

**EDUCATION POLICY
DEVELOPMENT COMMITTEE
AND
OPERATIONS, POLICY AND
PLANNING COMMITTEE**

Monday, December 2, 2013 at 7:00 P.M.

REGULAR MEETING

Ed Policy Agendas and Minutes available at:

<http://www.sd61.bc.ca/edmeetings.aspx>

NEXT ED POLICY MEETING IS SCHEDULED FOR:

Monday, January 6, 2014 at 7:00 P.M.

OPPS Agendas and Minutes available at:

<http://www.sd61.bc.ca/opsmeetings.aspx>

NEXT OPPs MEETING IS SCHEDULED FOR:

Monday, January 13, 2013 at 7:30 P.M.

Board of Education of School District #61 (Greater Victoria)

**EDUCATION POLICY DEVELOPMENT COMMITTEE
and
OPERATIONS, POLICY AND PLANNING COMMITTEE**

Regular Agenda for Monday, December 2, 2013 – 7:00 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Alpha and Trustee Leonard

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.

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			
2. APPROVAL OF THE MINUTES			
A. Education Policy Development Committee Regular Meeting of Monday, November 4, 2013			Pgs. 1-2
B. Operations, Policy and Planning Committee Regular Meeting of Tuesday, November 12, 2013			Pgs. 3-7
3. BUSINESS ARISING FROM MINUTES			
4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Alpha, Chair			
A. Student Achievement	John Gaipman	Information	Verbal
5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair			
A. PRESENTATIONS			
B. SUPERINTENDENT'S REPORT			
1. Sub-Committee on Public Engagement	Elaine Leonard	Discussion	Pgs. 8-22
C. FINANCE & LEGAL AFFAIRS			
1. 2014-2015 Budget Plan	Debra Laser	Motion	Pgs. 23-24
2. Learning Improvement Fund Presentation	Sherri Bell	Information	Verbal
D. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
E. NEW BUSINESS/NOTICE OF MOTION			
1. Trustee Loring-Kuhanga - Question Focused Budget Meetings			

That the Board of Education of School District No. 61 (Greater Victoria) hold a series of question-focused budget meetings constituted as meetings of an Ad Hoc Committee (Bylaw 9140) at no cost to the board and to include members of the current (and future) Budget Committee, as well as any interested trustee to be among those "selected" by the Board, and any interested stakeholder to discuss questions raised about the budget and SD61 expenses. Findings and recommendations from the Ad Hoc Committee to be presented to the Board at public meetings, beginning with further examination of the 8 items from the Secretary-Treasurer's memo of November 12th. The term of the Ad Committee to be open until two weeks before the final April Board budget debate and vote.

F. GENERAL ANNOUNCEMENTS

G. ADJOURNMENT

Education Policy Development Committee
November 4, 2013 – Tolmie Boardroom

REGULAR MINUTES

Present:

Bev Horsman, Chair, Tom Ferris, Michael McEvoy, Diane McNally, Deborah Nohr, Peg Orcherton

Absent:

Catherine Alpha, Elaine Leonard, Edith Loring-Kuhanga

Administration:

Sherri Bell, Deputy Superintendent, Deb Courville, Associate Superintendent, Janine Roy, District Principal of Learning Initiatives, Simon Burgers, District Vice Principal - Languages and Multiculturalism, Kristine Marshall, Recording Secretary

The meeting was called to order at 7:04 p.m.

Chair Horsman 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 November 4, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

That the October 7, 2013 Education Policy Development Committee regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – none

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. French Immersion at George Jay Elementary

District Vice Principal - Languages and Multiculturalism Simon Burgers spoke about French Immersion at George Jay Elementary. Currently 124 students within the George Jay catchment area attend French Immersion elsewhere in the district. In order to keep these 124 students at George Jay, the District's French Advisory Committee recommended that a French Immersion program be introduced at George Jay by beginning with one Kindergarten class in September 2014.

The registration process would follow the already existing District Policy regarding French Immersion registration.

Consultation meetings were held and Simon Burgers, George Jay Principal Leslie Lee, staff, PAC and parents met to discuss becoming a dual track school.

The George Jay community expressed their excitement about having French Immersion at George Jay Elementary. Principal Leslie Lee spoke about George Jay being a multi-cultural track school and how having French Immersion would be a good fit for George Jay where the focus is on understanding diversity and tolerance of different cultures and languages. It would add another dimension to a school that focuses on inclusion, vitality and sustainability.

Every trustee spoke in favor of offering an immersion program at George Jay. Simon Burgers thanked everyone who was involved for their help and dedication. Trustees thanked the presenters and asked questions.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) approve the addition of a French Immersion program at George Jay Elementary School, beginning September 2014 with the introduction of a kindergarten class

Motion Carried Unanimously

B. Revision to Regulation 2123.022: Coordinator – Languages and Multiculturalism

Deputy Superintendent Sherri Bell presented the revision to Regulation 2123.022: Coordinator – Languages and Multiculturalism – presented for information only.

C. K - 9 Revised Curriculum

Deputy Superintendent Sherri Bell presented the K - 9 Revised Curriculum. Presently the Ministry has redesigned four curricular areas: English Language Arts, Mathematics, Social Studies and Science. This is a first draft and the Ministry will be asking for feedback. The changes focus on three core competencies - thinking, personal and social, and communication. The revisions allow for flexible learning with fewer learning standards, support inquiry and problem-solving, and have Aboriginal Education as a key area of focus.

9. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 8:26 p.m.



**Operations, Policy and Planning Committee Meeting
November 12, 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

Absent:

Michael McEvoy

Administration:

John Gaipman, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Sherri Bell, Deputy Superintendent, Pat Duncan, Associate Superintendent, Deb Courville, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Ted Pennell, Director of Information Technology, Kim Munro, Director of Human Resource Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:30 p.m.

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

1. APPROVAL OF THE AGENDA

It was moved:

That the November 12, 2013 regular agenda be approved with the addition of Janice Hoffman under Presentations.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the October 15, 2013 Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS

- A.** Janis Hoffman presented her concerns about Wi-Fi in schools. Ms. Hoffman asked Trustees to ensure that choices are made available to parents concerned about the health impacts of wireless technology in schools. Ms. Hoffman expressed her desire for the District to be better informed about the technologies available for the classroom and to provide students with more hard-wired options, including access to Wi-Fi-free schools.

5. SUPERINTENDENT'S REPORT

A. Sub-Committee on Public Engagement

Deputy Superintendent Bell reviewed the status of draft Bylaw 9360 that was discussed at the October meeting.

Chair Leonard informed the Committee that time will be taken this evening to discuss the following items, and if more time is required, the discussion will continue at the December Operations, Policy and Planning Committee meeting:

- Page 6, Item #5, Bullet 6 "The Question Period is limited to 15 minutes"
- Page 6, Item #5, Bullet 7 "Limiting the total Public time to 45 minutes"
- Page 7, Item #11. E. Question Period
- Page 7, Item #11. F. Public Disclosure of In-Camera Items

Discussion ensued amongst the Trustees.

Trustee McNally moved to amend the wording of Item #5, Bullet 6 of draft Bylaw 9360.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) revise the wording of Item #5, Bullet 6 of Bylaw 9360 to add "*Trustees may ask presenters questions of clarification*".

Further discussion ensued amongst the Trustees. Trustee Alpha moved an amendment to the main motion.

It was moved:

To amend the main motion to add the words "through the Chair" after the word "Trustees".

Motion Carried

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

Against: Trustees Leonard, Orcherton, and Ferris

Abstain: Trustee Horsman

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) revise the wording of Item #5, Bullet 6 of Bylaw 9360 to add "*Trustees, through the Chair, may ask presenters questions of clarification*".

Motion Defeated

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

Against: Trustees Leonard, Orcherton, Ferris, and Horsman

Discussion ensued amongst the Trustees regarding the length of time required for the question period.

Trustee McNally moved to amend the wording of Item #5, Bullet 7 of draft Bylaw 9360.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) revise the wording of Item #5, Bullet 7 of Bylaw 9360 to state that the question period be split into two, 10 minute periods; the first to be placed after Student Achievement Presentations on the agenda, and the second as Item E. Question Period.

Motion Defeated

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

Against: Trustees Leonard, Orcherton, Ferris, and Horsman

Chair Leonard confirmed with the Committee that Item 5, Bullet 7 “The Question Period is limited to 15 minutes” and Item 5, Bullet 8 “Limiting the total public time to 45 minutes” will move forward as presented.

Trustee Loring-Kuhanga suggested reversing the order of Item 11F “Public Disclosure of In-Camera Items” and Item 11E “Question Period”.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) move Item 11 F. “Public Disclosure of In-Camera Items” before Item 11 E. “Question Period” of Bylaw 9360.

Motion Defeated

For: Trustees Nohr, Loring-Kuhanga

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

Chair Leonard confirmed with the Committee that Item 11 E “Question Period” and Item 11 F “Public Disclosure of In-Camera Items” of draft Bylaw 9360 are accepted as presented.

Chair Leonard advised that the discussion of draft Bylaw 9360.01 “Question Period During General Meetings of the Board of Education” will take place during the Operations, Policy and Planning portion of the December 2, 2013 joint committee meeting.

6. FINANCE AND LEGAL AFFAIRS

A. VCPAC Report to the Board on Wi-Fi Survey

John Bird, VCPAC President, provided information about the special VCPAC meeting held on October 29, 2013 to complete deliberations on the Wi-Fi in schools issue. Mr. Bird advised that the set of recommendations included in the letter sent to District Trustees on October 30, 2013 was approved as one motion with support well above the 75% required.

Discussion ensued amongst the Trustees. Trustee Ferris presented two motions.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) continues to monitor documentation from the Vancouver Island Health Authority, the Provincial Health Officer, Health Canada and the World Health Organization with regard to the use of Wi-Fi in schools. Further, the Wi-Fi Committee recommends that the Board reviews, on an annual basis, those recommendations and receives updates on any changes.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) allow the use of Wi-Fi in elementary schools subject to each school first obtaining the support of their school community.

Discussion amongst Trustees and members of the public ensued. It was agreed that both motions will be submitted as notice of motions for the Board meeting to be held on November 18, 2013.

B. Statement of Financial Information - Questions

Secretary-Treasurer Laser provided a review of her responses to Trustee Loring-Kuhanga's questions regarding specific vendor expenses in the Statement of Financial Information for the year ended June 30, 2013. Trustee Loring-Kuhanga expressed her appreciation for the information provided and advised that she would be putting forward a notice of motion.

7. PERSONNEL

A. WorkSafeBC Cost Summary

Secretary-Treasurer Laser provided a summary of WorkSafeBC premiums for the past three years. Ms. Laser explained that the current premium assessed on District salaries is made up of the base premium rate plus a surcharge. The base premium rate is based on the historical cost of injuries in the industry and the surcharge is based on actual District claims over a three year period.

Discussion ensued amongst the trustees. Trustees requested that additional information about how the District surcharge is calculated be presented at a future meeting.

B. Attendance Awareness

Kim Munro, Director of Human Resource Services, presented information about the District's desire to implement an attendance awareness program. The program will use a relationship-based and conversation-led approach to ensure that all employees are treated fairly and consistently. Ms. Munro advised that a dedicated position will be needed to manage attendance and to implement programs to promote health, wellness and safety in the workplace. The current average number of days absent for all employee groups in the District is 10.43 days. If absences requiring replacements were reduced by one day per FTE, the cost savings to the District is estimated at \$460,444.

Discussion ensued amongst the trustees. Trustees requested that Ms. Munro provide an estimate of the cost of the new position and to provide a summary of the feedback received from the various employee groups.

Trustee Ferris put forward the following notice of motion:

That the Board of Education of School District No. 61 (Greater Victoria) implement the Attendance Awareness Program and proceed to hire a Human Resources Advisor, Wellness and Attendance Awareness, to coordinate the program.

8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

9. NEW BUSINESS/NOTICE OF MOTIONS - None

10. GENERAL ANNOUNCEMENTS - None

11. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:55 p.m.

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 shall meet in general session on the third Monday of each month except where the third Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board in general session, the Board, as elected, shall meet for the first time on the first Monday in December, after the official results of the election of trustees shall have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District.
3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general meeting of the Board, in addition to the regularly scheduled meetings of the Board, upon not less than forty-eight hours' notice in writing to all trustees.
4. A special general meeting of the Board may be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.
5. The following procedural matters will be implemented:
 - The meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.
 - The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:

- * general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 11:00 p.m., save as may be extended by majority consent
 - * Starting the meeting on time
 - * 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)
 - * No public debate with presenters; information only will be received
 - * The Question Period is limited to 15 minutes
 - * Limiting the total public time to 45 minutes
6. Wherever possible, the public will be encouraged to attend a Committee meeting rather than a Board meeting. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.
 7. In the event that the Board shall fail to conclude the business of the agenda by the time of adjournment the Chair may designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.
 8. There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board in general session.
 9. The agenda shall be prepared and circulated by the Chair of the Board.
 10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.
 11. The Agenda shall contain the following:
 - A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes

Student Achievement Presentations; District Presentations; Community Presentations
 - B. Chair's Report; Trustee Reports (including Reports from Trustee Representatives with Other Public Bodies)

C. Board Committee Reports:

- (1) Education Policy Development Motions
- (2) Operations Policy and Planning Motions

D. District Leadership Team Reports

E. Question Period

F. Public Disclosure of In-Camera Items

G. New Business/Notice of Motions

H. Adjournment

The order of the Agenda shall be as above, unless varied at the meeting by majority vote.

- 12. A copy of the Agenda shall be made available to the Media through the Secretary-Treasurer's office on the date that copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.
- 13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: * January 19, 2009 (corrected)

Revised: November 2013

Report to the Board of Education

September 9, 2013

**Submitted by the Sub Committee on
Public Engagement:**

**Sherri Bell
John Bird
Brad Hall
Melanie Houston
Donna Jones
Gillian Miller
Rebecca Pearson
Mark Walsh
Deb Whitten**



On December 10, 2012, the following motion was approved by the Board of Education:

That the Board of Education of School District No. 61 (Greater Victoria) form an Ad Hoc Committee to review Bylaw 9360 to make recommendations for enhancements for public engagement including a structure for a possible Question and Answer period. The Ad Hoc Committee will include one representative from ASA, CUPE 382, CUPE 947, Exempt, GVTA, VCPAC, VPVPA, two members of the public chosen by the Board Chair and the Superintendent of Schools. The committee will report to the Operations, Policy and Planning Committee and will be at no cost to the Board.

1. The Sub Committee on Public Engagement was established during the month of January 2013.

The following nine people represented partner groups and community members. CUPE 382 elected not to participate.

Sherri Bell
John Bird
Brad Hall
Melanie Houston
Donna Jones
Gillian Miller
Rebecca Pearson
Mark Walsh
Deb Whitten

The committee met four times between February and May, and reviewed documents through email in May and June.

2. Bylaw 9360 General Meeting of the Board

The committee discussed Bylaw 9360 and recommended changes to the bylaw. The changes to the bylaw are printed in red and found on the next four pages of this report.

DRAFT

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 shall meet in general session on the third Monday of each month except where the third Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board in general session, the Board, as elected, shall meet for the first time on the first Monday in December, after the official results of the election of trustees shall have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District.
3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general meeting of the Board, in addition to the regularly scheduled meetings of the Board, upon not less than forty-eight hours' notice in writing to all trustees.
4. A special general meeting of the Board may be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.
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The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.
 - The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:

- * general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 11:00 p.m., save as may be extended by majority consent
- * Starting the meeting on time
- * ~~Limiting public presentations to 5 minutes for each individual with a limit of 3 speakers per issue~~
- * The Community Presentations period is limited to a maximum of four speakers, each speaking a maximum of five minutes; there can only be two speakers per issue
- * No public debate with presenters; information only will be received
- * The Question Period is limited to 15 minutes
- * Limiting the total public time to ~~30~~ 35 minutes

~~• Wherever possible, public representatives be directed to appear at committee meetings rather than Board meetings.~~

6. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.
7. In the event that the Board shall fail to conclude the business of the agenda by the time of adjournment the Chair may designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.
8. There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board in general session.
9. The agenda shall be prepared and circulated by the Chair of the Board.
10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.
11. The Agenda shall contain the following:

~~A. CONFIRMATION OF AGENDA, PREVIOUS MINUTES AND
BUSINESS ARISING
COMMUNITY/SCHOOL PRESENTATIONS~~

~~— B. BOARD COMMITTEE REPORTS:~~

~~— (1) Education Policy Development Motions~~

~~— (2) Operations Policy and Planning Motions~~

~~— C. DISTRICT LEADERSHIP TEAM REPORTS~~

~~— D. CHAIR'S REPORT~~

~~— E. REPORTS FROM TRUSTEE REPRESENTATIVES WITH OTHER
PUBLIC BODIES~~

~~— F. MOTIONS FROM IN-CAMERA MEETING(S)~~

~~— G. NEW BUSINESS/NOTICE OF MOTIONS~~

A. Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes

Student Achievement Presentations; District Presentations; Community Presentations

B. Chair's Report; Trustee Reports (including Reports from Trustee Representatives with Other Public Bodies)

C. Board Committee Reports:

(1) Education Policy Development Motions

(2) Operations Policy and Planning Motions

D. District Leadership Team Reports

E. Question Period

F. Public Disclosure of In-Camera Items

G. New Business/Notice of Motions

H. Adjournment

The order of the Agenda shall be as above, unless varied at the meeting by majority vote.

12. A copy of the Agenda shall be made available to the Media through the Secretary-Treasurer's office on the date that copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.

13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: * January 19, 2009 (corrected)

Revised: _____

3. The Question Period

The committee discussed the addition of a Question Period during regular Board meetings. They agreed that a period of time where questions could be asked, with clear parameters, should be included in Board meetings.

The committee then generated a list of questions and issues pertaining to the inclusion of the Question Period and over the course of two meetings developed a framework. The framework then became the draft Bylaw 9360.01, found on the next two pages of this document.

DRAFT

BYLAW 9360.01

QUESTION PERIOD DURING GENERAL MEETINGS OF THE BOARD OF EDUCATION

The purpose of the Question Period is:

- Additional public opportunities to ask questions
- To have a question on the record
- It is in the public interest
- Public accountability

Framework

1. Individuals wishing to submit a question are encouraged to use the District website prior to the board meeting.
2. Individuals who submit a question in advance may have the question answered prior to the meeting. The question will be recorded as part of the minutes.
3. During board meetings all questions must be submitted in writing on the form provided and the individual person must be in attendance.
4. Questions will not be posed to specific trustees or staff members.
5. Questions will be submitted into a box on the District Leadership Team table, prior to the District Presentation portion of the agenda.
6. The Question Period will be limited to 15 minutes.
7. The Board Chair will be given the questions.
8. The Board Chair will randomly select questions. Priority will be given to those who have not presented during the Community Presentation portion of the agenda.
9. The Board Chair, with assistance from the Superintendent of Schools, may direct the question to the appropriate staff member. If the question is not answered at the meeting, the individual asking the question will be contacted within one week.
10. There will be a limit of one question per person.

11. All questions will be included in the board minutes unless ruled out of order. This includes: questions that were answered in advance, questions that were asked during the meeting, and questions that were not asked during the meeting due to time limitations. Answers will not be included in the minutes.
12. The Board Chair has discretion to call questions out of order without debate or challenge.
13. Answers to questions must not result in additional staff workload.
14. All questions not asked publically due to time limitations will be recorded in the minutes, and the Superintendent of Schools or delegate will contact the individual who submitted the question within a week.

Greater Victoria School District

Adopted: _____, 2013

4. On January 21, 2013, the following motion was referred to the Subcommittee on Public Engagement:

Whereas the Board of Education of School District No. 61 (Greater Victoria) wishes to consider making audio recording 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 meeting.

The committee made the following recommendations regarding the recording of Board meetings:

- Board meetings will be video-taped by school district personnel.
- No other recordings will be permitted except media outlets.
- The video will be posted on the District website as soon as possible after the Board meeting.
- The video will remain on the District website until the next Board meeting.
- The number of site visits will be tracked.
- Live streaming will be considered after the video-recording process is in place for a period of one year.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.

5. On March 25, 2013, the following motion was referred to the Sub Committee on Public Engagement:

To refer the motion, “That the Board of Education of School District No. 61 (Greater Victoria) provide a list of all individuals who made application to be on the community presentations/speakers list for any standing committee or Board meeting be appended to every agenda, a) names listed in the order in which application was received along with the topic proposed, and b) list to include individuals who have not been placed on the agenda to speak” to the Sub-Committee on Public Engagement.

The committee does not support providing “a list of all individuals who made application to be on the community presentations/speakers lists for any **Standing Committee**” as the standing committees do not require individuals to submit their name to speak. The standing committees include an open dialogue that should be encouraged to continue.

The committee does not support providing “a list of all individuals who made application to be on the community presentations/speakers lists for any **Board Meeting** be appended to every agenda.” There is ample opportunity for the public to speak and ask questions at Board meetings, and the committee could see no sound reason to include a list of speakers who did not speak. As well, oftentimes members of the public will request to speak after the agenda is published and if there is time on the Board agenda, the Chair will allow the individual to speak.

6. On June 7, 2013, the following motion was referred to the Sub Committee on Public Engagement:

That the motion the Board of Education of School District No. 61 (Greater Victoria) Board agenda as set out in Section 10 of Bylaw 9360, General Meeting of the Board, include at E. a list of all outside organizations that have assigned Trustee representatives be referred to the Sub-Committee on Public Engagement.

The issue included in this motion was discussed by the committee while reviewing Bylaw 9360.

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: December 2, 2013

RE: **2014-2015 Budget Plan**

The Ministry of Education will provide school districts with the detailed funding for the 2014-2015 school year by March 15, 2014 which will enable us to determine the actual budget shortfall. The budget and options to address the shortfall will be presented on March 26, 2014. Four public meetings have been planned to receive input on the budget options with approval of the 2014-2015 budget bylaw planned for April 23, 2014 to provide time to complete the school staffing process for September 2014.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2014-2015 Budget Plan.

School District No. 61 (Greater Victoria)
2014/2015 Budget Plan

Date	Meeting/Event	Action
2013		
July 15	Achievement Contract to Ministry	District goals established
October & November	Superintendent/Principals/School Planning Councils	School planning and goal setting
October 23 to November 15	Public input requests to determine priorities	Letter from Superintendent to SPCs and partner groups
	Meet with Principals to get budget priorities	
2014		
January 13 (Mon)	Operations Policy and Planning Committee meeting	Summary of input received to determine priorities
February 19 (Wed)	Public meeting to discuss budget priorities	Feedback to begin developing budget recommendations for consideration by the Board
<i>March 10 - 21</i>	<i>Spring Break</i>	<i>Schools closed</i>
March 15	Detailed announcement of School District funding from Ministry	2014/2015 District financial position determined
<i>March 24 (Mon)</i>	<i>Regular Board meeting</i>	
March 26 (Wed)	Public Board budget meeting	Public Board budget presentation
March 27 - April 2	SPCs and partner groups review and provide feedback on budget proposals	Feedback is developed
April 2 (Wed)	Special budget meeting to receive public input	Public input received
April 9 (Wed)	Special budget meeting to receive public input	Public input received
April 14 (Mon)	Operations Policy and Planning Committee Special Budget meeting	Public input received
<i>April 18 - 21</i>	<i>Easter Weekend</i>	<i>Schools closed</i>
<i>April 22 (Tues)</i>	<i>Regular Board meeting</i>	
April 23 (Wed)	Special Board meeting to debate and approve the annual budget	Approval of the 2014/2015 annual budget bylaw