

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

**Regular Board Meeting**

**Monday, February 26, 2018- 7:30 p.m.**

**Tolmie Boardroom  
556 Boleskine Road**

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



**The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, February 26, 2018 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road**

---

**AGENDA**

**Estimated  
Times**

**A. COMMENCEMENT OF MEETING**

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

7:30 p.m.      **A1. Approval of the Agenda** (p 01-06)

7:35 p.m.      **A2. Approval of the Minutes**

a) Approval of the January 29, 2018 Regular Board Minutes (p 07-15)

**A3. Business arising from the Minutes**

a) Policy 1250 – *Trustee School, First Nation, Municipal Liaison* (p 16-18)

Recommended motion:

That the Board of Education of School District No. 61 (Greater Victoria approve revised Policy 1250 <i>Trustee School, First Nation, Municipal Liaison</i> .
--------------------------------------------------------------------------------------------------------------------------------------------------------------

**A4. Student Achievement**

a) Rob Parker, Principal, Arbutus Global School - "Inquiry Based Learning"

**A5. District Presentations**

7:45 p.m.      **A6. Community Presentations** (5 minutes per presentation)

a) Anomura Housing Society

b) Kimberley Guiry, President, Strawberry Vale Preschool

**B. CORRESPONDENCE**

**B1. Letter to Minister of Education re Classroom Enhancement Fund** (p 19)

**B2. Letter to the Ministry of Education re surveys** (p 20)

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

**B3. Letter from Minister of Education re request for funding (p 21)****7:55 p.m. C. TRUSTEE REPORTS****C1. Chair's Report****C2. Trustees' Reports (2 minutes per verbal presentation)**

- a) Trustee Watters (p 22)
- b) Trustee Whiteaker
- c) Trustee McNally (p 23)

**8:10 p.m. D. BOARD COMMITTEE REPORTS****D1. Education Policy and Directions Committee**

- a) Minutes from the February 5, 2018 meeting – Information only (p 24-27)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the February 5, 2018 Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) call on the BCSTA to urge the Ministry of Education to embed consent as a key concept in the K-12 curriculum.
- ii) That the Board of Education of School District No.61 (Greater Victoria) call on the Ministry of Education, the Ministry of Child and Family Development, the Ministry of Public Safety, and the Ministry of Mental Health, to work together to develop a Gender-based Violence Prevention Strategy for Youth.
- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent of Schools to review Regulation 1163 - *Consultation*.

**8:25 p.m. D2. Operations Policy and Planning Committee**

- a) Minutes from the February 13, 2018 meeting – Information only (p 28-34)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the February 13, 2018 Operations Policy and Planning Committee meeting.

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

- i) 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.
- ii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to cost the provision of lunch-hour supervision as presented in the report of the Deputy Superintendent dated February 13, 2018 to be returned to the March 2018 Operations Policy and Planning Committee meeting.
- iii) 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 (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 18, 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

(p 35)

- iv) 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. (p 36-57)
- v) That the Board of Education of 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;

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

- |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|       | <p>Read a second time the 26th day of February, 2018;<br/>Read a third time, passed and adopted the 26th day of February, 2018;</p> <p>And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.</p>                                                                                                                                                                                                                                                                             |           |
| vi)   | That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the revised Policy 1421 - <i>Naming School Sites</i> and accept in principle the revised Regulation 1421 - <i>Naming School Sites</i> and send the draft policy and regulation to our stakeholders for comment to be returned to the May 2018 Operations Policy and Planning Committee meeting.                                                                                                                                                          | (p 58-65) |
| vii)  | That the Board of Education of School District No. 61 (Greater Victoria) approve in principle Policy 1422 - <i>Recognition of Significant Contributions to the District</i> and accept in principle Regulation 1422 - <i>Recognition of Significant Contributions to the District</i> and send the draft policy and regulation to our stakeholders for comment to be returned to the May 2018 Operations Policy and Planning Committee meeting.                                                                                                        | (p 66-67) |
| viii) | That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 6112 - <i>School Day</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                      | (p 68-71) |
| ix)   | That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 7110.1 - <i>Leasing of Closed Schools</i> .                                                                                                                                                                                                                                                                                                                                                                                                            | (p 72-74) |
| x)    | That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to bring potential sites associated with the Report of February 14, 2018 relating to Anomura Housing to the next appropriate Board meeting.                                                                                                                                                                                                                                                                                                         | (p 75-76) |
| xi)   | 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. |           |
| xii)  | <p>That the Board of Education of School District No. 61 (Greater Victoria) submit the following motion at the BCSTA 2018 AGM:</p> <p>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.</p>                                                                                                                                                                  | (p 77)    |
| xiii) | That the Board of Education of School District No. 61 (Greater Victoria) write to the Premier and Minister of Education requesting                                                                                                                                                                                                                                                                                                                                                                                                                     |           |

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

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 member of the regional transit commission for the greater Victoria metropolitan area.

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

9:05 p.m.

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

- a) Monthly Report (p 78)

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

- b) SD61 Student Engagement in Local Municipal Governance (p 79)
- c) Trustee Questions (p 80)

9:15 p.m.

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

- a) Monthly Report (p 81)

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

- b) Oaklands and Quadra Elementary School Classroom Expansion (p 82-83)

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$250,000 from local capital for the construction of a learning studio at Oaklands Elementary School.

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$250,000 from local capital for the construction of a learning studio at Quadra Elementary School.

9:30 p.m.

## **F. QUESTION PERIOD (15 minutes total)**

## **G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

9:45 p.m.

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

### **H1. New Business**

- a) Trustee McNally – Policy for Animal in Schools (p 84-89)

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to develop Policy in regard

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

to animals kept as “classroom pets,” and that the Committee take into account the BC SPCA’s statements on animals in classrooms and the possibility that classroom pets are not desirable at all, in the development of the Policy, and that the Superintendent draft a Regulation to implement the Policy when finalized by the Board.

## **H2. Notice of Motions**

## **I. ADJOURNMENT**

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



**The Board of Education of School District No. 61 (Greater Victoria)  
January 29, 2018 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

---

**MINUTES**

**Present:**

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

**Administration:**

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

The meeting was called to order at 7:33 p.m.

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

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Watters and seconded:

That the January 29, 2018 Agenda be approved with the following additions:

**C2. Trustee Reports**

d) Trustee Watters

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

It was moved by Trustee Ferris and seconded:

That the December 18, 2017 Regular Board Minutes be approved.

**Motion Carried Unanimously**

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

**A4. Student Achievement**

- a) Gord Mitchell, Principal, Colquitz Middle School, along with Vice-Principal, Sarah Khosla, attended the Board meeting along with five students. The students shared their fundraising efforts with Trustees by making a presentation entitled "Colquitz Community Connections" and outlined the many ways they are giving back to the community.

Chair Loring-Kuhanga thanked the students for attending and presenting for the Board.



**A5. District Presentations**

- a) Trustee Orcherton honored retired District teacher and coach, Mr. Ed Ashmore by presenting him with a plaque and providing Trustees with some history of Mr. Ashmore's many years of coaching wrestlers in the District.

**A6. Community Presentations**

- a) Mr. Keith McCallion, Vic High Alumni Association, attended the Board meeting to provide an update to Trustees with respect to the fundraising efforts to date for the stadium replacement project.
- b) Mr. Darren Companion, GVTA First Vice-President, attended the Board meeting to speak to the Board about opening closed schools.
- c) Mr. Ryan Slogotski, a SD61 parent, attended the Board meeting to speak to Trustees about catchment boundaries as it relates to school registration.

**B. CORRESPONDENCE****B1. Letter from the District of Saanich**

A letter from the District of Saanich was received for information purposes. Discussion ensued amongst the Trustees with a suggested recommended motion.

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Superintendent to reach out to SD61 administration staff working in the municipality of Saanich to sit on the "Saanich Parks and Trails Committee" and the "Saanich Arts Culture and Heritage Committee" and to encourage SD61 student engagement in local municipal governance.

Discussion ensued amongst the Trustees with a recommendation being made to postpone the motion to the February 26, 2018 Board of Education meeting.

It was moved by Trustee Leonard and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Superintendent to reach out to SD61 administration staff working in the municipality of Saanich to sit on the "Saanich Parks and Trails Committee" and the "Saanich Arts Culture and Heritage Committee" and to encourage SD61 student engagement in local municipal governance"* be postponed to the February 26, 2018 Board of Education meeting.  
**Motion Carried Unanimously**

**C. TRUSTEE REPORTS****C1. Chair's Report**

Chair Loring-Kuhanga thanked Trustee Ferris for acting as Chair on her behalf while she was away and thanked the Board for re-electing her as Chair for this term.

## C2. Trustees' Reports

- a) Trustee Ferris provided a written report for the French Advisory Committee and verbal report of his activities over the past month.
- b) Trustee McNally provided a written report of her activities over the past month.
- c) Trustee McNally provided a written 'draft' minutes from the BCSTA Bylaw Review Committee.
- d) Trustee Watters reported her various activities over the past month.

## D. BOARD COMMITTEE REPORTS

### D1. Education Policy and Directions Committee

- a) The January 8, 2018 meeting minutes were received for information.
- b) Trustee Nohr referred to the minutes from the Education Policy and Directions Committee meeting and presented the following recommended motion.

It was moved by Trustee Nohr and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the Board Authority Authorized course: *History Through Sport 12*.

**Motion Carried**

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

Against: Trustee McNally and Leonard

### D2. Operations Policy and Planning Committee

- a) The January 15, 2018 meeting minutes were received for information.
- b) Trustee Watters referred to the minutes from the Operations Policy and Planning Committee meeting and presented the following recommended motion.

It was moved by Trustee Watters and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) approve #1, #2, #3 and #6 of the recommended motions from the January 15, 2018 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

- i) 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**

It was moved by Trustee Watters and seconded:

- ii) 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**

It was moved by Trustee Watters and seconded:

- iii) 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**

Trustee Watters referred to the meeting minutes and presented the following recommended motion.

- iv) 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.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Leonard and seconded:

- iv) That the motion "*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*" be amended to strike the words "*sent to Board Chairs be sent to all Trustees*" and add the words "*printable copy*" and "*in the future all surveys be sent to the entire Boards of Education.*"

**Motion Carried Unanimously**

Chair Loring-Kuhanga called for the vote on the main motion as amended.

- iv) 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 a printable copy of the funding formula review survey and in the future all surveys be sent to the entire Boards of Education.

**Motion Carried Unanimously**

Trustee Watters referred to the meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved by Trustee Watters and seconded:

- v) 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**

It was moved by Trustee Watters and seconded:

- vi) 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**

## E. DISTRICT LEADERSHIP TEAM REPORTS

### E1. Superintendent's Report

- a) Superintendent Langstraat presented his monthly report.

It was moved by Trustee Nohr and seconded:

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

**Motion Carried Unanimously**

- b) Trustee Questions - None

### E2. Secretary-Treasurer's Report

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

It was moved by Trustee McNally and seconded:

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

**Motion Carried Unanimously**

- b) Secretary-Treasurer Walsh directed Trustees to the information contained in the agendas with respect to the proposal of adding two additional classrooms at Northridge Elementary School. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$350,000, from local capital, on the construction of permanent classroom space at Northridge Elementary School.

**Motion Carried Unanimously**

- c) Secretary-Treasurer Walsh directed Trustees to the information contained in their agendas with respect to the revision to the Five-Year Capital Plan and the requirement to amend the bylaw. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

It was moved by Trustee Ferris and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Capital Bylaw No. 2017/18-CPSD61-02 Capital Plan 2017/18 at the meeting of January 29, 2018.

**Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

That Capital Bylaw No. 2017/18-CPSD61-02 Capital Plan 2017/18 be:

Read a first time the 29<sup>th</sup> day of January, 2018;  
Read a second time the 29<sup>th</sup> day of January, 2018;  
Read a third time, passed and adopted the 29<sup>th</sup> day of January, 2018;  
and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**Motion Carried Unanimously**

**F. QUESTION PERIOD - None**

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None**

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

**H1. New Business**

- a) Trustee Ferris presented his motion and provided a rationale. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

It was moved by Trustee Ferris and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Ministry of Education requesting a Classroom Enhancement Fund Capital application process for the 2018-2019 school year.

**Motion Carried Unanimously**

- b) Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) request that the BCSTA call on the Provincial Ministry of Education to develop standards for practice for education assistants in B.C., in consultation with the BCTF and CUPE B.C.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Orcherton and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) request that the BCSTA call on the Provincial Ministry of Education to develop standards for practice for education assistants in B.C., in consultation with the BCTF and CUPE B.C.*" be amended to strike the words "*the BCTF and.*"

**Motion Carried Unanimously**

Chair Loring-Kuhanga called for the vote on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) request that the BCSTA call on the Provincial Ministry of Education to develop standards for practice for education assistants in B.C., in consultation with CUPE B.C.

**Motion Carried Unanimously**

- c) Trustee McNally presented her motion and provided a rationale.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Minister of Education urging development of a strategy for ending public funding of all private schools by September 2021.

Discussion ensued amongst the Trustees with a recommendation being made to refer the motion to the Advocacy Ad Hoc Committee.

It was moved by Trustee Watters and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Minister of Education urging development of a strategy for ending public funding of all private schools by September 2021*" be referred to the Advocacy Ad Hoc Committee.

**Motion Carried**

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

- d) Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) submit the extra-ordinary resolution "Removal of Honourary President" as presented, to the BCSTA AGM: That the BCSTA amend Bylaw 2 (a) as follows: Strike from 2. Officers (a) i "The Minister of Education who shall be the Honourary President of the Association", and the following reference to the Honourary President.

**Motion Carried**

For: Trustees Watters, McNally, Loring-Kuhanga, Leonard, Paynter and Nohr

Against: Trustees Orcherton, Whiteaker and Ferris

- e) Trustee Watters presented her motion and provided a rationale.

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair and Superintendent to develop an evaluation process to assess Board and Trustee performance with the objective of driving improvement, and that this evaluation take place as soon as possible.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Orcherton and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair and Superintendent to develop an evaluation process to assess Board and Trustee performance with the objective of driving improvement, and that this evaluation take place as soon as possible*" be amended to strike the words "*and Trustee.*"

**Motion Defeated**

For: Trustees Orcherton and Leonard

Against: Trustees Watters, Whiteaker, McNally and Loring-Kuhanga, Paynter, Nohr and Ferris

Further discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Ferris and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair and Superintendent to develop an evaluation process to assess Board and Trustee performance with the objective of driving improvement, and that this evaluation take place as soon as possible*" be amended to strike the words "*and that this evaluation take place as soon as possible.*"

**Motion Carried**

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

Against: Trustees Paynter, Watters and McNally

Chair Loring-Kuhanga called for the vote on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair and Superintendent to develop an evaluation process to assess Board and Trustee performance with the objective of driving improvement.

**Motion Carried Unanimously**

f) Trustee Whiteaker presented her motion and provided a rationale.

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) submit the following motion to the BCSTA AGM "*be it resolved that the BCSTA urge the Ministry of Education to work with the Ministry of Children and Families and individual Districts to expedite the process for access to capital dollars for childcare spaces for Districts who wish to house childcare programming or childcare providers on their lands.*"

**Motion Carried Unanimously**

**H2. Notice of Motions - None**

**I. ADJOURNMENT**

It was moved by Trustee McNally and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 10:11 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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





# BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Tom Ferris  
Trustees: Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcherton  
Rob Paynter, Jordan Watters, Ann Whiteaker*

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112**

---

On September 25, 2017 the Board passed the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) assign trustees to act as municipal liaisons and that administration assist in the drafting of guidelines for such assignments.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

In discussions with staff we have decided to recommend that Municipal Liaisons be enshrined in policy rather than an administrative procedure as the Board is governed by its policies and by-laws directly.

The policy, an expanded version of Policy 1250 which previously dealt only with school liaisons, has been drafted after comparing similar type policies in other Districts and has been through the Policy sub-committee.

The two main aspects of the Policy are:

1. Setting up municipal liaison trustees but also adding responsibilities of reporting back of important information; and
2. Clear guideline that trustees cannot act on the Board's behalf nor bind the Board.

The Policy aligns closely to the Trustee Code of Ethics.

## POLICY 1250

### TRUSTEE SCHOOL, FIRST NATION, MUNICIPAL LIAISON

Drafted: November 26, 1979

Adopted:

Revised: March 2012, June 2016, January 2018

Frequency of Review:

---

#### 1.0 RATIONALE

- 1.1 The Board considers individual and direct trustee contact with the schools of the District to be a significant responsibility within trusteeship.
- 1.2 The Board also considers the relationships with our partner municipalities and First Nations to be a significant responsibility within trusteeship.
- 1.3 The purpose of a liaison Trustee is to represent the Board in communications and attendance at local meetings with community, educational partners and governmental partners for the purpose of collaboration and to exchange information.

#### 2.0 DEFINITIONS

- 2.1 For the purposes of this policy only First Nations are defined as the Songhees and Esquimalt First Nations whose students are served by the District through funding agreements.
- 2.2 Partner municipalities are defined as the municipalities or districts of Esquimalt, Highlands, Oak Bay, Saanich, Victoria, View Royal.
- 2.3 Governmental organizations may include organizations such as the Capital Regional District, BC Housing and other appropriate government organizations.

#### 3.0 POLICY

- 3.1 The Chair of the Board shall make a division of schools among the nine trustees.
  - 3.1.1 Trustees become responsible for liaison with those schools for which that they have been assigned.
  - 3.1.2 However, the trustees' right to visit any school is acknowledged and encouraged.
- 3.2 The Chair of the Board shall also appoint trustee municipal liaisons for each of our municipalities and two First Nations and may, if required, appoint trustees to liaise with governmental partners.
  - 3.2.1 It is the responsibility of trustees to share information and advise the Board Chair or the Superintendent of emergent issues.
- 3.3 Consistent with the Trustee's Code of Ethics, the liaison trustee may not exercise the rights, duties or powers of the Board.

#### 4.0 RESPONSIBILITIES

- 4.1 The **Board Chair** is responsible to assign liaison trustees.

- 4.2 The **Superintendent** is responsible to ensure liaison trustees are made aware of appropriate information and events associated with their responsibilities.

## **5.0 REFERENCES**

- i. Policy 8251- Trustees' Code of Ethics



# BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Tom Ferris  
Trustees: Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcherton  
Rob Paynter, Jordan Watters, Ann Whiteaker*

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112**

January 31, 2018

via email: [educ.minister@gov.bc.ca](mailto:educ.minister@gov.bc.ca)

The Honourable Rob Fleming  
Minister of Education  
PO Box 9045, STN PROV GOVT  
Victoria, B.C. V8W 9E2

## **Re: Classroom Enhancement Fund – Capital Program**

Dear Minister Fleming,

I am writing in regards to the Classroom Enhancement Fund (the "CEF") capital program. First of all I want to acknowledge the Ministry and our own staff for the incredible work that they have accomplished in a very short period of time with respect to the CEF capital. As you may be aware, our District physically added approximately 90 new classrooms from March of last year. Without the support of the Ministry to expedite approvals, this would not have been possible.

As you are also likely aware, our class composition within the restored language is very restrictive. We are limited to 2 students with diverse learning needs in a classroom. Unfortunately, this language makes facilities planning difficult. As new designations occur, cohorts of students move through the system and students move from school to school which impacts the physical space of our schools annually. As we proceed with registration for September 2018, we are already seeing an impact. In addition, our CEF requests for last year was based on what we were confident we could deliver within a short timeframe.

Given these realities, we already know that we may be facing space challenges associated with the restored language. In fact, Oaklands and Quadra elementary schools may require additional space due to the restored language. While the Board examined re-opening Richmond, that particular site is of high seismic risk. Therefore, we are writing to request that a second round of CEF applications and funding be open. If this process is done expeditiously, we anticipate that we can build new learning studios to deliver great long term learning spaces for our students.

Without support for such funding for the Greater Victoria School District, we will be facing unfunded space pressures directly related to the restored language. With the Ministry of Education's commitment to fully funding the restored language, we hope that capital continues to be part of that commitment.

Thank you very much for your consideration and commitment to public education.

Sincerely,

A handwritten signature in dark ink, appearing to read "Edith Loring-Kuhanga".

Edith Loring-Kuhanga  
Board Chair  
Greater Victoria School District

Cc: Board of Education  
Piet Langstraat, Superintendent of Schools  
Mark Walsh, Secretary-Treasurer



# BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Tom Ferris  
Trustees: Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcheron  
Rob Paynter, Jordan Watters, Ann Whiteaker*

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112**

February 14, 2018

via email: [educ.minister@gov.bc.ca](mailto:educ.minister@gov.bc.ca)

The Honourable Rob Fleming  
Minister of Education  
PO Box 9045, STN PROV GOVT  
Victoria, B.C. V8W 9E2

## **Re: Surveys from the Ministry**

Dear Minister Fleming,

The Board has asked that I write to you with respect to surveys that School Boards receive from the Ministry.

As you are aware, recently the Ministry sent out a survey to Board Chairs on input regarding the funding formula review. We very much appreciate the opportunity to provide input. We also recognize that the Ministry has been proactive in its approach to the review and we are looking forward to providing input when further opportunities become available.

Our Board, however, is concerned that the survey format was not sufficiently accessible to all trustees. While certainly we understand that the Chair of a Board is an appropriate person to provide formal feedback on behalf of the Board, we believe that the survey questions should be accessible and sent to all trustees. In the current circumstances, the limited accessibility of the particular survey limited our ability to provide informed input from the Board as a whole.

Therefore, we would respectfully request that in future that copies of surveys be sent (or made readily accessible to Chairs to forward) to all trustees. We would also appreciate if the recent funding review survey questions could be sent to all trustees.

To be clear, we welcome the opportunity for input and appreciate your commitment to consultation, particularly in the current funding review. Our concern is associated with the format and restrictions on the survey. Thank you for your time.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Edith Loring-Kuhanga'.

Edith Loring-Kuhanga  
Board Chair  
Greater Victoria School District

Cc: Board of Education  
Piet Langstraat, Superintendent of Schools  
BCSTA



February 21, 2018

Ref: 200607

Edith Loring-Kuhanga, Chair  
Board of Education  
School District No. 61 (Greater Victoria)  
**Email: [eloring@sd61.bc.ca](mailto:eloring@sd61.bc.ca)**

Dear Ms. Loring-Kuhanga:

Thank you for your letter dated January 31, 2017, requesting funding for capital requirements with the restoration of the collective agreement language, and the implementation of the Memorandum of Agreement (MOA) between the Ministry of Education, BC Teachers' Federation and the BC Public School Employers' Association.

I understand the Greater Victoria School District is experiencing capacity utilization pressures in some schools. As stated in our recent letter of December 21, 2017, delivered through the Deputy Minister Bulletin, all requests for facility space requirements should be included in future Annual Five-Year Capital Plan Submissions. There will not be a subsequent intake of projects for funding, specifically related to the implementation of the MOA.

If you have any questions or require further information, please contact Joel Palmer, Executive Director, Capital Management Branch, by email at [Joel.Palmer@gov.bc.ca](mailto:Joel.Palmer@gov.bc.ca) or by phone at (250) 356-2588.

Again, thank you for writing.

Sincerely,

Rob Fleming  
Minister

pc: Reg Bawa, Assistant Deputy Minister, Resource Management Division  
Joel Palmer, Executive Director, Capital Management Branch

**Jordan Watters – Trustee Report**  
**Submitted to the Greater Victoria School Board**  
**January 29, 2018**

---

This report provides a round-up of my activities since December 7th, 2017.

I attended the following SD61 committee meetings:

- Equity Committee – Jan 11, Feb 1
- Policy Sub-Committee – Jan 16, 23, and 30
- Victoria Family Court & Youth Justice Committee (VFCYJC) Annual General Meeting – Jan 17
- VFCYJC Steering Committee - Feb 14
  - I am co-chairing the Youth Matters sub-committee with Jeremy Loveday,
  - Youth Matters Committee meeting – Jan 31

BCSTA related activities:

- VISTA planning meeting – Jan 15 & Feb 9
- Professional Learning Committee (PLC) meeting – Feb 16

Professional Learning

- Attended Cultural Safety in the Classroom: Addressing Anti-Indigenous Racism in Education Settings webinar – Jan 25)
- Attended Love is Love Conference at Oak Bay High – Feb 16

Advocacy

- My proposal to make a presentation at the Moving Trans History Forward 2018 Conference hosted by the University for Victoria Chair in Transgender Studies was accepted. The proposed presentation title is: Trans Inclusive Schools: Moving Beyond Bathrooms
- Met with representatives from the University of Victoria Student Society, Project Respect, and the GVTA Social Justice Chair to discuss advocacy actions around the inclusion of intersectional consent based violence prevention the in K-12 curriculum (Jan 25<sup>th</sup>). I will be joining these groups in a meeting with the Minister of Education to be scheduled for March or April.
- Accepted invitation to join the Steering Committee for the Re-Imagining Masculinities Conference to be held May 11<sup>th</sup>, 2018

## **February 2018 Trustee Report**

**Diane McNally, Trustee, SD61 Greater Victoria Board of Education.**

**Saanich Arts, Culture and Heritage** : No longer attending as little or no apparent relevance for SD61 Board or SD61 students. See agendas here: <http://www.saanich.ca/EN/main/local-government/committees-boards/arts-culture-heritage-advisory-committee.html>

### **Choices / Yates St Transitional Shelters**

- Yates Street “My Place” 2.0 version transitional home continues with a cohort of people from the First Met mats, which has opened up more mat spaces for people on the street. Attended community meeting February 6.
- “Choices” residents remains stable numbers as new housing construction needs a longer than expected timeline. After residents leave, next step is BC Housing application for rezoning, to View Royal Council, which if successful would allow the Our Place Recovery Community plan (14-24 months, no substance use) to move forward. Sited on former YDC building, down Talcott Road from Eagleview School. Never any complaint from the school in two years of operation (opened Feb 23/16) as Choices.

**BCSTA:** Two motions carried by Board sent forward for BCSTA AGM: 1. Proposed removal of Minister of Education as automatic / unelected Honourary President 2. Proposal to work with CUPE BC re Standard Certification for EAs / Participated in conference call re funding review

**Schools:** Feb 6 Attended Oak Bay PAC presentation for community “The Impact of Digital Distraction on Developing Brains” / Feb 19 Oaklands PAC / Feb 21 Sir James Douglas PAC

### **Ad Hoc Committees**

- Public Engagement Ad Hoc Committee : Feb 21 Continuing work of the committee
- Advocacy Ad Hoc Committee: Feb 26 Initial meeting

**Aboriginal Nations Education Committee** : Attended book launch Feb 1 First Peoples’ House Uvic: “ Faculty of Education members Paul Whitinui, Maria del Carmen Rodriguez de France and Onowa Mclvor are launching their book "Promising Practices in Indigenous Teacher Education". This book is for you if you are looking for an overview of the challenges facing many indigenous teacher education programs today, along with a number of promising practices and solutions to teaching in the indigenous contexts. “/

**Trustee Professional Development / Related Community:** Attending SICORN (South Island Community Overdose Response Network) Meetings- planning for Overdose Awareness Day / Feb 5 Attended Canadian FASD Research Network presentation Laurel Point / Feb 23 Love is Love Conference , Oak Bay High





**Education Policy and Directions Committee  
February 5<sup>th</sup>, 2018 – Tolmie Board Room**

**MINUTES**

**Committee Members Present:** Deborah Nohr - Chair, Tom Ferris, Peg Orcherton, Ann Whiteaker

**Other Trustees Present:** Diane McNally, Rob Paynter, Jordan Watters

**ADMINISTRATION:** Piet Langstraat - Superintendent of Schools, Shelley Green - Deputy Superintendent, Deb Whitten - Associate Superintendent, Greg Kitchen - Associate Superintendent, Lindsay Johnson, Teacher - Careers, Louise Sheffer, District Principal - Learning Team, Craig Schellenberg, District Principal - Aboriginal Nations, Sarah Rhude - Aboriginal Education Teacher and Krystal Cook - Aboriginal Education Assistant, Jeanette Alexander, ASA Representative, Ilda Turcotte, GVTA Representative, Angela Leong, CUPE 947 Representative, Karen Walters-Edgar, Meeting Recorder

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

Chair Nohr welcomed everyone to tonight's meeting.

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

**A. COMMENCEMENT OF MEETING**

**A1. APPROVAL OF THE AGENDA**

*It was moved by Trustee Ferris:*

That the February 5<sup>th</sup>, 2018 Education Policy and Directions agenda be approved with the following amendment and addition:

Switch the order on the Agenda of **C3. Review of Regulation 1163 - Consultation** and **C7. BCSTA - GBV Strategy Motion Submission Form**  
Add: **Presentation by Ryan Slogotski - School Catchment Review**

**Motion Carried Unanimously**

**A2. APPROVAL OF THE MINUTES**

*It was moved by Trustee Orcherton:*

That the January 8<sup>th</sup>, 2018 Education Policy and Directions Committee meeting Regular Minutes be approved.

**Motion Carried Unanimously**

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

**B. PRESENTATIONS TO THE COMMITTEE**

**Project Respect**

Elicia Loiselle from the Victoria Sexual Assault Centre and a former Esquimalt High School

student spoke to the Project Respect program. Ms. Loiselle provided a description of Project Respect. Ms. Loiselle added that there is systemic gender-based root violence in society. Ms. Loiselle said that she and her colleagues have developed programs for schools over the years to address the root causes of sexualized violence. Further information about their anti-violence approach, their programming, community action projects and additional resources can be found on their website.

#### **Catchment Review**

Ryan Slogotski is a parent who lives in the Thetis Lake area. Mr. Slogotski wanted to express his concerns in regard to school catchment areas, specifically for View Royal and Eagle View Elementary Schools. His children attend View Royal Elementary School, but Eagle View is the school closer to where he lives. Mr. Slogotski stated that he would like to request a review of the catchment areas as he believes they are currently incorrect. Mr. Slogotski asked the Superintendent for a possible timeline for such a review to take place.

Superintendent Langstraat replied by stating that he would put a timeline together within a few weeks to discuss a review of all catchment areas and will respond to Mr. Slogotski when the timeline has been established.

### **C. NEW BUSINESS**

#### **C1. Introduction of Student Representative**

Superintendent Langstraat welcomed and introduced Student Representative, Nicole Quast from Oak Bay Secondary. Nicole replaced fellow Student Representative Natasha Thompson from Mt. Doug Secondary in order to bring forward a memo in regard to consent-based sexual education. Ms. Quast provided highlights of her memo.

Trustees discussed the issue.

Chair Nohr thanked Ms. Quast for bringing forward this issue to the Committee.

#### **C2. Healthy Relationships and Sexual Health**

Associate Superintendent Deb Whitten provided some highlights of her memo in regard to supports and services that are available to students concerning healthy relationships.

Trustees asked questions and discussed the issue. Associate Superintendent Whitten provided points of clarification.

#### **C3. BCSTA - GBV Strategy Motion Submission Form**

Trustee Watters provided her rationale for bringing forth these motions. Trustees discussed the motions.

*It was moved by Trustee Watters:*

- i) That the Board of Education of School District No. 61 (Greater Victoria) call on the BCSTA to urge the Ministry of Education to embed consent as a key concept in the K-12 curriculum.

**Motion Carried Unanimously**

*It was moved by Trustee Watters:*

- ii) That the Board of Education of School District No. 61 (Greater Victoria) call on the Ministry of Education, the Ministry of Child and Family Development, the Ministry of Public Safety, and the Ministry of Mental Health, to work together to develop a Gender-based Violence Prevention Strategy for Youth.

**Motion Carried Unanimously**

#### **C4. Truth and Reconciliation**

Deputy Superintendent Shelley Green introduced Aboriginal Nations teacher Sarah Rhude. Deputy Superintendent Green commended Sarah and her team on all the hard work they have done this year. Deputy Superintendent Shelley Green stated that Ms. Rhude will be doing a PowerPoint presentation tonight on the Sacred Circle, with the assistance of Aboriginal Educational Assistant, Krystal Cook. Ms. Rhude said that the Sacred Circle celebrates and honours First Nations Culture from Vancouver Island.

Ms. Rhude and Ms. Cook responded to questions of clarification from the Trustees. Trustees thanked Ms. Rhude and Ms. Cook for their presentation.

#### **C5. Pathways and Partnerships**

Associate Superintendent Greg Kitchen commented that tonight's presentation is an update of the Partnerships and Planning Strategic Plan. Associate Superintendent Kitchen introduced Careers teacher Lindsay Johnson. Ms. Johnson provided highlights of the updated work that has taken place in the past year and what strategies are to be undertaken for future work in achieving their goals.

Ms. Johnson responded to questions of clarification from the Trustees. Trustees thanked the Associate Superintendent and Ms. Johnson for their presentation.

#### **C6. Policy for Animals in Schools**

Trustees McNally provided her rationale for the motion. Trustees discussed the motion.

*It was moved by Trustee McNally:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to develop Policy in regard to animals kept as "classroom pets," and that the Committee take into account the BC SPCA's statements on animals in classrooms and the possibility that classroom pets are not desirable at all, in the development of the Policy, and that the Superintendent draft a Regulation to implement the Policy when finalized by the Board.

**Motion Defeated**

For: Trustees Orcherton and Nohr  
Against: Trustees Ferris and Whiteaker

#### **C7. Review of Regulation 1163 - Consultation**

Trustee Watters provided her rationale for the motion. Trustees discussed the motion.

*It was moved by Trustee McNally:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to review Regulation 1163 - Consultation.

**Motion Carried Unanimously**

**D. NOTICE OF MOTION** - None

**E. GENERAL ANNOUNCEMENTS** - None

**F. ADJOURNMENT**

*It was moved by Trustee Whiteaker:*

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:35 p.m.



**Operations Policy and Planning Committee Meeting  
February 13, 2018 – GVSD Board Office, Boardroom**

---

**REGULAR MINUTES**

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

**Other Trustees Present:** Ann Whiteaker

**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

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 McNally:

That the February 13, 2018 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard:

That the January 15, 2018 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Anomura Housing Society**

Susan Abells and Kristina Leach presented a proposal on behalf of Anomura Housing Society to build modular housing on District land that does not impact on school operations. Trustees thanked the representatives of the Society for their presentation.

## **5. SUPERINTENDENT'S REPORT**

### **A. Recognition of Student Representative**

Superintendent Langstraat welcomed Natasha Thompson student representative from Mount Douglas Secondary School.

### **B. Equity Committee Update**

Superintendent Langstraat explained that the Equity Ad Hoc Committee report is intended to provide the Board with an update and to provide an opportunity for discussion about the draft recommendations. The Committee has developed "Principles of Equity" to be used in developing an Equity Policy and Regulation. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

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.

**Motion Carried Unanimously**

### **C. Lunch Hour Supervision/Monitors**

Deputy Superintendent Green provided an overview of the current staffing and procedures in regard to elementary lunch-time monitors and supervision. Deputy Superintendent Green indicated that an administrative procedure would be drafted to address the matter within schools. Trustees provided comments and asked questions.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to cost the provision of lunch-hour supervision as presented in the report of the Deputy Superintendent dated February 13, 2018 to be returned to the March 2018 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

### **D. Amended School Calendar**

Greg Kitchen, Associate Superintendent advised that the Ministry of Education has amended the School Calendar Regulation to include an additional non-instructional day for 2018/2019. While the Board has already approved the 2018/2019 calendar, this amendment requires the 2018/2019 school calendar to be revisited to make the necessary changes. It is being recommended that the amended calendar be posted on the district website for a period of one month to receive further input. The finalized calendar must be submitted to the Ministry by March 31, 2018. Associate Superintendent Kitchen pointed out to trustees that there was still one final date to solidify with consultation with our stakeholders prior to a poll vote being issued to trustees.

It was moved by Trustee Leonard:

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 18, 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 or October 22, 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

**Motion Carried Unanimously**

**6. PERSONNEL ITEMS – None**

**7. FINANCE AND LEGAL AFFAIRS**

**A. 2017-2018 Amended Annual Budget**

Secretary-Treasurer Walsh provided an overview of the 2017-2018 amended annual budget and noted that 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. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

The Committee supported that the following motions be brought forward to the February 26, 2018 Board of Education meeting.

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.

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.

## B. Policy Sub-Committee Report

- i) Superintendent Langstraat stated that further to the board motions passed on December 18, 2017, Policy 1421 *Naming School Sites* and its associated regulation have been reviewed and revised. Furthermore, a new Policy and Regulation 1422 *Recognition of Significant Contributions to the District* have been created. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

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 May 2018 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

It was moved by Trustee Leonard:

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 May 2018 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

- ii) Superintendent Langstraat explained that 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.

It was moved by Trustee Leonard:

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

**Motion Carried Unanimously**



- iii) Secretary-Treasurer Walsh explained that the Long Term Facilities Plan included the recommendation to update Policy 7110.1 *Leasing of Closed Schools* to prohibit the long-term lease of District property for less than market value. Policy 7110.1 has been revised to incorporate the principle of appropriate capital maintenance funds in any rental agreement.

It was moved by Trustee Leonard:

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

**Motion Carried Unanimously**

## **8. FACILITIES PLANNING**

### **A. Facilities Update**

David Loveridge, Director, Facilities Services provided an overview and demonstration of the new Facilities Service Request System (AMERESCO). Trustees provided comments and thanked Mr. Loveridge for his presentation.

### **B. Archives Update**

Secretary-Treasurer Walsh reviewed the plan to create a permanent space for the District Archives in the original school house at Bank Street. Trustees asked questions of clarification.

### **C. Anomura Housing Society Feasibility Study**

Secretary-Treasurer Walsh reviewed Anomura Housing Society's proposal to create modular housing on land that does not impact on school operations. The arrangement would involve the District providing ground leases of 5 years less a day with a return for the District. Anomura Housing Society would engage with the appropriate Municipality and would be required to obtain all appropriate permissions from the Municipality including fulfilling all consultation requirements. Trustees asked questions of clarification.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to bring potential sites associated with the Report of February 14, 2018 relating to Anomura Housing to the next appropriate Board meeting.

**Motion Carried**

For: Trustees McNally, Paynter, Watters

Against: Trustee Leonard

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

## 10. NEW BUSINESS

### A. Motion to Rescind - Lunch Hour Supervision/Monitors

Trustee Watters presented her rationale.

It was moved by Trustee Watters:

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.

**Motion Carried Unanimously**

### B. BCSTA 2018 AGM Motion - Conflict of Interest Policy

Trustee Watters presented her rationale indicating that the Superintendent had brought this issue to the Board's attention.

It was moved by Trustee Watters:

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.

**Motion Carried Unanimously**

### C. Write a Letter to Amend the BC Transit Act

Trustee Paynter presented his rationale.

It was moved by Trustee Paynter:

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 member of the regional transit commission for the greater Victoria metropolitan area.

**Motion Carried Unanimously**

### D. Trustee Questions

Trustees asked questions of clarification of the Superintendent.

## 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 10:10 p.m.



SHELLEY GREEN, DEPUTY SUPERINTENDENT  
GREG KITCHEN, ASSOCIATE SUPERINTENDENT  
DEB WHITTEN, ASSOCIATE SUPERINTENDENT

250-475-4117  
250-475-4220  
250-475-4220

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8 FAX: 250-475-4115

**To: The Board of Education**  
**From: Greg Kitchen, Associate Superintendent**  
**Date: February 26, 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 amended 2018/19 calendar was developed with partner groups 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 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:** The Board of Education

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

**DATE:** February 26, 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.

	<b>2017/2018 Amended Annual Budget</b>	<b>2017/2018 Annual Budget</b>
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
<b>Provincial Grants - Ministry of Education</b>			
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	-
<b>Total Provincial Grants</b>	<b>171,586,048</b>	<b>169,511,584</b>	<b>2,074,464</b>
<b>Tuition</b>			
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
<b>Total Tuition</b>	<b>14,548,849</b>	<b>13,282,552</b>	<b>1,266,297</b>
<b>Other Revenue</b>			
LEA/Direct Funding from First Nations	1,087,263	927,465	159,798
Miscellaneous Revenue	393,496	70,055	323,441
<b>Total Other Revenue</b>	<b>1,480,759</b>	<b>997,520</b>	<b>483,239</b>
<b>Rentals and Leases</b>	<b>1,880,297</b>	<b>1,694,784</b>	<b>185,513</b>
<b>Investment Income</b>	<b>650,000</b>	<b>650,000</b>	<b>-</b>
<b>Total Operating Revenue</b>	<b>\$ 190,145,953</b>	<b>\$ 186,136,440</b>	<b>\$ 4,009,513</b>

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
<b>Total school-aged</b>	<b>19,123</b>	<b>18,941</b>	<b>182</b>
<b>Adult students</b>	<b>19</b>	<b>19</b>	<b>0</b>
<b>Unique Student Needs:</b>			
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
<b>International Education (Long-term)</b>	<b>1,020</b>	<b>978</b>	<b>42</b>

- 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
<b>Salaries</b>			
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
<b>Employee Benefits</b>	32,186,421	32,198,765	(12,344)
<b>Total Salaries and Benefits</b>	174,497,795	172,296,693	2,201,102
<b>Services and Supplies</b>			
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
<b>Total Operating Expense</b>	\$ 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:

	<b>2017/2018 Amended Annual Budget Revenue</b>	<b>2017/2018 Annual Budget Revenues</b>	<b>Increase (Decrease) Revenues</b>
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	-
	<b>\$ 32,290,167</b>	<b>\$ 28,369,389</b>	<b>\$ 3,920,778</b>

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;

---

Chairperson of the Board

( Corporate Seal )

---

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
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	19,203,851	19,021,906
Adult	43,375	43,643
Other	55,125	65,250
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>19,302,351</b>	<b>19,130,799</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
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
<b>Total Revenue</b>	<b>230,678,935</b>	<b>222,719,673</b>
<b>Expenses</b>		
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
<b>Total Expense</b>	<b>238,538,738</b>	<b>229,049,054</b>
<b>Net Revenue (Expense)</b>	<b>(7,859,803)</b>	<b>(6,329,381)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>6,901,257</b>	<b>4,104,887</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(958,546)</b>	<b>(2,224,494)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(958,546)	(2,224,494)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(958,546)</b>	<b>(2,224,494)</b>

# 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
<b>Budget Bylaw Amount</b>		
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
<b>Total Budget Bylaw Amount</b>	<b>240,201,341</b>	<b>229,849,054</b>

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



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

**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
	\$	\$
<b>Revenues</b>		
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
<b>Total Revenue</b>	<b>190,145,953</b>	<b>186,136,440</b>
<b>Expenses</b>		
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
<b>Total Expense</b>	<b>195,672,836</b>	<b>189,241,327</b>
<b>Net Revenue (Expense)</b>	<b>(5,526,883)</b>	<b>(3,104,887)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>6,901,257</b>	<b>4,104,887</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(800,000)	(800,000)
Local Capital	(574,374)	(200,000)
<b>Total Net Transfers</b>	<b>(1,374,374)</b>	<b>(1,000,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 61 (Greater Victoria)

Schedule 2A

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

	2018 Amended Annual Budget	2018 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
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	
<b>Total Provincial Grants - Ministry of Education</b>	<b>171,586,048</b>	<b>169,511,584</b>
<b>Tuition</b>		
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
<b>Total Tuition</b>	<b>14,548,849</b>	<b>13,282,552</b>
<b>Other Revenues</b>		
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	
<b>Total Other Revenue</b>	<b>1,480,759</b>	<b>997,520</b>
<b>Rentals and Leases</b>	<b>1,880,297</b>	<b>1,694,784</b>
<b>Investment Income</b>	<b>650,000</b>	<b>650,000</b>
<b>Total Operating Revenue</b>	<b>190,145,953</b>	<b>186,136,440</b>

**School District No. 61 (Greater Victoria)****Schedule 2B**

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

	<b>2018 Amended Annual Budget</b>	<b>2018 Annual Budget</b>
	\$	\$
<b>Salaries</b>		
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
<b>Total Salaries</b>	<b>142,311,374</b>	<b>140,097,928</b>
<b>Employee Benefits</b>	<b>32,186,421</b>	<b>32,198,765</b>
<b>Total Salaries and Benefits</b>	<b>174,497,795</b>	<b>172,296,693</b>
<b>Services and Supplies</b>		
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
<b>Total Services and Supplies</b>	<b>21,175,041</b>	<b>16,944,634</b>
<b>Total Operating Expense</b>	<b>195,672,836</b>	<b>189,241,327</b>

## 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
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
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
<b>Total Function 1</b>	<b>83,669,596</b>	<b>12,255,821</b>	<b>17,970,318</b>	<b>5,575,736</b>	<b>1,051,413</b>	<b>6,857,920</b>	<b>127,380,804</b>
<b>4 District Administration</b>							
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
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,245,293</b>	<b>2,059,261</b>	<b>50,169</b>	<b>3,354,723</b>
<b>5 Operations and Maintenance</b>							
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							-
<b>Total Function 5</b>	<b>47,518</b>	<b>-</b>	<b>35,402</b>	<b>10,175,350</b>	<b>868,065</b>	<b>426,241</b>	<b>11,552,576</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				23,271			23,271
7.70 Student Transportation							-
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,271</b>	<b>-</b>	<b>-</b>	<b>23,271</b>
<b>9 Debt Services</b>							
9.92 Interest on Bank Loans							-
9.94 Interest on Temporary Borrowing							-
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>83,717,114</b>	<b>12,255,821</b>	<b>18,005,720</b>	<b>17,019,650</b>	<b>3,978,739</b>	<b>7,334,330</b>	<b>142,311,374</b>

Version: 6368-5622-3640  
February 06, 2018 10:40

Page 9

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

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
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
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
<b>Total Function 1</b>	<b>127,380,804</b>	<b>28,965,316</b>	<b>156,346,120</b>	<b>9,994,581</b>	<b>166,340,701</b>	<b>161,522,590</b>
<b>4 District Administration</b>						
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
<b>Total Function 4</b>	<b>3,354,723</b>	<b>679,025</b>	<b>4,033,748</b>	<b>635,621</b>	<b>4,669,369</b>	<b>4,598,414</b>
<b>5 Operations and Maintenance</b>						
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
<b>Total Function 5</b>	<b>11,552,576</b>	<b>2,536,658</b>	<b>14,089,234</b>	<b>9,527,539</b>	<b>23,616,773</b>	<b>22,105,640</b>
<b>7 Transportation and Housing</b>						
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	-	-	-	-	-	-
<b>Total Function 7</b>	<b>23,271</b>	<b>5,422</b>	<b>28,693</b>	<b>1,017,300</b>	<b>1,045,993</b>	<b>1,014,683</b>
<b>9 Debt Services</b>						
9.92 Interest on Bank Loans	-	-	-	-	-	-
9.94 Interest on Temporary Borrowing	-	-	-	-	-	-
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>142,311,374</b>	<b>32,186,421</b>	<b>174,497,795</b>	<b>21,175,041</b>	<b>195,672,836</b>	<b>189,241,327</b>

# 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
	\$	\$
<b>Revenues</b>		
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
<b>Total Revenue</b>	<b>32,290,167</b>	<b>28,369,389</b>
<b>Expenses</b>		
Instruction	30,552,210	27,559,110
Operations and Maintenance	875,354	810,279
<b>Total Expense</b>	<b>31,427,564</b>	<b>28,369,389</b>
<b>Net Revenue (Expense)</b>	<b>862,603</b>	<b>-</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(862,603)	-
<b>Total Net Transfers</b>	<b>(862,603)</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2018

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	65,075		563,983	30,972	3,034,714	34,059	23,963		329,950
<b>Add:</b> 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
<b>Less:</b> 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					
<b>Deferred Revenue, end of year</b>	-	-	549,266	-	3,034,714	34,059	-	-	300,000
<b>Revenues</b>									
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
<b>Expenses</b>									
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
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	150,000	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased					(150,000)				
	-	-	-	-	(150,000)	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



# School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2018

Schedule 3A

	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
<b>Add:</b> 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
<b>Less:</b> Allocated to Revenue									
Recovered	101,989	353,990	1,360,638	16,618,373	242,312	494,327	400,000	11,000	32,290,167
<b>Deferred Revenue, end of year</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>49,584</b>	<b>3,988,323</b>
<b>Revenues</b>									
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
<b>Expenses</b>									
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
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>712,603</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>862,603</b>
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased			(712,603)						(862,603)
	-	-	(712,603)	-	-	-	-	-	(862,603)
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# 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	
	\$	\$	\$	\$
<b>Revenues</b>				
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
<b>Total Revenue</b>	<b>8,174,392</b>	<b>68,423</b>	<b>8,242,815</b>	<b>8,213,844</b>
<b>Expenses</b>				
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
<b>Total Expense</b>	<b>11,438,338</b>	<b>-</b>	<b>11,438,338</b>	<b>11,438,338</b>
<b>Net Revenue (Expense)</b>	<b>(3,263,946)</b>	<b>68,423</b>	<b>(3,195,523)</b>	<b>(3,224,494)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	1,662,603		1,662,603	800,000
Local Capital		574,374	574,374	200,000
<b>Total Net Transfers</b>	<b>1,662,603</b>	<b>574,374</b>	<b>2,236,977</b>	<b>1,000,000</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,601,343)</b>	<b>642,797</b>	<b>(958,546)</b>	<b>(2,224,494)</b>



OFFICE OF THE  
**SECRETARY-TREASURER**

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

---

TO: The Board of Education

FROM: The Policy Sub-Committee

DATE: February 26, 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.

#### 2.0 DEFINITIONS

#### 3.0 POLICY

- 3.1 The Greater Victoria Board of Education
  - 3.1.1 May name a school site 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

---

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



## 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. 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.

---

## 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

---

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

## 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](http://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).



---

## **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

---

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

## 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.~~

# **POLICY 7110.1**

## **LEASING OF CLOSED SCHOOLS**

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**



OFFICE OF THE  
**SECRETARY-TREASURER**  
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4112

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: February 26, 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.



## SUBSTANTIVE MOTION TO AGM SUBMISSION FORM

Deadline for submission: Sunday, February 25, 2018

### TITLE

**CONFLICT OF INTEREST POLICY**

### SPONSOR

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

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

- ☐ 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](mailto: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

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Superintendent's Report

DATE: February 26, 2018

---

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

### Events and Meetings

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

- District Committees
  - Advocacy Ad Hoc Committee
  - Equity Committee
  - Policy Sub Committee
  - Public Engagement Committee
- Additional Meetings and Events
  - Artemis Meeting
  - Funding Formula Meeting
  - McKenzie Elementary Visit
  - Ministry of Education Meetings
  - Moroka Chuo High School Meeting
  - ROSCO (Regional Out of School Care Operators) Meeting
  - Victoria High Student Q & A Event
  - Youth Philanthropy Initiative

District of Saanich  
Legislative Services  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-1775  
f. 250-475-5440  
saanich.ca



LEGISLATIVE SERVICES

File: 1420-30

January 10, 2018

Greater Victoria School District No. 61  
Board of Trustees  
556 Boleskine Road  
Victoria, BC V8Z 1E8

School District 63 (Saanich)  
Board of Trustees  
2125 Keating Cross Road  
Saanichton, BC V8M 2A5

Dear Sirs/Madams:

**Re: GOVERNANCE REVIEW TASK FORCE STANDING COMMITTEE RECOMMENDATIONS**

This letter is to confirm that on December 18, 2017, Saanich Council considered a report of the Governance Review Task Force Standing Committee, and resolved as follows:

*"That Council write to School Trustees in School Districts 61 and 63 and engage the Saanich Youth Council to discuss the possibility of growing an interest in local municipal government at age appropriate grade levels."*

An excerpt of the meeting minutes is attached for your information. Saanich Council thanks you for your consideration of this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Richard Atwell", written in a cursive style.

Richard Atwell,  
Mayor of Saanich

Im

Attachment

cc: P. Thorkelsson, Chief Administrative Officer  
Council  
A. Goddard, Saanich Youth 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 Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: **Trustee Questions**

DATE: February 26, 2018

---

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



## OFFICE OF THE SECRETARY-TREASURER

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

---

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: February 26, 2018

RE: **Monthly Report**

---

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

Those meetings and activities include:

- Learning Studio Visits
- Town Hall Meeting @ Vic High
- District Facilities Plan Committee Meeting
- Meetings with Anomura Housing Society
- Superintendent Recruitment Search
- Media Interviews
- Ministry of Education – conference calls re funding
- School Seismic Upgrade Meetings
- Meetings with Municipal Partners (Saanich and Victoria)
- Policy Sub-Committee
- School Visits
- Meeting with Oak Bay Recreation Administration
- Attended Braefoot Elementary PAC Meeting
- Edmonton School District re archives



## OFFICE OF THE SECRETARY-TREASURER

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

---

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: February 26, 2018

RE: **Oaklands and Quadra Elementary School Classroom Expansion**

---

### Background

With growth in enrolment occurring at both Quadra and Oaklands Elementary Schools and space needs arising from the implementation of the restored collective agreement language there is a requirement for an additional classroom space at each elementary school.

### Oaklands Elementary School

It is our intention to request funding for additional classroom space through the Classroom Enhancement Fund (CEF) capital funding envelope should this opportunity be provided by the Ministry of Education as well as to include a capital funding request as part of the capital plan submission for additional classroom space at Oaklands Elementary School. Should no capital funding be provided by the Ministry of Education, there is also the possibility of making a funding request from Ministry of Education Restricted Capital. We also intend to inquire with the Ministry of Children and Families about funding for a shared space for out of school care and daytime amenity space at Oaklands.

In the event that no capital funding is provided by the Ministry of Education, Board approval is being requested to spend up to \$250,000 from local capital to build a learning studio at Oaklands Elementary School.

#### Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$250,000 from local capital for the construction of a learning studio at Oaklands Elementary School.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Quadra Elementary School

It is our intention to request funding for additional classroom space through the Classroom Enhancement Fund (CEF) capital funding envelope should this opportunity be provided by the Ministry of Education as well as to include a capital funding request as part of the capital plan submission for additional classroom space at Quadra Elementary School. Should no capital funding be provided by the Ministry of Education, there is also the possibility of making a funding request from Ministry of Education Restricted Capital. There may also be opportunity to request funding from the Ministry of Children and Families for funding for out of school care spaces at Quadra.

We also intend to inquire with the Ministry of Children and Families about funding for a shared space for out of school care and daytime amenity space at Quadra.

In the event that no capital funding is provided by the Ministry of Education, Board approval is being requested to spend up to \$250,000 from local capital to build a learning studio at Quadra Elementary School.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$250,000 from local capital for the construction of a learning studio at Quadra Elementary School.

January 9, 2018

Mr. Greg Kitchen, Associate Superintendent  
School District 61 Greater Victoria  
556 Boleskine Road  
Victoria, B.C.  
V8Z 1E8

Cc: Mr. Piet Langstraat, Superintendent, Mr. Greg Kitchen, Associate Superintendent, Ms. Marketa Lund, Director, Victoria Confederation of Parent Advisory Councils

**Re: Policies regarding Animals in Schools**

Dear Mr. Kitchen,

The BC SPCA recognizes the work put into regulation 6163.6, Animals in Schools (last updated February 2012), and appreciates the considerations included therein. Given the recent wildfires in the interior of British Columbia, the BC SPCA is asking local government and school districts to consider animal well-being in emergency management planning.

The BC SPCA's recommendations for an update to regulation 6163.6, and other relevant regulations, are attached to this document. If you have any questions, please do not hesitate to get in touch.

With sincere thanks for your commitment to humane education,



Amy Morris, MPP  
Manager of Public Policy and Outreach  
BC SPCA

## BC SPCA Policy Recommendation for School Use of Animals

### Background

The BC SPCA recognizes that students learn about empathy and animal welfare through both formal and informal educational activities. Providing students the opportunity to interact with animals in a structured, educational way can be a valuable life lesson and experience. Certain animals can be part of the educational setting as classroom pets and through educational visits and scientific observation, though care and consideration are crucial to the good welfare of the animals. See “Profound Encounters” (Appendix B) for more discussion on this subject.

### Considerations

Legal obligations regarding care of animals and ethical considerations pertaining to humane treatment of animals require consideration when developing policies. The Boards of Education in Vancouver, Burnaby and Kelowna have approved policies to address some of these practices. In 2010, the BC Teachers Federation approved a policy to “encourage teachers to consider the use of alternatives to animal dissection in meeting the learning outcomes in the science curriculum.”<sup>1</sup>

For these reasons, the BC SPCA opposes the following practices in classroom education:

- The use of any animal, including cadavers or tissues, for dissection in education
- The use of live animals for science projects, unless the animal is a domesticated species that has been bred and raised according to the Five Freedoms<sup>2</sup>; and the purpose of the project is to demonstrate animal care practices or enriched animal environments that result in a higher quality of life for companion animals
- Bringing of wild or exotic animals into a classroom or other unnatural setting for educational presentations
- Breeding and hatching programs in schools that include (but are not limited to) incubation and artificial environments as these animals require specialized care and a calm environment generally not provided in a classroom
- The keeping of classroom pets, unless the teacher is already the owner of the animal, and other conditions are met, including **considerations for emergency management** (see Appendix A)

Instead, the BC SPCA encourages:

- Alternatives to dissection, such as computer simulations and physical models<sup>3</sup>, which have equal or better pedagogical merit to animal dissection<sup>4</sup>.
- Educational activities involving visits by domesticated companion animals and their guardians in the classroom are acceptable as long as the animal is provided with the Five Freedoms and the primary purpose of the visit is social justice or animal welfare education.

<sup>1</sup> See policy 9.T.05 available at: <http://www.bctf.ca/uploadedFiles/public/AboutUs/MembersGuide/guide.pdf>

<sup>2</sup> The Five Freedoms are an internationally recognized set of principles describing the needs of all animals in captivity: Freedom from hunger and thirst; Freedom from discomfort; Freedom from pain, injury and disease; Freedom to express normal behaviour; Freedom from fear and distress. <http://web.archive.nationalarchives.gov.uk/20110615095037/http://www.fawc.org.uk/freedoms.htm>

<sup>3</sup> A guide to animal alternatives suitable for meeting BC science curriculum learning outcomes is available at: <http://froglarecool.com/choices.htm>.

<sup>4</sup> Animals in Science Policy Institute. 2015. Comparative Studies of Animal and Non-Animal Methods in Teaching. Available at: <http://www.animalsinscience.org/projects/completed/ubcalternatives/literature-review/>

### Policy Recommendation

The BC SPCA recommends the following policy for adoption by school districts and other governing bodies for kindergarten to grade 12:

#### Ethical Animal Use Policy

The Board of Education affirms the right of students to choose not to participate in or observe animal dissections or any other use of animals for cultural, religious or ethical beliefs. District schools will provide alternative strategies and activities which meet the science curriculum learning outcomes.<sup>5</sup>

#### *General:*

- Animals will not be killed as part of any activity associated with the school, whether or not it occurs on school property.

#### *Dissection<sup>6</sup>:*

- Alternatives will be made available in all classes that use live (or once-living) animals. Animal use includes, but is not limited to: dissection, live animal experiments, insect collections, or any classroom activity that involves animals or their body parts.
- The alternative assignment will require the same amount of time and effort as the dissection exercise and should be limited to the same academic aim.
- The instructor, rather than the student, is responsible for proposing the alternative assignment.
- Alternatives will not include watching another student dissect, taking a lower grade, dropping the class, or changing majors.
- The testing procedure will not require the use of dissected specimens for those who choose an alternative.

#### *Classroom Animals and Classroom Visits:*

- Classroom visits of animals will be conducted only using domesticated companion animals for the purpose of education about animal welfare; the use of wild or exotic animals are not permitted.
- The keeping of classroom pets is only permitted when the teacher is already the owner of the animal, and additional conditions are met as described in Appendix A.
- Breeding and hatching programs that include (but are not limited to) incubation are not permitted.
- The use of live animals for science projects will not be permitted, unless the animal is a domesticated species that has been bred and raised according to the Five Freedoms and the purpose of the project is to demonstrate humane animal care practices or enriched animal environments that result in better welfare.

#### *Implementation:*

- At the beginning of each term, the teacher or instructor will inform all students of their right to use an alternative to dissection or animal use.
- This policy will be incorporated into existing curriculum guidelines and the student handbook (if applicable).
- Students will not be penalized in any way for voicing their objections to dissection or for requesting an alternative.
- The school administration agrees to monitor and ensure implementation of this policy and address complaints of non-compliance in a timely manner.

<sup>5</sup> Adapted from the Burnaby Board of Education Student choice policy. Available at: <http://www.sd41.bc.ca/wp-content/uploads/2014/08/540.pdf>

<sup>6</sup> Acknowledgements to the National Animal Vivisection Society for their sample student choice policy, available at: <http://www.navs.org/education/sample-student-choice-policy>

## Appendix B – Profound Encounters

### Classroom Animals: More Than Responsible Pet Care

**Craig Naherniak, General Manager, Humane Education, BC SPCA**

Many of us have watched a young child's first experience meeting an animal. The child becomes completely absorbed by the creature, often extending a hand to make contact. This intimate expression of profound relationship between child and animal is a fundamental part of human development and world building -- a way we humans understand ourselves in relation to other beings.

Humans have always had a need to have contact with other creatures. Stephen Kellert, professor of Social Ecology at Yale University, suggests in *The Biophilia Hypothesis* that "this need has been critical in the development of human emotion, intellect and personality." [\(1\)](#) In 99 percent of human history we internalized and gained experiential knowledge of the world around us that wasn't just humanly contrived. Urbanization has curtailed this contact and part of our development, leading Paul Shepard to suggest that our modern estrangement from nature has caused humans to suffer a kind of psychological retardation. [\(2\)](#)

Educators have a unique opportunity to nurture a child's innate curiosity about animals by providing opportunities for contact with nature. This contact can take many forms, including field trips to parks, playground walks, visiting speakers and, with the greatest care, classroom animals. While caring for classroom animals can be a valuable experience it can have serious negative consequences both for children and for the animals if the situation is not handled well. Besides monitoring classroom animals closely, teachers need to examine their own attitudes, beliefs and behaviour.

Teachers must be vigilant and work to combat the enormous social pressure to view animals as toys or as human-like babies in need of hugging or cuddling. Most animals, for example, do not like to be cradled on their backs. Yet young children, particularly girls, will often hold animals, such as rabbits, in this manner. Dogs do not have as part of their inter-species social repertoire a need for being hugged. Most dogs have been socialized to accept hugging from humans - especially from children - but they only tolerate such behaviour.

Knowing the ritualized social behaviours of animals helps us to relate to them in a manner more appropriate to their needs. Realizing, for example, that guinea pigs run from people because they are a prey species (fleeing is their primary defense mechanism) helps us to understand why these creatures appear shy and skittish. Recognizing a hamster's hamsterness or a rabbit's rabbitness is the key to developing a respect for the animal's own sense of purpose and inclination.

If there is one thing that is most important for children to realize, it is that they share a world with other beings who have needs similar but not identical to theirs. This understanding helps to develop the child's confidence, empathy and respect for others--both with animals and with classmates.

Classroom experiences with animals can be especially beneficial for urban children since they often have fewer opportunities than do rural children to have direct experience with animals on their own. While for rural children a positive experience with a classroom animal can offer an alternative to the mainly utilitarian view of animals on farms. How the teacher directs the experience will make the difference in terms of what the children and the animal get out of their time together.

24 November 2017



**Appendix A – Conditions for the keeping of classroom pets**

The BC SPCA condones the keeping of domesticated companion animals in schools only when all of the following conditions are met:

- the animal is not permitted to breed;
- inclusion of an animal in classroom activities is contingent upon the teacher of that class already being that animal's guardian;
- the animal is kept in order to contribute to a structured humane education curriculum;
- the animal is not a nocturnal species (and accordingly has a sleep pattern that is compatible with the school day);
- the teacher and, when necessary, a second adult caregiver take sole responsibility for the care and welfare of the animal. This includes care over the weekend, holidays and school breaks;
- the animal is removed from the building during any emergency evacuation, drill or otherwise;
- the caregivers thoroughly research the animal's nutritional, social and environmental needs prior to acquiring it;
- the animal's Five Freedoms are ensured at all times;
- the animal has access to regular and emergency veterinary care;
- the animal is handled only when the following criteria are met:
  - when it does not endanger or adversely stress the animal; and
  - when the animal is handled according to species-specific handling instructions;
  - when handling the animal is directly related to the curriculum being taught; and
  - when the handling is supervised by an experienced teacher or adult caregiver.

If the experience for the animal is not positive it can lead to negative lessons about how animals are to be treated.

If, for example, a teacher extols the importance of showing respect to the classroom animal and then turns around and stomps on a spider, the children learn mixed messages about how other life forms ought to be treated. Likewise, if the cleaning or feeding of a classroom animal is haphazard or delayed because of other commitments, it demonstrates to children that responsible care of animals is flexible and not all that important. In addition, should a teacher surrender the classroom animal at the end of the school year to a shelter, students may learn that animals are disposable. It must be demonstrated by actions as well as words that having an animal as a companion is a commitment for that animal's entire lifetime.

If an animal is kept with the utmost care and respect in a classroom atmosphere, children's curiosity and empathy can be confirmed and encouraged to flourish. The responsibility of the teacher as a humane role model cannot be understated.

#### Notes

1. The Biophilia Hypothesis, Stephen R. Kellert and Edward O. Wilson, eds. (Washington, DC: Shearwater Books), 1993.
2. Nature and Madness, Paul Shepard (San Francisco: Sierra Club Books), 1982.