

OPERATIONS, POLICY AND PLANNING COMMITTEE

Monday, May 12, 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, June 9, 2014 at 7:00 P.M.

OPERATIONS, POLICY AND PLANNING COMMITTEE

Regular Agenda for Monday, May 12, 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, April 14, 2014			Pgs. 1-3
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS A. Camille Victoire and Janice Boothman - Wi-Fi B. Peter Milne, Regulation, Accommodation and Accountability			
5. SUPERINTENDENT'S REPORT A. Sub-Committee on Public Engagement	Elaine Leonard	Discussion	Pgs. 4-20
6. FINANCE AND LEGAL AFFAIRS A. Policy & Regulation 5131.5 Smoking B. Delete Policy 1330.4 School Facilities - Use of Tobacco C. Delete Policy & Regulation 4219.1 Retirement - All Board Employees	Kim Munro Kim Munro Kim Munro	Motion Motion Motion	Pgs. 21-23 Pgs. 24-25 Pgs. 26-28
7. PERSONNEL A. Attendance Support	Kim Munro Katie Dragert	Information	Verbal
8. FACILITIES PLANNING A. Capital Projects Update	Seamus Howley	Information	Verbal
9. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
10. NEW BUSINESS/NOTICE OF MOTIONS			

A. Trustee Nohr - Class Size and Composition

That the Board of Education of School District No. 61 (Greater Victoria) request that senior administration provide a detailed summary of the 2013-2014 Class Size and Composition Report.

B. Trustee McNally - Support openStudent

That the Board of Education of School District No. 61 (Greater Victoria) encourage the Ministry of Education to support openStudent and abandon their commitment to MyEducationBC / Aspen.

C. Trustee McNally - MyEducationBC

That the Board of Education of School District No. 61 (Greater Victoria) express in a public statement deep concern with the privacy breach and data control implications of MyEducationBC and withdraw from further integration with this data base.

11. GENERAL ANNOUNCEMENTS

12. ADJOURNMENT



**Operations, Policy and Planning Committee
Special Budget Public Input Meeting
April 14, 2014 – GVSD Board Office, Boardroom**

MINUTES

Present:

Elaine Leonard, Chair, Catherine Alpha, Tom Ferris, Bev Horsman, Edith Loring-Kuhanga, Michael McEvoy (arrived 7:25 p.m.), Diane McNally, Deborah Nohr, Peg Orcherton

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:04 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 April 14, 2014 regular agenda be approved.

Motion Carried

2. BUDGET PRESENTATIONS - None

3. FINANCE AND LEGAL AFFAIRS

A. Capital/Seismic Project Cost Sharing

Secretary-Treasurer Laser explained that the Ministry of Education has sent a letter to school districts indicating that school districts will be expected to determine how much cash is available to contribute up to 50% of the cost of major capital projects. In a subsequent news article, the Minister cited the Greater Victoria School District as having \$17 million available.

Secretary-Treasurer Laser provided Trustees with a detailed breakdown of the \$17 million being referenced by the Minister. She concluded that the School District has already committed to spending these funds, but that there is \$1.9 million held in the Ministry of Education Restricted Capital account and \$4.1 million held in the Local Capital Reserve that could be available to contribute towards the cost of future capital projects.

Trustee Orcherton worked with Secretary-Treasurer Laser to draft a letter to the Minister of Education regarding District concerns and requested input from Trustees. Trustees provided feedback and gave direction to amend the letter and to send it out on April 15, 2014.

4. NOTICE OF MOTIONS

Chair Leonard announced that motion D will be moved to A and the others will shift down.

A. Trustee McNally - Board Budget Meeting

Trustee McNally presented her motion and rationale.

Secretary-Treasurer Laser clarified that the reason for the current timeline is to enable the Board to meet the contractual obligations as set out in employee group collective agreements.

Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) delay the final vote on the School District No. 61 budget for 2014-2015 to the May 20, 2014 Board meeting, and in the interim convene the Budget Advisory Committee in the week of April 28th (adding more meetings as needed via the vote of any three Trustees) with expanded attendance to include all interested Trustees.

Motion Defeated

For: Trustees Alpha, Loring-Kuhanga, and McNally

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

B. Trustee Nohr - Department Funding Reductions

Chair Leonard ruled parts of the motion out-of-order. Trustee Nohr withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) reduce funding allocations by a total of \$266,000 in the following departments: Superintendent, Associate Superintendents and Learning Initiatives to cover the funding needed to keep Sundance Elementary open.

Motion Withdrawn

C. Trustee Nohr - Exempt Staff Expenses

Trustee Nohr presented her motion and rationale.

Secretary-Treasurer Laser explained that mileage, telephone, professional membership fees, and professional development are all part of the expenses incurred by Exempt employees in order to perform their duties. Superintendent Bell advised that she reviews the expenses incurred by the District Leadership Team.

Discussion ensued amongst the Trustees. Trustee Nohr withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) place a maximum cap of \$5000 for any expenses including professional development for all exempt staff and associate superintendents excluding the Superintendent and Secretary-Treasurer; any proposed expenses exceeding this cap would require prior approval of the Board.

Motion Withdrawn

D. Trustee Nohr - Funding to Support Need2

Superintendent Bell explained that everything the Need2 Program does with the middle and secondary schools is at no cost to the School District, except for one workshop that was held in the fall at a cost of \$1,200.

Trustee Nohr explained her motion and rationale.

Discussion ensued amongst the Trustees. Trustee Nohr withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) provides \$1,000 through the Healthy Schools Department for school based funding available to any interested school in support of suicide prevention training in the Need2 program.

Motion Withdrawn

5. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 8:10 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.

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: May, 2014

FINAL DRAFT

From OPPS
March 3, 2014

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. During board meetings all questions must be submitted in written form and signed by the person posing the question, who must be in attendance.
3. All questions will be directed to the Board Chair.
4. Questions will be submitted into a box on the District Leadership Team table, prior to the District Presentation portion of the agenda. Questions will be asked in order of submission. Priority will be given to those who have not presented during the Community Presentation portion of the agenda. If time permits, questions may be submitted in writing from the floor.
5. The Question Period will be limited to 15 minutes.

6. 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.
7. There will be a limit of one question per person.
8. All questions will be included in the board minutes unless ruled out of order.
9. The Board Chair has discretion to call questions out of order without debate or challenge.
10. Answers to questions must not result in inordinate staff workload.

Greater Victoria School District

Adopted: _____, 2014

TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: May 12, 2014

RE: **Policy and Regulation 5131.5 Smoking**

The updated Policy 5131.5 is being provided for your consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 5131.5, Smoking.
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Regulation 5131.5 Smoking has been provided for information.

POLICY 5131.5

SMOKING

The Board of Education recognizes the need to protect the health, safety and welfare of its students, employees and other users of its buildings and properties with respect to the use of tobacco and smokeless tobacco products, **including the smoking of electronic (e.cigarettes) cigarettes**. Smoking and other tobacco use is prohibited anywhere on school property at any time.

This is in accordance with tobacco legislation Bill 10, Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools). Amendment Act, 2007, Section 2.2.

Greater Victoria School District

Adopted: February 1982
Revised: June 1991
Revised: May 1995
Revised: February 1997
Revised: January 2008
Revised: May 2014

REGULATION 5131.5

SMOKING

The Board of Education recognizes the need to protect the health, safety and welfare of its students, employees and other users of its buildings and properties with respect to the use of tobacco and smokeless tobacco products, **including the smoking of electronic (e.cigarettes) cigarettes.**

To comply with the Capital Regional District's Clean-Air Bylaw 2217, and in accordance with tobacco legislation Bill 10, Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools), Amendment Act, 2007, Section 2.2 the Board directs that smoking and the use of other tobacco products is not permitted:

- i) inside School District buildings
- ii) on School District grounds
- iii) in Board owned or leased vehicles
- iv) in personal vehicles on school grounds

It is expected that all employees, students, parents and community users/renters of Board facilities will adhere to this Regulation at all times.

Ceremonial use performed in relation to a traditional aboriginal cultural activity, will be permitted.

The Board also believes the most effective way to assist its students and employees, is to address the health issues on smoking through information and educational programs.

Greater Victoria School District

Adopted: January 2008

Revised: May 2014

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

TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: May 12, 2014

RE: **Policy 1330.4 School Facilities - Use of Tobacco**

Policy 1330.4 School Facilities - Use of Tobacco should be deleted as it is covered in Policy 5131.5, Smoking.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1330.4, School Facilities - Use of Tobacco.
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*The Greater Victoria School District is committed to
each student's success in learning within
a responsive and safe environment.*

POLICY 1330.4

SCHOOL FACILITIES - USE OF TOBACCO

Use of tobacco on school property shall be discouraged.

Greater Victoria School District

Adopted: June 21, 1971

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

TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: May 12, 2014

RE: **Policy and Regulation 4219.1 Retirement - All Board Employees**

Policy and Regulation 4219.1 Retirement - All Board Employees should be deleted as they are no longer required.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy and Regulation 4219.1, Retirement - All Board Employees.

POLICY 4219.1

RETIREMENT - ALL BOARD EMPLOYEES

1. Every Board employee has the right to continue in the Board's employment beyond the age of 65, provided the employee's age does not impair the quality and quantity of service to the board.
2. In order to continue his/her employment beyond the age of 65, the employee shall make an application to the Board, annually, for an extension of not more than one year to the period of employment. The application for extension shall be accompanied by an evaluation concerning the employee's ability to carry out the duties at an acceptable level of efficiency and quality.

Greater Victoria School District

Adopted: July 19, 1971 (as 4249)
Revised: Renumbered and re-titled: April 13, 1981
Revised: Re-titled: April 25, 1988

REGULATION 4219.1

RETIREMENT - ALL BOARD EMPLOYEES

The maximum retirement age for all Board employees shall be 65. Employees who so elect, may extend their employment to June 30th following their 65th birthday subject to the following:

1. The Board may consider the deferment of retirement of an employee for a period not exceeding one year and successive deferments, each one year, but not to extend beyond June 30th of the year in which the employee attains the age of 70 years.
2. Requests for deferment of retirement are to be made by the applicant in writing and submitted to the Board for approval no later than three months prior to the conclusion of each year of deferment.
3. The Board, when considering an employee's request for deferment of retirement, will give consideration to the following:
 - a) Current performance evaluations.
 - b) A review of the employee's absenteeism record.

Greater Victoria School District

Approved: April 25, 1988

Revised: June 1998