

OPERATIONS POLICY AND PLANNING COMMITTEE

Tuesday, February 13, 2018 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 COMBINED ED POLICY/OPPs MEETING IS
SCHEDULED FOR:**

Monday, March 5, 2018 at 7:00 P.M.

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

OPERATIONS POLICY AND PLANNING COMMITTEE

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Tuesday, February 13, 2018 – 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.

Estimated Times		Presenter	Status	Attachment
7:00-7:05	1. APPROVAL OF THE AGENDA			Pgs. 1-3
7:05-7:10	2. APPROVAL OF THE MINUTES A. Operations, Policy and Planning Committee Meeting of Monday, January 15, 2018			Pgs. 4-8
	3. BUSINESS ARISING FROM MINUTES			
7:10-7:15	4. PRESENTATIONS TO THE COMMITTEE A. Anomura Housing Society	Susan Abells, Frank D'ambrosio, Kristina Leach		
7:15-7:20	5. SUPERINTENDENT'S REPORT A. Recognition of Student Representative - Natasha Thompson, Mount Douglas Secondary School			
7:20-7:30	B. Equity Committee Update	Piet Langstraat Topher MacIntosh	Motion	Verbal Pgs. 9-10

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with the Policy Sub-Committee to develop a Policy and Regulation on Equity for the Board's consideration.

7:30-7:40	C. Lunch Hour Supervision/Monitors	Shelley Green	Information	Pgs. 11-13
7:40-7:50	D. Amended School Calendar	Greg Kitchen	Motion	Pg. 14

Recommended Motion:

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

2018/2019 School Year Calendar*

School Opening	September 4, 2018
First non-instructional day	September 17, 2018

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

6. PERSONNEL ITEMS

7. FINANCE AND LEGAL AFFAIRS

7:50-8:10 A. 2017-2018 Amended Annual Budget Mark Walsh Motion Pgs. 15-36

Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2017/2018 Amended Annual Budget Bylaw at the meeting of February 26, 2018.
Motion to be Carried Unanimously
- ii) That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2017/2018 in the amount of \$240,201,341 be:

Read a first time the 26th day of February, 2018;
Read a second time the 26th day of February, 2018;
Read a third time, passed and adopted the 26th day of February, 2018;

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

8:10-8:30 B. Policy Sub-Committee Report Mark Walsh Motions Pgs. 37-53

Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the revised Policy 1421 - *Naming School Sites* and accept in principle the revised Regulation 1421 - *Naming School Sites* and send the draft policy and regulation to our stakeholders for comment to be returned to the April 16, 2018 Operations Policy and Planning Committee meeting.
- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the Policy 1422 - *Recognition of Significant Contributions to the District* and accept in principle Regulation 1422 - *Recognition of Significant Contributions to the*

District and send the draft policy and regulation to our stakeholders for comment to be returned to the April 16, 2018 Operations Policy and Planning Committee meeting.

iii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 6112 - *School Day*.

iv) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 7110.1 - *Leasing of Closed Schools*.

8. FACILITIES PLANNING

8:30-8:35	A. Facilities Update	David Loveridge	Information	Pgs. 54-55
8:35-8:40	B. Archives Update	Mark Walsh	Information	Pgs. 56-57
8:40-8:50	C. Anomura Housing Society Feasibility Study	Mark Walsh	Information	Pgs. 58-59

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

10. NEW BUSINESS

8:50-9:00	A. Motion to Rescind - Lunch Hour Supervision/Monitors	Trustee Watters	Motion
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That the Board of Education of School District No. 61 (Greater Victoria) rescind the following motion, which was passed by the SD61 Board on May 23, 2017 but never acted upon: That the Board of Education of School District No. 61 (Greater Victoria) request the Chair to write a letter to the Minister of Education, copying other Party leaders, requesting that the Ministry of Education fund CUPE Education Assistants to supervise SD61 K-5 students during student lunch times in classrooms that rely on students to do this supervision.

9:00-9:10	B. BCSTA 2018 AGM Motion - Conflict of Interest Policy	Trustee Watters	Motion	Pg. 60
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That the Board of Education of School District No. 61 (Greater Victoria) submit the following motion at the BCSTA 2018 AGM:

THAT the BCSTA investigate the provision of corporate sponsored opportunities for senior staff in B.C. and provide a report to the 2018-19 BCSTA AGM regarding the extent of offerings and develop a model policy for addressing the issue.

9:10-9:20	C. Write a Letter to Amend the BC Transit Act	Trustee Paynter	Motion
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That the Board of Education of School District No. 61 (Greater Victoria) write to the Premier and Minister of Education requesting that the BC Transit Act be amended to include the appointment of a trustee of one of the School Districts falling within the Capital Regional District as a director of the regional transit commission for the greater Victoria metropolitan area.

9:20-9:25	D. Trustee Questions			Pg. 61
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11. NOTICE OF MOTION

12. GENERAL ANNOUNCEMENTS

13. ADJOURNMENT



**Operations Policy and Planning Committee Meeting
January 15, 2018 – GVSD Board Office, Boardroom**

REGULAR MINUTES

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

Other Trustees Present: Ann Whiteaker, Tom Ferris

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, David Loveridge, Director of Facilities Services, Lisa McPhail, Communications Officer

The meeting was called to order at 7:02 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 Paynter:

That the January 15, 2018 regular agenda be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the December 11, 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. Vic High Alumni Association - Stadium Update

Keith McCallion, Roger Skillings and Aaron Parker reviewed the work that has taken place related to planning and fundraising for the new stadium at Victoria High School.

5. SUPERINTENDENT'S REPORT

A. Recognition of Student Representative

Superintendent Langstraat welcomed Antonia Kowalewski student representative from Reynolds Secondary School.

B. French Language Review Process

Deputy Superintendent Green provided an overview of the French Language Review process explaining that three separate working groups have been set up; one to review Baragar data, facilities capacities and local information to determine the long term needs of our schools; one to review the current language program, and one to explore alternative models of language provision. A draft report will be presented at the April 2018 Education Policy and Directions Committee meeting. Trustees asked questions of clarification.

C. Advocacy Ad Hoc Committee Terms of Reference

Superintendent Langstraat explained that the Advocacy Ad Hoc Committee has been created to develop advocacy action plans and reviewed the draft terms of reference for the Committee. Trustees provided feedback, asked questions and suggested edits.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Advocacy Ad Hoc Committee Terms of Reference as amended.

Motion Carried Unanimously

D. Equity Committee Update

Superintendent Langstraat reviewed the work of the Equity Ad Hoc Committee and explained that the Committee has identified a concern in the area of accessibility including appropriate ramps, elevators, lifts, accessible washrooms and other appropriate infrastructure and/or equipment and stated that in order for the Committee to make recommendations on the issue, an inventory of accessibility across the District is needed.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to conduct an internal needs assessment of SD61 facilities accessibility infrastructure including ramps, lifts, automatic doors, elevators, wheelchair accessible washrooms, etc. with the intent of developing an Accessibility Strategy for District facilities.

Motion Carried Unanimously

E. BCPSEA AGM

Secretary-Treasurer Walsh explained that the issue of BCPSEA governance changes is a topic at the BCPSEA AGM. Trustee Representative Paynter is looking for feedback from the Trustees that he will present at the AGM. Trustees provided comments to Trustee Paynter.

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. 2017-2018 Funding Update

Secretary-Treasurer Walsh provided the Committee with an overview of the final 2017-2018 funding announcement received from the Ministry of Education in December 2017.

Secretary-Treasurer Walsh advised that the final grant funding shows a net increase of \$2,021,029 as compared to the 2017-2018 preliminary grant primarily due to enrolment growth. The final grant funding will be reflected in the 2017-2018 Amended Annual Budget which will be presented at the February Board of Education meeting. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

B. December 31, 2017 Quarterly Financial Report

Secretary-Treasurer Walsh presented the quarterly financial report for the period ending December 31, 2017 which shows the Annual Operating Budget and the year-to-date actual revenue and expenditure as a percentage of the operating budget. The year-to-date results are comparable to the prior year and reflect the nature of school district operations. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

C. 2018-2019 Partner Group Budget Input Summary

Secretary-Treasurer Walsh explained that the Summary of Partner Group Budget Input for 2018-2019 reflects the responses received from the input request made to Parent Advisory Councils and Education Partner Groups in November 2017. Included with the summary of responses was a scatter gram identifying priority areas. The documents will be posted to the District Website under the Financial section. Questions were asked about the format.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Public Engagement Ad Hoc Committee to review the partner group budget consultation process.

Motion Carried Unanimously

D. Funding Formula Discussion

Secretary-Treasurer Walsh explained that the Ministry of Education has launched a funding model review to ensure that the K-12 public education system receives stable and predictable funding and is inviting feedback on the issues experienced with the current funding allocation system. A discussion ensued about changes that could be made to how funds are allocated to Boards of Education. Trustees requested access to the Ministry of Education's survey provided to Board Chairs.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write to the Minister of Education and copy BCSTA to request the funding formula review survey sent to Board Chairs be sent to all Trustees.

Motion Carried Unanimously

E. Policy Sub-Committee Report

- i) Superintendent Langstraat stated that further to the board motion passed on June 20, 2016, Policy 1240 *School Volunteers* and its associated regulation have been reviewed. The policy does not need to be changed; however the regulation has been revised. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 1240 *School Volunteers* as reviewed without revisions and receive Regulation 1240 *Volunteers in the Schools* as revised.

Motion Carried Unanimously

- ii) Superintendent Langstraat explained that one of the priorities of senior administration and the Victoria Principals and Vice-Principals Association was to modernize the evaluation process and work has taken place over a two year period to ensure that the regulations focus on continuous improvement. Policy 2211 *Selection, Appointment, Assignment, Evaluation, Transfer and Duties of Principals* and Policy 2213 *Selection, Appointment, Assignment, Evaluation, Transfer and Duties of Vice-Principals* continue to be relevant; however, Regulation 2211 *Selection, Transfer, Assignment, Evaluation and Professional Learning of Principals* and Regulation 2213 *Selection, Transfer, Assignment, Evaluation and Professional Learning of Vice-Principals* have been revised.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 2211 *Selection, Appointment, Assignment, Evaluation, Transfer and Duties of Principals* and Policy 2213 *Selection, Appointment, Assignment, Evaluation, Transfer and Duties of Vice-Principals* as reviewed without revisions and receive Regulation 2211 *Selection, Transfer, Assignment, Evaluation and Professional Learning of Principals* and Regulation 2213 *Selection, Transfer, Assignment, Evaluation and Professional Learning of Vice-Principals* as revised.

Motion Carried Unanimously

8. FACILITIES PLANNING

A. Seismic Update - Richmond and Uplands

David Loveridge, Director of Facilities Services explained that as part of the process of the boundary review and facilities planning, consultants were asked to review the seismic risk of both Richmond and Uplands Schools. The new seismic ratings indicate high risk. Specific estimates for the cost of remediation have not been calculated; however, based on experience with similar type schools, the cost for both schools is estimated to be in the range of \$10M to \$17M. Trustees asked questions of clarification.

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 by Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:15 p.m.

TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

DATE: February 13, 2018

RE: **Equity Committee Meeting and 2018-2019 Budget Recommendations**

Background:

The Equity Ad Hoc Committee (“the 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 to make recommendations for supporting equity in the District. At the June 26, 2017 Board meeting, the Committee’s Terms of Reference was amended to add that the Committee will provide recommendations in advance of the 2018-2019 budget process. This report is intended to provide the Board with an update and provide an opportunity for discussion about the draft recommendations. In drafting these recommendations, the Committee applied the following criteria:

- Value to students
- Term of implementation
- Ease of implementation
- Cost of implementation
- Duration of effect

Committee Activities

Since September, the Equity Committee has met six times, and discussed a wide range of topics. The focus has been on the distribution of financial resources, human resource allocations, and programming. The approach has included both the redistribution of existing funds and the potential of generating new funds.

The Committee has submitted two reports to the Board: 1) endorsing the base+ model for elementary school counsellors, and 2) outlining the challenges to equity in emergency preparedness and making recommendations for the standardization of emergency response materials. The Committee has also continued to endorse the reinvigoration of the Greater Victoria Foundation for Learning.

Guiding Principles

The Committee has developed the following Principles of Equity:

- We give each student the opportunity to fulfill their potential
- We use equity as the lens through which we make decisions
- We recognize that equal is not always equitable
- We recognize that our District contains equity seeking schools, and equity seeking populations
- We believe that public education has the power to create more equitable communities

The committee recommends that the Board use these principles to develop a Policy on Equity to ensure that decisions regarding the distribution of financial resources, human resource allocations, and programming foster equity within the District.

Additionally, the Committee recommends that an accompanying Equity Regulation be developed to support the Equity Policy. The regulation should provide clear guidance around the mechanisms to be used to monitor equity within the District and guide decision-making around resource allocations of all kinds. Specifically, the Committee recommends that the Equity Regulation include the following:

- Base+ Model – that wherever possible the Base+ Model be applied.
- Equity Seeking Schools – that District staff annually apply Baragar data to identify equity seeking schools; that the list of Equity Seeking Schools be kept as an internal document; and that the Board and staff give special consideration to the identified Equity Seeking Schools in all discussions of resource allocations, so that these schools may be provided with additional resources.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with the Policy Sub-Committee to develop a Policy and Regulation on Equity for the Board's consideration.

DRAFT Recommendations:

The Committee has developed six recommendations that will be formally presented at the April 16, 2018 OPPS meeting in advance of the 2018-2019 Budget Presentation. They are presented here for the OPPS Committee to discuss, ask questions, and provide feedback.

1. That the Board give special consideration to the identified Equity Seeking Schoolsⁱ in all discussions of resource allocations, so that these schools may be provided with additional resources.
2. That the Board adopt and fund the recommendations of the District Facilities Accessibility Plan.
3. That the Board fund the application of the Base+ Model for sensory rooms.
4. That the Board fund the application of the Base+ Model for elementary school counsellor allocations.
5. That the Board seek avenues to provide additional support for mental wellness and social-emotional needs at middle and secondary schools.
6. That the Board support standardizing emergency response materials, procedures, and training across the District, so that each school is afforded the same level of emergency preparedness.

ⁱ The Equity Committee conducted an assessment of need in District schools utilizing three indicators of need as determined by Baragar data. Based on this assessment 18 schools were identified as Equity Seeking.



Deputy Superintendent's Office

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

Shelley Green, Deputy Superintendent

250-475-4117

MEMO

To: Operations Policy and Planning Committee

From: Shelley Green, Deputy Superintendent

Date: February 13th, 2018

Subject: **Elementary Lunch-time Supervision/Monitors**

Last spring a concern was put forward in regard to lunch-time monitors and supervision in elementary schools. The Board directed the Superintendent to review our current staffing and procedures in regard to lunch monitors and supervision.

Attached are two documents. The first outlines elementary lunch supervision current allocations and proposed requirements in each elementary school. The second document reflects the responses from each elementary school principal when asked which grades should have an adult monitor in the classroom and which grades were adequately supervised with an adult nearby.

In response to the question of adult supervision in classrooms, while students eat lunch, we surveyed our principals and asked which grades required an adult in the room and which grades required an adult "nearby." The attached survey reflects the responses from our elementary principals. The survey clearly recommends that an adult supervise the kindergarten and grade one classrooms but was divided (50%) in regard to the grade 2 students. An adult "nearby" was clearly recommended for grades 3, 4 and 5. Following a discussion of the Board, and a decision in regard to adequate adult supervision for each grade level, the district staff will create an administrative procedure that each elementary school will implement beginning in the 2018-19 school year.

When examining the lunch-time supervision allocations, we asked each principal to survey their school play areas and let us know how many staff would be required to provide adequate playground supervision. When comparing previous allocations and current requirements, it was clear that adjustments were required to meet the current outdoor supervision needs. Therefore, the District will respond in the 2018-19 staff allocations budget by providing the required supervision staff to each school.

Elementary Lunch Supervisor Requirements

School	Currently Have		Require	Additional
	District Allocation	School Allocation		
Braefoot	4.7	3	6	1.3
Campus View	6.4	5	8	1.6
Cloverdale Traditional	5.1	5	6	.9
Craigflower	5.1	5	7	1.9
Doncaster	5.3	6	7	1.7
Eagle View	4.5	3	0	-
Frank Hobbs	5.2	3	6	.8
George Jay	5.6	6	8	2.4
Hillcrest	5	4	5	-
James Bay Community	4	5	6	2
Lake Hill	5.1	10	8	2.9
Macaulay	7	7	9	2
Margaret Jenkins	7.4	4	2	
Marigold	4.7	3	5	.3
McKenzie	5.6	4	4	-
Northridge	4.6	3	5	.4
Oaklands	6.4	5	6	-
Quadra	6.1	6	9	2.9
Rogers	4.6	4	5	.4
Sir James Douglas	6.4	6	6	-
South Park	3.9	6	6	2.1
Strawberry Vale	6.4	4	5	-
Tillicum	6.1	7	7	.9
Torquay	3.5	6	6	2.5
Vic West	5.4	6	9	3.6
View Royal	5.4	4	4	-
Willows	8	5	9	1
				Total = 31.6

Cost = \$38,267.60

Adult Supervision in the Classroom

School	Kindergarten	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Comments
Braefoot	✓	✓	✓	✓			
Campus View	✓	✓	✓	✓			
Cloverdale	✓	✓	✓				
Craigflower	✓	✓					
Doncaster	✓	✓					
Eagle View							Specific Students
Frank Hobbs	✓	✓	✓	✓	✓	✓	
George Jay	✓	✓					
Hillcrest	✓	✓					
James Bay	✓	✓	✓				
Lake Hill	✓	✓	✓				
Macaulay	✓	✓					
Margaret Jenkins	✓	✓	✓				
Marigold							Nearby for all
McKenzie	✓	✓	✓	✓			
Northridge	✓	✓					
Oaklands	✓						Special Circumstances
Quadra	✓	✓	✓				
Rogers	✓	✓	✓				
SJ Douglas							Gr 5 Nearby
South Park	✓	✓	✓	✓			
Strawberry Vale							Nearby for all
Tillicum							Nearby for all
Torquay	✓	✓					
Vic West	✓	✓	✓	✓	✓	✓	
View Royal	✓						
Willows	✓	✓	✓	✓			

To: Operations Policy and Planning Committee

From: Greg Kitchen, Associate Superintendent

Date: February 13, 2018

RE: Amended 2018-19 School Calendar

On February 2nd the Ministry of Education announced an amendment to the School Calendar Regulation that will affect the 2018/19 school year. While the Board has already approved the 2018/19 calendar, this amendment requires us to revisit the calendar and make the necessary changes. We are required to schedule an additional non-instructional day for 2018/19.

The previously approved 2018/19 calendar was developed with partner groups and public input. The changes include April 12 becoming a fixed date instead of a floater and January 21st being added as a floater that is chosen by schools. The amended calendar is pending further partner and public consultation.

The Ministry has stated that the amendment is in response to requests from our education partners and in order to support curriculum implementation.

Boards must undertake consultation on proposed calendars and must make them available to the public by February 28, 2018. Calendars must then be submitted to the Ministry by March 31, 2018.

Amended 2018/2019 School Year Calendar*

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

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



OFFICE OF THE SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee
FROM: Mark Walsh, Secretary-Treasurer
DATE: February 13, 2018
RE: **2017/2018 AMENDED ANNUAL BUDGET BYLAW**

In April 2017, the Board of Education approved the 2017/2018 Annual Budget Bylaw, which was based on the estimated revenue and expenses for the fiscal year. The Minister has requested that school boards prepare and approve an Amended Annual Budget for the 2017/2018 school year. The Amended Annual Budget takes into account both the revenues and the expenses arising from the actual September 30, 2017 enrolment counts, all grant amounts confirmed subsequent to the approval of the Annual Budget and amounts carried forward from the previous fiscal year that will be spent in the current year.

The Amended Annual Budget has been prepared based on the Public Sector Accounting Standards which require the budget to include the operating, special purpose and capital funds. Consequently, the budget bylaw amount of \$240,201,341 includes the total budgeted expenses in the operating, special purpose and capital funds.

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

OPERATING FUND

The following table summarizes the 2017/2018 Amended Annual Budget – Operating Fund compared to the 2017/2018 Annual Budget – Operating Fund per Schedule 2.

	2017/2018 Amended Annual Budget	2017/2018 Annual Budget
Revenues	\$ 190,145,953	\$ 186,136,440
Expenses	195,672,836	189,241,327
Net Revenue (Expense)	(5,526,883)	(3,104,887)
Budgeted Prior Year Surplus Appropriation	6,901,257	4,104,887
Interfund transfers	(1,374,374)	(1,000,000)
Budgeted Surplus (Deficit), for the year	\$ -	\$ -

Budgeted revenues have increased by \$4.0M in the amended annual budget, and budgeted expenses have increased by \$6.4M. Interfund transfers for capital equipment purchases have increased by \$0.4M reflecting an additional transfer of funds into Local Capital for future student device replacements. The following outlines the major changes in the 2017/2018 Amended Annual Budget – Operating Fund compared to the 2017/2018 Annual Budget – Operating Fund:

Operating Fund Revenue - Schedule 2A

	2017/2018 Amended Annual Budget Revenue	2017/2018 Annual Budget Revenue	Increase (Decrease) Revenue
Provincial Grants - Ministry of Education			
Operating Grant	\$ 168,736,108	\$ 166,715,079	\$ 2,021,029
INAC/LEA Recovery	(1,087,263)	(927,465)	(159,798)
Other Ministry of Education Grants	3,109,850	2,896,617	213,233
Return of Administrative Savings	827,353	827,353	-
Total Provincial Grants	171,586,048	169,511,584	2,074,464
Tuition			
Summer School Fees	56,880	17,696	39,184
Continuing Education	7,175	58,124	(50,949)
International Students	14,484,794	13,206,732	1,278,062
Total Tuition	14,548,849	13,282,552	1,266,297
Other Revenue			
LEA/Direct Funding from First Nations	1,087,263	927,465	159,798
Miscellaneous Revenue	393,496	70,055	323,441
Total Other Revenue	1,480,759	997,520	483,239
Rentals and Leases	1,880,297	1,694,784	185,513
Investment Income	650,000	650,000	-
Total Operating Revenue	\$ 190,145,953	\$ 186,136,440	\$ 4,009,513

Per Schedule 2A, the Operating Grant from the Ministry of Education has increased by \$2.0M. This is due to the following factors:

- 1) Overall enrolment has increased 182 FTE as shown below, resulting in a grant increase of \$1.3M. The enrolment in special education and English language learning has also increased resulting in a grant increase of \$1.4 M.

	2017/2018 Amended Annual Budget FTE	2017/2018 Annual Budget FTE	Increase (Decrease) FTE
Elementary/Middle/Secondary (school-aged)	18,911	18,773	138
Alternate Schools	151	135	16
Continuing Education (school-aged)	31	4	27
Distributed Learning (school-aged)	30	29	1
Total school-aged	19,123	18,941	182
Adult students	19	19	0
Unique Student Needs:			
Special Needs - Level 1	22	21	1
Special Needs - Level 2	775	720	55
Special Needs - Level 3	418	400	18
English Language Learning	1,808	1,751	57
Aboriginal Education	1,454	1,420	34
International Education (Long-term)	1,020	978	42

- 2) The teacher salary differential funding decreased by \$0.7M due to a decrease in average teacher salaries as a result of new teachers being hired to meet the restored collective agreement class size and composition language.
- 3) The Aboriginal Affairs and Northern Development Canada (AANDC) / Local Education Agreement (LEA) Recovery increased by \$0.2M due to an increase in full time equivalent Eligible first Nation Students on the Nominal Roll attending the District.
- 4) Other Ministry of Education Grants increased by \$0.2M due to the recognition of the carbon tax grant which was not included in the 2017/2018 Annual Budget and an increase in funding for graduated adult learners. In August 2017, the Ministry of Education announced that the policy for adult learners to access tuition-free adult basic education programs would be restored.

Tuition

Summer school has increased by \$0.04M. This is a result of timing as summer school started in July, whereas the budget was based on 2016/2017 summer school revenues which were lower as summer school started in June.

Continuing Education fees have decreased by \$0.05M. This is a result of the Ministry funding adult basic education programs.

Tuition fees for international students increased by \$1.3M in the 2017/2018 amended annual budget. Long-term enrolment increase of 42 FTE and short-term enrolment increase of 170 students contributed to this overall increase.

Other Revenue

Miscellaneous revenue increased by \$0.3M as a result of an increase in donations and the reallocation of the budget for cafeteria revenues from special purpose funds into the operating fund.

Rentals and Leases

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

Operating Fund Expenses - Schedule 2B

	2017/2018 Amended Annual Budget Expenses	2017/2018 Annual Budget Expenses	Increase (Decrease) Expenses
Salaries			
Teachers	\$ 83,717,114	\$ 82,684,954	\$ 1,032,160
Principals and Vice Principals	12,255,821	12,255,821	-
Educational Assistants	18,005,720	17,240,139	765,581
Support Staff	17,019,650	17,038,427	(18,777)
Other Professionals	3,978,739	3,697,241	281,498
Substitutes	7,334,330	7,181,346	152,984
Total Salaries	142,311,374	140,097,928	2,213,446
Employee Benefits	32,186,421	32,198,765	(12,344)
Total Salaries and Benefits	174,497,795	172,296,693	2,201,102
Services and Supplies			
Services	5,991,486	4,527,695	1,463,791
Student Transportation	1,081,121	998,933	82,188
Professional Development and Travel	853,734	571,601	282,133
Rentals and Leases	-	79,238	(79,238)
Dues and Fees	87,768	88,207	(439)
Insurance	367,996	442,842	(74,846)
Supplies	7,994,279	5,593,711	2,400,568
Utilities	4,798,657	4,642,407	156,250
Total Services and Supplies	21,175,041	16,944,634	4,230,407
Total Operating Expense	\$ 195,672,836	\$ 189,241,327	\$ 6,431,509

Salaries

- 1) Teacher salaries increased due to additional teachers hired as a result of increased enrolment.
- 2) Additional Educational Assistants were hired as a result of the increased special education enrolment.
- 3) Other Professionals increased as a result of a new hire in the international student program to support enrolment growth and new hires in facilities.
- 4) The increase in the Substitutes budget reflects more release time for professional development and additional Teachers Teaching on Call time due to the increased enrolment.

Employee Benefits

The increase in the employee benefits expense arising from the additional employees hired was offset by the reduction in MSP premiums resulting in an overall decrease in the budget.

Services and Supplies

The overall increase in the services and supplies budget reflects amounts carried forward from the previous fiscal year that will be spent in the current year being built into the applicable expenditure budget category. Additionally, services increased as a result of an increase in agent fee commissions related to the increase in the international student program enrolment and an increase in contracts related to the growth in short-term international enrolment.

The reduction in rentals and leases is the result of a reallocation from the vehicle lease budget into the supplies budget.

The increase in utilities is the result of the recognition of the carbon tax grant not previously included in the 2017/2018 Annual Budget, as well as an increase in light and power costs.

SPECIAL PURPOSE FUNDS

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

	2017/2018 Amended Annual Budget Revenue	2017/2018 Annual Budget Revenues	Increase (Decrease) Revenues
Annual Facility Grant	\$ 875,354	\$ 810,279	\$ 65,075
Learning Improvement Fund	668,206	668,206	-
Scholarships and Bursaries	63,571	60,000	3,571
Special Education Technology	111,000	111,000	-
School Generated Funds	6,420,000	6,020,000	400,000
Strong Start	192,000	192,000	-
Ready, Set, Learn	90,113	66,150	23,963
OLEP	398,099	398,099	-
CommunityLINK	3,889,195	3,859,245	29,950
Coding and Curriculum Implementation	101,989	67,634	34,355
Priority Measures	353,990	-	353,990
Classroom Enhancement Fund	17,979,011	14,968,057	3,010,954
Ledger School	242,312	242,312	-
Provincial Inclusion Outreach	494,327	495,407	(1,080)
Charitable Trust	400,000	400,000	-
Estate Trust	11,000	11,000	-
	\$ 32,290,167	\$ 28,369,389	\$ 3,920,778

The following outlines the major changes in the Special Purpose Funds in the 2017/2018 Amended Annual Budget compared to the 2017/2018 Annual Budget:

- 1) Annual Facility Grant revenue has increased by \$65,075 as a result of carry forward funding from 2016/2017.
- 2) School Generated Funds revenue increased by \$400,000 to reflect the increase in fundraising.
- 3) The Coding and Curriculum Implementation funding was received in 2016/2017 to support curriculum implementation, including a new mandatory coding requirement. The revenue has increased as a result of carry forward funding from 2016/2017.
- 4) The Priority Measures funding was provided by the Ministry of Education in January 2017 to hire additional teachers as the first step in responding to the decision from the Supreme Court of Canada. The increase is a result of carry forward funding from 2016/2017.
- 5) Classroom Enhancement Fund is the grant allocation provided by the Ministry of Education based on the number of teachers required to meet the restored collective agreement class size and composition language. The increase is mainly a result of remedy costs being higher than anticipated and costs related to additional preparation time provided to teachers who have low incidence students integrated into her/his classroom for 50% or more.

CAPITAL FUND

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

The following outlines the major changes in the Capital Fund in the 2017/2018 Amended Annual Budget compared to the 2017/2018 Annual Budget:

Capital Additions

Capital additions from the Special Purpose Funds are expected to be \$0.9M as a result of furniture and equipment purchases in the Classroom Enhancement Fund related to new classrooms and portables.

Local Capital

Local Capital includes 25% of the gain on disposal of surplus properties and interest earned on the local capital balance.

An additional \$0.4M has been transferred from the Operating Fund to local capital to create a reserve fund for technology for learning equipment replacements.

AMENDED ANNUAL BUDGET BYLAW

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

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2017/2018 Amended Annual Budget Bylaw at the meeting of February 26, 2018. Motion to be Carried Unanimously

Recommended Motion:

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2017/2018 in the amount of \$240,201,341 be: Read a first time the 26th day of February, 2018; Read a second time the 26th day of February, 2018; Read a third time, passed and adopted the 26th day of February, 2018; And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.
--

Attachments

Amended Annual Budget

School District No. 61 (Greater Victoria)

June 30, 2018

School District No. 61 (Greater Victoria)

June 30, 2018

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	14

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$240,201,341 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 26th DAY OF FEBRUARY, 2018;

READ A SECOND TIME THE 26th DAY OF FEBRUARY, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF FEBRUARY, 2018;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw 2017/2018, adopted by the Board the 26th DAY OF FEBRUARY, 2018.

Secretary Treasurer

School District No. 61 (Greater Victoria)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	19,203.851	19,021.906
Adult	43.375	43.643
Other	55.125	65.250
Total Ministry Operating Grant Funded FTE's	19,302.351	19,130.799
Revenues	\$	\$
Provincial Grants		
Ministry of Education	198,181,644	192,589,973
Tuition	14,548,849	13,282,552
Other Revenue	8,283,049	7,412,520
Rentals and Leases	1,886,141	1,697,745
Investment Income	804,860	762,491
Amortization of Deferred Capital Revenue	6,974,392	6,974,392
Total Revenue	230,678,935	222,719,673
Expenses		
Instruction	196,892,911	189,081,700
District Administration	4,669,369	4,598,414
Operations and Maintenance	35,930,465	34,354,257
Transportation and Housing	1,045,993	1,014,683
Total Expense	238,538,738	229,049,054
Net Revenue (Expense)	(7,859,803)	(6,329,381)
Budgeted Allocation (Retirement) of Surplus (Deficit)	6,901,257	4,104,887
Budgeted Surplus (Deficit), for the year	(958,546)	(2,224,494)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(958,546)	(2,224,494)
Budgeted Surplus (Deficit), for the year	(958,546)	(2,224,494)

School District No. 61 (Greater Victoria)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	195,672,836	189,241,327
Operating - Tangible Capital Assets Purchased	800,000	800,000
Special Purpose Funds - Total Expense	31,427,564	28,369,389
Special Purpose Funds - Tangible Capital Assets Purchased	862,603	
Capital Fund - Total Expense	11,438,338	11,438,338
Total Budget Bylaw Amount	240,201,341	229,849,054

Approved by the Board

	February 26, 2018
Signature of the Chairperson of the Board of Education	Date Signed
	February 26, 2018
Signature of the Superintendent	Date Signed
	February 26, 2018
Signature of the Secretary Treasurer	Date Signed

School District No. 61 (Greater Victoria)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(7,859,803)	(6,329,381)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,662,603)	(800,000)
From Deferred Capital Revenue	(3,514,457)	(3,514,457)
Total Acquisition of Tangible Capital Assets	(5,177,060)	(4,314,457)
Amortization of Tangible Capital Assets	10,238,338	10,238,338
Total Effect of change in Tangible Capital Assets	5,061,278	5,923,881
Use of Prepaid Expenses	60,000	60,000
	60,000	60,000
(Increase) Decrease in Net Financial Assets (Debt)	(2,738,525)	(345,500)

School District No. 61 (Greater Victoria)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2018

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2018 Amended Annual Budget \$
Accumulated Surplus (Deficit), beginning of year	19,769,564	-	49,724,942	69,494,506
Changes for the year				
Net Revenue (Expense) for the year	(5,526,883)	862,603	(3,195,523)	(7,859,803)
Interfund Transfers				
Tangible Capital Assets Purchased	(800,000)	(862,603)	1,662,603	-
Local Capital	(574,374)		574,374	-
Net Changes for the year	(6,901,257)	-	(958,546)	(7,859,803)
Budgeted Accumulated Surplus (Deficit), end of year	12,868,307	-	48,766,396	61,634,703

School District No. 61 (Greater Victoria)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	171,586,048	169,511,584
Tuition	14,548,849	13,282,552
Other Revenue	1,480,759	997,520
Rentals and Leases	1,880,297	1,694,784
Investment Income	650,000	650,000
Total Revenue	190,145,953	186,136,440
Expenses		
Instruction	166,340,701	161,522,590
District Administration	4,669,369	4,598,414
Operations and Maintenance	23,616,773	22,105,640
Transportation and Housing	1,045,993	1,014,683
Total Expense	195,672,836	189,241,327
Net Revenue (Expense)	(5,526,883)	(3,104,887)
Budgeted Prior Year Surplus Appropriation	6,901,257	4,104,887
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(800,000)	(800,000)
Local Capital	(574,374)	(200,000)
Total Net Transfers	(1,374,374)	(1,000,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 61 (Greater Victoria)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	168,736,108	166,715,079
INAC/LEA Recovery	(1,087,263)	(927,465)
Other Ministry of Education Grants		
Pay Equity	2,896,617	2,896,617
Funding for Graduated Adults	37,810	
Transportation Supplement	20,027	
Return of Administrative Savings	827,353	827,353
Carbon Tax Grant	110,000	
FSA Scoring Activities Grant	17,740	
Access Grant	5,000	
Support Staff Benefits Grant	22,656	
Total Provincial Grants - Ministry of Education	171,586,048	169,511,584
Tuition		
Summer School Fees	56,880	17,696
Continuing Education	7,175	58,124
International and Out of Province Students	14,484,794	13,206,732
Total Tuition	14,548,849	13,282,552
Other Revenues		
LEA/Direct Funding from First Nations	1,087,263	927,465
Miscellaneous		
Miscellaneous Revenue	262,485	55,055
Aboriginal Nations Education Curriculum Project	15,000	15,000
Industry Training Authority	47,600	
Cafeteria Revenue	68,411	
Total Other Revenue	1,480,759	997,520
Rentals and Leases	1,880,297	1,694,784
Investment Income	650,000	650,000
Total Operating Revenue	190,145,953	186,136,440

School District No. 61 (Greater Victoria)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Salaries		
Teachers	83,717,114	82,684,954
Principals and Vice Principals	12,255,821	12,255,821
Educational Assistants	18,005,720	17,240,139
Support Staff	17,019,650	17,038,427
Other Professionals	3,978,739	3,697,241
Substitutes	7,334,330	7,181,346
Total Salaries	142,311,374	140,097,928
Employee Benefits	32,186,421	32,198,765
Total Salaries and Benefits	174,497,795	172,296,693
Services and Supplies		
Services	5,991,486	4,527,695
Student Transportation	1,081,121	998,933
Professional Development and Travel	853,734	571,601
Rentals and Leases	-	79,238
Dues and Fees	87,768	88,207
Insurance	367,996	442,842
Supplies	7,994,279	5,593,711
Utilities	4,798,657	4,642,407
Total Services and Supplies	21,175,041	16,944,634
Total Operating Expense	195,672,836	189,241,327

School District No. 61 (Greater Victoria)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	62,828,477	4,418,636	1,875,700	508,397	231,092	5,006,350	74,868,652
1.03 Career Programs	803,725	82,650	285,320	1,937		37,889	1,211,521
1.07 Library Services	1,780,834			372,542		64,850	2,218,226
1.08 Counselling	2,218,174					50,762	2,268,936
1.10 Special Education	8,540,809	236,837	15,095,865	268,589	109,412	1,171,091	25,422,603
1.30 English Language Learning	1,748,891	144,244				83,522	1,976,657
1.31 Aboriginal Education	477,411	148,550	594,135	47,893	106,437	62,086	1,436,512
1.41 School Administration		7,167,333		3,528,084		42,465	10,737,882
1.60 Summer School	141,915	19,925	2,145	11,550			175,535
1.61 Continuing Education	221,123	37,646		73,409		7,885	340,063
1.62 International and Out of Province Students	4,908,237		117,153	753,067	604,472	331,020	6,713,949
1.64 Other				10,268			10,268
Total Function 1	83,669,596	12,255,821	17,970,318	5,575,736	1,051,413	6,857,920	127,380,804
4 District Administration							
4.11 Educational Administration				145,669	732,552	21,105	899,326
4.40 School District Governance				28,811	248,685		277,496
4.41 Business Administration				1,070,813	1,078,024	29,064	2,177,901
Total Function 4	-	-	-	1,245,293	2,059,261	50,169	3,354,723
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	47,518		35,402	267,163	755,400	14,573	1,120,056
5.50 Maintenance Operations				8,902,970	112,665	331,099	9,346,734
5.52 Maintenance of Grounds				1,005,217		80,569	1,085,786
5.56 Utilities							-
Total Function 5	47,518	-	35,402	10,175,350	868,065	426,241	11,552,576
7 Transportation and Housing							
7.41 Transportation and Housing Administration				23,271			23,271
7.70 Student Transportation							-
7.73 Housing							-
Total Function 7	-	-	-	23,271	-	-	23,271
9 Debt Services							
9.92 Interest on Bank Loans							-
9.94 Interest on Temporary Borrowing							-
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	83,717,114	12,255,821	18,005,720	17,019,650	3,978,739	7,334,330	142,311,374

School District No. 61 (Greater Victoria)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	74,868,652	16,932,980	91,801,632	4,546,886	96,348,518	95,829,727
1.03 Career Programs	1,211,521	280,764	1,492,285	444,599	1,936,884	1,537,605
1.07 Library Services	2,218,226	509,791	2,728,017	146,219	2,874,236	2,754,540
1.08 Counselling	2,268,936	536,047	2,804,983	12,940	2,817,923	2,717,687
1.10 Special Education	25,422,603	5,941,007	31,363,610	788,004	32,151,614	31,110,703
1.30 English Language Learning	1,976,657	459,314	2,435,971	167,940	2,603,911	2,442,644
1.31 Aboriginal Education	1,436,512	312,260	1,748,772	439,448	2,188,220	2,008,789
1.41 School Administration	10,737,882	2,327,837	13,065,719	248,839	13,314,558	12,728,808
1.60 Summer School	175,535	41,071	216,606	39,122	255,728	216,543
1.61 Continuing Education	340,063	78,748	418,811	326,940	745,751	354,326
1.62 International and Out of Province Students	6,713,949	1,543,105	8,257,054	2,832,821	11,089,875	9,808,558
1.64 Other	10,268	2,392	12,660	823	13,483	12,660
Total Function 1	127,380,804	28,965,316	156,346,120	9,994,581	166,340,701	161,522,590
4 District Administration						
4.11 Educational Administration	899,326	183,852	1,083,178	60,760	1,143,938	1,165,587
4.40 School District Governance	277,496	22,333	299,829	187,420	487,249	453,562
4.41 Business Administration	2,177,901	472,840	2,650,741	387,441	3,038,182	2,979,265
Total Function 4	3,354,723	679,025	4,033,748	635,621	4,669,369	4,598,414
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,120,056	267,697	1,387,753	519,371	1,907,124	1,796,225
5.50 Maintenance Operations	9,346,734	2,039,785	11,386,519	3,880,201	15,266,720	14,315,748
5.52 Maintenance of Grounds	1,085,786	229,176	1,314,962	326,710	1,641,672	1,348,660
5.56 Utilities	-	-	-	4,801,257	4,801,257	4,645,007
Total Function 5	11,552,576	2,536,658	14,089,234	9,527,539	23,616,773	22,105,640
7 Transportation and Housing						
7.41 Transportation and Housing Administration	23,271	5,422	28,693	3,307	32,000	32,000
7.70 Student Transportation	-	-	-	1,013,993	1,013,993	982,683
7.73 Housing	-	-	-	-	-	-
Total Function 7	23,271	5,422	28,693	1,017,300	1,045,993	1,014,683
9 Debt Services						
9.92 Interest on Bank Loans	-	-	-	-	-	-
9.94 Interest on Temporary Borrowing	-	-	-	-	-	-
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	142,311,374	32,186,421	174,497,795	21,175,041	195,672,836	189,241,327

School District No. 61 (Greater Victoria)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	25,395,596	21,878,389
Other Revenue	6,802,290	6,415,000
Rentals and Leases		
Investment Income	92,281	76,000
Total Revenue	32,290,167	28,369,389
Expenses		
Instruction	30,552,210	27,559,110
Operations and Maintenance	875,354	810,279
Total Expense	31,427,564	28,369,389
Net Revenue (Expense)	862,603	-
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(862,603)	
Total Net Transfers	(862,603)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 61 (Greater Victoria)
Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	65,075		563,983	30,972	3,034,714	34,059	23,963		329,950
Add: Restricted Grants									
Provincial Grants - Ministry of Education	810,279	668,206		111,000		192,000	66,150	398,099	3,859,245
Other			2,290		6,400,000				
Investment Income			46,564		20,000				
	810,279	668,206	48,854	111,000	6,420,000	192,000	66,150	398,099	3,859,245
Less: Allocated to Revenue	875,354	668,206	63,571	111,000	6,420,000	192,000	90,113	398,099	3,889,195
Recovered				30,972					
Deferred Revenue, end of year	-	-	549,266	-	3,034,714	34,059	-	-	300,000
Revenues									
Provincial Grants - Ministry of Education	875,354	668,206		111,000		192,000	90,113	398,099	3,889,195
Other Revenue			2,290		6,400,000				
Investment Income			61,281		20,000				
	875,354	668,206	63,571	111,000	6,420,000	192,000	90,113	398,099	3,889,195
Expenses									
Salaries									
Teachers									295,598
Principals and Vice Principals				2,273				48,358	59,953
Educational Assistants		550,332		86,513		136,093			674,414
Support Staff									85,306
Other Professionals									40,925
Substitutes		22,047			60,000			35,452	14,046
	-	572,379	-	88,786	60,000	136,093	-	83,810	1,170,242
Employee Benefits		95,827		16,732	9,600	31,707		15,634	269,968
Services and Supplies	875,354		63,571	5,482	6,200,400	24,200	90,113	298,655	2,448,985
	875,354	668,206	63,571	111,000	6,270,000	192,000	90,113	398,099	3,889,195
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	150,000	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased					(150,000)				
	-	-	-	-	(150,000)	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 61 (Greater Victoria)
Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2018

	Coding and Curriculum Implementation	Priority Measures	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Ledger School	Provincial Inclusion Outreach	Charitable Trust	Estate Trust	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	121,989	353,990					700	49,584	4,608,979
Add: Restricted Grants									
Provincial Grants - Ministry of Education			1,360,638	16,618,373	242,312	494,327			24,820,629
Other							400,000		6,802,290
Investment Income								11,000	77,564
	-	-	1,360,638	16,618,373	242,312	494,327	400,000	11,000	31,700,483
Less: Allocated to Revenue	101,989	353,990	1,360,638	16,618,373	242,312	494,327	400,000	11,000	32,290,167
Recovered									30,972
Deferred Revenue, end of year	20,000	-	-	-	-	-	700	49,584	3,988,323
Revenues									
Provincial Grants - Ministry of Education	101,989	353,990	1,360,638	16,618,373	242,312	494,327			25,395,596
Other Revenue							400,000		6,802,290
Investment Income								11,000	92,281
	101,989	353,990	1,360,638	16,618,373	242,312	494,327	400,000	11,000	32,290,167
Expenses									
Salaries									
Teachers		276,743		9,425,302	120,862	126,258			10,244,763
Principals and Vice Principals					4,961	10,143			125,688
Educational Assistants					48,993	86,514			1,582,859
Support Staff			87,822			21,312			194,440
Other Professionals									40,925
Substitutes	5,000	9,782	418,900	4,267,111	6,079				4,838,417
	5,000	286,525	506,722	13,692,413	180,895	244,227	-	-	17,027,092
Employee Benefits	800	67,465	86,081	2,925,960	42,083	53,369			3,615,226
Services and Supplies	96,189		55,232		19,334	196,731	400,000	11,000	10,785,246
	101,989	353,990	648,035	16,618,373	242,312	494,327	400,000	11,000	31,427,564
Net Revenue (Expense) before Interfund Transfers	-	-	712,603	-	-	-	-	-	862,603
Interfund Transfers									
Tangible Capital Assets Purchased			(712,603)						(862,603)
	-	-	(712,603)	-	-	-	-	-	(862,603)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 61 (Greater Victoria)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2018

	2018 Amended Annual Budget			2018 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	1,200,000		1,200,000	1,200,000
Rentals and Leases		5,844	5,844	2,961
Investment Income		62,579	62,579	36,491
Amortization of Deferred Capital Revenue	6,974,392		6,974,392	6,974,392
Total Revenue	8,174,392	68,423	8,242,815	8,213,844
Expenses				
Operations and Maintenance	1,200,000		1,200,000	1,200,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,238,338		10,238,338	10,238,338
Total Expense	11,438,338	-	11,438,338	11,438,338
Net Revenue (Expense)	(3,263,946)	68,423	(3,195,523)	(3,224,494)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,662,603		1,662,603	800,000
Local Capital		574,374	574,374	200,000
Total Net Transfers	1,662,603	574,374	2,236,977	1,000,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(1,601,343)	642,797	(958,546)	(2,224,494)

TO: The Operations Policy and Planning Committee

FROM: The Policy Sub-Committee

DATE: February 13, 2018

RE: **Policy and Regulation Changes**

Background:

The Policy Sub-Committee reviewed a number of policy and regulations over the last month.

Recommendations:

Specific Policies Reviewed with Recommended Changes

Policy and Regulation 1421 - *Naming School Sites*

Background:

The Board passed the following motions on December 18, 2017:

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.

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.

Revisions:

With respect to Policy 1421 - *Naming School Sites*, the Policy Sub-Committee is recommending two major changes. First, the recommendation is to cease naming parts of sites. Second, it is recommending that the Board ceases naming schools after individuals. The Committee also felt, however, that individuals who have made major contributions to the District should still be able to receive recognition and have

recommended a policy that outlines the appropriate manner for this to happen. The new Policy is 1422 - *Recognition of Significant Contributions to the District*.

That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the revised Policy 1421 - *Naming School Sites* and accept in principle the revised Regulation 1421 - *Naming School Sites* and send the draft policy and regulation to our stakeholders for comment to be returned to the April 16, 2018 Operations Policy and Planning Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) approve in principle Policy 1422 - *Recognition of Significant Contributions to the District* and accept in principle Regulation 1422 - *Recognition of Significant Contributions to the District* and send the draft policy and regulation to our stakeholders for comment to be returned to the April 16, 2018 Operations Policy and Planning Committee meeting.

Policy 6112 - *School Day*

Background:

Currently, the School Calendar Regulation sets out instructional requirements and the School Regulation sets out the duties of teachers. Given these reference documents within the School Act, a specific policy (dating from 1962) is not required.

Revisions:

The Policy Sub-Committee is recommending deletion of Policy 6112 - *School Day*.

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 6112 - *School Day*.

Policy 7110.1 - *Leasing of Closed Schools*

Background:

The Long Term District Facilities Plan included the following recommendation:

That Policy 7110.1 – *Leasing of Closed Schools* be updated to prohibit the long-term lease of a District property for less than market value.

Revisions:

The Policy Sub-Committee determined that the intention of the recommendation in the Long Term District Facilities Plan was to ensure adequate maintenance of our facilities. The Committee acknowledged that the strict market value requirement may not apply to all circumstances, but felt it was important to incorporate the principle of appropriate capital maintenance funds in any rental agreement.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 7110.1 - *Leasing of Closed Schools*.

POLICY 1421

NAMING SCHOOL SITES

The Greater Victoria Board of Education may, with the support of the school community, name a school site or portion thereof:

1. for a person deemed to have made a significant contribution to the school or the larger community.
2. for a place of local historical or geographical significance.

The Greater Victoria Board of Education may, at any time, remove the name of a school site or portion thereof.

Greater Victoria School District

Adopted: June 25, 1984

Revised and Renamed: February 27, 1995

Revised and Renamed: February 15, 2010

POLICY 1421

NAMING SCHOOL SITES

~~Drafted:~~

Adopted: ~~June 25, 1984~~

Revised: 1. February 27, 1995, 2. February 15, 2010, 3. February 26, 2018

Frequency of Review: Annual

1.0 RATIONALE

1.1 The Board values community input on naming school sites and strives to establish names with local significance.

2.0 DEFINITIONS

3.0 POLICY

3.1 The Greater Victoria Board of Education

3.1.1 May name a school site or portion thereof for a place of local historical or geographical significance.

3.1.2 May not name a school or portion thereof after an individual.

3.2 The Greater Victoria Board of Education may rename school sites or portions thereof.

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

- i. Regulation 1421 – Naming School Sites
- ii. Policy 1163 – Consultation
- iii. Regulation 1163 – Consultation

~~The Greater Victoria Board of Education may, with the support of the school community, name a school site or portion thereof:~~

- ~~1. for a person deemed to have made a significant contribution to the school or the larger community.~~
- ~~2. for a place of local historical or geographical significance.~~

~~The Greater Victoria Board of Education may, at any time, remove the name of a school site or portion thereof.~~

POLICY 1421

NAMING SCHOOL SITES

Adopted: June 25, 1984

Revised: 1. February 27, 1995, 2. February 15, 2010, 3. February 26, 2018

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 The Board values community input on naming school sites and strives to establish names with local significance.

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- 3.1 The Greater Victoria Board of Education
 - 3.1.1 May name a school site or portion thereof for a place of local historical or geographical significance.
 - 3.1.2 May not name a school or portion thereof after an individual.
- 3.2 The Greater Victoria Board of Education may rename school sites or portions thereof.

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

- i. Regulation 1421 – Naming School Sites
- ii. Policy 1163 – Consultation
- iii. Regulation 1163 – Consultation

REGULATION 1421

NAMING SCHOOL SITES

When naming a school site, the Board of Education of School District No. 61 (Greater Victoria) will appoint a committee to recommend a suitable name. This will be done pursuant to Policy and Regulation 1163 - Consultation.

The school community may request that the Greater Victoria Board of Education approve a specific name for the school site or portion thereof. The request must be accompanied by a report detailing the results of a consultative process carried out pursuant to Policy and Regulation 1163 - Consultation.

When a school site or portion thereof is to be named after a deceased person, the committee, wherever possible, will seek the consent of the closest surviving relative.

Greater Victoria School District

Adopted: February 27, 1995

Revised and Renamed: February 15, 2010

Regulation 1421

NAMING SCHOOL SITES

~~Drafted:~~

Adopted: February 27, 1995

Revised: 1. February 15, 2010, 2. February 26, 2018

Frequency of Review: Annual

1. When naming a school site, the Board of Education of School District No. 61 (Greater Victoria) will appoint a committee to oversee consultation for the development of ~~recommend~~ a suitable name. This will be done pursuant to Policy 1163 and Regulation 1163 - Consultation. The committee should include, at the minimum, the following:

- a) A Trustee
- b) The Superintendent or their delegate
- c) The School Principal
- d) A member of the school's teaching staff
- e) A member of the school's Parent Advisory Council
- f) Up to 2 members of the Indigenous community
- g) Up to 3 members of the local community

~~1.2.~~ The ~~committeeschool-community~~ may request that the ~~Greater Victoria Board of Education~~ approve a specific name for the school site or portion thereof. The request must be accompanied by a report detailing the results of a consultative process carried out pursuant to Policy 1163 and Regulation 1163 - Consultation.

~~When a school site or portion thereof is to be named after a deceased person, the committee, wherever possible, will seek the consent of the closest surviving relative.~~

REGULATION 1421

NAMING SCHOOL SITES

Adopted: February 27, 1995

Revised: 1. February 15, 2010, 2. February 26, 2018

Frequency of Review: Annual

1. When naming a school site, the Board of Education of School District No. 61 (Greater Victoria) will appoint a committee to oversee consultation for the development of a suitable name. This will be done pursuant to Policy 1163 and Regulation 1163 – Consultation. The committee should include, at the minimum, the following:
 - a) A Trustee
 - b) The Superintendent or their delegate
 - c) The School Principal
 - d) A member of the school's teaching staff
 - e) A member of the school's Parent Advisory Council
 - f) Up to 2 members of the Indigenous community
 - g) Up to 3 members of the local community
2. The committee may request that the Board approve a specific name for a school site or portion thereof. The request must be accompanied by a report detailing the results of a consultative process carried out pursuant to Policy 1163 and Regulation 1163 – Consultation.

POLICY 1422

RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

Drafted: January 29, 2018

Adopted:

Revised:

Frequency of Review:

1.0 RATIONALE

- 1.1 The Board values the significant contributions of staff, students, and community and is committed to ensuring the appropriate recognition.

2.0 DEFINITIONS

3.0 POLICY

- 3.1 The Greater Victoria School District and individual schools may formally recognize the contributions of individuals or groups but not name portions of the school.

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

- i. Regulation 1422 – Recognition of Significant Contributions to the District
- ii. Policy 1421 – Naming School Sites

REGULATION 1422

RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

Drafted: January 29, 2018

Adopted:

Revised:

Frequency of Review:

1. Individuals or groups can be recognized at the school level.
2. Individual trustees can recognize individuals or groups through regular trustee reports during board meetings.
3. Members of the public and members of staff may submit a request to the Chair of the Board for individuals or groups to be recognized at board meetings.
4. Recognition can occur in a variety of ways including but not limited to: plaques, scholarships, benches, recognition nights, community presentations at board meetings, and letters of thanks.



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

POLICY 6112

SCHOOL DAY

Each member of the professional staff shall be on duty before and after regular school hours long enough to plan and to carry out his individual professional responsibilities. The most important responsibility of teachers during such hours is that of offering special help to the individual student in their classes.

Every teacher is expected to observe the Rules of the Council of Public Instruction as outlined in Division 4 of these Rules (Appendix to the Public Schools Act).

Greater Victoria School District

Approved: September 1962

SCHOOL REGULATION

Authority: *School Act*, sections 5 and 175

B.C. Reg. 265/89	Effective September 1, 1989
Amended by B.C. Reg. 181/90	Effective June 8, 1990
Amended by B.C. Reg. 76/91	Effective March 14, 1991
Amended by B.C. Reg. 264/91	Effective August 30, 1991
Amended by B.C. Reg. 73/92	Effective July 1, 1992
Amended by B.C. Reg. 189/93	Effective July 1, 1993
Amended by B.C. Reg. 280/97	Effective August 1, 1997
Amended by B.C. Reg. 281/98	Effective July 31, 1998
Editorial Edits by Registrar of Regulations	Effective December 22, 1999
Amended by B.C. Reg. 147/00	Effective May 5, 2000
Amended by B.C. Reg. 214/00	Effective June 16, 2000
Amended by B.C. Reg. 277/02	Effective October 11, 2002
Amended by B.C. Reg. 446/03	Effective July 1, 2004
Amended by B.C. Reg. 138/04	Effective March 25, 2004
Amended by B.C. Reg. 485/04	Effective November 1, 2004
Amended by B.C. Reg. 255/06	Effective September 8, 2006
Amended by B.C. Reg. 264/07	Effective July 19, 2007
Amended by B.C. Reg. 388/07	Effective November 23, 2007
Amended by B.C. Reg. 92/12	Effective April 20, 2012
Amended by B.C. Reg. 323/12	Effective November 9, 2012
Amended by B.C. Reg. 87/13	Effective February 28, 2013
Amended by B.C. Reg. 266/13	Effective December 19, 2013
Amended by B.C. Reg. 62/16	Effective March 2, 2016
Lieutenant Governor in Council Regulations	

NOTICE: The following regulation is not the official version. To obtain an official version of this regulation please contact Crown Publications, Queens Printer, Telephone (250) 387-6409, Fax (250) 387-1120 or Internet www.crownpub.bc.ca

CONTENTS

Section

1. Interpretation
2. *REPEALED BC Reg. 277/02*
3. Home education
4. Duties of teachers
5. Powers and duties of principals, vice principals or directors of instruction
6. Duties of superintendent of schools
7. Duties of secretary treasurers
8. *REPEALED BC Reg. 189/93*
- 8.1 *REPEALED BC Reg. 189/93*
9. Insurance
10. Short term borrowing
11. Education advisory council
12. *REPEALED BC Reg. 62/16*

SCHOOL REGULATION

(5) If a child registered in school, francophone school or independent school under section 13 of the Act enrolls in educational programs offered by an independent school that are not delivered through distributed learning, the child ceases to be registered under section 13 (1) (a) of the Act and is enrolled as a student with the independent school under the *Independent School Act*.

[am. BC Reg. 181/90; am. B.C. Reg. 225/06, effective September 8, 2006; am. B.C. Reg. 388/07]

Duties of teachers

- 4 (1) The duties of a teacher include the following:
- (a) providing teaching and other educational services, including advice and instructional assistance, to the students assigned to the teacher, as required or assigned by the board or the minister;
 - (b) providing such assistance as the board or principal considers necessary for the supervision of students on school premises and at school functions, whenever and wherever held;
 - (c) ensuring that students understand and comply with the codes of conduct governing their behaviour and with the rules and policies governing the operation of the school;
 - (d) assisting to provide programs to promote students' intellectual development, human and social development and career development;
 - (e) maintaining the records required by the minister, the board and the school principal;
 - (f) encouraging the regular attendance of students assigned to the teacher;
 - (g) evaluating educational programs for students as required by the minister or the board;
 - (g.1) evaluating each student's intellectual development, human and social development and career development, including, as required by the minister, administering and grading Required Graduation Program Examinations;
 - (g.2) ensuring the security of Provincial examinations, including retaining completed Provincial examinations for any period of time set by the minister;
 - (h) providing the information in respect to students assigned to the teacher as required by the minister, board or, subject to the approval of the board, by a parent;
 - (h.1) advising the school principal regarding the organization of classes in the school and the placement of students with special needs in those classes;
 - (i) when required to do so by the minister, verifying the accuracy of the information provided to the minister under paragraph (h);
 - (j) regularly providing the parents or guardians of a student with reports in respect of the student's school progress as required by the minister or the board; and
 - (k) attending all meetings or conferences called by the principal or superintendent of schools for the district to discuss matters the principal or superintendent of schools considers necessary unless excused from attending the meeting or conference by the principal or superintendent of schools;

SCHOOL REGULATION

- (1) admitting to his or her classroom to observe tuition and practise teaching, student teachers enrolled in a university established under the *University Act* or in an institution for training teachers established under any other Act, and rendering the assistance to the student teachers, and submitting the reports on their teaching ability or on other matters relating to them or to their work, considered necessary for the training of teachers by the university or institution.
- (2) Reports referred to in subsection (1) (j) shall be made at least 5 times during the school year as follows:
 - (a) 3 written reports, one of which shall be at the end of the school year
 - (i) on a form approved by the minister, or
 - (ii) on a form approved by the board containing information and, when required, using reporting symbols ordered or approved by the minister;
 - (b) at least 2 informal reports.

[am. BC Reg. 1114/04; am BC Reg. 92/12, effective Apr 20/12]

Powers and duties of principals, vice principals or directors of instruction

5 (1) A principal, vice principal or director of instruction may at any time report on the work of a teacher and the learning situation in the teacher's class and shall deliver a copy of that report to the teacher.

(2) Within 3 months of a request of the commissioner, a principal, vice principal or director of instruction shall report on the work of a teacher and the learning situation in the teacher's class and deliver a copy of the report to the commissioner and to the teacher.

(3) The primary function of a director of instruction is to improve instruction within the grades or ungraded years for which he or she is responsible and, in performing this function, he or she shall have free access to any school, classroom or school record.

(4) A director of instruction shall, under the direction of the superintendent of schools,

- (a) by conferring with principals singly or in groups,
- (b) by meeting with teachers,
- (c) by visiting classrooms and observing the learning situations, and
- (d) by carrying out such other duties as are designed to improve instruction,

coordinate some or all of the educational programs within the schools in the areas of his or her responsibility.

(5) A director of instruction may

- (a) evaluate learning situations in classrooms,
- (b) evaluate the work of a teacher and of school district supervisory personnel,
- (c) evaluate the work of principals and vice principals, and
- (d) issue reports on any matter referred to in paragraphs (a) to (c).



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each student's success in learning within
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POLICY 7110.1

LEASING OF CLOSED SCHOOLS

Any intention to lease a closed school for more than three years and less than ten years, including renewals, shall be discussed at a public Operations Policy and Planning Committee meeting prior to being presented at a public Board of Education meeting.

Greater Victoria School District

Adopted: April 19, 2010

POLICY 7110.1

LEASING OF CLOSED SCHOOLS

~~Drafted:~~

Adopted: April 19, 2010

Revised: February 26, 2018

Frequency of Review: Annual

1.0 RATIONALE

1.1 The Board is entrusted with the provision and maintenance of high quality learning spaces in a standard acceptable for providing an educational system.

2.0 DEFINITIONS

3.0 POLICY

3.1 The Board is prohibited from leasing closed schools and property at a rate that results in a deficit or improper maintenance of the buildings in their current state.

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

~~Any intention to lease a closed school for more than three years and less than ten years, including renewals, shall be discussed at a public Operations Policy and Planning Committee meeting prior to being presented at a public Board of Education meeting.~~

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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

TO: Operations Policy and Planning Committee

FROM: David Loveridge, Director of Facilities Services

DATE: February 13, 2018

RE: **FACILITIES UPDATE: DISTRICT FACILITIES SERVICE REQUEST SYSTEM (AMERESCO)**

Background:

The Facilities Services Department has operated for the past number of years with a dated and very rudimentary Work Order system.

The old work order system was never set up properly to maximize its basic capabilities and has over the years deteriorated into a “make work” project for management and administrative staff, where little information is gathered and reported out that can assist Management and the supervisory level in the Facilities Services Department to run our business. The data from the old system was limited for use in operating the Facilities Department, with little to no reporting out, resulting in limited accountability and transparency on behalf of all staff in the Department.

In early 2017, a proposal was made to replace this critical system with a functional work order system that would help us to be more effective managers and assist with the operation of the Facilities Department. We looked for a web-based system that would allow management to:

- a. track service requests from multiple sources;
- b. schedule preventive maintenance activities;
- c. assign and schedule work to specific staff members using pre-established priorities of work;
- d. track the amount of labour and materials used in the various work processes; and
- e. ensure that the required maintenance is being tracked and completed in a timely manner.

With the limited availability of staff resources:

- a. the process of issuing, completing, and tracking work to be done needed to be made as efficient and effective as it could be;
- b. a fully functional work order system needed to be readily available to all involved in the process (digital and remote access);
- c. the system needed to ensure that there is little to no repetitive administrative processes by allowing for pre-determined work order acceptance and issuance, on site data entry and closing of the work order by staff; and
- d. reporting on performance based on established levels of service is considered to be essential.

The old work order system did not meet, nor was it likely to ever meet, most of these basic work order system requirements, especially given the manufacturer’s desire to stop supporting the system.

Discussion:

In mid-July 2017, the Facilities Services Department went “live” with the Ameresco system across the Facilities Department. The new system met all of the essential requirements listed above and more, including Service Request, Preventive Maintenance, Energy Management, and finally, Project Management modules.

To date, the implementation of this new system has been relatively smooth for the Service Request, Project Management and the Energy Management modules, with all of them being fully functional at this time. The Preventive Maintenance module has proven to be more challenging to fully implement due to the level of system detail and maintenance schedule development that needs to be done.

On the custodial side we had made the decision to have all cleaning runs included in the Preventive Maintenance module to allow for the tracking of this critical function within the department. This required the development of a detailed checklist by school by run and included detailed scheduling of daily, weekly, bi-weekly, monthly and annual cleaning requirements, in addition to cleaning standards and expectations. We are well into this process and hope to have this aspect of the Preventive Maintenance module up and running by April 2018 to allow for testing in the last quarter of the current school year.

On the mechanical side, the detail required to fully implement the Preventative Maintenance module will continue to be a work in progress for the next year or so.

Staff will demonstrate the strength of this system at the Operations Policy and Planning Committee meeting on February 13, 2018.

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: February 13, 2018

RE: **Archives**

Background

In the Spring of 2017, the District's Archives moved from Central Middle School to S.J. Willis as a temporary measure pending the District's ability to find a permanent location. This move was required as the District needed the space at Central Middle School for a classroom.

The space at S.J. Willis will be required as soon as January 2019 to start upgrading the school in preparation to receive students from various schools undergoing seismic upgrading including Vic High which will require all available space at S.J. Willis.

The Archives, as noted in previous presentations, are an important but underused resource for our students. They also hold the general history of our District. District staff have had numerous discussions about how to find a permanent home for the Archives, which includes the District art collection, while at the same time making them more accessible to our schools and the greater public.

District staff are recommending that the Archives be housed at the original school house at Bank Street. They are also recommending that the recently invigorated Greater Victoria Foundation for Learning ("Foundation") be tasked with fundraising monies to go towards the upgrade and upkeep of the Archives.

Benefits

As Bank Street is not large enough for an active modern school and also not seismically upgraded, this facility makes sense for a program that is not core to the educational program.

The facility is large enough, however, to potentially share with partners and create rentable meeting space for the community that will assist in the funding of ongoing operating costs.

As the Board is aware, the facility needs attention. Essentially, if the District does not intervene soon, the building will be lost. This usage will help to revitalize this long standing District facility.

Further, involving the Foundation will illustrate the benefit of utilizing this group to help support programming ancillary to core educational programming that should ideally be funded through the Ministry of Education.

Finally, subject to further inspection, we anticipate that with a minor investment to bring the building's critical systems up to speed, along with some minor aesthetic upgrades, we can make the space usable for our purposes while the Foundation pursues its work. It also likely allows for sharing of space for a time to continue generating revenue for the District.

Drawbacks

The main drawback of the plan is the requirement to make repairs to and complete long overdue maintenance to this building. This, however, will be a requirement regardless of planned usage.

Another drawback is the need to move the Archives and then likely temporarily move them again when the Foundation is successful in fundraising dollars for a full renovation.

Next Steps

1. A small group of District staff will visit the Edmonton School District Archives on February 21, 2018 to meet with their staff;
2. District staff will meet with our tenant to discuss our plans;
3. District staff will create a plan for the immediate needs of the Archives; and
4. The Foundation will begin its fundraising plan.

TO: The Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: February 13, 2018

RE: **Anomura Housing Society Feasibility Study**

Background

On April 24, 2017 the Board instructed administration to meet with a representative of Anomura Housing Society (“Anomura”) by passing the following motion:

That the Board of Education of School District No.61 (Greater Victoria) authorize senior administration to engage with Anomura to develop a feasibility study of land use with respect to the proposal for temporary social housing.

Administration has met with Anomura on a number of occasions in person or by phone. In addition, Anomura has provided the District with a number of proposals.

The basic premise of Anomura’s model is to create modular housing that can be easily moved. Given the mobility and relatively limited footprint of its modular housing, its aim is to also “free up” land that may not necessarily be conducive, desirable or even obvious for a long term build.

Initial Discussions

The District initially provided Anomura with District land information and a general outline of some potential spaces to examine for their model.

Anomura provided two proposals for review. The first proposal is a 9-unit family housing project at a school site. This proposal would have a modest financial return to the District. The second proposal is a similar size transitional housing project at a non-active school site. This proposal had little or no direct financial return for the District but could house shared space accessible for District programming.

Proposal 1:

Administration reviewed the 9-unit family housing proposal. We felt, given the land commitment required, that the financial return was insufficient for such a proposal. We indicated if the Board were to entertain housing on a larger parcel, that more permanent, denser housing should be pursued.

Proposal 2:

Administration reviewed the transitional housing proposal. We brought our Learning Support Team together to determine whether our students would be the potential users of such a facility and whether access to such a facility and potential programming space would benefit our students.

Ultimately, while we felt that there was potential overlap with our students, this proposal was not sufficiently connected to our students to entertain what would be more of a partnership in nature than a rental or lease opportunity.

Feasibility of Proposals 1 and 2:

Generally, administration had three overarching concerns with respect to both potential proposals. First, that administration, particularly in the areas of facilities and governance, are already stretched with multiple important priorities. We felt that such proposals, whether or not performed by an outside party, would involve significant internal resources for very limited payback (both financial and from a housing perspective). Second, that the proposals, particularly the transitional housing proposal, while positive proposals, were insufficiently tied to our District and did not provide sufficient overlap with our students to create a partnership. Last, we indicated that the Board would be required to entertain a significant amount of consultation and planning. We indicated that such a commitment, given our ambitious strategic plan, would not be recommended by administration.

Proposal 3:

Administration and Anomura have continued discussions pending a report to the Board involving the possibility of a smaller concept proposal that would involve less intensive involvement of administration and the Board.

We have determined that the following proposal, subject to some of the noted caveats, is likely feasible.

Proposal 3 would involve District administration identifying 4-8 lots (or spaces within a larger lot) that would not impact school operations if they were leased. These lots would be identified as potentially appropriate for 1, 2 or 3 modular units. The District would not approve more than 6 units on its sites (the minimum number to make a project feasible).

The District would provide a letter of general support for Anomura to attempt to gain funding. Anomura would engage with the appropriate Municipality to determine whether such land use would be supported by the municipality. If supported, Anomura would be required to obtain all appropriate permissions (temporary use permits, building permits, hookups, etc.) from the Municipality including fulfilling all consultation requirements.

The District would commit to providing Anomura leases of 5 years less a day for the successful sites. Anomura would provide a reasonable ground rent to generate revenue for the District. The District would not provide a guarantee of an extension. The arrangement would be very similar to the one with childcare providers on our sites with the exception that Anomura would retain ownership of the modular housing.

This proposal would be viewed as a pilot. It would require Municipal support as well as provide a return to the District. If the reality is that each lot and/or siting would involve significant administration and Board involvement, we would not see this proposal as feasible. However, there is an expectation of limited impact per site (due to the limited number of units) and we feel that our role would be minimized sufficiently that the proposal would be feasible. Therefore, given the limited impact of this proposal and its similarity to our agreement with onsite childcare providers, administration is prepared to recommend that we move on to next steps.

TITLE

CONFLICT OF INTEREST POLICY

SPONSOR

Please select your Board, Branch, or Committee from the menu.

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#).

- ☐ Relates to Foundational Statement No. [#] _____
- ☐ Relates to Policy Statement No. [#] _____
- ☐ Propose to make this resolution a new policy statement.
- ☒ This is an action resolution and does not change or contradict any existing Foundational or Policy Statement.

MOTION

THAT the BCSTA investigate the provision of corporate sponsored opportunities for senior staff in B.C. and provide a report to the 2018-19 BCSTA AGM regarding the extent of offerings and develop a model policy for addressing the issue.

RATIONALE

Provide a succinct description of why this motion is needed, plus any relevant background information.

Increasingly there are offerings being made to senior staff by companies providing educational tools, materials, and services. These offerings typically occur at no cost to senior staff and often involve travel and other benefits. Given the large investments in such material including technology, there is the risk of a perceived conflict of interest.

Currently there is no mechanism to determine the extent of offerings and therefore a study is required prior to any policy statement being required.

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc. Please attach copies of any documents referenced.

Please send a word version of the completed motion submission form to motions@bcsta.org

Please visit <http://www.bcsta.org/content/legislative-committee> to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.

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: February 13, 2018

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.