

OPERATIONS POLICY AND PLANNING COMMITTEE

Monday, April 11, 2016 at 7:00 P.M.

Special Budget Public Input Meeting

OPPs Agendas and Minutes available at:

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

**NEXT OPPs MEETING IS SCHEDULED FOR:
Monday, May 9, 2016 at 7:00 P.M.**

OPERATIONS POLICY AND PLANNING COMMITTEE

Special Budget Public Input Meeting

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Monday, April 11, 2016 – 7:00 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Leonard

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

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			
2. APPROVAL OF THE MINUTES			
A. Combined Education Policy and Directions Committee and Operations Policy and Planning Committee Meeting of Monday, March 7, 2016			Pgs. 1-6
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS TO THE COMMITTEE			
A. David Futter, GVTA, Day of Mourning			
5. SUPERINTENDENT'S REPORT			
A. Introduction of Student Representative - Rebecca Hansen, Reynolds Secondary School	Piet Langstraat		
6. PERSONNEL ITEMS			
A. Administrative Procedure for the Recognition of Dignitaries	Mark Walsh	Information	Pg. 7
7. FINANCE & LEGAL AFFAIRS			
A. Needs Budget Letter	Mark Walsh	Information	Pgs. 8-9
B. HR/Payroll Working Group - Business Process Questionnaire	Mark Walsh	Information	Pgs. 10-11
8. FACILITIES PLANNING			
A. School Enhancement Program	David Loveridge	Information	Pg. 12
9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS			
10. NEW BUSINESS			
A. Trustee Watters – District's Victoria Pride Parade Entry			

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to extend formal invitations to all partner groups inviting their participation with the Gender and Sexuality Alliance (GSA) in School District 61's Victoria Pride Parade entry.

11. NOTICE OF MOTION

12. GENERAL ANNOUNCEMENTS

13. ADJOURNMENT



**Combined Education Policy and Directions Committee
and
Operations Policy and Planning Committee Meeting
March 7, 2016 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Deborah Nohr, Chair, Education Policy and Directions Committee, Elaine Leonard, Chair, Operations Policy and Planning Committee, Tom Ferris, Diane McNally, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Ted Pennell, Director of Information Technology, Marvella Preston-Bain, District Principal of Special Education, Simon Burgers, District Principal of Languages and Multiculturalism, Connie Schmidt, Recording Secretary

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

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

Introductions were made around the Board table and the Administration table.

1. APPROVAL OF THE AGENDA

Trustee Paynter added a motion under item G. New Business and Trustee Ferris added a notice of motion under item H. Notice of Motion of the Operations Policy and Planning Committee portion of the agenda.

It was moved:

That the March 7, 2016 regular agenda for the Operations Policy and Planning Committee meeting be approved with the following additions:

G. New Business

1. Trustee Paynter - Minimum Hours of Instruction

H. Notice of Motion

1. Trustee Ferris - Federal Infrastructure Money

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the February 1, 2016 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

It was moved:

That the February 9, 2016 Operations Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES - None

4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Nohr, Chair

A. PRESENTATION TO THE COMMITTEE

1. Oak Bay Students – Gender Identity and Gender Expression

Two students from Oak Bay High School, representing the District Gender and Sexuality Alliance (GSA), presented Trustees with information about the Gender Identity and Gender Expression Policy Proposal. The students spoke to the rationale of the proposal and provided a brief summary of the development process.

Chair Nohr thanked the students for their presentation.

B. NEW BUSINESS

1. Introduction of Student Representative – Jenna Jiang, Mount Douglas Secondary School

Superintendent Langstraat introduced and welcomed Jenna Jiang, Student Representative from Mount Douglas Secondary School. Jenna will be attending the March 2016 meetings of the Board.

2. Measuring Outcomes of Students with Diverse Learning Needs

Marvella Preston-Bain, District Principal of Special Education, provided trustees with information about measuring outcomes of students with diverse learning needs. Ms. Preston-Bain's presentation covered a variety of topics, including successful inclusion, educational provisions, on-going assessment of and for learning, methods of assessment and reporting, and big data.

Questions of clarification were asked of Ms. Preston-Bain and Superintendent Langstraat. Trustees thanked Ms. Preston-Bain for her informative presentation.

C. NOTICE OF MOTION

1. Trustee Watters – Gender Identity and Gender Expression

Trustee Watters thanked the Oak Bay High School students for their earlier presentation. She then presented her motion on Gender Identity and Gender Expression:

That the Board of Education of School District No. 61 (Greater Victoria) accept the policy proposal on Gender Identity and Gender Expression presented by the District Gender and Sexuality Alliance (GSA) and refer it to the Policy Sub-Committee for further development and consultation with partner groups as per Bylaw 9210 (The Development of Policy) and Policy 1163 (Consultation).

Discussion ensued amongst Trustees.

Trustee Ferris recommended the motion be amended to include the words “and regulation” after the first instance of the word “policy.”

It was moved:

That the main motion “*The Board of Education of School District No. 61 (Greater Victoria) accept the policy proposal on Gender Identity and Gender Expression presented by the District Gender and Sexuality Alliance (GSA) and refer it to the Policy Sub-Committee for further development and consultation with partner groups as per Bylaw 9210 (The Development of Policy) and Policy 1163 (Consultation)*” be amended to include the words ‘and regulation’ after the first instance of the word ‘policy’.

Motion Carried Unanimously

Chair Nohr called the question on the main motion as amended.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) accept the policy and regulation proposal on Gender Identity and Gender Expression presented by the District Gender and Sexuality Alliance (GSA) and refer it to the Policy Sub-Committee for further development and consultation with partner groups as per Bylaw 9210 (The Development of Policy) and Policy 1163 (Consultation).

Motion Carried Unanimously

The Education Policy and Planning Committee meeting adjourned at 8:13 p.m.

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

The Operations Policy and Planning Committee meeting was called to order at 8:17 p.m.

A. PRESENTATIONS

1. Rod Sim, Oak Bay Rotary Foundation

Rod Sim, Director and Secretary of the Oak Bay Rotary Foundation, thanked Trustees and District administration for their support and the invitation to share the Foundation’s plan to

award the Sno'uyutth Legacy Scholarship to a graduating student of First Nations, Inuit or Métis descent who pursues post-secondary training upon graduation from Oak Bay High School, starting in September 2016. Mr. Sim explained that the annual cash amount of the scholarship will be \$500 for 2016 and that the Foundation intends to grow the endowment account to \$25,000 and increase the annual cash payment to \$1,000 as soon as possible. He also informed Trustees that the Foundation hopes to expand the scope of the Sno'uyutth Legacy Scholarship to include all secondary schools in Greater Victoria.

Trustees expressed their appreciation and thanked Mr. Sim for his presentation.

B. SUPERINTENDENT'S REPORT

C. PERSONNEL ITEMS

1. Director of Facilities Services

Secretary Treasurer Walsh announced that Mr. David Loveridge was hired as the new Director of Facilities Services. Mr. Loveridge will join the District on March 21, 2016.

D. FINANCE AND LEGAL AFFAIRS

1. 2016-2017 Budget Planning

Secretary-Treasurer Walsh spoke to the 2016-2017 Operating Budget Forecast that was presented to Trustees at the January 11, 2016 Operations Policy and Planning Committee meeting. He explained that the Financial Services department is currently in the process of building the 2016-2017 Annual Operating Budget and will focus on identifying revenue and expense variances in an effort to reduce the projected budget deficit. Secretary-Treasurer Walsh and Superintendent Langstraat also discussed centralizing contingencies and reviewing appropriate levels of carryforward funds across the District.

Discussion ensued amongst Trustees.

Secretary-Treasurer Walsh requested feedback and received support from Trustees to eliminate the separate Public Budget Meeting scheduled for 7:00 p.m. on March 29, 2016 and rather include the budget presentation and discussion within the Secretary Treasurer's Report section of the Regular Board Meeting scheduled for the same day at 7:30 p.m.

Secretary-Treasurer Walsh also requested and received feedback on the most cost-effective methods of advertising the upcoming budget meetings. Trustees directed Secretary-Treasurer Walsh to explore the options following confirmation of the District's statutory requirements.

2. Technology for Learning Strategy

Superintendent Langstraat presented Trustees with the funding specifics of the Technology for Learning Strategy. Superintendent Langstraat and Secretary-Treasurer Walsh outlined the expected costs and sources of funding for the main areas of the strategy: infrastructure (wireless access, fixed projection devices, and educator devices), support for educators, and student access to technology. It was explained that sources of funding would include

the Annual Facility Grant (AFG), increased investment income, the reallocation of existing expense budgets, and the use of one-time carryforward budgets.

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

Regarding the source of funds for fixed projection devices, Secretary-Treasurer Walsh recommended the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve up to \$1,900,000 spending for fixed projection devices as identified in the Technology for Learning Strategy from the Local Capital Reserve.

Discussion ensued amongst Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve up to \$1,900,000 spending for fixed projection devices as identified in the Technology for Learning Strategy from the Local Capital Reserve.

Motion Carried Unanimously

Superintendent Langstraat and Secretary-Treasurer invited further feedback from Trustees and stakeholder groups and advised that the funding plan would be presented to the Board at the March 29, 2016 Regular Board meeting.

E. FACILITIES PLANNING

1. Water Safety Planning

Secretary-Treasurer Walsh informed Trustees that the Ministry of Education has requested that school districts work with their local health authority to develop a plan for ongoing water safety evaluation. He explained that the District has been proactive in testing facilities to determine lead levels in the water. While waiting for direction from Island Health, Secretary-Treasurer Walsh advised that the Facilities Services department and District Health and Safety will prepare an overview of District facilities with regard to this matter and tentatively plan testing.

F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

G. NEW BUSINESS

1. Trustee Paynter – Minimum Hours of Instruction

Trustee Paynter presented his motion and rationale.

That the Board of Education of School District No. 61 (Greater Victoria) request that the Superintendent take such actions as are necessary to ensure that all students are provided with the minimum hours of instruction in future school years.

Discussion ensued amongst Trustees. Chair Leonard called for a vote on the motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) request that the Superintendent take such actions as are necessary to ensure that all students are provided with the minimum hours of instruction in future school years.

Motion Defeated

For: Trustee Paynter

Against: Trustees Leonard, McNally, Nohr, Whiteaker

H. NOTICE OF MOTION

1. Trustee Ferris – Federal Infrastructure Money

Trustee Ferris provided a notice of motion for the March 29, 2016 Board of Education meeting.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to investigate the process by which the Board, in conjunction with the Vic High Alumni Association, might apply for Federal infrastructure money for the development of the new field at Vic High.

I. GENERAL ANNOUNCEMENTS – None

J. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The Operations Policy and Planning Committee meeting adjourned at 10:17 p.m.



OFFICE OF THE SECRETARY-TREASURER

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

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: April 11, 2016

RE: **Administrative Procedure for the Recognition of Dignitaries**

The purpose of this memo is to inform the Board of an administrative procedure that administration is implementing.

The intention of the procedure is to ensure both that schools encourage the presence of dignitaries at events within the school community but also to ensure that the recognition of dignitaries who do attend events is uniform.

This administrative procedure will be provided to all principals and vice-principals for distribution at their schools and posted on the District website under the Departments and Services section under Administrative Procedures.



BOARD OF EDUCATION

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

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

April 21, 2016

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

Dear Minister Bernier:

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

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

The district spends its funds efficiently and effectively but there is a gap between what the district receives in provincial government funding and what is required to provide the necessary programming and supports to ensure continued student success. The Board of Education encourages the Minister to support the November 2015 recommendation of the government's own Select Standing Committee on Finance and Government Services for the K-12 Public Education sector to the Legislative Assembly of British Columbia to:

"Provide stable, sustainable and adequate funding to enable school districts to fulfil their responsibility to continue to provide access to quality public education, with recognition of the increased costs that school districts have incurred."

This recommendation is consistent with the needs expressed by our school community. In past years, the Greater Victoria Board of Education has made numerous challenging budget decisions that included closing eight schools, eliminating administrative positions and supplies, reducing facilities supplies budgets and relocating educational programs. The school district has been on the leading edge of participating in shared service initiatives in order to realize cost savings. Every effort has been made to maintain a focus on the best possible outcome for students.

The Board of Education acknowledges the increase in the Learning Improvement/Teacher Education Fund grant from \$60 million in 2013-2014 to \$100 million in 2015-2016. This has enabled the district to hire 33 more teachers and 17 more educational assistants during the current school year to support the needs of our students as compared to 13 additional teachers and 17 additional educational assistants in 2013-2014. This increase in funding is beneficial; however, it still does not address all of the student needs that exist in the school district.

As part of the process to allocate the Learning Improvement/Teacher Education Fund, principals, teachers and support staff engaged in a collaborative approach to identify the additional services needed to adequately meet the needs of their students. The Board of Education also asked its education partner groups for input about unmet needs that will make a difference to our students. After allocating the Learning Improvement/Teacher Education Fund of \$3.3 million for teacher and

educational assistant time to schools, **the unmet need identified by the schools and education partner groups to support students was 52 teachers, 50 CUPE support staff, 1 behavioural consultant, 9.8 speech language pathologists, and 3 centralized support staff for a total cost of \$8.3 million.** Needs were expressed in the following areas:

- Special Education: teachers for learning support, special education and English Language Learning and educational assistants
- Specialist support such as an increase in speech language pathologist and psychologist positions
- Extra teachers including an instructional focus on literacy, numeracy and technology and to reduce class size
- Counselling and Teacher-Librarians
- Technology integration into classrooms
- Ensuring that schools are clean, safe and well-maintained

Without appropriate funding, it is extremely difficult to meet our legal obligations, particularly with respect to students with individual education plans, to create innovative programs, and to provide the technological and skills training, and personalized learning opportunities that keep students engaged and best prepares them for a world beyond the classroom. We urge the Government to meet their obligation to fully fund public education to ensure that the diverse learning needs of our students are met.

Sincerely,

Edith Loring-Kuhanga, Board Chair
Greater Victoria School District

Piet Langstraat, Superintendent
Greater Victoria School District

Chief Ron Sam
Songhees First Nation

Chief Andy Thomas
Esquimalt First Nation

Benula Larsen, President
Greater Victoria Teachers' Association

Melanie Houston, President
Allied Specialists' Association

Jane Massy, President
CUPE Local 947

Fred Schmidt, President
CUPE Local 382

cc: Board of Education
All BC School Boards, c/o BCSTA
GVSD Unions and Associations
Local Media
Piet Langstraat, Superintendent of Schools
Mark Walsh, Secretary-Treasurer



March 16, 2016

Ref: 186458

Dear Secretary-Treasurers:

Re: HR/Payroll Working Group – Business Process Questionnaire

As part of the Phase 2 Service Delivery Project, opportunities to identify more efficient and effective provision of services across existing HR/payroll systems are being explored. The Phase 2 HR/Payroll Working Group (HR/PWG) has been formed to help with this work (see attachment for working group members). **The intent of this work is to help shape recommendations on the variety of potential options that school districts could potentially implement, if desired.** For example, an area of efficiency that may be explored is how districts can partner together and leverage their ability to negotiate software enhancements and common rates with HR/payroll software vendors.

Another key area of focus, and the subject of the attached questionnaire, is business processes. The HR/PWG is interested in identifying and prioritizing common manual business processes that may benefit from standardization and/or automation. The purpose of this questionnaire is to obtain your school district's perspective and experience on this topic. Your district's input will provide important information for the working group to consider strategic options that could assist districts in their provision of services. **Please respond to the attached Business Process Questionnaire (see questionnaire attachment with instructions) to assist the HR/PWG, and your colleagues across BC, in understanding common challenges with current manual HR/payroll business processes.**

The working group will provide all districts with summary findings in May 2016. A more detailed report, along with advice and recommendations from the HR/PWG will be provided to the Service Delivery Project Steering Committee, school districts, and the Ministry of Education in July 2016. This report will include:

- opportunities for collaboration and standardization of common business processes,
- options for moving from manual to electronic workflows,
- suggestions for future software development, and
- a scan of server hosting solutions across the current implementation of systems.

I appreciate that there have been a number of recent requests for information from you, and we are working to minimize survey/reporting requirements to the extent that we can; however, it is important that the working group receive quality information from all districts in order for the working group to develop recommendations that are accurate and defensible.

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Please send your **one** completed questionnaire by April 11, 2016 via email to EDUC.ServiceDeliveryProject@gov.bc.ca.

If you have questions please contact Caroline Ponsford at 250-216-6347 or email at caroline.ponsford@gov.bc.ca.

Thank you for your participation in the Service Delivery Project. We appreciate your time and expertise.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kim Abbott', with a stylized, cursive script.

Kim Abbott
Executive Director
Service Delivery Branch

cc: All Superintendents
BCSSA
BCASBO
All Board Chairs
BCSTA

Attachments:

- A – Business Process Questionnaire
- B – HR/Payroll Working Group Members



FACILITIES SERVICES

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

TO: Operations Policy and Planning Committee

FROM: David Loveridge, Director of Facilities Services

DATE: 11 April 2016

RE: 2016/17 School Enhancement Program (SEP) Proposed Submission

Background:

The Ministry of Education has announced a capital funding program called the School Enhancement Program (SEP) for the 2016/17 fiscal year.

The goal of this program is to financially assist Districts to extend the useful life of their facilities and school-based assets through the provision of additional capital funding.

The Ministry provided specific criteria regarding the scope and budget for each of a maximum of five project to be submitted along with restrictions on each projects completion dates. The District will be submitting the maximum five capital projects for consideration by the Ministry.

Discussion:

The five SEP Projects being recommended for submission, in order of priority, are as follows:

1. Shoreline Middle School
The installation of Fire Sprinklers and an upgraded Fire-Alarm system.
2. Victoria West Elementary
The installation of a Fire Sprinkler system.
3. Margaret Jenkins Elementary
A full upgrade to the Electrical Service.
4. Glanford Middle School
The replacement of the boiler with a new High Efficiency Boiler.
5. Shoreline Middle School
The replacement of aging Window Systems to more energy-efficient units in order to secure the building envelope for the long term.
6. All of the projects being submitted are considered essential by Staff and as you can see are focused on life safety, energy efficiency, and ensuring the longer term availability and service reliability of exiting systems. It should be noted that for Shoreline Middle School, Staff is of the opinion that this work is best done during the planned Seismic Upgrade being planned for the 2016/17 school year.