



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, December 12, 2016 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

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 1-4)
- A2. Approval of the Minutes
 - a) Approval of the November 28, 2016 Regular Board Minutes (p 5-13)
- A3. Business arising from the Minutes
- A4. Student Achievement
 - a) Carter Giesbrecht, Principal, Cedar Hill Middle School
- A5. District Presentations
- A6. Community Presentations (5 minutes per presentation)

B. CORRESPONDENCE

- B1. Letter from Education Minister Mike Bernier (p 14-15)

C. TRUSTEE REPORTS

- C1. Chair's Report
- C2. Trustees' Reports

D. BOARD COMMITTEE REPORTS

- D1. Joint Education Policy and Directions and Operations Policy and Planning Committee
 - a) Minutes from the December 5, 2016 meeting – Information only (p 16-20)

b) Recommended Motions:

(p 21-35)

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the December 5, 2016 Combined Education Policy and Directions and Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) write a letter supporting the Victoria Host Committee in their bid to host and organize the 2020 Francophone Games.
- ii) 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.
- iii) That the Board of Education of School District No. 61 (Greater Victoria) retain Policy 3450.1 *School (Non-Public) Funds*.
- iv) 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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th day of December, 2016.

- v) 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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th day of December, 2016.

- vi) 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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th day of December, 2016.

vii) 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.

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report (p 36)

a) Monthly report

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.

b) Correspondence (p 37)

c) Trustee Questions (p 38)

E2. Secretary-Treasurer's Report (p 39)

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

F. QUESTION PERIOD (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G1. Burnside Education Centre

The following motion was approved at the December 5, 2016 special in-camera board meeting:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access a further \$2.2 million in restricted capital for the purposes of completing the Burnside Education Centre.

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

- a) Election of Standing Committee Chairs

H2. Notice of Motions

I. ADJOURNMENT



The Board of Education of School District No. 61 (Greater Victoria)
November 28, 2016 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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, Julie Lutner, Senior Manager, Budgets and Financial Analysis, and Tina Carleton, Recording Secretary

The meeting was called to order at 7:39 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 by Trustee Whiteaker and seconded:

That the November 28, 2016 Agenda be approved with the following additions/changes:

C2. Trustee Reports

- b) Trustee McNally
- c) Trustee Nohr
- d) Trustee Paynter
- e) Trustee Whiteaker
- f) Trustee Ferris

Motion Carried Unanimously

A2. Approval of the Minutes

a) It was moved by Trustee Orcherton and seconded:

That the October 24, 2016 Regular Board Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes

a) Bylaw 9250.2 – *Notices of Motion*

It was moved by Trustee Watters and seconded:

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.

Motion Carried Unanimously

It was moved by Trustee Leonard and seconded:

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 Carried Unanimously

It was moved by Trustee Ferris and seconded:

That Bylaw 9250.2, *Notices of Motion* be:

Read a first time this 28th day of November, 2016;
Read a second time this 28th day of November, 2016;
Read a third time, passed and adopted this 28th day of November, 2016.

Motion Carried Unanimously

A4. Trustee Elections

a) Election of Chair

Secretary-Treasurer Walsh called for nominations for Chair of the Board of Education for the term to December 1, 2017. Nominations were received for Trustees Loring-Kuhanga and McNally. Trustee Loring-Kuhanga accepted the nomination and Trustee McNally declined. Trustee Loring-Kuhanga was declared Chair of the Board of Education by acclamation.

Secretary-Treasurer Walsh invited Chair Loring-Kuhanga to preside over the remainder of the meeting.

b) Election of Vice-Chair

Chair Loring-Kuhanga called for nominations for Vice-Chair of the Board of Education for the term to December 1, 2017. Nominations were received for Trustees McNally, Ferris, Paynter and Orcherton. Trustees McNally and Ferris accepted the nomination and Trustees Paynter and Orcherton declined. A ballot vote was taken and Trustee Ferris was declared Vice-Chair of the Board of Education.

c) Election of British Columbia Public School Employers' Association Representative

Chair Loring-Kuhanga called for nominations for the British Columbia Public School Employers' Association (BCPSEA) Representative for the Board of Education for the term to December 1, 2017. Nominations were received for Trustees McNally, Orcherton, Nohr and Paynter. Trustees McNally and Nohr declined the nomination and Trustees Orcherton and Paynter accepted. A ballot vote was taken and Trustee Paynter was declared the BCPSEA Representative.

d) Election of British Columbia School Trustees' Association Provincial Councillor

Chair Loring-Kuhanga called for nominations for the British Columbia School Trustees' Association (BCSTA) Provincial Councillor for the term to December 1, 2017. Nominations were received for Trustees McNally and Whiteaker. Trustee McNally declined the nomination and Trustee Whiteaker accepted. Trustee Whiteaker was declared the BCSTA Representative by acclamation.

e) Destruction of the Ballots

It was moved by Trustee Leonard and seconded:

That the election ballots be destroyed.

Motion Carried Unanimously

A5. Student Achievement - None

A6. District Presentations - None

A7. Community Presentations

- a) Stephanie Hardman, Active and Safe Routes to School Facilitator provided an overview of their program and expressed appreciation for the role of our schools and the District.

B. CORRESPONDENCE

B1. B.C. Summer Games Society

A letter from the B.C. Games Society was provided for information.

B2. BCSTA

A letter from the BCSTA was provided for information.

C. TRUSTEE REPORTS

C1. Chair's Report

Chair Loring-Kuhanga reviewed her various activities over the past month including a meeting with the Chiefs of the Songhees and Esquimalt Nations together with Superintendent Langstraat.

C2. Trustees' Reports

- a) Trustee Orcherton provided an overview of BCPSEA's update regarding the impact of the recent Supreme Court of Canada case.
- b) Trustee McNally reviewed her various activities over the past month.
- c) Trustee Nohr reviewed her various activities over the past month.
- d) Trustee Paynter reviewed his various activities over the past month.
- e) Trustee Whiteaker reviewed her various activities over the past month.
- f) Trustee Ferris reviewed his various activities over the past month.

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) The November 7, 2016 meeting minutes were received for information.

- b) Trustee Nohr referred to the November 7, 2016 meeting minutes and presented the following recommended motions.

It was moved by Trustee Nohr and seconded:

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

Motion Carried Unanimously

- 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.

Motion Carried Unanimously

D2. Operations Policy and Planning Committee

- a) The November 14, 2016 meeting minutes were received for information.
- b) Trustee Leonard referred to the November 14, 2016 meeting minutes and presented the following recommended motions.

It was moved by Trustee Leonard and seconded:

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 except for item D2. b) iii and viii which will be discussed separately.

Motion Carried Unanimously

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

Motion Carried Unanimously

Trustee Leonard referred to the November 14, 2016 meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- 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".

Motion Carried Unanimously

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

Motion Carried Unanimously

- vi) 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**

- 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.
- Motion Carried Unanimously**

Trustee Leonard referred to the November 14, 2016 meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- 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.
- Motion Carried**

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

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent’s Report

- a) Superintendent Langstraat presented his report for the past month.

It was moved by Trustee Ferris and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent’s report of November 28, 2016 as presented.
- Motion Carried Unanimously**

- b) Financial Pressures

Superintendent Langstraat presented various outstanding cost pressures. Superintendent Langstraat also provided further information on the potential implications of the recent Supreme Court of Canada ruling. Trustees asked questions of clarification.

- c) Regulation 5141 – Concussion Awareness

Superintendent Langstraat presented Regulation 5141 *Concussion Awareness* for information. Trustees asked questions of clarification of Superintendent Langstraat and Associate Superintendent Whitten.

E2. Secretary-Treasurer's Report

- a) 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 by Trustee Ferris and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report of November 28, 2016 as presented.

Motion Carried Unanimously

- b) Cloverdale Elementary Update

Secretary Treasurer Walsh updated the Board with the status of the Cloverdale Elementary seismic capital project.

F. QUESTION PERIOD - None

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

- a) Trustee Nohr – Report on Trauma Support

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

It was moved by Trustee Nohr and seconded:

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.

Motion Carried Unanimously

- b) Trustee McNally – 2017 Needs Budget

Trustee McNally withdrew her motion.

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.

Motion Withdrawn

- c) Trustee McNally – Write a letter to the BCTF

Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

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.

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

It was moved by Trustee Ferris and seconded:

That the motion *“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”* be amended to include, in brackets, the words *“copied to the Provincial Government”* after the word *“victory”* and to replace the words *“at the Supreme Court of Canada”* with *“and urging both the BCTF and the Provincial Government to work closely together to achieve the goals of the ruling of the Supreme Court of Canada”*.

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

It was moved by Trustee Paynter and seconded:

That the motion *“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”* be amended to include, in brackets, the words *“copied to the Provincial Government”* after the word *“victory”* and to replace the words *“at the Supreme Court of Canada”* with *“and urging both the BCTF and the Provincial Government to work closely together to achieve the goals of the ruling of the Supreme Court of Canada”* be further amended to add the words *“as soon as possible”* after the word *“Canada”*.

Motion Carried

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

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

That the motion "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" be amended to include, in brackets, the words "copied to the Provincial Government" after the word "victory" and to replace the words "at the Supreme Court of Canada" with "and urging both the BCTF and the Provincial Government to work closely together to achieve the goals of the ruling of the Supreme Court of Canada as soon as possible".

Motion Carried

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

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

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 (copied to the Provincial Government) and urging both the BCTF and the Provincial Government to work closely together to achieve the goals of the ruling of the Supreme Court of Canada as soon as possible.

Motion Carried Unanimously

d) Trustee McNally– Withdrawal from the BCSTA

Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

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.

Discussion ensued amongst the Trustees with a recommendation being made to postpone the motion until after the Board has met with the BCSTA.

It was moved by Trustee Watters and seconded:

That the motion "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" be postponed until after the Board has met with the BCSTA.

Motion Carried

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

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) set up a meeting with the BCSTA.

Motion Carried

For: Trustees Whiteaker, Watters, Ferris, Paynter, Orcherton and Loring-Kuhanga

Against: Trustees McNally and Nohr
Abstained: Trustee Leonard

H2. Notice of Motions - None

I. ADJOURNMENT

It was moved by Trustee Orcherton and seconded:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 9:57 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



November 25, 2016

Ref: 191383

Edith Loring-Kuhanga, Chair
Board of Education
School District No. 61 (Greater Victoria)
Email: vhanley@sd61.bc.ca

Dear Ms. Loring-Kuhanga:

Thank you for your letter of October 28, 2016, recommending amendments to the *School Act* to require a by-election within one year of the appointment of an official trustee.

I understand the recent appointment of official trustees to two school districts in the province has raised concerns for boards of education and the broader education sector as a whole. School trustees are best placed to represent the needs and views of their local communities, and as such, democratic representation is at the heart of the public school system in British Columbia.

However, in both recent cases, there were serious issues with the boards' governance practices, as well as with their respective approaches to financial matters and fiscal management. I would like to emphasize government's decision to appoint an official trustee in these circumstances was not taken lightly. It is our belief these appointments will help to ensure continuity and stability within the school districts, and ultimately to support the needs of students going forward.

With respect to your request to amend the *School Act*, please be aware the legislation currently allows an election to be called at any time after the appointment of an official trustee. As I am sure you will agree, the appointment of an official trustee is a significant governance change for these school districts. It is important to allow the districts sufficient time to ensure their financial affairs are in order and to adapt to their new governance structure before a by-election is contemplated. In the case of the Vancouver and North Okanagan-Shuswap School Districts, both appointments will be in place for at minimum one year, at which time government will re-assess the status of appointments and the prospect of a by-election.

.../2

Again, thank you for writing about these important issues. If you have any further concerns or questions regarding this matter, or about the *School Act*, please contact Dave Duerksen, Executive Director, Legislation, Policy and Governance Branch, by phone at (250) 387-8037 or by email at Dave.Duerksen@gov.bc.ca.

Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Bernier", written in a cursive style.

Mike Bernier
Minister



**Combined Education Policy and Directions Committee and
Operations Policy and Planning Committee Meeting
December 5, 2016 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

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

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katie Hamilton, Manager, Community Engagement and Communications, Louise Sheffer, Director of Learning, David Loveridge, Director, Facilities Services, Colin Roberts, Director, Human Resource Services, Bill Fosdick, Manager, Human Resource Services, Michele Dance, Manager, Human Resource Services, Jesse Bradbury, Principal - SJ Willis Education Centre, Sean McCartney, VPVPA Representative, Ilda Turcotte, GVTA Representative and Karen Walters-Edgar, Recording Secretary

The meeting was called to order at 7:15 p.m.

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

1. APPROVAL OF THE AGENDA

It was moved by Trustee Orcherton:

That the December 5, 2016 regular agenda be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Whiteaker:

That the November 7, 2016 Education Policy and Directions Meeting regular minutes be approved.

Motion Carried Unanimously

It was moved by Trustee McNally:

That the November 14, 2016 Operations Policy and Planning Meeting regular minutes be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES - None

4. EDUCATION POLICY AND DIRECTIONS COMMITTEE – Trustee Nohr, Chair

A. PRESENTATION TO THE COMMITTEE - None

B. NEW BUSINESS

1. Introduction of Student Representative – Paige Collins, Victoria High School

Superintendent Langstraat introduced Paige Collins, Student Representative from Victoria High School.

2. Literacy Presentation

Leah Moreau, Vice-Principal, S.J. Willis Education Centre and Melanie Postle, Vice-Principal, McKenzie Elementary presented on the issue of literacy programming highlighting various strategies used for interventions.

Trustees asked questions of clarification on the presentation and the current status of literacy programming within the District. Deputy Superintendent Green highlighted that Reading Recovery continues to be a priority intervention strategy within the District but also indicated that the one-on-one model was more appropriate for a small percentage of students receiving support. The focus of the District, moving forward, will be to develop balanced literacy programs that include effective reading and writing instruction.

3. Learning Plan and Annual Report - Learning Team

Director of Learning Sheffer and Deputy Superintendent Green presented the Learning Plan for the District. They highlighted a number of areas of focus including providing educators high quality professional development, creating school literacy and numeracy teams and providing support for practice leaders in schools.

Trustees asked questions of clarification. Deputy Superintendent Green highlighted the work being done in building connections with our local First Nations and a focus on the incorporation of local First Nations' perspectives when implementing the new curriculum.

C. NOTICE OF MOTION - None

The meeting adjourned at 8:37 p.m.

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

The meeting commenced at 8:42 p.m.

A. PRESENTATIONS

Marie-Pierre Lavoie - Francophone Games 2020 Organizing Committee addressed the Committee. She highlighted the efforts being put into Victoria being the successful applicant for the 2020 Francophone Games. Director of Facilities Services Loveridge provided further information on the expectations of the District. Trustees asked questions of clarification.

It was moved by Trustee Loring-Kuhanga:

That the Board of Education of School District No. 61 (Greater Victoria) write a letter supporting the Victoria Host Committee in their bid to host and organize the 2020 Francophone Games.

Motion Carried Unanimously

B. SUPERINTENDENT'S REPORT - None

C. PERSONNEL ITEMS

1. Recruitment of Educational Assistants

Colin Roberts, Director, Human Resource Services provided the Committee with data related to the recruitment of educational assistants over the past five years. Human Resources Managers, Bill Fosdick and Michelle Dance provided information with respect to human resource processes in hiring educational assistants. Trustees asked questions of clarification.

D. FINANCE AND LEGAL AFFAIRS

1. Policy Sub-Committee Report

- i) Secretary-Treasurer Walsh reviewed the change recommended to Policy 3501 *Annual Operating Budget*.

It was moved by Trustee McNally:

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.

Motion Carried Unanimously

- ii) Secretary-Treasurer Walsh explained that Policy 3450.1 *School (Non-Public) Funds* had been reviewed and is still considered to be relevant. Trustees asked questions of clarification.

It was moved by Trustee Watters:

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

Motion Carried Unanimously

2. Bylaw Revisions

Secretary-Treasurer Walsh stated that further to the motion passed at the June 20, 2016 Board of Education meeting 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 changed to reflect a change to

the month referenced for the appointment of Trustees to comprise the membership of each committee.

i) Bylaw 9130.1:

It was moved by Trustee Watters:

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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th day of December, 2016.

ii) Bylaw 9130.2:

It was moved by Trustee Watters:

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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th day of December, 2016.

iii) Bylaw 9130.3:

It was moved by Trustee Watters:

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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th day of December, 2016.

Secretary-Treasurer Walsh highlighted the deletion of Regulation 3326.01 - *Paying For Goods and Services*. Trustees asked questions of clarification. Secretary-Treasurer Walsh indicated that staff would relook at how the content of the regulation could be retained and that the regulation would not be brought to the Board for notification of deletion.

E. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

F. NEW BUSINESS

1. Trustee Watters –Joint Advocacy Letter

Trustee Watters presented her motion and rationale.

It was moved by Trustee Watters:

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.

Motion Carried Unanimously

G. NOTICE OF MOTION - None

H. GENERAL ANNOUNCEMENTS - None

I. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:45 p.m.

**OFFICE OF THE
SECRETARY-TREASURER**

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

TO: The Board of Education
FROM: The Policy Sub-Committee
DATE: December 12, 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 *School (Non-Public) Funds*.



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**

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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**

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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

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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**

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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

TO: Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 12, 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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th 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 12th day of December, 2016;
Read a second time this 12th day of December, 2016;
Read a third time, passed and adopted this 12th 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 12th day of December, 2016;

Read a second time this 12th day of December, 2016;

Read a third time, passed and adopted this 12th 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.



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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**

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

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

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

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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**



OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8
Piet Langstraat, Superintendent
Phone (250) 475-4162
Fax (250) 475-4112

TO: The Board of Education
FROM: Piet Langstraat, Superintendent of Schools
RE: Superintendent's Report
DATE: December 12, 2016

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 visit Rockheights Middle School, Tillicum Elementary School and Victoria West 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:

- Leadership Training
- Satisfaction Survey Meeting with high school student councils and the Ministry of Education
- Meetings with the VPVPA Executive
- Public Engagement Ad Hoc Committee
- Student Registration and Transfer Ad Hoc Committee



OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education
FROM: Piet Langstraat, Superintendent of Schools
RE: Correspondence Received
DATE: December 12, 2016

The Board of Education and the Superintendent have been considering how best to deal with correspondence.

Following input from the Board of Education, the Superintendent is recommending the following procedure be incorporated to determine what items of correspondence will be included in the Board agenda:

- Correspondence that is addressed to the entire Board be included in the agenda.
- For correspondence that is addressed to only the Board Chair, that the Board Chair determine if the correspondence be included in the correspondence section of the Board agenda. This includes correspondence that has been cc'd to trustees and others.
- For correspondence that is addressed to the Superintendent, that the Superintendent make a determination as to whether the correspondence is pertinent to the governance of the District. Should such a determination be made, the correspondence will be included in the correspondence section of the Board agenda. This includes correspondence that has been cc'd to trustees and others.



OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education
FROM: Piet Langstraat, Superintendent of Schools
RE: Trustee Questions
DATE: December 12, 2016

During this portion of the Board Meeting, Trustees will have the opportunity to raise questions. Where possible, an immediate response will be provided. In the event that research is necessary before a response is provided, the matter will be postponed until a researched response can be provided.



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

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 12, 2016

RE: **Monthly Report**

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 November 29, I attended the BC Education Marketplace IT Subcommittee Meeting at Simon Fraser University (Downtown Campus) where we discussed planning and strategies for the procurement of Desktops/Laptops/Tablets and MFD devices (photocopiers) across the province.

We held a number of District level meetings including the Burnside Education Centre project working group, and we have begun exploring the mechanism to set functional capacities of our schools as input into the Facilities Committee.

I visited a number of schools, including Oak Bay High gathering information on our service levels to students and communication with schools regarding operations. This information gathering will feed into a Facilities Department Plan.

Finally, we had the opportunity to test our snow responsiveness. The Facilities department, particularly grounds, did an excellent job, and Facilities has addressed areas of concern or slow response.

