

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, January 16, 2017 at 7:00 P.M.**

## **REGULAR MEETING**

**OPPs Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Tuesday, February 14, 2017 at 7:00 P.M.**

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

**OPERATIONS POLICY AND PLANNING COMMITTEE**

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

**Regular Agenda for Monday, January 16, 2017 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Watters**

*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.*

	<b>Presenter</b>	<b>Status</b>	<b>Attachment</b>
<b>1. APPROVAL OF THE AGENDA</b>			Pgs. 1-3
<b>2. APPROVAL OF THE MINUTES</b>			
A. Combined Education Policy and Directions Committee and Operations Policy and Planning Committee Meeting of Monday, December 5, 2016			Pgs. 4-8
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS TO THE COMMITTEE</b>			
<b>5. SUPERINTENDENT'S REPORT</b>			
A. Introduction of Student Representative - Eilidh Morrison, Reynolds Secondary School	Piet Langstraat		Verbal
<b>6. PERSONNEL ITEMS</b>			
A. Teacher Qualifications	Colin Roberts	Information	Pg. 9
<b>7. FINANCE AND LEGAL AFFAIRS</b>			
A. 2016-2017 Funding Update	Mark Walsh	Information	Pg. 10
B. December 31, 2016 Quarterly Financial Report	Mark Walsh	Information	Pgs. 11-12
C. 2017-2018 Partner Group Budget Input Summary	Mark Walsh	Information	Pgs. 13-17
D. Policy Sub-Committee Report	Mark Walsh	Motion	Pgs. 18-25

Recommended Motions:

- i) 

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 4135.4 – <i>Teacher Staff Grievance Procedure</i> .
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- ii) 

That the Board of Education of School District No. 61 (Greater Victoria) delete 5126 – <i>Awards and Recognition</i> .
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- iii) 

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 5127 - <i>Recognition Ceremonies</i>
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E. School Calendars 2017-2018 and 2018-2019

Greg Kitchen

Motion

Pgs. 26-27

Recommended Motion:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2017/2018 and 2018/2019 school year calendars on the School District's website for a period of one month:

2017/2018 School Year Calendar\*

School Opening –	September 5, 2017
First non-instructional day –	September 18, 2017
Thanksgiving –	October 9, 2017
Second non-instructional day –	October 20, 2017 (Province wide)
Remembrance Day –	November 13, 2017
Third non-instructional day –	November 24, 2017
Schools close for Winter vacation –	December 22, 2017
Schools re-open after Winter vacation –	January 8, 2018
Family Day –	February 12, 2018
Fourth non-instructional day –	February 23, 2018
Schools close for Spring vacation –	March 16, 2018
Good Friday –	March 30, 2018
Easter Monday –	April 2, 2018
Schools re-open after Spring vacation –	April 3, 2018
Fifth non-instructional day –	April 20, 2018
Sixth non-instructional day –	May 18, 2018
Victoria Day –	May 21, 2018
Administrative Day and School Closing –	June 29, 2018
*Seventh non-instructional day to be chosen by each school	

2018/2019 School Year Calendar\*

School Opening –	September 4, 2018
First non-instructional day –	September 17, 2018
Thanksgiving –	October 8, 2018
Second non-instructional day –	October 19, 2018 (Province wide)
Remembrance Day –	November 12, 2018
Third non-instructional day –	November 23, 2018
Schools close for Winter vacation –	December 21, 2018
Schools re-open after Winter vacation –	January 7, 2019
Family Day –	February 11, 2019
Fourth non-instructional day –	February 22, 2019
Schools close for Spring vacation –	March 15, 2019
Schools re-open after Spring vacation –	April 1, 2019
Good Friday –	April 19, 2019
Easter Monday –	April 22, 2019
Fifth non-instructional day –	May 17, 2019
Victoria Day –	May 20, 2019
Administrative Day and School Closing –	June 28, 2019
*Sixth non-instructional day to be chosen by each school	

F. Update on Public Engagement and  
Communication Plan

Katie Hamilton

Information

Pg. 28

**8. FACILITIES PLANNING**

A. Facilities Plan Update

Mark Walsh

Information

Pgs. 29-30

**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**10. NEW BUSINESS**

**11. NOTICE OF MOTION**

**12. GENERAL ANNOUNCEMENTS**

**13. ADJOURNMENT**



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

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**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 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.

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 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.

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 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.



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.

TO: The Operations Policy and Planning Committee

FROM: Colin Roberts, Director, Human Resource Services

DATE: January 16, 2017

RE: Teacher Qualifications

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This memo is to supplement the presentation to the Operations Policy and Planning Committee on the topic of teacher qualifications.

Article C.21 of the Teachers' Collective Agreement addresses the subject of teacher qualifications.

Through historical practice, Human Resource Services has established guidelines for determining qualifications necessary to be eligible for specific teaching positions. The initial focus for Human Resources in assessing qualification is on completed post-secondary coursework. Other factors, such as experience, are then weighed in coming to a determination whether a teacher is qualified for posted vacancies.

The presentation will address the challenges of assessing teacher qualifications and potential future directions with this process.

Sincerely,



Colin Roberts  
Human Resource Services

## Funding Update

OPPs Meeting January 16, 2017  
Greater Victoria School District  
For the Fiscal Year 2016-2017

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Prelim 2016/17 Operating Grant	\$161,193,132
Final 2016/17 Operating Grant	\$164,362,813
Change	\$3,169,681

### Funding Update Preliminary versus Final

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171.25 FTE More School-Age Students than Forecasted	\$1,229,383
Decreased Adult Enrolment (3.44) FTE	(15,694)
Decreased Grade 8-9 Cross-Enrolment	(412)
Increased Teacher Salary Differential	710,027
Net Increased Targeted Funding (ELL, SPED, ANED, SS)	1,246,377
<b>TOTAL CHANGE</b>	<b>\$3,169,681</b>

### Funding Update Preliminary versus Final

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OFFICE OF THE  
**SECRETARY-TREASURER**

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

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TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: January 16, 2017

RE: **December 31, 2016 Quarterly Financial Report**

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### **Background**

In June 2016, the Ministry of Education Special Advisor's Report was published presenting findings from the review of School District No.83 (North Okanagan Shuswap). Management committed to reviewing and updating key School District policies and to considering recommendations of the Special Advisor where applicable. One of the recommendations related to providing quarterly financial reports in order to assist the Board in the area of financial oversight.

Quarterly financial reports are now being provided in addition to the financial reports already being provided to the Board as part of the annual budget process and the financial statements audit. The format of the quarterly report is consistent with Schedule 2A "*Schedule of Operating Revenue By Source*" and Schedule 2B "*Schedule of Operating Expense by Object*" of the financial statements.

The quarterly report ending December 31, 2016 shows the Annual Operating Budget and Year-to-Date actual revenue and expenditure as a percentage of the operating budget. The prior year information has been included for comparative purposes. Overall, the year-to-date results are comparable to the prior year and reflect the nature of school district operations.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**  
**QUARTERLY FINANCIAL REPORT**  
**DECEMBER 31, 2016**  
**ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET**

	<b>2016/2017 Annual Operating Budget</b>	<b>Actual December 31, 2016</b>	<b>Percentage of Operating Budget</b>	<b>2015/2016 Annual Operating Budget</b>	<b>Actual December 31, 2015</b>	<b>Percentage of Operating Budget</b>
<b>REVENUE</b>						
Ministry of Education Operating Grant	159,710,017	65,506,733	41.02%	154,639,917	63,225,373	40.89%
Other Ministry of Education Grants	3,355,772	14,019	0.42%	2,896,617	319,412	11.03%
Offshore Tuition Fees	11,035,159	13,331,983	120.81%	11,338,804	11,894,351	104.90%
Local Education Agreement Tuition	1,023,960	495,842	48.42%	1,057,954	514,986	48.68%
Summer School Fees	27,169	17,696	65.13%	56,059	27,169	48.47%
Continuing Education Fees	58,124	49,259	84.75%	10,000	47,679	476.79%
Rentals and Leases	1,674,784	843,272	50.35%	1,630,124	867,099	53.19%
Investment Income	650,000	385,047	59.24%	450,000	346,363	76.97%
Miscellaneous Revenue	136,240	192,261	141.12%	124,565	414,424	332.70%
Budgeted Prior Year Operating Surplus Appropriation	5,910,764			8,300,000		
Total Operating Revenue	183,581,989	80,836,112	44.03%	180,504,040	77,656,856	43.02%
<b>EXPENDITURE BY OBJECT</b>						
Teachers Salaries	79,934,858	32,100,806	40.16%	77,583,875	30,532,091	39.35%
Principals and Vice Principals Salaries	11,438,642	5,523,737	48.29%	10,783,129	5,116,661	47.45%
Educational Assistants Salaries	15,722,720	5,917,811	37.64%	15,709,069	5,645,551	35.94%
Support Staff Salaries	16,828,220	7,366,409	43.77%	16,577,943	7,192,535	43.39%
Other Professionals Salaries	3,645,069	1,743,828	47.84%	3,337,599	1,642,557	49.21%
Substitutes Salaries	6,666,719	3,012,715	45.19%	6,481,522	3,283,688	50.66%
Employee Benefits	31,288,112	12,263,106	39.19%	32,846,401	12,433,416	37.85%
Total Salaries and Benefits	165,524,340	67,928,412	41.04%	163,319,538	65,846,499	40.32%
Services	4,319,957	3,538,336	81.91%	3,695,785	3,203,186	86.67%
Student Transportation	998,933	348,703	34.91%	998,933	318,513	31.89%
Professional Development and Travel	580,786	679,146	116.94%	611,572	483,302	79.03%
Rentals and Leases	98,188	-	0.00%	98,188	-	0.00%
Dues and Fees	84,712	93,992	110.95%	87,212	81,159	93.06%
Insurance	442,842	101,552	22.93%	442,842	413,420	93.36%
Supplies	5,750,864	2,262,001	39.33%	6,331,966	2,208,087	34.87%
Utilities	4,981,367	1,279,219	25.68%	4,118,004	1,085,716	26.37%
Capital Asset Purchases	800,000	1,659,102	207.39%	800,000	650,354	81.29%
Total Services and Supplies	18,057,649	9,962,051	55.17%	17,184,502	8,443,737	49.14%
Total Operating Expenditure	183,581,989	77,890,463	42.43%	180,504,040	74,290,236	41.16%

**Partner Group Budget Input 2017-2018  
Responses to November 30, 2016 Input Request  
From Parent Advisory Councils and Education Partner Groups**

**1. What areas should be given priority in order to support success for all learners?**

- Technology - glad of new supports for schools. Continued support/maintenance is crucial to continue to enhance training and to support schools financially to maintain it.
- Portable Classrooms – replace if possible or upgrade if not. Climate systems, water, bathrooms are important.
- Music/Arts-maintain District programs - help schools have some sort of music programming if they do not with a specialist
- Educational furniture – old desks need to go – tables/chairs or new unattached desks are conducive to collaboration/movement/learning
- Deeper level of learning support so students who are not designated with special needs have bursts of time/opportunities for specialized help so they can be successful (when needed) ie. they need short intervention. Continue with current levels of support
- Library
- Technology
- Extra-curricular – including instruction
- Classroom assistants/aids for learning
- Classroom supplies
- More counselling/YFC support
- Healthy snacks to sustain students throughout the day
- Funding for library books
- Staff-enough support for all learners
- Academic supplies, current books and learning materials in a variety of options to best meet varied learning needs
- Safe physical environment, includes proper heat and ventilation and natural light plus clean drinking water from fountains that meet safety standards
- Engaging physical environment that encourages children to learn through play including playground equipment that is in good condition, accessible, and challenging
- Speech Language Pathologist support in school and increased counselling support for all students
- Inclusion – Special Education, English Language Learning, gender/sexuality, immigrants/refugees (supports for all)
- Anti-capitalist, feminist, anti-patriarchal curriculum, decolonization and indigenization curriculum
- Art and music programs, more drama - budget to bring in outside – yoga, meditation, martial arts and athletics
- Playground funding
- More play based learning and creativity
- Alternative classroom and seating options for self-regulation
- Full time librarian accessible to teachers and students/would allow librarian time to help develop programs for teachers
- Physical Education – all students should get this daily PE specialist would also be beneficial
- Mindfulness education – teach kids to put away the technology
- Technology Education – support tech applications such as coding, graphics
- More support for kids with behaviour and development issues
- Health and wellness, mental health and nutrition
- Equity, ie cultural/gender diversity
- Facilities and resources across the district
- Provide clear information to students and parents regarding curriculum changes for smooth transition
- Student safety
- Increase Speech-language pathologists

**2. What areas do you feel progress is being made and should be continued?**

- Technology
- Continue to improve maintenance/building upgrades – reasonable costs for equipment installation.
- Sustainability/Recycling/Greening
- Aboriginal/First Nations Programming
- Schools of choice for strength based decisions

- Supporting low income families
- Reading support
- Hot lunch and breakfast programs
- Technology enhancements including access to the web
- Relationships with administration seem more positive this year
- Gender, gay/straight alliance in schools
- Arts and music programs at all levels
- Bullying message and strategies. How to look after each other. Continuing social emotional learning.
- Great teamwork in schools, collaboration, climate of schools
- Money towards aboriginal initiatives and education
- Calibre of teachers has been excellent
- Continue with seismic upgrade across all schools
- Inclusion of special needs students but more monies should be made available
- Speech-language pathology services

**3. How do you feel the budget process could be improved for greater public participation and ease of understanding?**

- Opportunities to know more and ask questions.
- Better education at middle and secondary levels.
- Set a clear process and communicate it easily in understandable language.
- Workshops and access
- It may be more successful to have people rank priorities (i.e. give 10 areas and have them identify or rank the top 5)
- Identify expenditure areas and request people to identify what they believe the percentage of expenditure in each area should be
- Summary report of current infrastructure needs with a 5, 10 and 25-year plan on how they are being addressed
- There is a depreciation in supplies that appears to be poorly understood i.e. athletic uniforms need to be replaced every 3-5 years with equipment a yearly expense. These costs should be better budgeted for especially given the mandate to keep our children healthy and active.
- School Board invite parents to a board meeting and inform about process of bringing topics forward.
- Reporting out to parents population
- We as parents are not aware of process at all - more visibility, more information actively pushed to the parents.
- Having increased accessibility for parents to be part of the process
- Greater transparency with the budget process. Is the information published, and if so where do we access the information.
- A fact sheet/brochure summarizing the budget would be most helpful
- Graphics showing where the money goes

**4. Do you have any general comments you would like to add?**

- Province should be funding playgrounds as physical literacy is important
- In general, happy with our school. Our PAC funds many things though and there are lots of inequities between schools. We feel pretty lucky at our school.
- Too many cuts
- Parents certainly feel a great responsibility to fundraise to enhance budgets provided to the school in order to make sure that our children's learning and experiential needs are being met. While the demands on money increase, the ability to raise funds becomes more strained due to limited financial resources and availability of volunteers.
- Support the continued exploration of taking out discrimination in school dress codes
- We have concerns around inner-city school funding (lack of it). All public school kids (from Oak Bay to Esquimalt) should have the same opportunities.
- We feel VP hours should be based on the school, not a population of students - look at the socioeconomics and other factors.
- Priorities should be discussed. A priority should be on providing evidence-based best practices to the more vulnerable learners.



# We invite your input into the 2017-2018 Budget

Each year, the Greater Victoria School District prepares an operating budget for the upcoming school year. The budget for the 2017-2018 school year is starting to be prepared now. The Board of Education requests your input by responding to the questions below. The input received will be used to help develop the 2017-2018 budget.

Meeting date(s): \_\_\_\_\_ Partner Group: \_\_\_\_\_

Participant's Name(s): \_\_\_\_\_  
\_\_\_\_\_

1. What areas should be given priority in order to support success for all students?

- i) \_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_  
\_\_\_\_\_
- iv) \_\_\_\_\_  
\_\_\_\_\_

2. What areas do you feel progress is being made and should be continued?

- i) \_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_

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# We invite your input into the 2017-2018 Budget

iii) \_\_\_\_\_  
\_\_\_\_\_

iv) \_\_\_\_\_  
\_\_\_\_\_

3. How do you feel the budget process could be improved for greater public participation and ease of understanding?

i) \_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_  
\_\_\_\_\_

iii) \_\_\_\_\_  
\_\_\_\_\_

iv) \_\_\_\_\_  
\_\_\_\_\_

4. Do you have any general comments you would like to add?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to provide input. Please return the completed questionnaire by Wednesday, November 30, 2016.

Email: Doreen Hegan, Financial Services Department, [dhegan@sd61.bc.ca](mailto:dhegan@sd61.bc.ca)

Submit: Greater Victoria School District, 566 Boleskine Road, Victoria, BC, V8Z 1E8

**Greater Victoria School District No. 61  
2017-2018 Partner Group Budget Input  
Priority Areas to Support Success for All Learners**

	Special Education / EA / SLP / Psychologists	Clean, Safe, Well- Maintained Schools	Technology Integration into Classrooms / Resources	Library Resources (Books, Librarians)	Physical Activity	Curriculum & Content Current	Classroom Resources / Supplies	Aboriginal Education	CommunityLINK, including YFCs	Fine Arts / Music	Counsellors	Healthy Foods / Lunch Program and cafeteria	Playground Funding	Support: Gender / Sexuality / Immigrants / Refugees	Bullying	Recycling / Greening	ELL	Vice Principal Admin Time	Extra Curricular
		X	X		X		X			X			X						
	X		X	X				X	X							X			X
	X			X					X		X	X							
		X	X	X	X	X	X												
	X					X		X		X	X		X	X	X		X		
	X		X	X	X			X	X									X	
	X	X			X	X	X					X		X					
		X																	
	X																		
<b>Total</b>	6	4	4	4	4	3	3	3	3	2	2	2	2	2	1	1	1	1	1

TO: The Operations Policy and Planning Committee

FROM: The Policy Sub-Committee

DATE: January 9, 2017

RE: **Monthly Report**

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**Background:**

As part of its ongoing work, the Committee has a number of updates and specific recommendations stemming from the review of policy and regulations.

**Recommendations:**

**Specific Policies Reviewed and Recommended for Deletion**

*Policy 4135.4 Teacher Staff Grievance Procedure:*

The Committee is recommending the deletion of this policy

**Rationale:**

The Policy, from 1979, does not reflect current practice or the collective agreement with the GVTA. Further, given that the collective agreement contains a specific process, a policy contrary to the collective agreement would not be enforceable.

The GVTA has been consulted and does not oppose the deletion.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 4135.4 - <i>Teacher Staff Grievance Procedure</i> .
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*Policy 5126 Awards and Recognition*

The Committee is recommending the deletion of this policy

**Rationale:**

While the general principles laid out in the policy are relevant, the committee feels that the policy is unnecessary and the principles addressed in the policy can be found in other guiding documents such as the strategic plan and various educator standards and ethics documents.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 5126 - <i>Awards and Recognition</i> .
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### *Policy 5127 – Recognition Ceremonies*

The Committee is recommending the deletion of this policy.

#### **Rationale:**

The Committee felt that the policy is unnecessary. Recognition ceremonies are a regular aspect of secondary schools and do not require a formal policy. Furthermore, the regulation is not current.

#### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 5127 - <i>Recognition Ceremonies</i> .
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### **Regulations for Deletion**

The District intends to delete the following regulations:

*Regulation 5133.1 - Organizations - Safety Patrols “The Elmer Green Pennant Safety Campaign”*

Rationale: The regulation, from 1962, has no associated policy and is no longer enforced.

*Regulation 5134.1 - Police Sponsored Youth Activities In Schools*

Rationale: The regulation has no associated policy. Further, the deletion of the regulation would not prevent an event sponsored by a police organization from occurring.

## **POLICY 4135.4**

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### **TEACHER STAFF GRIEVANCE PROCEDURE**

The Board recognizes that the presentation of a grievance is a legitimate and desirable process whereby its employees may bring to its attention conditions which are adversely affecting the educational program of the School District. It directs that all such grievances shall be investigated by the Superintendent of Schools or his delegate, and the results of such investigation be forwarded to the Board as information or for Board action.

*Greater Victoria School District*

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Adopted: February 19, 1979

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## POLICY 5126

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### AWARDS AND RECOGNITION

Individual schools, in consultation with staff, parents and, where appropriate, students, shall develop guidelines on awards and recognition.

Such guidelines shall:

- outline the criteria to be used for awards and recognition
- be enabling to all students and promote a sense of self worth
- promote an appreciation of learning
- promote recognition that is given to all students celebrating their individual strengths and effort
- reflect the full spectrum of school and community life
- provide on-going recognition
- be periodically reviewed

*Greater Victoria School District*

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Adopted: February 26, 1990

## **POLICY 5127**

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### **RECOGNITION CEREMONIES**

The School Board approves the holding of a suitable public ceremony to honour grade 12 students. The ceremony shall be called a Recognition Ceremony.

The Board accepts that the Recognition Ceremony is held at the discretion of the individual principals, who are responsible for making all the necessary arrangements related to their own schools.

*Greater Victoria School District*

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Adopted: January 23, 1984

Revised: April 24, 1984

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## REGULATION 5133.1

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### ORGANIZATIONS - SAFETY PATROLS

#### **The Elmer Green Pennant Safety Campaign**

The School Board has endorsed "The Elmer Green Pennant Safety Campaign" but there is not obligation for any school to adopt the program.

The program of safety education, symbolized by the green pennant bearing Elmer the Elephant, is under the supervision of the police director currently responsible for the safety patrol in the particular school which decides to utilize the Elmer Campaign; thus, this program is considered to be an extension of the safety patrol work.

All expenses for supplies and equipment are borne by the Kiwanis Safety Patrol Committee.

The Elmer Pennant shall be displayed in a suitable and conspicuous place in the school entrance or auditorium. It shall not be flown from the school flagpole without the knowledge of the Buildings and Grounds Department.  
Legal Reference: Public Schools Act, Section 98 (b) and 105

*Greater Victoria School District*

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Approved: November 1962

Legal Reference: Public Schools Act, Section 98(b) and 105



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## **REGULATION 5134.1**

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### **POLICE SPONSORED YOUTH ACTIVITIES IN SCHOOLS DISTRICT NO. 61 (GREATER VICTORIA) FACILITIES**

School facilities shall be made available to police sponsored activities under the Board's rental regulations and the following conditions;

1. That all clubs have proper constitutions, stating aims, rules and regulations, and a sponsor acceptable to the police force and the School Board.
2. That each youth group establish suitable criteria (e.g. registered membership) for admission to group activities.
3. That the membership be limited to the age group 14 - 18 years of age, and/or students registered in grades 10 - 12, and honorary members.
4. That the admission charges not exceed \$1.50 per person.
5. That the numbers admitted to the activity not exceed the number permitted by the local fire chief or marshal.
6. That all activities cease at 11:30 p.m. (building clear by 12:00 midnight).
7. That alcoholic beverages and drugs will not be permitted on the premises.
8. That smoking or use of other tobacco products be prohibited.
9. That a group of at least eight members will assist with the rough cleanup of the facilities between 11:30 p.m. and midnight.
10. That the number of dances be limited to one Friday per month per club.
11. That bookings for the activities be made at least three weeks in advance. (This permits the previous regulations on facility use to continue).

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

12. That the sponsoring police force be responsible for the enforcement of the above regulations.
13. That rental rates be determined under the regulations, plus additional clean up costs if applicable.
14. Amplified band practices and performances will only be allowed with authorization by the Principal of the school concerned and the Rentals Department and are subject to sound level limitations.

*Greater Victoria School District*

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Approved: August 1970 (as 5134.1 a, b)

Various revisions

Revised: May 1975 (corrected July 1975)

Revised: October 2007

## MEMORANDUM

TO: Operations Policy and Planning Committee

FROM: Greg Kitchen, Associate Superintendent of Schools

RE: 2017/2018 and 2018/2019 School Calendars

DATE: January 16, 2017

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I consulted with the following partner groups: ASA, CUPE 947, CUPE 382, GVTA, VCPAC and VPVPA (as well as School Districts 62 and 63) to discuss the fixed days for the 2017/2018 and 2018/2019 school years.

Recommended Motion:

THAT THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) APPROVE THE POSTING OF THE FOLLOWING 2017/2018 and 2018/2019 SCHOOL YEAR CALENDARS ON THE SCHOOL DISTRICT'S WEBSITE FOR A PERIOD OF ONE MONTH:

### **2017/2018 School Year Calendar\***

School Opening –	September 5, 2017
First non-instructional day –	September 18, 2017
Thanksgiving –	October 9, 2017
Second non-instructional day –	October 20, 2017 (Province wide)
Remembrance Day –	November 13, 2017
Third non-instructional day –	November 24, 2017
Schools close for Winter vacation –	December 22, 2017
Schools re-open after Winter vacation –	January 8, 2018
Family Day –	February 12, 2018
Fourth non-instructional day –	February 23, 2018
Schools close for Spring vacation –	March 16, 2018
Good Friday –	March 30, 2018
Easter Monday –	April 2, 2018
Schools re-open after Spring vacation –	April 3, 2018
Fifth non-instructional day –	April 20, 2018
Sixth non-instructional day –	May 18, 2018
Victoria Day –	May 21, 2018
Administrative Day and School Closing –	June 29, 2018

\*Seventh non-instructional day to be chosen by each school

**2018/2019 School Year Calendar\***

School Opening –	September 4, 2018
First non-instructional day –	September 17, 2018
Thanksgiving –	October 8, 2018
Second non-instructional day –	October 19, 2018 (Province wide)
Remembrance Day –	November 12, 2018
Third non-instructional day –	November 23, 2018
Schools close for Winter vacation –	December 21, 2018
Schools re-open after Winter vacation –	January 7, 2019
Family Day –	February 11, 2019
Fourth non-instructional day –	February 22, 2019
Schools close for Spring vacation –	March 15, 2019
Schools re-open after Spring vacation –	April 1, 2019
Good Friday –	April 19, 2019
Easter Monday –	April 22, 2019
Fifth non-instructional day –	May 17, 2019
Victoria Day –	May 20, 2019
Administrative Day and School Closing –	June 28, 2019
*Sixth non-instructional day to be chosen by each school	

TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools  
Katie Hamilton, Manager, Community Engagement and Communications

DATE: January 16, 2017

RE: Update on Public Engagement and Communications Plan

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The purpose of this memo is to provide an update on the progress achieved to develop a Public Engagement and Communications Plan for the Greater Victoria School District.

**Background:**

An ad hoc committee established by the Board of Education to develop recommendations for increasing engagement with the community has been formed.

In the spring of 2016, the Greater Victoria School District No. 61 introduced a new strategic plan outlining five areas of focus over the next three years. One of the five areas for focus is community engagement.

Strategic Goal: Actively Engage with our Communities

Strategic Objectives

- 4.1 Develop a District Communications and Engagement Plan
- 4.2 Create more effective ways to bring student voices and parent perspectives to our schools and to the Board
- 4.3 Create more effective ways to bring staff voices and perspectives to the Board deliverables.

The Public Engagement Ad Hoc Committee has the following deliverables:

1. To develop a vision and principles, based on input of stakeholders and the public, to improve the School District's communications and public engagement.
2. To oversee development of a draft public engagement and communications plan for the Board's consideration.
3. To include recommendations within the public engagement and communication plan for public and stakeholder input during Board of Education meetings.

**Update:**

The Ad hoc committee has met once and has two meetings scheduled in January. The second meeting is with partner representatives to seek input on their role at Board meetings.

In addition to the committee discussions, a review of best practices and historical practices within the District is being completed. A number of interviews with staff and stakeholders will be conducted in the coming weeks.

**Next steps:**

1. Meet with partner groups.
2. Review best practices and historical practices as a committee.
3. Review input from all interviewees.
4. Begin to develop recommendations and draft plan.

OFFICE OF THE  
**SECRETARY-TREASURER**

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

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TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: January 16, 2017

RE: Update on Development of Long-Term Facilities Plan

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The purpose of this memo is to provide an update on the progress achieved to develop a long-term Facilities Plan.

**Background:**

The Greater Victoria School District is developing a long term Facilities Plan that

- a. Aligns with the goals and vision of the Board's Strategic Plan;
- b. Incorporates principles of sustainability both operationally and environmentally;
- c. Focuses on supporting students;
- d. Incorporates principles of equity across the District;
- e. Explains significant variances, risks to the forecasts and proposed changes to spending plans requiring approval.

The Plan will address the following:

- a. Program and Educational Need;
- b. Demographics and Catchment;
- c. Condition, Utilization and Future Need;
- d. Community, Partnerships and Enterprise;
- e. Lands and Lease.

An ad-hoc committee composed of a variety of perspectives has been established to inform the development of a plan to recommend to the Board of Education. The committee has met three times since its inception in October.

Per the Terms of the Reference of the Ad Hoc Long Term Facilities Plan Committee, the committee provides regular updates to the Operations Policy and Planning Committee on the progress being made to date.

**Update:**

The first phase of the project is information gathering. A significant amount of data has been collected over the past few months to inform the development of the plan. The work completed to date is as follows:

1. The Committee has highlighted areas of concern that it wishes to be addressed in the Plan.
2. District staff have received training in enrolment projection software to ensure that student projection data can be created internally with local knowledge.
3. Student enrolment projections are being finalized based on current school year enrolment
4. Facilities condition information has been compiled.
5. Land ownership information has been compiled.
6. Inventory of school programming information has been compiled.

7. School capacity information is being compiled.
8. A staff workshop of municipal planners is being organized to share local growth and community planning information.
9. The inter-relationship with the Student Enrollment and Transfer Process has been identified and information is being shared throughout to inform both committees.

**Next steps:**

The next steps in the process will be to:

1. Create a project page on the website to provide access to all Facilities related information;
2. Determine functional capacity of schools;
3. Host meetings with municipal partners to ensure our local knowledge is informed by community plans in the five municipalities our facilities are located.
4. Begin to draft the report and plan for public engagement opportunities.

The process is following the timeline as planned, and staff anticipate that the draft report will be delivered to the Board by May 2017.