

OPERATIONS, POLICY AND PLANNING COMMITTEE

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

REGULAR MEETING

OPPS Agendas and Minutes available at:

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

**NEXT COMBINED ED POLICY AND OPPs
MEETING IS SCHEDULED FOR:**

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

OPERATIONS, POLICY AND PLANNING COMMITTEE

Regular Agenda for Tuesday, November 12, 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. Operations, Policy and Planning Committee Regular Meeting of Tuesday, October 15, 2013			Pgs. 1-4
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
5. SUPERINTENDENT'S REPORT			
A. Sub-Committee on Public Engagement	Sherri Bell	Discussion	Pgs. 5-19
6. FINANCE & LEGAL AFFAIRS			
A. VCPAC Report to the Board on Wi-Fi Survey	John Bird	Information	Verbal
B. Statement of Financial Information - Questions	Debra Laser	Information	Pgs. 20-22
7. PERSONNEL			
A. WorkSafeBC Cost Summary	Debra Laser	Information	Verbal
B. Attendance Awareness	Kim Munro	Information	Verbal
8. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
9. NEW BUSINESS/NOTICE OF MOTIONS			
10. GENERAL ANNOUNCEMENTS			
11. ADJOURNMENT			



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

REGULAR MINUTES

Present:

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

Administration:

Sherri Bell, Acting Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Kim Munro, Director of Human Resource Services, Doreen Hegan, Recording Secretary

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

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

1. APPROVAL OF THE AGENDA

It was moved:

That the October 15, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

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

Motion Carried

It was moved:

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

Motion Carried

3. BUSINESS ARISING FROM MINUTES

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

4. PRESENTATIONS - None

5. SUPERINTENDENT'S REPORT

A. Sub-Committee on Public Engagement

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

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

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

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

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

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

6. FINANCE AND LEGAL AFFAIRS

A. Policy 4304 - Bullying and Harassment

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

Discussion ensued amongst the Trustees.

It was moved:

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

Trustee Loring-Kuhanga moved to refer the motion.

It was moved:

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

Motion Defeated

For: Trustees Loring-Kuhanga, McNally

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

Further discussion ensued amongst the Trustees.

Chair Leonard called for the vote on the motion.

It was moved:

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

Motion Carried

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

Against: Trustees Loring-Kuhanga and McNally

B. Regulation 2110 - Secretary-Treasurer

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

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

C. Policy 2120.015 Associate Secretary-Treasurer

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

Discussion ensued amongst the Trustees.

It was moved:

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

Motion Carried

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

Against: Trustees Loring-Kuhanga and McNally

D. Policy & Regulation 2123.041 Manager of Purchasing Services

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

It was moved:

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

Motion Carried Unanimously

E. Policy 4220.3 Purchasing Services

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

It was moved:

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

Motion Carried Unanimously

F. Policy and Regulation 3547 Investments

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

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

8. NEW BUSINESS/NOTICE OF MOTION – None

9. GENERAL ANNOUNCEMENTS - None

10. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:40p.m.

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 Tradition of 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: _____

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.
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- * 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:

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Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

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Revised: June 23, 1997

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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: November 12, 2013

RE: Statement of Financial Information Vendor Questions

Trustee Loring-Kuhanga submitted the following questions related to the schedule showing payments made for the provision of goods and services in excess of \$25,000 for the fiscal year ended June 30, 2013:

Q1: *Travel Expenses of Staff \$78,355.73: There are 12 staff who have \$5,000 or more in travel expenses. Are most of these costs incurred inside the district (ie. mileage) or outside of the district (ie. for conferences, training)?*

A1: Expenses are defined in Section 6 of the Financial Information Regulation and include registration fees, hotels/meals, mileage, memberships, telephone and similar amounts paid directly to an employee, or to a third party on behalf of the employee. Most of the expenses are related to mileage and telephone costs.

Q2: *3 Community Associations and the VNFC - Total costs \$1,535,328.33. Can we get a sense of what the money is used for?*

A2: Burnside Gorge Community Association (\$307,346.36) and Fairfield Gonzales Community Association (\$1,029,839.34) provide youth and family counselling services in the school district.

Contracts with the James Bay Community School Society (\$99,021.63) include the James Bay community school coordinator, the school lunch program, summer reading and music programs.

Contracts with the Victoria Native Friendship Centre (\$99,121) include the provision of education liaison services to students and their families and the provision of youth and family counsellors and support services to students and their families.

Q3: *Legal Fees: Harris & Co \$189,936.90; Quantum Murray LP \$114,662.54; Roper Greyell LP \$53,602.63 Total \$358,202.07. Is this the total cost of legal fees? Are these legal costs pretty well consistent from year to year?*

A3: The total legal costs for the 2012-2013 school year were \$382,039. Fees for arbitrators are included in legal costs but do not show separately in the report since their individual fees are less than the \$25,000 reporting threshold. The 2012-2013 legal costs are comparable to the prior year.

Q4: WorkSafeBC \$726,225.68. Are these only premiums or do they include surcharges? If so, can we get a breakdown of this for the past five years? (Board direction at the October 21, 2013 meeting was to provide data for three years.)

A4: Worksafe BC establishes a base premium rate based on the historical cost of injuries in the industry. An experience rating adjustment is calculated based on the school district's claim costs over a three year period. The following table shows the WorkSafeBC premiums for the past three years:

	2010	2011	2012
Base Premium Rate	\$0.65	\$0.69	\$0.55
Surcharge	\$0.14	\$0.05	\$0.04
Net Premium Rate	\$0.79	\$0.74	\$0.59
Assessments Paid	\$942,229	\$898,180	\$726,226

Q5: Transportation Costs \$1,442,455.74 Is this mainly student transportation within the district or outside?

A5: The following vendors are included in transportation costs:

- Thirdwave Bus Services \$958,622.32 - Special needs busing
- BC Transit \$31,847.38 - Bus passes are provided to students at SJ Willis, the Girl's Alternative Program and to special needs students participating in life skills programs. The international student program provides bus passes for some short term students.
- Wilsons Transportation Ltd. \$250,424.76 - bus rentals for sports teams, band trips, and school field trips. This cost is funded by school fund raising activities.
- Garden City Transportation \$201,561.28 - bus service for students attending Spectrum, Colquitz, Eagle View, Esquimalt, Shoreline, and View Royal

Q6: BC Ferry Service \$73,642.27. Mainly for students going on field trips and/or does it include staff travel?

A6: The BC Ferry Service expenditures are for school field trips, band trips, sports tournaments and conference/meeting travel.

Q7: Chevron Canada \$241,132.54. Does this include maintenance vehicles and staff fuel?

A7: The Chevron expenditures are for gasoline for maintenance vehicles (delivery to the fuel tank at Cecelia) and heating fuel for SJ Willis and the annex at Victoria West Elementary.

Q8: Food costs in the District \$1,441,057.52. Are these costs mainly for breakfast/lunch programs and culinary arts in the schools for our students or do they also include for staff meetings and school functions?

A8: The following vendors are included in the above referenced food cost expenditure total:

- Truffles Catering \$672,925.01 - School meal program
- Hot House Pizza \$44,972.44, Panago \$44,256.42, Subway \$67,764.51 - School lunches for fund raising
- Thrifty Foods \$345,412.89, Canada Safeway \$36,115.28, Fairway Market \$46,868.80 - Food for home economic classes and grocery fund raising

- Costco Wholesale \$36,946.38, Sysco Victoria Inc. \$93,895.95 - Food for the culinary arts programs
- Stonestreet Café \$51,899.84 - Catering services for the district retirement tea, school and district based meetings, and professional development meetings.

Q9: *Monk Office Supply \$583,215.89. Is this mainly paper supplies or a large portion towards classroom and office furniture costs?*

A9. The Monk Office Supply expenditures are approximately 40% for paper, 55% for school and office supplies and 5% for furniture.