



The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, February 18, 2013 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road

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## 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 01-05)
- A2. Approval of the Minutes
  - a) Approval of the January 21, 2013 Minutes (p 06-10)
- A3. Business arising from the Minutes
- A4. Student Achievement
  - a) Colquitz Middle School – Innovative Learning  
Brett Johnson, Principal, Heidi James, Teacher and Students
- A5. District Presentations
- A6. Community Presentations (5 minutes per presentation)
  - a) Jim McDermott, Parent (WiFi)
  - b) Victoria Confederation of Parent Advisory Councils (VCPAC)
- A7. Trustees' Reports

### B. CHAIR'S REPORT

### C. BOARD COMMITTEE REPORTS

- C1. Education Policy Development Committee
  - a) Minutes from the February 4, 2013 meeting – Information only (p 11-13)

**Note: This meeting is being audio recorded  
except for A4. Student Achievement.**

## b) Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) write a letter of endorsement to the Premier Christy Clark and the Leader of the Opposition Adrian Dix supporting the Community Plan for a Public System of Integrated Early Care and Learning, otherwise known as the \$10/Day/Child Care Plan.
- ii) That the Board of Education of School District No. 61 (Greater Victoria) encourage awareness of the \$10/Day/Child Care Plan to our partner groups and request that they endorse the program as well.

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

- a) Minutes from the February 12, 2013 meeting – Information only (p 14-19)

## b) Recommended Motions:

- i) THAT THE FOLLOWING DATES FOR THE 2013/2014 SCHOOL YEAR BE APPROVED AND THAT THE 2013/2014 SCHOOL YEAR CALENDAR BE POSTED ON THE SCHOOL DISTRICT'S WEBSITE: (p 20)

**2013/2014 School Year Calendar\***

School Opening –	September 3, 2013
First non-instructional day –	September 23, 2013
Thanksgiving –	October 14, 2013
Second non-instructional day – (Province wide)	October 25, 2013
Remembrance Day –	November 11, 2013
Third non-instructional day –	November 22, 2013
Schools close for Winter vacation –	December 20, 2013
Schools re-open after Winter vacation –	January 6, 2014
Family Day –	February 10, 2014
Fourth non-instructional day –	February 21, 2014
Schools close for Spring vacation –	March 7, 2014
Schools re-open after Spring vacation –	March 24, 2014
Good Friday –	April 18, 2014
Easter Monday –	April 21, 2014
Fifth non-instructional day –	May 16, 2014
Victoria Day –	May 19, 2014
Administrative Day and School Closing –	June 27, 2014
*Sixth non-instructional day to be chosen by each school	

- ii) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 111909, being a bylaw for the Victoria High School Main Building Seismic Project Identification Report in the amount of \$53,007. (p 21-22)  
Motion to be Carried Unanimously

**Note: This meeting is being audio recorded  
except for A4. Student Achievement.**

That Capital Project Bylaw No. 111909, being a bylaw for the Victoria High School Main Building Seismic Project Identification Report in the amount of \$53,007.

READ A FIRST TIME THE 18th day of February, 2013;  
 READ A SECOND TIME THE 18<sup>th</sup> day of February, 2013, and  
 READ A THIRD TIME, PASSED AND ADOPTED THE 18<sup>th</sup> day of February, 2013 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

- iii) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 115658, being a bylaw for the Quadra Elementary School Seismic Project Identification Report in the amount of \$33,335. (p 23-24)
- Motion to be Carried Unanimously

That Capital Project Bylaw No. 115658, being a bylaw for the Quadra Elementary School Seismic Project Identification Report in the amount of \$33,335.

READ A FIRST TIME THE 18th day of February, 2013;  
 READ A SECOND TIME THE 18<sup>th</sup> day of February, 2013, and  
 READ A THIRD TIME, PASSED AND ADOPTED THE 18<sup>th</sup> day of February, 2013 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

- iv) That the Board of Education of School District No. 61 (Greater Victoria) supports the National Historic Site application for Victoria High School.
- v) That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Minister of Education asking for the entire amount for School District No. 61 currently held in holdback funds, including the amount that covers BCPSEA membership (funds previously paid for by the Ministry of Education), to be immediately released to School District No. 61.
- vi) That the Board of Education of School District No. 61 (Greater Victoria) develop a Board performance evaluation using BCSTA Board Self-Evaluation Package and establish goals, criteria and a specific timeline for completion guided by a facilitator agreed to by consensus.

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**D. DISTRICT LEADERSHIP TEAM REPORTS****D1. Secretary-Treasurer's Report****a) 2012/2013 Amended Annual Budget Bylaw**

(p 25-41)

**Recommended Motions:**

That the Board of Education of School District No. 61 agrees to give all three readings of the 2012/2013 Amended Annual Budget Bylaw at the meeting of February 18, 2013.

Motion to be Carried Unanimously

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2012/2013 in the amount of \$208,580,448 be:

Read a first time the 18th day of February, 2013;

Read a second time the 18th day of February, 2013;

Read a third time, passed and adopted the 18th day of February, 2013;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

**b) Needs Budget**

(p 42)

**E. REPORTS FROM TRUSTEE REPRESENTATIVES****F. NEW BUSINESS/NOTICE OF MOTIONS****F1. Victoria Confederation of Parent Advisory Councils – Trustees Horsman & Orcherton****Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) affirms its full support for the Victoria Confederation of Parent Advisory Councils (VCPAC) and its voice as the representative organization in School District No. 61 for parents.

**F2. Victoria Confederation of Parent Advisory Councils – Trustees Horsman & Orcherton****Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) express its regret that an individual Trustee made comments about the Victoria Confederation of Parent Advisory Councils (VCPAC) that attempted to undermine its work to represent the parents' voice on educational issues in our District.

**G. COMMUNICATIONS**

**Note: This meeting is being audio recorded except for A4. Student Achievement.**



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

**I. ADJOURNMENT**

***Note: This meeting is being audio recorded  
except for A4. Student Achievement.***



**The Board of Education of School District No. 61 (Greater Victoria)  
January 21, 2013 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

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**MINUTES**

**Present:**

Trustees Peg Orcheron, 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, Debra Laser, Secretary-Treasurer, Sherri Bell, Deputy Superintendent, Pat Duncan, Associate Superintendent, Deborah Courville, Associate Superintendent, Seamus Howley, Director of Facilities, Janine Roy, District Principal, Learning Initiatives, Nella Nelson, Coordinator, Aboriginal Nations Education, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:35 p.m.

Chair Orcheron 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 January 21, 2013 Agenda be approved with the following changes/additions:

**A3. Business Arising from the Minutes**

- i) Trustee Nohr

**A7. Trustee Reports**

- i) Trustee Ferris
- ii) Trustee Nohr
- iii) Trustee McNally
- iv) Trustee McEvoy
- v) Trustee Loring-Kuhanga

**E. Reports from Trustee Representatives**

- i) Trustee McNally

**F. New Business/Notice of Motions**

- F1.** Post Board Meeting Audio Recordings to the Website – Trustee McEvoy

**H. Public Disclosure of In-Camera Items**

- i) Three items

**Motion Carried**

**A2. Approval of the Minutes**

- a) It was moved and seconded:

That the December 10, 2012 Regular Minutes be approved.

**Motion Carried**

**A3. Business arising from the Minutes**

Trustee Nohr requested an update on the status of the funds held back by the Ministry of Education. Secretary-Treasurer Laser advised that the Ministry holds back funding pending the actual September 30, 2012 enrollment results. The recalculated grant funding provided in December 2012 included the release of a portion of the Provincial holdback funds. The Greater Victoria School District received \$1.8 million and this funding will be included in the final budget information that will be presented in February. It is expected that additional holdback funding will be released in March 2013 but the amount is unknown at this time.

**A4. Student Achievement**

Rob House, Principal, Spectrum Community School introduced teacher, Tony Fogelklou, along with coach, Cayle Ratcliff, and several students from the lacrosse academy program. Tony spoke about the specifics of the lacrosse program and how well received it has been at the school. Coach Ratcliff spoke about being a former student of Spectrum and having to move to the United States to get the same opportunities that this program is now offering local students. Students, Lucas and Vishnu, both reiterated how important this academy is to students and thanked Trustees for their continued support.

Chair Orcherton thanked the staff and students from Spectrum for attending the meeting and speaking to the Board.

**A5. District Presentations**

Trustee Ferris introduced and welcomed Mitchel du Plessi, Lansdowne Middle School, Youth and Family Counselor. Ms. du Plessi was presented with a certificate of appreciation in recognition of being the recipient of the 2012 Representative's Award for Excellence. Trustee Ferris thanked Ms. Du Plessi for the many services that she provides to the community and Lansdowne Middle School.

Ms. du Plessi accepted the certificate and thanked the Board for acknowledging her at the meeting.

**A6. Community Presentations**

None.

**A7. Trustees' Reports**

Trustee Ferris reported that he attended the first **Needs** Budget Advisory Committee meeting for this year and was appointed the Chair of the Committee. Updates on the work of the Committee will be provided at future board meetings.

Trustee Nohr reported that being on the Community and Culture Committee has been a great experience with the sharing of information and ideas and she is pleased to advise that the ERASE program is now up and running at all school districts in the province.

Trustee McNally reported that she attended a Roots of Empathy meeting at Rockheights Middle School and Craigflower Elementary School and will be attending a social justice presentation at Rockheights Middle School.

Trustee McEvoy reported that he recently met with the Deputy Minister of Education to discuss the Cooperative Gains Mandate and the many letters received from school districts around the province. Trustee McEvoy reported that he was advised by the Deputy Minister that a response is forthcoming in answer to the questions posed by school districts. Trustee McEvoy added that he and Chair Orcherton will be attending an upcoming meeting of the Oak Bay High Replacement Project Committee.

Trustee Loring-Kuhanga reported that she attended a concert at Reynolds High School in December, Aboriginal Nations Education meetings in December and January and thanked Nella Nelson and her team for all of their efforts. Lastly, Trustee Loring-Kuhanga reported that she was involved in the Principal interviews held recently.

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

Chair Orcherton reported that two letters have been written on behalf of the Board to the Minister of Education regarding the Cooperative Gains Mandate and Provincial holdback funding. These letters are attached to this evening's meeting agenda or can be viewed on the District website.

Chair Orcherton reported that she was involved in two interviews, one with Times Colonist reporter, Lindsey Kines and the other with Terry Moore of CFAX radio.

Chair Orcherton reported that she attended two meetings in January, one for the Budget Advisory Committee and the other with the Minister of Education, Don McRae. The meeting with Minister McRae was to express the Greater Victoria Board of Education's concern about the decreased holdback funding allocation received in December and the need to have the Ministry provide additional funding to cover the cost of the teachers' pension plan rate increase.

Lastly, Chair Orcherton advised Trustees and the public that she has requested a meeting with MLA and Education Critic, Robin Austin, and will report out further when a meeting date has been set.

## **C. BOARD COMMITTEE REPORTS**

### **C1. Education Policy Development Committee**

- a) Trustee Alpha presented the minutes from the January 7, 2013 Education Policy Development Committee meeting for information.

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

- a) Trustee Leonard presented the minutes from the January 14, 2013 Operations, Policy and Planning Committee meeting for information.

**D. DISTRICT LEADERSHIP TEAM REPORTS****D1. Superintendent's Report****a) Superintendent's Report on Achievement 2012-2013**

Superintendent Gaipman provided an overview of the report that the Trustees received on December 15, 2012. Superintendent Gaipman noted the changes that were made to the Reading Recovery portion of the report as suggested by Trustee McNally.

Discussion ensued amongst the Trustees with questions being asked and answered by Superintendent Gaipman and Associate-Superintendent Courville.

It was moved and seconded:

To approve the "Superintendent's Report on Achievement 2012-2013" in accordance with Section 79.3 of the *School Act*.

**Motion Carried**

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

Against: Trustees Nohr and Alpha

**E. REPORTS FROM TRUSTEE REPRESENTATIVES**

Trustee McNally reported that she attended a Saanich Healthy Advisory Committee meeting and has made enquiries as to when the next Success by Six Committee meeting will be held.

**F. NEW BUSINESS/NOTICE OF MOTIONS****F1. Audio Recordings of Board Meetings – Trustee McEvoy**

Trustee McEvoy presented the following motion. Discussion ensued amongst the Trustees with suggestions being made to Trustee McEvoy.

It was moved and seconded:

Whereas the Board of Education of School District No. 61 (Greater Victoria) wishes to consider making audio recordings of our Board meetings accessible via our District website. And whereas, the Victoria Confederation of Parent Advisory Councils (VCPAC) and other participants at the January 14, 2013 Operations, Policy and Planning Committee meeting expressed the desire to be consulted about this matter. Therefore, be it resolved that the Board task the Ad Hoc Committee for Public Engagement with discussing the posting of audio recordings of our Board meetings.

**Motion Carried**

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

Against: Trustees McNally, Loring-Kuhanga and Nohr

**G. COMMUNICATIONS**

- G1.** Chair Orcherton referred to a letter sent on December 17, 2012 to the Minister of Education, Don McRae, in response to his December 3, 2012 letter regarding the proposed Cooperative Gains Mandate savings plan.
- G2.** Chair Orcherton referred to a letter sent on January 17, 2013 to the Minister of Education, Don McRae, regarding the meeting he had with the Chair on January 10, 2013 in which they spoke of Board concerns such as the Teachers' Pension Plan rate increase and Provincial holdback funds.

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

The following three items came out of the In-Camera portion of this evening's meeting:

- i) The Board of Education voted unanimously to send a letter to the BCTF requesting their assistance in encouraging the GVTA to sign the District Aboriginal Equity Agreement.
- ii) The Board of Education voted unanimously to immediately begin recruiting for a new Secretary-Treasurer.
- iii) The Board of Education voted unanimously to send a letter to the Catholic Diocese of Victoria advising that the Greater Victoria School District is not interested in selling or leasing the former Richmond Elementary School.

**I. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 9:07 p.m.

**CERTIFIED CORRECT**

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

\_\_\_\_\_  
Chair





Education Policy Development Committee Meeting  
February 4, 2013 – GVSD Board Office, Boardroom

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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

**ADMINISTRATION**

John Gaipman, Superintendent of Schools  
Sherri Bell, Deputy Superintendent  
Pat Duncan, Associate Superintendent  
Deborah Courville, Associate Superintendent  
Janine Roy, District Principal, Learning Initiatives  
Kristine Marshall, Recording Secretary

**REGRETS**

Elaine Leonard  
Peg Orcherton

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 February 4, 2013 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

Discussion ensued regarding amending the minutes. The regular session was temporarily adjourned and the public was asked to leave. Discussion was moved In-Camera at 7:05p.m. The regular meeting resumed at 7:12p.m.

It was moved

That the January 7, 2013 Education Policy Development Committee Meeting regular amended minutes be approved.

**Motion Carried**

3. BUSINESS ARISING FROM THE MINUTES - None
4. PUBLIC REQUEST TO THE COMMITTEE - None
5. CORRESPONDENCE REFERRED TO THE COMMITTEE - None
6. GENERAL ANNOUNCEMENTS - None
7. NEW BUSINESS

**A. Community Plan for a Public System of Integrated Early Care and Learning (\$10/Day/Child Care Plan)**

Chair Alpha introduced guest speakers Toni Hoyland and Lisa Stekelenburg from Camosun College Child Care.

Ms. Hoyland and Ms. Stekelenburg presented the \$10/Day/Child Care Plan as a 'made in BC' solution that would create quality, affordable child care.

Trustees asked questions and discussion ensued.

Chair Alpha thanked the presenters.

Trustee Nohr amended the original motion to read:

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) write a letter of endorsement to the Premier Christy Clark and the Leader of the Opposition Adrian Dix supporting the Community Plan for a Public System of Integrated Early Care and Learning, otherwise known as the \$10/Day/Child Care Plan.

**Motion Carried**

For: Alpha, Ferris, Horsman, Loring-Kuhanga, McEvoy, McNally, Nohr

Trustee Nohr moved the following motion:

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) encourage awareness of the \$10/Day/Child Care Plan to our partner groups and request that they endorse the program as well.

**Motion Carried**

For: Alpha, Ferris, Horsman, Loring-Kuhanga, McEvoy, McNally, Nohr

## **B. Superintendent's Report**

### **ERASE presentation**

Superintendent Gaipman demonstrated the online Erase reporting tool, which can be accessed from both the school district home page and on individual school web pages.

## **8. ADJOURNMENT**

It was moved

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:37p.m.

**Operations, Policy and Planning Committee Meeting  
February 12, 2013 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**     **TRUSTEES**  
Elaine Leonard, Chair  
Catherine Alpha  
Tom Ferris  
Bev Horsman  
Edith Loring-Kuhanga  
Diane McNally  
Deborah Nohr  
Peg Orcherton

**Absent:**     Michael McEvoy

**ADMINISTRATION**  
John Gaipman, Superintendent of Schools  
Debra Laser, Secretary-Treasurer  
Sherri Bell, Deputy Superintendent  
Seamus Howley, Director of Facilities  
Doreen Hegan, Recording Secretary

The meeting was called to order at 7:35 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 February 12, 2013 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved

That the January 14, 2013 Operations, Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

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

#### **4. PRESENTATIONS**

##### **A. Victoria High School**

Alan Lowe, Victoria High School Alumni spoke about the National Historic Site Application that will be submitted for Victoria High School in support of the 100<sup>th</sup> Anniversary of the building in 2014. Mr. Lowe stated that the building qualifies in all four of the categories that are considered to become designated as a historic site. Mr. Lowe was asking for the Board's support of the application.

Trustees asked questions and provided comments.

Trustee Ferris asked the Committee to consider his motion at this time on the agenda in support of the historic site application.

Chair Leonard amended the agenda to move 9.A. to 4.A.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) supports the National Historic Site application for Victoria High School.

**Motion Carried Unanimously**

#### **5. SUPERINTENDENT'S REPORT**

##### **A. Sub-Committee on Public Engagement**

Deputy Superintendent Bell advised that she has made contact with the representatives appointed to the sub-committee on public engagement to notify them that the first meeting will be held on February 18, 2013. Trustee Nohr questioned how the sub-committee members were appointed and expressed concern about the selection process. It was explained that the Chair was directed by the Board at the December 10, 2012 meeting to select the members of the sub-committee.

#### **6. FINANCE AND LEGAL AFFAIRS**

##### **A. 2013-2014 School Calendar**

Superintendent Gaipman advised that he has made contact with representatives from the GVTA, ASA, VCPAC, VPVPA, CUPE 947, CUPE 382 and Exempt Staff to discuss the fixed days for the 2013/2014 school year. The recommended dates must be posted for 30 days for information. After the 30 days, the calendar will be presented at the March Board Meeting for approval and will be submitted to the Ministry of Education by March 31<sup>st</sup>, 2013.

It was moved

That the following dates for the 2013/2014 school year be approved and that the 2013-2014 school year calendar be posted on the School District Website:

School Opening	September 3, 2013
First non-instructional day	September 23, 2013
Thanksgiving	October 14, 2013
Second non-instructional day	October 25, 2013 (Province wide)
Remembrance Day	November 11, 2013
Third non-instructional day	November 22, 2013
Schools close for Winter vacation	December 20, 2013
Schools re-open after Winter vacation	January 6, 2014
Family Day	February 10, 2014
Fourth non-instructional day	February 21, 2014
Schools close for Spring vacation	March 7, 2014
Schools re-open after Spring vacation	March 24, 2014
Good Friday	April 18, 2014
Easter Monday	April 21, 2014
Fifth non-instructional day	May 16, 2014
Victoria Day	May 19, 2014
Administrative Day and School Closing	June 27, 2014

\*Sixth non-instructional day to be chosen by each school

**Motion Carried Unanimously**

## **B. Seismic Project Identification Report Capital Project Bylaw No. 111909 Victoria High**

Secretary-Treasurer Laser stated that the Ministry has approved reimbursement of funds spent on Seismic Project Identification Reports for both Victoria High School and Quadra Elementary School. Once received, the funds will be spent on the respective seismic projects.

It was agreed (unanimously) to forward the following motions to the February 18, 2013 Board of Education Meeting.

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 111909, being a bylaw for the Victoria High School Main Building Seismic Project Identification Report in the amount of \$53,007.

**Motion to be Carried Unanimously**

That Capital Project Bylaw No. 111909, being a bylaw for the Victoria High School Main Building Seismic Project Identification Report in the amount of \$53,007.

Read a first time the 18th day of February, 2013;

Read a second time the 18th day of February, 2013, and

Read a third time, passed and adopted the 18th day of February, 2013 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.



**C. Seismic Project Identification Report Capital Project By law No. 115658 Quadra Elementary**

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 115658, being a bylaw for the Quadra Elementary School Seismic Project Identification Report in the amount of \$33,335.  
Motion to be Carried Unanimously

That Capital Project Bylaw No. 115658, being a bylaw for the Quadra Elementary School Seismic Project Identification Report in the amount of \$33,335.

Read a first time the 18th day of February, 2013;  
Read a second time the 18th day of February, 2013, and  
Read a third time, passed and adopted the 18th day of February, 2013 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**7. FACILITIES PLANNING**

**A. Oak Bay Capital Project Update**

Superintendent Gaipman advised that the Request for Proposal (RFP) has now been issued to the three successful proponents, including Bouygues Building Canada Inc., Farmer Construction Ltd. and Yellowridge Design Build Ltd. Each team will now prepare and submit a comprehensive proposal for the design and construction of the new Oak Bay High School.

The School District will evaluate each proposal in accordance with criteria set out in the RFP and will select the one that offers the greatest value for the benefit of the students and the community, within the approved capital funding. Construction is expected to commence on July 2, 2013.

In response to Trustee questions, Superintendent Gaipman advised that all three firms are from British Columbia.

**8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None**

**9. NEW BUSINESS/NOTICE OF MOTIONS**

**A. Trustee Ferris – National Historic Site Application. Motion moved to 4.A.**

## **B. Trustee McNally – Letter to the Minister of Education**

Trustee McNally presented her motion and accepted the friendly amendment to add the words “funds previously paid for by the Ministry of Education” after the word “membership”.

Trustees asked questions and provided comments.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Minister of Education asking for the entire amount for School District No. 61 currently held in holdback funds, including the amount that covers BCPSEA membership (funds previously paid for by the Ministry of Education), to be immediately released to School District No. 61.

**Motion Carried Unanimously**

## **C. Trustee McNally – Letter to the President of BCSTA**

Trustee McNally presented her motion.

Trustees asked questions and provided comments

Trustee McNally withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) urge the President of the BCSTA to write a similar letter to the Minister of Education, on behalf of all BC public school Boards of Education.

**Motion Withdrawn**

## **D. Trustee Nohr – Performance Evaluation**

Trustee Nohr presented her motion and explained that the three areas for the Board’s self-review would focus on leadership, stewardship and relationship.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) develop a performance evaluation for itself with goals, criteria and a specific timeline for completion.

Discussion ensued amongst the Trustees with concern being expressed that this type of review should not be done in public and that a facilitator should be used.

Trustee Loring-Kuhanga moved an amendment to the main motion.

It was moved

To amend the main motion to add the word “Board” before the word “performance” and add the words “using the BCSTA Board Self-Evaluation Package and establish” after the word “evaluation” and remove “for itself with”.

Further discussion ensued amongst the Trustees.

Trustee McNally moved an amendment to the amendment. Further discussion ensued amongst the Trustees.

It was moved

To amend the amendment to add the words “guided by a facilitator agreed to by consensus” after the word “completion”.

**Motion Carried**

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

It was moved

To amend the main motion to add the word “Board” before the word “performance” and add the words “using the BCSTA Board Self-Evaluation Package and establish” after the word “evaluation” and remove “for itself with”.

**Motion Carried**

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

Chair Leonard called for a vote on the amended main motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) develop a Board performance evaluation using the BCSTA Board Self-Evaluation Package and establish goals, criteria and a specific timeline for completion guided by a facilitator agreed to by consensus.

**Motion Carried**

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

## **10. GENERAL ANNOUNCEMENTS - None**

## **11. ADJOURNMENT**

It was moved

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:45 p.m.

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TO: Operations, Policy & Planning Committee

FROM: John Gaipman, Superintendent of Schools

RE: School Calendar for School Year 2013/2014

DATE: February 12, 2013

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All partner groups (ASA, CUPE 382, CUPE 947, Exempt Staff, GVTA, VCPAC and VPVPA) met to discuss the fixed days for the 2013/2014 school year.

As a result of these meetings, the following recommendation is being made:

THAT THE FOLLOWING DATES FOR THE 2013/2014 SCHOOL YEAR BE APPROVED AND THAT THE 2013/2014 SCHOOL YEAR CALENDAR BE POSTED ON THE SCHOOL DISTRICT'S WEBSITE:

**2013/2014 School Year Calendar\***

School Opening –	September 3, 2013
First non-instructional day –	September 23, 2013
Thanksgiving –	October 14, 2013
Second non-instructional day –	October 25, 2013 (Province wide)
Remembrance Day –	November 11, 2013
Third non-instructional day –	November 22, 2013
Schools close for Winter vacation –	December 20, 2013
Schools re-open after Winter vacation –	January 6, 2014
Family Day –	February 10, 2014
Fourth non-instructional day –	February 21, 2014
Schools close for Spring vacation –	March 7, 2014
Schools re-open after Spring vacation –	March 24, 2014
Good Friday –	April 18, 2014
Easter Monday –	April 21, 2014
Fifth non-instructional day –	May 16, 2014
Victoria Day –	May 19, 2014
Administrative Day and School Closing –	June 27, 2014
*Sixth non-instructional day to be chosen by each school	



OFFICE OF  
**ADMINISTRATIVE SERVICES**

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

**Debra Laser, Secretary-Treasurer**  
(250) 475-4108

---

**TO:** Operations, Policy and Planning Committee

**FROM:** Debra Laser, Secretary-Treasurer

**DATE:** February 12, 2013

**RE:** **SEISMIC PROJECT IDENTIFICATION REPORT**  
**COSTS FOR SUPPORTED SEISMIC PROJECTS**  
**CAPITAL PROJECT BYLAW 111909 – VICTORIA HIGH SCHOOL**

---

On January 8, 2013 the Ministry approved reimbursement for funds spent on Seismic Project Identification Reports. Since the funding will be provided using a Certificate of Approval, the Board of Education of School District No. 61 (Greater Victoria) is required to adopt Capital Project Bylaw No. 111909 in the amount of \$53,007 for Victoria High School – Ph 2 Main building.

Recommended motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 111909, being a bylaw for the Victoria High School Main Building Seismic Project Identification Report in the amount of \$53,007.

Motion to be Carried Unanimously

That Capital Project Bylaw No. 111909, being a bylaw for the Victoria High School Main Building Seismic Project Identification Report in the amount of \$53,007.

READ A FIRST TIME THE 18th day of February, 2013;  
READ A SECOND TIME THE 18<sup>th</sup> day of February, 2013, and  
READ A THIRD TIME, PASSED AND ADOPTED THE 18<sup>th</sup> day of February, 2013 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Debra Laser, Secretary-Treasurer

## CAPITAL PROJECT BYLAW NO. 111909

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria), (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a Capital Plan of the Board.

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 in accordance with the Project Agreement (where required);
- (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 Project of the Board approved by the Minister and specifying a maximum expenditure of \$ 53,007.00 for Project No. 111909 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Project Bylaw No. 111909,

READ A FIRST TIME THE 18th day of February, 2013.

READ A SECOND TIME THE 18th day of February, 2013.

READ A THIRD TIME, PASSED AND ADOPTED THE 18th day of February, 2013.

---

Board Chair

---

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Project Bylaw No. 111909 adopted by the Board the 18th day of February, 2013.

---

Secretary-Treasurer





OFFICE OF  
**ADMINISTRATIVE SERVICES**

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

**Debra Laser, Secretary-Treasurer**  
(250) 475-4108

---

**TO:** Operations, Policy and Planning Committee  
**FROM:** Debra Laser, Secretary-Treasurer  
**DATE:** February 12, 2013  
**RE:** **SEISMIC PROJECT IDENTIFICATION REPORT  
COSTS FOR SUPPORTED SEISMIC PROJECTS  
CAPITAL PROJECT BYLAW 115658 – QUADRA ELEMENTARY SCHOOL**

---

On January 8, 2013 the Ministry approved reimbursement for funds spent on Seismic Project Identification Reports. Since the funding will be provided using a Certificate of Approval, the Board of Education of School District No. 61 (Greater Victoria) is required to adopt Capital Project Bylaw No. 115658 in the amount of \$33,335 for Quadra Elementary School.

**Recommended motions:**

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 115658, being a bylaw for the Quadra Elementary School Seismic Project Identification Report in the amount of \$33,335.

**Motion to be Carried Unanimously**

That Capital Project Bylaw No. 115658, being a bylaw for the Quadra Elementary School Seismic Project Identification Report in the amount of \$33,335.

READ A FIRST TIME THE 18th day of February, 2013;  
READ A SECOND TIME THE 18<sup>th</sup> day of February, 2013, and  
READ A THIRD TIME, PASSED AND ADOPTED THE 18<sup>th</sup> day of February, 2013 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Debra Laser, Secretary-Treasurer

## CAPITAL PROJECT BYLAW NO. 115658

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria), (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a Capital Plan of the Board.

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 in accordance with the Project Agreement (where required);
- (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 Project of the Board approved by the Minister and specifying a maximum expenditure of \$ 33,335.00 for Project No. 115658 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Project Bylaw No. 115658,

READ A FIRST TIME THE 18th day of February, 2013.

READ A SECOND TIME THE 18th day of February, 2013.

READ A THIRD TIME, PASSED AND ADOPTED THE 18th day of February, 2013.

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

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

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Project Bylaw No. 115658 adopted by the Board the 18th day of February, 2013.

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



# OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4110

**TO:** Board of Education

**FROM:** Debra Laser  
Secretary-Treasurer

**DATE:** February 18, 2013

**RE:** **2012/2013 AMENDED ANNUAL BUDGET BYLAW**

The Minister has requested that school boards prepare and approve an Amended Annual Budget for the 2012/2013 school year. The Amended Annual Budget takes into account both the revenues and the expenditures arising from the actual September 30, 2012 enrolments, all grant amounts confirmed subsequent to the approval of the annual budget, and all amounts carried forward from the previous fiscal year. As such, the Amended Annual Budget provides a better comparison to the actual results to be reported in the financial statements for the fiscal year ending June 30, 2013. The 2012/2013 Amended Annual Budget reflects an enrolment decrease of 68 FTE as compared to the 2011/2012 school year.

The Amended Annual Budget has been prepared using the new Public Sector Accounting standards which requires the budget to include the operating, special purpose and capital funds. Consequently, the budget bylaw amount of \$208,580,448 includes the total budgeted expenses in the operating, special purpose and capital funds.

- Statement 2 of the amended annual budget document consolidates the revenue and expense budget amounts for all funds.
- The operating budget revenue and expenditure details are shown on Schedules 2, 2A, 2B and 2C.
- The special purpose fund revenue and expense details are shown on Schedules 3 and 3A.
- The capital fund revenue and expense details are shown on Schedule 4.

In order to pass the Amended Annual Budget Bylaw at one meeting, the Board must unanimously agree to give the bylaw all three readings at one sitting. The following motions are therefore recommended:

**Recommended Motion:**

That the Board of Education of School District No. 61 agrees to give all three readings of the 2012/2013 Amended Annual Budget Bylaw at the meeting of February 18, 2013.

Motion to be Carried Unanimously

**Recommended Motion:**

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2012/2013 in the amount of \$208,580,448 be:

Read a first time the 18th day of February, 2013;  
Read a second time the 18th day of February, 2013;  
Read a third time, passed and adopted the 18th day of February, 2013;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

Attachments

Amended Annual Budget

## **School District No. 61 (Greater Victoria)**

June 30, 2013

# School District No. 61 (Greater Victoria)

June 30, 2013

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\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## **AMENDED ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended 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 Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended 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 \$208,580,448 for the 2012/2013 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2012/2013.

READ A FIRST TIME THE 18th DAY OF FEBRUARY, 2013;

READ A SECOND TIME THE 18th DAY OF FEBRUARY, 2013;

READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF FEBRUARY, 2013;

\_\_\_\_\_  
**Chairperson of the Board**

**(Corporate Seal)**

\_\_\_\_\_  
**Secretary Treasurer**

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

\_\_\_\_\_  
**Secretary Treasurer**



# School District No. 61 (Greater Victoria)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	18,712,943	18,762,658
Adult	213,476	232,109
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>18,926,419</b>	<b>18,994,767</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	164,327,671	154,136,544
Other	244,489	110,768
Tuition	9,507,878	8,396,184
Other Revenue	7,963,365	1,453,220
Rentals and Leases	1,362,350	1,289,243
Investment Income	364,500	250,000
Amortization of Deferred Capital Revenue	5,150,233	
Long Term Lease Annual Revenue Recognition	44,016	
<b>Total Revenue</b>	<b>188,964,502</b>	<b>165,635,959</b>
<b>Expenses</b>		
Instruction	171,636,776	155,891,703
District Administration	4,340,716	4,414,293
Operations and Maintenance	22,552,297	20,866,547
Transportation and Housing	1,050,216	1,112,556
Amortization of Tangible Capital Assets	7,472,370	
<b>Total Expense</b>	<b>207,052,375</b>	<b>182,285,099</b>
<b>Net Revenue (Expense)</b>	<b>(18,087,873)</b>	<b>(16,649,140)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>17,470,432</b>	<b>17,449,140</b>
<b>Budgeted Transfers (to) from other funds (2012 only)</b>		<b>(800,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(617,441)</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(617,441)	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(617,441)</b>	<b>-</b>

**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	183,384,290	182,285,099
Operating - Tangible Capital Assets Purchased	800,000	800,000
Special Purpose Funds - Total Expense	14,987,047	
Special Purpose Funds - Tangible Capital Assets Purchased	728,073	
Capital Fund - Total Expense	8,681,038	
<b>Total Budget Bylaw Amount</b>	<b>208,580,448</b>	<b>183,085,099</b>

**Approved by the Board**

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2013

Statement 4

	2013 Amended Annual Budget
	\$
<b>Surplus (Deficit) for the year</b>	<b>(18,087,873)</b>
<b>Effect of change in Tangible Capital Assets</b>	
Acquisition of Tangible Capital Assets	
From Operating and Special Purpose Funds	(1,528,073)
From Deferred Capital Revenue	(3,552,620)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(5,080,693)</b>
Amortization of Tangible Capital Assets	7,472,370
<b>Total Effect of change in Tangible Capital Assets</b>	<b>2,391,677</b>
Use of Prepaid Expenses	10,000
	10,000
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(15,686,196)</b>

**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2013

	Operating Fund	Special Purpose Fund	Capital Fund	2013 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	18,887,387		49,776,090	68,663,477
Change in Accounting Policies/Prior Period Adjustments				
Restate Employee Future Benefits Liability - June 30, 2012	(24,458)			(24,458)
Reclassify Deferred Revenue to (from) Operating Surplus	(56,236)			(56,236)
<b>Accumulated Surplus (Deficit), beginning of year, as restated</b>	18,806,693	-	49,776,090	68,582,783
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(16,670,432)	728,073	(2,145,514)	(18,087,873)
Interfund Transfers				
Tangible Capital Assets Purchased	(800,000)	(728,073)	1,528,073	-
<b>Net Changes for the year</b>	(17,470,432)	-	(617,441)	(18,087,873)
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	1,336,261	-	49,158,649	50,494,910

**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Operating Revenue and Expense  
 Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	153,957,448	154,136,544
Other	244,489	110,768
Tuition	9,507,878	8,396,184
Other Revenue	1,464,800	1,453,220
Rentals and Leases	1,289,243	1,289,243
Investment Income	250,000	250,000
<b>Total Revenue</b>	<b>166,713,858</b>	<b>165,635,959</b>
<b>Expenses</b>		
Instruction	156,828,327	155,891,703
District Administration	4,340,716	4,414,293
Operations and Maintenance	21,165,031	20,866,547
Transportation and Housing	1,050,216	1,112,556
<b>Total Expense</b>	<b>183,384,290</b>	<b>182,285,099</b>
<b>Net Revenue (Expense)</b>	<b>(16,670,432)</b>	<b>(16,649,140)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>17,470,432</b>	<b>17,449,140</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(800,000)	(800,000)
<b>Total Net Transfers</b>	<b>(800,000)</b>	<b>(800,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 61 (Greater Victoria)**

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	152,066,143	151,577,496
AANDC/LEA Recovery	(1,135,490)	(1,111,596)
Other Ministry of Education Grants		
Pay Equity Grant	2,896,617	2,896,617
Education Guarantee	101,336	101,336
French Program Grant		412,091
Ready Set Learn		68,600
Strong Start Centres		192,000
Teacher Quality	10,000	
PSA Scorer Training	18,842	
<b>Total Provincial Grants - Ministry of Education</b>	<b>153,957,448</b>	<b>154,136,544</b>
<b>Provincial Grants - Other</b>	<b>244,489</b>	<b>110,768</b>
<b>Tuition</b>		
Summer School Fees	51,835	61,660
Continuing Education	68,090	91,610
Offshore Tuition Fees	9,387,953	8,242,914
<b>Total Tuition</b>	<b>9,507,878</b>	<b>8,396,184</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	9,788	8,630
LEA/Direct Funding from First Nations	1,135,490	1,111,596
Miscellaneous		
First Nation Curriculum Project	10,960	12,406
Instructional Cafeteria Revenue	84,215	72,000
Industry Training Secondary Schools	51,250	34,125
Miscellaneous Grants	173,097	214,463
<b>Total Other Revenue</b>	<b>1,464,800</b>	<b>1,453,220</b>
<b>Rentals and Leases</b>	<b>1,289,243</b>	<b>1,289,243</b>
<b>Investment Income</b>	<b>250,000</b>	<b>250,000</b>
<b>Total Operating Revenue</b>	<b>166,713,858</b>	<b>165,635,959</b>



**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Schedule of Operating Expense by Source  
 Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	74,928,763	74,358,193
Principals and Vice Principals	10,125,395	10,121,402
Educational Assistants	14,408,754	14,473,063
Support Staff	15,742,429	15,636,715
Other Professionals	3,684,029	3,731,594
Substitutes	7,834,855	7,335,438
<b>Total Salaries</b>	<b>126,724,225</b>	<b>125,656,405</b>
<b>Employee Benefits</b>	<b>28,816,431</b>	<b>28,142,874</b>
<b>Total Salaries and Benefits</b>	<b>155,540,656</b>	<b>153,799,279</b>
<b>Services and Supplies</b>		
Services	5,253,629	4,894,321
Student Transportation	1,108,593	1,125,565
Professional Development and Travel	995,107	970,779
Dues and Fees	97,994	94,516
Insurance	455,374	347,544
Supplies	15,797,764	17,217,922
Utilities	4,135,173	3,835,173
<b>Total Services and Supplies</b>	<b>27,843,634</b>	<b>28,485,820</b>
<b>Total Operating Expense</b>	<b>183,384,290</b>	<b>182,285,099</b>

# School District No. 61 (Greater Victoria)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2013

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	56,847,958	2,962,951	1,896,652	342,417	365,135	5,439,026	67,854,139
1.03 Career Programs	759,755	43,369	280,369	18,791	17,772	39,825	1,159,881
1.07 Library Services	1,512,175	63,534		439,234		57,171	2,072,114
1.08 Counselling	1,875,953					63,314	1,939,267
1.10 Special Education	7,751,715	720,115	11,019,286	430,437	53,061	1,159,513	21,134,127
1.30 English Language Learning	1,037,746	170,899	509,020	31,496	11,311	69,116	1,829,588
1.31 Aboriginal Education	545,504		630,597	21,877	100,650	68,293	1,366,921
1.41 School Administration		5,934,033		3,459,659		110,851	9,504,543
1.60 Summer School	159,133		4,585	31,847			195,565
1.61 Continuing Education	846,501	84,644	16,740	20,342		25,553	993,780
1.62 Off Shore Students	3,540,892	29,440	29,523	309,733	742,867	353,003	5,005,458
1.64 Other				13,879			13,879
<b>Total Function 1</b>	<b>74,877,332</b>	<b>10,008,985</b>	<b>14,386,772</b>	<b>5,119,712</b>	<b>1,290,796</b>	<b>7,385,665</b>	<b>113,069,262</b>
<b>4 District Administration</b>							
4.11 Educational Administration		116,410		159,496	604,229	17,298	897,433
4.40 School District Governance				26,882	161,316		188,198
4.41 Business Administration				1,022,859	951,173	45,566	2,019,598
<b>Total Function 4</b>	<b>-</b>	<b>116,410</b>	<b>-</b>	<b>1,209,237</b>	<b>1,716,718</b>	<b>62,864</b>	<b>3,105,229</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	51,431		21,982	281,757	575,573	18,090	948,833
5.50 Maintenance Operations				8,391,904	100,942	291,589	8,784,435
5.52 Maintenance of Grounds				721,572		74,051	795,623
5.56 Utilities							-
<b>Total Function 5</b>	<b>51,431</b>	<b>-</b>	<b>21,982</b>	<b>9,395,233</b>	<b>676,515</b>	<b>383,730</b>	<b>10,528,891</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				18,247		2,596	20,843
7.70 Student Transportation							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,247</b>	<b>-</b>	<b>2,596</b>	<b>20,843</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>74,928,763</b>	<b>10,125,395</b>	<b>14,408,754</b>	<b>15,742,429</b>	<b>3,684,029</b>	<b>7,834,855</b>	<b>126,724,225</b>

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2013

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2013 Amended Annual Budget	2012 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	67,854,139	15,249,440	83,103,579	11,967,902	95,071,481	96,364,346
1.03 Career Programs	1,159,881	266,653	1,426,534	556,605	1,983,139	1,820,634
1.07 Library Services	2,072,114	478,210	2,550,324	186,186	2,736,510	2,835,723
1.08 Counselling	1,939,267	443,412	2,382,679	13,426	2,396,105	2,451,971
1.10 Special Education	21,134,127	5,054,606	26,188,733	1,670,667	27,859,400	26,538,078
1.30 English Language Learning	1,829,588	426,180	2,255,768	300,102	2,555,870	2,361,480
1.31 Aboriginal Education	1,366,921	304,015	1,670,936	675,135	2,346,071	2,254,773
1.41 School Administration	9,504,543	2,167,932	11,672,475	410,264	12,082,739	12,180,099
1.60 Summer School	195,565	45,649	241,214	13,722	254,936	329,164
1.61 Continuing Education	993,780	226,259	1,220,039	197,932	1,417,971	1,557,550
1.62 Off Shore Students	5,005,458	1,096,841	6,102,299	2,003,968	8,106,267	7,180,232
1.64 Other	13,879	3,386	17,265	573	17,838	17,653
<b>Total Function 1</b>	<b>113,069,262</b>	<b>25,762,583</b>	<b>138,831,845</b>	<b>17,996,482</b>	<b>156,828,327</b>	<b>155,891,703</b>
<b>4 District Administration</b>						
4.11 Educational Administration	897,433	178,182	1,075,615	71,915	1,147,530	1,149,461
4.40 School District Governance	188,198	9,463	197,661	101,446	299,107	396,730
4.41 Business Administration	2,019,598	426,605	2,446,203	447,876	2,894,079	2,868,102
<b>Total Function 4</b>	<b>3,105,229</b>	<b>614,250</b>	<b>3,719,479</b>	<b>621,237</b>	<b>4,340,716</b>	<b>4,414,293</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	948,833	205,534	1,154,367	572,514	1,726,881	1,756,075
5.50 Maintenance Operations	8,784,435	2,049,522	10,833,957	3,253,297	14,087,254	13,751,846
5.52 Maintenance of Grounds	795,623	179,809	975,432	237,691	1,213,123	1,520,853
5.56 Utilities	-	-	-	4,137,773	4,137,773	3,837,773
<b>Total Function 5</b>	<b>10,528,891</b>	<b>2,434,865</b>	<b>12,963,756</b>	<b>8,201,275</b>	<b>21,165,031</b>	<b>20,866,547</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	20,843	4,733	25,576	3,307	28,883	28,614
7.70 Student Transportation	-	-	-	1,021,333	1,021,333	1,083,942
<b>Total Function 7</b>	<b>20,843</b>	<b>4,733</b>	<b>25,576</b>	<b>1,024,640</b>	<b>1,050,216</b>	<b>1,112,556</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>126,774,225</b>	<b>28,816,431</b>	<b>155,540,656</b>	<b>27,843,634</b>	<b>183,384,290</b>	<b>182,285,099</b>

**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Special Purpose Revenue and Expense  
 Year Ended June 30, 2013

	<u>2013 Amended Annual Budget</u>
	\$
<b>Revenues</b>	
Provincial Grants	
Ministry of Education	9,161,555
Other Revenue	6,498,565
Investment Income	55,000
<b>Total Revenue</b>	<u>15,715,120</u>
<b>Expenses</b>	
Instruction	14,808,449
Operations and Maintenance	178,598
<b>Total Expense</b>	<u>14,987,047</u>
<b>Net Revenue (Expense)</b>	<u>728,073</u>
<b>Net Transfers (to) from other funds</b>	
Tangible Capital Assets Purchased	(728,073)
<b>Total Net Transfers</b>	<u>(728,073)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2013

Schedule 3A

Deferred Revenue, beginning of year  
Transfer from Operating Surplus - June 30, 2012  
Deferred Revenue, beginning of year, as restated

Add: Restricted Grants  
Provincial Grants - Ministry of Education  
Other  
Investment Income

Less: Allocated to Revenue  
Recovered

Deferred Revenue, end of year

## Revenues

Provincial Grants - Ministry of Education  
Other Revenue  
Investment Income

## Expenses

### Salaries

Teachers  
Principals and Vice Principals  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes

Employee Benefits  
Services and Supplies

Net Revenue (Expense) before Interfund Transfers

## Interfund Transfers

Tangible Capital Assets Purchased

Net Revenue (Expense)

Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OIEP	Community/INK	Hospital Teaching
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
99,687	-	66,301	11,139	2,100,572	56,236	-	-	288,951	922
99,687	-	66,301	11,139	2,100,572	56,236	-	-	288,951	922
759,546	1,923,524	42,000	743,356	6,200,000	192,000	68,600	412,091	3,772,255	66,053
17,365	-	-	-	-	-	-	-	80,000	-
2,000	-	-	-	-	-	-	-	-	-
778,911	1,923,524	42,000	743,356	6,200,000	192,000	68,600	412,091	3,852,255	66,053
878,598	1,923,524	42,000	743,356	6,200,000	248,236	68,600	412,091	3,852,255	66,053
-	-	66,301	11,139	2,100,572	-	-	-	288,951	922
859,233	1,923,524	42,000	743,356	-	248,236	68,600	412,091	3,772,255	66,053
17,365	-	-	-	6,200,000	-	-	-	80,000	-
2,000	-	-	-	-	-	-	-	-	-
878,598	1,923,524	42,000	743,356	6,200,000	248,236	68,600	412,091	3,852,255	66,053
-	581,831	-	250,023	-	-	-	-	403,489	42,593
-	919,138	-	13,479	-	126,943	-	-	8,793	1,350
-	-	-	241,105	-	-	-	-	598,586	-
-	-	-	23,411	-	-	-	-	113,340	-
-	56,746	-	-	65,000	-	-	41,292	131,268	886
-	1,537,715	-	530,018	65,000	126,943	-	35,452	15,957	-
-	365,809	-	117,346	10,335	30,975	-	76,744	1,271,433	44,829
178,598	-	42,000	95,992	6,096,592	90,318	68,600	321,700	295,965	10,261
178,598	1,923,524	42,000	743,356	6,171,927	248,236	68,600	412,091	2,284,857	10,963
700,000	-	-	-	28,073	-	-	-	3,852,255	66,053
(700,000)	-	-	-	(28,073)	-	-	-	-	-
(700,000)	-	-	-	(28,073)	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2013

Deferred Revenue, beginning of year  
Transfer from Operating Surplus - June 30, 2012  
Deferred Revenue, beginning of year, as restated

Add: Restricted Grants  
Provincial Grants - Ministry of Education  
Other  
Investment Income

Less: Allocated to Revenue  
Recovered

Deferred Revenue, end of year

Revenues  
Provincial Grants - Ministry of Education  
Other Revenue  
Investment Income

## Expenses

Salaries  
Teachers  
Principals and Vice Principals  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes

Employee Benefits  
Services and Supplies

Net Revenue (Expense) before Interfund Transfers

## Interfund Transfers

Tangible Capital Assets Purchased

Net Revenue (Expense)

Ledger School	Pembroke YCC	Provincial Integration Support Program	Scholarship Trust	Charitable Trust	Estate Trust	TOTAL
\$	\$	\$	\$	\$	\$	\$
483	30,988	9,384	540,532	1,200	25,102	3,175,261
483	30,988	9,384	540,532	1,200	25,102	56,236
						3,231,497
225,217	347,155	453,835		200,000		9,005,632
			40,000		13,000	6,497,365
225,217	347,155	453,835	40,000	200,000	13,000	55,000
225,217	347,155	453,835	40,000	201,200	13,000	15,557,997
483	30,988	9,384				15,715,120
			540,532	-	25,102	52,916
						3,021,458
225,217	347,155	453,835		201,200		9,161,555
			40,000		13,000	6,498,565
225,217	347,155	453,835	40,000	201,200	13,000	55,000
						15,715,120
113,760	234,829	126,769				1,753,294
6,293	7,169	9,348				48,432
45,699	3,675	81,154				2,016,300
	12,043	16,905				165,699
5,376	6,091	759				172,560
171,128	263,807	234,935				186,267
39,512	60,504	52,513				4,342,552
14,577	22,844	166,387	40,000	201,200	13,000	996,867
225,217	347,155	453,835	40,000	201,200	13,000	9,647,628
						14,987,047
						728,073
						(728,073)
						(728,073)
						-



**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2013

Schedule 4

	2013 Amended Annual Budget		
	Invested in Tangible	Local	Fund
	Capital Assets	Capital	Balance
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	1,208,668		1,208,668
Rentals and Leases		73,107	73,107
Investment Income		59,500	59,500
Amortization of Deferred Capital Revenue	5,150,233		5,150,233
Long Term Lease Annual Revenue Recognition	44,016		44,016
<b>Total Revenue</b>	<b>6,402,917</b>	<b>132,607</b>	<b>6,535,524</b>
<b>Expenses</b>			
Operations and Maintenance	1,208,668		1,208,668
Amortization of Tangible Capital Assets	7,472,370		7,472,370
<b>Total Expense</b>	<b>8,681,038</b>	<b>-</b>	<b>8,681,038</b>
<b>Net Revenue (Expense)</b>	<b>(2,278,121)</b>	<b>132,607</b>	<b>(2,145,514)</b>
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	1,528,073		1,528,073
<b>Total Net Transfers</b>	<b>1,528,073</b>	<b>-</b>	<b>1,528,073</b>
<b>Other Adjustments to Fund Balances</b>			
Total Other Adjustments to Fund Balances	-	-	-
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(750,048)</b>	<b>132,607</b>	<b>(617,441)</b>

**Greater Victoria School District No. 61  
Needs Budget**

Department	Proposed Department Needs Budget Additions based on a 5% Increase to the Current Budget:	FTE	TOTAL COST
		FTE	\$
<b>Educational Staffing</b>	Additional Teacher Staffing	38.0	\$ 3,838,031
<b>Aboriginal Educaiton</b>	1.0 Aboriginal District Cultural Curriculum Integration Teacher	1.0	\$ 92,135
<b>Special Education</b>	0.4 Learning Support Teacher for each Elementary School	11.2	\$ 1,031,912
	Additional Educational Assistants	7.0	\$ 264,600
	1.0 Psychologist	1.0	\$ 101,970
	1.0 Speech Language Pathologist	1.0	\$ 91,118
<b>Learning Initiatives</b>	Teacher Release Time for Job Embedded Professional Development		\$ 74,000
<b>Facilities Services</b>	Facilities Direct Digital Controls Technician	1.0	\$ 91,982
<b>Financial Services</b>	Payroll Specialist	1.0	\$ 54,286
<b>Human Resources</b>	Human Resources Advisor - Employee Support	1.0	\$ 87,025
<b>Information Technology</b>	School Technology Assistants	2.0	\$ 91,202
	<b>TOTAL Proposed Needs Budget Additions</b>	<b>64.2</b>	<b>\$ 5,818,261</b>

see Note

**Note :** 1) The estimated total cost does not include additional facilities and supplies costs related to the proposed increase in FTE staff.