

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

**Tuesday, February 14, 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 JOINT EDUCATION POLICY & OPPs  
COMMITTEE MEETING IS SCHEDULED FOR:  
Monday, March 6, 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 Tuesday, February 14, 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 - 2
<b>2. APPROVAL OF THE MINUTES</b>			
A. Operations, Policy and Planning Committee Meeting of Monday, January 16, 2017			Pgs. 3 - 7
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS TO THE COMMITTEE</b>			
A. David Futter, GVTA: Violence in the Workplace/Health & Safety Funding			
<b>5. SUPERINTENDENT'S REPORT</b>			
A. Introduction of Student Representative - Justin Lo, Mount Douglas Secondary School	Piet Langstraat		
B. Enrolment and School Capacity Planning for 2017-18	Piet Langstraat	Information	Pgs. 8
C. Environmental Education Plan	Shelley Green	Information	Pgs. 9 - 12
<b>6. PERSONNEL ITEMS</b>			
<b>7. FINANCE AND LEGAL AFFAIRS</b>			
A. 2016-2017 Amended Annual Budget	Mark Walsh	Motion	Pgs. 13 - 34

Recommended Motions:

- i) 

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2016/2017 Amended Annual Budget Bylaw at the meeting of February 27, 2017. <p style="text-align: right;">Motion to be Carried Unanimously</p>
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- ii) 

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2016/2017 in the amount of \$223,083,534 be:  Read a first time the 27th day of February, 2017; Read a second time the 27th day of February, 2017; Read a third time, passed and adopted the 27th day of February, 2017;  And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.
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B. Policy 1240 - School Volunteers	Piet Langstraat	Information	Pgs. 35 - 41
C. District Code of Conduct Update	Piet Langstraat	Information	Pgs. 42 - 43

**8. FACILITIES PLANNING**

A. Facilities Update	David Loveridge	Information	Pgs. 44 - 45
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**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**10. NEW BUSINESS**

**A. Trustee Leonard - Organization Chart**

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board an updated organization chart when changes are made.

**11. NOTICE OF MOTION**

**12. GENERAL ANNOUNCEMENTS**

**13. ADJOURNMENT**



**Operations Policy and Planning Committee Meeting  
January 16, 2017 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Jordan Watters, Chair, Diane McNally, Rob Paynter

Trustee Leonard sent her regrets.

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Colin Roberts, Director, Human Resource Services, Katie Hamilton, Manager, Community Engagement and Communications, Julie Lutner, Senior Manager Budgets and Financial Analysis

The meeting was called to order at 7:03 p.m.

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

**1. APPROVAL OF THE AGENDA**

It was moved by Trustee McNally:

That the January 16, 2017 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Paynter:

That the December 5, 2016 Combined Education Policy and Directions Committee and the Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

**3. BUSINESS ARISING FROM MINUTES – None**

**4. PRESENTATIONS TO THE COMMITTEE – None**

**5. SUPERINTENDENT’S REPORT**

**A. Introduction of Student Representative**

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

**6. PERSONNEL ITEMS**

**A. Teacher Qualifications**

Colin Roberts, Director, Human Resource Services explained that Human Resources has established guidelines for determining qualifications necessary to be eligible for specific teaching positions. The assessment is based on completed post-secondary coursework and work experience. Mr. Roberts reviewed the challenges associated with assessing teacher qualifications and potential future directions with the process. Trustees asked questions of clarification.

**7. FINANCE AND LEGAL AFFAIRS**

**A. 2016-2017 Funding Update**

Secretary-Walsh provided the Committee with an overview of the final 2016-2017 funding announcement received from the Ministry of Education in December 2016. Secretary-Treasurer Walsh advised that the final grant funding shows a net increase of \$3,169,681 as compared to the 2016-2017 preliminary grant primarily due to enrolment growth. The final grant funding will be reflected in the 2016-2017 Amended Annual Budget which will be presented at the February Board of Education meeting. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

**B. December 31, 2016 Quarterly Financial Report**

Secretary-Treasurer Walsh presented the quarterly financial report for the period ending December 31, 2016 which shows the Annual Operating Budget and the year-to-date actual revenue and expenditure as a percentage of the operating budget. The year-to-date results are comparable to the prior year and reflect the nature of school district operations. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

**C. 2017-2018 Partner Group Budget Input Summary**

Secretary-Treasurer Walsh explained that the Summary of Partner Group Budget Input for 2017-2018 reflects the responses received from the input request made to Parent Advisory Councils and Education Partner Groups in November 2016. Included with the summary of responses was a scatter gram identifying priority areas. The documents will be posted to the District Website under the Financial section.

#### D. Policy Sub-Committee Report

Secretary-Walsh reviewed the report of the Policy Sub-Committee and presented specific policies and regulations reviewed and recommended for deletion.

It was moved Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 4135.4 – *Teacher Staff Grievance Procedure*.

**Motion Carried Unanimously**

It was moved Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 5126 – *Awards and Recognition*.

**Motion Carried Unanimously**

It was moved Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 5127 - *Recognition Ceremonies*.

**Motion Carried Unanimously**

Regulation 5133.1 - *Organizations - Safety Patrols* “*The Elmer Green Pennant Safety Campaign* and Regulation 5134.1 - *Police Sponsored Youth Activities in Schools* were presented as deletions.

#### E. School Calendars 2017-2018 and 2018-2019

Greg Kitchen, Associate Superintendent advised that consultation has occurred with all of the employee groups, VCPAC as well as School Districts 62 and 63 with respect to the calendars for the 2017/2018 and 2018/2019 school years. It is being recommended that the calendars be posted on the district website for a period of one month to receive further input.

It was moved Trustee McNally:

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	

**Motion Carried Unanimously**

**F. Update on Public Engagement and Communication Plan**

Katie Hamilton, Manager, Community Engagement and Communications provided an update on the progress achieved to develop a Public Engagement and Communications Plan for the Greater Victoria School District. The next steps involve meeting with partner groups, reviewing best practices and historical practices, reviewing input from all interviewees and developing recommendations and the draft plan.

**8. FACILITIES PLANNING**

**A. Facilities Plan Update**

Secretary-Walsh provided an update on the progress achieved to develop a long-term facilities plan. The next steps include creating a project page on the website to provide access to all Facilities related information; determining functional capacity of schools; meeting with municipal partners to receive information about community plans; and drafting the report



and plan for public engagement opportunities. It is anticipated that a draft report will be provided to the Board of Education by May 2017.

**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None**

**10. NEW BUSINESS– None**

**11. NOTICE OF MOTION – None**

**12. GENERAL ANNOUCEMENTS - None**

**13. ADJOURNMENT**

It was moved Trustee Paynter:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:48 p.m.



# OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Pieter Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Operations Policy and Planning Committee  
FROM: Piet Langstraat, Superintendent of Schools  
DATE: February 14, 2017  
RE: Enrolment and School Capacity Planning for 2017-18

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As the Board is aware, the District is planning for increased enrolment. It is also planning for lower class sizes. The class sizes will be determined by the BCTF and the Provincial Government through negotiations.

The issue of the potential for smaller class sizes, however, has meant that our planning for increased enrolment has had to be expedited for the 2017-18 school year. To complete our planning and determine our space needs, we have asked principals to provide their registration numbers along with the Modern Language Department's French immersion numbers under the 2002 class size language. This information was returned on February 6. We have also requested that schools complete a space assessment of their schools, highlighting areas that could accommodate classrooms.

District staff are now reviewing the information and will provide a report to the Board of our anticipated space needs, along with a strategy to address the issues for 2017-18.



SHELLY GREEN, DEPUTY SUPERINTENDENT	250-475-4117
DEB WHITTEN, ASSOCIATE SUPERINTENDENT	250-475-4220
GREG KITCHEN, ASSOCIATE SUPERINTENDENT	250-475-4220

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8 FAX: 250-475-4112

**MEMO**

**To: Operations Policy and Planning Committee**

**From: Shelley Green, Deputy Superintendent**

**Date: February 14, 2017**

**Re: Environmental Education Plan**

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Please see the attached information with regard to the Environmental Education Plan.

## **Environmental Education Plan**

There are three main aspects to the district environmental learning plan; education, sustainability and governance.

In preliminary planning conversations, we realized that we have multiple pockets of progressive environmental practice occurring throughout the district, but we have not created a long-term plan in conjunction with our district strategic plan.

Therefore, the district environmental plan will be created in three phases. The first phase will be the development of the educational plan that will be completed by November 2017, the sustainability plan that will be completed by February 2018, and the governance plan that will be completed in conjunction with the sustainability plan.

### **Environmental Education Plan**

#### Goal 1

To develop an environmental education plan for kindergarten, grades 1-3, grades 4-5, grades 6-8 and grade 9 that is connected to the new curriculum.

#### Strategies

The Learning Team will:

- meet with each grade grouping to explore the new curriculum in regard to how it aligns to environmental education
- develop lessons/units/plans/projects that will support teachers to begin an environmental education learning experience for their class
- provide professional development throughout the year with various speakers, at all levels, to explore new ideas, examples of practice and local/provincial opportunities
- create a resource list of local advocates, supports, program opportunities, or resource opportunities available throughout our district.

- develop school/community maps that show outdoor environmental learning opportunities available within walking distance of the school (e.g., local forests, parks, swamps, small lakes, etc.)

**Through:**

- professional learning opportunities with teachers, support staff and administrators
- developing collaborative, grade level developmental teams who will contribute to expanding the environmental learning plan
- the development of the resource list and the ability to continually expand and refine the list
- the development of school/community maps that outline possible environmental learning spaces

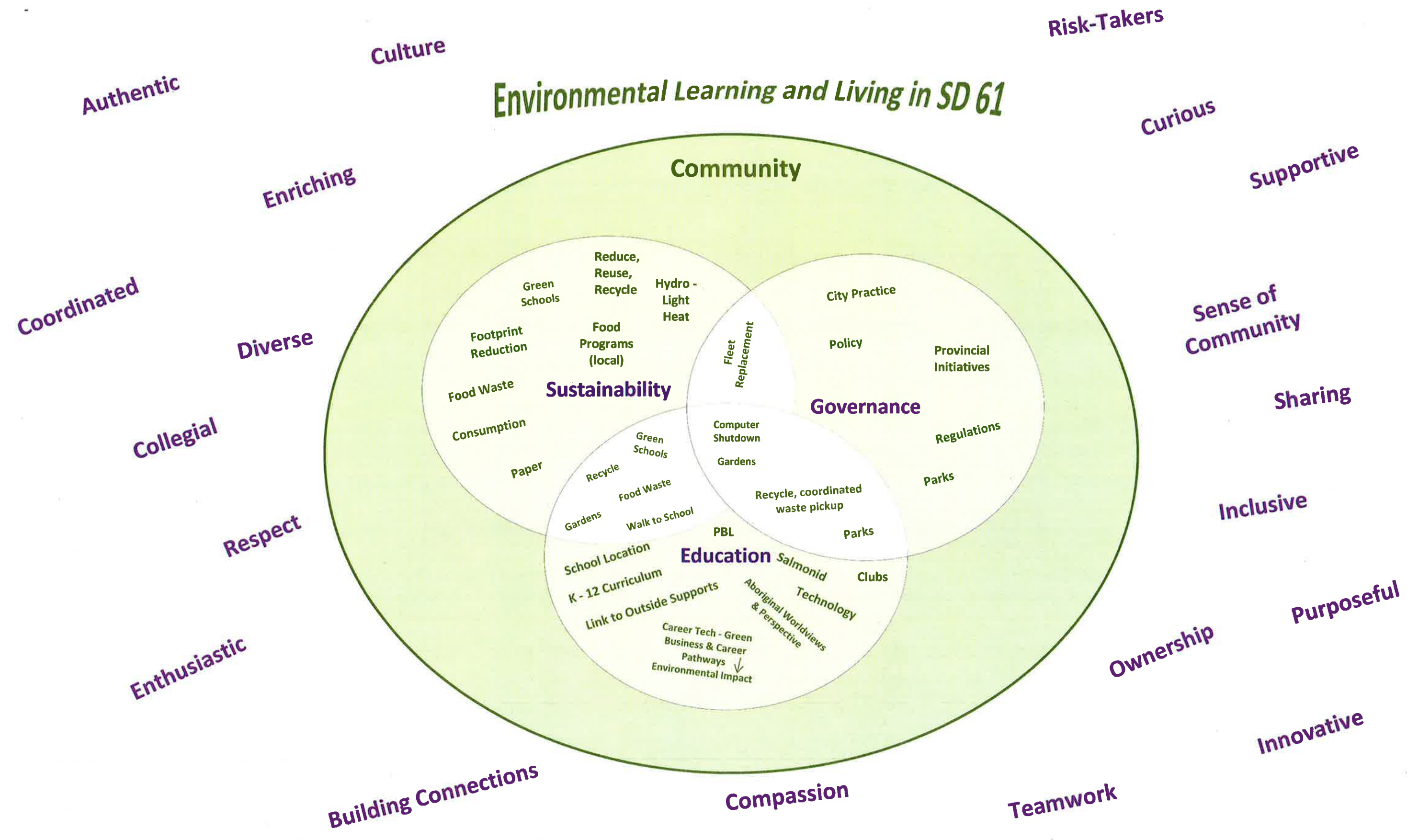
**Measures:**

In November 2017, the Learning Team will present to the Board:

- the environmental learning plan at each grade level
- the review of the professional development opportunities available throughout the Greater Victoria School District
- the resource list that outlines all local programs, support opportunities and resources available to teachers
- the school/community maps that show available outdoor environmental learning opportunities

\*At that time the Learning Team will also update the goal for the Environmental Education Plan.

# Environmental Learning and Living in SD 61





# OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112

**TO:** Operations Policy and Planning Committee

**FROM:** Mark Walsh, Secretary-Treasurer

**DATE:** February 14, 2017

**RE:** **2016/2017 AMENDED ANNUAL BUDGET BYLAW**

In April 2016, the Board of Education approved the 2016/2017 Annual Budget Bylaw, which was based on the estimated revenue and expenses for the fiscal year. The Minister has requested that school boards prepare and approve an Amended Annual Budget for the 2016/2017 school year. The Amended Annual Budget takes into account both the revenues and the expenses arising from the actual September 30, 2016 enrolment counts, all grant amounts confirmed subsequent to the approval of the Annual Budget and amounts carried forward from the previous fiscal year that will be spent in the current year.

The Amended Annual Budget has been prepared based on the Public Sector Accounting Standards which require the budget to include the operating, special purpose and capital funds. Consequently, the budget bylaw amount of \$223,083,534 includes the total budgeted expenses in the operating, special purpose and capital funds.

- Statement 2 of the Amended Annual Budget document consolidates the revenue and expense budget amounts for all funds.
- The operating budget revenue and expense details are shown on Schedules 2, 2A, 2B and 2C.
- The special purpose fund revenue and expense details are shown on Schedules 3 and 3A.
- The capital fund revenue and expense details are shown on Schedule 4.

## **OPERATING FUND**

The following table summarizes the 2016/2017 Amended Annual Budget – Operating Fund compared to the 2016/2017 Annual Budget – Operating Fund per Schedule 2.

	<b>2016/2017 Amended Annual Budget</b>	<b>2016/2017 Annual Budget</b>
Revenues	\$ 184,496,467	\$ 177,671,225
Expenses	190,488,527	182,781,989
Net Revenue (Expense)	<u>(5,992,060)</u>	<u>(5,110,764)</u>
Budgeted Prior Year Surplus Appropriation	8,109,427	5,910,764
Interfund transfers	<u>(2,117,367)</u>	<u>(800,000)</u>
Budgeted Surplus (Deficit), for the year	<u>\$ -</u>	<u>\$ -</u>

Budgeted revenues have increased by \$6.8M in the amended annual budget, and budgeted expenses have increased by \$7.7M. Interfund transfers for capital equipment purchases have increased by \$1.3M reflecting expected capital equipment purchases in the current year. The following outlines the major changes in the 2016/2017 Amended Annual Budget – Operating Fund compared to the 2016/2017 Annual Budget – Operating Fund:

## Operating Fund Revenue - Schedule 2A

	2016/2017 Amended Annual Budget Revenue	2016/2017 Annual Budget Revenue	Increase (Decrease) Revenue
<b>Provincial Grants - Ministry of Education</b>			
Operating Grant	\$ 164,362,813	\$ 161,193,122	\$ 3,169,691
INAC/LEA Recovery	(927,465)	(1,023,960)	96,495
Other Ministry of Education Grants	2,954,642	2,896,617	58,025
Return of Administrative Savings	827,353	-	827,353
<b>Total Provincial Grants</b>	<b>167,217,343</b>	<b>163,065,779</b>	<b>4,151,564</b>
<b>Tuition</b>			
Summer School Fees	17,696	27,169	(9,473)
Continuing Education	61,000	58,124	2,876
International Students	13,512,498	11,035,159	2,477,339
<b>Total Tuition</b>	<b>13,591,194</b>	<b>11,120,452</b>	<b>2,470,742</b>
<b>Other Revenue</b>			
LEA/Direct Funding from First Nations	927,465	1,023,960	(96,495)
Miscellaneous Revenue	282,440	136,240	146,200
<b>Total Other Revenue</b>	<b>1,209,905</b>	<b>1,160,200</b>	<b>49,705</b>
<b>Rentals and Leases</b>	<b>1,828,025</b>	<b>1,674,784</b>	<b>153,241</b>
<b>Investment Income</b>	<b>650,000</b>	<b>650,000</b>	<b>-</b>
<b>Total Operating Revenue</b>	<b>\$ 184,496,467</b>	<b>\$ 177,671,215</b>	<b>\$ 6,825,252</b>

Per Schedule 2A, the Operating Grant from the Ministry of Education has increased by \$4.2M. This is due to the following factors:

- 1) Overall enrolment has increased 171 FTE as shown below, resulting in a grant increase of \$1.2M. The enrolment in special education and English language learning has also increased resulting in a grant increase of \$1.3M.

### Enrolment

	2016/2017 Amended Annual Budget FTE	2016/2017 Annual Budget FTE	Increase (Decrease) FTE
Elementary/Middle/Secondary (school-aged)	18,672	18,483	189
Alternate Schools	135	133	2
Continuing Education (school-aged)	15	18	(3)
Distributed Learning (school-aged)	180	197	(17)
<b>Total school-aged</b>	<b>19,002</b>	<b>18,831</b>	<b>171</b>
<b>Adult students</b>	<b>48</b>	<b>51</b>	<b>(3)</b>
<b>Unique Student Needs:</b>			
Special Needs - Level 1	22	20	2
Special Needs - Level 2	715	697	18
Special Needs - Level 3	380	312	68
English Language Learning	1,776	1,653	123
Aboriginal Education	1,438	1,475	(37)
<b>International Education (Long-term)</b>	<b>993</b>	<b>830</b>	<b>163</b>



- 2) The teacher salary differential funding increased by \$0.7M due to the increase in average teacher salaries.
- 3) The Ministry of Education returned administrative savings to school districts via a reduction of amounts that would have previously been recovered. For our district, the \$0.8M savings was applied to reduce NGN operating costs. This benefit is reported as a grant from the Ministry of Education and the corresponding expense is reported in Schedules 2B and 2C.

### Tuition

Tuition fees for international students increased by \$2.5M in the 2016/2017 amended annual budget. Long-term enrolment increase of 163 FTE and short-term enrolment increase of 57 students contributed to this overall increase.

### Rentals and Leases

Rental and lease revenue has increased primarily due to new revenue from leasing space at Richmond Elementary School.

### Operating Fund Expenses - Schedule 2B

	2016/2017 Amended Annual Budget Expenses	2016/2017 Annual Budget Expenses	Increase (Decrease) Expenses
<b>Salaries</b>			
Teachers	\$ 81,424,695	\$ 79,934,858	\$ 1,489,837
Principals and Vice Principals	11,687,703	11,438,642	249,061
Educational Assistants	17,095,001	15,722,720	1,372,281
Support Staff	16,828,220	16,828,220	-
Other Professionals	3,664,072	3,645,069	19,003
Substitutes	7,356,717	6,666,719	689,998
Total Salaries	<u>138,056,408</u>	<u>134,236,228</u>	<u>3,820,180</u>
<b>Employee Benefits</b>	<u>32,264,003</u>	<u>31,288,112</u>	<u>975,891</u>
<b>Total Salaries and Benefits</b>	<u>170,320,411</u>	<u>165,524,340</u>	<u>4,796,071</u>
<b>Services and Supplies</b>			
Services	5,840,959	4,319,957	1,521,002
Student Transportation	1,103,864	998,933	104,931
Professional Development and Travel	1,006,204	580,786	425,418
Rentals and Leases	78,993	98,188	(19,195)
Dues and Fees	96,852	84,712	12,140
Insurance	473,232	442,842	30,390
Supplies	6,586,645	5,750,864	835,781
Utilities	4,981,367	4,981,367	-
Total Services and Supplies	<u>20,168,116</u>	<u>17,257,649</u>	<u>2,910,467</u>
<b>Total Operating Expense</b>	<u>\$ 190,488,527</u>	<u>\$ 182,781,989</u>	<u>\$ 7,706,538</u>

### Salaries

- 1) The budget was increased due to additional teachers hired as a result of increased enrolment and schools reallocating carry forward funding to teacher staffing.
- 2) Principals and Vice-Principals received approval to transition to the first step of the regional salary model with increases on August 1, 2016 and February 1, 2017. The annual budget did not include the full cost of transitioning to the first step.

- 3) Additional Educational Assistants were hired as a result of the increased special education enrolment.
- 4) The increase in the Substitutes budget reflects more release time for professional development and additional Teachers Teaching on Call time due to the increased enrolment.

### Employee Benefits

The wage sensitive benefits budget increased due to the corresponding salary increases for employee groups.

### Services and Supplies

The overall increase in the services and supplies budget reflects amounts carried forward from the previous fiscal year that will be spent in the current year being built into the applicable expenditure budget category. The reduction in rentals and leases is the result of a reallocation from the vehicle lease budget into the supplies budget.

### SPECIAL PURPOSE FUNDS

The Special Purpose Funds are included in Schedules 3 and 3A. Special Purpose Funds are funds received for specific purposes and must be used for those purposes. The special purpose budgeted revenues are as follows:

	2016/2017 Amended Annual Budget Revenue	2016/2017 Annual Budget Revenues	Increase (Decrease) Revenues
Annual Facility Grant	\$ 896,728	\$ 879,252	\$ 17,476
Learning Improvement Fund	3,310,099	3,309,410	689
Special Education Equipment	-	7,862	(7,862)
Scholarships and Bursaries	60,000	45,000	15,000
Special Education Technology	223,011	451,269	(228,258)
School Generated Funds	6,020,000	5,820,000	200,000
Strong Start	200,000	192,000	8,000
Ready, Set, Learn	70,000	66,150	3,850
OLEP	398,099	398,099	-
CommunityLINK	4,040,161	3,840,161	200,000
Coding and Curriculum Implementation	67,634	-	67,634
Ledger School	223,529	227,308	(3,779)
Priority Measures	1,671,867	-	1,671,867
Provincial Inclusion Outreach	454,658	464,601	(9,943)
Charitable Trust	400,900	400,000	900
Estate Trust	11,000	11,000	-
Attendance Support and Wellness	59,400	59,400	-
	<b>\$ 18,107,086</b>	<b>\$ 16,171,512</b>	<b>\$ 1,935,574</b>

The following outlines the major changes in the Special Purpose Funds in the 2016/2017 Amended Annual Budget compared to the 2016/2017 Annual Budget:

- 1) Annual Facility Grant revenue has increased by \$17,476 as a result of carry forward funding from 2015/2016.
- 2) The remaining Special Education Equipment grant was spent last year and no funding has been received in 2016/2017.
- 3) The Province is transferring Special Education Technology funding to the Vancouver School Board and this is reflected in the decreased revenue of \$228,258.

- 4) School Generated Funds revenue increased by \$200,000 due to more fundraising in the current year.
- 5) CommunityLINK revenue increased by \$200,000 due to carry forward funding from 2015/2016.
- 6) The Coding and Curriculum Implementation funding is new in 2016/2017 and was received to support curriculum implementation, including a new mandatory coding requirement. The total grant received was \$135,268 and 50% is expected to be spent this year.
- 7) Priority Measures funding is new in 2016/2017 and was provided by the Ministry of Education under the Memorandum of Agreement re: LoU No. 17: Education Fund and Impact of the Court Cases – Priority Measures as the first step in responding to the decision for the Supreme Court of Canada.

## **CAPITAL FUND**

The Capital Fund is included in Schedule 4. The capital fund includes capital expenditures related to land, buildings, computer hardware and software, vehicles and equipment that are funded from Ministry of Education capital grants, local capital, operating funds, and special purpose funds.

### **Capital Additions**

In 2016/2017, budgeted building improvements/seismic upgrades and replacements total \$4.6 million per Statement 4, including Victoria West Elementary safety enhancements, Burnside Education Centre upgrade, Esquimalt building envelope, completion of the artificial turf field at Oak Bay High School, Monterey mechanical upgrade and various Annual Facility grant projects.

### **Local Capital**

Local Capital includes 25% of the gain on disposal of surplus properties and interest earned on the local capital balance. Tangible capital assets purchased from local capital are budgeted to be \$1,900,000 in 2016/2017 per Schedule 4 and relate to the Tec 3.0 packages installed at schools.

The agreement to sell a portion of land located at 3751 Grange Road was finalized in September 2016 for proceeds of \$1,100,000, which have been allocated 75% to Ministry of Education Restricted Capital (\$825,000) and 25% to Local Capital (\$275,000).

## **AMENDED ANNUAL BUDGET BYLAW**

In order to pass the Amended Annual Budget Bylaw at one meeting, the Board must unanimously agree to give the bylaw all three readings in one sitting. The following motions are therefore recommended:

### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2016/2017 Amended Annual Budget Bylaw at the meeting of February 27, 2017.

Motion to be Carried Unanimously

**Recommended Motion:**

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2016/2017 in the amount of \$223,083,534 be:

Read a first time the 27th day of February, 2017;

Read a second time the 27th day of February, 2017;

Read a third time, passed and adopted the 27th day of February, 2017;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

Attachments

Amended Annual Budget

## **School District No. 61 (Greater Victoria)**

June 30, 2017

# School District No. 61 (Greater Victoria)

June 30, 2017

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\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$223,083,534 for the 2016/2017 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 27<sup>th</sup> DAY OF FEBRUARY, 2017;

READ A SECOND TIME THE 27<sup>th</sup> DAY OF FEBRUARY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 27<sup>th</sup> DAY OF FEBRUARY, 2017;

( Corporate Seal )

---

Chairperson of the Board

---

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw 2016/2017, adopted by the Board the 27<sup>th</sup> DAY OF FEBRUARY, 2017.

---

Secretary Treasurer

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	19,002,224	18,830,974
Adult	47,750	51,188
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>19,049,974</b>	<b>18,882,162</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	180,332,529	174,161,301
Tuition	13,591,194	11,120,452
Other Revenue	7,625,805	7,361,200
Rentals and Leases	1,832,053	1,678,812
Investment Income	762,491	795,000
Gain (Loss) on Disposal of Tangible Capital Assets	275,000	
Amortization of Deferred Capital Revenue	6,721,934	6,721,934
<b>Total Revenue</b>	<b>211,141,006</b>	<b>201,838,699</b>
<b>Expenses</b>		
Instruction	178,154,233	170,249,405
District Administration	4,606,824	4,556,622
Operations and Maintenance	35,307,105	33,416,363
Transportation and Housing	1,074,868	1,014,528
Debt Services	4,504	
<b>Total Expense</b>	<b>219,147,534</b>	<b>209,236,918</b>
<b>Net Revenue (Expense)</b>	<b>(8,006,528)</b>	<b>(7,398,219)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>8,109,427</b>	<b>5,910,764</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>102,899</b>	<b>(1,487,455)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	102,899	(1,487,455)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>102,899</b>	<b>(1,487,455)</b>



# School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	190,488,527	182,781,989
Operating - Tangible Capital Assets Purchased	2,000,000	800,000
Special Purpose Funds - Total Expense	18,071,086	16,171,512
Special Purpose Funds - Tangible Capital Assets Purchased	36,000	
Capital Fund - Total Expense	10,587,921	10,283,417
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,900,000	1,900,000
<b>Total Budget Bylaw Amount</b>	<b>223,083,534</b>	<b>211,936,918</b>

### Approved by the Board

\_\_\_\_\_  
Signature of the Chairperson of the Board of Education

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the Superintendent

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the Secretary Treasurer

\_\_\_\_\_  
Date Signed

**School District No. 61 (Greater Victoria)**  
 Amended Annual Budget - Changes in Net Financial Assets (Debt)  
 Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(8,006,528)</b>	<b>(7,398,219)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,036,000)	(800,000)
From Local Capital	(1,900,000)	(1,900,000)
From Deferred Capital Revenue	(4,600,000)	(9,125,580)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(8,536,000)</b>	<b>(11,825,580)</b>
Amortization of Tangible Capital Assets	9,083,417	9,083,417
<b>Total Effect of change in Tangible Capital Assets</b>	<b>547,417</b>	<b>(2,742,163)</b>
Use of Prepaid Expenses	60,000	60,000
	60,000	60,000
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(7,399,111)</b>	<b>(10,080,382)</b>

**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2017

	Operating Fund	Special Purpose Fund	Capital Fund	2017 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	22,800,427	-	46,166,141	<b>68,966,568</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(5,992,060)	36,000	(2,050,468)	<b>(8,006,528)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(2,000,000)	(36,000)	2,036,000	-
Local Capital	(117,367)		117,367	-
<b>Net Changes for the year</b>	<b>(8,109,427)</b>	-	<b>102,899</b>	<b>(8,006,528)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>14,691,000</b>	-	<b>46,269,040</b>	<b>60,960,040</b>

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	167,217,343	163,065,789
Tuition	13,591,194	11,120,452
Other Revenue	1,209,905	1,160,200
Rentals and Leases	1,828,025	1,674,784
Investment Income	650,000	650,000
<b>Total Revenue</b>	<b>184,496,467</b>	<b>177,671,225</b>
<b>Expenses</b>		
Instruction	160,979,875	154,957,145
District Administration	4,606,824	4,556,622
Operations and Maintenance	23,826,960	22,253,694
Transportation and Housing	1,074,868	1,014,528
<b>Total Expense</b>	<b>190,488,527</b>	<b>182,781,989</b>
<b>Net Revenue (Expense)</b>	<b>(5,992,060)</b>	<b>(5,110,764)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>8,109,427</b>	<b>5,910,764</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(2,000,000)	(800,000)
Local Capital	(117,367)	
<b>Total Net Transfers</b>	<b>(2,117,367)</b>	<b>(800,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 61 (Greater Victoria)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	164,362,813	161,193,132
INAC/LEA Recovery	(927,465)	(1,023,960)
Other Ministry of Education Grants		
Pay Equity	2,896,617	2,896,617
Funding for Graduated Adults	20,258	
Transportation Supplemental	20,027	
Economic Stability Dividend	-	
Return of Administrative Savings	827,353	
FSA Scorer Training	17,740	
Curriculum Implementation	-	
<b>Total Provincial Grants - Ministry of Education</b>	<u>167,217,343</u>	<u>163,065,789</u>
<b>Provincial Grants - Other</b>	<u>-</u>	<u>-</u>
<b>Tuition</b>		
Summer School Fees	17,696	27,169
Continuing Education	61,000	58,124
International and Out of Province Students	13,512,498	11,035,159
<b>Total Tuition</b>	<u>13,591,194</u>	<u>11,120,452</u>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	927,465	1,023,960
Miscellaneous		
Miscellaneous Revenue	223,882	48,240
CommunityLINK Parent Contributions	-	80,000
Industry Training Secondary Schools	43,500	
Aboriginal Nations Education Curriculum Project	15,058	8,000
<b>Total Other Revenue</b>	<u>1,209,905</u>	<u>1,160,200</u>
<b>Rentals and Leases</b>	<u>1,828,025</u>	<u>1,674,784</u>
<b>Investment Income</b>	<u>650,000</u>	<u>650,000</u>
<b>Total Operating Revenue</b>	<u><u>184,496,467</u></u>	<u><u>177,671,225</u></u>

# School District No. 61 (Greater Victoria)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source  
Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	81,424,695	79,934,858
Principals and Vice Principals	11,687,703	11,438,642
Educational Assistants	17,095,001	15,722,720
Support Staff	16,828,220	16,828,220
Other Professionals	3,664,072	3,645,069
Substitutes	7,356,717	6,666,719
<b>Total Salaries</b>	<b>138,056,408</b>	<b>134,236,228</b>
<b>Employee Benefits</b>	<b>32,264,003</b>	<b>31,288,112</b>
<b>Total Salaries and Benefits</b>	<b>170,320,411</b>	<b>165,524,340</b>
<b>Services and Supplies</b>		
Services	5,840,959	4,319,957
Student Transportation	1,103,864	998,933
Professional Development and Travel	1,006,204	580,786
Rentals and Leases	78,993	98,188
Dues and Fees	96,852	84,712
Insurance	473,232	442,842
Supplies	6,586,645	5,750,864
Utilities	4,981,367	4,981,367
<b>Total Services and Supplies</b>	<b>20,168,116</b>	<b>17,257,649</b>
<b>Total Operating Expense</b>	<b>190,488,527</b>	<b>182,781,989</b>

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	62,009,245	3,831,354	1,993,815	396,583	259,984	5,032,876	73,523,857
1.03 Career Programs	820,086	171,448	264,714	38,645		58,917	1,353,810
1.07 Library Services	1,634,179	47,737		365,427		58,943	2,106,286
1.08 Counselling	1,991,275					68,199	2,059,474
1.10 Special Education	7,449,288	785,506	13,496,308	422,027	64,472	1,094,966	23,312,567
1.30 English Language Learning	1,178,635	205,618	549,818	19,839		67,920	2,021,830
1.31 Aboriginal Education	613,133	7,760	607,855	39,568	106,588	72,587	1,447,491
1.41 School Administration		6,540,390		3,527,764		69,996	10,138,150
1.60 Summer School	158,866		2,804	2,620			164,290
1.61 Continuing Education	211,384	47,209	15,414	81,692		6,385	362,084
1.62 International and Out of Province Students	5,311,581		129,586	701,515	505,081	297,222	6,944,985
1.64 Other				10,081			10,081
<b>Total Function 1</b>	<b>81,377,672</b>	<b>11,637,022</b>	<b>17,060,314</b>	<b>5,605,761</b>	<b>936,125</b>	<b>6,828,011</b>	<b>123,444,905</b>
<b>4 District Administration</b>							
4.11 Educational Administration		15,073		157,713	672,318	11,900	857,004
4.40 School District Governance				28,392	188,874		217,266
4.41 Business Administration		35,608		1,061,706	1,036,873	33,904	2,168,091
<b>Total Function 4</b>	<b>-</b>	<b>50,681</b>	<b>-</b>	<b>1,247,811</b>	<b>1,898,065</b>	<b>45,804</b>	<b>3,242,361</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	47,023		34,687	309,648	724,849	26,532	1,142,739
5.50 Maintenance Operations				8,865,131	105,033	376,032	9,346,196
5.52 Maintenance of Grounds				777,020		80,338	857,358
5.56 Utilities							
<b>Total Function 5</b>	<b>47,023</b>	<b>-</b>	<b>34,687</b>	<b>9,951,799</b>	<b>829,882</b>	<b>482,902</b>	<b>11,346,293</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				22,849			22,849
7.70 Student Transportation							
7.73 Housing							
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,849</b>	<b>-</b>	<b>-</b>	<b>22,849</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>81,424,695</b>	<b>11,687,703</b>	<b>17,095,001</b>	<b>16,828,220</b>	<b>3,664,072</b>	<b>7,356,717</b>	<b>138,056,408</b>

**School District No. 61 (Greater Victoria)**  
 Amended Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	73,523,857	17,094,049	90,617,906	4,011,108	94,629,014	93,932,028
1.03 Career Programs	1,353,810	315,254	1,669,064	566,031	2,235,095	1,936,839
1.07 Library Services	2,106,286	498,772	2,605,058	137,895	2,742,953	2,711,181
1.08 Counselling	2,059,474	484,699	2,544,173	10,303	2,554,476	2,538,308
1.10 Special Education	23,312,567	5,756,183	29,068,750	755,089	29,823,839	28,206,082
1.30 English Language Learning	2,021,830	475,168	2,496,998	134,645	2,631,643	2,282,053
1.31 Aboriginal Education	1,447,491	330,167	1,777,658	420,719	2,198,377	2,033,981
1.41 School Administration	10,138,150	2,325,887	12,464,037	265,014	12,729,051	12,503,225
1.60 Summer School	164,290	39,161	203,451	11,182	214,633	163,953
1.61 Continuing Education	362,084	85,364	447,448	43,179	490,627	351,736
1.62 International and Out of Province Students	6,944,985	1,618,546	8,563,531	2,153,234	10,716,765	8,285,168
1.64 Other	10,081	2,510	12,591	811	13,402	12,591
<b>Total Function 1</b>	<b>123,444,905</b>	<b>29,025,760</b>	<b>152,470,665</b>	<b>8,509,210</b>	<b>160,979,875</b>	<b>154,957,145</b>
<b>4 District Administration</b>						
4.11 Educational Administration	857,004	181,476	1,038,480	71,185	1,109,665	1,225,499
4.40 School District Governance	217,266	11,225	228,491	194,383	422,874	435,323
4.41 Business Administration	2,168,091	483,618	2,651,709	422,576	3,074,285	2,895,800
<b>Total Function 4</b>	<b>3,242,361</b>	<b>676,319</b>	<b>3,918,680</b>	<b>688,144</b>	<b>4,606,824</b>	<b>4,556,622</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,142,739	261,408	1,404,147	661,405	2,065,552	1,793,611
5.50 Maintenance Operations	9,346,196	2,109,253	11,455,449	4,008,701	15,464,150	14,232,072
5.52 Maintenance of Grounds	857,358	185,574	1,042,932	270,359	1,313,291	1,244,044
5.56 Utilities	-	-	-	4,983,967	4,983,967	4,983,967
<b>Total Function 5</b>	<b>11,346,293</b>	<b>2,556,235</b>	<b>13,902,528</b>	<b>9,924,432</b>	<b>23,826,960</b>	<b>22,253,694</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	22,849	5,689	28,538	3,307	31,845	31,845
7.70 Student Transportation	-	-	-	1,043,023	1,043,023	982,683
7.73 Housing	-	-	-	-	-	-
<b>Total Function 7</b>	<b>22,849</b>	<b>5,689</b>	<b>28,538</b>	<b>1,046,330</b>	<b>1,074,868</b>	<b>1,014,528</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>138,056,408</b>	<b>32,264,003</b>	<b>170,320,411</b>	<b>20,168,116</b>	<b>190,488,527</b>	<b>182,781,989</b>



**School District No. 61 (Greater Victoria)**  
 Amended Annual Budget - Special Purpose Revenue and Expense  
 Year Ended June 30, 2017

	2017 Amended Annual Budget	2017 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	11,615,186	9,895,512
Other Revenue	6,415,900	6,201,000
Investment Income	76,000	75,000
<b>Total Revenue</b>	<b>18,107,086</b>	<b>16,171,512</b>
<b>Expenses</b>		
Instruction	17,174,358	15,292,260
Operations and Maintenance	896,728	879,252
<b>Total Expense</b>	<b>18,071,086</b>	<b>16,171,512</b>
<b>Net Revenue (Expense)</b>	<b>36,000</b>	-
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(36,000)	-
<b>Total Net Transfers</b>	<b>(36,000)</b>	-
<b>Budgeted Surplus (Deficit), for the year</b>	-	-

**School District No. 61 (Greater Victoria)**

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	17,476		578,700		2,545,952	46,227	15,489		318,714
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	879,252	3,310,099		223,011		192,000	66,150	398,099	3,840,161
Other			15,000		6,000,000				
Investment Income			45,000		20,000				
	879,252	3,310,099	60,000	223,011	6,020,000	192,000	66,150	398,099	3,840,161
<b>Less:</b> Allocated to Revenue	896,728	3,310,099	60,000	223,011	6,020,000	200,000	70,000	398,099	4,040,161
Deferred Revenue, end of year	-	-	578,700	-	2,545,952	38,227	11,639	-	118,714
<b>Revenues</b>									
Provincial Grants - Ministry of Education	896,728	3,310,099		223,011		200,000	70,000	398,099	4,040,161
Other Revenue			15,000		6,000,000				
Investment Income			45,000		20,000				
	896,728	3,310,099	60,000	223,011	6,020,000	200,000	70,000	398,099	4,040,161
<b>Expenses</b>									
Salaries									
Teachers		2,072,420							316,401
Principals and Vice Principals				4,555				46,806	58,921
Educational Assistants		537,568		171,220		132,696			667,148
Support Staff									88,403
Other Professionals									38,400
Substitutes		92,694			60,000		20,000	40,000	14,921
		2,702,682		175,775	60,000	132,696	20,000	86,806	1,184,194
Employee Benefits									
Services and Supplies	896,728	607,417	60,000	36,223	9,480	33,110	3,160	16,102	285,479
	896,728	3,310,099	60,000	11,013	5,920,520	34,194	46,840	289,191	2,570,488
			60,000	223,011	5,990,000	200,000	70,000	392,099	4,040,161
<b>Net Revenue (Expense) before Interfund Transfers</b>					30,000			6,000	
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased					(30,000)			(6,000)	
					(30,000)			(6,000)	
<b>Net Revenue (Expense)</b>									



# School District No. 61 (Greater Victoria)

## Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget			2017 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	1,500,000		1,500,000	1,200,000
Rentals and Leases		4,028	4,028	4,028
Investment Income		36,491	36,491	70,000
Gain (Loss) on Disposal of Tangible Capital Assets	275,000		275,000	-
Amortization of Deferred Capital Revenue	6,721,934		6,721,934	6,721,934
<b>Total Revenue</b>	<b>8,496,934</b>	<b>40,519</b>	<b>8,537,453</b>	<b>7,995,962</b>
<b>Expenses</b>				
Operations and Maintenance	1,500,000		1,500,000	1,200,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,083,417		9,083,417	9,083,417
Debt Services				
Capital Lease Interest		4,504	4,504	
<b>Total Expense</b>	<b>10,583,417</b>	<b>4,504</b>	<b>10,587,921</b>	<b>10,283,417</b>
<b>Net Revenue (Expense)</b>	<b>(2,086,483)</b>	<b>36,015</b>	<b>(2,050,468)</b>	<b>(2,287,455)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	2,036,000		2,036,000	800,000
Local Capital		117,367	117,367	
<b>Total Net Transfers</b>	<b>2,036,000</b>	<b>117,367</b>	<b>2,153,367</b>	<b>800,000</b>
<b>Other Adjustments to Fund Balances</b>				
District Portion of Proceeds on Disposal	(275,000)	275,000	-	
Tangible Capital Assets Purchased from Local Capital	1,900,000	(1,900,000)	-	
Principal Payment				
Capital Lease	112,863	(112,863)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>1,737,863</b>	<b>(1,737,863)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,687,380</b>	<b>(1,584,481)</b>	<b>102,899</b>	<b>(1,487,455)</b>

TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

DATE: February 14, 2017

RE: School Volunteers Policy and Regulation 1240

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## Background

At the Board meeting of June 20, 2016, the Board passed the following motion:

*“That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review Policy 1240 - School Volunteers and its associated regulations and guidelines including consultation with our stakeholders to ensure that the District is encouraging volunteers in schools while continuing to respect our collective agreement obligations.”*

The Board will note that there are no recommended changes to the Policy as it intends to encourage volunteers while ensuring that we are committed to respecting collective agreements.

In examining the issue, it is apparent the Regulation, however, is overly prescriptive in a manner that limits volunteers more thoroughly than the intention of the Policy. The changes are intended to reflect the intentions of the Policy. In addition, the Regulation now envisions ensuring that non-principal management may also be involved with volunteers (e.g. community).

Following the direction of the Board on June 20, 2016, I have reviewed the Policy and Regulation, brought the draft changes to the Policy Sub-Committee and also gathered feedback from our stakeholder groups and parents, providing a ten week period for feedback. A summary of the feedback is provided.

1	PAC	The parent community expressed support for the proposed changes to the Volunteer Regulation. In particular, the Playground Committee, which includes several members of the PAC, are very interested in doing a Community Installation of their proposed traditional playground. Their committee has discussed this process extensively with Habitat, the company with whom they will be working. Habitat has considerable experience in supporting school volunteer groups to do these installations. The recent installation at Torquay is a good example. The use of volunteers helps build a positive and connected school culture.
2	GVTA	The GVTA is concerned about the deletion of the majority of point #3 as this seems to be a very important piece that they would like to have remain in the regulation.
3	PAC	The PAC was consulted but had no further recommendations.
4	Parent	As it relates to #6, as an extensive volunteer for four years, this parent can't imagine the principal needing to be informed each time they are at the school as it seems to be a waste of administrative time to track all of the parents that volunteer each day. The office is a very busy place and this additional volunteer "tracking" seems unnecessarily onerous. Between lice check, pizza days, volunteering in class, weekly reading, art projects, general classroom support, hanging up art, shelving books in the library, outdoor education supervision, field trip supervision, special events, helping set up/clean up classrooms, book fairs, selling t-shirts/hoodies, providing kindergarten orientation/welcome and more for 622 kids (25 classrooms); it would seem that there could be a much more efficient way to manage volunteers. Perhaps volunteers could fill out a volunteer application/criminal record check at the beginning of the year that then authorizes one to volunteer in classroom (as authorized by teacher) or school as needed.
5	ASA	<p>The current language works fairly well for ASA. The first reaction to volunteers is - help - great and there certainly are many roles for volunteers in schools, but below are some thoughts re: ASA:</p> <p>If the person is already trained, then they are either doing an ASA job or the job of a teacher or an EA so, rightly, they are contravening contracts; and</p> <p>If the person is not already trained, then they would require training and supervision. ASA doesn't have nearly enough time to collaborate with teachers and EAs now so they would be hard pressed to justify prioritizing a volunteer. Many children on the SLP caseloads have communication as a main IEP goal, but the SLPs rarely have adequate time to support the EA or teacher in best practice program set up and delivery. It should be noted that criminal record checks do not pick up mental health issues.</p>

6	CUPE 947	<p>While CUPE believes in developing community involvement in our schools, they are very clear that their jobs will not be jeopardized. The Union has a longstanding understanding with the School Board regarding literacy. They approve of having volunteers read with children. However, this has been problematic for instance, at one school where 100 volunteers were being used. The issue was resolved with the District and CUPE agreeing to assign Educational Assistants to oversee their work, thus creating work for CUPE members.</p> <p>The current regulation states that if a program is dependent on volunteers and cannot operate without the use of volunteers then that program shall not continue. The Union holds this aspect up - that employees shall be placed where programs require ongoing support.</p> <p>CUPE 947 cannot endorse a policy that erodes the creation of meaningful work for our members. The children in this District have the right to trained, skilled, qualified and safe professional workers in their schools. CUPE members work professionally and collegially, developing relationships with their educational team partners be they GVTA, ASA or CUPE 382 members, so that they can deliver top quality service to the students and families in this District. There is no guarantee that volunteers will be vetted regarding skills, training, understanding of best practice, let alone criminal activity or mental health issues.</p> <p>Volunteers should not be brought in to do jobs that CUPE staff are not already doing. If there is a need to have personnel in place, then we need to develop a job, putting skilled personnel in those positions, not getting free labour from volunteers. The contractual agreement CUPE has with the Board is to develop and create meaningful work for their members. They do not want that agreement being eroded by bringing in volunteers where there may be a need to have a paid employee.</p> <p>It is imperative that the District honour the collective agreements and that duties within CUPE 947 job descriptions not be assigned to volunteers. CUPE 947 would encourage the District to work collaboratively with employee groups to create a list of appropriate tasks in which volunteers may participate.</p>
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*The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.*

## **POLICY 1240**

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### **SCHOOL VOLUNTEERS**

It is Board policy to encourage the involvement of volunteers in District schools. This involvement must not violate the contractual agreements between the Board and its professional and support staff.

*Greater Victoria School District*

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Approved: March 9, 1981  
Revised: September 24, 1984  
Revised: June 1991

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



# REGULATION 1240

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## VOLUNTEERS IN THE SCHOOLS

1. ~~The principal~~District staff shall become familiar with the contractual agreements that the Board has with its employee groups as well as the School Act as it pertains to volunteers.
2. ~~The principal~~District staff shall discuss with all ~~CUPE and teaching~~ staff, volunteers and the school's parent advisory ~~group council~~, the Board policy on volunteers in the schools and these attendant regulations, as required.
3. Under the direction of the ~~school's~~District's professional staff, volunteers may be used for various school programs, activities and functions and for a variety of tasks. ~~Tasks performed by volunteers within these programs, activities and functions are temporary in nature (i.e. they are not tasks normally carried out by GVTA, ASA or CUPE 947 members in the delivery of these programs, activities and functions.)~~

~~In order to understand and apply this regulation, two questions should be asked:~~

~~• Does the delivery of the program, activity or function depend on the participation of a volunteer?~~

~~• Is the volunteer doing the job of an employee?~~

~~If the answer is "yes" to either one of the above questions, volunteers should not be used.~~

4. ~~Volunteers will not perform tasks that are within any contractual agreements and/or job descriptions of CUPE 382 unless mutually agreed to by CUPE 382 employees and the Board. Pursuant to the School Act, volunteers will not perform tasks that would displace an employee.~~
5. ~~It must be clear that volunteers are to assist with tasks. They are not to have sole responsibility for duties that need to be carried out in the delivery of~~

~~services. Volunteers will abide by all District policy and regulation including health and safety standards. District oversight will be provided in appropriate circumstances.~~

6. District and/or School administration as appropriate must be informed of volunteers that will be present in a school including the dates and times of the volunteering. Projects such as playground installation, community garden installation and/or maintenance etc should be organized with the support of the Director of Facilities and appropriate oversight shall be provided.

76. ~~The school's professional~~District staff must not assign volunteers to tasks that would compromise student and/or family-employee personal information confidentiality.

78. ~~The principal~~District staff shall screen all volunteers using the attached School Volunteer Information Form. The school principal is responsible to ensure this step is taken when school based volunteers are utilized.

98. The principal will require a person interested in being a volunteer to obtain a criminal record check when working alone with a student, on overnight field trips or volunteering on an ongoing basis. The principal may provide a letter to take to the local police station indicating the purpose of the record check is to allow the person to volunteer in a school.

109. Volunteers ~~cannot~~do not receive a stipend or fee or be paid in any manner for the services to be provided.

~~1110. A review of this regulation shall occur when requested by either VCPAC or one of our district unions or associations.~~

*Greater Victoria School District*

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Approved: March 1983  
Revised: March 25, 1991  
Revised: September 1994  
Revised: April 21, 2008  
Revised: \*\*\*\*\* \*\*, 2016

**SCHOOL VOLUNTEER INFORMATION**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Number of days per month that you wish to volunteer: \_\_\_\_\_

Areas in which you wish to volunteer:

Driving: \_\_\_\_\_ Library: \_\_\_\_\_ Classroom: \_\_\_\_\_ Extra-curricular: \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Areas of expertise: \_\_\_\_\_

\_\_\_\_\_

Personal and work related character references:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Have you ever been convicted of a criminal offence for which you have not been subsequently pardoned?

Yes \_\_\_\_\_ No \_\_\_\_\_

I agree that the information provided on this form is true and accurate.

\_\_\_\_\_  
Volunteer's Signature

I have reviewed the information on this form.

\_\_\_\_\_  
Principal's Signature

## MEMO

**From:** Deb Whitten, Associate Superintendent

**To:** Operations Policy and Planning Committee

**Date:** February 14, 2017

**RE:** District Code of Conduct Update

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### Background

A working group was formed to create a draft District Code of Conduct. The working group met on January 24, 2017. Present at the meeting were Superintendent Langstraat, Associate Superintendent Whitten and the Director of Learning Support, Harold Caldwell.

The working group prepared a draft District Code of Conduct which is included for review. The draft District Code of Conduct aligns with the District values identified in the Strategic Plan.

The draft District Code of Conduct is intended for an initial review by the Committee with an opportunity for discussion prior to broader consultation. Following consultation the draft District Code of Conduct will be brought back to the Committee and then final review by the Board.

## **Greater Victoria School District No. 61 District Code of Conduct**

### **Mission**

We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

The Greater Victoria School District's Code of Conduct has been established to maintain safe, caring and healthy environments for purposeful learning. This district code formalizes the expectations for community conduct that provides the best possible learning environment in our district and schools. Individual school codes of conduct are developed within this framework in a collaborative process that includes administration, staff, students and parents and recognizes the responsibility for adhering to these codes is shared among our community.

The Board believes that all members of the learning community have an obligation to:

- Support learning in an engaging atmosphere where students and staff feel safe, valued, and trusted
- Provide an equitable opportunity for student's to fulfill their potential and become actively and productively involved in their own academic learning and social growth
- Act in an ethical and fair manner that respects the rights and dignity of others and self
- Seek ways to make positive change
- Make decisions that are open and transparent
- Create respectful partnerships with parents and other members of our learning community
- Respect ourselves, others and the diversity of our learning community
- Work together to inspire students

In order to allow students to fully participate in their educational program, schools must meet the standards set out in the BC Human Rights Code, that include the prohibited grounds of discrimination in respect of discriminatory publication and accommodation. All students, regardless of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons, have the right to a safe, inclusive and welcoming learning environment.

The Greater Victoria School District is One Learning Community and our commitment to ensure stronger ties between students, teachers, staff, parents and community partners is critical to learner success.



# FACILITIES SERVICES

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

TO: Operations Policy and Planning Committee  
FROM: David Loveridge, Director of Facilities Services  
DATE: February 14, 2017  
RE: Facilities Update

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## Background

As part of the Facilities Department's Commitment to provide ongoing updates to the Operations Policy and Planning Committee, this memo is intended to address a number of areas of focus that the Board is aware of.

## Discussion

### Water Testing and Filters

Our water quality program is almost complete. We have filtered all active water fountains that did not pass post-flush lead testing and we are 75% complete in the installation of water bottle filling stations. We have completed the work to date on budget but need to highlight to the Committee that the ongoing operating cost of the Provincially mandated ongoing testing and the cost of replacement filters will need to be found in coming budget deliberations.

Due to concerns about premature failure of the installed filters in a number of schools, we have installed a pre-filtering system at Margaret Jenkins to determine whether or not a pre-filter can reduce the number of filter replacements throughout the school. To date, it has been successful. As such, Staff will be recommending that these pre-filters be considered across all of our schools in the coming year at a cost of approximately \$150K.

Finally, we will be providing updated guidance to teachers in a number of classrooms to ensure that they can still use unfiltered water outlets while ensuring safety for our students.

### Burnside Education Centre

The Burnside Education Centre continues to move forward. We have now completed the demolition and have the Construction Manager hired and in place. We are currently working on completing the various tender packages so that we can go out to tender to start the remodeling process. We have run into a few issues with respect to our building permit but staff and our consultants are working with City of Victoria staff and we are confident that the project will be on time and on budget. Further updates will be provided as we progress.

## **Technology for Learning**

The installation of the TEC 3.0 packages as part of our Technology for Learning Strategy is going very well. Most of the work has been completed by our own employees who have provided excellent, efficient and responsive service.

Currently, we are installing packages in the Victoria High family of schools and we anticipate the project to be completed no later than the end of March 2017. We are discussing how this new technology piece can be supported on an ongoing basis and how previously installed technology can be supported in an equitable fashion.

## **Work Order System**

We have ordered the new work order system which will enhance our transparency and accountability in performing work throughout the District. We plan to demonstrate the system to the Board at a future meeting.