

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, January 25, 2022, 4:00 p.m.

Via Zoom

PRESENT Trustee Johanne Kemmler, Acting Chair
Trustee Candace Spilsbury
Trustee Barb de Groot
Trustee Elizabeth Croft
Trustee Randy Doman
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Sheryl Koers, Associate Superintendent
Tom Longridge, Associate Superintendent
Larry Mattin, Director of Instruction
Richard Dyble, Director of Operations
Erin Egeland, Associate Secretary-Treasurer
Mike Russell, Director of Communications
Claire Spencer, Recording Secretary

APOLOGIES Trustee Rob Hutchins, Chair
Trustee Joe Thorne

1. CALL TO ORDER

Trustee Kemmler called the meeting to order at 4:00 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people where we live, learn and play.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee de Groot
Seconded by Trustee Spilsbury

"That the Board Education and Business Committee adopts the agenda of the January 25, 2022 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the November 23, 2021 Board Education and Business Committee Meeting

Moved by Trustee de Groot
Seconded by Trustee Doman

"That the Board Education and Business Committee adopts the minutes of the November 23, 2021 Board Education and Business Committee Meeting."

CARRIED

4. ACTION LIST

4.1 Action List

Meetings with CUPE and USW are being arranged to discuss options to compensate employees for wages lost during District Closure weeks.

5. PETITIONS AND DELEGATIONS

6. EDUCATION

6.1 Literacy Framework: Update from Darlene Crane, District Principal (Literacy and Numeracy)

Darlene Crane, District Principal of Instruction and Innovation: Literacy and Numeracy, shared an update on the District's work related to the development of a District Wide Framework and Action Plan for Literacy. A working group, including teachers and administrators, has begun drafting the District Wide Framework for Literacy. The Framework will include recommendations for literacy instruction and intervention for our District and will provide professional learning resources for educators across our District. Key elements of this framework have been informed by the ongoing work of teachers across our District. The framework and related online resources will highlight school communities across our District.

An overview of the re-envisioning of district wide assessments for reading was shared. Two district Assessment Review Committees were formed this fall. The Committees have shared a review of current district wide reading assessments, related reporting structures and developed suggestions for updates and revisions. A plan has been formulated that will re-envision the Early Success Screener for Kindergarten to Grade 3 and a District Wide Reading Assessment for Grades 4-8 in the spring of 2022. Key components of the plan include multiple opportunities for feedback and input from our District's educators.

6.2 School Plan: CVOLC

The Cowichan Valley Open Learning (CVOLC) School Plan was presented by Principal Kevin van der Linden. CVOLC offers a diverse range of programs, including:

- Alternate Education (Grades 10-12) at CVOLC's main campus;
- Blended/Online Learning (K-12) through the Grove, located in the McKirdy Building;
- Dance Academy (Grades 8-12) in partnership with Adage Studio, located in the old Duncan Primary building;
- Cowichan Valley Alternate School (CVAS) (Grades 8-9) at Providence Farm;
- Take a Hike;
- Four Nature-Based Programs (Chemainus, Skutz Falls, and two at Cowichan Station);
- Satellite Alternate sites at each of the four secondary schools.

CVOLC's strengths include flexible curriculum, a focus on equity over equality, food available throughout the day, utilization of the Power of Three, a Culture of Care, and weekly class reviews at the alternate schools. Stretches include barriers to learning and impacts to academics such as learning disabilities, behaviour concerns, and mental health challenges, as well as poor student attendance and engagement.

In order to determine their school's goals, staff members spent a PLC day doing ecocycle planning. The resulting data, as well as street data, was used to determine priorities. Staff also worked to ensure the goals would align with the Board's Strategic Plan. Three goals were identified:

1) **Literacy**

- Two department head positions have been given literacy focuses;
- All PLC times this year are devoted to literacy;
- Staffing was adjusted so that one teacher can do targeted literacy intervention with struggling learners;
- All students will be assessed using the San Diego Quick Assessment to provide baseline data;
- Team leaders meet monthly for literary-focused meetings;
- Corina Fitznar, Coordinator, Instruction & Innovation (Secondary) and Darlene Crane, District Principal of Instruction and Innovation: Literacy and Numeracy are working with staff on assessment and intervention strategies.

2) **Attendance/Student Engagement**

- 80% Club rewards students who attend 80% of the time;
- Student of the Month recognition includes attendance criteria;
- Pod challenges;
- Re-engage with electives;
- Check-ins with teacher, and Student Support Workers (SSW) and Indigenous Support Workers (ISW) reach out to students who aren't attending.

3) **Indigenous Re-Engagement/Ways of Knowing**

- Monthly INED meetings with action plans;
- Seven Schools Inquiry Grant funds - they have reached out to Stuart Pagaduan to work with students to create a logo for Open Learning, and are looking for ways to make the school foyer more welcoming for Indigenous students;
- Increase cultural opportunities throughout the school.

Take a Hike: This is the first year the Take a Hike Program has partnered with CVOLC to provide programs for students. The fourteen students in the program are supported by a teacher, SSW, and a full-time Mental Health Clinician who is funded by Take a Hike to provide one-on-one support. The four pillars of the program are: mental health and well-being, academics, adventure, and community. Program objectives are increased student attendance and engagement, engaging students in social and emotional learning, helping students improve their own mental health and well-being, and improving academic success leading to graduation. Excursions have included Newcastle Island, hiking, rock climbing, a 3-day Strathcona Park trip, ice skating, touring the aviation museum and Goldstream Provincial Park.

6.3 Rugby Academy Fees

Director of Instruction Larry Mattin provided Trustees with an update of the Rugby Academy which is in its first year of operation at Cowichan Secondary School. The Academy's 34 Grade 8-12 students include 17 local students, 11 from across BC, two from Saskatchewan, three from Alberta and one from the USA. Nine of the students (26%) are Indigenous.

Changes to the fee schedule to more accurately reflect the cost of the program were presented. A subsidy program which is funded through partnership with alumni rugby players provides up to \$200 per month for local students. In addition, there is a First Nation Rugby Scholarship to provide a full ride scholarship for one Indigenous student.

The Secretary-Treasurer advised that Board Policy 2: Role of the Board will be brought to the next BEBC meeting to determine whether it needs to be modified to add out-of-province tuition rates to the fee schedules for academies and International Students that are currently approved by the Board. An Administrative Procedure outlining how fees are collected may also be required for out-of-province students attending academies or who are members of local sports teams.

Moved by Trustee Doman

Seconded by Trustee Spilsbury

“That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) approves the Cowichan Secondary School Rugby Academy fees of \$550 per month or \$5,500 per year for local students, BC students and Canadian students enrolling from other provinces and territories, and \$1,500 per month or \$15,000 per school year for International students.”

CARRIED

7. BUSINESS AND OPERATIONS

7.1 2021-2022 Amended Annual Budget

The Secretary-Treasurer presented the 2021/2022 Amended Annual Budget in the amount of \$113,416,478. The budget was impacted by a number of factors, including:

- Enrolment was 406 FTE above projection, which resulted in both increased revenue through Provincial grants, and increased expenses due to the addition of 26 FTE teachers;
- More students returned to in-class learning (with full FTE funding) from DL programs than anticipated;
- A higher number of students identifying for a program of Indigenous Study increased funding, which was matched by an increase in the targeted Indigenous expenditures;
- International Program enrolment was higher than expected due to recovery of European markets, resulting in increased tuition, homestay fees and transportation fees;
- An increase in the number of students living on reserve and recorded on the Nominal Roll impacted revenue;
- Income was received from the CSF for the rental of Charles Hoey;
- As a result of the increased revenue, the amount of surplus required to balance the budget was reduced from \$2.3M to \$1.4M;
- Long-term leaves and illness due to COVID resulted in an increase of \$150K to the casual replacement (illness and vacation) budget;
- Utility expenses rose due to an increase in natural gas rates, unseasonably cold temperatures in the fall, and higher energy requirements for ventilation;
- Capital expenses for the new Cowichan Secondary replacement increased from \$150K to \$5.7M as significant site work is set to begin;
- The former Crofton Elementary School property was sold with net proceeds of \$1.73M.

Moved by Trustee Doman
Seconded by Trustee Croft

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) adopts the 2021/2022 Amended Annual Budget in the amount of \$113,384,752."

CARRIED

8. POLICY

8.1 Policy 17: Accumulated Operating Surplus

The Board's contingency policy, which assures that 1-3% of its Operating Budget remain in contingency (unspent), and contains language outlining when it is suitable to use the unspent funds, is required by the Ministry of Education to be replaced by an Accumulated Operating Surplus Policy. The new Policy is designed to ensure there is consistency, transparency and accountability for educational operating funding that is not used in the year in which it was provided, and is required to include the Board's plans for consultation regarding any operating surplus and how it will be used to support the Board's strategic priorities. The draft Accumulated Operating Surplus Policy was taken to the Audit Committee in November 2021 for feedback, and has been reviewed by the Ministry.

Moved by Trustee Doman
Seconded by Trustee de Groot

"That the Board Education and Business Committee recommends that the Board of Education of School District No. 79 (Cowichan Valley) replace Policy 17 - Contingency Reserve with Policy 17 - Accumulated Operating Surplus."

CARRIED

8.2 Administrative Procedure 516 - Promotion of Students in Trades

Administrative Procedure 516 - Promotion of Students in Trades was drafted to ensure that contractors are asked to consider using students in trades when RFPs are issued. When the contract is ready for award, the successful contractor will be provided with information on how to connect with the Careers Department, should there be opportunities for student involvement.

8.3 Administrative Procedure 157 - Flag Protocol

Revised Administrative Procedure 157 - Flag Protocol outlines how flags will be displayed at schools, key dates when flags shall be flown at half mast, where half masting direction comes from, and where flags are to be placed.

9. COMMITTEES

9.1 Highlights of the January 18, 2022 Advisory Committee Meeting

Trustee Kemmler provided highlights of the January 18, 2022 Advisory Committee Meeting.

10. ADJOURNMENT

10.1 Motion to Adjourn

The meeting adjourned at 5:46 p.m.

Moved by Trustee Spilsbury

Seconded by Trustee de Groot

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

CARRIED