

# **EDUCATION POLICY AND DIRECTIONS COMMITTEE AND OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, December 5, 2016 at 7:00 P.M.**

## **REGULAR MEETING**

**(Please note that an In-Camera Board meeting will precede the Combined Education Policy and Directions and Operations Policy and Planning Committee meeting.)**

**Ed Policy Agendas and Minutes available at:**

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

**NEXT ED POLICY MEETING IS SCHEDULED FOR:  
Monday, January 9, 2017 at 7:00 P.M.**

**OPPS Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Monday, January 16, 2017 at 7:00 P.M.**

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

**EDUCATION POLICY AND DIRECTIONS COMMITTEE  
and  
OPERATIONS POLICY AND PLANNING COMMITTEE**

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

**Regular Agenda for Monday, December 5, 2016 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Nohr and Trustee Leonard**

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

	Presenter	Status	Attachment
<b>1. APPROVAL OF THE AGENDA</b>			
<b>2. APPROVAL OF THE MINUTES</b>			
A. Education Policy and Directions Committee Meeting of Monday, November 7, 2016			Pgs. 1-3
B. Operations Policy and Planning Committee Meeting of Monday, November 14, 2016			Pgs. 4-8
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. EDUCATION POLICY AND DIRECTIONS COMMITTEE – Trustee Nohr, Chair</b>			
<b>A. PRESENTATION TO THE COMMITTEE</b>			
<b>B. NEW BUSINESS</b>			
1. Introduction of Student Representative Paige Collins, Victoria High School	Piet Langstraat		Verbal
2. Literacy Presentation	Melanie Postle Leah Moreau	Information	Pgs. 9-14
3. Learning Plan and Annual Report - Learning Team	Shelley Green	Information	
<b>C. NOTICE OF MOTION</b>			
<b>5. OPERATIONS POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair</b>			
<b>A. PRESENTATIONS</b>			
1. Marie-Pierre Lavoie - Francophone Games 2020 Organizing Committee			Pgs. 15-16

Recommended Motion:

That the Board of Education of School District No.61 (Greater Victoria) write a letter in support of the Victoria Host Committee for the 2020 Francophone Games that they can use in the preparation and bid for hosting the games.

## B. SUPERINTENDENT'S REPORT

### C. PERSONNEL ITEMS

- |  |               |             |            |
|--|---------------|-------------|------------|
| 1. Recruitment of Educational Assistants | Colin Roberts | Information | Pgs. 17-18 |
|--|---------------|-------------|------------|

### D. FINANCE AND LEGAL AFFAIRS

- |                                |            |        |            |
|--------------------------------|------------|--------|------------|
| 1. Policy Sub-Committee Report | Mark Walsh | Motion | Pgs. 19-27 |
|--------------------------------|------------|--------|------------|

#### Recommended Motions:

- i. 

That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3501 *Annual Operating Budget* and replace the words "*mission and goals statements as written in the Achievement Contract*" with "*Strategic Plan*" in the policy.
- ii. 

That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3450.1 *School (Non-Public) Funds*.

- |                    |            |         |            |
|--------------------|------------|---------|------------|
| 2. Bylaw Revisions | Mark Walsh | Motions | Pgs. 28-34 |
|--------------------|------------|---------|------------|

#### A. Bylaw 9130.1 The Education Policy and Directions Committee

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130.1, *The Education Policy and Directions Committee* at the meeting of December 12, 2016.

Motion to be Carried Unanimously

That Bylaw 9130.1, *The Education Policy and Directions Committee* be:

Read a first time this 12<sup>th</sup> day of December, 2016;  
Read a second time this 12<sup>th</sup> day of December, 2016;  
Read a third time, passed and adopted this 12<sup>th</sup> day of December, 2016.

#### B. Bylaw 9130.2 The Operations Policy and Planning Committee

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130.2, *The Operations Policy and Planning Committee* at the meeting of December 12, 2016.

Motion to be Carried Unanimously

That Bylaw 9130.2, *The Operations Policy and Planning Committee* be:

Read a first time this 12<sup>th</sup> day of December, 2016;  
Read a second time this 12<sup>th</sup> day of December, 2016;  
Read a third time, passed and adopted this 12<sup>th</sup> day of December, 2016.

C. Bylaw 9130.3 Policy Sub-Committee

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130.3, *Policy Sub-Committee* at the meeting of December 12, 2016.  
Motion to be Carried Unanimously

That Bylaw 9130.3, *Policy Sub-Committee* be:

Read a first time this 12<sup>th</sup> day of December, 2016;  
Read a second time this 12<sup>th</sup> day of December, 2016;  
Read a third time, passed and adopted this 12<sup>th</sup> day of December, 2016.

E. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

F. NEW BUSINESS

1. Trustee Watters – Joint Advocacy Letter

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write to the Board Chairs of School Districts No. 62 (Sooke) and No. 63 (Saanich) outlining our desire to work with them to advocate for three separate enveloped funds to address the cost pressures of 1) curriculum implementation, 2) staffing costs, and 3) the implementation of the 2002 collective agreement language, with the goal that a joint letter to the Ministry of Education could be developed and sent to the Minister of Education (copying media and all local MLAs) outlining not only the cost pressures but also the ways in which these dedicated funds will improve learning conditions and outcomes for students.

G. NOTICE OF MOTION

H. GENERAL ANNOUNCEMENTS

I. ADJOURNMENT



**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**

---

**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.

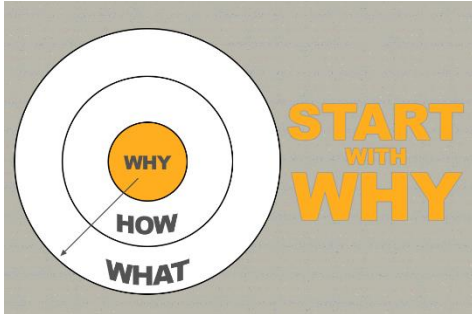
**Motion Carried**

The meeting adjourned at 9:07 p.m.

# Early Literacy Initiative:

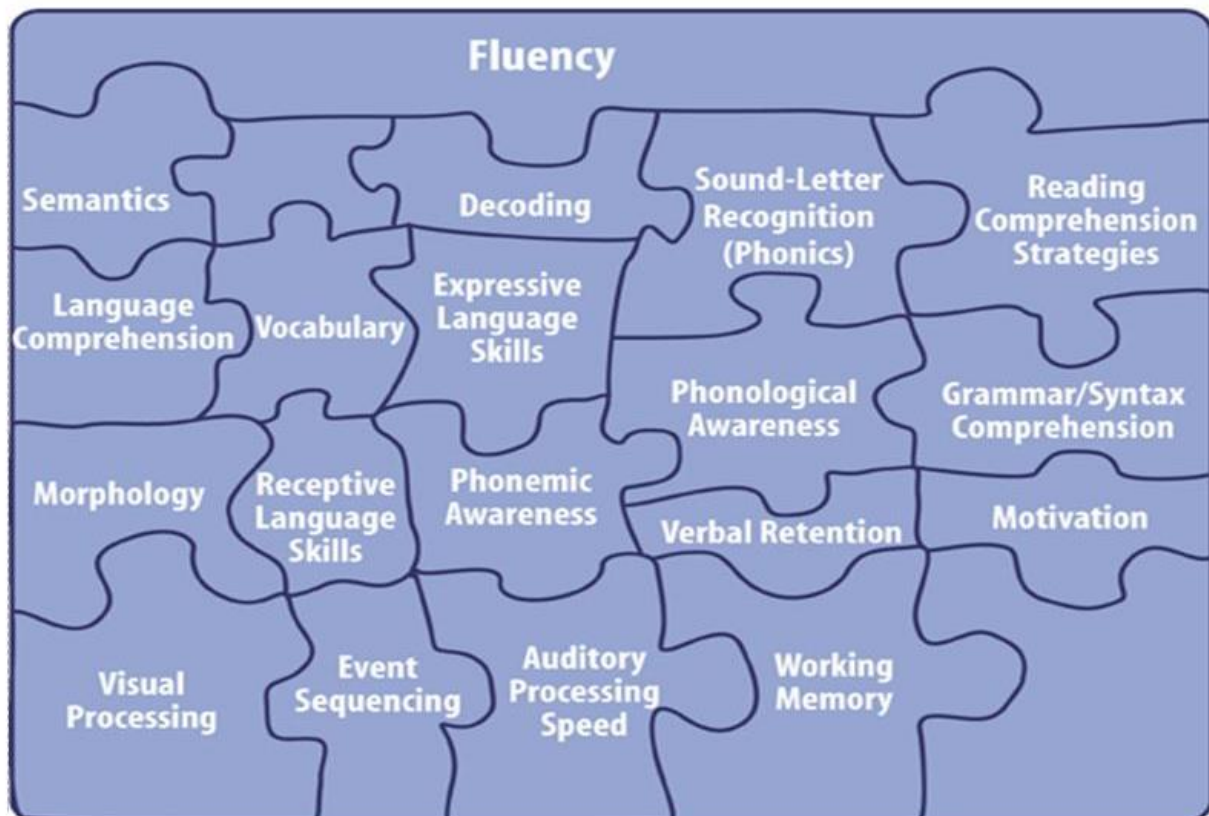
## *A Report on Research and Best Practice*

by Leah Moreau, VP, SJ Willis & Melanie Postle, VP, McKenzie Elementary



- 20% of students will have difficulty learning to read before 3<sup>rd</sup> grade
- Long-term studies have shown that 90 to 95 percent of reading impaired children can overcome their difficulties if they receive appropriate treatment at early ages
- SD61 Strategic Issue #1: Learner Success, including increasing student literacy

The reading process includes a blend of sociocultural, cognitive, and linguistic processes







To achieve the overall goal of reading, acquiring meaning written text, several meta-studies researching best practice suggests explicit, direct and systematic instruction in “the big 5” of reading:

## Phonemic Awareness



## Phonics

 <p><b>-og</b> [-ɒg]</p> <p>dog      log fog      frog</p>	<p>45</p>  <p><b>-ot</b> [-ɒt]</p> <p>hot      got pot      lot not      slot</p>
 <p><b>-op</b> [-ɒp]</p> <p>hop      pop mop      top cop      stop</p>	<p>46</p>  <p><b>-ob</b> [-ɒb]</p> <p>cob      fob sob      Bob job      Rob</p>

## Fluency



**FLUENCY CHECKLIST:**

- ✓ **ACCURACY:** I read the words correctly
- ✓ **RATE:** I read not too fast and not too slow
- ✓ **EXPRESSION:** I read with feeling, and I didn't sound like a robot
- ✓ **PUNCTUATION:** I follow most or all of the punctuation marks as I read the text

## Vocabulary



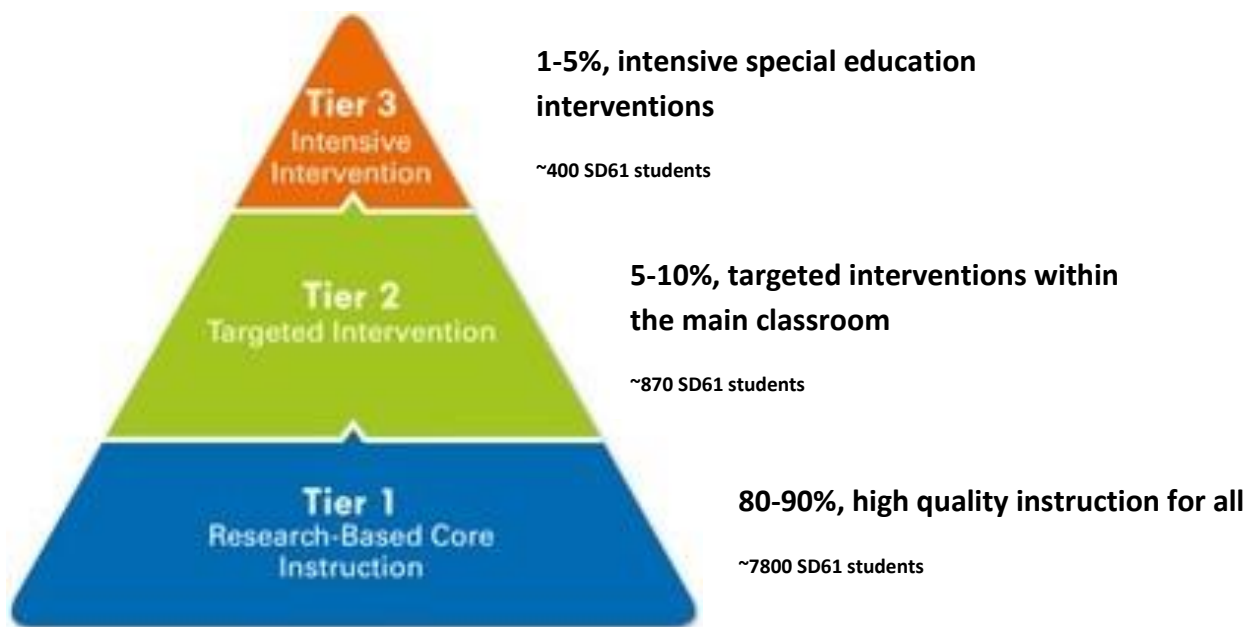
## Comprehension



# A Response to Intervention (RTI) Model

Gaining much popularity over the last decade, a Response to Intervention (RTI) model relies on quality initial instruction, coupled with early and systematic assessment of student achievement in basic skills, followed by interventions of varying intensities where necessary.

RTI provides a cost-effective way to provide a whole-school approach to servicing the needs of all students, and “may reduce the number of students referred for special education, promote effective early intervention, provide diagnostic information to consider in the identification of a disability, and/or may reduce the impact of a disability on a child’s academic progress” (Council for Exceptional Children, 2007).



## **Tier One – 80-90%, high quality instruction for all (Whole group, small groups of up to 6)**

Tier one attempts to maximize two important determinants of student success: the opportunity to learn and the quality of instruction (Gerber, 2005). Researchers have demonstrated that quality evidence-based classroom reading instruction is sufficient for most students who are at risk for reading difficulties to obtain an average level of reading (Denton, 2012). Classroom teachers must teach sequential critical content using differentiated approaches to instruction.

## **Tier Two – 5-10% targeted interventions within the main classroom (small groups of up to 3)**

When students fail to reach an acceptable standard of reading through standard whole class instruction (determined by ongoing, universal screening), they are then moved to a Tier Two intervention (which takes place within the classroom), with the goal of attaining grade level expectations.

Vaughn, Denton, and Fletcher (2010) discuss how the rate of growth for these students must be accelerated, as simply learning at an average rate will only maintain the deficit. Thus, these interventions must be intensive enough to enable struggling students to progress at faster rates, while still being feasible for teachers to implement and sustain.

Though the recommendations suggest intervention three to five times a week for 20 to 40 minutes, the time and duration varies depending on student characteristics, level of intensity with which the intervention is provided, and the degree of reading impairment (Wanzek & Cavanaugh, 2012). As well, it may be inappropriate to provide Tier Two interventions to significantly impaired students before moving them to a Tier Three intervention (in a “wait to fail” model), particularly at higher grades (Vaughn, Denton & Fletcher, 2010).

Those students who respond to the intervention (which is aligned with the components of the classroom instruction) will be moved back to Tier one instruction, and monitored for continued progress. If they are resistant to the intervention, they can be moved into the next Tier of instruction, or possibly referred for special education testing.

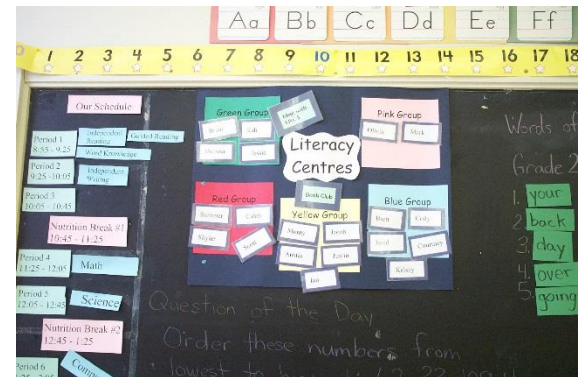
## **Tier Three - 1-5%, intensive special education (usually one on one)**

Between 1% and 5% of low-progress readers will be non-responders or resistant to Tier Two interventions, and need the further intensity of Tier Three. These are the students who may have severe deficits in phonological processing, processing speed, and verbal working memory, sometimes accompanied by challenging behavior (Wanzek & Vaughn, 2010). These students may also need more intensive long-term interventions (Fuchs, Mock, Morgan & Young, 2003), which should be delivered one-on-one by a highly skilled professional.



# Whole School Literacy

- Dedicated literacy block every day, perhaps grouped primary/intermediate
- Each school has a literacy team to develop whole group anchor lessons, monitor assessments and create groupings
- All classroom teachers, support teachers, trained EAs and specialists
- Flexible groupings based on initial and ongoing assessment
- Small group, explicit instruction and practice based on anchor lesson
- Rich literacy activities and centres while reading groups are ongoing.
- Rather than a pullout program, identified students who are struggling receive in-classroom, targeted interventions in smaller groups. Intervention delivered in groups of up to three, which is as effective as one-on-one intervention (Vaughn, Denton & Fletcher, 2010; Vaughn & Wanzek, 2007)
- Students who continue to struggle may need intensive, long-term interventions delivered by a highly-skilled professional, and further assessment.



# Professional Development and Collaboration Opportunities

- what does learning to read look like? Linguistics and language
- resources, sample lessons, key phrases and prompts
- how to level reading material
- effective literacy centres (classroom management)
- teaching strategies
- Skype sessions for collaboration and idea sharing





# FACILITIES SERVICES

---

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

TO: Operations Policy and Planning Committee

FROM: David Loveridge, Director of Facilities Services

DATE: December 5, 2016

RE: **Francophone Games 2020 – Support Request**

---

## Background

The Jeux de la Francophonie Canadienne (Canadian Francophone Games) of the Federation de la jeunesse canadienne-francaise (French Canadian Youth Federation, hereinafter, FJCF) is a sports, cultural and arts event that takes place every 3 years. The games offer an opportunity for participating young francophone Canadians to compete in events in three specific areas: arts, sports and leadership.

The Jeux de la francophonie canadienne provides an opportunity for Francophones and Francophiles to get together to help enrich the country as a whole by encouraging exchanges and by promoting the establishment of unique connections between the youth of various Francophone communities in Canada, while also reinforcing their sense of identity.

The FJCF is a national body managed by and for youth. It has 11 youth association members representing nine provinces and two territories across Canada. It contributes to the socio-cultural and identity development of young Canadians between 14 and 25 years old who speak French through youth work programs and Canada-wide events.

The FJCF has launched a call for bids to host the 2020 Francophone Games to be held between mid-July and mid-August 2020. An organizing committee (Victoria Host Committee) has been struck and application has been made asking the FJCF to consider a bid to host these games in Greater Victoria in 2020. The Capital Region is one of two cities in the running for hosting these games and the Victoria Host Committee believes that we are in a good position to play host to the 2020 Francophone Games. It would also be the first time in the event's history that the competition would be held in the Province of British Columbia.

700 community volunteers will work to stage a world class competition showcasing Francophone athletes, artists and leaders from across Canada. It would be a unique opportunity for the Greater Victoria Region to showcase our Francophone community's vitality and the diversity of our region including our commitment towards bilingualism and biculturalism.

The FJCF receives \$1.3M in funding from the Ministry of Canadian Heritage to help organize the Games. Of that amount, FJCF provides the host committee financial support in the amount of \$300,000 to host the Games. Additional funding and support is solicited from the host community.

As there is no one municipality in the Greater Victoria Region that has all of the required facilities to host the Games, the Victoria Host Committee is looking to gather the support and involvement of neighbouring municipalities and local organizations that can help make these games a reality and that can provide accommodations, facilities and venues for the various sporting, arts and leadership events that will take place during the games.

### **Discussion**

The Host Committee has already received support from a number of local municipalities and is now looking for more concrete support and commitments from other organizations in order to secure the bid for hosting these games. Representatives of the hosting committee have met with District Staff to discuss the possibility of Greater Victoria School District No.61 partnering with the Host Committee and to make some of our facilities available during the games to potentially house and feed the participants from across Canada and to be host venues for some of the planned sporting, arts and leadership events that makes up the games.

The Host Committee has suggested that the Oak Bay and Esquimalt High Schools would be ideal for many of their games requirements. They have requested that the Board of Education consider their request to have the District support their bid and to investigate the options available to provide facilities and venue support to the Francophone Games should they be asked to host in 2020.

### **Recommended Motion**

That the Board of Education of School District No.61 (Greater Victoria) write a letter in support of the Victoria Host Committee for the 2020 Francophone Games that they can use in the preparation and bid for hosting the games.
---

TO: Operations Policy and Planning Committee

FROM: Colin Roberts, District Principal, Human Resource Services

DATE: December 5, 2016

RE: **Recruitment of Educational Assistants**

The purpose of this memo is to provide the Board with data to supplement the presentation by the Human Resource Services Department on the recruitment of Educational Assistants (EA's).

The "average" EA earns approximately \$27,000 per year.

The following table details the growth in the number of EA's employed by the District over a seven year period:

	# of EA's	Change from previous year
2010	381	n/a
2011	390	9
2012	420	30
2013	426	6
2014	437	11
2015	457	20
2016	488	31

Budgetary spending on EA positions has increased as indicated below:

	2016-17	2015/16	2014/15	2013/14	2012/13
% increase from prior year	10.65%	0.03%	4.72%	2.28%	1.29%
% increase from 2011/12	20.08%	8.52%	8.49%	3.60%	1.29%

The table below shows the number of EA postings per calendar year over the past six years:

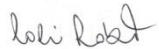
2011	239
2012	279
2013	198
2014	236
2015	251
2016 to date	312

In combination, Camosun and Vancouver Island University graduate 60 EA's per year.

The following table shows the number of EA's who are on leaves of absence exceeding 90 days, for the past seven years:

2010	23
2011	31
2012	48
2013	37
2014	38
2015	40
2016	55

Sincerely,



Colin Roberts  
District Principal, Human Resource Services



# OFFICE OF THE SECRETARY-TREASURER

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

---

TO: The Operations Policy and Planning Committee

FROM: The Policy Sub-Committee

DATE: December 5, 2016

RE: **Monthly Report**

---

## **Background:**

The Policy Sub-Committee (the "Committee") met on November 4, 2016. Present at the meeting 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:**

### **Policies Reviewed**

#### *Policy 3501 - Annual Operating Budget.*

The Committee has reviewed Policy 3501 *Annual Operating Budget* and considers it to be relevant, with the exception of replacing the words "*mission and goals statements as written in the Achievement Contract*" with "*Strategic Plan*". The regulation has also been reviewed with a few changes made.

#### **Rationale:**

The general policy statement continues to reflect Board values.

#### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3501 <i>Annual Operating Budget</i> and replace the words " <i>mission and goals statements as written in the Achievement Contract</i> " with " <i>Strategic Plan</i> " in the policy.
---

*Policy 3450.1 - School (Non-Public) Funds:*

The Committee has reviewed Policy 3450.1 *School (Non-Public) Funds* and considers it to be relevant. The regulation has also been reviewed with a few changes made.

Rationale:

The general policy statement continues to reflect Board values.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3501 <i>School (Non-Public) Funds</i> .
--

**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 3326.01 - Paying For Goods and Services*

The regulation will be removed.

Rationale:

The purchasing and payment accounting procedures are reviewed annually as part of the external audit and apply to all payments processed by the school district. There is no need for a separate regulation for paying for goods and services related to the Facilities Services department (formerly called the School Plant Division).





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

## **POLICY 3501**

---

### **ANNUAL OPERATING BUDGET**

The Board of Education recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the community. The Board of Education has a duty to govern the district in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the District's educational and operational objectives. The objectives, reflected in the budget should be consistent with the Board of Education's ~~mission and goals statements as written in the Achievement Contract~~ **Strategic Plan**.

*Greater Victoria School District*

---

Adopted: July 27, 1987

Revised: January 2011

Revised: **December 2016**

## REGULATION 3501

---

### ANNUAL OPERATING BUDGET

The Board of Education's annual operating budget is a financial plan that identifies the financial resources approved by the Board of Education to provide the human and material resources necessary to meet the District's educational and operational objectives. The objectives, reflected in the budget should be consistent with the Board of Education's ~~mission and goals statements~~ **strategic plan**. The Board of Education, through policy/regulation, will provide appropriate flexibility in budget management to enable Administration to make the most effective use of fiscal resources within the approved budget.

#### **1. Budget Development**

- 1.1 The Board of Education is required by the School Act to develop an annual operating budget and submit it to the Ministry of Education in a prescribed form by prescribed dates.
- 1.2 The Secretary-Treasurer will develop a budget process timeline annually that will ensure that there is time for consultation with ~~school planning~~ **parent advisory** councils, educational partner groups and the public, and that information will be provided to the Board of Education to meet a timeline that allows the Board of Education to meet the requirements of collective agreements and the Ministry of Education.
- 1.3 The annual operating budget will be developed by senior School District administrative personnel and will be presented to the Board of Education with recommendations and related costs.
- 1.4 The Board of Education will invite ~~school planning~~ **parent advisory** councils, educational partner groups as well as the general public to provide input on the budget and the proposed budget recommendations during its

deliberations, and will approve the annual budget. Unless otherwise stated, the approved budget will come into effect July 1.

## **2. Budget Management**

- 2.1 The Superintendent is responsible for the overall management of the educational and operational programs that are supported by the annual budget.
- 2.2 The Secretary-Treasurer is responsible for the financial reports and for the management of the budget. This includes responsibility for ensuring that the funds are used for the purpose intended, for monitoring expenditures to ensure that they do not exceed the total funds allocated without proper authority, and for monitoring revenue accounts to ensure that revenue objectives are achieved.
- 2.3 It is recognized that the fiscal resources allocated may be greater or less than the cost of providing the service. All those involved in managing the budget are expected to act in a fiscally responsible manner, while meeting the district's educational and operational objectives. Any funds remaining after the objectives have been met will become reserved for general budget management purposes to be determined by the Board of Education. School based supplies and expenses operating accounts surplus or deficit for the current fiscal year will be carried forward to the next fiscal year. **Limits for school carry forward funds will be set in an administrative procedure.**

## **3. Reporting**

- 3.1 The Board of Education will receive a report in February, or as requested, outlining the status of the budget and forecasts for the remainder of the school year. **Quarterly financial reports showing actual expenditures as a percentage of the operating budget will also be provided.** If requested by the Minister of Education, the Board of Education will approve an amended annual operating budget.

*Greater Victoria School District*

---

Approved: July 1987

Revised: January 2011

Revised: **December 2016**

---

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

## **POLICY 3450.1**

---

### **SCHOOL (NON-PUBLIC) FUNDS**

The Board of Education of School District No. 61 (Greater Victoria) shall assume stewardship of all school (non-public) funds raised and disbursed on behalf of any school in the District.

These funds are to be accounted for on a trust fund basis.

---

#### *Greater Victoria School District*

Adopted: May 17, 1976  
Revised: June 21, 1976  
Revised: November 1981  
Revised: March 29, 1982  
Revised: June 2014  
Reviewed: December 2016

## REGULATION 3450.1

---

### SCHOOL (NON-PUBLIC) FUNDS

#### Definition

Non-public funds are school-based funds that are obtained through fundraising activities, student fees or donations (i.e. funds not provided through government grants or other general school district sources) and used for the benefit of student groups or for the general welfare of the school.

### ACCOUNTING AND CONTROL PROCEDURES

#### A. Responsibility

The Principal is responsible for the collection and deposit of school non-public funds and must ensure that monies held in trust for specific purposes are not used to finance other activities. The Financial Services Department is responsible for the custody and financial control of school non-public funds.

#### B. Collection and Deposit

Funds collected at the school must be receipted into the accounting system and a pre-numbered receipt generated. The funds collected must be for a clearly defined purpose and coded accordingly. The funds must be kept in the school safe and then deposited into the school's bank account on a timely basis. The funds will automatically be transferred from the school's bank account into the District bank account daily. The ~~Receipt Distribution~~ **Deposit Statement** report detailing the source of funds, receipt number, amount and account code must be submitted to the Financial Services Department each time a deposit is taken to the bank. The Financial Services Department receives a daily report from the bank listing the transfers from the school bank accounts, and then reconciles the District bank account to the ~~Receipt Distribution~~ **Deposit Statement** report from each school.

### **C. Charitable Donations**

Schools must complete a Charitable Trust Cash Donation form for each donor requiring a charitable tax receipt, specify the purpose of the funds collected and then submit the form and cash to the Financial Services Department. Financial Services will issue a charitable tax receipt to the donor and deposit the funds. The donations will be coded to the applicable school's non-public fund accounts.

### **D. Disbursements (School)**

The Principal is responsible for approving all disbursements and ensuring that the funds are being used for the intended purpose. Schools can be given a Petty Cash advance to be used for non-public fund disbursements. All Petty Cash cheques issued must be pre-numbered and be signed by at least two signing authorities. Disbursements can also be made with purchase orders, cheque requisitions and purchasing cards.

### **E. Financial Control (District)**

Financial Services maintains the general ledger accounts for the school non-public funds using the district's accounting system. Each school non-public fund account must be for a specific purpose.

### **F. Retention of Records**

Documents such as cash receipts, bank statements, bank reconciliations, deposit books, cancelled cheques, invoices and other payment vouchers must be retained for at least seven years in compliance with Canada Revenue Agency regulations.

### **G. Annual Audit**

The non-public funds of all secondary and middle schools and at least five (5) elementary schools shall be reviewed annually by Financial Services staff. The financial statements which include the non-public funds are audited annually by external auditors at the expense of the Board.

*Greater Victoria School District*

---

Approved: May 1976

Revised: November 1979

Revised: March 1995

Revised: June 2014

Revised: **December 2016**

---

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

## **REGULATION 3326.01**

---

### **PAYING FOR GOODS AND SERVICES**

All invoices for subcontracts originated by the School Plant Division and placed through the Purchasing Section shall be approved by the respective supervisors. Final payment shall be approved only after an inspection of the work has indicated acceptable completion.

*Greater Victoria School District*

---

Approved: December 1972

Revised: July 1975

Revised: June 1980

OFFICE OF THE  
**SECRETARY-TREASURER**

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

---

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 5, 2016

RE: **Bylaw Revisions:**  
**Bylaw 9130.1 – *The Education Policy and Directions Committee***  
**Bylaw 9130.2 – *The Operations Policy and Planning Committee***  
**Bylaw 9130.3 – *Policy Sub-Committee***

---

At the June 20, 2016 Board of Education meeting, the board passed a motion to rescind the motion from December 14, 2015 that moved the annual Trustee elections from the November board meeting to the June board meeting.

Bylaw 9130.1 *The Education Policy and Directions Committee*, Bylaw 9130.2 *The Operations Policy and Planning Committee* and Bylaw 9130.3 *Policy Sub-Committee* need to be amended to reflect a change to the month referenced for the appointment of Trustees to comprise the membership of each committee.

The following are the recommended motions for the Board's consideration:

Recommended Motions:

A. Bylaw 9130.1:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130.1, *The Education Policy and Directions Committee* at the meeting of December 12, 2016.

Motion to be Carried Unanimously

That Bylaw 9130.1, *The Education Policy and Directions Committee* be:

Read a first time this 12<sup>th</sup> day of December, 2016;  
Read a second time this 12<sup>th</sup> day of December, 2016;  
Read a third time, passed and adopted this 12<sup>th</sup> day of December, 2016.

B. Bylaw 9130.2:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130.2, *The Operations Policy and Planning Committee* at the meeting of December 12, 2016.

Motion to be Carried Unanimously

That Bylaw 9130.2, *The Operations Policy and Planning Committee* be:

Read a first time this 12<sup>th</sup> day of December, 2016;  
Read a second time this 12<sup>th</sup> day of December, 2016;  
Read a third time, passed and adopted this 12<sup>th</sup> day of December, 2016.



C. Bylaw 9130.3:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130.3, *Policy Sub-Committee* at the meeting of December 12, 2016.

Motion to be Carried Unanimously

That Bylaw 9130.3, *Policy Sub-Committee* be:

Read a first time this 12<sup>th</sup> day of December, 2016;

Read a second time this 12<sup>th</sup> day of December, 2016;

Read a third time, passed and adopted this 12<sup>th</sup> day of December, 2016.

## **BYLAW 9130.1**

---

### **THE EDUCATION POLICY AND DIRECTIONS COMMITTEE**

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter **following** ~~at~~ the **November** ~~June~~ Board Meeting of each year, the Chair of the Board shall appoint four Trustees to comprise the membership of the Education Policy and Directions Committee.
2. At the call of the Secretary-Treasurer, or delegate, the Committee shall meet for the purpose of electing its Chair within twenty-one days of the date of its membership having been named, and thereafter in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees*. Tie votes will be referred to the regular Board Meeting for resolution.
3. Associated with the Committee, by way of auxiliary staff, shall be the Superintendent of Schools or delegate, a Director or Deputy / Associate Superintendent named by the Superintendent, and other administrative officers as may be required by the Committee.
4. The Education Policy and Directions Committee shall meet in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees* for the purpose of:
  - a) Providing direction to administration on the development of new educational policies and to review Board motions which require translation to educational policy.
  - b) Considering matters affecting the educational programs of the school district and making recommendations where appropriate.
  - c) Receiving and considering reports and recommendations from district staff, partner groups and community groups on educational matters referred by the Board.
  - d) Considering such other matters as may be referred by the Board and making recommendations thereon as required.
5. The Committee shall report to the regular meetings of the Board in general session, or in-camera, as may be appropriate, as provided for in Bylaw 9360.2 *Meetings of the Standing Committees* and as otherwise may be required by the Chair of the Board or may be considered relevant by the Committee.



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

*Greater Victoria School District*

---

Adopted: April 27, 1981  
Revised: October 27, 1997  
Adopted: February 25, 2002  
Reviewed: March 2012  
Revised: December 14, 2015  
Revised: **December 12, 2016**

## BYLAW 9130.2

---

### THE OPERATIONS POLICY AND PLANNING COMMITTEE

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter ~~following at~~ the ~~November~~ ~~June~~ Board meeting of each year, the Chair of the Board shall appoint four Trustees to comprise the membership of the Operations Policy and Planning Committee.
2. At the call of the Secretary-Treasurer, or delegate, the Committee shall meet for the purpose of electing its Chair within twenty-one days of the date of its membership having been named and thereafter in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees*. Tie votes will be referred to the regular Board Meeting for resolution.
3. Associated with the Committee, by way of auxiliary staff, shall be the Superintendent of Schools or delegate, the Secretary-Treasurer or delegate, the Director of Human Resource Services, the Director of Facilities Services, the Associate Secretary-Treasurer, the Director of Information Technology and any other administrative officers as may be required by the Committee.
4. The Operations Policy and Planning Committee shall meet in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees* for the purpose of developing for Board consideration major impact areas related to:
  - a) all personnel matters;
  - b) all financial and legal matters;
  - c) all matters related to the facilities required to provide educational programs;
  - d) information technology and planning matters.
5. The Committee shall report to the regular meetings of the Board in general session, or in-camera as may be appropriate, as provided for in Bylaw 9360.2 *Meetings of the Standing Committees* and as otherwise may be required by the Chair of the Board or may be considered relevant by the Committee.

*Greater Victoria School District*

---

Adopted: April 27, 1981

Revised and Renamed: November 24, 1997

Adopted: February 25, 2002

---

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



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

Reviewed: March 2012  
Revised: December 14, 2015  
Revised: **December 12, 2016**

## BYLAW 9130.3

---

### POLICY SUB-COMMITTEE

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter ~~following at~~ the ~~November~~ ~~June~~ Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Policy Sub-Committee.
2. At the first meeting of the Policy Sub-Committee the members of the Sub-Committee shall select a Chair.
3. Associated with the Sub-Committee shall be the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee.
4. The Policy Sub-Committee shall meet as required:
  - a) To consider questions of overall school district policy;
  - b) To ensure existing school district policies are updated in accordance with the provisions of the *School Act* and other provincial legislation;
  - c) To make recommendations to the Board on new policies following changes in current practice, enactment of new legislation or introduction of new regulations;
  - d) To consider such other matters as may be referred by the Board and make recommendations thereon as required.
5. The Policy Sub-Committee will consult with educational and community partners as deemed appropriate with reference to Policy 1163 *Consultation*.
6. The Policy Sub-Committee shall report to the Education Policy and Directions Committee or the Operations Policy and Planning Committee as is appropriate.

*Greater Victoria School District*

---

Adopted: December 14, 2015

Revised: **December 12, 2016**