

**THE BOARD OF EDUCATION OF SCHOOL  
DISTRICT NO. 61 (GREATER VICTORIA)  
EDUCATION POLICY AND DIRECTIONS COMMITTEE  
REGULAR MEETING AGENDA**

**Chairperson: Trustee Nohr**

**Monday, November 7<sup>th</sup>, 2016 – 7:00 PM**

**Location: Tolmie Building Board Room**

Dialogue with the Public is welcome during Standing Committee Meetings

*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.*

ITEM	PRESENTER	STATUS	ATTACH
1. Approval of the Agenda			
2. Approval of the Minutes of Education Policy and Directions Committee Meeting – <i>October 3<sup>d</sup>, 2016</i>			pgs. 2-4
3. Business Arising From the Minutes			
4. Presentations to the Committee			
5. New Business			
A. Introduction of Student Representative	Piet Langstraat, Superintendent and Misha Hasan, Student Rep - Oak Bay Secondary	- Info	
B. ISP Plan	Piet Langstraat / Jeff Davis	- Info	pgs. 5-8
C. Oak Bay - ISP Information - Student Transfer Update - Lisa Rogers - <i>Impact of International Education</i>	Piet Langstraat	- Info	pg. 9
6. Notice of Motions	Trustee Nohr	- Action	

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to seek input from the District ANEC and the Esquimalt and Songhees representatives on the implementation of the educational recommendations, as outlined in the Truth and Reconciliation Report, and report back to the June, 2017 Education, Policy and Directions meeting.

7. General Announcements

8. Adjournment



**Education Policy and Directions Committee  
October 3, 2016 – Victoria High School Library**

**Regular Minutes**

**Present:**       **TRUSTEES**  
Deborah Nohr, Chair  
Tom Ferris  
Edith Loring-Kuhanga  
Diane McNally  
Peg Orcherton  
Rob Paynter  
Jordan Watters  
Ann Whiteaker

**ADMINISTRATION**  
Piet Langstraat, Superintendent of Schools  
Shelley Green, Deputy Superintendent  
Deb Whitten, Associate Superintendent  
Greg Kitchen, Associate Superintendent  
Randi Falls, Victoria High Principal  
Ilda Turcotte, GVTA Representative  
Eilidh Morrison, Student Representative  
Karen Walters-Edgar, Recording Secretary

**GUEST:**  
Carrie Raye - Dietitian

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

Chair Nohr welcomed everyone to tonight's meeting.

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

**1. APPROVAL OF THE AGENDA**

It was moved and seconded:

That the October 3<sup>rd</sup>, 2016 regular agenda be approved with the following amendment: Under *New Business*, topic **5D - Food Awareness** be moved up on the agenda to follow immediately after the Superintendent's introduction of this month's Student Representative.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

Chair Nohr stated she would like to address the issue of Point of Order on page 3 of the Minutes.

Discussion ensued amongst trustees.

It was moved and seconded:

That on Page 3 of the September 12<sup>th</sup>, 2016 Minutes, the last 5 paragraphs under **Technology Stewardship Committee** Report be stricken from the Minutes.

**Motion Carried Unanimously**

It was moved and seconded:

That the September 12<sup>th</sup>, 2016 Minutes of the Education Policy and Directions Committee meeting be approved as amended.

**Motion Carried Unanimously**

**3. BUSINESS ARISING FROM THE MINUTES - none**

**4. PUBLIC PRESENTATIONS TO THE COMMITTEE - none**

**5. NEW BUSINESS**

**A. Introduction of Student Representative**

Superintendent Piet Langstraat welcomed Student Representative, Eilidh Morrison, from Reynolds Secondary School. Eilidh will be attending scheduled Board meetings for October 2016.

**B. Food Awareness**

Deputy Superintendent Green asked trustees for direction on what the Board would like to see as the focus of food awareness so that the District can begin to work on those items.

Discussion ensued amongst trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) request the Deputy Superintendent to bring forward to the March 6<sup>th</sup>, 2017 Education Policy and Directions meeting, an interim report to the Board of Education on the District's food awareness initiative.

**Motion Carried Unanimously**

**C. Fast Track**

Associate Superintendent Deb Whitten spoke to her report which outlined the past need for Fast Track. Associate Superintendent Whitten also explained what currently happens when students are in need of support.

A brief question and answer period followed.

The following motion was then put forward:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Fast Track Update report.

**Motion Carried Unanimously**

#### **D. Codes of Conduct / Dress Codes**

Superintendent Langstraat presented his report on Codes of Conduct and Dress Codes.

Discussion ensued amongst trustees.

The following motion was put forward:

That the Board of Education of School District No. 61 (Greater Victoria) give direction to the Superintendent of Schools to develop a policy and regulation based on the Board's values, as expressed in the Strategic Plan, and as also included in the Ministerial Order 27/06/07 on Codes of Conduct.

**Motion Carried Unanimously**

#### **E. Trustee Watters Motion**

Trustee Watters presented her motion and rationale. Discussion ensued amongst trustees.

Superintendent Langstraat suggested that he write a memo that provides solid background as to how the District is currently funded and the pressures we are currently experiencing and added that then he could put this item on the next Ed Policy agenda detailing the funding and specifics.

Trustee Watters agreed to withdraw her motion.

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the Minister of Education expressing the challenges of providing learning resources to fully support the new curriculum, and requesting that additional funds be provided for this purpose.

**Motion Withdrawn**

#### **F. MOTION**

Trustee Whiteaker presented her motion and rationale.

It was moved and seconded:

That the Policy Sub-Committee review Regulation 3510.2 *Stray Animals in Schools* to consider leashing language for dogs during school hours on school property.

**Motion Carried Unanimously**

#### **6. GENERAL ANNOUNCEMENTS - none**

#### **7. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:30 pm.

**Background:** The International Student Program (ISP) is an education program that supports the needs of the students and schools. ISP aims to align with the goals and strategic plan of the Greater Victoria School District.

Area	Area of Focus	Timeline for Change	Assessment	Comments (Feedback from ISP)
Program Development	Changing culture at ISP; developing a District perspective	August 2015 - August 2017	Develop survey to measure staff perspectives	<ul style="list-style-type: none"> <li>• Vision statement for ISP to be developed</li> <li>• Consider changing ISP name to International Education</li> <li>• ISP calendar of events for staff and schools available on-line</li> </ul>
Program Development	Improve ISP communication with stakeholders (schools, hosts, natural parents, agents, students, and between staff)	August 2015 - August 2017	Develop survey to measure perspectives	<ul style="list-style-type: none"> <li>• Create a better understanding of the roles and responsibilities of each ISP team member (internally and externally)</li> <li>• Clearly delineate roles and responsibilities of each ISP staff member</li> <li>• Drafted responses for specific questions from stakeholders for consistency</li> </ul>
Program Development	Global and Intercultural Focus Program	January 2016 - June 2017	Launch of program September 2017	<ul style="list-style-type: none"> <li>• The Greater Victoria School District is one of five school districts developing the Global and Intercultural Focus Program for provincial use</li> <li>• ISP designates a coordinator to support this area</li> </ul>
Program Development	Introduce outbound student - teacher mobility options	Starting November 2016	Students / teachers go abroad	<ul style="list-style-type: none"> <li>• ISP will ensure that our schools are aware of these opportunities</li> <li>• ISP designates a coordinator to support this area</li> </ul>

<b>Area</b>	<b>Area of Focus</b>	<b>Timeline for Change</b>	<b>Assessment</b>	<b>Comments (Feedback from ISP)</b>
Program Development	Explore dormitory options	January 2017 - January 2021	Dormitory in use after full review has occurred	<ul style="list-style-type: none"> <li>Review options with Piet Langstraat and review other models in Canada (i.e. Golden Hills)</li> </ul>
Program Development	Expand joint marketing-recruitment & pathways with UVic, Camosun, Royal Roads	Ongoing	Clear, documented strategy available	<ul style="list-style-type: none"> <li>Continue being involved in joint missions i.e. Vietnam &amp; Korea</li> <li>Offer university seminars at Uplands Campus</li> </ul>
Program Development	Improve student retention	Ongoing	Data	<ul style="list-style-type: none"> <li>ISP mental health strategy supports student retention</li> <li>ISP student support manager supports this area</li> </ul>
Program Development	Review of forms and documents for risk mitigation	March 2016 - December 2016	Complete documents	<ul style="list-style-type: none"> <li>Use IPSEA-developed documents to ensure we are consistent with provincial standards</li> </ul>
Program Development	After-school supplemental ELL/activities/university preparation program at Uplands	Sept 2016 - June 2017	School survey to measure effectiveness	<ul style="list-style-type: none"> <li>This would support adjustment and academic achievement for all ISP students</li> <li>May act as a revenue generator</li> <li>Activities program</li> <li>International student council may meet or be connected to this program</li> </ul>
Program Development	Update corporate branding, logo, and website	Starting Dec 2016 -	Complete update	<ul style="list-style-type: none"> <li>Refresh on ISP branding as last iteration occurred in 2009</li> <li>Website needs immediate attention</li> </ul>
Program Development	Explore International Baccalaureate Options	Starting December 2016 -	Clear, documented strategy available	<ul style="list-style-type: none"> <li>Ensure that this project is completed in partnership with our schools</li> </ul>
Program Development	Homestay Program a. Meet MOE Guidelines	September - June 2017	Reporting out from homestay	<ul style="list-style-type: none"> <li>ISP homestay recruitment committee lead by homestay manager</li> </ul>

Area	Area of Focus	Timeline for Change	Assessment	Comments (Feedback from ISP)
(refinement)	b. Recruit additional homestay families		department	<ul style="list-style-type: none"> <li>Homestay manager report July 2016 to report on MOE compliance</li> </ul>
Program Development (refinement)	Additional support for emotional needs of students	Ongoing	Feedback from schools and hosts	<ul style="list-style-type: none"> <li>Work with school principals to ensure ISP staffing is being utilized effectively at the school level</li> </ul>
Program Development (refinement)	Expand summer programs; enrolment and program options	July 2016 - June 2017	Survey to selected agents	<ul style="list-style-type: none"> <li>Consider homestay availability</li> <li>Focus on groups rather than individuals</li> <li>Offer academic program options in the summer</li> </ul>
Program Development (refinement)	Refine short-term programs	Ongoing	Survey to schools on short term groups	<ul style="list-style-type: none"> <li>Reduce the number of short-term integration groups due to stresses on schools</li> <li>Maintain legacy groups with long-standing relationships</li> </ul>
Program Development (refinement)	Refine admissions and registration process	Ongoing	Survey to selected agents & schools	<ul style="list-style-type: none"> <li>Reduce the number of people who review individual applications and move to a paperless on-line system.</li> <li>Consider method, delivery, timing of ISP registration package to school</li> <li>Consider placement tests on site in some regions (i.e., Mainland China)</li> </ul>
Program Evaluation	Academic Transition Program review	Ongoing	Student survey	<ul style="list-style-type: none"> <li>Must review the efficacy of the Academic Transition Program in support of its original goals</li> <li>Canadian students as “cultural assistants”</li> </ul>
Program Evaluation	Review, evaluation and documentation of internal administrative processes	Ongoing	Staff survey	<ul style="list-style-type: none"> <li>Cross training and staff relief support to ensure adequate time is available to complete tasks</li> <li>ISP CUPE staff professional development</li> </ul>

Area	Area of Focus	Timeline for Change	Assessment	Comments (Feedback from ISP)
				activities via IPSEA
Program Evaluation and improvement	Continued improvement of service levels in homestay department	May 2015 - May 2016	Survey results June 2015 June 2016	<ul style="list-style-type: none"> <li>Repeat of May 2015 survey</li> <li>Review continuous improvement via homestay manager report</li> </ul>
Program Evaluation and improvement	New ISP database	Summer 2017	Staff survey	<ul style="list-style-type: none"> <li>This change has the potential to support ISP staff and their everyday work</li> </ul>
Marketing & Recruitment	Growth in South East Asia, Africa, & Europe (diversification)	Ongoing	Data	<ul style="list-style-type: none"> <li>Continue expanding networks and using market intelligence and existing relationships</li> <li>Work with trade commissioner's service to establish footprint</li> </ul>
Marketing & Recruitment	Review marketing and recruitment strategy	Starting July 2016 -	Clear documented strategy available	<ul style="list-style-type: none"> <li>Develop tiered marketing and recruitment approach based upon consultation in the field (i.e., UVic)</li> </ul>
Marketing & Recruitment	Growth at middle & elementary schools (all); growth at selected secondary schools	January 2016 - January 2021	Data	<ul style="list-style-type: none"> <li>Growth at all three levels must be considered within the context of school space available and homestay space</li> </ul>



TO: The Education Policy and Directions Committee

FROM: Piet Langstraat, Superintendent of Schools

RE: School Enrolment and Access

DATE: November 7, 2016

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As trustees are aware, a variety of programs are offered in Greater Victoria School District schools. In addition to the regular program, French Immersion, International Student Programming, other District programs, and Academies are all incorporated into the offerings at schools throughout the District.

One of the guiding principles is to consider how best to balance the enrolment numbers in each program in order to provide balanced instruction and equitable access to students wishing to enrol in a particular school. With rising enrolment in the District, it is becoming increasingly difficult to balance the needs of various programs and the individual preferences of students and families.

In order to address these issues, the Board of Education has established two committees:

1. Long Term Facilities Planning – This committee is examining the long-term utilization of facilities in the District.
2. Registration and Student Transfer – This committee is examining the priorities to be used for student registration in schools.

The work of both of these committees will include extensive consultation with stakeholders.