

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

**Regular Board Meeting**

**Monday, November 16, 2015 - 7:30 p.m.**

**Tolmie Boardroom  
556 Boleskine Road**

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



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

---

**AGENDA**

**A. COMMENCEMENT OF MEETING**

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

- A1. Approval of the Agenda** (p 01-04)
- A2. Approval of the Minutes**
  - a) Approval of the October 19, 2015 Regular Board Minutes (p 05-12)
- A3. Business arising from the Minutes**
- A4. Trustee Elections**
  - a) Election of Chair
  - b) Election of Vice-Chair
  - c) Election of British Columbia Public School Employers' Association Representative
  - d) Election of British Columbia School Trustees' Association Provincial Councillor
  - e) Motion to Destroy the Ballots
- A5. Student Achievement**
- A6. District Presentations**
- A7. Community Presentations** (5 minutes per presentation)

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

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

- a) Trustee Orcherton - BCPSEA Symposium Report (p 13-14)
- b) Trustee McNally

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

- a) Minutes from the November 2, 2015 meeting – Information only (p 15-17)
- b) Recommended Motions:

*That the Board of Education of School District No. 61 (Greater Victoria) approve the Board Authority Authorized course: Introduction to Aviation 12.* (p 18-25)

**C2. Operations, Policy and Planning Committee**

- a) Minutes from the November 9, 2015 meeting – Information only (p 26-30)
- b) Recommended Motions:

i) *That the Board of Education of School District No. 61 (Greater Victoria) approve Regulation 3548, School District Signing Authority.* (p 31-33)

ii) *That the Board of Education of School District No. 61 (Greater Victoria) agree to the Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference.* (p 34-38)

iii) *That the Board of Education of School District No. 61 (Greater Victoria) agree to the Needs Budget Ad Hoc Committee Terms of Reference.* (p 39)

iv) *That the Board of Education of School District No. 61 (Greater Victoria), per Bylaw 9010 *Bylaws of the Board*, accept the attached as a replacement for the current board Bylaw 9140 *Ad Hoc Committee of the Board*.* (p 40-43)

*That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9140, *Ad Hoc Committee of the Board* at the meeting of November 16, 2015.*  
Motion to be Carried Unanimously

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

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

Read a first time this 16<sup>th</sup> day of November, 2015;

Read a second time this 16<sup>th</sup> day of November, 2015:

Read a third time, passed and adopted this 16<sup>th</sup> day of November, 2015.

- v) That the Board of Education of School District No. 61 (Greater Victoria) conduct a review of external committee appointments by instructing:
- a) trustees currently appointed to external committees to provide the Chair with recommendations and rationale regarding SD61's continued involvement on the committee to which they are appointed.
  - b) the Chair to send correspondence to all external committees for which the board makes appointments and inquire if a SD61 representative continues to be valuable.
  - c) the Chair to send correspondence to all district Municipalities and First Nations partners expressing the Board's interest in building relationships and being involved in areas of mutual interest and inquire if there are any committees upon which SD61's presence would be valuable.
  - d) the Chair to make recommendations to the Board, based on the above correspondence, for any changes to the list of external committees that receive appointments.

## D. DISTRICT LEADERSHIP TEAM REPORTS

### D1. Superintendent's Report

- a) Superintendent's Report (p 44)
- b) Revised 2015/2016 School Year Calendar (p 45)

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised 2015/2016 School Year Calendar.

- c) Curriculum Implementation (p 46-52)

### D2. Secretary-Treasurer's Report

## E. QUESTION PERIOD (15 minutes total)

## F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

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

**G. NEW BUSINESS/NOTICE OF MOTIONS**

**G1. New Business**

**G2. Notice of Motions**

**H. ADJOURNMENT**

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



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

---

**MINUTES**

**Present:**

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

**Administration:**

Piet Langstraat, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Katrina Ball, Associate Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, Tom Smith, Director of Facilities Services, Jim Soles, Supervisor of Building Projects, Facilities Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:31 p.m.

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

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved and seconded:

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

**B2. Trustees' Reports**

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

**C2. Operations, Policy and Planning Committee**

- b) Recommended Motions
  - v) Ad Hoc Board Standing Committee Review Committee Terms of Reference

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

- a) It was moved and seconded:

That the September 28, 2015 Regular Board Minutes be approved.

**Motion Carried Unanimously**

**A3. Business arising from the Minutes - None**

**A4. Student Achievement**

- a) Superintendent Langstraat advised Trustees that he has created a schedule over the term of the Board that provides an opportunity for each school to attend a Board meeting to present their school goals, successes, and challenges. Superintendent Langstraat then introduced and welcomed Tarj Mann, Principal, Braefoot Elementary.

Mr. Mann thanked the Board for the opportunity to attend and speak about Braefoot Elementary and introduced Vice-Principal, Barb Taylor, PAC President, Sarah Duvall and grade 5 student, Madea. Mr. Mann shared with Trustees that the primary focus at Braefoot Elementary is promoting and enhancing student engagement, self-regulation and mindfulness as a lifelong daily practice.

Vice-Principal and grade 4/5 teacher, Barb Taylor, thanked the Board for the invitation to come and speak about the goals, successes and school growth plan for Braefoot Elementary. Ms. Taylor explained that at Braefoot teaching students comes first and that all staff members are sensitive to each student's abilities and needs.

Sarah Duvall, PAC President, Educational Assistant and parent to a student at Braefoot Elementary, shared with the board her experience and success stories from being involved at Braefoot.

Grade five student, Madea, spoke to Trustees about how students learn in different ways and at different speeds and how the brain is connected to student learning.

Chair Loring-Kuhanga thanked Principal Mann, Vice-Principal Taylor, Ms. Duvall and Madea for attending and presenting to the Board.

**A5. District Presentations - None****A6. Community Presentations - None****B. TRUSTEE REPORTS****B1. Chair's Report**

Chair Loring-Kuhanga reported that she had the opportunity to visit Craigflower Elementary School on September 28, 2015 and attended a Spectrum Secondary band performance at the University of Victoria on October 16, 2015.

Chair Loring-Kuhanga reminded Trustees of the second Strategic Plan workshop scheduled for October 27, 2015.

Chair Loring-Kuhanga reported that the Ministry of Education has invited Board Chairs to a meeting in Vancouver on October 21, 2015 to discuss such topics as the implementation of the new K-12 curriculum, framework for enhancing student learning and financial accountability. Vice-Chair McNally will be attending on behalf of the Board.

**B2. Trustees' Reports**

- a) Trustee Ferris reported that he attended the Spectrum Secondary band performance at the University of Victoria and also a conference/lecture about French immersion.

- b) Trustee McNally reported that she attended the Vancouver Island School Trustees Association fall conference and that she will be attending the Ministry of Education meetings in Vancouver on behalf of Chair Loring-Kuhanga and will report back to Trustees at the next board meeting.
- c) Trustee Watters reported that she attended McKenzie Elementary on October 16, 2015 to assist with a mock student vote for the upcoming federal election.
- d) Trustee Paynter reported that he attended a meeting at Victoria High School with respect to the track revitalization project. Trustee Paynter further reported that he attended a networking meeting for parents with gifted children and participated in a child mental health coalition conference in Vancouver.

## C. BOARD COMMITTEE REPORTS

### C1. Education Policy Development Committee

- a) Trustee Nohr presented the October 5, 2015 meeting minutes and highlighted some of the evening's presentations.
- b) Trustee Nohr referred to the October 5, 2015 meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

- i) 

That the Board of Education of School District No. 61 (Greater Victoria) extend the Coastal Kindergarten pilot program of choice at James Bay and South Park by one year to June 2017.
--

**Motion Carried**

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

Against: Trustees Watters, McNally

Trustee Nohr presented the following recommended motion from the October 5, 2015 Education Policy Development Committee meeting.

It was moved and seconded:

- ii) 

That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the District Gay Straight Alliance Advisory Committee in order to reflect that the District GSA currently functions as a club.
---

Discussion ensued amongst the Trustees with a suggestion being made to refer motions C1. b) ii) and C1. b) iii) to a future Education Policy Development Committee meeting.

It was moved and seconded:

- ii) 

That the motions "That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the District Gay Straight Alliance Advisory Committee in order to reflect that the District GSA currently functions as a club" and "That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion passed May 19, 2015 stating, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to task the District Gay Straight Alliance Advisory Committee with developing a draft policy on Gender Identity and Gender Expression (in accordance with Bylaw 9210 The development of Policy; and Policy
---



*1163 Consultation) to ensure the safety and support of transgender and gender variant students and their families, and present it to the Education Policy Development Committee with recommendations for implementation," in light of the fact that the District Gay Straight Alliance Advisory Committee has dissolved" be referred to a future Education Policy Development Committee meeting.*

**Motion Defeated**

For: Trustees Orcherton, Leonard

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

Further discussion ensued amongst the Trustees with the Chair calling for the vote on the main motion.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the District Gay Straight Alliance Advisory Committee in order to reflect that the District GSA currently functions as a club.

**Motion Carried**

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

Against: Trustee Orcherton

Abstain: Trustee Leonard

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion passed May 19, 2015 stating, *"That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to task the District Gay Straight Alliance Advisory Committee with developing a draft policy on Gender Identity and Gender Expression (in accordance with Bylaw 9210 The development of Policy; and Policy 1163 Consultation) to ensure the safety and support of transgender and gender variant students and their families, and present it to the Education Policy Development Committee with recommendations for implementation,"* in light of the fact that the District Gay Straight Alliance Advisory Committee has dissolved.

**Motion Carried**

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

Against: Trustees Orcherton, Leonard

## **C2. Operations, Policy and Planning Committee**

- a) The October 13, 2015 meeting minutes were received for information.
- b) Trustee Leonard referred to the October 13, 2015 meeting minutes and presented the following recommended motions.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary Treasurer to review Board Bylaw 9360 and recommend changes that would address electronic communication.

**Motion Carried Unanimously**

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) receive a report at the September 2016 Operations, Policy and Planning Committee meeting showing the disbursements to date from the Parent Education Fund.
- Motion Carried Unanimously**

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the Culture and Community Ad Hoc Committee by no later than December 31, 2015.
- Motion Carried**

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

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to complete a draft Terms of Reference for the Ad Hoc Board Standing Committee Review Committee for the October 19, 2015 Regular Board meeting.
- Motion Carried Unanimously**

Superintendent Langstraat provided Trustees with a draft copy of the Terms of Reference for the Ad Hoc Board Standing Committee Review Committee to review. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) accept the Terms of Reference for the Ad Hoc Board Standing Committee Review Committee as presented by Superintendent Langstraat.
- Motion Carried Unanimously**

## D. DISTRICT LEADERSHIP TEAM REPORTS

### D1. Superintendent's Report

- a) Superintendent Langstraat provided Trustees with a written report and highlighted his visits to schools and meetings with stakeholder groups.

Superintendent Langstraat responded to a Trustee question regarding the use of restraints and seclusion rooms within district schools by advising that the district has quiet rooms and sensory rooms and restraints are not used. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

- b) Superintendent Langstraat reviewed the fundraising efforts associated with the Sno'yuyuth totem pole that will soon be installed and unveiled at the new Oak Bay High School. Farmer Construction has agreed to pay for the expenses associated with the construction of the base and the final grouting to secure the pole in place. The remaining outstanding cost is approximately \$1,000 for the commemorative plaque. Superintendent Langstraat advised that the capital project budget could cover this remaining expense. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria), in recognition of the \$60,000 cash contribution from the Community Association of Oak Bay, approve the expenditure of \$1,000 from the capital project budget for Oak Bay High School to purchase a commemorative plaque for the Sno'uyuth totem pole project.

**Motion Carried Unanimously**

Superintendent Langstraat reviewed the wording that has been suggested by the Oak Bay Community Association to appear on the commemorative plaque for the Sno'uyuth totem pole. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the commemorative plaque to be placed on the site of the Sno'uyuth totem pole.

**Motion Carried**

For: Trustees Ferris, Whiteaker, Nohr, Paynter, Leonard, Orcherton

Against: Trustees Watters, McNally, Loring-Kuhanga

## **D2. Secretary-Treasurer's Report**

### **a) Oak Bay High School Agreements**

Debra Laser, Secretary-Treasurer and Tom Smith, Director of Facilities Services, presented four agreements between the Board of Education and the Corporation of the District of Oak Bay with respect to the new Oak Bay High School. Secretary-Treasurer Laser provided a high level overview of the Framework Agreement, the Oak Bay High School Neighbourhood Learning Centre Operating Agreement, the Lease Agreement and the Joint-Use Agreement and advised Trustees that the Oak Bay Municipal Council had approved the agreements at their October Council meeting. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Laser and Tom Smith, Director of Facilities Services.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Framework Agreement; the Oak Bay High School Neighbourhood Learning Centre Operating Agreement (Schedule A to the Framework Agreement); the Lease Agreement (Schedule D to the Neighbourhood Learning Centre Operating Agreement); and the Joint Use Agreement (Schedule B to the Framework Agreement) between the Board of Education of School District No. 61 (Greater Victoria) and The Corporation of The District of Oak Bay and authorize the Board Chair and Secretary-Treasurer to execute the Agreements on behalf of the Board.

**Motion Carried Unanimously**

## b) 2015-2016 Capital Plan

Tom Smith, Director of Facilities Services introduced Jim Soles, Supervisor of Building Projects and explained that Mr. Soles was involved in completing the 2015-2016 Capital Plan to be submitted to the Ministry of Education. Mr. Smith provided Trustees with an overview of the Capital Plan and answered questions of clarification.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2015/2016 Five Year Capital Plan.

**Motion Carried Unanimously**

## E. QUESTION PERIOD - None

## F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

## G. NEW BUSINESS/NOTICE OF MOTIONS

## G1. New Business

## a) Trustee Whiteaker - Parent Education Fund

Trustee Whiteaker presented her motion and rationale. Discussion ensued amongst the Trustees with questions of clarification being asked of Trustee Whiteaker.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) accept the application process, selection criteria, and reporting requirements as presented for implementation, and further that these documents be distributed to PACs in the Greater Victoria School District.

**Motion Carried**

For: Trustees Whiteaker, Watters, McNally, Loring-Kuhanga, Nohr

Against: Trustees Ferris, Paynter, Leonard, Orcherton

## b) Trustee Whiteaker - Parent Education Fund

Trustee Whiteaker presented her motion and rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the Parent Education Fund Ad Hoc Committee.

**Motion Carried Unanimously**

## c) Trustee Leonard - GVTA Meeting Request

Trustee Leonard presented her motion and rationale. Discussion ensued amongst the Trustees with clarification regarding the invitation being provided by the GVTA President, Benula Larsen.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair of the Board to write a letter to the GVTA President Benula Larsen, thanking her for the invitation to attend a meeting with her executive on October 29<sup>th</sup>, but declining the offer to have the Board meet with any one group presenting an agenda with the intent to advance any single issue forward. The Board Chair should extend an invitation to the GVTA to place an item on one of our standing committee agendas so any issue(s) can be debated in the public.

**Motion Carried**

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

Against: Trustees Loring-Kuhanga, Nohr, Paynter

d) Trustee Nohr - Technology Stewardship Committee

Trustee Nohr presented her motion and rationale. Discussion ensued amongst the Trustees with questions of clarification being asked of Trustee Nohr. It was noted that the terms of reference already include posting the agendas and minutes on the school district website.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) support the following revisions to the terms of reference for the Technology Stewardship Committee:

- a) Include two students as sitting members of the committee with voting rights to be selected from the Representative Advisory Committee of Students;
- b) Revise the date to June, 2016 for submission of the summary report and implementation plan to the Board.

**Motion Carried Unanimously**

**G2. Notice of Motions - None**

**H. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 10:45 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

BCPSEA SYMPOSIUM 2015 Report to the Board of Education

Oct 22 – Oct 23/15 The Coast Coal Harbour Hotel Vancouver

**THEME: Healthy Workplace Interaction**

An engaging and energetic Plenary Session on Thursday Oct 22 “ **Work – Life Balance Redefined**” by Dr. Linda Duxbury. Dr. Duxbury has two decades of experience in this field. I found this session ( extra) interesting because it was hosted by BCPSEA and the discussion was very clear about **Workload** and **Overload**. For instance, when positions are cut, but the work is dumped on other staff this is the exact opposite of finding work life balance. Or when decisions are made that create new committees or reviews that require staff assistance are we considering the impact on current workloads? What doesn’t get done when new initiatives are implemented? How do we address that extra work and manage the existing work that is required to maintain healthy work life balance for staff? We can talk about Work Life Balance but are we walking the talk?

Dr. Duxbury’s second Plenary was the following day Friday Oct 23 “ **Capable Managers: What do they Do? Why Does this Matter?**” Policy vs Practice, how are policies implemented? Consistently across the board? Are we fully engaging our middle managers ( Principals, Vice- Principals)? Culture is very important and this is where middle managers can either be very effective or not very effective. People skills or “soft skills” as they are known, are very important in setting culture, at every level but it is generally the middle managers who carry out the culture/policy of the organization. Again a very interesting and engaging plenary.

**Working Sessions:**

**Session A: Motivation-based Interviewing (MBI)** Motivation-based interviewing is a simple yet highly effective interviewing method to identify high performers. Made up of 3 components; Skill, Attitude and Passion ( with Skills being somewhat lesser as they can be taught). Is the interviewee consistently achieving high ( or above high) levels of performance ? Can you see past successful behavior in order to measure the performance? I found this session very timely and only wished the entire Board had the same opportunity.

**Session B: Starting off Right: Avoiding Legal Pitfalls During the Hiring Process** Discussed legal obligations you need to consider when screening candidates for employment, including the development of employment application forms, requesting and providing employment references and the use of social media to ‘vet’ prospective employees. Privacy and collection of only pertinent data and limits of what can be utilized. Another interesting session.

**Session C: Stepping into the Fire: Navigating Highly intense Conversations** When the heat is turned up and you can’t just walk away, a special set of skills is necessary to prevent getting burned.

**Session D: Workplace Health: The Good, the Bad, and the Positive Returns** ( this session was hosted by Rochelle Morandini from Morneau Shepell ) Focus on attendance support, disability management and wellness programs, demonstrating effective workplace health initiatives that result in a positive return on investment and when done well, a positive return on the employee experience. I felt this session should go hand in glove with the Work Life Balance session.

All in all a good conference aimed mainly for Management but a valuable opportunity for an overview from a Trustee perspective. I have attached information that provides direct links to the information provided in all of the sessions and plenaries for those of you who wish to access more information.

The conference presentation materials are now available online at:

<http://www.bcpsea.bc.ca/Symposium2015.aspx>

Respectfully submitted,

Peg Orcherton

Trustee BCPSEA Rep for SD 61

November 16, 2015 Regular Board Meeting



**Education Policy Development Committee  
November 2, 2015 – Doncaster Elementary School, 1525 Rowan Street**

**Regular Minutes**

**Present: TRUSTEES**  
Deborah Nohr, Chair  
Tom Ferris  
Edith Loring-Kuhanga  
Peg Orcherton  
Jordan Watters

**ADMINISTRATION**

Piet Langstraat, Superintendent of Schools  
Shelley Green, Deputy Superintendent  
Greg Kitchen, Associate Superintendent  
James Hansen, Principal, Doncaster Elementary School  
Josee Paris, Vice-Principal, Doncaster Elementary School  
Cindy Graf, GVTA  
Ted Godwin, VCPAC  
Read Jorgensen, VPVPA  
Solomon Lindsay, Student Representative  
Anna Lisa Bond, Middle School Career and Transitions Coordinator  
Nicola Priestley, District Career Coordinator  
Connie Schmidt, Recording Secretary

The meeting was called to order at 7:00 pm.

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

**1. APPROVAL OF THE AGENDA**

It was moved:

That the November 2, 2015 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF MINUTES OF EDUCATION POLICY DEVELOPMENT  
COMMITTEE MEETING – October 5<sup>th</sup>, 2015**

It was moved:

That the October 5, 2015 Education Policy Development Committee Meeting regular minutes be approved.

**Motion Carried Unanimously**



---

**3. BUSINESS ARISING OUT OF THE MINUTES - none**

**4. PUBLIC PRESENTATIONS - none**

**5. NEW BUSINESS**

**A. Introduction of Student Representative**

Superintendent Piet Langstraat introduced and welcomed Student Representative Solomon Lindsay from Victoria High School. Solomon is a first year member of the Representative Advisory Council of Students (RACS) and will be attending the meetings of the board scheduled in the month of November 2015. Solomon and Superintendent Langstraat explained that RACS and District administration are exploring ways to engage a broader student cohort in educational decisions.

**B. Numeracy Presentation**

James Hansen, Principal of Doncaster Elementary School, welcomed the Committee to his school and proceeded to explain the importance of learning and understanding math concepts as early as Kindergarten. This was followed by a presentation by Teacher Donna Montgomery and a group of Kindergarten to Grade 3 students. Led by Ms. Montgomery, the students demonstrated their learning and understanding of math patterns by using manipulatives and interpreting pie charts and bar graphs.

Trustees expressed their appreciation for the hands-on demonstrations and thanked Ms. Montgomery, her students and Mr. Hansen for a lively presentation.

**C. The School Documentary Series for Victoria High**

Piet Langstraat, Superintendent, shared with trustees a proposed filming project that would involve the school community at Victoria High School or Esquimalt High School. He explained that the overall intention of the project, which will be overseen and supported by the CBC, is to highlight the positive contributions of public education in the lives of Canadian students. He also explained that the project, brought to District Administration by Paperny Entertainment Inc., is currently in the proposal stage.

A discussion ensued and trustees expressed their appreciation for this exciting opportunity for students and their school community.

**D. Board Authority Authorized Course: Introduction to Aviation 12**

Greg Kitchen, Associate Superintendent, Anna Lisa Bond and Nicola Priestley, District Career Coordinators, presented trustees with the framework of a new

course, Introduction to Aviation 12. They explained that the course will provide students in grades 10, 11, and 12 with an overview of aviation fundamentals. This will be a credit course and will include a certification for the Ground School component. The course will also provide students with the opportunity to pursue a certification for their Private Pilot License on their own time and with their own resources. Introduction to Aviation 12 would be offered at Mount Douglas Secondary School and will be open to all District students.

A question and answer period followed.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Board Authority Authorized course: Introduction to Aviation 12

**Motion Carried Unanimously**

#### **6. NOTICE OF MOTIONS - none**

#### **7. ADJOURNMENT**

It was moved

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:15 pm.



SHELLEY GREEN, DEPUTY SUPERINTENDENT  
GREG KITCHEN, ASSOCIATE SUPERINTENDENT  
DEB WHITTEN, ASSOCIATE SUPERINTENDENT

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

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

**To: Education Policy Development Committee**

**From: Greg Kitchen, Associate Superintendent**

**Date: November 2, 2015**

**RE: Board Authority Authorized Course: Introduction to Aviation 12**

---

Introduction to Aviation 12 is an overview of aviation fundamentals. This course will be taught in partnership with the Greater Victoria School District and a Certified Transport Canada Instructor from the Victoria Flying Club.

Students will receive credit for Introduction 12, as well as certification for the Ground School component, which will include three hours of flight time. Students are eligible to pursue certification for their Private Pilot's License (PPL) on their own time and resources. Ground school time will be spent in combination of lecture, simulation, in-class group work and field trips. Students will cover Air Law, Navigation, Meteorology, Aeronautics and Examinations.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Board Authority Authorized course: Introduction to Aviation 12

## **BAA Introduction to Aviation 12 Framework**

**District Name:** Greater Victoria

**District Number:** 61

**Developed by:** Nicola Priestley, Anna Lisa Bond, John Sumner

**Date Developed:** September 2015

**Submitted by:** Anna Lisa Bond

**School Name:** District Coordinator for Careers and Transitions

**Principal's Name:** Greg Kitchen

**Board /Authority Approved Date:**

**Board /Authority Signature:**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Superintendent

**Course Name:** Introduction to Aviation 12

**Grade Level of Course:** 12

**Fine Arts or Applied Skill:** "FA" ☐ or "AS" ☐

**Number of Course Credits:** 4 credits

**Number of Hours of instruction:** 120

**Prerequisite(s):** Completion of Math 10 and English 10

**Special Training, Facilities or Equipment required:**

**'Certified' AIR TIME CANADA INSTRUCTOR, airport/airplane access,  
multimedia computer and two-way hand-held radios**

### **Course Synopsis:**

Introduction to Aviation 12 is an overview of aviation fundamentals. This course will be taught in partnership with the Greater Victoria School District and a Certified Transport Canada Instructor from the Victoria Flying Club. Students will receive credit for Introduction to Aviation 12, as well as certification for the Ground School component, which will include three hours of flight time. Students are eligible to pursue certification for their Private Pilot's License (PPL) on their own time and resources. Ground school time will be spent in combination of lecture, simulation, in-class group work and field trips. Students will cover Air Law, Navigation, Meteorology, Aeronautics and Examinations.

### **Rationale:**

This course will:

1. Explore a variety of career and training pathways in the sector of aerospace and aviation, currently one of the top ten sectors identified as needing skills training and development
2. Provide students with the opportunity to attain their Ground School Certification for a Private Pilot's License (PPL). An additional 10 hours of flight time and cost will position students to sit the exam with Transport Canada for their PPL.
3. Offer students post-secondary credit, laddering to a variety of post-secondary pathways (Aviation, Engineering, Metal Fabrication and Mechanical Trades, Industrial Design)
4. Connect students with industry and employment opportunities, as well as further post-secondary education pathways.

### **Organizational Structure:**

Unit	Title	Time
Unit 1	Aerodynamics and Theory of Flight	4 hours
Unit 2	Airframes and Engines	4 hours
Unit 3	Systems and Flight Instruments	4 hours
Unit 4	Human Factors and Pilot Decision Making	4 hours
Unit 5	Canadian Aviation Regulations	8 hours
Unit 6	Meteorology	20 hours
Unit 7	Flight Operations	8 hours
Unit 8	Navigation	10 hours
Unit 9	Radio and Electronic Theory	4 hours
Unit 10	Air Traffic Control	4 hours
Unit 11	Aviation Industry Options	17 hours
Unit 12	Aviation Industry Exploration (self-directed project)	17 hours
Unit 13	Review, Exam Prep and Final Exam	10 hours
Unit 14	Aircraft Familiarity and Flight Training	8 hours
	Total Hours:	120 hours

**Unit/Topic/Module Descriptions:**

**Unit 1: Program Introduction Aerodynamics & Theory of Flight**

4 hours

**Curriculum Organizers**

- i. Principles of Flight
- ii. Forces Acting on an Aeroplane
- iii. Aerofoils
- iv. Propellers
- v. Design of the Wing
- vi. Stability
- vii. Flight Controls

**Unit 2: Airframes and Engines**

4 hours

**Curriculum Organizers**

- i. Airframes
- ii. Landing Gear, Brakes and Flaps
- iii. Engines
- iv. Carburation
- v. Fuel Injection

**Unit 3: Systems and Flight Instruments**

4 hours

**Curriculum Organizers**

- i. Electrical System
- ii. Lubricating Systems and Oils
- iii. Fuel System and Fuels
- iv. Other Air Craft Systems
- v. Pitot Static System
- vi. Airspeed Indicator
- vii. Vertical Speed Indicator
- viii. Altimeter/Encoding Altimeter
- ix. Magnetic Compass
- x. Gyroscope
- xi. Heading Indicator
- xii. Attitude Indicator
- xiii. Turn and Bank Indicator/Turn Coordinator
- xiv. Instrument Flying

**Unit 4: Human Factors and Pilot Decision Making**

4 hours

**Curriculum Organizers**

- i. Aviation Physiology
- ii. The Pilot and the Operating Environment
- iii. Aviation Psychology
- iv. Pilot - Equipment/Materials Relationship
- v. Interpersonal Relations

**Unit 5: Canadian Aviation Regulations (CARS)**

8 hours

**Curriculum Organizers**

- i. General Provisions
- ii. Aircraft Identification and Registration and Operation
- iii. Aerodromes and Airports
- iv. Personnel Licensing and Training
- v. General Operating and Flight Rules

**Unit 6: Meteorology**

20 hours

**Curriculum Organizers**

- i. The Earth's Atmosphere
- ii. Atmospheric Pressure
- iii. Meteorological Aspects of Altimetry
- iv. Temperature
- v. Moisture
- vi. Stability and Instability
- vii. Clouds
- viii. Surface Based Layers
- ix. Turbulence
- x. Wind
- xi. Air Masses and Fronts
- xii. Aircraft Icing
- xiii. Thunderstorms
- xiv. Hurricanes and Tornadoes
- xv. Meteorological Services Available to Pilots
- xvi. Aviation Weather Reports
- xvii. Aviation Forecasts
- xviii. Weather Maps and Prognostic Charts

**Unit 7: Flight Operations**

8 hours

**Curriculum Organizers**

- i. General Operations - Pilot in command responsibilities
- ii. Use of Performance Charts
- iii. Aircraft Performance
- iv. Weight and Balance
- v. Wake Turbulence
- vi. Search and Rescue (SAR) (AIM Canada and SAR Information)
- vii. Aircraft Critical Surface Contamination

**Unit 8: Navigation**

10 hours

**Curriculum Organizers**

- i. Navigation and Radio Aids
- ii. Maps and Charts
- iii. Time and Longitude
- iv. Pilot Navigation
- v. Navigation Computers
- vi. Pre-flight Preparation

**Unit 9: Radio and Electronic Theory**

4 hours

**Curriculum Organizers**

- i. Radio Theory
- ii. VHF Omnidirection Range (VOR)
- iii. Automatic Direction Finder (ADF)
- iv. Global Navigation Satellite System (GNSS/GPS)
- v. Other Radio and Radar AIDS -Basic Principles and Use

**Unit10: Air Traffic Control**

4 hours

**Curriculum Organizers**

- i. Transportation Safety Board of Canada (TSB)
- ii. Air Traffic Services and Procedures



**Unit 11: Aviation Industry Options**

17 hours

**Curriculum Organizers**

- i. Students will have guest speakers, as well as visit various aviation and design related work sites. Students will have the opportunity to shadow and interview employees.

**Unit 12: Aviation Industry Exploration**

17 hours

**Curriculum Organizers**

- i. Students will choose a focus area within aviation/aerospace, researching and preparing for in class presentations

**Unit 13: Review, Exam Prep and Final Exam**

10 hours

- i. Private Pilot Exam - Aeroplane (PPAER) 3 hours
- ii. 4 Mandatory Subject Areas - Air Law, Navigation, Meteorology, Aeronautics
- iii. Minimum 60% in each of the 4 areas and 60% or greater for an overall pass for certification

**Unit 14: Aircraft Familiarity and Flight Training**

8 hours

**Curriculum Organizers**

- i. Students will participate in 3 hours of flight training and preparation.

**Instructional Component:**

- i. Direct Instruction
- ii. Group Work
- iii. Independent Instruction - Homework will be essential
- iv. Self and Peer Evaluation
- v. Project based
- vi. Simulation
- vii. Practical and Hands on Application

**Assessment Component:**

Credits Granted	Assessment	Details
Credit for Introduction to Aviation 12	Learning Modules	*Assignments *Project/Presentation *Participation *Attendance *Minimum of 50% in course work and PPL exam to receive credit
Private Pilot's License Ground School Certification	Final Assessment with Transport Canada 3 hours	*Minimum of 60% in each of the four areas: Air Law, Navigation, Meteorology and Aeronautics with an overall minimum of 60% on the final exam supervised by a Transport Canada Certified Instructor

**Learning Resources:**

- i. All learning resources are supplied by the Victoria Flying Club, Transport Canada and School District 61.
- ii. Students will have access to the computer lab and library at Mt. Doug to prepare for projects, presentations and assignments.



**Operations, Policy and Planning Committee Meeting  
November 9, 2015 – GVSD Board Office, Boardroom**

---

**REGULAR MINUTES**

**Present:**

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

**Administration:**

Piet Langstraat, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Tom Smith, Director of Facilities Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:00 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.

**1. APPROVAL OF THE AGENDA**

It was moved:

That the November 9, 2015 regular agenda be approved with the following change: move item 9. New Business, A. Trustee McNally – Bylaw 9104, Ad Hoc Committee of the Board to 6.A.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the October 13, 2015 Operations, Policy and Planning Meeting regular minutes be approved with the removal of the second paragraph under 9.B. Trustee Nohr - Culture and Community Ad Hoc Committee.

**Motion Carried**

**3. BUSINESS ARISING FROM MINUTES - None**

**4. PRESENTATIONS - None**

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Langstraat introduced Solomon Lindsay, Student Representative from Victoria High School.

## 6. FINANCE AND LEGAL AFFAIRS

### A. Trustee McNally – Bylaw 9140, Ad Hoc Committee of the Board

Trustee McNally presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria), per Bylaw 9010 *Bylaws of the Board*, accept the attached as a replacement for the current board Bylaw 9140 *Ad Hoc Committee of the Board*.

Chair Leonard referred Trustees to the draft Bylaw 9140, Ad Hoc Committee of the Board.

Items 1, 2, 3 and 7 were agreed upon by consensus. Chair Leonard led the discussion of items 4, 5, 6, 8, and 9 and Trustees agreed upon the following changes to the draft:

4. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted ~~for Board consideration~~ by school district senior administration, and presented to the ~~appropriate Standing Committee of the Board~~. ~~for debate and recommended approval to the Board as soon as possible after the Ad Hoc Committee is established.~~
5. Trustee members of any Ad Hoc Committee shall be as selected by the Board. ~~, using a process determined by the Board.~~
6. The membership of the Committee shall select a Chair at the first meeting of the Committee. ~~or may choose to rotate the Chair position amongst Committee members.~~
8. The Superintendent or designate ~~shall~~ may be a member of all Ad Hoc Committees. ~~, with voting rights, and the Superintendent may appoint a member of Administration or others staff members to assist an Ad Hoc Committee.~~
9. The Ad Hoc Committee shall be ~~automatically dissolved when its term of appointment is at an end, unless extended by the Board.~~ by motion of the Board. ~~motion.~~

Chair Leonard called for a vote on the motion.

That the Board of Education of School District No. 61 (Greater Victoria), per Bylaw 9010 *Bylaws of the Board*, accept the attached as a replacement for the current board Bylaw 9140 *Ad Hoc Committee of the Board*.

**Motion Carried**

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

The Committee supported that the following motions be brought forward to the Regular Board of Education meeting on November 16, 2015:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9140, *Ad Hoc Committee of the Board* at the meeting of November 16, 2015.

Motion to be Carried Unanimously

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

Read a first time this 16<sup>th</sup> day of November, 2015;

Read a second time this 16<sup>th</sup> day of November, 2015:

Read a third time, passed and adopted this 16<sup>th</sup> day of November, 2015.

## **B. Regulation 3548 School District Signing Authority**

Secretary-Treasurer Laser presented Regulation 3548 School District Signing Authority. It was explained that this regulation has been written to reflect current practice and to formally replace Board-approved motions pertaining to signing authority from 1999.

Discussion ensued amongst Trustees with questions of clarification being asked of Secretary-Treasurer Laser and Superintendent Langstraat.

Trustees agreed upon one change: under **2. Legal Documents**, add a comma after the words "Vice-Chair of the Board".

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve Regulation 3548, School District Signing Authority.

**Motion Carried Unanimously**

## **C. Policy 1325 Partnership & Attachment Ad Hoc Committee Terms of Reference**

Associate Superintendent Whitten presented the Terms of Reference and motion. Discussion ensued amongst Trustees.

Trustees agreed to the following changes:

- Under **Membership**, add "One VCPAC representative"
- Under **Procedural Notes**, remove "and" and add a comma between the words "dates" and "location" and add the words "and minutes" after the word "location".

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) agree to the Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference.

**Motion Carried Unanimously**

#### **D. Needs Budget Ad Hoc Committee Terms of Reference**

Secretary-Treasurer Laser referred Trustees to the Needs Budget Ad Hoc Committee Terms of Reference. Discussion ensued amongst Trustees.

Trustees agreed to the following change: under **Deliverables**, add the words “in consultation with education partner groups,” before the words “to be submitted to the ...”

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) agree to the Needs Budget Ad Hoc Committee Terms of Reference.

**Motion Carried Unanimously**

#### **7. FACILITIES PLANNING**

##### **A. McKenzie Interchange Planning**

Tom Smith, Director of Facilities Services informed the Committee that he attended the first stakeholders meeting regarding the development and construction of the McKenzie Interchange. He explained that the project is a two-year project beginning in 2017 at a cost of \$85 million funded by the Province of BC and the Government of Canada. Mr. Smith informed Trustees of an opportunity to attend a Public Open House to be held on Tuesday, November 17th at St. Joseph the Worker Parish Hall between 3:00-7:00 p.m.

#### **8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None**

#### **9. NEW BUSINESS**

##### **A. Trustee Watters – Conduct a Review of External Committee Appointments**

Trustee Watters presented her motion and rationale.

It was moved:

That the Board of Education of School District 61 (Greater Victoria) conduct a review of external committee appointments by instructing:

- a) trustees currently appointed to external committees to provide the Chair with recommendations and rationale regarding SD61's continued involvement on the committee to which they are appointed.
- b) the Chair to send correspondence to all external committees for which the board makes appointments and inquire if a SD61 representative continues to be valuable.
- c) the Chair to send correspondence to all district Municipalities and First Nations partners expressing the Board's interest in building relationships and being involved in areas of mutual interest, and inquire if there are any committees upon which SD61's presence would be valuable.
- d) the Chair to make recommendations to the Board, based on the above correspondence, for any changes to the list of external committees that receive appointments.

Discussion ensued amongst Trustees with concerns raised about the potential number of organizations that might express interest for committee representation. Trustee Paynter moved an amendment to the motion.

It was moved:

To amend the main motion by removing the words “and inquire if there are any committees upon which SD61’s presence would be valuable.” from item c.

**Motion Defeated**

For: Trustees Paynter, Whiteaker

Against: Trustees Leonard, Loring-Kuhanga, McNally, Nohr, Watters

Further discussion ensued amongst Trustees. Chair Leonard called for a vote on the main motion.

That the Board of Education of School District 61 (Greater Victoria) conduct a review of external committee appointments by instructing:

- a) trustees currently appointed to external committees to provide the Chair with recommendations and rationale regarding SD61’s continued involvement on the committee to which they are appointed.
- b) the Chair to send correspondence to all external committees for which the board makes appointments and inquire if a SD61 representative continues to be valuable.
- c) the Chair to send correspondence to all district Municipalities and First Nations partners expressing the Board’s interest in building relationships and being involved in areas of mutual interest, and inquire if there are any committees upon which SD61’s presence would be valuable.
- d) the Chair to make recommendations to the Board, based on the above correspondence, for any changes to the list of external committees that receive appointments.

**Motion Carried Unanimously**

**10. NOTICE OF MOTION - None**

**11. GENERAL ANNOUNCEMENTS - None**

**12. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:52 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: November 9, 2015

RE: **REGULATION 3548, SCHOOL DISTRICT SIGNING AUTHORITY**

---

The School District signing authorities were approved by board motion in January 1999. Regulation 3548, School District Signing Authority has been written to replace the board motions.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve Regulation 3548, School District Signing Authority.
--



---

## **REGULATION 3548**

---

### **SCHOOL DISTRICT SIGNING AUTHORITY**

#### **1. Corporate Seal**

The signing officers for execution of all legal documents requiring the corporate seal shall be the Chair or Vice-Chair of the Board, together with the Secretary-Treasurer or Associate Secretary-Treasurer.

#### **2. Legal Documents**

The signing officers of the Board for contracts and other legal documents shall be any two of the Chair or Vice-Chair of the Board, or the Superintendent of Schools or the Secretary-Treasurer or the Associate Secretary-Treasurer.

#### **3. Banking**

Any two of the following signatures shall be authorized for bank documents:

- Chair of the Board
- Vice-Chair of the Board
- Superintendent of Schools
- Secretary-Treasurer
- Associate Secretary-Treasurer

#### **4. Agreements Requiring One Signature**

Some agreements require only the signature of one authorized Board official to bind the Board. Examples include new insurance policies and leases. Where a financial commitment is involved in such agreements, the Secretary-Treasurer, or in his/her absence, the Associate Secretary-Treasurer is authorized to sign on behalf of the Board. Where there is not a financial commitment inherent in the agreement, the Superintendent of

Schools, the Secretary-Treasurer or the Associate Secretary-Treasurer is authorized to sign on behalf of the Board.

Labour agreements involving letters of understanding, memorandums of agreement, and grievance settlements, require the signature of either the Superintendent of Schools, the Secretary-Treasurer, the District Principal, Human Resource Services or the Manager, Labour Relations, to bind the Board to the terms of the agreement.

*Greater Victoria School District*

Adopted: November 2015

---

## **Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Policy 1325 Partnership and Attachment Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to review and update Policy 1325 Partnership and Attachment.

### **Deliverables:**

The Policy 1325 Partnership and Attachment Ad Hoc Committee will produce an updated Policy 1325 Partnership document.

### **Membership:**

The committee will be comprised of the following voting members:

- One Trustee appointed by the Board Chair
- A Senior staff member appointed by the Superintendent
- One VPVPA representative
- One VCPAC representative
- One Student representative

### **Timeline:**

The Committee will prepare an updated policy document to be submitted to the Operations, Policy and Planning (OPPS) Committee by June 2016. Updates will be provided to the OPPS Committee as information is available.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

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

### **Date Adopted:**

#### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agree to the Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference.
---

## 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.

## **Needs Budget Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Needs Budget Ad Hoc Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to support the Board in its advocacy role related to public education funding.

### **Deliverables:**

The Needs Budget Ad Hoc Committee will create a “needs budget” document, in consultation with education partner groups, to be submitted to the Ministry of Education along with the annual budget document. The “needs budget” is intended to illustrate the shortfall in public education funding in meeting the needs of the school system.

### **Membership:**

The committee will be comprised of the following voting members:

- Four Trustees appointed by the Board Chair
- The Superintendent or designate
- The Secretary-Treasurer

As required, the Chair may invite other resource people.

### **Timeline:**

The Committee will create the “needs budget” document to be presented at the April 2016 Operations, Policy and Planning (OPPS) Committee meeting. Updates will be provided to the OPPS Committee as work on the document proceeds.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

- Other trustees may attend and contribute to the discussions without voting privileges

### **Date Adopted:**

#### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agree to the Needs Budget Ad Hoc Committee Terms of Reference.
---





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: November 9, 2015  
RE: **BYLAW 9140 – AD HOC COMMITTEE OF THE BOARD**

Trustee McNally submitted the following Notice of Motion:

That the Board of Education of School District No. 61 (Greater Victoria), per Bylaw 9010 *Bylaws of the Board*, accept the attached as a replacement for the current board Bylaw 9140 *Ad Hoc Committee of the Board*.

If the Operations, Policy and Planning Committee reaches agreement with respect to the proposed revisions to Bylaw 9140 *Ad Hoc Committee of the Board*, the following are the recommended motions for the Board's consideration:

**Recommended Motions:**

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9140, *Ad Hoc Committee of the Board* at the meeting of November 16, 2015.

Motion to be Carried Unanimously

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

Read a first time this 16<sup>th</sup> day of November, 2015;  
Read a second time this 16<sup>th</sup> day of November, 2015;  
Read a third time, passed and adopted this 16<sup>th</sup> day of November, 2015.

---

## BYLAW 9140

---

### AD HOC COMMITTEE OF THE BOARD

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the ~~Board or a Committee of the Whole Board or~~ **appropriate Standing Committee of the Board**, within the time prescribed and within its terms of reference, with recommendation for action ~~or, where necessary,~~ **which may include a recommendation for** policy change.
3. All committees established by the Board of **Education** Trustees including Standing Committees of the Board, are considered advisory committees to the Board. ~~The terms of reference for each established committee will be defined by the Board together with the date of presentation to the Board or Standing Committees.~~
4. **Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by school district senior administration and presented to the Board.**
5. Trustee members of any Ad Hoc Committee shall be as selected by the Board.
6. The membership of the Committee shall select a Chair at the first meeting of the Committee.
7. The Chairperson of the Board shall be an ex officio member of all Ad Hoc Committees, without voting rights.
8. The Superintendent ~~or designate may be a member of all Ad Hoc Committees. may appoint a member of Administration or others to assist an Ad Hoc Committee.~~

---

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

8. ~~The District Leadership Team shall prepare a report indicating Administration's reaction to the Ad Hoc Committee's report, and both reports shall be submitted to the Board, or the Standing Committee of the Board, simultaneously.~~
9. The Ad Hoc Committee shall be ~~automatically dissolved when its term of appointment is at an end,~~ unless extended by the Board. by motion of the Board.

*Greater Victoria School District*

---

Approved: April 27, 1981  
Revised: Sept. 22, 1986  
Revised: October 24, 1988  
Minor revisions: June 1998  
Adopted: February 25, 2002  
Reviewed: March 2012  
Revised: April 20, 2015  
Revised: November 16, 2015

## **Ad Hoc Committee Terms of Reference Template**

**Purpose:**

**Deliverables:**

**Membership:**

**Timeline:**

**Voting:**

**Procedural Notes:**

**Date Adopted:**

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8  
Piet Langstraat, Superintendent  
Phone (250) 475-4162  
Fax (250) 475-4112

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Superintendent's Report

DATE: November 16, 2015

---

There are a number of items that the Superintendent wishes to bring to the attention of the Board of Education.

### School Visits

Since the October 19, 2015 meeting of the Board of Education, the Superintendent has had the opportunity to visit the following schools:

- Tillicum Elementary School
- South Park Family School
- James Bay Community School
- Shoreline Middle School
- View Royal Elementary School
- Lansdowne Middle School
- Colquitz Middle School
- Northridge Elementary School
- Esquimalt High School
- Macaulay Elementary School

### Events and Meetings

Since the October 19, 2015 meeting of the Board of Education, the Superintendent has attended a number of events and met with a number of individuals. These have included:

- Meeting with Ministry of Education staff
- BC School Trustees' Association – Ministry of Education Liaison meeting
- Ministry Media Event – Tillicum Elementary School
- BC School Superintendents Association Island Chapter meeting
- Meeting with Superintendents of Sooke and Saanich School Districts
- Meeting with Jason Johnson, City Manager, City of Victoria
- Meeting with Helen Koning, Chief Administrative Officer, Municipality of Oak Bay
- Meeting with Ralf St. Clair, Dean, Faculty of Education, University of Victoria

### Director of Facilities Search

The Superintendent has been in conversation with Tony Kirschner, Davies Park Executive Search, regarding utilizing his services to recruit a Director of Facilities. Costs associated with this search would be realized through cost savings while the Director of Facilities position is vacant.

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Revised 2015/2016 School Calendar

DATE: November 16, 2015

---

## Recommended Motion:

THAT THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) APPROVE THE REVISED 2015/2016 SCHOOL YEAR CALENDAR.

**Revised 2015/2016 School Year Calendar\***

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

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

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Curriculum Implementation

DATE: November 11, 2015

---

The Ministry of Education and British Columbia Teachers' Federation have agreed that two non-instructional days will be provided during the 2015 – 2016 school year to allow teachers to engage in exploration of the new curriculum.

The Ministry has provided funding at the rate of \$350 per day to release a core group of 85 teachers in the Greater Victoria School District to plan for facilitation of these days. Attached, for the information of the Board of Education, is a chart indicating the number of teachers to be released from each district in the province. The teachers selected for this work are to be determined in a collaborative process between the Superintendent and the Greater Victoria Teachers' Association (GVTA). In addition, the Ministry is encouraging school and district based administrators to be part of the planning process. Funding has not been provided by the Ministry for the release of these individuals.

Due to the large group of teachers, school based administrators and district personnel who will be involved in this initiative, a smaller planning team will be selected to act as a steering committee for the work of the larger cohort.

Attached, for the information of the Board of Education is a "Curriculum Framework Document – Stage One" provided by the Ministry of Education which includes items such as suggestions on how to frame the time and considerations for the local planning team.

A second document, "Curriculum Framework Document - Stage Two" will be provided by the Ministry of Education. At the time of the writing of this memorandum, this document has yet to be received. This document will contain an organizational model to help guide the planning of the non-instructional time. Included will be links and video clips to assist the planning teams, and myths about curriculum change will be addressed.

The Superintendent met with principals on November 5, 2015 to discuss the process and plans for the non-instructional days. On November 12, 2015 the Superintendent will be meeting with the GVTA to discuss details related to the selection of teachers for the planning team, plans for the non-instructional days, etc.

**Number of teachers to be released for each local/district to plan the 2 in-service days**

<b>School District and Local Breakout</b>		<b>Number of Teachers to be Released</b>
5- Southeast Kootenay		25
Local 1 - Fernie	9	
Local 2 - Cranbrook	16	
6- Rocky Mountain		18
Local 3 - Kimberley	6	
Local 18 - Golden	6	
Local 4 - Windermere	6	
8 - Kootenay Lake		22
Local 7 - Nelson	15	
Local 86 - Creston-Kaslo	7	
10 - Arrow Lakes		6
58 - Nicola Similkameen		15
Local 17 - Princeton	6	
Local 31 - Nicola Valley	9	
19 - Revelstoke		6
20 - Kootenay-Columbia		18
22 - Vernon		34
23 - Central Okanagan		97
27 - Cariboo-Chilcotin		25
28 - Quesnel		18
33 - Chilliwack		56
34 - Abbotsford		84
35 - Langley		91
36 - Surrey		303
37 - Delta		73
38 - Richmond		73
39 - Vancouver		237
39-1 VESTA	141	
39-2 VSTA	96	
40 - New Westminster		30
41 - Burnaby		121
42 - Maple Ridge		67
43 - Coquitlam		137
44 - North Vancouver		69
45 - West Vancouver		35
46 - Sunshine Coast		19
47 - Powell River		9



48 - Sea to Sky		22
49 - Central Coast		6
50 - Haida Gwaii		6
51 - Boundary		7
52 - Prince Rupert		12
53 - Okanagan Similkameen		11
54 - Bulkley Valley		10
91- Nechako Lakes		22
Local 55 - Burns Lake	6	
Local 56 - Nechako	16	
57 - Prince George		60
59 - Peace River South		16
60 - Peace River North		28
61 - Victoria		85
62 - Sooke		44
63 - Saanich		32
64 - Gulf Islands		8
79 - Cowichan Valley		37
Local 65 - Cowichan	31	
Local 66 - Lk Cowichan	6	
67 - Okanagan-Skaha		27
68 - Nanaimo		58
69 - Qualicum		19
70- Alberni		19
71 - Comox		35
72 - Campbell River		24
73 - Kamloops-Thompson		65
74 - Gold Trail		7
75 - Mission		25
78 - Fraser-Cascade		8
82 - Coast Mountains		24
Local 80 - Kitimat	6	
Local 88 - Terrace	18	
81 - Fort Nelson		6
83 - North Okanagan - Shuswap		28
84 - Vancouver Island West		6
85 - Vancouver Island North		7
87 - Stikine		6
92 - Nisga'a		6
93 - Conseil Scolaire Francophone		33

Jl:vw:tfeu

## Curriculum Framework Document–Stage One

### Joint message from Provincial Curriculum Framework Development Team

We, the members of the Curriculum Framework Development Team representing the BC Teachers' Federation, Ministry of Education, BC School Superintendents' Association, and BC Principals' and Vice-Principals' Association would like to share with you the work undertaken by this team to support the additional non-instructional time created this year for curriculum implementation.

The work undertaken around the province to support curriculum implementation should mirror the principles that honour shared responsibility and trusts in a collaborative effort, while respecting adult learners. In this manner, it is possible to effectively explore the curriculum by creating a safe space that encourages risk-taking, while valuing a process whereby all come into this as learners. This process of shared responsibility is an opportunity to build on and enhance joint co-operation between educational partners.

During this process we were vested in following the principles of honour, respect, and trust, as outlined in the following graphic.



Ministry of  
Education



### **An invitation**

In utilizing the Provincial Curriculum Framework template, it is important to state that the purpose of the document is to include critical pieces of information. It is not meant to be the complete conversation around curriculum. This conversation needs to occur collaboratively at the local level and reflect local strengths, organizational structures, issues, and concerns. The manner in which this unfolds will look different in each location. This framework will help guide teams as they begin to explore the curriculum and supporting documents together.

The process should ensure that the focus is strength-based rather than deficit-based, and should allow for multiple entry points to engage in the dialogue around curriculum. It is therefore critical and cannot be overemphasized that the implementation of the curricula be viewed as an ongoing, long-term process, rather than an event. With this in mind, we understand it will take time for teachers as they begin implementing the redesigned K-9 curriculum in September 2016. Rather, curriculum implementation is an ongoing process built around cumulative, reflective practice supported by all learning partners.

### **Introduction**

The redesign of curriculum maintains a focus on sound foundations of literacy and numeracy and honours the way students think, learn, and grow. So too, the curriculum implementation process needs to honour the manner in which teachers as adult learners think, learn, and grow. To this end the process needs to be one that honours teacher autonomy and professionalism. As districts and locals work through the curriculum, there needs to be opportunities and supports for teachers to make classroom-based decisions to ensure that learning experiences are relevant and meaningful for their students. This redesigned curriculum, which is less prescriptive and more focused on student competencies, will provide opportunities for local decision-making to ensure relevance for students, teachers, educators, and communities.

Aboriginal perspectives and knowledge have been built into the entire curriculum, not as specific courses or grade levels, but as an infusion of Aboriginal ways of knowing. The curricular teams referenced the [First Peoples Principles of Learning](#) and put great effort into embedding Aboriginal knowledge and worldviews into the revisions in authentic and meaningful ways, both explicit and implicit.

### **Advice to local development planning teams**

In planning activities for the non-instructional time, teams may want to consider an organizational plan that provides for deeper conversations about the curriculum. Dividing the time into whole- or half-day segments will allow for some flexibility and variety when planning activities. Teams may also want to consider spacing sessions so that teachers, principals, and superintendents have time between sessions to reflect on and explore elements of the curriculum.

### **Decision-making**

It is important that the planning and decision-making for the additional non-instructional days reflect a joint partnership that embeds the core values of learner-led collaboration. The Provincial Curriculum Framework provides planning groups with a flexible structure to use as a basis for these days. It is anticipated that districts and locals will work together in a teacher-led collaborative way to develop a plan that reflects local contexts and best suits their needs. Decisions made at the local level need to be made in a mutually respectful way.

The plan should also utilize existing organizational structures such as collective agreement language, joint education change committees, established mentorship processes, learning teams, etc.

In the spirit of collaboration and in the words of Michael Fullan, “The important thing is that you actually try out the ideas in a purposeful manner and build your knowledge through cumulative, reflective practice.”

### **Composition of local development planning teams**

Larger locals will have a greater number of teachers released for the non-instructional days. Therefore consider selecting a smaller planning team first if the total number of facilitators is too big to be feasible for planning purposes. Once the plans are made, the selection of additional facilitators could occur.

Superintendents and Local Presidents should discuss the composition of their local planning teams, prior to each group selecting their members, to ensure cross representation that includes teachers and administrators in the districts. The composition of the local planning team may include curriculum team writers, PSA members, Professional Development chairs, school union representatives, as well as other individuals who have not been involved in the curriculum writing phase.

## Provincial Curriculum Framework Development Process

Minister of Education & BCTF President reach agreement on additional NIDs. Minister of Education and all education partners support the curriculum implementation.

Provincial Curriculum Framework Development Team meets to create a provincial template

Local Presidents and Superintendents jointly agree to the scheduling of the NIDs

Locals select members for the local facilitation, districts select administrators.

All parties are sent the template for the Provincial Curriculum Framework

A Local development planning team is struck to work with the template and plan the NIDs. The local planning team will preview the template and make decision on what components will be included and when.

