

**EDUCATION POLICY  
DEVELOPMENT COMMITTEE  
AND  
OPERATIONS, POLICY AND  
PLANNING COMMITTEE**

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

**REGULAR MEETING**

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

**Ed Policy Agendas and Minutes available at:**

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

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

**Tuesday, April 7, 2015 at 7:00 P.M.**

**OPPs Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:**

**Monday, April 13, 2015 at 7:30 P.M.**

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

**EDUCATION POLICY DEVELOPMENT COMMITTEE  
and  
OPERATIONS, POLICY AND PLANNING COMMITTEE**

*Dialogue with the Public is welcome during Standing Committee Meetings.*

**Regular Agenda for Monday, March 2, 2015 – 7:00 p.m.**  
Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Nohr and 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.*

	<b>Presenter</b>	<b>Status</b>	<b>Attachment</b>
<b>1. APPROVAL OF THE AGENDA</b>			
<b>2. APPROVAL OF THE MINUTES</b>			
<b>A.</b> Education Policy Development Committee Meeting of Monday, February 2, 2015			Pgs. 1-4
<b>B.</b> Operations, Policy and Planning Committee Meeting of Tuesday, February 10, 2015			Pgs. 5-10
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Nohr, Chair</b>			
<b>A.</b> Introduction of Student Representative	Sherry Bell and Lydia Biegun, Lambrick Park Secondary	Information	
<b>B.</b> Anti-Bullying Day Activities	Sherry Bell	Information	
<b>C.</b> Special Education	Debra Mackie, District Principal Special Education	Information	
<b>5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair</b>			
<b>A. PRESENTATIONS</b>			
1. Cindy Graf, GVTA Professional Development			
<b>B. FINANCE AND LEGAL AFFAIRS</b>			
1. Budget Discussion - Special Education	Debra Mackie	Information	
2. WorkSafeBC Premiums	Debra Laser	Information	
<b>C. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS</b>			

## **D. NEW BUSINESS/NOTICE OF MOTIONS**

### **1. Trustee Paynter - Evaluate Current District Funding Levels**

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.

### **2. Trustee Whiteaker - Trustee Reports**

That the Board of Education of School District No. 61 (Greater Victoria) Trustee reports be submitted in writing in time to be included as attachments with the board agenda package.

### **3. Trustee Nohr - 2014-2015 Class Size and Composition Report**

That the Board of Education of School District No. 61 (Greater Victoria) request that senior administration provide a summary of the 2014-2015 Class Size and Composition Report including the number of classes over the class size limit per grade, the number of classes with 4 or more special education designated students, the number of ELL students, the number of international students and the number of challenge students for each elementary, middle and high school to be reported out at the March, 2015 Board meeting.

### **4. Trustee Nohr - Overview of MyEducation BC**

That the Board of Education of School District No. 61 (Greater Victoria) request that senior administration provide an overview of MyEducation BC implementation process including the privacy requirements and the IEP data transfer by hand by teachers.

### **5. Trustee Watters - Letter to the Minister of Finance**

That the Board of Education School District No. 61 (Greater Victoria) direct the chair to write a letter to the Minister of Finance, copying the Minister of Education and the Opposition's Education Critic, expressing alarm at the 2015 Budget's decree that School Districts cut administrative expenses by \$54 million over the next two years, a move that will cost our district approximately \$1 million in the first year and result in increased hardships across our District.

### **6. Trustee Nohr - Technology Stewardship Committee**

That the Board of Education of School District No. 61 (Greater Victoria) establish a Technology Stewardship Committee for the following purposes: review of the current status of technology in our schools, review of the EMF research findings (2011-2015) based on peer reviewed independent scientific studies, review of cost implications for the operating budget based on the goals of the I.T. Department, review of health and safety procedures/directives for all of our schools and consideration for establishing one elementary school that provides technology using hard wired internet connections for student learning; this committee shall meet starting in March, 2015.

## **E. GENERAL ANNOUNCEMENTS**

## **F. ADJOURNMENT**



**Education Policy Development Committee  
February 2, 2015 - Glanford Middle School**

**Regular Minutes**

**Present:**     **TRUSTEES**  
Deborah Nohr, Chair  
Tom Ferris  
Edith Loring-Kuhanga  
Diane McNally  
Peg Orcherton (left 8:30 p.m.)  
Rob Paynter  
Jordan Watters

**ADMINISTRATION**  
Sherri Bell, Superintendent of Schools  
Cam Pinkerton, Associate Superintendent  
Shelley Green, Associate Superintendent  
Janine Roy, District Principal of Learning Initiatives  
Louie Scigliano, Glanford Middle School Principal  
Rebecca Tran, Student Representative  
Doreen Hegan, Recording Secretary

**Regrets:**     Elaine Leonard  
                  Ann Whiteaker

The meeting was called to order at 7:00 pm.

Chair Nohr 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 February 2, 2015 regular agenda be approved.
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**Motion Carried**

**2. APPROVAL OF MINUTES OF EDUCATION POLICY DEVELOPMENT COMMITTEE MEETING**

It was moved:

That the January 5, 2015 Education Policy Development Committee Meeting regular minutes be approved with the following changes: Page 5 Item D - add Rockheights teacher's name "Willo Bennett" and Rockheights Vice Principal's name "Joanna Snow", and Page 6 Item G - motion at the bottom of the page - Trustee Paynter's vote should be recorded as "Against" rather than "Abstained".
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**Motion Carried**

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**3. BUSINESS ARISING OUT OF THE MINUTES – none**

Chair Nohr suggested that the current Ed Policy agenda format be revised as follows: Agenda Item #4 (Public Request to the Committee), Item #5 (Correspondence Referred to the Committee), Item # 6 (Motions Referred to the Committee and Item #7 (General Announcements) only be listed on the agenda if there are tasks related to these agenda items.

Discussion ensued amongst Trustees.

It was moved:

To revise the agenda format to eliminate Agenda Item #4 to #7 if there are no tasks for these agenda items.
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**Motion Defeated**

For: Trustee Orcherton, Nohr

Against: Trustees Watters, Paynter, Loring-Kuhanga, McNally

Abstained: Trustee Ferris

**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 Bell introduced Student Representative Rebecca Tran from Reynolds Secondary School. Rebecca thanked trustees for including student representatives at Ed Policy meetings.

**B. Selection Process for Student Representatives**

Superintendent Bell asked Student Representative Rebecca Tran to explain the newly developed process for selecting future student representatives. Rebecca Tran explained that as last year was the first year that student representatives were selected from secondary schools, the initial selection process varied amongst schools. This year, the student representatives established a common application process to be utilized in all schools for students in Grade 11 and 12 students, and the student representatives received feedback from secondary principals on the proposed process. The selection process will take place in May and the successful candidates will then meet with Superintendent Bell. This process was outlined to trustees for their information.

Discussion ensued amongst trustees and Rebecca Tran was thanked for the information.

**C. Introduction to Careers and Transitions**

Associate Superintendent Pinkerton provided an overview of this evening's presentations and introduced Careers and Transitions Teachers Anna Lisa Bond and Nicola Priestley.

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#### **D. Careers and Transitions Opportunities at Middle Schools**

Teacher Anna Lisa Bond provided an overview of the careers and transitions opportunities available at middle schools in the District. In the first six months of 2014-2015, 2,900 middle school students were provided with careers and transitions opportunities. The CHOICES Conference is a one-day conference inviting over 100 girls from every middle school to explore fifteen different career paths ranging from policing, to welding, auto body mechanics and sheet metal. Glanford student Emily Colley described the positive impact of CHOICES on her career selections for the future. Spotlights is a careers program which provides Grade 8 students the opportunity to explore school-based learning and mentoring opportunities with secondary students. Rockheights students James Swan and Justin Geddy explained how their Spotlights experiences in the Esquimalt Culinary Arts Program reduced fear of the unknown and provided valuable information on future career opportunities. Springboards, which are one-day modules taught in partnership with industry, provides hands-on experience for students. Glanford Middle School Principal Louie Scigliano described the powerful impact of middle school careers and transitions opportunities for students and parents, because it opened students' eyes to new career possibilities.

Discussion ensued amongst trustees. Trustees thanked the students, teachers and Principal Scigliano for their presentations.

#### **E. Careers and Transitions Opportunities at Secondary Schools**

Teacher Nicola Priestley gave an overview of the District's secondary careers and transitions opportunities. School-Based Career Prep programs are a selection of related courses combined with a work experience course. The TASK Program is a semester-long trades exploration program which provides trade certifications and work placements. Madelyn Batters, a Lambrick Park student and Lambrick Park parent, Karin Batters, explained that the TASK program provided opportunities to explore viable career opportunities in trades such as carpentry, electrical, sheet metal, welding and plumbing as well as receive industry certifications and work experience placements with a local employers while still attending secondary school. ACE IT programs are tuition-free, dual credit trades programs. Lambrick Park student, Branson Smith, explained that he had just been certified in welding on Feb. 2, 2015 through the ACE IT program which allowed him to make contacts in the industry while learning about job opportunities, complete his secondary courses and become certified all while in secondary school. Aarron Davis, a Reynolds Secondary graduate, outlined the powerful impact of ACE IT on his career opportunities as an electrical apprentice, as he gained valuable experience and this allowed him to jump-start his career. The UStart program is an opportunity for students to take tuition-free, 1<sup>st</sup> and 2<sup>nd</sup> year courses during grade 12. Mount Douglas Secondary student Mohand Khouider provided a first-hand testimonial of the positive impact of taking post-secondary courses while in secondary school. Brandon Aris, teacher of the Esquimalt Secondary Culinary Arts Program and Red Seal Chef, explained how participating in ACE IT, Spotlights and Culinary Career Preparation Programs built a strong connection with students and provided invaluable work experience and training for secondary students. Mr. Smith, a Lambrick Park parent, shared his perspective of the progressive influence of secondary career and transitions programs for both of his sons, particularly working with the recently retired Lambrick Park Secondary Tech Education teacher, Roger Conrod. Associate Superintendent Pinkerton and Superintendent Bell provided further information about upcoming career and transition opportunities and answered questions.

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Trustees asked the students, teachers and administrators questions. Trustees thanked everyone for the information they had received about the secondary careers and transitions programs.

**F. Deletion of Policy 4210.2 School Aides**

Associate Superintendent Green informed the Committee that Policy 4210.2 School Aides should be deleted as this position no longer exists.

Discussion ensued amongst Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 4210.2, School Aides.
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**Motion Carried Unanimously**

**9. ADJOURNMENT**

It was moved:

That the meeting adjourn.
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**Motion Carried**

The meeting adjourned at 9:15 pm.



**Operations, Policy and Planning Committee Meeting  
February 10, 2015 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Tom Ferris, Edith Loring-Kuhanga, Diane McNally, Deborah Nohr, Peg Orcherton, Jordan Watters, Ann Whiteaker

**Regrets:**

Rob Paynter

**Administration:**

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities, Kim Munro, Director of Human Resource Services, Doreen Hegan, Recording Secretary

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

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

Superintendent Bell introduced Rebecca Tran, Student Representative from Reynolds Secondary School.

**1. APPROVAL OF THE AGENDA**

It was moved

That the February 10, 2015 regular agenda be approved with the addition of Notice of Motions Item 7E from Trustee Orcherton and Trustee Nohr.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved

That the January 12, 2015 Operations, Policy and Planning Meeting regular minutes be approved with a change to Item 7 on page 2 to add the words "*and what "fully funded" public education is*" after "*discussion about the budget*"; and a change to Item 7E on page 4 to add the words "*based on the agreement to include a section called "Budget Discussions" on the Operations, Policy and Planning Agenda*" after the words "*withdrew her motion*".

**Motion Carried**

**3. BUSINESS ARISING FROM MINUTES – None**

**4. PRESENTATIONS - None**



## 5. FINANCE AND LEGAL AFFAIRS

### A. Budget Discussion

Chair Leonard reminded the Committee that a scheduled discussion on budget-related issues will begin tonight as agreed to at the January meeting.

#### **2014-2015 Amended Annual Budget**

Secretary-Treasurer Laser presented the 2014-2015 Amended Annual Budget stating that the amended 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, and all amounts carried forward from the previous fiscal year. 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 for all three funds.

Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Laser.

#### **2015-2016 Operating Budget Forecast**

Secretary-Treasurer Laser presented the budget forecast for the 2015-2016 fiscal year and stated that by applying the unrestricted operating surplus from the year ended June 30, 2014; the release of the provincial holdback funding; additional revenue realized in the current fiscal year; and expenditure budget savings, it is forecasted that the 2015-2016 budget shortfall of \$8.3 million will be balanced. There are outstanding matters that could affect the financial position including the BC Supreme Court Ruling related to 2002 Collective Agreement Class Size and Composition Language and changes to the 2015-2016 funding formulas.

Secretary-Treasurer Laser stated that in order to realize a portion of the operating budget expenditure savings, a motion is required to approve spending from the local capital reserve.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approves up to \$800,000 spending for capital assets from the local capital reserve.

**Motion Carried Unanimously**

The Committee supported that the following motions be brought forward to the February 16, 2015 Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) 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

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.

**B. Regulation 2120.7 District Principal - Educational Staffing**

Kim Munro, Director of Human Resource Services presented the revised Regulation 2120.7 District Principal - Educational Staffing for information.

**C. Regulation 2121.014 Coordinator - Educational Staffing**

Kim Munro, Director of Human Resource Services informed the Committee that Regulation 2121.014 Coordinator - Educational Staffing will be deleted as the position no longer exists.

**D. Delete Policy 4144.1 Workmen's Compensation**

Kim Munro, Director of Human Resource Services recommended that Policy 4144.1 Workmen's Compensation be deleted as 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. Trustees asked questions of clarification.

It was moved:

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

**Motion Carried Unanimously**

**E. Policy & Regulation 2120.025 Director of Human Resource Services**

Superintendent Bell informed the Committee that Policy 2120.025 Director of Human Resource Services has been revised to reflect current practices.

Discussion ensued amongst the Trustees.

It was moved:

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

**Motion Carried Unanimously**

The revised Regulation 2120.025 Director of Human Resource Services was provided for information.

## F. BCSTA Costs and Services

Secretary-Treasurer Laser reminded the Committee that this report was being provided as a result of Trustee Watters' motion at the January 12, 2015 OPPs Meeting. The report includes the financial costs of BCSTA membership to the District over the last 3 years including all association fees and conferences. A description of the resources and services provided by BCSTA to support member boards was given to the trustees.

## 6. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

Chair Leonard reported out to the public that the following motions from the February 10, 2015 In-Camera Operations, Policy and Planning Committee meeting were referred to the February 16, 2015 Regular Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) support the naming of physical assets in recognition of financial contributions from individuals and families. The opportunity for naming recognition must comply with the Province of British Columbia Naming Privileges Policy.

That the Board of Education of School District No. 61 (Greater Victoria) support the naming of physical assets in recognition of financial contributions from businesses/corporations (commercial benefactors). The opportunity for naming recognition must comply with the Province of British Columbia Naming Privileges Policy.

## 7. NEW BUSINESS/NOTICE OF MOTION

### A. Trustee McNally - Amendment to Bylaw 9368 - Procedure

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

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9368 Procedure, Article 107.00, to replace the word "*challenge*" with "*appeal*" and to insert before the last sentence "*The Chair will call for debate on the merit of the appeal according to Robert's Rules of Order.*"

**Motion Carried**

For: Trustees Loring-Kuhanga, Watters, Whiteaker, Nohr, McNally  
Against: Trustees Orcheron, Ferris, Leonard

### B. Trustee Paynter - Evaluate Current District Funding Levels

Chair Leonard informed the Committee that Trustee Paynter requested that his motion be referred to the March 2, 2015 Operations, Policy and Planning Committee Meeting.

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.

**Motion Referred**

### C. Trustee McNally - Policy 1250 Trustee/School Liaison

Trustee McNally presented her motion and rationale.

It was moved:

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.*"

Discussion ensued amongst Trustees with concerns expressed about not providing Principals prior notification when visiting schools.

Trustee Loring-Kuhanga moved an amendment to the main motion.

It was moved:

To amend the main motion to add the words "with the Principal" after the words "check in"  
**Motion Carried Unanimously**

Chair Leonard called for a vote on the amended main motion.

It was moved:

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 with the Principal at the school office.*"  
**Motion Defeated**

For: Trustees Loring-Kuhanga, Watters, Nohr, McNally  
Against: Trustees Orcherton, Ferris, Whiteaker, Leonard

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

Trustee McNally presented her motion.

Discussion ensued amongst Trustees. Chair Leonard reminded the Committee that trustees are not staff members and do not get involved in the day to day operations of the School District.

It was moved:

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.*"  
**Motion Defeated**

For: Trustees Watters, Nohr, McNally  
Against: Trustees Orcherton, Loring-Kuhanga, Ferris, Whiteaker, Leonard

### E. Notice of Motions

Trustee Orcherton provided Notice of Motion for the February 16, 2015 Board Meeting regarding Excluded and Exempt Staff Compensation.

Trustee Nohr provided Notice of Motion for the February 16, 2015 Board Meeting regarding establishing a Technology Stewardship Committee.

**8. GENERAL ANNOUNCEMENTS - None**

**9. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 9:21 p.m.