



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, October 15, 2012 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

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 01-02)
- A2. Approval of the Minutes
 - a) Approval of the September 17, 2012 minutes (p 03-09)
- A3. Business arising from the Minutes
- A4. Student Achievement
 - a) Cops for Cancer – Alana Charlton, Principal, Reynolds Secondary,
Dean Norris-Jones, Teacher, Reynolds Secondary and Students
- A5. Community Presentations (5 minutes per presentation)
 - a) John Fawcett, District Principal, Student Services and
Linda Hughes, CEO, United Way
2012-2013 United Way Campaign
- A6. Trustees' Reports

B. CHAIR'S REPORT

C. BOARD COMMITTEE REPORTS

- C1. Education Policy Development Committee
 - a) Minutes from the October 1, 2012 meeting – information only (p 10-12)
 - b) Recommended Motions:
 - i) That the Board of Education of School District No. 61 (Greater Victoria) adopts the revised Policy and Regulation 2212.2, District Principal Special Education Services. (p 13-16)

Note: This meeting is being audio recorded.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) adopts the revised Policy and Regulation 2127.060, Psychologist. (p 17-21)
- iii) That the Board of Education of School District No. 61 (Greater Victoria) deletes Policy and Regulation 2127.061, Psychometrician, as the position no longer exists. (p 22-24)

C2. Operations, Policy and Planning Committee

- a) Minutes from the October 9, 2012 meeting – information only (p 25-27)
- b) Recommended Motions:
 - i) That the Board of Education of School District No. 61 (Greater Victoria) support Oak Bay High School and their application to the School Community Connections program for the Oak Bay High School Community Television Production Teaching Centre. (p 28-34)
 - ii) That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education the 2012/2013 Five Year Capital Plan that includes the three seismic upgrade projects, the mechanical/energy upgrade, the three buildings envelope projects, the two replacement schools and the two school addition projects identified. (p 35-37)

D. DISTRICT LEADERSHIP TEAM REPORTS

E. REPORTS FROM TRUSTEE REPRESENTATIVES

F. NEW BUSINESS/NOTICE OF MOTIONS

G. COMMUNICATIONS

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

I. ADJOURNMENT



**The Board of Education of School District No. 61 (Greater Victoria)
September 17, 2012 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

MINUTES

Present:

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

Administration:

John Gaipman, Superintendent of Schools/Secretary-Treasurer, Sherri Bell, Deputy Superintendent, Pat Duncan, Associate Superintendent, Deborah Courville, Associate Superintendent, Debra Laser, Associate Secretary-Treasurer, Kyle Cormier, Director of Human Resource Services, Seamus Howley, Director of Facilities Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:41 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 September 17, 2012 Agenda be approved with the following change:

H. Public Disclosure of In-Camera Items

Moved to A5.

Motion Carried

A2. Approval of the Minutes

a) It was moved and seconded:

That the June 18, 2012 Regular Minutes be approved.

Motion Carried

A3. Business arising from the Minutes

None.

A4. Student Achievement

a) Cedar Hill Middle School Clan Week – Tom Aerts and Students

Tom Aerts, Principal, Cedar Hill Middle School provided a power point presentation to explain Clan Week. Clan Week integrates a mix of students from each grade in groups called clans. Each group has a teacher and a student leader,

along with students who participate in various activities which include music, arts, academics and athletics. Clan Week promotes social responsibility, team building, builds community culture, and most importantly meeting new friends. Principal Aerts introduced two students from the school to speak on their experiences during Clan Week. Stella, a grade 6 student, spoke of being new to Victoria and new to Cedar Hill and how she got to meet older students including those in the French Immersion Program. Kornel, a grade seven student, spoke of recently moving to Victoria from the United States and being new to Cedar Hill as well. Kornel enjoyed all of the activities but especially the pancake breakfast and being a clan leader.

Chair Orcherton and Trustees thanked Principal Aerts and the students for attending the Board meeting.

A5. Public Disclosure of In-Camera Items

Superintendent/Secretary-Treasurer Gaipman reported that five motions were passed at the In-Camera portion of the meeting which approved the following leases:

- Two year extension of lease between the Fernwood Community Association and the Board of Education at 1216 North Park Street.
- Two year extension of lease between the Burnside Gorge Community Association and the Board of Education at 484 Cecelia Street.
- Two year extension of lease between the Fernwood Neighbourhood Resource Group Society and the Board of Education at 2005 Chambers Street.
- One year extension of lease between Joami Arts Development Inc. and the Board of Education at 1625 Bank Street.
- New three year lease between the Department of National Defense and the Board of Education for a daycare in a portion of 670 Lampson Street.

A6. Community Presentations (5 minutes per presentation)

None.

A7. Trustees' Reports

Trustee Ferris thanked Debra Laser, Associate Secretary-Treasurer and the Financial Services Department for their hard work over the summer with the District year end and the Auditor General team. Trustee Ferris also thanked the Facilities Department on the great work they did over the summer getting all schools ready for school opening in September.

Trustee Loring-Kuhanga explained that she brought an eagle feather to the meeting to keep her grounded and to help her speak her words of wisdom and truth. .

Trustee Nohr reported that she has been invited to attend the September PAC meeting at Margaret Jenkins School.

Trustee Horsman reported that she had attended the Vancouver Island School Trustee Association (VISTA) Conference in Nanaimo where island school trustees came together to discuss current issues and concerns.

B. CHAIR'S REPORT

Chair Orcherton thanked Trustee Horsman for her synopsis of the VISTA Conference. Chair Orcherton welcomed everyone back to a new school year and reported that over the summer she attended various meetings with respect to the Oak Bay High School replacement project.

C. BOARD COMMITTEE REPORTS**C1. Joint Education Policy Development and Operations, Policy and Planning Committee**

- a) The September 10, 2012 meeting minutes were presented for information.

Trustee Alpha provided an overview of the Education Policy Development portion of the meeting and the motion that was carried forward.

Discussion ensued amongst the Trustees with clarification being provided by Deputy Superintendent Bell. Trustee Nohr moved to refer to the motion back to a Education Policy Development Committee meeting for further discussion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) refers revised Policy 2120.030, District Principal of Learning Initiatives to the Education Policy Development meeting on October 1, 2012.

Motion Defeated

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

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

Further discussion ensued with Trustees providing comments.

It was moved and seconded:

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

Motion Carried

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

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

Trustee Leonard provided an overview of the Operations, Policy and Planning portion of the meeting and the motions that were carried forward.

Chair Orcherton reported that Associate Superintendent Courville will be heading up this initiative and will report back at the November 13, 2012 Operations, Policy and Planning Committee meeting. Associate Superintendent Courville will be contacting similar sized school districts as Greater Victoria to ascertain how they engage the public at their Committee and Board meetings.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) directs senior management to review all Board practices, policies and bylaws with respect to the Board's interaction with the Public with the view to clarify, educate and, if necessary, recommend any improvements to these practices and policies.

Motion Carried

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

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

b) Capital Project Bylaw No. 126471 – Carbon Neutral Capital Program

Trustee Leonard presented the following motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 126471, being a bylaw for the Carbon Neutral Capital Program Energy Study in the amount of \$7,317.

Motion Carried Unanimously

It was moved and seconded:

That Capital Project Bylaw No. 126471, being a bylaw for the Carbon Neutral Capital Program Energy Study in the amount of \$7,317 be:

READ A FIRST TIME THE 17th day of September, 2012;
READ A SECOND TIME THE 17th day of September, 2012, and
READ A THIRD TIME, PASSED AND ADOPTED THE 17th day of September, 2012
and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried Unanimously

c) Capital Project Bylaw No. 126511 – Playground Equipment Funding

Discussion ensued amongst the Trustees with questions being asked of Seamus Howley, Director of Facilities Services.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 126511, being a bylaw for playground equipment funding in the amount of \$122,451.

Motion Carried Unanimously

That Capital Project Bylaw No. 126511, being a bylaw for playground equipment funding in the amount of \$122,451 be:

READ A FIRST TIME THE 17th day of September, 2012;
READ A SECOND TIME THE 17th day of September, 2012, and
READ A THIRD TIME, PASSED AND ADOPTED THE 17th day of September 2012
and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried Unanimously

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Associate Secretary-Treasurer's Report

a) 2011/12 Audited Financial Statements

Associate Secretary-Treasurer Laser referred the Board to the report in the pack up. Associate Secretary-Treasurer provided an overview of the financial statements and provided clarification to the Trustees and responded to questions.

It was moved and seconded:

That the internally restricted surplus appropriation as shown on Statement 1 of the Financial Statements, being held for school level funds (Note A), unspent project budgets (Note B), purchase order commitments (Note C), and the previously approved budgeted surplus (Note D) be approved.

Motion Carried

For: Trustees Nohr, Leonard, Alpha, Horsman, Orcherton, McEvoy, McNally and Ferris

Against: Trustee Loring-Kuhanga

It was moved and seconded:

That the June 30, 2012 unrestricted operating surplus of \$1,336,261 be carried forward to be applied towards the 2013/2014 projected deficit. (The deficit is forecast to be in the \$7 million range.)

Motion Carried

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

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

It was moved and seconded:

That the audited financial statements of the Board of Education of School District No. 61 (Greater Victoria), for the year ended June 30, 2012, be approved.

And that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

Motion Carried Unanimously

b) Statement of Financial Information

It was moved and seconded:

That the Board of Education of School District No. 61 approves the schedules as required by the Financial Information Act for the period July 1, 2011 to June 30, 2012.

Motion Carried Unanimously

E. REPORTS FROM TRUSTEE REPRESENTATIVES

Trustee McNally reported that the Swan Lake Advisory Committee she is currently assigned to no longer exists. Chair Orcherton stated that prior to the new assignments of Trustees to Ad Hoc Committees in November each committee would be contacted to be sure it is still in existence.

Trustee Nohr reported that she recently attended a Chamber of Commerce meeting as the representative for that committee.

F. NEW BUSINESS/NOTICE OF MOTIONS**F1. School District No. 61 Class Data Report – Trustee Nohr**

Trustee Nohr presented her motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater) Victoria, develop a class size and class composition report, to include the distribution of students by grade level as well as those identified as ESL, ELL, international students, students with IEPs including gifted students and the allocation of educational assistants to be provided to the Trustees for the In-Camera meeting prior to the October, 2012 public board meeting.

Trustee Leonard stated that the motion should be ruled out of order. Discussion ensued amongst the Trustees with Chair Orcherton ruling the motion out of order.

Trustee Alpha challenged the ruling of the Chair.

Chair Orcherton called for an immediate vote as per Bylaw 9368, Subsection 107.00.

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

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

Chair Orcherton stated that the majority vote would uphold her out of order ruling.

F2. Question and Answer Period – Trustee Loring-Kuhanga

Trustee Loring-Kuhanga presented her motion. Discussion ensued amongst the Trustees. Chair Orcherton reminded the Board that Associate Superintendent Courville will be initiating a full review of Board policies and regulations as per the motion that passed earlier in the evening and under that review she will determine how other Districts engage the public at their meetings.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) public board meeting agenda include a standing item for 2 Question and Answer periods to allow for public questions: at the beginning of every meeting and at the end of every meeting. Also to amend By-Law 9360 regarding Agenda format that includes two Question and Answer periods.

Motion Defeated

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

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

G. COMMUNICATIONS

Superintendent/Secretary-Treasurer Gaipman announced that Kyle Cormier, Director of Human Resource Services, would be leaving the Greater Victoria School District at the end of September. Superintendent/Secretary-Treasurer Gaipman thanked Mr. Cormier for the leadership he has provided to both staff and the Board.

H. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 10:01 p.m.

CERTIFIED CORRECT

Secretary-Treasurer

Chair



**Education Policy Development Committee Meeting
October 1, 2012 – École Doncaster Elementary School**

REGULAR MINUTES

Present: **TRUSTEES**
Catherine Alpha, Chair
Tom Ferris
Bev Horsman
Diane McNally
Deborah Nohr
Peg Orcherton

ADMINISTRATION
Sherri Bell, Deputy Superintendent
Deb Courville, Associate Superintendent
Pat Duncan, Associate Superintendent
Janine Roy, District Principal, Learning Initiatives
Wendy Holob, Principal
Connie Schmidt, Recording Secretary

The meeting was called to order at 7:00 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 October 1, 2012 regular agenda be approved with an additional item: Media Releases.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

That the September 10, 2012 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES
4. PUBLIC REQUEST TO THE COMMITTEE
5. CORRESPONDENCE REFERRED TO THE COMMITTEE
6. MOTIONS REFERRED TO THE COMMITTEE
7. GENERAL ANNOUNCEMENTS
8. NEW BUSINESS

A. Revisions and Deletions to Specific Policies and Regulations

**1. Revision to: Policy and Regulation 2212.2
formerly DISTRICT SUPERVISING PRINCIPAL revised to
DISTRICT PRINCIPAL SPECIAL EDUCATION SERVICES**

Deb Courville, Associate Superintendent, presented the suggested revisions to Policy 2212.2. She explained that the updated Regulation 2212.2 is being provided for information.

It was moved

That the Greater Victoria Board of Education adopts the following:

Revised Policy and Regulation #2212.2: District Principal Special
Education Services

Motion Carried

For: Trustees Alpha, Ferris, Horsman, Nohr, Orcherton
Against: Trustee McNally

2. Revision to: Policy and Regulation 2127.060 PSYCHOLOGIST

Deb Courville, Associate Superintendent, presented the suggested revisions to Policy 2127.060. She explained that the updated Regulation 2127.060 is being provided for information.

It was moved

That the Greater Victoria Board of Education adopts the following:

Revised Policy and Regulation #2127.060: Psychologist

Motion Carried

For: Trustees Alpha, Ferris, Horsman, Nohr, Orcherton
Against: Trustee McNally

3. Deletion of: Policy and Regulation 2127.061 PSYCHOMETRICIAN

Deb Courville explained that the position of psychometrician no longer exists and, therefore, Policy and Regulation 2127.061 should be deleted.

It was moved

That the Greater Victoria Board of Education deletes the following as this position no longer exists within the District:

Policy and Regulation #2127.061: Psychometrician

Motion Carried

For: Trustees Alpha, Ferris, Horsman, Nohr, Orcherton
Against: Trustee McNally

B. Transforming Curriculum

Sherri Bell, Deputy Superintendent, and Pat Duncan, Associate Superintendent, shared information from the Ministry of Education publication *Enabling Innovation, Transforming Curriculum and Assessment*, August 2012. Sherri Bell and Pat Duncan also explained that the Ministry of Education is in the process of seeking input from all stakeholder groups and the public. They informed the committee that on November 8, 2012 the Ministry of Education will hold a Graduation Program regional forum where representatives from stakeholder groups will join the discussion and provide feedback for the Ministry. They also advised that the Ministry of Education has created a website for everyone to share thoughts and ideas.

The presentation was followed by questions and a discussion period.

C. Media Releases

Trustee Orcherton explained the importance of media releases in order to share and celebrate the good news stories that take place in the Greater Victoria School District.

9. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 8:55 p.m.



ASSOCIATE SUPERINTENDENTS' OFFICE

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

PHONE: 250-475-4133 FAX 250-475-4115

DEBORAH COURVILLE, ASSOCIATE SUPERINTENDENT

PATRICK DUNCAN, ASSOCIATE SUPERINTENDENT

SHERRI BELL, DEPUTY SUPERINTENDENT

250-475-4133

250-475-4117

250-475-4220

Date: October 1, 2012

To: Education Policy Development Committee

From: Deborah Courville
Associate Superintendent

Re: Policies and Regulations

The below recommendation is being provided for your consideration:

Recommended Motion:

That the Greater Victoria Board of Education adopts the following:

Revised Policy and Regulation #2212.2: District Principal Special
Education Services



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

POLICY 2212.2

DISTRICT ~~SUPERVISING PRINCIPAL~~ SPECIAL EDUCATION SERVICES

~~Immediate Supervisor:~~ **Director of Instruction**
Special Education Services

The Board of Education may appoint a District Principal, Special Education Services, who is responsible for the Special Education Department and for district leadership in the implementation of initiatives and provincial guidelines related to special education.

~~The Board of School Trustees may appoint a Supervising Principal, Special Education Services, whose function shall be to be Principal of Secondary Alternate Schools and to supervise other special education programs as required.~~

Greater Victoria School District

Approved: November 23, 1987

Revised:

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REGULATION 2212.2

DISTRICT PRINCIPAL **SPECIAL EDUCATION** STUDENT SUPPORT SERVICES, (~~DISTRICT SPECIAL EDUCATION AND HIGH INCIDENT PROGRAMS~~)

General

Reporting to the Deputy/ Associate Superintendent, the District Principal, Special Education Services, is responsible for management of the Special Education Department; supervising assigned personnel; and providing leadership to Principals and school staffs in the implementation of District initiatives and provincial guidelines related to special education.

~~Reporting to the Director of Student Services, the District Principal of District Special Education and High Incident Programs is accountable for supporting schools in their mission to ensure that all students achieve their personalized learning goals by providing programs, staff and expertise to meet the identified special learning needs of students.~~

Specific Responsibilities

- | | |
|--------------------------------|--|
| 1.0 District Leadership | Contributes to Department and District initiatives.

Monitor programs according to Provincial and District guidelines. |
| 2.0 Department Planning | Coordinates the screening and placement of students.

Coordinates and supervises the following areas of Special Education: <ul style="list-style-type: none">• Alternative Programs District Low Incidence Programs• Severely Behaviour Disordered District Severe Behaviour Programs |

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- Jack Ledger House (Provincial Resource Program)
 - ~~Lambriek House~~ SET-BC (Provincial Resource Program)
- 3.0 Staff Development** Provides instructional and educational leadership and supervision.
- 4.0 Internal Relationships** ~~Relates closely to~~ Works collaboratively with parents, teachers, administrators, educational assistants, District staff and the District Leadership Team.
- 5.0 External Relationships** ~~Liaises with Greater Victoria Teachers' Association, Victoria Administrators' Association, Victoria Confederation of Parent Advisory Councils, local specialist associations, Ministry of Education, Ministry of Social Services and Housing and contracting societies, Mental Health, Solicitor General,~~ Liaises with community and government agencies, post-secondary institutions, professional and educational organizations, and others on an as needs basis.
- 6.0 ~~Evaluation~~ Supervision** The District Principal is provided with feedback on an on-going basis by the Deputy/ Associate Superintendent responsible for Special Education. ~~evaluated by the Director of Student Support Services on the basis of the results achieved as specifically set out in the annual job plan.~~

Greater Victoria School District

Approved: October 28, 1991

Revised:

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ASSOCIATE SUPERINTENDENTS' OFFICE

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA, V8Z 1E8
PHONE: 250-475-4133 FAX 250-475-4115

DEBORAH COURVILLE, ASSOCIATE SUPERINTENDENT
PATRICK DUNCAN, ASSOCIATE SUPERINTENDENT
SHERRI BELL, DEPUTY SUPERINTENDENT

250-475-4133
250-475-4117
250-475-4220

Date: October 1, 2012
To: Education Policy Development Committee
From: Deborah Courville
Associate Superintendent
Re: Policies and Regulations

The below recommendations are being provided for your consideration:

Recommended Motions:

That the Greater Victoria Board of Education adopts the following:

Revised Policy and Regulation #2127.060: Psychologist

That the Greater Victoria Board of Education deletes the following as this position no longer exists within the District:

Policy and Regulation #2127.061: Psychometrician

POLICY 2127.060

PSYCHOLOGIST

The Board of School Trustees **Education** may appoint one or more psychologists whose function shall be to work with ~~pupils~~ **students**, parents, professional staff and others in order to provide psychological services for individuals who need special assistance.

The psychologist(s) shall have specific responsibilities as outlined in Administrative Regulation 2127.060 **and in the Ministry of Education Special Education Services Manual of Policies, Procedures, and Guidelines.**

Greater Victoria School District

Approved: November 20, 1972 (as 2127.010)

Renumbered: October 20, 1975

Revised:

Reference: Ministry of Education Special Education Services Manual of Policies, Procedures, and Guidelines

REGULATION 2127.060

PSYCHOLOGIST - SCHOOL SERVICES

General

Reporting to the **District Principal, Special Education Director of School Services,** and with the authority of the Protocol Agreement between the Ministries of Education, Health, Social Services and Housing, and the Solicitor General, the Psychologist is accountable for providing identification, assessment, and planning services to students of school age (Kindergarten to Grade 12) when there are serious learning and/or behavioural difficulties. **The purpose is to support students, parents, and school personnel in assisting student acquisition of academic, adaptive, and social skills necessary for successful school completion. to support students in acquiring the academic and behavioural skills necessary to the goals of schooling, in accordance with The psychologist acts in accordance with the School Act, Psychologists Act, and Psychologists Code of Ethics and Standards of Practice. the Ministry of Education Special Services Manual of Policies, Procedures and Guidelines.**

Specific Responsibilities

- | | |
|---|---|
| 1.0 Identification, Assessment, Planning | With informed parental consent, provides psychological/psychoeducational assessment, which may include: review of existing documentation; observation(s); interview(s) with student, parent, relevant school personnel; administration of valid, reliable, and adequately standardized cognitive, achievement, behavioural, adaptive behavioural, or other assessment instruments, or other evaluative techniques, a appropriate to the referral; the findings of which are |
|---|---|

written in a report which is provided to the
School Based Team and the parents.

**Provides information that supports the
identification of** ~~Identifies the students in the~~
district who may qualify as "students with
special needs."

**Provides information that supports the
identification of** ~~Identifies the students for~~
adjudication by the Ministry of Education
Examination Branch and ~~prepares~~
~~documentation for dispensation requests.~~

Provides information additional to that
provided by teaching personnel for adapting
the instructional program for those students
who exhibit serious educational problems, and
identifies the essential characteristics of a
suitable program for the student.

Gives a functional, classroom-oriented
description of the conditions under which a
student learns best, and focuses on methods of
intervention, changes in teaching strategies or
adaptations in classroom management
procedures to meet the learning needs of the
student, based on ~~psychological data~~ **the
psychoeducational assessment.**

Involves the parent(s)/ guardians(s),
designated teachers, and the student where
appropriate, in the process, to provide
information regarding the needs of the student,
and to establish a consistent approach to
solving the referral problem.

~~Works as a member of~~ **Participates in** school-
based teams **meetings** in the schools assigned
to the psychologist, **as required.**

2.0 Treatment Services

Involves the student and family in problem-
solving about other factors which may be

adversely affecting the educational functioning of the student.

~~Coordinates with medical personnel where necessary to the treatment plan.~~

Consults with school and district personnel, and community agencies, as appropriate.

3.0 Relationships

Develops and maintains positive, collaborative working relationships with school, school-based team, itinerant, and district staff.

Establishes a productive working relationship with professionals and personnel of outside agencies when this is relevant to provision of service and/or treatment for specific students.

- 4.0 Evaluation Supervision** The Psychologists are evaluated provided with feedback on an on-going basis by the Director of School Services District Principal, Special Education on the basis of performance of their specific responsibilities.

Greater Victoria School District

Approved: February 1969 (as 2135.1, later 2127.010)

Various revisions

Revised: February 1978

April 25, 1994

Reference: Ministry of Education Special Education Services Manual of Policies, Procedures, and Guidelines describes standards for psychology services in schools.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.



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

POLICY 2127.061

PSYCHOMETRICIAN

The Board of School Trustees may appoint one or more psychometricians whose function shall be to provide assessments of the intellectual needs and abilities of individual pupils. The psychometrician(s) shall have specific responsibilities as outlined in Administrative Regulation 2127.061

Greater Victoria School District

Approved: October 1975

Deleted:

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REGULATION 2127.061

PSYCHOMETRICIAN

Immediate Supervisor: Supervisor of Instruction (Special Education)

Responsibilities:

1. Works as a member of the Pupil Services Department with specific responsibility for the assessment of individual pupils referred:
 - a) For early detection of kindergarten-Grade 1 learning problems, to provide information for appropriate intervention;
 - b) For diagnosis of the student's learning difficulties in terms of strengths and weaknesses for program planning;
 - c) For assessment of investigation of inconsistencies between school achievement and apparent ability;
 - d) For in-depth assessment of the student's skills to provide information of appropriate instruction and placement;
 - e) For diagnostic evaluation of other learning and/or behavioural problems.

Assessment may include one or more of the following:

- a) Classroom observation of pupils referred;
 - b) Personal interview;
 - c) Psycho-educational testing;
 - d) Counselling and advising;
 - e) Interviews with teachers, administrators, parents, or others involved in looking for solutions to problems concerning the exceptionality of specific pupils.
2. Prepares reports interpreting results of testing and recommending appropriate educational programs or special practices for pupils with special psychological and educational needs.

3. Arranges conferences with appropriate school personnel, parents, student (if appropriate), and other involved individuals as required, to discuss assessment findings and implications and to help plan immediate and long-term goals for the student. These goals could involve specific academic, behavioural and social skills.
4. Participates in decision-making regarding further internal or external referral of student, to meet student's needs (e.g. speech, medical, psychiatric, mental health clinic, etc.)
5. Works collaboratively with other members of the assessment team, Learning Assistance and classroom teachers to implement appropriate learning programs for pupils.
6. Performs such other duties required of him/her by the Supervisor of Instruction (Special Education).

Greater Victoria School District

Approved: February 1969

Various Revisions

Revised: April 1979

Deleted:



**Operations, Policy and Planning Committee Meeting
October 9, 2012 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present: TRUSTEES

Elaine Leonard, Chair, Operations Policy and Planning Committee
Tom Ferris
Bev Horsman
Deborah Nohr
Peg Orcherton

Absent:

Catherine Alpha
Edith Loring-Kuhanga
Diane McNally
Michael McEvoy

ADMINISTRATION

John Gaipman, Superintendent/Secretary-Treasurer
Sherri Bell, Deputy Superintendent
Pat Duncan, Associate Superintendent
Deb Courville, Associate Superintendent
Debra Laser, Associate Secretary-Treasurer
Seamus Howley, Director of Facilities Services
Jim Soles, Supervisor of Building Projects
Doreen Hegan, Recording Secretary

The meeting was called to order at 7:30 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 October 9, 2012 regular agenda be approved with the deferral of Item 5.2. SD61 Facts Package to the November Regular OPPs meeting.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

That the September 10, 2012 Education Policy Development Committee and Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS - None

5. FINANCE AND LEGAL AFFAIRS

1. School Community Connections – Oak Bay High School

Dave Thomson, Principal of Oak Bay High School introduced the team of individuals that prepared the grant application including Garrett Brisdon, Vice Principal, Oak Bay High School, Ray Herman, Director, Oak Bay Parks and Recreation and Jeff Laid, teacher at Oak Bay High School.

Mr. Brisdon addressed the Committee and stated that Oak Bay High School is seeking the support of the Board of Education related to their application to the School Community Connections program for a grant of up to \$17,500 to assist with the Community Television Production Teaching Centre. The grant funding would provide for the purchase of new equipment and expand on the opportunity to provide community programs in the school's TV production space. A presentation will also be made to the Oak Bay Council to seek their approval for the grant application.

It was moved and seconded

That the Board of Education of School District No. 61 (Greater Victoria) support Oak Bay High School and their application to the School Community Connections program for the Oak Bay High School Community Television Production Teaching Centre.

Motion Carried Unanimously

2. 2013-2014 Proposed Budget Planning Cycle

Debra Laser, Associate Secretary-Treasurer reviewed the proposed 2013-2014 budget plan. The information will be posted on the District website.

Trustees asked questions and provided comments.

3. Enrolment Update

Deputy Superintendent Bell informed the Committee that the projected enrolment decline for September 2012 was 174 full time equivalent students. The actual enrolment decline as of September 30, 2012 is 29 full time equivalent students.

6. FACILITIES PLANNING

1. 2012-2013 Capital Plan

Seamus Howley, Director of Facilities Services provided an overview of the Ministry of Education's capital plan instructions and reviewed the list of projects that have been included in the 2012/2013 Capital Plan. Trustees asked questions and provided comments.

It was moved and seconded

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education the 2012/2013 Five Year Capital Plan that includes the three seismic upgrade projects, the mechanical/energy upgrade, the three building envelope projects, the two replacement schools and the two school addition projects.

Motion Carried Unanimously

2. Summer Projects

Seamus Howley, Director of Facilities Services presented a slide show of the construction work and preparation that was done for the September 2012 school start up and over the summer. Highlights included the seismic upgrade at Lansdowne as well as new flooring and windows; flooring at Northridge; new student drop off area at Craigflower; and boiler upgrades at Cloverdale and McKenzie. Trustees thanked Mr. Howley for his presentation and commended the Facilities staff for their excellent work over the summer and throughout the school year.

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

8. NEW BUSINESS/NOTICE OF MOTION - None

9. GENERAL ANNOUNCEMENTS - None

10. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 8:10 p.m.



OFFICE OF ADMINISTRATIVE SERVICES

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
Fax: (250) 475-4112

John Gaipman, Superintendent of Schools/Secretary-Treasurer
Phone: (250) 475-4159

TO: Operations, Policy and Planning Committee

FROM: John Gaipman, Superintendent of Schools/Secretary-Treasurer

DATE: October 9, 2012

RE: **SCHOOL COMMUNITY CONNECTIONS PROJECT
OAK BAY HIGH SCHOOL
TELEVISION PRODUCTION TEACHING CENTRE**

The final round of funding under the School Community Connections (SCC) program is being offered to boards of education. The SCC funding is provided by the Ministry of Education and is jointly managed by the Union of British Columbia Municipalities (UBCM) and the British Columbia School Trustees Association (BCSTA). The goal of the SCC is to support boards of education to provide access to learning services in partnership with local governments and other community agencies. The application deadline is October 26, 2012.

Oak Bay High School is looking for support from the Board of Education in order to apply for funding through the School Community Connections Program for their project: Community Television Production Teaching Centre.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) support Oak Bay High School and their application to the School Community Connections program for the Oak Bay High School Community Television Production Teaching Centre.

A handwritten signature in dark ink, appearing to read "John Gaipman".

John Gaipman, Superintendent of Schools/Secretary-Treasurer

JG:veh



British Columbia
School Trustees
Association

School Community Connections Supporting Neighbourhood Learning Centres

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Fax: (250) 356-5119

FINAL SCC APPLICATION FORM

Applications are due **October 26, 2012**. Please type directly in this form or print and complete. Use additional space or pages wherever required. Thank you in advance for your cooperation.

Questions? Contact Local Government Program Services at lgps@ubcm.ca or (250) 356-5134

Please note: Applications must be submitted directly from the board of education and the main contact person must be from the school district. Applications submitted directly from schools, school associations or community organizations will not be accepted.

1. APPLICANT INFORMATION

School District SD61 Greater Victoria

Mailing Address: 2151 Cranmore Rd, Victoria, BC, V8R 1Z2

Contact person: Garrett Brisdon

Position: Vice Principal, Oak Bay High School

Phone: 250-598-3361

E-mail: gabrisdon@sd61.bc.ca

Other Contact: Ray Herman

Position: Director, Oak Bay Recreation Centre

Phone: 250-595-7946

E-mail: rherman@oakbay.ca

2. NAME OF PROJECT(S). Please include the location and a description of the project(s), for example "Sweetwater Gymnasium Renovation" or "School District 99 day-care improvement"

Oak Bay High School/Community Television Production Teaching Centre

3. DESCRIPTION OF PROJECT(S). Please provide a general overview of the proposed project(s), including the intended outcomes.

Oak Bay High School has a small room for television production with an adjoining computer lab for video editing. It is currently used only during school hours by school staff and students but could be made available for our neighbouring community recreation centre for community programming outside of regular school hours. The school program already does some community video programming and would welcome an opportunity to share space and

equipment with the rec centre to expand the school's community connection and programming opportunities, and to facilitate community use of the school's space for youth and adult classes for community programming. To do so would require some minor millwork to provide secure storage space for both organizations, and to improve and update the equipment that we would have shared access to. We only have a few working cameras, lights, tripods, etc. and to share these would put the school's current program at risk. With a successful SCC-NLC grant, we could purchase and securely house several teaching 'kits' with modest sets of equipment that could be used in the current TV production space and which could be booked out by the school and the recreation centre participants for 'on location' video recording. We also need to upgrade the video editing software on the adjacent computer lab which would also be available to the community to edit the video they shot with the kits.

4. MEETING SCC/NLC OBJECTIVES. Describe how your project(s) meets the objectives of the *Supporting Neighbourhood Learning Centres* program as described in Section 2 of the Program Guide. List any community partners.

The Director of the Oak Bay Recreation Centre, with whom we currently already share a number of educational spaces, has expressed excitement on the part of his staff regarding an opportunity to provide public programs in the school's TV production space. Given the opportunity, it would be his first priority for an expanded use of school facilities for the Oak Bay and surrounding community. Oak Bay High School and the Oak Bay Recreation Centre have a long history of productively sharing facilities and equipment, and a collaborative approach to planning and managing them for the benefit of both. We have also worked closely together on the accepted NLC project proposal associated with our new school construction, including a shared-access TV/electronic media production space as part of our Statement of Requirements for the new school design. If we are awarded this grant, we would take care to ensure that the great majority of the expenditures would be physically transferable to our new space in a couple of years. Oak Bay High School staff would manage the checking in and out of the equipment, as well as its maintenance.

5. FUNDING REQUEST. Based on the availability of \$12,500 per school district, please indicate the total funds you are requesting from SCC for this/these project(s):

For the teaching kits and the millwork: \$12,235.20

Depending on the number of applications that are submitted, an additional \$5,000 per school district may be available. If you wish to apply for additional funds, please indicate how much of the \$5,000 you wish to apply to this/these project/s:

For an additional teaching kit plus enhancements: \$4,506.66

6. ADDITIONAL COMMENTS. Please use this space to add any other relevant information about your project(s).

In addition to being an example of on-going, sustainable and innovative collaboration between our school and our municipality, it is also a great example of the kind of collaborative, creative and relevant, 'real world' education that is the future of education for our province and for the world. We would be very grateful to be supported in this valuable

project.

Request details for the \$12,500 grant:

Premiere Elements video editing software	31 x \$55=	\$1705
Canon EOS Rebel T3i camera	4 x \$699 =	\$2796
RODE 3m boom pole	4 x \$187 =	\$748
Rode VideoMic Pro w/shock mount microphone	4 x \$239 =	\$956
Hosa XLR Female to Stereo Mini-Jack Male	4 x \$11 =	\$44
DIGIFLEX Tourflex XLR Mic Cables 25'	4 x \$22=	\$88
Manfrotto 701HDV Tripod Kit	4 x \$279 =	\$1116
Smith Victor Universal Tripod Dolly	4 x \$50 =	\$200
Retractable power cable	4 x \$50 =	\$200
Gear storage bags	4 x \$25 =	\$100
LowePro Slingshot 102 AW Camera bag	4 x \$59 =	\$236
Subtotal 1		\$9585
HST @ 12%		\$1150.2

Subtotal 2	\$10,735.20
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Mill work to provide secure storage/access for both the school and the recreation centre	\$1,500.00
Total	\$12,235.20

If an additional \$5,000 is available:

One additional video 'kit'	\$2,683.80
Audio-Technica AT803 lav mic and clip	5 x 209 = \$1045
PhotoFlex MultiDisc 5'n1 reflector	5 x \$59 = \$295
Subtotal	\$4023.80
HST @ 12%	\$482.86
Total	\$4506.66
Grand Total	\$16,741.86

7. REQUIRED ADDITIONAL INFORMATION. The following items are required to be attached to your application:

- ☐ Board of Education resolution from the applicant
- ☐ Local government resolution (Note: the resolution may be forwarded separately; however grant applications will only be approved in principle, pending receipt of the resolution.)
- ☐ Budget(s) indicating proposed income and expenditure of SCC funds.

Please submit a budget for each project proposed under the application to a maximum grant request of \$12,500 per school district.

If you are also applying for funds from the additional \$5,000 that may be available per school district, please add a statement in your budget indicating the additional requested amount and the specific line item (or project activity) to which the additional funds would be applied.

8. OPTIONAL ADDITIONAL INFORMATION.

- ☐ Letter(s) of support from other partners
- ☐ Copies of any relevant plans that support renovation projects.

Oct 2, 2012

To Whom It May Concern,

Re: Oak Bay High School Community Television Production Centre

I am writing in support of the proposed Oak Bay High School Community Television Production Centre. I have seen the great power of putting professional equipment in the hands of students and the difficulty in accessing this equipment due to budgetary constraints.

Our program has emerged as students requested more and more video editing experience pushing beyond a general Media Arts course to offering a dedicated Film & Television program.

In creating a Film & Television class, we have developed a close relationship with Shaw TV and are in our second year of producing a community television program. Students write, produce, direct, film, act in, and edit their own TV show. Even though they have watched the final product in class, they still watch it again in the evening on channel 4 because it's "on TV!" The experience of having their work out in the community is a powerful one that brings a great legitimacy to their learning.

I am very excited about the possibility of putting professional equipment into the hands of students and creating space and opportunities for greater community involvement. Our students are already very active members in the community in areas of philanthropy, leadership, athletics, and the performing arts – I cannot wait to see what they do in the world of TV and media.

Sincerely,

Jeff Laird
Oak Bay Secondary School
Teacher

October 2, 2012

School Community Connections
Supporting Neighbourhood Learning Centres
525 Government Street, Victoria, BC, V8V 0A8

RE: School Community Connections Grant

Dear Sir or Madam,

Please accept this letter as our support of School District 61's application for funding of a High School and Community Television Production Teaching Centre at Oak Bay Senior Secondary School.

The addition of a Television Production Centre will not only be a great resource for the students, it will provide unique technical and artistic experiences for community members through our recreation programming outside of school hours.

Specifically, access to a dedicated space with quality video equipment will enable us to offer recreation opportunities which will benefit youth programs which will operate out of our Teen Centre beside the school, programs for seniors in partnership with the Oak Bay Seniors Activity Association and our adult arts programs. These programs would be offered at spring break, afterschool and in the evenings. As the high school is located directly beside the recreation centre, programs at the school are easily integrated into our registration and staff support services.

For the past 36 years, Oak Bay Parks and Recreation has enjoyed a cooperative partnership with Oak Bay Senior Secondary. This has involved extensive use of shared space and resources which has enabled us to increase recreational and educational opportunities for the students and the community at large. This works because we are willing to work together and each have unique facilities and resources which complement the needs of the other. This production studio is a fine example of a specialized resource that would greatly benefit the community and one that we could not provide on our own.



Janet Barclay
Manager of Recreation Program Services

Henderson Recreation Centre
Tel: 250-370-7200
Fax: 250-595-7607

Monterey Recreation Centre
Tel: 250-370-7300
Fax: 250-370-7306
www.recreation.oakbay.ca

Parks Services
Tel: 250-592-7275
Fax: 250-595-3628





FACILITIES SERVICES

491 CECELIA ROAD, VICTORIA, BRITISH COLUMBIA V8T 4T4
PHONE (250) 920-3400 FAX (250) 920-3461

To: Operations Policy and Planning Committee

From: Seamus Howley, Director of Facilities Services

Date: October 9, 2012

Re: 2012/2013 Capital Plan Submission

Background

As per the Ministry of Education's 2012/2013 Capital Plan Instructions issued May 18, 2012, the Board of Education of School District No. 61 (Greater Victoria) is required to submit their 2012/2013 Capital Plan to the Ministry of Education by October 15, 2012.

As in previous years, school districts have been advised that the 2012/2013 Capital Plan should address capital projects where school districts require school additions, replacements, major renovations, site acquisitions, Seismic Mitigation Projects (SMP), Building Envelope Projects (BEP), Mechanical/Energy System Upgrades (MEUP) and bus purchases.

Rationale for priority ranking includes the Ministry's seismic review, a review of our schools Facility Condition Index (FCI) that was completed by Ministry appointed auditors (VFA), and confirmation that projects included in prior Capital Plan submissions remain valid and a priority for our district.

Discussion

The proposed 2012/2013 Five Year Capital Plan lists projects for the fiscal years 2012/2013 to 2016/2017 according to our district's assigned priority of capital needs.

Priority has been given to projects that represent our district's most urgent seismic requirements as identified in the recent Ministry seismic review, previously identified Building Envelope Projects, Mechanical/Energy System Upgrades, and previously identified school replacements and school additions.

As such the recommended changes made to our previously submitted Capital Plan (2011/2012) reflect the Ministry directive to prioritize requirements for future seismic projects based on the latest assessment results.

Specifically, the three schools identified by the Ministry as having high risk blocks within the school (H1 blocks) are George Jay, Tillicum and Shoreline and they have been identified as the top three priorities for the 2012/2013 Capital Plan.

All other projects previously submitted remain as valid project requirements and are again included in this year's plan.

This includes requests for a Mechanical/Energy project at Victoria High School, Building Envelope Projects at Lambrick Park Secondary, Esquimalt Secondary and Mount Douglas

Secondary schools, replacement schools at Cedar Hill Middle and Frank Hobbs Elementary, and school additions at Mount Douglas Secondary and Spectrum Community School. These projects are all supported by long range enrollment forecasts, Ministry supported facility audits, and our own internal review of our facilities.

Recommendation

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education the 2012/2013 Five Year Capital Plan that includes the three seismic upgrade projects, the mechanical/energy upgrade, the three building envelope projects, the two replacement schools and the two school addition projects identified in the attachment.

PROJECT LIST FOR 2012/2013 FIVE YEAR CAPITAL PLAN		
Number	School, Project Title and Description	Comment
1	George Jay Elementary - Seismic Upgrading of Main Building and Classroom Block(s)	Carryover project from 2010/2011 Capital Plan
2	Tillikum Elementary - Seismic Upgrading of Classroom Block	New project based on latest seismic evaluation
3	Shoreline Middle School - Seismic Upgrading of Classroom Block, Shop Wing and Gymnasium Area	New project based on latest seismic evaluation
4	Victoria High School - Heating System Upgrade	Carryover project from 2010/2011 Capital Plan
5	Esquimalt Secondary - Building Envelope Remediation of Building Additions	Carryover project from 2010/2011 Capital Plan
6	Lambrick Park Secondary - Building Envelope Remediation of Building Additions	Carryover project from 2010/2011 Capital Plan
7	Mount Douglas Secondary - Building Envelope Remediation of Building Additions	Carryover project from 2010/2011 Capital Plan
8	Cedar Hill Middle School - Replace existing school with new Junior Middle School	Carryover project from 2010/2011 Capital Plan
9	Frank Hobbs Elementary - Replace existing school with new Elementary School	Carryover project from 2010/2011 Capital Plan
10	Mount Douglas Secondary - Construct an addition to increase school capacity	Carryover project from 2010/2011 Capital Plan
11	Spectrum Secondary - Construct an addition to increase school capacity	Carryover project from 2010/2011 Capital Plan