



AGENDA

Board Education and Business Committee

Tuesday, November 22, 2022

4:00 p.m.

Yuxwule' Eagle Room (Boardroom)

Pages

1. CALL TO ORDER
We respectfully acknowledge that we are meeting on the traditional and ancestral lands of the Coast Salish people where we live, learn and play.
2. ADOPTION OF AGENDA
 - 2.1. Motion to Adopt Agenda
"That the Board Education and Business Committee adopts the agenda of the November 22, 2022 Board Education and Business Committee meeting."
3. MINUTES
 - 3.1. Minutes of the May 24, 2022 Board Education and Business Committee Meeting 3 - 8
"That the Board Education and Business Committee adopts the minutes of the May 24, 2022 Board Education and Business Committee Meeting."
4. ACTION LIST
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5. PETITIONS AND DELEGATIONS
6. EDUCATION
 - 6.1. Khowhemun Elementary School Plan
Jen Calverley, Principal
 - 6.2. Cowichan Secondary School Plan
Darcy Hoff, Principal
7. BUSINESS AND OPERATIONS
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- 8. POLICY
- 9. COMMITTEES
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- 10. ADJOURNMENT
 - 10.1. Motion to Adjourn
 - "That there being no further business, the meeting be adjourned."*

MINUTES OF THE BOARD EDUCATION AND BUSINESS COMMITTEE

Tuesday, May 24, 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
Trustee Joe Thorne
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

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 Doman

"That the Board Education and Business Committee adopts the agenda of the May 24, 2022 Board Education and Business Committee meeting."

CARRIED

3. MINUTES

3.1 Minutes of the April 14, 2022 Special Board Education and Business Committee Meeting

Moved by Trustee Spilsbury
Seconded by Trustee Doman

"That the Board Education and Business Committee adopts the minutes of the April 14, 2022 Special Board Education and Business Committee Meeting."

CARRIED

3.2 Minutes of the April 26, 2022 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 April 26, 2022 Board Education and Business Committee Meeting."

CARRIED

3.3 Minutes of the April 28, 2022 Special Board Education and Business Committee Meeting

Moved by Trustee de Groot
Seconded by Trustee Spilsbury

"That the Board Education and Business Committee adopts the minutes of the April 28, 2022 Special Board Education and Business Committee Meeting."

CARRIED

4. ACTION LIST

The Action List was reviewed.

4.1 Action List

5. PETITIONS AND DELEGATIONS

6. EDUCATION

6.1 Quamichan School Plan

Principal Nicole Boucher and Vice-Principal Claire Whitney (Principal effective August 1, 2022)

Quamichan's School Plan is a living, multi-year document that was co-created by the entire staff, including EA's. There are currently 610 grade 8 and 9 students in 25 divisions at the school. Grade 8 students are in teams with the same teachers all year. Grade 9 students have semesters and get to choose some electives.

The staff at Quamichan has all received trauma training and understands the value of relationships. In order to create a sense of community, the entire school gets together (virtually or in person) for whole-school lessons on a regular basis. These lessons, which are developed by a committee of teachers, are rolled out to the whole school using the same language. Some of the themes of the lessons have included anti-racism, inclusion, truth and reconciliation, SOGI, anti-homophobia, anti-biphobia, anti-transphobia, homelessness, and healthy relationships. Every year several whole-school events are held, such as a hike over Mt. Tzouhalem, BBQ, canoe races, Parksville trip, and monthly 5k runs.

This time of year is extra busy for staff who are working to transition students from eight elementary feeder schools, as well as transitioning students who will be heading to high school next year.

School Goals:

- Numeracy diagnostic assessments - making sure what they do is culturally inclusive. Information from transition meetings is used to ensure supports from elementary school continue when the students land at Quamichan.
- Literacy Skills - Direct reading instruction is taking place this year, and they hope to be able to offer it again next year. They try to mirror the literacy support students received in elementary school when they get to Quamichan. Literacy is an essential building block to success and they want to ensure the literacy support continues as the students move on to Cowichan Secondary as well.
- Working with the First Peoples Principles of Learning, they infuse instruction and daily school life with the cultural practices of their Indigenous learners. They are working with families, Ts'uwatuns, and their Indigenous educator to bring in community voice and to ensure students can see their culture in their learning environment. They have an exciting opportunity to have an Elder work closely with their school next year. Having a Ts'uwatun follow students through the grades has allowed them to have invaluable knowledge about their learners and their families.

Trustee Croft joined the meeting at 4:11 p.m.

- Communicating student learning - helping students through the process of switching from letter grades to communicating student learning (CSL) and help them understand the proficiency scales and core competencies. Teaching students strategies to help them focus and build resilience.
- Safety, relationships and having fun - whole school lessons around inclusion, empathy, respect, and cooperation, and having as much family involvement as possible. School staff is very ambitious and created house teams, hold monthly field trips, and started "Try it Tuesdays" where a staff member hosts a club or activity that hasn't been tried before, such as karaoke, or weaving.

6.2 Catalyst Update

Each school in the District has a Catalyst teacher representative. Working together, the Catalyst team came up with the plan for the year. One of their goals for the year was to increase the options for primary and secondary students, as the options previously focused more on grade 4-7 students. New options were added this year to supplement the traditional options such as chess, young authors and drama. Learning experiences this year included:

- School-based Chess - weekly chess clubs and school-based tournaments. Buttons were created for prizes/awards. Each school had their own way to celebrate. They hope to be able to meet as a District (not school-based) next year.

- Drama - schools submitted video submissions (this year the theme was a camping experience) which were judged by drama students from Frances Kelsey. Medals were awarded for both junior and senior competitions.
- Outdoor Ed - Schools were sent monthly outdoor learning experiences to try out, which also created confidence in teachers to take their learning outside of the classroom. Some classes now have routine outdoor learning, such as Wilderness Wednesdays, or Forest Fridays.
- Primary STEM - these challenges could be done at a class or school level, or with a buddy class. A committee created the challenges which were provided on a monthly basis to support teachers to create learning enhancements in their rooms.
- Gravity Cars - every school participated this year. Careers posted videos online to support teachers who may not have been confident about building in their classrooms.

6.3 Communicating Student Learning (K-9)

The Ministry is updating the communicating student learning (CSL) reporting framework which should be released in the next two to three weeks, with anticipated implementation in September 2022.

Current K-9 practice includes at least three written points of progress communications for most subjects, and two summaries of progress (January and end of year/ course) using proficiency scales, with self reflection of core competencies attached.

Current 10-12 practice uses traditional reporting methods with two formal and one informal communication per semester.

The framework for future K-12 reporting is expected to include two written learning update communications for each subject being studied and at least two other varied communications. At the end of year/course one summary of learning will be communicated, using the proficiency scale for K-9 and letter grades and percentages for Grades 10-12. Core competency self reflections and goal setting will be communicated three times, as part of the two learning updates and the final summary of learning.

CSL provides regular communication to both students and parents/guardians on how learning is progressing and provides authentic evidence of learning. Two main components are points of progress and summaries of learning.

Points of progress are ongoing communications completed in the rhythm of learning, with no set times but when there's something of value or importance to be communicated. Points of progress are focused on learning and can be communicated through any or all of: electronic portfolios (Ed Inform or other), paper portfolios, face-to-face meetings, phone calls or emails. They have four criteria:

- 1) authentic evidence of learning - may include photos, video, audio, etc.;
- 2) descriptive feedback - precise information on what the learner is doing well and what needs improvement in that specific area of learning (notice, name and nurture);
- 3) next steps - the teacher provides a clear description so learning can progress further;

4) student voice - student reflections on their learning, which can include evidence of learning that they capture outside of school time to share.

All four items make up a complete point of progress when communicated home.

Summaries of learning take place twice per year to provide a snapshot at mid-year and summary at the end of the year/course. The proficiency scale is used for K-9, while letter grades/percentages and standards based assessments (more about the application and use of skills/knowledge and less about straight recall) are used for Grades 10-12. Some 10-12 teachers are exploring the use of the proficiency scale in combination with letter grades and percentages.

Many supports for CSL have been put in place over the past four years including learning sessions (staff meetings, PLCs, Ignite and Bite, NIDs, after-school teacher sessions, Principal sessions, DPAC presentations), support for and development of digital reporting tools, learning team ad hoc on-demand sessions K-9, and a CSL website available to all teachers which features samples, videos and a guidebook.

7. BUSINESS AND OPERATIONS

7.1 Year-End Projection

This year end projection was prepared with information as at April 30, 2022. Noted changes from the previous projection include:

- An increase in the provincial grant of approximately \$100K resulting from the May enrollment count;
- Investment interest has increased following the announcements around the Bank of Canada rates;
- Significant absences in April impacted illness/vacation replacement;
- The April 1 implementation of casual sick days are beginning to factor into our expenditures;
- Supplies (fuel) and maintenance supplies have increased resulting in expenditures of \$184K over budget.

A surplus of approximately \$1.5M is currently projected.

8. POLICY

8.1 Draft Policy 24: Financial Planning and Reporting

The Ministry has required Boards to create two policies this year. The first is the Accumulated Operating Surplus, which has already been adopted by the Board. The second is the Financial Planning and Reporting Policy (FPAR), which is required to be in place by the end of the school year. A draft FPAR was taken to the Audit Committee on May 19, 2022 for review. The Policy is intended to increase transparency and accountability, enhance our consultation process around multi-year planning, and provide guidelines on the reporting out of alignment of resources to students' success. The draft policy was reviewed.

Moved by Trustee Doman
Seconded by Trustee Thorne

"That the Board Education and Business Committee recommends Policy 24 - Financial Planning and Reporting to the Board for adoption."

CARRIED

9. COMMITTEES

9.1 Highlights of the May 17, 2022 Advisory Committee Meeting

There will be no Advisory Committee Meeting in June.

10. ADJOURNMENT

10.1 Motion to Adjourn

The meeting adjourned at 5:05 p.m.

Moved by Trustee de Groot
Seconded by Trustee Croft

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

CARRIED

ACTION LIST FOR BEBC MEETINGS

Description	Assigned To	Action	Disposition / Completion
April 26, 2022			
Celebratory Funds for Schools	Jason Sandquist	Explore the idea of providing schools with celebratory funds and bring the information back to a future Board meeting.	Completed



COWICHAN VALLEY

School District

FUNDING ANNOUNCEMENT ESTIMATE COMPARISON

	NOVEMBER ESTIMATE		MARCH ESTIMATE		FTE	DIFFERENCE
	FTE	2022/2023	FTE	2022/2023		
SEPTEMBER ENROLMENT COUNT:						
STANDARD	7,961.0031	62,772,509	7,853.5650	61,925,360	107.4381	847,149
CONTINUING EDUCATION	7.2500	57,166	6.0000	47,310	1.2500	9,856
ALTERNATE SCHOOLS	322.0000	2,538,970	300.0000	2,365,500	22.0000	173,470
DISTRIBUTED LEARNING	144.0000	915,840	220.0000	1,399,200	(76.0000)	(483,360)
HOME SCHOOLING	15.0000	3,750	15.0000	3,750	-	-
COURSE CHALLENGES	-	-	-	-	-	-
ENROLMENT-BASED FUNDING		66,288,236		65,741,120		547,116
ENROLMENT DECLINE		-		-		-
LEVEL 1 SPECIAL NEEDS	8.0000	358,800	8.0000	358,800	-	-
LEVEL 2 SPECIAL NEEDS	502.0000	10,682,560	454.0000	9,661,120	48.0000	1,021,440
LEVEL 3 SPECIAL NEEDS	123.0000	1,322,250	117.0000	1,257,750	6.0000	64,500
ENGLISH LANGUAGE LEARNING	388.0000	614,980	356.0000	564,260	32.0000	50,720
INDIGENOUS EDUCATION	1,736.0000	2,716,840	1,670.0000	2,613,550	66.0000	103,290
ADULT EDUCATION	-	-	-	-	-	-
EQUITY OF OPPORTUNITY SUPPLEMENT		476,485		476,485		-
UNIQUE STUDENT NEEDS		16,171,915		14,931,965		1,239,950
SALARY DIFFERENTIAL		1,381,669		1,381,669		-
UNIQUE GEOGRAPHIC FACTORS		5,486,175		5,486,175		-
EDUCATION PLAN		74,973		74,973		-
TOTAL SEPTEMBER ENROLMENT		89,402,968		87,615,902		1,787,066
FEBRUARY ENROLMENT COUNT:						
ENROLMENT-BASED FUNDING		285,030		285,030		-
UNIQUE STUDENT NEEDS		53,200		53,200		-
TOTAL FEBRUARY ENROLMENT		338,230		338,230		-
MAY ENROLMENT COUNT:						
ENROLMENT-BASED FUNDING		213,675		213,675		-
TOTAL MAY ENROLMENT		213,675		213,675		-
FULL YEAR FUNDING		89,954,873		88,167,807		1,787,066

**HIGHLIGHTS OF THE ADVISORY COMMITTEE MEETING OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY) HELD ON TUESDAY, NOVEMBER 15, 2022 AT 4:30 PM**

Trustee Elizabeth Croft, Chair
Trustees Randy Doman, Cindy Lise, Cathy Schmidt, Eduardo Sousa, and Jennifer Strachan
Robyn Gray, Superintendent
Jason Sandquist, Secretary-Treasurer
Margaret Olsen, Director of Human Resources
Mike Russell, Director of Communications
Charlie Coleman, District Principal of Indigenous Education
PRESENT: Erin Egeland, Associate Secretary-Treasurer
Richard Dyble, Director of Operations
Mike Greenslade and Louise Thomson, CVTF
Rhonda LaForge, CVPVPA
Brent Ranger, CVPVPA
Adam Clutchey, CUPE
Carmen Sundstrom, DPAC

Claire Spencer, Recording Secretary

APOLOGIES: Trustee Joe Thorne
Sheryl Koers, Associate Superintendent
Jeff Rowan, Director of Inclusive Learning
Aaron Henry, USW

1. **Call to Order**

Trustee Croft called the meeting to order at 4:30 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Coast Salish people where we live, work, learn and play.

2. **Check-In**

As this was the first meeting following the recent Trustee election, Trustees and partner representatives were given an opportunity to introduce themselves prior to the check-in.

Brent Ranger: The Remembrance Day assembly at Discovery Elementary featured several performing artists, including a vision-impaired Veteran who played a moving rendition of The Last Post on harmonica. This student-led assembly was one of the best he's attended. Discovery has a core group that meets after hours for a learning series to dig deeper into best practices for student learning. Administrators from across the District recently met, as part of their ongoing series, to look at their Frameworks for Enhancing Student Learning (FESL's).

Rhonda LaForge: Teachers are heavy into reporting. Chemainus Secondary is planning for its Christmas school luncheon where they feed the entire school turkey dinner. The 49th Parallel is cooking the turkeys for the luncheon, which will be their first since COVID. It is exciting to have a return to normalcy.

Mike Greenslade: Teachers are at a place where pre-COVID routines and field trips are being re-established. We need to be cognizant that while things are returning to normal, there's still a lot of work to be done and we need to make sure mental health is still on our radar.

Louise Thomson: Teachers are generally feeling happy and excited, though reporting is never a happy time for teachers because it impacts their teaching time. She was thrilled to see over \$100K of applications for collaboration grants as it says teachers are still willing to add extras to their plates.

Adam Clutchey: our members are quite happy. Activities are starting to happen in schools that bring everyone back together in person instead of on Zoom. Some members are still suffering from mental health challenges. Quite a few members are starting to get sick which leaves some schools short most days. Bargaining is in progress. Violence in the workplace remains a major concern for EAs and support workers, and they would appreciate support regarding violence in the classroom.

Carmen Sundstrom: There are so many more activities happening this year. During the last couple years there have been PACs struggling to get volunteers and to take on executive roles so they've barely been holding things together. The increase in activities has caused some struggles, strains, and tension. Administrators look to PACs for help and they are feeling the strain. She was overjoyed to see the community support for the Variety BC Trail Bikes, as they surpassed their goal and raised over \$10,000. They are waiting for confirmation that the money raised will be matched, which would allow for the purchase of two bikes for the District. These bikes will be housed at the District level and loaned to schools for use by students with mobility issues or who are wheelchair bound so they can participate with their classmates in a variety of activities. These bikes can be easily adapted to work with many different types of bodies. This fundraising campaign was spearheaded by Anita Carroll, who is Chair of the Parents for Inclusive Education (PIE) Committee and Chair of Quamichan School PAC.

Cathy Schmidt: A week ago Trustees were sworn in, and this weekend they have a two-day Orientation/retreat. A lot has been accomplished in the past week. Trustee appointments are nearly completed.

Robyn Gray: She had the opportunity to attend the Remembrance Day ceremony at Cowichan Secondary School which was student led, and she compliments schools that have students take on that leadership work. DSAC will be meeting on Thursday and has an active group of youngsters. Assessments of students K-9 are on the go using the new learning inventories tool which was created by our teachers. Hul'q'umi'num' language sessions take place three times per week, organized by Charlie Coleman who coordinates the sessions with Hul'q'umi'num' Language Advisors. There are a number of health and wellness initiatives on the go. A pumpkin carving contest was held last month, and a gingerbread decorating contest is upcoming. Human Resources is working on an electronic callout system, with more information coming soon. The Non-Instructional Day on November 25 will feature the keynote presentation "The Only Person You Can Change Is Yourself" by Occupational Therapist Kim Barthel in the morning. Staff will meet at their sites for school-based sessions in the afternoon. Learning Coordinators will again be offering learning opportunities at the Ignite & Bite sessions on Thursday afternoon from 4:00-5:30. Everyone is invited to these learning opportunities.

Jason Sandquist: The final enrolment count on September 30 was higher than originally projected. He and Erin Egeland are working on updating the budget position to reflect the increase in staff and revenue. The increasing interest rates and providing additional investment revenue for the District. Rates for natural gas and diesel are expected to rise significantly. Updated utility projections are being prepared for an upcoming Board meeting. The District is actively bargaining with CUPE and USW at

local levels. Provincial bargaining has concluded. Work is progressing on the new CSS, with steel going up in zone 1, the shop areas, which will have two levels of learning communities above.

3. **Terms of Reference**

The Terms of Reference were reviewed and discussed.

4. **Truth and Reconciliation (Standing Item)**

4.1 Truth and Reconciliation (Standing Item)

Excerpt – Declaration on the Rights of Indigenous Peoples Act Action Plan
Charlie Coleman, District Principal of Indigenous Education

BC's Declaration on the Rights of Indigenous Peoples Act (DRIPA) Action Plan included 89 actions across all government Ministries. From these action, 22 were extracted that the Board or members of the District could take direct or indirect action on. Discussion ensued, including:

- Providing learning opportunities and support for students who may be interested in business development;
- Supporting participation of Indigenous students in sports;
- Looking for opportunities to increase use of Hul'q'umi'num' names, such as the street sign project, and labelling plants and trees on trails and in parks;
- Working towards being able to offer a double Dogwood for Hul'q'umi'num' immersion similar to French immersion;
- Transitioning from a sense of awareness into allyship;
- Creating a way for teachers to share resources (an example was the research done to support a Social Studies/English field trip to Mesachie Lake).

5. **Adjournment**

The meeting adjourned at 5:46 p.m.