



The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Tuesday, May 22, 2012 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road

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We are asking everybody to wear a hat to support our Vice-Chair in her fight against cancer.

**AGENDA**

**A. COMMENCEMENT OF MEETING**

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

- A1. Approval of the Agenda** (p 01-03)
- A2. Approval of the Minutes**
  - a) Approval of the April 16, 2012 minutes (p 04-10)
- A3. Business arising from the Minutes**
- A4. Student Achievement**
  - a) S.J. Willis Education Centre - Student Success – Pat Duncan, Associate Superintendent
- A5. District Presentations**
  - a) S. J. Willis Education Centre – United Way Recognition – Trustee McEvoy
- A6. Community Presentations** (5 minutes per presentation)
  - a) Rhonda Brown, Executive Director and Monty Bryant, Board Member  
Big Brothers, Big Sisters – Thanking the Board
  - b) Dermot Travis, Executive Director, IntegrityBC – Public Input at Board Meetings
- A7. Trustees' Reports**

**B. CHAIR'S REPORT**

**C. BOARD COMMITTEE REPORTS**

**C1. Education Policy Development Committee**

- a) Minutes from the May 7, 2012 meeting – information only (p 11-14)
- b) Recommended Motion:
  - i) 

That the Board of Education of School District No. 61 (Greater Victoria) deletes Policy and Regulation 2120.022, Regulation 2121.019, Policy 2123.010, Regulation 2123.020, Policy and Regulation 2201 and Policy and Regulation 2221.1

 (p 15-29)

**Note: This meeting is being audio recorded.**

**C2. Operations, Policy and Planning Committee**

- a) Minutes from the May 14, 2012 meeting – information only (p 30-34)
- b) Recommended Motions:
- i) 

That the Board of Education of School District No. 61 (Greater Victoria) approves the submission of the Needs Budget letter and costing to the Minister of Education with the addition of Note 3: "The budget costing reflects the input received from the consultative process with our educational partner groups, school planning councils and the public".

 (p 35-38)
  - ii) 

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9221, Board Administration Relationships at the meeting of May 22, 2012.  
Motion to be Carried Unanimously

 (p 39-42)
- That Bylaw 9221, Board Administration Relationships, as reviewed and amended be:

READ A FIRST TIME THE 22<sup>nd</sup> day of May 2012  
 READ A SECOND TIME THE 22<sup>nd</sup> day of May 2012  
 READ A THIRD TIME, PASSED AND ADOPTED THE 22<sup>nd</sup> day of May 2012
- iii) 

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.042, Supervisor of Accounting and 2123.043, Supervisor of Personnel/Payroll.

 (p 43-45)
  - iv) 

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Bylaw No. 126412, being a bylaw for the maximum expenditure of \$2,840,628 for capital portion of the Annual Facility Grant allocation.  
Motion to be Carried Unanimously

 (p 46-47)
- That Capital Bylaw No. 126412, being a bylaw for the maximum expenditure of \$2,840,628 for the capital portion of the Annual Facility Grant allocation be:

READ A FIRST TIME THE 22<sup>nd</sup> day of May, 2012;  
 READ A SECOND TIME THE 22<sup>nd</sup> day of May, 2012, and  
 READ A THIRD TIME, PASSED AND ADOPTED THE 22<sup>nd</sup> day of May, 2012 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.
- c) Tabled Motion:
- i) 

That the Board of Education of School District No.61 (Greater Victoria) write a letter to the Minister of Education requesting that he restore special needs funding as per the BC Supreme Court ruling on Bills 27 and 28.

**D. DISTRICT LEADERSHIP TEAM REPORTS****D1. Superintendent/Secretary-Treasurer's Report**

- a) Ratification of Poll Vote – 3<sup>rd</sup> Reading of the 2012/2013 Annual Budget Bylaw (p 48-49)

**E. REPORTS FROM TRUSTEE REPRESENTATIVES****F. NEW BUSINESS/NOTICE OF MOTIONS****F1. Letter to Minister Abbott – Trustee Nohr**

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Minister of Education requesting the appointment of a new mediator in an effort to fairly negotiate an agreement with our teachers.

**F2. Letter to Partner Groups – Trustee Nohr**

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to all our partner groups who participated in the budget input process thanking them for their time and effort in providing salient information for consideration.

**F3. Letter to Cowichan Board Education – Trustee Nohr**

That the Board of Education of School District No. 61 (Greater Victoria) write a letter of support to the Cowichan Board of Education for their efforts to engage with the Ministry of Education to restore lost funding to their students.

**F4. District Website – Trustee McNally**

That a web page be set up on the School District 61 site for all public letters written by the Chair (the Board), in order to highlight and make publicly accessible Board actions and advocacy.

**G. COMMUNICATIONS**

- G1. Letter to Chair Orcherton from Minister of Education** (p 50)

**H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS****I. ADJOURNMENT**

**Note: This meeting is being audio recorded.**



The Board of Education of School District No. 61 (Greater Victoria)  
April 16, 2012 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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**MINUTES**

**Present:**

Trustees Peg Orcherton, Chair, Bev Horsman, Vice-Chair, Catherine Alpha, Tom Ferris, Elaine Leonard, Edith Loring-Kuhanga, Diane McNally, Michael McEvoy, Deborah Nohr

**Administration:**

John Gaipman, Superintendent of Schools, George Ambeault, Secretary-Treasurer, Sherri Bell, Associate Superintendent, Pat Duncan, Associate Superintendent, Deborah Courville, Associate Superintendent, Debra Laser, Associate Secretary-Treasurer, Kyle Cormier, Director of Human Resource Services, Stephen Bennett, District Principal, Educational Staffing, Human Resource Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:38 p.m.

Chair Orcherton recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Introductions were made around the Board table.

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved and seconded:

That the April 16, 2012 Agenda be approved with the following changes/additions:

**A4. Community Presentations**

- iii) Barbara Macaulay, Committee Chair, Greater Victoria Teachers' Association, speaking in place of Kirk Doherty, Bill 22
- iv) Rob Paynter, Parent, District Strategic Planning
- v) John Bird, President, Victoria Confederation of Parents Advisory Councils, Politics in the School System

**A5. Trustees' Report**

- a) Trustee Horsman
- b) Trustee Nohr
- c) Trustee McEvoy
- c) Trustee McNally

**Motion Carried**

**A2. Approval of the Minutes**

- a) It was moved and seconded:

That the March 26, 2012 Regular Minutes be approved.

**Motion Carried**

- b) It was moved and seconded:

That the March 28, 2012 Special Board Budget Minutes be approved.

**Motion Carried**



- c) It was moved and seconded:

That the April 4, 2012 Special Board Budget Minutes be approved.

**Motion Carried**

### **A3. Business arising from the Minutes**

None.

### **A4. Community Presentations (5 minutes per presentation)**

- a) Tara Ehrcke, President, Greater Victoria Teachers' Association (GVTA), spoke regarding her opposition to Bill 22 and the proposed District budget being inadequate to meet the needs of students in the District.
- b) Keely Roden, Social Justice Committee Chair, GVTA, spoke of her opposition to Bill 22 and the negative impact it may have on the future of teachers. Ms. Roden urged support for the repeal of Bill 22.
- c) Barbara Macaulay, Contract Committee Chair, GVTA, spoke of her opposition to Bill 22 and stated that she supports the Board motion to send a letter to the Minister of Education to repeal Bill 22.
- d) Rob Paynter, parent, reviewed his suggestions for District strategic planning and allocation of resources. Mr. Paynter suggested using the current budget surplus towards funding for psychometric testing for District students.
- e) John Bird, President, Victoria Confederation of Parent Advisory Councils (VCPAC), stated that VCPAC is a non-partisan organization whose primary purpose is to advocate for the rights of students. Mr. Bird stated that *"parents in the District do not wish to have their children or their organization used as pawns in the political battle between the government and the union."*

### **A5. Trustees' Reports**

Trustee Horsman reviewed that former Trustee Peter Yorke recently passed away and spoke of the twenty three years Peter served on the Board from 1976 to 1999.

Trustee Nohr reported that she attended the regional science fair at the University of Victoria and music night at Arbutus Middle School.

Trustee McEvoy reported that the British Columbia School Trustees Association (BCSTA) has successfully lobbied the Ministry of Education regarding the carbon offset fees being charged provincially and Boards across the province will be seeing the benefits of recapturing these funds.

Trustee McNally reported that she attended the PAC meeting at Macaulay Elementary and Battle of the Books at Colquitz Middle School.

## **B. CHAIR'S REPORT**

Chair Orcherton highlighted the recent meetings and events she attended including GVTA bargaining, a Ministry conference in Richmond regarding Bill 22, a Principals meeting, a Budget Advisory Committee meeting and lastly the opening day ceremonies for Lakehill Little League to throw out the first pitch.

**C. BOARD COMMITTEE REPORTS****C1. Education Policy Development Committee meeting**

- a) The April 2, 2012 meeting minutes were presented for information.
- b) Trustee Alpha referred to the minutes from the meeting and presented the following motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) adopts the revised Policy 6141.1, Board Authority Authorized Courses.

**Motion Carried Unanimously**

**C2. Operations, Policy and Planning Committee meeting**

- a) The April 10, 2012 meeting minutes were presented for information.
- b) Trustee Leonard referred to the minutes from the meeting and presented the following motion.

It was moved and seconded:

That the following Professional Development dates for the 2012/2013 School Year be approved:

1. Monday, September 17, 2012
2. Friday, October 19, 2012 (Province Wide)
3. Friday, November 23, 2012
4. Friday, February 15, 2013
5. Friday, May 17, 2013
6. To Be Chosen By Each School

And further, the VPVPA, Exempt Staff, ASA, CUPE 947, CUPE 382 and VCPAC agreed that the dates for the Two-Week Spring Break be approved as March 11<sup>th</sup> to March 22<sup>nd</sup>, 2013.

**Motion Carried Unanimously**

**D. DISTRICT LEADERSHIP TEAM REPORTS****D1. Superintendent's Report**

None.

**D2. Secretary-Treasurer's Report**

- a) 2012/2013 Annual Budget Debate:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) apply the \$349,541 projected surplus to class size and composition.

After considering the recommended motion Trustee Leonard moved the following motion. An explanation was given with discussion ensuing amongst the Trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) apply the \$349,541 projected surplus in the following manner, for the 2012-2013 budget year, upon passing of the budget bylaw.

\$95,563 to add 1 FTE psychologist to help deal with the backlog of psychometric assessments in School District No. 61.

\$50,000 to be added for support services to psychologists and speech and language pathologists so that more time is made available for therapy with special needs students.

\$203,978 will be used for the hiring of Educational assistants for support for classrooms and students.

Trustee McNally moved the following amendment to the motion by adding “for students in grades K-3” to the second paragraph. Discussion ensued amongst the Trustees.

It was moved and seconded

That the Board of Education of School District No. 61 (Greater Victoria) apply the \$349,541 projected surplus in the following manner, for the 2012-2013 budget year, upon passing of the budget bylaw.

\$95,563 to add 1 FTE psychologist to help deal with the backlog of psychometric assessments for students in grades K-3 in School District No. 61.

\$50,000 to be added for support services to psychologists and speech and language pathologists so that more time is made available for therapy with special needs students.

\$203,978 will be used for the hiring of Educational assistants for support for classrooms and students.

Discussion ensued amongst the Trustees with Trustee Alpha moving the following amendment to the motion by adding support for “students that are hearing impaired” in paragraph four.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) apply the \$349,541 projected surplus in the following manner, for the 2012-2013 budget year, upon passing of the budget bylaw.

\$95,563 to add 1 FTE psychologist to help deal with the backlog of psychometric assessments for students in grades K-3 in School District No. 61.

\$50,000 to be added for support services to psychologists and speech and language pathologists so that more time is made available for therapy with special needs students.

\$203,978 will be used for the hiring of Educational assistants or teachers for support for classrooms, students and students that are hearing impaired.

**Motion Carried Unanimously**

#### b) 2012/2013 Annual Budget Bylaw

Upon completion of the budget deliberations, in order to pass the Annual Budget Bylaw at one meeting, the Board must unanimously agree to give the Bylaw all three readings at one sitting.

Secretary-Treasurer Ambeault advised that under the new Public Sector Accounting Standards for school districts, the budget bylaw amount now includes the operating fund, special purpose funds and the capital fund. In prior years, the budget bylaw reflected only the operating fund. Discussion ensued amongst the Trustees with clarification of the voting process given by the Secretary-Treasurer.

It was moved and seconded:

That the 2012/2013 Annual Budget Bylaw be given all three readings at the Board meeting on April 16, 2012.

**Motion Defeated**

For: Trustees Leonard, Nohr, Alpha, Horsman, Orcherton, Loring-Kuhanga, McEvoy and Ferris

Against: Trustee McNally

Secretary- Treasurer Ambeault presented the following motion. Discussion ensued around the Board table regarding the budget and the allocation of funding with Secretary-Treasurer Ambeault providing clarification.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) 2012/2013 Annual Budget Bylaw in the amount of \$194,366,227 be:

Read a first time the 16<sup>th</sup> day of April, 2012;

Read a second time the 16<sup>th</sup> day of April, 2012;

And that the Secretary-Treasurer be directed to place the 2012/2013 annual budget in the format prescribed by the Ministry of Education and to submit all forms required.

**Motion Carried**

For: Trustees Ferris, McEvoy, Leonard, Horsman and Orcherton

Against: Trustees McNally, Loring-Kuhanga, Nohr and Alpha

## **E. REPORTS FROM TRUSTEE REPRESENTATIVES**

Trustee McNally reported that she will be attending the Saanich Healthy Advisory Committee Fair next week along with the annual general meeting for the British Columbia Public School Employers' Association in Vancouver.

## **F. NEW BUSINESS/NOTICE OF MOTIONS**

### **F1. Proposed Allocation of \$350,000 Budget Surplus – Trustee Alpha**

That the Board of Education of School District No. 61 (Greater Victoria) use the \$350,000 surplus to support classroom needs in September and October, 2012, as follows: \$100,000 for psychologist time to provide psycho-educational assessments for students in grades K-3 and \$250,000 for additional educational assistants, speech and language pathologists and teachers of the hearing impaired.

**Motion Withdrawn**

**F2. Proposed Allocation of \$350,000 Budget Surplus – Trustee Horsman**

That the Board of Education of School District No. 61 (Greater Victoria) add 1 FTE psychologist to help deal with the back log of psychometric assessments in School District No. 61 at an estimated cost of \$95,563.

**Motion Withdrawn**

**F3. Proposed Allocation of \$350,000 Budget Surplus – Trustee Horsman**

That the Board of Education of School District No. 61 (Greater Victoria) add \$50,000 for support services to psychologists and speech and language pathologists so that more time is made available for therapy with special needs students.

**Motion Withdrawn**

**F4. Proposed Allocation of \$350,000 Surplus – Trustee Horsman**

That the Board of Education of School District No. 61 (Greater Victoria) add \$200,437 for the hiring of Educational Assistants for support for classrooms and students.

**Motion Withdrawn**

**F5. Needs Budget Proposal – Trustee McNally**

Trustee McNally presented her motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) submit only a needs budget reflecting remedies for the ongoing structural deficit, and reflecting costs for restoration of all service levels to the levels of service that existed in 2001.

**Motion Defeated**

For: Trustees McNally, Loring-Kuhanga, Nohr and Alpha

Against: Trustees Ferris, McEvoy, Leonard, Horsman and Orcherton

**F6. Letter to the Minister of Education – Trustee Nohr**

Trustee Nohr presented her motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Minister of Education calling on the Government to repeal Bill 22 and instead, have an independent mediator appointed through the Labour Relations Board.

**Motion Defeated**

For: Trustees McNally, Loring-Kuhanga, Nohr and Alpha

Against: Trustees Ferris, McEvoy, Leonard, Horsman and Orcherton

**G. COMMUNICATIONS**

None.

**H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None.

**I. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 9:54 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Chair





**Education Policy Development Committee Meeting  
May 7, 2012 – Victoria High School Fairey Tech Building Room 110**

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**REGULAR MINUTES**

**Present: TRUSTEES**

Catherine Alpha, Chair, Education Policy Development Committee  
Tom Ferris  
Bev Horsman  
Edith Loring-Kuhanga  
Michael McEvoy  
Diane McNally  
Deborah Nohr  
Peg Orcherton

**ADMINISTRATION**

John Gaipman, Superintendent of Schools  
Sherri Bell, Associate Superintendent  
Janine Roy, District Principal of Learning Initiatives  
Wendy Holob, VPVPA  
Kristine Marshall, Recording Secretary

The meeting was called to order at 7:10 p.m.

Chair Alpha recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

**1. APPROVAL OF THE AGENDA**

It was moved

That the May 7, 2012 regular Education Policy Development Committee agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved

That the minutes of the Monday, April 2, 2012 Education Policy Development Committee meeting be approved.

**Motion Carried Unanimously**

### 3. BUSINESS ARISING FROM MINUTES

#### *Follow up on 'Beyond the Hurt': Peer to Peer Anti-Bullying Training Program*

Trustee Nohr asked for further information on implementation plans for the 'Beyond the Hurt' Program next year. Associate Superintendent Sherri Bell explained that Marnice Jones, Coordinator of Healthy, Safe and Caring Schools, will be working with interested schools.

#### *Follow up on Presentation by Exploratory Teachers*

Trustee Loring-Kuhanga asked for clarification in regards to whether or not the Greater Victoria School District will be doing a ten year review on middle schools, as it has been ten years since this model was implemented in the district. Associate Superintendent Sherri Bell explained that after the exploratory teachers presentation at the April 2 Ed Policy meeting, she met with Kirk Doherty to discuss the exploratory teachers' concerns, and had a subsequent meeting with middle school principals and vice principals to discuss the teachers' concerns. Ms. Bell was informed by Kirk Doherty that he planned to continue to meet exploratory teachers.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Education to conduct a ten year review on the implementation of middle schools in School District No. 61.

**Motion Defeated**

#### **Voting Record**

3 in favour (Loring-Kuhanga, McNally, Nohr)

5 opposed (Alpha, Ferris, Horsman, McEvoy, Orcherton)

### 4. CORRESPONDENCE REFERRED TO THE COMMITTEE - None

### 5. PUBLIC REQUEST TO THE COMMITTEE - None

### 6. MOTIONS REFERRED TO THE COMMITTEE – None

### 7. NEW BUSINESS

#### A. *Victoria High Gold Medal Performance at South Island Skills Canada Competition*

*Introduction by Randi Falls, Principal, Victoria High*

*Info*

*Verbal*

Ms. Falls introduced the students and described the South Island Skills Canada Competition where Victoria High School medalled at the regional and provincial level. The trustees toured the carpentry, electrical, metal working, automotive and auto body shops and saw presentations from students in these programs, as well as presentations from students in the hairdressing and fashion design programs.

Students spoke about their respective projects and explained the challenges and triumphs they experienced during the competition. All students felt it was a worthwhile event and were glad they participated. The trustees thanked the students for their presentations and congratulated them on their achievements.

- B. *Deletion of:* Sherri Bell *Motion* Ps. 6-20
1. *Policy and Regulation 2120.022 Director of Program services*
  2. *Regulation 2121.019 Coordinator – School Services Team*
  3. *Policy 2123.010 Assistant Directors Curriculum and Instructional services*
  4. *Regulation 2123.020 Coordinator – Program Services (Primary, Intermediate and Graduation Programs)*
  5. *Policy and Regulation 2201 Educational Leadership Positions (Elementary and Secondary)*
  6. *Policy and Regulation 2221.1 Curriculum and Division Chairmen*

Associate Superintendent Sherri Bell spoke to the list of policies and regulations for deletion. The policies and regulations were deleted as the positions no longer exist.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) deletes Policy and Regulation 2120.022, Regulation 2121.019, Policy 2123.010, Regulation 2123.020, Policy and Regulation 2201 and Policy and Regulation 2221.1

**Motion Carried Unanimously**

- C. *Revision to Policy and Regulation 2120.030 formerly Director of School Services revised to District Principal of Learning Initiatives* Sherri Bell *Motion* Ps. 21-26

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) adopts the revised Policy 2120.030 District Principal of Learning Initiatives.

Associate Superintendent Sherri Bell explained that the changes to Policy 2120.030 were made to better reflect the District Principal of Learning Initiatives' present job description. The trustees discussed the changes and public participants shared comments. The Superintendent of Schools asked the committee to allow administration to take Policy 2120.030 back to DLT (District Leadership Team) and then back to the committee for discussion. Trustee Horsman moved the following motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) refers the revised Policy 2120.030 District Principal of Learning Initiatives to DLT (District Leadership Team) for further input.

**Motion Carried**

### **Voting Record**

5 in favour (Alpha, Ferris, Horsman, Nohr, Orcherton )

2 opposed (Loring-Kuhanga, McNally)

## **8. GENERAL ANNOUNCEMENTS**

The GVTA extended an invitation to the celebration of the GVTA inquiry group into student engagement on May 28, 2012 starting at 4:00pm in the Esquimalt Cafeteria.

## **9. ADJOURNMENT**

It was moved

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:11p.m.

**ASSOCIATE SUPERINTENDENTS' OFFICE**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA, V8Z 1E8

Fax: (250) 475-4115

Sherri Bell  
ph. 250-475-4220Deborah Courville  
ph. 250-475-4133Patrick Duncan  
ph. 250-475-4117**MEMO****To: EDUCATION POLICY DEVELOPMENT COMMITTEE****From: Sherri Bell****Date: May 7, 2012****Re: Policies and Regulations****Recommended Motion**

That the Greater Victoria Board of Education delete the following policies and regulations as these positions no longer exist.

Policy/Regulation 2120.022	DIRECTOR OF PROGRAM SERVICES
Regulation 2121.019	COORDINATOR – SCHOOL SERVICES TEAM
Policy 2123.010	ASSISTANT DIRECTORS CURRICULUM AND INSTRUCTIONAL SERVICES
Regulation 2123.020	COORDINATOR – PROGRAM SERVICES (PRIMARY, INTERMEDIATE AND GRADUATION PROGRAMS)
Policy/Regulation 2201	EDUCATIONAL LEADERSHIP POSITIONS (ELEMENTARY AND SECONDARY)
Policy/Regulation 2221.1	CURRICULUM AND DIVISION CHAIRMEN

**Please note:**

Regulation 2121.019 is a regulation only; no policy exists.

Policy 2123.010 is a policy only; no regulation exists.

Regulation 2123.020 is a regulation only; no policy exists.



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## **POLICY 2120.022**

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### **DIRECTOR OF PROGRAM SERVICES**

#### **GENERAL**

The Director of Program Services is responsible to the Superintendent for the implementation and coordination of effective programs of learning. The Director plans, develops, manages, monitors and evaluates the implementation of the provincial curriculum and assessment framework according to the District Strategic Plan and in partnership with the District Leadership Team.

*Greater Victoria School District*

Approved: November 20, 1972

Various revisions

Revised: November 27, 1978

Renumbered & Revised: June 1991



## **REGULATION 2120.022**

### **DIRECTOR OF PROGRAM SERVICES**

#### **General**

The Director of Program Services is accountable to the Superintendent for the implementation and coordination of effective programs of learning. The Director plans, develops, manages, monitors and evaluates the implementation of the Provincial Curriculum and Assessment framework according to the District Strategic Plan and in partnership with the District Leadership Team.

#### **Results Expected**

##### **Leadership**

Provides effective leadership through envisioning, enabling and encouraging achievement of the mission.

##### **Service**

Provides a variety of staff development and co-ordination services to assist teachers, principals, and department staff to implement positive educational change.

##### **Interpersonal**

Establishes and maintains cooperative and productive working relationships with teachers, principals, vice-principals, District staff, Program Services staff, the District Leadership Team, and the Board of Trustees.

##### **Management**

Provides effective and efficient management of the human and financial resources of the Program Services Department.

#### **Specific Responsibilities**

Develops District positions and procedures for the implementation of the Year 2000 Framework and

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the Strategic Plans as they relate to the programs in the District.

Provides staff development and leadership services.

Initiates, organizes, facilitates, monitors, and evaluates District directions and plans for program development, resources, implementation and assessment.

Maintains effective working relationships with Ministry of Education, post-secondary institutions and other supporting educational agencies.

Facilitates the Educational Policy Board Committee.

Coordinates District consultative committees and support groups.

Communicates regularly with VCPAC, GVTA, VAA and other employee groups.

Monitors and evaluates the performance of department staff.

Participates in professional development activities to maintain a high level of currency in educational development.

## Relationships

**Serves**

All District schools

**Accountable to**

Superintendent and the Board of Trustees

**In partnership with**

District Leadership Team

**In cooperation with**

District Principals

**Liaison to**

Ministry of Education, Universities and Colleges, professional education associations, and others

**Supervises**

Program Services Department staff

**In consultation with**

Employee Groups

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Parent Groups  
District Consultative Committee  
Advisory Committees

**Evaluation**

The Director is evaluated by the Superintendent on the basis of results achievement as specifically set out in an annual job plan.

*Greater Victoria School District*

Approved: October 28, 1991

DELETED

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## REGULATION 2121.019

### COORDINATOR - SCHOOL SERVICES TEAM

#### General

Reporting to the Director of School Services the Coordinator is responsible for providing program services for schools. The Coordinator will provide a broad range of educational services through leadership that enables schools to achieve the District mission and goals.

#### Specific Responsibilities

- |                                       |  |
|---------------------------------------|--|
| <b>1.0 School Improvement Support</b> | <p>Assists schools to develop and monitor plans for the improvement of student learning.</p> <p>Facilitates efforts of schools to carry out school plans.</p> <p>Assists schools in diagnosis, assessment, placement and program design for students.</p>  |
| <b>2.0 District Coordination</b>      | <p>Assists with development of process for the implementation of the Year 2000 Framework and the Strategic Plan as they relate to the programs in the District.</p> <p>Initiates, organizes, facilitates, monitors, and evaluates District directions and plans for program development, school improvement planning, staff development and student support.</p> <p>Coordinates District consultative project groups, committees and support groups.</p> |

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- 3.0 Program Implementation** Provides clear direction for the implementation of new programs of learning.
- Coordinates the efforts of schools to plan and carry out effective implementation processes.
- Accesses and reports on implementation plans. Coordinates delivery of resources to meet special needs.
- Supervises and coordinates district special education programs and services.
- screening and placement
  - self-contained classes
  - District resource rooms
  - Itinerant services
- 4.0 Staff Development** Coordinates district staff development programs.
- Provides guidance and support to teachers, committees, specialist councils and others for the improvement of curriculum and instruction.
- Assists schools to develop and implement effective staff development plans in program areas as part of the school improvement plan.
- 5.0 Relationships** Develops and maintains positive, collaborative working relationships with school and District staff.
- Initiates and maintains productive working relationships with outside agencies and organizations.
- 6.0 Evaluation** The Coordinator is evaluated by the Director of School Services on the basis of the results achieved as specifically set out in the annual job plan.

*Greater Victoria School District*

Approved: June 22, 1992

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*The Greater Victoria School District is committed to  
each student's success in learning within  
a responsive and safe environment.*

## **POLICY 2123.010**

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### **ASSISTANT DIRECTORS CURRICULUM AND INSTRUCTIONAL SERVICES**

The Board of School Trustees may appoint Assistant Directors whose function, under the Director, shall be to assist in the improvement of curriculum and instruction in the District.

*Greater Victoria School District*

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Approved: October 26, 1987

DELETED

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## REGULATION 2123.020

### COORDINATOR - PROGRAM SERVICES (PRIMARY, INTERMEDIATE AND GRADUATION PROGRAMS)

#### General

Reporting to the Director of Program Services, the Coordinator is accountable for providing program services through District-wide coordination. Coordination will include development, implementation and monitoring of effective and engaging learning programs in cooperation with schools.

#### Specific Responsibilities

##### 1.0 District Leadership

Develops District positions and procedures for the implementation of the Year 2000 Framework and the Strategic Plans as they relate to the programs in the District.

Initiates, organizes, facilitates, monitors, and evaluates District directions and plans for program development, resources, implementation and assessment.

Coordinates District consultative committees and support groups.

##### 2.0 Program Implementation

Provides clear direction for the implementation of new programs of learning.

Coordinates the efforts of schools to plan and carry out effective implementation processes.

Assesses and reports on implementation plans.

### **3.0 Staff Development**

Provides guidance and support to teachers, committees, specialist councils and others for the improvement of curriculum and instruction.

Assists schools to develop and implement effective staff development plans in program areas as part of the school improvement plan.

### **4.0 Relationships**

Develops and maintains positive, collaborative working relationships with school and District staff.

Initiates and maintains productive working relationships with outside educational agencies and organizations.

### **5.0 Evaluation**

The Coordinator is evaluated by the Director of Program Services on the basis of the results achieved as specifically set out in the annual job plan.

*Greater Victoria School District*

Approved: October 1987  
Revised: February 1988  
Renamed & Revised: October 28, 1991

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## **POLICY 2201**

### **EDUCATIONAL LEADERSHIP POSITIONS**

#### **(ELEMENTARY AND SECONDARY)**

The Board recognizes that, in addition to the positions of principal or head teacher which it establishes in each school in accordance with the School Act, there are other positions of leadership which are desirable for the effective functioning of a school unit. It is the Board's policy to encourage both flexibility in administrative organization and the involvement of teaching personnel in its design. The intent is that both principal/head teacher and staff shall be involved in determining the type of leadership organization that best suits the school community within the funds available and whatever legal tenure structure exists. This policy shall be put into effect as vice-principal and other administrative positions below that of a principal become open in this District.

*Greater Victoria School District*

Approved: April 3, 1979

Revised: November 1981

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## REGULATION 2201

### EDUCATIONAL LEADERSHIP POSITIONS (Elementary and Secondary)

All positions of educational leadership (alternative administrative patterns) are subject to the provisions of the Public Schools Act and Public Schools Act Regulations, and School District No. 61 (Greater Victoria) policies and regulations. The term of appointment of teachers or others to these positions are subject to the specific provision of Board Policy 2200.

1. Prospective plans for alternative leadership patterns should initially be discussed by the principal and the appropriate assistant superintendent of schools (field).
2. All decisions regarding the nature of alternative leadership patterns will be made by the principal in consultation with his/her staff.
3. The principal has the responsibility for ensuring that the leadership plans meet the needs of the students, and are in harmony with the philosophy of the school.
4. Organizational plans must be submitted to the Superintendent of Schools for approval no later than April 30 of the school year preceding implementation.
5. The Board of School Trustees, upon the recommendation of the Superintendent of Schools, will appoint teachers of recognized competence to positions of educational leadership for periods indicated in attendant Policy 2200.
6. In calculating funds available for educational leadership or alternative patterns of administration, the base grant shall be the sum of money that would currently be paid to the position of vice-principal or administrative

assistant, as per the current salary agreement and Regulations 2202 and 2203. Monies paid for educational leadership shall be to individual appointments as part of salary. These monies shall not be used for other school programs.

7. The principal, in consultation with his/her staff, shall recommend the remuneration and release time from regular classroom duties for each position within the framework of clause (6) above, but the actual remuneration shall be determined by the current salary agreement, where applicable.
8. The principal and staff, in consultation with the appropriate assistant superintendent of schools (field), shall make an annual review and evaluation of the alternative administrative pattern to ensure that the needs of the students, parents and community are being met.
9. All positions of educational leadership will be advertised in all schools in the District. A committee, consisting of the Assistant Superintendent of Schools (Field and Teacher Personnel), one other Assistant Superintendent of Schools or Director of Instruction, the principal of the school involved, and two representatives of the G.V.T.A. will be established to screen, shortlist, and interview candidates. The committee's selection will be presented to the Board for ratification.

*Greater Victoria School District*

Approved: April 1979

Revised: January 1981

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## POLICY 2221.1

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### CURRICULUM AND DIVISION CHAIRMEN

Teaching personnel at the school level may be assigned additional responsibilities as Curriculum Chairmen or Division Chairmen to assist in the development and supervision of curriculum at the school level. These assignments may be requested by the principal of the school after consultation with the staff of the school and with the approval of the Superintendent of Schools.

*Greater Victoria School District*

Approved: January 15, 1973

Revised: July 1975



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## REGULATION 2221.1

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### CURRICULUM AND DIVISION CHAIRMEN

1. The Board of School Trustees shall establish annually the budget for Curriculum and Division Chairmen, calculated on a per-pupil basis.
2. The options available to a principal in the expenditure of the Curriculum and Division Chairmen funds for his/her school are as follows:
  - a) To provide remuneration to teachers appointed to the positions of Curriculum and Division Chairmen, in accordance with the terms of the current Teachers' Salary Agreement. Teachers may be appointed to the position of Curriculum and Division Chairmen for the school year or any portion thereof.
  - b) To provide substitutes so that time is available for teachers to assume leadership roles and to develop or implement curriculum.

*Greater Victoria School District*

Approved: February 1978



Operations Policy and Planning Committee  
May 14, 2012 – GVSD Board Office, Boardroom

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**REGULAR MINUTES**

**Present: TRUSTEES**

Elaine Leonard, Chair, Operations Policy and Planning Committee  
Catherine Alpha  
Tom Ferris  
Bev Horsman  
Edith Loring-Kuhanga  
Diane McNally  
Deborah Nohr  
Peg Orcherton

**Absent: Michael McEvoy**

**ADMINISTRATION**

John Gaipman, Superintendent/Secretary-Treasurer  
Sherri Bell, Associate Superintendent  
Pat Duncan, Associate Superintendent  
Deb Courville, Associate Superintendent  
Debra Laser, Associate Secretary-Treasurer  
Kyle Cormier, Director of Human Resource Services  
Seamus Howley, Director of Facilities Services  
Sylvia Holinaty, Recording Secretary

The meeting was called to order at 7:40 p.m.

Chair Leonard recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

**1. APPROVAL OF THE AGENDA**

It was moved

That the May 14, 2012 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved

That the April 10, 2012 Operations, Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

**3. BUSINESS ARISING FROM MINUTES – None**

#### 4. PRESENTATIONS

##### 1. Rob Paynter – Parent

Mr. Paynter presented a Class Size and Composition Proposal and an Extra Curricular Activities Proposal. The question of standing protocols versus administration decisions was raised in relation to school clubs. It was agreed that Superintendent/Secretary-Treasurer Gaipman will speak with Mr. Paynter and that staff will report back at a future Operations, Policy and Planning Committee meeting.

#### 5. FINANCE AND LEGAL AFFAIRS

##### A. Administration Reports to Committee

##### 1. Needs Budget

Trustee Orcherton and Trustee Horsman provided an overview of the Needs Budget and the rationale behind it. After some discussion, it was agreed to add a Note 3 to the costing document explaining that the additional funding request reflects the input received from the consultative process.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) approves the submission of the Needs Budget letter and costing to the Minister of Education with the addition of Note 3: "The budget costing reflects the input received from the consultative process with our educational partner groups, school planning councils and the public".

**Motion Carried**

For: Trustees Loring-Kuhanga, McNally, Nohr, Alpha, Orcherton, Horsman, Ferris, Leonard  
Absent: Trustee McEvoy

##### 2. 2012/2013 Annual Facilities Grant Capital Bylaw No. 126412

Associate Secretary-Treasurer Laser explained that in order to access the capital portion of the Annual Facilities Grant funding, a capital bylaw is required. It was agreed to forward the following motions to the May 22, 2012 Board of Education Meeting.

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Bylaw No. 126412, being a bylaw for the maximum expenditure of \$2,840,628 for the capital portion of the Annual Facility Grant allocation.

**Motion to be Carried Unanimously**

That Capital Bylaw No. 126412, being a bylaw for the maximum expenditure of \$2,840,628 for the capital portion of the Annual Facility Grant allocation be:

READ A FIRST TIME THE 22nd day of May, 2012;  
READ A SECOND TIME THE 22nd day of May, 2012, and  
READ A THIRD TIME, PASSED AND ADOPTED THE 22nd day of May, 2012 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

### **3. Revision to Bylaw 9221 Board Administration Relationships**

Associate Superintendent Duncan spoke to the revision to the bylaw. It was agreed to forward the following motions to the May 22, 2012 Board of Education Meeting.

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9221, Board Administration Relationships at the meeting of May 22, 2012.  
Motion to be Carried Unanimously

That Bylaw 9221, Board Administration Relationships, as reviewed and amended be:

READ A FIRST TIME THE 22nd day of May 2012;  
READ A SECOND TIME THE 22nd day of May 2012; and  
READ A THIRD TIME, PASSED AND ADOPTED THE 22nd day of May 2012.

### **4. Deletion of Policy 2123.042 Supervisor of Accounting and Policy 2123.043 Supervisor of Personnel/Payroll**

Associate Secretary-Treasurer Laser informed the Committee that the positions of Supervisor of Accounting and Supervisor of Personnel/Payroll no longer exist and therefore, the recommendation is to delete the policies.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.042, Supervisor of Accounting and 2123.043, Supervisor of Personnel/Payroll.

**Motion Carried**

For: Trustees Loring-Kuhanga, McNally, Nohr, Alpha, Orcherton, Horsman, Ferris, Leonard  
Absent: Trustee McEvoy

### **5. Update on Funding**

Superintendent/Secretary-Treasurer Gaipman reported that the Ministry of Education had released additional provincial holdback funding in the amount of \$280,424 for our school district. In addition, the Ministry of Education did not recover all of the funding saved from the 3-day teacher strike which has left \$125,000 in the district. Discussion ensued about the possible use of the available funds. It was suggested that consideration be given to using the \$125,000 to purchase musical instruments and computer technology for schools, and that the \$280,424 be carried forward to be applied against the deficit.

### **6. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None**

## **7. NEW BUSINESS/NOTICE OF MOTIONS**

### **A. Trustee Loring-Kuhanga – Working Committee**

Trustee Loring-Kuhanga presented her motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) establish a small working committee (consisting of 2 trustees, 1 executive member, 1 teacher, 1 parent and 1 CUPE member from 382 and 947) to review all policies and regulations and to report revisions to OPPS on a monthly basis.

**Motion Defeated**

For: Trustees Loring-Kuhanga, McNally, Nohr  
Against: Trustees Horsman, Orcherton, Ferris, Alpha, Leonard  
Absent: Trustee McEvoy

### **B. Trustee Loring-Kuhanga –Time for Questions and Comments**

Trustee Loring-Kuhanga presented her motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) provide two opportunities for the public and partner groups to ask questions or make comments to the Board on any issues or concerns. This would include 10 minutes at the beginning prior to community/school presentations and at the end of the meeting before adjournment.

**Motion Defeated**

For: Trustees Loring-Kuhanga, Nohr, McNally, Alpha  
Against: Trustees Horsman, Orcherton, Ferris, Leonard  
Absent: Trustee McEvoy

### **C. Trustee Loring-Kuhanga – Chair and Vice Chair to change annually**

Trustee Loring-Kuhanga presented her motion.

That the Board of Education of School District No. 61 (Greater Victoria) change the Chair and Vice-Chair of the Board annually.

Chair Leonard ruled the motion out of order.

### **D. Trustee Loring-Kuhanga – Letter to the Minister of Education**

Trustee Loring-Kuhanga presented her motion. After discussion, it was determined that more information was required and that the motion should be tabled to the next Board Meeting.

It was moved

That the Board of Education of School District No.61 (Greater Victoria) write a letter to the Minister of Education requesting that he restore special needs funding as per the BC Supreme Court ruling on Bills 27 and 28.

**Motion Tabled**

For: Trustees Loring-Kuhanga, McNally, Nohr, Alpha, Orcherton, Horsman, Ferris, Leonard



Absent: Trustee McEvoy

**8. GENERAL ANNOUNCEMENTS – None**

**9. ADJOURNMENT**

It was moved

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 9:15 p.m.



## Board of Education of School District No. 61 (Greater Victoria)

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112

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**TO:** Operations, Policy and Planning Committee  
**FROM:** Peg Orcherton, Board Chair  
**DATE:** May 14, 2012  
**RE: NEEDS BUDGET**

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The Needs Budget submission has been prepared based on the input received during the budget consultation process.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approves the submission of the Needs Budget letter and costing to the Minister of Education.
---

# BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112

---

May 22, 2012

The Honourable George Abbott  
Minister of Education  
P.O. Box 9045, Stn Prov Govt  
Victoria, British Columbia  
V8W 9E2

Dear Minister Abbott:

**RE: School District No. 61 (Greater Victoria) Needs Budget**

Each year School District No. 61 (Greater Victoria) engages in a broad based consultative process requesting input from our educational partner groups, school planning councils and the public. Each year through our process, and the groups involved in our process, the same conclusion is reached. The Ministry of Education is not providing the level of funding needed to adequately address the growing fiscal needs of school districts in the province.

The district spends its funds efficiently and effectively but the gap continues to grow each year between what the district receives in provincial government funding and what is required to meet the educational needs of students in the Greater Victoria School District.

- The costs to provide adequate services for students with special needs are not fully recognized in the current funding level. The lack of sufficient funding means that resources are removed from the majority of students to prop up the inadequacy of special education funding.
- Annual funding increases have not provided for consumer price and cost of living increases leaving the school district with less funds to purchase supplies and services. Furthermore, expanded and new mandates of the education system have often not been funded.
- Provincial labour settlements have been only partially funded which reduces the funding available to support students in the classroom.
- The funding formula unfairly disadvantages districts with declining enrolment since operating expenses cannot be reduced as quickly as the funding declines.

The input received from the consultative process has expressed the need to focus resources on additional learning resources, teacher and support staffing. We have estimated that an additional \$48.5 million is needed to address the diverse learning needs of our students.

The years of underfunding have eroded our ability to provide a robust quality education system. Additional funding is needed to ensure that our students receive the best education possible.

The Honourable George Abbott  
May 22, 2012  
Page 2

Yours truly,

Peg Orchardton  
Chair

cc: Board of Education  
John Gaipman, Superintendent of Schools

**Greater Victoria School District No. 61**  
**Costing of Budget Submissions**

<b>Proposed Needs Budget Additions:</b>	<b>Teacher FTE</b>	<b>Teacher Salary &amp; Benefits</b>	<b>CUPE 947 FTE</b>	<b>CUPE 947 Salary &amp; Benefits</b>	<b>TOTAL COST</b>
	FTE	\$	FTE	\$	
Classes of 20 or less K- Grade 3	4.00	\$ 383,275			\$ 383,275
Classes of 24 or less Grades 4-5 (Elementary Schools) and Grades 6-8 (Middle Schools)	27.37	\$ 2,457,971			\$ 2,457,971
No class with labs over 24	31.000	\$ 2,783,862			\$ 2,783,862
No English/Socials class over 24	54.000	\$ 4,849,308			\$ 4,849,308
For every 12 students with an IEP, 1.0 additional teacher and 2.0 additional EAs	171.750	\$ 15,423,494	343.500	\$ 13,352,312	\$ 28,775,806
Additional full-time teacher and EA for every 70 ESL students	6.850	\$ 615,144	20.860	\$ 810,857	\$ 1,426,000
Additional full-time teacher for every 70 Aboriginal students	12.350	\$ 1,109,055			\$ 1,109,055
Library: A full time teacher librarian for every school, and two teacher librarians for schools over 800	26.900	\$ 2,415,674			\$ 2,415,674
Counselors: A half-time counsellor for every elementary school and 1.0 counsellor for every 400 students for middle and secondary schools.	13.616	\$ 1,222,744			\$ 1,222,744
0.5 Teacher Mentor for every school to work with beginning teachers	23.500	\$ 2,110,347			\$ 2,110,347
School Wide Teaching and Learning Resource Budgets					\$ 650,000
Speech Language Pathology Assistants			7.200	\$ 279,874	\$ 279,874
<b>TOTAL Proposed Needs Budget Additions</b>	<b>371.337</b>	<b>\$ 33,370,872</b>	<b>371.560</b>	<b>\$ 14,443,043</b>	<b>\$ 48,463,915</b>
<b>Note: 1) The estimated total cost does not include additional facilities and supplies costs related to the proposed increase in FTE staff.</b>					
<b>Note: 2) The Learning Improvement Fund has not been taken into consideration in this proposal.</b>					
<b>Note: 3) The budget costing reflects the input received from the consultative process with our educational partner groups, school planning councils and the public.</b>					





## ASSOCIATE SUPERINTENDENTS' OFFICE

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA, V8Z 1E8

Fax: (250) 475-4115

Sherri Bell  
ph. 250-475-4220

Deborah Courville  
ph. 250-475-4133

Patrick Duncan  
ph. 250-475-4117

**TO:** Operations, Policy and Planning Committee  
**FROM:** Pat Duncan, Associate Superintendent  
**DATE:** May 14, 2012  
**RE:** **BYLAW 9221, BOARD ADMINISTRATION RELATIONSHIPS**

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The following Bylaw 9221, Board Administration Relationships requires amendment to reflect the modification regarding meetings.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9221, Board Administration Relationships at the meeting of May 22, 2012.

Motion to be carried unanimously at the Board Meeting

**Recommended Motion:**

That Bylaw 9221, Board Administration Relationships, as reviewed and amended be:

READ A FIRST TIME THE 22<sup>nd</sup> day of May 2012

READ A SECOND TIME THE 22<sup>nd</sup> day of May 2012

READ A THIRD TIME, PASSED AND ADOPTED THE 22<sup>nd</sup> day of May 2012

## **BYLAW 9221**

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### **BOARD ADMINISTRATION RELATIONSHIPS**

The School Board is responsible to the electorate and is required to provide a quality educational program as economically, effectively and efficiently as possible. The School Board shall:

1. Assist the Superintendent with counsel and advice, giving him the benefit of its judgement, business experience and familiarity with the local communities; and shall also consult with the Superintendent on all matters concerning the school system which the Board is considering or about which it proposes to take action.
2. Delegate to the Superintendent responsibility for all executive functions, refrain from handling directly any administrative details, and give the Superintendent authority commensurate with his responsibilities.
3. Refer all complaints to the appropriate administrator.
4. Make all employees of the school system responsible to the Superintendent through refraining from direct dealings with individuals to influence their decisions, except where through the Board's Committee system specific responsibilities have been delegated by the Superintendent to other senior personnel, and excepting also those matters clearly designated by the School Act to be the responsibility of the Secretary-Treasurer.
5. Provide adequate safeguards for the Superintendent and other personnel so that they may perform their proper functions on a professional basis. This involves, particularly, supporting the Superintendent in his efforts to protect the personnel from individuals and organizations seeking to exploit the school system for self-interested reasons.

6. Accept full responsibility for administrative acts authorized by or resulting from the policies of the Board.
7. Hold the Superintendent strictly responsible for the administration of schools, requiring him to keep the Board fully informed at all times through both written and oral reports; and shall review and appraise the results of his work, informing him when any methods or procedures do not meet with approval of the Board
8. Notwithstanding the above, Trustees shall be encouraged to feel welcome in the schools for the purpose of acquainting themselves with the aspirations, achievements, and problems of the schools' staffs, but they should ensure at all times that school personnel are aware of the purpose of the visit. Personnel expressing concerns or requesting action should be referred to formal channels of communication.
9. Encourage members of the Administration to take the initiative to participate in Board meetings and to provide information and opinions which would assist the Board in clarifying an issue.

The argument used by Trustees to support their point of view during debates should be based on information and opinion related to the issues. During debates, Trustees should solicit information and advice from Administrators and seek clarification of administrative action on an issue, yet refrain from public criticism of Administrators.

If a disagreement arises between a Trustee and an Administrator, a private meeting between the two should be arranged to resolve the disagreement.

The Superintendent shall ensure that routine information gathered for administrative purposes shall be made readily available to Trustees on a routine basis or upon request, without the necessity of special reports.

The Secretary-Treasurer shall comply with all requirements of that office as established under the School Act and shall make recommendations to the Board regarding any financial or other appropriate matters requiring action. He shall ensure that the Board is kept promptly advised of all relevant financial and other matters that he considers pertinent to his function under the Act.

~~The Board shall hold meetings twice annually with Executive Council with respect to this By-Law.~~

*Greater Victoria School District*

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Adopted: October 22, 1984  
Revised: May 2012

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# FINANCIAL SERVICES

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4105 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Associate Secretary-Treasurer

DATE: May 14, 2012

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RE: **Policy 2123.042 Supervisor of Accounting**  
**Policy 2123.043 Supervisor of Personnel/Payroll**

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Policy 2123.042 and Policy 2123.043 should be deleted as the Supervisor of Accounting and Supervisor of Personnel/Payroll positions no longer exist.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.042, Supervisor of Accounting and 2123.043, Supervisor of Personnel/Payroll.
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*The Greater Victoria School District is committed to  
each student's success in learning within  
a responsive and safe environment.*

## **POLICY 2123.042**

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### **SUPERVISOR OF ACCOUNTING**

The Board may appoint a Supervisor of Accounting, who shall be responsible to the Business Manager for directing the activities of the Accounting Section within the Secretary-Treasurer's Department, and developing procedures for the efficient processing and control of all cash transactions of the Board.

*Greater Victoria School District*

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Approved: May 31, 1982

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## **POLICY 2123.043**

### **SUPERVISOR OF PERSONNEL/PAYROLL**

The Board may appoint a Supervisor of Personnel/Payroll, who shall be responsible to the Business Manager for the development and maintenance of effective labour relations, employer-employee relationships, and personnel policies and practices. He shall be responsible for the recruitment and utilization of non-certificated staff, wage and salary administration, personnel records and files and the preparation of required personnel information for payroll purposes.

*Greater Victoria School District*

Approved: September 20, 1971 (as #2134.1)

Revised: December 18, 1972 (as #2125.040)

Revised: December 16, 1974

Revised & Renumbered: June 23, 1980 (as #2123.043)



# FINANCIAL SERVICES

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4105 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee  
FROM: Debra Laser, Associate Secretary-Treasurer  
DATE: May 14, 2012  
RE: **2012/13 ANNUAL FACILITIES GRANT  
CAPITAL BYLAW NO. 126412**

The 2012 provincial budget included an Annual Facility Grant (AFG) allocation of \$110 million in 2012/13 to fund maintenance and repairs in British Columbia schools. The Greater Victoria School District's AFG is comprised of:

Capital Portion	\$ 2,840,628
Grant Funding	<u>969,971</u>
Total Annual Facility Grant	<u>\$ 3,810,599</u>

These maintenance and repair projects are expected to commence in the summer of 2012 and should be completed by no later than March 31, 2013. In order to access the capital portion of the AFG funding, a Capital Bylaw is required.

#### Recommended motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Bylaw No. 126412, being a bylaw for the maximum expenditure of \$2,840,628 for the capital portion of the Annual Facility Grant allocation.

Motion to be Carried Unanimously at the Board Meeting

That Capital Bylaw No. 126412, being a bylaw for the maximum expenditure of \$2,840,628 for the capital portion of the Annual Facility Grant allocation be:

READ A FIRST TIME THE 22nd day of May, 2012;

READ A SECOND TIME THE 22nd day of May, 2012, and

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd day of May, 2012 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**CAPITAL BYLAW NO. 126412**  
**2012/13 ANNUAL FACILITIES GRANT – CAPITAL FUNDING**

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No.126412.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$2,840,628 for Project No.126412 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 126412.

READ A FIRST TIME THE 22<sup>nd</sup> DAY OF MAY, 2012;  
READ A SECOND TIME THE 22<sup>nd</sup> DAY OF MAY, 2012;  
READ A THIRD TIME, PASSED AND ADOPTED THE 22<sup>nd</sup> DAY OF MAY, 2012.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria), Capital Bylaw No. 126412 adopted by the Board the 22<sup>nd</sup> day of May, 2012.

\_\_\_\_\_  
Secretary-Treasurer



OFFICE OF  
**ADMINISTRATIVE SERVICES**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8

Fax: (250) 475-4112

John Gaipman, Superintendent  
Phone: (250) 475-4159

George J. Ambeault, Secretary-Treasurer  
Phone: (250) 475-4106

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TO: The Board of Education

FROM: John Gaipman, Superintendent/Secretary-Treasurer

DATE: May 22, 2012

RE: **THIRD READING OF 2012/2013 ANNUAL BUDGET BYLAW**

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A poll vote on the following motion was conducted on April 16, 2012:

That the Board of Education of School District No. 61 (Greater Victoria) 2012/2013 Annual Budget Bylaw in the amount of \$ 194,366,227 be:

Read a third time, passed and adopted the 17th day of April 2011;

And that the Secretary-Treasurer be directed to place the 2012/2013 Annual Budget in the format prescribed by the Ministry of Education and to submit all forms as required.

The motion passed and I have attached a copy of the Annual Budget Bylaw for your information.

**Voting Record:**

For: Trustees Ferris, Horsman, Leonard, McEvoy, Orcherton

Against: Trustees Alpha, Nohr

Abstain: Trustees Loring-Kuhanga, McNally

A handwritten signature in dark ink, appearing to read 'J. Gaipman', written over a horizontal line.

John Gaipman, Superintendent/Secretary-Treasurer

JG:veh  
Attachment



## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2012/2013 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Annual Budget Bylaw for fiscal year 2012/2013.
3. The attached Statement 2 showing the estimated revenue and expense for the 2012/2013 fiscal year and the total budget bylaw amount of \$194,366,227 for the 2012/2013 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2012/2013.

READ A FIRST TIME THE 16th DAY OF APRIL, 2012;

READ A SECOND TIME THE 16th DAY OF APRIL, 2012;

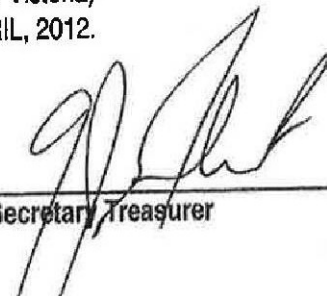
READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF APRIL, 2012;

(Corporate Seal)

  
Chairperson of the Board

  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Annual Budget Bylaw 2012/2013, adopted by the Board the 17th DAY OF APRIL, 2012.

  
Secretary Treasurer



April 20, 2012

Ref: 153078

Peg Orcherton, Chair  
Board of Education  
School District No. 61 (Greater Victoria)  
556 Boleskine Road  
Victoria BC V8Z 1E8

Dear Peg Orcherton:

Thank you for your letter dated February 29, 2012, requesting additional funding for school playgrounds.

Government is pleased to be able to provide \$8 million in capital funding over two years to address the playground equipment needs of elementary students across BC. The \$8 million program announced by the Premier in September 2011 is not only for the reimbursement of PACs for their 2011 playground equipment purchases, but also includes funding for new adventure-style playground equipment at schools where elementary students have no access to playground equipment as well as funding to upgrade, repair and replace existing equipment. Eligibility for these various types of funding is based on information provided by school districts to the Ministry in the summer of last year. The allocation of the remaining funds in 2012/13 to upgrade, repair or replace existing playground equipment will be directed province-wide to school priorities identified by all school districts.

While the Ministry appreciates the Greater Victoria Board of Education's request regarding PAC reimbursements prior to January 2011 and future playground structures, at this time, there is no further capital funding available under this initiative.

As you may be aware, PACs will continue to receive grants through the Gaming Policy and Enforcement Branch, which may be used towards the purchase of playground equipment.

Again, thank you for taking the time to write and thank you for your ongoing hard work on behalf of students in Greater Victoria.

Yours truly,

George Abbott  
Minister

pc: John Gaipman, Superintendent  
George Ambeault, Secretary-Treasurer