

OPERATIONS, POLICY AND PLANNING COMMITTEE

Tuesday, October 15, 2013 at 7:30 P.M.

REGULAR MEETING

OPPS Agendas and Minutes available at:

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

NEXT OPPs MEETING IS SCHEDULED FOR:

Tuesday, November 12, 2013 at 7:30 P.M.

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

OPERATIONS, POLICY AND PLANNING COMMITTEE

Regular Agenda for Tuesday, October 15, 2013 – 7:30 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: 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. Combined Education Policy Development Committee and Operations, Policy and Planning Committee Meeting of Monday, June 10, 2013			Pgs. 2-6
B. Combined Education Policy Development Committee and Operations, Policy and Planning Committee Meeting of Monday, September 9, 2013			Pgs. 7-13
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
5. SUPERINTENDENT'S REPORT			
A. Sub-Committee on Public Engagement	Sherri Bell	Discussion	Pgs.14-25
6. FINANCE & LEGAL AFFAIRS			
A. Policy 4304 - Bullying and Harassment	Kim Munro	Motion	Pgs. 26-27
B. Regulation 2110 - Secretary-Treasurer	Debra Laser	Information	Pgs. 28-31
C. Policy 2120.015 - Associate Secretary-Treasurer	Debra Laser	Motion	Pgs. 32-33
D. Policy & Regulation 2123.041 - Manager of Purchasing Services	Debra Laser	Motion	Pgs. 34-41
E. Policy 4220.3 - Purchasing Services	Debra Laser	Motion	Pgs. 42-43
F. Policy & Regulation 3547 - Investments	Debra Laser	Information	Pgs. 44-46
7. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
8. NEW BUSINESS/NOTICE OF MOTIONS			
9. GENERAL ANNOUNCEMENTS			
10. ADJOURNMENT			



**Combined Education Policy Development Committee
and
Operations, Policy and Planning Committee Meeting
June 10, 2013 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present: TRUSTEES

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

ADMINISTRATION

John Gaipman, Superintendent
Debra Laser, Secretary-Treasurer
Sherri Bell, Deputy Superintendent
Pat Duncan, Associate Superintendent
Deb Courville, Associate Superintendent
Janine Roy, District Principal, Learning Initiatives
Doreen Hegan, Recording Secretary

The meeting was called to order at 7:07 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 June 10, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the May 6, 2013 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

It was moved

That the May 13, 2013 Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Alpha, Chair

A. GVTA Presentation

Debra Swain, Greater Victoria Teachers' Association advised the Committee that teachers were invited to participate in the second year of a collaborative teacher-led inquiry that focused on meaningful conversations about student engagement in learning. Ms. Swain highlighted several of the projects that were undertaken during the school year, and noted the value of having teachers from elementary, middle and secondary schools work together.

Trustees asked questions of Ms. Swain and thanked her for her presentation.

B. French Immersion

Trustee Ferris reported that the French Advisory Committee (FAC) has met to discuss the challenges being presented as a result of growth in the French Immersion program particularly at Sir James Douglas Elementary school and the surrounding area. The FAC is seeking the Board's support for giving consideration to opening a new French Immersion program at a school that has space.

In response to Trustee questions, Simon Burgers, District Vice-Principal, Languages and Multiculturalism advised that George Jay Elementary is a possible site for an additional program. If the Board is supportive of expanding the French Immersion program, the next step will be to speak with the George Jay staff and Parent Advisory Council.

Trustees expressed their support for expanding the French Immersion program. Trustee Ferris advised that the process related to opening a new French Immersion program will be brought to the Board in the fall.

C. Community Literacy Plan

Janine Roy, District Principal Learning Initiatives referenced the 2012-2013 Community Literacy Plan stating that the report has been prepared by Jan Dupuis, Literacy Outreach Coordinator and that the goals remain the same. The report is being provided for information.

5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair (convened at 7:43p.m.)

A. PRESENTATIONS

Rob Paynter, Expense Transparency and Accountability

Mr. Paynter referred to the Alberta government's new expense disclosure requirements which are intended to provide greater detail on travel, accommodation, meal and hospitality expenses. He urged the Board to be proactive in developing a mechanism for the public posting of trustee and senior administration expenses to the district website.

Secretary-Treasurer Laser was asked to review the expense reporting in conjunction with the preparation of the annual Statement of Financial Information report for the year ending June 30, 2013 and report back to the Board in the fall.

B. DISTRICT LEADERSHIP TEAM REPORT

1. Achievement Contract

Superintendent Gaipman presented the 2013-2014 Achievement Contract and stated that members of the District Leadership Team were available to answer any questions.

Trustees provided comments and asked questions.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) receives the 2013-2014 Achievement Contract.

Motion Carried Unanimously

C. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

D. NEW BUSINESS/NOTICE OF MOTIONS

1. Trustee Nohr - Develop a protocol and process to measure classroom radiation exposure levels

Trustee Nohr presented her motion and provided her rationale. Trustees asked questions and provided comments.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct a joint technology and facility department effort to develop a protocol and process to measure classroom radiation exposure levels in areas with access points, cell phones, laptops, tablets and mobile computing systems and that this protocol would measure classrooms, computer labs, hallways, offices, staff rooms etc. to develop a baseline of ambient, average and peak EMR levels in all our schools and that the radiation exposure levels be reported to the Board on a quarterly basis, evaluating all schools yearly.

Motion Defeated

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

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

2. Trustee McNally - Trustee Representatives to Outside Organizations

Trustee McNally presented her motion and provided her rationale.

It was moved:

That 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.

Discussion ensued amongst the Trustees. It was suggested that this item be referred to the Sub-Committee on Public Engagement.

It was moved:

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.

Motion Carried

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

Against: Trustees Loring-Kuhanga and Nohr

3. Trustee McNally – Trustee Representation to the District Health and Safety Committee

Trustee McNally presented her motion and provided her rationale.

Discussion ensued amongst the Trustees. It was stated that the role of the Board is to make policy decisions and not to be involved in day-to-day operational matters.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) 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, assigned Trustee to report to the Board regularly in In Camera or public meetings as appropriate.

Motion Defeated

For: Trustee McNally

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

E. GENERAL ANNOUNCEMENTS

1. Trustee Horsman asked for volunteers from the Trustees to help with organizing and hosting the Vancouver Island School Trustees' Association Conference in October 2013. Trustee Loring-Kuhanga volunteered. Trustee McNally suggested sending an email outlining what needs to be done.
2. Chair Leonard informed the Committee that Trustee Loring-Kuhanga's notice of motion regarding "Suicide Prevention" will be placed on the Combined Education Policy Development and Operations, Policy and Planning Committee meeting agenda for September 9, 2013. This will allow time for information to be collected and speakers to be informed. Trustee Loring-Kuhanga mentioned that September 10th is National Suicide Day.

F. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:00 p.m.



**Combined Education Policy Development Committee
and
Operations, Policy and Planning Committee Meeting
September 9, 2013 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

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

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, Kim Munro, Director, Human Resource Services, Stephen Bennett, District Principal, Educational Staffing, Amanda Stuyt, Senior Health and Safety Advisor, Janine Roy, District Principal, Learning Initiatives, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:08 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 September 9, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

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

Motion Tabled

Trustee Nohr asked that the following line be removed from page 4 under **5. D. 3. Trustee McNally - Trustee Representation to the District Health and Safety Committee**: "It was stated that the role of the Board is to make policy decisions and not to be involved in day-to-day operational matters."

Discussion ensued amongst the Trustees.

Trustee Leonard suggested that the approval of the minutes be tabled to the October 15, 2013 Operations, Policy and Planning Committee meeting so that the notes can be reviewed.

3. BUSINESS ARISING FROM MINUTES - None

4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Alpha, Chair

A. SUICIDE PREVENTION

Deputy Superintendent Bell reminded the Committee that the suicide motion was presented in June and was tabled to September to allow time for research. Ms. Bell stated that the District takes the issue of suicide prevention seriously and reported that there is some method of suicide prevention being used in each middle and secondary school. Methods of prevention vary from the Whole School Suicide Prevention Model to the use of school counselors and psychologists.

Nella Nelson, Coordinator, Aboriginal Nations Education shared with the District that she is aware of 4 completed suicides in her 34 years with the District. Ms. Nelson spoke to the Committee about the importance of educating our children about grief as a rite of passage and instilling in them a sense of hope.

B. PRESENTATIONS

1. Justine Thomson, NEED2 Suicide Education Awareness Manager, attended to speak in favour of the Whole School Suicide Prevention Model. Ms. Thomson spoke of the benefits of the Suicide Awareness for Youth (SAY) program, including removing the stigma that surrounds suicide by encouraging meaningful conversation and creating a safe environment for youth to disclose suicidal thoughts and access needed support.
2. William Norris (Tsartlip) and Bonnie Joe (Tsawout) attended to speak about Gathering Strength, a community-driven initiative focused on achieving health and healing in First Nations communities. Mr. Norris and Ms. Joe spoke about their experience working with partners to create a successful alternative education program for First Nations youth dealing with grief and loss with the goal of reintegrating them back into the school system.
3. Rob Paynter, member of the public, attended to speak in favour of the Whole School Suicide Prevention Model. Mr. Paynter spoke about schools being the ideal venue for youth suicide prevention education and recommended that the Board take a whole school approach to youth mental well-being.

Trustees asked questions and thanked the presenters.

C. Trustee Loring-Kuhanga - Suicide Prevention

Trustee Loring-Kuhanga presented her motion and provided her rationale.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) adopt the "Whole School Suicide Prevention Model" for all middle and secondary schools and provide annual presentations to students and staff in order to increase an awareness, education and prevention of suicide amongst our youth.

Discussion ensued amongst the Trustees with concern expressed regarding a mandate to use a specific model.

Trustee Leonard moved an amendment to the main motion.

It was moved

To amend the main motion to remove *"adopt the "Whole School Suicide Prevention Model" for all"* and add the words *"support the Suicide Program in each"* and remove *"and provide annual presentations to students and staff"* after "schools".

Motion Defeated

For: Trustees Leonard, Horsman, McEvoy and Ferris

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

Further discussion ensued amongst the Trustees.

Trustee Orcherton moved an amendment to the main motion.

It was moved

To amend the main motion to add the words "encourage middle and secondary schools to review and consider adopting the" before the word "Whole" and removing "for all middle and secondary schools" after the word "Model".

Motion Carried Unanimously

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

It was moved

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

5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair

A. SUPERINTENDENT'S REPORT

1. Sub-Committee on Public Engagement

Deputy Superintendent Bell distributed the *Report to the Board of Education* submitted by the Sub Committee on Public Engagement and provided an overview of the work completed by the Sub-Committee. Ms. Bell asked that the report be reviewed by the Board for discussion at the next Operations, Policy and Planning Committee meeting scheduled on October 14th, 2013.

2. Policy and Regulation 4300 - District Health and Safety Committee, 4300.1 - Health and Safety, and 4300.2 - Site-Based Joint Occupational Health and Safety Committees

Kim Munro, Director of Human Resource Services, reviewed the revised Policy 4300 - District Health and Safety, 4300.1 - Health and Safety, and added a new Policy 4300.2 - Site-Based Joint Occupational Health and Safety Committees.

Discussion ensued amongst the Trustees.

It was moved

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 Orcherton, Horsman, McEvoy, McNally, Ferris and Leonard

Against: Trustees Nohr, Alpha and Loring-Kuhanga

It was moved

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 Orcherton, Nohr, Alpha, Horsman, McEvoy, McNally, Ferris and Leonard

Abstained: Trustee Loring-Kuhanga

It was moved

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

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

Against: Trustee Loring-Kuhanga

Regulation 4300 - District Health and Safety Committee, Regulation 4300.1 - Health and Safety and Regulation 4300.2 - Site-Based Joint Occupational Health and Safety Committees were provided for information.

B. FINANCE AND LEGAL AFFAIRS

1. Cooperative Gains Savings Plan

Trustee Orcherton stated that the Board is in support of CUPE Support Staff and is looking for Government to resolve the situation. Government's current mandate is placing extreme pressure on next year's budget. As per the usual process, the Board will fully engage in public consultation in preparation of the 2014-2015 budget.

2. 2013-2014 Annual Facilities Grant Capital Amendment Bylaw No. 126650-02

Secretary-Treasurer Laser explained that the total Annual Facility Grant has not changed but that the Ministry has amended the split between the capital and the grant portion of the funding. The increase in the capital portion requires a capital amendment bylaw.

The Committee supported that the following motions be brought forward to the September 16, 2013 Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital 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 to be Carried Unanimously

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;

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.

3. Cloverdale Capital Project Bylaw No. 114493

Secretary-Treasurer Laser explained that the Capital Project Bylaws for Cloverdale Elementary, Tillicum Elementary and George Jay Elementary Schools need to be approved to receive the reimbursement of funds spent on Seismic Project Identification Reports.

The Committee supported that the following motions be brought forward to the September 16, 2013 Board of Education meeting:

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

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.

4. Tillicum Capital Project Bylaw No. 116652

The Committee supported that the following motions be brought forward to the September 16, 2013 Board of Education meeting:

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

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.

5. George Jay Capital Project Bylaw No. 115114

The Committee supported that the following motions be brought forward to the September 16, 2013 Board of Education meeting:

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

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.

6. 2013-2014 Capital Plan

Seamus Howley, Director of Facilities Services, provided an overview of the Ministry of Education's capital plan instructions and reviewed the list of projects that have been included in the 2013/2014 Capital Plan. Trustees asked questions and provided comments.

It was moved

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

Motion Carried Unanimously

7. Summer Projects

Seamus Howley, Director of Facilities Services, presented a slide show of the construction work and preparation that was done over the summer for the September 2013 school start up. Highlights included the beginning of construction of the new Oak Bay High School; energy projects at Lake Hill Elementary and Tillicum Elementary Schools; and seismic upgrades to Quadra Elementary (students are currently housed at Richmond School), Victoria West Elementary and Lansdowne Middle School.

Trustees thanked Mr. Howley for his presentation and commended the Facilities staff for their excellent work over the summer and throughout the school year.

C. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

D. NEW BUSINESS/NOTICE OF MOTIONS - None

E. GENERAL ANNOUNCEMENTS - None

F. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:30 p.m.

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.
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
- * ~~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.

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

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

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: Regulation 2110 Secretary-Treasurer

The revised Regulation 2110 is being provided for your information.

REGULATION 2110

SECRETARY-TREASURER

General

The Secretary-Treasurer, as the Chief Financial Officer, is accountable to the Superintendent for the Financial, legal, and general business activities of the Board at all levels of the system. The Secretary-Treasurer, through sound financial planning and management, ensures there is fiscal responsibility and accountability in all levels of the school system.

Specific Responsibilities

- | | |
|-------------------------------|--|
| 1.0 Financial Planning | <p>Is a member of the District Leadership Team.</p> <p>Ensures that the process and preparation of the operating budget and other financial planning activities are consistent with Board goals/directions and law.</p> <p>Ensures that the Board has an accounting and financial control system that is in compliance with Ministry directions.</p> <p>Directs/approves capital funding requests to the Ministry.</p> |
| 2.0 Legal Operations | <p>Ensures compliance with legal requirements imposed by the School Act and other legislation regarding financial, Trustee and Board related matters.</p> <p>Ensures that the Board acts in a manner that complies with the law.</p> |

Provides legal assistance to other departments upon request; intervenes when there is a possible contravention of the law.

Approves legal contracts, except those delegated to others (i.e. purchase orders).

Prepares contracts on various matters (except where delegated to other persons or departments), seeks regulatory approvals and acts otherwise in a legal capacity, employing legal counsel as required.

Ensures that legal actions against the Board are defended.

Ensures that legal actions on behalf of the Board are effectively undertaken.

Participates in labour negotiations.

Conducts Stage 3 grievance hearings with respect to CUPE unions; ensures that the Board is properly represented at arbitration hearings and negotiates settlements (where applicable).

3.0 Relationships with Board

Generally responsible for assisting the Board in conducting its affairs effectively and efficiently.

Anticipates financial and legal problems and advises the Board on action that may be required to deal with these matters.

Coordinates/prepares information required by Trustees.

Maintains minutes of meetings.

Takes action necessary to implement Board directions.

Plans, with the Executive Assistant to the Secretary-Treasurer, Superintendent and Chairperson, the agenda and conduct of Board meetings.

Identifies and recommends matters requiring Board action.

Responsible for Trustee elections and referenda (if they are required).

Provides all possible support to Board and Administration regarding department responsibilities or where individual skills/experience are of use.

4.0 Business Operations

Gives general direction to the business functions.

Maintains a cash management and investment programme.

Directs District insurance programme.

Negotiates major leases, land and other financial transactions.

Reporting Relationships

Reports to

Superintendent **of Schools**

Directly Manages

~~Director of Business~~ **Associate Secretary-Treasurer**

Key Relationships

Board Chairperson
Board Committee Chairpersons
District Leadership Team
Principals **and Vice-Principals**
Ministry of Education
Municipalities
Other School Districts
Returning Officer
General Public

Greater Victoria School District

Approved: October 28, 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 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.
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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

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 co-ordination 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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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

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: October 15, 2013

RE: Policy and Regulation 3547 Investments

Policy 3547 Investments has been reviewed and there is no change required.

The revised Regulation 3547 is being provided for your information.

POLICY 3547

INVESTMENTS

From time to time the School District has funds on hand which are surplus to its immediate requirements. These funds are to be utilized in a manner designed to achieve a maximum rate of return consistent with a minimum level of risk.

The Secretary-Treasurer shall deposit these funds in a major Canadian chartered bank or credit union or invest them provided that:

- a) The security is a permitted investment under the Trustee Act.

AND

- b) The risk associated with the security is judged by the Secretary-Treasurer to be not significantly greater than that of a deposit in a major Canadian chartered bank.

Greater Victoria School District

Adopted: October 22, 1984

Reviewed: **October 2013**

REGULATION 3547

INVESTMENTS

1. Permitted investments:
Securities issued or guaranteed by:
 - a) The Federal Government of Canada.
 - b) A Province of Canada.
 - c) Any major Canadian chartered bank.
2. Investments must effectively be in Canadian funds.
3. ~~The term to maturity must be less than one year.~~
3. Transactions may be committed by the Secretary-Treasurer or the ~~Business Manager~~ **Associate Secretary-Treasurer** by telephone **or email** with confirmation being countersigned by the other, or by the Superintendent **of Schools** or **Board Chairman**.
4. Securities in bearer form must be lodged with the bank or investment dealer concerned and at no time be in the custody or risk of the Board.
5. Transactions must be made through a major:
 - a) Canadian chartered bank
 - b) Investment dealer
 - c) Credit Union
 - d) **Province of British Columbia**

Greater Victoria School District

Approved: October 1984

Revised: October 2013