

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

**Regular Board Meeting**

**Monday, November 28, 2016 - 7:30 p.m.**

**Tolmie Boardroom  
556 Boleskine Road**

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



The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, November 28, 2016 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road

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**AGENDA**

**A. COMMENCEMENT OF MEETING**

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

**A1. Approval of the Agenda** (p 01-05)

**A2. Approval of the Minutes**

a) Approval of the October 24, 2016 Regular Board Minutes (p 06-17)

**A3. Business arising from the Minutes**

a) Bylaw 9250.2 – *Notices of Motion* (p 18-19)

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria amend Bylaw 9250.2, *Notices of Motion*, to delete the words “and may vote” from Item #3.

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9250.2, *Notices of Motion* at the meeting of November 28, 2016.

Motion to be Carried Unanimously

That Bylaw 9250.2, *Notices of Motion* be:

Read a first time this 28<sup>th</sup> day of November, 2016;

Read a second time this 28<sup>th</sup> day of November, 2016:

Read a third time, passed and adopted this 28<sup>th</sup> day of November, 2016.

**A4. Trustee Elections**

a) Election of Chair

b) Election of Vice-Chair

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

- c) Election of British Columbia Public School Employers' Association Representative
- d) Election of British Columbia School Trustees' Association Provincial Councilor
- e) Motion to Destroy the Ballots

**A5. Student Achievement**

**A6. District Presentations**

**A7. Community Presentations** (5 minutes per presentation)

- a) Stephanie Hardman – Active and Safe Routes to School Facilitator

**B. CORRESPONDENCE**

**B1. B.C. Summer Games Society** (p 20-22)

**B2. BCSTA** (p 23-26)

**C. TRUSTEE REPORTS**

**C1. Chair's Report**

**C2. Trustees' Reports**

- a) Trustee Orcherton – BCPSEA Report

**D. BOARD COMMITTEE REPORTS**

**D1. Education Policy and Directions Committee**

- a) Minutes from the November 7, 2016 meeting – Information only (p 27-29)
- b) Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motion from the November 7, 2016 Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter of support expressing our sincere condolences to the Abbotsford school community for the tragedy and loss of life of Abbotsford Senior Secondary School student Letisha Reimer.

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**D2. Operations Policy and Planning Committee**

- a) Minutes from the November 14, 2016 meeting - Information only (p 30-34)
- b) Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the November 14, 2016 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.044 – *Supervisor of Data Processing*. (p 35-37)
- ii) Regulations for Deletion – Information only (p 38-64)
- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve naming the basketball court in the teaching gym at Oak Bay High School “The Don Horwood Court”. (p 65-67)
- iv) Policy Sub-Committee Report (p 68-72)
- v) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3526 – *Emergency Repairs to School Plant*. (p 73)
- vi) That the Board of Education of School Trustees (Greater Victoria) retain Policy 3545.2 *Field Trips* and replace “*the Board of School Trustees*” with “*the Board of Education*” in the policy. (p 74)
- vii) That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3545.25 *Overnight Accommodation* in the policy and replace “*the Board of School Trustees*” with “*the Board of Education*” in the policy. (p 75)
- viii) That the Board of Education of School District No. 61 (Greater Victoria) request senior staff to establish a link on the District website to provide the public with information pertaining to the Superintendent’s and trustees’ annual expenses; this information would be updated at the end of each fiscal year and include the first two years of the current term of the Board of Education.

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ix) Regulation 3323 – *Purchasing Services* - Information only (p 76-96)

## E. DISTRICT LEADERSHIP TEAM REPORTS

### E1. Superintendent's Report

- a) That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report of November 28, 2016 as presented. (p 97)
- b) Financial Pressures (p 98-100)
- c) Regulation 5141 - *Concussion Awareness* – Information only (p 101-102)

### E2. Secretary-Treasurer's Report

- a) That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report of November 28, 2016 as presented. (p 103)
- b) Cloverdale Elementary Update (p 104-106)

## F. QUESTION PERIOD (15 minutes total)

## G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

## H. NEW BUSINESS/NOTICE OF MOTIONS

### H1. New Business

- a) Trustee Nohr – Report on Trauma Support

That the Board of Education of School District No. 61 (Greater Victoria) request that the Superintendent provide a report on the trauma support and safety procedures currently implemented in our schools.

- b) Trustee McNally – 2017 Needs Budget

That the Board of Education of School District No. 61 (Greater Victoria) direct senior administration to prepare a budget for the January 2017 iteration of the Needs Budget Committee that includes restored language previously stripped from the GVTA Collective Agreement, to be submitted along with the projected budget for the 2017-18 school year.

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

c) Trustee McNally – Write a letter to the BCTF

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to send a letter of congratulations to the BCTF congratulating the Federation on its November 10, 2016 victory at the Supreme Court of Canada.

d) Trustee McNally – Withdrawal from the BCSTA

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to prepare the necessary documents to effect withdrawal of this Board from the BCSTA as soon as possible.

**H2. Notice of Motions**

**I. ADJOURNMENT**

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



The Board of Education of School District No. 61 (Greater Victoria)  
October 24, 2016 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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**MINUTES**

**Present:**

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

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, David Loveridge, Director, Facilities Services, Colin Roberts, District Principal, Human Resource Services, Katie Hamilton, Manager, Community Engagement and Communications and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:34 p.m.

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

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved and seconded:

That the October 24, 2016 Agenda be approved with the following additions/changes:

**A6. Community Presentations**

- a) Debra Swain, GVTA – Professional Development
- c) Jason Gammon, GVTA President – Professional Development

**C2. Trustees' Reports**

- c) Trustee Ferris

**H. New Business/Notice of Motions**

- H1. New Business
- e) Trustee Whiteaker – BCSTA Provincial Council

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

- a) It was moved and seconded:

That the September 26, 2016 Regular Board Minutes be approved.

**Motion Carried Unanimously**

**A3. Business arising from the Minutes**

- a) Regulation 4305 – *Gender Identity and Gender Expression*

Superintendent Langstraat advised Trustees that as per their request at the September 26,

2016 Board of Education meeting, Regulation 4305 – *Gender Identity and Gender Expression*, has been aligned to match the wording of the policy and has been posted to the District website.

#### **A4. Student Achievement**

- a) Tammy Renyard, Principal, Esquimalt High School thanked the Board for the opportunity to attend and speak about goals and future plans for Esquimalt High School students. Ms. Renyard provided an overview of the various professional development opportunities being offered at Esquimalt High School and how these align with the District Strategic Plan.

Chair Loring-Kuhanga thanked Ms. Renyard for attending and presenting to the Board.

#### **A5. District Presentations**

- a) Judi Stevenson, District Archivist, attended the Board meeting to speak to Trustees and present them with a binder containing information pertaining to men and women who attended District schools and lost their lives in World War II.

Superintendent Langstraat welcomed Student Representative, Eilidh Morrison, from Reynolds Secondary School.

#### **A6. Community Presentations**

- a) Debra Swain, attended the Board meeting on behalf of the GVTA to speak about teachers' Professional Development.
- b) Ilda Turcotte attended the Board meeting on behalf of the GVTA to speak about teachers' Professional Development.
- c) Jason Gammon, President of the GVTA, attended the Board meeting to speak about teachers' Professional Development.

### **B. CORRESPONDENCE – None**

### **C. TRUSTEE REPORTS**

#### **C1. Chair's Report**

Chair Loring-Kuhanga reminded Trustees that if they need to leave the meeting while it is still in session to advise the Chair so that it can be recorded.

Chair Loring-Kuhanga reported that she attended the VISTA fall conference, hosted by Sooke School District, with Superintendent Langstraat and Trustee McNally and provided a brief overview of the conference.

#### **C2. Trustees' Reports**

- a) Trustee Waters reported that the Aboriginal Nations Education Committee Report has been released and stated that 2017 will be known as the year of reconciliation.
- b) Trustee McNally reported that she attended the VISTA Fall Conference and a meeting for My Place transitional shelter.



- c) Trustee Ferris reported that he attended a professional development session at George Jay Elementary School on October 21<sup>st</sup> regarding transitional services for immigrants and refugees.

## D. BOARD COMMITTEE REPORTS

### D1. Education Policy and Directions Committee

- a) The October 3, 2016 meeting minutes were received for information.
- b) Trustee Nohr referred to the October 3, 2016 meeting minutes and presented the following recommended motions.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 3, 2016 Education Policy and Directions Committee meeting except for item D1. b) iii) which will be discussed separately.

**Motion Carried Unanimously**

It was moved and seconded:

- i) 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 Committee meeting, an interim report to the Board of Education on the District's food awareness initiative.

**Motion Carried Unanimously**

It was moved and seconded:

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

**Motion Carried Unanimously**

Trustee Nohr referred to the October 3, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

- iii) 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.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved and seconded:

- iii) That the motion "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" be amended to include the words "on Codes of Conduct" after the word "regulation."*

**Motion Carried**

For: Trustees Whiteaker, Ferris, Watters, McNally, Loring-Kuhanga, Nohr, Leonard and Orcherton  
Abstain: Trustee Paynter

Trustee Paynter moved an amendment to strike the words "*based on the Board's values, as expressed in the Strategic Plan, and as also.*" The motion did not get seconded.

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

- iii) 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 on Codes of Conduct 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**

## **D2. Operations Policy and Planning Committee**

- a) The October 11, 2016 meeting minutes were received for Information.
- b) Trustee Leonard referred to the October 11, 2016 meeting minutes and presented the following recommended motions.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 11, 2016 Operations Policy and Planning Committee meeting except for item D2. b) v) which will be discussed separately.

**Motion Carried Unanimously**

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the Public Engagement Ad Hoc Committee Terms of Reference.

**Motion Carried Unanimously**

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3313.1- *Sale of Merchandise or Services - Vending Machines in Secondary Schools.*

**Motion Carried Unanimously**

- iii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3327 - *Grants (Fees for Service)*.
- Motion Carried Unanimously**

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) create Policy 2101 - *Deputy Superintendent*.
- Motion Carried Unanimously**

Trustee Leonard referred to the October 11, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9130 - *Standing Committees* to remove the words "with voting rights" from Items #4 and Item #5.

Discussion ensued amongst the Trustees and an amendment was moved.

It was moved and seconded:

- v) That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9130 - Standing Committees to remove the words "with voting rights" from Items #4 and Item #5*" be amended to strike "the words *"with voting rights from"* from the motion.
- Motion Carried Unanimously**

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9130 - *Standing Committees* to remove Items #4 and Item #5.
- Motion Carried Unanimously**

Chair Loring-Kuhanga moved the following motions.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9130, *Standing Committees* at the meeting of October 24, 2016

**Motion Carried Unanimously**

It was moved and seconded:

That revised Bylaw 9130, *Standing Committees* be:

Read a first time the 24<sup>th</sup> day of October 2016;  
 Read a second time the 24<sup>th</sup> day of October 2016;  
 Read a third time, passed and adopted the 24<sup>th</sup> day of October 2016.

**Motion Carried Unanimously**

## E. DISTRICT LEADERSHIP TEAM REPORTS

### E1. Superintendent's Report

It was moved and seconded:

- a) 

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Superintendent's report of October 24, 2016 as presented.
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Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved and seconded:

- a) 

That the motion " <i>That the Board of Education of School District No. 61 (Greater Victoria) adopt the Superintendent's report of October 24, 2016 as presented</i> " be amended to replace the word " <i>adopt</i> " to " <i>receive</i> ."
<b>Motion Carried</b>

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

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

- a) 

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report of October 24, 2016 as presented.
<b>Motion Carried Unanimously</b>

- b) Equity Committee - Terms of Reference

Superintendent Langstraat presented the Terms of Reference for the Equity Ad Hoc Committee. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

- |  |
|--|
| That the Board of Education of School District No. 61 (Greater Victoria) approve the Equity Ad Hoc Committee Terms of Reference. |
| <b>Motion Carried Unanimously</b>  |

- c) Student Registration and Transfer Committee – Terms of Reference

Superintendent Langstraat Presented the Terms of Reference for the Student Registration and Transfer Committee

It was moved and seconded:

- |   |
|---|
| That the Board of Education of School (Greater Victoria) approve the Student Registration and Transfer Ad Hoc Committee Terms of Reference. |
|---|

Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat. A recommendation was made to match the wording of the Terms of Reference to all other Ad Hoc Committees terms of reference.

It was moved and seconded:

That the motion "*That the Board of Education of School (Greater Victoria) approve the Student Registration and Transfer Ad Hoc Committee Terms of Reference*" be amended to include the words "*as revised.*"

**Motion Carried**

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

Abstain: Trustee Whiteaker

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

That the Board of Education of School (Greater Victoria) approve the Student Registration and Transfer Ad Hoc Committee Terms of Reference as revised.

**Motion Carried Unanimously**

## **E2. Secretary-Treasurer's Report**

Secretary-Treasurer Walsh presented his report for the past month. Discussion ensued amongst the Trustees with questions being asked of Secretary-Treasurer Walsh.

It was moved and seconded:

- a) That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report of October 24, 2016 as presented.

**Motion Carried Unanimously**

- b) Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16

Secretary-Treasurer Walsh provided background information and clarification with respect to Capital Bylaw No. 15/16-CP-SD61-01.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 at the meeting of October 24, 2016.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 at the meeting of October 24, 2016*" be amended to include "*pertaining to Reynolds Secondary School and Victoria West Elementary*" after "*2015/16.*"

**Motion Carried Unanimously**

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 pertaining to Reynolds Secondary School and Victoria West Elementary at the meeting of October 24, 2016.

**Motion Carried Unanimously**

It was moved and seconded:

That Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 be:

Read a first time this 24<sup>th</sup> day of October, 2016;

Read a second time this 24<sup>th</sup> day of October, 2016;

Read a third time, passed and adopted this 24<sup>th</sup> day of October, 2016.

**Motion Carried Unanimously**

c) McKenzie Road/Highway Interchange Update

Secretary- Treasurer Walsh provided Trustees with an update as it relates to the McKenzie Road/Highway Interchange project. Discussion ensued amongst Trustees with questions of clarification being asked of Secretary-Treasurer Walsh and the Director of Facilities Services, David Loveridge.

d) Lansdowne Middle School – Statutory Right-of-Way

Secretary-Treasurer Walsh referred Trustees to the information contained in their agendas with respect to the Corporation of the District of Saanich requesting a Statutory Right-of-Way on land at Lansdowne Middle School. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve granting a Statutory Right-of-Way to the Corporation of the District of Saanich for the purpose of installing and maintaining a concrete sidewalk and asphalt pedestrian bike lane on the property that straddles Lansdowne Middle School and the Corporation of the District of Saanich legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District, PID: 005-852-862.

**Motion Carried Unanimously**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the Disposal (Right-of-Way) of Real Property Bylaw 16-04 at the October 24, 2016 Board of Education meeting.

**Motion Carried Unanimously**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Disposal (Right-of-Way) of Real Property Bylaw 16-04, being a bylaw to grant a Statutory Right-of-Way to the Corporation of the District of Saanich on the property legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District: PID: 005-852-862, for the purpose of installing and maintaining a concrete sidewalk and asphalt pedestrian bike lane.

**Motion Carried Unanimously**

**F. QUESTION PERIOD - None****G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None****H. NEW BUSINESS/NOTICE OF MOTIONS****H1. New Business**

- a) Trustee Whiteaker – Write a Letter to the Minister of Education

Trustee Whiteaker presented her motion and provided a rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) write to the Minister of Education expressing their support of the democratic right of the public to an elected Board of Education. Therefore, the Board of Education call on the Minister of Education to amend the School Act to require the Lieutenant Governor in Council to order an election be held within one year in the event that an “official trustee” has been appointed to a District Board of Education.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved and seconded:

*That the motion “That the Board of Education of School District No. 61 (Greater Victoria) write to the Minister of Education expressing their support of the democratic right of the public to an elected Board of Education. Therefore, the Board of Education call on the Minister of Education to amend the School Act to require the Lieutenant Governor in Council to order an election be held within one year in the event that an “official trustee” has been appointed to a District Board of Education” be amended to strike the words “one year” and replace them with “six months.”*

**Motion Carried**

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

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) write to the Minister of Education expressing their support of the democratic right of the public to an elected Board of Education. Therefore, the Board of Education call on the Minister of Education to amend the School Act to require the Lieutenant Governor in Council to order an election be held within six months in the event that an “official trustee” has been appointed to a District Board of Education.

**Motion Carried**

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

## b) Trustee McNally – Write a letter to Vancouver School District

Trustee McNally presented her motion and provided a rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the Vancouver School District No. 39 Trustees Mike Lombardi, Joy Alexander, Patti Bacchus, Allan Wong and Janet Fraser expressing unequivocal support for their decisions in defense of public education, particularly since June 30, 2016.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved and seconded:

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the Vancouver School District No. 39 Trustees Mike Lombardi, Joy Alexander, Patti Bacchus, Allan Wong and Janet Fraser expressing unequivocal support for their decisions in defense of public education, particularly since June 30, 2016*” be amended by adding the word “*former*” before the word “*Vancouver.*”

**Motion Carried Unanimously**

Discussion ensued amongst the Trustees. An amendment was moved.

It was moved and seconded:

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the former Vancouver School District No. 39 Trustees Mike Lombardi, Joy Alexander, Patti Bacchus, Allan Wong and Janet Fraser expressing unequivocal support for their decisions in defense of public education, particularly since June 30, 2016*” be amended by striking the word “*decisions*” and replacing it with “*efforts.*”

**Motion Carried**

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

Against: Trustees Orcherton and Leonard

Abstain: Trustee Ferris

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the former Vancouver School District No. 39 Trustees Mike Lombardi, Joy Alexander, Patti Bacchus, Allan Wong and Janet Fraser expressing unequivocal support for their efforts in defense of public education, particularly since June 30, 2016.

**Motion Defeated**

For: Trustees Watters, McNally, Nohr and Paynter

Against: Trustees Ferris, Whiteaker, Loring-Kuhanga, Leonard and Orcherton



## c) Trustee McNally – Write a letter to the Minister of Education

Trustee McNally presented her motion and provided a rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to Minister of Education Bernier expressing School District No. 61 Board's outrage at his dismissal of the elected Board of Education SD39, Vancouver School District.

Discussion ensued amongst the Trustees. An amendment was moved.

It was moved and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to Minister of Education Bernier expressing School District No. 61 Board's outrage at his dismissal of the elected Board of Education SD39, Vancouver School District*" be amended to strike the words "*outrage at*" and replace them with "*disagreement with.*"

**Motion Carried**

For: Trustees Nohr, Loring-Kuhanga, McNally Watters and Whiteaker  
Against: Trustees Orchardton, Leonard and Ferris  
Abstain: Trustee Paynter

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to Minister of Education Bernier expressing School District No. 61 Board's disagreement with his dismissal of the elected Board of Education SD39, Vancouver School District.

**Motion Defeated**

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

## d) Trustee Watters – Write a letter to the BCSTA President

Trustee Watters presented her motion and provided a rationale. Discussion ensued amongst the Trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the BCSTA President condemning the partisan letter issued to media after the dismissal of Vancouver School District's elected Board of Education.

**Motion Carried**

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

e) Trustee Whiteaker – BCSTA Provincial Council

Trustee Whiteaker presented her motion and provided a rationale. Discussion ensued amongst the Trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) bring forward a motion to the British Columbia School Trustees' Association Provincial Council meeting calling on the Ministry of Education to extend the timeline for implementation of the revised high school curriculum.

**Motion Carried Unanimously**

**H2. Notice of Motions - None**

**I. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 9:58 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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



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: The Board of Education

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FROM: Mark Walsh, Secretary-Treasurer

DATE: November 28, 2016

RE: **Bylaw 9250.2 – Notices of Motion**

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As the Board is aware, at the October 24, 2016 Board of Education meeting, By-Law 9130, *Standing Committees* was altered to remove non-members trustees from being ex-officio members with votes from the Operation Policy and Planning Committee and the Education Directions and Policy Committee.

Despite this change, By-Law 9250.2, *Notices of Motion* continues to reflect the ability of non-Committee member trustees to vote on specific issues and appears at odds with the intention of the Board's direction with respect to By-Law 9130, *Standing Committees*.

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## BYLAW 9250.2

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### NOTICES OF MOTION

It is the fundamental principle of parliamentary procedure that due notice should be given for every motion. In order to provide Board members with an opportunity to consider and prepare for discussion of a question at a Board meeting the following procedures shall apply to Notices of Motion:

1. Notices of Motion should be submitted to the appropriate Standing Committee of the Board except where the Trustee deems it desirable to present the motion directly to the Board.
2. Notices of Motion should be submitted in sufficient time for inclusion in the regular pack-up distribution.
3. A trustee who is not a member of the Standing Committee may place a Notice of Motion before the committee and may debate the motion and may vote. Where possible the motion(s) should be circulated three (3) working days prior to the meeting as per Bylaw 9130 (*Standing Committees*).

*Greater Victoria School District*

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Adopted: December 16, 1968

Various revisions

Revised: February 13, 1978

Revised: July 28, 1986

Adopted: February 25, 2002

Revised: March 30, 2009

Reviewed: March 2012

Revised: June 2014

Revised: November 28, 2016



Our file: 0150-70

October 19, 2016

Mr Pieter Langstraat  
Superintendent of Schools, SD 061  
556 Boleskine Rd  
Victoria, BC V8Z 1E8

Dear Superintendent:

I hope that the 2016/17 school year has started off well. I write to you to inform you of students from your district who took part in the 2016 BC Summer Games this past July. In all, over 3,200 athletes, coaches, and officials attended the Games in Abbotsford.

The athletes who took part are amongst the best in the province and it is likely that a number of them will eventually pursue their athletic dreams at the Canada Games or other national events and even international events. The officials who participated ranged from high-level experienced officials to those whose most significant officiating experience was the BC Games. The coaches, who have already shown their commitment to coaching having completed some level of certification, gained valuable multi-sport coaching experience.

Attached is a list of schools from School District 061 that were represented at the BC Summer Games, along with the number of students who participated from each school. Your respective school principals will receive a complete list with the names of the athletes and/or officials from their school. Please contact the BC Games Society should you wish a complete list for your records.

Please note that school affiliation is based on self-reporting and/or reporting by representatives from the sport during the registration process. There may be other students in your district who competed at the BC Summer Games whose school name was not submitted to us.

The BC Games Society recognizes the community effort it takes to develop athletes, coaches, and officials who are committed to their sport. Many begin their sport pursuits through involvement in school-based programs and activities. We appreciate the work you and the staff at your schools do to provide sport opportunities and foster the growth of their development.

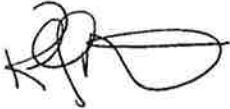
.../2

Page 2

The BC Games is just one sport experience in the life of an athlete, coach, or official, but we hope that this accomplishment inspires them to pursue their athletic dreams and academic achievements. The BC Games Society has notified the students' specific school principal and has encouraged them to recognize their athlete(s) within school announcements and/or newsletter. Principals and students have been made aware that, as a result of the students' participation at these BC Summer Games, they may be eligible to apply for External Sport Credits.

Thank you again Mr Langstraat for your support of sport activities in your district. We wish you continued success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Mann', with a stylized flourish extending to the right.

Kelly Mann  
President and CEO

KJM/IS/ct

Enclosure

pc: Honourable Mike Bernier, Minister of Education



# Abbotsford 2016 BC Summer Games

## Participants and Medalists

*According to our records, the following schools from your district were represented at the 2016 BC Summer Games. Also shown are the numbers of athletes from each school (as of June 2016) and whether or not a medal was won. Note that school information based on self-reporting and it may not be an exhaustive list.*

School	Students that Attended the	Students that were Medalists
Arbutus Global Middle School	3	
Campus View Elementary	1	
Cedar Hill Middle	3	2
Central Middle School	2	
Claremont Secondary	31	23
Colquitz Middle School	1	1
Dunsmuir Middle School	13	2
Esquimalt High	2	1
Glanford Middle School	3	1
Gordon Head Middle School	7	7
Lambrick Park Secondary	10	6
Lansdowne Middle School	4	3
Monterey Middle School	4	2
Mount Douglas Secondary	3	1
Oak Bay Secondary	9	4
Reynolds Secondary	7	7
Spectrum Community	2	2

**61**



November 4, 2016

Edith Loring-Kuhanga, Chair  
School District No. 61 (Greater Victoria)  
556 Boleskine Road  
Victoria, BC V8Z 1E8

RE: Reply to your letter of October 28, 2016 regarding BCSTA President's comments on the firing of the Vancouver Board of Education

Dear Edith,

Thank you for sharing the concerns you and your board have with the actions taken by BCSTA in regard to the firing of the Vancouver Board of Education as well as our lack of consultation with members before responding. It is important that member boards freely share their perspectives on all BCSTA actions as we are answerable and accountable to you.

In response to the specific concerns you have raised, I would like to offer the following:

As you noted, the Vancouver board of education is not a member of BCSTA. On several occasions, we have reached out to both the former board and individual trustees asking them to rejoin our organization. Individual Vancouver trustees had also expressed interest in having their board become a member once again. The current situation, as you mention, makes it very difficult, if not impossible, for us to represent them with government as neither they, nor government, see us as having any jurisdiction. We hope that will change in future through their rejoining BCSTA.

The dispute between the Vancouver board and government currently has, and will continue to have, implications for all other boards in the province. BCSTA did not advocate for the Vancouver board to be fired; nor did we condemn any of the actions taken by that board. Most observers agreed though that the escalating situation there was going to inevitably lead to confrontation, such as we saw in recent weeks. For this reason I did speak to the Minister on several occasions regarding our concerns about the overall situation and the need to find a solution that was fair to both the Vancouver school district and all other B.C. school districts.

As I am sure you appreciate, the firing of the Vancouver board created a great deal of immediate interest by the media. The first calls for interviews and a response from BCSTA came within minutes of the Minister's announcement. While I appreciate your desire to have full consultation with the membership before I responded, it was simply



not practical under the circumstance we faced at that time. I do agree, however, that broad and ongoing consultation with the members of our organization is important.

My statement to the media was not intended to support the actions of government in firing the Vancouver board. It was, however, not a surprise to me when that board was fired for three reasons:

- Historically every other board that has failed to pass a balanced budget as required under the School Act has been immediately fired,
- The entire senior staff leadership team of the district had gone on sick leave,
- Four of the nine trustees on the Vancouver board were publically calling for government intervention because of the decisions of the board as a whole.

It was, however, the call by several Vancouver trustees themselves for government intervention that pointed toward what I saw as likely government action. Those same trustees have in fact since stated "...that firing of the Board was the only responsible option the Minister had." (*please see attached*).

In the end, though, I agree with you that the escalation of events surrounding the Vancouver board was indeed an unfortunate situation. BCSTA has already publically called for by-elections in both the Vancouver and North Okanagan-Shuswap school districts as well as the creation of legislation requiring by-elections within six months of a board being dismissed. The BCSTA board of directors adamantly supports the need for elected boards of education in each and every school district in B.C.

As this is a significant topic worthy of a full discussion, I would like to suggest that I, along with one or two other members of the board of directors come, to Victoria to meet with your board face-to-face. Would you please consider a time in the reasonably near future when such a meeting might be possible?

Thank you once again for sharing your thoughts with us. The board of directors have spent considerable time reviewing your concerns, but would also like to discuss them with you directly.

Sincerely,



Teresa Rezansoff  
*President*  
BC School Trustees Association

Cc BCSTA Board of Directors

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**Subject:**

**Letter from former NPA Vancouver School Board Trustees**



Dear Supporter,

We, the former NPA School Board trustees, want to clarify and explain our position with regards to the recent dismissal of the Vancouver School Board.

First we want to thank you for electing us to represent the kids of Vancouver. While we are deeply disappointed not to be able to continue the work that you elected us to do, we believe that firing the Board was the only responsible option the Minister had at the time (firing only those trustees that voted against the budget was not a legal option). There was no other choice - not only legally but in order to provide a healthy, safe environment so senior school board staff would return to work. When complaints of harassment are levied against trustees, they have to go.

We want to address some of the confusing and misleading information we are hearing and that you may be reading/seeing in the media:

**1. How can a democratically elected board be fired?** All school trustees must abide by the B.C. School Act, which required school boards to submit a balanced budget by June 30th, 2016. In June, 5 (Vision and Green trustees) out of 9 trustees chose to vote NO to submitting a balanced budget. In essence this is breaking the law. You break the law, you get fired. The entire board must be fired, even those of us who voted to submit a balanced budget.

**2. The Board was about to submit a balanced budget so why were you fired?** Much has been made of the premise that Vision and Green trustees were about to vote for the budget they previously dismissed. They cited a "new requirement" from the Minister of Education for school boards to submit a balanced budget in order to move ahead with seismic upgrades. This is not true. We did not receive any correspondence from the Minister about a NEW requirement. We did receive a letter from the Minister of Education on September 23, clarifying that having schools at 95% capacity had never been the condition for seismic upgrading. The Minister was providing clarity, not issuing a new requirement - in other words, nothing changed between June when Vision and Green trustees refused to pass a balanced budget and last week when the board was fired.

**3. The removal of the 95% capacity requirement by the Minister was what changed things, wasn't it?** This was never a reason for potential school closures. The original process did not rely on the 95% utilization target, and several Vancouver schools that were below 95% capacity were approved for

seismic upgrading. The reasons for considering school closures were declining enrolment, excess space and having more funds to directly impact education in the classroom.

When considering school closures, there was the possibility of getting schools seismically upgraded faster. For example if an entire population of a school could be moved into a neighbouring school, only one school would need to be seismically upgraded. This means double the number of kids are safer, faster. The closed school could be leased for revenue to put back into schools, and potentially reopened in the future should populations change. During the consultation for the long range facilities plan, 50% of parents said they accepted school closures if they provided a positive impact on programs for kids.

**4. Some people believe the main role of an elected trustee is advocacy.** Not according to the B.C. School Act - the role is to co-govern with the Province and to facilitate the effective teaching and learning of students. We, the NPA trustees, took this definition seriously and it guided our actions. This is one of the reasons we voted for a balanced budget - it is the law. Advocacy is also necessary and important but it can be done in conjunction with managing finances, providing stewardship, and making tough decisions that will ultimately have a positive impact on all of the children throughout the district.

Trustees knew the potential consequence of not passing a balanced budget. Some trustees voted against the budget and publicly declared they were willing to be fired for this. We found the delaying tactics of these trustees, and public criticism of the work of senior school board staff, very difficult to watch. It made our Board meetings and planning sessions an intolerable, toxic place to be. The advocacy-driven agenda, political posturing and spinning of facts got in the way of what we were all there to do - work together to provide the best possible education for the kids of Vancouver.

Again, while we are disappointed not to be able to continue the work that you elected us to do, we believe that firing the Board was the only responsible option the Minister had. We hope that in time the system will be improved for the benefit of our students.

Thank you for your continued support.

Penny Noble  
Fraser Ballantyne  
Christopher Richardson  
Stacy Robertson





**Education Policy and Directions Committee  
November 7, 2016 – Tolmie Board Room**

**Regular Minutes**

**Present:**       **TRUSTEES**  
Deborah Nohr, Chair  
Tom Ferris  
Diane McNally  
Peg Orcherton  
Jordan Watters  
Ann Whiteaker

**ADMINISTRATION**  
Piet Langstraat, Superintendent of Schools  
Shelley Green, Deputy Superintendent  
Deb Whitten, Associate Superintendent  
Greg Kitchen, Associate Superintendent  
Ilda Turcotte, GVTA Representative  
Maryanne Trofimuk, VPVPA Representative  
Misha Hasan, Student Representative

**GUEST:**  
Lisa Rogers - Oak Bay Parent

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:

That the November 7<sup>th</sup>, 2016 regular agenda be approved with the following amendments: Move Trustee Nohr's motion from **6. Notice of Motions** to become **5D.** under **New Business**. Under **Notice of Motions**, add Trustee Nohr's motions - **Letter to Abbotsford School** and **Trauma Support and Safety Procedures**.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the October 3<sup>rd</sup>, 2016 regular Education, Policy and Directions Minutes be amended as follows: under Trustees' attendance, put **regrets** beside Trustee Orcherton's name.

**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, Misha Hasan, from Oak Bay High School. Misha will be attending scheduled Board meetings for November 2016.

**B. ISP Plan**

Jeff Davis, Director of the International Student Program (ISP), provided background information with regard to the 5-year plan for the ISP.

A discussion ensued amongst trustees with questions of clarification were asked of Mr. Davis.

**C. Oak Bay - ISP Information and Student Transfer Update**

Guest Lisa Rogers made a presentation to the Education Policy and Directions Committee with regard to the balance of ISP students requests and student transfer requests in our schools. Ms. Rogers agreed to provide a report to Superintendent Langstraat who in turn, will provide the report to the Board and the two standing committees.

A discussion ensued amongst trustees with questions of clarification asked of Superintendent Langstraat and ISP Director Jeff Davis.

**D. Implementing Recommendations in the Truth and Reconciliation Report**

Chair Nohr presented her motion and rationale.

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 Committee.

A discussion ensued amongst trustees with questions of clarification being answered Deputy Superintendent Shelley Green.

It was moved:

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 Committee.

**Motion Postponed Indefinitely**

## 6. NOTICE OF MOTIONS

### A. Trustee Nohr - Letter to Abbotsford School

Trustee Nohr presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter of support expressing our sincere condolences to the Abbotsford school community for the tragedy and loss of life of Abbotsford Senior Secondary School student Letisha Reimer.

**Motion Carried Unanimously**

### B. Trustee Nohr - Trauma Support and Safety Procedures

Trustee Nohr advised that she will bring the following motion to the November 21<sup>st</sup>, 2016 Board Meeting:

That the Board of Education of School District No. 61 (Greater Victoria) request that the Superintendent provide a report on the trauma support and safety procedures currently implemented in our schools.

## 7. GENERAL ANNOUNCEMENTS - none

## 8. ADJOURNMENT

It was moved:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:00 pm.



**Operations Policy and Planning Committee Meeting  
November 14, 2016 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Diane McNally, Deborah Nohr, Rob Paynter

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Kathy Dawson, Senior Buyer

The meeting was called to order at 7:05 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 by Trustee McNally:

That the November 14, 2016 regular agenda be approved with the following additions:

**11. Notice of Motion**

- A. Trustee McNally – 2017 Needs Budget
- B. Trustee McNally – Send a letter to the BCTF
- C. Trustee McNally – Withdrawal from the BCSTA.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee McNally:

That the October 11, 2016 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

**3. BUSINESS ARISING FROM MINUTES**

**A. Medical Accommodation Program**

Secretary-Treasurer Walsh provided Trustees with further information on the medical accommodation program previously presented at the October meeting.

#### 4. PRESENTATIONS TO THE COMMITTEE

##### A. Lindsay Moir – Leasing Surplus Land

Mr. Moir made a presentation on the potential of the District leasing land for the purpose of social housing while also generating cash flow for District needs. Trustees asked questions of clarification.

#### 5. SUPERINTENDENT'S REPORT

##### A. Introduction of Student Representative

Superintendent Langstraat introduced Misha Hasan, Student Representative from Oak Bay High School.

#### 6. PERSONNEL ITEM

##### A. Job Descriptions in Policy and Regulations

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.044 – *Supervisor of Data Processing*.

**Motion Carried Unanimously**

Questions of clarification were asked of the Secretary-Treasurer and Superintendent regarding a number of the job descriptions.

Secretary-Treasurer Walsh highlighted the following regulations for deletion: Regulation 2120.020 - Director of Learning Resources and Information Services, Regulation 2120.030 - District Principal of Learning Initiatives, Regulation 2121.018 - Coordinator - District Strategic Planning and Evaluation, Regulation 2122.062 - Coordinator School Services (First Nations Program), Regulation 2123.022 - Coordinator - Languages and Multiculturalism, Regulation 2123.041 - Manager of Purchasing Services, Regulation 2123.044 - Coordinator - Technical Support Services, Regulation 2123.048 - Coordinator - Information Support, Services, Regulation 2123.049 - Supervisor - Information Management and Technical Services, Regulation 2127.022 - Coordinator of Enrolment & Student Information.

#### 7. FINANCE AND LEGAL AFFAIRS

##### A. Parent Education Fund Update

Deputy Superintendent Green provided Trustees with an update about the Parent Education Fund. Trustees asked questions of clarification.

##### B. Request to Name the Basketball Court at Oak Bay High School

Secretary-Treasurer Walsh reviewed for Trustees the process followed by Principal Thomson within the school and greater community.



It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) approve naming the basketball court in the teaching gym at Oak Bay High School “The Don Horwood Court”.

**Motion Carried Unanimously**

### C. Regulation 3323 – *Purchasing Services*

Secretary-Treasurer Walsh described the changes to Regulation 3323 – *Purchasing Services* for Trustees. Senior Buyer, Kathy Dawson, provided further background to Trustees who asked questions of clarification.

### D. Policy Sub-Committee Report

It was moved by Trustee McNally:

- i) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3526 – *Emergency Repairs to School Plant*.

**Motion Carried Unanimously**

It was moved by Trustee Paynter:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) reviewed Policy 3545.2 *Field Trips*.

Trustee McNally moved an amendment.

It was moved by Trustee McNally:

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) reviewed Policy 3545.2 Field Trips*” be amended to delete the word “*reviewed*” and replace it with “*retain*” and to replace “*the Board of School Trustees*” with “*the Board of Education*” in the policy.

**Motion Carried Unanimously**

Chair Leonard called for the vote on the main motion as amended.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3545.2 *Field Trips* and replace “*the Board of School Trustees*” with “*the Board of Education*” in the policy.

**Motion Carried Unanimously**

It was moved by Trustee Paynter:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3545.25 *Overnight Accommodation* and replace “*the Board of School Trustees*” with “*the Board of Education*” in the policy.

**Motion Carried Unanimously**

Secretary-Treasurer Walsh highlighted the deletion of Regulation 3509 - *Bomb Threat* and Regulation 3522.2 - *Student Involvement – Schools*.

## 8. FACILITIES PLANNING

### A. Water Safety Update

Secretary-Treasurer Walsh presented an update to the Committee and answered questions of clarification from Trustees.

### B. Alternative Program Update

Associate Superintendent Whitten provided an update to the Committee and answered questions of clarification from Trustees.

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

## 10. NEW BUSINESS

### A. Trustee Nohr – Trustees’ Annual Expenses

Trustee Nohr presented her motion and rationale.

It was moved by Trustee Nohr:

That the Board of Education of School District No. 61 (Greater Victoria) request senior staff to establish a link on the District website to provide the public with information pertaining to trustees' annual expenses; this information would be updated at the end of each fiscal year.

Trustee Nohr moved an amendment.

It was moved by Trustee Nohr:

*That the motion “That the Board of Education of School District No. 61 (Greater Victoria) request senior staff to establish a link on the District website to provide the public with information pertaining to trustees' annual expenses; this information would be updated at the end of each fiscal year” be amended to add “and include the first two years of the current term of the Board of Education” at the end of the last sentence.*

**Motion Carried Unanimously**

Trustee Nohr moved an amendment to the amendment.

It was moved by Trustee Nohr:

*That the amended motion “That the Board of Education of School District No. 61 (Greater Victoria) request senior staff to establish a link on the District website to provide the public with information pertaining to trustees' annual expenses; this information would be updated at the end of each fiscal year and include the first two years of the current term of the Board of Education” be amended to add the words “the Superintendent’s and” in front of “trustees.”*

**Motion Carried Unanimously**

Trustee McNally moved a further amendment to the amended main motion.

It was moved by Trustee McNally:

That the amended motion “*That the Board of Education of School District No. 61 (Greater Victoria) request senior staff to establish a link on the District website to provide the public with information pertaining to the Superintendent’s and trustees’ annual expenses; this information would be updated at the end of each fiscal year and include the first two years of the current term of the Board of Education*” be amended to delete “with information” and replace it with “*itemized expenses.*”

**Motion Defeated Unanimously**

Chair Leonard called for the vote on the main motion as amended.

It was moved by Chair Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) request senior staff to establish a link on the District website to provide the public with information pertaining to the Superintendent’s and trustees’ annual expenses; this information would be updated at the end of each fiscal year and include the first two years of the current term of the Board of Education.

**Motion Carried Unanimously**

## 11. NOTICE OF MOTION

### A. Trustee McNally – 2017 Needs Budget

That the Board of Education of School District No. 61 (Greater Victoria) direct senior administration to prepare a budget for the January 2017 iteration of the Needs Budget Committee that includes restored language previously stripped from the GVTA Collective Agreement, to be submitted along with the projected budget for the 2017-18 school year.

### B. Trustee McNally – Send a letter to the BCTF

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to send a letter of congratulations to the BCTF congratulating the Federation on its November 10, 2016 victory at the Supreme Court of Canada.

### C. Trustee McNally – Withdrawal from the BCSTA

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to prepare the necessary documents to effect withdrawal of this Board from the BCSTA as soon as possible.

## 12. GENERAL ANNOUNCEMENTS - None

## 13. ADJOURNMENT

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 9:07 p.m.

TO: The Board of Education

FROM: Colin Roberts, District Principal, Human Resource Services

DATE: November 28, 2016

RE: Job Descriptions in Policy and Regulations

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The purpose of this memo is to provide the Board with an update on job descriptions contained in Board Policy and Regulations that are in need of revision or deletion.

It is recommended that the job description, Supervisor of Data Processing - Policy 2123.044 be deleted from policy.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.044 – *Supervisor of Data Processing*.

The rationale is that the position is defunct and has not been active in the District for some time.

In addition, a number of job descriptions in regulation will be deleted, while others will be reclassified and posted as job descriptions only.

This action will also provide opportunity to update the reclassified job descriptions to ensure that the documents accurately reflect the responsibilities of these positions.

The staff responsible for overseeing the positions referred to in this memo have been consulted regarding the action to be taken.

The following Regulations will be deleted:

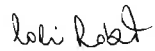
- Regulation 2120.020 - Director of Learning Resources and Information Services
- Regulation 2120.030 - District Principal of Learning Initiatives
- Regulation 2121.018 - Coordinator - District Strategic Planning and Evaluation
- Regulation 2122.062 - Coordinator School Services (First Nations Program)
- Regulation 2123.022 - Coordinator - Languages and Multiculturalism
- Regulation 2123.041 - Manager of Purchasing Services
- Regulation 2123.044 - Coordinator - Technical Support Services
- Regulation 2123.048 - Coordinator - Information Support Services
- Regulation 2123.049 - Supervisor - Information Management and Technical Services

- Regulation 2127.022 - Coordinator of Enrolment & Student Information

Please also be advised that the following new job descriptions will be created and posted as job descriptions.

- Director of Learning
- Coordinator - First Nations Program
- District Principal Languages and Multiculturalism

Sincerely,



Colin Roberts  
District Principal, Human Resource Services

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## **POLICY 2123.044**

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### **SUPERVISOR OF DATA PROCESSING**

The Board may appoint a Supervisor of Data Processing who shall be responsible to the Business Manager. He will have administrative responsibility for the fulfillment of data processing, systems analysis, programming and operations. As required he shall provide liaison with authorized users and develop improved techniques and methods for assisting business and financial activities.

*Greater Victoria School District*

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Approved: December 18, 1972 (as #2122.040)

Revised: December 16, 1974

Revised, retitled & renumbered: June 23, 1980 (as #2123.044)

**Deleted: November 28, 2016**

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## REGULATION 2120.020

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### DIRECTOR OF LEARNING RESOURCES AND INFORMATION SERVICES

#### General

The Director of Learning Resources and Information Services is accountable to the Superintendent for the provision and management of an integrated information system as well as the acquisition or development and distribution of learning resources. The Director of Learning Resources ensures the provision of technological systems for the large scale storage of data and the immediate and efficient retrieval of information for all departments and schools.

#### Results Expected

<b>Leadership</b>	Develops a vision for learning resources of all kinds that will guide schools in implementing a resource-based curriculum.
<b>Service</b>	Ensures that our use of technology supports the development of thoughtfulness, resourcefulness and insightfulness in students and staff.
<b>Interpersonal</b>	Establishes and maintains cooperative working relationships with all District staff, Ministry contacts and members of the community.
<b>Management</b>	Provides effective and efficient management of information and communication services throughout the District which will enable all employees to have access to the information needed to do their job.

## Specific Responsibilities

Plans, organizes, directs and monitors the work of the Department to ensure that the above results are achieved.

Ensures that all the technical aspects of data processing, telecommunications and personal computing are supported and service and training are provided to schools and Departments.

Provides learning resource support through the Resource Centre and the continued exploration of new approaches to learning through project work of the New Learning Centre.

Achieves capitalization of the District's intellectual property through the work of the Victoria Learning Society.

## Relationships

**Serves**

All District schools and departments

**Accountable to**

Superintendent and the Board of Trustees

**In partnership with**

District Leadership Team

**In cooperation with**

Principals, vice-principals, teachers and other District staff

**Liaison to**

Ministry of Education (e.g. District Contact for Information Services, Learning Resources and Education Technology)

**Supervises**

Coordinators, Resource Centre staff, clerical staff

**In consultation with**

Consultative, Advisory and Steering Committees  
User Groups and others

## Evaluation

The Director is evaluated by the Superintendent on the basis of the results achieved as specifically set out in the annual job plan.

*Greater Victoria School District*

Approved: October 28, 1991

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Deleted: November 28, 2016

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## REGULATION 2120.030

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### DISTRICT PRINCIPAL OF LEARNING INITIATIVES

#### General

The District Principal of Learning Initiatives works together with school principals and teachers for the improvement of instruction and student learning. The District Principal of Learning Initiatives, in collaboration with the Associate Superintendent, supervises and coordinates a broad range of educational initiatives and professional development opportunities necessary for each school to achieve their school goals. The District Principal is responsible for the provision of services in support of the Achievement Contract and the Aboriginal Education Enhancement Agreement.

#### Results Expected

##### 1.0 Planning

Schools will be provided with leadership and support in developing school professional development plans that are consistent with provincial and district direction.

Schools teams and individual educators will be provided with collegial planning and support to realize their school plans and initiatives.

Schools will be supported in the development of plans, positions and procedures for the implementation of the provincial curriculum and assessment framework and new programs.

The District will be regularly provided with information and evaluations related to the effectiveness of Learning Initiatives-programs in realizing the District's mission and goals.

## 2.0 Leadership

Schools will be provided with support and assistance for school initiatives and school improvement.

Learning Initiative Team members will be supervised to provide a high quality of service that supports district and school learning plans.

The District will be provided with leadership in professional development opportunities for educational change to support the goals in the District's Achievement Contract and Aboriginal Education Enhancement Agreement.

The District will be provided with information and advice on trends, developments and innovations in education.

The District will be provided with coordination and support for the Education Policy Development Committee.

The District will be provided with the design and coordination of support for Early Learning initiatives.

## 3.0 Superintendent

Ensures the Superintendent is kept informed of provincial and district curricular and program developments and activities.

Provides the Superintendent with formal information on professional development opportunities and the work of the Learning Initiatives Team.

## 4.0 Internal Relationships

Develops positive working relationships to encourage advancement of the district's mission between and amongst:

- other members of the District Leadership Team
- district coordinators and supervisors
- Principals and Vice Principals
- members of the Greater Victoria Teachers' Association
- members of the Canadian Union of Public Employees (CUPE 382 and 947)

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- members of the Victoria Confederation of Parent Advisory Councils
- members of the Allied Specialists' Association

Works to address and solve problems and conflicts, as they may arise, in a fair and judicious manner.

Treats others with courtesy and respect.

**5.0 External Relationships**

Communicates with parent and other community groups about the development and changes in provincial and district programs. Establishes and maintains effective working relationships with Ministry of Education, post-secondary institutions and other supporting educational agencies, such as Success by 6 and the READ Society.

Coordinates and works with community partners on the development of the Community Literacy Plan.

**6.0 Developments in Education**

Identifies and communicates emerging trends and requirements relating to student learning.

Demonstrates an understanding of the current research and developments in the field of education.

**7.0 Financial and Administrative Management**

Oversees the development of, and as it relates to the district Achievement Contract, an annual budget for the integration of services to schools.

Ensures that funds allocated are efficiently used and are consistent with Board budgetary guidelines.

*Greater Victoria School District*

Approved: June 22, 1992

Revised and renamed: September 17, 2012

Deleted: November 28, 2016

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## **REGULATION 2121.018**

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### **COORDINATOR - DISTRICT STRATEGIC PLANNING AND EVALUATION**

#### **General**

The Coordinator is accountable for the development and refinement of strategic planning processes, the monitoring and tracking of the implementation activities, and the reporting of the District's achievement of its mission. In support of the attainment of the District's mission and primary goal, the Coordinator ensures effective use of financial and human resources allocated to this area of responsibility.

#### **Specific Responsibilities**

##### **1.0 District Leadership**

Advises in the area of District and school strategic planning.

Assists the Assistant Superintendents in the coordination and managing of District responsibilities for the accreditation and self-evaluation of schools.

Develops processes for the implementation, refinement and monitoring of District and school strategic planning.

##### **2.0 Planning and Evaluation**

Coordinates activities related to the District development, implementation, modification, and monitoring of Strategic Planning:

- Works with the Superintendent, Strategic Planning Team, and District Leadership Team in the review, refinement, and

implementation of strategies and processes for achieving the District's mission.

- Keeps the Board and District Administration informed as to the progress and processes of strategic planning.
- Develops and implements a computer monitoring and reporting system for each school improvement plan.
- Develops and implements an on-going evaluation monitoring system for the District as a whole.
- Organizes the processes and events of the Board annual review of the degree to which the District is fulfilling its mission and meeting its primary goal.
- Coordinates and assumes responsibility for the production of the District Annual Report.

Liaises with other departments and with the schools, as requested, in the development of their long-term plans, and ensures that any policies and procedures developed are integral and necessary to the Strategic Plan.

Provides technical and design support for program, school, and district evaluation.

### 3.0 Internal Relationships

Provides the Superintendent and Board, as requested, information and data relevant to key indicators of District progress or direction.

Conducts reviews of the District operation as required by the Superintendent.

### 4.0 External Relationships

Liaises with the Ministry of Education, Policy, Standards and Communications Department.

Liaises with university and other jurisdictions, measurement and education departments.

Liaises with strategic planning in education agencies.

**5.0 Evaluation** The Coordinator is evaluated by the Superintendent on the basis of results achievement as specifically set out in an annual job plan.

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*Greater Victoria School District*

Approved: October 28, 1991

Deleted: November 28, 2016

Delete

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## **REGULATION 2122.062**

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### **COORDINATOR - SCHOOL SERVICES (FIRST NATIONS PROGRAM)**

#### **General**

Reporting to the Assistant Superintendent of Schools, the Coordinator for First Nations Program is accountable for focusing on the provision of program services in cooperation with schools through District-wide coordination. Coordination will entail the function of development, implementation and monitoring.

#### **Specific Responsibilities**

- |                                   |  |
|-----------------------------------|--|
| <b>1.0 District Leadership</b>    | <p>Provides advocacy and advice for First Nations programs, including Skill Development, Counselling, First Nations Studies, First Nations Art, and First Nations Awareness programs at all levels.</p> <p>Develops and monitors plans for the improvement of services to First Nations students.</p> <p>Coordinates the work of the First Nations Advisory Committee.</p> |
| <b>2.0 Program Implementation</b> | <p>Provides clear direction for the implementation of programs of learning.</p> <p>Coordinates the efforts of schools to plan and carry out effective implementation processes.</p>  |
| <b>3.0 Staff Development</b>      | <p>Assesses and reports on implementation plans. Assists schools, other District directors and coordinators, committees, and parents to develop programs and activities, including in-service,</p>   |



appropriate to the needs of First Nations students.

**4.0 Relationships**

Develops and maintains positive, collaborative working relationships with school and District staff.

Initiates and maintains productive working relationships with outside educational agencies, First Nations organizations and the general community.

**5.0 Evaluation**

The Coordinator is evaluated by the Assistant Superintendent of Schools on the basis of the results achieved as specifically set out in the annual job plan.

**6.0 Budget**

Oversees the development of the annual First Nations Education budget, and ensures that funds are allocated to support the implementation of First Nations Education Programs throughout the District.

*Greater Victoria School District*

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Approved: October 1987  
Revised: February 1988  
Renamed & Revised: October 28, 1991  
Revised: February 1997  
Deleted: November 28, 2016

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## REGULATION 2123.022

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### COORDINATOR - LANGUAGES AND MULTICULTURALISM

#### General

The Coordinator of Languages and Multiculturalism is responsible for District-wide coordination of French Immersion, Second Languages, English Language Learning, and Multiculturalism. Coordination will entail program development, implementation and monitoring.

#### Specific Responsibilities

##### 1.0 District Leadership

Provides advocacy and advice for K-12 schools in the areas of:

- French Immersion
- French as a Second Language
- Second Languages
- English Language Learning
- English as a Second Dialect
- Multiculturalism

Develops and monitors plans for program improvement including resource acquisition.

Coordinates the French Advisory Committee.

Collaborates with the Human Resources Department in the hiring process.

##### 2.0 Program Implementation

Provides clear direction and support for the implementation of programs of learning.

Coordinates the efforts of schools to plan and carry out effective implementation processes.

Assesses and reports on implementation plans.

- 3.0 Staff Development** Works with committees and schools on program development and implementation initiatives.
- 4.0 Relationships** Develops and maintains positive, collaborative working relationships with school and District staff.
- Initiates and maintains productive working relationships with outside educational agencies and organizations.
- 5.0 Evaluation** The Coordinator is evaluated by the Associate/Deputy Superintendent.

*Greater Victoria School District*

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Approved: October 1987  
Revised: February 1988  
Renamed & Revised: October 28, 1991  
Revised & Renamed: November 4, 2013  
Deleted: November 28, 2016

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## REGULATION 2123.041

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### MANAGER OF PURCHASING SERVICES

#### General

Reporting to the Associate Secretary-Treasurer, the Manager of Purchasing Services is accountable for the leadership and management of all purchasing activities of the District. The Manager is responsible for the direct supervision of the Purchasing Department, and has functional responsibility for all purchasing activities in schools and departments in accordance with District Policy and Regulation. The Manager is also responsible for the operation of the Central Receiving Depot.

#### Specific Responsibilities

##### 1.0 District Leadership

Identifies the need for new and revised district purchasing policies and procedures that will improve the effectiveness and efficiency of the purchasing function in the district.

Ensures legal and contractual obligations of the Board are met with regard to purchasing policies, processes and practices.

Educates schools and central departments in the best use of purchasing instruments and effective purchasing strategies (i.e., methods and costs).

Develops and delivers training programs for school and department staff in purchasing procedures and administration.

## **2.0 Purchasing Systems and Procedures**

Maintains an automated purchasing system that is integrated into related district systems (e.g., financial systems) and ensures that this system provides the operational and management tools required to support an efficient and effective purchasing function.

Ensures purchasing procedures are adequately documented and communicated to staff throughout the district who are involved in the purchasing function.

Provides direction to schools and departments so as to maximize the efficiency of purchasing activities, including procedures, authorizations, record keeping, and reporting.

Ensures security controls for the purchasing system are developed, commensurate with the risk exposure, and implemented throughout the district.

Monitors and enforces compliance with purchasing policy and procedures.

## **3.0 Acquisition of Goods & Services**

Ensures that purchasing operations enable goods and services to be available in sufficient supply for district activities to continue without interruption.

Ensures that the processes for acquisition of goods/services provide the district with goods/services that have timely delivery, quality of product, are appropriate to the need, and have best prices in relation to product quality and service.

Ensures that there are the variety of purchasing instruments available for use in the district that are appropriate to the needs of the district and are efficient in their operation.

Develops new sources of supply.  
Ensures that product research and vendor research is efficiently conducted and appropriate to the purchasing needs of the district.

Establishes processes and standards for the selection of suppliers, to ensure that suppliers:

- have convenient purchasing processes;
- minimize the workload on purchasing staff in the Purchasing Department, at schools and in central departments;
- are responsive to return of goods and have processes that support returns for credit or replacement.

Monitors performance of system contracts, standing order contracts, bulk order contracts, etc.

#### **4.0 Tenders and Proposals**

Ensures the Purchasing Department has developed and implemented appropriate processes and procedures for the issuing and awarding of tenders and proposals. This includes definition of specifications, objectives and criteria; facilitation of group processes for same (leading/training of participants); ensuring legal responsibilities are addressed in all documents are tendering processes; and ensuring the duty to suppliers is met.

Negotiates contracts with suppliers for major tenders and proposals.

#### **5.0 Equipment Leasing**

Works with schools and departments to prepare cost/benefit analyses of various options, including lease versus buy decision.

Ensures that the Purchasing Department negotiates favourable equipment lease contracts to facilitate the acquisition of district equipment (e.g., photocopy equipment)

Maintains appropriate lease records and schedules, for lease management, liability recording and budget management.

**6.0 Reporting and Analysis**

Prepares special reports and analyses, as required, on procurement options available to the district, such as make/buy options, system purchasing opportunities, group purchase, etc.

Prepares regular reports on the status of purchasing activities in the district, for review by senior management.

**7.0 Departmental Leadership**

Provides leadership to the Purchasing Department, including development of long term directions and annual planning that promotes and supports the district mission, goals and initiatives.

Promotes a team approach to management of the purchasing function, with emphasis on customer service, employee empowerment, efficient and effective systems of management within the department, and a systemic approach to problem solving that involves other departments and schools in the process.

Works cooperatively with other departments on joint projects related to purchasing functions and responsibilities.

Provides daily direction to staff including coordination of activities, scheduling and assignment of tasks, establishment of standards, review of work, and evaluation of performance.

Ensures there is an efficient system of departmental records management.

Monitors department workloads on an ongoing basis, and develops and implements plans for the effective and efficient use of staff and resources.

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Makes decisions on selection of staff for positions within the department.

Maintains a current knowledge of developments in the purchasing discipline, including related legal and contractual matters affecting the purchasing function. Ensures department staff has requisite levels of purchasing knowledge and that there are processes in place to maintain ongoing professional development.

Manages the Purchasing Department annual operating budget, including budget development, monitoring, and adjustment during the year.

Ensures physical security of assets and supplies within the Purchasing Department.

#### **8.0 Central Receiving**

Supervises the Central Receiving Depot, and ensures receiving activities are carried out accurately and in a timely manner.

Ensures services are provided to neighbouring departments as agreed.

#### **9.0 Evaluation**

Annually, the Associate Secretary-Treasurer works with the Manager to prepare an individual performance and development plan for the upcoming year.

On a regular basis, the Associate Secretary-Treasurer performs a formal evaluation of the Manager. Evaluation will be based on such factors as:

- work plan achievements for the area of responsibility;
- level of performance and development of staff reporting to the position;
- activities based on pre-determined performance criteria;



- when available, district wide assessment of performance through surveys, et cetera.

### 10.0 Internal Relationships

Liaises with and advises administrators, supervisors and employees in departments and schools concerning purchasing policies and procedures. Resolves problems and issues, and provides in-service training and other assistance as required.

### 11.0 External Relationships

Maintains liaison with other school districts, municipalities, universities and other public bodies regarding purchasing programs and activities. Liaises with or participates in professional purchasing organizations. Maintains a working relationship with government departments regarding taxation and duties issues that affect purchasing.

#### *Greater Victoria School District*

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Approved: May 31, 1982

Revised: January 25, 1988

Renamed & Revised: October 28, 1991

Revised: January 26, 1982

Revised: October 26, 1998

Revised: October 21, 2013

Deleted: November 28, 2016

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## REGULATION 2123.044

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### COORDINATOR - TECHNICAL SUPPORT SERVICES

#### General

The Coordinator, reporting to the Director of Learning Resources and Information Technology, is accountable for providing service and technological support for learning, information and communication. The Coordinator ensures the development and use of technological resources of all kinds throughout the District and that all employees in the District have easy access to the information that they need to perform their jobs effectively.

#### Specific Responsibilities

##### 1.0 District Leadership

In order to achieve the District's mission, the Coordinator supports schools and departments by organizing, directing and controlling the technology required to support learning, information and communication.

Envisions, enables and encourages activities which lead to the achievement of the District mission.

Encourages the use of technology in learning in a manner that supports the development of thoughtfulness in students and staff.

##### 2.0 Departmental Planning

Plans, organizes, directs, controls, and monitors the acquisition of technological resources.

Implements and supports the technology including, but not limited to, mainframe, mini's, P.C. workstations, communication networks, telephone and other media.

- 3.0 Staff Development** Ensures appropriate technology is made available to those requiring it to achieve the District mission.
- 4.0 Internal Relationships** Establishes and maintains cooperative and productive working relationships with all District staff.
- Provides effective and efficient management of the human and financial resources of the Department and the District.
- 5.0 External Relationships** Establishes and maintains cooperative and productive working relationships with all vendors and other contacts outside the District.
- 6.0 Evaluation** The Coordinator is evaluated by the Director of Learning Resources and Information Services on the basis of the results achieved as specifically set out in the annual job plan.

*Greater Victoria School District*

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Approved: May 31, 1982  
 Renamed & Revised: October 28, 1991  
 Deleted: November 28, 2016

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## REGULATION 2123.048

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### COORDINATOR - INFORMATION SUPPORT SERVICES

#### General

The Coordinator, reporting to the Director of Learning Resources and Information Technology, is accountable for providing service and technological support for learning, information and communication. The Coordinator ensures the development and use of information resources of all kinds throughout the District and that all employees in the District have easy access to the information that they need to perform their job effectively.

#### Specific Responsibilities

##### 1.0 District Leadership

Provides leadership in the software application areas necessary to enable the Learning Resources and Information Technology Department to provide District employees with easy access to information, as well as to research and recommend methodologies and acquisitions essential to satisfy the Department mandate.

Provides leadership and expertise to ensure that District information is made easily available to District staff and that global information can be accessible to students, teachers and staff.

Encourages growth in the information solutions offered in the District as well as providing the motivation and direction needed to the technical staff to effect that growth.

Encourages the use of technology in learning in a manner that supports the development of thoughtfulness in students and staff.

- 2.0 Departmental Planning** Develops effective management of the data processing resources of the Department.
- 3.0 Staff Development** Ensures improvements, changes and ongoing maintenance of the data processing structure are effected without negative impact on the District staff.
- 4.0 Internal Relationships** Creates cooperative and productive working relationships with Learning Resources and Information Services staff.
- 5.0 External Relationships** Creates cooperative and productive working relationships with suppliers of software and hardware, and any other persons in or out of the District with abilities or information that can help to achieve the District mission.
- 6.0 Evaluation** The Coordinator is evaluated by the Director of Learning Resources and Information Services on the basis of the results achieved as specifically set out in the annual job plan.

*Greater Victoria School District*

Approved: October 28, 1991

Deleted: November 28, 2016

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## **REGULATION 2123.049**

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### **SUPERVISOR - INFORMATION MANAGEMENT AND TECHNICAL SERVICES**

#### **General**

The Supervisor of Information Management and Technical Services is responsible to the Secretary-Treasurer for the provision and management of an integrated information system. The Supervisor ensures the provision of technological systems for the storage and retrieval of data for all departments and schools.

#### **Results Expected**

<b>Leadership</b>	Develops a vision and plan for information management which will support decision-making in a cost-effective manner.
<b>Service</b>	Ensures that information services and technical support are provided to schools and departments.
<b>Interpersonal</b>	Establishes and maintains cooperative working relationships with all District staff, Ministry contacts and members of the community.
<b>Management</b>	Provides effective and efficient management of information and communication services throughout the District which will enable all employees to have access to the information needed to do their jobs.

#### **Specific Responsibilities**

Plans, organizes, supervises and monitors the work of the service team to ensure that the above results are achieved.

Ensures that the technical aspects of data processing, telecommunications and personal computing are supported and training and service are provided to district personnel.

Works with departments to coordinate the technological provision of information necessary for decisions related to budgeting, staffing, strategic planning, operational planning, communication and reporting, evaluation and assessment.

Works with schools to coordinate the technological provision of information related to the Student Information System. Supervises the reporting of required data to the Ministry of Education.

### **Relationships**

<b>Serves</b>	All District schools and departments
<b>Reports to</b>	Secretary-Treasurer
<b>In Cooperation with</b>	Principals, Vice Principals, teachers and District staff
<b>Liaison to</b>	Ministry of Education (District Contact for Information Services)
<b>Directly Supervises</b>	Coordinators, technical and clerical support staff
<b>In consultation with</b>	Consultative, Advisory and Steering Committees, User Groups and others

### **Evaluation**

The Supervisor is evaluated by the Secretary-Treasurer on the basis of the results achieved as specifically set out in the annual job plan.

*Greater Victoria School District*

Approved: April 27, 1992

Deleted: November 28, 2016

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## REGULATION 2127.022

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### COORDINATOR OF ENROLMENT AND STUDENT INFORMATION

#### General

Accountable to the Secretary-Treasurer, the Coordinator of Enrolment and Student Information provides leadership and service with respect to the student enrolment process and the central database of student information. The Coordinator provides analytic support in the use of student information to determine teacher staffing levels, to support budget preparation, to investigate graduation rates and other similar analyses. The Coordinator also provides financial and statistical analysis services to support the Secretary-Treasurer and the Director of Business Services in the discharge of their responsibilities.

#### Specific Responsibilities

##### 1.0 Enrolment Process

Co-ordinates the annual enrolment process, including:

- development of procedures and instructions; initiation and monitoring of the annual process;
- compilation and review of enrolment information to ensure accuracy and completeness;
- timely submission of enrolment data to the Ministry of Education, as required.

Maintains a thorough understanding of Ministry of Education funding policies and formulae, in order to ensure the submission of enrolment information to the Ministry maximizes funding to the District.

##### 2.0 Student Information System

Ensures the data/information in the Student Information System:

- is accurate, complete and up to date;



- meets the needs of District Administration for school/student planning and analysis;
- meets the needs of School administration for timetabling and school/student planning and analysis.

**3.0 Statistical Analyses and Reports**

Prepares analyses and reports, as directed, using data/information, in the Student Information system and other related data, to assist Administration in activities such as:

- the allocation of staffing to schools;
- planning for the efficient and effective utilization of schools
- investigating and monitoring the graduation rate

**4.0 Financial Analyses and Reports**

Provides analytic support in the annual budget process.

Prepares various statistical and financial analyses, as directed.

**5.0 Internal Relationships**

Provides leadership to schools with respect to the enrolment process. Provides advice and service to departments, schools and the District Leadership Team with respect to student information.

Maintains a close working relationship with the Business Services Department and the Human Resource Services Department in support of budgeting, financial analysis and staffing matters.

**6.0 External Relationships**

Liaises with the Ministry of Education regarding funding policies and formulae.

*Greater Victoria School District*

Approved: June 1993

Deleted: November 28, 2016



# OAK BAY HIGH SCHOOL

**TO:** Operations, Policy and Planning Committee

**FROM:** Dave Thomson, Principal, Oak Bay High School

**DATE:** November 2, 2016

**RE:** **Request to Name the Basketball Court in the Teaching Gym at Oak Bay High "The Don Horwood Court"**

Don Horwood taught at Oak Bay High School for 10 years with a brief hiatus to earn his Master's Degree from the University of Alberta. While at Oak Bay, Don's teams were consistent provincial tournament competitors and won 3 provincial championships.

In 1983, Don was hired by the University of Alberta as head basketball coach. In 26 years, until he retired in 2009, he earned 3 national championships and was recognized as the Canadian Interuniversity Sport (CIS) coach of the year on 3 separate occasions.

Don's name has been endorsed by alumni, staff, community and the mayor and council of Oak Bay, as well as having the support of Don's family. Given his reputation as a great teacher of the game, attaching Don's name to our basketball court is very appropriate.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve naming the basketball court in the teaching gym at Oak Bay High School "The Don Horwood Court".

Thank you for your consideration.

Dave Thomson  
Principal

Richard Fast  
Athletic Director



*The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.*

## **POLICY 1421**

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### **NAMING SCHOOL SITES**

The Greater Victoria Board of Education may, with the support of the school community, name a school site or portion thereof:

1. for a person deemed to have made a significant contribution to the school or the larger community.
2. for a place of local historical or geographical significance.

The Greater Victoria Board of Education may, at any time, remove the name of a school site or portion thereof.

*Greater Victoria School District*

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Adopted: June 25, 1984

Revised and Renamed: February 27, 1995

Revised and Renamed: February 15, 2010

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*The Greater Victoria School District is committed to  
each student's success in learning within  
a responsive and safe environment.*

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## **REGULATION 1421**

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### **NAMING SCHOOL SITES**

When naming a school site, the Board of Education of School District No. 61 (Greater Victoria) will appoint a committee to recommend a suitable name. This will be done pursuant to Policy and Regulation 1163 - Consultation.

The school community may request that the Greater Victoria Board of Education approve a specific name for the school site or portion thereof. The request must be accompanied by a report detailing the results of a consultative process carried out pursuant to Policy and Regulation 1163 - Consultation.

When a school site or portion thereof is to be named after a deceased person, the committee, wherever possible, will seek the consent of the closest surviving relative.

*Greater Victoria School District*

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Adopted: February 27, 1995

Revised and Renamed: February 15, 2010

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# 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: The Board of Education  
FROM: The Policy Sub-Committee  
DATE: November 28, 2016  
RE: **Monthly Report**

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## **Background:**

The Policy Sub-Committee (the "Committee") met on October 21 and November 4, 2016. Present at the meetings were Trustees Nohr and Whiteaker, 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 continued its work on the 3000 and 4000 series.

## **Recommendations:**

### **Specific Policies Recommended for Deletion**

*Policies 3526 - Emergency Repairs to School Plant:*

The Sub-Committee recommends deleting the policy.

### **Rationale:**

The policy is based on a previous funding model as indicated by the December 14, 1981 date of the policy. Currently, in the event of unusual damage, the District is covered by Schools Protection Program insurance. In addition, the District can reallocate Annual Facilities Grant funding in the event that a priority arises during the school year.

In the event of a catastrophic event, the Board would be involved prior to any significant capital or operating expenditure.

### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3526 - <i>Emergency Repairs to School Plant.</i>
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## **Policies for Review**

### *Policy 3545.2 - Field Trips:*

The Committee has reviewed the policy and considers it to be relevant, with the exception of changing the Board of School Trustees to the Board of Education. The regulation has been revised recently.

Rationale:

The general policy statement continues to reflect Board values.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) reviewed Policy 3545.2 <i>Field Trips</i> .
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### *Policy 3542.25 - Overnight Accommodation:*

The Committee has reviewed the policy and considers it to be relevant, with the exception of changing the Board of School Trustees to the Board of Education. The regulation has been revised recently.

Rationale:

The general policy statement continues to reflect Board values.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) reviewed Policy 3545.25 <i>Overnight Accommodation</i> .
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## **Regulations for Deletion**

There are a number of examples of regulations that are not attached to specific policies in the District. The Policy Sub-Committee is reviewing these regulations to determine whether these regulations should be associated with an existing policy, new policy, or alternatively, removed.

### *Regulation 3509 - Bomb Threat*

The regulation will be removed.

Rationale:

The District has specific emergency response processes that would incorporate a bomb threat. The regulation is not currently applied.

### *Regulation 3522.2 - Student Involvement - Schools*

The regulation will be removed.

Rationale:

The regulation holds important statements about planning and working with Facilities on school beautification. Nevertheless, a student specific regulation requiring consultation prior to beautification or other projects is unnecessary and is more appropriate as a general regulation regarding school projects.

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## REGULATION 3509

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### BOMB THREAT

In the event of notification that a bomb has been planted in the school or other School District facility, use the following procedure:

1. The person who receives the phone call should keep accurate notes of exactly what the caller says. Listen for any distinguishing speech characteristics (e.g. accent, speech impediments, manner of speaking).
2. If possible, keep the caller talking. Do not hang up. If the caller hangs up, you too hang up the phone.
3. Phone the Police, report the bomb threat and request their attendance.
4. Search the premises visually. The Principal will request assistance from such staff as he/she deems necessary to conduct the search. Students will not be involved in the search and should remain in the classroom unless directed otherwise.
5. If anything of a suspicious nature is discovered, do not touch. The decision to evacuate the school will be made by the Principal or his/her designate. This should be done in consultation with the Police and Fire Department if time permits. Clear the area and keep staff and students as far as possible from the security area.
6. Phone and inform the Zone Assistant Superintendent.

*Greater Victoria School District*

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Approved: April 1976  
Revised: June 1980  
Revised: January 1985  
Revised: July 28, 1986

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

Deleted: November 28, 2016

DELETED



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## REGULATION 3522.2

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### STUDENT INVOLVEMENT - SCHOOLS

The Board of School Trustees encourages student involvement in beautification and improvement projects as related to facilities. Wherever such a proposal is considered, all details pertaining to its scope, intent and method are to be submitted to the School Plant Manager. Various factors should be considered when such proposals are submitted. These may include consideration of the facilities as they exist, factors of safety and security, maintenance and costs.

Projects may only proceed when approval has been obtained. Approved projects may receive direction by maintenance staff.

*Greater Victoria School District*

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Approved: May 1973

July 1975

June 1980

Deleted: November 28, 2016

DELETED

## **POLICY 3526**

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### **EMERGENCY REPAIRS TO SCHOOL PLANT**

In order that the schools of the District may continue to operate without undue interruption in the event of unusual damage to the plant (as the result of minor fire loss, leaking roof, damaged boiler, etc.) the Secretary-Treasurer is authorized to overspend the annual operating budget, in the interim of acquiring capital funding approval from the Ministry of Education where such funding is appropriate.

*Greater Victoria School District*

Adopted: December 14, 1981

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DELETED

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## **POLICY 3545.2**

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### **FIELD TRIPS**

The Board of School Trustees **Education** recognizes the educational value of a wide variety and diversity of learning experiences for students, through field trips.

The Board directs that activities, undertaken by school personnel, are purposeful, planned, organized, and conducted safely.

*Greater Victoria School District*

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Approved: January 2, 1978  
Revised: March 28, 1978  
Revised: June 25, 1979  
Revised: October 26, 1998  
**Revised: November 28, 2016**

## **POLICY 3545.25**

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### **OVERNIGHT ACCOMMODATION**

The Board of School Trustees **Education** believes that the health, safety, and security of students is essential when participation in curricular or extra-curricular activities requires overnight accommodation.

When students are accommodated overnight the Board requires the standard of care indicated in the attached regulations.

*Greater Victoria School District*

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Adopted: October 26, 1998

Revised: **November 28, 2016**

DRAFT



OFFICE OF THE  
**SECRETARY-TREASURER**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4110

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TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: November 28, 2016

RE: **REGULATION 3323, PURCHASING SERVICES (Formerly SOLICITING PRICES - TENDERS OR QUOTATIONS)**

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Regulation 3323 has been renamed and revised taking into consideration current procedures now in place in our school district, a review of the purchasing regulations of other entities including the Surrey, Vancouver, Burnaby, Langley and Coquitlam school districts, Capital Regional District and Camosun College, and comments made by our auditors KPMG. KPMG has provided feedback indicating that the increase in the tendering threshold to \$50,000 is appropriate given the size of the school district and comparable entity thresholds.

This item is provided for information.

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## REGULATION 3323

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### PURCHASING SERVICES

#### A. General

1. Purchasing Services shall be responsible for the procurement of goods and services for the School District. While Purchasing Services is the only group who may legally enter into a contract with suppliers for goods or services, they may on a discretionary basis delegate this authority under specific circumstances.
2. Purchasing Services may delegate authority to purchase certain goods or services to other departments and/or schools. Nonetheless, purchasing must be conducted following established procurement procedures. Failure to follow procedures may negate the School District's responsibility to pay for the goods or services.
3. Purchasing shall be centralized to establish controls over public funds and to effect the procurement of goods and services at the best possible value. Control shall be attained through standardization of procedures with regard to ordering, recordkeeping, receipt of goods, quality control, prompt payment of invoices, and supplier relations. Optimizing dollar investment shall be attained through systems contracting, competitive bids, aggregation of demand, participation in cooperative purchasing groups, utilizing Corporate Supply Agreements (CSAs), and discretionary delegation of purchasing authority.
4. To carry out their responsibility in a cost-effective and timely manner, Purchasing Services shall use several different procurement methods to minimize the total cost of goods and services. Purchasing Services will use the Provincial Shared Services BC procurement contracts

where applicable. All employees must follow the Board's purchasing procedures to ensure expedient handling of purchase requests.

5. Purchasing Services has full authority to question the quality and kind of material, goods and services requested, in order to serve the best interest of the School District.

## **B. Supplier Relations**

1. Requests for prices or for services, and all purchases, except in those cases where authority to purchase goods or services has been delegated, must be made through Purchasing Services.
2. Only Purchasing Services or its designate shall make commitments to suppliers, disclose product preference or price, or conduct negotiations.
3. All communication with suppliers shall be conducted through Purchasing Services, except in those cases where Purchasing has delegated this authority because of the technical nature of the correspondence. In these instances, Purchasing Services shall be copied on the communication.

## **C. Procurement Methods**

1. Purchasing Services may use a variety of procurement methods to ensure the best value to the District. These may include: requests for quotation, requests for tender, requests for proposal, requests for qualifications, requests for information, and requests for expressions of interest.
2. Procurement opportunities may be advertised through an electronic notice board, such as the provincial government's BC BID website.
3. Sealed solicitations received by Purchasing Services up to the deadline specified in the request shall be opened by an opening committee, comprised of two members of the Purchasing Services department. Where applicable, the opening will be conducted in public.
4. Sealed solicitations received by Purchasing Services after the specific deadline shall be rejected and returned unopened to the bidder/proponent.

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

#### **D. Procurement Thresholds**

Purchasing Services shall solicit prices from suppliers for goods or services in the following manner:

1. An item or group of items estimated to cost under \$10,000 - at the discretion of Purchasing Services - by obtaining two written quotations.
2. An item or group of items estimated to cost between \$10,000 and \$50,000 - by obtaining three written quotations.
3. An item or group of items estimated to cost more than \$50,000 - by sealed tender or Request for Proposal.

Exceptions to quotations and sealed bid requirements:

- Only one bidder is capable of providing the goods or services
- The goods or services require compatibility with existing goods or services, or may void any warranties or guarantees
- Pricing has been established by another public agency or cooperative purchasing group
- Staff, student, or public safety is in question
- There is an urgent need for the purchase to prevent damage to School District facilities
- Essential services or essential physical plant services will be restored

In these circumstances, with the approval of the Secretary-Treasurer, direct quotations may be obtained and contracts awarded.

#### **E. Standing Purchase Orders**

When materials or services are purchased on a repetitive basis, but the need for the goods or services cannot be predicted, Purchasing Services may issue a Standing Purchase Order to a supplier after consulting with the departments and/or schools concerned.

1. Standing Purchase Order requests shall be submitted to Purchasing Services.



2. After selecting a supplier, a Standing Purchase Order will be issued stating an estimated dollar value, the specific goods or services covered, and the expiration of the term.
3. Standing Purchase Orders cannot be used to purchase equipment that exceeds the value of \$500 per unit cost.

**F. Emergency or Rush Orders**

Occasionally, there is an urgent need for goods or services that cannot be handled by other order processes. When a purchase order must be issued immediately, the end user department/school may call Purchasing Services and make arrangements to have the purchase requisition faxed or hand delivered in a manner that will expedite the purchasing process.

**G. Corporate Purchasing Cards**

1. The Corporate Purchasing Card is used for the procurement and payment of goods and services within delegated purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. The Purchasing Card is strictly for School District No. 61 (Greater Victoria) business purposes.
2. With the written approval from an employee's Principal or Supervisor, an employee may make application to the District Purchasing Card Administrator for a Purchasing Card.
3. Specific instructions for the use of purchasing cards are distributed to each new cardholder and cardholders must sign a cardholder agreement binding them to follow appropriate procedures.
4. Principals/Supervisors review and approve cardholders' monthly transactions and ensure that receipts for each transaction reconcile to the purchases made on the Purchasing Card.
5. The District Purchasing Card Administrator reviews daily transactions for appropriate usage.
6. Purchasing Cards are surrendered to the District Purchasing Card Administrator upon retirement or termination of employment.

## **H. Purchase Requisitions**

Requests for goods or services not covered by a Standing Purchase Order or the discretionary delegated purchasing authority are to be submitted to Purchasing Services, either as an electronic purchase requisition through the Purchase Order Management (POM) module of the District's financial system or as a hard copy purchase requisition. Appropriate signing authorization and a valid school/department account number must accompany all purchase requests.

## **I. Service Levels**

Purchasing Services shall issue a Purchase Order to a supplier within four (4) working days from the date of receipt of a properly completed Purchase Requisition, where the cost of the goods or service do not require Purchasing to initiate a tender or other solicitation method and the goods or services are clearly defined.

When the procurement of goods or services requires written competitive responses, Purchasing Services shall establish a time schedule with the requisitioner, consistent with the complexity of the request.

## **J. Surplus Disposal**

All assets are owned by the School District and are under the care, custody and control of a particular school or department. Purchasing Services is responsible for the disposal of surplus assets. Any proceeds realized by the sale of items through public auction will be transferred to the school or department.

Where equipment or materials are considered surplus to the needs of the School District and are expected to have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Following an assessment of condition by Facilities Services, the items may be kept and stored for possible use or transfer within the School District. Schools and departments may contact Facilities Services for a list of available items held in storage.
- Used as a trade-in to reduce the purchase cost of new replacement items
- Offered for sale through a public auction, such as the Province of BC Asset Investment Recovery Service

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Where equipment or materials are considered surplus to the needs of the School District and do not have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Donated to a suitable organization, such as the ReStore or the Compassionate Resource Warehouse
- Salvaged for parts
- Scrapped/recycled in the most environmentally sensitive manner

Furniture, equipment, vehicles or materials will not be sold to School District employees unless they are the successful bidder in a public auction process.

**K. Freedom of Information and Protection of Privacy Act**

Purchasing Services will release tender/proposal information in accordance with the Freedom of Information and Protection of Privacy Act.

**L. Standardization**

Equipment and supplies will be standardized to ensure maximum value is attained where practical and beneficial.

Consideration will be given to potential savings, ease of maintenance, continuity of supply, training costs, environmental impact, and overall life cycle value.

**M. Conflict of Interest**

No employee of the School District shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities.

It shall be a conflict of interest when an employee knowingly participates directly or indirectly in the procurement of goods or services when:

1. An employee or member of the employee's immediate family, business associate, or close friend has a financial interest in the purchase;
2. An employee uses the influence of position or demands or accepts favours or services from any individual, organization or corporation that would result in a financial benefit to the employee or member of the employee's immediate family, business associate, or close friend.

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

Employees must make full disclosure to the Secretary-Treasurer of any situations that place them in a position where a conflict of interest may exist between their duties to the District and their personal interests.

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Employees shall not provide product endorsements without the approval of the Secretary-Treasurer.

Reasonable hospitality is an acceptable courtesy of a business relationship where the frequency and nature of gifts or hospitality accepted is not deemed to have an influence on business decisions. Gifts (other than items of small intrinsic value), gratuities and entertainment accepted from an individual, organization or corporation seeking to do business with the District shall be deemed a conflict of interest.

*Greater Victoria School District*

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Approved: April 1970

Various revisions:

Revised: March 1982

Revised: July 1984

Revised: January 2000

Revised: November 2016

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

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## REGULATION 3323

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### PURCHASING SERVICES

#### A. General

1. Purchasing Services shall be responsible for the procurement of goods and services for the School District. While Purchasing Services is the only group who may legally enter into a contract with suppliers, ~~vis a vis the purchase order,~~ for goods or services, they may on a discretionary basis delegate this authority under specific circumstances, ~~(e.g. Prepaid Purchase Orders).~~
2. Purchasing Services may delegate authority to purchase certain goods or services to other departments and/or schools. Nonetheless, purchasing must be conducted following established procurement procedures. Failure to follow procedures may negate the School District's responsibility to pay for the goods or services.
23. Purchasing shall be centralized to establish controls over public funds, and to effect the procurement of goods and services at the best possible value price. Control shall be attained through standardization of procedures with regard to, respecting ordering, record keepings, receipt of goods, quality control, prompt payment of invoices, and supplier relations. Optimizing dollar investment shall be attained through systems contracting, competitive bids, aggregation of demand, participation in cooperative purchasing groups, utilizing Corporate Supply Agreements (CSAs), and discretionary delegation of purchasing authority.
34. To carry out their responsibility in a cost-effective and timely manner, Purchasing Services shall use several different procurement methods to minimize the total cost of goods and services. Purchasing Services will use the Provincial Shared Services BC procurement contracts

where applicable. All employees must follow the Board's purchasing procedures to ensure expedient handling of ~~the~~ purchase requests.

45. Purchasing Services has full authority to question the quality and kind of material, goods and services requested~~asked for~~, in order to serve the best interest of the School District.

## B. Supplier Relations

1. ~~All R~~requests for prices or for services, and all purchases, except in those cases where authority to purchase goods or services has been delegated, must be made through Purchasing Services.
2. Only Purchasing Services or its designate shall make commitments to suppliers, disclose product preference or price, or conduct negotiations. ~~Supplier representatives shall only be received in other departments or schools at the request of Purchasing Services. If it is necessary for the requisitioner to interview a Supplier representative regarding special details about their product, the appointment shall be arranged through Purchasing Services.~~
- ~~3. Purchasing Services is responsible for committing the School District on the source of supply for any product or service. To avoid a situation which might in any way put the School District in an awkward position, only Purchasing Services or its designate shall make commitments to suppliers, or disclose product preference or price.~~
34. ~~All communication r~~espondence with suppliers shall be conducted~~directed~~ through Purchasing Services, except in those cases where Purchasing has delegated this authority because of the technical nature of the correspondence. In these instances, Purchasing Services shall be receive copies of the communication~~response~~.

## C. Procurement Methods

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

1. Purchasing Services may use a variety of procurement methods to ensure the best value to the District. These may include: requests for quotation, requests for tender, requests for proposal, requests for qualifications, requests for information, and requests for expressions of interest.
2. Procurement opportunities may be advertised through an electronic notice board, such as the provincial government's BC BID website.
3. Sealed solicitations received by Purchasing Services up to the deadline specified in the request shall be opened by an opening committee, comprised of two members of the Purchasing Services department. Where applicable, the opening will be conducted in public.
4. Sealed solicitations received by Purchasing Services after the specific deadline shall be rejected and returned unopened to the bidder/proponent.
- ~~5. Purchasing Services shall conduct all adjustment negotiations.~~
- ~~6. Purchasing Services may delegate authority to select goods or services to other departments and/or schools. Nonetheless, purchasing must be done on the School District's approved purchasing documents, and these documents must be processed through Purchasing Services following the established procurement procedures. Failure to follow procedures will negate the School District's responsibility to pay for the goods or services.~~

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## DC. Tenders and Quotes Procurement Thresholds

1. ~~\_\_\_\_\_~~ Purchasing Services shall solicit prices from suppliers for goods or services ~~s~~ in the following manner:

~~\_\_\_\_\_ 1.a) An item or group of items estimated to cost under An item or group of items estimated to cost less than \$10,000 - at the discretion of Purchasing Services - by obtaining up to two written quotations.~~

~~\_\_\_\_\_ 2.~~

~~\_\_\_\_\_ b) An item or group of items estimated to cost between \$10,000 and \$50,000 but less than \$25,000 - by obtaining three written quotations.~~

3. ~~\_\_\_\_\_ c) An item or group of items estimated to cost more than \$5025,000 or more - by -sealed tender or Request for Proposal.-~~

Exceptions to quotations and sealed bid requirements:

- Only one bidder is capable of providing the goods or services
- The goods or services require compatibility with existing goods or services, or may void any warranties or guarantees
- Pricing has been established by another public agency or cooperative purchasing group
- Staff, student, or public safety is in question
- There is an urgent need for the Ppurchase to will prevent damage to School District facilities
- Essential services or essential physical plant services will be restored

In these circumstances, with the approval of the Secretary-Treasurer, direct quotations may be obtained and contracts awarded.

~~\_\_\_\_\_ d) When market conditions, quality of product, and delivery considerations, manufacturing set up costs or partnership is warranted, a single or sole source supplier may be utilized without public tendering, subject to the approval of the Secretary Treasurer or his/her delegate.~~

~~\_\_\_\_\_ 2. a) Sealed tenders received by Purchasing Services up to the deadline specified in the tender request shall be opened by a tender opening committee, comprised of the Secretary Treasurer or his/her delegate and the Manager of Purchasing Services.~~

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~~b) Sealed tenders received by Purchasing Services after the specified deadline shall be rejected and returned unopened to the supplier.~~

~~c) When procurement becomes difficult because of material shortages and/or fugitive pricing, it is recognized that better value may be obtained through a negotiated purchase. Under these circumstances the Manager of Purchasing Services may negotiate such purchases without the use of sealed tenders, subject to the approval of the Secretary-Treasurer.~~

#### ~~D. Bulk Orders~~

~~To minimize costs on the large volume of common material used by the Board during the year, Purchasing Services will request departments and/or schools to submit their estimates of specific supplies, at specified times during the year. Annual Board requirements will be consolidated and tendered. Orders will be issued to suppliers submitting the lowest bid, subject to the conditions above. Delivery dates will be established throughout the year to minimize the storage at the receiving location.~~

- ~~1. Purchasing Services will provide special request forms for ordering these items.~~
- ~~2. After awarding the tenders, Purchasing Services will issue a receiving report to each location. The location will be responsible for validating the receipt of the supplies and for providing proof of delivery to the Accounts Department, so that the Supplier's invoice can be paid.~~

#### ~~E. Standing Purchase Orders~~

~~When materials or services are purchased on a repetitive basis, but the need for the goods or services cannot be predicted, Purchasing Services may issue a Standing Purchase Order to a supplier after consulting with the departments and/or schools concerned.~~

- ~~1. Standing Purchase Order requests shall be submitted to Purchasing Services ~~with an estimated annual dollar value.~~~~
- ~~2. After selecting a supplier, a Standing Purchase Order will be issued stating an estimated dollar value, and the specific goods or services covered, and the expiration of the term.~~

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3. ~~End Users must submit a purchase order release of \$500 or less each time the Standing Purchase Order is used; otherwise the Supplier's invoice payment will be delayed.~~
4. ~~Standing Purchase Orders cannot be used to purchase equipment that exceeds the value of \$2500 per unit cost.~~

**F. Emergency or Rush Orders**

Occasionally, there is an urgent need for goods or services that cannot be handled by other order processes. When a purchase order must be issued immediately, the end user department/school ~~may~~ call Purchasing Services and make arrangements to have the purchase requisition faxed or hand delivered in a manner that will ~~to~~ expediate the purchasing process.

**G. ~~G.~~ Prepaid Purchase Orders Corporate Purchasing Cards**

1. The Corporate Purchasing Card is used for the procurement and payment of goods and services within delegated purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. The Purchasing Card is strictly for School District No. 61 (Greater Victoria) business purposes.
2. With the written approval from an employee's Principal or Supervisor, an employee may make application to the District Purchasing Card Administrator for a Purchasing Card.
3. Specific instructions for the use of purchasing cards are distributed to each new cardholder and cardholders must sign a cardholder agreement binding them to follow appropriate procedures.
4. Principals/Supervisors review and approve cardholders' monthly transactions and ensure that receipts for each transaction reconcile to the purchases made on the Purchasing Card.
5. The District Purchasing Card Administrator reviews daily transactions for appropriate usage.
6. Purchasing Cards are surrendered to the District Purchasing Card Administrator upon retirement or termination of employment.

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~~The prepaid purchase order is issued to designated locations to enable them to make individual purchases up to \$2,000 Canadian, without first going through the regular purchasing procedures. To ensure compliance with laws and other regulations, there are some restrictions on its use:~~

- ~~1. Items ordered must be supplies. Furniture and equipment cannot be ordered without prior authorization of Purchasing Services.~~
- ~~2. Items ordered must be supplied by a bona fide Canadian company. The P.P.O. cannot be made out to an individual for such things as casual labour or employee honorariums. They cannot be used to purchase gift certificates or to make a payment on a retail credit.~~
- ~~3. Total cost of the order cannot exceed \$2,000 for supplies or \$4,000 for books including freight and taxes.~~
- ~~4. Two orders must not be issued to cover the procurement of goods exceeding \$2,000 for supplies or \$4,000 for books, without prior authorization of Purchasing Services. Individual requests will be handled by contacting Purchasing Services prior to issuing the order. Due to the high dollar value of emergency repairs, the Maintenance Department will be permitted to combine up to two prepaid purchase orders for one transaction without the prior authorization of Purchasing Services.~~
- ~~5. P.P.O.'s can only be used against the user's budget.~~
- ~~6. Purchasing will issue P.P.O.'s enblock to designated locations. Each location will be responsible for maintaining established records and controls over their issuance and use.~~
- ~~7. Purchasing will review each P.P.O. for proper usage. Locations misusing the P.P.O. will not be issued a new supply when their current supply runs out.~~
- ~~8. P.P.O.'s cannot be used to purchase equipment that exceeds the value of \$200 per unit cost.~~

#### **H. ~~Standard~~ Purchase Requisitions**

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

All domestic orders over \$2,000, all foreign orders, and orders not covered by a standing purchase order must be submitted to Purchasing on a standard purchase requisition. The requisition is designed to allow Purchasing Services to "piggyback" information onto the originator's request form thereby effecting a faster turnaround on Purchase Orders. It is therefore important that information written by the originator is accurate. Inaccurate information will require Purchasing to rewrite the originator's request. Requests for goods or services not covered by a Standing Purchase Order or the discretionary delegated purchasing authority are to be submitted to Purchasing Services, either as an electronic purchase requisition through the Purchase Order Management (POM) module of the District's financial system or as a hard copy purchase requisition. Appropriate signing authorization and a valid school/department account number must accompany all purchase requests.

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

## I. Service Levels

Purchasing Services shall issue a Purchase Order to a supplier within fourseven (47) working days from the date of receipt of a properly completed Purchase Requisition, where the cost of the goods or service do not require Purchasing to initiate a tender or other solicitation method and the goods or services are clearly defined.

When the procurement of goods or services requires written competitive responsesbids, Purchasing Services shall establish a time schedule for procurement of the goods or service with the requisitioner, consistent with the complexity of the request.

## J. Surplus Disposal

~~Any Schools and Departments declaring a surplus of supplies, furniture or equipment over the market value of \$50.00 must notify the Purchasing Department in writing providing details of the items for disposal. All assets are owned by the School District and are under the care, custody and control of a particular school or department. Purchasing Services is responsible for the disposal of surplus assets. Any proceeds realized by the sale of items through public auction will be transferred to the school or department.~~

~~Purchasing will arrange for the disposal of the items and any funds realized by the disposal of the items will be transferred to the school or department. Where equipment or materials are considered surplus to the needs of the School District and are expected to have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:~~

- ~~• Following an assessment of condition by Facilities Services, the items may be kept and stored for possible use or transfer within the School District. Schools and departments may contact Facilities Services for a list of available items held in storage.~~
- ~~• Used as a trade-in to reduce the purchase cost of new replacement items~~
- ~~• Offered for sale through a public auction, such as the Province of BC Asset Investment Recovery Service~~

Where equipment or materials are considered surplus to the needs of the School District and do not have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Donated to a suitable organization, such as the ReStore or the Compassionate Resource Warehouse
- Salvaged for parts
- Scrapped/ recycled in the most environmentally sensitive manner

Furniture, equipment, vehicles or materials will not be sold to School District employees unless they are the successful bidder in a public auction process.

The disposal of:

1. ~~Surplus supplies shall include pricing and cataloging the supplies, and notifying all schools and departments of the supplies available for disposal. If the supplies are not disposed of within the district within a reasonable time then the supplies will be available for public auction.~~
2. ~~Surplus furniture will be picked up by the Maintenance Department where it will be either repaired if cost effective or put into the existing surplus furniture inventory for use by other schools and departments.~~
3. ~~Surplus equipment shall be picked up by dispatch and delivered to the Central Receiving Depot where it will be held for use elsewhere within the district or declared surplus to the district and available for public auction.~~

#### **K. Freedom of Information and Protection of Privacy Act**

~~The Purchasing Services Department~~ will release tender/proposal information in accordance with the Freedom of Information and Protection of Privacy Act.

~~The Purchasing Department has developed a Disclosure of Acquisition Document which provides a checklist for the routine disclosure of information to ensure consistency.~~

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

~~The Disclosure of Acquisition Documents Checklist will be used as a guide to Purchasing staff. The records identified in the Information Routinely Disclosed to Bidders and Records Disclosed if Requested will be released in a document called Executive Summary. This Executive Summary is used for all tenders/proposals that exceed the current \$25,000.00 limit and will be releasable to the public upon request 60 days after the applicant's request as per Section 20 of the Freedom of Information and Protection of Privacy Act.~~

~~The request for information routinely disclosed must be received in writing in the Purchasing Department via post or fax. A copy of the Executive Summary will be provided as per Section 20 of the Freedom of Information and Privacy Act.~~

~~All written requests for information routinely disclosed will be filed in the tender/proposal file once the Executive Summary has been provided.~~

**L. Storage of Purchasing Documents Standardization**

Equipment and supplies will be standardized to ensure maximum value is attained where practical and beneficial.

Consideration will be given to potential savings, ease of maintenance, continuity of supply, training costs, environmental impact, and overall life cycle value.

~~All Purchasing tender/proposal documents must be prepared for storage in the following manner:~~

- ~~1. All tender/proposal files must be labelled with the tender/proposal number and have a Purchase File Check List sheet attached to the inside left hand side of the file folder.~~
- ~~2. The Buyers are responsible for ensuring that all tender/proposal documents are stored in file folders and filed in sequential order as indicated on the Purchase File Check List.~~
- ~~3. The Buyers are responsible for the final review of the purchasing documentation and the sign off of the Purchase File Check List.~~
- ~~4. All purchasing documentation being forwarded to the District Freedom of Information and Privacy Act coordinator must be organized according to the Purchase File Check List. The information and the~~

~~check list must be reviewed and signed by the Manager—Purchasing Services prior to release.~~

#### M. Conflict of Interest

~~The standard of behavior for employees of the District involved in the purchasing of goods and services must be carried out within their purchasing authority level and include courtesy, a duty of honesty and fairness with District Suppliers. No employee of the School District shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities.~~

It shall be a conflict of interest when an employee knowingly participates directly or indirectly in the procurement of goods or services when:

1. An employee or member of the employee's immediate family, business associate, or close friend has a financial interest in the purchase;
2. An employee uses the influence of position or demands or accepts favours or services from any individual, organization or corporation that would result in a financial benefit to the employee or member of the employee's immediate family, business associate, or close friend.

Employees must make full disclosure to the Secretary-Treasurer ~~or his/her delegate within seven (7) days~~ of any situations that place them in a position ~~in which a possibility where a~~ of a conflict of interest may exist between their duties to the District and their personal interests.

~~Employees shall not provide product endorsements without the approval of the Secretary-Treasurer. Where products or services have no other source except from an employee's business interest, approval of the Secretary-Treasurer or his/her delegate must be received prior to the purchase.~~



Reasonable hospitality is an acceptable courtesy of a business relationship where the frequency and nature of gifts or hospitality accepted is not deemed to have an influence on business decisions. Gifts (other than items of small intrinsic value) ~~such as business diaries and calendar~~, gratuities and entertainment accepted from an individual, organization or corporation seeking to do business with the District shall be deemed a conflict of interest. ~~as it may infer an intent to influence the employee's purchasing decision. Reasonable hospitality is an acceptable courtesy of a business relationship where the frequency and nature of gifts or hospitality accepted is not deemed to have influence in making business decisions.~~

~~Employees shall not provide product endorsements without the approval of the Secretary-Treasurer or his/her delegate.~~

*Greater Victoria School District*

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Approved: April 1970

Various revisions:

Revised: March 1982

Revised: July 1984

Revised: January 2000

Revised: ~~June~~ November 2016

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

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Superintendent's Report

DATE: November 28, 2016

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

#### School Visits

Since the last meeting of the Board of Education, the Superintendent has had the opportunity to teach at Lansdowne Middle School and visit a classroom at Oaklands Elementary School.

#### Events and Meetings

The Superintendent has attended a number of events and met with a number of individuals since the last Board meeting. These have included:

- Ministry of Education Partnership Meeting
- Meeting with Superintendents of Sooke and Saanich School Districts
- Service Delivery Project Steering Committee
- Muffin Meeting with school and District administrators
- Shoreline and Craigflower meeting with staff
- New principals mentorship meeting
- BCSSA Island Chapter meeting
- Oak Bay turf opening
- CUPE 382 Executive meeting
- Facilities meeting
- Mount Douglas Professional Development
- Board Chair and Chiefs of Songhees and Esquimalt First Nations
- Esquimalt Student Town Hall meeting

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Financial Pressures

DATE: November 28, 2016

Throughout the past year the Board of Education has discussed how best to address financial pressures faced by the District. Below are a number of specific areas that District administration has identified as outstanding cost pressures to the system.

Principal/Vice Principal and Exempt Staff Compensation

The cost of implementing the increases in salary for principals, vice principals and exempt staff is approximately:

	<b>2015/16</b>	<b>2016/17 (Known)</b>	<b>Future</b>	<b>Total</b>
<b>P &amp; VP</b>	\$461,100.	\$903,000.	\$762,000.	\$2,126,100.
<b>Exempt</b>	55,000.	59,000.	367,000.	481,000.
<b>Total</b>	\$516,000.	\$962,000.	\$1,129,000.	\$2,607,100.

While the Board of Education has supported the move to the new provincial grids for these employees, the District has not received additional funds to implement these salary increases.

Curriculum Implementation and Resourcing the Curriculum

The direct and indirect District resources supporting both the implementation of the new curriculum and the accompanying resourcing are outlined below:

<b>2016/17 Funding to Support New Curriculum</b>	
<b>Technology for Learning Educator Support (allocated to schools)</b>	\$ 475,000.
<b>Technology for Learning Fixed Projection Devices</b>	1,900,000.
<b>Technology for Learning Educator Devices</b>	1,448,064.
<b>Technology for Learning Educator Assistant Devices</b>	80,700.
<b>Board approved Learning Resources</b>	500,000.
<b>Education Plan 16/17 grant</b>	374,049.
<b>Education Plan Carry Forward</b>	139,762.
<b>Education Plan July 2016 Distribution</b>	201,126.
<b>French &amp; English Language Learning (based on prior year spending)</b>	70,000.
<b>Learning Resources Carry Forward</b>	155,495.
<b>Enhancing Learning Grants</b>	150,000.
<b>ANED Enhancing Learning</b>	9,000.
<b>French Enhancing Learning (estimate)</b>	20,000.

<b>Learning Team</b>	649,845.
<b>Educational Technology</b>	180,945.
<b>Total</b>	6,353,986.

Estimated Costs of Staffing (2002 Collective Agreement Language)

The numbers below represent an initial estimate of the cost of implementing the 2002 collective agreement language. Please note that additional work will need to occur in order to finalize these numbers.

<b>Increased Staffing</b>					
<b>September 30, 2016 Headcount School-Age Enrolment</b>	18,848				
<b>September 30, 2016 English as a Second Language Enrolment</b>	1,776				
				<b>Increased Teachers</b>	<b>TOTAL COST</b>
<b>Non-Enrolling Teachers</b>				37.63	
<b>2016/2017 Average Teacher Salary and Benefits</b>				\$94,982	
<b>Estimated Increased Cost for Non-Enrolling Staffing Ratios</b>					<b>\$3,573,704</b>
<b>Class Size 2002 Language</b>					
				<b>Total Increased Teachers</b>	
<b>Total Additional Teachers</b>				31.734	
<b>2016/2017 Average Teacher Salary and Benefits</b>				\$94,982	
<b>Estimated Increased Cost for Class Size and Composition</b>					<b>\$3,014,159</b>
<b>Total Teachers Through Ed Fund</b>				27.4	<b>(\$2,602,508)</b>
<b>Total</b>					<b>\$3,985,355</b>
<b>Other Considerations</b>					
- <b>Class Composition</b>					
- <b>Facility Needs</b>					
- <b>Currently Based on Averages</b>					

## Commentary

There are basically two ways in which funding can be provided to the District to address these costs.

The first of these is through enveloped funding for specific purposes. The Ministry of Education, could, for example, provide three separate enveloped funds to address staffing costs, curriculum implementation support and implementation of the 2002 collective agreement language. The advantage of enveloped funding is that there is clear alignment of funding and its intended purpose.

A second methodology that could be employed is to increase the block funding per student by the amount necessary to cover the increased costs to the system. The advantage of this methodology is that it provides maximum flexibility to the Board of Education in making local decisions.

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## REGULATION 5141

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### CONCUSSION AWARENESS

The purpose of the Concussion Awareness Policy and Regulation is to promote student health and safety and to foster healthy and safe environments in which students can learn. It is expected that this will be the joint responsibility of parents, students, school staff and the community.

#### **Concussion Diagnosis**

A concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that a student with a suspected concussion be examined by a medical professional.

#### **Prevention strategies**

Concussion prevention is important, “..... there is evidence that education about concussion leads to a reduction in the incidence of concussion and improved outcomes from concussion.....”<sup>1</sup>

Any time a student/athlete is involved in physical activity, there is a chance of sustaining a concussion. Therefore it is important to take a preventative approach encouraging a culture of safety mindedness when students are physically active.

One approach to the prevention of any type of injury includes primary, secondary and tertiary strategies. Listed below are the three strategies for concussion injury prevention<sup>2</sup> :

- Primary – information/actions that prevent concussions from happening (e.g., rules and regulations, minimizing slips and falls by checking that classroom floor and activity environments provide for safe traction and are obstacle free):

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<sup>1</sup> Journal of Clinical Sport Psychology, 2012, 6, 293-301; Charles H Tator, Professor of Neurosurgery, Western Hospital, Toronto, ON Can.

<sup>2</sup> Journal of Clinical Sport Psychology, 2012, 6, 293-301; Charles H Tator, Professor of Neurosurgery, Western Hospital, Toronto, ON Can.

- Secondary – expert management of a concussion that has occurred (e.g., Identification, and Management – Return to Learn and Return to Physical Activity) that is designed to prevent the worsening of a concussion:
- Tertiary – strategies help prevent long-term complications of a concussion (chronic trauma encephalopathy) by advising the participant to permanently discontinue a physical activity/sport based on evidence-based guidelines.

### **Identification Strategies**

If a student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull, and as a result may have suffered a concussion, the individual (e.g., teacher/coach) responsible for that student must take immediate action.

**A concussion can only be diagnosed by a medical professional.**

### **Communication Strategies**

If you suspect a student may have a concussion, the student should stop playing the activity or sport right away. He/she should not be left alone and should be seen by a doctor as soon as possible that day. If a student is knocked out for more than a minute, call an ambulance to take him/her to the hospital immediately. Do not move him/her or remove athletic equipment like a helmet; wait for paramedics to arrive.

Anyone with a suspected concussion should not go back to play that day, even if he/she says he/she is feeling better. Problems caused by a head injury can get worse later that day or night. He/she should not return to activity until he/she has been seen by a doctor.

If an individual has a suspected concussion their parents should be contacted and advised of the potential concussion and advised that the individual should see a doctor that day.

If an individual has experienced a concussion or suspected concussion while participating in activities in the community the parent/guardian needs to advise school staff of the concussion or suspected concussion.

**Concussion guidelines for Teachers/Coaches/Parents can be located at:**

<http://educators.cattonline.com/>

<http://ppc.cattonline.com/resources/files/return-to-learn.pdf>

[http://horizon.parachutecanada.org/wp-content/uploads/2014/10/Teachers\\_Concussion\\_Guidelines.pdf](http://horizon.parachutecanada.org/wp-content/uploads/2014/10/Teachers_Concussion_Guidelines.pdf)



# 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: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: November 28, 2016

RE: **Monthly Report**

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The purpose of this memo is to update the Board on some of the activities of the Secretary Treasurer's office over the last month.

On October 26, I attended the second annual Ministry of Education Partner Liaison meeting in Richmond. On October 27, I attended the offices of Baragar Systems to receive training in enrollment projections and the use of the District's enrollment tool. On October 28, I attended Harris & Company's annual Education Law Conference, a complimentary conference put on by the firm. I was a presenter on privacy issues at the GAFE summit on November 18.

I attended a number of events at schools including Remembrance Day events at Rockheights Middle School and Reynolds High School and the opening of the Oak Bay High School turf field. I attended the initial meeting of the steering committee for the Oak Bay field. Myself and Superintendent Langstraat attended the executive meeting of CUPE 382 by their invitation and a number of interesting operational ideas were raised.

We have begun our discussions on our allocation working group and are focused on ensuring that our resources support the ongoing programming and maintenance of our schools. Finally, we held a facilities meeting where all facilities staff attend. The purpose of the meeting was to outline the strategic direction of the District.





# FACILITIES SERVICES

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

TO: Board of Education

FROM: David Loveridge, Director of Facilities Services

DATE: November 28, 2016

**RE: Cloverdale Traditional School Seismic Upgrade - Funding Request**

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## Background:

The Greater Victoria School District #61 has been a Provincial leader in the planning and implementation of seismic upgrade projects for our schools. In the past ten years, we have completed seismic upgrades to a total of fifteen "High Risk" schools and we are in the process of planning to have the remaining nine "High Risk" schools in our District seismically upgraded over the next five years.

Since mid-2015, the school district has been working on the seismic upgrade to Cloverdale Traditional School. Work on this seismic mitigation project is complete and the school opened in September 2016 as planned. As the project neared completion, it became clear that the project was going to end up over budget.

## Discussion

From the start of construction on the Cloverdale Seismic Upgrade project, staff had concerns that project costs were going to be an issue. In discussions with internal District and Ministry of Education staff back in November 2015, the decision was made to reduce various project budget lines in an attempt to bring the available project budget back in line with approved funding in order to get the project moving forward. This was done despite updated construction estimates that were provided by our project cost consultants indicating that cost may be an issue. These reductions included project contingencies, prior consulting, and administrative and moving costs. Staff, while concerned, felt that the available funding and Ministry contingencies would be adequate given the initial scope of the project.

As the project demolition phase continued, staff's initial cost concerns started to reveal themselves, as did a number of unexpected site specific issues and site conditions that started driving construction costs higher than first estimated. Staff monitored progress throughout the project and detailed the various steps taken in the early stages of Design, Tendering, and throughout the Construction phase in an attempt to manage costs and to remain on budget, relying on the expertise of our Construction Management Team to keep costs in check whenever and wherever possible.

Near the completion of the construction phase, a new more serious cost overrun issue became apparent. The Construction Manager, Farmer Construction, had been using more and more of their "Own Forces" to complete work on the project. The costs for this work were badly under-estimated and poorly reported by Farmer Construction, and the resultant cost increases were not obvious to staff until near the end of the project when Farmer Construction submitted requests for additional Own Forces costs totaling about \$512,000 pushing the project further over budget.

Construction Management (CM) is a normal approach to use on a project such as this, where there is need for flexibility and where the construction team does not know all of the issues that they are going to be faced with once construction starts. CM gives the team flexibility and transfers many project risks from the Contractor to the project, thereby negating the requirement for the Contractor to carry huge, and in many cases, unwarranted contingencies. The success of a CM contract relies heavily on good communications, good budget control, and a “no surprises” understanding between the various team members. Unfortunately, in the end, this was not what happened for this project. The billings by Farmer Construction were late in the project at a time when the focus was clearly on getting the project completed in time for school to open in September 2016.

District staff met and reviewed the billings and the processes used on this particular project with our Construction Management Team to determine how the own forces portion of the total project overage happened without the knowledge and approval of the project team. The District and Farmer have agreed that the process used and that team communications were not adequate and subsequently agreed to review all of the final bills to determine where billings could be reduced. To Farmer Construction’s credit, they recognized their role in this overage and offered to reduce their billing by \$161,000, reflecting one third of the total own forces overbilling. This was accepted by District staff.

In the end, it appears that even with the application of all of the available “Reserve Items - Contingency funding” available to the project with Ministry approval, the project remains in a position where significant additional funding is required to bring this project to a close. Details of the funding and the additional amount being requested from restricted capital are shown in the table below:

Budget (Bylaw)	\$	2,900,000
Additional From AFG	\$	239,000
From Project Contingency	\$	227,180
Student Drop Off Funding	\$	105,000
<b>Request from Restricted Capital</b>	<b>\$</b>	<b>727,400</b>
<b>TOTAL</b>	<b>\$</b>	<b>4,198,580</b>

### Summary

The District has requested access to all available contingencies from the project, which we are confident we will be able to access. Nevertheless, the remaining overage amount is significant. The Ministry’s position with respect to the remaining overage is that the District is responsible for the remaining amount just as they would not request funds be returned in the event that we were under budget. In the past this Ministry practice has been to the District’s benefit as previous projects have been significantly under budget adding \$7,783,983 to our restricted capital as follows:

<b>Restricted Capital Reserve Funds:</b>	
Prior Seismic Project Savings:	
Margaret Jenkins Seismic (08/09)	\$ 2,933,679
Mount Doug Seismic (08/09)	3,157,273
Willows Seismic (10/11)	1,300,211
Quadra Seismic (14/15)	392,820
<b>Total Prior Seismic Project Savings</b>	<b>7,783,983</b>
Less Approved Capital Project Expenditures	(2,778,827)
Less Burnside Education Centre Request	(1,900,000)

Less Cloverdale Seismic Upgrade Project Request	(727,400)
Land Sale Proceeds (75%)	825,000
<b>Restricted Capital Reserve Funds Remaining</b>	<b>\$ 3,202,756</b>

Despite this Ministry practice the District shall no longer proceed with projects unless we are assured that the project budget and contingency will cover all amounts associated with a project. For instance, the Vic West School Enhancement Project was put on hold until the Ministry agreed to increase the funding level associated with the project to meet our estimated final costs.

In addition, with respect to major capital projects, the District is taking a more active project management role in projects ensuring that we have tighter controls on construction activity and are more fully able to track day to day costs. We are also reviewing policy and regulations to make recommendations for changes that will enshrine more fulsome reporting to the Board of major capital projects in a timely fashion. Finally, we are drafting an administrative procedure with respect to approvals within major capital projects.