



The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, October 17, 2011 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road

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**AGENDA**

**A. COMMENCEMENT OF MEETING**

- A1. Approval of the Agenda (p 01-02)
- A2. Approval of the Minutes
  - a) Approval of the September 19, 2011 Regular Minutes (p 03-07)
- A3. Business Arising from the Minutes
- A4. Student Achievement
  - a) Me to We – Monterey Middle School – Sherri Bell
- A5. District Presentation
  - a) John Fawcett, District Principal, Student Services (2011-2012 United Way Campaign)
- A6. Community Presentations (5 minutes per presentation)
- A7. Trustees' Reports

**B. CHAIRMAN'S REPORT**

**C. BOARD COMMITTEE REPORTS**

- C1. Education Policy Development Committee Meeting
  - a) Minutes from the October 3, 2011 meeting – information only (p 08-10)
  - b) Success by 6

Recommended Motion:

That the Greater Victoria Board of Education write a letter to the British Columbia School Trustees' Association (BCSTA) advising them of the goals of the Success by 6 organization and ask that a partnership with the BCSTA be created so that trustees across the province can work hand in hand with Success by 6 to ensure that students have a greater degree of readiness when entering into the public school system.

**Recommended Motion:**

That the Greater Victoria Board of Education continues to be an active partner with Success by 6 and PLAY (Partnership, Learning and Advocacy for Young Children) and their initiatives in the development of literacy of infants and preschoolers.

**Recommended Motion:**

That the Greater Victoria Board of Education will ask each of their schools to participate in the Success by 6 funded project "1000 x 5, The Children's Book Recycling Project" which collects gently used children's books to distribute to families attending Greater Victoria School District Strong Start Centres and other community agencies.

- D. DISTRICT LEADERSHIP TEAM REPORTS**
  - D1. Superintendent's Report**
  - D2. Secretary-Treasurer's Report**
- E. REPORTS FROM TRUSTEE REPRESENTATIVES**
- F. NEW BUSINESS/NOTICE OF MOTIONS**
- G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**
- H. ADJOURNMENT**



The Board of Education of School District No. 61 (Greater Victoria)  
September 19, 2011 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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**MINUTES**

**Present:**

Trustees Tom Ferris, Chair, Dave Pitre, Vice-Chair, Catherine Alpha, Jim Holland, Bev Horsman, Elaine Leonard, Peg Orcherton, John Young

**Administration:**

John Gauptman, Superintendent of Schools, George Ambeault, Secretary-Treasurer, Sherri Bell, Associate Superintendent, Pat Duncan, Associate Superintendent, Deborah Courville, Associate Superintendent, Debra Laser, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities Services, Dave Scott, Director of International and Continuing Studies, Vicki Hanley, Recording Secretary

**Invited Guests:** Bill Gilhooly, Assistant Auditor General, Office of the Auditor General of British Columbia

**Regrets:** Trustee, Michael McEvoy

The meeting was called to order at 7:32 p.m.

**A. COMMENCEMENT OF MEETING**

Chair Ferris welcomed Bill Gilhooly, Assistant Auditor General, Office of the Auditor General of British Columbia to the meeting.

**A1. Approval of the Agenda**

It was moved and seconded

That the September 19, 2011 Agenda be approved.

**Motion Carried**

**A2. Approval of the Minutes**

a) It was moved and seconded

That the June 20, 2011 Regular Minutes be approved.

**Motion Carried**

**A3. Business arising from the Minutes**

Trustee Alpha enquired about the status of the Stantec Consulting Ltd. Report, and it was agreed that it should be discussed at a future meeting.

Trustee Alpha enquired as to when the Wi-Fi Committee would be reconvening. No dates were given regarding reconvening the Wi-Fi Committee.

**A4. Student Achievement****a) Central Middle School Opening**

Associate Superintendent Courville, introduced Simon Burgers, Principal, Central Middle School and five students from the school. The students presented a slide show of the first week of school at the new seismically upgraded Central Middle School. Each of the students explained what the school means to them and the pride they feel attending a great school. Vice-Chair Pitre thanked the students for their presentation and gave a history of his time as Principal at the 'old' Central Middle School.

**A5. District Presentation**

- a) Chair Ferris introduced and welcomed Paul Knapik, Custodial Foreman, CUPE Local 382. Mr. Knapik was presented with a Certificate of Appreciation for all of his hard work and that of his Facilities team over the summer months getting the schools ready for opening day.

**A6. Community Presentations**

- i) David Bratzer, Parent, stated his concern regarding District Policy 5131.4 (Substance Abuse).
- ii) Ray Travers, Western Front Association, introduced his colleagues from the Western Front Association. Mr. Travers spoke to the development of a protocol for establishing memorials, and suggested different types of trees that would be suitable for replacing the Victoria High School trees.
- iii) Gilles Larose, President, CUPE Local 382 stated that he supports the Secretary-Treasurer's motion under D2 (a). Mr. Larose recommends that the unrestricted funds be held for next year's budget and not be spent in the current year.
- iv) Brad Hall, President, CUPE Local 947 also stated that he fully supports the Secretary Treasurer's motion under D2 (a) and said that the unrestricted surplus should be held for the 2012-2013 budget.

**A7. Trustees' Reports**

Vice-Chair Pitre asked that Trustees consider attending the Vancouver Island School Trustees Association AGM at the end September. Vice-Chair Pitre referred to recent public presentations and the passion and insight that the public brings to the Board. Vice-Chair Pitre emphasized that the Board has a duty and a responsibility to work with respective communities on what is best for our students, however, it should be understood that there are protocols in place to take care of business at the school level and the Board of Education should be respectful of these protocols.

**B. CHAIRMAN'S REPORT**

Chair Ferris reported that the Trustees have been visiting District schools over the past two weeks and thanked them for doing so. Chair Ferris welcomed everyone to the new school year.

**B1. 2011/2012 Board of Education and Standing Committee Meeting Dates**

Trustees stated their concerns with the proposed number of combined meeting dates which may hinder the public in their ability to attend the meetings.

Chair Ferris stated that in most cases the combined meeting dates was due to statutory holidays.

It was moved and seconded

That the 2011 Board of Education and Standing Committee meeting dates be approved.

**Motion Carried**

It was moved and seconded

That the December, 2011 Standing Committee meetings be held only if extraordinary circumstances arise which require action.

**Motion Carried**

## C. BOARD COMMITTEE REPORTS

### C1. Joint Education Policy Development and Operations, Policy and Planning Committee

- a) The September 12, 2011 meeting minutes were presented for information.
- b) Northridge Elementary School – Statutory Right of Way Request.

It was moved and seconded

That the Board of Education of School District No. 61 (Greater Victoria) gives all three readings of the Disposal (Right-of-Way) of Real Property Bylaw 11-03 at the September 19, 2011 Board meeting.

**Motion Carried Unanimously**

It was moved and seconded

That the Board of Education of School District No. 61 (Greater Victoria) approves the Disposal (Right-of-Way) of Real Property Bylaw 11-03, being a bylaw to grant a Statutory Right-of-Way to the Corporation of the District of Saanich on the property legally described as Lot 2, Section 99, Lake District, Plan 15215, PID 004-227-514 (Northridge Elementary School) to proceed with making improvements to the domestic water piping system related to the school fire sprinkler project.

**Motion Carried**

## D. DISTRICT LEADERSHIP TEAM REPORTS

### D1. Superintendent's Report

- a) Superintendent Gaipman distributed the attached report that he compiled regarding the Victoria High School Memorial Trees. Superintendent Gaipman reminded the Board that the rededication ceremony at Victoria School is scheduled for November 10, 2011.

Vice-Chair Pitre proposed the following motion.

It was moved and seconded.

That all matters relating to the rededication of the Victoria High School trees be left to the staff, students and alumni of Victoria High School.

Discussion ensued amongst the Trustees with respect to the wording and intent of the motion.

Trustee Horsman proposed an amended motion. Vice-Chair Pitre agreed to withdraw his motion.

It was moved and seconded.

That the Board supports the recommendation of the Victoria High School staff, students, and alumni, The Canadian Club of Victoria, and The Victoria Remembrance Day Committee Poppy Fund for the rededication of the planting of the ten red maple trees.

**Motion Carried Unanimously**

It was moved and seconded.

That a plaque be placed on the Victoria High School site for the memorial and rededication of a maple tree in Jack Dowler's name.

**Motion Carried Unanimously**

- b) Superintendent Gaipman advised that school start up went exceptionally smooth this year. He thanked Central Middle School students for their excellent presentation and stated that it is a great tradition having students come to the Board meetings to make presentations. Superintendent Gaipman congratulated Paul Knapik on his Certificate of Appreciation and commented on the excellent quality and dedication of our Facilities staff.

## **D2. Secretary-Treasurer's Report**

### **a) 2010/11 Audited Financial Statements**

Secretary-Treasurer Ambeault, welcomed and introduced Mr. Bill Gilhooly, Assistant Auditor General, Office of the Auditor General of British Columbia.

Mr. Gilhooly explained that this is the first of five years that the Auditor General's Office will be auditing the Greater Victoria School District and that the audit findings did not identify any significant deficiencies in the internal control. The audit report will be issued after the Board's approval of the financial statements.

Associate Secretary-Treasurer Laser presented an overview of the financial statements and provided answers to questions asked by the Trustees.

It was moved and seconded.

That the internally restricted surplus appropriation as shown on Statement 1 of the Financial Statements, being held for school level funds (note A), unspent project budgets (note B), purchase order commitments (note C), and the previously approved budgeted surplus (note D) be approved.

**Motion Carried Unanimously**

Associate Secretary-Treasurer Laser stated that based on the information available at this time, the deficit for the 2012/2013 school year is projected to be in the \$5 to \$6 million range.

It was moved and seconded.

That the June 30, 2011 unrestricted operating surplus of \$ 835,331 be carried forward to be applied towards the 2012/2013 projected deficit.

**Motion Carried Unanimously**

Trustees thanked Associate Secretary-Treasurer Laser and her staff for their excellent work.

It was moved and seconded.

That the audited financial statements of the Board of Education of School District No. 61 (Greater Victoria), for the year ended June 30, 2011, be approved.

And that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

**Motion Carried Unanimously**

**b) Statement of Financial Information (SOFI)**

Secretary-Treasurer Ambeault provided an overview of the annual Statement of Financial Information Report as mandated by the Province's *Financial Information Act* listing all employees with salaries exceeding \$75,000 plus expenses, and payments to third parties in excess of \$25,000.

It was moved and seconded.

That the Board approves the schedules as required by the Financial Information Act for the period July 1, 2010 to June 30, 2011.

**Motion Carried Unanimously**

**E. REPORTS FROM TRUSTEE REPRESENTATIVES**

None.

**F. NEW BUSINESS/NOTICE OF MOTIONS**

None.

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None.

**H. ADJOURNMENT**

It was moved and seconded

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 9:00 p.m.

**CERTIFIED CORRECT**

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Secretary-Treasurer

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Chairman



Education Policy Development Committee  
October 3, 2011 Meeting –George Jay Elementary School, Library

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**REGULAR MINUTES**

**Present:**     **TRUSTEES**  
Bev Horsman, Chair, Education Policy Development Committee  
Tom Ferris  
Dave Pitre  
Catherine Alpha  
Michael McEvoy  
Peg Orcherton  
John Young

**ADMINISTRATION**  
John Gaiptman, Superintendent of Schools  
George Ambeault, Secretary-Treasurer  
Deb Courville, Associate Superintendent  
Janine Roy, District Principal, Learning Initiatives  
Kirsten Harris, Recording Secretary

The meeting was called to order at 7:01 p.m.

Leslie Lee, Principal of George Jay Elementary welcomed the committee to the school. She commented on the diversity of students who attend the school and introduced Terri Smith, Vice Principal and teacher at George Jay who demonstrated some of the approaches she uses to engage the diverse range of students, including the use of document cameras and iPads.

Mrs. Lee commented that the technology that they are using in the school is making a huge difference to the children at the school especially in the area of communication.

**1. APPROVAL OF THE AGENDA**

It was moved and seconded

That the October 3, 2011 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved and seconded

That the September 12, 2011 Operations, Policy and Planning Committee and Education Policy Development Committee regular minutes be approved.

**Motion Carried**



### **3. BUSINESS ARISING FROM MINUTES**

Based on a query raised by a parent at the September 12, 2011 combined Operations, Policy and Planning and Education Development Policy Committee meeting, District Principal Janine Roy investigated code of conduct policies in BC school districts.

She reported that the Ministry of Education has directives in place for codes of conduct which the GVSD, along with other districts across the province, follows. In looking at examples from other districts, some have a values statement, while others include policies which GVSD already has in place such as our suspension policy. Further research will be done to see what our policies are. We will report back at the next meeting.

### **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. Success by 6**

Trustee Dave Pitre talked about the history of the 'Success by 6' program which he has been involved with since 2007 when he was an Associate Superintendent with the Greater Victoria School District. He explained how partnership with a community based program such as this is so important in the success of our children's education. Mr. Pitre talked about his background with the program and introduced Jan White, Program Coordinator of Success by 6 and PLAY (Partnership, Learning and Advocacy for Young Children), and Colleen Hobson, Executive Director of Saanich Neighbourhood Place.

Jan White explained that the 'Success by 6' program is a partnership of business, government and the United Way, providing a coordinated approach which focuses on early childhood development in our community. The locally made decisions with regard to programs and funding are made based on research results provided by the EDI (Early Development Instrument) assessments in Kindergarten.

Ms. White introduced Eileen Eby, a retired District Principal, who spoke about the 1000X5 Children's Book Recycling Project she is coordinating in cooperation with the Greater Victoria School District and Saanich Neighbourhood Place. The 1000X5 project is funded by 'Success by 6'. The project is based on the belief that if a child hears 1000 books by age 5, he or she is much better prepared to enjoy and succeed in learning.

Ms. Eby coordinates the collection of gently used books which are donated by families to twelve of our schools. The books are for children 0-5 years so a dedicated group of volunteers, made up of teachers, administrators and board members, sorts the books and packages them as gifts for distribution through the StrongStart Centres and through Saanich Neighbourhood Place. In six months, the program has donated 7000 books at an estimated value of \$70,000.00 for children to take home and keep for their home libraries. The goal of the project is to donate \$1,000,000 in books in five years.

Trustee Pitre then introduced three motions with respect to the 'Success by 6' program. Discussion took place after each motion was introduced and all three were passed unanimously.

It was moved and seconded

That the Greater Victoria Board of Education write a letter to the British Columbia School Trustees' Association (BCSTA) advising them of the goals of the Success by Six organization and ask that a partnership with the BCSTA be created so that trustees across the province can work hand in hand with Success by Six to ensure that students have a greater degree of readiness when entering into the public school system.

**Motion Carried**

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That the Greater Victoria Board of Education continues to be an active partner with Success by Six and PLAY (Partnership, Learning and Advocacy for Young Children) and their initiatives in the development of literacy of infants and preschoolers.

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**Motion Carried**

## **B. StrongStart**

Janine Roy provided information about the beginning of the StrongStart program in the Greater Victoria School District and what the program consists of. There are now 6 centres open with George Jay being the first, and attendance is very high. Wendy Meechan, Early Childhood Educator at George Jay's Strong Start Centre commented that there were 40 children and their caregivers in attendance today and that the registrations are currently at 178 children.

## **9. ADJOURNMENT**

It was moved and seconded

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:45 p.m.