

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, September 18, 2017 at 7:00 P.M.**

## **REGULAR MEETING**

**OPPs Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Tuesday, October 10, 2017 at 7:00 P.M.**

**OPERATIONS POLICY AND PLANNING COMMITTEE**

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

**Regular Agenda for Monday, September 18, 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 |
|---|---|-------------|------------|
| <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, June 12, 2017            |   |             | Pgs. 3-9   |
| <b>3. BUSINESS ARISING FROM MINUTES</b>   |   |             |            |
| <b>4. PRESENTATIONS TO THE COMMITTEE</b>  |   |             |            |
| A. District Archives Update (15 minutes)  | Mark Walsh,<br>Judi Stevenson,<br>Wayne Bembridge | Information | Pgs. 10-11 |
| <b>5. SUPERINTENDENT'S REPORT</b>   |   |             |            |
| A. Introduction of Student Representative<br>- Saskia Van Beers - Esquimalt High School | Piet Langstraat                                   |             |            |
| <b>6. PERSONNEL ITEMS</b>   |   |             |            |
| A. Teacher Staffing Update (10 minutes)   | Colin Roberts                                     | Information | Pgs. 12-13 |
| <b>7. FINANCE AND LEGAL AFFAIRS</b>   |   |             |            |
| A. Parent Education Fund Report (10 minutes)  | Shelley Green                                     | Information | Pg. 14-20  |
| B. Trustee Expenses and Remuneration (20 minutes)                                       | Mark Walsh  | Motion      | Pgs. 21-22 |

**Recommended Motions:**

- i. 

|  |
|--|
| That the Board of Education of School District No. 61 (Greater Victoria) accept expense reimbursement claims as of July 2018 for trustee expenses associated with carrying out their duties to be approved by the Chair or Vice-Chair; |
|--|
- ii. 

|  |
|--|
| That the Board of Education of School District No. 61 (Greater Victoria) increase trustee remuneration by \$1,500 effective January 1, 2019 to offset the impact of the income tax change; |
|--|
- iii. 

|   |
|---|
| That the Board of Education of School District No. 61 (Greater Victoria) approve that trustees shall submit professional development requests to the Chair or Vice-Chair for approval and that professional development expenses shall be treated independently of trustee business expenses; and |
|---|

- iv.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to amend Regulation 8230 - *Trustee Remuneration and Expenses* for changes to the expense reimbursement and professional development procedures, and to reflect that trustee remuneration, including Chair and Vice-Chair remuneration, be adjusted on an ongoing basis for any salary percentage increases received by the BCTF/GVTA, and that trustee remuneration be amended as of January 2018 to reflect the BCTF/GVTA increases that have occurred since the beginning of the current Board's term.

8. FACILITIES PLANNING

- |   |            |             |               |
|---|------------|-------------|---------------|
| A. Long Term Facilities Plan (30 minutes)               | Mark Walsh | Information | Posted Online |
| B. Esquimalt High School All-Weather Field (15 minutes) | Mark Walsh | Motion      | Pg. 23        |

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) support in principle the upgrading of the upper Esquimalt High School field and direct the Superintendent to have discussions with community partners regarding the capital requirements of the project.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

10. NEW BUSINES

- |                      |        |
|----------------------|--------|
| A. Trustee Questions | Pg. 24 |
|----------------------|--------|

11. NOTICE OF MOTION

12. GENERAL ANNOUNCEMENTS

13. ADJOURNMENT



**Operations Policy and Planning Committee Meeting  
June 12, 2017 – GVSD Board Office, Boardroom**

---

**REGULAR MINUTES**

**Committee Members Present:** Jordan Watters, Chair, Diane McNally, Rob Paynter, Elaine Leonard, Edith Loring-Kuhanga (ex-officio member)

**Other Trustees Present:** Ann Whiteaker, Deborah Nohr

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katie Hamilton, Manager, Community Engagement and Communications

The meeting was called to order at 7:04 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 Leonard:

That the June 12, 2017 regular agenda be approved with the addition of Item 4.A) Alex Randell - Torquay Concerns under Presentations to the Committee.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard:

That the May 8, 2017 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Alex Randell - Torquay Concerns**

Mr. Randell expressed concerns about the loss of out of school programming due to reclaiming classroom space for classroom purposes.

## 5. SUPERINTENDENT'S REPORT

### A. Equity Ad Hoc Committee Report

Superintendent Langstraat explained that the Equity Ad Hoc Committee was established by the Board for the purpose of examining the practices of the District to determine the extent to which equitable opportunities are being provided for students and presented the recommendations of the Equity Ad Hoc Committee:

It was moved by Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) amend the Equity Ad Hoc Committee's Terms of Reference to a) extend the timeline of the Committee through the 2017/2018 school year, and to b) add that the Committee will provide recommendations in advance of the 2018/2019 budget process.

**Motion Carried Unanimously**

Trustees asked questions of clarification and provided feedback.

It was moved by Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to revive and staff the Greater Victoria Foundation for Learning as a means of generating more funds to be used for creating more equity across the district.

Discussion ensued among the trustees with a proposed amendment.

It was moved by Trustee Leonard:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to revive and staff the Greater Victoria Foundation for Learning as a means of generating more funds to be used for creating more equity across the district*" be amended to delete the words "*and staff*" and add the words "*and bring recommendations back to the Operations Policy and Planning Committee*" after the word "district".

**Motion Carried Unanimously**

Trustees and members of the public provided feedback with a further amendment being proposed.

It was moved by Trustee Loring-Kuhanga:

That the amended motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to revive the Greater Victoria Foundation for Learning as a means of generating more funds to be used for creating more equity across the district and bring recommendations back to the Operations Policy and Planning Committee*" be amended to change the word "revive" to "review", delete the words "*as a means of generating more funds to be used for creating more equity across the district*" and add the word "*mandate*" after the word "*Learning*".

**Motion Carried Unanimously**

Chair Watters called for the vote on the amended main motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review the Greater Victoria Foundation for Learning mandate and bring recommendations back to the Operations Policy and Planning Committee.

**Motion Carried**

For: Trustees Leonard, Watters, and Paynter

Against: Trustee McNally

## **B. Student Registration and Transfer Ad Hoc Committee Report**

Superintendent Langstraat explained that the Student Registration and Transfer Ad Hoc Committee has been reviewing the current student enrolment priorities and related data and projections to inform recommendations regarding the student enrolment process and presented the recommendations of the Student Registration and Transfer Ad Hoc Committee.

He also highlighted the connection between the District Facilities Plan and the work of the Student Registration and Transfer Ad Hoc Committee.

Members of the community provided feedback to the Committee. Trustees provided feedback and asked questions of clarification.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve the following student enrolment priorities and corresponding considerations to take effect for student enrolment during the 2018-2019 school year:

1. re-enrolling students;
2. a catchment area sibling;
3. a new catchment area child;
4. a non-catchment sibling;
5. a non-catchment area child;
6. a non-school district child;

and that all families registered for September 2017-18 will have their families grandfathered, including pathways, until they have no more siblings in the school system.

Trustees and members of the public provided comments. Trustees stated that they wanted to hear the presentation of the District Facilities Plan Update prior to voting.

It was moved by Trustee Loring-Kuhanga:

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve the following student enrolment priorities and corresponding considerations to take effect for student enrolment during the 2018-2019 school year:*

1. *re-enrolling students;*
2. *a catchment area sibling;*
3. *a new catchment area child;*
4. *a non-catchment sibling;*
5. *a non-catchment area child;*
6. *a non-school district child;*

*and that all families registered for September 2017-18 will have their families grandfathered, including pathways, until they have no more siblings in the school system”* be tabled to after 8.A of the agenda.

**Motion Carried Unanimously**

## **6. PERSONNEL ITEMS**

### **A. Job Descriptions in Policy and Regulation**

Colin Roberts, Director Human Resource Services explained that job descriptions contained in Board Policy and Regulations are being removed from Board Policy and Regulations, revised as needed and reclassified under Administrative Procedures. The following Policies will be deleted:

- Policy 2127.060 - Psychologist
- Policy 2127.062 - Speech and Language Specialist
- Policy 2127.063 - District Counsellors

Trustees provided comments and feedback.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 2127.060 *Psychologist*, Policy 2127.062 *Speech and Language Specialist*, and Policy 2127.063 *District Counsellors*.

**Motion Carried Unanimously**

For information, the following Regulations will be deleted:

- Regulation 2127.060 - Psychologist
- Regulation 2127.062 - Speech and Language Specialist
- Regulation 2127.063 - Elementary School Counsellor
- Regulation 2127.064 - Learning Support Teacher
- Regulation 2127.066 - Home/Hospital Visiting Teacher
- Regulation 2224 - Teacher Librarian

## **7. FINANCE AND LEGAL AFFAIRS – None**

## 8. FACILITIES PLANNING

### A. District Facilities Plan Draft Recommendations

Secretary-Treasurer Walsh explained that the focus of the District Facilities Plan is to provide a framework for future planning. The recommendations in relation to the Facilities Plan are complete and are being presented for review and comment. The completed District Facilities Plan will be presented at the September Operations Policy and Planning Committee meeting.

Trustees and members of the public asked questions of clarification and provided feedback.

It was moved by Trustee Loring-Kuhanga:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Long Term District Facilities Plan report in draft format.

**Motion Carried Unanimously**

The motion from Item C was put back on the table.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve the following student enrolment priorities and corresponding considerations to take effect for student enrolment during the 2018-2019 school year:

1. re-enrolling students;
2. a catchment area sibling;
3. a new catchment area child;
4. a non-catchment sibling;
5. a non-catchment area child;
6. a non-school district child;

and that all families registered for September 2017-18 will have their families grandfathered, including pathways, until they have no more siblings in the school system.

Discussion ensued with a proposed amendment.

It was moved by Trustee Whiteaker:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve the following student enrolment priorities and corresponding considerations to take effect for student enrolment during the 2018-2019 school year:*

1. *re-enrolling students;*
2. *a catchment area sibling;*
3. *a new catchment area child;*
4. *a non-catchment sibling;*
5. *a non-catchment area child;*
6. *a non-school district child;*

*and that all families registered for September 2017-18 will have their families grandfathered, including pathways, until they have no more siblings in the school system"* be amended to delete the words "*until they have no more siblings in the school system"* and add the words "*for five years*" after the word "*pathways*".

**Motion Defeated**



For: Trustee Watters and Paynter  
Against: Trustee McNally and Loring-Kuhanga

Chair Watters called for the vote on the main motion.

That the Board of Education of School District No. 61 (Greater Victoria) approve the following student enrolment priorities and corresponding considerations to take effect for student enrolment during the 2018-2019 school year:

1. re-enrolling students;
2. a catchment area sibling;
3. a new catchment area child;
4. a non-catchment sibling;
5. a non-catchment area child;
6. a non-school district child;

and that all families registered for September 2017-18 will have their families grandfathered, including pathways, until they have no more siblings in the school system.

**Motion Defeated**

For: Trustee Leonard

Against: Trustees Loring-Kuhanga, Paynter, Watters and McNally

It was moved by Trustee Loring-Kuhanga:

That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendations of the Student Registration and Transfer Ad Hoc Committee as follows:

- 1) That the Board of Education approve the following student enrolment priorities and corresponding considerations to take effect for student enrolment during the 2018-2019 school year:

1. re-enrolling students
2. a catchment area sibling
3. a new catchment area child
4. a non-catchment sibling
5. a non-catchment area child
6. a non-school district child

- 2) That the Board of Education direct the Superintendent to revise the appropriate policies and regulations to reflect changes to the student enrolment priorities and process, including:

English and French program families who could not access their catchment school will have the first right of refusal at their catchment school when, or if, a seat becomes available. Should the family choose to stay in their present non-catchment school, or a seat does not become available at their catchment school, they will be treated as a catchment student at their non-catchment school and pathway.

A student leaving a French Immersion program at a school that is not their English catchment school will have to apply for a transfer to attend the English program. This practice will also apply to any student attending a program of choice at a non-catchment school (e.g. sports academy or leadership program).

The enrolment priorities apply to all students in transition from elementary to middle school, and from middle school to high school. In the event space is limited and a school cannot accept all non-catchment student requests, priority will be given to those non-catchment students currently in the determined pathway of schools over other non-catchment, non-pathway students.

In recognition of a growing student population and to ensure an equitable placement of international students at schools across the District, the number of international student registrations will be capped at 1,050 FTE for 2017-2018 and will be reviewed annually by the Superintendent and Director of International Student Programs, based on annual enrolment projections.

- 3) That the Board of Education direct the Superintendent to review the current registration process to improve registration information and documentation requirements for registration, as well as identify possible options for online registration.

**Motion Carried**

For: Trustees Loring-Kuhanga, McNally, and Watters

Against: Trustees Leonard and Paynter

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

**10. NEW BUSINESS**

**A) Trustee Questions – None**

**11. NOTICE OF MOTION – None**

**12. GENERAL ANNOUNCEMENTS – None**

**13. ADJOURNMENT**

It was moved Trustee Leonard:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:30 p.m.

OFFICE OF THE  
**SECRETARY-TREASURER**

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

---

TO: The Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: September 18, 2017

RE: **Archive Update**

---

### **Background**

The purpose of this memo is provide the Committee with an update on the status of the District's Historical Archives (the "Historical Archives") as well as provide a status update on the District's recent completion of the inventory of the District's Art Collection (the "Art Collection").

This memo will also highlight the intended next steps that administration will take with respect to both matters.

The District would like to recognize the work of Wayne Bembridge who recently joined our volunteer team focusing on the Art Collection.

The District would also like to recognize the years of commitment and work that Judi Stevenson has put into both the Historical Archives and the Art Collection. Judi has been a driving force in protecting, maintaining and promoting the District's rich history and the importance of her volunteer service to the District cannot be highlighted enough.

### **Historical Archives**

The Historical Archives have provided resources to teachers and students in our District. Trustees will be aware of the Historical Archives (and the work of Judi Stevenson) through the excellent displays in the Board office. It is our intention to find a permanent home for the Historical Archives and to ensure that they are made available to our students, staff and wider community. They are considered a vital but underused District educational resource.

### **Art Collection**

An inventory of all commercial works (e.g. non-student art) for the Art Collection has recently been completed. An inventory was previously done in 1983 and a partial update was completed between 2005 and 2007. Since that time the District has lost many pieces, likely valued in the tens of thousands of dollars, through theft as well as accidental loss. There have also been some pieces given away without approval (e.g. upon retirement or otherwise) or removed by individuals believing them to be their property when they were in fact donated to the District.

We are in the process of attempting to track down some of the pieces, and steps have been taken to secure most of the pieces. Some of the more valuable pieces are being removed from schools while we determine the best way to ensure safety and long term preservation of the pieces.

The District's collection has cultural and historical significance that is largely unknown and under-used for educational purposes. Many of the pieces have direct connections to schools or are done by teachers or former students who went on to international fame.

Artists represented in the District include:

David Milne, Jack Shadbolt (former student), Arthur Lismer (Group of Seven), Fenwick Lansdowne (former Student), Henry Moore, Butch Dick (long time educator), Tony Hunt Sr., Richard Hunt, Art Thompson, Susan Point, Sid Barron, Ina Uhthoff, Joseph Plaskett, Carole Sabiston (former teacher), Jimmy Wright, Sue Coleman, Naomi Jackson, Robert Aller, Herbert Siebner, Harry Stanbridge (former teacher), Alistair Bell, Ted Harrison (former artist in residence), Grant Leier, Sam Black, Fleming Jorgensen, Glenn Horvath, James Gordaneer, Joe Fefard, Jack Wilkinson, B.C. Binning, George Allen, Molly Lamb Bobak, Pat Martin-Bates, Bill West (former teacher), Jane Duncan (former student), Joe Average (former student), Roy Henry Vickers (former student), Wayne Ngan, Robin Hopper, Ernest Marza, Robert Amos (former artist in residence), Jan Zach, Patrick Amos, and many others.

A number of missing works from well established artists include:

Jack Shadbolt, Nell Bradshaw, Roy Henry Vickers, Bill Reid, Butch Dick, Richard Hunt, Grant Leier, Alistair Bell, Fenwick Lansdowne, Emily Sartain, Jack Kidder, as well as others.

Significant local artists with connections to the District that are not represented in the Art Collection include (but are not limited to):

Max Maynard (teacher), Robert Connell (teacher), Will Menelaws (teacher), Emily Carr (student), Frank Bass (teacher),

The focus to date has been on inventory, security and preservation. The next goal is to ensure that the Art Collection and Historical Archives are made available as a learning resource for our students and also made available to our community in an appropriate and secure fashion.

### **Next Steps**

1. District staff and volunteers will continue to secure and preserve District Art;
2. District administration will meet with our volunteer archivists, community partners with experience in art, and educator/s with a similar interest to explore the future of the Collection;
3. The District will create an administrative procedure on the acquisition, display, security and disposition of art;
4. District administration will continue to explore options for a permanent home for the Historical Archives and the Art Collection;
5. District staff will work to make the Collection available through digital media and will work with the Learning Team to ensure that the Historical Archives and the Art Collection are promoted as a learning resource within the District.

TO: Operations Policy and Planning Committee

FROM: Colin Roberts, Director, Human Resource Services

DATE: September 18, 2017

RE: Teacher Staffing Update

---

Since the beginning of this calendar year, the Human Resource Services Department has been engaged in work in response to the Letter of Understanding No. 17 which details the terms and conditions associated with the restoration of previous contract language.

A significant part of this work is meeting the teacher recruitment demands that reduced class sizes and defined non-enrolling ratios require.

The Human Resource Services Department has been working in collaboration with principals and vice-principals, local post-secondary institutions, and BCPSEA on several initiatives in response to this challenge.

In January 2017, District representatives attended Careers Fairs across the country: Ottawa, Edmonton, Calgary, Saskatoon, and Victoria. Two of the Career Fairs were specifically organized for pre-service teachers of French Immersion.

The District hosted Hiring Fairs in April 2017 at Mt. Doug Secondary and Lambrick Park Secondary. Eighty-six (86) teachers were hired as a result of the event held at Mt. Doug Secondary, with a further 43 hired following the evening at Lambrick Park Secondary.

For the period January 1, 2017 through September 12, 2017, a total of 340 teachers have been offered employment with the Greater Victoria School District. A significant number of these teachers are currently working in our schools filling continuing and temporary contracts. Those teachers without continuing or temporary contracts are on the Teachers-Teaching-on-Call list.

The following table shows the number of vacancies posted in the June and Summer rounds in 2016 compared to 2017.

|                       |            |
|-----------------------|------------|
| Postings: June 2016   | 231        |
| Postings: Summer 2016 | 113        |
| <b>TOTAL</b>          | <b>344</b> |

---

|                       |            |
|-----------------------|------------|
| Postings: June 2017   | 407        |
| Postings: Summer 2017 | 247        |
| <b>TOTAL</b>          | <b>654</b> |

---

The areas of teacher specialization where Human Resource Services is experiencing the greatest recruitment challenges remain French Immersion, Technology Education, Home Economics and Counselling.

The unknown factor in attempting to predict our teacher hiring needs for the coming months is determining how many teachers on the Teachers-Teaching-on-Call list will accept contracts with other districts. While we can attempt to estimate attrition rates, the uniqueness of current circumstances makes historical staffing data of questionable value for the purpose of predicting teacher resignations. As a result, it will not be until next month that we expect to have more accurate information regarding our future recruitment targets.



**Deputy Superintendent's Office**

556 Boleskine Road,  
Victoria, British Columbia, V8Z 1E8  
Fax 250-475-4112

Shelley Green, Deputy Superintendent

250-475-4117

Date: September 18<sup>th</sup>, 2017

To: Operations Policy and Planning Committee

From: Shelley Green,  
Deputy Superintendent

**Re: Parent Education Fund**

---

For the 2016-2017 school year the Board of Education once again established a Parent Education Fund to support parent education opportunities. As per the previous year, each individual PAC could apply for up to \$250 for the 2016-2017 school year. Criteria were developed for the requests to be reviewed and evaluated and PACs were advised that they should submit their application by October 21<sup>st</sup>, 2016.

A total of \$7,000 was set aside for the 2016-2017 school year.

There were 20 approved requests for the Parent Education Funds and the total spending for the Parent Education Fund in the 2016 -2017 school year was \$5,000.

## 2016-17 Parent Education Fund

| School           | Grant Application                      |
|------------------|--|
| Esquimalt        |  |
| Lambrick         | ✓                                      |
| Mt. Doug         |  |
| Oak Bay          | Possible App                           |
| Reynolds         | ✓                                      |
| SJ Willis        |  |
| Vic High         | ✓                                      |
|                  |  |
| Arbutus          | ✓                                      |
| Cedar Hill       | ✓                                      |
| Central          | ✓                                      |
| Colquitz         |  |
| Glanford         |  |
| Gordon Head      |  |
| Lansdowne        |  |
| Monterey         |  |
| Rockheights      | Joint application with Shoreline       |
| Shoreline        | Joint application with Rockheights     |
|                  |  |
| Braefoot         | ✓                                      |
| Campus View      |  |
| Cloverdale       | ✓                                      |
| Craigflower      | ✓                                      |
| Doncaster        |  |
| Eagle View       | Joint application with Strawberry Vale |
| Frank Hobbs      |  |
| George Jay       |  |
| Hillcrest        |  |
| James Bay        |  |
| Lake Hill        | ✓                                      |
| Macaulay         | ✓                                      |
| Margaret Jenkins |  |
| Marigold         |  |
| McKenzie         |  |
| Northridge       | ✓                                      |
| Oaklands         | ✓                                      |
| Quadra           |  |
| Rogers           |  |
| SJD              | ✓                                      |
| South Park       |  |
| Strawberry Vale  | Joint Application with Eagle View      |
| Tillicum         |  |
| Torquay          |  |
| Vic West         | ✓                                      |
| View Royal       |  |
| Willows          | ✓                                      |

Total - **20** Grants

Total to be disbursed = 20 X 250 = **\$5,000**



### Parent Education Fund for the 2016-2017 School Year

| School Name         | Description for Use of Funds   | Estimated Cost | \$ Requested | Contact Person   |
|---------------------|--|----------------|--------------|--|
| Arbutus             | <p>Mental Wellness evening: A discussion for parents around these questions concerning anxiety in students:</p> <ul style="list-style-type: none"> <li>. When do I need help? (natural anxiety vs. symptoms of unhealthy anxiety levels)</li> <li>. How do I get help?</li> <li>. What can the schools provide? What are the school's limitations?</li> <li>. What are some proactive strategies/quick tips for protection and care?</li> <li>. What are reasonable expectations for care?</li> </ul> <p>On this panel we hope to have:</p> <ul style="list-style-type: none"> <li>. a counsellor who focusses on student anxiety</li> <li>. a parent who has a child who suffers from anxiety and has received help to speak to the process</li> <li>. an Occupational Therapist with some practical tips</li> <li>. a school representative (principal(s)?)</li> <li>. Health/Phys Ed teacher to speak on what the curriculum is teaching</li> <li>. someone who understands how the issues of ethnicity/culture inform levels of acceptable anxiety</li> </ul> <p>Anxiety and mental health is a concern for parents, teachers and administration within our schools. We aim to open a discussion around mental wellness with help from experts in the field. It is our hope that with parent interest we can follow up with future evenings of a round table format on topics of interest such as anxiety, addictions, anger, depression and such. The evening will be advertised through email and newsletter to Arbutus, Mt. Doug, Lambrick Park and Gordon Head schools. We anticipate around 250 participants.</p> | \$850          | \$250        | <a href="mailto:agms.pac@gmail.com">agms.pac@gmail.com</a>                   |
| Braefoot Elementary | <p>One of Braefoot PAC's initiatives is to support parents in their child's education. Through discussions with parents and educators, the PAC has identified several topics of concern/interest that impact children's education. To stimulate action and discussion between parents and educators, we are hoping to host several presentations at the school. Presentations for this year will be:</p> <ol style="list-style-type: none"> <li>1) BCTF - Explaining the new curriculum</li> <li>2) UVIC Speakers' Bureau - <i>Changing for Good: Choice for Creating a Healthy Living School</i></li> <li>3) UVIC Speakers' Bureau - <i>Video Games and Learning</i></li> </ol> <p>The benefits of offering these opportunities is that they can bring together the parent community and open up the discussion on these topics and beyond, which will undoubtedly improve the connectedness and culture of the school and community. Total estimated number of attendees: 100 -120 for all 3 presentations.</p>  | \$250          | \$250        | <a href="mailto:sduvall@sd61.bc.ca">sduvall@sd61.bc.ca</a>                   |
| Cedar Hill          | <p>The PAC would like to invite Nikki Lineham, math guru and co-founder of Education Now, to a parent's night to provide parents and guardians of our school, and other middle schools, a guideline and overview to enhance their/our understanding of the new hands-on methods of math learning. It will greatly help parents' understanding of the new math teaching methods, and help us help our children. This will be a PAC-school hosted invite to our family of schools, promoted on our PAC and school websites. We anticipate around 100 attendees.</p>  | \$250          | \$250        | <a href="mailto:Emmacatherine50@hotmail.com">Emmacatherine50@hotmail.com</a> |
| Central             | <p>The Central PAC would like to host 2 evenings with Educator Nikki Lineham. This PAC initiative is to provide education for parents around how math is being taught, what the provincial curriculum is and how to support students' learning at home. Nikki will make 2 presentations which will cover middle school math. Parents can attend 1 or both evenings. Nikki has presented at our school in the past and parents have asked to have her return this year. Also, teachers who have attended Nikki's workshops are using her methods in their classes. We will advertise through our own school community with newsletters to home and through teachers so that they can also pass along info to parents. We will also post flyers at the school and arrange to have the info put on the outside school sign. We will also extend an invitation to feeder elementary schools and other middle schools in the area. Total estimated number of attendees is 30-50 X 2 nights.</p>   | \$350          | \$250        | Heather Thomas:<br><a href="mailto:thomases@shaw.ca">thomases@shaw.ca</a>    |

### Parent Education Fund for the 2016-2017 School Year

| School Name                             | Description for Use of Funds  | Estimated Cost | \$ Requested                             | Contact Person   |
|---|---|----------------|--|--|
| Cloverdale                              | Each year the Cloverdale PAC hosts between 4-5 free Parent Information Nights in which all parents/guardians are invited to attend. The topics are those that are of interest to parents. School staff is also invited to attend these events. Parent Info Nights provide an excellent opportunity to create a strong sense of connectedness and community within our school culture, while providing parents with access to information and resources related to education and parenting. Cloverdale would like to send up to 3 parents to the Vancouver Island Conference in February. The theme this year is: <i>Connecting the Dots: School, Home and Community</i> . At our Parent Information Nights, and as well as our regular PAC meetings, we will include the information presented at the conference. Based on past CTS Parent Information Nights and PAC meetings, we estimate approximately 30 attendees. | \$220          | \$250                                    | Starr Munro: cts.pac@vcpac.ca  |
| Craigflower                             | One of our school goals is to increase Reading Comprehension. We are doing this using Adrienne Geer strategies from her Reading Power Book. We would like to have the parents come to an evening session so that we can share the strategies with the parents so that they know how to help their child(ren) at home. We would like to hold this once every 6 weeks or so, that way we can do just one or two strategies at a time. We know that in this community, the way to get parents and family out is with food.   | \$250          | \$250                                    | <a href="mailto:alice_charlie72@hotmail.com">alice_charlie72@hotmail.com</a> |
| <b>Eagle View (see Strawberry Vale)</b> |   |                | <b>\$500 shared with Strawberry Vale</b> |  |
| Lake Hill                               | The Lake Hill PAC would like to bring in security expert Darren Laur ("The White Hatter") for his two-hour presentation, <i>Internet Safety for Parents</i> . With the ever-increasing use of technology by children and the speed with which the Internet and its applications change, parents need to know how to keep their children safe and improve their privacy. Mr. Laur is renowned as a speaker who is both informative and entertaining. We will promote this session to parents through email, the principal's weekly newsletter, and the PAC Facebook page. We are also considering collaborating with the PAC of another nearby school to extend the reach of the education and to share the cost not covered by the grant. Total estimated number of attendees: 50 - 75.   | \$600          | \$250                                    | <a href="mailto:lakehillpac@gmail.com">lakehillpac@gmail.com</a>             |
| Lambrick Park                           | The Lambrick Park PAC would like to host an information session on Mental Health and Anxiety involving our school community, family of schools, parents, staff and students, to be held in early 2017. This talk and forum would be in accordance with our healthy school and inclusivity mandates. We see this topic as a prevalent concern during the transition to high school and the planning for post-secondary, but its roots start in elementary and there is still too little discussion on how to recognize signs, coping strategies and outlets for help. We will promote the event through posters, emails and our Facebook posts. The invitation for attendance will be forwarded to our school community and Saanich Recreation. We are in the process of securing a key-note speaker and perhaps a panel from various organizations for questions. We hope to have 50 -100 attendees.                    | \$300          | \$250                                    | <a href="mailto:lisawoo@telus.net">lisawoo@telus.net</a>                     |
| Macaulay                                | The Macaulay PAC would like to use the PEF for registration to the 2017 Vancouver Island Parent Conference. The VIPC takes place in February. Several parents from our community have attended the conference in the past and it always provides inspirational, relevant and knowledgeable speakers. Macaulay has a very diverse community, with families from different socio-economic backgrounds and different cultural backgrounds. Covering registration for this conference allows parents who may not be able to afford the fee to attend this conference. We will be promoting this event within our parent community via announcements at PAC meetings, newsletter and email distribution. If more than 4 parents are interested in attending this conference, we will offer up the tickets via lottery, with parents who have not attended in the past receiving higher priority.                             | \$320          | \$250                                    | <a href="mailto:macaulaypac@gmail.com">macaulaypac@gmail.com</a>             |

### Parent Education Fund for the 2016-2017 School Year

| School Name  | Description for Use of Funds  | Estimated Cost | \$ Requested                         | Contact Person   |
|--|---|----------------|--------------------------------------|--|
| Northridge   | Northridge PAC is interested in offering Part 2 of either of the 2 presentations we have already had, i.e., Parent 2: <i>Safe Kids for Parents (Sexual Exploitation Prevention)</i> by Sheepdog Self Protection Inc., or <i>The Parent Child Connection</i> by Allison Rees of Life Seminars. The PAC plans to have one of these presentations at our school in April, 2017. We will advertise through the school newsletter, posters, and the VCPAC newsletter. Estimated number of attendees is 25 - 30.  | \$250 - \$525  | \$250                                | <a href="mailto:ctickner@shaw.ca">Carol Tickner: ctickner@shaw.ca</a>                |
| Oaklands   | Our PAC brings in guest speakers 2-4 times per year. The speakers are chosen based on parent interest (solicited at one of our Fall general meetings) and previous popularity. This year we are focusing on digital media, sexual health, and healthy schools. Our anticipated number of attendees is 50.   | \$450          | \$250                                | <a href="mailto:victoria.oaklands.pac@gmail.com">victoria.oaklands.pac@gmail.com</a> |
| Reynolds   | Our PAC initiative is to reach all parents in our school, and empower them with proper tools and skills so they can best support their child's education. We want everyone to feel like a part of the Reynolds School Community. Any time PAC has the opportunity to bring in speakers and programs that are a draw to all parents, not just regular PAC meeting attendees, it is a big win for everybody. It is also a way to bring all these sub groups within our school together; it connects us. This is the topic we would like to put on at our school: <i>Career Planning - Ideas for the Future</i> . This would be held in January. We have had requests in the past for this topic as students are trying to decide what path they should take now to set them up for a successful transition after grad. This is for grades 9-12 parents. As students enter high school, they are already looking at routing and course paths. It can be overwhelming and again cause unnecessary stress. We feel this fully aligns with the school and school district goals. This program will be advertised through Twitter, Facebook, newsletters and on the school web page. Posters and signage will also be in place outside the school building. We anticipate 150 attendees for all 3 presentations.   | \$360          | \$250                                | Shellayne Vos:<br><a href="mailto:ninetwo8@me.com">ninetwo8@me.com</a>               |
| <b>Rockheights (see Shoreline)</b>                       |   |                | <b>\$500 shared with Shoreline</b>   |  |
| <b>Shoreline (jointly sponsored with Rockheights MS)</b> | The Shoreline PAC is applying for a grant to have a speaker address Internet safety for schools. The pervasive access and use of the Internet and social media exposes children to emotional, psychological and physical risks and negative consequences. Children and youth are vulnerable because they lack knowledge and awareness of how these technologies can harm them. Many parents as well lack the knowledge of the risks their children face and lack strategies to be proactive. This workshop, which has been provided in previous years, offers useful and relevant information to diverse families who share concerns about social media and Internet safety of their children and fellow students. The presenters have backgrounds in both law enforcement and psychology. This activity aligns with the school and school district goals, as it contributes to individual student safety and a safe environment for all students. Topics that will be addressed include: Internet and social media facts, online trends among youth, values and ethics online, and safety with respect to chat rooms, web cam use and more. This request is made in conjunction with Rockheights Middle School and will be a jointly sponsored and attended event. Other local elementary schools will also be invited. The event will be promoted through school newsletters and the PAC. The session will be provided by Personal Protection Systems Inc. The number of estimated attendees is about 50. | \$1,500        | <b>\$500 Shared with Rockheights</b> | <a href="mailto:skdarling@shaw.ca">skdarling@shaw.ca</a>                             |

### Parent Education Fund for the 2016-2017 School Year

| School Name  | Description for Use of Funds  | Estimated Cost | \$ Requested | Contact Person  |
|--|---|----------------|--------------|---|
| Sir James Douglas  | Topic: <i>Internet/Social Media Safety Education and Digital Literacy</i> .<br>The presenters feel that parents are the foundation when it comes to youth online interactions. The program offers insight into the world of social media, along with valuable tools to help parents navigate this topic area. Computers are part of our children's lives, both in and out of school. Although as adults we may have a command of social media and all that the Internet has to offer, the way our children use these tools leaves many parents confounded. When this topic was proposed at our PAC meeting, there was consensus amongst the audience that this would be a useful parent education presentation topic. We have contacted Personal Protection Systems Inc., a local company with significant experience presenting to parents and students on the topic of Internet security. We have booked them to present this workshop in February, 2017. Social media, the school and PAC website, posters, newsletters and collaboration with PACs of our family of schools will be used to promote this event. Anticipated number of attendees will be 50.   | \$630          | \$250        | <a href="mailto:pacsid@gmail.com">pacsid@gmail.com</a>  |
| <b>Joint Application between:<br/>Strawberry Vale / Eagle View</b> | The Strawberry Vale PAC has been hosting parent education workshops since the 2014-15 school year. Parent engagement and involvement is a primary goal of our PACs and this is supported by both schools. One of our Executive PAC members has identified childhood anxiety as a key area of interest within our parent groups. The concern around this issue has also been raised by the schools. Julie-Anne Richards is a registered clinical counsellor we have secured as a presenter on this topic. Her presentation is called: "Childhood Anxiety: Empowering Strategies and Effective Support." The presentation will be promoted within the school communities via PAC meetings, posters, email, school newsletters and an online registration system. The event has already been marketed at one school and within 36 hours all 60 spots for that school were filled. Once advertising has been put in place for the other school, we anticipate the same kind of response. We also would like to host a second Parent Education Night in the New Year, this time focusing on 2 subjects: Internet Safety and a Parent Math Night. Total estimated number of attendees for both nights - 100.  |                | \$500        | Strawberry Vale contact: Kristina Andrew - <a href="mailto:krike.misty@gmail.com">krike.misty@gmail.com</a><br>EVE contact: Marni Vistisen-Harwood - <a href="mailto:marnivistisenharwood448@gmail.com">marnivistisenharwood448@gmail.com</a> |
| Victoria High  | Our PAC has identified a need to support parents and families as they address the challenges of gender fluidity. As our society becomes more aware and accepting of gender differences, families are compelled to negotiate the social and emotional challenges that come with this upheaval of traditional gender roles. As loving and supporting as parents may wish to be, their intentions are often offset by their own social conditioning. As a result, parents and families frequently experience mixed feelings and various degrees of conflict as they adjust to expressions of gender fluidity. In addition to these complex family dynamics, families must also address the typical issues of adolescence that frequently polarize parents and their children. With this combination of pressures, it is not surprising that many families experience crisis as issues of gender fluidity arise. As a community, we know the value of support networks as families raise children. For this reason, we wish to use the available funds to offer a workshop facilitated by a professional with expertise in this area of child and youth care. It is our hope that while receiving valuable information, parents and families will learn that they are not alone in their struggles. This message is important as many families suffer from feelings of alienation when coping with the challenges of parenting. This initiative is aligned with district goals to develop a culture of inclusiveness for all individuals, regardless of gender identity, etc. To date, our plan for implementation involves hiring a local professional to lead a workshop/seminar for members of our community. We plan to extend our invitation to include other district schools via all available sources of communication. At this time, the number of attendees is unknown. | \$250          | \$250        | <a href="mailto:callo.esther@gmail.com">callo.esther@gmail.com</a>  |

Parent Education Fund for the 2016-2017 School Year

| School Name | Description for Use of Funds  | Estimated Cost | \$ Requested | Contact Person   |
|-------------|---|----------------|--------------|--|
| Vic West    | For this PAC initiative, we are planning to have a parent workshop in the spring 2017, facilitated by Lisa Baylis, offered free of charge to our parents, on enhancing wellness through the practice of mindfulness. The administrator of our school, Marla Margetts, is working closely with Lisa on setting this up. Having a parent workshop every spring is a tradition we would like to set in motion as a yearly endeavour. Our school's theme of learning and growing together will be greatly furthered by having a workshop on mindfulness that creates an environment of personalized learning through critical thinking and self-care techniques for parents, and in turn, our children. The varied benefits of learning new emotional and mental wellness practices, as well as coping strategies, is a legacy that we wish to pass on to our parent and children of Vic West. We will promote the workshop with mixed media sources, including posters, notices on the PAC board and on our PAC Facebook page. We anticipate the number of attendees to be about 50.                       | \$400.00       | \$250        | <a href="mailto:vicwestpac@gmail.com">vicwestpac@gmail.com</a> |
| Willows     | Our goal is to invite Jennifer Gibson, Coordinator of Community Education Services within Island Sexual Health Services, to speak to our parent body about sexual health. We think that parents' lives are so busy with day-to-day tasks that they may miss out on opportunities to teach their children about sexual health in a healthy and responsible way. We would love for Jennifer to help parents take the awkwardness out of these conversations and to use age appropriate descriptions for our kids. An ease of dialogue between child and parent on the topic of sexual health is vital to the healthy development of the child. Children need to be comfortable expressing their curiosity around sexuality and parents need to be equally comfortable in handling that. Some parent education around this topic will benefit everyone involved, not just for the short term, but for a lifetime. The PAC will promote this event across our social media platforms (Facebook and Twitter), on our school website and in our school newsletter. The approximate number of attendees is 50. | \$220          | \$250        | <a href="mailto:willowspac@gmail.com">willowspac@gmail.com</a> |

Total funding request amount = **\$5,000**

Total Grants = **20**



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: September 18, 2017

RE: **Trustee Expenses, Professional Development and Remuneration**

---

### **Background**

For 2019 and subsequent years, the Federal Government has announced changes to the income tax treatment for the expense allowance portion of trustee remuneration. The current income tax treatment is that one-third of trustee remuneration is not taxable because it is considered to be an expense allowance. In the future, this one-third portion will be taxable.

The tax change has led administration to review trustee expenses, professional development and remuneration more generally and has resulted in the following recommendations.

### **Trustee Expenses**

Given the income tax changes, senior administration is recommending that trustees begin to submit expense reimbursement claims for expenses associated with carrying out their duties as of July 2018. The expense claims will be approved by either the Board Chair or Vice-Chair.

Other jurisdictions have increased remuneration to offset the increased tax amount. The annual increased cost will be approximately \$1,500 per trustee.

Trustee expenses will be budgeted separately from professional development costs. This will enable trustees to participate in business related activities that are important to the District, such as visiting leading practice sites, without affecting professional development opportunities. The overall budget of approximately \$20,000 would not need to be increased.

### **Professional Development**

If the Board agrees that business expenses should be treated differently for budget purposes (all expenses will continue to be reported in the Statement of Financial Information), it is also recommended that professional development requests associated with a Trustee's personal professional goals be approved by the Chair or Vice-Chair to provide an accountability mechanism.

### **Remuneration**

It is recommended that trustee remuneration be adjusted on an ongoing basis to match all increases received by the BCTF/GVTA. It is also recommended that effective January 2018, an increase be applied to the current rate of remuneration reflecting the BCTF/GVTA increases since the beginning of the current term of the Board.

**Recommended Motions:**

1. That the Board of Education of School District No. 61 (Greater Victoria) accept expense reimbursement claims as of July 2018 for trustee expenses associated with carrying out their duties to be approved by the Chair or Vice-Chair;
2. That the Board of Education of School District No. 61 (Greater Victoria) increase trustee remuneration by \$1,500 effective January 1, 2019 to offset the impact of the income tax change;
3. That the Board of Education of School District No. 61 (Greater Victoria) approve that trustees shall submit professional development requests to the Chair or Vice-Chair for approval and that professional development expenses shall be treated independently of trustee business expenses; and
4. That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to amend Regulation 8230 - *Trustee Remuneration and Expenses* for changes to the expense reimbursement and professional development procedures, and to reflect that trustee remuneration, including Chair and Vice-Chair remuneration, be adjusted on an ongoing basis for any salary percentage increases received by the BCTF/GVTA, and that trustee remuneration be amended as of January 2018 to reflect the BCTF/GVTA increases that have occurred since the beginning of the current Board's term.

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: September 18, 2017

**RE: Esquimalt High School All-Weather Field**

---

Background:

Esquimalt High School Alumni have expressed an interest in supporting the installation of an all-weather field at Esquimalt High. The school is supportive of the project and District staff have engaged in an initial conversation with the school and the alumni group.

Esquimalt is not slated for any significant capital renovations following its recent building envelope upgrade. This means that it is unlikely that the Board is in a position to have sufficient capital to support the project cost of approximately \$1.8 million. At Oak Bay, the District funded \$1.3 million out of the project budget. If Esquimalt is to raise its required capital, external funding sources will be required for the majority of the project. Funding could come from community partners (such as a soccer association), the municipality or possibly from a grant. Given the large amount of funding required, it is anticipated that a large partner, such as a municipality, would be required for the project. To date, \$96,000 has been raised for the project.

Moving Forward:

We understand that the Township of Esquimalt has access to capital funds as part of the CRD's sewage project. We also understand that the alumni association would like to approach Esquimalt council to gauge interest. The District intends to reach out to municipal staff for further discussions. We would expect that in the event that sufficient capital were to be made available, a joint use agreement would be required. In the event that an external funder is available, we would also anticipate that they would have a significant portion of the non-educational use time available.

Recommended Motion:

|   |
|---|
| That the Board of Education of School District No. 61 (Greater Victoria) support in principle the upgrading of the upper Esquimalt High School field and direct the Superintendent to have discussions with community partners regarding the capital requirements of the project. |
|---|



## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Pieter Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

RE: **Trustee Questions**

DATE: September 18, 2017

---

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