

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

Regular Board Meeting

Monday, March 23, 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, March 23, 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 01-05)
- A2. Approval of the Minutes**
 - a) Approval of the February 16, 2015 Regular Board Minutes (p 06-14)
- A3. Business arising from the Minutes**
- A4. Student Achievement**
 - a) Lori Burley, Principal, Tillicum Elementary School and Students
"Legend of Commosung"
- A5. District Presentations**
 - a) Randi Falls, Principal, Victoria High School, Track Revitalization Project Update
- A6. Community Presentations** (5 minutes per presentation)
 - a) Dr. Kerry Crofton, Doctors for Safer Schools, Work Smart, Work Healthy in this Digital Age
 - b) Dr. Martin Blank, University Professor, Why EMF Safety Standards are not Protecting Us
 - c) Cindy Graf, GVTA, Teachers' Professional Development Funds
 - d) Debra Swain, GVTA, Teachers' Professional Development Funds
 - e) Tami Tate, PAC Chair, Oak Bay High School, School Fundraising
 - f) Gerald Smeltzer, Sno'uyutth Pole, Oak Bay High School

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

B. TRUSTEE REPORTS**B1. Chair's Report****B2. Trustees' Report**

- a) Trustee Whiteaker - BCSTA AGM Motions
- b) Trustee McNally

C. BOARD COMMITTEE REPORTS**C1. Joint Education Policy Development and Operations, Policy and Planning Committee**

- a) Minutes from the March 2, 2015 meeting – Information only (p 15-20)
- b) Recommended Motions:

i) That the Board of Education of School District No. 61 (Greater Victoria) support the BCSTA request: (a) *that each Board of Education develop a rationale for an immediate increase in funding for support for educational programs in their schools; (b) that Boards ask to meet with their local MLAs prior to the end of March 2015; and, (c) that each Board and/or Branch Association present their requests for increased funding to their local MLAs and the Ministry of Education during these meetings.*

ii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Needs Budget Committee to work with the Superintendent and the Secretary-Treasurer to develop a needs budget based on the information collected from schools for the allocation of the Teacher Education Funds.

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

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

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

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

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

- a) 2015/2016 School Calendar

That the following dates be approved:

<u>2015/2016 School Year Calendar*</u>	
School Opening –	September 8, 2015
First non-instructional day –	September 21, 2015
Thanksgiving –	October 12, 2015
Second non-instructional day – (Province wide)	October 23, 2015
Remembrance Day –	November 11, 2015
Third non-instructional day –	November 20, 2015
Schools close for Winter vacation –	December 18, 2015
Schools re-open after Winter vacation –	January 4, 2016
Family Day –	February 8, 2016
Fourth non-instructional day –	February 19, 2016
Schools close for Spring vacation –	March 11, 2016
Schools re-open after Spring vacation –	March 29, 2016
Good Friday –	March 25, 2016
Easter Monday –	March 28, 2016
Fifth non-instructional day –	May 20, 2016
Victoria Day –	May 23, 2016
Administrative Day and School Closing –	June 24, 2016

*Sixth non-instructional day to be chosen by each school

D2. Secretary-Treasurer's Report

- a) Third Reading of Bylaw 9368 Procedure

(p 21-23)

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give the third and final reading to the revised Bylaw 9368 *Procedure* at the March 23, 2015 Board of Education meeting.

That the revised Bylaw 9368 *Procedure* be:
Read a third time, passed and adopted the 23rd day of March 2015.

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

- b) 2015/2016 Carbon Neutral Capital Program Capital Project Bylaw No. 126845 (p 24-25)

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 126845, being a bylaw for the Carbon Neutral Capital Program Rockheights Middle School Boiler Replacement in the amount of \$237,500.

Motion to be Carried Unanimously

That Capital Project Bylaw No. 126845, being a bylaw for the Carbon Neutral Capital Program Rockheights Middle School Boiler Replacement in the amount of \$237,500 be:

READ A FIRST TIME THE 23rd day of March, 2015;
READ A SECOND TIME THE 23rd day of March, 2015, and
READ A THIRD TIME, PASSED AND ADOPTED THE 23rd day of March, 2015 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

E. QUESTION PERIOD (15 minutes total)

F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G. NEW BUSINESS/NOTICE OF MOTIONS

G1. New Business

- a) Trustee McNally - Bylaw 9140 - Ad Hoc Committees of the Board (p 26-27)

That the Board of Education of School No. 61 (Greater Victoria) amend Bylaw 9140 *Ad Hoc Committee of the Board*, Article 3, to delete the sentence "*Committees may function as consultative committees, working committees, steering committees or special committees.*"

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9140 *Ad Hoc Committee of the Board* at the March 23, 2015 Board of Education meeting.

That the revised Bylaw 9140 *Ad Hoc Committee of the Board* be:

Read a first time the 23rd day of March, 2015;
Read a second time the 23rd day of March, 2015;
Read a third time, passed and adopted the 23rd day of March, 2015.

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

b) Trustee Whiteaker - Administrative Budget Cuts

That the Board of Education of School District No. 61 (Greater Victoria) in collaboration with our Education Partners write a letter to the Minister of Education, Premier, and MLA's expressing concerns and effects of the 2015/2016 and 2016/2017 administrative budget cuts and highlight budget savings previously undertaken and send a copy of this letter to the local media.

c) Trustee Watters – Letter to Community Re: Needs Budget

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the community addressing the impacts of underfunding on our school district through the lens of our Needs Budget, and to consult with and seek sign off from partner groups as well as Songhees and Esquimalt Nations so that the letter may be a statement on behalf of the entire SD61 community to be published in local media.

d) Trustee Nohr - Teachers' September Pay

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to meet with representatives of the GVTA to negotiate a Letter of Understanding to calculate the September pay based on an additional day reflecting 1/195 of the salary for all teachers with assignments in the district.

e) Trustee Nohr - Learning Initiatives

That the Board of Education of School District No. 61 (Greater Victoria) close the Learning Initiatives department as of June 30, 2015 and redeploy all staff to existing positions in the district that come available due to retirements and attrition.

G2. Notice of Motions

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)
February 16, 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, Katrina Ball, Associate Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Shelley Green, Associate Superintendent, Cam Pinkerton, Associate Superintendent, Deb Whitten, District Principal, Student Services, Seamus Howley, Director, Facilities 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.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved and seconded:

That the February 16, 2015 Agenda be approved with the following changes/additions:

C2. Operations, Policy and Planning Committee

b) Recommended Motions:

- vi) Motion moved to F. Public Disclosure of In-Camera Items - F1.
- vii) Motion moved to F. Public Disclosure of In-Camera Items - F2.

D2. Secretary-Treasurer's Report

a) Capital Project Bylaw No. 126182

F. Public Disclosure of In-Camera Items

F3. Report out motion from In-Camera Board meeting

G2. Notice of Motions

a) Trustee Whiteaker - Trustee Reports

Motion Carried Unanimously

A2. Approval of the Minutes

a) It was moved and seconded:

That the January 19, 2015 Regular Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes - None

A4. Student Achievement

Lansdowne Middle School Principal, Louise Sheffer, introduced grade eight teacher, Mark Gerhardt and six grade 8 students. Ms. Sheffer explained to Trustees that the students had been participating in a project called Innovative Learning. English students Marek and Quinn described their project to create a video using Veescape called "Great White North" and played it for Trustees. French Immersion students Hugo, Owen, Jolan and Evan introduced themselves and described and played their video project called "Happy" which will be shown to grade 5 students who will attend Lansdowne Middle School next year.

Chair Loring-Kuhanga thanked Ms. Sheffer, Mr. Gerhardt and Lansdowne grade 8 students for attending the Board meeting and sharing their video projects.

A5. District Presentations

Quadra Elementary School Principal, Marilyn Campbell, attended the Board meeting to acknowledge the Director of Facilities Services, Seamus Howley and facilities staff for their outstanding work on the seismic upgrade of Quadra Elementary School. Ms. Campbell stated that the transition between moving out of Quadra School into Richmond School for one year and then back into Quadra was stressful at times; however, Mr. Howley and the facilities staff made it seem effortless. Ms. Campbell wanted to personally thank the facilities team for always being available and keeping the entire process running smoothly.

A6. Community Presentations

- a) Stewart Wheeler, a Victoria High School teacher, attended the Board meeting to thank the Director of Facilities Services, Seamus Howley, for his support and mentorship of the apprenticeship programs at Victoria High School and all schools in the District.
- b) Brad Hall, President of CUPE Local 947, attended the Board meeting to speak to Trustees about the Cooper Smith Music Library located in the basement at the SJ Willis Education Centre. Mr. Hall encouraged Trustees to consider increasing clerical staff hours at the music library.
- c) Sally Murphy, Oak Bay High School music teacher, attended the Board meeting to speak to Trustees about the Cooper Smith Music Library located at SJ Willis. Ms. Murphy stated that the library contains an enormous amount of material that is utilized by many music teachers in the District and encouraged Trustees to consider increasing the clerical support to catalogue and keep track of these materials.

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

Chair Loring-Kuhanga recognized and honored Mr. Seamus Howley, Director of Facilities Services, as he is set to retire from the District at the end of February. Chair Loring-Kuhanga thanked Seamus for his dedication and commitment to the District and wished him a healthy, safe and well deserved retirement.

Chair Loring-Kuhanga thanked Superintendent Bell and District staff for working so hard to keep up with the many motions that have required follow through over the past few months.

Chair Loring-Kuhanga reported that she had been invited and would be attending the Provincial Budget speech at the Legislature on February 17th and that she had been involved in a Robert's Rules of Order workshop along with her fellow Trustees.

Chair Loring-Kuhanga provided copies of correspondence that she received from the Ministry of Education to all Trustees.

B2. Trustees' Report

- a) Trustee Whiteaker reported that she attended Campus View Elementary School on February 3, 2015 and enjoyed reading with grade three and four classes for reading week. On February 4, 2015 Trustee Whiteaker attended a memory project which is a federally funded project bringing war veterans' into classrooms to share their experiences.

Trustee Whiteaker advised Trustees that she will be attending the BCSTA Provincial Council meeting as the Board representative on February 21, 2015 and that she requires some direction from the Board with respect to voting.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) support Resolution 9.1 - 2015/2016 BCSTA Draft Budget - *"That Provincial Council receive the 2015/2016 BCSTA Draft Budget and provide any additional input to the Finance Committee prior to adoption of the final budget by the April 2015 Provincial Council"* and direct Trustee Whiteaker to vote in favour of this motion at the BCSTA Provincial Council meeting on February 21, 2015.

Motion Carried Unanimously

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) support Resolution 10.1 - Increase in Funding for Educational Programs - *"That BCSTA request: (a) that each Board of Education develop a rationale for an immediate increase in funding for support for educational programs in their school districts; (b) that Boards ask to meet with their local MLAs prior to the end of February 2015; and, (c) that each Board and/or Branch Association present their requests for increased funding to their local MLAs during these meetings"* and direct Trustee Whiteaker to request an amendment to change February to March and then vote in favour of this motion at the BCSTA Provincial Council meeting on February 21, 2015.

Motion Carried Unanimously

- b) Trustee Orcherton reported that she had been involved in a regional conference call on January 26, 2015 facilitated by the British Columbia Public School Employers' Association (BCPSEA) and the British Columbia School Trustees Association (BCSTA). The discussion centered on recent collective bargaining processes.

Trustee Orcherton further reported that she attended a new trustee orientation facilitated by BCPSEA in Vancouver on January 29, 2015 and then their AGM on January 30, 2015.

Lastly, Trustee Orcherton reported that over the past month she attended a Healthy Saanich Advisory Committee meeting, a professional development session at Eagle View Elementary, a VCPAC meeting and visited McKenzie Elementary School and Glanford Middle School.

C. BOARD COMMITTEE REPORTS

C1. Education Policy Development Committee

- a) The February 2, 2015 meeting minutes were received for information.
- b) Trustee Nohr referred to the February 2, 2015 meeting minutes and presented the following recommended motion.

It was moved and seconded:

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

Motion Carried Unanimously

C2. Operations, Policy and Planning Committee

- a) The February 10, 2015 meeting minutes were received for information.
- b) Trustee Leonard referred to the February 10, 2015 meeting minutes and presented the following recommended motions.

It was moved and seconded:

- 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.

Motion Carried Unanimously

It was moved and seconded:

- 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 Carried Unanimously

It was moved and seconded:

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.

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

iv) It was moved and seconded:
 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

v) It was moved and seconded:
 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 Watters, McNally, Loring-Kuhanga, Nohr, Paynter, Whiteaker
 Against: Trustees Ferris, Leonard, Orchardton

It was moved and seconded:
 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 Carried

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

It was moved and seconded:
 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;
Motion Carried

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

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report

a) Superintendent Bell referred Trustees to a memo that was distributed and reviewed the proposed 2015/2016 school year calendar. The motion allows the calendar to be placed on the school district website for a period of one month to be viewed and commented on by the public. It will come back to the March 23, 2015 Board meeting for final approval.

It was moved and seconded:
 That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2015/2016 school year calendar on the school district's website for a period of one month:
2015/2016 School Year Calendar*
 School Opening – September 8, 2015
 First non-instructional day – September 21, 2015
 Thanksgiving – October 12, 2015
 Second non-instructional day – October 23, 2015

(Province wide)	
Remembrance Day –	November 11, 2015
Third non-instructional day –	November 20, 2015
Schools close for Winter vacation –	December 18, 2015
Schools re-open after Winter vacation –	January 4, 2016
Family Day –	February 8, 2016
Fourth non-instructional day –	February 19, 2016
Schools close for Spring vacation –	March 11, 2016
Schools re-open after Spring vacation –	March 29, 2016
Good Friday –	March 25, 2016
Easter Monday –	March 28, 2016
Fifth non-instructional day –	May 20, 2016
Victoria Day –	May 23, 2016
Administrative Day and School Closing –	June 24, 2016
*Sixth non-instructional day to be chosen by each school	
Carried Unanimously	

D2. Secretary-Treasurer’s Report

- a) Capital Project Bylaw No. 126182

Secretary-Treasurer Laser advised that the Ministry of Education has approved funding for the design stage of the building envelope remediation project at Esquimalt Secondary School and that approval of the capital project bylaw is required to receive the funding. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Laser.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 126182, being a bylaw for the Esquimalt Secondary School Building Envelope Remediation Capital Funding in the amount of \$43,700.

Motion Carried Unanimously

It was moved and seconded:

That Capital Project Bylaw No. 126182, being a bylaw for the Esquimalt Secondary School Building Envelope Remediation Capital Funding in the amount of \$43,700 be:

READ A FIRST TIME THE 16th day of February, 2015;
 READ A SECOND TIME THE 16th day of February, 2015, and
 READ A THIRD TIME, PASSED AND ADOPTED THE 16th day of February, 2015 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried Unanimously

E. QUESTION PERIOD - None

F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

- F1.** The following motion was referred from the February 10, 2015 In-Camera Operations, Policy and Planning Committee meeting.

It was moved and seconded:

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.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by adding the following the words “*and School District No. 61 Naming Policy (to be developed)*” to the end of the last sentence.

It was moved and seconded:

That the motion “*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*” be amended by adding the words “*and School District No. 61 Naming Policy (to be developed)*” to the end of the last sentence.

Motion Defeated

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

Discussion ensued amongst the Trustees with Chair Loring-Kuhanga calling for the vote on the main motion.

It was moved and seconded:

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.

Motion Defeated

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

- F2.** The following motion was referred from the February 10, 2015 In-Camera Operations, Policy and Planning Committee meeting. Discussion ensued amongst the Trustees.

It was moved and seconded:

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.

Motion Defeated

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

- F3.** Chair Loring-Kuhanga reported out to the public the following motion that was carried at the February 16, 2015 In-Camera board meeting:

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Greater Victoria Teachers' Association encouraging them to take the September 2014 pay issue to expedited arbitration.

G. NEW BUSINESS/NOTICE OF MOTIONS

G1. New Business

a) Trustee Orcherton - Excluded and Exempt Staff Compensation

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

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 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.

Motion Carried

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

b) Trustee McNally - Policy 1250 Trustee/School Liaison

Trustee McNally withdrew her motion.

It was moved and seconded:

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 Withdrawn

G2. Notice of Motions

- a) Trustee Nohr provided the following Notice of Motion for the March 2, 2015 Operations, Policy and Planning Committee meeting.

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.

b) Trustee Whiteaker – Trustee Reports

Trustee Whiteaker will be providing a motion for the March 2, 2015 Operations, Policy and Planning Committee meeting related to Trustee Representative reports.

H. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 9:49 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



**Combined Education Policy Development Committee
and
Operations, Policy and Planning Committee Meeting
March 2, 2015 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Deborah Nohr, Chair, Education Policy Development Committee, Elaine Leonard, Chair, Operations Policy and Planning Committee, Tom Ferris, (left 9:45), Edith Loring-Kuhanga, Diane McNally, Peg Orcherton (left 9:45), 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, Kim Munro, Director of Human Resource Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:05 p.m.

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 March 2, 2015 regular agenda be approved with the following changes: add under Item 3 Business Arising from Minutes – BCSTA Request; withdraw 5.A.1 Cindy Graf Presentation, and add Item B.3 BCSTA 2015/2016 Budget.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the February 2, 2015 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

It was moved:

That the February 10, 2015 Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES

A. BCSTA Request

Trustee Whiteaker presented the BCSTA motion and requested feedback from Trustees. Trustees provided their comments.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) support the BCSTA request: *(a) that each Board of Education develop a rationale for an immediate increase in funding for support for educational programs in their school districts; (b) that Boards ask to meet with their local MLAs prior to the end of March 2015; and, (c) that each Board and/or Branch Association present their requests for increased funding to their local MLAs and the Ministry of Education during these meetings.*

Motion Carried Unanimously

4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Nohr, Chair

A. Introduction of Student Representative

Superintendent Bell introduced Lydia Biegun, Student Representative from Lambrick Park Secondary School and informed the Trustees that Lydia is a Grade 11 student.

B. Anti-Bullying Day Activities

Superintendent Bell provided an overview of the various activities that took place in the District including the following: Staff and students participated by wearing pink shirts; some elementary schools issued stickers for random acts of kindness; in middle and secondary schools there were guest speakers, assemblies, and skits; Shoreline students went to the legislative building and opened with drumming; a student from Reynolds Secondary School recited a poem at the legislative building; and the Tolmie building had a door decorating competition.

C. Special Education

Debra Mackie, District Principal, Special Education provided an overview of special education services in the school district. The following are considered as elements of successful inclusion in our school district. This means we strive for:

- A sense of community and social acceptance for every student
- An appreciation of student diversity
- Attention to curricular needs of every student
- Effective management and quality instruction for every student, and
- Access to adequate personnel supports for every student.

The classroom teacher is best supported by a school based team, where services and supports may be brought to the classroom level from the team and from district and provincial specialists. The School Based Team determines the need of the student through various assessments which then leads to an individual education plan and a variety of support

services to meet the individual student needs including for example, support from special education and learning support teachers, therapy services, augmentative equipment, and educational assistant support.

Services for students are available in an integrated setting or in district special education programs.

Trustees thanked Debra Mackie for her presentation.

The Education Policy and Planning Committee meeting adjourned at 8:22 p.m.

5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair

The Operations Policy and Planning Committee meeting was called to order at 8:26 p.m.

A. PRESENTATIONS - None

B. FINANCE AND LEGAL AFFAIRS

1. Budget Discussion - Special Education

Debra Mackie, District Principal, Special Education stated that the special education budget is just under \$29 Million which represents 15% of the total operating budget.

Of the \$29M, \$13.3M is allocated from the general operating budget which provides support for elementary and middle school counsellors, contact teachers for gifted students, speech and language pathologists, augmentative and adaptive communication assistants, occupational therapists, physio therapists, reading recovery teachers, and learning support teachers.

The Ministry of Education allocates \$15.7M in supplementary funding for unique student needs as follows:

Level 1 - Physically Dependent or Deafblind - 21 students @ \$36,600

Level 2 - Low Incidence - 667 students @ \$18,300

Level 3 - Intensive Behaviour Intervention - 292 students @ \$9,200

The supplementary funding provides support for special education teachers, teachers of the deaf and hard of hearing, teachers of the visually impaired, district learning support teachers, a behaviour consultant and educational assistants.

Trustees asked questions of clarification and thanked Debra Mackie for her presentation.

2. WorkSafe BC Premiums

Secretary-Treasurer Laser presented the WorkSafe BC Premiums for the past 3 years explaining that the base rate is determined by WorkSafe BC and that the surcharge or discount is based on the school district claims experience over the past 3 years. The forecasted amount for 2015 is a discount of \$.01 which will result in a cost savings of approximately \$35,400.

Trustees asked questions of clarification of Secretary-Treasurer Laser.

3. BCSTA 2015/2016 Budget

Trustee Whiteaker explained that the BCSTA is requesting feedback from Boards of Education with respect to the draft 2015/2016 BCSTA budget by March 16, 2015 so that any changes can be incorporated into the budget draft that will be presented to the April 2015 Provincial Council for adoption. Trustees did not recommend any changes.

C. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

D. NEW BUSINESS/NOTICE OF MOTIONS

1. Trustee Paynter - Evaluate Current District Funding Levels

Trustee Paynter presented his motion and rationale. Discussion ensued amongst the Trustees with concerns being expressed regarding the wording. Trustee Paynter withdrew his motion.

It was moved:

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 Withdrawn

Trustees stated that they would like to see a needs budget submitted to the Ministry of Education in addition to the compliance budget. Secretary-Treasurer Laser suggested that the information collected from schools indicating their needs in response to allocating the Teacher Education Fund would provide the basis for a needs budget.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Needs Budget Committee to work with the Superintendent and the Secretary-Treasurer to develop a needs budget based on the information collected from schools for the allocation of the Teacher Education Funds.

Motion Carried Unanimously

2. Trustee Whiteaker - Trustee Reports

Trustee Whiteaker presented her motion and rationale. Discussion ensued amongst the Trustees with Trustee Whiteaker accepting the suggestion to add the word “representative” in front of the word “reports”.

It was moved:

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

Motion Carried Unanimously

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

Trustee Nohr presented her motion and rationale. Superintendent Bell asked for clarification with respect to the information being requested. Trustee Nohr agreed to delete the words “the number of international students” and to change the word “challenge” to “gifted”. Discussion ensued amongst the Trustees.

It was moved:

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

Motion Carried

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

Trustees Orcherton and Ferris left the meeting at 9:45 p.m.

4. Trustee Nohr - Overview of MyEducation BC

Trustee Nohr presented her motion and rationale. Discussion ensued amongst the Trustees. Superintendent Bell reminded the Trustees that it is her job to work with the unions to address expressed concerns and that she had responded to the letter sent in by the Greater Victoria Teachers’ Association.

Trustee Nohr withdrew her motion.

It was moved:

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

Motion Withdrawn

5. Trustee Watters - Letter to the Minister of Finance

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

It was moved:

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

Motion Carried Unanimously

6. Trustee Nohr - Technology Stewardship Committee

Trustee Nohr presented her motion and rationale. Discussion ensued amongst the Trustees with Trustee Nohr being asked to clarify the intent of her motion. Trustees suggested that the motion be referred to the April 13, 2015 Operations Policy and Planning Committee meeting.

It was moved:

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.

Motion Referred

E. GENERAL ANNOUNCEMENTS – None

F. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:10 p.m.

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

Approved: April 27, 1981
 Reviewed: March 2012
 Revised: December 10, 2012
 Revised: **March 23, 2015**



OFFICE OF THE
SECRETARY-TREASURER

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

TO: Board of Education

FROM: Debra Laser, Secretary-Treasurer

DATE: March 23, 2015

RE: **CARBON NEUTRAL CAPITAL PROGRAM (CNCP)
CAPITAL PROJECT BYLAW 126845 – ROCKHEIGHTS MIDDLE SCHOOL
BOILER REPLACEMENT**

The Ministry of Education has allocated \$5 million for the Carbon Neutral Capital Program (CNCP) in the 2015/2016 fiscal year. The funding allocated to the Greater Victoria School District No. 61 is in the amount of \$237,500 for replacing the boiler at Rockheights Middle School. A Capital Project Bylaw is required to access these funds.

Recommended motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 126845, being a bylaw for the Carbon Neutral Capital Program Rockheights Middle School Boiler Replacement in the amount of \$237,500.

Motion to be Carried Unanimously

That Capital Project Bylaw No. 126845, being a bylaw for the Carbon Neutral Capital Program Rockheights Middle School Boiler Replacement in the amount of \$237,500 be:

READ A FIRST TIME THE 23rd day of March, 2015;
READ A SECOND TIME THE 23rd day of March, 2015, and
READ A THIRD TIME, PASSED AND ADOPTED THE 23rd day of March, 2015 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**CAPITAL PROJECT BYLAW NO. 126845
CARBON NEUTRAL CAPITAL PROGRAM**

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No.126845.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$237,500 for Project No.126845 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Project Bylaw No. 126845.

READ A FIRST TIME THE 23rd DAY OF MARCH, 2015;
READ A SECOND TIME THE 23rd DAY OF MARCH, 2015;
READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF MARCH, 2015.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria), Capital Project Bylaw No. 126845 adopted by the Board the 23rd day of MARCH, 2015.

Secretary-Treasurer

BYLAW 9140

AD HOC COMMITTEE OF THE BOARD

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the Board or a Committee of the Whole Board or Standing Committee, within the time prescribed and within its terms of reference, with recommendation for action or, where necessary, policy change.
3. All committees established by the Board of Trustees including Standing Committees of the Board, are considered advisory committees to the Board. ~~Committees may function as consultative committees, working committees, steering committees or special committees.~~ The terms of reference for each established committee will be defined by the Board together with the date of presentation to the Board or Standing Committees.
4. Trustee members of any Ad Hoc Committee shall be as selected by the Board.
5. The membership of the Committee shall select a Chair at the first meeting of the Committee.
6. The Chairperson of the Board shall be an ex officio member of all Ad Hoc Committees, without voting rights.
7. The Superintendent may appoint a member of Administration or others to assist an Ad Hoc Committee.
8. The District Leadership Team shall prepare a report indicating Administration's reaction to the Ad Hoc Committee's report, and both reports shall be submitted to the Board, or the Standing Committee of the Board, simultaneously.

9. The Ad Hoc Committee shall be automatically dissolved when its term of appointment is at an end, unless extended by the Board.

Greater Victoria School District

Approved: April 27, 1981
Revised: Sept. 22, 1986
Revised: October 24, 1988
Minor revisions: June 1998
Adopted: February 25, 2002
Reviewed: March 2012