



AGENDA
Open Board Meeting

Tuesday, October 3, 2023

4:30 p.m.

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

| | Pages |
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| 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 <i>"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the October 3, 2023 Open Board Meeting."</i> | |
| 3. APPROVAL OF THE CONSENT AGENDA | 4 - 18 |
| a. Receives the Minutes of the May 23, 2023 BEBC Meeting | |
| b. Receives the Highlights of the September 19, 2023 Advisory Committee Meeting | |
| c. Receives the Minutes of the September 21, 2023 DPAC Meeting <i>"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."</i> | |
| 4. MINUTES | |
| 4.1 Minutes of the September 5, 2023 Open Board Meeting <i>"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the September 5, 2023 Open Board Meeting."</i> | 19 - 24 |
| 4.2 Minutes of the September 21, 2023 Special Open Board Meeting <i>"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the September 21, 2023 Special Open Board Meeting."</i> | 25 - 27 |

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| 5. | RECOGNITION AND DELEGATIONS | |
| 5.1 | Recognition of Good Samaritans: Rusty Hashimoto and Jakeb Ball | |
| 6. | REPORT OF CLOSED MEETING | |
| 6.1 | Report of Closed Meeting | |
| 7. | OLD BUSINESS | |
| 7.1 | Action List | 28 - 29 |
| 8. | SUPERINTENDENT OF SCHOOLS | |
| 8.1 | Personnel | |
| 8.1.1 | Personnel Update | |
| 8.1.2 | Principal/Vice-Principal Updates | |
| 8.2 | For Board Information | |
| 8.2.1 | Enrolment | |
| 8.2.2 | Every Child Matters and National Day for Truth and Reconciliation | |
| 8.2.3 | World Teachers' Day - October 5, 2023 | |
| 8.2.4 | National Principals' Month - October | |
| 8.2.5 | Foundation Skills Assessment (FSA) | |
| 8.2.6 | Superintendent's Update | |
| 8.3 | For Board Action | |
| 8.3.1 | Student Travel - Request for Final Approval <i>"That the Board of Education of School District No. 79 (Cowichan Valley) grants final approval to the following student travel request:</i> | |
| | <ul style="list-style-type: none"> • <i>Cowichan Secondary Grade 11 French Immersion Student Exchange with Académie de Lyon in Lyon, France from March 9 to April 6, 2024."</i> | |
| 9. | SECRETARY-TREASURER | |
| 9.1 | For Board Information | |
| 9.1.1 | Ministry Response to the 2023/2024 Annual Five-Year Capital Plan Submission | 30 - 33 |
| 9.2 | For Board Action | |
| 9.2.1 | Five-Year Capital Plan School Food Infrastructure Program (FIP) <i>"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."</i> | 34 |

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| 9.2.2 | 2024/2025 Minor Capital Plan Submission | 35 |
| | <i>"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."</i> | |

10. COMMITTEES AND OUTSIDE ORGANIZATIONS

11. UPCOMING MEETINGS AND EVENTS

| | | |
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| 11.1 | Schedule of Upcoming Meetings and Events | 36 |
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12. CORRESPONDENCE

13. NEW BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

15.1 Motion to Adjourn

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

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, May 23, 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
Richard Dyble, Director of Operations
Claire Spencer, Recording Secretary

APOLOGIES

Claudia McMahon, Associate Secretary-Treasurer

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 May 23, 2023 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the April 25, 2023 Board Education and Business Committee Meeting

Moved by Trustee Strachan
Seconded by Trustee Sousa

"That the Board Education and Business Committee adopts the minutes of the April 25, 2023 Board Education and Business Committee Meeting."

CARRIED

4. **ACTION LIST**

5. **EDUCATION**

5.1 **School Plan: Ecole Mount Prevost**

Our Story:

- A single-track French immersion school with approximately 400 students in 17 divisions from Kindergarten to Grade 7;
- 33 students self-identify as having Indigenous ancestry;
- The inclusive community includes children with diverse needs;
- The school celebrates traditions that stem from French Canadian and French culture;
- The school's philosophy is to have students who are motivated to do the right thing, for the right reason.

Goal 1 - Literacy:

- Focus on reading - phonics and phonemic awareness were identified as areas of weakness;
- To support learners they are doing buddy class reading, building vocabulary, using decodable books, word and sound walls;
- Teacher inquiry project during PLC time;
- Admin time used to support LA teacher with phonics and reading;
- Brought in French immersion specialists for PLC days;
- Je Lis - an online program that helps with reading and pronunciation.

Goal 2 - Social Awareness and Responsibility:

- Support children and staff with social/emotional development, particularly post-pandemic;
- Focus on self-awareness and self-responsibility;
- Provide opportunities to showcase their gifts;
- Started staff book club;
- Professional development on anxiety, self-regulation and neuro diversity;
- Community building activities.

5.2 **School Plan: Frances Kelsey Secondary**

Frances Kelsey Secondary School is located on the traditional lands of the Malahat Nation. The school has 961 students, which includes 53 International students, 100 students who identify as Indigenous, and 176 students with designations.

This school year they have been going through an iterative process to create the Foundation for Enhancing Student Learning (FESL) for the next school year. Staff, students and the community have been involved in the process to look at the needs of students, and identify what they are doing well and what they need to work on. Information was collected through student surveys,

focus groups, assemblies, and from student feedback shared with their advisor teachers. The data received was pared down into actionable items. Four focus areas were identified:

1. Meaningful Learning Experiences (Literacy and Numeracy, and Engagement)

- Increased learning opportunities for all teachers around literacy and numeracy, and implement a numeracy screening assessment;
- Find more ways to showcase student learning and to provide students with opportunities to engage in more project work;
- Dedicate time for conversations on strategies that are working to engage students in classes;
- Establish a flex committee that includes students developing an inquiry around flex (why it doesn't work for everyone and how to make it more meaningful for more learners).

2. Indigenous Culture and Ways of Knowing

- Increase opportunities to learn and use Hul'q'umi'num, including implementing a Hul'q'umi'num' language program;
- Expand carving class to include Indigenous art and make the class a full year (not just one semester);
- Provide opportunities for staff to connect more regularly with Malahat Nation;
- Authentically plan and model reconciliation;
- Increase frequency of Indigenous presenters in classrooms;
- Invite Malahat Nation to develop an Indigenous garden as part of the horticulture class;
- Actualize the canoe project that has been in discussion;
- Staff development using *Wayi Wah* by Jo Chrona.

3. Mental Health

- Implement school-wide lessons with guest presenters on mental health, including student input when planning presentations;
- New staff to complete Social Emotional Learning module, and all staff to have ongoing development on trauma-informed instruction;
- Develop advisory activities for students to enhance and teach Social Emotional Learning strategies and build community;
- Re-establish the Mental Health Committee, including student members;
- Re-administer the Mental Health Survey to establish a baseline and use data to update the school's Mental Health Literacy Plan.

4. Inclusion (SOGI, Cultural Inclusion, Positive School Culture)

- SOGI:
 - Provide an opportunity for students, in confidence, to let teachers/staff know their preferred name and pronouns;
 - Increase lead time/promotion of Compassion Week (planned by students with support from staff);
 - Dedicate time for staff to engage in SOGI professional development and offer learning activities for staff and students on SOGI topics throughout the year;
 - Admin to attend GSA meetings on a regular basis, and connect with students who don't attend GSA to ensure their voices are heard;
 - Repaint the rainbow crosswalk.

- Cultural Inclusion:
 - Have images around the school to reflect its multicultural society;
 - Acknowledge celebrations from different cultures as they occur throughout the year, and acknowledge the countries and cultures represented by their International students;
 - School-wide learning around events such as Holocaust Memorial Day, Black History Month, Asian Heritage Month, National Indigenous Peoples Day, etc.
- Positive School Culture:
 - Quarterly (or more than 1x/year) "Meet the Staff" BBQ;
 - Hold events showcasing and celebrating learning and invite parents;
 - Revisit their school vision and co-create a stronger definition of who they are.

5.3 Drinkwater Teacher Inquiry Project

The results of the research project into the impact of COVID on literacy by Lila Boulet, in partnership with the School District and UVIC was a catalyst for change. Teachers, who are not taught how to teach reading at university, were overwhelmed by the varying needs in their classrooms and their inability to reach all students. They applied for and received the BCTF/Cowichan Valley School District Teacher Inquiry Program Grant which gave them time to sit together as team to look at structures to support students and staff. With the support of Principal Brenda Stevenson and Vice-Principal Rhonda Rose, they created literacy blocks for four of their Grade 4 and 5 classes and four of the Grade 6 and 7 classes where students moved within the school for targeted learning based on District Inventory data and Digging Deeper data. Teaching literacy in intermediate classes is a challenge as the range of abilities in one class varies from non readers to those reading at or beyond grade level. This model has helped teachers with their practice in literacy and improved their ability to get significant progress with most of their students. The system has given teachers more knowledge about the science of reading, decreased their frustration and exhaustion and improved their mental health. They are receiving positive feedback from students and parents, including one student who used to identify himself as a student who can't read, who is excited and proud that he now can. Parents have shared that their children are less anxious and have increased confidence. The energy created from the project is contagious, with more teachers wanting to join groups next year. Trustees are invited to Drinkwater Elementary on June 19 at 4:00 for a deeper look at the structures they are using and the results they are finding.

5.4 Strategic Plan Regeneration 2025-2030

A draft strategy for regenerating the Strategic Plan has been reviewed at Board Planning and by the Advisory Committee. Feedback has been incorporated into the plan being presented today. Beyond Education 2020-2024, which was created with incredible input from the community and was hailed as a great success, will be used as a base for the new Plan.

The timeline for the process is:

- Spring and summer of 2023 - the regeneration process will be designed, the guiding principles developed, and groups established for engagement. Considerations that have arisen since the creation of the existing Strategic Plan include: District Equity Scan, K-12 Anti-Racism Action Plan, Identity, Belonging and Connection Policy and Community of Care Pledge, post-COVID mis-information environment, child care component of

Ministry, and climate change. There have also been significant changes to the way data is collected and used in the District, and we will continue to rely on data as we reflect on the Plan.

- Reflection (fall of 2023) – explore our future through reflection on “Beyond Education,” research into our current state, and analysis of the District’s data. The District Leadership Team (DLT) will present the journey through story to the Board to provide context for the regeneration. The Board and DLT will present analysis at Advisory meeting. DLT will present analysis to Principals and Vice-Principals who will provide school-based context and determine how best to engage with their teachers and support staff.
- Re-engage (January – June 2024) – Re-engage with partners and communities, including local governments, Indigenous Education Council, educational partners, school communities, business communities, external partners and the community at large, to co-create our vision and roadmap.
- Re-energize (fall 2024) – formalize, celebrate and action the regenerated Strategic Plan and align foundational plans.

6. **BUSINESS AND OPERATIONS**

6.1 Financial Projection

There have been a couple of favourable shifts in the year end projection. Under Revenue, the February count came in at \$305K over projection. Under Expenses, casual replacement costs for the month of April were less than projected and is now showing a projected surplus of \$475K. The current year end surplus projection is just over \$1.4M.

6.2 Multi-Year Financial Plan

After the annual budget was finalized, a multi-year financial plan for 2023-2026 was prepared. The document will be used by the Ministry tomorrow as an example for other Districts of how to prepare a financial plan. The financial projection shows that the surplus will start to deplete if the status quo is maintained. The plan makes assumptions on revenue that isn't verified yet, for example assuming that the Ministry will be funding wage increases but not inflation. The major budgetary pressures during the past two years have been inflation and absenteeism.

7. **POLICY**

7.1 Revision to Policy 1 - Foundational Statements

Policy 1 - Foundational Statements was brought back for Trustees to review and determine whether they wish to move it forward to the Board. The draft was discussed and amendments suggested.

Moved by Trustee Croft

Seconded by Trustee Schmidt

"That the Motion be amended as follows:

- *in the Acknowledgement of Territory remove the word "our" before "First Nations" and replace "and all children" with "children of all origins";*

- *amend Our Mission to read "To enable learners to be agile and prepared to transition to a future of their choosing";*
- *under We Value add bullets for curiosity and caring communities."*

CARRIED

Moved by Trustee Schmidt
 Seconded by Trustee Thorne

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopt the revised Policy 1 - Foundational Statements as amended."

CARRIED

7.2 Revision to Policy 7 - Board Operations

The draft revision includes language that supports having a consent agenda, which provides an efficient method to pass a block of items in a single motion.

Moved by Trustee Croft
 Seconded by Trustee Schmidt

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopt the revised Policy 7 - Board Operations as presented."

CARRIED

7.3 Revised Policy 8 - Board Committees

The change to the policy is the updated terms of reference for the Early Learning and Child Care Committee. It was noted that the word "for" was missing before "advocate" in the first bullet of the Powers and Duties.

Moved by Trustee Lise
 Seconded by Trustee Schmidt

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopt the revised Policy 8 - Board Committees as amended."

CARRIED

7.4 New Administrative Procedure 415 - Employee Recognition

The new Administrative Procedure will be followed on an annual basis to acknowledge employees across the District.

8. **COMMITTEES**

8.1 **Highlights of the May 16, 2023 Advisory Committee Meeting**

Trustee Croft recounted that the meeting included discussion of a number of interesting reconciliation projects and lots of examples of student voice.

9. **ADJOURNMENT**

9.1 **Motion to Adjourn**

The meeting adjourned at 5:52 p.m.

Moved by Trustee Schmidt

Seconded by Trustee Thorne

"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, SEPTEMBER 19, 2023 AT 4:30 PM**

Trustee Elizabeth Croft, Chair
Trustees Randy Doman, Cindy Lise, Cathy Schmidt, Eduardo Sousa, Jennifer Strachan, and Joe Thorne
Robyn Gray, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Associate Superintendent
Margaret Olsen, Associate Superintendent
PRESENT: Mike Russell, Director of Communications
Darlene Reynolds, Director of Inclusive Learning
Jeff Rowan, Director of Inclusive Learning
Louise Thomson, CVTF
Erin Harvie, CVTF
Brent Ranger, CVPVPA
Vicki Miller, USW
Adam Clutchey, CUPE
Claire Spencer, Recording Secretary

APOLOGIES: Carmen Sundstrom, DPAC

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**

Brent Ranger: Elementary schools held their Terry Fox Run and photos were shared from Bonner Elementary of students' life size posters with messages of courage, strength and stamina. Cowichan Climbing Academy recently hosted two competitions. A public competition drew 70 competitors from across the island. Two hundred students from the south island participated in a competition for high school climbing teams. Photos from these events were also shared.

Louise Thomson: Teachers are glad to be back, but it's a crazy time of year. Anxiety drops as teachers get their class lists. Things are off to a good start.

Vicki Miller: Most USW members worked through the summer. We are still short of drivers and custodians.

Adam Clutchey: Members are glad to be back and are refreshed after summer. They are starting to organize the October 20 Pro-D Day. A few more EAs and clerical were hired over the summer.

Erin Harvie: Things are going well so far and teachers are excited to be back. There was some initial anxiety about enrolment numbers but things are settling down.

Cathy Schmidt: Thank you to our senior staff and our partners in education for the letter supporting the LGBTQ2S+ community. The Board just started up two weeks ago but already has some fun

projects underway, including doing fundraising for new school furniture. The Board is excited to move forward into the new school year and thanked everyone for all they are doing for the kids.

Jason Sandquist: It was a busy summer with year end, financial statements and an audit. The auditors will be here on Thursday to present to the Board. The financial statement discussion and analysis document has been prepared to turn the financial statements into a readable story of what the numbers mean. Enrolment tracking in schools is coming in close to overall projections. Before the Board broke for the summer, it put Cowichan Secondary School into the closure process. We will be beginning to put together documents for a community meeting and seeking advice from all parties on whether the Board should close/dispose of the school. Quw'utsun Secondary is only a year away from opening. Drywall and beams are up and it is looking really great.

Robyn Gray: We've been working together with our partners to provide safe learning environments for our learners. Thanks to all Principals and Vice-Principals for a really great start up. Employees from across the District have worked together to get things ready for the start of the school year, and it has been a great start up overall. We are looking at enrolment and staffing, and our Inclusive Education team is working to ensure class size and composition data is accurate. We have a day of learning being organized by Indigenous Education on September 25. The non-instructional day is mainly being hosted by Cowichan Tribes at S'amunu Big House. The District's Framework for Enhancing Student Learning (FESL) report has been finalized and approved by the Board and submitted to the Ministry.

3. Old Business

3.1 Truth and Reconciliation (Standing Item)

3.1.1 Orange Shirt Week

Every year the District has honoured September 30 as Orange Shirt Day, with the last few years extended to Orange Shirt Week. Our District Elder shared that some Elders and others who experienced residential schools may not want to wear orange shirts and would prefer the focus to be "Every Child Matters." Committee members were asked if there is more the District can do, and discussion ensued. Ideas included:

- Look ahead and don't just repeat what we've done previous years;
- "Bones of Crows" miniseries based on residential schools (<https://gem.cbc.ca/bones-of-crows>);
- Board members participate in District's learning opportunities (NID, etc.);
- Less focus on the shirt and more on truth/remembering history;
- People perceive things differently - not everyone in a "group" thinks/feels the same;
- It's not about the colour you wear – it's about having a strong heart and sharing what you know (why we mourn);
- Share a video with students that shares a story or message (like is done for the Terry Fox Run);
- Have less of a big event and more of what's already happening, like conversations in the classroom;
- Create a video message that tells of residential school experiences and their ripple effect (how the family survives after, and how the kids today are still affected);
- Hold an event like a run that includes everyone – every child matters. Be inclusive and unified, not segregated;

- Change name from “Orange Shirt Week.”

4. **New Business**

4.1 Feeding Futures Fund

Two years ago the Board contributed \$250,000 of Community Link funding for food programs, which included a staffing component for school meals. Last year the Student and Family Affordability Fund increased meal deliveries through a grant to Nourish Cowichan. Schools could distribute the balance of the fund to families in need through a variety of methods including food cards, gas cards, eye glasses, etc. This year the District received \$1.8M through the Feeding Futures Fund. Approximately \$650,000 is going directly to Nourish Cowichan. The amount going to schools has doubled (schools may also direct funds to Nourish Cowichan). The Board put in additional funding for one hour per day for 12-18 EAs to distribute food. The Board has been successful in obtaining \$170,000 to provide infrastructure (refrigeration, server spaces). The Committee was asked for feedback on managing the food distribution and how it will impact their environments. Comments included:

- Thanks from CUPE for the staffing support;
- Amounts distributed to each school will be based on a combination of enrolment numbers and tiering based on vulnerability/need.
- This funding is specifically for food with very little flexibility (could use for small appliances, bowls, spoons, etc.).

4.2 Respecting Parent Requests Regarding FSA Participation

Following protocol, parents receive information on the FSA from both the Ministry and BCTF and are given an option to withdraw their child from testing. The CVTU requested the Board consider passing a motion at an upcoming Board meeting informing school-based principals to honour parent requests to withdraw their child from FSA testing and to refrain from contacting parents upon receipt of a withdrawal request form. Discussion included:

- It's the use of the data by the Fraser Institute to rank schools that's the problem, not the data itself;
- First Nations Education Steering Committee (FNESC) encourages taking the test to gather data;
- The Ministry doesn't use its legislative power to keep the data from being made public.

5. **Adjournment**

The meeting adjourned at 5:26 p.m.



COWICHAN VALLEY DISTRICT PAC

**Minutes September 21, 2023, 7pm
via Zoom & in person**

Call to order at 7:08

1. Introductions & Acknowledgement

In Attendance:

Voting Members:

| | |
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| 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 |
| Claire Brown | Quamichan Chair & DPAC Rep, Mt.Prevoist DPAC Rep |
| Cindy Youden | outgoing DPAC Rep for Frances Kelsey |
| Shannon Reid | George Bonner DPAC Rep |
| Lisa Oczkowski | Alex Aitken DPAC Rep |
| Meredith McAdam | Maple Bay DPAC Rep |
| Maaike McCooley | Discovery DPAC Rep |

Non-Voting Members:

| | |
|----------------|--|
| Doug Dame | incoming DPAC Rep for Frances Kelsey |
| Colleen Nevel | George Bonner PAC Chair |
| Robyn Gray | District Superintendent |
| Randy Doman | Trustee |
| Erin Harvie | President of Lake Cowichan Teachers' Association |
| Louise Thomson | President of Cowichan Valley Teachers' Union |

Regrets:

| | |
|----------------|---|
| Lysanne Hebden | DPAC Vice Chair, Chemainus Secondary Chair & DPAC Rep |
| Anita Carroll | PIE Chair |

2. **Motion to adopt agenda** by OLPAC, seconded by MBNS

3. **Motion to approve previous minutes** from May 18, 2023 by OLPAC, seconded by FKSS

4. Reports

4.1 Chair

- I want to welcome everyone back to another school year! There may have been some executive changes within your PAC. Please ensure we have at least the DPAC Rep and PAC Chair's contact information so our communications reach you.



COWICHAN VALLEY DISTRICT PAC

Minutes September 21, 2023, 7pm via Zoom & in person

Thank you to all who have already sent us your changes. You can always reach out to us via email with any questions that may arise.

- Keep in mind that it's BCCPAC membership renewal time. You could do so on their website (\$75 for PAC membership);

<https://bccpac.bc.ca/index.php/members/membership-renewal?view=registerPac>

You can also sign up to join any one of their many committees! Keep in mind that your school needs to be a member for one to volunteer on a BCCPAC committee.

<https://bccpac.bc.ca/index.php/contact-us/volunteer-reg>

- The Health Network has put out a survey called "Our Health, Our Community". It is for residents 18 years or older in the Cowichan Valley and it will ask questions regarding your life here, specifically within the last few years. The results will help shape community services, policies, and programs.

<https://redcap.viha.ca/redcap/surveys/?s=99ATWT4N7FXDYXA8>

- Our district emailed parents on the 19th a letter from our Superintendent Cowichan Valley School District. DPAC supports this letter wholeheartedly and we applaud the district for issuing it.
- Our schools will be recognizing Truth and Reconciliation Day on Friday, Sept 29. Watch for events within your school community.
- We will be requesting that Darlene Reynolds join us half hour before our next meeting to hear from her about the literacy and numeracy framework, and the reporting guidelines.

4.2 SD Admin - Superintendent Robyn Gray

- Robyn touched base on the email sent out by the district around the LGBTQIA2S+ community and is appreciative of DPACS support of that email.
- Literacy assessments are continuing and Numeracy assessments will be launching this year. She reminded us that it is not a test but an assessment to see where our learners are at and to better our teaching ways and learn for future years.
- School startup has been fairly smooth with most schools placed into their divisions. They face some challenges as they place students to not only meet collective agreements but also in the best interest of the student. She also reminded us that if anybody has any questions around this topic to please reach out to your principals.
- The new Cowichan Secondary is still on track for a June 2024 finish, and then the fine tuning can happen after that. In partnership with Island Health the new high school will also have a wellness center for individuals 12-24 years of age.
- September 30th will be acknowledged as "All Children Matter" There will be an indigenous learning focus for teachers on September 25th Pro-D day.



COWICHAN VALLEY DISTRICT PAC

Minutes September 21, 2023, 7pm via Zoom & in person

- October 2nd there will be a march for Truth and Reconciliation Day, downtown Duncan.
- The school district's strategic plan will expire at the end of 2024 and they are working on a regeneration of it for 2025-2030
- The board is in its very early stages of discussions about including carpentry, hairdressing and welding as part of the Cowichan Secondary trades program instead of VIU.

4.3 Board of Education - Trustee Doman

The new board is working well together and with senior staff to make sure things are happening. Challenges are being worked through as a team and they are hoping for lots of participation in next year's strategic plan.

4.4 Treasurer

Nothing new since last meeting.

General account \$15482.77. Gaming account \$284. Term Deposit \$9089

We will send our BCCPAC membership in soon.

4.5 PIE Committee

Over the summer I supported several parents who have children entering local schools for the first time. I have been asked to assist parents in preparation with IEPs (Individual Education Plans); I have reviewed the district's protocol "Working Together" pamphlet with families as a reminder of the process that is utilized to deal with issues in schools, and up to the school board office. Please have a look at the pamphlet:

<https://sd79.bc.ca/wp-content/uploads/Working-Together-Brochure.pdf>

I also participated as the PIE chair for the school district's Accessibility Plan. Meetings started in April and continued till the end of the school year. This was a provincial government initiative that expected all communities (agencies) in the province to take a look at the barriers that exist for citizens. These include: physical/environmental, attitudinal, communication, information, policy/practice and technology barriers. Here's the link for more information:

<https://sd79.bc.ca/wp-content/uploads/Cowichan-Valley-School-District-Accessibility-Plan.pdf>

With family commitments and full time work, I, Anita Carroll, will need to step down from my role as Chair of PIE. I will be available to help parents who reach out to me, unfortunately I do not have the capacity to continue meeting monthly for this committee. What does this mean for this committee? PACs will bring information back. Shannon Reid from Bonner showed interest in getting involved, as did Vlad from OLPAC. We'll connect everyone together to see if they could have a discussion regarding moving forward.

4.6 Indigenous Committee



COWICHAN VALLEY DISTRICT PAC

Minutes September 21, 2023, 7pm via Zoom & in person

Vlad and Kerra are working together to create a brochure about the committee. They have a new FB page, email and web page. They are also speaking with nations to raise more awareness of the committee. Their next meeting is October 17th.

5. Old Business

5.1 Zoom licenses They have been renewed. Please send us your meeting requests via email. Please give us at least a few days' notice prior to the event. Keep in mind that when you log into your meeting it will ask you for a one time code. This is a security feature and if you send me a text, I will send the code to you.

6. New Business

6.1 Back to school start-up. How is it going?

We went around the room hearing from the DPAC Reps

Alex Aiken- Going well, better than last year. Kids are were in their new classes for week Mill Bay Nature School- Still in the process of naming their clan/pod systems.

Cobble Hill- Kids are in their new classes, a welcome event for new students and the new principal has happened. Parents are asking why there are so many split classes this year.

George Bonner- Great feedback so far. Students had the opportunity to visit multiple teachers during the transition and students in their new classes as of Monday.

Chemainus EI- Students in their new classes and things are going well.

Open Learning- Booming this year! Lots of new students.

Maple Bay- Friday families got an email with their new teachers and they were in their new classes Monday. Welcome back pizza night has happened and sports are starting soon.

Quam- Going great with a new principal. Had their welcome back BBQ.

Mt. Prevot- Like clockwork, very efficient!

Discovery- Smoother than last year. They have a new principal and secretary. Students were in their new classes early this week.

Cowichan Secondary- Great communication from the principal. Things are going smoothly. No negative feedback. First PAC meeting of the year is next week.

6.2 Feeding Futures Fund

The District will be receiving \$1,018,779 from the Province in ongoing funding to feed students. This is a significant increase from what was previously allocated from the Community Link Fund. With the increased amount of food going to schools, have discussions at your PAC meetings, with your principal in attendance, on what it will look like at your school. Maybe rethink your own hot lunch programs that you



COWICHAN VALLEY DISTRICT PAC

**Minutes September 21, 2023, 7pm
via Zoom & in person**

may be running? With our Province trying to build universal food programs in our schools, is your hot lunch program accessible to all? Are you using it as a fundraiser?

6.3 PAC 101 Workshop

There was interest in hosting one of these again in the fall, and it seems the interest is still great! Stay tuned. Carmen will look into available dates to host, probably at Quamichan library.

6.4 Constitution and Bylaws

Last year there were a few school PACs that reached out regarding their C&Bs. Some were lost, some were antiquated, some just needed tweaking. DPAC would like to suggest that we hold a copy of your C&B for you and your future executive teams. If you need / want help revising your C&B, we are willing to assist.

7. **Motion to adjourn** at 8:56 by OLPAC, seconded by FKSS.

Next meeting: October 19, 2023 @ 7:00pm with a presentation starting at 6:30 from Darlene Reynolds regarding literacy & numeracy framework and reporting guidelines.

Need to get in touch?

cowichcanvalleydpac@gmail.com

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

Tuesday, September 5, 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
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

APOLOGIES Trustee Joe Thorne

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 4:31 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 Sousa

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

CARRIED

3. MINUTES

3.1 Minutes of the June 6, 2023 Open Board Meeting

Moved by Trustee Doman
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the June 6, 2023 Open Board Meeting."

CARRIED

3.2 Minutes of the July 6, 2023 Special 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 July 6, 2023 Special Open Board Meeting."

CARRIED

4. RECOGNITION AND DELEGATIONS

4.1 Jason Sandquist Recognition - 2023 Inductee to North Cowichan/Duncan Sports Wall of Fame

The Board of Education recognized Secretary-Treasurer Jason Sandquist who is one of five inductees to the North Cowichan/Duncan Sports Wall of Fame which annually recognizes greatness in sport. Jason is an accomplished triathlete who has been training for over 30 years and has competed in 22 World Championship events, including this August in Finland where he was the second North American finisher in his age group. Jason is also the 2023 overall Amateur Long Course Triathlon Provincial Champion. Some of his many accomplishments include Top Amateur Competitor at Ironman Canada in 1994, 1996, and 2000, ranking number one in the world for Ironman 70.3 series races in 2013 and 2014, podium finishes at the 2009 and 2014 Ironman 70.3 World Championships, and receiving the Triathlon Canada excellence award for long distance triathlon in 2014. A gala ceremony will be held November 18th, where Jason will receive a special award - a paver with his name on the Walk of Fame located outside the Cowichan Aquatic Centre. The Board congratulated Jason for being selected, for his dedication to being a multi-sport athlete, and for being an inspiration to many in our District and community.

5. REPORT OF CLOSED MEETING

5.1 Report of Closed Meeting

The Board met in Closed session prior to the Open meeting, where they discussed personnel updates and the establishment of the Cowichan Valley School District Careers and Trades. As business was not concluded, the Board will resume the Closed session following this meeting.

6. OLD BUSINESS

6.1 Action List

Most items relate to the public process regarding the closure and/or disposal of Cowichan Secondary. The Board will work to establish a date for a public meeting this fall.

7. SUPERINTENDENT OF SCHOOLS

7.1 Personnel

7.1.1 Personnel Updates

7.1.1.1 Principal/Vice-Principal Assignments

The updated Principal/Vice-Principal assignments were included in the Agenda package.

7.1.1.2 Postings

Donna Whyte has been hired as the new Health & Wellness Manager, replacing Gina Kueber who will be retiring mid-September. Human Resources Manager

Vanessa Lysne announced her retirement which will be effective later this fall.
Nicole Brown has been hired to replace Vanessa as Human Resources Manager.

7.2 For Board Information

7.2.1 2022-2023 Framework for Enhancing Student Learning: Peer Review Report

Last spring the District welcomed representatives of the Ministry of Education and Child Care and a number of educational partners who conducted a peer review of the District's 2022-2023 Framework for Enhancing Student Learning (FESL). The peer report lists evidence, strength and considerations in three areas: Strategic Engagement Consensus; Alignment Consensus; and Data and Evidence Consensus. The considerations from the report have been incorporated into the 2023-2024 FESL.

7.2.2 International Student Program Update

A small group of students from Japan participated in a summer program learning robotics, painting, forensic science and Canadian culture. They also held an art show to display their creations. Enrolment for the first semester of 2023/24 is 128 FTE, with the expectation that the numbers will rise to 140-145 by the second semester. Student enrolment is down slightly from last year due to the global economy and high inflation that many of our markets are facing. Most of the students are from Europe and South America, with a very limited group from China. Profit margins for the program have increased.

7.2.3 Superintendent's Update

Acknowledgements/Appreciation: The Superintendent personally acknowledged the hard work done over the summer by District staff in Operations, Custodial, Transportation, Purchasing, Human Resources, Accounting, Payroll, and by the Principals and Vice-Principals and clerical staff who worked hard to get schools ready to welcome students back for opening day.

Quw'utsun Secondary School Update: Construction is coming along nicely, and the beams are up in the multi-purpose room. The build is on target for substantial completion in July 2024. A tour of the school on August 24 included the Board Chair, Director of Communications, and North Cowichan's Mayor and Chief Administrative Officer.

National Day for Truth and Reconciliation: All schools and worksites will be closed on October 2 to honour the National Day for Truth and Reconciliation. It is hoped that we all take the day to reflect and learn on our continued journey towards reconciliation.

BC Association of School Business Officials (BCASBO) Leadership Session: The Superintendent and Secretary-Treasurer presented "Truth and Reconciliation - Cowichan Valley School District's Journey" at the BCASBO event in August.

Orange Shirt Week: The week of September 25 will be recognized across the District as Orange Shirt Week. Orange Shirt Day on September 30 honours the children who survived the residential school system and remember those who never made it home.

Non-Instructional Day September 25: This is the District's Indigenous-Focused Non-Instructional Day and will feature an Indigenous day of learning. Directors are working with Penelakut Tribe, Cowichan Tribes, Ts'uubaa-asatx First Nation, Halalt First Nation and Malahat Nation to arrange for staff to visit their lands in the morning. During the afternoon staff will work together on learning more about the Local Education

Agreements and Memorandums of Understanding that the District has with its local Nations. Thank you to Indigenous Education staff for their organization.

Summer Institute: Over 100 staff members attended the learning opportunity at Quamichan on August 30. Staff were able to sign up for sessions on Literacy, Numeracy, and Mental Health Supports. Thank you to the Inclusive Learning Department for organizing this event.

BCSSA Summer Leadership Gathering: "The Stewardship for the Future of All Children" was the theme of this event, which was held in August and attended by members of the senior management team.

Mental Health in Schools Grant: The District will be receiving a \$52,000 grant to support mental health and well-being in our school community. The Board has allocated additional funding to support the mental health of our learners across the District.

7.3 For Board Action

7.3.1 Framework for Enhancing Student Learning Report 2023-2024

School Districts across the Province have until September 30 each year to submit their Framework for Enhancing Student Learning Report to the Ministry of Education and Child Care. The document provides context on the District and our students, data on student development, proficiencies and graduation rates, and outlines the District's commitment and what we are looking to achieve. The document will be available on the District's website once approved by the Board.

Moved by Trustee Croft
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the Framework for Enhancing Student Learning Report 2023-2024."

CARRIED

7.3.2 Remembrance Day

Moved by Trustee Sousa
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) contribute to the Remembrance Day wreaths for the cenotaphs at the City of Duncan, Chemainus, Lake Cowichan and Cobble Hill Remembrance Day ceremonies."

CARRIED

7.3.3 World Teachers' Day - October 5, 2023

Moved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) refers the matter of appropriate recognition of World Teachers' Day to the Chair and Superintendent."

CARRIED

7.3.4 National Principals' Month - October

Moved by Trustee Sousa
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) refers the matter of appropriate recognition of National Principals' Month to the Chair and Superintendent."

CARRIED

7.3.5 Long Service Recognition

Administrative Procedure 415 - Employee Recognition was amended and reviewed with Board in the spring. As the Board had used a different calculation in years past, a motion to align the calculation to match the administrative procedure was presented for consideration.

Moved by Trustee Strachan
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) approves that long service recognition be calculated as of December 31st following the employee's start date year."

CARRIED

8. SECRETARY-TREASURER

8.1 For Board Information

8.1.1 Summer Maintenance Projects

Operations was very busy during the summer and completed a long list of projects, including:

- deep cleaning all schools and facilities;
- cleaning 637 carpets in schools;
- exterior window washing at all schools;
- refinishing gym floors at Ecole Mount Prevost, Lake Cowichan School, Frances Kelsey Secondary, and Drinkwater Elementary;
- purchase of new equipment to clean wood shops of combustible dust.

Capital projects completed during the summer included roofing, painting, and a boiler replacement.

8.2 For Board Action

8.2.1 Policy 8 - Board Committees

The policy was updated to include the revised Terms of Reference for the Climate Action Advisory Committee.

Moved by Trustee Sousa
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the revised Policy 8 - Board Committees as amended."

CARRIED

9. **COMMITTEES AND OUTSIDE ORGANIZATIONS**

10. **UPCOMING MEETINGS AND EVENTS**

10.1 Schedule of Upcoming Meetings and Events

11. **CORRESPONDENCE**

12. **NEW BUSINESS**

12.1 Review Spelling of Cowichan Valley School District

The Board will discuss the spelling of "Cowichan" at a future Board Planning Meeting.

13. **QUESTION PERIOD**

14. **ADJOURNMENT**

14.1 Motion to Adjourn

The meeting adjourned at 5:15 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

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

Thursday, September 21, 2023, 4:00 p.m.
Via Zoom

PRESENT
Trustee Cathy Schmidt, Chair
Trustee Elizabeth Croft, Vice-Chair
Trustee Randy Doman
Trustee Cindy Lise
Trustee Eduardo Sousa
Trustee Jennifer Strachan
Jason Sandquist, Secretary-Treasurer
Robyn Gray, 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

IN ATTENDANCE
Deron Freer, Baker Tilly
Trevor Won, Baker Tilly

APOLOGIES
Trustee Joe Thorne
Sheryl Koers, Associate Superintendent

1. CALL TO ORDER

Trustee Schmidt 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 Doman

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

CARRIED

3. SECRETARY - TREASURER

3.1 For Information

3.1.1 Financial Statement Discussion and Analysis

The Ministry of Education and Child Care requires Districts to submit a Financial Statement Discussion and Analysis which provides an analysis of its financial performance. The Secretary-Treasurer acknowledged:

- The Finance Team whose work throughout the year is consolidated into the financial statements: Claudia, Kerrie, Laura, Heather, Breanne, Naomi, Alecia, Donna, Mel, Claire, Dave, Louise and Erin;
- The Board for continuing to closely monitor the District's financial position and for implementing policies and practices that ensure sound financial management;
- The Auditors and their team for ensuring we would be ready today to present the statements.

The financial statements are intended to provide information to reader about the District's financial position. The purpose of the audit is for someone reading the financial statements to know they accurately reflect the financial activities of the School District. The year-end balances as at June 30, 2023 are compared to the annual budget that was adopted before the start of the school year, not the amended budget). The 2022-2023 budget was adopted prior to the collective agreements being finalized, the wage increases determined, and revenues to cover the increases being announced. Special purpose funding of \$818K was received to assist families with the increasing pressures of inflation. This money was used to provide grocery cards, fuel cards, purchase school supplies and assist with some basic medical expenses for students. During the school year Districts were required to do an analysis of potential future costs related to demolition of buildings for asbestos and lead paint abatement (Asset Retirement Obligations, or AROs). The District recognized an ARO of just over \$4M. The unrestricted surplus at June 30, 2023 was \$3.24M, down from \$3.85M the previous year. The draw down of the surplus was expected and is part of the Board's multi-year budgeting strategy. Having a healthy surplus allows for program stability during periods of high inflation.

3.2 For Action

3.2.1 Audited Financial Statements 2022-2023

Auditors Deron Freer and Trevor Won from Baker Tilly provided an overview of the financial statements and auditor comments. The District has again received a clean audit opinion.

Revenue was \$98.75M on a budget of \$91.8M and up from \$92.4M spent last year (an increase of 6.4%). The current year results will exceed the budget and prior year expenses because of increased funding to pay for the increased costs of the various collective agreements' wage increases. The Operating Grant was increased due to higher enrolment, salary increases, an increase in unique student needs funding, funding for collective agreement implementation, and investment revenue increase due to higher interest rates.

Expenses were also over budget and the prior year due to wage increases. Principal/Vice-Principal wages were over last year due to salary increases, medical leaves and replacement costs. EA wages were over the prior year and budget due to wage increases and a higher number of designated students requiring EA support. Support staff and other professional wages were also over budget and prior year due to wage increases. Substitute wages were up due to increased absenteeism and teachers on long-term leave. Employee Benefits increased as they are based on a percentage of wages. Salaries and benefits make up \$88.7M or about 90% of the budget, which is where the auditors focus a lot of their work.

Services and Supplies are pretty tight with \$10.2M spent on a budget of \$9.6M. Services are up over the prior year mainly due to increased legal fees, the creation of a new Malahat Liaison position and inflation.

Unrestricted Surplus sits at approximately \$3.2M on a total budget of about \$100M.

The auditors thanked the Secretary-Treasurer, Associate Secretary-Treasurer and Financial Team.

Moved by Trustee Sousa
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the 2022-2023 Financial Statements."

CARRIED

4. **ADJOURNMENT**

4.1 **Motion to Adjourn**

The meeting adjourned at 4:19 p.m.

Moved by Trustee Lise
Seconded by Trustee Sousa

"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 |

ACTION LIST FOR OPEN MEETINGS

| Description | Assigned To | Action | Disposition / Completion |
|---|------------------------------|---|--------------------------|
| September 5, 2023 | | | |
| Remembrance Day | Jason Sandquist | Contribute to the Remembrance Day wreaths for the cenotaphs at the City of Duncan, Chemainus, Lake Cowichan and Cobble Hill Remembrance Day ceremonies. | Completed |
| World Teachers' Day | Robyn Gray/ Cathy Schmidt | The matter of appropriate recognition of World Teachers' Day is referred to the Chair and Superintendent. | In progress |
| National Principals' Month – October | Robyn Gray/ Cathy Schmidt | The matter of appropriate recognition of National Principals' Month is referred to the Chair and Superintendent. | In progress |



September 15, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent
School District No. 79 (Cowichan Valley)

Capital Plan Bylaw No. 2023/24-CPSD79-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

Ministry of
Education and Child Care

Capital Management Branch
Resource Management Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

Page 1 of 4

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

| Project # | Project Name | Project Type | Comments |
|-----------|---|--------------|---|
| 150154 | Lake Cowichan Secondary (Old Stanley Gordon School) | Demolition | Project has been supported for planning. Your Regional Director will contact you regarding next steps |

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, CNCP, BEP, PEP

| Facility Name | Program Project Description | Amount Funded by Ministry | Next Steps & Timing |
|--|--|---------------------------|---|
| Lake Cowichan Secondary | SEP - HVAC Upgrades | \$750,000 | Proceed to design, tender & construction. To be completed by March 31, 2024. |
| Bench Elementary | CNCP - HVAC Upgrades | \$675,000 | Proceed to design, tender & construction. To be completed by March 31, 2024. |
| Lake Cowichan Elementary | PEP - Accessible Playground Equipment | \$195,000 | Proceed to design, tender & construction. To be completed by March 31, 2024. |
| Chemainus Elementary Community School, Chemainus Secondary, Discovery Elementary, Frances Kelsey Secondary, | FIP – Kitchen Equipment and Upgrade | \$170,000 | Proceed to design, tender & construction. To be completed by March 31, 2024. |

| | | | |
|--|--|--|--|
| George Bonner Elementary, Lake Cowichan Elementary, Maple Bay Elementary, Quamichan School, Tansor Elementary | | | |
|--|--|--|--|

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry’s Capital Asset Planning System (CAPS) online platform) will be available on the Ministry’s [Capital Planning](#) webpage by April 1st, 2023.

NOTE: School districts’ Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive, flowing style.

Damien Crowell, A/Executive Director
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Programs and Finance Unit, Capital
Management Branch

| | |
|----------------------------|------------------------|
| Submission Summary: | Minor 2024/2025 |
| Submission Type: | Capital Plan |
| School District: | Cowichan Valley (SD79) |

| Submission Category | Sum Total Funding Requested |
|---------------------|-----------------------------|
| SEP | \$200,000 |
| Total | \$200,000 |

| SEP | | | | | |
|----------------------------|---------|---------------|---------------------------|--|------------------|
| SD Category | Project | Facility/Site | Project Type | Project Description | Funding |
| 1 | 163525 | Various | Food Infrastructure (SEP) | Food Program infrastructure including: Fridge, Freezer, electric range, dry storage, delivery cart, pans and trays, microwave, plus electrical upgrades and infrastructure as required | \$200,000 |
| Submission Category Total: | | | | | \$200,000 |

| | | | |
|-------------------------|------------------------|----------------------------|------------------------------------|
| Submission | Minor 2024/2025 | Submission Category | Sum Total Funding Requested |
| Submission Type: | Capital Plan | BUS | \$2,223,738 |
| School District: | Cowichan Valley (SD79) | CNCP | \$1,600,000 |
| Open Date: | 2023-04-14 | PEP | \$195,000 |
| Close Date: | 2023-09-30 | SEP | \$1,325,000 |
| | | Total | \$5,343,738 |

| BUS | | | | | |
|----------------------------|----------------|----------------------|-------------------|---|--------------------|
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Funding Requested |
| 1 | 163673 | Transportation | Replacement | New floor required and crossbeams will need to be replaced will be taken off road 30/06/24 as per cvip, emission concerns blows black smoke, 60k-80k engine fix, 2021/22 parts \$16854, 22/23 parts \$3476 estimated cost of cross members 3@3700(3700 for 1) | \$247,082 |
| 2 | 163675 | Transportation | Replacement | extremely leaky engine and trans, high mileage, parts 2021/22 \$6164 22/23 \$2414 crossbeams will need to be replaced within the year, \$60k-\$80K to replace engine, blows black due to high hour count on engine | \$247,082 |
| 3 | 163685 | Transportation | Replacement | 2 crossbeam over axle needed @3700 est each, life span 1-2 years, very smoky high engine hours 60k-80k fix for emissions, 21/22 parts \$3876 labor \$2976, parts\$729 labor \$1872 | \$247,082 |
| 4 | 163668 | Transportation | Replacement | Replace bus with new, very sutty, lots of corrosion on cross members,(2 will need to be upgrades 2@3700est), major polluter this series lots of black and complaints from public 367855 kms 2021/22 parts \$10990 22/23 parts \$5728 77 series combustion buses blow black due to engine hour hitting 10000hours \$60k-\$80k to replace engine | \$247,082 |
| 5 | 163683 | Transportation | Replacement | 21/22 yr parts \$17367 labor \$4752, 22/23 yr parts \$1515 labor \$3072 very smoky, high engine hours 60k-80k needed for engine work emissions very smoky | \$247,082 |
| 6 | 163680 | Transportation | Replacement | smoky emissions, high engine hours, blows black lots of complaints 60k-80k engine to fix, 21/22 parts \$17474 labor \$1512, 22/23 parts \$4539 labor \$3648, 2 crossmembers will be coming up at rear axle and floor replacement within 2 years 2@3700est. | \$247,082 |
| 7 | 163679 | Transportation | Replacement | cross member @ rear wheels 2@ \$3700each needed , Parts 21/22 \$7257 labor \$2592, Parts 22/23 \$5401 labor 4764, | \$247,082 |
| 8 | 163681 | Transportation | Replacement | corrosion in rear 2 crossmembers will need replacement within 2 years(floor as well), Engine smokes high hours, engine and trans will require attention soon. 21/22 parts \$1086, labor \$1992, 22/23 parts 2674 labor \$3336 | \$247,082 |
| 9 | 163682 | Transportation | Replacement | very smoky and leaky, High engine hours engine will be requiring replacement 60k-80k, blows black smoke, 21/22yr parts 3876 labor 2976, 22/23yr parts \$729 labor \$1872 3 crossmembers @ 3700each | \$247,082 |
| Submission Category Total: | | | | | \$2,223,738 |
| CNCP | | | | | |
| SD | Project | Facility/Site | Project Type | Project Description | Funding |
| 1 | 163422 | Tansor Elementary | HVAC (CNCP) | Replace end of life gas boilers which are currently leaking and needing constant maintenance with new high efficient condensing boilers. Due to issues with leaking boilers, it is recommending pushing Phase II of the Bench Boilers to 2025/2026. The boilers at Tansor have become an emergent issue and should be replaced ASAP | \$900,000 |
| 2 | 159308 | Bench Elementary | HVAC (CNCP) | Phase II - Installation of Air Source Heat Pumps. Phase I completed in 2023/2024. | \$700,000 |
| Submission Category Total: | | | | | \$1,600,000 |
| PEP | | | | | |
| SD | Project | Facility/Site | Project Type | Project Description | Funding |
| 1 | 159304 | Khowhemun Elementary | Replacement (PEP) | Replacement of end of life wood playground equipment; to include inclusive and universal design play features. | \$195,000 |
| Submission Category Total: | | | | | \$195,000 |
| SEP | | | | | |
| SD | Project | Facility/Site | Project Type | Project Description | Funding |
| 1 | 163071 | Quamichan School | HVAC (SEP) | Replace Dust Collector system at Woodshop at Quamichan Secondary to address new Fire Code, safety requirements and end of life replacement. | \$675,000 |
| 2 | 163421 | Duncan Elementary | HVAC (SEP) | Addition of Dust collector system to the Wood Shop to comply with current fire codes. | \$650,000 |
| Submission Category Total: | | | | | \$1,325,000 |

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

| MEETING | DATE/TIME | LOCATION |
|--|-------------------------------------|---|
| Board Planning | October 10, 4:00 p.m. | Yuxwule' Eagle Room |
| DSAC (Trustee Schmidt) | October 12, 10:00 a.m. | Yuxwule' Eagle Room |
| VISTA Fall Conference/Business Meeting | October 13-14 | Vancouver Island Conference Centre, Nanaimo |
| Advisory Committee | October 17, 4:30 p.m. | Inspire Room |
| All Nations Indigenous Education Council | October 18, 10:00 a.m. – 12:30 p.m. | Ramada Inn |
| BCSTA Advocacy Day (Trustee Schmidt) | October 19 | Fairmont Empress, Victoria |
| DPAC (Trustee Thorne) | October 19, 7:00 p.m. | Yuxwule' Eagle Room/Zoom |
| Provincial Council (Trustee Croft) | October 20-21 | SFU, Vancouver |
| BEBC | October 24, 4:00 p.m. | Yuxwule' Eagle Room/Zoom |
| Climate Action Advisory Committee | October 27, 12:00 p.m. | Yuxwule' Eagle Room |
| Closed/Open Board Meetings | November 7, 3:30/4:30 p.m. | Yuxwule' Eagle Room |
| DSAC (Trustee Lise) | November 9, 10:00 a.m. | TBA |
| Community Consultation – Cowichan Secondary Closure and Disposal Process | November 14, 6:00 p.m. | Cowichan Secondary School Cafeteria |
| DPAC (Trustee Sousa) | November 16, 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 |