

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, September 19, 2016 at 7:00 P.M.**

## **REGULAR MEETING**

**OPPs Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Tuesday, October 11, 2016 at 7:00 P.M.**

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

**OPERATIONS POLICY AND PLANNING COMMITTEE**

*Dialogue with the Public is welcome during Standing Committee Meetings.*

**Regular Agenda for Monday, September 19, 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
<b>1. APPROVAL OF THE AGENDA</b>			
<b>2. APPROVAL OF THE MINUTES</b>			
A. Operations Policy and Planning Committee Meeting of Monday, June 13, 2016			Pgs. 1-7
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS TO THE COMMITTEE</b>			
A. Darren Alexander – Open Source Policy			
<b>5. SUPERINTENDENT'S REPORT</b>			
A. Introduction of Student Representative Dawson Gittens, Lambrick Park Secondary School	Piet Langstraat		Verbal
B. Technology for Learning Strategy Update	Mark Walsh	Information	Pgs. 8-9
C. Burnside Education Centre	Piet Langstraat	Motions	Pgs. 10-14
Recommended Motions:			
That the Board of Education of School District No. 61 (Greater Victoria), open the former site of Burnside Elementary School and provide the appropriate information to the Ministry of Education according to the School Opening and Closure Order In Council with the temporary name of the Burnside Education Centre effective September 30, 2016.			
That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access School District Ministry of Education restricted capital up to \$1.9 million for the purposes of rehabilitating the Burnside Education Centre.			
<b>6. PERSONNEL ITEM</b>			
<b>7. FINANCE &amp; LEGAL AFFAIRS</b>			
A. Parent Education Fund Report and Recommendations	Shelley Green	Information	Pgs. 15-25

B. Policy Sub-Committee Report	Mark Walsh	Motions	Pgs. 25-41
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Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1160 - *Public Information*.

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.1 - *Fees for Access to Information* and create Policy 1161 - *Freedom of Information and Protection of Privacy Act*.

That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholder for comment and be presented at the October 2016 Operations Policy and Planning Committee.

That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that Policy 1322.1 - *Student Participation in Public Contests and Events*, be considered reviewed with no changes.

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.2 - *Personal Information Received in Confidence*.

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1161 - *Financial Reports*.

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1324.1 - *Relations Between Public and Students - Business Firms*.

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1332.7 - *Student Care*.

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1410 - *Board and Municipalities Liaison Re: School Capacities*.

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1411 – *Inter School District Liaison*.

## 8. FACILITIES PLANNING

A. Water Safety Update	David Loveridge	Information	Pgs. 42-43
B. 2016-2017 Five Year Capital Plan	David Loveridge	Motion	Pgs. 44-47

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2016/2017 Five Year Capital Plan.

C. School Enhancement Program	Mark Walsh	Information	Pgs. 48-49
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## 9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

## **10. NEW BUSINESS**

### **A. Trustee Orcherton – Stakeholder Representatives**

That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to voice without vote at regular public board meetings.

### **B. Trustee Whiteaker – 2016-2017 Parent Education Fund**

That the Board of Education of School District No. 61 (Greater Victoria) continue to offer the Parent Education Fund for the 2016/2017 year as offered in the 2015/2016 school year. Further, the Board instruct the communication coordinator to fully inform PACs of this opportunity by September 30, 2016.

### **C. Trustee Whiteaker – Bylaw 9360 Amendment**

That the Board of Education of School District No. 61 (Greater Victoria) amend bylaw 9360 "General Meeting of the Board" Section 11.B to add "Partner Group Reports".

### **D. Trustee McNally – Rescind Motion**

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion previously passed on January 23, 1989 addressing partner group participation at Board meetings.

## **11. NOTICE OF MOTION**

## **12. GENERAL ANNOUNCEMENTS**

## **13. ADJOURNMENT**



**Operations Policy and Planning Committee Meeting  
June 13, 2016 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Deborah Nohr, 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, David Loveridge, Director of Facilities Services, Colin Roberts, District Principal, Human Resource Services

The meeting was called to order at 6:00 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 June 13, 2016 regular agenda be approved with the following changes: Item 4.b. - Public Presentation was moved after Item 6 - Personnel Item. Item 7 - Finance and Legal Affairs was moved after Item 8 - Facilities Planning.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

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

**Motion Carried**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Susan Abells/Kristina Leach, Microhousing Victoria**

The two representatives of Microhousing Victoria presented the architectural and social background of microhousing as well as the mandate of their particular organization. They requested that the Board instruct administration to work with the group to find potential sites within the District that may suit the mandate of the group.

Trustees asked clarifying questions of the representatives.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Facilities Planning Committee to liaise with Victoria Microhousing about potential opportunities and report back to a future Operations Policy and Planning Committee meeting.

**Motion Carried**

## **B. Tasha Diamant, School Dress Code**

The presenter highlighted concerns about the use of dress codes in schools. She expressed concerns that in some cases such codes were being applied in a manner that was discriminatory and that such discrimination was predominantly aimed at young women. She expressed support for the District reviewing dress codes.

## **5. SUPERINTENDENT'S REPORT - None**

## **6. PERSONNEL ITEMS**

### **A. Wellness and Attendance Support Program Update**

Colin Roberts, District Principal, Human Resource Services, Emily Moore, Human Resource Advisor, Wellness and Attendance Support

Mr. Roberts reviewed the highlights of the memo provided to the Committee. He highlighted that while the program has not necessarily had an immediate significant financial impact that Human Resource Services has seen a recent impact in the employee use of support services and a decrease in absenteeism with individuals within the program. He also highlighted a significant decrease in workdays lost to WorkSafe claims and provided the Committee a breakdown of the anticipated financial impact.

Trustees asked questions of clarification and indicated a wish to have Mr. Roberts continue to report the progress of the program.

## **7. FACILITIES PLANNING**

### **A. McKenzie Interchange Update**

Director of Facilities Services Loveridge reviewed the memo provided to the committee and provided an update on the current status of discussions regarding the project with community members and the Ministry of Transportation and Infrastructure.

Trustees asked clarifying questions of the Director of Facilities Services. The Director of Facilities Services indicated that he expected to have further information prior to the end of June 2016.

## **B. School Security and Access**

Secretary-Treasurer Walsh reviewed the memo provided to the Committee. He highlighted security concerns that have recently arisen in the District and the District's plan to address the concerns.

Trustees asked clarifying questions of the Secretary-Treasurer and the Director of Facilities Services.

## **C. Water Quality**

Secretary-Treasurer Walsh reviewed the memo provided to the Committee as well as a memo provided the committee during the meeting by David Loveridge, Director of Facilities Services. He highlighted previous updates provided to the Board and the process by which the District has proceeded to create a testing regime.

He explained to the Board that internal testing has indicated that there may be water quality issues associated with lead in a number of our facilities. Secretary-Treasurer Walsh highlighted the testing is only preliminary and that the numbers need to be verified by an external party. He also expanded on the intended plan to address the issue including the financial implications of the proposed solution.

Trustees asked clarifying questions of the Secretary-Treasurer and Director of Facilities Services. The Director of Facilities Services indicated that he was confident that the mitigation program including further testing would be completed by the end of the summer.

## **D. Capital Plan Submission Update**

Secretary-Treasurer Walsh reviewed the memo provided to the Committee. Trustees asked clarifying questions of the Secretary-Treasurer. The Superintendent apprised the committee of a number of meetings that he had with Ministry officials regarding capital issues and expressed continued the collaborative relationship between District and Ministry staff in capital planning.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion of May 16, 2016 directing staff to create an interim Capital Plan, and further direct staff to prepare a new capital plan in accordance with Ministry of Education instructions for submission in September.

**Motion Carried Unanimously**

## **E. Vic High Field Update**

Director of Facilities Services Loveridge explained to the Board the current process of assisting the Vic High Alumni group in applying for a Canada 150 infrastructure grant.

Trustees asked clarifying questions of the Director of Facilities Services and requested updates as the process unfolds.

## 8. FINANCE & LEGAL AFFAIRS

### A. Ministry of Education Funding Announcement

Secretary- Treasurer Walsh reviewed the memo prepared for the committee highlighting the recommendations with respect to the expenditure of the recently announced funding by the Ministry of Education.

Mr. Walsh reviewed the ongoing budgeting process within the District regarding the exact long term nature of the structural deficit. He also reviewed the current status of facility concerns in the District including water quality. Finally, he highlighted ongoing maintenance issues regarding District shops and highlighted that facilities and senior administration are reviewing shops to ensure our services are well maintained, safe and sustainable over the long term.

Trustees asked clarifying questions of the Secretary-Treasurer and Superintendent. VCPAC highlighted the need for increased spending on the classroom.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve that:

- a. \$550,000 of the newly available funding for 2016-17, plus identified budget variances, be allocated to fund the purchase of mobile devices for teachers and that the previously approved annual expense budget of \$250,000 for the cost to lease mobile devices be released and applied against the structural deficit;
- b. \$200,000 of the newly available funding for 2016-17 be allocated to address water quality issues in schools, as well as school security and access issues;
- c. \$77,353 of the newly available funding for 2016-17 be allocated to fund the purchase and/or repair and maintenance of shop equipment following a review by Facilities Services and the administration responsible for Career Programming of the immediate and future needs of District shop facilities.

**Motion Carried Unanimously**

### B. Report of the Policy Sub-Committee

Secretary-Treasurer Walsh reviewed the report of the Policy Sub-Committee for June 2016 providing a number of updates as well as recommended motions and rationale for the motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to include appropriate legislative and/or policy references as appropriate when providing recommended updates to the Board.

**Motion Carried Unanimously**

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3323 - *Purchasing Services*.

**Motion Carried Unanimously**



- iii) That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that policies 1163 - *Consultation*, 1250 - *Trustee/School Liaison* and 1311.1 - *Polling at Schools* be considered reviewed with no changes.  
**Motion Carried Unanimously**
- iv) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1164 - *Decision-Making: Authority, Responsibility and Accountability*.  
**Motion Carried Unanimously**
- v) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1220 - *Community Advisory Committees*.  
**Motion Carried Unanimously**
- vi) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review Policy 1240 - *School Volunteers* and its associated regulations and guidelines including consultation with our stakeholders to ensure that the District is encouraging volunteers in schools while continuing to respect our collective agreement obligations.  
**Motion Carried Unanimously**
- vii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1260 - *Community Education*.  
**Motion Carried Unanimously**
- viii) That the Operations Policy and Planning Committee receive the report of the Policy Sub-Committee as presented.  
**Motion Carried Unanimously**

**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None**

**10. NEW BUSINESS**

**A. Trustee Paynter – Trustee Professional Development Fund Allocation**

Trustee Paynter presented his motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria), commencing at the end of the 2015/16 fiscal year, return the Trustee Professional Development Fund allocations to general revenue for allocation in the next fiscal year.

Trustees discussed the matter and requested further information from the Secretary-Treasurer.

It was moved:

That the motion, *"That the Board of Education of School District No. 61 (Greater Victoria), commencing at the end of the 2015/16 fiscal year, return the Trustee Professional Development Fund allocations to general revenue for allocation in the next fiscal year."*, be referred to the September 2016 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

## **B. Trustee Whiteaker - By-law 9360 General Meeting of the Board**

Trustee Whiteaker presented her motion and rationale. Trustees discussed the types of correspondence that would be captured by the motion. The Superintendent provided his understanding of the motion and the steps that administration would take in the event that the motion was successful.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) amend By-law 9360 General Meeting of the Board, Section 11 to include a section for correspondence.

**Motion Carried Unanimously**

## **C. Trustee Watters - Policy 7110.1 Leasing of Closed Schools**

Trustee Watters presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 7110.1 to the Policy Sub-Committee or the Ad Hoc District Facilities Committee for review and update to include the District's surplus facilities and leased properties in order to protect our assets on a long-term basis.

Trustee Watters moved an amendment.

It was moved:

To amend the main motion by deleting "or the Ad Hoc District Facilities Committee."

**Motion Carried Unanimously**

Trustees voted on the amended main motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 7110.1 to the Policy Sub-Committee for review and update to include the District's surplus facilities and leased properties in order to protect our assets on a long-term basis.

**Motion Carried Unanimously**

#### **D. Trustee Watters – School Dress Code**

Trustee Watters presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with developing regulations and/or administrative guidelines for the creation, review and enforcement of school dress codes in order to ensure that any dress codes in our district reflect the Board's commitment to gender equity in both intention and practice, and that they are in alignment with Policy 4303 Discrimination.

**Motion Carried Unanimously**

#### **E. Trustee Loring-Kuhanga – Utilization Rate for Seismic Upgrades**

The Motion was not moved.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Ministry of Education disagreeing with the 95% utilization rate as a prerequisite to seismic upgrades.

### **11. NOTICE OF MOTION**

#### **A. Trustee Ferris – Annual Trustee Elections (for June 20<sup>th</sup> Board Meeting)**

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion from December 14, 2015 that moved the annual Trustee elections from the November board meeting to the June board meeting.

### **12. GENERAL ANNOUNCEMENTS - None**

### **13. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:35 p.m.

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: September 19, 2016

RE: **Technology for Learning Strategy**

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**Background:**

Last Spring the Board approved the Technology for Learning Strategy.

The Technology for Learning Strategy has three main components:

1. To install technology infrastructure that will allow for projection capability in all of our classrooms along with sufficient reliable mobile support to ensure consistent access to mobile technology by our staff and students;
2. To issue a laptop to all contract teachers and appropriate technology for our education assistants to access mobile technology; and
3. To provide professional development to support the integration of technology and to imbed the use of technology as a learning tool throughout our District.

During the Spring of 2016, significant consultation occurred with educators, IT, purchasing, and facilities staff to ensure that the infrastructure, hardware and eventual installation of this new technology system would meet the needs of our educators. Highlighting equity, we focused our roll out for our family of schools that may not have traditionally had the same access to technology as other families.

**Progress to Date**

School networks were expanded during the summer of 2016 to further support mobile technology in our classrooms and learning spaces. Currently, we are completing the process of installing the final components of our projection devices in the Esquimalt family of schools. In addition, we have just begun to provide laptops to teachers and should complete distribution to all interested teachers in the Esquimalt Family by October 3, 2016.

Schools have provided professional development time, in the form of release time or staffing, and we anticipate feedback from schools and our Learning Department so that we can be responsive to specific learning needs going forward.

**Moving Forward**

We will continue to roll out the program to our other families of schools following Esquimalt. We have developed a project website so that staff may see the progress of installation and be able to anticipate when they will see the new technology packages installed in their school. In addition, all eligible teachers should receive their laptops 4 to 6 weeks after the Esquimalt family of schools. We anticipate full completion of the project by early Spring 2017.

**Cost**

To date we anticipate the capital aspect of the project to come within the budget provided by the Board of \$1.9M. Further, the decision was made to complete much of the work internally by our staff who have done a marvelous job to date.

The professional development monies have been provided directly to schools. Finally, the laptop allocation is within budget but only upon final requests by teachers will we be able to report the total cost of mobile technology.

**Conclusion**

To date the planning and implementation of the Technology for Learning Strategy has highlighted how the various departments and schools in our District working together can achieve the desired results. Initial feedback from our educators has been overwhelmingly positive and we look forward to the full completion of the project.

TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

DATE: September 19, 2016

RE: **Burnside Education Centre**

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**Background:**

As the Board is aware, over the course of the 2015-16 school year Associate Superintendent Whitten and I were in ongoing dialogue with the staff of SJ Willis' various programs to discuss the future of alternative programming across the District. Staff spent a lot of time talking about the long-term vision for Alternative Education, Continuing Education and Distributed Learning/The Link/HLL and the supports the District can provide to ensure a continuum of care model exists for all students in the District.

The impetus for this discussion was two-fold:

1. First, concerns arose regarding the perceived gap in support for alternative programming in our District, particularly with respect to facilities, but also with respect to funding; and
2. Secondly, given the District's successful seismic program to date, that now involves the use of "swing space" to move entire schools that are subject to upgrading, we were aware that we would need a large space to accommodate the three high schools on our current seismic program.

Given the seismic requirements, and the input of the staff at SJ Willis on the needs of alternative programming in the District, the facility requirement quickly came into focus. The new space requires sufficient and unique teaching spaces, common multi-purpose areas, a teaching and operating cooking space, a workout facility, program spaces that include easy access to outdoor growing and work spaces, fitness and gathering areas, easy access to transit and a connection to a trades' space, either on site, or at a location nearby.

Based on these discussions, staff began to explore alternative locations for the programming which included both our active schools and those that are currently leased. This resulted in the selection of a recommended site for consideration by the Board.

**Recommended site:**

Staff recommend the former site of Burnside Elementary School be utilized as a new location for offering alternative programs, and that the building be known for planning purposes as the “Burnside Education Centre”.

The Burnside Education Centre contains sufficient space to meet the needs of the programming noted above. It does not contain space for our distance learning program but we feel that we can disperse these programming resources to secondary schools in a manner that allows for growth in this programming while still offering opportunities for Distance Learning teachers to come together.

In addition, with the close proximity of the Burnside Education Centre to the Facilities Services buildings, staff foresee growing a partnership between facilities staff and alternative programs that would allow our students to access some of the best shops and talent in our District.

In addition to the improved programming space Burnside offers, staff also feel the building is at a juncture where the District needs to make a decision on whether or not to invest in this facility now to ensure its availability to the District in the future. Delay in investing in the building could cause further deterioration and additional costs in the future. The lease agreement that we had in place was not providing sufficient capital to address the increasing capital demands in a manner that protected the building. To that end, we have provided notice to the leaseholder and worked with them to mitigate the impacts of the transition of ending the lease on September 30, 2016. In addition, as there were a number of active tenants at the Burnside facility, many of whom were providing community programs, staff worked to find them temporary facilities (many at Richmond Elementary) for the 2016-17 school year.

Seismically, Burnside is rated in the 2010 Seismic Assessment Review as a “Medium Risk” and we will eventually have to conduct appropriate remediation to address this risk. Part of the plan to bring this facility online again will include some seismic upgrades which are best done now when other work is being contemplated. In the future, if building codes change and standards surrounding seismic assessments are reviewed, there is a risk that this facility, alike all District facilities, could be re-evaluated using a different lens and may result in a change in the risk rating of this facility.

**Cost**

Staff are anticipating that the total project costs associated with the rehabilitation of Burnside will be approximately \$2.6 million. This is a preliminary Class D estimate (plus/minus 25-50%) and involves replacing the roof and the decorative parapets, to address the seismic issue, replacing windows, replacing the heating and ventilation systems, painting, new flooring, providing common space, accessibility upgrades including an elevator, general maintenance, securing the envelope of the gymnasium, and the creation of exterior common space.

To fund this proposed use, staff are proposing the following:

1. Request that the Ministry approve utilization of up to \$1.9M from the restricted capital reserves;
2. Utilize additional Annual Facilities Grant allocation during both the 2016-17 and 2017-18 school years;
3. \$2.6 million has been requested for four separate projects under the recently announced additional “call for projects” within the School Enhancement Program for this fiscal year. Staff will return with a detailed cost estimate once estimates are finalized and the results of the SEP submission to the Ministry are known; and
4. Utilize currently available facilities staff and budgets (e.g. painters, carpenters etc.) to complete as much of the work as we can.

## Timeline

Currently, the District will not take back possession of the building until September 30, 2016. If the Board approves the plan, we will engage District and school staff and students to discuss specific needs and provide a voice in the planning.

We feel that this work can be completed in advance of a move of alternative programming to Burnside for the 2017-18 school year.

## Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria), open the former site of Burnside Elementary School and provide the appropriate information to the Ministry of Education according to the School Opening and Closure Order In Council with the temporary name of the Burnside Education Centre effective September 30, 2016.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access School District Ministry of Education restricted capital up to \$1.9 million for the purposes of rehabilitating the Burnside Education Centre.



## SCHOOL OPENING AND CLOSURE ORDER

**Authority:** *School Act*, section 73 and 168 (2)(p)

{ Ministerial Order 194/08 (M194/08)..... Effective September 3, 2008  
Repeals 320/02

### Interpretation

**1** “**alternative community use**” means alternative community use as defined in Ministerial Order 193/2008, the Disposal of Land or Improvements Order.

### Opening of Schools

**2** If a board decides to open a new school or to reopen a previously closed school under section 73 of the *School Act*, the board must, without delay, provide the Ministry with written notification of the decision containing the following information:

- (a) the school's name,
- (b) the school's facility number,
- (c) the school's address, and
- (d) the date on which the school will open or reopen.

### Closure of Schools

**3** (1) In this Ministerial Order, closing a school permanently means the closing, for a period exceeding 12 months, of a school building used for purposes of providing an educational program to students.

(2) Despite subsection (1), the closing of a school for the purposes of effecting repairs, renovations or additions to a school building shall not be deemed to be a permanent closure of the school if the board intends to reopen the building upon completion of the repairs, renovations or additions.

**4** (1) The board must develop and implement a policy that includes a public consultation process with respect to permanent school closures and this policy must be made available to the public.

(2) When considering closing a school permanently, the board must apply the policy referred to in subsection (1).

**5** (1) The public consultation process must include:

- (a) a fair consideration of the community's input and adequate opportunity for the community to respond to a board's proposal to close the school permanently;
- (b) consideration of future enrolment growth in the district of persons of school age, persons of less than school age and adults; and
- (c) consideration of possible alternative community use for all or part of the school.

## SCHOOL OPENING AND CLOSURE ORDER

6 The power of a board to permanently, close a school under section 73 of the *School Act* must be exercised only by bylaw.

7 If a board decides to permanently close a school under section 73 of the *School Act*, the board must, without delay, provide the Minister with written notification of the decision containing the following information:

- (a) the school's name,
- (b) the school's facility number,
- (c) the school's address, and
- (d) the date on which the school will close.

8 This Order comes into effect on September 3, 2008.



## *Deputy Superintendent's Office*

556 Boleskine Road,  
Victoria, British Columbia, V8Z 1E8  
Fax 250-475-4112

Shelley Green, Deputy Superintendent

250-475-4117

Date: September 19, 2016  
To: Operations Policy and Planning Committee  
From: Shelley Green,  
Deputy Superintendent

**Re: Parent Education Fund**

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For the 2015-2016 school year, the Board of Education established a Parent Education Fund to support parent education opportunities. Each individual PAC could apply for up to \$250, twice a year. Criteria were developed for the requests to be reviewed and evaluated and PACs were advised that they could submit their application by January 31<sup>st</sup>, 2016 and/or by May 31<sup>st</sup>, 2016. Recipients of the Parent Education Fund grant were required to submit a summary report about their initiative.

A total of \$7,000 was put aside for the 2015-2016 school year.

In the January 31<sup>st</sup>, 2016 application process, \$4,310 was spent from the Parent Education Fund.

Currently, we have 9 requests for the Parent Education Fund, for a total of \$2,250.

If these are all the requests we receive, and we agree to each request, then the total spending for the Parent Education Fund in the 2015-2016 school year will be \$6,560.

### 2015-16 Parent Education Fund

School	1 <sup>st</sup> Grant \$	Spent Grant \$	Report	2 <sup>nd</sup> Grant \$
Esquimalt	✓	✓		
Lambrick				
Mt. Doug				
Oak Bay				
Reynolds	✓	✓		✓
SJ Willis				
Vic High	✓	✓		
Arbutus	✓	✓	✓	
Cedar Hill				
Central				✓
Colquitz				
Glanford				
Gordon Head				
Lansdowne	✓	✓		
Monterey				
Rockheights				
Shoreline				
Braefoot	✓	✓	✓	✓
Campus View	✓	✓	✓	
Cloverdale	✓	✓	✓	
Craigflower				
Doncaster				
Eagle View	✓	✓	✓	
Frank Hobbs	✓	✓		
George Jay	✓	✓		✓
Hillcrest				
James Bay				
Macaulay	✓	✓	✓	
Margaret Jenkins	✓	✓	✓	
Marigold				
McKenzie				
Northridge	✓	✓	✓	✓
Oaklands	✓	✓	✓	✓
Quadra				
Rogers	✓	✓		
SJD				
South Park	✓	✓	✓	✓

### 2015-16 Parent Education Fund

School	1 <sup>st</sup> Grant \$	Spent Grant \$	Report	2 <sup>nd</sup> Grant \$
Strawberry Vale	✓			✓
Tillicum	✓	✓		
Torquay	✓	✓	✓	
Vic West	✓	✓	✓	✓
View Royal				
Willows				

Round 1

Total - **21** Grants

Total spent = **\$4310**

Round 2

Total - **9** Grants

Total **9 X \$250 = \$2250**

## Parent Education Fund - Round 1

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
Arbutus Global MS	Would like to have a parent education evening to explore the impact of technology on developing brains, with speaker Paul Mohapel. This would be followed by a breakout session for parents to discuss technology management within the home and school. Estimated attendees: 60-100	\$600	\$250	Hayley Stroebe
Braefoot Elementary	Mathematics is a cornerstone of learning. Many parents have shown an interest in learning how best to help their children to understand and apply mathematics. For some parents learning math occurred many years ago--the way math is taught now is different than it was when parents and grandparents learned. Changes in technology and ready access to computers, tablets and other devices, parents and students can add Apps to their toolbox of learning activities performed to support learning. Estimated number of attendees is		\$100	Sarah Duvall-Hannay
Braefoot Elementary	Internet Safety with Darren Laur is a well recognized information session available to students. Internet Safety is a concern for every parent and educator across all school districts. This event will take place during a daytime assembly of students in grades 4 and 5. Parents and guardians of these students will also be invited to attend the assembly. Estimated number of attendees is 40+.	\$400	\$250	Sarah Duvall-Hannay
Campus View	developing brains with speaker Paul Mohapel. This will be followed by a breakout session for parents to discuss technology management within the home and school. Working together within our family of schools, we will promote the event in the school newsletter, PAC email tree, facebook page, and word of mouth. We will have posters as well.	\$500	\$250	Yra Binstead
Cloverdale	many parents are beginning to ask a variety of questions about what the changes mean for their children. To support the dialogue around the new curriculum, the Cloverdale PAC would like to host 1 or 2 parent info nights to explore the changing views on education. We would also like to send 3 parents to the Vancouver Island Parent Conference (VIPC) Feb 27/16 entitled <i>Launching the Framework: Changing Our View of Education</i> . These parents would then assist in taking a leadership role in facilitating the Cloverdale Parent Info nights.	\$540	\$240 for 3 tickets @\$80 apiece to attend VIPC Conf.	Starr Munro / Melissa Piasta

## Parent Education Fund - Round 1

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
Eagle View	As with Cloverdale, Eagle View would also like to receive funding for the cost of 3 tickets to attend the Vancouver Island Parent Conference in February.	\$250	\$250	Stephanie Babin
Esquimalt	Also requesting funds to cover the cost for 3 tickets to attend the VIPC in February.	\$240	\$240	Norm Tandberg
Frank Hobbs	Pay for local speaker to address anxiety. Approx. 80 attendees	\$250	\$250	Nicole Strong
George Jay	GJ PAC supports the programs held for parents and children within the school community. We would like to pay for childminding so that parents can attend parenting workshops held at school. These workshops are offered to parents for free by one of our school's councilors, twice annually. The childminding is provided as a support for the parents, to facilitate an open learning space. The parenting skills that Sue MacTavish shares during the program align with the school's teaching methods and visions for the kids.		\$100 for 8 hrs of childcare	Eileen Coyle
Lansdowne	Also requesting funds to cover the cost for 3 tickets to attend the VIPC in February.	\$240	\$240	Dan del Villano
Macaulay	Also requesting funds to cover the cost for 3 tickets to attend the VIPC in February.	\$480	\$250	Sue Fox
Oaklands	Also requesting funds to cover the cost for 3 tickets to attend the VIPC in February.	\$320	\$250	Carol Geisler
Reynolds	Also requesting funds to cover the cost for 3 tickets to attend the VIPC in February.	\$330	\$250	Kelly Acker
Rogers	Rogers has previously hosted a series of parent info nights on various topics and would like to host another one on February 23rd. The February info night will focus on Pink Shirt Day, relational bullying, and mental health. The speaker will be focusing her presentation and discussion around the ERASE bullying structure to help support safe and caring school communities. We are hopeful parents will come away with some practical tools to use at home to support their children's well being. Estimated attendees: 25 - 40.	\$360	\$250	Matthew Stanlake

## Parent Education Fund - Round 1

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
South Park	The South Park Family School parents unanimously believe that the best use of this funding opportunity is to conduct regularly a speaker series, specifically for parents as the audience. Examples of subject areas are: cyber safety for children, sex education for elementary-aged school children, tools for parents dealing with children who have anxiety, nutrition and healthy habits, as well as recreational topics such as family activities on a budget, etc. Would ideally like to have one speaker event in the spring and fall. Estimated attendees at these sessions - 50.	\$500	\$250	Joanna Verano
Strawberry Vale	The Strawberry Vale PAC began hosting Parent Education workshops in the 2014-15 school year. There was a lot of interest and many parents/guardians took part in the sessions provided by the PAC. We would like to continue with 2 - 3 sessions for the remainder of this school year. The PAC brought forward topics of interest last year, as well as asked for suggestions by parents. We would like to follow the same format as last year.	\$500	\$250	Brenda Knox
Tillicum	Also requesting funds to cover the cost for 3 tickets to attend the VIPC in February.	\$240	\$240	Christine Surridge
Vic West	Requesting funds to cover 2 events: 1) the VIPC workshop in February (tickets for 2 parents @ \$80 each) 2) funding for 1 parent education night - to be cost shared with Macaulay Elementary - an Alert First Aid 1.5-2 hr talk (\$185, plus \$50 for 20 first-aid manuals).	\$277.50	\$250	Carolyn Morris
Vic High	The Vic High PAC has voted unanimously in support of the purchase of DVDs from the Neufeld Institute that addresses issues associated with adolescence. The 2 DVDs the Vic High PAC would like to purchase are: <i>Making Sense of Adolescence</i> (\$165) and <i>Adolescence and Sexuality</i> (\$90).	\$255	\$250	Esther Callo

Total funding request amount = **\$4310.00 (as of Feb 25, 2016)**

Total Grants = **18**



## Parent Education Fund - Round 2

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
Braefoot Elementary	We will be looking at speakers to address the following topics: the new curriculum, childhood anxiety, parenting boys/and or internet safety. At Braefoot we have a unique student population in that we have a higher than average percentage of boys. We are also home to the First Things First programs. As such, our parent population has much in common. By offering relevant, current information nights for parents, it gives us the opportunity to help parents facing similar issues to connect, who might otherwise not get the opportunity to do so. We would like to do informal sessions with guest speakers and provide parents with a setting that allows them to meet other parents. We will advertise our speaker nights through our bi-monthly newsletter and posters put in common areas. The estimated number of attendees will be 75.	\$250	\$250	Sarah Duvall-Hannay
Central	The Central PAC would like to host 2 evenings with Educator, Nikki Lineham. This PAC initiative is to provide education for parents around how math is being taught, what the provincial curriculum is and how to support student learning at home. We will advertise these evening events through our own school community with newsletters sent home and communicate to teachers so that they can also pass the information along to parents. We will post flyers at the school and arrange to have the information put on the sign outside. In addition, we will extend an invitation to our feeder elementary schools and other middle schools in the area. We expect to have anywhere from 30 to 100 parents.	\$300	\$250	Heather Thomas

## Parent Education Fund - Round 2

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
George Jay	We would like to pay for childminding so that parents can attend parenting workshops held at the school. The workshops will be offered to parents for free, twice annually. The parenting skills that Sue MacTavish shares during the program align with the school's teaching methods and vision for the kids. We are also applying for funds to pay for the wage of a Program Assistant, for our Summer Kindergarten Readiness Program. This 4-week program gives families the tools they need to be ready for Kindergarten. The program will include: guest speakers on a variety of topics; a visit from one of our George Jay Kindergarten teachers; an overview of the programs and services available at George Jay and information on other community resources; access to the services and activities in the "Summer Support" program. We anticipate 20 - 25 families.	\$500	\$250	Eileen Chix
Northridge	Our school would like to offer Allison Reece's Side Stepping the Power Struggle workshop to parents and teachers. This is a hands-on course for parents and professionals interacting with children. It explains why kids act the way they do and gives you tools to work with your own children and their unique temperaments. Some of the topics discussed in this course include: "Understanding Your Kids, Effective Discipline and Everyday Challenges." We will promote the workshop through posters at the school, the school newsletter and VCPAC snips. We estimate 30 - 50 parents.	\$280 - \$300	\$250	Carol Tickner
Oaklands	We would like to host 2-4 Parent Education nights throughout the school year at the PAC monthly General Meetings. We have solicited parents for topics of interest. Some of these are: child development, nutrition and physical activity, social media safety and sexual health. Our speakers will provide parents the opportunity to gather knowledge and ask questions. The speakers will be promoted to our parent community via our e-newsletter and posters around the school.	\$275	\$250	Liz Poppe

## Parent Education Fund - Round 2

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
Reynolds	The PAC will bring in guest speakers, particularly for our parents. The 3 topics we would like to present are: 1. Kids and Stress; 2. Career Planning: Ideas for the Future; 3. Internet Safety - What Parents Should Know. All programs will be advertised through Twitter, Facebook, newsletters and on the school web page. There will also be attendance at Parent Info nights at the start of the school year to promote these events and get parents to sign up. We estimate 150 parents for all 3 evenings.	\$360	\$250	Shellayne Vox
South Park	As with our first request for PEF grant money, we would like to continue with our speaker series, specifically for parents as the audience. Specific examples include cyber safety for children, how to address and discuss sex education with elementary-aged children, tools for parents on how to deal with childhood anxiety, nutrition and healthy habits, as well a recreational activities on a budget. Offering such workshops may encourage parents to be more engaged with school activities if they are given the basic foundation to build their skills. The new speaker series will be promoted through posters, email, social media and through word of mouth. We will also be involving the James Bay Neighbourhood Association. Our goal is to increase the number of parent attendees to a minimum of 20 parents.	\$250	\$250	Joanna Verano
Strawberry Vale	Would like to arrange a Parent Education Night that did not happen with the first round of PEF grant money. We would like to host 2 fall night events on topics of interest brought forward by the PAC and parents alike.	\$500	\$250	Brenda Knox

## Parent Education Fund - Round 2

School Name	Description for use of funds	Estimated Cost	\$ requested	Contact Person
Vic West	<p>We are working on plans for 16/17 for a Parent Education Night in November/16 titled "Learning to Play with your Kids." What children want and need most is to spend quality time with their families. Playing board games is a great way to spend enjoyable family time together and can also create many learning opportunities. S &amp; B Board Games believes that more parents will play board games with their kids at home if they are exposed to well-designed games that are both fun and engaging. A school-based board game event creates an opportunity for families to come together for a fun and engaging event while gaining exposure to modern board games. The event will enhance the Vic West community and will encourage families to make board game nights a regular pastime enjoyed by the whole family. The event will include game demos to showcase specific games and will provide information on the learning benefits of games. Families will be able to borrow games from the S &amp; B Board Games library and play them at tables while enjoying music, snacks and drinks, with game learning support from a team of board-game experts. S &amp; B Board Games is offering to donate board game products to the school library equivalent to 5% of board games that will be available to purchase. The board games could be used to set up a board game club within the school and/or used by teachers in the classroom. We hope to partner with Macaulay elementary to share in costs.</p>	\$250.00	\$250	Aaren Madden

Total funding request amount = **\$2250.00 (as of June 30, 2016)**

Total Grants = **9**

## Summary Recommendations

The Parent Education Fund provided a total of 21 school PACs with parent education grants.

Upon review of the Parent Education Fund process, disbursement and reporting structure, it became clear that the time it took to manage the fund greatly exceeded the intent of the grants. Some of the areas that required attention, information or support included:

- PACs requiring more detailed information on how to use the funds;
- PACS who did not use the funds that were provided and how they were to proceed;
- PACs that did not report;
- PACs that wished to roll the funds over to the next year;
- Producing the detailed report of how the funds were distributed.

Fundamentally, we are aware that many of our PACs understand and appreciate the opportunity to access the Parent Education funds in order to support educational opportunities for their members. Therefore, in an effort to continue to provide educational support and streamline our process, we would like to recommend the following:

- That the funds are distributed once a year in the early fall;
- That the funding description and application form is posted on our website, sent out to the principal in every school, and sent out to each PAC chair by the end of September;
- That PACs have the opportunity to apply for up to \$250 for the 2016-17 school year (following the criteria of the application);
- That a limit of \$7,000 will be allocated for Parent Education Fund. If the applications exceed the allotted amount, the Deputy Superintendent will establish a selection team and applications will be reviewed and evaluated based on the merit of the request, viability of the plan, community impact, identified parent interests, financial needs or alignment to school or district goals and initiatives;
- That any residual funds be carried over to the following school year to be applied to future Parent Education Funds.

OFFICE OF THE  
**SECRETARY-TREASURER**

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

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TO: Operations Policy and Planning Committee  
FROM: The Policy Sub-Committee  
DATE: September 19, 2016  
RE: **Monthly Report**

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**Background:**

The Policy Sub-Committee (the "Committee"), met on August 22, 2016. Present at the meeting were Trustees Watters and Leonard, Superintendent Langstraat and Secretary-Treasurer Walsh.

The Committee has a number of updates and specific recommendations stemming from the ongoing review of policy.

**Updates:**

The Committee has now completed the initial review of all 57 policies within the 100, 1000, and 2000 series.

The Committee has changed Trustee membership with Trustees Whiteaker and Nohr reviewing the 3000 and 4000 series with the first update to be provided in October 2016.

Trustees Leonard and Watters will continue to meet as required to complete the 1000 and 2000 series as various outstanding work is completed.

**Recommendations:**

**Specific Policies Reviewed with Recommended Changes**

Policy 1160 - *Public Information*:

There are two main changes recommended to the current policy:

1. A paragraph expanding the nature of information that shall be made public. This change aligns with practice but is intended to provide a more explicit commitment to availability of information.
2. Further the policy will reflect what information may or must remain confidential. This is intended to reflect the *Freedom of Information and Protection of Privacy Act* as well as the Board's *in camera* By-Law.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1160 - <i>Public Information</i> .
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Policy 1160.1 - *Fees for Access to Information*:

The Committee is recommending the renaming and the expansion of the policy to incorporate the District's commitment to the *Freedom of Information and Protection of Privacy Act* ("FIPPA") which reflects the new proposed name.

Rationale: While the District is subject to *FIPPA* without the requirement for a specific policy, given the importance of the legislation and increasing scrutiny of privacy matters by the public the Committee felt that the creation of a policy that incorporates important aspects of *FIPPA* was appropriate. This includes the fees for access to information and the requirement to name a head of the organization (formerly passed by motion in the 90s but not publicly accessible).

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.1 - *Fees for Access to Information* and create Policy 1161 - *Freedom of Information and Protection of Privacy Act*.

Recommended Motion:

That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholder for comment and be presented at the October 2016 Operations Policy and Planning Committee.

**Specific Policies Reviewed with No Recommended Changes**

Policy 1322.1 - *Student Participation in Public Contests and Events*:

The Committee felt that this policy did not require updating and should be kept in full and given a new review date. The Committee has, however, requested that the Superintendent review the regulations associated with Policy 1322.1 – *Students Participation in Public Contests and Events*, to be returned to the Sub-Committee at the appropriate time.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that Policy 1322.1 - *Student Participation in Public Contests and Events*, be considered reviewed with no changes.

**Specific Policies Reviewed and Recommended for Deletion**

Policy 1160.2 - *Personal Information Received in Confidence*:

The Committee is recommending the deletion of the policy. It is also recommending that aspects of the policy are addressed in regulation.

Rationale:

The District has obligations to keep information confidential under *FIPPA*, reporting to MCFD etc. We also have obligations in some cases to disclose information such as to the Teacher Regulation Branch, through certain harassment processes, as well as part of disclosure in an arbitration process or the courts subject to some exceptions.

It is felt that while the District should address the matter in regulation, the current policy is overly broad given the noted exceptions and should be deleted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.2 - *Personal Information Received in Confidence*.

Policy 1161 - *Financial Reports*:

It is the Committees recommendation to delete Policy 1161 – *Financial Reports*.

Rationale:

Given the recommended changes to Policy 1160 – *Financial Reports* the policy would now be a duplicate. Further, the Board publicly receives reports such as SOFI (which includes matters address in the current Policy 1161), year-end financials etc and the documents are currently published and posted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1161 - <i>Financial Reports</i> .
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Policy 1324.1 - *Relations Between Public and Students - Business Firms*

The Committee is recommending the deletion of the policy.

Rationale:

The Policy, created in 1962, appears to be addressing a specific incident or incidents within the District at the time. Despite the positive intention of the policy, *FIPPA* now covers the matter the policy is intended to address. For instance, in order to provide student personal information to a business firm, we would require the consent of the student/students. Therefore, this issue would be addressed by the *FIPPA* breach requirements rather than by Policy 1324.1 – *Relations Between Public and Students – Business Firms*.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1324.1 - <i>Relations Between Public and Students - Business Firms</i> .
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Policy 1332.7 - *Student Care*

The Committee is recommending the deletion of the policy.

Rationale:

While individuals schools and PACs often offer child minding during events and/or meetings the District does not currently have unlicensed childcare providers in our schools or leased space. Further, the policy does not align with Policy or Regulation 1330. Moreover, from a risk management perspective it is not recommended that the District sanction ongoing unlicensed care, with the exceptions noted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1332.7 - <i>Student Care</i> .
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Policy 1410 - *Board and Municipalities Liaison Re: School Capacities*

The Committee is recommending deleting the policy.

Rationale:

While the District is committed to positive and proactive relationships with our municipal partners, the policy creates a significant obligation on staff time to achieve the requirements of the policy. Given the level of current funding meeting the requirements of policy is not possible. It should also be noted that the District has committed to being part both from a political and an administrative



perspective on the Esquimalt Official Community Plan which suggests that the Board may wish to formalize such liaising in specific circumstances.

Recommend Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1410 - *Board and Municipalities Liaison Re: School Capacities*.

Policy 1411 - *Inter School District Liaison*

The Committee is recommending deleting the policy.

Rationale:

Currently, District administration and Board members are in regular contact with their colleagues in Sooke and Saanich as well as other Districts around the province. It is the Committee's opinion that policy is not required to ensure regular communication. Further, the District does not have a planning department and the Committee believes rather than updating the policy a deletion is appropriate.

Recommend Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1411 - *Inter School District Liaison*.

## POLICY 1160

### PUBLIC INFORMATION

The ~~Greater Victoria School Board~~Board of Education of School District No. 61 (Greater Victoria) declares the right of citizens to full, objective, and timely information, and the obligation of the ~~School Board~~of Education to provide such information about its programs and policies. Board staff shall make available all documents and reports presented to the Board in a public meeting including but not limited to financial reports, public presentations, staff memos and updates.

To the greatest reasonable degree, affairs of the Greater Victoria School District are considered public unless specifically declared confidential. Those matters ordinarily to be dealt with confidentially include personal reports on staff and students, property and contract negotiations, law enforcement, labour relations matters, and situations requiring protection of the legitimate interests of the community, and information that may or must not be disclosed according to the Freedom of Information and Protection of Privacy Act.

#### References:

School Act - section 69(2)

Freedom of Information and Protection of Privacy Act, Part 2, Division 3

By-Law 9360.1

*Greater Victoria School Board*

Adopted: October 19, 1970

Re-titled only: November 1979

Revised: \*\*\*\* 2016

## **POLICY 1160.1**

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### **FEES FOR ACCESS TO INFORMATION**

The Greater Victoria School District will charge a fee for information provided to requesters. Fees will not be charged where prohibited by statute or where access is required by students and/or their parent or legal guardian in order for a student to receive an educational program. Fees may be waived in cases of hardship or to ensure that effective public access is not hindered. Unless information is produced expressly for the purposes of sale, fees may not exceed the cost of producing the information.

*Greater Victoria School Board*

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Approved: May 27, 1996

## POLICY 11610.1

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Board of Education is committed to meeting its commitments of both the protection of personal information as well as the disclosure of appropriate information under the Freedom of Information and Protection of Privacy Act ("FIPPA").

For the purposes of FIPPA the head of the School District is deemed to be the Superintendent of Schools. The Superintendent may delegate this authority to a privacy officer as assigned by them.

### FEEs FOR ACCESS TO INFORMATION

The Greater Victoria School District ~~will~~may charge a fee for information provided to requesters. Fees will not be charged where prohibited by statute or where access is required by students and/or their parent or legal guardian in order for a student to receive an educational program. Fees may be waived in cases of hardship or to ensure that effective public access is not hindered. Unless information is produced expressly for the purposes of sale, fees may not exceed the cost of producing the information.

### References:

Freedom of Information and Protection of Privacy Act - Sections 75, 77

Greater Victoria School Board

Approved: May 27, 1996\*\*\*\*, 2016

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## REGULATION 1161

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### *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

#### Information Received in Confidence

The School District shall ensure that information received in confidence is kept confidential. School District staff, however, may be required to disclose confidential information where required by statute, collective agreements or a dispute resolution processes.

#### Student Information

In addition to the requirements of protecting student records under policy 5125.1 the personal information of students is also protected by *FIPPA*. The District will ensure that District staff receive training opportunities in regard to our obligations under *FIPPA*.

The School District may collect, use and disclosure student personal information for the purposes of the provision of the educational program. There are a number of activities in which the collection of personal information may not be specifically required for the provision of the educational program. Schools shall receive consent for the collection, use and/or disclosure of personal information on a yearly basis. Consent may be withdrawn at any time.

For the purposes of consent under *FIPPA* the District shall allow students in grade 9 to 12 to provide individual consent for the collection, use and disclosure of personal information. The District will require parent consent for students in grades K-8.

### Student Photographs

The District may allow school pictures of students to be taken. Participation in school pictures is voluntary and a student may opt to not take part. Access to the school by the photography company is at the discretion of school principal.

### Staff Information

The personal information of staff is also subject to *FIPPA*.

### Privacy Officer

The Superintendent may assign a member or members of District Staff as a privacy officer. The role of the Privacy Officer is to ensure that the obligations of *FIPPA* are met, to provide a resource for other District staff with respect to *FIPPA* and to organize educational opportunities with respect to *FIPPA* and to address and report privacy breaches within the District.

### Privacy Impact Assessments

The District encourages the use of Privacy Impact Assessment in appropriate circumstances. Any Privacy Impact Assessment completed by the District shall be made publicly available.

### **References:**

*Freedom of Information and Protection of Privacy Act*  
Policy 5125.1

## **POLICY 1322.1**

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### **STUDENT PARTICIPATION IN PUBLIC CONTESTS AND EVENTS**

In the name of their school, students may participate in public contests and events which

- a) have demonstrable educational value, or
- b) promote the general benefit of the community, and
- c) are not intended primarily to result in private financial profit.

Unless a public contest or event meets these criteria, the names of schools or of the School District shall not be used in connection with it.

*Greater Victoria School District*

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Approved: June 19, 1972

Reviewed: September 2016

## **POLICY 1160.2**

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### **PERSONAL INFORMATION RECEIVED IN CONFIDENCE**

The Board recognizes that it is necessary, in certain circumstances, for personal information to be received and used on an in confidence basis.

Where information is received on this basis, every effort shall be made to ensure that sensitive personal information is kept secure and made available only as required by statute or as necessary to expedite the investigation and resolution of the subject matter that the information addresses.

Fair and just process, in accordance with Board Policy, shall be in place to ensure that the rights of all parties concerned are protected.

*Greater Victoria School Board*

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Approved: June 24, 1996



## **POLICY 1161**

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### **FINANCIAL REPORTS**

Annual Financial reports entitled "Schedule of Salaries, Wages, Travel and other Expenses" shall be made available to the public for review. Six copies of each report shall be printed for public viewing at the Secretary-Treasurer's office where they shall be retained. Members of the public wishing a personal copy of any report shall be provided with such at cost.

*Greater Victoria School Board*

Adopted: November 26, 1979

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DELETED

## **POLICY 1324.1**

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### **RELATIONS BETWEEN PUBLIC AND STUDENTS - BUSINESS FIRMS**

Instances have come to light indicating that lists of students have been obtained somehow by commercial enterprises and individuals for the purpose of promoting the sales of goods or services.

The School Board considers it undesirable that such information should be supplied by any of its employees.

*Greater Victoria School District*

Adopted: April 18, 1962

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## **POLICY 1332.7**

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### **STUDENT CARE**

The Board supports before and after-school care programs that are serving district students.

While the responsibility for providing the care service lies with parent and community groups, the Board will facilitate the use of district schools for before and after-school care programs by:

- a) Encouraging the use of the school facility for before and after-school care programs during non-instructional times. Unused space such as gymnasiums, libraries, and multipurpose rooms could be made available to parent groups willing to provide and supervise programs.
- b) Providing that unused space to parent groups at no cost for before and after-school care programs operated on a nonprofit basis.
- c) Offering the advise and cooperation of school principals to parent groups wishing to set up programs for before and after-school care.
- d) Cooperating with agencies providing full-time daycare in a leased district facility in whatever way possible.

*Greater Victoria School District*

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Adopted: November 23, 1987

## **POLICY 1410**

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### **BOARD AND MUNICIPALITIES LIAISON RE SCHOOL CAPACITIES**

It is the policy of the School District to adopt, in principle, the policy:

That municipal development, resulting in an increase in school-age population in areas where existing schools are at or over building capacity, be discouraged, and where possible, divert such development into areas that have unused school capacity, and

That the School District provide each municipality with information regarding the capacity, not including portables, or each school within the municipality, designating those which have unused capacity and those which are at or over capacity, and

That the projected educationally-related capital costs which would result from any major development in an over-capacity be calculated, made public and submitted to the municipality in question for consideration prior to municipal approval of the development, and

That the School District's Planning Department maintain a liaison with each municipality to ensure that school capacity is a consideration in all municipal planning actions and approvals, and report any variations from District policy to the Board, and in the maintenance of this liaison, school capacities, population and the consequences of municipal development should be outlined.

*Greater Victoria School Board*

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Adopted: November 26, 1979

## **POLICY 1411**

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### **INTER SCHOOL DISTRICT LIAISON**

The Board considers the maintenance of communications between the elected representatives and the senior administration personnel of this District and those of the neighbouring Districts of Sooke and Saanich to be of major importance. It directs that District 61's Planning Department establishes and maintains this liaison by including the other Districts in any pertinent information flow, and, periodically, advising this Board, through the Superintendent, of the extent of liaison and of mutual concerns.

*Greater Victoria School District*

Adopted: November 26, 1979

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# 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: September 19, 2016  
RE: **Water Safety Update**

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In June 2016, staff committed to providing ongoing updates on the progress being made regarding the water testing for lead in District schools. Progress continues as earlier communicated, and all fountains and sinks requiring upgrades will be completed by early November.

## **Implementation progress:**

Consistent with Board direction in June, testing by an independent environmental consultant, Goode Environmental Services, was completed in all 47 schools and District facilities. Goode Environmental Consultants were recommended by Island Health. One team conducted all testing, completing four to five schools per day. The benefit of using one team for testing was made to ensure that a consistent application of testing protocols and care of our samples.

By September 6, every school in the Greater Victoria School District had new filter systems in at least two of the highest use fountains, all staff rooms, and all cooking facilities. Fountains or sinks not yet upgraded are clearly marked for students and staff.

The remaining required upgrades are continuing on a prioritized basis through September and October. Staff had initially planned for all to be complete by the end of October, however a plumbing position has become vacant so the completion date is now early November.

It was initially thought that most fountains would need to be replaced, however it was determined that in many cases, filtration systems could be added to the impacted water fountains and sinks at a lesser cost while effectively addressing the elevated levels of lead. In addition to new filters, the established routine of flushing water systems three times per day, continues across all schools until all filters have been installed.

New bottle filler water fountains and filtering systems that meet ANSI requirements have also been identified for use as upgrades to newer fountains and as replacements/new installations in schools. A separate "Bottle Filler" fountain program, involving schools that have indicated a desire to participate in a split funding plan, has also been started, with installations to commence after the completion of the in-line filter installations.

## **Public Communications:**

A "Frequently Asked Questions" sheet prepared for parents and staff, and information was widely shared with local media in an effort to raise awareness of the efforts and progress being made. The detailed results are also available on the School District website.

**Costs:**

A program and budget for system wide testing of all schools and necessary upgrades was approved by the School District Board in June upon receiving preliminary testing results. The program remains within the approved budget of \$200,000.

Discussions were held with Ministry of Education staff in late June 2016 in an effort to seek funding from the Ministry for these unexpected water system retro-fits. The District received an e-mail from Ministry staff on 14 July 2016 as follows:

*“The Ministry does not have a specific funding program for these items (water filters, fountains etc. to improve drinking water quality), however the district may apply for these types of projects in the School Enhancement Program as a health and safety project or utilize Annual Facilities Grants or local capital funding to complete the works.”*

Staff will continue dialogue with Ministry of Education staff to discuss avenues for additional funding once the final plan is in place for District Water System Retro-fits.



# FACILITIES SERVICES

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491 CECILIA 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: September 19, 2016

RE: 2016/2017 Five Year Capital Plan Submission

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## Background

In June 2016, the Ministry of Education issued their annual call for submissions for 2016/2017 Capital Plan funding. This call was earlier than in past years and is in line with the Ministry's hope that they can move the process forward earlier each year to give District's more time to prepare for and implement their annual capital plan. The Greater Victoria School District No. 61 is required to submit their 2016/2017 Five Year Capital Plan to the Ministry of Education no later than September 30, 2016.

As in previous years School Districts have been advised that the 2016/2017 Capital Plan should address capital projects where school districts require:

1. school additions,
2. replacements,
3. major renovations,
4. site acquisitions,
5. seismic mitigation projects,
6. building envelope projects,
7. mechanical/energy system upgrades, or
8. bus purchases.

In this year's call for projects, the Ministry has also added the "School Enhancement Program", previously a separate capital funding call into the regular Capital funding process. The SEP allows us to include projects:

1. intended to contribute to the safety and function of the school,
2. which will extend the life of the existing asset, and
3. which must have an estimated cost between \$100,000 and \$3,000,000.

All capital project submissions require that the District prioritize our project submissions from highest to lowest priority. The rationale for priority ranking includes the previous Ministry's seismic review and risk assessment, a review of our schools Facility Condition Index (FCI) as completed by Ministry appointed auditors (VFA), and confirmation that projects included in prior Capital Plan submissions remain valid and a priority for our District.



The proposed 2016/2017 Five Year Capital Plan lists projects for the fiscal years 2016/2017 to 2020/2021 which responds to our current priority capital needs. From a District perspective, priority has again been given to projects that represent our District's seismic requirements as identified in the Ministry's seismic review and risk assessment, our internal look at our Seismic priorities, previously identified Building Envelope Projects, required Mechanical/Energy System Upgrades, and School Enhancement Projects as recommended by Facilities staff.

The Ministry has advised the Board that it requires Boards to have a "School District Facilities Plan" in place so that there is context for discussions with the Ministry regarding priority project requests. As you are aware, the District Facilities Plan initiative has already commenced with a planned draft available in Spring 2017 to allow for a comprehensive public consultation process followed shortly thereafter by a final District Facilities Plan in early Fall 2017.

The Ministry's primary interest is in approving funding requests for well supported routine maintenance and repair requirements as well as high priority seismic projects for 2016/2017 and beyond. Staff is confident that the projects included in this call for projects through our capital plan submission is reasonable and fully supportable without a District Facilities plan in place. It will be important to have a School District Facilities Plan in place for the 2017/2018 Capital Plan Submission process.

### **Capital Program Submission Recommendations**

Staff is proposing that the 2016/2017 Five Year Capital Plan submission to the Ministry of Education includes the following District requirements (listed in priority order within their respective Ministry mandated program categories):

- **Seismic Mitigation Program (SMP)**

<b>Project</b>	<b>Estimated Cost</b>
Campus View Elementary School - Seismic Upgrade	\$ 3,650,000
Victoria High School - Seismic Upgrade	\$ 19,442,000
Cedar Hill Middle School - Seismic Upgrade or Replacement	\$ 23,800,000
Braefoot Elementary School - Seismic Upgrade	\$ 2,720,000
Shoreline Middle School - Seismic Upgrade	\$ 6,011,736
Reynolds Secondary School - Seismic Upgrade	\$ 7,425,000
Arbutus Middle School - Seismic Upgrade	8,928,000
Lambrick Park Secondary School - Seismic Upgrade	\$ 3,222,400
Craigflower Elementary School - Seismic Upgrade	\$ 4,163,250
Macaulay Elementary School - Seismic Upgrade	\$ 3,000,000
<b>TOTAL PROGRAM COST</b>	<b>\$82,362,386</b>

- **School Expansion Program (EXP)**

<b>Project</b>	<b>Estimated Cost</b>
The District is not submitting any requirements under the School Expansion Program for this year pending the approval of the District Facilities Plan in 2017.	\$ -
<b>TOTAL PROGRAM COST</b>	<b>\$-</b>

- **Building Envelope Program (BEP)**

<b>Project</b>	<b>Estimated Cost</b>
Lambrick Park Secondary School - Building Envelope Remediation.	\$ 1,050,000
Mount Douglas Secondary School - Building Envelope Remediation	\$600,000
<b>TOTAL PROGRAM COST</b>	<b>\$1,650,000</b>

- **School Enhancement Program (SEP)**

<b>Project</b>	<b>Estimated Cost</b>
Burnside Education Centre - Safety systems upgrade, including new fire sprinkler system, fire alarm system, and new intrusion alarm and access control system.	\$ 400,000
Frank Hobbs Elementary School - Exterior upgrade, including window and exterior siding replacement.	\$ 375,000
Victoria High School - Heating system upgrade, including boiler replacement, DDC upgrade, and heating distribution system replacement and upgrading.	\$ 2,000,000
<b>TOTAL PROGRAM COST</b>	<b>\$2,775,000</b>

- **Carbon Neutral Capital Program (CNCP)**

<b>Project</b>	<b>Estimated Cost</b>
Burnside Education Centre - Boiler replacement and DDC upgrade.	\$ 425,000
Glanford Middle School - Boiler replacement and DDC upgrade.	\$ 395,400
<b>TOTAL PROGRAM COST</b>	<b>\$ 820,400</b>

These projects are all supported by our current long range enrollment forecasts, Ministry supported Seismic studies and facility condition audits, and our internal review of our facilities.

**Recommended Motion**

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2016/2017 Five Year Capital Plan.

OFFICE OF THE  
**SECRETARY-TREASURER**

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

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TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: September 19, 2016

RE: **School Enhancement Program (SEP) - Additional 2016/2017 Call for Projects**

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### **Background**

The Ministry of Education recently announced an additional \$20 million in School Enhancement Program (SEP) funds to help school districts repair, upgrade and improve facilities throughout the province and extend the life of their schools. This builds on the \$45 million funding that was previously allocated in May 2016.

Districts were invited to submit additional proposals for projects that can be tendered and completed by March 31, 2017. Written proposals were due by September 15, 2016, and the Ministry has committed to responding to school districts by the end of September 2016.

As per the previous 2016/2017 call for projects, eligible projects that could be submitted must be more than \$100,000, but could not exceed \$3,000,000 and may include:

- Electrical upgrades (power supply and distribution systems);
- Energy upgrades;
- Health and Safety upgrades (fire systems, indoor air quality);
- Mechanical upgrades (heating, ventilation, plumbing);
- Roofing upgrades; and
- NEW: Flooring replacements.

Finally, a maximum of five projects would be allowed under this call from each school district, and SEP projects must meet Generally Accepted Accounting Principles (GAAP) for capital improvements.

### **Submission**

Due to the timing of the Project Call, Staff reviewed and submitted four projects on behalf of the District. The decision was made to focus our projects on the new Burnside Education Centre facility, as this is where we can make a significant contribution to the District Seismic Plan moving forward by being able to free up the SJ Willis site as swing space for our upcoming seismic upgrades to three of our high schools. The four projects submitted are projects that must be completed, meet the requirements set out above by the Ministry, and finally can be tendered, work completed and funds expended by 31 March 2017.

The four projects submitted totalling \$2.6M in capital costs are as follows:

1. **Safety Enhancements** – Estimated Cost \$400K - Fire Sprinkler, Fire Alarm, and Intrusion Alarm System Upgrades;
2. **Heating and Ventilation System Upgrades** – Estimated Cost \$600K - Boiler Replacement, new DDC system, replace antiquated heating and air distribution systems;
3. **Roof Repairs or Replacement** – Estimated Cost \$750K - Replace deteriorated roofing systems on the main building and three portables. Provide additional insulation on main building, and carry out seismic reinforcement of existing high parapet walls.; and
4. **Window Upgrade** – Estimated Cost \$850K - Window and Building Envelope Upgrade to include replacement of existing original wood or aluminum single pane windows in main building and three portables with new windows, include replacement of siding and provide new insulation where required on portables, replace failed original stucco finish on old gymnasium and provide new windows.

In the event that the Board does not ultimately support the recommendation to re-open the Burnside facility, as recommended, we will immediately contact the Ministry and provide an alternative list of projects that we can complete within the timeline required.