



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, October 21, 2013 @ 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 01-03)
- A2. Approval of the Minutes
 - a) Approval of the September 16, 2013 Regular Board Minutes (p 04-12)
- A3. Business arising from the Minutes
- A4. Student Achievement
 - a) Truth and Reconciliation – Student Presentation
- A5. District Presentations
 - a) Cultural Heritage & Diversity Award Recipient - Nella Nelson
Introduction: Chair Orchardton
- A6. Community Presentations (5 minutes per presentation)
- A7. Trustees' Reports

B. CHAIR'S REPORT

C. BOARD COMMITTEE REPORTS

- C1. Education Policy Development Committee
 - a) Minutes from the October 7, 2013 meeting – Information only (p13-15)
 - b) Recommended Motions:
 - i)

That the Board of Education of School District No. 61 (Greater Victoria) approve the Program of Choice Application: Coastal Kindergarten Program Proposal for a two year pilot located at James Bay Community School and South Park Family School beginning September, 2014.

 (p 16-23)

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

- ii) That the Board of Education of School District No. 61 (Greater Victoria) request the Superintendent of Schools to explore the idea of having a position of student trustee/representative on School District No. 61 Board of Education and Standing Committees and report back to the Education Policy Development Committee meeting in January 2014.

C2. Operations, Policy and Planning Committee

- a) Minutes from the October 15, 2013 meeting – Information only (p 24-27)
- b) Recommended Motions:
 - i) That the Board of Education of School District No. 61 (Greater Victoria) adopt the new Policy, 4304, Bullying and Harassment. (p 28-29)
 - ii) That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 2120.015, Associate Secretary-Treasurer. (p 30-31)
 - iii) That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 2123.041, Manager of Purchasing Services. (p 32-39)
 - iv) That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 4220.3, Purchasing Services. (p 40-41)

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

D2. Secretary-Treasurer's Report

- a) Cooperative Gains Savings Plan for CUPE

E. REPORTS FROM TRUSTEE REPRESENTATIVES

F. NEW BUSINESS/NOTICE OF MOTIONS

F1. Trustee Remuneration – Trustee Ferris

That the Trustee remuneration mechanism that was tabled in January 2012 be automatically re-established after the ratification of the CUPE contract takes place.

G. COMMUNICATIONS

G1. Letter to Minister of Education – October 9, 2013 (p 42)

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

I. ADJOURNMENT



The Board of Education of School District No. 61 (Greater Victoria)
September 16, 2013 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

MINUTES

Present:

Trustees Peg Orchardton, 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, Katrina Ball, Associate Secretary-Treasurer, Pat Duncan, Associate Superintendent, Deborah Courville, Associate Superintendent, Seamus Howley, Director of Facilities Services, Kim Munro, Director, Human Resource Services, Mark Walsh, Manager, Labour Relations, Human Resource Services, Amanda Stuyt, Occupational Health and Safety Advisor, Vicki Hanley, Recording Secretary

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

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

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved and seconded:

That the September 16, 2013 Agenda be approved with the following changes/additions:

A7. Trustees' Reports

a) Trustee Nohr

F. New Business/Notice of Motions

a) Trustee McNally

Motion Carried Unanimously

A2. Approval of the Minutes

a) It was moved and seconded:

That the June 17, 2013 Regular Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes

None.

A4. Trustee Censure

Chair Orcherton read the following statement:

The Greater Victoria Board of Education met on Thursday, September 12, 2013. The purpose of the meeting was to review the findings of Judith Anderson, a senior British Columbia lawyer, who was asked to independently investigate the allegations of harassment of a senior administrator by Trustee Nohr.

After reviewing the findings, the Board of Education of School District No. 61 (Greater Victoria) made the decision to censure Trustee Nohr for:

- Failing to respect the will of the majority of the Board
- Sending an email of which the timing, content and distribution was offensive and derogatory to a senior staff member
- Communicating directly with an agency in a manner that could have led to sanctions and penalties on the school district
- Her public derogatory and untrue statements about a senior employee's handling of a Board motion
- Communicating with District staff in a manner that undermines the role of a senior staff member and the Board of Education

As Trustees and elected officials, it is essential that Trustees treat all individuals with dignity and respect.

Trustee Nohr has been given direction on what the Board expects from Trustee Nohr in the future and some limitations have been put in place to ensure a respectful working environment.

It is truly with regret that we have a matter that is so serious that we had no choice but to vote for public censure. It is my sincere desire that our School District can learn from this and move forward free from a toxic and hostile work environment.

A5. Student Achievement

Louise Sheffer, Principal, Strawberry Vale Elementary, attended the Board meeting along with Lenny Ross, Grade 5 Teacher and a few of his students. Dylan, Ethan, Mya, Malika and Jordan introduced themselves and shared with the Board how the school has been using MAC computers which have allowed them to integrate technology into their curriculum. The students had a MAC laptop set up and were able to demonstrate some of the different movies, programs and technology they have been working on.

Chair Orcherton thanked Principal Sheffer, Mr. Ross and the students for attending and presenting to the Board.

A6. District Presentations

None.

A7. Community Presentations

- a) Heidi Darroch attended the Board meeting on behalf of the South Island Gifted Children's Association of B.C. to invite and encourage Trustees to attend their upcoming conference on October 5, 2013. Ms. Darroch provided some information with respect to the conference agenda.
- b) Dr. Jennifer White attended the Board meeting and presented the Board with some facts regarding school-based youth suicide prevention. Dr. White provided information on how students, staff and parents can better educate themselves on this issue by taking a pro-active approach.
- c) Kelly Paul from the Tsartlip First Nation Community attended the Board meeting to speak to the Board about her experience of running the length of Vancouver Island in the Heliset Hale Marathon earlier this year. Ms. Paul participated in the marathon to raise money and awareness in the community with respect to youth suicide and prevention.
- d) Peter Milne attended the Board meeting to request the District to accommodate children with special needs, such as; anaphylaxis. Mr. Milne stated that children with special needs need to feel safe while at school.
- e) Natalie Buchmann, Teacher, attended the Board meeting to speak on behalf of the Greater Victoria Teachers' Association. Ms. Buchmann was speaking against the proposed changes to District hiring practices with respect to hiring temporary teachers who will be taking leaves during the school year and urged the Board to reconsider the proposed change.
- f) Erin Porter, Teacher, attended the Board meeting to speak on behalf of the Greater Victoria Teachers' Association. Ms. Porter is currently on maternity leave and was speaking against the proposed changes to District hiring practices with respect to filling temporary job vacancies. Although this change will not affect Ms. Porter personally she is speaking out for all other temporary teachers who it will affect.

A7. Trustees' Reports

- a) Trustee Nohr reported that she attended Campus View and Frank Hobbs Elementary Schools to speak with parents to gain their insight into current school issues. Trustee Nohr also attended a parent information evening at George Jay Elementary regarding the proposed French Immersion program at their school.

B. CHAIR'S REPORT

Chair Orcherton reported that she had a very busy summer which included being involved in numerous conference calls and meetings regarding the BCSTA proposed new bargaining structure.

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

- a) The September 9, 2013 meeting minutes were presented for information.

- b) Trustee Alpha provided an overview of the Education Policy Development portion of the joint meeting and the motion that was recommended.

Discussion ensued amongst the Trustees with Trustee Loring-Kuhanga thanking both speakers that attended the meeting this evening to discuss a pro-active approach to suicide prevention amongst youth.

It was moved and seconded:

- i) That the Board of Education of School District 61 (Greater Victoria) encourage middle and secondary schools to review and consider adopting the "Whole School Suicide Prevention Model" as well as providing annual presentations to students and staff in order to increase an awareness, education and prevention of suicide amongst our youth.

Motion Carried Unanimously

Trustee Leonard provided an overview of the Operations, Policy and Planning portion of the joint meeting and presented the following motions that were recommended.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Amendment Bylaw No. 126650-02, being a bylaw for the maximum expenditure of \$2,931,347 for the capital portion of the Annual Facility Grant allocation.

Motion Carried Unanimously

It was moved and seconded:

That Capital Amendment Bylaw No. 126650-02, being a bylaw for the maximum expenditure of \$2,931,347 for the capital portion of the Annual Facility Grant allocation be:

READ A FIRST TIME THE 16th day of September, 2013;
READ A SECOND TIME THE 16th day of September, 2013, and
READ A THIRD TIME, PASSED AND ADOPTED THE 16th day of September, 2013 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

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 114493, being a bylaw for the Cloverdale Elementary School Seismic Project Identification Report cost in the amount of \$14,070.

Motion Carried Unanimously

It was moved and seconded:

That Capital Project Bylaw No. 114493, being a bylaw for the Cloverdale Elementary School Seismic Project Identification Report cost in the amount of \$14,070 be:

Read a first time the 16th day of September, 2013:

Read a second time the 16th day of September, 2013:

Read a third time, passed and adopted the 16th day of September, 2013;

And that the Secretary-Treasurer and Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried Unanimously

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 116652, being a bylaw for the Tillicum Elementary School Seismic Project Identification Report cost in the amount of \$11,865.

Motion Carried Unanimously

It was moved and seconded:

That Capital Project Bylaw No. 116652, being a bylaw for the Tillicum Elementary School Seismic Project Identification Report cost in the amount of \$11,865 be:

Read a first time the 16th day of September, 2013:

Read a second time the 16th day of September, 2013:

Read a third time, passed and adopted the 16th day of September, 2013;

And that the Secretary-Treasurer and Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried Unanimously

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 115114, being a bylaw for the George Jay Elementary School Seismic Project Identification Report cost in the amount of \$34,270.

Motion Carried Unanimously

It was moved and seconded:

That Capital Project Bylaw No. 115114, being a bylaw for the George Jay Elementary School Seismic Project Identification Report cost in the amount of \$34,270 be:

Read a first time the 16th day of September, 2013:

Read a second time the 16th day of September, 2013:

Read a third time, passed and adopted the 16th day of September, 2013;

And that the Secretary-Treasurer and Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried Unanimously

It was moved and seconded:

- vi) That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education the attached 2013/2014 Five Year Capital Plan.
Motion Carried Unanimously

It was moved and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4300 District Health and Safety Committee.

Discussion ensued amongst the Trustees with Trustee Loring-Kuhanga moving an amendment to the wording in the policy to include annual reports to the Board of Education.

It was moved and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4300 District Health and Safety Committee with the following amendment to the 2nd paragraph, last sentence *"The District Health and Safety Committee will act solely in an advisory capacity making recommendations **and annual reports to the Board of Education** on health and safety topics aimed at establishing a safe and healthy working environment."*
Motion Defeated

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

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

Further discussion ensued amongst the Trustees with regard to the main motion and questions of clarification being asked of Kim Munro, Director of Human Resource Services and Amanda Stuyt, Occupational Health and Safety Advisor.

It was moved and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4300 District Health and Safety Committee.
Motion Carried

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

Against: Trustees Loring-Kuhanga, Alpha and Nohr

Trustee Leonard presented the following motion from the Operations, Policy and Planning Committee meeting. Discussion ensued amongst the Trustees with questions of clarification being asked of Kim Munro, Director of Human Resource Services.

It was moved and seconded:

- viii) That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4300.1 Health and Safety.
Motion Carried

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

Against: Trustee Loring-Kuhanga

Trustee Leonard presented the following motion from the Operations, Policy and Planning Committee meeting. Discussion ensued amongst the Trustees with questions of clarification being asked of Kim Munro, Director of Human Resource Services.

It was moved and seconded:

- ix) That the Board of Education of School District No. 61 (Greater Victoria) approve the new Policy 4300.2 Site-Based Joint Occupational Health and Safety Committees.

Motion Carried Unanimously

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

- a) Superintendent Gaipman presented background information regarding a petition that is being circulated due to an Estoppel Notice that the District provided to the Greater Victoria Teachers' Association (GVTA) regarding the filling of positions where a teacher would be unavailable due to a statutory leave for part or all of the position. Superintendent Gaipman requested Mark Walsh, Manager, Labour Relations, Human Resource Services to provide a brief overview of how the posting and filling of temporary job vacancies is conducted within the school district.

Mr. Walsh explained the proposed change in practice related to posting and filling temporary vacancies. The change applies only to temporary vacancies from September to June and has no effect on continuing contracts. The change will mean that the temporary teacher needs to be available to post into the temporary vacancy for at least half of the assignment. Mr. Walsh concluded by saying that the change in practice of filling temporary vacancies will result in a drop in the number of teachers in one classroom, less classroom instability and cost savings from the lack of multiple teachers collecting benefits from one temporary vacancy.

Discussion ensued amongst the Trustees with questions of clarification being asked of Mr. Walsh. Mr. Walsh advised that a meeting will be convened with the GVTA to discuss this issue further.

- b) Superintendent Gaipman presented the Board with a preliminary September 2013 enrollment summary. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Gaipman.

D2. Secretary-Treasurer's Report

- a) 2012/2013 Audited Financial Statements

Secretary-Treasurer Laser referred the Board to the report in the pack up. Secretary-Treasurer Laser provided an overview of the audited financial statements and drew Trustees attention to the various points within the report.

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 budget surplus (Note D) be approved.

Motion Carried

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

Discussion ensued amongst Trustees with questions of clarification being answered by Secretary-Treasurer Laser.

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, 2013, 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

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

Against: Trustee Loring-Kuhanga

b) Statement of Financial Information

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approves the schedules as required by the Financial Information Act for the period July 1, 2012 to June 30, 2013.

Motion Carried

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

Against: Trustees Loring-Kuhanga and Nohr

E. REPORTS FROM TRUSTEE REPRESENTATIVES

None.

F. NEW BUSINESS/NOTICE OF MOTIONS

F1. Health and Safety Committee – Trustee McNally

Chair Orcherton ruled the following motion out of order as per Bylaw 9368, Section 105.00.

That the Board establish ongoing Trustee representation to the District Health and Safety Committee, assignment to be made by the Board Chair from amongst trustees who express interest, assignment by the Chair to be for a one year term, assigned Trustee to report to the Board regularly in In Camera or public meetings as appropriate; the District Health and Safety Committee to be open to attendance from any Trustee.

Ruled Out of Order

F2. Trustee McNally – Student Trustee on the Board and Standing Committees

Trustee McNally provided a Notice of Motion which was referred to the October 7, 2013 Education Policy Development Committee meeting.

G. COMMUNICATIONS

None.

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

I. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 9:54 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



Education Policy Development Committee
October 7, 2013 – Tolmie Boardroom

REGULAR MINUTES

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

Regrets: Tom Ferris
Elaine Leonard
Michael McEvoy

ADMINISTRATION

John Gaipman, Superintendent of Schools
Sherri Bell, Deputy Superintendent
Deb Courville, Associate Superintendent
Nella Nelson, Coordinator, Aboriginal Nations Education
Janine Roy, District Principal of Learning Initiatives
Kristine Marshall, Recording Secretary

The meeting was called to order at 7:05 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 8, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

That the September 9, 2013 Education Policy Development Committee regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES

Trustee Nohr requested a copy of the presentation that was given at the September 9, 2013 combined Education Policy Development Committee and Operations Policy and Planning Committee regular

meeting by Deputy Superintendent Bell summarizing the last 2 years of suicide prevention and training at the middle and high school levels in the district.

4. **PUBLIC REQUEST TO THE COMMITTEE** – none
5. **CORRESPONDENCE REFERRED TO THE COMMITTEE** – none
6. **MOTIONS REFERRED TO THE COMMITTEE** - none
7. **GENERAL ANNOUNCEMENTS** - none
8. **NEW BUSINESS**

A. Program of Choice Application: Coastal Kindergarten Program Proposal

Deputy Superintendent Sherri Bell and District Principal of Learning Initiatives Janine Roy presented the program of choice application for a Coastal Kindergarten program. Coastal Kindergarten will integrate the provincial full-day Kindergarten program into an outdoor environment. Coastal Kindergarten will be a two year pilot located at James Bay Community School and South Park Family School. James Bay and South Park PAC Presidents were in attendance and expressed their support. Meetings have been held a number of times with staff at both schools. The Songhees and Esquimalt Nations were involved from the beginning of the project and are very excited about the program. A parent information night will be held each January to provide parents who are considering registering their child with a thorough understanding of the program. Registration will take place one week before regular Kindergarten registration. Two seats will be held at each school for children of Aboriginal descent until April. At James Bay, ten seats will be held for James Bay students who live in the school's catchment area.

Trustees asked questions and thanked the presenters.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) approve the Program of Choice Application: Coastal Kindergarten Program Proposal for a two year pilot located at James Bay Community School and South Park Family School beginning September 2014.

Motion Carried

For: Trustees Alpha, Horsman, Loring-Kuhanga, Nohr, Orcherton

Against: Trustee McNally

Absent: Trustees Ferris, Leonard, McEvoy

B. Student Trustee

Trustee McNally presented her motion. Trustee McNally would like students to be involved in civic politics. A student trustee could provide a student prospective and input. Other school districts, such as Vancouver, have a student trustee in place.

Trustees asked questions and discussion ensued. Trustee Horsman provided information about student representatives participating in previous years.

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

Main Motion:

That the Board of Education of School District No. 61 (Greater Victoria) establish a position of Student Trustee (from Grade 10, 11 or 12, with voice but no vote) on the SD61 Board and Standing Committees, that the position be supported by an honorarium, or credit to be determined by the Board along with the student's school administration annually, that the term be for one school year September 1 - June 30, and that a Student Trustee information handbook be developed.

Amended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) request the Superintendent of Schools to explore the idea of having a position of student trustee/representative on School District No. 61 Board of Education and Standing Committees and report back to the Education Policy Development Committee meeting in January 2014.

Motion Carried

Main motion amended unanimously.
Amended motion carried unanimously.

9. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 8:15p.m.

MEMO

FROM THE LEARNING INITIATIVES OFFICE

Greater Victoria School District #61
556 Boleskine Rd., Victoria, BC V8Z 1E8
Phone: 250-475-4230 Fax: 250-475-4180

TO: Education Policy Development Committee

FROM: Janine Roy, District Principal of Learning Initiatives

DATE: October 7, 2013

RE: Program of Choice Application: Coastal Kindergarten Program Proposal

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Program of Choice Application: Coastal Kindergarten Program Proposal for a two year pilot located at James Bay Community School and South Park Family School beginning September, 2014.
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Program of Choice Application: Coastal Kindergarten Program Proposal

A. Rationale

The Greater Victoria School District Coastal Kindergarten Programs will be full-day programs of choice which will integrate the provincial full-day Kindergarten program into an outdoor environment located in the Lkwungen territory beside the Salish Sea. Learning activities will take place outdoors and in the classroom on a regular basis. Regardless of the locale, all students will participate in carefully planned activities that will support their intellectual, emotional, social, artistic, aesthetic and physical development, just as in our regular Kindergarten programs. Children will be involved in thoughtfully planned and presented learning experiences which will promote: discovery, play, exploration, and Aboriginal ways of learning and knowing. Environmental stewardship in a natural environment such as local parks, beaches, walking trails and in the local community will also be a foundational component of this program.

B. Goals and Objectives

Children in the Coastal Kindergarten program will:

- Engage in rich educational experiences that meet the BC Kindergarten curricular outcomes in natural settings
- Discover local neighbourhoods, parks, trails, forested areas and explore aquatic environments
- Explore Aboriginal ways of learning and knowing
- Learn through purposeful exploration and play both outdoors and indoors within the traditional Songhees and Esquimalt Nations and beside the Salish Sea
- Participate in safe, supportive daily physical activity and healthy living
- Foster inquiry skills through carefully-crafted experiences that facilitate conceptual, cognitive, and language growth in English and in other languages including Lkwungen vocabulary
- Experience well-planned opportunities that nurture social-emotional learning, self-regulation and positive relationships with teachers and peers
- Learn the importance of environmental stewardship as this outdoor classroom becomes the community for which they are responsible for.

C. Implementation Timeline

If approved by the Board of Education, registration will begin in January, 2014 for the initial two sites of the Coastal Kindergarten Programs. The program will start in September, 2014. The sites will be located at James Bay Community School and South Park Family School.

D. Educational Value of the Program for the District

There is an emerging body of evidence regarding the developmental significance of contact with nature and its positive impact on children's physical and mental well-being. (Hewes, 2007) According to Parsons, "many researchers and child play advocates found that the changing relationship between children and our outdoor world is having lasting effects on play and the creation of environmental identity, other researchers are finding that outdoor play offers countless health benefits." (Parsons, 2011) Nature-based Kindergartens and preschool programs have been in place in Europe for many years and a Nature Kindergarten was created in a neighbouring community in the past year. It is important to provide choice to families entering our school district to meet their varied needs and interests. This program is distinct from existing educational programs because it will integrate the provincial full-day Kindergarten program into an outdoor environment for a significant period of each school day. This program also fills a particular educational need not currently offered in the District, as a nature-based Kindergarten program has evolved based on parental requests. This program is intended for Kindergarten-aged students who would benefit from an educational program that takes place outdoors for a significant portion of each day. The Coastal Kindergarten will adhere to provincial and/or local class size regulations.

E. Description of the qualifications and nature of teaching support staff required

The Coastal Kindergarten teacher must have:

- educational preparation or experience teaching Kindergarten;
- knowledge of the Kindergarten curriculum, Primary Program and the Early Learning Framework;
- certification, training, and/or experience in outdoor education programs with younger children;
- Emergency Level First Aid and/or Emergency Child Care First Aid and CPR – Community Care certification.

An Educational Assistant General (EAG) with Early Childhood Educator training (ECE) will be assigned to the class to provide additional adult support for learning opportunities when they are outdoors. This EAG/ECE will be:

- trained in early childhood education;
- have training and/or experience in outdoor education with younger children;
- have current First Aid and C.P.R. courses.

F. Facilities required

If approved, the program operating in 2014 will take place within the traditional Ikwungen territory beside the Salish Sea and in a regular classroom. The initial program will operate in existing facility space at James Bay Community School and South Park Family School. Outdoor learning activities will be located along Dallas Road Walkway from the Ogden Point Breakwater to Mile 0, Holland Point Park, Beacon Hill Park, Clover Point Park and Fisherman's Wharf.

District staff will work with City of Victoria Parks Department staff to identify ideal locations for activities based on seasons and tides. Any additional costs for establishing or maintaining the program will be the responsibility of the school.

This program will be available to all students in the Greater Victoria School District, within school space. Therefore, both in-catchment and out-of-catchment students can apply to register. There will be spaces reserved for in-catchment students at James Bay Community School. It will provide an alternative opportunity for families seeking a unique placement for their Kindergarten child. As spaces are limited within the two Coastal Kindergarten programs, it is not anticipated that these two programs will have a detrimental impact on registration in neighbouring schools.

G. Evidence of PAC and Community Support

The original request for a program of this nature was from parents. James Bay Community School and South Park Family School PAC's are supportive of offering this program of choice at their school. District personnel met with school staffs to answer questions and share research. As nature-based Kindergarten programs have emerged provincially and in neighbouring districts, there is a recognized educational need for this program of choice for families.

The Songhees Nation and Esquimalt Nation support the Coastal Kindergarten Program by working with the Greater Victoria School District to ensure that the Aboriginal ways of learning and knowing within the program are authentic for the Lkwungen territory.

The City of Victoria is working with Greater Victoria School District to support the Coastal Kindergarten Programs. The City of Victoria Parks Department staff were involved in the initial planning, and will be involved in aspects of program implementation.

Success by 6 is a supportive community partner in the Coastal Kindergarten program.

H. Student Registration Guidelines

Due to the unique nature of this program, the registration process is distinct from other Kindergarten registration timelines.

Two weeks prior to the Greater Victoria School District's regular Kindergarten Registration week:

- Parents/guardians/caregivers interested in registering in the Coastal Kindergarten Program will be required to attend an information session. If a parent/guardian/caregiver is unable to attend, they may appoint a proxy to attend in their place.
- Parents/guardians/caregivers/proxy attending this event will be provided with the Coastal Kindergarten Application form and flyer that will supplement the GVSD Registration Form. Parents/guardians/caregivers/proxy must have this form in order to register for Coastal Kindergarten.
- Parents/guardians/caregivers will be asked to complete the Coastal Kindergarten Application form in advance and bring it to registration the following week either in person or by proxy.

One week before Kindergarten Registration Week:

- Parents/guardians/caregivers/proxy must register at the Coastal Kindergarten Program school that they wish their child to attend (either James Bay Community School or South Park Family School) and submit documentation received during the previous week's information session.
- Registration will be done on a first come-first serve basis, with two spots being held at each location for children of Aboriginal descent. Ten seats will be held at James Bay Community School for catchment-area children.
- Parents will be informed prior to regular Kindergarten registration regarding their Coastal Kindergarten registration acceptance.

Following Kindergarten Registration Week:

- Students who registered for the Coastal Kindergarten Program but did not get in will be placed on a waitlist. Parents/guardians/caregivers will be contacted by the school if a space becomes available. This waitlist will be open from January up until the second week of September. Please note: students will not be admitted into Coastal Kindergarten after the second week of September.

I. Evidence of Similar Programs' Success

Sooke School District (#62) opened a Nature Kindergarten Pilot Project at Sangster Elementary in September 2012. It will continue into its second year in 2013-2014. Nature-based or forest Kindergartens have been operating in Europe for many years.

J. Sources for Additional Funding

This program will be funded at the same levels with respect to resources and staff as those established for other elementary Kindergarten programs. An Educational Assistant General (EAG) who is trained as an Early Childhood Educator (ECE) will be assigned to the program to provide additional adult support for learning opportunities in an outdoor setting. Funds for the EAG/ECE will come through targeted and community grants.

K. Collective Agreements

The program will conform with collective agreements.

L. Operational Needs of School District

This program will not affect the operational needs of the School District. It will be housed in facilities where space permits and which are suitable to the Program. It will be maintained without transportation assistance from the Board. It will be subject to normal planning and staffing schedules established by the District. It will be subject to evaluation on an ongoing basis by the Board.

M. Safety and Other Outdoor Issues

District staff have worked closely with City of Victoria staff to plan safe routes and access points for students. Risk management assessments have been conducted and will continue

throughout the program's planning and implementation to ensure that classes are using the safest routes and learning areas throughout the neighbourhood. Communication plans have been established between the District and City of Victoria staff.

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**Operations, Policy and Planning Committee Meeting
October 15, 2013 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

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

Administration:

Sherri Bell, Acting Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Kim Munro, Director of Human Resource Services, 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 October 15, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the June 10, 2013 combined Education Policy Development Committee and Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

It was moved:

That the September 9, 2013 combined Education Policy Development Committee and Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES

Referring to the June 10, 2013 minutes, Trustee Nohr asked if the expense report had been presented. Secretary-Treasurer Laser advised that the report was presented at the Board meeting in September.

4. PRESENTATIONS - None

5. SUPERINTENDENT'S REPORT

A. Sub-Committee on Public Engagement

Chair Leonard welcomed Donna Jones, one of the Sub-Committee members. She also informed the Committee that time will be taken this evening to consider the recommendations contained in the report from the Sub-committee on Public Engagement, and if more time is required, the discussion will continue at the November Operations, Policy and Planning Committee meeting.

Chair Leonard invited Trustees to make their comments about the recommended changes to Bylaw 9360. Trustees expressed their viewpoints and then Chair Leonard reviewed the suggested changes to the draft bylaw as follows:

- Amend Item #5 - Bullet 5 to read "The Community Presentations period is limited to a maximum of *six* speakers, each speaking a maximum of five minutes; there can only be *three* speakers per issue. (*These numbers may be extended at the discretion of the Chair.*)"
- Add as the first line to item #6 "*Wherever possible, public representatives be encouraged to attend Committee meetings rather than Board meetings.*"
- Add to item 11 before A - "*Acknowledgement of traditional territories.*"

Chair Leonard confirmed with the Committee that paragraphs 1, 2,3,4,5-bullets i, ii, iii, and iv,7,8,9,10,11A,B,C,D,G,H, 12, and 13 of draft Bylaw 9360 are accepted as presented.

Chair Leonard also confirmed that the two items that have not been decided on are: **E.** Question Period and **F.** Public Disclosure of In-Camera Items.

Deputy Superintendent Bell will revise Bylaw 9360 for the November Operations, Policy and Planning Committee meeting.

6. FINANCE AND LEGAL AFFAIRS

A. Policy 4304 - Bullying and Harassment

Kim Munro, Director of Human Resource Services reviewed the new Bullying and Harassment policy that was created in response to WorkSafeBC requirements and advised that this policy must be in place by November 1, 2013.

Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the new Policy 4304 Bullying and Harassment.

Trustee Loring-Kuhanga moved to refer the motion.

It was moved:

To refer the motion "That the Board of Education of School District No. 61 (Greater Victoria) adopt the new Policy 4304 Bullying and Harassment" to the Culture and Community Committee.

Motion Defeated

For: Trustees Loring-Kuhanga, McNally

Against: Trustees Orcherton, Horsman, Ferris, Leonard, Alpha and Nohr

Further discussion ensued amongst the Trustees.

Chair Leonard called for the vote on the motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the new Policy 4304 Bullying and Harassment.

Motion Carried

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

Against: Trustees Loring-Kuhanga and McNally

B. Regulation 2110 - Secretary-Treasurer

Secretary-Treasurer Laser reviewed the changes made to the regulation to reflect current practice and language.

Discussion ensued amongst the Trustees. It was suggested that "Board of Education" be added under "Key Relationships".

C. Policy 2120.015 Associate Secretary-Treasurer

Secretary-Treasurer Laser reviewed the changes made to the policy.

Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 2120.015, Associate Secretary-Treasurer.

Motion Carried

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

Against: Trustees Loring-Kuhanga and McNally

D. Policy & Regulation 2123.041 Manager of Purchasing Services

Secretary-Treasurer Laser reviewed the changes made to the policy and regulation to reflect current practice and language. Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 2123.041, Manager of Purchasing Services.

Motion Carried Unanimously

E. Policy 4220.3 Purchasing Services

Secretary-Treasurer Laser reviewed the updates made to the policy.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 4220.3, Purchasing Services.

Motion Carried Unanimously

F. Policy and Regulation 3547 Investments

Secretary-Treasurer Laser advised that there are no changes to the investments policy and that the regulation has been updated to reflect current practice.

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 9:40p.m.



HUMAN RESOURCE SERVICES

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4191 FAX (250) 475-4113

TO: Operations, Policy and Planning Committee
FROM: Kim Munro, Director, Human Resource Services
DATE: October 15, 2013
RE: **Policy 4304 Bullying and Harassment**

The new Bullying and Harassment Policy 4304 has been created in response to WorkSafeBC requirements and is attached for your consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the new Policy 4304 Bullying and Harassment.

POLICY 4304

BULLYING AND HARASSMENT

The Greater Victoria School District is dedicated to ensuring that employees are able to work in a safe environment, without fear of bullying or harassment. The definition of bullying and harassment according to WorkSafeBC's policies is as follows:

"Bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated but, excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment."

As such, the District will not tolerate and is committed to preventing any instance of bullying and harassment in the workplace.

All employees share in the responsibility to ensure that the work environment is safe and welcoming. Employees are responsible for reporting any instances of bullying or harassment, whether they were the target, or they were witness to the bullying or harassment. All employees making a complaint of bullying or harassment in good faith, can do so without fear of retaliation or reprisal.

Greater Victoria School District

Adopted: October, 2013



OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: October 15, 2013
RE: **Policy 2120.015 Associate Secretary-Treasurer**

The updated Policy 2120.015 is being provided for your consideration,

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 2120.015, Associate Secretary-Treasurer.
--

POLICY 2120.015

~~DIRECTOR OF FINANCIAL SERVICES~~ **ASSOCIATE SECRETARY-TREASURER**

GENERAL

The ~~Director of Financial Services~~ **Associate Secretary-Treasurer** is responsible to the Secretary-Treasurer for the management and coordination of District business operations in the areas of accounts payable, accounts receivable, payroll, budgets and general accounting. In providing leadership and service in these areas, the ~~Director~~ **Associate Secretary-Treasurer** is responsible for identifying the steps requisite in the budgeting process and general accounting for the appropriate completion of these steps as they relate to the ~~District Strategic Plan~~ **Achievement Contract, the Superintendent's Report on Student Achievement, Aboriginal Enhancement Agreement** and Board initiatives.

Greater Victoria School District

Approved: June 24 & 25, 1991

Revised: **October 2013**



OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: October 15, 2013
RE: **Policy and Regulation 2123.041 Manager of Purchasing Services**

The updated Policy 2123.041 is being provided for your consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 2123.041, Manager of Purchasing Services.

The revised Regulation 2123.041 is being provided for your information.

POLICY 2123.041

SUPERVISOR ~~MANAGER~~ OF PURCHASING SERVICES

The Board may appoint a ~~Supervisor~~ **Manager** of Purchasing ~~Services~~ who shall be responsible to the ~~Business Manager~~ **Associate Secretary-Treasurer**. The ~~Supervisor~~ **Manager** of Purchasing ~~Services~~ shall direct the activities of the Purchasing ~~Section~~ **Department** and the Central Receiving Depot ~~and Duplication Centre~~ and develop policies for the efficient management and supervision of these areas.

Greater Victoria School District

Approved: October 15, 1973 (as #2122.041)

Revised: December 16, 1974

Revised, retitled & renumbered: June 23, 1980 (as #2123.041)

Revised: January 25, 1988

Revised: October 2013

REGULATION 2123.041

MANAGER OF PURCHASING SERVICES

General

Reporting to the Associate Secretary-Treasurer, the Manager of Purchasing Services is accountable for the leadership and management of all purchasing activities of the District. The Manager is responsible for the direct supervision of the Purchasing Department, and has functional responsibility for all purchasing activities in schools and departments in accordance with District Policy and Regulation. The Manager is also responsible for the operation of the Central Receiving Depot, ~~and the Print Shop.~~

Specific Responsibilities

1.0 District Leadership

Identifies the need for new and revised district purchasing policies and procedures that will improve the effectiveness and efficiency of the purchasing function in the district.

Ensures legal and contractual obligations of the Board are met with regard to purchasing policies, processes and practices.

Educates schools and central departments in the best use of purchasing instruments and effective purchasing strategies (i.e., methods and costs).

Develops and delivers training programs for school and department staff in purchasing procedures and administration.

2.0 Purchasing Systems and Procedures

Maintains an automated purchasing system that is integrated into related district systems (e.g., financial systems) and ensures that this system provides the operational and management tools required to support an efficient and effective purchasing function.

Ensures purchasing procedures are adequately documented and communicated to staff throughout the district who are involved in the purchasing function.

Provides direction to schools and departments so as to maximize the efficiency of purchasing activities, including procedures, authorizations, record keeping, and reporting.

Ensures security controls for the purchasing system are developed, commensurate with the risk exposure, and implemented throughout the district.

~~Controls the delegation of PPO signing authority and distribution of cheque stock.~~

Monitors and enforces compliance with purchasing policy and procedures.

3.0 Acquisition of Goods & Services

Ensures that purchasing operations enable goods and services to be available in sufficient supply for district activities to continue without interruption.

Ensures that the processes for acquisition of goods/services provide the district with goods/services that have timely delivery, quality of product, are appropriate to the need, and have best prices in relation to product quality and service.

Ensures that there are the variety of purchasing instruments available for use in the

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district that are appropriate to the needs of the district and are efficient in their operation.

Develops new sources of supply.
Ensures that product research and vendor research is efficiently conducted and appropriate to the purchasing needs of the district.

Establishes processes and standards for the selection of suppliers, to ensure that suppliers:

- have convenient purchasing processes;
- minimize the workload on purchasing staff in the Purchasing Department, at schools and in central departments;
- are responsive to return of goods and have processes that support returns for credit or replacement.

Monitors performance of system contracts, standing order contracts, bulk order contracts, etc.

4.0 Tenders and Proposals

Ensures the Purchasing Department has developed and implemented appropriate processes and procedures for the issuing and awarding of tenders and proposals. This includes definition of specifications, objectives and criteria; facilitation of group processes for same (leading/training of participants); ensuring legal responsibilities are addressed in all documents are tendering processes; and ensuring the duty to suppliers is met.

Negotiates contracts with suppliers for major tenders and proposals.

5.0 Equipment Leasing

Works with schools and departments to prepare cost/benefit analyses of various options, including lease versus buy decision.

Ensures that the Purchasing Department negotiates favourable equipment lease

contracts to facilitate the acquisition of district equipment (e.g., photocopy equipment)

Maintains appropriate lease records and schedules, for lease management, liability recording and budget management.

6.0 Reporting and Analysis

Prepares special reports and analyses, as required, on procurement options available to the district, such as make/buy options, system purchasing opportunities, group purchase, etc.

Prepares regular reports on the status of purchasing activities in the district, for review by senior management.

7.0 Departmental Leadership

Provides leadership to the Purchasing Department, including development of long term directions and annual planning that promotes and supports the district mission, goals and initiatives.

Promotes a team approach to management of the purchasing function, with emphasis on customer service, employee empowerment, efficient and effective systems of management within the department, and a systemic approach to problem solving that involves other departments and schools in the process.

Works cooperatively with other departments on joint projects related to purchasing functions and responsibilities.

Provides daily direction to staff including coordination of activities, scheduling and assignment of tasks, establishment of standards, review of work, and evaluation of performance.

Ensures there is an efficient system of departmental records management.

Monitors department workloads on an ongoing basis, and develops and implements plans for the effective and efficient use of staff and resources.

Makes decisions on selection of staff for positions within the department.

Maintains a current knowledge of developments in the purchasing discipline, including related legal and contractual matters affecting the purchasing function. Ensures department staff has requisite levels of purchasing knowledge and that there are processes in place to maintain ongoing professional development.

Manages the Purchasing Department annual operating budget, including budget development, monitoring, and adjustment during the year.

Ensures physical security of assets and supplies within the Purchasing Department.

8.0 Central Receiving

Supervises the Central Receiving Depot, and ensures receiving activities are carried out accurately and in a timely manner.

Ensures services are provided to neighbouring departments as agreed.

9.0 ~~Copy Centre~~

~~Supervises the Copy Centre, and ensures production/distribution is carried out according to established standards and in a timely manner.~~

~~Ensures the Copy Centre has a customer service focus.~~

~~Ensures the Copy Centre operates on sound business basis, and that products/services are billed to schools and departments at economically competitive rates.~~

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10.0 9.0 Evaluation

Annually, the **Associate** Secretary-Treasurer works with the Manager to prepare an individual performance and development plan for the upcoming year.

On a regular basis, the **Associate** Secretary-Treasurer performs a formal evaluation of the Manager. Evaluation will be based on such factors as:

- work plan achievements for the area of responsibility;
- level of performance and development of staff reporting to the position;
- activities based on pre-determined performance criteria;
- when available, district wide assessment of performance through surveys, et cetera.

11.0 10.0 Internal Relationships

Liaises with and advises administrators, supervisors and employees in departments and schools concerning purchasing policies and procedures. Resolves problems and issues, and provides in-service training and other assistance as required.

12.0 11.0 External Relationships

Maintains liaison with other school districts, municipalities, universities and other public bodies regarding purchasing programs and activities. Liaises with or participates in professional purchasing organizations. Maintains a working relationship with government departments regarding taxation and duties issues that affect purchasing.

Greater Victoria School District

Approved: May 31, 1982
Revised: January 25, 1988
Renamed & Revised: October 28, 1991
Revised: January 26, 1982
Revised: October 26, 1998
Revised: **October 2013**

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OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: October 15, 2013
RE: **Policy 4220.3 Purchasing Services**

The updated Policy 4220.3 is being provided for your consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 4220.3, Purchasing Services.
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POLICY 4220.3

**~~CENTRAL ADMINISTRATION – DEPARTMENTS AND DIVISIONS~~
~~FINANCE AND LEGAL DEPARTMENT – PURCHASING DIVISION~~
SERVICES**

BUYERS

The Board may appoint one or more buyers who shall report directly to, and be responsible to, the ~~Purchasing Coordinator~~ Manager of Purchasing Services for purchasing supplies, equipment, services and materials required by the School District to the best advantage under Department policies and procedures.

Greater Victoria School District

Approved: June 21, 1971
Revised: July 1975
Revised: October 2013



BOARD OF EDUCATION

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

October 9, 2013

The Honourable Peter Fassbender
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Fassbender:

RE: Funding for Support Staff Collective Agreement Increases

Our Board has received your letter dated August 26, 2013 providing information about the savings plans needed to support this round of collective bargaining within the K-12 education sector.

The Greater Victoria Board of Education continually strives to maximize programs and services for students. Our district has had to develop an annual savings plan just to maintain service levels. The basic principle of our budget process parallels the principles of the cooperative gains mandate and these measures have already been used to achieve previous budget reductions. Over the past ten years, this Board has closed schools, reduced staffing, cut discretionary budgets, participated in shared services initiatives and worked to develop additional sources of revenue. While we believe that our employees are due a fair wage increase, your request that we find additional savings to pay the wage increase presents us with a significant challenge.

Our district is carrying a structural deficit estimated to be \$9.8 million for the 2014/2015 school year due to the impact of declining enrolment and the fact that funding increases provided by the Ministry have not kept pace with cost pressures. Add to this the on-going cost of the support staff compensation increase of \$1.2 million, the structural deficit increases to \$11.0 million. A key strategy for our board in minimizing the budget and service reductions required to balance the 2014/2015 budget will be to apply any cost savings and additional revenues from the current year to help offset a portion of the funding shortfall, however budget reductions will be required.

While we understand that most of the public sector has concluded collective agreements under the cooperative gains mandate, it is our view that the education sector is unique. School boards throughout the Province have been facing annual provincial funding shortfalls, declining enrolment and additional costs, including for example, the teachers' pension plan rate increase, MSP premium increases, higher B.C. Hydro costs and general inflation, which have led to service level reductions in the K-12 sector. Since the Province has controlled the negotiations, it is essential that the Province provides funding to school districts to cover the costs associated with agreements reached with support staff unions.

Yours truly,

A handwritten signature in blue ink, appearing to read "P. Orchardton".

Peg Orchardton
Board Chair

Cc: Board of Trustees
John Gaipman, Superintendent of Schools
BCSTA
All BC Boards of Education