

OPERATIONS, POLICY AND PLANNING COMMITTEE

Tuesday, February 10, 2015 at 7:30 P.M.

REGULAR MEETING

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

OPPs Agendas and Minutes available at:

<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>

**NEXT ED POLICY/OPPs MEETING IS
SCHEDULED FOR:**

Monday, March 2, 2015 at 7:00 P.M.

OPERATIONS, POLICY AND PLANNING COMMITTEE

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Tuesday, February 10, 2015 – 7:30 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Leonard

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			
2. APPROVAL OF THE MINUTES			
A. Operations, Policy and Planning Committee Meeting of Monday, January 12, 2015			Pgs. 1-7
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
5. FINANCE & LEGAL AFFAIRS			
A. Budget Discussion → 2014-2015 Amended Annual Budget	Debra Laser	Motion	Pgs. 8-24
B. Regulation 2120.7 District Principal - Educational Staffing	Kim Munro	Information	Pgs. 25-29
C. Regulation 2121.014 Coordinator - Educational Staffing	Kim Munro	Information	Pgs. 30-32
D. Delete Policy 4144.1 Workmen's Compensation	Kim Munro	Motion	Pgs. 33-34
E. Policy & Regulation 2120.025 Director of Human Resource Services	Sherri Bell	Motion	Pgs. 35-41
F. BCSTA Costs and Services	Debra Laser	Information	Pg. 42
6. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
7. NEW BUSINESS/NOTICE OF MOTION			
A. Trustee McNally - Amendment to Bylaw 9368 - Procedure			
<p>That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9368 Procedure, Article 107.00, to replace the word "<i>challenge</i>" with "<i>appeal</i>" and to insert before the last sentence "<i>The Chair will call for debate on the merit of the appeal according to Robert's Rules of Order.</i>"</p>			
B. Trustee Paynter - Evaluate Current District Funding Levels			
<p>That the Board of Education of School District No. 61 (Greater Victoria) direct the Needs Budget Committee to evaluate current district funding levels and allocations in consultation with the Superintendent and Secretary-Treasurer and report to the Board with recommendations and rationale for funding levels necessary to meet its operational requirements and to discharge its responsibility for the improvement of student achievement in the school district.</p>			

C. Trustee McNally - Policy 1250 Trustee/School Liaison

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 1250 Trustee/School Liaison to add "*If invited by a teacher, Trustees may visit schools without giving prior notice, but will check in at the school office.*"

D. Trustee McNally - Regulation 4300 District Health and Safety Committee

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to add to the list of Committee representatives in Regulation 4300 District Health and Safety Committee "*one Trustee, to be appointed by the Board Chair.*"

8. GENERAL ANNOUNCEMENTS

9. ADJOURNMENT



**Operations, Policy and Planning Committee Meeting
January 12, 2015 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Tom Ferris, Edith Loring-Kuhanga, Diane McNally, Deborah Nohr, Peg Orcherton (left 9:30 p.m.), Rob Paynter, Jordan Watters, Ann Whiteaker

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, Mark Walsh, Manager, Labour Relations, Kim Munro, Director of Human Resource Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:39 p.m.

Superintendent Bell introduced Monica Watkins, Student Representative from Victoria 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 January 12, 2015 regular agenda be approved with the addition of a Notice of Motion from Trustee Nohr and Trustee Watters.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

That the November 10, 2014 Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS

A. Peter Milne - Policy, Practice and Responsibility

Mr. Milne presented information regarding Wi-Fi in schools and provided a handout that included a Wi-Fi reference and resource list. Superintendent Bell informed the Committee that Rogers Elementary School is the only school that at the end of last year had not started the parent consultation process related to implementing Wi-Fi in the school.

5. FINANCE AND LEGAL AFFAIRS

A. 2014-2015 Funding Update

Secretary-Treasurer Laser provided the Committee with an overview of the final 2014/2015 funding announcement received from the Ministry of Education in December 2014.

Secretary-Treasurer Laser stated that the final grant funding shows a net increase of \$2,723,742 as compared to the 2014/2015 preliminary grant and includes the release of provincial holdback funds in the amount of \$1,419,072. The structural deficit for the 2015-2016 school year is estimated to be \$8.3 million; however, after applying the unrestricted operating surplus of \$4.3 million from the 2013-2014 school year and the provincial holdback funds of \$1.4 million, the budget shortfall is estimated to be \$2.6 million. The final grant funding will be reflected in the 2014/2015 Amended Annual Budget which will be presented at the February Board of Education meeting. Trustees asked questions of clarification of Secretary-Treasurer Laser.

B. Yearly Budget Plan and Summary of Partner Group Budget Input 2015-2016

Secretary-Treasurer Laser reviewed the 2015-2016 Budget Plan and explained that the Summary of Partner Group Budget Input reflects the responses received from the input request made to School Planning Councils and Education Partner Groups in October 2014. Included with the summary of responses was a scattergram summary of the priority areas. The documents will be posted to the District website under the Financial section.

6. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

7. NEW BUSINESS/NOTICE OF MOTIONS

Chair Leonard suggested that, beginning in February, the Operations Policy and Planning agenda include a section called "*Budget Discussions*" to provide for dedicated time for trustees and stakeholders to engage in discussion about the budget. Trustees agreed with Chair Leonard's suggestion.

A. Trustee McNally - Budget Ad Hoc Committee

Trustee McNally withdrew her 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.
- Motion Withdrawn**

B. Trustee Nohr - IT Directions, Priorities and Goals

Trustee Nohr advised that she wanted to amend her motion to add the words “earliest possible” before Operations, remove the word “and” following the word “priorities”, and add the words “and project costs to the District for 2013-2014 and 2014-2015” after the word “goals”.

That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a report at the Operations, Policy and Planning meeting outlining the current and long-term IT directions, priorities and departmental goals.

Discussion ensued amongst Trustees with clarification provided on the types of costs to be included. Chair Leonard called for the vote on the amended motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a report at the earliest possible Operations, Policy and Planning meeting outlining the current and long-term IT directions, priorities, departmental goals and project costs to the District for 2013-2014 and 2014-2015.

Motion Carried Unanimously

C. Trustee Nohr - Initiatives of the Health and Safety Advisor

Trustee Nohr advised that she wanted to amend her motion to replace the words “health and safety” with “Wellness and Attendance Support” and add the words “as well as cost recovery from the attendance awareness program.” after the word “associated”.

That the Board of Education of School District No. 61 (Greater Victoria) request senior management to provide an update on the initiatives of the health and safety advisor to date and going forward including an explanation of Homewood Health and the costs associated.

Discussion ensued amongst the Trustees with concerns raised about the limited amount of information collected at this time due to job action and the fact that the program only started in April 2014. Chair Leonard called for the vote on the amended motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) request senior management to provide an update on the initiatives of the Wellness and Attendance Support Advisor to date and going forward including an explanation of Homewood Health and the costs associated as well as cost recovery from the attendance awareness program.

Motion Carried

For: Trustees Nohr, Watters, Paynter, Loring-Kuhanga, and McNally

Against: Trustees Orcherton, Whiteaker, Ferris, and Leonard

D. Trustee Nohr - Funding Proposal for Teachers

Trustee Nohr presented her motion.

Discussion ensued amongst Trustees. Superintendent Bell and Secretary-Treasurer Laser informed Trustees that legal advice had been sought regarding the application of our local collective agreement language with respect to processing the September teachers' payroll. The school district has followed the local collective agreement language. The School District subsequently requested funding from the Ministry of Education to pay an additional day, but the request was denied as the Ministry will not provide funding beyond the local collective agreement language. Secretary-Treasurer Laser advised that the cost of paying an additional day is approximately \$424,000 and would result in increasing the budget shortfall for the next school year.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) request that the Superintendent and Secretary-Treasurer provide three possible funding proposals for the teachers' \$400,000 salary / benefits to pay for the eighth day of work in September upon teachers' return to the classroom after the strike settlement.

Motion Carried

For: Trustees Nohr, Watters, Paynter, Loring-Kuhanga, and McNally

Against: Trustees Orcherton, Whiteaker, Leonard, and Ferris

E. Trustee Orcherton - "Fully Funded" Public Education

Trustee Orcherton withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) set aside an hour on the Operations Policy and Planning Committee Agenda(s) to engage in ongoing discussions with Trustees, stakeholder groups and the Public on defining what "Fully Funded" Public Education is.

Motion Withdrawn

Trustee Orcherton left the meeting at 9:30 p.m.

F. Trustee Watters - BCSTA Motion

Trustee Watters stated that she wanted to amend her motion to replace the words "Provincial Council" with "Annual General Meeting (April 2015)" and add the words "on their territory" after the word "welcome".

That the Board of Education of School District No. 61 (Greater Victoria) send a motion to BCSTA to be considered for addition to their upcoming Provincial Council agenda requesting that the BCSTA resolve to invite a local First Nations representative to conduct a traditional welcome at all provincial BCSTA conferences and academies.

Discussion ensued amongst the Trustees. Chair Leonard called for a vote on the amended motion.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) send a motion to BCSTA to be considered for addition to their upcoming Annual General Meeting (April 2015) agenda requesting that the BCSTA resolve to invite a local First Nations representative to conduct a traditional welcome on their territory at all provincial BCSTA conferences and academies.

Motion Carried Unanimously

G. Trustee Watters - BCSTA Costs and Benefits

Trustee Watters presented her motion. Discussion ensued amongst Trustees. Secretary-Treasurer Laser advised that she would be able to provide the cost of membership and conference attendance but that she would not be able to quantify the value of services received from the BCSTA.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) request that the Secretary-Treasurer prepare a report, to be included as an information item for discussion at the February 10, 2015 OPPs meeting, on the financial costs and benefits of BCSTA membership to the district over the last 3 years including all association fees and conferences and the value of any services received.

Motion Carried

For: Trustees Nohr, Watters, Whiteaker, Paynter, Loring-Kuhanga, McNally, and Leonard
Against: Trustee Ferris

H. Trustee Watters - Letter to Minister re: Graduated Adult Funding

Trustee Watters presented her motion. Discussion ensued amongst Trustees.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Minister of Education calling upon him to reverse his December 4, 2014 decision to stop funding graduated adult upgrading courses offered through the province's K-12 public school system.

Motion Carried Unanimously

I. Trustee McNally - Strategic Plan

Trustee McNally presented her motion. Discussion ensued amongst Trustees.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to conduct research on examples, costs and process for establishing a Strategic Plan, and report back to the Board with preliminary information at the earliest possible OPPs meeting.

Motion Carried Unanimously

J. Trustee McNally - Monthly Progress Report on Board Motions

Chair Leonard called for a vote as no discussion was required.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to provide a printed Monthly Progress Report on all motions at Board Meetings attached to the agenda pickup so that Trustees and stakeholders can follow the progress of motions that have come to Standing Committees or the Board agendas, record to go back four months in hard copy.

Motion Carried Unanimously

K. Trustee McNally - Web Page for Disposed Motions

Chair Leonard called for a vote as no discussion was required.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to construct a web page on the SD61 website to be a running record of disposal of motions at the Board table on an annual basis, organized by month, to be archived on the page in a form easily accessible to all stakeholders, annually in December of each year.

Motion Carried Unanimously

L. Trustee McNally - Amendment to Bylaw 9368 - Procedure of Board Meetings

Trustee McNally requested that her motion be deferred to the February OPPs meeting.

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9368 Procedure of Board Meetings thus (following process in Bylaw 9010 Bylaws of the Board): 1. To agree to all three readings of this proposed amendment at the Board meeting January 19, 2014; 2. In Article 107.00, to replace "challenge" with "appeal."; 3. To insert before the last sentence "The Chair will call for debate on the merit of the appeal in reference to SD61 Bylaws and Robert's rules of Order, with comment before the vote from the Secretary-Treasurer functioning as the meeting parliamentarian."; and 4. To amend the last sentence to read "A vote to sustain the Chair or the appeal will follow debate and comment from the Secretary-Treasurer".

Motion Deferred to February OPPs

M. Trustees Nohr and Watters provided Notice of Motion for the January 19, 2015 Board of Education meeting regarding Foundation Skills Assessment (FSA).

8. GENERAL ANNOUNCEMENTS - None

9. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:55 p.m.



OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

TO: Operations Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: February 10, 2015
RE: **2014/2015 AMENDED ANNUAL BUDGET BYLAW**

The Minister has requested that school boards prepare and approve an Amended Annual Budget for the 2014/2015 school year. The Amended Annual Budget takes into account both the revenues and the expenditures arising from the actual September 30, 2014 enrolments, all grant amounts confirmed subsequent to the approval of the annual budget, all amounts carried forward from the previous fiscal year and the labor settlement amounts. As such, the Amended Annual Budget provides a better comparison to the actual results to be reported in the financial statements for the fiscal year ending June 30, 2015.

The Amended Annual Budget has been prepared based on the Public Sector Accounting standards which require the budget to include the operating, special purpose and capital funds. Consequently, the budget bylaw amount of \$212,943,661 includes the total budgeted expenses in the operating, special purpose and capital funds.

- Statement 2 of the amended annual budget document consolidates the revenue and expense budget amounts for all funds.
- The operating budget revenue and expenditure details are shown on Schedules 2, 2A, 2B and 2C.
- The special purpose fund revenue and expense details are shown on Schedules 3 and 3A.
- The capital fund revenue and expense details are shown on Schedule 4.

In order to pass the Amended Annual Budget Bylaw at one meeting, the Board must unanimously agree to give the bylaw all three readings at one sitting. The following motions are therefore recommended:

Recommended Motion:

That the Board of Education of School District No. 61 agrees to give all three readings of the 2014/2015 Amended Annual Budget Bylaw at the meeting of February 16, 2015.

Motion to be Carried Unanimously

Recommended Motion:

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2014/2015 in the amount of \$212,943,661 be:

- Read a first time the 16th day of February, 2015;
- Read a second time the 16th day of February, 2015;
- Read a third time, passed and adopted the 16th day of February, 2015;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

Attachments

Amended Annual Budget

School District No. 61 (Greater Victoria)

June 30, 2015

School District No. 61 (Greater Victoria)

June 30, 2015

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2014/2015 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$212,943,661 for the 2014/2015 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE 16th DAY OF FEBRUARY, 2015;

READ A SECOND TIME THE 16th DAY OF FEBRUARY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF FEBRUARY, 2015;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw 2014/2015, adopted by the Board the 16th DAY OF FEBRUARY, 2015.

Secretary Treasurer

School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	18,542,836	18,535,064
Adult	76,553	121,186
Total Ministry Operating Grant Funded FTE's	18,619,388	18,656,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	165,629,534	163,827,803
Other	1,401	234,696
Tuition	11,172,695	9,156,563
Other Revenue	7,845,750	8,037,026
Rentals and Leases	1,537,109	1,366,514
Investment Income	578,631	470,223
Gain (Loss) on Disposal of Tangible Capital Assets		554,419
Amortization of Deferred Capital Revenue	5,356,399	5,257,670
Long Term Lease Annual Revenue Recognition		34,420
Total Revenue	192,121,519	188,939,334
Expenses		
Instruction	174,832,730	171,803,683
District Administration	4,531,431	4,323,064
Operations and Maintenance	31,389,262	29,770,935
Transportation and Housing	1,057,590	1,031,150
Debt Services	8,033	6,060
Total Expense	211,819,046	206,934,892
Net Revenue (Expense)	(19,697,527)	(17,995,558)
Budgeted Allocation (Retirement) of Surplus (Deficit)	18,555,980	17,350,653
Budgeted Surplus (Deficit), for the year	(1,141,547)	(644,905)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,141,547)	(644,905)
Budgeted Surplus (Deficit), for the year	(1,141,547)	(644,905)

School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	186,505,114	183,646,252
Operating - Tangible Capital Assets Purchased	800,000	800,000
Special Purpose Funds - Total Expense	16,107,302	15,208,205
Special Purpose Funds - Tangible Capital Assets Purchased	195,739	63,504
Capital Fund - Total Expense	9,206,630	8,080,435
Capital Fund - Tangible Capital Assets Purchased from Local Capital	128,876	
Total Budget Bylaw Amount	212,943,661	207,798,396

Approved by the Board

_____ Signature of the Chairperson of the Board of Education	_____ Date Signed
_____ Signature of the Superintendent	_____ Date Signed
_____ Signature of the Secretary Treasurer	_____ Date Signed

School District No. 61 (Greater Victoria)
 Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(19,697,527)</u>	<u>(17,995,558)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(995,739)	(863,504)
From Local Capital	(128,876)	
From Deferred Capital Revenue	(35,554,668)	(27,143,791)
Total Acquisition of Tangible Capital Assets	<u>(36,679,283)</u>	<u>(28,007,295)</u>
Amortization of Tangible Capital Assets	7,671,378	7,557,079
Total Effect of change in Tangible Capital Assets	<u>(29,007,905)</u>	<u>(20,450,216)</u>
Use of Prepaid Expenses	60,000	60,000
	<u>60,000</u>	<u>60,000</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(48,645,432)</u></u>	<u><u>(38,385,774)</u></u>

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2015

	Operating Fund	Special Purpose Fund	Capital Fund	2015 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	18,555,980	-	47,601,948	66,157,928
Changes for the year				
Net Revenue (Expense) for the year	(17,647,649)	195,739	(2,245,617)	(19,697,527)
Interfund Transfers				
Tangible Capital Assets Purchased	(800,000)	(195,739)	995,739	-
Local Capital	(108,331)		108,331	-
Net Changes for the year	<u>(18,555,980)</u>	<u>-</u>	<u>(1,141,547)</u>	<u>(19,697,527)</u>
Budgeted Accumulated Surplus (Deficit), end of year	<u>-</u>	<u>-</u>	<u>46,460,401</u>	<u>46,460,401</u>

School District No. 61 (Greater Victoria)Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	154,259,745	154,498,521
Other	1,401	234,696
Tuition	11,172,695	9,156,563
Other Revenue	1,443,500	1,636,126
Rentals and Leases	1,530,124	1,289,586
Investment Income	450,000	350,000
Total Revenue	168,857,465	167,165,492
Expenses		
Instruction	159,577,875	157,016,172
District Administration	4,531,431	4,323,064
Operations and Maintenance	21,338,218	21,275,866
Transportation and Housing	1,057,590	1,031,150
Total Expense	186,505,114	183,646,252
Net Revenue (Expense)	(17,647,649)	(16,480,760)
Budgeted Prior Year Surplus Appropriation	18,555,980	17,350,653
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(800,000)	(800,000)
Local Capital	(108,331)	(69,893)
Total Net Transfers	(908,331)	(869,893)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	152,259,373	152,601,194
AANDC/LEA Recovery	(1,057,954)	(1,138,331)
Other Ministry of Education Grants		
Pay Equity	2,896,617	2,896,617
Education Guarantee	142,867	110,199
Teacher Quality	-	10,000
FSA Scorer Training	18,842	18,842
Total Provincial Grants - Ministry of Education	154,259,745	154,498,521
Provincial Grants - Other	1,401	234,696
Tuition		
Summer School Fees	-	56,059
Continuing Education	10,000	62,040
Offshore Tuition Fees	11,162,695	9,038,464
Total Tuition	11,172,695	9,156,563
Other Revenues		
Other School District/Education Authorities	-	5,000
LEA/Direct Funding from First Nations	1,057,954	1,138,331
Miscellaneous		
First Nation Curriculum Project	5,552	8,000
Instructional Cafeteria Revenue	45,571	82,827
Industry Training Secondary Schools	45,400	73,600
CommunityLINK Parent Contributions	80,000	80,000
Miscellaneous Grants	209,023	248,368
Total Other Revenue	1,443,500	1,636,126
Rentals and Leases	1,530,124	1,289,586
Investment Income	450,000	350,000
Total Operating Revenue	168,857,465	167,165,492

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Operating Expense by Source
 Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Salaries		
Teachers	72,719,875	73,680,856
Principals and Vice Principals	10,227,697	10,338,173
Educational Assistants	15,488,083	14,839,800
Support Staff	16,216,902	16,323,323
Other Professionals	3,087,341	3,351,174
Substitutes	7,715,560	8,062,697
Total Salaries	125,455,458	126,596,023
Employee Benefits	30,039,332	29,811,264
Total Salaries and Benefits	155,494,790	156,407,287
Services and Supplies		
Services	6,156,390	5,258,117
Student Transportation	1,058,790	1,049,052
Professional Development and Travel	979,533	1,021,714
Rentals and Leases	77,188	61,565
Dues and Fees	107,291	97,912
Insurance	445,234	442,867
Supplies	18,067,894	15,172,565
Utilities	4,118,004	4,135,173
Total Services and Supplies	31,010,324	27,238,965
Total Operating Expense	186,505,114	183,646,252

School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2015

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	54,433,819	3,253,351	1,934,106	404,026	253,379	5,257,424	65,536,105
1.03 Career Programs	662,729	73,274	299,882	14,366		37,824	1,088,075
1.07 Library Services	1,563,887	63,144		416,796		59,284	2,103,111
1.08 Counselling	1,896,467					67,747	1,964,214
1.10 Special Education	7,616,999	633,436	12,071,631	422,366	55,928	1,188,223	21,988,583
1.30 English Language Learning	1,075,551	145,720	436,671	45,578		66,794	1,770,314
1.31 Aboriginal Education	582,728	9,289	658,432	22,628	103,231	90,870	1,467,178
1.41 School Administration		5,757,598		3,392,669		82,135	9,232,402
1.60 Summer School							
1.61 Continuing Education	339,017	84,614	23,664	89,944		9,633	546,872
1.62 Off Shore Students	4,497,216	96,869	41,715	643,116	314,581	307,720	5,901,217
1.64 Other				9,912			9,912
Total Function 1	72,668,413	10,117,295	15,466,101	5,461,401	727,119	7,167,654	111,607,983
4 District Administration							
4.11 Educational Administration		109,024		164,889	552,428	18,203	844,544
4.40 School District Governance				27,807	188,874		216,681
4.41 Business Administration				1,028,289	1,100,931	57,656	2,186,876
Total Function 4	-	109,024	-	1,220,985	1,842,233	75,859	3,248,101
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	51,462	1,378	21,982	290,836	412,956	14,595	793,209
5.50 Maintenance Operations				8,475,912	105,033	374,443	8,955,388
5.52 Maintenance of Grounds				749,907		80,413	830,320
5.56 Utilities							
Total Function 5	51,462	1,378	21,982	9,516,655	517,989	469,451	10,578,917
7 Transportation and Housing							
7.41 Transportation and Housing Administration				17,861		2,596	20,457
7.70 Student Transportation							
Total Function 7	-	-	-	17,861	-	2,596	20,457
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	72,719,875	10,227,697	15,488,083	16,216,902	3,087,341	7,715,560	125,455,458

School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	65,536,105	15,774,794	81,310,899	14,452,595	95,763,494	95,297,251
1.03 Career Programs	1,088,075	259,546	1,347,621	903,246	2,250,867	2,225,955
1.07 Library Services	2,103,111	512,202	2,615,313	135,343	2,750,656	2,762,661
1.08 Counselling	1,964,214	477,709	2,441,923	11,036	2,452,959	2,403,310
1.10 Special Education	21,988,583	5,407,285	27,395,868	1,533,087	28,928,955	28,415,434
1.30 English Language Learning	1,770,314	421,729	2,192,043	208,554	2,400,597	2,560,972
1.31 Aboriginal Education	1,467,178	331,856	1,799,034	641,137	2,440,171	2,376,650
1.41 School Administration	9,232,402	2,207,683	11,440,085	329,603	11,769,688	12,186,873
1.60 Summer School	-	-	-	-	-	232,078
1.61 Continuing Education	546,872	130,866	677,738	109,080	786,818	1,138,871
1.62 Off Shore Students	5,901,217	1,402,885	7,304,102	2,716,810	10,020,912	7,403,584
1.64 Other	9,912	2,349	12,261	497	12,758	12,533
Total Function 1	111,607,983	26,928,904	138,536,887	21,040,988	159,577,875	157,016,172
2 District Administration						
4.11 Educational Administration	844,544	178,486	1,023,030	65,377	1,088,407	1,136,276
4.40 School District Governance	216,681	10,934	227,615	215,748	443,363	308,373
4.41 Business Administration	2,186,876	466,688	2,653,564	346,097	2,999,661	2,878,415
Total Function 4	3,248,101	656,108	3,904,209	627,222	4,531,431	4,323,064
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	793,209	206,939	1,000,148	650,186	1,650,334	1,771,394
5.50 Maintenance Operations	8,955,388	2,065,457	11,020,845	3,324,687	14,345,532	14,145,449
5.52 Maintenance of Grounds	830,320	177,387	1,007,707	214,041	1,221,748	1,221,250
5.56 Utilities	-	-	-	4,120,604	4,120,604	4,137,773
Total Function 5	10,578,917	2,449,783	13,028,700	8,309,518	21,338,218	21,275,866
7 Transportation and Housing						
7.41 Transportation and Housing Administration	20,457	4,537	24,994	3,307	28,301	29,251
7.70 Student Transportation	-	-	-	1,029,289	1,029,289	1,001,899
Total Function 7	20,457	4,537	24,994	1,032,596	1,057,590	1,031,150
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	125,455,458	30,039,332	155,494,790	31,010,324	186,505,114	183,646,252

School District No. 61 (Greater Victoria)
 Amended Annual Budget - Special Purpose Revenue and Expense
 Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	9,842,570	8,811,986
Other Revenue	6,402,250	6,400,900
Investment Income	58,221	58,823
Total Revenue	16,303,041	15,271,709
Expenses		
Instruction	15,254,855	14,787,511
Operations and Maintenance	852,447	420,694
Total Expense	16,107,302	15,208,205
Net Revenue (Expense)	195,739	63,504
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(195,739)	(63,504)
Total Net Transfers	(195,739)	(63,504)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		47,757	54,797	546,264	16,690	2,285,772	45,011		
Add: Restricted Grants									
Provincial Grants - Ministry of Education	879,252	3,047,448	25,437		647,285	6,200,000	192,000	66,150	398,099
Other				40,050		5,221			
Investment Income									
Less: Allocated to Revenue	879,252	3,095,205	80,234	40,050	634,254	6,205,221	237,011	66,150	398,099
Recovered					16,690				
Strike Savings Recovery					13,031				
Deferred Revenue, end of year				546,264		2,285,772			
Revenues									
Provincial Grants - Ministry of Education	879,252	3,095,205	80,234	50	634,254	6,200,000	237,011	66,150	398,099
Other Revenue				40,000		5,221			
Investment Income									
Expenses									
Salaries									
Teachers		1,897,929			160,207				
Principals and Vice Principals					12,729				
Educational Assistants		475,470			329,185		132,167		
Support Staff									
Other Professionals									40,485
Substitutes		129,635				65,000			35,452
Employee Benefits		2,503,034			502,121	65,000	132,167		75,937
Services and Supplies	852,447	592,171	80,234	40,050	109,537	10,725	31,324	14,919	14,919
	852,447	3,095,205	80,234	40,050	22,596	5,960,562	73,520	66,150	307,243
			80,234	40,050	634,254	6,036,287	237,011	66,150	398,099
Net Revenue (Expense) before Interfund Transfers	26,805					168,934			
Interfund Transfers									
Tangible Capital Assets Purchased	(26,805)					(168,934)			
	(26,805)					(168,934)			
Net Revenue (Expense)									
Additional Expenses funded by, and reported in, the Operating Fund									

School District No. 61 (Greater Victoria)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2015

	CommunityLINK	Pembroke YCC	Ledger School	Hospital Teaching	Provincial Inclusion Outreach Program	Charitable Trust	Estate Trust	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	321,133	16,830	8,399	2,106	23,295	2,200	32,998	3,403,252
Add: Restricted Grants								
Provincial Grants - Ministry of Education	3,808,096	-	220,059	-	463,589	200,000	-	9,747,415
Other	-	-	-	-	-	-	13,000	6,400,000
Investment Income	3,808,096	-	220,059	-	463,589	200,000	13,000	16,205,686
Less: Allocated to Revenue								
Recovered	3,784,944	-	212,033	-	455,388	202,200	13,000	16,303,041
Strike Savings Recovery	16,830	16,830	8,399	2,106	23,295	-	-	67,320
Deferred Revenue, end of year	23,152	-	8,026	-	8,201	-	-	52,410
	321,133	-	-	-	-	-	32,998	3,186,167
Revenues								
Provincial Grants - Ministry of Education	3,784,944	-	212,033	-	455,388	202,200	-	9,842,570
Other Revenue	-	-	-	-	-	-	13,000	6,402,250
Investment Income	3,784,944	-	212,033	-	455,388	202,200	13,000	16,303,041
Expenses								
Salaries								
Teachers	355,015	-	100,404	-	124,810	-	-	2,638,365
Principals and Vice Principals	8,969	-	4,369	-	9,212	-	-	35,279
Educational Assistants	549,772	-	47,079	-	81,967	-	-	1,615,640
Support Staff	83,783	-	-	-	19,905	-	-	103,688
Other Professionals	85,201	-	3,849	-	520	-	-	125,686
Substitutes	14,180	-	155,701	-	236,414	-	-	248,636
	1,096,920	-	155,701	-	236,414	-	-	4,767,294
Employee Benefits	260,253	-	37,877	-	54,646	-	-	1,111,452
Services and Supplies	2,427,771	-	18,455	-	164,328	202,200	13,000	10,228,556
	3,784,944	-	212,033	-	455,388	202,200	13,000	16,107,302
Net Revenue (Expense) before Interfund Transfers								
Interfund Transfers	-	-	-	-	-	-	-	195,739
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	(195,739)
Net Revenue (Expense)								
	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund	80,000	-	-	-	-	-	-	80,000

School District No. 61 (Greater Victoria)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2015

	2015 Amended Annual Budget			2014 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	1,527,219		1,527,219	517,296
Rentals and Leases		6,985	6,985	76,928
Investment Income		70,410	70,410	61,400
Gain (Loss) on Disposal of Tangible Capital Assets			-	554,419
Amortization of Deferred Capital Revenue	5,356,399		5,356,399	5,257,670
Long-Term Lease Annual Revenue Recognition			-	34,420
Total Revenue	6,883,618	77,395	6,961,013	6,502,133
Expenses				
Operations and Maintenance	1,527,219		1,527,219	517,296
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,671,378		7,671,378	7,557,079
Interest Payment				
Capital Lease		8,033	8,033	6,060
Total Expense	9,198,597	8,033	9,206,630	8,080,435
Net Revenue (Expense)	(2,314,979)	69,362	(2,245,617)	(1,578,302)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	995,739		995,739	863,504
Local Capital		108,331	108,331	69,893
Total Net Transfers	995,739	108,331	1,104,070	933,397
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	128,876	(128,876)	-	
Principal Payment				
Capital Lease	100,298	(100,298)	-	
Total Other Adjustments to Fund Balances	229,174	(229,174)	-	
Budgeted Surplus (Deficit), for the year	(1,090,066)	(51,481)	(1,141,547)	(644,905)



HUMAN RESOURCE SERVICES

556 Boleskine Road, Victoria, BC V8Z 1E8
Phone: 250-475-4191 / Fax: 250-475-4113

TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: February 10, 2015

RE: **Regulation 2120.7 District Principal - Educational Staffing**

The revised Regulation 2120.7 District Principal - Educational Staffing is being provided for your information.

REGULATION 2120.7

ASSOCIATE DIRECTOR **DISTRICT PRINCIPAL** - EDUCATIONAL STAFFING

General

Reporting to the Director of Human Resources **Services**, the Associate Director **District Principal**, Educational Staffing is responsible for establishing and implementing District staffing policies **and** setting timelines **and responding to public concerns related to staffing appointments**. To this end, the Associate Director **District Principal**, in consultation with the **Deputy/Associate Assistant Superintendents**, will be responsible for authorizing the **allocation, appointment and placement of District educational staff**. As well, the Associate Director **District Principal** will work closely with schools to ensure that staffing practices support the achievement of curricular and program goals in concert with the **District's mission and beliefs, the Achievement Contract and the Aboriginal Education Enhancement Agreement**.

Results Expected

Vision	Provides a clear vision of District educational staffing needs and an understanding of the relationship between those needs, District goals and contractual obligations .
Service	Provides an effective support system for the Director of Human Resources, Assistant Superintendents, school-based Administrators and Teachers in all staffing matters.
Interpersonal	Establishes and maintains collaborative and productive working relationships with Principals, teachers, parents, students and other District departments.

Management ————— Ensures effective and efficient management of the District’s educational staffing component.

Specific Responsibilities

- 1.0 Strategic Planning** In collaboration with the **Deputy/ Associate Assistant** Superintendents, ensures the development of District staffing practices that enhance the potential for achieving District and school goals.
- 2.0 Leadership** Provides schools and the District with support and recommendations pertaining to recruitment and selection of staff in relationship to the attainment of the District mission and goals.
- Evaluates transcripts and experience of current and newly hired educational staff to determine educational experience and qualification.**
- Provides input and support to District negotiation teams pertaining to staffing matters.
- In collaboration with Principals, provides support for staff experiencing difficulties as a result of re-assignment and/or program, curricular and technological changes.
- In collaboration with Deputy/ Associate Superintendent and Principals, works with teachers in receipt of a less than satisfactory evaluation to develop a plan of assistance.**
- Serves on District committees as required. ~~dealing with leadership, staffing, student and parent involvement, curriculum implementation and professional development.~~
- 3.0 Staffing** Determines staffing processes and timelines in consultation with the **Deputy/ Associate Assistant** Superintendents and Principals.

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Provides input and support to District Leadership Team when setting staffing service levels for Board approval.

Receives education staff requests for leaves and either approves or refers leaves to the District Leave Review Committee. Manages and monitors on going leaves. Provides allocation of professional educational staff to all schools and programs.

Authorizes the appointment and placement of all professional educational staff.

In consultation with the Deputy/ Associate Assistant Superintendents, coordinates the Principal/Vice Principal Administrative Officer selections, appointments and transfers, as well as the contract renewal process for Vice-Principals and teacher certified coordinators.

Ensures the Superintendent of Schools is kept informed regarding all professional educational staffing matters in relationship to District goals and outcomes.

4.0 Director of Human Resource Services

Provides the Director of Human Resources Services with support and direct assistance in the resolution of staffing problems including grievances and arbitrations.

5.0 Internal Relationships

Develops positive, collaborative working relationships, with the District Leadership Team, District Coordinators, and Supervisors, and partner groups. the Victoria Administrators' Association, the Greater Victoria Teachers' Association and the Allied Specialists' Association to encourage advancement of the District's mission and goals.

6.0 External Relationships

Acts as a District liaison with various Universities involved with student teacher programs.

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Participates in Joint Committee Activities.
~~Communicates with parents and other members of
the public regarding staffing concerns.~~

Reports to: Director of Human Resources **Services**

~~**Directly supervises:** _____ Coordinator, Educational Staffing~~

Greater Victoria School District

Approved: October 1995

Revised: February 1998

Revised: February 2015



HUMAN RESOURCE SERVICES

556 Boleskine Road, Victoria, BC V8Z 1E8
Phone: 250-475-4191 / Fax: 250-475-4113

TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: February 10, 2015

Re: **Regulation 2121.014 Coordinator of Educational Staffing**

The following Regulation 2121.014 will be deleted as this position no longer exists.

REGULATION 2121.014

COORDINATOR - EDUCATIONAL STAFFING

General

The Coordinator supports the Associate Director, Educational Staffing, in all aspects of the staffing process and ensures effective monitoring and reporting of staffing data.

Specific Responsibilities

1.0 District Leadership

Coordinates professional educational staffing and assists in the development of effective and equitable staffing practices.

Provides direction and advice to principals and teachers regarding the District's Staffing process.

Works collaboratively with schools to develop staffing practices that will enhance student learning activities.

2.0 Staffing

Assists with the placement and appointment of all district and school professional staff.

Monitors teachers returning from leaves, secondments and recall.

Monitors and provides assistance for the posting and selection process.

Monitors staffing allocation vs. deployment. In collaboration with the Associate Director, Educational Staffing, helps to determine staffing processes and timelines.

Assists in the recruitment selection and transfer process of administrative officers.

3.0 Records & Reports

Provides the Associate Director, Educational Staffing, with accurate records of district and school staff allocations and deployments.

Coordinates the placement and review of the District Teacher on Call list.

4.0 Internal Relationships

Develops and maintains positive, collaborative working relationships with the Human Resource Services Department, school principals and teachers.

5.0 External Relationships

Assists the Associate Director of Educational Staffing in working with the assignment and placement of student teachers.

Participates in Joint Curriculum Committee activities.

Member of the Strategic Planning Update Team.

6.0

Performs other duties as required by the Associate Director, Educational Staffing.

Reports to:

Associate Director, Educational Staffing.

Greater Victoria School District

Approved: October 1995

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TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: February 10, 2015

RE: **Policy 4144.1 Workmen's Compensation**

The collective agreements with employee groups now include language related to employees who are prevented from carrying out their regular duties by reason of an accident compensable with the Workers' Compensation Act. Therefore, the recommendation is to delete Policy 4144.1.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 4144.1, Workmen's Compensation.
--

POLICY 4144.1

WORKMEN'S COMPENSATION

Any employee who is prevented from carrying out his regular duties by reason of an accident compensable within the Workmen's Compensation Act shall receive from the Board the difference between his or her full salary and the Workmen's Compensation Board payment as long as the accumulation of sick leave benefits permit. This "difference" shall be charged against the employee's sick leave on the basis of 1/4 the number of days absent.

Greater Victoria School District

Adopted: March 19, 1973

TO: Operations, Policy & Planning Committee

FROM: Sherri Bell, Superintendent of Schools

DATE: February 10, 2015

Re: **Policy 2120.025 Director of Human Resource Services**

The revised Policy 2120.025 is being provided for your consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approves the revised Policy 2120.025, Director of Human Resource Services.

The revised Regulation 2120.025, Director of Human Resource Services is being provided for your information as part of the District Leadership Team's regular updating of policies and regulations.

POLICY 2120.025

DIRECTOR OF HUMAN RESOURCES SERVICES

GENERAL

The Director of Human Resources **Services** is responsible to the Superintendent of **Schools** for devising, implementing and managing staffing processes and staff ~~instruction activities~~ which ensure the ongoing development of resourceful employees. **The Director of Human Resource Services provides** ~~In providing~~ services in the areas of human resource leadership, **health and safety,** recruitment ~~placement~~ and labour relations. The Director of Human Resources **Services** actively supports and fosters the development of personnel who demonstrate a commitment to the learner and to learning.

Greater Victoria School District

Approved: June 24 & 25, 1991

Revised: **February 2015**

REGULATION 2120.025

DIRECTOR OF HUMAN RESOURCES **SERVICES**

General

The Director of Human Resources **Services** provides leadership and initiatives to ensure district human resource management practices support, and are consistent with the Mission Statement, **the Achievement Contract, the Aboriginal Education Enhancement Agreement** and strategic planning directions. The Director is accountable to the Superintendent **of Schools** for the renewal and administration of all collective agreements and contracts, employment processes, staff development, records management, support services for employees and advocacy for positive employee relations for all employee groups.

Specific Responsibilities

- | | |
|--|--|
| 1.0 Renewal and Administration of collective agreements and contracts | Acts in accordance with the Board of Education's mandates and acts as spokesperson or resource person in discussions to renew collective agreements and employment contracts and promotes a consultative, non-adversarial approach to the renewal process. Interprets and coordinates the administration of agreements and contracts consistent with the Board of Education's rights and obligations. Acts as the District's liaison with the British Columbia Public School Employers' Association for the purposes of communication regarding central bargaining and contract administration. |
| 2.0 Hiring & Employment | Identifies and initiates changes to hiring |

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Practices

and employment practices consistent with the needs of the **District's Achievement Contract, the Aboriginal Education Enhancement Agreement,** strategic plan, legislation, employment equity initiatives, and changes to collective agreements. The Director has overall responsibility for the provision of fair and objective employment practices.

3.0 District Leadership

Promotes, through various forms of communication, the District vision for effective human resource management. Monitors internal and external directions, trends, initiatives and requirements and recommends adjustments to the human resources management programs and services as required. Maintains external sources of new information, contemporary practices and advances in human resource management issues.

Updates the Board of Education and the **District Leadership Team** and provides advice regarding emergent human resource issues. ~~Acts as the resource person for the Personnel Committee and brings policy issues, initiatives and information to the committee for consideration.~~

4.0 District Leadership Team

Participates as a member of the District Leadership Team in the consideration of budget issues, decision making and in the management of district resources and the achievement of district goals. Acts as a catalyst for the consideration of changes to human resource management processes. Ensures that **the District Leadership Team** has current knowledge of district and provincial human resource issues and trends.

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Assists **the District Leadership Team** members in the resolution of human resource/employee relations issues and promotes a human resource perspective in the decision-making process.

**5.0 Departmental Leadership/
Department Functions**

Directs, coordinates and supports the work of the staff in the Human Resource Services Department. The Director promotes a service team approach, maintaining flexibility within resources to provide services that reflect the changing needs of the district and its employees.

Obtains district input through consultation to develop the annual departmental work plan that contains priority service objectives. Develops and monitors the departmental budget.

6.0 Staff Development

~~The Director~~ Identifies priority staff development, orientation and in-service needs and within resources provides for or promotes the availability of staff development programs. The Director acts as advocate for development initiatives providing support, removing barriers, **and** identifying and utilizing internal and external resources.

7.0 Employee Relations

Ensures the consistent, fair, objective and visible application of human resource management practices. Through consultation, contact, participation in labour management committees, negotiations and grievances the Director identifies employee relations issues and trends and develops or recommends the development of initiatives that promote and sustain collaborative and productive relationships between employee groups and the employer. The Director encourages and supports school

based/department based initiatives that promote collaborative team-focused relationships.

8.0 Employee Support

~~Provides administrative and technical support for employee services such as the employee and family assistance plan, personal growth plans, conflict resolution, career planning and assists in the resolution of individual employee concerns. Acts as an advocate for initiatives that promote employee well being and professional development.~~

Ensures that the district is in compliance and meets its obligations under the Workers Compensation Act.

Ensures that administration of the return-to-work program, rehabilitation and accommodations, WorkSafeBC claims and appeals, disability case management and regulatory compliance are supported.

Ensures that the District is kept apprised of changes in legislation, policy and best practice regarding emergency preparedness.

9.0 Employee Records

Directs the activities of the Human Resource Services Department to ensure that information systems meet departmental district and employee needs ensuring that employee records meet contractual and confidentiality requirements. The Director ensures that records or payroll inputs, leaves/absences, qualifications and service/seniority for individual employees meet contractual, legislative, payroll and audit requirements.

10.0 Internal Relationships

Ensures that the Superintendent of **Schools** is kept informed of emergent human resources issues and the progress of projects and objectives. Works as a team member on the District Leadership Team ~~and as resource person for the Personnel Committee.~~ Liaises with and works in cooperation with administrators and employees in schools and departments. Works with the representatives of all employee groups regarding contract administration and emergent issues, consultations, collaborative problem solving and contract renewal.

11.0 External Relationships

Liaises with other school districts, other employers, ministries of the Provincial Government, B.C.P.S.E.A. and B.C.S.T.A., parents, other public and private bodies, and human resource management associations.

Reports to

Superintendent of Schools

Directly Supervises

	Associate Director – Educational Staffing
	Supervisor – Teaching Staff
	Coordinator – CUPE Staff
	Coordinator – Employee Relations
	Support Staff – Human Resource Services

Greater Victoria School District

Approved: June 27, 1994

Revised: February 1998

Revised: February 2015

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



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: February 10, 2015
RE: **BCSTA Costs and Services**

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>
BCSTA Membership Fee	\$55,087	\$54,524	\$54,263
BCSTA Trustee Academy Registration Fees	0	\$ 1,244	\$ 3,281
BCSTA AGM Registration Fees	\$ 484	\$ 503	\$503/person

BCSTA provides a variety of resources and services to support member boards in their work of improving student achievement. Examples include:

- Reference materials to assist with all aspects of trusteeship
- Education and student resources
- Written legal and policy advice to boards on matters of province-wide concern
- Access to relevant resources through a data bank of legal opinions and decisions
- Expertise to support boards engaged in organizational development

Information about all BCSTA services can be found on their website: www.bcsta.org