

**The Board of Education of
School District No. 61 (Greater Victoria)**

Regular Board Meeting

Monday, November 17, 2014 - 7:30 p.m.

**Tolmie Boardroom
556 Boleskine Road**

**(Please note that an In-Camera Board meeting
will precede the Regular Board meeting)**



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, November 17, 2014 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

AGENDA

A. COMMENCEMENT OF MEETING

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.

A1. Approval of the Agenda (p 01-03)

A2. Approval of the Minutes

a) Approval of the October 20, 2014 Regular Board Minutes (p 04-08)

A3. Business arising from the Minutes

A4. Student Achievement

a) Rockheights Middle School - No Stone Left Unturned , Principal Maryanne Trofimuk and students

A5. District Presentations

a) Acknowledgement and Appreciation of Departing Trustees

A6. Community Presentations (5 minutes per presentation)

A7. Trustees' Reports

B. CHAIR'S REPORT

B1. BCSTA Co-Governance Principles

C. BOARD COMMITTEE REPORTS

C1. Education Policy Development Committee

a) Minutes from the November 3, 2014 meeting – Information only (p 09-11)

**Note: This meeting is being audio recorded
except for A4. Student Achievement.**

C2. Operations, Policy and Planning Committee

a) Minutes from the November 10, 2014 meeting – Information only (p 12-16)

b) Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9360 *General Meeting of the Board* at the November 17, 2014 Board of Education meeting. (p 17-20)
- Motion to be Carried Unanimously

That the revised Bylaw 9360 *General Meeting of the Board* be:

Read a first time the 17th day of November 2014;
 Read a second time the 17th day of November 2014;
 Read a third time, passed and adopted the 17th day of November 2014 and that the revised Bylaw 9360 be enacted effective January 2015.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* at the November 17, 2014 Board of Education meeting. (p 21-23)
- Motion to be Carried Unanimously

That Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* be:

Read a first time the 17th day of November 2014;
 Read a second time the 17th day of November 2014;
 Read a third time, passed and adopted the 17th day of November 2014 and that Bylaw 9360.01 be enacted effective January 2015.

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve the digital recording of board meetings effective January 2015 using the following criteria: (p 24)
- 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.
 - In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

- a) Enrolment Update

D2. Secretary-Treasurer's Report

- a) Trustee Remuneration (p 25)

E. REPORTS FROM TRUSTEE REPRESENTATIVES

- E1. Report from BCSTA Provincial Council - Trustee Horsman (p 26)**

F. NEW BUSINESS/NOTICE OF MOTIONS

G. COMMUNICATIONS

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

I. ADJOURNMENT

**Note: This meeting is being audio recorded
except for A4. Student Achievement.**



**The Board of Education of School District No. 61 (Greater Victoria)
October 20, 2014 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

MINUTES

Present:

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

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Shelley Green, Associate Superintendent, Cam Pinkerton, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Kim Munro, Director, Human Resource Services, Seamus Howley, Director, Facilities Services, Mark Walsh, Manager, Labour Relations, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:33 p.m.

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

Introductions were made around the Board table.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved and seconded:

That the October 20, 2014 Agenda be approved with the following changes/additions:

A7. Trustees' Reports

- a) Trustee Horsman
- b) Trustee Nohr

F. New Business/Notice of Motions

- F2. Trustee Nohr - District Code of Conduct

Motion Carried Unanimously

A2. Approval of the Minutes

- a) It was moved and seconded:

That the September 15, 2014 Regular Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes - None

A4. Student Achievement

Deputy Superintendent, Pat Duncan, introduced and welcomed Amy Polson, Principal of Lake Hill Elementary School. Ms. Polson introduced Vice Principal, Michelle Vingo and several grade five students who attended the Board meeting to share their fundraising efforts on behalf of a fellow student. Dacian introduced himself and explained the condition that he has called Duchenne Muscular Dystrophy and that his fellow students have been fundraising to help his family purchase a specialized van that will accommodate his wheelchair. Each student spoke about the fundraiser they participated in and what it meant to help Dacian and his family.

Chair Orcherton thanked Ms. Polson, Ms. Vingo and Lake Hill Elementary students for attending the Board meeting.

A5. District Presentations - None**A6. Community Presentations**

- a) Carolina Tudela, a parent of children in the school district, addressed the Board about a proposal made by the Victoria Confederation of Parent Advisory Councils (VCPAC) with respect to classroom resources funding and stated that she did not support the proposal.
- b) Nicole Strong, a parent of children in the school district, spoke to Trustees about the letter that VCPAC sent to schools regarding their proposal for a classroom resources fund. Ms. Strong stated that she did not support the proposal.
- c) John Bird, President, Victoria Confederation of Parents Advisory Councils spoke to the vision of the proposed VCPAC Classroom Resources Fund. Mr. Bird explained that it is not merely about resources, it's about protecting classrooms. The proposal is about conversation, sharing, engagement and the building of relationships that will serve children well.
- d) Sally Gilbert, a parent of children in the school district expressed her concern about the classroom resources fund proposed by VCPAC.
- e) Bobby Arbess, a parent of a child in the school district presented his viewpoint about equality for students and teachers in the classroom and urged the Board to advocate for more funding for public education.
- f) Jason Gammon, Vice- President, Greater Victoria Teachers' Association addressed the Board about the issue of September pay for teachers. Mr. Gammon stated that teachers should receive eight days' pay for eight days work in September.

A7. Trustees' Reports

Trustee Horsman reported that she attended Reynolds Secondary School for the annual whole school head shaving fundraiser for Cops for Cancer. Trustee Horsman further reported that one of this year's guest riders was Dean Norris-Jones, a teacher at Reynolds.

Trustee Nohr reported that she was impressed by the sense of caring that she observed in all of the schools that she visited in October.

B. CHAIR'S REPORT

Chair Orcherton reported that she had a busy month attending functions at various schools, including, a PAC barbecue for George Jay Elementary at the Fernwood Community Centre, the first day of school at the new seismically upgraded Quadra Elementary, a VCPAC meeting at Oaklands Elementary and the arrival of the new kindergarten students at George Jay Elementary. Chair Orcherton also attended the Cops for Cancer head shaving fundraiser at Reynolds Secondary School and stated how impressed she was by the amount of money that was raised in a short period of time.

Chair Orcherton further reported that she attended a Community and Culture meeting on September 25, 2014 and that spoke on behalf of the Board on September 27, 2014 at the Community Association of Oak Bay National Culture Day.

C. BOARD COMMITTEE REPORTS

C1. Education Policy Development Committee

- a) The October 6, 2014 meeting minutes were received for information.

C2. Operations, Policy and Planning Committee

- a) The October 14, 2014 meeting minutes were received for information.
- b) Trustee Leonard referred to the minutes of the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- i)

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4144.1, Workers Compensation.

Kim Munro, Director of Human Resource Services stated that she has had discussion with the union groups subsequent to the October 14, 2014 Operations, Policy and Planning Committee meeting and requested that Policy 4144.1, Workers Compensation, be referred to a future Operations, Policy and Planning Committee meeting.

It was moved and seconded:

- i)

That the motion " <i>That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4144.1, Workers Compensation</i> " be referred to a future Operations, Policy and Planning Committee meeting.
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Motion Carried Unanimously

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

Superintendent Bell provided Trustees with an update about the Suicide Prevention Programs within District schools and advised that she would be checking in with schools again this school year.

Superintendent Bell responded to an email question from Trustee Loring-Kuhanga regarding proposed changes to legislation with regard to cyber bullying. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Bell.

D2. Secretary-Treasurer's Report - None**E. REPORTS FROM TRUSTEE REPRESENTATIVES****E1. Trustee Horsman - BCSTA Provincial Council Meeting Motions**

Trustee Horsman provided an overview of the motions that have been submitted to the British Columbia School Trustees Association (BCSTA) from Boards of Education around the province in preparation for the October 25, 2014 Provincial Council meeting. Discussion ensued amongst the Trustees with direction being given to Trustee Horsman.

F. NEW BUSINESS/NOTICE OF MOTIONS**F1. Trustee McNally - Budget Ad Hoc Committee**

Trustee McNally presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) immediately convene and advertise publicly an ad hoc committee with three tables

a) to meet at minimum monthly (more, or less, often by agreement of attendees) until the final budget vote to examine the current budget and any financial information as needed, including the line item budget, in order to propose this year's one time only savings to address the budget's \$8.5 million structural deficit

b) one table to be composed of any interested SD61 community members including VCPAC and any interested trustees; one table to be composed of interested SD61 employee groups and any interested trustees; one table to consist of interested members of the SD61 PVPA and any interested trustees; tables to meet on the same evening, same venue; format of evening as open question period or other format to be decided by the tables

c) the Secretary-Treasurer or designate and Superintendent to be present at the meetings

d) to report to the Board monthly, method and meeting to be determined by the committee members at each table,

e) and that the meetings be held at 6:30 pm in school libraries.

Discussion ensued amongst the Trustees. Trustee Leonard moved that the motion be referred to a future Operations, Policy and Planning Committee meeting.

It was moved and seconded:

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) immediately convene and advertise publicly an ad hoc committee with three tables*

a) to meet at minimum monthly (more, or less, often by agreement of attendees) until the final budget vote to examine the current budget and any financial information as needed, including the line item budget, in order to propose this year's one time only savings to address the budget's \$8.5

million structural deficit

b) one table to be composed of any interested SD61 community members including VCPAC and any interested trustees; one table to be composed of interested SD61 employee groups and any interested trustees; one table to consist of interested members of the SD61 PVPA and any interested trustees ; tables to meet on the same evening, same venue; format of evening as open question period or other format to be decided by the tables

c) the Secretary-Treasurer or designate and Superintendent to be present at the meetings

d) to report to the Board monthly, method and meeting to be determined by the committee members at each table,

e) and that the meetings be held at 6:30 pm in school libraries” be referred to a future Operations, Policy and Planning Committee meeting.”

Motion Carried

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

- F2.** Trustee Nohr provided a Notice of Motion for the November 3, 2014 Education Policy Development Committee meeting regarding a District Code of Conduct.

G. COMMUNICATIONS - None

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

I. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 9:21 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



**Education Policy Development Committee
November 3, 2014
Boardroom - Administrative Offices, Tolmie Building**

Regular Minutes

Present: **TRUSTEES**
Catherine Alpha, Chair
Bev Horsman
Edith Loring-Kuhanga
Michael McEvoy
Debra Nohr
Peg Orcheron

ADMINISTRATION
Sherri Bell, Superintendent of Schools
Shelley Green, Associate Superintendent
Cam Pinkerton, Associate Superintendent
Sean Powell, Principal of Arbutus Global Middle School
Cindy Sanderson, Principal of Strawberry Vale Elementary School
Janine Roy, District Principal of Learning Initiatives
Jonah van Driesum, Student Representative
Connie Schmidt, Recording Secretary

Regrets: Tom Ferris
 Elaine Leonard
 Diane McNally

The meeting was called to order at 7:07 pm.

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

1. APPROVAL OF THE AGENDA

It was moved:

That the November 3, 2014 regular agenda be approved.

Motion Carried

**2. APPROVAL OF MINUTES OF EDUCATION POLICY DEVELOPMENT
COMMITTEE MEETING - October 6, 2014**

It was moved:

That the October 6, 2014 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried



**Education Policy Development Committee
November 3, 2014
Boardroom - Administrative Offices, Tolmie Building**

- 3. BUSINESS ARISING OUT OF THE MINUTES** - none
- 4. PUBLIC REQUEST TO THE COMMITTEE** - none
- 5. CORRESPONDENCE REFERRED TO THE COMMITTEE** - none
- 6. MOTIONS REFERRED TO THE COMMITTEE** - none
- 7. GENERAL ANNOUNCEMENTS** - none
- 8. NEW BUSINESS**

A. Introduction of Student Representative

Superintendent Sherri Bell introduced the Student Representative Jonah van Driesum from Oak Bay High School. She explained that a Representative Advisory Council of Students (RACS) was established with students from every secondary school in the District. Student Representative van Driesum shared his belief that schools are a great place for every student to achieve their goals. He expressed his desire to add a student voice to the Education Policy Committee.

B. Learning Outdoors

District Principal Janine Roy provided a brief overview of the growing interest in learning outdoors across our District, due in part to the commencement of the District's pilot Coastal Kindergarten project in September, 2014. She explained that an after school professional development series would be offered by Learning Initiatives this year focusing on the latest research in learning, self-regulation and nature-based learning. Presentations by teachers this evening would be featured as one of the sessions in the series focused on nature-based learning.

Teacher Alex Lemon from Arbutus Global Middle School described the Outdoor Education Exploratory program that he developed for Grades 6-8 students. He explained that the program engaged students in purposeful learning activities by exploring the outdoors through mapping, observation, orienteering, geo-caching, and photography. He noted that his students were very enthusiastic about using photography to express their creative ideas visually. He concluded his presentation by stating that the outdoor education exploratory had been extremely successful at Arbutus, and that further sustainability projects were being implemented at the school this year.

Principal Cindy Sanderson introduced Strawberry Vale teachers Lenny Ross, Jenn Horton, Kiersten Brookes, Marjorie Roach and Colleen Neves who outlined the many nature-based learning opportunities offered at their school. The teachers explained how the cross-curricular outdoor initiatives provided rich, varied learning experiences for all learners. Activities based in the outdoors had a positive impact on social responsibility, student



Education Policy Development Committee
November 3, 2014
Boardroom - Administrative Offices, Tolmie Building

health, student behaviour, and student engagement. Teachers shared research supporting their instructional practices, and provided student feedback and parent surveys to highlight the impact on learning observed over time. They reported that nature-based learning met a wide range of learning styles and promoted student achievement.

Trustees expressed their deep appreciation for the dedication of staff and the powerful programs and projects incorporating learning outdoors shared by teachers at both Arbutus Global Middle School and Strawberry Vale Elementary.

C. Motion

Trustee Nohr presented her motion and provided her rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) develop through a review process at the Education Policy and Operations, Policy and Planning meetings a District Code of Conduct which would be relevant and appropriate for students, parents/guardians, community members, staff, and district employees who attend our schools; the engagement process with partner groups to be determined at a later date.

Motion Defeated

For: Trustees Alpha, Loring-Kuhanga, Nohr

Against: Trustee Horsman, McEvoy, Orcherton

During the discussion, Trustee Horsman recommended tabling the motion until such time when the Culture and Community Committee provided a report of their work to the Board.

It was moved:

That the motion be tabled until such time when the Culture and Community Committee could provide a report.

Motion to Table Defeated

For: Trustee Horsman, McEvoy, Orcherton

Against: Trustee Alpha, Loring-Kuhanga, Nohr

Following the defeat of Trustee Nohr's motion, Trustee Horsman provided a Notice of Motion for a future Board of Education meeting regarding requesting a report from the Culture and Community Committee.

9. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:27 pm.



**Operations, Policy and Planning Committee Meeting
November 10, 2014 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Catherine Alpha (arrived 7:40 p.m.), Tom Ferris, Edith Loring-Kuhanga, Diane McNally, Deborah Nohr

Regrets:

Bev Horsman, Michael McEvoy, Peg Orcherton

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Shelley Green, Associate Superintendent, Cam Pinkerton, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities Services, Doreen Hegan, Recording Secretary

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

Chair Leonard welcomed everyone to the last committee meeting for the currently elected trustees and introduced the student representative Jonah van Driesum from Oak Bay High School.

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 November 10, 2014 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

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

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS - None

5. FACILITIES PLANNING

Chair Leonard announced that Seamus Howley, Director of Facilities Services will be retiring in March 2015 and thanked him for all of his support and work in the school district for the past 33 years.

A. Capital Projects Update

Seamus Howley, Director of Facilities Services updated the Committee on the status of various capital projects underway in the school district as follows:

- The Oak Bay High School replacement project is ahead of schedule and is on budget. The new small gym is being used by the students. Students will be moved out of the East wing over the Spring Break in order to start the demolition.
- The seismic upgrade of Quadra Elementary School is complete and the staff and students are pleased to be back at the school.
- Phase 1 of the seismic upgrade of Tillicum Community School was completed during the summer of 2014. Phase 2 will be completed during the summer of 2015.
- The seismic upgrade of George Jay Elementary School is underway and is expected to be completed by next summer. George Jay will also benefit from a new heating system.
- In order to proceed with the seismic upgrade of Cloverdale Elementary School, the plan is to move the students and staff to the Richmond Elementary School site by September 2015.
- Boiler replacements are underway at Hillcrest Elementary and Gordon Head Middle Schools.
- Half of the windows have been replaced at Esquimalt Secondary School with a plan in place to complete the window replacement project during the summer of 2015.
- The Corporation of the Township of Esquimalt has provided funding to renovate and improve the existing sport court at the Esquimalt Secondary School grounds for school and community recreational purposes. The school district will be responsible for the ongoing operation and day to day maintenance and will have priority access to the sport court for use by the school during regular school days.

Mr. Howley also stated that the Carbon Neutral Capital Project submissions are due on January 9, 2015, and that for this school year, the Ministry of Education has advised school districts that a 5 year Capital Plan submission is not required as a result of the Ministry making upgrades to their capital asset management system.

Discussion ensued amongst the Trustees with questions of clarification being asked of Mr. Howley. Chair Leonard thanked Mr. Howley for his presentation.

6. FINANCE AND LEGAL AFFAIRS

A. Bylaw 9360.01 Question Period During General Meetings of the Board of Education

Chair Leonard informed Trustees that the goal is to complete the review of Bylaw 9360.01, Question Period During General Meetings of the Board of Education and the motion regarding Digital Recording of Board Meetings. The final draft of Bylaw 9360.01 and the digital recording motion will be presented to the Board, along with the final draft of Bylaw 9360, General Meeting of the Board which was finalized at the October 14, 2014 meeting, once all three items have been approved by the Committee.

Trustees agreed, by majority vote, to the following changes to Bylaw 9360.01:

Items 1 and 2 - Add "There are two ways to submit a question to the Board of Education:" and combine the two items as follows:

- i) As an alternative to attending a board meeting, individuals wishing to ask the Board of Education a question are encouraged to submit their question to the "Question" link on the District website.
- ii) During board meetings all questions shall be submitted in written form and signed by the person posing the question, who shall be in attendance.

Item 4 - Delete the words "into a box on the District Leadership Team table" and add "to the Deputy Superintendent". Delete the words "District Presentation portion of the agenda" and add "start of the Question Period."

Item 6 - Replace "staff member" with "person".

Item 8 - Add a second sentence "All answers given at the board meeting will be recorded in the minutes."

Item 9 - Add a second sentence "The writer of any question ruled out of order will be contacted and the question ruled out of order will be brought to the next in-camera board meeting."

Item 10 - Remove the word "inordinate" and add the words "exceeding thirty (30) minutes" after the word "workload".

The Committee supported that the following motions be brought forward to the November 17, 2014 Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* at the November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

That Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* be:

Read a first time the 17th day of November 2014;

Read a second time the 17th day of November 2014;
Read a third time, passed and adopted the 17th day of November 2014 and that
Bylaw 9360.01 be enacted effective January 2015.

B. Digital Recording of Board Meetings

Trustees agreed to remove “No other recordings will be permitted except media outlets” from the criteria listed in the motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve the digital recording of board meetings effective January 2015 using the following criteria:

- 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.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.

Motion Carried Unanimously

C. Bylaw 9360 General Meeting of the Board

The Committee supported that the following motions be brought forward to the November 17, 2014 Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9360 *General Meeting of the Board* at the November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

That the revised Bylaw 9360 *General Meeting of the Board* be:

Read a first time the 17th day of November 2014;
Read a second time the 17th day of November 2014;
Read a third time, passed and adopted the 17th day of November 2014 and
that the revised Bylaw 9360 be enacted effective January 2015.

7. **PUBLIC DISCLOSURE OF IN-CAMERA ITEMS** - None

8. **NEW BUSINESS/NOTICE OF MOTION** – None

9. **GENERAL ANNOUNCEMENTS** - None

10. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:10 p.m.



BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

November 10, 2014

TO: Operations, Policy and Planning Committee
FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee
RE: **Bylaw 9360 General Meeting of the Board**

At the October 14, 2014 Operations, Policy and Planning Committee meeting, the following motion was carried unanimously:

"That the Board of Education of School District No. 61 (Greater Victoria) approve the final draft of Bylaw 9360, General Meeting of the Board and present it at the next Board meeting, along with the final draft of Bylaw 9360.01, Question Period During General Meetings of the Board of Education and the motion regarding Digital Recording of Board Meetings, once those items have been approved by the Committee."

The final draft of Bylaw 9360 *General Meeting of the Board* is included in the Operations, Policy and Planning Committee agenda package. The following motions are recommended to the Board of Education:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9360 *General Meeting of the Board* at the November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

Recommended Motion:

That the revised Bylaw 9360 *General Meeting of the Board* be:

Read a first time the 17th day of November 2014;
Read a second time the 17th day of November 2014;
Read a third time, passed and adopted the 17th day of November 2014 and that the revised Bylaw 9360 be enacted effective January 2015.

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 (numbers and time 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
6. Wherever possible, the public will be encouraged to attend a Committee meeting rather than a Board meeting in order to facilitate dialogue with the public before decisions are made. 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. The agenda shall be prepared and circulated by the Chair of the Board.
 9. 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.
 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, partner groups and the public (website) through the Secretary-Treasurer's office on the day after 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: _____, 2014



BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

November 10, 2014

TO: Operations, Policy and Planning Committee

FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee

RE: **Bylaw 9360.01 Question Period During General Meetings of the Board of Education**

The final draft of Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* is presented to the Operations, Policy and Planning Committee for discussion and recommendation to the Board of Education.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* at the November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

Recommended Motion:

That Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* be:

Read a first time the 17th day of November 2014;

Read a second time the 17th day of November 2014;

Read a third time, passed and adopted the 17th day of November 2014 and that Bylaw 9360.01 be enacted effective January 2015.

FINAL DRAFT

From OPPS
November 10, 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. There are two ways to submit a question to the Board of Education:
 - i) As an alternative to attending a board meeting, individuals wishing to ask the Board of Education a question are encouraged to submit their question to the "Question" link on the District website.
 - ii) During board meetings all questions shall be submitted in written form and signed by the person posing the question, who shall be in attendance.
2. All questions will be directed to the Board Chair.
3. Questions will be submitted to the Deputy Superintendent prior to the start of the Question Period. 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.
4. The Question Period will be limited to 15 minutes.

5. The Board Chair, with assistance from the Superintendent of Schools, may direct the question to the appropriate person. If the question is not answered at the meeting, the individual asking the question will be contacted in a timely manner.
6. There will be a limit of one question per person.
7. All questions will be included in the board minutes unless ruled out of order. All answers given at the board meeting will be recorded in the minutes.
8. The Board Chair has discretion to call questions out of order. The writer of any question ruled out of order will be contacted and the question ruled out of order will be brought to the next in-camera board meeting.
9. Answers to questions must not result in staff workload exceeding thirty (30) minutes.

Greater Victoria School District

Adopted: _____, 2014

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

November 17, 2014

TO: Board of Education

FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee

RE: **Digital Recording of Board Meetings**

The recommendations of the Sub-Committee on Public Engagement with respect to the digital recording of meetings were discussed at the May, June and November Operations, Policy and Planning Committee meetings. The following motion is presented for discussion and recommendation to the Board of Education:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the digital recording of board meetings effective January 2015 using the following criteria:

- 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.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.



OFFICE OF THE
SECRETARY-TREASURER

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

TO: Board of Education

FROM: Debra Laser, Secretary-Treasurer

DATE: November 17, 2014

RE: **Trustee Remuneration**

In 2005, the Board of Education passed a motion for the Secretary-Treasurer to automatically review, every three years, the remuneration for Trustees and compare the amount to the average total remuneration paid to Trustees in the five British Columbia school districts closest in student population to the Greater Victoria School District. The five school districts include Burnaby, Central Okanagan, Richmond, Langley and Abbotsford.

The current trustee remuneration of \$17,424 has been in place since 2009. The Board declined the increase of \$1,846 in 2012. The stipends for the Chair and Vice-Chair are \$3,000 and \$1,500 respectively.

Based on the average of the five comparable school districts, the Trustee remuneration will be adjusted from \$17,424 to \$20,486 (increase of \$3,062) effective December 1, 2014. The stipends for the Chair and Vice-Chair will remain unchanged at \$3,000 and \$1,500 per annum.

The amount of up to \$2,000 annually per Trustee for meetings, conferences and professional development will remain unchanged.

This item is provided for information.

A handwritten signature in blue ink, appearing to read 'Debra Laser', written over a horizontal line.

Debra Laser, Secretary-Treasurer

2014-10 BCSTA Provincial Council Disposition of Motions

NO.	TITLE	SPONSOR	MOTION	DISPOSITION
2014-10 PROVINCIAL COUNCIL				
2014-10 PC	9.1 North West Branch Constitution and Bylaws	North West Branch	That Provincial Council approve the amended <i>Constitution and Bylaws</i> of the North West Branch.	Carried
2014-10 PC	9.2 Use of @bcedplan Social Media Accounts	SD57 (Prince George)	That BCSTA write a letter to the Ministry of Education expressing extreme disappointment that the BC Ed Plan social media accounts were used to promote the bargaining position of BCPSEA and the provincial government; and, asking the Ministry to immediately create and implement a plan to rebuild trust in the BC Ed Plan.	Carried
2014-10 PC	9.3 Wage Increase for Excluded Employees	SD58 (Nicola-Similkameen)	That BCSTA urge the Ministry of Finance and the Ministry of Education and BCPSEA to immediately remove the compensation freeze on PVP and exempt staff, authorize salary and benefit increases to PVP and exempt staff at least consistent with the increases provided to other employees in the K-12 education sector over the last number of years, and fully fund the costs of providing these salary and benefit improvements.	Carried as amended
2014-10 PC	9.4 New and Replacement Schools	SD60 (Peace River North)	That the BCSTA urge the Ministry of Education to: (a) authorize school districts to submit annual capital plans for new and replacement schools for 2014/2015; and, (b) continue to review and approve capital plans during the 2014/2015 fiscal year.	Carried
2014-10 PC	9.5 Student Location Factor	SD60 (Peace River North)	That BCSTA urge the Ministry of Education to correct the flaw in the "Student Location Factor" formula in that it measures population density (the school age population for a region is divided by the area in square kilometres) rather than measuring population dispersion within the region (where students are located in relation to their schools). The formula does not account for rural students who do not have a school (i.e. high school) in their region and need to be transported longer distances.	Carried
2014-10 PC	9.6 Membership of SD8 Kootenay Lake	Board of Directors	That pursuant to <i>BCSTA Bylaw 13(b)</i> , SD8 (Kootenay Lake) is suspended from all its rights and privileges of membership including, without limitation, all its voting rights until such time as its full membership fees for the 2014-2015 year are paid to the Association.	Carried