

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

Regular Board Meeting

Monday, February 16, 2015 - 7:30 p.m.

**Tolmie Boardroom
556 Boleskine Road**

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



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, February 16, 2015 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

AGENDA

A. COMMENCEMENT OF MEETING

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

- A1. Approval of the Agenda (p 01-04)
- A2. Approval of the Minutes
 - a) Approval of the January 19, 2015 Regular Board Minutes (p 05-16)
- A3. Business arising from the Minutes
- A4. Student Achievement
 - a) Innovative Learning at Lansdowne Middle School - Louise Sheffer, Principal and Students
- A5. District Presentations
 - a) The Quadra Story - Marilyn Campbell, Principal, Acknowledging Facilities Staff
- A6. Community Presentations (5 minutes per presentation)
 - a) Stewart Wheeler, Victoria High School, Apprenticeship Programs
 - b) Brad Hall, CUPE Local 947 President, Cooper Smith Music Library
 - c) Sally Murphy, Teacher, Cooper Smith Music Library

B. TRUSTEE REPORTS

- B1. Chair's Report
- B2. Trustees' Report
 - a) Trustee Orcherton
 - b) Trustee Whiteaker

Note: This meeting is being audio and video recorded except for A4. Student Achievement.
The video can be viewed on the District website.

C. BOARD COMMITTEE REPORTS**C1. Education Policy Development Committee**

- a) Minutes from the February 2, 2015 meeting – Information only (p 17-20)
- b) Recommended Motion:

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

(p 21-22)

C2. Operations, Policy and Planning Committee

- a) Minutes from the February 10, 2015 meeting – Information only (p 23-28)
- b) Recommended Motions:

- i)

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.

- ii)

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the 2014/2015 Amended Annual Budget Bylaw at the meeting of February 16, 2015.
Motion to be Carried Unanimously

 (p 29-45)

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.

- iii)

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

 (p 46-47)

- iv)

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

 (p 48-54)

- v)

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."

 (p 55-58)

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- vi)

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.

- vii)

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.

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

- a) 2015/2016 School Year Calendar

D2. Secretary-Treasurer's Report

E. QUESTION PERIOD (15 minutes total)

F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G. NEW BUSINESS/NOTICE OF MOTIONS

G1. New Business

- a) Trustee Orcherton - Excluded and Exempt Staff Compensation

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Minister of Education and the Minister of Finance requesting the withdrawal of the Excluded and Exempt Staff compensation freeze and further, that increases be funded by the Provincial Government as they have funded other Employee groups.

- b) 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 with the Principal at the school office."*

Note: This meeting is being audio and video recorded except for A4. Student Achievement. The video can be viewed on the District website.

G2. Notice of Motions

c) 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.

H. ADJOURNMENT

**Note: This meeting is being audio and video recorded except for A4. Student Achievement.
The video can be viewed on the District website.**



**The Board of Education of School District No. 61 (Greater Victoria)
January 19, 2015 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

MINUTES

Present:

Trustees Edith Loring-Kuhanga, Chair, Diane McNally, Vice-Chair, Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton, 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, Mark Walsh, Manager, Labour Relations, Deb Whitten, District Principal, Student Services, Janine Roy, District Principal, Educational Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:38 p.m.

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

Introductions were made around the Board table.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved and seconded:

That the January 19, 2015 Agenda be approved with the following changes/additions:

B2. Trustees' Reports

- b) Trustee Paynter
- c) Trustee McNally
- d) Trustee Ferris

Motion Carried Unanimously

A2. Approval of the Minutes

- a) It was moved and seconded:

That the November 17, 2014 Regular Minutes be approved.

Motion Carried Unanimously

- b) Trustee Orcherton requested a change to the December 10, 2014 Inaugural Minutes by adding the words "*discuss and debate*" on line two after the word "*review*" on page four of the minutes. Trustees agreed with the change.

It was moved and seconded:

That the December 10, 2014 Inaugural Minutes be approved as amended.

Motion Carried Unanimously

A3. Business arising from the Minutes -None

A4. Student Achievement

Central Middle School Principal, Christopher Macintosh, attended the Board meeting and spoke about Centrals' school wide enrichment program. The program runs three sessions per school year in ten week increments. All students have the opportunity to choose an activity that may be of interest to them, such as; floor hockey, wool creations, book club, origami or healthy eating. Principal Macintosh introduced grade seven French immersion teacher, Gabe Levesque, to speak on the activity he was involved in last term.

Mr. Levesque explained his 'mystery' enrichment activity in which students did not know what they were signing up to learn. Mr. Levesque's class focused on proper etiquette, manners, dinner table setting, bow tie making and suitable dress attire. As their final assignment they invited the entire school to a three course sit down meal which they prepared and served using all skills they had been taught. Four of the eighteen students attended the board meeting and served the Trustees sparkling water and chocolate cake.

Chair Loring-Kuhanga thanked Principal Macintosh, Mr. Levesque and students for attending the Board meeting.

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

- a) Peter Milne, attended the Board meeting to speak about Wi-Fi installation at elementary schools and urged Trustees to reconsider the current motion which allows Wi-Fi to be installed in elementary schools following the consultation process.
- b) Colleen Pommelet and Judy Carruth, teachers in the District, attended the Board meeting to express their disappointment about the pay teachers received in September. Ms. Pommelet and Ms. Carruth urged Trustees to vote in favour of the motion with respect to teachers' September pay.
- c) Louisa Elkin, grade three teacher, attended the Board meeting to express her disappointment with the pay teachers received for September 2014. Ms. Elkin urged Trustees to vote in favour of the motion with respect to teachers' September pay.
- d) Bev Bacon, teacher, attended the Board meeting and urged Trustees to address issues pertaining to teachers' including the September pay, alternate forms of testing and the attendance support program.

B. TRUSTEE REPORTS**B1. Chair's Report**

Chair Loring-Kuhanga reported that Trustees had engaged in two days of orientation since being sworn in on December 10, 2014. Trustees discussed topics which included governance, policies, regulations, bylaws, the School Act, budget, and senior management portfolios and projects. On behalf of the Trustees, Chair Loring-Kuhanga thanked Superintendent Bell and staff for arranging and facilitating the informative sessions.

Chair Loring-Kuhanga reported that she attended and met with the principals of both Esquimalt High School and View Royal Elementary.

B2. Trustees' Reports

- a) Trustee Orcherton advised Trustees that she would be attending the British Columbia Public School Employers' Association (BCPSEA) AGM on January 30, 2015 as the Board representative. Trustee Orcherton was seeking direction on Ordinary Resolution 0-1 and provided background information to Trustees. Discussion ensued amongst the Trustees with questions of clarification being asked of Trustee Orcherton.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) support Ordinary Resolution 0-1, "*BE IT RESOLVED that the BCPSEA members direct the Public Administrator of BCPSEA to write a letter to the Lieutenant Governor in Council requesting the reinstatement of the BCPSEA Board of Directors, as outlined in Article 7.2 of the BCPSEA Constitution and Bylaws.*"

Motion Carried

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

- b) Trustee Paynter reported that he visited Victoria High School and met with Principal Randi Falls and also attended a mental health coalition at the Ministry. Trustee Paynter further reported that he visited municipal staff at the City of Victoria and the District of Saanich about the safer routes to schools programs.
- c) Trustee McNally reported that she attended High Rock Park in Esquimalt where she accepted a book on behalf of the Board of Education. The book is full of photos taken by photographer, Frances Litman, with respect to the Cairn Project (Collaborating to Appreciate and Inspire Respect for Nature). The project was made a reality by many community members including the staff and students at Rockheights Middle School. Trustee McNally passed the book around the Board table and asked Superintendent Bell to share it with board office staff.
- d) Trustee Ferris stated that at the Operations, Policy and Planning Committee meeting on January 12, 2015 a member of the public questioned the integrity of a former Secretary-Treasurer. Trustee Ferris stated that he felt compelled to advise staff that the Board fully supports decisions made by staff, knowing that all decisions are made in good faith.

C. BOARD COMMITTEE REPORTS

C1. Education Policy Development Committee

- a) The January 5, 2015 meeting minutes were received for information.
- b) Trustee Nohr referred to the minutes from the Education Policy Development Committee meeting and presented the following recommended motion.

It was moved and seconded:

That the Board of Education of School District 61 (Greater Victoria) select one trustee and direct the Superintendent to appoint two staff members to form a working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the March 2015 Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy).

Trustee Paynter provided Trustees with additional information with respect to the motion. Discussion ensued amongst Trustees with a recommendation being made to amend the motion by striking the words "March 2015".

It was moved and seconded:

That the motion "That the Board of Education of School District 61 (Greater Victoria) select one trustee and direct the Superintendent to appoint two staff members to form a working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the March 2015 Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)" be amended to strike the words "March 2015".

Motion Carried Unanimously

Further discussion ensued amongst the Trustees with a recommendation being made to amend the amended motion by striking the words "select one trustee" and "to appoint two staff members" and add the word "stakeholder" after the word "form".

It was moved and seconded:

That the amended motion "That the Board of Education of School District 61 (Greater Victoria) select one trustee and direct the Superintendent to appoint two staff members to form a working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)" be amended to strike the words "select one trustee" and "to appoint two staff members" and add the word "stakeholder" after the word "form".

Motion Carried

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

Further discussion ensued amongst the Trustees with a recommendation being made to amend the amended motion by striking the words "circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)" and by adding the words "and implementation recommendations" after the word "Policy" and "and present to the May 2015 Education Policy Development Committee meeting as per Bylaw 9210, The Development of Policy" after the word "protocol".

It was moved and seconded:

That the amended motion "That the Board of Education of School District 61 (Greater Victoria) direct the Superintendent to form a stakeholder working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)" be amended to strike the words "circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)"

Development of Policy) and by adding the words "and implementation recommendations" after the word "Policy" and "and present to the May 2015 Education Policy Development Committee meeting as per Bylaw 9210, The Development of Policy" after the word "protocol".

Motion Defeated

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

Further discussion ensued amongst the Trustees with a recommendation being made to amend the amended motion by adding the words "*including one Trustee*" after the word "*committee*".

It was moved and seconded:

That the amended motion "That the Board of Education of School District 61 (Greater Victoria) direct the Superintendent to form a stakeholder working committee to develop a draft Policy on Concussion Awareness and Care Protocol , circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)" be amended to add the words "including one Trustee" after the word "committee".

Motion Carried

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

Chair Loring-Kuhanga called for the question on the original motion as amended.

It was moved and seconded:

That the Board of Education of School District 61 (Greater Victoria) direct the Superintendent to form a stakeholder working committee including one Trustee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy).

Motion Carried

For: Trustees Paynter, Nohr, Loring-Kuhanga, Ferris, McNally, Watters, Orcherton, Whiteaker
Abstain: Trustee Leonard

C2. Operations, Policy and Planning Committee

- a) The January 12, 2015 meeting minutes were received for information.
- b) Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

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

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by striking the words "*earliest possible*" and replacing it with the word "*May*".

It was moved and seconded:

- i) That the motion *"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"* be amended to strike the words *"earliest possible"* and replacing it with the word *"May"*.

Motion Carried

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

Chair Loring-Kuhanga called the question on the original motion as amended.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a report at the May 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

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

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- ii) 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.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by adding the words *"by the June 2015 Operations, Policy and Planning Committee meeting"*.

It was moved and seconded:

- ii) That the motion, *"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"* be amended to add the words *"by the June 2015 Operations, Policy and Planning Committee meeting"*.

Motion Defeated

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

Further discussion ensued amongst the Trustees with Chair Loring-Kuhanga calling the question on the original motion.

It was moved and seconded:

- ii) 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 McNally, Nohr, Loring-Kuhanga, Watters, Paynter
Against: Trustees Ferris, Leonard, Orcherton, Whiteaker

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- iii) 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 Defeated Unanimously

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion. Trustee Watters provided background information and discussion ensued amongst the Trustees.

It was moved and seconded:

- iv) 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

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Laser.

It was moved and seconded:

- v) 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 McNally, Nohr, Loring-Kuhanga, Watters, Paynter
Against: Trustees Ferris, Leonard, Orcherton, Whiteaker

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- vi) 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

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- vii) 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

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

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- viii) 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

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- ix) 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

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

- a) Superintendent Bell referred the Board to the Superintendent's Report on Achievement and highlighted a few key points. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Bell.

It was moved and seconded:

To approve the "Superintendent's Report on Achievement 2014-2015" in accordance with Section 79.3 of the *School Act*.

Motion Carried

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

Against: Trustee Nohr

D2. Secretary-Treasurer's Report - None

E. QUESTION PERIOD

E1. Chair Loring-Kuhanga read the following question:

How will the questions and answers be organized on the website and will the answers to the questions be presented separately from the minutes in their own section?

Superintendent Bell responded by saying that the questions asked and responses given during the Board meeting will be recorded in the Board minutes. Board minutes are posted on the District website after being approved the month following the meeting.

If for some reason an answer cannot be provided to a question asked during the Board meeting, the individual asking the question will be contacted in a timely manner with a response. In this instance, only the question will be recorded in the Board minutes.

F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

F1. Chair Loring-Kuhanga reported out to the public the following motion that was carried at the January 19, 2015 In-Camera meeting:

That the Board of Education of School District No. 61 (Greater Victoria) report out publically during the regular January 19, 2015 Board of Education meeting that the Aboriginal Employment Equity Agreement has been finalized and signed between the Greater Victoria School District and the Greater Victoria Teachers' Association.

G. NEW BUSINESS/NOTICE OF MOTIONS

G1. New Business

a) Trustee Orcherton - Policy on Concussion Awareness and Care Protocol

Trustee Orcherton withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to form a working committee including a Trustee(s) and representatives from our stakeholder groups to develop a draft Policy on Concussion Awareness and Care Protocol (as per Bylaw 9210 The Development of Policy).

Motion Withdrawn

b) Trustee Watters - Aboriginal Education Enhancement Agreement

Trustee Watters presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Greater Victoria Teachers' Association asking them to reconsider signing the Aboriginal Education Enhancement Agreement 2013-2018.

Motion Carried Unanimously

c) Trustee Nohr - FSA Reference Materials for Parents

Trustee Nohr presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) provide to all parents the first week of January a point form summary document pertaining to the Foundation Skills Assessment (FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by striking the words "(FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting".

It was moved and seconded:

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) provide to all parents the first week of January a point form summary document pertaining to the Foundation Skills Assessment (FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting" be amended to strike the words "(FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting".

Motion Carried

For: Trustees Orcherton, Leonard, Watters, Whiteaker, Ferris

Against: Trustees McNally, Nohr, Loring-Kuhanga

Abstain: Trustee Paynter

Chair Loring-Kuhanga called the question on the original motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) provide to all parents the first week of January a point form summary document pertaining to the Foundation Skills Assessment.

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

d) Trustee Watters - FSA Testing

Trustee Watters presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to inform school-based principals to honour parent requests to withdraw their child from the FSA testing and to refrain from contacting them upon receipt of their withdrawal request form.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by adding the words "*as of January 2016*" after the word "*form*". Further discussion ensued with questions of clarification being asked of Superintendent Bell.

It was moved and seconded:

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to inform school-based principals to honour parent requests to withdraw their child from the FSA testing and to refrain from contacting them upon receipt of their withdrawal request form" be amended to add the words "as of January 2016" after the word "form".

Motion Carried

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

Chair Loring-Kuhanga called the question on the original motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to inform school-based principals to honour parent requests to withdraw their child from the FSA testing and to refrain from contacting them upon receipt of their withdrawal request form as of January 2016.

Motion Carried

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

G2. Notice of Motions

- a) Trustee Paynter provided the following Notice of Motion for the February 10, 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.

H. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 10:42 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



**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.

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".

Motion Carried

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.

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.

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, 1st and 2nd 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.

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.
--

Motion Carried Unanimously

9. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:15 pm.



PATRICK DUNCAN, DEPUTY SUPERINTENDENT
SHELLEY GREEN, ASSOCIATE SUPERINTENDENT
CAM PINKERTON, ASSOCIATE SUPERINTENDENT

250-475-4117
250-475-4220
250-475-4133

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8 FAX: 250-475-4115

MEMO

To: Education Policy Development Committee

From: Shelley Green

Date: February 2, 2015

Re: Deletion of Policy 4210.2 SCHOOL AIDES

The following motion is being provided for your consideration:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 4210.2 SCHOOL AIDES.

Reasons for consideration:

- The policy was previously revised in 1978.
- There are no longer any school aides in School District No. 61.
- School aides have been replaced by school assistants.
- School assistants are currently hired through an extensive position description/qualification process that was reviewed and updated in January 2013.

POLICY 4210.2

SCHOOL AIDES

As part of a developing program toward relieving teachers of the more routine tasks so that greater emphasis be given to the learning situation, the Board approves employment of school aides.

School aides are classified as non-teaching personnel. Terms of employment for school aides will be determined by the Board of School Trustees and their assignment will be in accordance with Administrative Regulation 4210.2.

Greater Victoria School District

Approved: December 1966

Revised: November 27, 1978

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



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

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 Orcherton, 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.



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

Statement 2

	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

Statement 4

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(19,697,527)	(17,995,558)
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	(36,679,283)	(28,007,295)
Amortization of Tangible Capital Assets	7,671,378	7,557,079
Total Effect of change in Tangible Capital Assets	(29,007,905)	(20,450,216)
Use of Prepaid Expenses	60,000	60,000
	60,000	60,000
(Increase) Decrease in Net Financial Assets (Debt)	(48,645,432)	(38,385,774)

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

Schedule 2

	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

Schedule 2A

	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

Schedule 2B

	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	7,715,568	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
4 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

Schedule 3

	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

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLFP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		47,757	54,797	546,264	16,690	2,285,772	45,011		
Add: Restricted Grants	879,252	3,047,448	25,437		647,285	6,200,000	192,000	66,150	398,099
Provincial Grants - Ministry of Education									
Other									
Investment Income				40,050		5,221			
	879,252	3,047,448	25,437	40,050	647,285	6,205,221	192,000	66,150	398,099
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	879,252	3,095,205	80,234	50	634,254	6,200,000	237,011	66,150	398,099
Provincial Grants - Ministry of Education									
Other Revenue				40,000		5,221			
Investment Income				40,050					
	879,252	3,095,205	80,234	40,050	634,254	6,205,221	237,011	66,150	398,099
Expenses									
Salaries									
Teachers		1,897,929			160,207				40,485
Principals and Vice Principals					12,729				35,452
Educational Assistants		475,470			329,185		132,167		75,937
Support Staff									
Other Professionals									
Substitutes									
		129,635				65,000			
	-	2,503,034	-	-	502,121	65,000	132,167	-	
Employee Benefits		592,171			109,537	10,725	31,324		14,919
Services and Supplies	852,447		80,234	40,050	22,596	5,960,562	73,520	66,150	307,243
	852,447	3,095,205	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

	Community LINK	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								6,400,000
Investment Income	3,808,096	-	220,059	-	463,589	200,000	13,000	58,271
								16,205,686
Less: Allocated to Revenue								
Recovered	3,784,944	-	212,033	-	455,388	202,200	13,000	16,303,841
Strike Savings Recovery		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								6,402,250
Investment Income	3,784,944	-	212,033	-	455,388	202,200	13,000	58,221
								16,303,841
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							125,686
Substitutes	14,180		3,849		520			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	-	-	-	-	-	-	-	195,739
Interfund Transfers								
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	(195,739)
Net Revenue (Expense)	-	-	-	-	-	-	-	(195,739)
Additional Expenses funded by, and reported in, the Operating Fund	80,000							80,000

School District No. 61 (Greater Victoria)

Schedule 4

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: **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.



*The Greater Victoria School District is committed to
each student's success in learning within
a responsive and safe environment.*

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

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

OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Sherri Bell, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

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.



*The Greater Victoria School District is committed to
each student's success in learning within
a responsive and safe environment.*

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

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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.

	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	<p>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.</p> <p>Obtains district input through consultation to develop the annual departmental work plan that contains priority service objectives. Develops and monitors the departmental budget.</p>
6.0 Staff Development	<p>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.</p>
7.0 Employee Relations	<p>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</p>

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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

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BOARD OF EDUCATION

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

February 16, 2015

TO: The Board of Education
FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee
RE: Bylaw 9368 Procedure

At the February 10, 2015 Operations, Policy and Planning Committee meeting, the following motion was carried:

"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."

The revised Bylaw 9368 Procedure, under Article 107.00 is included in the Board of Education agenda package for your reference.

The following motions are recommended to the Board of Education:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9368 Procedure at the February 16, 2015 Board of Education meeting.

Motion to be Carried Unanimously

Recommended Motion:

That the revised Bylaw 9368 Procedure 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.

BYLAW 9368

PROCEDURE

- 100.00 In all meetings of the Board of Trustees, procedures shall be governed by Robert's Rules of Order, except where provisions of the bylaws of the Board or the Schools Act may conflict, in which case the latter shall prevail.
- 101.00 The Chairman of the Board may, at any time, entertain a motion to vary the agenda or procedure of the Board, notwithstanding the provisions of the Robert's Rules of Order, and upon majority approval of such motion, the procedures shall be, for the particular matter, amended save that no such motions shall result in a procedure in conflict with bylaws of the Board or the Schools Act.
- 102.00 All meetings of the Board shall be recorded and a written record by way of minutes shall be kept and approved at each subsequent meeting of the Board.
- 103.00 All debate at any meeting of the Board of Trustees or its standing committee shall be upon motion only, save and except for:
- (a) Upon motion to move the Board into committee of the whole;
 - (b) At a meeting of a standing committee of the Board upon the discretion of the Chairman thereof to permit questioning of an applicant before the committee;
 - (c) At a meeting of a standing committee of the Board, upon the discretion of the chairman to move the committee into a session as committee of the whole.

- 103.01 During the thirty minute public session of the public meeting of the Board in general session, no formal applications for funding may be received, but requests for action may be made by members of the public who speak to the Board during their allotted five minute period. No motion for action shall be made during the public session.
- 103.02 All motions before a standing committee of the Board shall be to propose a motion to the Board, which motion at committee shall not require a seconder.
- 103.03 A motion of the committee to propose a motion to the Board which is carried shall be included in writing in the report of the committee to be read at the next regular meeting of the Board in general session.
- 104.00 At a meeting of the Board in general session, all motions presented in writing, and endorsed by a seconder, placed on the agenda by the Chairman, pursuant to notice of motion for future action having been given at the preceding meeting of the Board in general session, shall be deemed to be before the Board whether or not the mover or seconder are present at the regular meeting, and shall not be removed from business of the meeting except on the express request of the mover.
- 104.01 All motions proposed to the Board by an in the report of a standing committee shall be deemed to be before the Board for consideration during the hearing of the said committee report, without the necessity of a formal motion and seconder to the motion, and shall be debated prior to the next standing committee report. Before entertaining the question and debate on a motion proposed to the Board in a report of a standing committees the Chairman shall determine whether or not any trustee wishes any of the motions proposed to be dealt with individually. In the event that any trustee shall so require, having been queried by the Chairman in that regard, such motion or motions shall be dealt with separately and voted on individually. The trustees shall be entitled to debate separately on each motion so severed from the report.

- 104.02 Trustees shall be permitted to debate only upon a motion, as herein provided, and each trustee shall be limited to the opportunity to speak once to any motion, unless the motion has been amended, for a majority vote of the Board. The proposer of a motion shall be given the opportunity to open and close debate of his motion. The mover of the principle motion shall have the right to speak for five minutes to the motion and shall be allowed five minutes to conclude the debate on the motion.
- 105.00 A trustee who has proposed a motion to a committee which motion has been rejected, may submit his motion to the Board in general session, in writing, for consideration immediately following the report of the committee scheduled for the next regular meeting of the Board in general session, provided the motion, in writing, is available to the Chairman for circulation prior to the agenda. Provided that, in the event a motion contained within the report of the standing committee which has been adopted shall be in contradiction to the motion proposed hereby, then the Chairman shall rule such motion out of order.
- 106.00 A motion to the Board shall be in the form of either a resolution to direct specific action or to designate a policy of the Board.
- 107.00 Any Trustee may ~~challenge~~ appeal the ruling of the Chair, according to Robert's Rules of Order. The Trustee making the ~~challenge~~ appeal (with a seconder) will be asked by the Chair to state the ~~challenge~~ appeal. The Chair will call for debate on the merit of the appeal according to Robert's Rules of Order. A vote to sustain the Chair will follow.

Greater Victoria School District

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