

**The Board of Education of  
School District No. 61 (Greater Victoria)**

**Regular Board Meeting**

**Monday, December 18, 2017- 7:30 p.m.**

**Tolmie Boardroom  
556 Boleskine Road**

**(Please note that an In-Camera Board meeting  
will precede the Regular Board meeting)**



The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, December 18, 2017 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road

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**AGENDA**

**Estimated  
Times**

**A. COMMENCEMENT OF MEETING**

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

- |         |   |           |
|---------|---|-----------|
| 7:30 pm | <b>A1. Approval of the Agenda</b>                               | (p 01-04) |
| 7:35 pm | <b>A2. Approval of the Minutes</b>                              |           |
|         | a) Approval of the November 27, 2017 Regular Board Minutes      | (p 05-10) |
|         | <b>A3. Business arising from the Minutes</b>                    |           |
|         | <b>A4. Student Achievement</b>                                  |           |
|         | <b>A5. District Presentations</b>                               |           |
| 7:40 pm | <b>A6. Community Presentations</b> (5 minutes per presentation) |           |
|         | a) Jason Gammon, President, GVTA, BCTF 100 Year Anniversary     |           |
|         | b) Audrey Smith, President, VCPAC                               |           |

**B. CORRESPONDENCE**

7:50 pm **C. TRUSTEE REPORTS**

**C1. Chair's Report**

- a) Committee Chair Selection

**C2. Trustees' Reports** (2 minutes per verbal presentation)

- a) Trustee Watters (p 11)

8:00 pm

**D. BOARD COMMITTEE REPORTS****D1. Education Policy and Directions Committee**

- a) Minutes from the December 4, 2017 meeting – Information only (p 12-15)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the December 4, 2017 Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) directs the Superintendent to convene a working group, which includes, VCPAC, VPVPA, GVTA, CUPE, ASA, Aboriginal Nations Council and Student Representatives, to create administrative procedures that support the values and beliefs of the District with regard to dress, and to also review Recommendation #1 contained in the Guiding Principles memo of December 4th, 2017 regarding dress.

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-committee to review and revise as necessary Policy and Regulation 1421 - *Naming School Sites* and provide recommendations to the Education Policy and Directions Committee on potential changes and that the Board place a moratorium on the naming of schools until the review has occurred.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent of Schools to create a policy on how the Board, under *District Presentations* on a Regular Board meeting agenda, recognizes individuals who make significant contributions to the District.

8:20 pm

**D2. Operations Policy and Planning Committee**

- a) Minutes from the December 11, 2017 meeting – Information only (p 16-20)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the December 11, 2017 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) accept the revised Regulation 8230 *Trustee Remuneration and Expenses* for information. (p 21-26)

**Note:** *This meeting is being audio and video recorded.  
The video can be viewed on the District website.*

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 5118.2 *Student Enrollment and Transfers* and accept Regulation 5118.2 *Student Enrollment and Transfers* for information. (p 27-35)
- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 6114 *Maintenance of Order* and accept Regulation 6114 *Maintenance of Order* for information. (p 36-42)
- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3110 *Presentation of New Educational Programs* and accept Regulation 3110 *Presentation of New Educational Programs* for information. (p 43-49)
- v) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates of Ad Hoc Committees open to the public, meeting reports and the Terms of Reference.
- vi) That the Board of Education of School District No. 61 (Greater Victoria) dissolve Policy 1325 Partnership and Attachment Ad Hoc Committee. (p 50)

## E. DISTRICT LEADERSHIP TEAM REPORTS

8:45 pm

### E1. Superintendent's Report

- a) Monthly Report (p 51)

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

- b) Trustee Questions (p 52)

8:50 pm

### E2. Secretary-Treasurer's Report

- a) Monthly Report (p 53)

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

- b) Water Quality Update (p 54-60)

9:00 pm

## F. QUESTION PERIOD (15 minutes total)

9:15 pm

## G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

**Note:** This meeting is being audio and video recorded.  
The video can be viewed on the District website.

**H. NEW BUSINESS/NOTICE OF MOTIONS**

**H1. New Business**

**H2. Notice of Motions**

9:30 pm

**I. ADJOURNMENT**

**Note: This meeting is being audio and video recorded.  
The video can be viewed on the District website.**



**The Board of Education of School District No. 61 (Greater Victoria)  
November 27, 2017 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

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**MINUTES**

**Present:**

Trustees Tom Ferris, Acting Chair, Edith Loring-Kuhanga (via conference call), Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Lisa McPhail, Communications Officer, Katie Hamilton, Community Engagement, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:36 p.m.

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

Introductions were made around the board table.

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Orcherton and seconded:

That the November 27, 2017 Agenda be approved with the following additions:

**C2. Trustee Reports**

b) Trustee Nohr

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

It was moved by Trustee Loring-Kuhanga and seconded:

That the October 23, 2017 Regular Board Minutes be approved.

**Motion Carried Unanimously**

**A3. Business arising from the Minutes - None**

**A4. Trustee Elections**

Acting Chair Ferris turned the meeting over to Secretary-Treasurer Walsh to conduct the annual elections. Secretary-Treasurer Walsh explained to Trustees the format that would be followed for the elections and stated that Trustee Loring-Kuhanga would participate via text messaging through Superintendent Langstraat and that Superintendent Langstraat had signed a Statutory Declaration taking on this responsibility and then deleting the text messages.

**a) Election of Chair**

Secretary-Treasurer Walsh called for nominations for Chair of the Board of Education for the term to December 2018. Nominations were received for Trustees Ferris, Loring-Kuhanga and Watters. Trustees Ferris and Watters declined the nomination. Trustee Loring-Kuhanga was declared Chair of the Board of Education by acclamation.

**b) Election of Vice-Chair**

Secretary-Treasurer Walsh called for nominations for Vice-Chair of the Board of Education for the term to December 2018. Nominations were received for Trustees Ferris, Nohr and Watters. Trustee Nohr declined and Trustees Ferris and Watters accepted. A ballot vote was taken and Trustee Ferris was declared the Vice-Chair of the Board of Education.

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

Acting Chair Ferris called for nominations for the British Columbia Public School Employers' Association (BCPSEA) Representative for the term to December 2018. Nominations were received for Trustees Orcherton, Watters, McNally, and Paynter. Trustees Orcherton, Watters and McNally declined the nomination and Trustee Paynter accepted. Trustee Paynter was declared the BCPSEA Representative by acclamation.

**d) Election of British Columbia School Trustees' Association Provincial Councilor**

Acting Chair Ferried called for nominations for the British Columbia School Trustees' Association (BCSTA) Councilor for the term to December 2018. Nominations were received for Trustees Orcherton, Whiteaker, Nohr and Watters. Trustees Orcherton, Nohr and Watters declined and Trustee Whiteaker accepted. Trustee Whiteaker was declared the BCSTA Councilor by acclamation.

**e) Destruction of the Ballots**

It was moved by Trustee Orcherton and seconded:

That the election ballots be destroyed.

**Motion Carried Unanimously**

**A5. Student Achievement – None**

**A6. District Presentations - None**

**A7. Community Presentations**

- a) Melinda Budgell and Matt Staples teachers and counselors in the District attended the Board meeting to speak to Trustees about the base+ model for elementary school counselling.

**B. CORRESPONDENCE - None**

## C. TRUSTEE REPORTS

### C1. Chair's Report

Chair Loring-Kuhanga thanked Vice-Chair Ferris for stepping in as Chair while she is away in Tanzania. Chair Loring-Kuhanga reported that she attended the following meetings and conferences in Vancouver over the past month: Ministry of Education partnership meeting, BCSTA Board Chair meeting, Harris and Company Law conference and a BCSTA Provincial Council meeting.

### C2. Trustees' Reports

- a) Trustee McNally provided a written report of her activities over the past month.
- b) Trustee Nohr reported on her various activities over the past month.

## D. BOARD COMMITTEE REPORTS

### D1. Education Policy and Directions Committee

- a) The November 6, 2017 meeting minutes were received for information.
- b) Trustee Whiteaker referred to the minutes from the Education Policy and Directions Committee meeting and presented the following recommended motions.

It was moved by Trustee Whiteaker and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the following recommended motion:
  1. That the Superintendent and Associate Superintendent, Deb Whitten, work with elementary principals and their staff to identify schools interested in implementing a "Whole School Inclusive Service Delivery" model for the 2018-19 school year;
  2. That the Superintendent and Associate Superintendent, Deb Whitten, work with the Inclusive Learning Team and the Ministry of Education to provide profile funding to schools for students with an "H" Ministry designation;
  3. That the Superintendent and Associate Superintendent, Deb Whitten continue to meet the itinerant staff, school-based and elementary principals, to discuss other supports, including the Base+ model.

**Motion Carried Unanimously**

### D2. Operations Policy and Planning Committee

- a) The November 14, 2017 meeting minutes were received for information.
- b) Trustee Watters referred to the minutes from the Operations Policy and Planning Committee meeting and presented the following recommended motions.

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve recommended motions ii), iii), iv), vi), and vii) from the November 14, 2017 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**



Trustee Watters referred to the November 14, 2017 meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked of the Superintendent and Secretary-Treasurer.

It was moved by Trustee Watters and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) support in principle reinvigorating the Greater Victoria Foundation for Learning and direct the Superintendent to bring back a revised constitution and bylaws as applicable for consideration.

**Motion Carried**

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

Against: Trustee McNally

It was moved by Trustee Watters and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve naming the library at Tillicum Community School "The Lori Burley Learning Commons".

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3170 *Board Reserves* and accept Regulation 3170 *Board Reserves* for information.

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve the Audit Committee Terms of Reference.

**Motion Carried Unanimously**

Trustee Watters referred to the November 14, 2017 meeting minutes and presented the following recommended motion.

It was moved by Trustee Watters and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9210, *The Development of Policy* at the meeting of November 27, 2017.

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

That Bylaw 9210, *The Development of Policy* be:

Read a first time this 27th day of November, 2017;  
Read a second time this 27th day of November, 2017;  
Read a third time, passed and adopted this 27th day of November, 2017.

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

- vi) That the Board of Education of School District No. 61 (Greater Victoria) dissolve the Needs Budget Ad Hoc Committee.

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) establish an Advocacy Ad Hoc Committee to develop effective advocacy action plans in partnership with our stakeholders.

**Motion Carried Unanimously**

- c) Superintendent Langstraat introduced Ms. Katie Hamilton who presented an overview and update on the Ad Hoc Committee meetings that have occurred with respect to the Public Engagement Plan. Discussion ensued amongst the Trustees with questions of clarification being asked of Ms. Hamilton.

## **E. DISTRICT LEADERSHIP TEAM REPORTS**

### **E1. Superintendent's Report**

- a) Superintendent Langstraat presented his monthly report and further reported that he attended a Ministry of Education meeting regarding universal early child care. The Ministry will be making an announcement regarding this topic in the coming months. Discussion ensued amongst the Trustees with a request being made for more details to be provided at a future Operations Policy and Planning Committee meeting.

It was moved by Trustee Orcherton and seconded:

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

**Motion Carried Unanimously**

- b) Superintendent Langstraat provided Trustees with some background and an overview with regards to a language programming and curriculum in the District. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish a process for reviewing the provision of language instruction in the Greater Victoria School District.

**Motion Carried Unanimously**

- c) Superintendent Langstraat responded to Trustee questions regarding other districts claiming sanctuary status for immigrating families registering their students, Ministry of Education funding for immigration families, school catchment and boundary changes, enrolment priorities and requirements, and registration review.

### **E2. Secretary-Treasurer's Report**

- a) Secretary-Treasurer Walsh presented his monthly report.

It was moved by Trustee Leonard and seconded:

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

**Motion Carried Unanimously**

**F. QUESTION PERIOD - None****G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None****H. NEW BUSINESS/NOTICE OF MOTIONS****H1. New Business - None****H2. Notice of Motions****a) Trustee Orcherton – Recognition for Contributions to the District**

Trustee Orcherton provided a notice of motion for the December 4, 2017 Education Policy and Directions Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to create a policy on how the Board recognizes individuals who make significant contributions to the District.

**I. ADJOURNMENT**

It was moved by Trustee Whiteaker and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 9:23 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

**Jordan Watters – Trustee Report**  
**Submitted to the Greater Victoria School Board**  
December 13, 2017

This report provides a round-up of my activities since October 19<sup>th</sup>, 2017.

I attended the following school based events:

- View Royal – School Tour (Oct 23)
- Cloverdale – School Tour (Nov 7)
- Rockheights – School Tour (Nov 8)
- Esquimalt High – Hour of Code (Dec 8)

I attended the following committee meetings:

- Gender & Sexuality Alliance (Oct 24)
- One Learning Community (Oct 25)
- Equity Committee (Nov 2 & Dec 7)
- Victoria Family Court & Youth Justice Committee (Nov 15)
  - I will be presenting to the committee in January on SD61's steps around the TRC recommendations.

In my capacity as the Vancouver Island School Trustee Association (VISTA) representative on the BC School Trustee Association's (BCSTA) Professional Learning Committee (PLC), I participated in the following events:

- VISTA Meeting at Academy (Oct 28)

**Professional Learning**

- Attended BCSTA Academy (October 26, 27 and 28)
- Read Trauma Informed Practice Guide developed by the BC Provincial Mental Health and Substance Use Planning Council May 2013

**Advocacy**

- Submitted a proposal to make a presentation at the Moving Trans History Forward 2018 Conference hosted by the University of Victoria Chair in Transgender Studies. The proposed presentation title is: Trans Inclusive Schools: Moving Beyond Bathrooms
- Met with a representative from Victoria Sexual Assault Centre's Project Respect to discuss their proposal to the McConnell Foundation's Well Ahead Student Well-Being for Systems Change Fund. This resulted in a letter of support for the project.
- Met with representatives from the University of Victoria Student Society, Project Respect, and the GVTA Social Justice Chair to discuss advocacy actions around the inclusion of intersectional consent based violence prevention in the K-12 curriculum.



**Education Policy and Directions Committee  
December 4<sup>th</sup>, 2017 – Tolmie Board Room**

**Minutes**

**Present: TRUSTEES**

Ann Whiteaker, Chair  
Tom Ferris  
Diane McNally  
Deborah Nohr  
Peg Orcherton  
Rob Paynter  
Jordan Watters

**ADMINISTRATION**

Shelley Green, Deputy Superintendent  
Deb Whitten, Associate Superintendent  
Greg Kitchen, Associate Superintendent  
Piet Langstraat, Superintendent of Schools  
Jeff Davis, Director - International Student Program  
Jeanette Alexander, ASA Representative  
Angela Leong, CUPE 947 Representative  
Ilda Turcotte, GVTA Representative  
Marketa Lund, VCPAC Representative  
Karen Walters-Edgar, Meeting Recorder

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

Chair Whiteaker welcomed everyone to tonight's meeting.

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

**A1. APPROVAL OF THE AGENDA**

*It was moved and seconded:*

That the December 6<sup>th</sup>, 2017 Education Policy and Directions agenda be approved.

**Motion Carried Unanimously**

**A2. APPROVAL OF THE MINUTES**

*It was moved and seconded:*

That the November 6<sup>th</sup>, 2017 Education Policy and Directions Committee meeting Regular Minutes be approved.

**Motion Carried Unanimously**

**A3. BUSINESS ARISING FROM THE MINUTES - None**

**B. NEW BUSINESS**

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**B1. Introduction of Student Representative**

Superintendent Langstraat welcomed and introduced Student Representative, Daniel Davenport, from Lambrick Park High School.

**B2. Early Learning**

Superintendent Langstraat stated that last month he was invited to attend a forum, led by the Honourable Katrina Chen, Minister of State for Child Care, regarding the implementation of universal child care. The goal of the BC government is to provide accessible, affordable, quality care and early learning to every child whose family wants or needs it. The purpose of the forum was to gather unique perspectives from those in attendance, including participants from indigenous communities, supported child development and services providers. Key questions highlighted: affordability, accessibility, quality and the early childhood education workforce. Superintendent Langstraat stated that the government's plan is to implement child care universality within the next 3 years.

Trustees discussed the issue and suggested the next Ed Policy meeting as a timeline for further discussions.

Superintendent Langstraat stated that he will draft an Early Learning model for discussion at the January 8<sup>th</sup>, 2018 Ed Policy meeting.

**B3. ISP Annual Report and Plan**

Jeff Davis, Director, International Student Program provided highlights of his ISP Strategic Plan. Director Davis reviewed some of the successes of the past year and also spoke to many of the key strategies undertaken to achieve these successes.

Trustees asked questions of clarification and provided feedback.

Chair Whiteaker thanked Mr. Davis for his presentation.

**B4. Review of BAA Courses/Current Curriculum**

Associate Superintendent, Deb Whitten provided details for Ministry framework concerning future BAA courses. Associate Superintendent Whitten stated that the Ministry is requiring that all Grade 10 BAA courses that Boards offer in 2018-19 will need to be revised to align with the new Ministry curriculum to reflect the Ministry's "Know-Do-Understand" curriculum design by July 1<sup>st</sup>, 2018.

Trustees asked questions of clarification.

Superintendent Langstraat advised that Associate Superintendent, Greg Kitchen, will oversee these secondary level BAA courses and current curriculum. Superintendent Langstraat stated that many BAA courses should be able to be merged with the Ministry's new curriculum design and criteria.

**B5. Guiding Principles Regarding Dress - Update**

Associate Superintendent, Deb Whitten provided the framework for the update in regard to Dress Guiding Principles. Associate Superintendent Whitten explained that the One Learning Committee was tasked with preparing a recommendation regarding the District's expectations around dress codes in schools. Associate Superintendent Whitten explained that the

Committee considered the input from all meetings held on this issue and the 2 dress code recommendations contained in the memo are believed to align with the District values, as identified in the Strategic Plan.

Trustees discussed the dress code recommendations at length. Trustee Orcherton presented a motion and provided her rationale.

*It was moved and seconded:*

That the Board of Education of School District No. 61 (Greater Victoria) directs the Superintendent to convene a working group, which includes, VCPAC, VPVPA, GVTA, CUPE, ASA, Aboriginal Nations Council and Student Representatives, to create administrative procedures that support the values and beliefs of the District with regard to dress, and to also review Recommendation #1 contained in the Guiding Principles memo of December 4th, 2017 regarding dress.

**Motion Carried**

For: Trustees Orcherton, Nohr, Whiteaker  
Against: Trustee Ferris

**B6. Elementary Lunch Monitors in Schools - Info**

Deputy Superintendent, Shelley Green, provided background information on the spreadsheet detailing the process and criteria on how each of our elementary schools provides lunch monitor supervision.

Trustees asked questions of clarification.

**B7. Naming of School Sites**

Trustee Orcherton presented her rationale for the motion.

*It was moved and seconded:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-committee to review and revise as necessary Policy and Regulation 1421 - *Naming School Sites* and provide recommendations to the Education Policy and Directions Committee on potential changes and that the Board place a moratorium on the naming of schools until the review has occurred.

**Motion Carried Unanimously**

**B8. New Policy - Recognizing Significant Individual Contributions to the District**

Trustee Orcherton explained that she wished to make an amendment to her original motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to create a policy on how the Board recognizes individuals who make significant contributions to the District.

Trustees voted on the Main Original Motion with the amendment.

*It was moved and seconded:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to create a policy on how the Board, **under District Presentations on a Regular Board meeting agenda**, recognizes individuals who make significant contributions to the District.

**Motion Carried Unanimously**

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**C. NOTICE OF MOTIONS**

Chair Whiteaker advised that there will be a motion on the January 8<sup>th</sup>, 2018 Ed Policy and Directions Agenda in regard to the BCSTA motions.

**D. GENERAL ANNOUNCEMENTS - None**

**E. ADJOURNMENT**

It was moved by Trustee Ferris

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:40 p.m.





**Operations Policy and Planning Committee Meeting  
December 11, 2017 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Committee Members Present:** Jordan Watters, Chair, Diane McNally, Rob Paynter, Elaine Leonard

**Other Trustees Present:** Deborah Nohr

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Ted Pennell, Director of Information Technology

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

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

**1. APPROVAL OF THE AGENDA**

It was moved by Trustee Leonard:

That the December 11, 2017 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard:

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

**Motion Carried Unanimously**

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

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

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Langstraat welcomed and introduced Daniel Davenport student representative from Lambrick Park Secondary School and highlighted some of the initiatives that the Student Representative Council has worked on.

## **B. Update on Childcare License Rate Discussions**

Superintendent Langstraat discussed the ongoing consultation with childcare providers regarding the rate structure and highlighted proposed rate changes. Trustees asked questions of clarification of the Superintendent.

## **6. PERSONNEL ITEMS**

### **A. Teacher Staffing Update**

Superintendent Langstraat presented the Committee with a brief summary of progress on teacher staffing since the September 2017 Operations Policy and Planning Committee meeting. Trustees asked questions of clarification to the Superintendent and Secretary Treasurer.

## **7. FINANCE AND LEGAL AFFAIRS**

### **A. Regulation 8230, *Trustee Remuneration and Expenses***

Secretary-Treasurer Walsh stated that the working group has suggested changes to Regulation 8230 *Trustee Remuneration and Expenses* for the Board to consider. He highlighted the major changes. Discussion ensued amongst the Trustees.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) accept the revised Regulation 8230 *Trustee Remuneration and Expenses* for information.

Discussion ensued amongst trustees. Questions were raised by Trustees about the some of the language. An amendment was moved.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) revise the draft revised Regulation 8230 *Trustee Remuneration and Expenses*, to remove the last two paragraphs of section 1.0 and delete section 3.10 and renumber the remaining portion of section 3.

**Motion Carried Unanimously**

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) accept the amended revised Regulation 8230 *Trustee Remuneration and Expenses* for information.

**Motion Carried Unanimously**

### **B. Policy Sub-Committee Report**

Secretary-Treasurer Walsh stated that the Policy Sub-Committee have redrafted Policy and Regulation 5118.2 *Student Enrollment and Transfer* for Information based on the Ad Hoc Committees recommendations.

Trustees and stakeholders asked questions of clarification and the Superintendent indicated that he would make two minor edits to the regulation.

It was moved by Trustee Leonard:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 5118.2 *Student Enrollment and Transfers* and accept Regulation 5118.2, *Student Enrollment and Transfers* for information.

**Motion Carried Unanimously**

Policy and Regulation 6114 *Maintenance of Order* changes have been revised to reflect current practices. Superintendent Langstraat presented the rationale for the changes. Trustees asked questions of clarification. Superintendent Langstraat indicated that he would make minor edits to reflect gender inclusion.

It was moved by Trustee Leonard:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 6114 *Maintenance of Order* and accept Regulation 6114 *Maintenance of Order* for information.

**Motion Carried Unanimously**

Superintendent Langstraat indicated that Policy and Regulation 3110 *Presentation of New Educational Programs* changes have been revised to reflect current practices.

It was moved by Trustee Leonard:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3110 *Presentation of New Educational Programs* and accept Regulation 3110 *Presentation of New Educational Programs* for information.

**Motion Carried Unanimously**

iv) Director of Information Technology Pennell provided the draft Policy 1300 *Acceptable Use of Digital Technology* and associated regulation for initial consideration. He indicated that following the meeting they would be sent to stakeholders for comment prior to a return to the committee in February. Trustees and stakeholders asked questions of clarification.

## 8. FACILITIES PLANNING – None

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

## 10. NEW BUSINESS

### A. Trustee Questions – None

### B. Ad Hoc Committees

Trustee Paynter assumed the position of Chair so that Chair Watters could move a motion.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates, meeting minutes, and the Terms of Reference, and that the Ad Hoc Committees' meeting times and dates are reflected in the District calendar.

Discussion ensued amongst trustees. The Superintendent presented Trustees with information with respect to the administrative impact of the motion. An amendment was moved

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) amend the motion to read "direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates of Ad Hoc Committees *open to the public*, meeting ~~minutes~~ *summaries*, and the Terms of Reference, and that the Ad Hoc Committees' meeting times and dates are reflected in the District calendar.

An amendment to the amendment was moved.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) amend the amendment to read "reports" rather than "summaries".

**Motion Carried**

Trustees voted on the amendment as amended.

That the Board of Education of School District No. 61 (Greater Victoria) amend the motion to read "direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates of Ad Hoc Committees *open to the public*, meeting ~~minutes~~ *reports*, and the Terms of Reference, and that the Ad Hoc Committees' meeting times and dates are reflected in the District calendar.

**Motion Carried**

A further amendment was made.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) amend the motion to read "direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates of Ad Hoc Committees open to the public, meeting reports and the Terms of Reference. ~~and that the Ad Hoc Committees' meeting times and dates are reflected in the District calendar.~~

**Motion Carried**

Trustees voted on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ensure that, effective January 2018, all Ad Hoc Committees of the Board are listed on the District website along with the committee's Chair, the Chair's contact information, future meeting dates of Ad Hoc Committees open to the public, meeting reports and the Terms of Reference.

**Motion Carried**

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) dissolve Policy 1325 Partnership and Attachment Ad Hoc Committee.

**Motion Carried Unanimously**

**11. NOTICE OF MOTION – None**

**12. GENERAL ANNOUNCEMENTS – None**

**13. ADJOURNMENT**

It was moved by Trustee Leonard:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:30 p.m.



# OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4110

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TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 18, 2017

RE: **REGULATION 8230 – TRUSTEE REMUNERATION AND EXPENSES**

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At the September 25, 2017 Board of Education meeting, a motion was passed directing the Superintendent to amend Regulation 8230 - *Trustee Remuneration and Expenses* for changes made to the expense reimbursement and professional development procedures. An ad hoc committee of administration and trustees met to discuss the processes, procedures and practices regarding the reimbursement of business expenses and professional development and suggested revisions to Regulation 8230 *Trustee Remuneration and Expenses*.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the revised Regulation 8230 <i>Trustee Remuneration and Expenses</i> for information.
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# REGULATION 8230

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## TRUSTEE REMUNERATION AND EXPENSES

### 1.0 SCHOOL ACT

The School Act provides for payment of remuneration and an expense allowance under Section 71:

- "71. (1) A Board may
- (a) authorize annually the payment of remuneration to the Chair, Vice Chair and other Trustees, and
  - (b) authorize annually the payment of a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.
- (2) The Board is responsible for any payments under subsection (1).
- (3) The remuneration for the Chair and Vice Chair may be greater than for the other Trustees."

### 2.0 TRUSTEE REMUNERATION

- 2.1 The Board will authorize annually the payment of remuneration to the Chair, Vice Chair and other Trustees.
- 2.2 The annual authorization shall, wherever possible, be made by June 30 in each year with respect to the twelve months commencing on the next July 1.

### 3.0 EXPENSES

- 3.1 Definition of Reimbursable Expenses
- (a) Meals, travel, accommodation, and other expenses while travelling on Board business.

- (b) Mileage for travel within the District.
- (c) Business associated with other School Districts, B.C.S.T.A., Provincial or Municipal government employees, elected officials, or other persons in a position to bring a benefit to education in the District.
- (d) Conferences, course fees, and other professional development.
- (e) Other additional expenses incurred directly as a result of Board directed activities.
- (f) Childcare expenses associated with activities of the Board outside of the School District.

3.2. Reimbursable expenses do not include:

- (a) Activities not reasonably related to the functions of a Trustee.
- (b) Loss of income.

3.3 Budgets and Approvals

- (a) The Board will establish annually an overall budget for Trustee reimbursable expenses and professional development costs.
- (b) Trustees will, individually, be allocated a budget for normal reimbursable expenses and professional development. Up to \$500 in expenses can be claimed without prior approval from the Board Chair.
- (c) Any remaining funds shall be made available to all Trustees.
- (d) Access to any remaining funds shall be approved by the Board Chair or designate. The Vice Chair or designate shall approve requests for remaining funds made by the Board Chair.
- (e) In the event that the overall budget for Trustee reimbursable expenses and professional development costs is exceeded, the Board of Education will be required to approve additional funds.



### 3.4 Claims for Reimbursement

- (a) Recoverable expenses will be claimed on either a monthly Mileage Report or a Travel Expense Report. Mileage Reports should be submitted monthly and include all claimable travel within the District. Mileage related to travel outside the district should be included in the applicable Travel Expense Report.
- (b) A Travel Expense Report should be completed for each trip. Other claimable expenses should also be claimed on a Travel Expense Report and submitted no later than one month following the date of the expenditure.

Receipts should be submitted in support of expense accounts. Expense accounts are to be submitted to the Secretary-Treasurer's Department.

### 3.5 Mileage Allowance

Mileage will be paid at the current Provincial Government rate. Long-distance mileage allowances will not exceed the airfare and ground transportation equivalent for the number of authorized persons who are travelling together.

### 3.6 Travel Advances

Requests for travel advance cheques are to be directed to the Secretary-Treasurer's Department. Travel advances will be charged to the account of the Trustee, who will be credited with the amount of reimbursable expenditures chargeable to the Board and accounted for on the Travel Expense Report.

### 3.7 Air Travel

Bookings can be made and paid directly by the Board by applying through the Secretary-Treasurer's Department. Travel will be by economy or lowest cost class.

### 3.8 Hotels

Accommodation can be arranged through the Secretary-Treasurer's Department, but payment should be made by the Trustee and subsequently claimed on the Travel Expense Report. Trustees may claim per day for accommodation if noncommercial accommodation is used based on the current Provincial Government rate.

### 3.9 Meals and Gratuities

Trustees may not claim more than the Board per diem rate for meals and gratuities.

### 3.10 General

All expenses claimed must be related to Board business and be reasonable in nature and extent.

### 3.11 Payment of Accounts

Reimbursable expenses incurred by Trustees, when on the Board's business, shall be paid for by the Trustees, with reimbursement being claimed in accordance with this Regulation. Exceptions include air travel, prepaid hotel accommodations, and cellular telephones. This requirement is to facilitate financial control and the requirement under the Financial Information Act that the Board list all payments made to, or on behalf of, Trustees.

### 3.12 Reporting

A summary of expenses incurred by each Trustee will be prepared at the end of each fiscal year and presented to the Board of Education.

## 4.0 BOARD MOTIONS

- 4.1 The Board shall annually pass the budget which shall include the payment of remuneration to the Chair, Vice Chair and other Trustees.

- 4.2 Trustee Remuneration shall be adjusted on an annual basis to reflect the inflation rate as per Statistic Canada's Consumer Price Index. The additional stipends for the Chair and Vice Chair are \$3,000 and \$1,500 respectively.

## **5.0 ADMINISTRATION OF THIS REGULATION**

The administration of this Regulation will be the responsibility of the Secretary-Treasurer. Any questions arising out of interpretation or application of the Policy or Regulation will be referred by the Secretary- Treasurer to the Chair of the Board.

### References:

School Act Sections 71 and 85

Trustee Remuneration Schedule

*Greater Victoria School District*

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Approved: July 1974

Revised: June 26, 1989

Revised: June 1991

Revised: December 18, 2017

OFFICE OF THE  
**SECRETARY-TREASURER**

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

---

TO: The Board of Education

FROM: The Policy Sub-Committee

DATE: December 18, 2017

RE: **Policy and Regulation Changes**

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**Background:**

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

**Recommendations:**

**Specific Policies Reviewed with Recommended Changes**

**Policy and Regulation 5118.2 - *Student Enrollment and Transfers***

**Background:**

The District has revised its position on student enrollment and transfers. The old Policy and Regulation are consequently out of date. Further, the *School Act* requires the District to articulate student enrollment priorities. A Student Registration and Transfer Ad Hoc Committee comprised of parents, principals, trustees, and students has reviewed enrollment priorities and presented recommendations for changes. The new Policy and Regulation have been drafted based upon these recommendations.

**Revisions:**

Both Policy and Regulation 5118.2 have been entirely redrafted. The documents have been changed from dealing with "Admission of Students from Outside of the District" to the more general purpose of "Student Enrollment and Transfers". The revised Policy outlines the District's current position on enrollment. The Regulation highlights how catchment areas are established and details the different tiers of enrollment priorities.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 5118.2 *Student Enrollment and Transfers* and accept Regulation 5118.2 *Student Enrollment and Transfers* for information.

## **Policy and Regulation 6114 - *Maintenance of Order***

### **Background:**

The old Policy and Regulation 6114 "*Protection of School Property*" are out of date. Both of the older documents reference Section 118 of the *School Act*, which has since been amended to no longer deal with the issue. Instead, Section 177 – "*Maintenance of Order*" was enacted for such matters. The Ministry of Education has developed guidelines to aid in developing procedures and/or policies respecting Section 177 of the *School Act*.

### **Revisions:**

Both Policy and Regulation 6114 have been entirely redrafted. The drafting of both documents has been done in line with the Ministry's guidelines. A plain language explanation of Section 177, provided by the Ministry, has been added to the Policy as a rationale. The Policy highlights the circumstances under which Section 177 exclusion orders may be made. The Regulation outlines the reporting process, the appeal process, and the exclusion powers under section 177.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 6114 *Maintenance of Order* and accept Regulation 6114 *Maintenance of Order* for information.

## **Policy and Regulation 3110 - *Presentation of New Educational Programs***

### **Background:**

Policy and Regulation 3110 have not been updated since 1981 and are consequently both out of date.

### **Revisions:**

The wording of Policy 3110 has been brought up to date and is presented in the new format. Additionally, the policy now provides a definition of what an educational program encompasses. The regulation has been updated to require prior approval from the Superintendent or designate before the proposed educational program can be presented to the Board. The information to be presented to the Board has also been updated in the regulation.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3110 *Presentation of New Educational Programs* and accept Regulation 3110 *Presentation of New Educational Programs* for information.

## **POLICY 5118.2**

### **STUDENT ENROLLMENT AND TRANSFERS**

Adopted:    
Frequency of Review: 5 Years

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#### **1.0 RATIONALE**

- 1.1 The School Act prescribes that educational programs must be provided, free of charge, to every student who is a resident in British Columbia. A student may enroll in any school within the district provided the Board deems that space and facilities are available. The Board believes that the needs of the majority of students are best served if students attend their catchment schools. Priority of enrolment is governed by the School Act under Section 74.1.

#### **2.0 DEFINITIONS**

- 2.1 **Catchment area** is the geographical zone established by the Board as the attendance area for a school or a school program.

#### **3.0 POLICY**

##### **3.1 Access to Education**

- 3.1.1 The Board shall establish catchment areas to reasonably ensure that each school has the capacity to accommodate the anticipated enrolment of students in the area. Students are expected to attend their catchment area schools except in occasions of limited space or if successful application has been made to attend a school from another catchment area.

##### **3.2 Enrollment Priorities**

- 3.2.1 If a Board determines that space and facilities are available at a school, a student is entitled to enrolment subject to section 74.1 of the *School Act*.

#### **4.0 RESPONSIBILITIES**

- 4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

#### **5.0 REFERENCES**

- 5.1 *School Act*, section 74.1 [RSBC 1996]

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## REGULATION 5118.2

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### STUDENT ENROLLMENT AND TRANSFERS

#### Access to Education

1. Catchment areas shall be set by the Board by considering relevant factors, including:
  - a. population distribution,
  - b. school location,
  - c. school capacity
  - d. accessibility of schools
2. A student's catchment area is determined by where the parents' ordinary residence is situated. Parents may be required to provide documentation, which the School District deems appropriate, as proof of residency. In addition or in absence of sufficient documentation, parents may be required to complete a statutory declaration upon request.
3. Subject to the enrollment priorities listed by section 74.1 of the *School Act*, the Board may assign and reassign students to specific schools or educational programs.

#### Enrollment Priorities

1. If space and facilities are deemed available at a school, enrolment priority shall occur in accordance with the following list:

Priority 1: Re-enrolling students  
Priority 2: A catchment area sibling  
Priority 3: A new catchment area child  
Priority 4: A non-catchment sibling  
Priority 5: A non-catchment area child  
Priority 6: A non-school district child



2. Families who could not access their catchment school will have first right of refusal at their catchment school if a seat becomes available. Should such a family decide to stay in their current non-catchment school, or if no seat becomes available, they will be treated as catchment students at their current non-catchment school and pathway.
3. Enrolment priorities apply to all students transitioning from elementary to middle-school as well as from middle-school to high-school. If space for enrolment is limited, priority shall be given to those non-catchment students currently in the determined pathway of schools over other non-catchment, non-pathway students.
4. A student who is leaving a French immersion program at a school which is not their English catchment school will have to apply for a transfer to attend the English Program.
5. A student who is leaving a program of choice (eg. Sports academy) at a non-catchment school will have to apply for a transfer to remain at the school.

*Greater Victoria School District*

Approved: 2017



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

## **POLICY 5118.2**

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### **ADMISSION OF STUDENTS FROM OUTSIDE THE DISTRICT**

The Greater Victoria School District welcomes all students, both inside and outside the district, in their schools.

For out-of-district students please refer to the attendant Regulation for further details.

*Greater Victoria School District*

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Approved: February 1993

Revised: May 15, 1999

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

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## REGULATION 5118.2

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### ADMISSION OF STUDENTS FROM OUTSIDE THE DISTRICT

A student who is a Canadian citizen or landed immigrant, and whose parents normally reside outside the Greater Victoria School District, may request to pursue elementary or secondary school studies in the Greater Victoria School District. A student must make application to the Superintendent of Schools or designate (Principal). The student is to be granted permission to enroll in the Greater Victoria School District upon meeting one of the following conditions:

- a) The student is, or will be, in the direct care of a legal guardian who is a Canadian citizen or landed immigrant with permanent, full-time residence within the District during the time the student is attending school. (Note: a legal guardian is deemed to mean an adult person who has been so appointed by an Order of a Court valid within the Province Of British Columbia), or
- b) The student is a resident in another B. C. school district where an agreement has been entered into with the Greater Victoria School District, or
- c) The student's family has permanent, full-time residence within another South Vancouver Island School District catchment area.

An out-of-District student who does not fall within any of the aforementioned categories must be referred to the International Student Program. Within the International Student Program the student would be eligible for enrolment into the District if he/she agrees to participate in a designated program of supervision and support, which may include a homestay placement, on a fee for service basis.

Authorization to attend a District school shall be valid for one year only. The Superintendent or designate has the discretion to determine the form and terms of such application.

*Greater Victoria School District*

Approved: February 1989

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Revised: May 1999



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## **POLICY 6114**

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### **PROTECTION OF SCHOOL PROPERTY**

In the process of protecting property owned, rented, or leased by School District No.61, the Board of School Trustees of School District No.61 (Greater Victoria) authorizes a principal, vice-principal, administrative assistant, head teacher, teacher, custodian, janitor, constable or police officer, to order any person to depart promptly from such property whenever the aforementioned persons reasonably believe that:

- a) the person is disturbing, interrupting, or disquieting any school function or any classes in session in District No. 61; or
- b) the person is likely to disturb, interrupt, or disquiet any school function or any classes in session in District No. 61; or
- c) the person is damaging property owned, rented, leased, or administered by the Board of School Trustees, District No. 61; or
- d) the person is likely to damage any property owned, rented, leased or administered by the Board of School Trustees, District No. 61.

Every person who is duly ordered to depart from property owned, rented, leased or administered by the Board shall immediately do so.

*Greater Victoria School District*

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Adopted: April 30, 1979

Revised and Retitled: March 23, 1981

Reference: School Act, Section 118

Schools Department Circular R.31

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## REGULATION 6114

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### PROTECTION OF SCHOOL PROPERTY

1. In Board Policy No. 6114, unless the context otherwise requires:

"Board" means Board of School Trustees of School District No. 61 (Greater Victoria) duly constituted under the School Act, Chapter 375 and amendments thereto.

"Property" shall mean property both real and personal owned, leased, rented, or administered by the Board.

"Principal" shall mean a teacher duly assigned under the School Act to be a principal in School District No. 61 (Greater Victoria).

"Vice-Principal" shall mean a teacher duly assigned under the School Act to be a vice-principal in School District No. 61 (Greater Victoria).

"Administrative Assistant" shall mean any person who is to be assigned to be an administrative assistant under Board Policy 2200.

"Head Teacher" shall mean a teacher duly assigned and to be a head teacher under the School Act in School District No. 61 (Greater Victoria).

"Janitor" shall mean any person who is employed by the Board to provide janitorial services to property owned, rented, leased by the Board.

"Teacher" means a person holding a valid and subsisting certificate of qualification, issued by the Department of Education, who is appointed or employed by the Board to give tuition or instruction, or to administer or supervise instructional service in a public school in School District No.61, and includes a person to whom is issued,

pursuant to the School Act, a Letter of Permission for teaching, but does not include a person appointed by the Board as a Superintendent of Schools or Assistant Superintendent of Schools.

2. Any of these persons employed and authorized by the Board to act on its behalf in the protection of school property, excluding constables and police officers, are advised to use no physical abuse in the exercise of this authority.
3. Any of these persons employed and authorized by the Board to act on its behalf in the protection of school property are requested to keep a record of the date and circumstances of each incident and to forward the report to the Superintendent of Schools.
4. Any of these persons employed and authorized by the Board to act on its behalf in the protection of school property shall not, individually, initiate legal action against a person considered as an offender except on the advice of the Superintendent of Schools.
5. Each principal is charged with the responsibility of making the students, staff and parents aware of the contents of this regulation and the governing policy.

*Greater Victoria School District*

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Approved: March 1981

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

## **POLICY 6114**

### **MAINTENANCE OF ORDER**

Adopted:    
Frequency of Review: 5 Years

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#### **1.0 RATIONALE**

- 1.1 Policy 6114 is based upon Section 177 of the *School Act*. Section 177 is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. This section allows the principal or other school administrator to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or administrator. It also enables the principal or administrator to call for assistance from law enforcement if necessary. If a person contravenes this section of the *School Act*, he or she commits an offence. The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff.

#### **2.0 DEFINITIONS**

2.1 “school” means

- 2.1.1 a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- 2.1.2 the teachers and other staff members associated with the unit, and
- 2.1.3 the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board.

#### **3.0 POLICY**

- 3.1 Exclusion orders from the school property may be issued in circumstances where the School District determines a person's actions:
- 3.1.1 present a risk to the safety of students, staff, or others in the school community, or
  - 3.1.2 present significant and ongoing disruption to any educational programs offered by the school.



- 3.2 Exclusion orders may be made whether the actions contravening section 177 occur on or off school property.
- 3.3 Section 177 orders should not be made, except in unusual consequences, without first attempting to remedy the problem through other approaches.

#### **4.0 RESPONSIBILITIES**

- 4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

#### **5.0 REFERENCES**

- 5.1 *School Act*, section 177 [RSBC 1996]

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## REGULATION 6114

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### MAINTENANCE OF ORDER

1. The following individuals have the authority, under section 177 of the *School Act*, to direct individuals to immediately leave school property:
  - a) Superintendents
  - b) Assistant superintendents
  - c) Directors or their equivalent
  - d) Principals
  - e) Vice-Principals
2. If an administrator deems necessary, a call for assistance from the police shall be made.
3. While Principals, Vice Principals and Directors have the authority to direct individuals to immediately leave school property, the superintendent's office must be contacted for approval to issue written exclusion orders.
4. The Superintendent, Deputy Superintendents and the Associate Superintendent may directly issue section 177 exclusion orders for a period up to one school year at which time the exclusion order shall be reviewed.
5. The Superintendent shall inform the Board for all exclusion orders which extend past a period of five calendar days.
6. The following procedures shall be followed by administrators when an individual is directed to leave school property under section 177 of the *School Act*:
  - a) The incident shall be reported to the superintendent or designate.
  - b) The Superintendent's office shall provide written notification, as soon as possible, to the excluded person. The notification should include reasons for and length of exclusion, date for review and information regarding the review process. The school shall document the incident and include the following information at a minimum:

- i. Name of School;
  - ii. Date, time and location of incident(s);
  - iii. Description of incident(s);
  - iv. Name (and contact information if possible) of person excluded;
  - v. Length of exclusion;
  - vi. Date for review; and
  - vii. Name of person completing document
7. A person excluded from school property may appeal the exclusion order within 30 calendar days from when the order was issued. The appeal must be in writing and include the appellant's response to the information included in the notification of exclusion.
8. If the exclusion order is issued by an authorized individual other than the superintendent, then the appeal decision is made by the superintendent. If the superintendent was the issuer of the original exclusion order or the appellant is unsatisfied by the superintendents appeal decision, then the appellant may appeal to the Board of Education.
9. Appeal decisions shall be rendered within 30 days of receiving the appeal. The appeal decisions shall be communicated in writing and include reasons for the decision.
10. In the event that a decision of a board employee significantly impacts the education, health or safety of a student, an appeal of an exclusion order under section 177 may be heard through a section 11 appeal of the *School Act*.
11. The District shall establish a system for recording and tracking the use of Section 177 at the school and district levels.

**References:**

- Section 177 and Section 11 of the *School Act* [RSBC 1996]
- Bylaw 9330.1 Appeal Process

*Greater Victoria School District*

Approved: 2017



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## **POLICY 3110**

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### **PRESENTATION OF NEW EDUCATIONAL PROGRAMS**

Recommendations for new educational programs, or extensions of existing programs, shall be presented to the Board in time for inclusion in the Annual Provisional Operating Budget. Only extraordinary requests will be considered for presentation at Final Budget.

Public Health and Welfare Services should be used where appropriate and not duplicated by the school system. Community programs should not duplicate Camosun College or Municipal Recreation Programs.

Proposals should contain sufficient pertinent information so that decisions between competing requests, where costs are usually a controlling factor, can be made.

Alternative ways of solving problems should be presented and discussed. Explanations for their rejection fully explained.

Costs should always be presented with the same factors included, so that programs can be compared with each other and with the cost of educating the pupil in the normal system.

*Greater Victoria School District*

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Adopted: September 28, 1981

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

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## REGULATION 3110

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### PRESENTATION OF NEW EDUCATIONAL PROGRAMS

Recommendations for new educational programs, or extension of existing programs, should include the following information when presented to the Board for approval and for back up to budget additions:

1. Identification of the need or problem

Identify the student group where education is not adequate and cannot be dealt with or improved within the existing system, with reasons.

2. Evidence of the demand

Number of students who can be expected to take advantage of the program based on certain evidence and student and public demand.

3. Description of program to show how the program will solve the problem:

- a) Proposed curriculum
- b) Entry and exit criteria for students with proposed duration of student's stay in the program
- c) Duration of the program
- d) Evaluation procedures
- e) Comparison with alternative ways of solving the problem

4. Equipment and space requirements

List needed equipment and space requirements and indicate whether or not they are already available within the system.

5. Cost of program (on budget year basis)

- a) Detail all relevant costs (salaries, benefits, supplies, services, etc.) to include:
  - i) First year costs with particulars of any non-reoccurring start-up costs
  - ii) Second year costs to indicate impact on future budgets
  - iii) Cost-per-pupil, with comparison to District norms and other special programs
- b) Indicate the source of revenue for the program i.e. Special Approvals, Federal or Provincial grants, District Taxation, fees, etc.

*Greater Victoria School District*

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Approved: September 28, 1981

# **POLICY 3110**

## **PRESENTATION OF NEW EDUCATIONAL PROGRAMS**

Adopted:    
Frequency of Review: 5 Years

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### **1.0 RATIONALE**

- 1.1 The Board encourages discussion around implementation of new education programs but believes existing community resources should be utilized to the full extent possible.

### **2.0 DEFINITIONS**

- 2.1 **Education programs** are programs offered by the District, outside of regular courses, which enhance the educational opportunities available in the District. Education programs include sports academies, French immersion, traditional schooling, etc.

### **3.0 POLICY**

- 3.1 Recommendations for new educational programs or extensions of existing programs shall be presented to the Board in time for inclusion in the Annual Operating Budget. Only extraordinary requests will be considered for presentation at the Amended Annual (Final) Budget.
- 3.2 Public Health, Welfare Services, Municipal Recreation Programs and post-secondary services should be used where appropriate and not be replicated by the school system.
- 3.3 Proposals should contain sufficient pertinent information, as prescribed by Regulation 3110, to allow for decisions to be made between competing requests.
- 3.4 Alternative ways of adding similar opportunities should be presented and discussed. Explanations for their rejection should be fully explained.

#### **4.0 RESPONSIBILITIES**

- 4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

#### **5.0 REFERENCES**

- 5.1 Regulation 3110 – Presentation of New Educational Programs



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## REGULATION 3110

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### PRESENTATION OF NEW EDUCATIONAL PROGRAMS

Approval must be gained from the Superintendent, or designate, prior to presenting a new educational program to the Board. The Superintendent, or designate, may ask for a presentation to evaluate the proposed educational program.

Recommendations for new educational programs, or extensions of existing programs, should include the following information when presented to the Board for approval.

1. Statement of benefit or need

A clear description of the benefits from the proposed educational program.

2. Evidence of the demand

Number of students who can be expected to take advantage of the program based on certain evidence and student and public demand.

3. Impact on other programs

An explanation of how the proposed program can be expected to work in relation to current programs and any effect it may have upon other programs.

4. Description of program to show how the program will solve the need or problem

- a) Proposed curriculum
- b) Entry and exit criteria for students with proposed duration of student's stay in the program
- c) Duration of the program
- d) Evaluation procedures
- e) Comparison with alternative ways of solving the problem.

4. Equipment and space requirements

List needed equipment and space requirements and indicate whether or not they are already available within the system.

5. Cost of program (on budget year basis)

a) Detail all relevant costs (salaries, benefits, supplies, services, etc.) to include:

- i. First year costs with particulars of any non-reoccurring start-up costs
- ii. Second year costs to indicate impact on future budgets
- iii. Cost-per-pupil, with comparison to District norms and other special programs.

b) Indicate the source of revenue for the program i.e. Special Approvals, Federal or Provincial grants, fees, support from the District's Foundation.

*Greater Victoria School District*

Approved: 2017

## **Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Policy 1325 Partnership and Attachment Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to review and update Policy 1325 Partnership and Attachment.

### **Deliverables:**

The Policy 1325 Partnership and Attachment Ad Hoc Committee will produce an updated Policy 1325 Partnership document.

### **Membership:**

The committee will be comprised of the following voting members:

- One Trustee appointed by the Board Chair
- A Senior staff member appointed by the Superintendent
- One VPVPA representative
- One VCPAC representative
- One Student representative

### **Timeline:**

The Committee will prepare an updated policy document to be submitted to the Operations, Policy and Planning (OPPS) Committee by June 2016. Updates will be provided to the OPPS Committee as information is available.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

- Anyone may attend and contribute to the discussions without voting privileges
- Meeting dates, locations and minutes will be available on the District website

**Date Adopted:** November 16, 2015

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Superintendent's Report

DATE: December 18, 2017

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There are a number of items that the Superintendent wishes to bring to the attention of the Board of Education.

#### Events and Meetings

The Superintendent has attended a number of events and met with a number of individuals since the last Board meeting. These have included:

- District Committees
  - Equity Committee
  - Policy Sub Committee
  - Public Engagement Committee
- Additional Meetings and Events
  - District Archivists
  - Generative Dialogue Sessions
  - ISP – Education Victoria Partners Meeting
  - Island Leadership Coalition Meeting
  - Service Delivery Project Meeting
  - Stakeholder Meetings (ASA, CUPE 947, GVTA and VPVPA)
  - Gordon Head Middle School
  - Mt. Douglas Secondary School
  - Reynolds Secondary School
  - Tillicum Elementary School
  - Volunteers Meeting

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Pieter Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: **Trustee Questions**

DATE: December 18, 2017

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



## OFFICE OF THE SECRETARY-TREASURER

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

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TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 18, 2017

RE: **Monthly Report**

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The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer's office over the last month.

Those activities include:

- VCPAC Meeting – Monterey Middle School
- Out of School Childcare Meeting – Quadra Elementary School
- Learning Studio Visits
- Meetings with Stakeholders and Municipal Partners
- Participated in focus groups throughout the District with regard to Superintendent recruitment.



## OFFICE OF THE SECRETARY-TREASURER

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

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TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: December 18, 2017

**RE: Water Quality Update**

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This memo is to provide the Board of Education with the latest results from our annual water testing for lead in our drinking water.

Over a year ago, we installed water filtration systems on most of the potable water sinks and fountains across the District in order to address elevated lead levels in a number of our schools. Since then, all School Districts across the Province have been directed by the Ministry of Education to conduct inspections to one-third of our sites on an annual basis to ensure that our drinking water complies with Health Canada Guidelines for lead in drinking water. Staff started the one-third testing regime in the fall to comply with the Provincial direction, and to see confirm how our filtration systems have been working.

In the fall, staff collected water samples from 21 of our schools, intentionally selecting sites that produced the higher lead concentrations during last year's testing. Our results show that there has been an improvement overall in reducing lead content in the water, but there are still some instances where the lead content is high, specifically when the water has been allowed to stand for a lengthy period of time

The Health Canada Guideline for lead in drinking water states that the maximum acceptable lead concentration is 0.010mg/L (10ppb). The latest District test results shows that a number of our drinking fountains and sinks exceed that limit, mostly where water has been sitting for an extended period of time, but once the water starts to flow for 15-30 seconds and our in-line filtration system starts to function, the lead content quickly returns to well below safe at majority of the sites. There are some exceptions, which Staff will be addressing immediately.

Staff now believe that the elevated levels of lead in sitting water are associated with older water fountains that contain copper and that the lead is seeping into the water between the filter and the spigot itself inside the water fountain. The goal is to replace these older fountains across the District where sitting water is resulting in us not meeting Health Canada Guidelines. We also intend to introduce guidelines to regularly change filters on all fountains and to educate staff and students to run the fountains for 15 seconds before drinking the water as a precaution.

A preliminary estimate for the replacement of the water fountains suggest that we may be looking at up to 350 older fountains at an average installed cost of \$1000 each. This is a significant budgetary funding issue, which staff will pursue funding for under the Ministry of Education SEP Capital funding envelope. The immediate high priority replacements will be addressed through current year AFG funding.

Please find the Fall 2017 testing results attached.

School Name	School No	1.00				2.00				3.00				4.00				5.00			
		Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)
Arbutus	62	0.85	0.94	0.84	1.08	9.79	0.97	0.81	2.59	0.24	0.21	0.29	0.55	39.70	3.49	3.81	37.30	37.70	2.27	1.75	22.20
Braefoot	51	26.10	0.79	0.66	9.52	7.21	3.61	3.29	6.98	20.80	1.96	1.57	9.34	37.50	5.66	5.22	27.70	0.29	0.29	0.35	0.40
Campus View	47	0.17	0.15	0.15	0.18	16.30	1.51	1.12	10.40	8.17	1.48	0.97	8.18	27.20	2.89	2.36	5.74	35.30	5.56	3.13	21.80
Cedar Hill	25	59.10	6.46	3.98	76.50	15.20	4.03	3.03	14.20	1.60	1.53	0.86	0.88	21.20	6.27	4.56	18.20	26.60	2.97	2.10	17.80
Hillcrest	52	7.05	3.49	2.52	1.95	29.00	4.33	2.72	8.80	39.00	7.51	4.86	32.30	53.10	21.40	8.85	21.10	2.79	2.75	2.32	1.95
James Bay	33	22.00	1.71	1.65	11.70	43.20	15.50	10.90	27.50	21.20	3.98	2.79	26.70	9.57	1.76	1.79	6.97	38.00	43.90	35.00	24.10
Lakehill	42	35.70	5.35	2.85	9.03	44.60	6.04	5.52	30.80	0.65	0.40	0.49	0.45	10.60	1.37	1.22	8.48	17.50	1.37	1.23	5.31
Lansdowne	36	1.73	2.96	9.94	2.22	2.96	3.36	4.87	12.70	15.70	9.73	9.41	22.00	2.03	1.88	9.20	2.30	2.43	2.56	3.41	3.33
Macaulay	40	1.96	5.11	1.70	8.09	0.35	0.44	0.34	0.32	28.00	2.95	2.19	16.20	17.30	2.00	1.19	9.28	42.80	8.43	6.97	43.00
Margaret Jenkins	12	32.30	3.57	3.27	19.40	10.50	3.28	2.68	6.41	0.43	0.43	0.38	0.32	153.00	11.20	4.16	79.00	25.90	1.28	0.93	16.50
Marigold	46	12.10	3.50	3.78	9.05					131.00	14.80	10.10	42.40	28.10	4.03	2.75	11.70	0.20	0.22	0.20	0.19
Quadra	16	39.70	3.30	2.22	21.40	82.60	5.10	3.02	41.80	17.30	2.56	1.94	11.60	0.61	0.38	0.50	0.48				
Rockheights	56	1.35	2.00	1.79	1.48	4.80	5.84	4.57	9.53	27.60	3.26	3.15	6.27	69.50	6.09	5.42	46.10	26.40	3.58	3.27	17.20
Shoreline	58	16.00	2.06	1.65	9.52	502.00	22.30	21.10	362.00	26.80	2.86	2.37	11.70	9.88	1.15	1.11	5.55	16.80	0.95	0.98	5.71
South Park	2	34.50	5.41	3.35	16.10	0.27	0.31	0.36	0.32	25.30	2.23	1.50	1.89	16.70	8.19	7.71	9.92	4.61	2.70	2.77	3.89
Spectrum	63	146.00	17.20	7.40	63.40	60.30	5.73	4.51	38.90	11.20	1.76	1.34	7.94	21.40	1.98	1.71	10.50	39.60	4.45	3.88	9.96
Torquay	65	19.30	2.46	1.97	14.00	22.80	2.65	2.10	21.40	9.48	4.50	3.15	7.27	5.13	4.25	2.96	16.90	27.30	2.09	1.70	16.30
Uplands	44	26.30	1.46	1.14	10.10	12.10	1.49	1.24	10.10	7.73	1.65	1.37	9.60	30.20	1.11	1.32	10.30	33.00	0.90	0.59	7.40
Vic West	4	0.43	0.31	0.55	0.46	77.80	5.37	3.91	34.00	7.09	1.86	1.49	12.50	23.80	2.11	1.10	10.90	12.00	1.36	0.80	6.36
Victor	6				8.98	35.10	1.52	0.92	17.60	10.40	5.79	4.34	10.10	31.70	1.78	0.69	8.81	15.60	0.69	0.47	7.14
View Royal	29	3.21	3.14	6.10	5.88	0.87	1.46	2.58	2.22	2.24	0.76	1.21	0.17	136.00	2.55	1.91	2.24	109.00	5.58	4.19	6.14



6.00				7.00				8.00				9.00				10.00				11.00		
Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush
33.50	2.85	2.03	23.00	55.10	3.43	2.18	26.20	59.20	4.24	2.75	34.40	79.00	9.00	7.78	27.40	0.21	0.26	0.26	0.30	22.70	28.80	17.30
5.26	1.28	1.11	2.01	8.18	2.81	2.78	7.23															
36.50	4.71	2.67	15.80	17.30	2.32	1.40	6.36	31.70	4.04	2.15	17.70	20.50	3.05	2.15	13.00	14.00	2.02	1.32	4.15	12.00	2.22	2.03
55.00	8.47	3.93	25.20	51.90	4.51	2.76	17.30	50.80	6.04	4.01	24.00	109.00	14.40	9.96	105.00	33.00	7.39	3.32	22.00	40.10	4.18	3.77
18.00	3.02	2.07	11.00	0.65	0.56	0.65	0.74															
77.90	59.30	70.20	76.60	21.80	5.57	5.43	19.50	49.40	6.40	6.73	31.20	4.28	1.58	1.20	4.19	2.07	0.98	1.06	5.18	6.31	2.16	1.99
32.10	3.48	2.69	19.40	52.90	4.32	2.20	35.00	8.22	7.40	10.20	12.00											
1.44	2.12	9.25	0.52	0.48	0.40	17.50	2.34	2.50	3.02	2.34	11.30	2.63	3.44	9.31	7.37	2.07	1.90	4.67	4.66	44.70	38.80	64.10
17.60	7.17	4.65	13.90	27.40	11.00	7.04	14.30	22.50	2.89	2.97	1.81	11.40										
18.30	1.13	0.90	15.60	22.80	2.81	2.48	23.10	0.60	0.23	0.33	0.30	7.95	3.99	3.53	4.72	13.50	3.87	4.54	7.67	7.33	4.65	4.12
76.40	16.70	6.84	27.80	62.70	16.20	7.18	26.30	17.50	10.20	12.60	16.90	62.60	12.90	11.40	6.55	4.72						
26.20	0.94	0.66	6.88	3.35	1.49	1.21	1.62	9.83	2.18	1.75	2.42	4.71	0.69	1.74	1.86	12.10	3.88	2.79	3.77	23.90	3.27	2.63
35.90	2.07	1.40	22.30	12.80	8.78	7.49	55.90	70.00	27.60	15.00	14.20	46.10	3.59	3.27	26.60							
20.00	1.82	1.46	9.64	28.90	1.71	1.77	10.50	17.80	1.43	1.35	1.30	9.84	27.80	3.09	2.57	19.50	43.50	1.97	1.73	11.60	31.40	2.13
11.20	5.44	3.29	26.50	56.70	3.15	2.21	34.60	65.30	12.50	11.30	195.00	52.80	3.80	2.33	32.00	61.10	5.29	2.60	38.20	102.00	3.96	3.90
130.00	148.00	128.00	100.00	23.90	4.42	4.02	7.60	7.65	5.63	3.87	2.06	15.00	12.70	12.00	10.30	13.00	9.67	8.25	10.10			
0.94	0.89	0.78	1.33																			
3.27	6.37	4.50	4.11	37.30	4.93	4.15	30.80	545.00	27.10	15.10	218.00											
16.70	0.78	0.54	2.77	26.90	0.71	0.49	11.40	15.80	0.75	0.66	9.07	14.50	0.74	0.65	9.17	6.75	0.58	0.47	7.24			
0.40	0.37	0.40	0.33	107.00	7.16	6.55	8.89	32.50	1.40	1.34	1.22	3.07	64.20	3.20	2.29	3.14						

	12.00				13.00				14.00				15.00				16.00				17	
Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush
15.00	13.50	2.80	2.03	10.40																		
9.25																						
27.10	45.90	4.76	4.14	26.90	31.10	3.17	2.61	19.30	20.20	4.99	2.95	11.10	22.30	5.28	3.53	13.90	45.20	4.75	3.72	37.20	1.93	1.24
2.21																						
286.00	79.90	62.40	174.00	20.40	2.99	2.24	17.50	31.60	3.21	3.50	3.53	1.79	2.80	2.79	18.70	9.17	5.58	16.50	33.80	27.80	3.83	4.21
6.22	7.10	4.52	5.00	6.10	40.20	5.12	3.52	32.60	51.60	2.97	2.08	34.80										
3.12	24.60	3.72	2.59	13.30																		
1.55	18.20	1.94	1.19	13.60	0.24	0.21	0.20	0.29	18.30	2.77	2.29	15.70										
47.60	48.40	4.48	3.58	44.40	110.00	2.55	2.63	88.50	99.90	2.78	2.40	61.70	43.90	2.34	1.69	20.70	46.60	3.48	3.67	59.20	191.00	5.40
	6.92	0.29	0.24																			

.00		18.00				19.00				20.00				21.00				22.00				
30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing
0.82	0.75	74.20	8.23	2.65	17.40	34.10	2.52	1.58	15.70	75.70	8.21	4.82	28.90									
27.70	21.40	2.52	3.18	12.60	21.70	2.79	2.36	15.50	8.34	1.55	2.05	1.93	1.55									
3.04	64.70	140.00	4.59	4.38	73.80	233.00	7.71	5.65	76.50	172.00	4.77	3.87	101.00	116.00	3.91	3.95	71.60	11.20	6.06	4.48	5.16	218.00

23.00			24.00				25.00				26.00				27.00				28.00				29.00		
15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush
9.75	5.40	144.00	81.30	2.48	1.38	38.20	87.80	8.77	4.17	51.50	41.00	4.36	2.19	27.50	72.90	4.65	3.06	34.30	3.32	1.88	1.18	5.14	44.80	17.30	13.40

	30.00				31.00				32.00				33.00			
Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)	Standing	15 sec flush	30 sec flush	Standing (2hr)
109.00	50.20	5.48	4.21	59.00	38.30	7.72	5.28	8.39	28.50	6.72	4.32	32.40	0.83	0.37	0.37	0.87