

OPERATIONS, POLICY AND PLANNING COMMITTEE

Monday, June 8, 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, September 21, 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, June 8, 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, May 11, 2015			Pgs. 1-5
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
5. FINANCE & LEGAL AFFAIRS			
A. Naming Recognition - Policy 1421 Naming School Sites	Chair Leonard	Discussion	Pgs. 6-7
B. Policy 1325 Partnership and Attachment	Chair Leonard	Discussion	Pgs. 8-11
C. Oak Bay - Naming of Theatre and Gym Court	Dave Thomson	Motions	Pgs. 12-13
D. Framework for Enhancing Student Learning	Chair Leonard	Discussion	Pgs. 14-17
E. Technology Stewardship Ad Hoc Committee - Terms of Reference	Chair Leonard	Discussion	Pgs. 18-19
F. Administrative Savings Plan	Debra Laser	Information	Pg. 20
6. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS			
7. NEW BUSINESS			
A. Trustee Paynter - Roles and Responsibilities of Parent Advisory Councils and the District Parent Advisory Council			

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 councils (PACs) and the district parent advisory council (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 Ad Hoc 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. 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 Whiteaker – Parent Education Fund

That the Board of Education of School District No. 61 (Greater Victoria) create terms of reference for the Parent Education Fund Ad Hoc Committee.

E. Trustee Nohr – Letter to the Minister of Education

That the Board of Education of School District No. 61 (Greater Victoria) send a letter to the Minister of Education expressing our concerns about the lack of consultation with the BCSTA and School Boards across the province leading up to the passing of Bill 11 and additionally providing recommendations for the appropriate processes that would support the development of all necessary regulations for the implementation of Bill 11.

F. Trustee McNally – Bylaw 9368 Procedure

That the Board of Education of School District No. 61 (Greater Victoria) confirm its commitment to Article 100.00 of Bylaw 9368 Procedure which states “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,” and that alternative procedures be in place for meetings of the Board only by motion and majority vote according to Article 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.”

G. Trustee McNally – Standing Committee Agendas

That the Board of Education of School District No. 61 (Greater Victoria) adhere to the agenda format set out in the Board Bylaw 9360.2 *Meetings of the Standing Committees* for both of the Standing Committees of the Board (Education Policy Development Committee and Operations Policy and Planning Committee).

H. Trustee McNally – External Trustee Liaison - Community Appointments

That the Board of Education of School District No. 61 (Greater Victoria) approves that all Trustees appointed by the Chair to an external body be required to submit a written report to the Board via the Chair in December and June of each school year, as part of the Trustee Report agenda item, reports to be included as part of the Board agenda pack-up, beginning December 2015.

I. Trustee McNally – Trustee Appointments to Internal Committees

That the Board of Education of School District No. 61 (Greater Victoria) approves that each Trustee (one Trustee agreed upon by consensus in multi-Trustee committees) appointed to the Needs Budget Advisory Committee, District Culture and Community, District Gay/Straight Alliance, ANED and French Immersion Advisory Committee, be required to submit a written report to the Board via the Chair in December and June of each school year, as part of the Trustee Report agenda item, reports to be included as part of the Board agenda pack-up, beginning December 2015.

8. NOTICE OF MOTIONS

9. GENERAL ANNOUNCEMENTS

10. ADJOURNMENT



**Operations, Policy and Planning Committee Meeting
May 11, 2015 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Diane McNally, Chair, Tom Ferris, Deborah Nohr, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

Regrets:

Elaine Leonard, Edith Loring-Kuhanga

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Katrina Ball, Associate Secretary-Treasurer, Thomas Smith, Director of Facilities Services, Ted Pennell, Director of Information Technology, Connie Schmidt, Recording Secretary

The meeting was called to order at 7:40 p.m.

In the absence of Trustee Leonard, Trustee McNally chaired the meeting.

Chair McNally 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 May 11, 2015 regular agenda be approved with the addition of John Bird and Audrey Smith under Item 4: Presentations, Trustee Watters General Announcement under Item 10 and the withdrawal of Item 8D.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the April 13, 2015 Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS

A. Rolf Warburton and David Ley, EMJS Bike Club - Regulation 1332.41 Playing Fields - Vehicles

Mr. Rolf Warburton informed the Committee that Mr. David Ley was unable to attend the meeting. Mr. Warburton presented a brief overview of the EMJS Bike Club activities and then explained that the club is facing challenges due to District Regulation 1332.41 Playing Fields - Vehicles which prohibits the use of bicycles on school fields. He requested that the Board explore amending the field use regulation.

A brief discussion ensued and Superintendent Bell advised that senior administration will review the issue and bring a recommendation back to the Committee.

B. John Bird and Audrey Smith - VCPAC ANNUAL REPORT 2015-2016

Mr. John Bird, VCPAC President, and Ms. Audrey Smith, VCPAC Vice-Chair, presented the Board with a copy of the VCPAC Annual Report 2015-2016 as well as a flash drive containing the annual reports of the last six years. Mr. Bird and Ms. Smith gave a brief overview of the 2015-2016 Annual Report.

Chair McNally thanked Mr. Bird and Ms. Smith for their presentation.

5. FINANCE AND LEGAL AFFAIRS

A. Needs Budget Letter

Chair McNally advised the Committee that VCPAC requested that a 5th bullet, "Implementing systemic and cultural change" be added to the Needs Budget letter. A discussion ensued.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) send the Needs Budget letter including the additional bullet with all of the signatures.

Motion Carried

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

Against: Trustees Nohr, Paynter

B. Information Technology Department Plan

Ted Pennell, Director of Information Technology, presented the Committee with an overview of the Information Technology Department Plan. A question and answer period followed that included comments from Trustees and members of the public.

Trustees expressed their appreciation for the work done by the Information Technology Department staff.

C. Technology Stewardship Ad Hoc Committee - Terms of Reference

Chair McNally advised that the Committee will discuss Item C. Technology Stewardship Ad Hoc Committee for 30 minutes at this meeting.

Trustee Nohr referred the Committee to a suggested Terms of Reference for the Technology Stewardship Ad Hoc Committee. Discussion ensued about the purpose of the Ad Hoc Committee.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) defines the purpose of the Technology Stewardship Ad Hoc Committee to be to develop guidelines for the use of technology for our students and staff.

Motion Carried Unanimously

Further discussion ensued about the membership of the Technology Stewardship Ad Hoc Committee. A suggestion was made to include students on the Committee.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) appoint one trustee as a voting member on the Technology Stewardship Ad Hoc Committee.

Motion Carried

For: Trustees Ferris, McNally, Paynter, Watters, Whiteaker

Against: Trustees Nohr, Orcherton

The discussion ended after 30 minutes and will be continued at the June 8, 2015 Operations Policy and Planning Committee meeting.

6. FACILITIES PLANNING

A. 2015-2016 Annual Facilities Grant Expenditure Plan

Thomas Smith, Director of Facilities Services, presented the 2015-2016 Annual Facilities Grant Expenditure Plan and responded to questions from the Committee.

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

Chair McNally read the following two motions that were approved at the preceding special in-camera board meeting:

That the Board of Education of School District No. 61 (Greater Victoria) report out publically during the May 11, 2015 Operations, Policy and Planning Committee meeting that a search firm has been hired to assist in recruiting a new Superintendent of Schools for the Greater Victoria School District.

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approves the All-Weather Artificial Turf Field agreement between Bays United Football Club and the Board of Education of School District No. 61 (Greater Victoria) for a term of 25 years commencing on the opening date of the field which is targeted for September 1, 2016*” be reported out publically during the May 11, 2015 Operations, Policy and Planning Committee meeting.

8. NEW BUSINESS/NOTICE OF MOTION

A. Trustee Paynter - Trustee Professional Development Fund Allocation

Trustee Paynter presented his motion and rationale. Discussion ensued amongst the Trustees with a suggestion being made to refer the motion to the June 8, 2015 Operations Policy and Planning Committee meeting so that additional information could be provided.

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.

Motion Referred

For: Trustees Ferris, McNally, Orcherton, Paynter, Watters, Whiteaker
Against: Trustee Nohr

B. Trustee Whiteaker - Parent Education Fund

Trustee Whiteaker presented her motion and rationale supported by a Power Point presentation. Discussion ensued amongst the Trustees and members of the public.

It was moved:

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.

Motion Carried

For: Trustees McNally, Nohr, Paynter, Watters, Whiteaker
Against: Trustees Ferris, Orcherton

Trustee Whiteaker provided Notice of Motion for the June 8, 2015 Operations Policy and Planning Committee Meeting regarding establishing terms of reference for the Parent Education Fund Ad Hoc Committee.

C. Trustee McNally - Audio and Video Recording of Students

Trustee McNally suggested that her motion be referred to the June 8, 2015 Operations Policy and Planning Committee meeting.

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.

Motion Referred Unanimously

D. Trustee Paynter - Administration in the Absence of Policy

Trustee Paynter withdrew his motion.

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.

Motion Withdrawn

9. GENERAL ANNOUNCEMENTS

Trustee Watters announced that the Aboriginal Enhancement Agreement has now been signed by the Greater Victoria Teachers' Association.

10. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:15 p.m.

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: June 8, 2015

RE: Naming Recognition

The following motion was approved at the April 13, 2015 Operations, Policy and Planning Committee meeting:

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

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

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

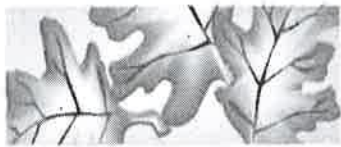
Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

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.



OAK BAY H I G H S C H O O L

TO: Operations, Policy and Planning Committee

FROM Dave Thomson, Principal, Oak Bay High School

DATE: June 8, 2015

RE: **Request to Name the New Theatre at Oak Bay High School "The Dave Dunnet Theatre"**

Oak Bay High school has gone through a significant consultation process with staff, parents and the community related to naming the new theatre. Throughout the process, Dave Dunnet's name has continued to resonate. Endorsement for naming the theatre "The Dave Dunnet Theatre" has been received from staff, PAC, parents, alumni and community members.

Dave's contributions to the school trace their roots back to the 1960's. He is the only member of both the Sports Hall of Fame and the Fine Arts Wall of Stars, a tribute to his impact at every level. He remains one of Oak Bay's most beloved teachers. Dave was asked for his permission which he offered with thanks. Subject to the approval of the Board, there will be a ceremony in the new school year.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approves naming the new theatre at Oak Bay High School "The Dave Dunnet Theatre".

Thank you for your consideration.

Dave Thomson
Principal

Garrett Thomson
Vice-Principal

Steven Price
Fine Arts Department Head



OAK BAY H I G H S C H O O L

TO: Operations, Policy and Planning Committee

FROM: Dave Thomson, Principal, Oak Bay High School

DATE: June 8, 2015

RE: **Request to Name the Court at the New Large Gym at Oak Bay High School "The Gary Taylor Court"**

Gary Taylor has been a long time educator, administrator and friend to School District #61. Gary played a significant role in building athletic proficiency at Oak Bay High School, particularly in basketball. In consultation with alumni, staff and PAC, we have reached the conclusion that naming the court in Gary's honour is a fitting tribute to his decades of service to the students of this school district.

Gary touched thousands of lives. His caring and concern was always evident and he continues to be in attendance at events at the schools he worked at in this district to this day. Gary has accepted this recognition with great humility and would be truly honoured should the Board grant this opportunity.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approves naming the court at the new large competition gymnasium at Oak Bay High School "The Gary Taylor Court".

Thank you for your consideration.

Dave Thomson
Principal

Garrett Brisdon
Vice-Principal

Richard Fast
Athletic Director

BC's Framework For Enhancing Student Learning

Guiding Principles

1. all education partners are responsible for student learning;
2. system-wide focus on each student;
3. meaningful, impactful, flexible, realistic, and sustainable;
4. address differences in performance amongst groups of students;
5. strength-, support-, evidence-, and results-based;
6. system-wide commitment to continuous improvement and life-long learning; and
7. continue to enhance confidence in public education.

Elements of the Framework

System-wide Focus

Clear, system-wide goals for enhancing student learning.

Meaningful and Effective Planning for Continuous Improvement

Multi-year district and school plans, updated annually

Meaningful and Effective Communication of Evidence

Reported at least annually, by districts and province

System-wide Capacity Building

Existing and tailored networks for building on strengths and for supporting continuous improvement

Linkages with existing local agreements to ensure consistent and meaningful support of Aboriginal students.

Related Procedures and Activities

- Enhance student learning in relation to intellectual, human & social, and career development
- Consistent with the existing *Mandate for the School System* (1989)
- Specific priorities within each goal area to be determined at local level

Guidelines (available by June 30) and plans will reflect local efforts to support each student and specific groups

- Aboriginal students
- children in care
- students with special needs

Plans developed with local partners and in consideration of available evidence.

- Provincial guidelines for reporting, allowing for local flexibility
- Requirement to report on Aboriginal and children in care outcomes
- Descriptive, growth-based rubrics for local use
- Balance of provincial and local evidence

- Networking and team-based structures and approaches that are support focussed
- Provincial priorities co-developed with education partners
- Provincial advisory group
- Annual provincial meetings to facilitate continuous improvement

Our Commitment

Education partners are committed to work together to continuously improve student learning and this Framework.

2015/16 will be a key year and opportunity for partners to continue to collaborate on the implementation and refinement of this Framework.

BCSTA Province-Wide Dialogue – May 27, 2015

BC's Framework for Enhancing Student Learning

What opportunities do you see for your school district coming from this Framework?
You may wish to refer to the 'Elements of the Framework' provided.

What recommendations do you have to help inform the development of related / supporting procedures and activities?

Thank you for your advice and input to help us continuously improve this work!
Please feel free to connect with the BCSTA or Dean Goodman - MOE if you would like further information regarding it.
Dean Goodman, Director for Accountability, Ministry of Education, Dean.Goodman@gov.bc.ca

BCSTA Province-Wide Dialogue – May 27, 2015

BC's Framework for Enhancing Student Learning

What would you like to see (and not see) in the initial guidelines for districts (anticipated for use in September 2015)?

What further engagement opportunities do you recommend for the 2015/16 school year (provincially and locally)?

Thank you for your advice and input to help us continuously improve this work!
Please feel free to connect with the BCSTA or Dean Goodman - MOE if you would like further information regarding it.
Dean Goodman, Director for Accountability, Ministry of Education, Dean.Goodman@gov.bc.ca

BCSTA Province-Wide Dialogue – May 27, 2015

BC's Framework for Enhancing Student Learning

Any other questions, comments or suggestions?

Thank you for your advice and input to help us continuously improve this work!
Please feel free to connect with BCSTA or Dean Goodman - MOE if you would like further information regarding it.
Dean Goodman, Director for Accountability, Ministry of Education, Dean.Goodman@gov.bc.ca

Technology Stewardship Ad Hoc Committee

The following motion was approved at the April 20, 2015 Board of Education meeting:

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.

Terms of Reference Discussion

The following motions were recommended from the May 11, 2015 Operations, Policy and Planning Committee meeting:

That the Board of Education of School District No. 61 (Greater Victoria) defines the purpose of the Technology Stewardship Ad Hoc Committee to be to develop guidelines for the use of technology for our students and staff.

That the Board of Education of School District No. 61 (Greater Victoria) appoint one trustee as a voting member on the Technology Stewardship Ad Hoc Committee.

Technology Stewardship Ad Hoc Committee Terms of Reference

Purpose:

The Technology Stewardship Committee is an ad hoc committee established by the board for the purpose of developing guidelines for the use of technology for our students and staff.

Deliverables:

The Technology Stewardship Committee has three deliverables:

1. To recommend to the Board goals and supporting practices for the use of technology within the district.
2. To recommend to the Board implementation needs, strategies, and timelines flowing from any identified changes to current practice.
3. To recommend to the Board monitoring protocols and standards for the use of technology.

Membership:

The committee will be comprised of the following voting members:

- One Trustee appointed by the Board Chair
- A senior staff member and/or IT staff member appointed by the Superintendent
- One appointed member from each of the District's employee groups
- One VCPAC representative
- Three PAC representatives (preference given to one from each schooling level – elementary, middle and secondary) to be selected by lottery from a list of those schools interested in participating. The lottery will take place at the first meeting of the Committee

Timeline:

The Committee will prepare a summary report and implementation plan to be submitted to the December 2015 Operations, Policy and Planning Committee (OPPS) meeting. Updates will be provided to the OPPS Committee as information is available.

Voting:

Voting will be by consensus.

Procedural notes:

- Anyone may attend and contribute to the discussions without voting privileges
- Meeting dates, locations, agendas and minutes to be available on the District website

Date Adopted:

School District No. 61 (Greater Victoria)
Administrative Savings Plan
For Fiscals 2015/2016 and 2016/2017 (Year Ending June 30)

Description of Strategy	2015 - 2016				2016 - 2017
	Salaries & Benefits	Services & Supplies	Revenue Programs	Total	Total
Provincial Purchasing Card Program		\$ 66,111		\$ 66,111	\$ 66,111
ERAC Consortium Membership		\$ 93,115		\$ 93,115	\$ 93,115
Telus Voice Services - TSMA Provincial Contract (lines and rates)		\$ 52,519		\$ 52,519	\$ 52,519
Audit Services Fee Decrease		\$ 24,516		\$ 24,516	\$ 24,516
Administrative Paper Usage Reduction		\$ 5,538		\$ 5,538	\$ 5,538
Reduced Waste Management Costs		\$ 85,496		\$ 85,496	\$ 85,496
Facilities Supplies and Expenses Reduction		\$245,000		\$ 245,000	\$ 245,000
District Department Supplies Reduction		\$ 85,615		\$ 85,615	\$ 85,615
Eliminate Senior Management Assistant	\$ 42,136			\$ 42,136	\$ 42,136
Eliminate Learning Initiatives Administrative Assistant	\$ 52,849			\$ 52,849	\$ 52,849
Relocate Sundance Program	\$ 232,379			\$ 232,379	\$ 232,379
Restructure Human Resource Services Department	\$ 52,986			\$ 52,986	\$ 52,986
Implement Wellness and Attendance Support Program	\$ 460,443			\$ 460,443	\$ 460,443
Contract with SD23 for WorkSafeBC Claims Management	\$ 171,196			\$ 171,196	\$ 171,196
WorkSafeBC Premium Reduction	\$ 87,899			\$ 87,899	\$ 87,899
International Student Program Fee Increase			\$395,000	\$ 395,000	\$ 395,000
Facilities Lease Revenue Increase			\$100,000	\$ 100,000	\$ 100,000
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Total Savings and Increased Revenue Identified	\$1,099,888	\$657,910	\$495,000	\$ 2,252,798	\$ 2,252,798
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Administrative Savings Target				\$ 947,714	\$ 1,764,709
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Sufficient Administrative savings to Achieve Target				Yes	Yes