about a safe arrival program in their school and is wondering if this is something that can be district-wide. Robyn will explore the idea and bring it back at our next meeting.
- Another parent has reached out with concerns of teachers who also volunteer for sports etc and that it takes them away from the classroom, sometimes causing a scramble for a sub. Robyns advice is to speak to your principal.

4.2 SD Admin - Superintendent Robyn Gray

- Robyn spoke on the responsibilities of a superintendent after interest in the last meeting about the job of a trustee. The superintendent's works with the board of education and is their only employee. The board of education builds policy and the superintendent builds procedures around them to ensure the policy happens continually.
- The district is up 100 students over projections. We currently have 8,465 students across the district.
- This month the district has honored teachers day, principles day and EA day with treats and gifts to show appreciation to all of those in those hard working positions.
- Update on the Regeneration of Strategic Plan- working on priorities for 2025-2030. First the district works within themselves, then it goes out to principals and vice principals and then it goes out to parents / caregivers and students. They are hoping parents will be involved come the new year.
- In the past the district celebrated 10, 25 or 35 years with employment but we will start honoring anyone over 10 years going forward this year. The district wants to show appreciation to all of our employees as they acknowledge they are the front line for the district. There will be a tea that takes place in March.



COWICHAN VALLEY DISTRICT PAC

**Minutes October 19, 2023, 7pm
via Zoom & in person**

- Cowichan Secondary Update: Last Friday the district was invited to sign the last girder/steel post! The field is laid and grass is planted. They are still on schedule for substantial completion come June, 2024.
- Superintendents over the province were looking at data at the Superintendent's Meeting last week. They noticed that since COVID, enrollment into Post Secondary has dropped. Working towards bettering the future for post secondary going forward.
- Indigenous Nations Partner meeting with trustees happened recently. Not all nations had representatives at the last meeting but they touched base with them after. The next meeting will be on their budget.
- Robyn also touched base on child care locations in the district. Currently Chemainus, Paulson (nearly open), Drinkwater, Cobble Hill, Bench (before and after), CVOLC, Khowhemun and George Bonner. Their goal is to have every school with before and after school care available. Some of the deciding factors on how a location is decided upon are parents that show a need, available space, and willing administration teams.

4.3 Board of Education - no report

4.4 Treasurer

We received our Gaming funds of \$2500. Reimbursement cheques for Zoom licenses, BCCPAC membership and meeting refreshments.

General account \$14870.56 Gaming account \$2598.38 Term Deposit \$9089

Budget will be presented at our next meeting.

4.5 PIE Committee

Committee is on hiatus until further notice. Past Chair will connect with the interested peoples

4.6 Indigenous Committee

- Jeff Rowan was at the last meeting. He spoke of the Indigenous Nations Partner meeting with the Board.
- Hannah Morales was awarded a \$50,000 grant from Island Health for leadership with indigenous students.
- Grad rates for ID learners hasn't had much improvement, but it is very important to the committee and they strive towards supporting ID learners.
- Inclusivity in sports = ID learners being able to participate. Jeff is taking this back to the schools to gather data. The ID pac wants to work towards boosting the numbers of ID students in all sports.
- Schools have reached out looking out for support for their ID learners and Kerra will be facilitating that.
- Kerra, co chair and creator, is looking to get involved at a BCCPAC level



COWICHAN VALLEY DISTRICT PAC

**Minutes October 19, 2023, 7pm
via Zoom & in person**

- A New brochure, new FB, new website and new email.
Meetings are now being held bi monthly.

5. Old Business

5.1 PAC 101 Workshop this will be in person at Quamichan school in the library on Monday, Oct 30th at 6:30pm. It is highly encouraged to have your full PAC executive team in attendance and is open to anyone else who is interested in PAC. If you or your PAC has a particular question or topic that you want addressed, email us.

*Motion to spend up to \$100 from our Gaming account to provide refreshments for the PAC 101 Workshop made by Bench. Seconded by OLPAC. **Approved***

5.2 Constitution and Bylaws Just a reminder that DPAC has offered to digitally store a copy of your PAC C&Bs. Since the last meeting, only two PACs have sent it over. Did you find a copy of your C&B?? Have you and your team reviewed it?

6. New Business

6.1 Student and Family Affordability Fund Schools and districts were able to roll over funds to this year. Did your school use up their funds? Are there still further needs? Maybe have a chat at your next PAC meeting ,with your principal, to hear about your school.

6.2 erase Parent Training Sessions “Establishing Safe, Caring and Respectful Digital Communities”. Safer Schools Together will be presenting three parent / caregiver training sessions; Nov 8, Nov 28, and Nov 30. There is a link on our FB page.

https://bccpac.bc.ca/images/Documents/Resources/erase_Parent_Sessions_2023-11.pdf?fbclid=IwAR3CDwzdLLom1okXTXrx_JWztzxv62xYyVwduJIK44T4o736XLtMtSNksTY

6.3 BCCPAC DPAC Summit - Nov 17-18 BCCPAC is hosting their annual DPAC summit. This is a free event for up to 2 DPAC exec members to attend. This year’s title is “Community Reflections - Focusing on Equity, Diversity and Inclusion”. Keirsten and I will be attending and we will be traveling over to Vancouver the night of our regular DPAC meeting. Let’s propose a different date for DPAC. Decided upon Tuesday, November 14th.

7. Motion to adjourn at 8:17 by OLPAC, seconded by Bench.

Next meeting: **SPECIAL NIGHT** (this month only) **November 14, 2023 @ 7:00pm**

Need to get in touch?

cowichanvalleydpac@gmail.com

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

Tuesday, October 3, 2023, 4:30 p.m.

Boardroom - Public Participation will be via Zoom: <https://sd79.zoom.us/j/65341273882>

PRESENT

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Thorne
Seconded by Trustee Sousa

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

CARRIED

3. APPROVAL OF THE CONSENT AGENDA

Moved by Trustee Croft
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of October 3, 2023, as presented."

CARRIED

4. MINUTES

4.1 Minutes of the September 5, 2023 Open Board Meeting

Moved by Trustee Doman
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the September 5, 2023 Open Board Meeting."

CARRIED

4.2 Minutes of the September 21, 2023 Special Open Board Meeting

Moved by Trustee Thorne
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the September 21, 2023 Special Open Board Meeting."

CARRIED

5. RECOGNITION AND DELEGATIONS

5.1 Recognition of Good Samaritans: Rusty Hashimoto and Jakeb Ball

The Board recognized itinerant custodians Rusty Hashimoto and Jakeb Ball for their good deed providing assistance to a vacationing couple from Austria. During the summer Rusty and Jakeb were stopped at a Subway on their dinner break when they noticed a man and a woman in distress. They asked the couple if they needed help and learned they were visitors from Austria who had locked their keys in their car. Rusty drove the woman, Hidi, to get a second set of keys from their hotel while Jakeb stayed with the man, Carl. During their conversations the couple learned that Rusty and Jakeb were working at Chemainus Secondary School that day. When the couple returned to Austria, they sent pictures of their hometown and of their adventure to Chemainus Secondary with a "thank you" to Rusty and Jakeb for assisting them in their time of need. The Principal shared the photos with the Facilities Manager when she was at Chemainus Secondary and asked if she knew the two school district staff members in the photo, which is how Rusty and Jakeb's good deed was discovered! Carl and Hidi also sent their emails and Rusty and Jakeb have been in touch with them. The Board offered its sincere thanks to Rusty and Jakeb for their good deed, and expressed pride for the work they do for the benefit of the District's students, staff and school communities.

6. REPORT OF CLOSED MEETING

6.1 Report of Closed Meeting

Prior to the Open meeting the Board met in Closed session where Trustees received updates on contracts, personnel and property items.

7. OLD BUSINESS

7.1 Action List

The Action List was reviewed.

8. SUPERINTENDENT OF SCHOOLS

8.1 Personnel

8.1.1 Personnel Update

The posting for the Assistant Transportation Manager closed on September 22, and the last interview was held this morning. The posting for the Director of Operations closed today. Short listing and interviews will take place during the next few weeks.

8.1.2 Principal/Vice-Principal Updates

Mike Greenslade has been appointed Temporary Vice-Principal at Lake Cowichan School effective September 26th.

8.2 For Board Information

8.2.1 Enrolment

The September 30 enrolment count determined an increase of 130 full time equivalent (FTE) students over the previous year, which was 54 FTE over the projected 76 students. The District's enrolment now stands at 8,565 FTE.

8.2.2 Every Child Matters and National Day for Truth and Reconciliation

The Cowichan Valley respectfully acknowledged Every Child Matters week and the National Day for Truth and Reconciliation. Many staff members and Trustees attended the Every Child Matters March in Duncan on October 2 to show their support for our local Indigenous community, and to recognize the survivors of the residential school system and those children who didn't make it home. Schools hosted conversations and events across the District last week, including visits by honoured Indigenous guests, dancers, support from Indigenous Education teachers and support workers, and school-wide activities and assemblies.

8.2.3 World Teachers' Day - October 5, 2023

The professionalism of teachers and support staff across the District will be recognized on October 5.

8.2.4 National Principals' Month - October

The District's Principals and Vice-Principals will be acknowledged for their excellent leadership at the October 4 Principal/Vice-Principal meeting.

8.2.5 Foundation Skills Assessment (FSA)

The administration of Foundation Skills Assessments will take place from November 2 – 10, 2023. This assessment is an annual province-wide assessment of how well students in Grades 4 and 7 are progressing in the foundational skills of literacy and numeracy.

8.2.6 Superintendent's Update

Acknowledgements/Appreciation: The Superintendent acknowledged staff from the Indigenous Education Department who, in collaboration with Cowichan Tribes, took the lead on the Indigenous-focused non-instructional day September 25th. The theme for the day was "Connecting to Place: Learning and Growing Together." Staff from south and central zones (including the Board Office) were hosted by Cowichan Tribes at the S'amunu Big House in the morning, and attended learning sessions at Quamichan and Cowichan Secondary in the afternoon. Staff from both the west zone schools hosted Ts'uubaa-asatx Nation at Lake Cowichan School. North zone staff spent a full day on Penelakut Island. This was a wonderful learning opportunity for staff, and we thank

these Indigenous communities for their hospitality, and for sharing their culture and stories.

Administrative Procedures: The Superintendent advised the Board of the following recent changes:

- **Revised AP 104 – District Code of Conduct:** This AP was updated to include educative, preventative and restorative practices to be considered when addressing conduct concerns.
- **Removed AP 358 – Intimidation, Harassment, Aggression:** This AP was removed as it is captured in AP 104 District Code of Conduct.
- **Revised AP 205 – Sensitive Issues:** This AP was revised to remove he/she pronouns and include gender expression, gender identity, sexual orientation as topics that may be perceived as sensitive issues.
- **Revised AP 303 – Fee Paying International Students:** This AP was reviewed and updated to reflect current practice.
- **New AP 306 – Out of Province Student Registration:** This new AP outlines the process for Out of Province students that are not international students, for example Hockey team players that are of school age.
- **Revised AP 315 - Student Illness/Injury/Concussion:** This AP was updated to include procedures to address head injuries.
- **Revised AP 356 – Use of Age Restricted and Psychoactive Substances During School Sponsored Activities:** This AP was revised to reflect changes to the legal status of many drugs, as well as to put in place oversight on age-appropriate harm-reduction education in schools.

Cowichan Valley Principals'/Vice-Principals' Association/District Learning Team

Opportunity: After five years focused on the Deeper Learning Principles we are working collaboratively the CVPVPA in our next professional learning journey. As part of this collaborative endeavor, approximately 13 principals and vice-principals along with members of the District Learning Team will attend two-day workshops with a focus on "A Time for Change."

District-Wide Assessments: Teaching staff are busy gathering data through district-wide assessments. District staff are working with school-based teachers on assessments for K-9 through the end of October. Provincial assessments for Grade 10 (literacy and numeracy) and Grade 12 (literacy) students will take place at secondary schools from October 30 through November 3.

Quamichan School's Annual "Tzou Crew Climb": On September 22 the entire Quamichan student body and staff participated in the annual "Tzou Crew Climb". Starting at Kaska Road, students and staff walked or ran over Mt. Tzouhalem ending at Providence Farm for a school-wide BBQ. The focus of the day was being on and honouring the land that we live and learn on while building school community.

Terry Fox Run: Many District schools held a Terry Fox Run recently and raised money for cancer research. Photos from several events were shared with Trustees. As an example, Lake Cowichan School had a student-led assembly by the Leadership class which included fundraising from previous weeks, student emcees, student-led warm up and

stretch, pie tossing fundraiser, and one student wore his grandfather's original Terry Fox shirt from 1980.

Great BC ShakeOut Earthquake Drill: On October 19 at 10:19 a.m. many of our schools and offices will participate in the Great BC Shakeout Earthquake Drill.

Tour de Rock: On October 3 and 4 the Tour de Rock stopped at some of our schools as they traveled through Chemainus, Lake Cowichan, Duncan, Shawnigan, and Mill Bay.

National Fire Prevention Week: Fire prevention week October 8 - 14 seeks to spread awareness about fire safety. This year's theme is "Cooking Safety Starts With You."

Foster Family Month: October was proclaimed Foster Family Month by the Province of BC in 1990. Foster parents are critically important to the health and safety of our province's most vulnerable children.

Dyslexia Awareness Month: October 2023 will be the sixth annual Dyslexia Awareness Month which our schools will recognize in many different ways. This year's theme is "Stronger Together." Wearing red is a way to celebrate the *Mark it "Read"* campaign for awareness or using the resources from Dyslexia Canada to share resources such as dyslexia friendly reading materials and assistive technologies.

2023-24 Health Canada Student Alcohol and Drugs Survey (formerly Canadian Student Alcohol, Tobacco & Drugs Survey and Youth Smoking Survey): Alexander Elementary and Cowichan Secondary have been randomly selected for participation in this survey which will be administered on behalf of Health Canada to a sample of students in grades 7 to 12. The survey has been conducted bi-annually for the past two decades.

All Superintendents' Meeting with Deputy Minister: On October 12 the Superintendent will travel to Vancouver to attend the All Superintendents' Meeting.

VISTA Fall Meeting: Trustees and the Superintendent will attend the VISTA Fall Meeting on October 13-14 which is being hosted by the Nanaimo-Ladysmith School District.

Premier's Awards for Excellence in Education: The Superintendent, Secretary-Treasurer and Director of Inclusive Learning will be attending the Premier's Awards for Excellence in Education on October 26 at Government House in Victoria.

BCSSA Island Chapter Meeting: The Superintendent will be attending the BCSSA Island Chapter Meeting in Victoria on November 2 and 3.

2023 B.C. Teachers' Institute on Parliamentary Democracy: Teacher Lydia Batke has been selected from our District to participate in the 24th B.C. Teachers' Institute on Parliamentary Democracy taking place October 17-21 at the Parliament Buildings in Victoria. The Institute is sponsored by the Speaker of the Legislative Assembly and is an intensive, four-day professional development opportunity for teachers.

8.3 For Board Action

8.3.1 Student Travel - Request for Final Approval

Moved by Trustee Sousa
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) grants final approval to the following student travel request:

- *Cowichan Secondary Grade 11 French Immersion Student Exchange with Académie de Lyon in Lyon, France from March 9 to April 6, 2024.*"

CARRIED

9. SECRETARY-TREASURER

9.1 For Board Information

9.1.1 Ministry Response to the 2023/2024 Annual Five-Year Capital Plan Submission

In July the Board submitted the major capital and school infrastructure program request to Ministry of Education and Child Care. The Board received \$170,000 in capital funding to support implementation of the Feeding Futures Fund through upgrades to kitchen equipment at a number of District schools. The upgrades will be phased in over the next year.

9.2 For Board Action

9.2.1 Five-Year Capital Plan School Food Infrastructure Program (FIP)

The Board's Minor Capital Food Infrastructure Program (FIP) submission included a request for \$200,000 to support phase 2 of the Feeding Futures Fund to provide kitchen upgrades and infrastructure for food delivery at District schools (those schools that are not included in the \$170,000 funding for 2023-2024).

Moved by Trustee Doman
Seconded by Trustee Lise

"In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 79 (Cowichan Valley) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2024/2025, as provided on the Five-Year Capital Plan Summary for 2024/2025 as submitted to the Ministry of Education and Child Care."

CARRIED

9.2.2 2024/2025 Minor Capital Plan Submission

The District's 2024/2025 submission included:

- Replacing the nine school buses that have met eligibility requirements for replacement;
- Replacing the boiler at Tansor Elementary;
- Replacing the heat pump at Bench Elementary;
- Replacing the Khowhemun Elementary playground with an inclusive playground;
- Replacing the dust collector system at the woodshops at Quamichan and CVOLC.

Moved by Trustee Thorne
Seconded by Trustee Sousa

"In accordance with provisions under section 142 (4) of the School Act, the Board of Education of School District No. 79 (Cowichan Valley) hereby approves the proposed Five-

Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care."

CARRIED

10. **COMMITTEES AND OUTSIDE ORGANIZATIONS**

11. **UPCOMING MEETINGS AND EVENTS**

11.1 Schedule of Upcoming Meetings and Events

12. **CORRESPONDENCE**

13. **NEW BUSINESS**

14. **QUESTION PERIOD**

15. **ADJOURNMENT**

15.1 Motion to Adjourn

The meeting adjourned at 5:02 p.m.

Moved by Trustee Sousa
Seconded by Trustee Lise

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

CARRIED

Cathy Schmidt, Chair

Jason Sandquist, Secretary-Treasurer

ACTION LIST FOR OPEN MEETINGS

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

Principal & Vice-Principal Assignments
2023-2024
Updated Nov 6, 2023



South Zone:

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

North Zone:

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

West Zone:

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

Central Zone:

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

District/Learning Services:

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



Briefing Note



Date of Report: November 3, 2023

Prepared for: The Board of Education for the Cowichan Valley School District for **Action** at the November 7, 2023 Open Board Meeting

Subject: Approval of the Cowichan Valley School District Classroom Assessment and Reporting Guidelines

Background:

The Ministry of Education and Child Care implemented a redesigned provincial curriculum in 2016. This redesigned curriculum focuses on literacy, numeracy, the First Peoples Principles of Learning and on deeper learning through concept-based and competency-driven education. This curriculum, as well as emerging practices related to assessment and reporting, created a need for updated reporting guidelines.

After extensive community feedback and pilot opportunities, the Ministry of Education and Child Care released a new K-12 Reporting Policy Framework in June of 2022. In addition, on July 1, 2023, a new K-12 Ministry Student Reporting Policy was enacted.

Curriculum, classroom assessment and communicating student learning are interconnected. Key goals of communicating student learning in the K-12 Ministry Student Reporting Policy are to ensure that:

- Students take part in meaningful conversations that help them develop responsibility for engaging deeply with their learning.
- Parents and caregivers are well informed, are involved in decisions and dialogue about their child's learning and understand ways to support and further their child's learning.

Meaningful and flexible communication of student learning in clear and accessible language enables parents/guardians, students, teachers, and administrators to work together to enhance student learning.

Discussion:

In response to the recently implemented K-12 Ministry Student Reporting Policy, the Cowichan Valley School District has developed new reporting guidelines that align to this policy. The Inclusive Learning department hosted multiple focus group meetings to draft and revise these guidelines that provide concrete guidance, templates, and timelines to align district practices to Ministry expectations. Additional written update templates, that include required elements, may be developed to reflect school community needs. This framework has been developed to align district practices with the new K-12 Student Reporting Policy.

The Cowichan Valley School Board is requested to approve the Cowichan Valley School District Classroom Assessment and Report Guidelines, K-12. These guidelines have been written in alignment with the Ministry of Education and Childcare K-12 Reporting Policy and were shared with the Board at the BEBC meeting on October 24, 2023.

Moving forward, there may be needed revisions or alternate forms of templates for written updates. It is requested that the approval of alternate or revised templates be delegated to the Superintendent.

Related Legislative Framework:

K-12 Reporting Policy (July 1, 2023)

School Regulation, B.C. Reg. 265/89: [School Regulation \(PDF\)](#)

Ministerial Order 93/22, the [Graduation Program Order \(PDF\)](#)

Ministerial Order 150/89: [Special Needs Students Order \(PDF\)](#)

Ministerial Order 190/91: [Permanent Student Record Order \(PDF\)](#)

Ministerial Order 184/23: [Learning Update Order \(PDF\)](#)

Ministerial Order 192/94: [Provincial Letter Grades Order \(PDF\)](#)

Ministerial Order 231/19: [Educational Program Guide Order \(PDF\)](#)

Ministerial Order 295/95: [Required Areas of Learning in an Educational Program Order \(PDF\)](#)

Ministerial Order 638/95: [Individual Education Plan Order \(PDF\)](#)

Recommendations:

That the Board approves the Cowichan Valley School District Classroom Assessment and Report Guidelines, K-12.

That the Board delegates approval of revised or alternate templates for written updates to the Superintendent.

For Action:

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

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

Prepared by:



Darlene Reynolds, Director of Inclusive Learning

Reviewed by:



Robyn Gray, Superintendent

Date: November 3, 2023



Briefing Note

Date of Report: Friday, November 3, 2023

Prepared for: The Board of Education for the Cowichan Valley School District for **Action** at the November 7, 2023 Open Board Meeting

Subject: Annual Purchase and Use of SchoolMessenger and SafeArrival for Effective Family Communication

Background:

Timely, relevant, and accurate communication to families and the community is critical in our digitally connected world. Currently, the Cowichan Valley School District does not have a way to communicate in a standard way with parents or families and communications issues have been brought to the forefront during several environmental incidents that have required district action. The inability to act in a standard and predictable way has led to confusion and questioning of the district's procedures and processes.

SchoolMessenger:

SchoolMessenger is a comprehensive communication platform designed to enhance connections between schools, parents, and students. It offers a range of tools and features, including automated messaging, notifications, and emergency alerts, to ensure timely and effective information dissemination. All of these automated messages can be distributed in a variety of ways including email notifications, text messages and phone calls. SchoolMessenger simplifies school-to-home communication, streamlining administrative tasks and improving parent engagement.

- SafeArrival is also an essential component of the SchoolMessenger suite, and one that parents in the Cowichan Valley School District have asked for. SafeArrival provides all schools with a common absence reporting and home communication procedure. SafeArrival streamlines the attendance and absence reporting process and makes for less work for administrative and clerical staff.

SchoolMessenger as a Communications Tool:

The use of SchoolMessenger and SafeArrival as part of the district's suite of communications tools will help ensure accurate and timely communication to families of the Cowichan Valley School District. The flow of information during crisis events, environmental events, or even daily communications from schools to families is vital to maintain and build trust in the district.

SchoolMessenger is a powerful tool that enables us to maintain an open line of communication with parents and guardians and bolster our other communications channels like our social media and soon-to-be updated website. By leveraging this platform, we can ensure families stay informed about important school updates, events, and emergencies.

We have seen in recent weather-related events, that our communications methodology is lacking in specific mass-notification systems. It is this mass-notification system that SchoolMessenger can provide. Whether through texts, phone calls, or emails, vital information can be passed on to parents and caregivers in an immediate fashion through either a centrally managed or distributed model.

Cost:

The annual purchase and use of SchoolMessenger and SafeArrival is an investment that enhances transparency, ensures timely and accurate information sharing, and demonstrates our dedication to supporting inclusivity.

Description	Cost Per FTE	Total Estimate
SchoolMessenger Communicate – Mass Notification	\$2.00	\$17,000
Safe Arrival - 2-way automated attendance management	\$1.00	\$8,500
	Total Estimate	\$25,500

Recommendation:

That the Board approves the licensing of SchoolMessenger, and the SafeArrival program for the Cowichan Valley School District.

For Action:

Motion: *“That the Board of Education of School District No. 79 (Cowichan Valley) approves the annual licensing of School Messenger and SafeArrival program for the Cowichan Valley School District.”*

Prepared by:



Michael Russell, Director of Communications

Reviewed by:



Robyn Gray, Superintendent

Date: November 3, 2023



COWICHAN VALLEY SCHOOL DISTRICT

Community Consultation on the

FUTURE OF COWICHAN SECONDARY SCHOOL

AGENDA

1

HISTORY AND FUTURE VIEW

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

2

CLOSURE CONSULTATION

What are the effects of potentially closing the school?

3

DISPOSAL CONSULTATION

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

4

TABLE TALK

We want your feedback.

Policy 26

POLICY 26 – WHISTLEBLOWER PROTECTION

The Board of Education of the Cowichan Valley School District is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act (“PIDA”).

The purpose of this Policy and related Administrative Procedure is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the School District’s operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, parent appeals, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Legal Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act
Public Interest Disclosure Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Human Rights Code

Adopted:

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
DSAC (Trustee Lise)	November 9, 10:00 a.m.	Cowichan Secondary
Community Consultation – Cowichan Secondary Closure and Disposal Process	November 14, 6:00 p.m.	Cowichan Secondary School Cafeteria
DPAC	November 14, 7:00 p.m.	Yuxwule’ Eagle Room
Advisory Committee	November 21, 4:30 p.m.	Inspire Room
BCSTA Trustee Academy	November 23 – 25	Westin Bayshore, Vancouver
BEBC	November 28, 4:00 p.m.	Yuxwule’ Eagle Room
Closed/Open Board Meetings	December 5, 3:30/4:30 p.m.	Yuxwule’ Eagle Room
Board Bus Tour	December 7, 12:00 p.m.	Meet at Quw’utsun Secondary
Climate Action Advisory Committee	December 8, 12:00-1:30 p.m.	Yuxwule’ Eagle Room
Board Planning	December 12, 4:00 p.m.	Yuxwule’ Eagle Room
DSAC Meeting	December 14, 10:00 a.m.	Chemainus Secondary
Advisory Committee	December 19, 4:30 p.m.	Inspire Room
Board of Education/District Leadership Team Winter Holiday Breakfast	December 22, 8:00 a.m.	School Board Office Complex - Inspire Room

**Cowichan Valley School District
Schedule of School Remembrance Day Assemblies/Activities 2023**

SCHOOL	DATE	TIME
Alex Aitken Elementary	- Nov 9 th	- 10:00 am
Alexander Elementary	- Nov 10 th	- 10:30 am
Bench Elementary	- Nov 10 th	- 10:15 am
Chemainus Elementary Community School	- Nov 9 th	- 10:30 am
Crofton Community School	- Nov 10 th	- 10:00 am
Discovery Elementary	- Nov 10 th	- 10:30 am
Drinkwater Elementary	- Nov 10 th	- 10:15 am
Ecole Cobble Hill Elementary	- Nov 9 th	- 10:30 am
Ecole Mt. Prevost Elementary	- Nov 10 th	- 10:15 am
George Bonner Elementary	- Nov 10 th	- 10:30 am
Khowhemun Elementary	- Nov 8 th	- 10:00 am
Maple Bay Elementary	- Nov 9 th	- 1:00 pm
Mill Bay Nature School	- Nov 10 th	- 10:45 am
Palsson Elementary	- Nov 10 th	- 10:30 am
Tansor Elementary	- Nov 10 th	- 1:00 pm
Thetis Island School	- Nov 8 th	
Chemainus Secondary	- Nov 10 th	- 10:30 am
Cowichan Secondary	- Nov 10 th	- 9:50 am & 10:45 am
CVOLC	- Nov 9 th	- 10:00 am & 1:00 pm
Frances Kelsey Secondary	- Nov 10 th	- 10:45 am
Lake Cowichan School	- Nov 10 th	- 1:00 pm
Quamichan School	- Nov 10 th	- 10:30 am

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