

OPERATIONS POLICY AND PLANNING COMMITTEE

Monday, April 10, 2017 at 7:00 P.M.

REGULAR MEETING

**(Please note that a Special In-Camera Board Meeting
with precede the Regular OPPs Meeting)**

OPPs Agendas and Minutes available at:

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

**NEXT OPPs MEETING IS SCHEDULED FOR:
Monday, May 8, 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, April 10, 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.

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			Pgs. 1-2
2. APPROVAL OF THE MINUTES			
A. Combined Education Policy and Directions Committee and Operations Policy and Planning Committee Meeting of Monday, March 6, 2017			Pgs. 3-6
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS TO THE COMMITTEE			
A. Susan Abells, Microhousing Victoria			
B. Lise Richard, Active and Safe Routes to School Project			
5. SUPERINTENDENT'S REPORT			
A. Introduction of Student Representative - Justin Lo, Mount Douglas Secondary	Piet Langstraat		
6. PERSONNEL ITEMS			
A. Procedures for Responding to Parental Concerns	Colin Roberts	Information	Pgs. 7-8
7. FINANCE AND LEGAL AFFAIRS			
A. Budget 2017-2018	Mark Walsh	Information	Pgs. 9-22
B. Public Budget Information 2017-2018	Mark Walsh	Information	Pgs. 23-24
C. March 31 2017 Quarterly Financial Report	Mark Walsh	Information	Pgs. 25-26
D. Report of the Public Engagement Ad Hoc Committee	Katie Hamilton	Motion	Pgs. 27-35

Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Bylaw 9360, *General Meeting of the Board* to reflect the opportunity for stakeholder partners to comment (but not vote) on agenda items at Board of Education meetings.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9360, *General Meeting of the Board* at the meeting of April 24, 2017.

Motion to be Carried Unanimously

- iii) That Bylaw 9360, *General Meeting of the Board* be:

Read a first time this 24th day of April, 2017;
Read a second time this 24th day of April, 2017;
Read a third time, passed and adopted this 24th day of April, 2017.

- iv) That the Board of Education direct the Superintendent to enhance the information available to the public and stakeholders about their role and voice at meetings, the ability to address the Board and participate at Standing Committees as well as update the agenda package and information at the meeting itself, improve the District website and develop an orientation program on governance for partner representatives and Trustees.

- v) That the Board of Education direct the Superintendent to extend the timeline of the Public Engagement and Communications Committee to include the 2017-2018 school year.

E. BC Transit Update	Mark Walsh	Information	Pgs. 36
F. Policy Sub-Committee Report	Mark Walsh	Motion	Pgs. 37-40

Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.040 *Manager Building Operations*.
- ii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.045 *Supervisor of Maintenance*.
- iii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.046 *Supervisor of Construction*.

G. Student Learning Grant	Piet Langstraat	Information	Pgs. 41-44
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8. FACILITIES PLANNING

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
March 6, 2017 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present: Ann Whiteaker, Chair, Jordan Watters, Chair, Diane McNally, Rob Paynter, Elaine Leonard, Edith Loring-Kuhanga, Deborah Nohr, Tom Ferris

Regrets: Peg Orcherton

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katie Hamilton, Manager, Community Engagement and Communications, David Loveridge, Director, Facilities Services

The meeting was called to order at 7:00 p.m.

Chair Whiteaker 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 Ferris:

That the March 6, 2017 regular agenda be approved with the addition of a Presentation under 5B by David Futter, 2 nd Vice President, GVTA.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES – None

3. BUSINESS ARISING FROM MINUTES – None

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

A. PRESENTATIONS TO THE COMMITTEE – None

B. NEW BUSINESS

1. Introduction of Student Representative - Rory O'Donnell, SJ Willis Education Centre

Superintendent Langstraat introduced Rory O'Donnell, Student Representative from SJ Willis Education Centre.

2. Annual Report – Aboriginal Education

Nella Nelson, Coordinator Aboriginal Education and Louise Sheffer, Director, Learning Team provided an overview of the annual report of the Aboriginal Nations Education

department. They highlighted the partnerships and initiatives the Department has been a part of over the last year and noted a number of cultural and curricular highlights.

Trustees expressed appreciation for the presentation and both trustees and members of the public asked questions of clarification.

3. Inclusive Learning Conversation

Associate Superintendent Whitten provided Trustees with background information on the District's ongoing inclusive learning conversation.

Discussion ensued and Trustees and members of the public asked questions of clarification.

4. District Programs

Associate Superintendent Whitten provided an overview of the District's plan to restructure the District Low Incidence programs and the District Behaviour Support programs.

Discussion ensued and Trustees and members of the public asked questions of clarification.

C. NOTICE OF MOTION – None

D. ADJOURNMENT

It was moved by Trustee Ferris:

That the meeting adjourn.

Motion Carried Unanimously

5. OPERATIONS POLICY AND PLANNING COMMITTEE – Trustees Watters, Chair

A. APPROVAL OF THE MINUTES

It was moved by Trustee Paynter:

That the February 14, 2017 Operations Policy and Planning Meeting regular minutes be approved.

Motion Carried Unanimously

B. PRESENTATIONS

1. Colette Baty, President, Vancouver Island School of Art

Ms. Baty presented information on the Vancouver Island School of Art and highlighted the organization's connection to the building which they are leasing.

2. David Futter, 2nd Vice President, GVTA – Day of Mourning

Mr. Futter spoke about the Day of Mourning for workers killed or injured in workplace incidents and asked the District to support the day as it had in the previous year.

Trustees expressed support for the Day of Mourning.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) support the Day of Mourning, April 28, 2017 and communicate its support to all employees.

Motion Carried Unanimously

C. SUPERINTENDENT'S REPORT – None

D. PERSONNEL ITEMS – None

E. FINANCE AND LEGAL AFFAIRS – None

F. FACILITIES PLANNING

1. District Facilities Plan Update

Secretary-Treasurer Walsh highlighted the progress of the District Facilities Plan Committee indicating that work was anticipated to be completed within the anticipated timeline of the Terms of Reference. Trustees asked questions of clarification.

2. Deferred Maintenance Projects

Secretary-Treasurer Walsh and Director of Facilities Loveridge reviewed the deferred maintenance spending projects supported by the Board's increased allocation to Facilities for the 2016-2017 school year and highlighted future maintenance needs.

Trustees expressed appreciation for the information contained in the presentation and asked questions of clarification.

3. School Space Utilization Review

Secretary-Treasurer Walsh and Director of Facilities Loveridge provided an overview of the School Space Utilization Review report. They indicated that the District needed approximately 51 new teaching spaces based on class size language. They also indicated, however, that our schools were able to accommodate most of this increase within currently available space.

They highlighted the anticipated capital costs associated with a return to pre 2002 contract language, and also noted that the total estimated value for secondary schools was not yet available.

They also explained that the current review by Facilities of custodial services was timely given the expansion of space.

Secretary-Treasurer Walsh indicated that administration would not at this point be recommending the reopening of Richmond school. He noted that until the work of the student registration committee was complete, appropriate capital planning would be missing an important input. He also indicated that the limited portable expansion at Willows Elementary and Oaklands Elementary is expected to be sufficient to support the cohorts currently enrolled in the schools. Finally, he indicated that the District did not want to have to seismically upgrade a school while it was active and that Richmond is an important facility for the seismic program.

Discussion ensued and Trustees asked questions of clarification.

4. Shop Funding

Director of Facilities Loveridge presented the shop report and highlighted areas of immediate need for shop health and safety. Associate Superintendent Kitchen reported that he was currently consulting with shop teachers regarding the appropriate programming and equipment needs to support shops.

Secretary-Treasurer Walsh indicated that the District has applied for funds from a number of sources to support shops and expected news in the near future on the status of those requests.

Discussion ensued and Trustees, stakeholder and members of the public asked questions of clarification.

F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

G. NEW BUSINESS – None

H. NOTICE OF MOTION – None

I. GENERAL ANNOUNCEMENTS – None

J. ADJOURNMENT

It was moved Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:20 p.m.

TO: Operations Policy and Planning Committee

FROM: Colin Roberts, Director, Human Resource Services

DATE: April 10, 2017

RE: Procedures for Responding to Parental Concerns

The purpose of this memo is to provide the Board with an overview of procedures that the District follows when responding to complaints received from parents whose children attend the Greater Victoria School District.

In most cases it is the school principal who first hears of a parental complaint. Occasionally, a parental complaint may be made directly to a member of senior management, Human Resources, or Facilities Services. Although very rare, there is also the potential for a parent to make a complaint directly to the Teacher Regulation Branch.

The Teachers' Collective Agreement contains two articles which address the complaint process:

- C.26 Discipline and Dismissal
- E.31 Complaint Process

Board Regulation 1155 - *Complaint Process for a Resolution of Concerns*, also provides guidance.

Sections 44-55 of the Teachers' Act address the steps followed when a complaint is received by the Teacher Regulation Branch.

While the collective agreements of other bargaining units do not detail procedures to be followed in these circumstances in similar depth, the general principles outlined in the teachers' contract are applied to all employee groups.

When a complaint from a parent is received, a determination is made whether Board Regulation 1155 or Article C.26 of the Teachers' Collective Agreement is followed. This determination is typically made by the principal who received the complaint after consultation with his or her respective Deputy/Associate Superintendent and Human Resources, and is based upon the nature of the parent's complaint.

Regulation 1155 allows for a problem-solving approach to be adopted; Article C.26 requires a more formalized investigation.

Complainants are informed of progress at each step of the procedure when Regulation 1155 is followed. However, when an investigation under Article C.26 is conducted, the parent who made the complaint is informed when the investigation is concluded, but not of any disciplinary action that may have been taken as a result.

Article E.25 of the Collective Agreement describes the rights of a teacher who has had disciplinary documentation placed on their file, and that the information therein can be accessed only by the employee and appropriate Board officials. This practice is consistent with the principles of the Freedom of Information and Protection of Privacy Act.

The exception to the above rule is after an inquiry by the commissioner on behalf of the Teacher Regulation Branch. If the commissioner determines it is in the public interest to release a statement of his/her decision, the outcome of the enquiry is made available to the general public.

OFFICE OF THE
SECRETARY-TREASURER

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PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations and Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: April 10, 2017

RE: **Budget 2017-2018**

Background

On April 5th, 2017 the proposed 2017-2018 budget was presented to the Board of Education. The District is facing a structural deficit of approximately \$4.1 million. A structural deficit of \$5.5 million was anticipated and consequently, the Board set aside \$1.8 million from the budget deliberations in the spring of 2016 and \$3.7 million from the June 2016 year end results to address the structural deficit.

The lowered structural deficit is associated with increased enrollment revenues as well as the District's attempt to ensure estimated revenues and expenses are in line with recent experience.

Highlights

The District anticipates 19,022 school-aged students, representing an increase of 20 as compared to the current year. Recent enrollment projections suggest that this may be slightly low. Any increase beyond the budgeted amount will assist in funding staffing associated with increased enrollment as well as reducing the structural deficit.

The District anticipates lowering its number of International students by 14 as compared to the current year.

The District will continue to provide teachers with support for innovative practice. The District will invest \$200K in local capital to provide long term support and revitalization to the Technology for Learning Strategy.

The District anticipates a \$1.4 million dollar one-time surplus for 2017-2018. Looking ahead to the 2018-2019 school year, the District is projecting a structural deficit in the range of \$4.1 to \$4.6 million.

The recent classroom enhancement fund notional allocation of \$15 million is anticipated to cover the operating costs of implementing the provincial settlement. This does not address capital requirements.

Recommendations

The District is recommending allocating some or all of the \$1.4 million one-time surplus in the 2017-2018 school year and is providing the following options for the Board to consider. These items are presented in the order of priority.

1. That the Board allocate funding of \$400K to provide support for teachers to implement the expansion of student devices as provided through the Student Learning Grant.

Given that the allocation of technology will occur in the 2017-2018 school year, front end loading teacher support will be required in the first year.

2. That the Board allocate funding up to \$400K to provide spaces and supplies for spaces to support the District's shift to an inclusive learning environment. These funds would ensure that schools that currently do not have appropriate flexible spaces or appropriate supplies to support those spaces will be supported. Given our District's shift to a more inclusive model, these funds would be timely.
3. That the Board allocate funding up to \$500K for environmental upgrades. Specifically, the District would purchase and install remote systems to track and control our heating systems to ensure efficiency and appropriate monitoring of those systems. The impact of the investment would both lower the District's GHG emissions as well as save money on utilities, thereby decreasing the structural deficit.
4. That the Board allocate funding up to \$500K to apply to the 2018-2019 structural deficit. The District is projecting a deficit in the range of \$4.1 to \$4.6 million for the 2018-2019 school year. The District is anticipating that there may be additional funds available when the June 30, 2017 year end results are finalized and presented in September to be put towards the 2018-2019 structural deficit.
5. That the Board allocate funding up to \$400K to expand the Technology for Learning Strategy to include spaces such as libraries and other non-classroom spaces.
6. That the Board allocate funding up to \$400K to support school shops. This money would be in addition to the recent announcement of \$843,624 from the Industry Training Authority to support shops over the next 3 years and the \$77,353 the Board allocated to support shops in the 2016-2017 school year.

The District is also recommending rental rate increases for our facilities to ensure that we are collecting the full capital and operating costs of operating the facilities. The increase would be \$330K for facility and field rentals and \$295K for out of school care licenses. The funds would be allocated to facilities in the following manner:

1. \$255K to support the installation of portables to support childcare spaces;
2. \$100K to support field upgrades;
3. \$100K to support gym refurbishment;
4. \$85K to hire an assistant manager of building operations;
5. \$85K to hire an assistant manager of building systems.



2017/2018 Annual Budget Presentation

April 5, 2017

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Operating, Special Purpose and Capital Funds

School districts manage financial resources in three funds:

- **Operating Fund**
 - Where the main operating expenditures of a school district are recorded
- **Special Purpose Funds**
 - Report the expenditures for funding provided for a specific purpose; spending is restricted. Examples of special purpose funds include CommunityLINK, Provincial Resource Programs and the Annual Facility Grant.
- **Capital Fund**
 - Holds the capital assets of the District; land, buildings, equipment and vehicles. Five year capital plan budgets are approved by Boards.

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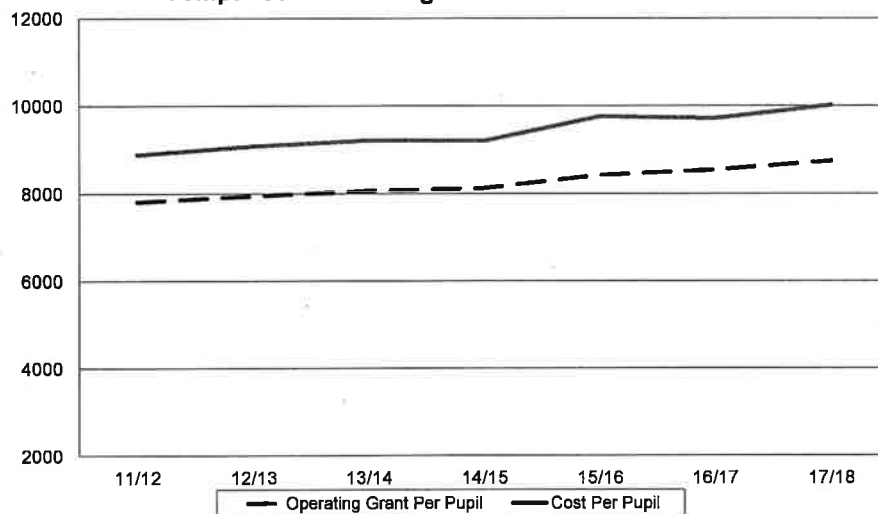
Sources of Operating Revenue

- The majority of school district revenue comes from provincial grants through the Ministry of Education's funding allocation system.
- School districts have local revenues from rental of facilities, interest revenue on short-term deposits, international students and continuing education.

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Comparison of Funding and Cost Per Student FTE



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Operating Revenue Sources

2017/2018 Greater Victoria Picture

	Provincial Grants	87.0%
	Local Revenue	10.1%
	Operating Surplus	2.9%



2016/2017 Greater Victoria Picture

Provincial Grants	88.8%
Local Revenue	8.0%
Operating Surplus	3.2%

2016/2017 Provincial Picture

Provincial Grants	92.1%
Local Revenue	6.8%
Operating Surplus	1.1%

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Allocation of Provincial Operating Grant

The 2017/2018 funding system provides for:

- Student allocation of \$7,301 per school-age FTE student
- Student allocation of \$4,618 per adult FTE student
- Distributed Learning student allocation of \$6,100 per FTE
- Unique student needs:
 - ELL \$1,395 per FTE
 - Aboriginal Education \$1,210 per FTE
 - Special Education Level 1 \$38,140 per FTE
 - Special Education Level 2 \$19,070 per FTE
 - Special Education Level 3 \$9,610 per FTE
- Teacher salary differential between districts
- Unique geographic factors of climate, dispersion, remoteness, and small communities
- Education Plan
- Summer, February, and May counts

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Funding Level per FTE

	2016/2017 Funding Levels per FTE	2017/2018 Funding Levels per FTE
School-Age	\$ 7,218	\$ 7,301
Continuing Education	7,218	7,301
Distributed Learning	6,030	6,100
Adult Students	4,565	4,618
Special Needs - Level 1	37,700	38,140
Special Needs - Level 2	18,850	19,070
Special Needs - Level 3	9,500	9,610
English Language Learners	1,380	1,395
Aboriginal Education	1,195	1,210

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Enrolment Summary

	2016/2017 Annual Budget	2016/2017 Final September 30	2017/2018 Annual Budget
BASED ON PROJECTED FTE ENROLMENT OF:			
Elementary/Middle/Secondary (school-aged)	18,708	18,807	18,908
Continuing Education (school-aged)	11	15	10
Distributed Learning (school-aged)	112	180	104
Total - School-Aged	18,831	19,002	19,022
Adult Students	51	48	44
Unique Student Needs:			
Special Needs - Level 1	20	22	21
Special Needs - Level 2	697	715	720
Special Needs - Level 3	312	380	400
English Language Learning	1,653	1,776	1,751
Aboriginal Education	1,475	1,438	1,420
International Education (Long-term)	830	992	978

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Other Grants, Fees and Revenue

	2016/2017 Annual Budget	2017/2018 Annual Budget
Other Ministry of Education Grants:		
Reduction for Local Education Agreements (LEA)	\$ (1,023,960)	\$ (927,465)
Pay Equity	2,896,617	2,896,617
Return of Administrative Savings		827,353
TOTAL OTHER MINISTRY OF EDUCATION GRANTS	1,872,657	2,796,505
Other Fees and Revenues:		
Summer School Fees	27,189	17,696
Continuing Education Fees	58,124	58,124
Offshore/Out-of-Province Tuition Fees	11,035,159	13,206,732
LEA/Direct Funding from First Nations	1,023,960	927,465
Miscellaneous Fees and Revenues	136,240	70,055
Community Use of Facilities	1,674,784	1,694,784
Investment Revenue	650,000	650,000
TOTAL OTHER FEES AND REVENUES	14,605,436	16,624,856
TOTAL OTHER GRANTS, FEES AND REVENUE	\$ 16,478,093	\$ 19,421,361

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School District Operating Spending

Spending is allocated between 4 key functional areas:

- Instruction
- District Administration
- Operations and Maintenance of Facilities
- Transportation of Students

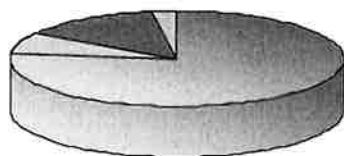
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School District Operating Spending

2017/2018 Greater Victoria Picture

	Instruction	85.5%
	Operations & Maintenance	11.6%
	District Administration	2.4%
	Transportation	0.5%



2016/2017 Greater Victoria Picture

Instruction	84.8%
Operations & Maintenance	12.1%
District Administration	2.5%
Transportation	0.6%

2016/2017 Provincial Picture

Instruction	83.2%
Operations & Maintenance	11.5%
District Administration	3.4%
Transportation	1.9%

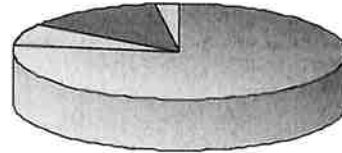
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School District Operating Spending Including Classroom Enhancement Fund

Greater Victoria Picture

■	Instruction	86.5%
■	Operations & Maintenance	10.8%
■	District Administration	2.2%
■	Transportation	0.5%

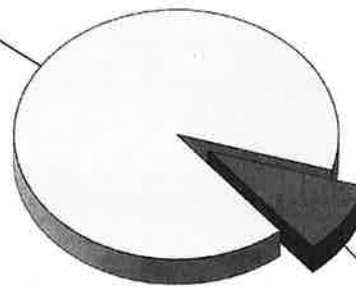


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School District Operating Spending

Salaries & Employee Benefits
90.6%



Supplies, Services & Equipment
9.4%

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Annual Operating Budget Assumptions

Assumptions used to prepare the 2017/2018 Annual Operating Budget:

- The 2017/2018 projected school-aged enrolment of 19,022 FTE has been used to prepare the annual operating budget. This represents an increase of 20 FTE as compared to the September 30, 2016 funded school-aged enrolment.
- The 2017/2018 projected adult enrolment is 44 FTE.
- The 2017/2018 projected school-aged and adult enrolment is 19,066 FTE.

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Annual Operating Budget Assumptions Cont.

The 2017/2018 Annual Operating Budget has been prepared to include:

- Incremental cost of salary grid/step adjustments
- Wage increases
- Statutory and contractual obligation changes e.g. benefits, utilities
- Technology Replacement Reserve Funding
- Strategic Plan Resource Re-alignment – Communication Position
 - Superintendent's Office
- Strategic Plan Resource Re-alignment – Professional Learning Support
 - Superintendent's Office

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Annual Operating Budget Summary

	2016/2017 Annual Budget	2017/2018 Annual Budget
REVENUE		
Provincial Government Grant	\$ 160,733,977	\$ 166,715,079
Other Grants, Fees and Revenue	18,937,248	19,421,361
TOTAL OPERATING REVENUE	\$ 177,671,225	\$ 186,136,440
EXPENDITURE		
Salaries:		
Teachers	79,934,858	82,684,954
Support Staff	16,828,220	17,038,427
Principals & Vice-Principals	11,438,642	12,255,821
Educational Assistants	15,722,720	17,280,139
Other Professionals	3,645,069	3,697,241
Substitutes	6,666,719	7,181,346
Total Salaries	134,236,228	140,097,928
Employee Benefits	31,288,112	32,198,765
Services and Supplies:		
Services	4,319,957	4,527,695
Student Transportation	898,833	998,933
Professional Development and Travel	580,786	571,601
Rentals and Leases	98,188	79,238
Dues and Fees	84,712	88,207
Insurance	442,842	442,842
Supplies	5,750,864	5,593,711
Utilities	4,981,367	4,642,407
Total Services and Supplies	17,267,649	16,944,634
Capital Equipment Purchases	800,000	800,000
Technology Replacement Reserve	-	200,000
TOTAL OPERATING EXPENDITURE	\$ 183,581,869	\$ 190,241,327
OPERATING BUDGET SURPLUS / (DEFICIT)	\$ (5,910,764)	\$ (4,104,887)
Budgeted Prior Year Operating Surplus Appropriation	5,910,764	5,500,000
NET OPERATING BUDGET SURPLUS / (DEFICIT)	\$ -	\$ 1,395,113

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2017/2018 Operating Budget

Approved 2016/2017 One-Time Carry Forward Funding:

Restricted Surplus from 2015-2016 approved by the Board in April 2016	\$1.8M
Unrestricted Surplus from 2015-2016 approved by the Board September 2016	<u>3.7M</u>

Total Approved One-Time Carry Forward **\$5.5M**

2017/2018 Structural Deficit **(\$ 4.1M)**

2017/2018 One-Time Operating Budget Surplus **\$ 1.4M**

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2017/2018 Operating Budget Considerations

2017/2018 One-Time Operating Budget Surplus **\$1.4M**

Budget Options for Consideration: **Estimated Amount**

Option 1: Support for Student Technology	\$0.4M
Option 2: Inclusive Learner Spaces	\$0.4M
Option 3: Environmental Upgrades	\$0.5M
Option 4: Apply to 2018-2019 Operating Budget Deficit	\$0.5M
Option 5: Expansion of Technology for Learning Program	\$0.4M
Option 6: Shop Upgrades	\$0.4M

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2017/2018 Operating Budget Consideration

Increase Facility and Field Rental Revenue **\$330,000**

Increase Out of School Care License Rates
\$294,760
\$624,760

Add Salaries and Benefits:

Assistant Manager, Building Operations	\$ 85,330	
Assistant Manager, Building Systems	<u>\$ 85,330</u>	(\$170,660)

Childcare Portable Expansion, Deferred Maintenance
associated with facility rentals (gyms, theatres, field maintenance) (\$454,100)
\$0

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2017/2018 Classroom Enhancement Fund

Classroom Enhancement Special Purpose Fund:

- Funding to implement the Memorandum of Agreement related to the Supreme Court of Canada decision from the fall of 2016
- \$80M from the former Education Fund (the teacher portion of the Learning Improvement Fund)
- \$100M from the Priority Measures funding announced January 2017
- \$180M additional new funding - \$150M for teacher compensation and \$30M towards overhead and operating expenses

Greater Victoria Classroom Enhancement Fund **\$14,968,057**

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2017/2018 Classroom Enhancement Fund

Classroom Enhancement Special Purpose Fund Estimated Cost:

Non-Enrolling Teacher Staffing Ratios

24 FTE Teachers	\$ 2.4M
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Class Size and Composition

Elementary	43 FTE Teachers	
Middle	27 FTE Teachers	
Secondary	<u>41 FTE Teachers</u>	
	111 FTE Teachers	\$11.1M

Remedy Cost Estimate	\$ 1.5M?
	\$15.0M

Greater Victoria Classroom Enhancement Fund **\$15.0M**

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Budget Meeting Dates

- **Monday, April 10, 2017 at 7:00 p.m.**
At the Board Office, Tolmie Board Room, 556 Boleskine Road
An opportunity for members of the public to address the Board
with respect to the proposed budget
- **Wednesday, April 19, 2017 at 7:00 p.m.**
At the Board Office, Tolmie Board Room, 556 Boleskine Road
Special Board Meeting to debate and approve the 2017-2018
budget bylaw

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2017/2018 Estimated Operating Grants Website

- <http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-17-18>

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OFFICE OF THE
SECRETARY-TREASURER

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PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations and Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: April 10, 2017

RE: **Public Budget Information 2017-2018**

The purpose of this memo is to outline efforts to make the 2017-2018 budget more accessible and foster greater understanding of where funds are invested across the Greater Victoria School District.

BACKGROUND

Annual budget information has historically included public board budget meetings, a Powerpoint presentation posted on the website and a feedback form to collect written comments. Prior to developing the budget, partner groups (employee unions and Parent Advisory Councils) have been invited to provide comment on where they feel investment should be made. Website information has been limited, and public meetings have been poorly attended by the general public. Attendance tends to increase when potential decisions have higher impacts on students or staff.

ISSUES AND ANALYSIS

Comparatively to other public sector organizations that are often self-financing due to fees, taxes or utilities, school district budgets are largely more complicated due to the reliance on provincial funding formulas. Also, because the significant majority of budget is allocated to staffing, it can be difficult for the public to determine where their input can influence the outcome.

That being said, school districts provide services and programs that impact and affect students and the community as a whole. As a result, there is opportunity to increase understanding about where funding is invested, and the value that these programs and services offer. In addition, the public education system works to serve a multitude of needs and is continually evolving to adapt to the needs of students, staff and community. The more people understand about the public education system, the opportunities and challenges that exist, the easier it is for them to provide thoughtful input to the Board of Education about where funds should be invested or reduced. The annual budget presents an important opportunity to provide context and order of magnitude to the breadth of service offered across several schools and by thousands of professional staff. As One Learning Community of staff and schools supporting students from kindergarten to graduation, it is important that the school district presents an overall picture of the various elements that comprise the whole public system, and makes efforts to reach all community stakeholders.

To support the 2017-2018 annual budget process, increased focus will be placed on improving information and increasing access to budget information. It is difficult for the public to provide input on the budget if the information is limited or difficult to understand.

The following strategies will be employed to improve information and access to the budget information:

- 1) An improved web presence will be developed that includes clear highlights of the overall budget, and opportunities for public input. Improved information will be provided within the budget section of the website, and linked within the District and Human Resources sections to provide greater awareness throughout the year to potential employees, researchers and community partners.
- 2) Visual infographics have been developed in a “snapshot” format to make the information easier to understand, and more interesting than basic accounting materials. Focus will be placed on outcomes of funding and efforts, not just the financial numbers. These materials will become assets for other purposes as efforts to build relationships with community groups and potential employees continue.
- 3) The District’s new social media tools (Facebook and Twitter) will be utilized to share information about the budget and to promote input opportunities. These tools offer a way to reach both parents and community organizations.
- 4) Information will be shared with community partners including, but not limited to, employee groups, Parents Advisory Councils, municipalities, community associations, newcomer groups, cultural associations, the real estate board, and local MLAs and MPs.
- 5) A media release will be distributed to highlight upcoming meetings and input opportunities, and a second release will be issued to share additional details and visuals related to the 2017-2018 budget.
- 6) Written feedback will be invited by email at community@sd61.bc.ca and the public will be encouraged to attend the public meetings in April. All input received will be compiled for consideration by the Board of Education prior to finalizing the budget for 2017-2018.

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: April 10, 2017

RE: **March 31, 2017 Quarterly Financial Report**

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 March 31, 2017 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
MARCH 31, 2017
ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET

	2016/2017 Annual Operating Budget	Actual March 31, 2017	Percentage of Operating Budget	2015/2016 Annual Operating Budget	Actual March 31, 2016	Percentage of Operating Budget
REVENUE						
Ministry of Education Operating Grant	159,710,017	114,215,224	71.51%	154,639,917	108,905,319	70.43%
Other Ministry of Education Grants	3,355,772	1,678,632	50.02%	2,896,617	735,313	25.39%
Offshore Tuition Fees	11,035,159	14,670,798	132.95%	11,338,804	13,443,772	118.56%
Local Education Agreement Tuition	1,023,960	695,599	67.93%	1,057,954	767,970	72.59%
Summer School Fees	27,169	17,696	65.13%	56,059	28,064	50.06%
Continuing Education Fees	58,124	73,345	126.19%	10,000	82,484	824.84%
Rentals and Leases	1,674,784	1,413,683	84.41%	1,630,124	1,272,525	78.06%
Investment Income	650,000	566,710	87.19%	450,000	530,055	117.79%
Miscellaneous Revenue	136,240	354,500	260.20%	124,565	617,277	495.55%
Budgeted Prior Year Operating Surplus Appropriation	5,910,764			8,300,000		
Total Operating Revenue	183,581,989	133,686,187	72.82%	180,504,040	126,382,779	70.02%
EXPENDITURE BY OBJECT						
Teachers Salaries	79,934,858	56,179,539	70.28%	77,583,875	53,675,554	69.18%
Principals and Vice Principals Salaries	11,438,642	8,341,269	72.92%	10,783,129	7,818,299	72.50%
Educational Assistants Salaries	15,722,720	11,289,964	71.81%	15,709,069	9,914,352	63.11%
Support Staff Salaries	16,828,220	11,769,537	69.94%	16,577,943	11,296,693	68.14%
Other Professionals Salaries	3,645,069	2,796,116	76.71%	3,337,599	2,440,541	73.12%
Substitutes Salaries	6,666,719	5,386,305	80.79%	6,481,522	5,415,107	83.55%
Employee Benefits	31,288,112	21,608,374	69.06%	32,846,401	21,483,944	65.41%
Total Salaries and Benefits	165,524,340	117,371,104	70.91%	163,319,538	112,044,490	68.60%
Services	4,319,957	5,335,448	123.51%	3,695,785	5,075,370	137.33%
Student Transportation	998,933	615,830	61.65%	998,933	595,640	59.63%
Professional Development and Travel	580,786	872,745	150.27%	611,572	617,807	101.02%
Rentals and Leases	98,188	1,137	1.16%	98,188	-	0.00%
Dues and Fees	84,712	102,375	120.85%	87,212	92,512	106.08%
Insurance	442,842	412,625	93.18%	442,842	413,791	93.44%
Supplies	5,750,864	3,456,887	60.11%	6,331,966	3,159,532	49.90%
Utilities	4,981,367	2,466,673	49.52%	4,118,004	2,168,105	52.65%
Capital Asset Purchases	800,000	1,963,640	245.46%	800,000	1,211,414	151.43%
Total Services and Supplies	18,057,649	15,227,360	84.33%	17,184,502	13,334,171	77.59%
Total Operating Expenditure	183,581,989	132,598,464	72.23%	180,504,040	125,378,661	69.46%

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: April 10, 2017

RE: **Report of the Public Engagement Ad Hoc Committee - Stakeholder Voice in Board Meetings**

The purpose of this memo is to present recommendations related to public engagement during Board of Education meetings and to provide an overall update on the progress made to date on the Public Engagement and Communications Plan.

BACKGROUND

In 2016, the Board of Education introduced a new strategic plan that includes goals of actively engaging communities and practicing exemplary governance. As part of this work, an ad-hoc Public Engagement committee was formed with three 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.

In terms of the third deliverable, the Board of Education further reinforced this direction with the following motion: *"That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to a voice without vote at regular public board meetings" be referred to the Community Engagement and Communication Plan Committee.*

ISSUES AND ANALYSIS

Over the past four months, the Ad Hoc Public Engagement Committee has met nine times. This includes a meeting held with employee groups and the Victoria Council of Parents Advisory Councils in February. Separate discussions were also had with the Victoria Principal and Vice-Principals Association, the Youth Representatives Committee, and First Nations.

Partner Participation in Board of Education Discussions

The focus of the stakeholder discussions was to seek input into the role of partner groups in Board of Education discussions. The spirit of these discussions reflected a two-fold desire to resolve a governance matter that currently exists and to ensure stakeholder representatives have voice in the Board decision-making process.

The Board of Education has had a long-standing practice of allowing partner groups to voice opinions during deliberation at Board meetings and in 1989 the Board of Education passed a motion and consultation policy that references regular participation of the Victoria Parent Advisory Council (CPAV at the time) and all employee groups in meetings of the Board and Board Standing Committees.

Although there is a formal motion and the spirit is captured in policy, it was never enacted into Bylaw, which is required to govern Board business.

When there is no Bylaw in place, Robert's Rules of Order apply. Bylaw 9368 *Procedure* states that "In all meetings of the Board of Trustees, procedures shall be governed by Robert's Rules of Order, except where provisions of the bylaws of the Board or the Schools Act may conflict, in which case the latter shall prevail." Robert's Rule state that (unlike Standing Committees, which allow open and more informal discussions of motions and topics) the work at a Board meeting is the work of the Assembly, and the Assembly is defined by Robert's as the elected officials, in this case, Trustees.

It is important to adhere to Bylaws to maintain transparency and accountability for process and decision making, and to change them through clear process with a motion and vote.

Board practice via Bylaw around the province varies in regard to who can speak during Board meeting debates on motions. In order to properly allow partner group input at Board meetings at times other than in the agenda item reserved for presentations to the Board, or in the Question Period on the agenda, Board Bylaw 9360 would have to be changed by a majority vote of Trustees.

There was general consensus amongst all employee groups and youth representatives that although they understand they have the opportunity to voice views at Standing Committees, they have no vote. All Partners, with exception of the VPVPA, felt they should have a voice at the Board of Education meetings. First Nations partners indicated that although they appreciate the opportunity to participate they would prefer alternate opportunities to discuss topics of interest to their communities.

During consultation with the partner groups several comments were made by partner representatives about how information about the governance model and public participation aspects could be improved to make it easier for both partners and the public to participate. The need for improved information at meetings, and on the website, as well as a routine orientation for stakeholder representatives that includes training about Roberts Rules, were expressed. Based on comments received, it is felt a number of changes could be made to foster an improved, inclusive environment for public input at the Board meetings, including but not limited to:

- Information posted within the Board meeting about the format of the meeting
- Information available in the agenda package about the opportunities for public input
- Improved information on the website outlining opportunities for members of the public to address the Board and Committees
- Improved script for meeting chairs to describe the format of the meeting
- Eliminating clapping for members of the public addressing the Board
- Introducing time limits for stakeholder comments on specific agenda items

Development of Public Engagement and Communications Plan

A lot of work has occurred on the development of the Public Engagement and Communications Plan.

A best practices/literature review has been completed seeking advice and examples from a variety of associations and organizations including, but not limited to:

- International Association of Public Participation
- Alberta School Boards Association
- University of British Columbia and University of Victoria
- Engagement frameworks for the Municipality of Saanich and Victoria
- Various BC school districts
- National School Public Relations Association

A comprehensive audit of the District communications tools currently in place is almost complete including a review of web, media, social media, phone and survey tools. This audit provides a baseline understanding of how tools are currently being used, where gaps and opportunities may exist, and where new tools may be required.

The Public Engagement and Communications Plan will also include recommendations about internal communications as the organization aims to improve internal dialogue amongst its 3,000 employees. A number of meetings with various internal areas are underway to understand how information is shared internally and what barriers might exist between the District supports and school themselves.

In terms of parent engagement, the District is seeking input as part of the Student Enrolment Priorities survey about how parents feel about the level of information and opportunities or input into District decision-making they have. They are also being asked to outline how they like to receive information and provide input to the District on discussions affecting their child's education. Two focus groups of parents will also be held at the end of April to better understand what barriers exist for parents to participate more actively in their child's education, and how best to work with parents to increase their engagement.

The Public Engagement and Communications Plan will provide a detailed overview of current practice, opportunities for improvements, as well as tools that will guide future communications including an annual calendar of topics as well as a detailed list of specific areas across the organization that require communications support, e.g. International Student Program, Crisis and Emergency Communications, and Back to School activities. It will also identify opportunities for improving communications with key partners. The Plan will be accompanied by the corresponding administrative procedures and policies required to support effective implementation and will be presented to the Board of Education in June 2017. This timing will position the School District well to introduce improved communications and public engagement procedures for the 2017-2018 school year.

The Committee has made extensive progress and would like to extend the Committee's timeline to the fall of the 2017-2018 school year. This will facilitate further dialogue about public engagement and communications efforts.

RECOMMENDED MOTIONS:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Bylaw 9360 *General Meeting of the Board* to reflect the opportunity for stakeholder partners to comment (but not vote) on agenda items at Board of Education meetings.
- ii) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9360, *General Meeting of the Board* at the meeting of April 24, 2017.

Motion to be Carried Unanimously
- iii) That Bylaw 9360, *General Meeting of the Board* be:

Read a first time this 24th day of April, 2017;
Read a second time this 24th day of April, 2017;
Read a third time, passed and adopted this 24th day of April, 2017.
- iv) That the Board of Education direct the Superintendent to enhance the information available to the public and stakeholders about their role and voice at meetings, the ability to address the Board and participate at Standing Committees as well as update the agenda package and information at the meeting itself, improve the District website and develop an orientation program on governance for partner representatives and Trustees.
- v) That the Board of Education direct the Superintendent to extend the timeline of the Public Engagement and Communications Committee to include the 2017-2018 school year.

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 shall meet in general session on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board in general session, the Board, as elected, shall meet for the first time on the first Monday in December, after the official results of the election of trustees shall have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives to various agencies where the Trustees have regular representation and the appointment of Trustees to internal and external committees shall take place at the November Board meeting.
3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general meeting of the Board, in addition to the regularly scheduled meetings of the Board, upon not less than forty-eight hours' notice in writing to all trustees.
4. A special general meeting of the Board may be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.

5. The following procedural matters will be implemented:

- The meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.

- The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:
 - * general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 11:00 p.m., save as may be extended by majority consent
 - * Starting the meeting on time
 - * The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)
 - * No public debate with presenters; information only will be received
 - * The Question Period is limited to 15 minutes

6. Wherever possible, the public will be encouraged to attend a Committee meeting rather than a Board meeting in order to facilitate dialogue with the public before decisions are made. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.

In addition to the opportunities to present at Standing Committees, employee partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE) Local 947 and Local 382, the Victoria Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Youth Representatives Committee, and the Victoria Principals and Vice-Principals Association (VPVPA), are able to provide comment on specific motions prior to them being voted on by the

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Board. The Board Chair will ask stakeholder representatives whether they would like to provide comment on motions prior to the Board of Education considering the motion. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

7. In the event that the Board shall fail to conclude the business of the agenda by the time of adjournment the Chair may designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.
8. The agenda shall be prepared and circulated by the Chair of the Board.
9. There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board in general session.
10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.
11. The Agenda shall contain the following:

Guidelines for the meeting format including outlining opportunities for public and stakeholder comments

- A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes

Student Achievement Presentations; District Presentations; Community Presentations
- B. Correspondence
- C. Chair's Report; Trustee Reports (including Reports from Trustee Representatives with Other Public Bodies)
- D. Board Committee Reports:
 - (1) Education Policy and Directions Motions
 - (2) Operations Policy and Planning Motions
- E. District Leadership Team Reports

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F. Question Period

G. Public Disclosure of In-Camera Items

H. New Business/Notice of Motions

I. Adjournment

The order of the Agenda shall be as above, unless varied at the meeting by majority vote.

12. A copy of the Agenda shall be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office on the day after copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.
13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
14. In accordance with Section 67 of the *School Act*, the Board may allow Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically must provide a minimum of 48 hours' notice of such attendance.
15. With the exception of poll votes pursuant to Bylaw 9011, the Board shall not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

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Revised: November 25, 1991
Revised: June 23, 1997
Revised: January 16, 2006
Revised: January 19, 2009 (corrected)
Revised: November 17, 2014
Revised: December 14, 2015
Revised: June 20, 2016

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations and Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: April 10, 2017

RE: **BC Transit Update**

Background

Last year, BC Transit discontinued one of two programs for youth. The discontinued program was \$35 dollars per month. The pass was issued by BC Transit to individual students and included a pass with a photo. It did require a minimum of 6 month pre-payment. The program that remains is \$45 per month, paid monthly, and does not have a pass with a photo.

Our students have expressed concerns about the increase in cost, lack of convenience of purchase and lack of photo id. The District has offered to assist BC Transit in finding a solution to address student concerns.

Update

The District has met with BC Transit on a number of occasions, most recently along with our student leaders. BC Transit has proposed an option to the District to sell individual passes to students at schools while providing the District with a commission fee to offset the administration costs associated with selling passes. Instead of using the commission fee to offset administration costs, the District would offer the saving to its students either by subsidizing passes for vulnerable students, or alternatively, to lessen the cost of the passes. This would bring the cost of the pass to \$44.10 and would provide the convenience of purchasing the pass at schools. We are currently reviewing the administrative burden of becoming a pass seller.

We are also actively seeking a public school option that may allow for a universal pass. These discussions are preliminary in nature only.

OFFICE OF THE
SECRETARY-TREASURER

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

TO: The Operations Policy and Planning Committee

FROM: The Policy Sub-Committee

DATE: April 10, 2017

RE: **Monthly Report**

The following motion was passed at the May 16, 2016 Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendations of the Sub-Committee that the Superintendent be directed to create an administrative procedures manual and publicly available job descriptions to replace policy and regulations in appropriate circumstances.

As part of the rationale for the motion, the Policy Sub-Committee reported that only senior positions should be represented in policy which includes the Deputy Superintendent.

The Policy Sub-Committee has been reviewing the policies to determine which ones should be deleted and replaced with job descriptions that will be included in the administrative procedures manual. Policy 2123.040 *Manager Building Operations*, Policy 2123.045 *Supervisor of Maintenance* and Policy 2123.046 *Supervisor of Construction* should be deleted. The job descriptions for the positions have been completed.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.040 <i>Manager Building Operations</i> .
--

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.045 <i>Supervisor of Maintenance</i> .
--

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2123.046 <i>Supervisor of Construction</i> .

POLICY 2123.040

MANAGER BUILDING OPERATIONS

The Board may appoint a Supervisor of Operations, who shall be responsible to the School Plant Manager for custodial, janitorial and cartage services to schools and School Board buildings including the direction and supervision of custodial, janitorial and cartage staff, operation of school plants, utilities, rental of school facilities, security operations, school telephones and all related budgetary matters.

Greater Victoria School District

Approved: April 1971 (as #2130.01)

Revised: November 20, 1972 (as #2123.030)

Revised: November 18, 1974

Revised & Renumbered: June 23, 1980 (as #2123.040)



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

POLICY 2123.045

SCHOOL PLANT DIVISION

SUPERVISOR OF MAINTENANCE

The Board may appoint a Supervisor of Maintenance who shall be responsible to the School Plant Manager for all matters concerning the repair and prevention maintenance of buildings, grounds, equipment, and all related budgetary matters.

Greater Victoria School District

Adopted: December 18, 1972 (as #2122.040)

Revised: December 16, 1974

Revised, re-titled and re-numbered: June 23, 1980 (as #2123.044)



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

POLICY 2123.046

SUPERVISOR OF CONSTRUCTION

The Board may appoint a Supervisor of Construction of the School Plant Division, to be responsible to the School Plant Manager for the design, construction, scheduling, inspection and acceptance of capital projects and all related budgetary matters.

Greater Victoria School District

Adopted: November 20, 1972 (as #2123.031)

Various revisions

Revised and re-numbered: June 23, 1980 (as #2123.045)

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: April 10, 2017

RE: Student Learning Grant

The Government recently announced a provincial grant of approximately \$27 million. The District's portion is \$955,761. The intention of the grant is to support student learning and to assist in implementing the new curriculum.

Given the roll-out of the Technology for Learning Strategy and the focus on educator technology, we have now set a goal of increasing student access to technology. In our District, student technology has traditionally been a school-driven priority. The District has significant gaps in opportunities for students to access technology.

We intend to begin to address this issue by expending the Student Learning Grant on student devices. This grant funding will purchase approximately 2,300 devices which will likely be made up of iPads and Chromebooks. While we have not yet set the plan for roll-out, we anticipate providing these devices initially to schools with gaps in their access to technology and plan a multi-year strategy to ensure diffuse equitable access to student devices.

The District has consulted with VCPAC and will consult with our partners following this update to the Board. We are also planning on how we can support our educators as part of this strategy.



February 20, 2017

Ref: 192896

To: All Board Chairs, Superintendents, Secretary Treasurers
All School Districts

Colleagues,

I am pleased to provide you with additional information regarding the Student Learning Grant that was announced this past weekend. I can confirm that this is one-time funding that will flow by mid-March as a Special Grant to be reported in each school district's operating fund. Funds are intended to be spent on learning resources, supplies, and equipment to help ensure that classrooms are well-resourced and students are well-supported through the implementation of the new curriculum and other learning innovations across the K-12 public education system. Total provincial funding being provided to school districts in 2016/17 is \$27.4M, and is being allocated based on a calculation of \$50/student FTE. The Ministry of Education will be confirming district-by-district allocations over the coming days and likely before the end of the month. Please note the following Ministry expectations regarding the funding:

- Eligible categories of resources/supplies include instructional supplies (e.g. electronic learning resources, textbooks, other classroom supplies serving an educational purpose), athletic equipment, and learning resources to assist non-enrolling teachers (i.e. career preparation materials);
- Where possible, funding should first be used on items that will help defray costs for parents;
- Any unspent funding from 2016/17 can be carried over to the 2017/18 school year, noting that the categories listed above still apply; and
- School districts should track how funding is being utilized, and report-out by July 31, 2017 school year to their District Parent Advisory Council, cc'ing the School District Financial Reporting Branch at SDFR@gov.bc.ca and including planned uses for any unspent funding for the 2017/18 school year.

If you have any further questions regarding this funding, please contact Kim Abbott at Kim.Abbott@gov.bc.ca or (250) 896-3680.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Gf' with a long vertical stroke extending downwards from the 'f'.

George Farkas
Assistant Deputy Minister

Student Learning Grant (\$50 per student FTE)

School District	Estimated full year school-age & adult enrolment
5 Southeast Kootenay	273,050
6 Rocky Mountain	157,822
8 Kootenay Lake	241,338
10 Arrow Lakes	22,103
19 Revelstoke	47,763
20 Kootenay-Columbia	192,881
22 Vernon	420,041
23 Central Okanagan	1,114,394
27 Cariboo-Chilcotin	231,344
28 Quesnel	154,538
33 Chilliwack	688,939
34 Abbotsford	991,028
35 Langley	1,027,022
36 Surrey	3,569,213
37 Delta	785,098
38 Richmond	1,009,169
39 Vancouver	2,603,509
40 New Westminster	352,222
41 Burnaby	1,219,434
42 Maple Ridge-Pitt Meadows	730,150
43 Coquitlam	1,588,175
44 North Vancouver	765,291
45 West Vancouver	347,069
46 Sunshine Coast	157,813
47 Powell River	99,775
48 Sea to Sky	241,034
49 Central Coast	11,050
50 Haida Gwaii	26,156
51 Boundary	64,338
52 Prince Rupert	99,006
53 Okanagan Similkameen	119,600
54 Bulkley Valley	100,738
57 Prince George	650,519
58 Nicola-Similkameen	112,106
59 Peace River South	175,506
60 Peace River North	299,313
61 Greater Victoria	955,761
62 Sooke	520,116
63 Saanich	370,438
64 Gulf Islands	87,344
67 Okanagan Skaha	289,431
68 Nanaimo-Ladysmith	685,163
69 Qualicum	208,297
70 Alberni	193,209
71 Comox Valley	404,434
72 Campbell River	275,350
73 Kamloops/Thompson	731,202
74 Gold Trail	55,850
75 Mission	303,900
78 Fraser-Cascade	84,331
79 Cowichan Valley	385,813
81 Fort Nelson	36,403
82 Coast Mountains	210,081
83 North Okanagan-Shuswap	303,969
84 Vancouver Island West	20,750
85 Vancouver Island North	68,356
87 Stikine	9,013
91 Nechako Lakes	211,134
92 Nisga'a	19,178
93 Conseil scolaire francophone	285,656
Provincial Totals	27,403,722