

OPERATIONS, POLICY AND PLANNING COMMITTEE

Monday, May 11, 2015 at 7:30 P.M.

REGULAR MEETING

(Please note that an In-Camera Special Board 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, June 8, 2015 at 7:30 P.M.

OPERATIONS, POLICY AND PLANNING COMMITTEE

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Monday, May 11, 2015 – 7:30 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Leonard

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

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			
2. APPROVAL OF THE MINUTES			
A. Operations, Policy and Planning Committee Meeting of Monday, April 13, 2015			Pgs. 1-4
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
A. Rolf Warburton and David Ley, EMJS Bike Club, Regulation 1332.41 Playing Fields - Vehicles			
5. FINANCE & LEGAL AFFAIRS			
A. Needs Budget Letter	Trustee Leonard	Information	Pgs. 5-6
B. Information Technology Department Plan	Ted Pennell	Information	Pgs. 7-19
C. Technology Stewardship Ad Hoc Committee - Terms of Reference	Trustee Leonard	Discussion	
6. FACILITIES PLANNING			
A. 2015-2016 Annual Facilities Grant Expenditure Plan	Thomas Smith	Information	Pgs. 20-21
7. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
8. NEW BUSINESS			

A. Trustee Paynter - Trustee Professional Development Fund Allocation

That commencing at the end of FY2015/16 the Trustee Professional Development Fund allocations will be returned to general revenue for allocation in the next fiscal year.

B. Trustee Whiteaker - Parent Education Fund

That the Board of Education of School District No. 61 (Greater Victoria) create a Parent Education Fund as part of the 2015-2016 budget item - Parent Advisory Council Grant in the amount of \$7,000.00. And further, that the Board of Education create guidelines and a process to access this Parent Education Fund.

C. Trustee McNally - Audio and Video Recording of Students

That the Board of Education of School District No. 61 (Greater Victoria) end the practice of shutting down audio and video recording of students during Board meetings.

D. Trustee Paynter - Administration in the Absence of Policy

That the Board of Education of School District No. 61 (Greater Victoria) grant the Superintendent of Schools the power to act when action must be taken and the Board of Education has provided no guide in policy for such action. The Superintendent's decisions, however, are subject to Board review, and it is the duty of the Superintendent to inform the Board of action taken and of the need for policy.

9. NOTICE OF MOTIONS FOR THE JUNE OPPS MEETING

A. Trustee Paynter - Roles and Responsibilities of Parent Advisory Committees and the District Parent Advisory Committee

That the Board of Education of School District No. 61 (Greater Victoria) establish an Ad Hoc committee to confirm the roles and clarify the rights and responsibilities of parent advisory committees (PACs) and the district parent advisory committee (DPAC) with respect to operation, responsibilities and consultation on matters within schools and at the district level consistent with the School Act and other relevant legislation and regulation. This committee will take guidance from changes in legislation as currently envisioned by Bill 11.

B. Trustee Paynter - Reconstitution of Board Standing Committees

That the Board of Education of School District No. 61 (Greater Victoria) establish a working group of senior staff and trustees to examine the current function of the standing committees of the Board and make recommendations on the scope of responsibilities, membership and meeting schedules and other aspects of the conduct of these committees as are deemed appropriate. Work will commence in September 2015 and will be informed by relevant legislation and recommendations emerging from the District Strategic Planning process.

C. GENERAL ANNOUNCEMENTS

D. ADJOURNMENT



**Operations, Policy and Planning Committee Meeting
April 13, 2015 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

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

Regrets:

Peg Orcherton

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Ted Pennell, Director, Information Technology, Katrina Ball, Associate Secretary-Treasurer, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:38 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 Kaitlyn Gantt-Mann, Student Representative from Esquimalt High School.

1. APPROVAL OF THE AGENDA

It was moved:

That the April 13, 2015 regular agenda be approved with the addition of Dr. Blank and Dr. Crofton under Item 4: Presentations.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the March 2, 2015 combined Education Policy Development Committee and Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS

A. Camille Victoire - Accountability and Responsibility (Wi-Fi)

Ms. Victoire, parent from Margaret Jenkins, presented her concerns regarding the proper use of technology in schools, particularly given that Health Canada's Safety Code 6 - Radiofrequency Exposure Guidelines is now under review. Ms. Victoire expressed her support of the motion to create a Technology Stewardship Committee.

B. Dr. Blank and Dr. Crofton – EMF

Dr. Martin Blank and Dr. Kerry Crofton shared concerns regarding EMF safety standards not being protective. Due to recent research on the impact of EMF on cellular and DNA structure, Dr. Blank recommended that Wi-Fi and cell phones be turned off when not in use. Dr. Blank and Dr. Crofton both expressed their support for the motion to create a Technology Stewardship Committee.

5. FINANCE AND LEGAL AFFAIRS

A. Budget Discussion

1. Open Letter to the Community

Trustees reviewed the draft letter. Discussion ensued amongst Trustees with concerns raised that the needs budget was not incorporated. Trustees agreed to table the letter to the May Operations, Policy and Planning (OPPs) Committee meeting that follows the Needs Budget Committee meeting later this month.

B. Delete Policy and Regulation 2123.047 Personnel Assistant

Secretary-Treasurer Laser informed the Committee that Policy and Regulation 2123.047 Personnel Assistant should be deleted as the position no longer exists.

Discussion ensued amongst Trustees with questions raised around the duties listed in the regulation.

It was moved:

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

Motion Carried Unanimously

C. BCSTA AGM Motions

Trustee Whiteaker provided information regarding the BCSTA motions being presented at the upcoming BCSTA AGM. She advised the Committee that amendments to the motions are not permitted and that members must vote on the existing motions as worded. Trustee Whiteaker shared her concerns about the wording of one of the motions and suggested that members attending the AGM vote against the motion. The Committee provided direction to Trustee Whiteaker and those holding voting cards to vote against the motion.

D. Naming Recognition

Chair Leonard provided background information regarding Policies 1325 *Partnership* and 1421 *Naming School Sites*. Trustees agreed that the policies should be brought forward for discussion at the Operations Policy and Planning Committee meeting starting in June 2015.

It was moved:

That Policy 1325 *Partnership*, Policy 1325A *Partnership (attachment)* and 1421 *Naming School Sites* be forwarded for review at the Operations, Policy and Planning Committee meeting starting in June 2015.

Motion Carried Unanimously

6. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

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.

Chair Leonard advised the Committee that a replacement motion was submitted and circulated by Trustee Nohr. The Committee agreed to put forward the new motion.

Trustee Nohr presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) establish an Ad Hoc committee as per Bylaw 9140, 'Technology Stewardship' for the purpose of developing guidelines for the safer use of technology for our students and staff.

Discussion ensued amongst Trustees with an amendment being suggested to remove the word "safer".

It was moved:

To amend the main motion to remove the word "safer" before the words "use of technology..."

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) establish an Ad Hoc committee as per Bylaw 9140, 'Technology Stewardship' for the purpose of developing guidelines for the use of technology for our students and staff.

Motion Carried Unanimously

8. GENERAL ANNOUNCEMENTS - None

9. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 8:50 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**

May 11, 2015

The Honourable Peter Fassbender
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Fassbender:

RE: School District No. 61 (Greater Victoria) Needs Budget

Each year School District No. 61 (Greater Victoria) engages in a broad based consultative process requesting input from our educational partner groups, school planning councils and the public. Each year through our process the groups involved reach the same conclusion: the Ministry of Education is not providing the level of funding required to meet the educational needs of our students.

The 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 provide the necessary programming and supports to ensure continued student success. In past years, the Greater Victoria Board of Education has made numerous challenging budget decisions that included closing eight schools, eliminating administrative positions and supplies, reducing facilities supplies budgets and relocating educational programs. The school district has been on the leading edge of participating in shared service initiatives in order to realize cost savings. Every effort has been made to maintain a focus on the best possible outcome for students.

As part of the process to allocate the Learning Improvement/Teacher Education Fund, principals, teachers and support staff engaged in a collaborative approach to identify the additional services needed to adequately meet the needs of their students. After allocating the Learning Improvement/Teacher Education Fund of \$3.0 million for teacher and educational assistant time to schools, **the unmet need identified by the schools to support students was 49 full time equivalent teachers and 118 hours per week of educational assistant time for a total cost of \$4.97 million** in the following areas:

- Special Education: teachers for learning support, special education and English Language Learning and educational assistants
- Specialist support such as an increase in speech language pathologist positions
- Extra teachers including an instructional focus on literacy, numeracy and technology
- Counselling and Teacher-Librarians

...../2

School Planning Councils and Education Partner Groups were asked the following question: “What areas should be given priority to support student achievement and district goals?” The input received indicated the most need for additional support in:

- Special education
- Extra teachers to reduce class size
- Technology integration into classrooms
- Counsellors
- Implementing systemic and cultural change

The recommendations made by the Select Standing Committee on Finance and Government Services (2015) for the K-12 Public Education Sector included “Provide stable, predictable and adequate funding to enable school districts to fulfill their responsibility to provide continued equitable access to quality public education and to meet required repair and maintenance costs” and “Provide resources to identify and address the growing number of students with special needs and those with minimal English language skills” which are consistent with the needs identified by our school community.

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. We urge the Government to embrace their obligation to fully fund public education to ensure that the diverse learning needs of our students are met.

Sincerely,

Edith Loring-Kuhanga, Board Chair
Greater Victoria School District

Chief Ron Sam
Songhees First Nation

John Bird, Chair
Victoria Confederation of Parent Advisory Councils

Benula Larsen, President
Greater Victoria Teachers' 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
Sherri Bell, Superintendent of Schools
Debra Laser, Secretary-Treasurer



INFORMATION TECHNOLOGY DEPARTMENT PLAN

May 2015

Enhancing student learning through the use of technology

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Executive Summary

The Information Technology Department plan outlines a road map that informs all School District stakeholders of the initiatives by the Information Technology Department that support and enhance student learning and engagement for every student in the Greater Victoria School District.

The process of developing the Information Technology Department plan included reviewing the significant technology-related accomplishments over the last few years, assessing the current state of technology, reviewing the needs of schools (students, staff and parents) and the vision and goals of the BC Education plan, identifying the initiatives required to fulfill those goals, preparing the plan and using it as a roadmap in moving forward.

This plan details a number of initiatives that the Information Technology Department will be implementing over the next few years. Enhancing parent communication, providing students with online storage collaboration / productivity tools and replacing the current student information system are the current priorities for the School District.

There are a number of other initiatives in this plan that also focus on enhancing communications such as improving district and school websites and implementing classroom websites and blogs. Improving the support systems and infrastructure are a major focus for the Information Technology Department with initiatives such as the Technology Purchase Centre, TEC packages and technology bundles and the Evergreen Computer Refresh Program.

Access and connectivity improvements are addressed through initiatives to the local area network, the next generation network, the enterprise wireless network and through video conferencing. Some of the department's initiatives target the operation of the School District such as business improvement and disaster recovery. All of these initiatives have a direct connection in creating value for our students, teachers, staff and parents through the application of technology.

While continuing to create an environment where technology is reliable and access is ubiquitous, the Information Technology Department is always labouring to minimize costs while simultaneously increasing value. While leveraging current technologies in the School District, the Information Technology Department frequently evaluates emerging technologies and assesses how they might add value to enhancing student learning. Technology is an integral part of personalized learning and will continue to impact all aspects of the educational environment.

BC EDUCATION PLAN & DIGITAL LITERACY CHARACTERISTICS

The Information Technology Department's vision for student learning and instructional technology is based in the context of the BC Education Plan and the Digital Literacy Characteristics which states that students should possess the following digital literacy characteristics:

- Research and Information Literacy - Students apply digital tools to gather, evaluate and use information
- Critical Thinking, Problem Solving, and Decision Making - Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources
- Creativity and Innovation - Students demonstrate creative thinking, construct knowledge and develop innovative products and processes using technology
- Digital Citizenship - Students understand human, cultural and societal issues related to technology and practice legal and ethical behavior
- Communication and Collaboration - Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others
- Technology Operations and Concepts - Students demonstrate a sound understanding of technology concepts, systems and operations

IT ORGANIZATION

The Information Technology Department provides technology planning, implementation, support and integration for administrative and instructional sites. Reporting to the Deputy Superintendent, the Information Technology Department is located in the Tolmie Building at 556 Boleskine Road and is divided into five functional areas:

1. Help Desk – Main point of contact for all technology support
2. Onsite Technology Support – School Technologists provide onsite technology support to all schools. They work in concert with the Help Desk and assist schools in their use and planning of technology
3. Technology Infrastructure – Comprised of network, server and data centre operations. Designs and supports wired and wireless networks, servers and systems that support the infrastructure

4. Application Development & Systems Support – Supports and maintains the District’s web presence and portal environments, develops web-based solutions for district requirements, implements and maintains administrative systems and integrates existing and legacy applications with new technology solutions
5. Data Support – Includes managing the District’s Data Warehouse, BCeSIS and MyEducation BC and supports data collection and reporting to the Board of Education and Ministry of Education

The Information Technology Department is committed to:

- making technology more accessible, reliable and relevant for students in their learning activities
- supporting staff with their use of technology to amplify student learning
- supporting the District with relevant information and data to ensure effective decision making
- designing and maintaining the necessary technical infrastructure
- maintaining a level of service that is cost effective, timely in delivery and superior in quality

Governance for the Information Technology Department is maintained through the District Leadership Team (DLT) which oversees IT strategy within the School District. DLT is comprised of senior leaders, department coordinators/directors and school principals and ensures IT initiatives closely align to the overall goals of the School District and the BC Education Plan.

INITIATIVES

1 - District and School Websites

GOAL: To enhance the School District’s ability to effectively communicate with students, parents, staff and the community through modern websites that are responsive in design, well structured, customizable and easy for staff to publish content.

In 2013, the Information Technology Department set to enhance the School District’s websites. The initial focus was to create a standard template-based school website that all schools would use which would add a level of consistency across all schools for the viewers.

The websites were designed to include language translation and to be responsive and automatically adjust to the viewer’s screen size to accommodate tablet computers and smart phones. The site is managed through role-based user accounts and has a user-friendly interface for easy content management. The website is hosted and fully supported by the Information Technology Department.

In addition to the school websites and for those teachers that would like to publish their own class website and blog, the Information Technology Department is working to develop a teacher's component of the school websites. This will enable teachers to easily share information with students and parents. The class websites will be template-based and easy for teachers to setup and publish information and fully supported by the Information Technology Department.

The School District's main website was updated in 2014. It has the same characteristics as the school websites and includes integration between the district and school websites. The new District website also includes top-drawer functionality to accommodate unique user-centric views. The District website continues to undergo further improvements in 2015.

2 - Communicating with Parents

GOAL: To provide parents with stronger connections to their child's learning through online services for greater visibility and interactions with the School District.

Since children tend to enjoy and stay in school longer and do better in school when students, teachers and parents work together to support learning, the Information Technology Department is working to implement systems that enhance better communications with parents. These systems currently include teacher, school and district websites, MyEducation BC, FreshGrade, and Synrevoice School Connects.

Online web services designed for parents will include:

- Viewing and reporting student attendance
- Viewing student progress
- Enhancing communication between teachers and parents
- Providing online approvals and consent
- Making online payments

3 - Student Information System

GOAL: To ensure that information is readily available to stakeholders in order to efficiently and effectively manage the education system.

The School District is currently replacing BCeSIS with MyEducation BC. All of the schools in the Greater Victoria School District are scheduled to be converted to MyEducation BC by December 2015. The initial focus of the project is to replace BCeSIS core functionality with similar functionality from MyEducation BC.

Following implementation, the new functionality and features of MyEducation BC, including teacher, student and parent portals and services will be reviewed and made available.

4 - Business Improvement

GOAL: To improve the efficiency and operational effectiveness in the performance of the business functions of the School District.

As part of the regular business lifecycle, data is collected from schools and the information is used to report on provincial and district requirements. Examples of data collections include the Student Data Collection (1701), Student Achievement Data Exchange (SADE) and the Employment Data and Analysis System (EDAS). Historically, these collection processes have been performed through spreadsheets which can be inefficient. The Information Technology Department is working to improve these processes by removing the dependencies on legacy spreadsheets and replacing them with online collection forms and services. The Information Technology Department is making improvements to other business needs as identified.

5 - Systems and Infrastructure Improvements for the Classroom

GOAL: To improve the reliability, accessibility and cost effectiveness of technology for student-centred learning.

Putting technology in the hands of students is critical in helping them acquire the skills they need to be successful in a complex, highly technological knowledge-based economy. The Information Technology Department supports teachers, administrators and support staff by implementing an improved systems approach for the selection, purchase and implementation of technology devices and tools. As a result of these improvements, schools can expect:

- additional cost savings in purchasing technology
- devices purchased meet student and teacher expectations
- simplified process for purchasing technology
- all of the various departments and stakeholders are informed and working together to efficiently implement the technology

5.1 - Technology Purchase Centre

The Information Technology Department, in conjunction with the Facilities and Purchasing Departments are working to develop a centralized Technology Purchase Centre where schools can easily express their intent to purchase technology devices. The school will be provided with

assistance in the selection, options and cost of the devices and the departments affected by the purchase will receive adequate notice and updated relevant information to assist them with their planning and installation.

5.2 - TEC Packages and Hardware Bundles

The Information Technology Department is working to establish standard technology packages of various tools and devices that meet student and classroom purposes. These packages will integrate with the schools existing technology infrastructure, will be offered as a set price that includes installation so it is easy for school budgeting purposes and will include all the necessary supports to ensure it is used successfully and expectations are met.

The Information Technology Department established the TEC (Technology Enabled Classroom) Package in 2013. It incorporated a wall-mounted ultra-short throw projector with a screen and sound system. Benefits of the TEC package include:

- a rich multimedia learning environment
- reduces teacher preparation time
- consistency across classrooms
- easy integration with technology devices such as iPads and desktop computers

5.3 - Evergreen Computer Refresh Program

The Evergreen Computer Refresh Program was launched in 2014 for student and teacher computers. Approximately 6,000 computers were enrolled into the Evergreen program and are funded from school budgets. The goal of the program is to ensure that students and teachers use computers that are reliable, perform well and are purchased at the lowest cost to the schools.

The Information Technology Department has developed a student and teacher desktop computer standard utilizing refurbished computers with new solid state hard drives. The District continues to find high value in purchasing refurbished computers as they are:

- significantly less expensive than the cost of new computers
- meeting established performance levels set by the Information Technology Department
- supporting the School District's values of reduce, reuse and recycle
- meeting expectations from students and staff
- significantly improving performance through solid state hard drives

Schools pay an annual subscription cost for every computer enrolled in the program and in return, the Information Technology Department ensures that the computers continue to perform as expected and will be replaced when required. Replacement schedules are developed in advance of replacement lifecycles and costs can be closely planned for, managed and controlled.

6 - Access and Connectivity

GOAL: To provide students sufficient and reliable access to the internet and to online digital tools.

It is an exciting time for learning and teaching as the School District is working to equip students with the skills necessary to thrive in an increasingly digital world, as critical thinkers, researchers, innovators, global communicators, collaborators and life-long learners. To that end, the Information Technology Department recognizes the importance of student access to online tools for learning.

“If they have access, our kids now have an easy connection between an individual’s passion to learn and the people and resources to learn it.” ¹

6.1 - Local Area Network

Ensuring a robust Local Area Network (LAN) is critical in meeting the computing needs of students and staff. In 2012, the Information Technology Department developed a new district LAN architecture standard and began replacing legacy network switches (2000 era) with managed switches. All remaining legacy network switches are scheduled to be replaced by August 2015.

6.2 - Next Generation Network

In 2014, the BC Government established the Next Generation Network (NGN) as the replacement for the Provincial Learning Network (PLNet). A key objective was to ensure that every school district was provided the underlying technology, connectivity and services to support delivery of personalized learning.

The School District was fortunate to be an early adopter of the NGN and all schools were migrated from PLNet to the NGN in early 2015. By 2016, bandwidth capabilities are expected to increase by 30% and then increase again every two years in order to keep with the expected demand.

The NGN provides:

¹ Thomas, Douglas, and John Seely Brown. *A New Culture of Learning: Cultivating the Imagination for a World of Constant Change*. 1st ed. CreateSpace Independent Publishing Platform, 2011.

- faster internet connections
- greater bandwidth capacity
- commercial-level reliability
- improved network security

6.3 - Enterprise Wireless Network

A centralized enterprise wireless network was implemented in 2011 for secondary and middle schools and elementary schools were added to the wireless network in 2014. As a school district, we were behind most other BC school districts in this area. While this has delayed our deployment of wireless devices, it allowed us the opportunity to carefully review safety concerns and to implement the latest in wireless infrastructure according to federal and global health guidelines. All schools utilizing the wireless network went through a consultation process with their stakeholders.

The wireless network enables:

- students the freedom to move about with technology and work collaboratively
- special-needs students access to the digital tools that are the most helpful for them
- students to be able to effectively use wireless-only devices such as iPads and tablets
- students to be able to use their own technology devices in schools

6.4 - Video Conferencing

The Information Technology Department is working to develop a classroom video standard where teachers and students can easily utilize video to remotely connect to special guests and other students outside of the School District. The department will also be developing a video conferencing standard that can be used across the School District for point-to-point video conferencing, group video conferencing as well as video recording and streaming for school and district events.

6.5 - Online Data Storage and Collaboration / Productivity Tools

The Information Technology Department will be enabling a powerful collection of online collaboration and productivity tools for students, as well as unlimited online file storage to be used for educational purposes. These tools are accessible from any network that is connected to the internet and offer tremendous opportunities for students to extend learning beyond their school and into their home and community. Participation will be a school decision and parent consent will be required for participating students.

Some of the benefits of online data storage and collaboration / productivity tools include:

- personal and collaborative online workspaces and productivity tools for students that can be accessed from any device and from anywhere
- the ability for students to develop and participate in different social networks
- direct online communication with teachers and students
- no cost to schools or students and the solutions are commercial-free

6.6 - Personal Information and Privacy

The School District is committed to meeting its obligations under the Freedom of Information and Protection of Privacy Act (FOIPPA). Each student will have their own secure login and password and all students and teachers using the system will receive instruction on how to appropriately use it in ways that protect personal student information.

7 - Disaster Recovery

GOAL: To ensure that IT risks are minimized and to develop a structured disaster recovery process to efficiently recover and protect the School District's interests in the event of a disaster.

The Information Technology Department maintains regular data backups and ensures that data can be quickly recovered when necessary. All data is backed up at least nightly, with higher priority data being backed up numerous times at different points throughout the day. Data is also replicated to an off-site facility in the event of a disaster that affects the data centre. The Information Technology Department is working to formalize a disaster recovery plan that would be used in the event of an actual disaster.

In conjunction with the disaster recovery planning, the Information Technology Department will be performing an IT risk management assessment. The assessment will identify and prioritize the IT risks and associated impacts, building a risk profile that provides both the strategic basis and the operational framework for handling potential crisis within the Information Technology Department. The assessment will be completed by June 2015.

CONCLUSION

All of the initiatives in this plan work together to enhance and amplify student learning through:

- empowering students with the knowledge and competencies required to be successful in the 21st century
- providing students reliable access to the internet and to current and emerging technologies
- empowering teachers in their use of technology as teaching and learning tools
- providing parents with stronger connections to their child's learning through online tools for greater visibility and interactions with the School District

With the support of the Board of Education and the District Leadership Team, the expertise of the Information Technology Department staff ensure that the technology initiatives outlined in this plan are effectively implemented throughout the School District and that they meet the needs of students, staff and parents in an effective, timely and cost-efficient manner.

KEY CONTRIBUTING DOCUMENTS

- 2014-2015 Achievement Contract
- 2014-2015 Superintendent's Report on Student Achievement
- 2012-2013 Aboriginal Education Enhancement Agreement Annual Report
- 2013–2014 District / Community Literacy Plan
- SD #61 Policies and Regulations Relating to Technology
- BC Education Plan
- BC's Digital Literacy Framework
- BC's Digital Literacy Characteristics
- BC's Student Profiles for Technology Literate Students (draft)
 - Grades K-2
 - Grades 3-5
 - Grades 6-9
 - Grades 10-12



FACILITIES SERVICES

491 CECELIA ROAD, VICTORIA, BRITISH COLUMBIA V8T 4T4
PHONE (250) 920-3400 FAX (250) 920-3461

TO: Operations Policy and Planning Committee

FROM: Thomas Smith, Director of Facilities Services

DATE: May 11, 2015

RE: **2015-2016 Annual Facility Grant**

Each year the Ministry of Education provides an Annual Facility Grant to fund maintenance and repairs of capital infrastructure in school districts. The total 2015-2016 grant is \$4,186,156.

The Annual Facility Grant is intended for projects required to maintain facility assets through their anticipated economic life and to prevent deterioration of these assets. Many of the projects meet the requirements of the Ministry's Capital Asset Management system (called VFA). The projects also demonstrate our commitment to providing safe and healthy learning environments for the students of our district. Recognizing the importance of reducing our carbon footprint, we also focus on projects that result in energy savings and improved building efficiencies. The following capital upgrade projects will be funded through the Annual Facility Grant for the 2015-2016 school year.

1. **Ongoing Roof Management Program** - Each year we tender a number of roofing projects throughout the district. Ensuring that our roofs are well maintained is an integral part of the building envelope system.
2. **Mechanical Upgrades** - The original heating plant boilers at Esquimalt Secondary will be replaced with a new energy efficient system. This system will lower our heating costs and as a result, reduce our carbon footprint. At the same time we will be upgrading the ventilation system and installing new heating controls. We also received separate funding through the Carbon Neutral Capital Program to replace the boiler plant at Rockheights Middle School with a new energy-efficient system
3. **Window Replacements** - The replacement of older single pane window systems continues to be a priority for the Facilities Department. The installation of new windows reduces our energy costs as well as improves the comfort level in classrooms and other spaces. This summer the replacement of the windows at Esquimalt Secondary will be completed. We will also be replacing windows at Torquay Elementary and Rockheights Middle Schools.
4. **Facility Upgrades** - To protect the exterior fabric of our schools, we continue to fund projects such as exterior painting, building envelope repairs, and exterior wall finish upgrades. We also upgrade interior finishes including flooring replacement, wall and ceiling finishes, and washroom improvements.

5. **Health & Safety Projects** - In our ongoing commitment to providing safe and healthy environments for all occupants of our facilities, we complete improvement projects related to site safety, indoor air quality, asbestos abatement or repairs, non-structural seismic work and other related work.
6. **Technology Upgrades** - To accommodate computer and communication/network systems, projects include power supply upgrades, infrastructure wiring, public-address systems and other associated work.
7. **Site Upgrades** - Complimenting the seismic upgrade at George Jay, the former gravel parking lot will be upgraded to asphalt for improved parking efficiency and lower maintenance costs.