



AGENDA
Open Board Meeting

Tuesday, September 5, 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 September 5, 2023 Open Board Meeting."
3. MINUTES
 - 3.1 Minutes of the June 6, 2023 Open Board Meeting 4 - 14
"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the June 6, 2023 Open Board Meeting."
 - 3.2 Minutes of the July 6, 2023 Special Open Board Meeting 15 - 17
"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the July 6, 2023 Special Open Board Meeting."
4. RECOGNITION AND DELEGATIONS
 - 4.1 Jason Sandquist Recognition - 2023 Inductee to North Cowichan/Duncan Sports Wall of Fame
5. REPORT OF CLOSED MEETING
 - 5.1 Report of Closed Meeting
6. OLD BUSINESS
 - 6.1 Action List 18 - 19

7.	SUPERINTENDENT OF SCHOOLS	
7.1	Personnel	
7.1.1	Personnel Updates	
7.1.1.1	Principal/Vice-Principal Assignments	20
7.1.1.2	Postings	
7.2	For Board Information	
7.2.1	2022-2023 Framework for Enhancing Student Learning: Peer Review Report	21 - 25
7.2.2	International Student Program Update	
7.2.3	Superintendent's Update	
7.3	For Board Action	
7.3.1	Framework for Enhancing Student Learning Report 2023-2024 <i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves the Framework for Enhancing Student Learning Report 2023-2024."</i>	26 - 35
7.3.2	Remembrance Day <i>"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."</i>	
7.3.3	World Teachers' Day - October 5, 2023 <i>"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."</i>	
7.3.4	National Principals' Month - October <i>"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."</i>	
7.3.5	Long Service Recognition <i>"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."</i>	36
8.	SECRETARY-TREASURER	
8.1	For Board Information	
8.1.1	Summer Maintenance Projects	37 - 41
8.2	For Board Action	
8.2.1	Policy 8 - Board Committees <i>"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the revised Policy 8 - Board Committees as amended."</i>	42 - 55

- 9. COMMITTEES AND OUTSIDE ORGANIZATIONS
- 10. UPCOMING MEETINGS AND EVENTS
 - 10.1 Schedule of Upcoming Meetings and Events 56
- 11. CORRESPONDENCE
- 12. NEW BUSINESS
 - 12.1 Review Spelling of Cowichan Valley School District
- 13. QUESTION PERIOD
- 14. ADJOURNMENT
 - 14.1 Motion to Adjourn
 - "That there being no further business, the meeting be adjourned."*

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

**Tuesday, June 6, 2023, 4:30 p.m.
Yuxwule' Eagle Room (Boardroom)**

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
Robyn Gray, Superintendent
Jason Sandquist, Secretary-Treasurer
Sheryl Koers, Associate Superintendent
Mike Russell, Director of Communications
Margaret Olsen, Director of Human Resources
Jeff Rowan, Director of Inclusive Learning
Richard Dyle, Director of Operations
Claudia McMahan, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary**

APOLOGIES

Darlene Reynolds, Director of Inclusive Learning

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 Coast Salish people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Add 7.2.5 Superintendent Update

Moved by Trustee Lise

Seconded by Trustee Croft

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

CARRIED

3. MINUTES

3.1 Minutes of the May 2, 2023 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 May 2, 2023 Open Board Meeting."

CARRIED

4. RECOGNITION

4.1 Skills Canada Provincial Competitors

The Chair thanked Ryan Gough and Craig Lauridsen from the District's Career Education Department for all their efforts to support our students.

The seventeen District students who competed in the Skills Canada Provincial Competition were congratulated. The following students were in attendance and were recognized for their achievements:

- Cynthia Barry, a Cowichan Secondary/VIU dual credit student, received the silver medal in the Culinary Arts competition;
- Tayden Ross, a Cowichan Secondary/VIU dual credit student, earned the silver medal in the Carpentry competition;
- Christopher Merry was part of the four-member team from Frances Kelsey Secondary School who achieved a fourth-place finish in the Robotics competition (other team members are Tyler Bosence, Ethan Barnett and Kyle Faubert);
- Teammates Will Baker and Rhiannon Wynne from Frances Kelsey Secondary School received the silver medal in the Gear Bots Coding Challenge;
- Logan Robillard from Frances Kelsey Secondary, along with teammate Ryder Henning, competed in the Gear Bots Coding Challenge, finishing just out of the medals.

The following District students competed in the Provincial Competition but were not in attendance at the meeting:

- Haruki Ikemura from Cowichan Secondary who received the bronze medal for Cabinet Making;
- Levi Gary, a Cowichan Secondary/VIU dual credit student, earned the Refrigeration Air Conditioning Mechanic bronze medal;
- Jack Campbell and teammate Luke Doran, and London Gress and teammate Kyle Nisbet, all from Frances Kelsey Secondary, competed in the Gear Bots Coding Challenge, finishing just out of the medals;
- Taya Clarke, a Cowichan Secondary/VIU dual credit student placed fourth in the Hairstylist competition.

Congratulations to all our student competitors!

5. REPORT OF CLOSED MEETING

5.1 Report of Closed Meeting

Prior to the Open Meeting the Board met in closed session to discuss personnel, contracts and property items.

6. OLD BUSINESS

6.1 Action List

The action list was reviewed.

7. SUPERINTENDENT OF SCHOOLS

7.1 Personnel

7.1.1 Principal and Vice-Principal Updates

The following Principal/Vice-Principal assignments will be effective August 31, 2023:

- Jennie Hittinger, Principal, Lake Cowichan School;

- Penny Butler, Temporary Vice-Principal, Cowichan Secondary School;
- Lindy Thompson, Temporary Vice-Principal, Chemainus Secondary;
- TBA, Principal, Mill Bay Nature School (an internal/external posting will close June 15).

Advertising for positions in the Principal/Vice-Principal pools will go out in the near future.

7.2 For Board Information

7.2.1 Employee Recognition

7.2.1.1 Long Service Recognition

Long-service pins are being sent to Principals and Managers to present to staff during the month of June. Trustees who are interested in attending the recognition events at their liaison schools are asked to contact the school Principal. Pins for Principals/Vice-Principals will be presented at the July Principal/Vice-Principal meeting.

7.2.1.2 School District Retirement Dinner - June 12, 2023

The District Retirement Dinner will be take place from 4:30 - 7:30 p.m. on Monday, June 12, 2023 at Arbutus Ridge Golf Course. The event will include a welcome by the Board Chair, a group photo, and a buffet dinner. The MC will introduce retirees and read a brief bio, then a small gift will be presented by a Trustee.

7.2.2 School Calendar 2023/2024

The calendar for 2023/2024 has been finalized and is available on the District's website at <https://sd79.bc.ca/documents/2021/04/school-calendar-2023-24.pdf/>. The calendar includes early dismissal dates as well as the following non-instructional professional development dates: October 20, 2023, February 16, 2024, and May 3, 2024.

7.2.3 District Scholarship Update

Judging of the District Scholarship presentations is now complete and names of winners are being submitted to the Ministry of Education and Child Care. There will be 78 scholarships valued at \$1,250 awarded across the District, for total of \$97,500. The number of awards at each school is as follows:

- Chemainus Secondary - 5;
- Cowichan Secondary - 34
- Frances Kelsey Secondary - 24;
- Lake Cowichan School - 5;
- CVOLC - 10.

7.2.4 Annual Review of Quamichan School

On February 2, 2021, in response to concerns regarding student safety due to ongoing issues in the York Road corridor, the Board passed a motion determining that Quamichan School would remain an open campus subject to a list of conditions, including an annual review of the status of the school. In the years since the motion was made, substantial community connections have been formed, and changes to processes have been made.

School administrators reported approximately 15 incidents between Quamichan students (or inter-school conflicts) at unsupervised locations off campus, not involving

any of the unhoused community. The year also saw four highly public incidents take place, two of which are being explored by the RCMP. Staff also noted that Bylaw services have not been attending consistently due to staffing issues. Challenges that arise are being addressed through our partnerships and through Quamichan School.

The briefing note and February 2, 2021 motion were discussed.

Moved by Trustee Thorne

Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) rescinds the February 2, 2021 motion determining that Quamichan School will be an open campus subject to:

1. *The District and school administration to continue with their connection to York Road agencies and their supervision supports;*
2. *The Board of Education and District staff to have representation on the North Cowichan Safety Response Model Gap Analysis, formed to address community safety issues in the York Road area;*
3. *The current additional supervision support from the School District is to continue, i.e. Noon Hour Supervision, increased Blackbird security at lunch, presence of Quamichan administration at lunch in the corridor;*
4. *Quamichan School to continue the proactive student education work at the school;*
5. *A contractual form for parent signature to allow their student to leave the campus during school hours, understanding the limited supervision and releasing the School District from risk of liability will be instituted;*
6. *An annual review of the status of the school to be conducted by the Board of Education to ensure the safety of students is being well monitored."*

CARRIED

Moved by Trustee Croft

Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) makes a recommendation for future reporting in June of each year."

CARRIED

7.2.5 Superintendent's Update

Acknowledgements/Appreciation:

- Congratulations to Louise Thomson for being re-elected as President of the CVTU, Erin Harvie for being newly elected as President of the LCTA, and Erica Roberts for being re-elected Vice-President of the CVTU.
- Congratulations also to Carmen Sundstrom for being newly elected as Chair of DPAC for the 2023/24 school year, and Lysanne Hebden for being newly elected as Vice-Chair of DPAC.
- Sheryl Koers and Sarah Foster were recognized for their implementation of before and after school care early learning centres.

- Early Learning Coordinator (and Vice-Principal of Discovery Elementary) Brenda Lee, Early Learning and Child Care Manager Sarah Foster, Kindergarten teachers and community agencies were recognized for the success of the recent Ready Set Learn (community-based) and Ready Set Go (school-based) events.

Administrative Procedure 415 - Employee Recognition: This new AP sets out the process in which the District will recognize employees in both formal and informal ways. Included in this AP is the revised process for long-service recognition, the Shsi'em Ts-hay Recognition Program, Retirement ceremony, and impromptu recognitions. The AP is closely aligned with the Identity, Belonging, and Connection policy and ensures that any recognition is done in a culturally appropriate manner.

Pride Month: The Pride flag is flying at the School District Office, and many activities are happening at schools to recognize Pride Month. The district is pleased to be able to support the message of diversity and inclusion represented by those activities.

French Teacher Recruitment Funds: The District applied for and has been awarded \$12,500 from Make a Future's French Teacher Recruitment Fund to use for pre-approved initiatives in the categories of "Candidate and New Hires" (\$7,500) and "Outreach" (\$5,000).

District Student Advisory Council (DSAC) Leadership Retreat: Our DSAC students and staff traveled to Capernwray on Thetis Island May 15-16 to participate in a leadership retreat featuring kayaking, boating, swimming, beach volleyball, and activity challenges.

Frances Kelsey Secondary Student Alexa Dow: Alexa is currently the number 1 ranked female runner in Canada for both the 800m and 1500m events in the U18 category, and is just days away from realizing her lifelong dream of being named to the Canadian National Team. Alexa is ranked 3rd on a list of 17 athletes who will be chosen to represent Canada in the 2023 Commonwealth Youth Games, scheduled to take place in Trinidad and Tobago this August. Alexa currently holds provincial records in the 800m, 1200m, and 1500m events. Her performances at the BC Summer Games last July in Prince George earned her three gold medals, accompanied by new Summer Games records in all her events. Alexa is gearing up for the BC High School Track and Field Provincials taking place June 8-10. With her sights set on repeating her past success, she aims to defend her title by securing gold and setting new high school records in both of her events, just as she did last year.

7.3 For Board Action

7.3.1 National Indigenous Peoples Day

Moved by Trustee Croft
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) recognizes National Indigenous Peoples Day, June 21, 2023."

CARRIED

7.3.2 Cowichan Secondary School International Student Exchange to Lyon France

Cowichan Secondary School held its first student exchange to Lyon, France this past year, which received great feedback from students.

Moved by Trustee Thorne
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) grants approval in principle to the 2023/2024 Grade 11 French Immersion Student Exchange with Académie de Lyon."

CARRIED

7.3.3 Cowichan Secondary School Student Travel to Spain and France, Spring Break 2024

Four teachers are interested in taking 20-30 students on a trip next spring to experience the language, history, arts and culture in Spain and France. They are asking for the Board's approval in principle so they can move forward in developing the trip.

Moved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) grants approval in principle to the Cowichan Secondary School Educational trip to Spain and France during Spring Break 2024."

CARRIED

7.3.4 Equity Action Plan

Moved by Trustee Thorne
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Equity Action Plan as presented."

CARRIED

7.3.5 Strategic Plan Regeneration 2025-2030

The draft plan was reviewed. The last line on page 7, "Supported by Strategy Regeneration Council's work" will be removed.

Moved by Trustee Thorne
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the Strategic Plan Regeneration 2025-2030 as amended."

CARRIED

7.3.6 Revised Community of Care Pledge

Trustees discussed the language in the paragraph on values, and a recommendation was made to change "abilities" to "abilities and persons with disabilities."

7.3.7 Board/Authority Authorized Course Approval

Moved by Trustee Lise
Seconded by Trustee Sousa

*"That the Board of Education of School District No. 79 (Cowichan Valley), having consulted with the local First Nation(s), approves the submission of **BAA Indigenous Culture Through Visual Arts 10** to the Ministry of Education and Child Care to qualify for credit towards the Indigenous Focused Graduation Requirement."*

CARRIED

Moved by Trustee Croft
Seconded by Trustee Sousa

*"That the Board of Education of School District No. 79 (Cowichan Valley), having consulted with the local First Nation(s), approves the submission of **BAA Indigenous Technology 11** to the Ministry of Education and Child Care to qualify for credit towards the Indigenous Focused Graduation Requirement."*

CARRIED

Moved by Trustee Sousa
Seconded by Trustee Doman

*"That the Board of Education of School District No. 79 (Cowichan Valley), having consulted with the local First Nation(s), approves the submission of **BAA Indigenous Technology 12** to the Ministry of Education and Child Care to qualify for credit towards the Indigenous Focused Graduation Requirement."*

CARRIED

8. SECRETARY-TREASURER

8.1 For Board Information

8.1.1 School Board Office Summer Hours of Operation

The School Board Office closes in summer to allow staff to take vacations and for the year end process to be completed. The schedule for summer hours was reviewed.

8.2 Cowichan Secondary School Closure and Disposal Consultation

The 73-year-old Cowichan Secondary School is being replaced by the new Quw'utsun Secondary School for safety purposes. The Board will need to determine whether to close the school, following the process set out in Board Policy 14 - Consolidation and Closure of Schools, which includes a consultation process. Should the site no longer be required for future use, the Board will be in a position to decide the future of the property. Administrative Procedure 519 - Disposal of Land or Improvements sets out the process to dispose of the property or enter into a long-term lease of the site, which also includes a consultation process. The Board is not required to wait for the new school to be completed and the students relocated before beginning these processes.

Moved by Trustee Thorne
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) gives notice of intent to close Cowichan Secondary School following the opening of Quw'utsun Secondary School and immediately commences the consultation process required under Policy 14 Consolidation and Closure of Schools."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley), concurrently with the Consolidation and Closure of Schools process, consults on future uses of Cowichan Secondary School following the process required under Administrative Procedure 519 Disposal of Land and Improvements."

CARRIED

Moved by Trustee Sousa
Seconded by Trustee Thorne

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

1. *The advisability of keeping Cowichan Secondary School in reserve for future educational purposes;*
2. *Alternate public use of Cowichan Secondary School by a local government or a community organization;*
3. *Use of Cowichan Secondary School by an Independent School;*
4. *Use of Cowichan Secondary School by Conseil Scolaire Francophone;*
5. *The advisability of entering into a long-term lease of the property to a private interest; and*
6. *The advisability of selling the property for fair market value to any other person."*

CARRIED

Moved by Trustee Sousa
Seconded by Trustee Thorne

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

1. *Advertising in local papers and the Cowichan Valley School District social media accounts that the Board is considering the closure of and possible disposal or long-term lease of Cowichan Secondary School, inviting feedback from community organizations and individuals;*
2. *Send letters to each local government within the School District's boundaries advising that the Board is considering closure and possible disposal or long-term lease of Cowichan Secondary School and offering to meet with representatives of those local governments if they so choose; and*
3. *Hold one public meeting, date, time and location to be determined and advertised."*

CARRIED

9. COMMITTEES AND OUTSIDE ORGANIZATIONS

9.1 Motions arising from the Board Education and Business Committee

Moved by Trustee Croft
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) authorizes the 2023-24 Cowichan Secondary School Rugby Academy Fees be set at \$5,500 for local district students and out of province, and \$15,000 for International students."

CARRIED

Moved by Trustee Doman
Seconded by Trustee Sousa

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the revised Policy 1 - Foundational Statements as amended."

CARRIED

Moved by Trustee Thorne
Seconded by Trustee Strachan

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the revised Policy 7 - Board Operations as presented."

CARRIED

Moved by Trustee Lise
Seconded by Trustee Doman

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

CARRIED

9.2 Motion arising from the Climate Change Committee

Moved by Trustee Sousa
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the Climate Change Committee Terms of Reference that were update at the May 26, 2023 Meeting for inclusion in Policy 8 – Board Committees."

CARRIED

9.3 Minutes of the April 14, 2023 Climate Change Committee

Moved by Trustee Sousa
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Minutes of the April 14, 2023 Climate Change Committee Meeting."

CARRIED

9.4 Minutes of the April 25, 2023 BEBC Meeting

Moved by Trustee Sousa
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Minutes of the April 25, 2023 BEBC Meeting."

CARRIED

9.5 Highlights of the May 11, 2023 DSAC Meeting

Moved by Trustee Strachan
Seconded by Trustee Croft

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Highlights of the May 11, 2023 DSAC Meeting."

CARRIED

9.6 Highlights of the May 16, 2023 Advisory Committee Meeting

Moved by Trustee Croft
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Highlights of the May 16, 2023 Advisory Committee Meeting."

CARRIED

9.7 Minutes of the May 18, 2023 DPAC Meeting

Moved by Trustee Thorne
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Minutes of the May 18, 2023 DPAC Meeting."

CARRIED

9.8 Minutes of the May 18, 2023 DPAC Annual General Meeting

Moved by Trustee Croft
Seconded by Trustee Strachan

"That the Board of Education of School District No. 79 (Cowichan Valley) receives the Minutes of the May 18, 2023 DPAC Annual General Meeting."

CARRIED

10. UPCOMING MEETINGS AND EVENTS

10.1 Schedule of Upcoming Meetings and Events

The schedule of upcoming meetings and events was reviewed.

11. CORRESPONDENCE

12. NEW BUSINESS

12.1 21st Century Furniture Fundraising

There is sufficient funding to furnish the new Quw'utsun Secondary School with 21st century furniture, but many other schools are still using old desks. Trustees will discuss community fundraising to purchase 21st century furnishings for other schools at a future Board Planning Meeting.

13. QUESTION PERIOD

Regarding Agenda Item 7.2.4 Annual Review of Quamichan School:

Q: Why is the School Board not advocating for either Bylaw, RCMP or Footprints to be on (York) Road at lunch? I have been there three days and have noticed they do not show up any more - supervisors said there is no security to call the RCMP.

A: The Chair advised that at recent meetings she, the Superintendent and Secretary-Treasurer attended, which also included representatives of the Municipality of North Cowichan, Bylaw Enforcement and the RCMP, they was told that the services and supports were still in place. This will be addressed.

Q: What is being done to prevent student exposure to OPS - addicts daily? Causing stress and vulnerability by students. Middle school students prefer open campus as teens but not exposure to addicts.

A: Quamichan's staff and leadership work with Island Health and a number of other organizations to provide education for students. Exposure is a concern, and although students would prefer an open campus safety is the number one consideration. It is the work of the Principal and Vice-Principal to engage with the parents and students regarding the campus remaining open or closing.

Regarding Agenda Item 8.2 Cowichan Secondary School Closure and Disposal Consultation:

Q: Is it possible for the old building to be designated night time interest courses for community?

A: The Board will use feedback gathered from the consultation process for closure and disposal to determine the future of the site.

14. ADJOURNMENT

14.1 Motion to Adjourn

The meeting adjourned at 5:40 p.m.

Moved by Trustee Sousa
Seconded by Trustee Strachan

"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, July 6, 2023, 4:15 p.m.
Via Zoom

PRESENT

Trustee Cathy Schmidt, Chair
Trustee Elizabeth Croft, Vice-Chair
Trustee Randy Doman
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
Darlene Reynolds, Director of Inclusive Learning
Claire Spencer, Recording Secretary

APOLOGIES

Trustee Cindy Lise
Jeff Rowan, Director of Inclusive Learning
Claudia McMahon, Associate Secretary-Treasurer

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 4:17 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 July 6, 2023 Special Open Board Meeting."

CARRIED

3. SECRETARY - TREASURER

3.1 For Action

3.1.1 2023/2024 Five-Year Capital Plan School Food Infrastructure Program (FIP)

A request for \$200,000 to purchase commercial refrigerators and freezers for each school in the District was submitted. This equipment would support the Feeding Futures food program and provide storage for food from Nourish Cowichan. If the District does not receive the full request, equipment will be distributed according to the priority list based on need.

Moved by Trustee Thorne
Seconded by Trustee Doman

"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 2023/2024 as submitted to the Ministry of Education and Child Care."

CARRIED

3.1.2 2024/2025 Major Capital Plan Submission

The \$250M major capital submission, which ranks additions, renovations, upgrades, new schools and school site acquisitions, was reviewed and discussed.

Moved by Trustee Thorne
Seconded by Trustee Croft

"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 (Major 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

3.1.3 2024/2025 Five-Year Capital Plan Building Envelope Program (BEP)

The \$2.5M submission is to upgrade and repair the building envelope at Alex Aitken Elementary.

Moved by Trustee Sousa
Seconded by Trustee Doman

"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 (Building Envelope Program) for 2024/2025, as provided on the Five-Year Capital Plan Summary for 2024/2025 submitted to the Ministry of Education and Child Care."

3.1.4 Feeding Futures Fund

Item 3.1.4 Feeding Futures Fund was added by unanimous consent during the meeting.

The plan to distribute the Feeding Futures Grant in the amount of \$1,018,779 for the upcoming school year was presented and discussed. The plan includes:

- \$218,287 for Lunch Program Assistants to distribute food to students (\$120,000 beyond the \$98,287 previously committed);
- \$620,000 for Nourish Cowichan, which is an increased from \$308,000 in 2022-2023;
- \$128,500 for School Food Grants;
- \$51,992 being held in contingency.

Moved by Trustee Sousa
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the 2023-2024 Feeding Futures Expenditure Plan."

CARRIED

4. ADJOURNMENT

4.1 Motion to Adjourn

The meeting adjourned at 4:32 p.m.

Moved by Trustee Sousa
Seconded by Trustee Doman

"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
May 2, 2023			
Pride Flag	Robyn Gray	Fly the Pride Flag from May 31, 2023 to the end of June to symbolize the Board's support of diversity and inclusion	Completed
Consent Agendas	Jason Sandquist	Revise Policy 7 – Board Operations to include the option to use consent agendas and bring the revised Policy to an upcoming BEBC Meeting.	Completed
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

ACTION LIST FOR OPEN MEETINGS

Description	Assigned To	Action	Disposition / Completion
-------------	-------------	--------	--------------------------

JUNE 6, 2023 (continued)			
Cowichan Secondary School Closure and Disposal	Jason Sandquist	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
Effective August 1, 2023



South Zone:

School	Principal & Vice-Principal
Bench Elementary	Principal - Scott Jackson Vice-Principal - Kyla Bridge
Ecole Cobble Hill Elementary	Principal - Ian Zibin Vice-Principal - Grant Mellemstrand
George Bonner Elementary	Principal - Updesh Cheema Vice-Principal - Delyth Morgan
Discovery Elementary	Principal - Dani Morrow Vice-Principal - Brenda Lee
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
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 - Ashley Bell

Central Zone:

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

District/Learning Services:

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

Updated June 30, 2023

SD 79 – Cowichan Valley Peer Review Consensus

This report summarizes the outcomes for SD 79's focussed conversation with the peer review team about continuous improvement. Sector volunteers and the district team co-developed strengths and considerations in three focus areas. The peer review teams consisted of members from the following associations:

- British Columbia School Trustees Association (BCSTA)
- BC Schools Superintendents Association (BCSSA)
- BC Association of School Business Officials (BCASBO)
- Metis Nation British Columbia (MNBC)
- B.C. Principals' & Vice Principals' Association (BCPVPA)

Cowichan Valley School District is located on Vancouver Island on the traditional lands of the Coast Salish Peoples, specifically the lands of the Ts'uubaa-asatx, Penelakut, Halalt, Lyackson, Stz'uminus, Malahat, and Quw'utsun Peoples. The district has 17 schools spread through Duncan, Crofton, Cobble Hill, Cowichan Bay, and Lake Cowichan. The district also serves Thetis Island and Penelakut Island, with some students ferrying to Chemainus after grade 7. The district is surrounded by several independent schools and high-priced private schools; however, student enrollment is higher in public schools, despite a high number of transfers after the most recent teacher job action. Over 50% of the district's student population takes the bus to school. The Cowichan Valley district supports and services students from Cowichan Nation, the biggest nation in B.C., and 7 smaller nations. The Cowichan Nation is made up of villages with boundaries set by settlers/the Indian Act.

Consensus Focus Areas:

Focus Area 1 – Strategic Engagement Consensus

Activated an effective Strategic Engagement process, with a priority on engaging Indigenous Peoples and communities, First Nation communities, and other equity seeking groups.

Strength: The district uses engagement as a restorative practice. They foster purposeful relationships that begin with a deep understanding to create the space for intentional work.

Evidence: The district has weekly, biweekly, monthly, and/or quarterly meetings to remain engaged with district partners. The district has monthly engagement with each of the 8 Nations, quarterly engagement with an All-Nations meeting, and the monthly Indigenous District Parents' Council meeting (IDPAC).

Strength: The district continually lives their strategic plan priorities through external and internal systems, processes, communications, and in all aspects of planning.

Evidence: In communications, the district's Storytelling Strategy is tied to the strategic plan. Evidence provided to the Board and partners explicitly ties to strategic plan goals. They also have in place Frameworks, FESL (school plan) processes. Strategic priorities are present in bargaining and are a guide for the Board in budget preparation.

Consideration: The district aims to support schools in their creation of a restorative practice for family, student, and staff engagement that addresses current and historical barriers.

Evidence: Framework for Enhancing Student Learning school plans, Street Data, code of conducts, Inclusive Education Survey, communication within LEA agreements, information sharing with local Nations, and ongoing sharing.

Focus Area 2 – Alignment Consensus

Adjusted their District Operational Plans to align with their student learning goal(s) as articulated within the Board's Strategic Plan.

Strength: The district intentionally funds what they value and aligns the yearly budget and all operational district plans behind the strategic plan.

Evidence: Plans within the district.

Strength: The strategic plan permeates the organization and shows up in meaningful ways from classrooms up through the district level.

Evidence: Literacy Framework and Mental Health Framework.

Consideration: The district notices they need to continue to share transparent processes related to the district budget development.

Evidence: The process of building the district's budget stretched out over time.

Focus Area 3 – Data and Evidence Consensus

Reviewed, analyzed, and interpreted classroom, school, district, and provincial data (including the Framework required data set) to illuminate emerging areas of need and inequities of student learning outcomes and to determine progress being made.

Strength: A strength of the district is the regular collaboration to interpret evidence, data, and stories with special attention to Indigenous students. They have a continued focus on meeting with community partners to review data.

Evidence: Monthly meeting with community partners. Information is collected regularly (once per month with each of the 8 Nations and bi-monthly as All Nations) in meetings with key rightsholders. Members are informed of students' progress and are given opportunities to provide input into planning and budgeting, which supports Indigenous student achievement. LEA and MOUs reflect purposeful and planned engagement with all 8 local Nations. There is time built in to reflect and review LEAs (up to 2026-2027).

Strength: The district uses multiple data points that include triangulated evidence from multiple sources.

Evidence: There is evidence of snapshot data throughout the Enhancing Student Learning report. Specifically, on pages 6 and 10, there are examples of ministry, district, and local assessment data and evidence. The data informs goals and plans, i.e., Mental Health Literacy (MHL) and Social Emotional Learning (SEL) plans.

Consideration: An area for further consideration is how the district supports each of the schools to analyze, interpret, and use data evidence in more robust ways to develop interventions and actions to ensure equitable outcomes for all learners.

Evidence: The district gathers student voices although evidence needs to be more accessible to school staff.

District to answer

District Commitment

How will the feedback from the Peer Review affect your strategic and actions plans in the future?

1. The district will make the annual budget process more transparent to all partners.
2. The district will make data and evidence readily accessible to schools in order to support actions and interventions for students' learning.



June 6, 2023

Ref: 290464

Robyn Gray
Superintendent
School District No. SD 79 (Cowichan Valley)

Email: rgray@sd79.bc.ca

Dear Robyn:

RE: Framework for Enhancing Student Learning Peer Review Report

As we finish the second year of implementation for the Framework for Enhancing Student Learning, I want to thank you for your participation in the peer review process. It is encouraging to see the deep focus you are bringing to support all children succeed in life, both for your local community and others. The spirit and intent of the Framework for Enhancing Student Learning is collective continuous improvement to align our efforts across the system to improve outcomes for all students in British Columbia, with a particular focus on addressing persistent equity gaps and this focus is evident in your efforts and ongoing work.

As you know, the attached report consists of district strengths and considerations discussed with you during your peer review to help inform future strategic planning and continuous improvement. The three focus areas of our discussions and reflected in the report are the following:

- Data and Evidence
- Strategic Engagement
- Alignment

The Ministry is pleased to share this report with you to reflect the discussion and provide feedback in relation to these three focus areas associated with effective continuous improvement planning. Please allow me to emphasize that the intent of this feedback is to support continuous improvement, and that it is intended to build upon what is already recognized as a deep commitment to improving student outcomes in your school district.

Through this work, we continue to collectively build capacity within the education system and foster robust strategic and continuous improvement planning practices. The work we are undertaking together, as one system, is foundational to our shared purpose of developing educated citizens and to addressing persistent inequities in opportunities and outcomes for Indigenous students, students with disabilities/diverse abilities and children and youth in care.

I look forward to continuing to refine our continuous improvement review program informed by sector input and progress and to improving our shared efficacy for effective planning for the benefit of all students in BC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cloe Nicholls', written in a cursive style.

Cloe Nicholls
Assistant Deputy Minister

Attachment: Peer Review Feedback Report 2022/23

pc: Cathy Schmidt, Board Chair
Jason Sandquist, Secretary Treasurer



COWICHAN VALLEY
School District

Framework For Enhancing Student Learning



2023 - 2024

Focusing Our Work

Foundational Guides

The Educated Citizen

**First Peoples
Principles
of Learning**

**Organization for
Economic Co-
operation and
Development -
Future of Education
and Skills 2030**

**BC Tripartite
Education
Agreements**

**Declaration of the
Rights of Indigenous
Peoples Act - Action
Plan**

**Truth and
Reconciliation Report**

From the Board of Education

The Board of Education for the Cowichan Valley School District is proud to release our third comprehensive Framework for Enhancing Student Learning (FESL). This document is a careful summary of the detailed and thoughtful work that is being done every day in our district.

Our district serves over 8600 learners, seven local Indigenous communities, members of the Métis community, various areas of the Cowichan Valley Regional District, the Municipality of North Cowichan, the City of Duncan, and the Town of Lake Cowichan. With over 1400 employees, we are the largest employer in the region and provide exceptional learning opportunities to our students on a budget of just over \$110 million dollars.

Our progress towards our goals in 'Beyond Education' Strategic Plan 2020-2024 and our Framework for Enhancing Student Learning document is carefully measured through a revised assessment and data collection process, survey results, and satellite, map, and street data. This document will give an overview of this work in several key areas and speak to how we now measure and account for our results.

The Cowichan Valley School District is now in the final year of operationalizing 'Beyond Education', our visionary Strategic Plan. This plan was grounded in data and focused through deliberate conversations, including opportunities for every family, student, and staff member to have their voice added to the creation of this plan.

With a Strategy Regeneration on the horizon for 2024, we are focusing our efforts on ensuring the process to regenerate our Strategic Plan is restorative for the diverse communities we serve.

"The impact of children walking through their own neighborhoods, waving at grandparents, parents and others is powerful. Children can be heard sharing, "that is my Grandma's house", "that is where me and my family go kayaking", or "this is my favourite forest", as they walk around the town. Students and community members experience the connectedness of sharing the same places and spaces, and children are always excited to write, read, and talk about their very personal explorations and experiences in their town. Rain or shine, students find that learning takes place both in and outside of school, and that they are part of a community that loves and embraces each and every one of them."

Learner Snapshot

What does the Data Say?

FSA - 2022 / 2023

FSA updated and changed by Ministry in 2021

Literacy Proficiency*

58% Gr 4

53% Gr 7

Numeracy Proficiency*

45% Gr 4

40% Gr 7

Participation

87% 2022

*proficient or exceeding

Student Development

Background

Our district continues to focus on our primary goal for learning: Develop competent, agile learners who are creative, critical and social thinkers that have the capacity to be global citizens.

We continue to reflect, review data, and identify next steps that align with our commitment to ensure equitable outcomes for our xe' xe' smun'eem, our sacred children.

Intellectual Development

Intellectual development is the ability of students to analyze critically, reason and think independently, acquire basic learning skills and bodies of knowledge. In addition, we strive to develop in students a lifelong appreciation of learning, a curiosity about the world around them, and a capacity for creative thought and expression.

A key goal in our strategic plan focused on the improvement of students' foundational skills in literacy and numeracy. Action items to address this goal included the development of literacy and numeracy frameworks, development of assessments to effectively monitor student progress, professional learning experiences for educators, and identification of evidence based resources and practices. In addition, we have developed literacy and numeracy assessments that reflect the purpose of universal screeners (checking on all learners' progress) and common formative assessments that brings connection across our district.

"I am getting better at reading"



2021/22



2022/23

Our Commitment

As our district continues the focus on improved foundational skill outcomes, we continue to ensure learning experiences and approaches reflect Indigenous perspectives and a culture of care. For instance, district wide assessments are designed to learn about our learners, provide multiple opportunities to demonstrate learning, and are play based in the primary years.

The following outlines additional key actions to enhance the learning outcomes of students.

- Provided side by side in-service for teachers in response to learning needs of their class.
- Launched a real-time data system.
- Realigned coordinator roles to increase focus on student achievement and inclusive practices and be school-based for increased support in schools.
- Established a school administrators' learning group focused on social-emotional / behavioural needs of learners.
- Access to computer assisted reading interventions to Indigenous learners.

Learner Snapshot

What does the Data Say?

Human and Social Development

76% Students feel welcome and safe at their school

61% Students feel a sense of belonging at their school

79% Staff indicate that they are confident in creating culturally responsive environments where all students and staff feel safe and welcome

Student Development Continued

Human and Social Development

“Our learners share a deep connection with each other, staff, and community. Empathy and compassion are witnessed daily. Our learners are caring, active, supportive, friendly, helpful, social, accepting, inclusive and want to do well.”

69% Students report that they know 2 or more adults at their school care about them

68% Staff indicate that they believe their school or workplace creates safe and welcome environments for all students and staff

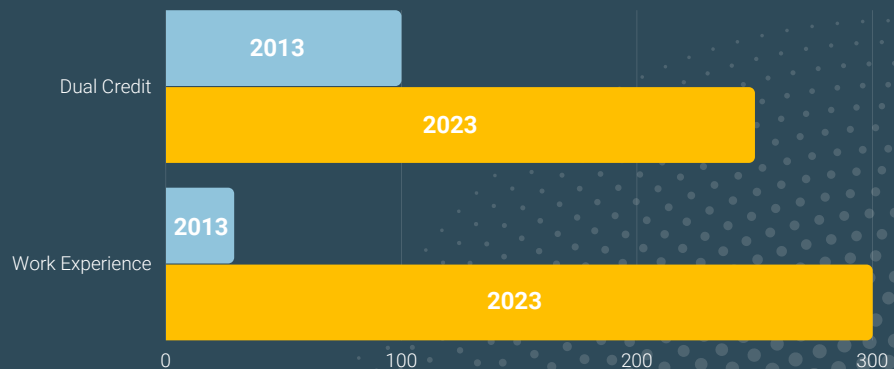
96% Staff indicate that they intentionally build healthy relationships with students

Career Development

“At the end of the day, we want all our students to be smiling and wanting to return to school the next day, looking forward to what learning adventures they will encounter next!”

As we work to prepare students to attain their career and occupational objectives and to assist in the development of effective work habits and the flexibility to deal with change in the workplace, we continue to expand and enhance exploring career opportunities K – grade 12. We also continue to encourage and support initiatives and programs that embrace innovative practices that highlight real world experiences.

Participation in career programs continues to trend upwards. Ten years ago, there were 100 secondary students enrolled in dual credit courses and now we have almost 250 students. Similarly, ten years ago 29 students were doing work experience, now the district has close to 300 students participating. Over 300 secondary students are enrolled in Youth Explore Trades Skills programs in the district.



The Cowichan School District has been recognized by SkilledTradesBC as a leader in the Province for the numbers of youth participating in our Careers programs.

Indigenous Learners

Supporting Indigenous Learners

The Cowichan Valley School District consists of 1727 (Approx. 20%) Indigenous students with 594 living on reserves. There are eight Nations: Stz'uminus, Halalt, Lyackson, Penelakut, Cowichan, Ts'uubaa- asatx, Malahat as well as the Métis Nation with whom we are fortunate to have meaningful and collaborative relations. Monthly individual meetings with each Nation and bi-monthly All-Nations meetings allow for on-going collaboration and feedback. As key rights-holders, they are informed of their students' progress and provide input into planning and budgeting. This transparent partnership has helped us take the necessary steps towards improving Indigenous student achievement.

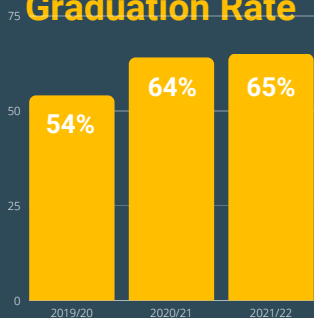
The Cowichan Valley School District has current Local Education Agreements with Stz'uminus, Halalt, Penelakut and Cowichan with Memorandums of Understanding in place with Ts'uubaa-asatx, Lyackson and Métis Nation. All of the agreements are on a review and renewal cycle going forward.

The school district is committed to being responsive to the Equity In Action Plan. Priorities from a Human Resource lens include increasing the number of people with Indigenous ancestry in all areas of the organization to better reflect the students and communities we serve. Currently, there are Indigenous support workers in every school. Hul'q'umi'num language and culture and Métis cultural teaching is offered at all schools in the district.

"The district has partnered with the Nature Society and Cowichan Tribes to pilot an outdoor program at Quamichan school to reengage students in their educational program. The idea is to expand this program to all areas of the district with multiple Nations."

What does the Data Say?

Six-Year Indigenous Graduation Rate



FSA - 2022 / 2023

Literacy results for Indigenous learners

On Track / Extending

41% - Gr 4
87% Participation Rate

35% - Gr 7
89% Participation Rate

Graduation Assessment

48% - Gr 10
53% - Gr 12

District Data

The district is committed to improving Indigenous learners' academic success through targeted support strategies based on assessment data. This work is supported by classroom teachers, school administration and district coordinators.

Our district continues to collect Indigenous Student Snapshot Data twice a year utilizing a colour-coded scale based on a compilation of school staff observations of Academic success, Social Emotional needs and Attendance. In the upcoming year the district will have an increased focus on specific responses to the data.

Academic-Social Emotional-Attendance "Red/Yellow/Green" Spring Data for 2022-23 School Year



Learners with Diverse Abilities

Supporting Learners with Diverse Abilities

Background

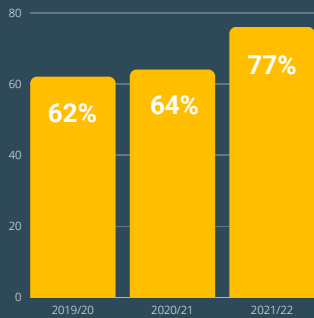
Our district strives to create inclusive, culturally safe, and trauma informed learning environments. Our district team and school-based Inclusive Learning staff continually collaborate to identify instructional practices and structures that support students' diverse learning needs.

To address emerging needs in schools, two Inclusion Support Teams have been organized. These teams include Inclusion Support Coordinators (teachers), Behaviour Intervention Specialist and Complex Needs Education Assistants. These teams will partner with school teams to develop programming and structures to support children with complex learning and/or behaviour support needs. In addition, coordinators of student achievement work across the district to promote the foundational skill development of all learners. Recent FSA data indicates that our district is closing the gap in literacy for our students with designations (Grade 4).

To promote equity of support across the system, a School Based Team (SBT) Guide will be implemented in the fall of 2023. The guide re-establishes common practice across the system for SBT processes, referrals, accessing district resources and collaborating with families and outside agencies.

What does the Data Say?

Six-Year Graduation Rate



FSA - 2021 / 2022

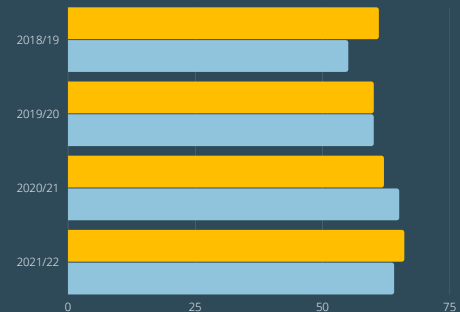
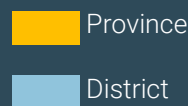
FSA results for Learners with Diverse Needs

Literacy Proficiency

2021-22 to 2022-23 Results

Gr 4	35% - 57%
Gr 7	33% - 29%
Gr 10	42% - 53%

"I feel welcome at school"



Our Commitment

The district is continuing to implement and extend the following initiatives:

- Using competency-based Individual Education Plans with measurable goals to identify and support both strengths and stretches for each learner.
- Focusing on UDL (Universal Design for Learning) through district-wide initiatives as well as with learning opportunities with counsellors, learning assistance and resource teachers, education assistants and other district itinerant specialist staff.
- Creating safe and inclusive environments – UKERU, EASE and CALM ongoing training throughout 2023-24 (Targeted focus for District Non-Instructional Day Nov. 2023).
- Implementing goals from Mental Health Plans developed by all schools that are informed by survey data collected from students, parents, and staff.
- Revised School Based Team Guide with guided support for staff.
- Activating Inclusion Support Teams.
- Supporting zone-based EAs to provide continuity of care.
- Moving all coordinators to home school locations for increased in-school support.

Children in Care

What we're learning

Education and Training

CALM Curriculum
Expanded to Gr 2&3

EASE
Everyday Anxiety Strategies for Educators
K-9

Mental Health Literacy
Gr 10-12

UKERU
Trauma-informed Non-violent Crisis Intervention
All staff

SOGI 123
All schools

Supporting Children in Care

To continue to support students in care to thrive, we are in the process of creating a database that allows staff to accurately track supports in place, both in district and in the community. We are also cultivating a meaningful and productive partnership with local representatives from Ministry of Children and Family Development, and Indigenous Social Services organizations: Lalum'utul Smun'eem, and Kw'umut Lelum.

We carefully and continuously monitor data relative to literacy, numeracy, social emotional learning, and attendance for children in care, and use that data to support decisions about educational supports and interventions.

One example of a district-wide data set is the colour-coded scale which is collected twice per year:



This data is a compilation of academic, social-emotional and attendance observations by school staff, and allows us to focus on programs and interventions that could lead to improved outcomes for students as individuals and also to look at the general trends for all students in care.

Our Commitment:

- All schools have developed a Mental Health Plan informed by survey data collected from students, parents, and staff and will continue to actively implement goals from the plans.
- Continue to action the revised School Based Team District Guidelines which ensure that Program Managers are directly involved in planning for supports for children in care.
- Planning ahead for students in care who are transitioning from one program to another, including school to school, out of district and beyond school.

Our Next Steps:

- Establish consistent communication strategies to ensure that each child's story is well-known and current.
- Establish regular and specific conversations with Lalum'utul Smun'eem, and Kw'umut Lelum for the purpose of monitoring student success and checking in on wellness.
- Focus professional learning on trauma informed structures such as EASE, CALM, UKERU and Mental Health Literacy.
- Ensure that every child in care is known to a staff ally who monitors their academic, social emotional and attendance success. What we know: Student Learning Survey of all children in care in the district: 64% said they believe there are adults who care about them in the building. 44% said they feel welcome at school. 42% said they feel they belong at school.

Review Cycle

Data-Driven Planning

Beyond Education Strategic Plan 2020-24

Operational Plan 2020-24

Supporting Plans 2020-24

- Operations
- Human Resources
- Finance
- Technology
- Communications

School Based Plans Developed Yearly

Engagement and Review

We have developed a systematic engagement and review cycle that ensures our plans are alive and agile, adapting to new data and information.

Indigenous Education Engagement

Each month, the district meets individually with each of the seven Nations and Métis Nation, to review student progress. The district also hosts an All-Nations meeting where it reviews the district planning process four times per year.

Additionally, the Board has just convened an All-Nations Indigenous Education Council to formally recognize the government-to-government relationship and continue the dialogue regarding policy direction setting, resources, and budget.

Framework for Enhancing Student Learning

School based plans are reviewed at a minimum of 3 times per year. This review is done through a consultancy approach at a district level. The intention of this process is to have a continual review of the plans and review map, satellite and street data to refine areas of focus at each school.

Further to this district overview, each school continues to engage with their communities to refine their planning.

The Board of Education also invites schools to attend the Board Education and Business Committee to present their Framework for Enhancing Student Learning. This way the Board has an in-depth understanding of the schools' direction.

Partnerships

The district engages regularly with MCFD, Kw'umut Lelum, Hiiye'yu Lelum, Ts'ewultun Health, and Clements Centre to ensure proper family and student supports are in place. These meetings create the space to share information and review actions to for personalized learning.



Local Context

Board Response to Input

Additional Funding

- **Increased Mental Health Supports**
- **Additional Climate Action Funding**

Transparency in Financial Planning

Supporting Plans

- **Long Range Facilities Plan**
- **2023-26 Financial Plan**
- **Financial Statement Discussion and Analysis**

Community Input and Budget Transparency

Preparing the Board's budget and ensuring it aligns with the goals outlined in the Strategic Plan and the Framework for Enhancing Student Learning is one of the key responsibilities of the Board of Education. The Board commits to creating this budget in a transparent manner, inclusive of robust community engagement and input opportunities. For this reason, the Board has extended the budget process to ensure there is ample time and opportunity for this community feedback.

The Board's budget process is shown in this framework:

When	What	Who
January	<ul style="list-style-type: none"> • Introduction to Budget • Development of Budget Guiding Principles 	<ul style="list-style-type: none"> • Board Education and Business Committee
February	<ul style="list-style-type: none"> • Adoption of Guiding Principles • Community Survey (Online and Newsletters) • Liaison meetings with Partner Groups and local Indigenous Nations • Enrollment projections • Seek feedback and perspectives on Budget Assumptions • Public budget meeting 	<ul style="list-style-type: none"> • Open Board Meeting • Whole Community • Trustees meet with Partners and Nations • Secretary Treasurer • Advisory Committee
	<ul style="list-style-type: none"> • Review Budget Assumptions and feedback from survey and public meeting 	<ul style="list-style-type: none"> • Open Community Meeting • Board Education and Business Committee
March	<ul style="list-style-type: none"> • Ministry Funding Announcement • Review Ministry formula and funding announcement and begin to develop options 	<ul style="list-style-type: none"> • Secretary Treasurer • Board Education and Business Committee
April	<ul style="list-style-type: none"> • Update Board on budget process • Explore options for balancing budget 	<ul style="list-style-type: none"> • Open Board Meeting • Special Board Education and Business Committee
	<ul style="list-style-type: none"> • Develop Budget drafting instructions 	<ul style="list-style-type: none"> • Special Board Education and Business Committee
	<ul style="list-style-type: none"> • Recommend balanced Budget to Board 	<ul style="list-style-type: none"> • Board Education and Business Committee
May	<ul style="list-style-type: none"> • Adoption of Budget Bylaw 	<ul style="list-style-type: none"> • Open Board Meeting

**Note - All Open Board meetings, Board Education and Business Committee, and Special Board Education and Business Committee meetings are open to the public and community members are encouraged to attend.*

Year at a Glance

Other Data Sources Analyzed

EDI

Early Development Instrument

- Physical Health and Well Being
- Language and Cognitive Development
- Social Competence
- Emotional Maturity
- Communication Skills & General Knowledge

McCreary Report

Geographic, Demographic & Socioeconomic Data

Cowichan Valley School District Survey

Geographic, Demographic & Socioeconomic Data



Administrative Procedure 415

AP 415 – EMPLOYEE RECOGNITION

The Cowichan Valley School District (Board) will actively work to ensure that schools are safe, welcoming, and caring places. A part of creating this culture of care is employee recognition. Employee recognition plays a vital role in uplifting this culture within the Cowichan Valley School District. Along with informal recognition from supervisors and other staff, the District has formalized employee recognition in a standalone process through this Administrative Procedure.

Procedure:

At the first District Leadership Team (DLT) meeting of the school year, District staff will create a yearly plan for employee recognition. This plan will incorporate the following:

- September | Shsi'em Ts-hay Recognition Program
- March | Long-Service Recognition
- June | Retirement Celebration
- At least 1 impromptu recognition event

Once finalized, this plan will be shared with Principals and Vice-Principals and Managers so they are aware of the dates for formal recognitions and can plan their own informal recognitions to support their own workforce.

Identity, Belonging, and Connection:

Group and individual recognition activities will be culturally appropriate, and aligned with the Identity, Belonging, and Connection policy, and will consider individual employee wishes for recognition, noting that not all employees wish to be publicly recognized.

Long Service Recognitions:

The District has a long history of recognizing significant work milestones at 10, 25, 30, 35 years of service. This process will continue with the following recognitions:

10-years | Silver pin, presented at worksite

25-years | Gold pin, presented at the yearly tea or gala celebration

30-years | Wood plaque, presented at the yearly tea or gala celebration

35-years | Framed recognition, presented at the yearly tea or gala celebration

Long Service recognition will be calculated as of December 31st following the employee's start date year.

Amended May 8, 2023

Custodial Summer Achievements

- Custodial Services completed deep cleaning of all of our schools and facilities
- Completion of 637 carpets cleaned in our schools (up from last year by 103)
- Exterior window washing of our schools
- Gym floor refinishing in Mount Prevost , Lake Cowichan , Frances Kelsey and Drinkwater



Custodial Summer Achievements

New equipment to clean the wood shops of dangerous combustible dust on surfaces – creating safe schools.



NILFISK



VHS110 Class II Div 2 (Launched 5/2016)		
Specifications	Value	Unit
Power @ 60 Hz	1.34 (1000)	HP (W)
Waterlift, max.	82.4 (2093)	in. (mm) H ₂ O
Airflow, max.	103 (2900)	CFM (l/m)
Current, max. (1Ph, 120V)	11.5	amps
Motor cooling HEPA Area (ea)	3.55 (0.33)	ft ² (m ²)
Inlet Diameter	59	mm
Cord Length	30 (9)	ft. (m)
SPL @ 3' 3" (ISO 3744)	76	dB(A)
Container Capacity	9.8 (37)	gallons (L)
Main Filter Area	10.76 (1)	ft ² (m ²)
Upstream HEPA Area	11.84 (1.1)	ft ² (m ²)
Dimensions (LxWxH)	22 x 22 x 49 (570 x 560 x	in. x in. x in. (mm x mm x
Weight	1240)	mm)
	92.6 (42)	lb. (kg)
Shipping Information (via common carrier)		
Shipping Dimensions (LxWxH)*	27.6 x 13 x	in. x in. x in. (mm x mm x
	56.7 (700 x	mm)
Shipping Weight	127 (57)	lb. (kg)

*Accessories add additional weight and boxes to the order.

CSA-Certified for use in: Class II Div 2, Groups F, and G
The SS version is suitable for cleanroom applications requiring Class II Div 2 equipment. Meets cleanroom filtration standards up to & including Class 10 (ISO 4)

Ships with cord but no plug. The end customer must provide a plug and corresponding receptacle appropriate for the environment classification.



Capital Projects Summer Status Update
July and August 2023

Location	Project Description	Status	Contractor
Alexander	Exterior Paint	Majority of building power washed. Project is behind schedule, expected completion mid to late October depending on weather. Work will continue during school, with appropriate protections.	Zelco Painting
Bench	Janitor room refurbishment	Complete	SD79
Bench	Boiler	Boiler demolition complete, installation well underway. Minor work expected in September during day for install and finishing. Project completion expected by October.	AJPH
Bench	Portable Roofing	Expected to be complete by Sept 5th. Waiting for final sign off. Additional work to repair interior damage to be scheduled at later date	Flynn
Chemainus Secondary	Hazmat Abatement	Completed Aug 18; minor work to install remaining ceiling tiles and sensors. Should be completed by Sept 5	LGF Environmental and SD79
Chemainus Elementary	Stong Start Portable Roof	Complete- some flashing work remains, expected by Sept 5	Flynn
Chemainus Elementary	Strong Start Accessible Stairs and door repairs	Work started Aug 7th to repair back door rot. Project expected to take 4-6 weeks, completion end of September	SD79
Crofton	Portable Roofing	Roofing work completed, substantial water damage to rafters required that half the roof be repaired. Interior work underway, expected to be completed by Sept 5.	Flynn and SD79

Capital Projects Summer Status Update
July and August 2023

Location	Project Description	Status	Contractor
CVOLC	Front Entrance Portico	Waiting on substantial completion from contractor, I expect late September until all deficiencies are signed off on and front entrance can be used again. Delays due to structural difficulties with design and building, extra rot and Heritage requirements for building.	CGI Contracting
CVOLC- Duncan Daycar	New Trees, Hedges and privacy slots	Municipal building permit requirement deficiency to install privacy slots and new hedges adjacent to neighbouring property. Work to continue through Fall.	SD79
Drinkwater	Replace watermain line to School	Project is mainly complete, waiting on sign off from municipality and final inspection from engineer. Scope change due to other leaks identified delayed completion. Patching of asphalt expected week of Aug 21. Should be away from school by Sept 5th, if not earlier.	RH Williams Contracting
Frances Kelsey	Visibility Painting- interior and exterior	Expected to be substantially completed by September 5th; some small touchups expected through September, only minor work during day	Quality Coatings
Frances Kelsey	Exterior fire escape stairs- back of school painting	Repairs on exterior stairs at back of building expected to be completed around September 5th; minor work may be required to address deficiencies in September	Quality Costings
Frances Kelsey	Portables and electrical kiosk	Well underway, work is expected to continue through Fall. Portable delivery expected in October, with 6-8 weeks of work to follow	SD79 and Fort Modular
Khowhemun	Flooring- leak- Insurance	Flooring should be installed and project wrapped up by September 5.	SD79

Capital Projects Summer Status Update
July and August 2023

Location	Project Description	Status	Contractor
Lake Cowichan	Fire suppression sprinkler upgrades	Expected to be substantially complete by September 5th. Deficiencies to be addressed in September as required	Genesis
Lake Cowichan	Woodshop Dust collector	Demolition in progress, work to continue through fall primarily in evenings, with day work as required. Expected completion late November to January.	AJPH
Lake Cowichan	Playground	Equipment ordered- no work planned in summer. Expected completion is late October, will notify school when construction start date is known	Habitat
Lake Cowichan	Cooling Tower	Underway, crane lift onto school. Electrical work expected through September and October. Substantial completion dependant on staff availability	SD79
Lake Cowichan	Exterior lighting	Work in progress- completion TBD	SD79
Lake Cowichan	Elevator Shaft inspection and work	in progress, expected to continue through fall	SD79 and Herold Engineering
Lake Cowichan	Janitor's room and sprinkler room expansion	Complete	SD79
Mill Bay	Line Painting	Completed, minor deficiencies to address	SD79
Mount Prevost	Line Painting	Scope to be determined, will do as much as we can by Sept 5th	SD79
Quamichan	Heat pump installation	in progress- heat pumps arrived. Commissioning and electrical work still required. Mid to late october	AJPH
Tansor	Exterior Paint	Project well underway, but not completed. Expect work to continue through September and October as needed, weather dependent.	SD79
Tansor	Boiler Repairs	Repairs to leaky boiler- in progress expected end September	AJPH

Policy 8

BOARD COMMITTEES

As much as possible, the Board's business of governance will be conducted by the full Board of Trustees. The Board may establish committees of the Board when necessary to assist it with governance functions. Committees of the Board shall never interfere with delegation of authority from Board to Superintendent. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *School Act*.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion.

Trustees not appointed to a committee may attend meetings of any committee of the Board and may be allowed to take part in any discussion or debate by permission of a majority of the committee, but may not vote. The Chair of a committee may make motions and speak to any question during committee meetings without leaving the chair. The rules applying to regular or special meetings of the Board shall be observed in Board Education and Business Committee, ad-hoc and in standing committees so far as they are applicable and not altered by the provisions of this bylaw.

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their purpose, powers and duties and meetings.
2. The Chair shall be an ex-officio non-voting member of all Board committees to which the Chair has not been appointed.
3. The Chair shall appoint the Chair and members of any standing or ad hoc committee.

Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature. Trustees shall be appointed to Standing Committees at the annual Inaugural Meeting and subsequent Annual Meeting to serve at the pleasure of the Board, and thereafter, at any time determined by the Board.

Standing committees are usually established or confirmed annually at the Inaugural Meeting or subsequent Annual Meeting. The appointed member shall serve on the committee until s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

The number of trustees appointed to a committee other than the Board Education and Business Committee shall not constitute a quorum of the Board.

1. Advisory Committee

1.1 Purpose

To provide perspective and advice to trustees on matters referred to it by the Board or by a partner group. These matters may be related to any area of the District's operation.

1.2 Powers and Duties

To receive the perspective and advice of the partner group representatives in attendance and to ask for clarification.

1.3 Membership

All trustees are members of the committee and the Chair of the Board shall appoint the chair of the committee.

1.4 Meetings

1.4.1 Meetings of this committee will be open to the public.

1.4.2 Meetings to be held on the 3rd Tuesday of the month from 4:30 – 6:00 pm

1.4.3 The Superintendent and Secretary-Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.

1.4.4 Each of the following partner groups will be invited to send two representatives to attend the advisory committee: District Student Advisory Committee, District Parent Advisory Committee, Cowichan Valley Teachers' Federation, United Steel Workers Local 1-1937, Canadian Union of Public Employees Local 5101, Cowichan Valley Principals and Vice Principals Association.

1.4.5 Partner group representatives are encouraged to provide perspective and advice from the vantage point of the group they represent.

1.4.6 Partner groups referring a matter to the committee are asked to provide sufficient detail for trustees and other partner groups to understand the scope of the matter being referred. Such items will be considered in the creation of the agenda.

1.4.7 The agendas and notice of meetings will be prepared by the Secretary-Treasurer, under direction of the Chair of the Advisory Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members and partner group representatives in advance of the meeting.

- 1.4.8 The Secretary-Treasurer will produce a written summary of the perspectives and advice received by the committee and will circulate it to all partner groups and will present it to the Board.

2. Board Education and Business Committee

2.1 Purpose

- 2.1.1 The purpose of the Board Education and Business Committee is to provide a forum for in-depth discussion of issues referred to it by the Board, the Chair or the Superintendent and to make recommendations to the Board as the Board Education and Business Committee deems appropriate. The Board Education and Business Committee is also a forum to receive presentations and reports and for trustees to hear perspectives of senior staff, partner groups and other community representatives on matters being considered by the Board Education and Business Committee.

2.2 Powers and Duties

- 2.2.1 The agenda for a Board Education and Business Committee meeting shall be prepared by the Superintendent, in consultation with the Chair of the Board and the Chair of the Board Education and Business Committee. The agenda will be circulated to the committee members and partner group representatives in advance of the meeting.
- 2.2.2 The Chair of the Board is the Chair of the Board Education and Business Committee unless he or she delegates this responsibility to another trustee.
- 2.2.3 Motions in Board Education and Business Committee must be seconded and trustees are not limited as to the times of speaking.

2.3 Membership

- 2.3.1 Membership of the Board Education and Business Committee is all trustees and a quorum is the majority of trustees in office.

2.4 Meetings

- 2.4.1 Board Education and Business Committee meetings generally shall be held at 4:00 p.m. on the third Tuesday of each month except for July and August.

3. Human Resources Committee

3.1 Purpose

- 3.1.1 To review the Human Resources report and any Human Resources issues referred to the committee by the Board.

3.2 Powers and Duties

- 3.2.1 Make recommendations to the Board where deemed appropriate.
- 3.2.2 Duties as prescribed in collective agreements relative to the Human Resources committee and the grievance procedure.

3.3 Membership

- 3.3.1 Three trustees as appointed by the Board Chair. The Chair of the Committee is determined by the Board Chair.

3.4 Meetings

- 3.4.1 Once per year or at the call of the Chair.

4. Audit Committee

4.1 Purpose

- 4.1.1 To monitor, evaluate, advise or make recommendations on matters affecting the financial and operational control policies and practices relating to the District.

4.2 Powers and Duties

4.2.1 Powers:

- 4.2.1.1 To review and recommend the terms of engagement for the external auditor
- 4.2.1.2 To review progress relative to the remediation of any deficiencies identified in the external audit report or management letter.

4.2.2 Primary Duties:

The primary duties of the Committee include, but are not limited to the following:

- 4.2.2.1 Assessing the processes related to identification of the District's risks and effectiveness of its control environment;
- 4.2.2.2 Overseeing financial reporting;
- 4.2.2.3 Evaluating the District's internal control systems for financial reporting;
- 4.2.2.4 Evaluating the internal and external, and any special audit processes;
- 4.2.2.5 Providing an avenue of communication amongst the external auditor, management, and the Board, and
- 4.2.2.6 Making recommendations to the Board as to potential policy or procedural changes arising out of audit recommendations.
- 4.2.2.7 The Committee has the authority to retain, at the expense of the District, outside advisors and consultants within the District's reasonable availability of financial resources.

4.2.3 Specific Duties:

- 4.2.3.1 Audit committee responsibilities

- 4.2.3.1.1 Review and assess the adequacy of these terms of reference annually in May and submit any recommended changes to the terms of reference to the Board of Trustees for approval.
- 4.2.3.1.2 Review the District's annual audited financial statements before such statements are submitted to the Board of Education for approval.
- 4.2.3.1.3 Review shall include discussion with management and the external auditors of significant issues regarding accounting principles, practices and judgements.
- 4.2.3.1.4 Consideration shall also be given as to whether they are complete and consistent with information known to Committee members.
- 4.2.3.1.5 In consultation with management and the external auditors consider the integrity of the District's financial reporting processes and controls including information technology security and control.
- 4.2.3.1.6 Discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures. Review significant findings prepared by the external auditors together with management responses.
- 4.2.3.1.7 Review the financial consent and completeness of information of the District's public disclosure documents of a financial nature which require approval by the Board, before release.
- 4.2.3.1.8 Review with management, the external auditors, and, if necessary, legal counsel any material litigation claim or other contingency that could have a material effect upon the financial situation or operation results of the District and the manner in which these will be disclosed in the financial statements.
- 4.2.3.1.9 Monitor the appropriateness of accounting policies especially critical accounting policies and financial reporting used by the District to review any actual and perspective changes in financial reporting and accounting policies and practices to be adopted by the District and to review and assess any new or proposed developments in accounting and reporting standards that may affect or impact on the District.
- 4.2.3.1.10 Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the school District.

4.2.3.2 Risk Management Oversight

Risk Management Oversight means identifying and analyzing and managing risks that may prevent the District from achieving its objectives. The Committee's oversight responsibilities for risk management is primarily concerned with financial risks that may affect financial reporting.

4.2.3.2.1 Assess whether management has implemented policies ensuring that the District's financial risks are identified and that controls are adequate, in place and functioning properly.

4.2.3.2.2 Assess whether management has implemented policies and controls to prevent, detect, and deter fraud.

4.2.3.2.3 Review all reports concerning any significant fraud or non-compliance that occurs in the District. This review shall include consideration of the internal controls that are to be strengthened to reduce the risk of a similar event in the future.

4.2.3.2.4 Assess compliance with specific regulations pertaining to the District.

4.2.3.2.5 After Committee assessment, appropriate recommendations will be made to the Board if required.

4.2.3.3 Legal Compliance – The auditors do this as part of the audit. Review the responses to the auditors on legal matters.

4.2.3.3.1 On at least an annual basis, review with the District's appointed legal counsel any legal matters that could have a significant impact on the District's financial statements, the District's compliance with applicable laws and regulations, and inquiries received from the regulators or government agencies.

4.2.3.4 External Audit Responsibilities

4.2.3.4.1 Role of the Audit Committee with the External Auditor

4.2.3.4.1.1 Review the appointment of the external auditor, for recommendation to the Board for approval giving consideration to matters such as:

4.2.3.4.1.1.1 Independence and whether to retain such auditor after consultation with appropriate management.

4.2.3.4.1.1.2 The fees paid to the external auditor on an annual basis and any non-auditing services

- performed by the external auditor.
- 4.2.3.4.1.2 On an annual basis, review and discuss with the external auditor all significant relationships with the District that could impair such auditor's independence.
 - 4.2.3.4.1.3 Review the planning and results of the external audit, including:
 - 4.2.3.4.1.3.1 The auditor's engagement letter.
 - 4.2.3.4.1.3.2 The reasonableness of the estimated audit fees.
 - 4.2.3.4.1.3.3 The scope of the audit, including materiality, audit reports required, areas of audit risk, deadlines and coordination with internal audit staff.
 - 4.2.3.4.1.3.4 The post audit management letter together with management's responses.
 - 4.2.3.4.1.3.5 Any other matters the external auditor brings to the attention of the Committee.
 - 4.2.3.4.1.4 Meet with the external auditor at least annually, or as requested by the auditor without management representatives present.
 - 4.2.3.4.1.5 Receive and review all follow up action or status reports relating to the recommendations of the external auditor.
 - 4.2.3.4.2 Financial Reporting
 - 4.2.3.4.2.1 Review the Board's annual financial statements, and all other financial monitoring reports required by the Board, Ministry of Education, or other agencies.
 - 4.2.3.4.2.2 Recommend to the Board, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements and any other financial monitoring report.
 - 4.2.3.4.3 External Audit Process
 - 4.2.3.4.3.1 Recommend to the Board the appointment of the external auditor for a term not exceeding

four years. The selection process must also be in accordance with Board procurement procedures.

- 4.2.3.4.3.2 Review the external auditor's audit plan and audit findings, including:
 - 4.2.3.4.3.2.1 The external auditor's engagement letter and independence letter.
 - 4.2.3.4.3.2.2 Any management representations made to the external auditor and those representations not obtained from management, if any.
- 4.2.3.4.3.3 Meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes are important to be discussed.
- 4.2.3.4.3.4 Review, at least once in every fiscal year, the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor, and on the fee and fee adjustment for the external auditor.
- 4.2.3.4.3.5 Work to resolve any disagreements between management and the external auditor about financial reporting.
- 4.2.3.4.3.6 Recommend to the Board the pre-approval of all audit and non-audit services to be performed by the external auditor.
- 4.2.3.4.3.7 Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the school District.
- 4.2.3.4.4 Compliance Matters
 - 4.2.3.4.4.1 Review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by management to address the non-compliance.

- 4.2.3.4.4.2 Review any significant findings of regulatory entities, and any observations of the external auditor related to those findings.
- 4.2.3.4.4.3 Obtain regular updates from management and legal counsel regarding compliance matters.
- 4.2.3.4.4.4 Obtain confirmation by management that all statutory requirements have been met.

4.2.3.4.5 Reporting and Communication

- 4.2.3.4.5.1 The Audit Committee is accountable to the Board of Education representing the interests of all stakeholders.
- 4.2.3.4.5.2 Maintain an effective communications policy, including disclosure of the Audit Committee's Terms of Reference.

4.2.3.5 Other

- 4.2.3.5.1 Periodically perform a self-assessment of committee performance.
- 4.2.3.5.2 Review financial and accounting succession planning within the District.
- 4.2.3.5.3 Perform any other activities consistent with these terms of reference, the District's bylaws and governing policies as committee or the Board of Education deems necessary or appropriate.
- 4.2.3.5.4 Establish procedures for receiving, retaining and responding to complaints relating to accounting or auditing matters, on a basis that protects the confidentiality of the complainer.

4.3 Membership

- 4.3.1 The Chair of the Board shall appoint three trustees and designate the Chair of the Committee. (Note: resource personnel shall be assigned by the Superintendent as required and shall normally include the Secretary-Treasurer and a recording secretary).

4.4 Meetings

- 4.4.1 The Audit Committee will meet at least three times per year. Additional meetings may be scheduled at the call of the Chairperson if deemed necessary to carry out its responsibilities effectively and efficiently. The Committee chair shall prepare an agenda in consultation with the Secretary-Treasurer, Superintendent and Chair of the Board.
- 4.4.2 Minutes will be taken at each meeting and will be presented to the Board of Trustees as part of the closed agenda.

- 4.4.3 Audit committee meetings shall not be held unless there are two trustee representatives present in addition to any staff support. At least one staff member shall be present for each meeting.
- 4.4.4 The Committee shall meet at least three times per year and may call special meetings as required.
- 4.4.5 The minutes of the Committee meetings shall be confidential. The most senior staff member assigned by the Superintendent shall keep minutes of the proceedings of all meetings of the Committee. The minutes shall be included in the next Closed Board Agenda and forwarded to the external auditor after approval by the Board.
- 4.4.6 Deliberations and information received from the attendance at an audit committee meeting will be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to trustees of the Board, the Superintendent, or, as determined by the Committee, or in pursuance of specified duties under the *School Act*, the District's Organizational Bylaw or the *Freedom of Information and Protection of Privacy Act*.

5. Early Learning and Child Care Committee

5.1 Purpose

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

5.2 Powers and Duties

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

5.3 Membership

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

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

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

Resource personnel may be invited as needed

5.4 Meetings

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

6. Climate Action Advisory Committee

6.1 Purpose

Recognizing that the climate crisis is a globally complex issue affecting current and future generations globally, regionally and locally, the Climate Action Advisory Committee (CAAC) will develop recommendations to advise the Board on mitigation and adaptation measures that are informed in principal by:

- ways to empower learners to develop local solutions to mitigate and adapt to the increasing local impacts of the climate crisis;
- collective learning and educational opportunities; and
- the environmental impacts of the School District's operations.

6.2 Process and Duties

6.2.1 Process Outcomes

Recommendations by the Climate Action Advisory Committee will be brought forward to the Board Education and Business Committee who can then make recommendations to the Board.

6.2.2 Duties:

To encourage the School District to take a big picture policy approach with subsequent actions to mitigate its environmental impact and prepare for/ adapt to a future of increasing local climate impacts, the CAAC will provide guidance and input on the development of a Climate Action Plan for SD79.

Elements of the Action Plan may include, but are not limited to:

- energy efficiency and renewable energy strategies;
- options for water conservation;
- addressing waste at School District facilities through the implementation of recycling and composting programs;
- identifying opportunities for collective learning and education;
- identifying opportunities to plant native tree and plant species at School District facilities;
- developing opportunities for learning and student engagement and empowerment on solutions to climate issues, such as school-based climate action 'passion' projects.

The CAAC will also be outward facing as it seeks to:

- work / consult with climate action-focused committees of other school districts and local governments across Vancouver Island for climate preparedness; and
- gather input on the Climate Action Plan from, and collaborate with, First Nations and the Metis Nation on these and other measures.

6.3 Membership

The Committee size will aim to have no more than thirteen members (not counting students). The Chair of the Committee will be a School Trustee (unless delegated otherwise). Membership of the Committee will be assigned by the Board Chair to include three other Trustees, and three senior staff members.

The following groups will receive an invitation to participate in the Committee:

- Students
- DPAC
- CVTF
- CVPVPA
- CUPE
- USW
- First Nations and Metis Nation

Local governments and community experts will be invited to attend for information sharing and collaboration, as needed.

6.4 Meetings

Five times during the school year – one meeting during each of the following months: October, November, January, February, May. Meeting dates and times will be established by the Committee annually at the October meeting.

6.5 Reporting

The Committee will monitor and report its accomplishments at the end of each school year to the Board, and to the broader community through internal communication channels and social media posts.

Amended: June 2023

Ad Hoc Committees

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

Resource Personnel

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: School Act *Sections* 50, 56, 57, 58, 59, 65, 66, 67, 68, 69, 70, 71, 72, 85 School Act
Financial Disclosure Act
Income Tax Act

Amended: November 2, 2021
December 7, 2021
June 6, 2023

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

MEETING	DATE/TIME	LOCATION
Board Planning	September 12, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee	September 19, 4:30 p.m.	Inspire Room
Audit Committee	September 21, 2:30 p.m.	Yuxwule' Eagle Room
Special Closed Board	September 21, 3:30 p.m.	Yuxwule' Eagle Room
Special Open Board	September 21, 4:00 p.m.	Yuxwule' Eagle Room/Zoom
DPAC (Trustee Doman)	September 21, 7:00 p.m.	Yuxwule' Eagle Room/Zoom
Early Learning and Child Care	September 22, 1:00 p.m.	Yuxwule' Eagle Room
BEBC	September 26, 4:00 p.m.	Yuxwule' Eagle Room/Zoom
Closed/Open Board	October 3, 3:30/4:30 p.m.	Yuxwule' Eagle Room
Climate Action Advisory Committee	October – date to be determined	Yuxwule' Eagle Room
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
DPAC (Trustee Thorne)	October 19, 7:00 p.m.	Yuxwule' Eagle Room/Zoom
BEBC	October 24, 4:00 p.m.	Yuxwule' Eagle Room/Zoom
BCPSEA Fall Symposium	November 2-3	Coast Coal Harbour, Vancouver