

OPERATIONS, POLICY AND PLANNING COMMITTEE

Tuesday, February 11, 2014 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, March 3, 2014 at 7:00 P.M.**

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

OPERATIONS, POLICY AND PLANNING COMMITTEE

Regular Agenda for Tuesday, February 11, 2014 – 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 Meeting of Monday, January 13, 2014			Pgs. 1-6
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
5. SUPERINTENDENT'S REPORT			
A. Sub-Committee on Public Engagement	Elaine Leonard	Discussion	Pgs. 7-23
6. FINANCE AND LEGAL AFFAIRS			
A. 2014-2015 Public Budget Meetings	Debra Laser	Information	Pg. 24
7. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
8. NEW BUSINESS/NOTICE OF MOTIONS			
A. Trustee Orcherton - Class Size and Composition			
That the Board of Education of School District No. 61 (Greater Victoria) write a letter to Premier Clark strongly urging the Provincial Government to return to the bargaining table to negotiate class size and composition language and to fully fund the agreed to language.			
B. Trustee Nohr - Class Size and Composition			
That the Board of Education of School District No. 61 (Greater Victoria) send a letter to Premier Clark and Minister Fassbender requesting that they do not proceed with the appeal of Justice Susan Griffin's decision, instead, re-instate all funding and class size/composition language to the 2002 levels.			
C. Trustee Nohr - Class Size and Composition Costing			
In order to be fully informed about the potential costs to the district, the Board of Education of School District No. 61 (Greater Victoria) request that the Secretary-Treasurer bring forward the costs for the district to re-instate the necessary funding to align ourselves with the 2002 funding formulas and the class size/composition language.			

D. Trustee Nohr - WorkSafeBC

That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a review of WorkSafeBC surcharges for 2012-2013 and 2013-2014 for the February 2014 Board Meeting.

E. Trustee Nohr - Department Expenses

In order to have a complete understanding of the options for cost savings in this deficit budget year and due to the proposal to close a school, Sundance, the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a detailed review of the department expenses for the Superintendent, Deputy Superintendent, Associate Superintendents, Information Technology, Learning Initiatives and Healthy Schools.

F. Trustee Loring-Kuhanga - Budget Meetings

That the Board of Education of School District No. 61 (Greater Victoria) structure the public input budget meetings on February 19, April 2, April 9 and the March 26 budget presentation as question-focused round table meetings which would provide for greater discussion and dialogue by the stakeholders and general public.

G. Trustee Loring-Kuhanga - Cyber-bullying

That the Board of Education of School District No. 61 (Greater Victoria) develop policies and regulations regarding cyber-bullying that are current with the proposed federal legislation Bill C-13 by directing the District Leadership Team to review all SD61 relevant policies and regulations and make recommendations to the Board of Education on any additions, changes and/or revisions that align with the Ministry of Education's Safe, Caring and Orderly Schools.

9. GENERAL ANNOUNCEMENTS

10. ADJOURNMENT



**Operations, Policy and Planning Committee Meeting
January 13, 2014 – 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 Gaiptman, Superintendent of Schools (8:03 p.m.), Sherri Bell, Deputy Superintendent, Pat Duncan, Associate Superintendent, Deb Courville, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities, Kim Munro, Director of Human Resource Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:40 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.

Trustee Orcherton informed the Committee that former Trustee John Young is very ill and is in hospital.

Notice of Motion for the Board of Education meeting on January 20, 2014 was given by Trustee Ferris regarding school trustee remuneration and by Trustee Loring-Kuhanga regarding new anti-cyber bullying legislation.

1. APPROVAL OF THE AGENDA

It was moved:

That the January 13, 2014 regular agenda be approved with the following changes: 1) remove Benula Larsen, Lise Tetrault, Tara Ehrcke, Jason Gammon, and David Futter from the speakers list and add Kirk Doherty, Attendance Awareness, and Rob Paynter, Teachers and WorkSafeBC Coverage, and 2) add an item under Public Disclosure of In-Camera Items.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the December 2, 2013 Combined Education Policy Development and Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES

Trustee McNally questioned when the Board would hear about WorksafeBC surcharges and Attendance Awareness costs.

4. PRESENTATIONS

Kirk Doherty, Attendance Awareness

Kirk Doherty, teacher at Lambrick Park, spoke about the proposed attendance awareness program and how it would negatively impact teachers. Mr. Doherty asked the Trustees to reject the attendance awareness motion as it does not address the root cause of teacher absences.

Rob Paynter, Teachers and WorkSafeBC Coverage

Rob Paynter, parent, asked Trustees to consider developing policy to include voluntary recreational activities in the scope of teacher duties, so that teachers would be insured by WorkSafeBC if injured. Trustee Orcherton advised that insurable activities are defined by WorkSafeBC policies and not by School District policies.

5. PERSONNEL

A. Attendance Awareness

Kim Munro, Director of Human Resource Services, presented information about the proposed implementation of an attendance awareness program. The program would use informal and formal meetings designed to raise awareness of attendance issues and offer support to employees. Ms. Munro advised that the School District's objective is to create a working environment which promotes positive attitudes towards attendance. In addition, by reducing the average number of days absent by one day, the School District would save approximately \$460,444 per year.

Discussion ensued amongst the Trustees.

Chair Leonard suggested that the motion be tabled until the Secretary-Treasurer will be available to answer financial questions.

It was moved:

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

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

6. SUPERINTENDENT'S REPORT

A. Sub-Committee on Public Engagement

Item moved to February 11, 2014 OPPs Meeting.

7. FINANCE AND LEGAL AFFAIRS

A. 2013/2014 Funding Update

Associate Secretary-Treasurer Ball provided the Committee with an overview of the final 2013/2014 funding announcement received from the Ministry of Education in December 2013.

Associate Secretary-Treasurer Ball stated that the final grant funding shows a net increase of \$2,252,936 as compared to the 2013/2014 preliminary grant. The final funding will be reflected in the 2013/2014 Amended Annual Budget which will be presented at the February Board of Education meeting.

B. Summary of Partner Group Budget Input 2014/2015

Associate Secretary-Treasurer Ball stated that the Summary of Partner Group Budget Input reflects the responses received from the input request made to School Planning Councils and Education Partner Groups in October 2013. The document will be posted to the District website under the Budget and Financial Information section.

C. Regulation 4304 - Bullying and Harassment

Kim Munro, Director of Human Resource Services, presented for information Regulation 4304 - Bullying and Harassment which follows the related Policy 4304 - Bullying and Harassment that was approved at the October 15, 2013 OPPs meeting.

D. Regulation 1241 - Volunteer Drivers

Associate Superintendent Courville presented Regulation 1241 - Volunteer Drivers and noted the change to Item #13.

Discussion ensued amongst Trustees. Trustee Loring-Kuhanga suggested that Item #14 be added:

14. If there is a change to the criminal record or driver's abstract it is the responsibility of the driver to inform the Principal.

Superintendent Gaipman agreed to add Item #14 to Regulation 1241.

8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

Chair Leonard informed the committee of the following motion that was passed at the January 13, 2014 special In-Camera Board Meeting:

"That the Board of Education of School District No. 61 (Greater Victoria) ask the British Columbia Public School Employers Association and the Canadian Union of Public Employees' of BC to reconvene immediately and continue to meet until all outstanding issues, questions and concerns posed by CUPE 947 have been resolved."

Chair Leonard advised that a letter including the above motion was sent to Mark Hancock, President of CUPE BC and Mike Roberts, Interim CEO of BCPSEA this evening.

9. NEW BUSINESS/NOTICE OF MOTIONS

A. Trustee Nohr - Elementary Schools New Process

Trustee Nohr presented her motion.

Chair Leonard asked Superintendent Gaipman to review the Wi-Fi implementation process at elementary schools.

Superintendent Gaipman stated that the process is the same as the process in place at middle and secondary schools. The Principal works with school staff and the Parent Advisory Council to determine the consultation process for each stakeholder group at the school. Once the consultation process is complete, a proposal is submitted to Superintendent Gaipman for approval. Superintendent Gaipman also explained that the District-held technology budget will fund two access points for each school at a cost of approximately \$1,200. If schools require additional access points, the school is responsible for those costs.

Discussion ensued amongst Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a review of the new process for elementary schools to request Wi-Fi installation and also provide a financial accounting for the installation costs and any other District funding that was available to schools for 2012-2013 and 2013-2014.

Motion Defeated

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

Against: Trustees Orcherton, Horsman, Ferris, and Leonard

B. Trustee Nohr - WorkSafeBC

Trustee Nohr presented her motion.

Trustee Leonard suggested that the motion be tabled to the February 11, 2014 OPPs meeting when the Secretary-Treasurer will be available to answer financial questions.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a review of WorkSafeBC surcharges for 2012-2013 and 2013-2014.

Motion Tabled Unanimously

C. Trustee Loring-Kuhanga - Budget Meetings

Trustee Loring-Kuhanga presented her motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) structure the public input budget meetings on February 19, April 2, April 9 and the March 26 budget presentation as question-focused round table meetings which would provide for greater discussion and dialogue by the stakeholders and general public.

Motion Carried

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

Against: Trustees Orcherton, Ferris, and Leonard

Abstain: Trustee Horsman

Trustee Alpha realized that she had voted incorrectly and asked for a motion to reconsider.

It was moved:

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) structure the public input budget meetings on February 19, April 2, April 9 and the March 26 budget presentation as question-focused round table meetings which would provide for greater discussion and dialogue by the stakeholders and general public" be reconsidered.

Motion Carried

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

Against: Trustees Nohr

Discussion ensued amongst the Trustees.

Chair Leonard suggested that the motion be tabled to the February 11, 2014 OPPs meeting when the timetable and format of all scheduled public meetings can be reviewed.

It was moved:

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) structure the public input budget meetings on February 19, April 2, April 9 and the March 26 budget presentation as question-focused round table meetings which would provide for greater discussion and dialogue by the stakeholders and general public" be tabled.

Motion Tabled

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

Against: Trustees McNally, Nohr and Loring-Kuhanga

D. Trustee Loring-Kuhanga - Strategic Plan

Trustee Loring-Kuhanga presented her motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) develop a 5 year strategic plan through a process of engagement and discussion with all stakeholder groups by designating an allotment of time at the monthly Operations, Planning and Policy committee meetings throughout 2014.

Motion Defeated

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

Against: Trustees Orcherton, Horsman, Ferris, and Leonard

10. GENERAL ANNOUNCEMENTS - None

11. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:25 p.m.

DRAFT

Revised based on OPPS Meeting
input on December 2, 2013

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. All questions will be directed to the Board Chair.
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 randomly select questions. Priority will be given to those who have not presented during the Community Presentation portion of the agenda.

8. 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 in a timely manner.
9. There will be a limit of one question per person.
10. 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.
11. The Board Chair has discretion to call questions out of order without debate or challenge.
12. Answers to questions must not result in additional staff workload.
13. All questions not asked publicly 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 in a timely manner.

Greater Victoria School District

Adopted: _____, 2013

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.
5. The following procedural matters will be implemented:
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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

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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.

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

The Board of Education of School District No. 61 (Greater Victoria) has scheduled the following public budget meetings to discuss the 2014-2015 Operating Budget:

Date	Meeting/Event
Wednesday, February 19, 2014 7:00 p.m. SJ Willis Auditorium, 923 Topaz Avenue	Round table special board budget meeting to discuss budget priorities
Wednesday, March 26, 2014 7:00 p.m. Tolmie Board Room, 556 Boleskine Road	Special board budget meeting - 2014-2015 operating budget presentation
Wednesday, April 2, 2014 7:00 p.m. SJ Willis Auditorium, 923 Topaz Avenue	Special board budget meeting to receive public budget input presentations
Wednesday, April 9, 2014 7:00 p.m. SJ Willis Auditorium, 923 Topaz Avenue	Round table special board budget meeting to discuss the 2014-2015 operating budget
Monday, April 14, 2014 7:00 p.m. Tolmie Board Room, 556 Boleskine Road	Operations Policy and Planning Committee special budget meeting to receive public budget input presentations
Wednesday, April 23, 2014 7:00 p.m. Tolmie Board Room, 556 Boleskine Road	Special board meeting to debate and approve the 2014/2015 annual budget bylaw