



AGENDA  
Open Board Meeting

Tuesday, January 9, 2024

4:30 p.m.

Boardroom - Public Participation via Zoom

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Pages

1. CALL TO ORDER  
'Uy' skweyul, sii'em' nu siye'yu. 'Uy nu shqwaluwun kwunus' i lumnalu. I would like to acknowledge that this meeting is taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.
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 January 9, 2024 Open Board Meeting."*
3. APPROVAL OF THE CONSENT AGENDA
  - 3.1 Motion to Approve the Consent Agenda 4 - 7
    1. Minutes of the October 27, 2023 Climate Action Advisory Committee Meeting
    2. Highlights of the December 14, 2023 DSAC Meeting  
  
*"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of January 9, 2024, as presented."*
4. MINUTES
  - 4.1 Minutes of the December 5, 2023 Open Board Meeting 8 - 12  
*"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the December 5, 2023 Open Board Meeting."*

5.	RECOGNITION AND DELEGATIONS	
	Recognition of Associate Superintendent Sheryl Koers and Cowichan Secondary School Principal Darcy Hoff	
6.	REPORT OF CLOSED MEETING	
	6.1 Report of Closed Meeting	
7.	OLD BUSINESS	
	7.1 Action List	13
8.	SUPERINTENDENT OF SCHOOLS	
	8.1 Personnel	
	8.1.1 Staffing Update: Introduction of Jeff Robinson, Director of Operations	
	8.1.2 Principal/Vice-Principal Update	14
	8.1.3 Principal/Vice-Principal Pool Update	
	8.2 For Board Information	
	8.2.1 Kindergarten Registration Information	
	8.2.2 Graduation and Year-End Events 2024	15
	8.2.3 Superintendent's Update	
9.	SECRETARY-TREASURER	
	9.1 For Board Information	
	9.1.1 BC Tripartite Education Agreement	16 - 23
	9.1.2 Funding Announcement	24 - 29
	9.1.3 2024-2025 Budget Timelines	30
	9.1.4 2023-2024 Amended Annual Budget Update	31 - 32
	9.2 For Board Action	
	9.2.1 2023-2024 Capital Plan Response Letter	33 - 37
	"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."	
	"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."	
	"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."	
	"That the Board of Education of School District No. 79 (Cowichan Valley) consider three readings of Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024 at this meeting."	
10.	COMMITTEES AND OUTSIDE ORGANIZATIONS	

11. UPCOMING MEETINGS AND EVENTS

11.1 Schedule of Upcoming Meetings and Events

38

12. CORRESPONDENCE

13. NEW BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

15.1 Motion to Adjourn

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





Includes a lot of advocacy, asking for funding to support it;  
Made us consider our water management goals;  
Looked at goals for 5 years, 10 years, 20 years;  
Goals came out of their strategic plan;  
High level document with no "meat and potatoes."

:

Used icons to identify different pillars (including leadership, learning and engagement, and climate action);  
This plan also made us consider water conservation.

:

A lot of great nuggets but they get lost as it's so dense;  
Thoughtfully put together, visually has nice pictures and quotes which provided some interesting background on climate change;  
Quotes gave it a hopeful tone;  
Lays out different areas of BC and ways climate change will impact those areas;

from the Minutes of the

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CARRIED

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6.1 Report of Closed Meeting

Prior to the Open meeting the Board met in Closed session where it received a delegation, reviewed personnel updates and property items, and approved a tender award.

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7.1 Act on List

The Act on List was reviewed.



Kindergarten Registration: As per Administrative Procedure 301, Kindergarten











December 7, 2023

To: Superintendent School District  
Secretary Treasurer School District

CC: First Nation Chief and Council  
Education Staff

Re: Joint First Nation Student Transportation Plan Approval for

Dear Colleagues and First Nations Education Coordinators and Staff,

Funding has now been approved for the 2023/24 Joint First Nation Student Transportation Plans (Joint Plans) submitted by First Nations and school districts. Please refer to the table below for approved amounts. For further details on what comprises each type of funding, please refer to the following information: (s)-4.3 (e)8.3 (e)-6 (a)-3.2 (s)-4..3 (e)-6 (a (m)-9.3.7 076 0 TJEM




Appendix B outlines the approved funding per Joint Plan between your school district and each First Nation. Funding will be noted as the full approved amount without carryover applied.

For the first time, and for various reasons such as inflation, the 2023/24 approved Joint Plans exceeded the available BCTEA \$2.8M funding for To/From School transportation. Funding cash flow will be as follows:

9

As in previous years, the To/From School carryover amount (if applicable) will be deducted from the To/From School approved portion of the 2023/24 Joint Plan. Based on the school district's submitted *2022/23 BCTEA Transportation Report*, the school disn13 (po1 (T (o))6.2 (e)t)-2.5 (C3g88.56 558)td0sheummearsal.2 (

Transportation are calculated based on what was  
under *Special Funding for To/From School and Special*  
existing funding that was previously in place for  
the Joint Plans being introduced. The  
needs of First Nations students, continue to be  
met, including the Ministry Student

Each school district is encouraged to transfer  
from the Ministry. This will ensure that there is no

Parents and/or guardians in extraordinary  
cases require a thorough review of parental transportation  
to be used to school. Parental transportation  
under extraordinary/unique situations where no  
other is not an extraordinary circumstance to be  
funded may also be funded from pre-existing school  
district funding for non-Indigenous students, it may

for students with disabilities. Focusing on these

Administrative Unit C Transfer (2012) 2.2 (2012) 3 of 3



The BCTEA (BC, Canada, First Nations Education Steering Committee) Parties continue to assess the effectiveness of the strategy in addressing and resolving transportation issues for First Nation Students attending BC public schools.



The following FAQs are answered from the perspective of what is eligible under the BC Tripartite Education Agreement (BCTEA) in relation to transportation of First Nation on reserve students to and from BC Public Schools.

: What sources of funding can school districts use to transport on reserve students to BC public schools?

There are several government funding sources allocated to school districts that can be used to cover the cost of education, including transportation costs:

- Provincial general operating grant funding including the Student Location Factor (SLF) and Supplemental Student Location Factor (SSLF).
- Provincial Student Transportation Fund (STF) of \$15.4M (BC total).
- Funding included in the First Nation Student Rate (approx. \$1.76M (BC total); SLF, SSLF and STF).
- Funding from BCTEA First Nation Student Transportation Fund by Canada allocated through the approval of Transportation Plans (\$3.8M).







**TABLE A**  
**SUMMARY OF GRANTS TO DATE, 2023/24**  
 Updated December 2023

	2023/24 Interim	Estimated Classroom	Learning Improvement		Annual Facility Grant		Student	Feeding	Labour
85 Vancouver Island North	20,441,274	1,564,483	78,307	361,670	148,405	115,216	118,179	350,000	333,913
87 Stikine	6,534,487	463,825	24,109	598,083	60,762	124,935	51,181	350,000	88,436
91 Nechako Lakes	59,265,725	3,284,566	221,120	569,400	289,483	1,096,373	503,247	589,780	960,046
92 Nisga'a	9,046,500	926,830	34,676	154,173	54,315	116,874	130,091	350,000	136,478
93 Conseil scolaire francophone	105,252,656	10,427,180	394,475	138,578	277,866	100,251	750,415	1,093,590	1,611,512
<b>Provincial Total</b>	<b>6,717,848,258</b>	<b>697,189,988</b>	<b>25,000,000</b>	<b>59,156,964</b>	<b>23,500,000</b>	<b>50,876,937</b>	<b>15,403,131</b>	<b>71,500,000</b>	<b>114,118,961</b>

\*Includes total operating portion only; see Table D for capital portion



School District	2023/24 Estimated Operating Grant Block	% of Total Operating Grants	2023/24 Learning Improvement Fund - Support Staff
5 Southeast Kootenay	77,556,846	1.2%	293,563
6 Rocky Mountain	45,436,597	0.7%	171,984
8 4 -0 0 8.04 144Tm(8)TjETE484			

School District	Total Operating	Capital	Total 2023/24 Annual	Gross	Withheld Capital Asset	Total
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School District	Cost of Living	Teacher & Support Staff Benefit	Management Salary	2023/24	Staffing	Grand Total, 2023/24 Labour
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			AMENDED BUDGET	ANNUAL BUDGET	CHANGES	DESCRIPTION
<b>REVENUE:</b>						
	PROVINCIAL GRANTS					
						in enrolment
80,000	80,000	-				International Program Reg Fees
55,000	55,000	-				International Program Transport Fees
51,575	451,575	-				New funding line for 2023/2024
50,000	150,000	-				Short-term and long-term rentals
50,000	750,000	-				Investment Interest
60,704	2,322,931	1,637,773				Addition of Y/E Surplus Restrictions
<b>05,715</b>	<b>105,292,815</b>	<b>4,112,900</b>				
22,022	6,336,600	685,422				Wage increases not budgeted in Annual Budget
73,021	42,720,371	(147,350)				Slight reduction in average teacher salary
92,409	9,082,878	509,531				
						Increased positions for new student designations / Cost of Living Adjustment
	CLERICAL / NHS SALARIES		4,461,090	4,454,899	6,191	
	USW SALARIES		6,191,912	6,103,869	88,043	Cost of Living Adjustment
	EXCLUDED SALARIES		2,655,850	2,482,874	172,976	Wage increases not budgeted in Annual Budget
	CASUAL REPLACEMENT (ILLNESS / VACATION)		4,408,574	4,408,574	-	
	INSERVICE / EXTRA CURRICULAR / DEP'T HEAD		937,286	801,598	135,688	Y/E Surplus Restrictions added
			<b>77,842,164</b>	<b>76,391,663</b>	<b>1,450,501</b>	



**2023/2024 Amended Annual Operating Budget  
Surplus Reconciliation**

	<b>2023/2024 Amended Budget</b>	<b>2022/2023 Financial Statements</b>	<b>Change</b>
Operating Surplus at at June 30, 2023	6,772,987	6,772,987	-
Internally Restricted :			
To Balance 2023/2024 Budget	2,753,756	2,322,931	430,825
Rollovers	1,206,948	1,206,948	-
Subtotal	3,960,704	3,529,879	430,825
<b>Unrestricted Surplus</b>	<b>2,812,283</b>	<b>3,243,108</b>	<b>(430,825)</b>
<b>% Of Operating Budget</b>	<b>2.57%</b>	<b>2.96%</b>	



**CAPITAL BYLAW NO. 2023/2024-CPSD79-02**  
**CAPITAL PLAN 2023/2024**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 79 (Cowichan Valley) capital plan to the Minister of Education and Child Care (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best



September 15, 2023

Ref: 293335

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

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

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

[REDACTED]

submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for

**MAJOR CAPITAL PROJECTS SMP EXP REP SAP RDP**

**New Projects**

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

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

**MINOR CAPITAL PROJECTS SEP CNCP BEP PEP BUS**

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

Facility Name	Program/Project Description	Amount	Next Steps & Timing	Funded by

**New Projects for SEP CNCP BEP PEP**

Lake Cowichan Secondary	SEP - HVAC Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
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George Bonner  
Elementary, Lecha

Cowichan  
Elementary,

Maple Bay  
Elementary,  
Quamichan  
School, Tansor  
Elementary

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response**

<http://www2.ov.bc.ca/ov/content/education-training/k-12/administration/capital/annual%20capital%20plans>

[Nathan.Whi@ov.bc.ca](mailto:Nathan.Whi@ov.bc.ca)

Capital Plannin



Damien Crowell, A/Executive Director  
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch

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