

OPERATIONS, POLICY AND PLANNING COMMITTEE

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

Special Budget Public Input Meeting

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

OPPs Agendas and Minutes available at:

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

**NEXT OPPs MEETING IS SCHEDULED FOR:
Monday, May 11, 2015 at 7:30 P.M.**

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

OPERATIONS, POLICY AND PLANNING COMMITTEE

Special Budget Public Input Meeting

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Monday, April 13, 2015 – 7:30 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Leonard

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

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			
2. APPROVAL OF THE MINUTES			
A. Combined Education Policy Development and Operations, Policy and Planning Committee Meeting of Monday, March 2, 2015			Pgs. 1-6
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS (5 minutes per presentation)			
A. Camille Victoire - Accountability and Responsibility			
5. FINANCE & LEGAL AFFAIRS			
A. Budget Discussion			
Open Letter to the Community	Elaine Leonard		Pgs. 7-8
B. Delete Policy & Regulation 2123.047 Personnel Assistant	Debra Laser	Motion	Pgs. 9-12
C. BCSTA AGM Motions	Ann Whiteaker	Discussion	Verbal
D. Naming Recognition	Elaine Leonard	Discussion	Pgs. 13-17
6. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
7. NEW BUSINESS/NOTICE OF MOTION			
A. 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.			
8. GENERAL ANNOUNCEMENTS			
9. ADJOURNMENT			



**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.



BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Diane McNally
Trustees: Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton
Rob Paynter, Jordan Watters, Ann Whiteaker*

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

April 13, 2015

Open Letter to the Community

Public Education and Greater Victoria Schools Suffer From Funding Reductions

Your school trustees, school district administration, teachers and support staff were hopeful that the recent provincial budget would hold positive news for public education; however, that hope was short lived and we were extremely disappointed by our Government's recent budget reductions.

The recent funding announcement includes province-wide administrative funding cuts of \$54 million over the next two years. The amount of the administrative funding cuts varies proportionately per district depending on enrolment.

For the Greater Victoria School District, the funding impact is \$947,714 less in 2015/2016 with a further funding reduction of \$816,995 in 2016/2017. This means that by the second year, the Greater Victoria School District will have \$1.8 million less to operate with than we would have.

While the Government did provide an increase to the Learning Improvement Fund (which provides support for special needs students) and funding to offset the contract settlement that was negotiated with BC teachers and CUPE support staff, there continues to be no recognition of other cost pressures; including for example, BC Hydro rate increases, medical services plan premium increases, and inflation which is averaging around two percent.

School Boards are continuously told to trim fat and find efficiencies without impacting the classroom, but everything we do has an impact on students. The Greater Victoria School District spends its funds efficiently and effectively but the gap continues to grow each year between what the district receives in provincial government funding and what is required to meet the educational needs of our students. In the past few years, the Greater Victoria School Board has made numerous challenging budget decisions that include eliminating administrative positions and supplies, finding operational efficiencies, and relocating programs. The school district has also been on the leading edge of participating in shared service initiatives in order to realize cost savings. We have made every effort to maintain a focus on the best possible outcome for our students.

Without appropriate funding, it is extremely difficult to create innovative programs, provide the technological and skills training, and personalized learning opportunities that keep students engaged and best prepares them for a world beyond the classroom. School Boards require additional funding, not less funding, to effectively address the diverse learning needs of our students and to ensure that our students receive the best education possible in the 21st century. We are disheartened with the Government's apparent disconnect from what it takes to deliver quality public education in British Columbia.

We look to the people of our community, our teachers and our staff to work together to provide the best education possible for our children. We ask that you support all of us in demanding that the Government provide adequate funding for the future leaders of our province: our children and youth! Thank you.

Sincerely,

Edith Loring-Kuhanga, Board Chair
Greater Victoria School District

Chief Andy Thomas
Esquimalt First Nation

Chief Ron Sam
Songhees First Nation

John Bird, Chair
District Parent Advisory Council

Benula Larson, President
Greater Victoria Teachers' Association

Read Jorgensen, President
Victoria Principals and Vice-Principals' Association

Melanie Houston, President
Allied Specialists' Association

Brad Hall, President
CUPE Local 947

Gilles Larose, President
CUPE Local 382

cc: Board of Education
All BC School Boards, c/o BCSTA
GVSD Unions and Associations
Local Media
Honorable Peter Fassbender, Minister of Education
Sherri Bell, Superintendent of Schools
Debra Laser, Secretary-Treasurer



OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4110

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: April 13, 2015

RE: **Policy and Regulation 2123.047 Personnel Assistant**

The position of Personnel Assistant no longer exists in the school district. It is recommended that Policy and Regulation 2123.047 be deleted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) deletes Policy and Regulation 2123.047 Personnel Assistant.
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POLICY 2123.047

PERSONNEL ASSISTANT

The Board may appoint a Personnel Assistant, who shall be responsible to the Personnel/Payroll Supervisor for assisting in the operation of the Personnel Section within the Secretary-Treasurer's Department. The Personnel Assistant shall be responsible for assisting in the development and maintenance of effective labour relations, wage and salary administration, recruitment of all non-teaching staff, and for assisting in the administration of all fringe benefit plans.

Greater Victoria School District

Approved: May 31, 1982

Deleted

REGULATION 2123.047

PERSONNEL ASSISTANT

Immediate Supervisor: Supervisor of Personnel/Payroll

General Function

This position assists the Supervisor of Personnel/Payroll in providing adequate personnel services for all non-teaching staff.

Specific Duties

- 1) Assists the Supervisor in the planning, organizing, directing and controlling of the activities of the Personnel Section.
- 2) Processes non-teaching vacancy notices and places newspaper advertisements as required.
- 3) In consultation with principals and department heads, ensures appropriate authorization of clerical and aide entitlement, and the correct coding of such positions for payroll and accounting purposes.
- 4) Assists in the administration of wages and salaries for all non-teaching staff, including exempt staff.
- 5) Coordinates and directs the recruitment of employees.
- 6) Tests the abilities and knowledge of non-teaching job applicants as required.
- 7) Conducts preliminary screening of prospective employees.
- 8) Places Spare Board employees as required.

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- 9) Assists in the administration of fringe benefit plans for all staff.
- 10) Assists the Supervisor in the administration and interpretation of the C.U.P.E. Collective Agreements.
- 11) Attends Labour Management meetings, and in the absence of the Supervisor, attends Personnel Committee meetings.
- 12) Administers the vacation, sick leave and seniority records for non-teaching staff.
- 13) Assists in the administration of Board personnel policies and regulations related to non-teaching staff.
- 14) Ensures the proper maintenance of required personnel records on all staff.
- 15) Coordinates the development and presentation of workshops and training programs for non-teaching staff.
- 16) Assists in the selection, development, training, monitoring and evaluating of Personnel staff.
- 17) Provides personnel related information, advice, and reports as required.
- 18) Assists in the updating of computer programs for personnel, and to a lesser degree, payroll.
- 19) Assists as a team member in the collective bargaining process.
- 20) Provides a consultative service to all staff with respect to retirement and benefit needs as well as the Employee Assistance Program.
- 21) Produces handbooks and other material relating to recruitment, orientation and guidance to personnel.
- 22) Attends to other related duties as directed by the Personnel/Payroll Supervisor.

Greater Victoria School District

Approved: May 1982

Revised: January 25, 1988

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POLICY 1325

PARTNERSHIP

The Greater Victoria School Board recognizes and supports the development of mutually beneficial partnerships between the Board, schools and the community, including business and non-business sectors, which are consistent with Board policies and regulations. The Board believes these relationships can be an important aspect of a child's education and will benefit the educational system as a whole.

To help in the development of such partnerships the Board has developed guidelines which are intended to help schools and/or District staff initiate partnership activities. It is important to note that:

- communications between the District and schools regarding such activities must be current and up-to-date
- protocols and guidelines have been adopted and can be found in the District's Regulations
- partnerships must enhance learning opportunities and/or have educational or cultural value
- partnerships must ensure children and the schools are not exploited through the activities
- recognition of all forms of partnership between the community, and schools, and/or the District shall be acknowledged in a fair and equitable manner
- whenever possible and appropriate, school-based committees should be formed to coordinate the activities and relationships with the business and/or the community organization

- partnership activity may fall within, but is not exclusive to, the following categories: School/business, school/institution, fundraising, corporate sponsorship and entrepreneurial activities.

Please refer to: Partnership 1325 (attach)

Greater Victoria School District

Adopted: January 25, 1999

Revised: September 8, 1999

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POLICY 1325 – PARTNERSHIP (attachment)

DEFINITIONS

School/Business -	a relationship involving a school or district department entering into a specific agreement or arrangement with a local business and/or corporation that has clearly articulated purpose, goals and objectives. This relationship is usually set for a specific period of time and involves activities primarily focussing on the exchange of goods and services.
Corporate Sponsorship-	refers to any local, national or international business organization that agrees to support and/or sponsor an activity within a school and/or District department which allows the business to support public education in a fair, ethical and beneficial way. Corporate sponsorship for the sole purpose of advertising and/or promotion does not fit within the District's policy or Guiding Principles.
District Department -	refers to any and all departments such as (but not limited to) Maintenance, Finance, Human Services, Information Technology, Facilities, School Services and Purchasing, within the Greater Victoria School District No. 61.
District Office -	refers to the central administration, both Board and senior management, of the Greater Victoria School District No. 61.
District-wide Fundraising-	refers to any district initiated activity undertaken to raise funds that will be administered equitably throughout the district by the GVSD Education Foundation.
Entrepreneurial Activities -	refers to act(s) of generating funds and/or the sale of District services, resources and/or property specifically designed to increase the revenue of the District/school.

Exploited -	where a student or school is placed in an unfair situation or position of potential abuse by a partner for selfish use.
GVSD Education Foundation-	refers to a group of individuals who form a Board to act as a trust agent for money donated and/or raised through district-wide fundraising initiatives. An Education Foundation constitution and bylaws has been established to govern this Board. The Education Foundation Board is independent of, but works in conjunction with, the Board of School Trustees. The Education Foundation will oversee and administer funds raised under the District wide initiatives and will ensure fair and equitable distribution for the betterment of Public Education within the Greater Victoria School District.
Partnership -	is any formal arrangement, agreement and/or relationship between a GVSD and community group, with clearly defined educational goals and objectives.
Schools -	refers to any or all elementary and secondary schools within the Greater Victoria School District No. 61. Includes all groups involved at the school such as administrators, teachers, support staff, Parent Advisory Councils and Student Councils.
School-based Fundraising -	refers to a variety of activities intended to support and enhance individual school needs and/or activities. These will be under the direct supervision and responsibility of the school principal who will ensure District Protocols and Guidelines are followed.
School/Institution -	a relationship involving a school or District department with other educational and/or non-profit organization primarily focussing on the exchange of goods and services.

POLICY 1421

NAMING SCHOOL SITES

The Greater Victoria Board of Education may, with the support of the school community, name a school site or portion thereof:

1. for a person deemed to have made a significant contribution to the school or the larger community.
2. for a place of local historical or geographical significance.

The Greater Victoria Board of Education may, at any time, remove the name of a school site or portion thereof.

Greater Victoria School District

Adopted: June 25, 1984

Revised and Renamed: February 27, 1995

Revised and Renamed: February 15, 2010