

OPERATIONS, POLICY AND PLANNING COMMITTEE

Monday, June 9, 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, September 8, 2014 at 7:00 P.M.

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

OPERATIONS, POLICY AND PLANNING COMMITTEE

Regular Agenda for Monday, June 9, 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 Operations, Policy and Planning Committee Meeting of Monday, May 12, 2014			Pgs. 1-5
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
5. SUPERINTENDENT'S REPORT A. Sub-Committee on Public Engagement	Elaine Leonard	Discussion	Pgs. 6-22
6. FINANCE AND LEGAL AFFAIRS A. Youth Detention Centre B. Policy & Regulation 3450.1 School (Non-Public) Funds C. Bylaw 9250.2 Notices of Motion D. Regulation 3517.1 Security - Keys and Regulation 3517.2 Security - Locks	Tom Ferris Debra Laser Debra Laser Seamus Howley	Information Motion Motion Information	Verbal Pgs. 23-29 Pgs. 30-32 Pgs. 33-37
7. FACILITIES PLANNING A. "Green" Update	Seamus Howley Sherri Bell	Information	Verbal
8. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
9. NEW BUSINESS/NOTICE OF MOTION A. Trustee McNally - Letterhead			
That the Board of Education of School District No. 61 (Greater Victoria) modify its letterhead to include a footer to reflect the composition of the entire Board.			
10. GENERAL ANNOUNCEMENTS			
11. ADJOURNMENT			



**Operations, Policy and Planning Committee Meeting
May 12, 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:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities Services, Kim Munro, Director of Human Resource Services, Ted Pennell, Director of Information Technology, Katie Dragert, Human Resources Advisor, Wellness and Attendance Support, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:32 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 May 12, 2014 regular agenda be approved with an addition to #10 New Business/Notice of Motions by Trustee Ferris - Trustee Reimbursement.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the April 14, 2014 Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS

A. Camille Victoire and Janice Boothman - Wi-Fi

Camille and Janice, both parents of children attending Margaret Jenkins, expressed concern about the installation of Wi-Fi at elementary schools. They requested that the Board

designate one English/French elementary school as a low electromagnetic field (EMF) and suggested that Margaret Jenkins be designated as that school.

Discussion ensued amongst Trustees with Trustee Orcherton asking Superintendent Bell for clarification on the status of Wi-Fi installations in elementary schools. Superintendent Bell confirmed that all elementary schools, except Rogers Elementary School, are currently in the consultation process.

Barb Hardy, Principal of Margaret Jenkins Elementary School, informed Trustees that their school began the consultation process in February 2014 with a survey. Of the 182 families who responded to the survey, 147 families were in favour of Wi-Fi installation and 35 families were not. Staff members were also surveyed and 24 of the 25 staff members who responded were in favour of Wi-Fi installation. Margaret Jenkins currently has no routers installed, but will be proceeding to purchase the routers required to implement Wi-Fi in the school.

B. Peter Milne, Regulation, Accommodation and Accountability

Mr. Milne presented Trustees with a handout containing several questions he would like answered. Discussion ensued amongst Trustees and it was suggested that responses be made in writing and copied to all Trustees.

Superintendent Bell confirmed that the Board would get back to Mr. Milne with answers to his questions.

5. SUPERINTENDENT'S REPORT

A. Sub-Committee on Public Engagement

Chair Leonard informed Trustees that page 13 showing the recommendations of the sub-committee with respect to the digital recording of meetings would be reviewed this evening, pages 14 and 15 would be reviewed at the June OPPs meeting, and the complete document would hopefully be reviewed at the September OPPs meeting.

The following items were agreed upon by Trustees:

- Board meetings will be digitally recorded by school district personnel.
- The digital recording will be posted on the district website as soon as possible after the board meeting.
- The digital recording will remain on the district website until the next Board meeting and will then be archived.
- The number of site visits will be tracked.
- Live streaming will be considered after the digital recording process is in place for a period of one year.

It was decided that further discussion was needed on the following recommendations:

- No other recordings will be permitted except media outlets.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.

6. FINANCE AND LEGAL AFFAIRS

A. Policy and Regulation 5131.5 Smoking

Kim Munro, Director of Human Resource Services presented Policy and Regulation 5131.5 Smoking which now reflect the changes suggested by the Vancouver Island Health Authority.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 5131.5, Smoking.

Motion Carried

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

Against: Trustee Loring-Kuhanga

B. Delete Policy 1330.4 School Facilities - Use of Tobacco

Kim Munro, Director of Human Resource Services informed the committee that Policy 1330.4 School Facilities - Use of Tobacco should be deleted as it has been made obsolete by Policy 5131.5 Smoking.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1330.4, School Facilities - Use of Tobacco.

Motion Carried Unanimously

C. Delete Policy and Regulation 4219.1 Retirement - All Board Employees

Kim Munro, Director of Human Resource Services informed the committee that Policy and Regulation 4219.1 Retirement - All Board Employees should be deleted as it is discriminatory according to the Human Rights Code.

It was moved:

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

Motion Carried Unanimously

7. PERSONNEL

A. Attendance Support

Kim Munro, Director of Human Resource Services introduced Katie Dragert, Human Resources Advisor, Wellness and Attendance Support.

Ms. Dragert provided information to Trustees about the three key aspects of her role: wellness, disability management, and attendance support. She detailed a number of initiatives that she is currently working on, including implementing a district-wide wellness program, and creating a collaborative, supportive framework that will help employees return to work and perform their roles to the best of their abilities. Trustees asked questions of clarification of Ms. Dragert and thanked her for her presentation.

8. FACILITIES PLANNING

A. Capital Projects Update

Seamus Howley, Director of Facilities Services presented an overview of several capital projects that are in progress within the School District. These projects include the seismic upgrade nearing completion at Quadra, as well as two newly approved seismic upgrades at Tillicum and George Jay. Mr. Howley explained that the Tillicum project will impact one wing of the school, while the George Jay project will be more intrusive and will require the school to relocate to the Richmond School location for the next school year. Mr. Howley added that George Jay also received carbon neutral capital program funding to have its boilers replaced during the seismic upgrade.

Mr. Howley presented an update on the progress at the new Oak Bay High School. He explained that the gymnasiums will be ready for occupation in September 2014 with the remainder of the school building completed by September 2015. A time lapse video of the construction of the new Oak Bay School can be located on the school's website.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

10. NEW BUSINESS/NOTICE OF MOTIONS

A. Trustee Ferris - Trustee Reimbursement

Trustee Ferris presented his motion and rationale. Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) Chair ask three members of the public to establish an ongoing mechanism for the re-imburement of trustees for the duration of their term and that it be initiated in December for each new board.

Motion Carried

For: Trustees Orcherton, Horsman, Loring-Kuhanga, Ferris, Leonard

Against: Trustee Alpha

Abstained: Trustees Nohr and McNally

B. Trustee Nohr - Class Size and Composition

Trustee Nohr presented her motion and rationale. Discussion ensued amongst the Trustees.

It was moved:

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.

Motion Defeated

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

Against: Trustees Orcherton, Horsman, Ferris, and Leonard

C. Trustee McNally - Support openStudent

Trustee McNally presented her motion and rationale. Discussion ensued amongst the Trustees.

Associate Superintendent Duncan informed Trustees that the first phase of schools are being prepared for the conversion and will be ready to proceed once the Ministry of Education releases the MyEducationBC application. He also explained that the openStudent product was assessed, but did not meet the needs of our school district, and that continued work on the openStudent product has now ceased. Further discussion ensued amongst the Trustees.

It was moved:

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.

Motion Defeated

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

D. Trustee McNally - MyEducationBC

Trustee McNally presented her motion and rationale.

It was moved:

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.

Discussion ensued amongst the Trustees with Trustee McNally revising her motion to delete the word "breach" and the words "and withdraw from further integration with this data base".

Chair Leonard called for a vote on the revised motion.

It was moved:

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

Motion Carried

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

11. GENERAL ANNOUNCEMENTS - None

12. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:25 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.

Final DRAFT

From OPPS
November 12, 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
- * ~~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.

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. 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~~ **digitally recorded** by school district personnel.
- **No other recordings will be permitted except media outlets.**
- The ~~video~~ **digital recording** will be posted on the District website as soon as possible after the Board meeting.
- The ~~video~~ **digital recording** will remain on the District website until the next Board meeting **and will then be archived.**
- The number of site visits will be tracked.
- Live streaming will be considered after the ~~video-recording~~ **digital 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: June, 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



OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations, Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: June 9, 2014
RE: **Policy and Regulation 3450.1 School (Non-Public) Funds**

The school non-public funds are now accounted for as part of the district's accounting system and reported in the trust fund section of the audited financial statements as "School Generated Funds". The Policy and Regulation 3450.1 School (Non-Public) Funds have been revised to reflect the current accounting and reporting procedures.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approves the revised Policy 3450.1 School (Non-Public) Funds.

The revised Regulation 3450.1 School (Non-Public) Funds is presented for information.

A handwritten signature in blue ink, appearing to read 'Debra Laser'.

Debra Laser, Secretary-Treasurer

POLICY 3450.1

SCHOOL (NON-PUBLIC) FUNDS

The ~~Board of Education of School District No. 61 (Greater Victoria)~~ ~~Greater Victoria School Board~~ shall assume **stewardship** ~~supervision~~ of all school (non-public) funds raised and disbursed **on behalf** ~~in the name~~ of any school in the District.

These funds are to be **accounted for** ~~handled~~ on a trust fund basis.

~~These funds shall be subject to audit at the Board's discretion and expense under the provisions of Section 247(3) of the School Act, and an annual report will be required from each school.~~

Greater Victoria School District

Adopted: May 17, 1976
Revised: June 21, 1976
Revised: November 1981
Revised: March 29, 1982
Revised: **June 2014**

REGULATION 3450.1

SCHOOL (NON-PUBLIC) FUNDS

Definition

Non-public funds are school-based funds that are obtained through fundraising activities, student fees or donations (i.e. funds not provided through government grants or other general school district sources) and used for the benefit of student groups or for the general welfare of the school.

ACCOUNTING AND CONTROL PROCEDURES

A. Responsibility

The Principal is responsible for the collection and deposit of school non-public funds and must insure that monies held in trust for specific purposes are not used to finance other activities. The Financial Services Department is responsible for the custody and financial control of school non-public funds.

B. Collection and Deposit

Funds collected at the school must be receipted into the accounting system and a pre-numbered receipt generated. The funds collected must be for a clearly defined purpose and coded accordingly. The funds must be kept in the school safe and then deposited into the school's bank account on a timely basis. The funds will automatically be transferred from the school's bank account into the District bank account daily. The Receipt Distribution report detailing the source of funds, receipt number, amount and account code must be submitted to the Financial Services Department each time a deposit is taken to the bank. The Financial Services Department receives a daily report from the bank listing the transfers from the school bank accounts, and then reconciles the District bank account to the Receipt Distribution report from each school.

C. Charitable Donations

Schools must complete a Charitable Trust Cash Donation form for each donor requiring a charitable tax receipt, specify the purpose of the funds collected and then submit the form and cash to the Financial Services Department. Financial Services will issue a charitable tax receipt to the donor and deposit the funds. The donations will be coded to the applicable school's non-public fund accounts.

D. Disbursements (School)

The Principal is responsible for approving all disbursements and ensuring that the funds are being used for the intended purpose. Schools can be given a Petty Cash advance to be used for non-public fund disbursements. All Petty Cash cheques issued must be pre-numbered and be signed by at least two signing authorities. Disbursements can also be made with purchase orders, cheque requisitions and purchasing cards.

E. Financial Control (District)

Financial Services maintains the general ledger accounts for the school non-public funds using the district's accounting system. Each school non-public fund account must be for a specific purpose.

F. Retention of Records

Documents such as cash receipts, bank statements, bank reconciliations, deposit books, cancelled cheques, invoices and other payment vouchers must be retained for at least seven years in compliance with Canada Revenue Agency regulations.

G. Annual Audit

The non-public funds of all secondary and middle schools and at least five (5) elementary schools shall be reviewed annually by Financial Services staff. The financial statements which include the school non-public funds are audited annually by external auditors at the expense of the Board.

Greater Victoria School District

Approved: May 1976

Revised: November 1979

Revised: March 1995

Revised: June 2014

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REGULATION 3450.1

SCHOOL (NON-PUBLIC) FUNDS

Definition

Non-public funds are school-based funds that are obtained through fundraising activities or charging of school fees or donations (i.e. funds not provided through government grants or other general school district sources) and that are used for the benefit of student groups or for the general welfare of the school.

ACCOUNTING AND CONTROL PROCEDURES

A. Responsibility

The principal is responsible for the custody and financial control of all non-public funds in the school's possession, and must ensure that monies held in trust for specific purposes are not used to finance other activities. The Secretary-Treasurer's Department will provide guidance to any principal who requires assistance in establishing proper accounts and procedures.

B. Custody

Non-public funds must be kept physically separate from school (public) funds or in a separate bank account. Cash retained on hand for the purpose of accommodating small emergency payments must be controlled through the use of a petty cash fund operated on the imprest basis (same basis used by the school for public funds).

C. Cash Receipts

Pre-numbered receipts must be issued for all cash received. All cash receipts must be deposited intact, on a regular basis, to a non-public funds bank account. The pre-numbered receipts must be used in sequence and voided receipts retained on file.

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D. Cheque and Petty Cash Disbursements

All cheques issued must be pre-numbered, used in sequence, and be signed by at least two signing authorities. Prior to payment, vouchers and invoices must be dated to indicate that they have been properly checked for prices, extensions and totals, and receipt of goods or services acknowledged by signature of the principal or delegate. Paid vouchers or invoices must be retained in support of every expenditure made, filed by fund, and cross referenced to appropriate cheque number and payment date. Voided cheques must be retained on file.

E. Books of Account

A cash book, either hand written or computerized, shall be maintained to record each cash receipt, each bank deposit, each cheque issued, and the fund to which each receipt and disbursement relates.

When very few funds exist, the cash book can be designed to incorporate a control over the cash and bank account balances as well as the individual fund balances.

In larger schools where several funds exist, a separate general ledger is required with postings made regularly from the cash book.

These books of account must be maintained on a regular basis, and totalled and balanced at the end of each month, and a copy of the trial balance retained on file.

Where the volume of transactions warrant, it is recommended that the above be accomplished by utilizing an appropriate accounting software package, such package to be approved by the Secretary-Treasurer.

Bank reconciliations are to be prepared promptly each month, and signed and dated by the Principal or delegate, to indicate review of any problem areas and to address action that needs to be taken in regard to any discrepancies. This review should take place immediately after each reconciliation is prepared and a copy retained on file for record purposes.

F. Monthly Reporting

The principal should receive a report at the close of each month listing the individual fund balances, which must, in total, agree with the aggregate of

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available assets (bank balance, imprest petty cash fund and investments) and be signed and dated by the Principal to indicate review. Such review should ensure that the assets supporting the fund balances are properly accounted

for, and that monies held in trust for specific purposes are not used to finance other activities. Where the principal has delegated responsibility for any particular fund, that delegate should receive regular monthly reports of that fund.

G. Retention of Records

Documents such as cancelled cheques, cash receipts, bank statements and deposit books, invoices and other payment vouchers, bank reconciliations, trial balances, correspondence, etc. should be retained for at least six years in compliance with Revenue Canada regulations.

Books of original entry (cash books, general ledger) should be retained indefinitely.

H. Investments

It is recommended that funds on hand that are in excess of immediate requirements be invested in a manner designed to achieve a maximum rate of return consistent with a minimum level of risk. Accordingly, such investments should be limited to instruments guaranteed by the Government of Canada, a Province of Canada, the Canadian Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation of British Columbia.

I. Annual Reporting and Audit

An annual report to June 30, in a format prescribed by the Secretary-Treasurer, is required by the Secretary-Treasurer from each principal on all non-public funds for the Principal's school. The non-public funds of at least three (3) secondary schools and five (5) elementary schools shall be audited annually, at the expense of the Board.

Greater Victoria School District

Approved: May 1976

Revised: November 1979

Revised: March 1995

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OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4110

TO: Operations, Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: June 9, 2014
RE: **BYLAW 9250.2 - NOTICES OF MOTION**

In reviewing Bylaw 9250.2, Notices of Motion and Bylaw 9130, Standing Committees, it has been determined that point #3 of Bylaw 9250.2 needs to be revised to match the wording of Bylaw 9130, *"Where possible the motion(s) should be circulated three (3) working days prior to the meeting."*

Point #3 of Bylaw 9250.2 will now read: *'A trustee who is not a member of the Standing Committee may place a Notice of Motion before the committee and may debate the motion and may vote. Where possible the motion(s) should be circulated three (3) working days prior to the meeting as per Bylaw 9130 (Standing Committees).'*

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9250.2, Notices of Motion at the meeting of June 16, 2014.

Motion to be Carried Unanimously

That Bylaw 9250.2, Notices of Motion be:

Read a first time this 16th day of June, 2014;

Read a second time this 16th day of June, 2014;

Read a third time, passed and adopted this 16th day of June, 2014.



Debra Laser, Secretary-Treasurer

BYLAW 9250.2

NOTICES OF MOTION

It is the fundamental principle of parliamentary procedure that due notice should be given for every motion. In order to provide Board members with an opportunity to consider and prepare for discussion of a question at a Board meeting the following procedures shall apply to Notices of Motion:

1. Notices of Motion should be submitted to the appropriate Standing Committee of the Board except where the Trustee deems it desirable to present the motion directly to the Board.
2. Notices of Motion should be submitted in sufficient time for inclusion in the regular pack-up distribution.
3. A trustee who is not a member of the Standing Committee may place a Notice of Motion before the committee and may debate the motion and may vote. Where possible the motion(s) should be circulated ~~two~~ **three (2) (3)** working days prior to the meeting as per Bylaw 9130 (*Standing Committees*).

Greater Victoria School District

Adopted: December 16, 1968

Various revisions

Revised: February 13, 1978

Revised: July 28, 1986

Adopted: February 25, 2002

Revised: March 30, 2009

Reviewed: March 2012

Revised: June 2014

BYLAW 9130

STANDING COMMITTEES

1. School District No. 61, Greater Victoria, shall be operated on the basis of two standing committees reporting to the Board of Trustees. These two committees shall be:
 - a) the Education Policy Development Committee; and
 - b) the Operations Policy and Planning Committee
2. The purpose of each standing committee shall be firstly to clarify issues that need to be referred to the Board for review and decision making and, secondly, to present policy recommendations for Board consideration.
3. The Chairperson of the Board shall be an exofficio member of both Committees, with voting rights.
4. All members of the Education Policy Development Committee shall be exofficio members of the Operations Policy and Planning Committee with voting rights.
5. All members of the Operations Policy and Planning Committee shall be exofficio members of the Education Policy Development Committee with voting rights.
6. A quorum is a majority of trustee members on the committee.
7. Motions may be referred to a Standing Committee by any trustee member of the Board. Where possible the motion(s) should be circulated three (3) working days prior to the meeting.

Greater Victoria School District

Adopted: April 27, 1981
Revised: January 31, 1983
Revised: October 27, 1997
Adopted: February 25, 2002
Revised: March 30, 2009
Reviewed: March 2012

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FACILITIES SERVICES

491 CECILIA STREET, VICTORIA, BRITISH COLUMBIA V8T 4T4
PHONE (250) 920-3400 FAX (250) 920-3461

TO: Operations, Policy and Planning Committee

FROM: Seamus Howley, Facilities Services

DATE: June 9, 2014

RE: **Regulation 3517.1 Security - Keys and Regulation 3517.2 Security - Locks**

Regulation 3517.1 Security - Keys and Regulation 3517.2 Security - Locks have been reviewed and updated and are presented for information.

REGULATION 3517.1

SECURITY - KEYS / CODE ACCESS

All keys and code access in the Greater Victoria School District shall fall into two categories - exterior and interior.

Issuance of exterior master keys and code access in schools shall be the responsibility of the Facilities Department restricted to Principals, Vice-principals, Custodians and Janitors.

Issuance of master keys to the Administration Centre shall be restricted to members of the Executive Council, Directors, Supervisors and Coordinators.

The loss of any key, fob or code access shall be reported immediately to the direct supervisor who will then promptly notify the School Plant Division Facilities Department (Operations Section). A decision will then be made as to the changing of locks or code. This normally will only be done when an exterior door key is missing.

The cost of replacing a lost key and/or changing locks or codes may be levied against the school person responsible for the loss.

Requests for replacement or additional interior keys or codes shall be made to the School Plant Division Facilities Department (Operations Section) by the Principals who will then be responsible for the distribution to teaching staff or to the Custodian who will then be responsible for the distribution to Facilities Janitorial staff.

Interior and exterior master keys or code access shall not be loaned under any circumstances. The issuance of interior group keys shall be the responsibility of the Principal concerned. The loaning of interior keys shall be the full responsibility of the person holding them that they were originally issued to.

Teaching and support staff shall surrender all school keys/code access to the Principal at the end of each school term or upon termination of employment at

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the school. A report must be filed by July 5 by the Principal with the ~~School Plant Division~~ **Facilities Department** (Operations Section) of all keys not surrendered.

All keys/~~codes are shall be~~ the property of the Greater Victoria School **District Board** and all keys/~~codes~~, be they additional or replacement, shall be issued by the ~~School Plant Division~~ **Facilities Department**. Unauthorized duplication of any keys is prohibited.

Greater Victoria School District

Approved: May 1972

Various revisions

Revised: June 1980

Revised: June 2014

REGULATION 3517.2

SECURITY - LOCKS

The Board recognizes that ~~much audio, visual and other such~~ **there is valuable** expensive equipment is being used ~~in the education process~~ and is stored in schools.

~~Security of~~ **All** exterior entrances and doors ~~by egress shall be achieved by using quality hardware. Such hardware shall include the use of automatic door closers, astragals and general locking devices. The equipping of doors of egress with exterior locking devices shall be~~ **consistent with the BC Fire Code** ~~kept to a minimum.~~

All ~~D~~doors in the following areas shall be **are** equipped with locks. ~~Each area shall be keyed alike:~~

- ~~1. Classroom areas~~
- ~~2. Art areas~~
- ~~3. Music areas~~
- ~~4. Library/Resource areas~~
- ~~5. Commerce areas~~
- ~~6. Science areas~~
- ~~7. Home Economics areas~~
- ~~8. Industrial Education areas~~
- ~~9. Physical Education areas~~
- ~~10. Administration areas~~
- ~~11. Custodial areas~~
- ~~12. Auditoria~~

Areas that are frequently used by the community shall be isolated from the remainder of the school if such isolation can be accomplished by the installation of locks and such action is not contrary to the **BC Fire Code** ~~Fire Marshal's Act.~~

All additions, alterations and maintenance work involved in the installation or replacement of all types of locks shall be under the authority of the ~~Construction and Maintenance~~ **Facilities** Department.

Greater Victoria School District

Approved: May 1972

Various revisions

Revised: November 1976

Revised: June 2014