

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

**Regular Board Meeting**

**Monday, May 28, 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, May 28, 2018 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road**

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**AGENDA**

**Estimated  
Times**

**A. COMMENCEMENT OF MEETING**

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

7:30 pm      **A1. Approval of the Agenda** (p 01-05)

7:35 pm      **A2. Approval of the Minutes**

                 a) Approval of the April 23, 2018 Regular Board Minutes (p 06-16)

                 b) Approval of the April 25, 2018 Special Board Budget Minutes (p 17-19)

**A3. Business arising from the Minutes** (p 20)

That the Board of Education of School District No. 61 (Greater Victoria) endorse the priority areas of focus identified by the Advocacy Ad Hoc Committee and task that committee with developing action plans on each item to be brought back to a future Education Policy and Directions meeting.
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**A4. Student Achievement**

**A5. District Presentations**

7:40 pm      **A6. Community Presentations** (5 minutes per presentation)

                 a) Kim Guiry, Strawberry Vale Preschool

                 b) Angie Hentze, Strawberry Vale Preschool

**B. CORRESPONDENCE**

**B1. VISTA letter to the Minister of Education and responses** (p 21-24)

**B2. Letter to the Minister of Education and response** (p 25-27)

8:05 pm **C. TRUSTEE REPORTS****C1. Chair's Report****C2. Trustees' Reports** (2 minutes per verbal presentation)

- a) Trustee Orcherton Verbal
- b) Trustee Watters (p 28)
- c) Trustee Whiteaker Verbal

8:15 pm **D. BOARD COMMITTEE REPORTS****D1. Education Policy and Directions Committee**

- a) Minutes from the May 7, 2018 meeting – Information only (p 29-31)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the May 7, 2018 Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) explore French Immersion opportunities at Craigflower Elementary and Shoreline Community Middle School.
- ii) That the Board of Education of School District No.61 (Greater Victoria) support the Inclusion for Learning Strategy. (p 32-37)
- iii) That the Board of Education of School District No.61 (Greater Victoria) prepare and conduct an Exit Interview with our current retiring superintendent and further, that the Board, with the assistance of the Deputy Superintendent, develop a policy on Exit Interviews for senior administrative staff.

8:30 pm **D2. Operations Policy and Planning Committee**

- a) Minutes from the May 14, 2018 meeting – Information only (p 38-42)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the May 14, 2018 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a detailed report to the June Operations Policy and Planning Committee for two options on Victoria High School that preserve the current building. First, a (p 43-49)

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

seismic upgrade with internal improvements ("Seismic Plus"); and second, a seismic upgrade with internal improvements, additional capacity and a Neighborhood Learning Centre ("Seismic Plus with Capacity").

- ii) That the Board of Education of School District No.61 (Greater Victoria) approve revised Policy 1421 *Naming School Sites* and accept revised Regulation 1421 *Naming School Sites* as reviewed. (p 50-59)
- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 1422 *Recognition of Significant Contributions to the District* and accept new Regulation 1422 *Recognition of Significant Contributions to the District* as presented. (p 60-63)
- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 110 *Equity* and accept Regulation 110 *Equity* as presented. (p 64-66)
- v) That the Board of Education of School District No. 61 (Greater Victoria) approve spending \$875,700 of Local Capital to implement the Inclusion for Learning Strategy.
- vi) That the Board of Education of School District No. 61 (Greater Victoria) send the *An Independent Audit of Executive Expenses at School District 61* report to the Audit Committee for further review. (p 67-85)

9:00 pm

**D3. Audit Committee Report**

(p 86-87)

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audit Planning Report for 2017-2018 as presented by KPMG to the Audit Committee.

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2018 Quarterly Financial Report as presented to the Audit Committee.

**E. DISTRICT LEADERSHIP TEAM REPORTS**

9:05 pm

**E1. Superintendent's Report**

- a) Monthly Report (p 88)
  - That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.
- b) "Do you want to be a School Trustee" – information session (p 89-90)
- c) Trustee Questions (p 91)

**Note:** This meeting is being audio and video recorded.  
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9:20 pm

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

## a) Monthly Report

(p 92)

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

## b) Francophone Games

(p 93-94)

## Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the cost recovery budget of \$200,000 for the 2020 Francophone Games, as follows:

1. Accommodation for approximately 1,200 athletes at 3 schools for 6 nights: \$123,529.64;
2. Facility usage for all events: \$33,335.00 (represents a 50% discount over regular rates);
3. District Operations and Staff support: \$43,135.36 (actual costs); and
4. That full payment for these services be provided to the School District no later than 31 May 2020.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare of a Joint-Use Agreement between the Greater Victoria School District #61 and the jeux francophonie canadienne, for the 2020 Francophone Games, for approval by the Chairperson of the Board and the Superintendent.

9:30 pm **F. QUESTION PERIOD** (15 minutes total)**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**9:45 pm **H. NEW BUSINESS/NOTICE OF MOTIONS****H1. New Business**

## a) Trustee McNally – Municipal Committee Assignments

That the Board of Education of School District No. 61 (Greater Victoria) eliminate specific municipal committee assignments and that Trustees inform the Board as to which committees related to municipal assignment that they will attend and report on., as of September 2018.

## b) Trustee Watters – Esquimalt High School Sport Field Working Group

(p 95-96)

That the Board of Education of School District 61 (Greater Victoria) direct the Chair to appoint a Trustee to participate on the Esquimalt High School Community Track and Sport Field Upgrades Working Group and to provide regular updates to the Board.

**Note:** This meeting is being audio and video recorded.  
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## c) Trustee Watters – Letter of Support – Victoria Sexual Assault Centre

That the Board of Education of School District 61 (Greater Victoria) direct the Chair to write a letter in support of the Victoria Sexual Assault Centre - Project Respect: Preventing Dating Violence by SHIFTing Culture funding application to the Public Health Agency of Canada.

## d) Trustee McNally – Funding Formula Review

That the Board of Education of School District 61 (Greater Victoria) recommend to the Ministry of Education and the BCSTA that the Ministry of Education and BCSTA, in alignment with the Co-governance Memorandum of Understanding, cooperatively develop a steering committee comprised of education partners including FNESC, to design the consultation process referred to in Motion L46 (SD37 Delta) “Review of Funding Formula Document”, process to include concerns expressed in BCSTA AGM motions L45 (SD71 Comox Valley) and L46 (SD57 Prince George), “Funding Formula and K-12 enrolment Audits” and “Education Funding Model”.

**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)  
April 23, 2018 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

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**MINUTES**

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

**Regrets:**

Piet Langstraat, Superintendent of Schools

**Administration:**

Shelley Green, Deputy Superintendent, Mark Walsh, Secretary-Treasurer, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Colin Roberts, Director, Human Resource Services, Ted Pennell, Director of Information Technology, Lisa McPhail, Communications Officer, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:40 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.

Introductions made around the board table.

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Whiteaker and seconded:

That the April 23, 2018 Agenda be approved.

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

a) It was moved by Trustee Watters and seconded:

That the March 12, 2018 Regular Board Minutes be approved.

**Motion Carried**

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

Abstain: Trustee Orcherton

b) It was moved by Trustee Watters and seconded:

That the April 12, 2018 Special Board Budget Minutes be approved.

**Motion Carried**

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

Abstain: Trustees Orcherton and Leonard

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

**A4. Student Achievement**

- a) Carmen Gauvreau and Sarah Elford, Principal and Vice-Principal from South Park Elementary School attended the Board meeting to share with Trustees a presentation about their school called "An Evolving Model of Inclusive Education."

Edith Loring-Kuhanga, Board Chair, thanked Carmen and Sarah for attending and presenting to the Board.

**A5. District Presentations – None****A6. Community Presentations**

- a) Bonnie Smith and Eileen Cooper, from the Cooper Smith Music Library, attended the Board meeting to speak to Trustees about a music festival involving district music students in the month of May called "Music in the Air/Music Everywhere".
- b) Carolyn Howe, 2<sup>ND</sup> VP of the Greater Victoria Teachers' Association, attended the board meeting to speak to Trustees about the 'draft' submission to the Ministry of Education regarding the education funding review.

**B. CORRESPONDENCE****B1. Letter from the Minister of Education re funding formula**

A letter from the Minister of Education was provided for information purposes.

**B2. Letter to Minister of Education re payroll tax**

A letter to the Minister of Education was provided for information purposes.

**B3. Burnside Gorge Community Association – Annual Report**

The Burnside Gorge Community Association Annual Report was provided for information purposes.

**B4. Ministry of Education re 2016/17 Service Delivery Initiative Report**

The Ministry of Education 2016/17 Service Delivery Initiative Report was provided for information purposes.

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

Chair Loring-Kuhanga congratulated Colin Roberts for being the successful candidate as the new Associate Superintendent for the 2018/19 school year and welcomed him to the Senior Leadership Team.

**C2. Trustees' Reports**

- a) Trustee McNally provided a written report of her activities over the past month.



## D. BOARD COMMITTEE REPORTS

### D1. Education Policy and Directions Committee

- a) The April 9, 2018 meeting minutes were received for information.
- b) Trustee Nohr referred to the Education Policy and Directions Committee meeting minutes and presented the following recommended motions.

It was moved and seconded:

- i) 

<p>That the Board of Education of School District No.61 (Greater Victoria) approve the 3 Board Authority Authorized courses: Introduction to Electronics/Electrical 10, Introduction to Auto Body 10 and Junior Art Metal.</p> <p style="text-align: right;"><b>Motion Carried Unanimously</b></p>
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Discussion ensued amongst the Trustees with a recommendation being made to refer the motion to the May 28, 2018 Regular Board meeting.

It was moved by Trustee Whiteaker and seconded;

- ii) 

<p>That the motion "<i>That the Board of Education of School District No.61 (Greater Victoria) endorse the priority areas of focus identified by the Advocacy Ad Hoc Committee and task that committee with developing action plans on each item to be brought back to a future Education Policy and Directions meeting</i>" be referred to the May 28, 2018 Board of Education meeting.</p> <p style="text-align: right;"><b>Motion Carried Unanimously</b></p>
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### D2. Operations Policy and Planning Committee

- a) The April 16, 2018 meeting minutes were received for information.
- b) Trustee Watters referred to the Operations Policy and Planning Committee meeting minutes and presented the following recommended motions.

- i) 

<p>That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to create discuss a report on the feasibility of the Lambrick Park Fieldhouse project and return the findings back to the Operations Policy and Planning Committee upon completion.</p>
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Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Leonard and seconded:

- i) 

<p>That the motion "<i>That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to create a report on the feasibility of the Lambrick Park Fieldhouse project and return the findings back to the Operations Policy and Planning Committee upon completion</i>" be amended to strike the words "<i>direct the Superintendent to create</i>", "<i>a report on</i>", "<i>and return the findings back to the Operations Policy and Planning Committee upon completion.</i>"</p>
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Further discussion ensued amongst the Trustees with a recommendation being made to further amend the suggested amendment.

It was moved by Trustee Whiteaker and seconded:

- i) That the amended motion *"That the Board of Education of School District No.61 (Greater Victoria) discuss the feasibility of the Lambrick Park Fieldhouse project"* be amended by adding the words *"at the next Regular In-Camera Board of Education meeting."*
- Motion Carried Unanimously**

Chair Loring-Kuhanga called for the vote on the first recommended amendment.

It was moved by Trustee Leonard and seconded:

- i) That the motion *"That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to create a report on the feasibility of the Lambrick Park Fieldhouse project and return the findings back to the Operations Policy and Planning Committee upon completion"* be amended to strike the words *"direct the Superintendent to create", "a report on", "and return the findings back to the Operations Policy and Planning Committee upon completion"* and by adding the words *"at the next Regular In-Camera Board of Education Meeting."*
- Motion Carried Unanimously**

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

- i) That the Board of Education of School District No. 61 (Greater Victoria) discuss the feasibility of the Lambrick Park Fieldhouse project at the next Regular In-Camera Board of Education meeting.
- Motion Carried Unanimously**

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

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 5132 *Student Dress Code* and accept Regulation 5132 *Student Dress Code*.

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

It was moved by Trustee Nohr and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 5132 *Student Dress Code* by adding to Rationale as follows:
- 1.0 RATIONALE
- 1.3 The District recognizes that a positive school community is based on respect for self and others.
- Motion Defeated**

For: Trustees Nohr Orcherton and Leonard

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

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

It was moved by Trustee Nohr and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 5132 *Student Dress Code* by amending the Policy by adding:  
3.0 POLICY  
3.1.1 “*and supported learning; and*”
- Motion Defeated**

For: Trustees Nohr, Orcherton and Leonard

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

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

It was moved by Trustee Nohr and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) accept Regulation 5132 *Student Dress Code* with the amendment to point #4 of Background by striking the word “*fair*” and adding the word “*respectful.*”
- Motion Carried**

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

Against: Trustees McNally, Watters, Whiteaker and Ferris

Further discussion ensued amongst the Trustees with a recommendation being made to amend the Regulation to add point 3.3 “*Teachers be encouraged to support and model the dress code.*” Trustee Nohr did not receive a seconder to her recommendation so it was not discussed or voted on.

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

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 5132 *Student Dress Code* and accept Regulation 5132 *Student Dress Code* as amended.
- Motion Carried**

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

Against: Trustees Orcherton and Leonard,

Chair Loring-Kuhanga referred to the meeting minutes and presented the following recommended motions.

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed changes to Bylaw 9360, *General Meeting of the Board*.
- Motion Carried Unanimously**

It was moved by Trustee Watters and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9360, *General Meeting of the Board* at the meeting of April 23, 2018.
- Motion Carried Unanimously**

It was moved by Trustee Leonard and seconded:

- v) That Bylaw 9360, *General Meeting of the Board* be:
- Read a first time this 23rd day of April, 2018;  
Read a second time this 23rd day of April, 2018;  
Read a third time, passed and adopted this 23rd day of April, 2018.

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

**Motion Carried Unanimously**

Chair Loring-Kuhanga referred to the meeting minutes and presented the following recommended motion.

- vi) That the Board of Education of School District No. 61 (Greater Victoria) support the reinvigoration of the Greater Victoria Foundation for Learning and support in principle the updated Bylaws of the Foundation.

Associate Superintendent, Greg Kitchen, provided highlights for Trustees of the changes to the Bylaws document as per discussion at the committee meeting. Discussion ensued amongst the Trustees with questions of clarification being asked. A recommendation was made to refer the motion to the June 11, 2018 Operations Policy and Planning Committee meeting.

It was moved by Trustee Loring-Kuhanga and seconded:

- vi) That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) support the reinvigoration of the Greater Victoria Foundation for Learning and support in principle the updated Bylaws of the Foundation*" be referred to the June 11, 2018 Operations Policy and Planning Committee meeting.

**Motion Carried**

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

Against: Trustees Ferris and Leonard

Chair Loring-Kuhanga referred to the meeting minutes and presented the following recommended motion.

- vii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 1300 *Acceptable Use of Digital Technology* as revised and receive the revised Regulation 1300.2 (renumbered from Regulation 4216.2) *Employee Acceptable Use of Digital Technology*, revised Regulation 1300.3 (renumbered from Regulation 5131.9) *Student Acceptable Use of Digital Technology* and deleted Regulation 5131.9(a) *Student Acceptable Use of Electronic Communications Systems in Schools Attachment* as reviewed.

Discussion ensued amongst the Trustees with a recommendation being made to amend Policy 1300 *Acceptable Use of Digital Technology*

It was moved by Trustee Nohr and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 1300 *Acceptable Use of Digital Technology* with a revision to #4.0 Responsibilities – Subsection 4.3.6 "*Modeling the appropriate use of technology including safety guidelines as outlined in device manuals.*"

**Motion Carried**

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

Against: Trustee Whiteaker

Further discussion ensued amongst the Trustees with a recommendation being made to amend Regulation 1300.2 *Employee Acceptable Use of Digital Technology*.

It was moved by Trustee Nohr and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) accept Regulation 1300.2 *Employee Acceptable Use of Digital Technology* with a revision to #2.0 Responsibilities – Subsection 2.3.1 “**Read and comply with:**”  
**Motion Carried**

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

Abstain: Trustees Watters and Whiteaker

Further discussion ensued amongst the Trustees with a recommendation being made to amend Regulation 1300.3 *Student Acceptable Use of Digital Technology*.

It was moved by Trustee Nohr and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) accept Regulation 1300.3 *Student Acceptable Use of Digital Technology* with a revision to #2.0 Responsibilities – Subsection 2.1.6 “*Ensure that parents/guardians are informed of the individual student's responsibility to use District Technology Resources in a safe, ethical and educational manner. Safe practices includes personal safety within the internet space and personal health and safety practices as outlined in device manuals.*”  
**Motion Carried Unanimously**

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

- vii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 1300 *Acceptable Use of Digital Technology* as amended and receive the revised Regulation 1300.2 (renumbered from Regulation 4216.2) *Employee Acceptable Use of Digital Technology*, revised Regulation 1300.3 (renumbered from Regulation 5131.9) *Student Acceptable Use of Digital Technology* and deleted Regulation 5131.9(a) *Student Acceptable Use of Electronic Communications Systems in Schools Attachment* as reviewed.  
**Motion Carried Unanimously**

Chair Loring-Kuhanga referred to the meeting minutes and presented the following recommended motion for discussion.

- viii) That the Operations Policy and Planning Committee send the draft Submission to the Expert Panel on the Funding Formula to the April 23, 2018 Regular Board meeting for discussion.

Discussion ensued amongst the Trustees with a recommendation being made to accept the submission to the expert panel review committee on the funding formula with respect to recommendations #1,3,4,7,8,9 and 11.

It was moved by Trustee Watters and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) accept recommendations #1,3,4,7,8,9 and 11 of the Board's submission letter to the Expert Panel on the Funding Formula.  
**Motion Carried Unanimously**

Further discussion ensued amongst the Trustees with a suggestion being made to remove recommendation point #2 from the submission letter.

It was moved by Trustee Leonard and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) remove recommendation #2 of the Board's submission letter to the Expert Panel on the Funding Formula.

**Motion Carried**

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

Further discussion ensued amongst the Trustees with a suggestion being made to remove recommendation point #5 from the submission letter.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) remove recommendation #5 of the Board's submission letter to the Expert Panel on the Funding Formula.

**Motion Defeated**

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

Further discussion ensued amongst the Trustees with a suggestion being made to amend recommendation #6.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) amend recommendation #6 to read "***That the Ministry of Education provide needs based and adequate funding for resource allocation***" of the Board's submission letter to the Expert Panel on the Funding Formula.

**Motion Defeated**

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

Chair Loring-Kuhanga referred Trustees back to the submission letter and called for the vote on recommendation #6 as stated in the draft letter.

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) accept recommendation #6 'as is' in the Board's submission letter to the Expert Panel on the Funding Formula.

**Motion Carried**

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

Further discussion ensued amongst the Trustees with a suggestion being made to remove recommendation #10 from the submission letter.

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) remove recommendation #10 of the Board's submission letter to the Expert Panel on the Funding Formula.

**Motion Carried**

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

It was moved and seconded:

- ix) That the Board of Education of School District No. 61 (Greater Victoria) empower the Superintendent to negotiate partnerships with Childcare providers to apply for funding from the Ministry of Children and Families to build purpose built space on our sites with a space guarantee for 10 years less a day.

**Motion Carried Unanimously**

## E. DISTRICT LEADERSHIP TEAM REPORTS

### E1. Superintendent's Report

- a) Superintendent Langstraat presented his monthly report.

It was moved by Trustee Watters 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) Amended 2018-19 School Calendar

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following amended 2018/2019 school year calendar.

#### 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
Fourth non-instructional day	February 15, 2019
Family Day	February 18, 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

**Motion Carried Unanimously**

- c) Trustee Questions

Deputy Superintendent Green answered questions regarding students watching TV in classrooms.

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

- a) Secretary-Walsh presented his monthly report.

It was moved by Trustee Watters 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) Capital Bylaw No. 2018/19-CPSD61-01 Capital Plan 2018/19

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. 2018/19-CPSD61-01 Capital Plan 2018/19 at the meeting of April 23, 2018.

**Motion Carried Unanimously**

It was moved by Trustee Nohr and seconded:

That Capital Bylaw No. 2018/19-CPSD61-01 Capital Plan 2018/19 be:

Read a first time the 23<sup>rd</sup> day of April, 2018;  
Read a second time the 23<sup>rd</sup> day of April, 2018;  
Read a third time, passed and adopted the 23<sup>rd</sup> day of April, 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 McNally withdrew the following motion.

That the Board of Education of School District No. 61 (Greater Victoria) write a letter of response to Ken Hill affirming our support for SOGI - related human rights in our policy and practice, using the SD69 letter as a template.

**H2. Notice of Motions - None****I. ADJOURNMENT**

It was moved by Trustee Leonard and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 10:50 p.m.



**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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



**The Board of Education of School District No. 61 (Greater Victoria)  
April 25, 2018 Special Board Budget Meeting - Tolmie Boardroom, 556 Boleskine Road**

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**MINUTES**

**Present:**

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

**Regrets:**

Trustee Jordan Watters

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, David Loveridge, Director of Facilities Services, Colin Roberts, Director, Human Resource Services, Julie Lutner, Senior Director of Finance, Budgets and Financial Reporting, Lisa McPhail, Communications Officer, and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:06 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 MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Orcherton and seconded:

That the April 25, 2018 Agenda be approved.

**Motion Carried Unanimously**

**B. PUBLIC PRESENTATIONS ON THE 2018/2019 BUDGET**

- B1.** Kelly Farish, President, Victoria Ultimate Players Society, attended the meeting and thanked Trustees for listening to their concerns with regards to the increase of rental rates.

**C. 2018/2019 ANNUAL BUDGET**

**C1. 2018/2019 Annual Budget Debate**

- a) Recommended Motions:

It was moved by Trustee Ferris and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$100,000 to Local Capital in 2018/2019 for the Childcare Capital Reserve.

**Motion Carried Unanimously**

Trustees asked questions of clarification of Secretary-Treasurer Walsh for each of the following motions.

It was moved by Trustee Ferris and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$200,000 to Local Capital in 2018/2019 for the Technology Replacement Reserve.

**Motion Carried Unanimously**

It was moved by Trustee Whiteaker and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$339,270 to Local Capital in 2018/2019 for the Student Device Replacement Reserve.

**Motion Carried Unanimously**

It was moved by Trustee Orcherton and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve \$200,000 of the June 30, 2018 unrestricted operating surplus to be carried forward and applied towards the 2018/2019 projected deficit of \$3,900,000 (\$3,700,000 carry forward approved; \$1,395,113 in April 2017 and \$2,304,887 in September 2017).

**Motion Carried Unanimously**

## **C2. 2018/2019 Annual Budget Bylaw**

### **a) Recommended Motions:**

It was moved by Trustee Leonard and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2018/2019 Annual Budget Bylaw at the meeting of April 25, 2018.

**Motion Carried Unanimously**

It was moved by Trustee Ferris and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) 2018/2019 Annual Budget Bylaw in the amount of \$236,999,264 be:

READ A FIRST TIME THE 25<sup>th</sup> day of April, 2018;  
READ A SECOND TIME THE 25<sup>th</sup> day of April, 2018;  
READ A THIRD TIME, PASSED AND ADOPTED the 25<sup>th</sup> day of April, 2018;

And that the Secretary-Treasurer and the Board Chair be authorized to sign, seal and execute this bylaw on behalf of the Board.

**Motion Carried Unanimously**

## **D. NOTICE OF MOTIONS - None**

**E. ADJOURNMENT**

It was moved by Trustee McNally and seconded:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 7:31 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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

## MEMO

**From: Advocacy Ad Hoc Committee**  
**To: Education Policy and Directions Committee**  
**Date: April 9, 2018**

**RE: Priority Areas for Advocacy**

---

### **Background:**

The Advocacy Ad Hoc Committee ("the Committee") was established by the Board for the purpose of developing advocacy action plans to support public education initiatives. The Committee has met three times since it was established. The Committee's work has focused on identifying what is effective advocacy and determining priorities for advocacy.

### **Priority Areas for Advocacy:**

The Committee has identified three priority areas for advocacy

#### 1. Private School Funding

At the January 29, 2018 meeting of the Board, the following motion was passed:

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.

Given this direction from the Board, and further discussions of the Committee, ending private school funding has been identified as a priority for advocacy. Specifically, the committee has decided to focus on advocating for the government to cease funding Group 2 Independent Schools ("elite" schools).

#### 2. Children in Care

A recent report from the Representative for Children and Youth, *Room for Improvement: Toward Better Education Outcomes for Children in Care*, outlines the need to improve educational experiences and outcomes for children in care and provides a baseline for advocacy.

#### 3. Child Care and Early Learning

The Committee believes that School Boards should be informing the Ministry on preferred approaches to school district involvement in providing child care and early learning, rather than waiting for government to inform us of their decisions. At this time the Committee is reviewing the Superintendent's Childcare and Early Learning Discussion Paper in order to determine the best course for advocacy.

### **Recommendations:**

The Advocacy Committee would like direction from the Board on the above priorities, so that action plans may be developed to support each priority area.

Recommended motion:

*That the Board of Education of School District No. 61 (Greater Victoria) endorse the priority areas of focus identified by the Advocacy Ad Hoc Committee, and task that committee with developing action plans on each item to be brought back to a future Education Policy and Directions Committee.*



## Vancouver Island School Trustees' Association (VISTA)

c/o School District 69 (Qualicum); PO Box 430; Parksville, BC; V9P 2G5

March 16, 2018

Honourable Rob Fleming  
Minister of Education  
1020 Hillside Avenue  
Victoria, BC V8T 2A3

via e-mail: [EDUC.Correspondence@gov.bc.ca](mailto:EDUC.Correspondence@gov.bc.ca)

Dear Minister Fleming:

On behalf of the members of the Vancouver Island School Trustees' Association (VISTA) I want to thank you very much for attending the VISTA 2018 Spring Conference in Victoria on March 2<sup>nd</sup>.

VISTA members appreciated hearing from you on the budget and the various education issues that are so important to Boards of Education in knowing how best to support their districts to enhance student learning. Trustees also greatly appreciated your taking questions at the end of your remarks.

During the business meeting portion of the conference held on Saturday, March 3<sup>rd</sup>, trustees passed the following motion:

*THAT the President of the Vancouver Island School Trustees' Association be requested to write a letter to the Minister of Education to express grave concern over the imposition of the payroll tax on school districts and;*

*THAT, as per the Minister's invitation on March 2<sup>nd</sup>, express Boards' interest to work with the Ministry of Education to find a quick resolution to ensure no education dollars are used for such a tax and;*

*THAT the Ministry of Education work to ensure school districts are exempt from the payroll tax.*

As you have already heard from our provincial organization, this payroll tax will have substantial financial implications for districts who have been struggling for the past 10 years to maintain excellent learning environments for students with inadequate funding by the previous government. You have always been a strong advocate for public education and we urge you to work with BC Boards of Education to ensure that school districts are exempt from this new tax so that no education dollars have to be redirected to cover that cost.

Sincerely,

Eve Flynn, President

cc: VISTA Members  
Gordon Swan, President, BCSTA

SD61 (Greater Victoria)  
SD62 (Sooke)  
SD63 (Saanich)  
SD64 (Gulf Islands)  
SD68 (Nanaimo-Ladysmith)  
SD69 (Qualicum)

SD70 (Alberni)  
SD71 (Comox Valley)  
SD72 (Campbell River)  
SD79 (Cowichan Valley)  
SD84 (Vancouver Island West)  
SD85 (Vancouver Island North)



April 18, 2018

Ref: 201822

Eve Flynn, President  
Vancouver Island School Trustees' Association  
**Email: [eflynn@sd69.bc.ca](mailto:eflynn@sd69.bc.ca)**

Dear Ms. Flynn:

Thank you for your letter dated March 16, 2018, regarding the implication of the Employer Health Tax on school districts in British Columbia.

As an employer in the public sector, your email has been sent to the Public Sector Employers' Council Secretariat (PSEC Secretariat) for response. The PSEC Secretariat reports to the Minister of Finance as the central agency responsible for the strategic coordination of labour relations, as well as the non-union compensation, and the related statutory and non-statutory benefits for the broader public sector.

Again, thank you for writing.

Sincerely,

Rob Fleming  
Minister



Distributed by email

May 11, 2018

Our Ref: 367414

Eve Flynn  
President  
Vancouver Island School Trustees' Association  
School District 69 (Qualicum)  
PO Box 430  
Parksville, BC V9P 2G5

Dear Eve Flynn:

Thank you for your email of March 16, 2018 sent to the Honourable Rob Fleming, Minister of Education regarding your concerns on the Employers Health Tax (EHT). As a public sector employer, your email was sent to the Public Sector Employers' Council Secretariat (PSEC Secretariat) for response.

Starting on January 1, 2018, Medical Services Plan (MSP) premiums were cut by 50%. With the launch of Budget 2018, the Minister of Finance announced the full elimination of MSP premiums effective January 1, 2020, and the implementation of the EHT. This change eliminates a regressive tax, saving families up to \$1,800 per year and an overall decrease in government revenues of approximately \$800M.

Government is aware that these initiatives have different implications for different employers. That is why an implementation date was set for next year to allow a smooth transition for all employers.

We recognize that school districts, research universities, post-secondary institutions, health authorities and community social service providers are in the midst of budget consultations. Government is very aware of the need to understand the cost pressures public sector employers are facing so they can plan for the future, and we appreciate your feedback on this matter.

Sincerely,

Christina Zacharuk  
President & CEO  
Public Sector Employers' Council Secretariat

pc: Honourable Carole James, Minister of Finance and Deputy Premier

/2

<b>Ministry of Finance</b>	Public Sector Employers' Council Secretariat	Mailing Address: PO Box 9400 Stn Prov Govt Victoria BC V8W 9V1	Location Address: 210 – 880 Douglas St Victoria BC V8W 2B7 778.698.8549
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Honourable Rob Fleming, Minister of Education  
Vista Members  
Gordon Swan, President, BCSTA

<b>Ministry of Finance</b>	Public Sector Employers' Council Secretariat	Mailing Address: PO Box 9400 Stn Prov Govt Victoria BC V8W 9V1	Location Address: 210 – 880 Douglas St Victoria BC V8W 2B7 778.698.8549
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# BOARD OF EDUCATION

*Chair: Edith Loring-Kuhanga Vice-Chair: Tom Ferris  
Trustees: Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcheston  
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**

March 1, 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, BC V8W 9E2

Dear Minister Fleming:

The Board of Education of School District No. 61 (Greater Victoria) is writing to express concern regarding the cost implications of the recently announced employer health tax.

Our school district has faced funding pressures for many years and has had to make numerous challenging budget decisions. Upon your appointment as Minister of Education, we were encouraged to see that three of the priorities for the Ministry of Education included enhancement to K-12 education funding, additional annual funding for school supplies and the development of a stable and sustainable model for the K-12 education system.

The 2018 Provincial budget included the elimination of medical services plan premiums effective January 1, 2020 and the introduction of an employer health tax based on 1.95% of payroll effective January 1, 2019. While our Board will see a savings of approximately \$500,000 for the current school year, our Board wishes to bring to your attention that the employer health tax will result in an estimated increased cost to the school district of \$500,000 in 2018/2019, \$1,500,000 in 2019/2020 and an ongoing cost of \$1,000,000 in 2020/2021.

Given your Government's commitment to public education we are requesting that the increased costs associated with the new tax be funded. We also understand that you have indicated in the media that you are examining the issue and are hopeful that the impact can be mitigated. While our District is anticipating being able to balance our budget for the 2018-19 school year we still have areas that require reinvestment to support our students. We are particularly focused on the areas of inclusive education, mental health and operations and maintenance. The impact of the new tax will lessen our ability to address these areas.

We thank you for your consideration and look forward to the matter being addressed in the near future.

Yours truly,

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

Edith Loring-Kuhanga  
Board Chair

cc: Board of Education  
Piet Langstraat, Superintendent of Schools  
Mark Walsh, Secretary-Treasurer  
GVSD Partner Groups  
BC School Boards, c/o BCSTA  
Local Media



Distributed by email

May 11, 2018

Our Ref: 367359

Edith Loring-Kuhanga  
Chair  
Board of Education  
School District 61 (Greater Victoria)  
[eloring@sd61.bc.ca](mailto:eloring@sd61.bc.ca)

Dear Edith Loring Kuhanga:

Thank you for your letter of March 1, 2018 sent to the Honourable Rob Fleming, Minister of Education regarding your concerns on the Employers Health Tax (EHT). As a public sector employer, your email was sent to the Public Sector Employers' Council Secretariat (PSEC Secretariat) for response.

Starting on January 1, 2018, Medical Services Plan (MSP) premiums were cut by 50%. With the launch of Budget 2018, the Minister of Finance announced the full elimination of MSP premiums effective January 1, 2020, and the implementation of the EHT. This change eliminates a regressive tax, saving families up to \$1,800 per year and an overall decrease in government revenues of approximately \$800M.

Government is aware that these initiatives have different implications for different employers. That is why an implementation date was set for next year to allow a smooth transition for all employers.

We recognize that school districts, research universities, post-secondary institutions, health authorities and community social service providers are in the midst of budget consultations. Government is very aware of the need to understand the cost pressures public sector employers are facing so they can plan for the future, and we appreciate your feedback on this matter.

Sincerely,

Christina Zacharuk  
President & CEO  
Public Sector Employers' Council Secretariat

pc: Honourable Carole James, Minister of Finance and Deputy Premier

/2

<b>Ministry of Finance</b>	Public Sector Employers' Council Secretariat	Mailing Address: PO Box 9400 Stn Prov Govt Victoria BC V8W 9V1	Location Address: 210 – 880 Douglas St Victoria BC V8W 2B7 778.698.8549
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Honourable Rob Fleming, Minister of Education  
 Board of Education  
 Piet Langstraat, Superintendent of Schools  
 Mark Walsh, Secretary-Treasurer  
 GVSD Partner Groups  
 BC School Boards, c/o BCSTA  
 Local Media

<b>Ministry of Finance</b>	<b>Public Sector Employers' Council Secretariat</b>	<b>Mailing Address:</b> PO Box 9400 Stn Prov Govt Victoria BC V8W 9V1	<b>Location Address:</b> 210 – 880 Douglas St Victoria BC V8W 2B7 778.698.8549
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**Jordan Watters – Trustee Report**  
**Submitted to the Greater Victoria School Board**  
**May 22, 2018**

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This report provides a round-up of my activities since February 20, 2017.

I attended the following SD61 committee meetings:

- Equity Committee – March 1, April 5, May 3
- Policy Sub-Committee – March 6
- Advocacy Committee – Feb 26, March 7, April 4
- Victoria Family Court & Youth Justice Committee (VFCYJC) Annual General Meeting – Feb 23, March 18
  - Facilitated the VFCYJC 5-year Strategic Plan

Municipal Liaison activities:

- High School Field Proposal meeting April 18

BCSTA related activities:

- Annual General Meeting April 28

Professional Learning

- Attended Moving Trans History Forward 2018 Conference hosted by the University for Victoria Chair in Transgender Studies March 22-25, 2018
- Attended Re-Imagining Masculinities Conference May 11, 2018

Advocacy

- Attended Bridges for Women Society International Women's Day Luncheon, March 8th
- Presented at Moving Trans History Forward 2018 Conference. My presentation was titled: "Trans Inclusive Schools: Moving Beyond Bathrooms"
- Presented at Re-Imagining Masculinities Conference on a panel dedicated to: "Eliminating Violence: How to Foster Safe, Meaningful, and Inclusive Narratives and Dialogue on Healthy Gender Roles"
- Representative for Children and Youth *Rights Tour* Launch Event at Shoreline May 15



**Education Policy and Directions Committee  
May 7<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

**ADMINISTRATION:** Piet Langstraat - Superintendent, Shelley Green - Deputy Superintendent, Deb Whitten - Associate Superintendent, Greg Kitchen - Associate Superintendent, Careers, Colin Roberts, Director - Human Resources, Louise Sheffer, District Principal - Learning Team, Sean McCartney - District Principal, Inclusive Learning, Craig Schellenberg - District Principal, Aboriginal Education, Ilda Turcotte, GVTA Representative, Jeanette Alexander - Allied Specialists' Association, Jane Massy - President, CUPE 947, 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 Orcherton:*

That the May 7<sup>th</sup>, 2018 Education Policy and Directions agenda be approved.

**Motion Carried Unanimously**

**A2. APPROVAL OF THE MINUTES**

*It was moved by Trustee Whiteaker:*

That the April 9<sup>th</sup>, 2018 Education Policy and Directions Committee meeting Minutes be approved.

**Motion Carried Unanimously**

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

**B. PRESENTATIONS TO THE COMMITTEE - Anna Malkin and Joyce Rankin - SOGI Support**

Ms. Malkin and Ms. Rankin provided information in regard to Gender Ally workshops based on personal experience stories. Further information is available on website [www.onmyplanet.ca](http://www.onmyplanet.ca).

Trustees asked questions.

Chair Nohr thanked Ms. Malkin and Ms. Rankin for their presentation.

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**C. NEW BUSINESS**

**C1. Introduction of Student Representative**

Superintendent Langstraat welcomed Student Representative, Carmen Ho, from Spectrum Community School to the Ed Policy Committee. Ms. Ho was also the Student Representative for all Board meetings for the month of April.

**C2. French Language Review Committee - Update**

Deputy Superintendent Shelley Green led trustees through her PowerPoint presentation in regard to exploring the possibilities of creating a single-track K-5 French Immersion school or adding one or two more dual-track elementary schools across the district to balance availability.

Trustees asked questions and discussed the single and dual-track French Immersion options as presented by the Deputy Superintendent. Trustee Whiteaker put forth the following motion:

*It was moved by Trustee Whiteaker:*

That the Board of Education of School District No. 61 (Greater Victoria) explore French Immersion opportunities at Craigflower Elementary and Shoreline Community Middle School.

**Motion Carried Unanimously**

**C3. Environmental Plan Update**

Deputy Superintendent Shelley Green, Learning Team Director, Louise Sheffer, and District Principal - Aboriginal Nations, Craig Schellenberg, provided highlights from their Environmental Plan PowerPoint update. They explained the 6 Environmental Strategic goals as well as the 6 Goals under the proposed "Learning" goal.

Trustees asked questions of clarification.

**C4. Inclusion for Learning Strategy**

District Principal - Inclusive Learning, Sean McCartney provided highlights of the Inclusion for Learning Strategy, as envisioned in the Board's Strategic Plan and the Learning Support Plan. District Principal McCartney stated that the plan is focused on providing appropriate infrastructure and supplies to ensure that all schools can equitably provide an Inclusive Learning environment. District Principal McCartney stated that the Learning Support Team and the Facilities team have reviewed all district schools to determine the varying needs to meet the goals of the Inclusion for Learning Strategy.

*It was moved by Trustee Orcherton:*

That the Board of Education of School District No. 61 (Greater Victoria) support the Inclusion for Learning Strategy.

**Motion Carried Unanimously**

**C5. Trustee Elections, October 2018**

Trustee McNally made a verbal report to the Committee.

**C6. Superintendent Exit Interview**

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

*It was moved by Trustee Orcherton:*

That the Board of Education of School District No. 61 (Greater Victoria) prepare and conduct an Exit Interview with our current retiring superintendent and further, that the Board, with the assistance of the Deputy Superintendent, develop a policy on Exit Interviews for future superintendents.

Discussion ensued amongst trustees with a proposed amendment to the motion.

*It was moved by Trustee Whiteaker:*

That the motion *That the Board of Education of School District No. 61 (Greater Victoria) prepare and conduct an Exit Interview with our current retiring superintendent and further, that the Board, with the assistance of the Deputy Superintendent, develop a policy on Exit Interviews for future superintendents*, be amended to delete the words **future superintendents** and replace them with **senior administrative staff**.

Chair Nohr called for a vote on the main amended motion.

That the Board of Education of School District No. 61 (Greater Victoria) prepare and conduct an Exit Interview with our current retiring superintendent and further, that the Board, with the assistance of the Deputy Superintendent, develop a policy on Exit Interviews for senior administrative staff.

**Motion Carried Unanimously**

#### **C7. Implementation Plans for the Newly-Proposed Funding Model**

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

*It was moved by Trustee McNally and seconded:*

That the motion *That the Board of Education of School District No. 61 (Greater Victoria) directs the Superintendent to provide information for the SD 61 Board on the specific of planned implementation of the newly-proposed funding model, including provision of all implications of the model for specific practice in the classroom and schools, and provide pro and con analyses from stakeholder groups in Alberta (specifically the ATA Blue Ribbon Panel Report) and other applicable jurisdictions in Canada, for an early June 2018 Special Board meeting*, be withdrawn.

**Motion Withdrawn**

**D. NOTICE OF MOTION** - None

**E. GENERAL ANNOUNCEMENTS** - None

**F. ADJOURNMENT**

*It was moved by Trustee Orcherton:*

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:10 p.m.





## MEMO

From: Sean McCartney, District Principal, Inclusive Learning  
To: Board of Education  
Date: May 28, 2018  
RE: **Inclusion for Learning Strategy**

### Background:

Attached to this memo is the Inclusion for Learning Strategy. This strategy, envisioned in the Board's Strategic Plan and the Learning Support Plan, is focused on providing the appropriate infrastructure and supplies to ensure that all schools can equitably provide an Inclusive Learning environment. Specifically, Goal 1 Strategy 1.3 of the Learning Support Plan is to "Create spaces in every school that ensure the safety and dignity of all learners".

### Discussion:

The plan lays out the requirements for both infrastructure (eg. appropriate spaces that need to be built, including space for professionals) and appropriate supplies for use within those spaces.

The Learning Support team and a team from Facilities have reviewed all of our schools to determine the varying needs to meet the goals of the Inclusion for Learning Strategy. These needs are reflected in the attached grid entitled "Inclusive Learning Spaces". Trustees will note that a number of our schools require very little in terms of modification and supplies, while other schools have significant needs. This strategy is intended to centrally address the issue in an equitable fashion.

The Facilities cost estimate to complete the capital renovations required for the plan is approximately \$875,000 and will take approximately 18-24 months to complete. The operating cost estimate for the required supplies is approximately \$100,000 and supplies would be provided as the spaces are completed.

### Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve spending \$875,700 of Local Capital to implement the Inclusion for Learning Strategy.
--



# Inclusion for Learning Strategy

## Mission

We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

## Vision

Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations.

## Inclusion in the GVSD

The Greater Victoria School District is committed to inclusion in all of our schools.

Inclusion is a way of thinking and acting, grounded in a belief that with the right supports, every learner can be successful in their school and classroom. Inclusive schools embrace the value of our diversity and see our differences as strengths. All students have an authentic sense of belonging in their school community and are supported to develop their full potential in the academic, social-emotional and physical domains.

Inclusive schools require fluid and flexible learning spaces beyond the general classrooms that can be used to meet the demands of ever changing student needs. We want all students to receive supports in general classrooms as much as possible. However, we also recognize that more targeted and specialized interventions need to be offered to individuals or smaller groups in other inclusive learning spaces.

## Strategic Priorities

### 1. Student Success

- Raise the achievement of all students by ensuring equity of access to flexible supports and spaces in classrooms and across schools.
- Create exceptional, flexible learning environments that equitably support and appropriately challenge all students to reach their potential.

# Inclusion for Learning Strategy

## 2. Educator Success

- Create exceptional, flexible learning environments for teachers and other professionals to provide more targeted and specialized interventions to individuals or small groups.
- Provide further opportunities for educator collaboration.
- Showcase and celebrate examples of innovative promising practice in learning and teaching.

## Action Plan: Infrastructure & Supplies

Equip every school with five flexible use spaces. Ensure that each flexible use space is age-appropriately equipped, through consultation with professionals including SBT members, SLPs & OTs.

List of flexible spaces: each space will have a door, window, phone and appropriate equipment for use

1 Sensory Space: self-regulation space (eg. For body breaks)

1 Calm Space: self-regulation space (eg. For de-escalation)

1 Learning Support Space: for small group learning support and/or flexible learning space

2 Professional Spaces: for school and/or itinerant staff working with individuals or small groups

\*These must be private spaces to ensure safety and dignity of all learners.

Proposed Steps for Implementation:

Step 1: complete work on highest need schools – target completion, Sept 2018

Step 2: complete remaining Elementary schools (2018-19 school year)

Step 3: complete remaining Middle / Secondary schools (timeline TBA)

#	Schools	Physical Building Classrooms	Current Portable Classrooms	Total Usable Classrooms (Physical + Portable)	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Facility Budget	Equipment Budget	Notes
<b>Middle Schools</b>												
1	Cedar Hill	26	0	26	1	1	1			\$12,000.00		Two classrooms and before the 10000. They have a teacher's work room (102) and one room located in 102.
2	Arbutus	21	0	21	3	3	2	1		\$6,600.00		One of the 10000 spaces work with the 10. One 10 is in the state.
3	Rockheights	16	0	16	1	2	1	1		\$6,600.00		
4	Glanford	18	0	18		1	1	1		\$40,000.00		One portable used for OSC and one for storage.
5	Monterey	18	0	18	3	2		2		\$6,600.00		Huge multipurpose room. Braillet starting Sept 2018 for approx 3 year. Room determined.
6	Shoreline	17	0	17	3	2	1	1		\$6,600.00		Two of the learning support rooms are in classrooms.
7	Landowne	24	2	26		2	1	1		\$12,000.00		One prof space needs small amount of work to be functional. There is another space that has a half ceiling open to classroom and could be another Prof or calm space.
8	Central Middle	21	0	21	1	4		1		\$12,000.00		Not included in building classroom are 3 small spec ed spaces: note the extra art room.
9	Colquitz	22	0	22	2	1	1			\$12,000.00		Share their SS and Learning room as calm spaces when needed. Also have 5 prof offices and additional seminar room that can be used.
10	Gordon Head	14	0	14	1	2				\$40,000.00		Portable used as storage. Not included in building classroom count is small resource room.
<b>Secondary Schools</b>												
#	Schools	Building Classrooms	Portable Classrooms	Total Usable Classrooms (Physical + Portable)	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Budget		Notes
1	Lambert Park	19	3	22	2	1				\$45,000.00		Rm 1036 is a lag multi-purpose that can be reno into few spaces. Rm 1033 is teacher office. Rm 1059 - library - can renovate to create flex learning spaces (One of the portables is "storage" at present, I do believe.)
2	Mount Doug	30	3	33	3	3				\$35,000.00		There are two classrooms (Rm 2076) and one work room (2080) and upper multi-purpose room.
4	Spectrum	27	0	27	3	4				\$12,000.00		Proposed spaces for calming (2nd floor), Prof space (rm 1064) and sensory space (rm 1151)
5	Oak Bay HS	30	0	30	4					\$12,000.00		
#	Schools	Building Classrooms	Portable Classrooms	Total Usable Classrooms	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Budget		Notes - potential usable rooms
1	Lambert Park	19	3	22	2	1				\$45,000.00		
2	Mount Doug	30	3	33	3	3				\$35,000.00		
4	Spectrum	27	0	27	3	4				\$12,000.00		
5	Oak Bay HS	30	0	30	4					\$12,000.00		

1	2	3	4	5	6	7	8	9	10	11
Breelfoot	17	6	17							
Campus View		24								
Cloverdale Traditional	16	0	16	2	1	1				
Craigflower	11	0	11		1	1				
Doncaster	21	0	21	1	1	1				
Eagle View	13	0	13		1					
Ecole Macaulay	24	1	25	1	4					
Ecole Marigold	14	1	15	1						
Ecole Willows	27	2	29	1						
Frank Hobbs	17	1	18	2	2	1				
George Jay	25	0	25	1	4	1				

12	Hillcrest	20	0	20	1	2	1		\$15,000.00	There is a learning space that is shared with a gymnasium. Also a calming space that is shared with a sensory room. There is areas that can be renovated to accommodate the remaining spaces. Small storage room could become a calming room.
13	James Bay	12	0	12	2	1	2		\$12,000.00	Activity Space (197m2), 1074-Parent's resource room (45m2), 1014-Course (14m2), 1071 - Resource Room (12m2) School has two vacant classrooms currently for 2018 school year.
14	Lake Hill	15	0	15	2	1			\$6,000.00	Medical room could be calming room.
15	Margaret Jenkins	11	0	21	1	1	1		\$6,000.00	In order to get two other spaces will need to move current VP office. Has two attached sensory rooms.
16	McKenzie	13	0	13	2	1	2	1	\$6,600.00	Two small rooms, one computer room off library and one LA room not included in building classroom count.
17	North Ridge	13	0	13	2	1	1	1	\$6,600.00	Current music room not a viable classroom due to gym noise.
18	Oaklands	21	0	21	1	2	1	1	\$6,600.00	Severe shortage of useable space at present. Has one room that will need insulation to be useable. Demand is very high.
19	Rogers	17	0	17	2	3	1	1	\$6,600.00	They have other spaces that will work for the prof space and calming spaces, just need minor repairs.
20	Sir James Douglas	22	0	22	2	2			\$40,000.00	Note that Cindy has been in discussions with Sean regarding the computer classroom 117.
21	South Park	11	0	11		1	1		\$22,000.00	They have the space, rooms need to be determined.
22	Strawberry Vale	17	0	17	2	2	1	1	\$30,000.00	Need to remove Set AC to have a calming room. One Prof office is half time.
23	Tillikum Ele	19	0	19	2	4			\$15,000.00	
24	Torquay	16	0	16	1	3	1	1	\$25,000.00	
25	Vic West	16	1	17	2	2	1		\$6,600.00	
26	View Royal	21	0	21	3	1	1		\$6,600.00	
27	Summit Drive and Middle	411	29	440	18	80	18	25	\$473,700.00	
Sub-Total									\$875,700.00	
Total									\$875,700.00	

There have been a lot of what they need but they have identified some things that are pretty simple to achieve which would offer hands on

They have used for what they need but things might be a little different



**Operations Policy and Planning Committee Meeting  
May 14, 2018 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

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

**Other Trustees Present:** Deborah Nohr; Peg Orcherton; Ann Whiteaker

**Administration:**

Piet Langstraat, Superintendent; Mark Walsh, Secretary-Treasurer; Shelley Green, Deputy Superintendent; Deb Whitten, Associate Superintendent; Greg Kitchen, Associate Superintendent; Katrina Stride, Associate Secretary-Treasurer; David Loveridge, Director, Facilities Services; Colin Roberts, Director, Human Resource Services

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

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

**1. APPROVAL OF THE AGENDA**

It was moved by Trustee Leonard:

That the May 14, 2018 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard:

That the April 16, 2018 Operations Policy and Planning Committee Meeting regular minutes be approved.

**Motion Carried Unanimously**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Andrew Poucher - Haegert Park**

Fernwood resident, Andrew Poucher, presented the committee with information about the garden located in Haegert Park and requested the Board consider an agreement to allow the garden to remain in place. Community members spoke in support of Mr. Poucher. Trustees asked questions of clarification and thanked Mr. Poucher for his presentation.



**B. Roger Skillings - Vic High Seismic**

Victoria High School Alumni Association member, Roger Skillings, presented the committee with information about the history and significance of Vic High within the Fernwood Community. Trustees thanked Mr. Skillings for his presentation.

**C. Ian McKinnon - Vic High Seismic**

Victoria High School Alumni Association member, Ian McKinnon, presented the committee with information and an example of how Vic High could be restored to retain heritage elements and still ensure safe and modern learning spaces for current and future students. Trustees asked questions of clarification of Mr. McKinnon. Trustees thanked Mr. McKinnon for his presentation.

**D. Tony Sprackett - Vic High Seismic**

President of the Fernwood Community Association, Tony Sprackett, presented the committee with potential funding options to support the District in moving forward with a seismic upgrade that retains Vic High's heritage building. Trustees thanked Mr. McKinnon for his presentation.

**5. SUPERINTENDENT'S REPORT**

**A. Recognition of Student Representative**

Superintendent Langstraat welcomed Carmen Ho, student representative from Spectrum Community School.

**B. Crossing Guard Update**

Superintendent Langstraat provided an update on crossing guard services given that 2017-2018 is the final year that services will be provided by Beacon Services. Superintendent Langstraat advised that services should not be disrupted in September 2018 due to Audrey Smith's formation of the Greater Victoria Crossing Guard Association.

**C. Vic High Consultation Update**

Superintendent Langstraat provided an overview of the extensive engagement strategy undertaken in the process of reviewing options to seismically upgrade Vic High. The engagement strategy included meetings, open houses, and online surveys. Superintendent Langstraat provided the committee with an engagement summary report which included the overarching themes within the community response.

Due to the overwhelming support of protecting the heritage building, Superintendent Langstraat recommended the further exploration of two alternatives; 1) Seismic Plus (seismic upgrading and enhancement of current space), or 2) Seismic Plus with Capacity (seismic upgrading, enhancement of current space, and building new space including increased capacity of 200 seats and a neighbourhood learning centre). It was further recommended that the Superintendent prepare supplementary information, including the costing and alternate funding options, on the two alternatives for the Board's consideration.



Discussion ensued amongst Trustees and stakeholders. Questions of clarification were asked of Superintendent Langstraat.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a detailed report to the June Operations Policy and Planning Committee for two options on Victoria High School that preserve the current building. First, a seismic upgrade with internal improvements ("Seismic Plus"); and second, a seismic upgrade with internal improvements, additional capacity and a Neighborhood Learning Centre ("Seismic Plus with Capacity").

**Motion Carried Unanimously**

It was moved by Trustee McNally:

That the meeting recess for 10 minutes.

**Motion Carried Unanimously**

The meeting recessed at 8:17pm.

The meeting reconvened at 8:27pm.

#### **D. View Royal/Eagle View Boundary Review**

Superintendent Langstraat informed the committee that a study has been undertaken to review the boundaries of the View Royal Elementary and Eagle View Elementary catchment areas. Superintendent Langstraat advised Trustees of a meeting scheduled for 6:30pm on May 31, 2018 at Eagle View Elementary to discuss the boundary review and gather input from the community.

#### **6. PERSONNEL ITEMS – None**

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

##### **A. Policy and Regulation 1421 *Naming School Sites***

Secretary-Treasurer Walsh provided the committee with the stakeholder feedback received on the revision of Policy and Regulation 1421 *Naming School Sites*. Discussion ensued amongst Trustees and stakeholders.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1421 Naming School Sites and accept revised Regulation 1421 Naming School Sites as reviewed.

**Motion Carried**

For: Trustees Leonard, McNally, and Watters

Against: Trustee Paynter

## **B. Policy and Regulation 1422 *Recognition of Significant Contributions to the District***

Secretary-Treasurer Walsh informed the committee that no stakeholder feedback specific to the new Policy and Regulation 1422 *Recognition of Significant Contributions to the District* was received.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 1422 *Recognition of Significant Contributions to the District* and accept new Regulation 1422 *Recognition of Significant Contributions to the District* as presented.

**Motion Carried**

For: Trustees Leonard, McNally and Watters

Against: Trustee Paynter

## **C. Equity Committee Policy and Regulation**

On behalf of the Equity Ad Hoc Committee, Trustee Watters presented the new Policy and Regulation 110 *Equity*. Questions were asked of Trustee Watters and Superintendent Langstraat.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 110 *Equity* and accept Regulation 110 *Equity* as presented.

**Motion Carried Unanimously**

## **D. Inclusion for Learning Strategy**

Secretary-Treasurer Walsh provided an overview of the Inclusion for Learning Strategy that was presented to the Education Policy and Directions Committee on May 7, 2018. Secretary-Treasurer Walsh advised the committee of the renovation costs to be incurred over the next 18-24 months and recommended that these costs be funded from Local Capital.

Discussion ensued amongst Trustees with a suggestion that an internal evaluation process be added into the Inclusion for Learning Strategy.

It was moved by Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) approve spending \$875,700 of Local Capital to implement the Inclusion for Learning Strategy.

**Motion Carried Unanimously**

## **E. Executive Expense Audit Report**

Superintendent Langstraat provided the committee with the public report released by the Office of the Auditor General (OAG) following an audit of the reimbursement of executive expenses for the fiscal years ending June 2016 and June 2017. The recommendations of the OAG and management's response to the recommendations were reviewed. Superintendent Langstraat recommended that the audit report be referred to the Audit Committee for further discussion.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) send the *An Independent Audit of Executive Expenses at School District 61* report to the Audit Committee for further review.

**Motion Carried Unanimously**

## **8. FACILITIES PLANNING**

### **A. District Bus Transportation**

David Loveridge, Director of Facilities Services, presented an overview of bus transportation services provided by the District. Mr. Loveridge informed the committee of the intent to proceed with the recommendations to standardize services as presented.

### **B. Facility Accessibility Report**

David Loveridge, Director of Facilities Services, provided an overview of the applicable legislation governing accessibility requirements and reported on the status of accessibility at District schools and facilities. Mr. Loveridge advised the committee that District facilities are in very good shape from an accessibility perspective, but recommended that the District install automatic door openers at the main entrance to every school.

### **C. Playground Equipment Funding Process**

David Loveridge, Director of Facilities Services, provided the committee with information on the District's recent successful application for playground equipment funding. Mr. Loveridge provided the list of criteria that must be met in order for a school to be eligible to receive funding.

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

## **10. NEW BUSINESS**

### **A. Trustee Questions – None**

## **11. NOTICE OF MOTION**

Trustee Whiteaker provided notice of motion for the May 28, 2018 Regular Board Meeting regarding the formalization of BCSTA's commitment to supporting the BC School Mental Health Coalition.

## **12. GENERAL ANNOUNCEMENTS – None**

## **13. ADJOURNMENT**

It was moved by Trustee Leonard:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:15 p.m.

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Board of Education

FROM: Piet Langstraat, Superintendent of Schools

DATE: May 28, 2018

**RE: Victoria High School Consultation Update**

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The Board of Education is currently considering the future of Victoria High School. It is anticipated that the Board of Education will make a determination on a preferred option for submission to the Ministry of Education by the end of June, 2018 in order to align with government approval and funding processes.

The first step in this process has been to gather broad stakeholder input in order to narrow the range of options for the consideration of the Board of Education. To this end, a multi-faceted engagement strategy was undertaken. The attached document, "Planning for the Future of Victoria High School: Engagement Summary Report" provides a summary of the process and key findings. Binders of all of the input data have been prepared for the Board of Education and the information will be available on the website.

The Superintendent will share an analysis of the input received through the consultation process at the Operations Policy and Planning Committee meeting.

As a result of the input process, the Superintendent is recommending the further exploration of two options:

- Seismic Upgrading and Enhancement of Current Space (Seismic Plus)
- Seismic Upgrading, Enhancement of Space and Building of New Space Including Increased Capacity of 200 Seats, Neighbourhood Learning Centre (Seismic Plus With Capacity)

It is further recommended that the Board direct the Superintendent to prepare information on amenities and costing for each of these alternatives.

Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a detailed report to the June Operations Policy and Planning Committee for two options on Victoria High School that preserve the current building. First, a seismic upgrade with internal improvements ("Seismic Plus"); and second, a seismic upgrade with internal improvements, additional capacity and a Neighborhood Learning Centre ("Seismic Plus with Capacity").

# Planning for the Future of Victoria High School: Engagement Summary Report



May 2018



## **INTRODUCTION**

The Greater Victoria School District is planning for seismic upgrades to Victoria High School. Opened in 1914, the high school has an H-1 seismic ranking, the highest level of priority need.

The School District must submit seismic options to the Ministry of Education, with an associated business case, for final funding approval. The Greater Victoria School District sought community input to raise awareness of the decision that must be made and to better understand the community's values and considerations to help inform future decision-making by the Board of Education.

There are a number of considerations when planning for upgrades to a high school including educational needs, capacity and student enrolment projections. Other considerations include operating and capital costs, heritage, environment, community values, and community amenities.

## **THE PROCESS**

Increasing community engagement is a priority area for the Board of Education, and the need for public awareness of the upcoming decision and potential options was identified as necessary to their decision-making. The School District also noted that they did not have any current input about what was important to the community when considering the seismic options for Vic High.

As an initial step in the process, the District undertook early consultation with students, staff, community members, and other stakeholders to help shape options for the Board's consideration and ultimately a business case and preferred option to submit to the Ministry of Education for funding approval.

The public engagement process launched March 15, 2018, with the initial communication and outreach to the public, school community, interested stakeholder groups and media. The survey closed Monday, April 30, 2018. The engagement summary provides a summary of what was heard from all perspectives. Detailed comments are also included.

For more information, visit the project website at <https://www.sd61.bc.ca/news-events/community/vic-high-planning-for-the-future/>

## **WHAT WE DID**

### **Communications and awareness efforts**

The process was broadly communicated to raise awareness and build relationships with interested stakeholders. Activities included:

- A project business card and poster were created to encourage people to visit the SD61 website
- Front page of SD61 website
- Shared on SD61 Facebook and Twitter throughout active engagement period March 16 – April 30, 2018. Paid Facebook ads were also utilized
- Technical briefing for media, media releases and outreach to media to schedule news talk shows
- Letters emailed to all catchment parents (Vic High, Central Middle School, Lansdowne Middle School, George Jay Elementary, James Bay Community School, Oaklands Elementary, Sir James Douglas Elementary, South Park).

- Emails and invitations to meet with Vic High Alumni, Fernwood Community Association Victoria Confederation of Parent Advisory Councils (VCPAC), Hallmark Society and Victoria Heritage Trust, and information to share amongst their networks
- Ads in local community newspapers (Victoria News) and the daily paper (Times Colonist) over two consecutive weeks
- Frequently Asked Questions on SD61 website based on questions being received from the public
- Email invitations to Community Association Liaison Committee
- Several schools also shared the information within their social media, newsletters and websites.

### **Engagement activities**

- A series of stakeholder meetings were held to involve and update key groups including the Vic High Alumni, Victoria Confederation of Parent Advisory Councils (VCPAC), Parent Advisory Councils for Vic High catchment middle and elementary schools, City of Victoria staff and Council, and Victoria Hallmark Society.
- A series of open houses were held at Vic High with students, staff, and the community. The events provided opportunity for attendees to learn more about the seismic need and process, share their values, concerns and feedback through interactive activities, and speak with staff. Tours of the school, guided by students and staff, were offered at the two community open houses.
 

1. Vic High staff session, Friday, April 6, 2018	40 staff attended
2. Public open house, Saturday, April 7, 2018	315 people attended
3. Vic High student session, Wednesday, April 11, 2018	250 students attended
4. Public open house, Wednesday, April 18, 2018	173 people attended
- An online survey was also available from April 7 – 30 to provide opportunity for those who could not/preferred not to attend an event. The online survey had 1,057 respondents and three print surveys were submitted. Earlier District consultation in 2017 with the school community indicated that online surveys are the preferred method for providing input to the District.
- Some emails and letters were submitted to the School District directly and have been included in the engagement summary package.



## KEY TOPICS

Participants were presented with information about the building, long-term facilities plan, student enrolment projections and current catchment boundaries, the seismic upgrading program, and a range of options that may be considered by the Board of Education. Participants were then asked:

Long term facilities plan	Inform
Seismic upgrades in Greater Victoria schools	Inform
Student enrolment	Inform
Catchment area	Inform
Range of options for future of Vic High	Inform
When planning for the future of Victoria High School, what are you most excited about?	Consult
When planning for the future of Victoria High School, what excites you about the process and what concerns do you have?	Consult
What elements of the current Vic High School building do you feel are the most challenging?	Consult
What elements of the building do you value the most?	Consult
Please tell us why you feel this way.	Consult
Are there any other ideas/needs that should be considered when planning for the future of Victoria High School?	Consult

## WHO PARTICIPATED

Over 1,700 people participated in the open houses, staff and student events, and online survey.

## WHAT WE HEARD

There were a number of themes overall in the open-ended survey comments:

- **Environmental considerations in the planning for any options.** Specific mentions were of energy savings, green or environmental design, retaining green space, reducing operating costs through better environmental design, and concern about the impact of demolition waste associated with demolishing the existing building.
- **The opportunity/need for students within the catchment area to attend the school.** Several associated considerations were raised, including: supporting community connectedness, transportation, affordability and being responsive to the growing population and density downtown.
- There were many comments about **memories and experiences** within the school, and generational connections within families. Many noted several generations of a family attending or working within the school. The school's connection with WW1 and WW2 was mentioned several times.
- **The architectural heritage significance** of the school within the community, in terms of the unique building style, the increasing loss of historic buildings, and the significance of this school building in Victoria, BC and Canada.
- The building is seen by many as a **Fernwood neighbourhood landmark**.
- **Protecting the heritage building** as noted as a learning opportunity for students in terms of expressing community values, cultural inheritance, and not being wasteful.
- Desire to see **increased community access**, in the form of after-hours access, community center/gathering space, affordable housing and child care.
- Planning should be **future-oriented** in terms of planning for future student enrolment and evolving learning needs.

- Some mentioned that the **lowest cost option** should be selected to ensure funds are available for upgrading of other schools or other infrastructure projects. Meanwhile, others felt heritage preservation was worth the additional cost.
- **Prioritizing student safety** was mentioned often.
- Several questioned whether the **existing building could be retained and re-used, and a new building be built** on site.
- **School amenities and the “best learning environment for students”** received many mentions with specific considerations for technology, flexibility of space, performing arts and sports.

#### **NEXT STEPS**

All of the input collected in this process will be shared with the Board of Education, and the public, and will inform further development of options and associated information for the Board of Education’s consideration.



## OFFICE OF THE SECRETARY-TREASURER

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

TO: Board of Education

FROM: Mark Walsh

DATE: May 28, 2018

RE: **Policy and Regulation 1421 *Naming School Sites***

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### Background:

The Board passed the following motion 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.

The revised Policy and Regulation 1421 *Naming School Sites* were presented to the Operations Policy and Planning Committee on February 13, 2018 and the following motion was carried:

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.

### Revisions:

The Policy Sub-Committee is recommending two major changes to Policy and Regulation 1421 *Naming School Sites*. One recommendation is to cease naming parts of sites. The other recommendation is to cease naming schools after individuals. In order for individuals who have made major contributions to the District to continue to receive recognition, the Sub-Committee is recommending new Policy and Regulation 1422 *Recognition of Significant Contributions to the District*. The new Policy and Regulation 1422 *Recognition of Significant Contributions to the District* have been addressed in a separate memo and motion.

## **Stakeholder Feedback:**

### **Specific Feedback on Policy 1421 Naming School Sites**

#### *Recommended Change:*

In reference to Section 4.0 Responsibilities:

- 1) Add context or circumstances when the provision in Section 3.2 under heading 3.0 Policy may be enacted.

#### *Rationale:*

Policy 1421 *Naming School Sites*, Section 3.2, indicates that the GV Board of Education can rename school sites or portions thereof; however, no context or circumstances are noted when this provision can be enacted. This should be addressed in section 4.0 Responsibilities.

### **Specific Feedback on Regulation 1421 Naming School Sites**

#### *Recommended Change:*

In reference to the list in Section 1:

- 2) Change the number of Indigenous community members from “2” to “3”.
- 3) Add the words “non-Indigenous” following the word “local” in the last bullet.

#### *Rationale:*

The Indigenous community is the local community in our neighbourhood, so if they are trying to get input outside the Indigenous community it should be specific. Also, I think there should be 3 representatives from both communities. It looks like a balanced vote that way.

### **General Feedback**

- 1) I will keep this short and sweet as I am not entirely clear on why these changes are necessary. Why can we not name schools after individuals anymore? There is no real rationale provided by the school board in this communication. I don't see why we can't do both - name schools after significant individuals AND local areas of significance.
- 2) I'm very much against the renaming of schools. Good or bad, these people are part of Canada's history and have made it what it is today.
- 3) It's unclear to me why we would want to give up our options for naming sites after individuals - what is the argument for doing so? Given the way this is proposed, it would seem as if it would be okay to name a site after some corporate entity (for example, Arby's Roast Beef High School), but not after some well-respected Canadian figure from the past or present. It makes me wonder about what kind of an example we are setting for our children.
- 4) Speaking only for myself, as an historian who just put together an Ideafest panel here on campus last month on issues of “renaming”, and thus someone with a real interest in this topic, I admit I am baffled by the rationale behind this motion. Think of something like Terry Fox Secondary School in Coquitlam. What a perfect name for a school, honouring an incredible Canadian with a special connection to young people. SD61 would have such options taken off the table – why? If the fear is that

the historical tide might turn, causing questions of renaming to arise, then I would argue that ANY name you choose could face the same potential: a place name can be equally contested if we think of indigenous names for certain locations, for example.

I am saddened to think of foreclosing the possibility of naming after individuals because I think this is indeed an appropriate way to acknowledge contributions to our community. I would hope that SD61 would put a great deal of thought, research and sensitivity into CHOOSING an individual to name a school after, of course, but to categorically deny the possibility of individual names seems misguided.

- 5) A rationale for the change is not included which I do believe is necessary. Context is an important component of the review and decision-making process.

**Recommendation:**

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1421 <i>Naming School Sites</i> and accept revised Regulation 1421 <i>Naming School Sites</i> as reviewed.
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## **POLICY 1421**

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### **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*

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Adopted: June 25, 1984

Revised and Renamed: February 27, 1995

Revised and Renamed: February 15, 2010

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

# 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. May 28, 2018

Frequency of Review: Annual

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#### 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

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## REGULATION 1421

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### 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*

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Adopted: February 27, 1995

Revised and Renamed: February 15, 2010

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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. May 28, 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. May 28, 2018

Frequency of Review: Annual

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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.

OFFICE OF THE  
**SECRETARY-TREASURER**

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

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TO: Board of Education

FROM: Mark Walsh

DATE: May 28, 2018

RE: **Policy and Regulation 1422 *Recognition of Significant Contributions to the District***

---

**Background:**

The Board passed the following motion 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.

The new Policy and Regulation 1422 *Recognition of Significant Contributions to the District* were presented to the Operations Policy and Planning Committee on February 13, 2018 and the following motion was carried:

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.

**Revisions:**

The Policy Sub-Committee is recommending two major changes to Policy and Regulation 1421 *Naming School Sites*. One recommendation is to cease naming parts of sites. The other recommendation is to cease naming schools after individuals. Revised Policy and Regulation 1421 *Naming School Sites* have been addressed in a separate memo and motion.

In order for individuals who have made major contributions to the District to continue to receive recognition, the Policy Sub-Committee is recommending new Policy and Regulation 1422 *Recognition of Significant Contributions to the District*.

**Stakeholder Feedback:**

We received no stakeholder feedback specific to Policy and Regulation 1422 *Recognition of Significant Contributions to the District*. Feedback received for Policy and Regulation 1421 *Naming School Sites* has been documented in a separate memo.

**Recommendation:**

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 1422 <i>Recognition of Significant Contributions to the District</i> and accept Regulation 1422 <i>Recognition of Significant Contributions to the District</i> as reviewed.
--

## POLICY 1422

# RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

Drafted: January 29, 2018

Adopted:

Revised:

Frequency of Review:

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### 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:

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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.



To: Board of Education

From: Piet Langstraat, Superintendent of Schools

Date: May 28, 2018

RE: **Equity Committee Policy and Regulation**

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**Background:**

The Equity Ad Hoc Committee (“the Committee”) was established by the Board for the purpose of examining the practices of the District to determine the extent to which equitable opportunities are being provided for students, and to make recommendations for supporting equity in the district.

At the February 26, 2018 board meeting, the following motion was carried:

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.

As a result of this direction, the Superintendent developed a draft Policy and Regulation on Equity, which was provided to the Policy Sub-Committee for review and discussion. The Policy Sub-Committee then requested the Equity Ad-Hoc Committee review and revise the draft Policy. The Equity Committee discussed the policy and regulation at its May 3, 2018 meeting.

**Recommendation:**

The attached Policy and Regulation 110 *Equity* reflect the sum of this work. The Equity Committee recommends that the Board approve the Policy and accept the Regulation on equity.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 110 *Equity* and accept Regulation 110 *Equity* as reviewed.

# POLICY 110

## EQUITY

Drafted: March 19, 2018

Adopted: Pending

Revised:

Frequency of Review: Annual

### 1.0 RATIONALE

- 1.1 The Board recognizes that the District contains equity seeking schools and equity seeking populations.
- 1.2 The Board recognizes that equal, where everyone is treated the same, is not always equitable and that more equitable communities can be created by fostering a barrier-free environment where individuals benefit equally. It recognizes that some people may require additional or unique approaches in order to achieve equal benefit.

### 2.0 DEFINITIONS

- 2.1 **Equity** is defined as having fair and equal opportunity in accordance to individual needs, to participate in and enjoy the benefits of an educational program.
- 2.2 **Equity Seeking Population** is defined as persons more likely to experience barriers to accessing and succeeding in learning environments.
- 2.3 **Equity Seeking Schools** is defined as schools where a substantial population of students experience barriers to positive education outcomes and experiences.

### 3.0 POLICY

- 3.1 The Board shall strive to identify and eliminate barriers and give each student the opportunity to fulfill their potential by:
  - 3.1.1 Recognizing and valuing diversity;
  - 3.1.2 Implementing equity and diversity initiatives;
  - 3.1.3 Using equity as the lens through which it makes decisions regarding the distribution of financial resources, human resources, and programming; and
  - 3.1.4 Educating staff about the principles of equity and diversity.

### 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 110 - *Equity*

## Regulation 110

### EQUITY

This regulation is created for the purpose of providing clear guidance around the mechanisms to be used to monitor equity within the district and guide decision-making around resource allocations of all kinds in development with the District budget.

#### 1.0 DATA-INFORMED DECISION MAKING

1.1 ~~Schools~~ Principals will:

- identify and address systemic barriers that limit or prevent opportunities for students; and
- rReport student achievement data annually to the Board.

1.2 The Board will utilize a data-informed decision making process to:

- identify and address systemic barriers that limit or prevent opportunities for students;
- identify and create a list of equity-seeking elementary, middle, and secondary schools and populations before the budget is determined using an objective mechanism which ranks schools by at least two indicators of need using Baragar data-a mechanism (eg. Socio-Economic Indicator and Prevalence of Low Income) and School District Data for the net cross boundary loss for each school; and
- mMaintain records of equity seeking schools and populations and the method utilized to make those determinations.

#### 2.0 RESOURCE ALLOCATION

2.1 Resource allocation refers to the distribution of human resources and financial resources.

2.2 Resources will be allocated equitably across socio-economically advantaged and disadvantaged schools.

2.3 A Base Plus Approach will be applied in resource allocation. This approach~~It~~ refers to allocation that:

- Requires the minimum level of service be provided to all schools and populations as a base and that additional services be provided to equity seeking schools and populations.

2.4 Funds allocated to schools for the purpose of equity will be tracked.

TO: Board of Education

FROM: Mark Walsh

DATE: May 28, 2018

RE: **Executive Expense Audit Report**

---

**Background:**

In June 2017, the Office of the Auditor General (OAG) conducted an audit of employer-paid executive expenses at the Greater Victoria School District. The objective of the audit was to determine whether or not employer-paid expenses for executive complied with applicable school district policies and were consistent with core government policy. The audit covered all reimbursed expenses for six (6) executive positions in the two fiscal years ending June 2016 and June 2017. The executive positions included the Superintendent, Deputy Superintendent, Associate Superintendents (2), Secretary-Treasurer, and Director, International Student Program.

**Summary of Findings:**

The OAG did not find any instances where the reimbursement of executive expenses was outside of school district policies.

The following recommendations to enhance school district policies and procedures were made:

- improve the clarity of its reimbursement policy by adding details about the type of entertainment expenses that are payable by the district
- require staff to review and sign their Reimbursement Policy and Card Use Guidelines to document that they have read and understand the policies related to the payment of employee expenses
- adopt practices consistent with Treasury Board's Core Policy and Procedures Manual, which requires employees to pay for their business expenses first and then be reimbursed
- enforce its policy requirement that all entertainment-type expense claims include details of the names of guests and their organizations, and the business purpose for the meeting
- disclose all executive business expenses, as required by the Financial Information Act

**Management Response:**

Management responded to the recommendations made by the OAG as follows:

The Greater Victoria School District plans to review and enhance the language in its reimbursement policies and procedures including adding clarity to the type of entertainment expenses that are payable by the District. In reviewing transactions, the District will ensure that the requirements of these policies and procedure are consistently enforced. The District also plans to update its processes to ensure that the reimbursement policies and procedures, as well as the purchasing card use guidelines, are reviewed and signed off by all employees on a periodic basis.

The Greater Victoria School District has established its own policies and procedures following the spirit and intent of the Treasury Board's Core Policy and Procedures Manual (CPPM). The District will review its practices for consistency with core government policy. However, given that the District has not had any issues with the occasional use of its Purchasing Cards for business travel expenses, the District plans to continue to use Purchasing Cards in this manner and ensure close monitoring of potential expenses that could fall outside of District policies and procedures.

The Greater Victoria School District will change its long-term practice around the disclosure of executive business expenses to ensure that it is in compliance with the Financial Information Act and meets the expectations of the Ministry of Education. This change will be effective for the 2018-2019 fiscal year.

**Recommendation:**

That the Board of Education of School District No. 61 (Greater Victoria) send the <i>An Independent Audit of Executive Expenses at School District 61</i> report to the Audit Committee for further review.
---

May 2018

## AN INDEPENDENT AUDIT OF EXECUTIVE EXPENSES AT SCHOOL DISTRICT 61

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**Auditor General**  
of British Columbia

## CONTENTS

Auditor General's comments	3
Report highlights	5
Recommendations	6
Response from School District 61	7
Background	8
What are executive expenses?	8
Why an audit of executive expenses?	8
Who we looked at	9
Audit objective and conclusion	10
Audit objective	10
Audit conclusion	10
Scope and approach	11
Key findings and recommendations	12
SD61 has clear policies and procedures, but they could be enhanced	12
SD61's executive expenses are appropriately paid, but procedures could be improved	13
SD61's expenses are accurate and comply with policies	14
SD61's expenses are not fully disclosed	15
Audit quality assurance	16


623 Fort Street  
Victoria, British Columbia  
Canada V8W 1G1  
P: 250.419.6100  
F: 250.387.1230  
[www.bcauditor.com](http://www.bcauditor.com)

The Honourable Daryl Plecas  
Speaker of the Legislative Assembly  
Province of British Columbia  
Parliament Buildings  
Victoria, British Columbia  
V8V 1X4

Dear Mr. Speaker:

I have the honour to transmit to the Speaker of the Legislative Assembly of British Columbia the report, *An Independent Audit of Executive Expenses at School District 61*.

We conducted this audit under the authority of section 11 (8) of the *Auditor General Act* and in accordance with the standards for assurance engagements set out by the Chartered Professional Accountants of Canada (CPA) in the CPA Handbook – Canadian Standard on Assurance Engagements (CSAE) 3001 and Value-for-money Auditing in the Public Sector PS 5400.



Carol Bellringer, FCPA, FCA  
Auditor General  
Victoria, British Columbia  
May 2018

The Office of the Auditor General of British Columbia would like to acknowledge with respect that we conduct our work on Coast Salish territories. Primarily, this is on the Lkwungen-speaking people's (Esquimalt and Songhees) traditional lands, now known as Victoria, and the WSÁNEĆ people's (Pauquachin, Tsartlip, Tsawout, Tseycum) traditional lands, now known as Saanich.



# AUDITOR GENERAL'S COMMENTS

**THIS IS THE** first report we're publishing as part of our new Compliance, Controls and Research (CCR) initiative. CCR delivers narrow-scoped performance audit projects that primarily focus on management controls and compliance. Our aim is to conduct smaller audits that provide value to the people of British Columbia, while ensuring our staff are fully engaged in meaningful work. Having an array of smaller projects helps us to stay nimble with our staffing resources.

For this CCR audit, we looked to see whether or not employer-paid expenses for executives at School District 61 (SD61) in Victoria comply with school district policies and follow the spirit and intent of core government policy.

We found that SD61 is doing a good job of managing the payment of executive expenses. SD61's financial records were complete and accurate, and we didn't find any instances of inappropriate or non-business expenses. With an eye to continuous improvement, we've offered the district some ways that it could enhance its policies and procedures. And, while payments were appropriate, we did find two variations from government expectations.

First, SD61 is taking on the financial risk of its employees' expenses by allowing employees to use corporate purchasing cards for work-related expenses. This means that the district is liable for repayment of the expenses. However, according to government policy, employees should pay for their expenses first and then get reimbursed by the district.

Second, SD61 didn't disclose all of its executive's expenses that it was required to because of its interpretation of the *Financial Information Act*. The district's approach has been to disclose only those expenses where an employee could be seen to have received a personal benefit (such as attending a conference or training course). We disagreed with



CAROL BELLRINGER, FCPA, FCA  
Auditor General



## AUDITOR GENERAL'S COMMENTS

this interpretation of the Act and the Ministry of Education confirmed our interpretation: all travel and accommodation expenses should be disclosed—even those for business meetings.


We encourage the other school districts in the province to read our report and ensure they're appropriately managing, and fully disclosing, their employees' expenses. It is important that payments for executive expenses be transparent and disclosed consistently across all school districts so that everyone is held equally accountable for funds entrusted and spent. The public should have confidence that district leaders are ethical and spending education dollars wisely.

I would like to thank everyone at SD61 for their cooperation with this audit.



Carol Bellringer, FCPA, FCA  
Auditor General  
Victoria, B.C.  
May 2018


# REPORT HIGHLIGHTS



Expense records were

**COMPLETE and ACCURATE**

**ALL EXPENSES** were **APPROPRIATE**



Misinterpretation of the Act led to **INCOMPLETE PUBLIC DISCLOSURE** of expenses



SD61 taking on **UNNECESSARY FINANCIAL RISK** from employee's expenses

5 recommendations to enhance **SD61'S POLICIES and PROCEDURES**

3.  
4.  
5.  
6.  
7.  
8.  
9.



Encourage **ALL SCHOOL DISTRICTS** to **READ REPORT**



Executive expenses should be **TRANSPARENT and DISCLOSED CONSISTENTLY**

# RECOMMENDATIONS

## WE RECOMMEND THAT SCHOOL DISTRICT 61:

- 1** improve the clarity of its reimbursement policy by adding details about the type of entertainment expenses that are payable by the district.
- 2** require staff to review and sign their Reimbursement Policy and Card Use Guidelines to document that they have read and understand the policies related to the payment of employee expenses.
- 3** adopt practices consistent with Treasury Board's Core Policy and Procedures Manual, which requires employees to pay for their business expenses first and then be reimbursed.
- 4** enforce its policy requirement that all entertainment-type expense claims include details of the names of guests and their organizations, and the business purpose for the meeting.
- 5** disclose all executive business expenses, as required by the *Financial Information Act*.

# RESPONSE FROM SCHOOL DISTRICT 61

**THE GREATER VICTORIA** School District plans to review and enhance the language in its reimbursement policies and procedures including adding clarity to the type of entertainment expenses that are payable by the District. In reviewing transactions, the District will ensure that the requirements of these policies and procedure are consistently enforced. The District also plans to update its processes to ensure that the reimbursement policies and procedures, as well as the purchasing card use guidelines, are reviewed and signed off by all employees on a periodic basis.

The Greater Victoria School District has established its own policies and procedures following the spirit and intent of the Treasury Board's Core Policy and Procedures Manual (CPPM). The District will review its practices for consistency with core government policy. However, given that the District has not had any issues with the occasional use of its Purchasing Cards for business travel expenses, the District plans to continue to use Purchasing Cards in this manner and ensure close monitoring of potential expenses that could fall outside of District policies and procedures.

The Greater Victoria School District will change its long-term practice around the disclosure of executive business expenses to ensure that it is in compliance with the Financial Information Act and meets the expectations of the Ministry of Education. This change will be effective for the 2018-2019 fiscal year.

# BACKGROUND

## WHAT ARE EXECUTIVE EXPENSES?

**EMPLOYERS WILL GENERALLY** pay for employees' work-related expenses. This ensures that employees don't personally pay for the goods and services needed to do their jobs. Employers typically pay for things like business meeting meals, business travel costs and conference fees. These employer-paid expenses are distinct from an employee's regular salary and benefits.

For this audit, we looked specifically at employer-paid expenses for senior-level management, including senior personnel involved in the recruitment of international students. For the purposes of this report, these are collectively called *executive expenses*.

Each school district is responsible for establishing its own policies and procedures, following the spirit and intent of—but not necessarily strictly adhering to—Treasury Board's Core Policy and Procedures Manual (CPPM). This means that school district executive expenses must be:

- ♦ verifiable and for valid business reasons
- ♦ accurately calculated
- ♦ completely recorded for transparent disclosures and ongoing audits

## WHY AN AUDIT OF EXECUTIVE EXPENSES?

Those at the top of an organization have significant influence over its culture and values. The public needs to have confidence that public sector executives adhere to the ethical principles of transparency and accountable spending. This sets the tone for responsible governance and is a good indicator of an organization's practices for payments of staff expenses as a whole.

We chose to look at executive expenses in the education sector because the sector is large, complex and decentralized. There are 60 school boards across the province, governing the operations of 60 school districts—each with its own executive staff.

“The Core Policy and Procedures Manual (CPPM) combines government-wide financial policy, management policy and financial administration procedures into a single online resource. The CPPM outlines government objectives, standards and directives for sound management and promotes consistent, prudent financial practices.” ~ Core Policy & Procedures Manual

## BACKGROUND

### Expense disclosure requirements for the public sector

In addition to following the spirit and intent of the CPPM, school districts must publicly disclose details of their finances. The *Financial Information Act* requires that school districts produce Statements of Financial Information listing total payments made to employees earning base salaries of \$75,000 or more, including the total amount paid for their expenses.

Disclosing employer-paid expenses for executives makes the payments transparent to the public. It is important that school districts disclose this information consistently so the amounts can be compared to the other school districts. Disclosure is also a mechanism that helps promote the province's [Taxpayer Accountability Principles](#) of accountability, cost-consciousness and appropriate compensation.

## WHO WE LOOKED AT

This audit is a first step in examining a sample of executive expenses in districts across the province. For our first examination, we selected a school district in Victoria—School District No. 61 (SD61).

# AUDIT OBJECTIVE AND CONCLUSION

## AUDIT OBJECTIVE

**WE CARRIED OUT** this audit to determine if employer-paid expenses for executives at SD61:

- ♦ comply with applicable school district policies
- ♦ follow the spirit and intent of core government policy

## AUDIT CONCLUSION

We concluded that SD61's employer-paid expenses for executive staff comply with applicable school district policies and follow the spirit and intent of core government policy, with the following notes:

- ♦ SD61's policy related to payment of entertainment-type expenses could be clarified and the documentation requirements enforced.
- ♦ SD61's policy for employee use of corporate purchasing cards for employee business expenses differs from core government policy.

We also found that SD61's interpretation of regulatory disclosure requirements resulted in not all school district executive expenses being included in the Schedule of Remunerations and Expenses as part of their disclosures under the *Financial Information Act*.

# SCOPE AND APPROACH

**THE AUDIT WAS** conducted in the summer of 2017. We interviewed SD61 staff and looked at SD61's financial records and statements for the 2015/16 and 2016/17 fiscal years. We looked at a sample of disclosed expense payments for six executives and staff, as well as SD61's policies and procedures for employer-paid expenses, to see whether SD61 had:

- ♦ policies and procedures to ensure the appropriate payment of executive expenses
- ♦ training to support the policies and procedures
- ♦ documentation to support payment of expenses
- ♦ disclosures of employer-paid expenses as required

Our sample covered 127 distinct executive expense payments worth approximately \$45,000 out of a total population worth about \$98,000.

We also compared the total of publicly disclosed expenses (as required under the *Financial Information Act*) for the six executives we sampled with the total of their expenses in the financial records to assess whether all of their expenses were disclosed.

The report is dated May 1, 2018. This is the date the audit team completed obtaining the evidence used to determine the findings and conclusions of the report.



# KEY FINDINGS AND RECOMMENDATIONS

## SD61 has clear policies and procedures, but they could be enhanced

**WE EXPECTED THAT** SD61 would have clear policies for the payment of executive expenses, and procedures to implement and enforce these policies. We also expected that executive staff members would be able to access and understand the policy documents.

Overall, we found that SD61 has developed clear policies and procedures for employer-paid executive expenses. However, we found that their expense reimbursement policy could be improved by adding more specific direction to staff related to the payment of entertainment-type expenses.

In addition, SD61's communication of policies and procedures on payment of executive expenses met our expectations. However, we found that SD61 could do more to verify that staff have read and understood the policies.

Clear policies and procedures are the starting point for fiscally responsible spending. And clear documentation and standardized steps for those policies and procedures ensure that staff share a common understanding of appropriate reimbursement practices. However, we found that the policy lacked specific detail regarding the eligibility of certain entertainment-type expenses for reimbursement.

Policy documents should be accessible to all staff so that they are aware of, and understand, the reimbursement policies. Staff should have a

solid understanding of these policies to reduce misinterpretation and prevent claims for ineligible expenses.

We found that SD61 policies and procedures are accessible to staff and have been implemented. Executive staff have corporate purchasing cards, and the instructions on how to use them are consistent with policies.

SD61 does not offer formal training on these policies, but it was clear through discussions with executive staff that they could easily access the policy resources, and that they understood them. However, this understanding was not verified by the district. In lieu of training, it's important for staff to document that they have read and understood the reimbursement policy.

**RECOMMENDATION 1:** *We recommend that School District 61 improve the clarity of its reimbursement policy by adding detail about the type of entertainment expenses that are payable by the district.*

## KEY FINDINGS AND RECOMMENDATIONS

**RECOMMENDATION 2:** *We recommend that School District 61 require staff to review and sign their Reimbursement Policy and Card Use Guidelines to document that they have read and understand the policies related to the payment of employee expenses.*

### **SD61's executive expenses are appropriately paid, but procedures could be improved**

Specifically, we expected SD61's procedures to:

- ♦ ensure executive expenses are for valid business purposes
- ♦ follow the spirit and intent of Treasury Board's policy and procedures for employer-paid expenses, as outlined in the CPPM

Staff at school districts are expected to act in the best interests of the public. Policies and procedures that are consistent with the CPPM help to ensure the spirit and intent of government policy is followed. Well-designed financial controls, outlined in the procedures, help a school district detect and prevent payments for expenses that are not for business purposes. Policies and procedures also help create a culture of cost-consciousness, accountability and appropriate compensation.

We determined that all employer-paid expenses we examined were for valid business purposes. We also found that SD61 policies and procedures are generally consistent with the CPPM.

We found two areas of note with respect to payment procedures:

- ♦ The district's use of purchasing cards for employee business expenses differs from CPPM guidance.
- ♦ There were a few instances in which the district did not consistently enforce its own policy.

The CPPM states that office purchases, such as textbooks or stationery, should be made with a purchasing card. Purchasing cards are corporate credit cards; the employer is liable for charges made on these cards.

For employee business expenses, such as those incurred on a business trip, the CPPM directs that staff use either their personal credit card or a travel card issued by the employer in the employee's name. Employees are responsible for paying the balance on their card directly and are reimbursed by their employer based on an approved expense claim. By using different cards for different purposes, the employer does not take on the liability for employee expenses that may not be reimbursable. Also, general corporate purchases and employee expenses are kept separate.

We found that SD61 executives use purchasing cards for their business expenses. This practice follows SD61's policy, but it differs from CPPM guidance. Each school district is responsible for establishing its own policies and procedures, following the spirit and intent of—but not necessarily strictly adhering to—the CPPM.

## KEY FINDINGS AND RECOMMENDATIONS

School district staff told us that they do not believe it is practical to expect employees to pay for employee business expenses and then to submit an expense claim. They note that the use of purchasing cards for business expenses has not caused any issues in the school district. This is consistent with our findings. However, we believe that this practice puts SD61 at risk of assuming liability for potentially inappropriate employee expenses and that this risk would be better mitigated by requiring employees to pay for their business expenses first and then be reimbursed.

Payment of entertainment-type expenses was one area where the district did not consistently enforce its policy. For example, SD61 policy states that when submitting claims for entertainment-type expenses, employees are to include the following details:

- ♦ the names of guests and their organizations
- ♦ the business purpose for the meeting

However, we found times when the district paid for entertainment-type expenses even though the claims did not include all of these details. As such, this district policy was not being enforced, potentially undermining its authority. If the requirement to include and validate the business purpose of the expense is important, it should be enforced.

**RECOMMENDATION 3:** *We recommend that School District 61 adopt practices consistent with Treasury Board's Core Policy and Procedures Manual, which requires employees to pay for their business expenses first and then be reimbursed*

**RECOMMENDATION 4:** *We recommend that School District 61 enforce its policy requirement that all entertainment-type expense claims include details of the names of guests and their organizations, and the business purpose for the meeting.*

### SD61's expenses are accurate and comply with policies

We expected that employer-paid expenses would be:

- ♦ within the district policy's dollar limits, and accurately calculated
- ♦ formally approved, as required by policy
- ♦ for allowable expense categories (e.g., mileage, meals while on business travel)

SD61 should not over-pay or under-pay for actual business costs. Setting dollar limits on allowable expenses encourages staff to be cost-conscious in their business expense choices. Appropriate approvals and expense categories ensure appropriate oversight and confirm the expenses are for valid business reasons.

Our review of claims showed that SD61 payments for expenses were accurately calculated and within dollar limits. Overall, we found that claims had appropriate approvals and were for categories allowable by the policy.

## KEY FINDINGS AND RECOMMENDATIONS

### SD61's expenses are not fully disclosed

We expected that employer-paid expenses would be fully and accurately disclosed, consistent with the requirements of legislation. Each year, school districts prepare a statement of financial information that is made public as required by the *Financial Information Act*. When we compared the amounts disclosed in SD61's 2015/16 public report with its financial records, we found that the district had not included approximately \$104,000 of employer-paid executive expenses. When we compared the district's draft disclosure for the 2016/17 public report with its financial records, we found that the draft disclosure did not include approximately \$41,000 in executive expenses.

SD61 staff told us that they understand disclosure under the Schedule of Remuneration and Expenses as limited to those expenses that provide a personal benefit to the employee. We understand that this has been their practice for over 18 years and is based on their interpretation of the Financial Information Act Regulation.

The regulation states that disclosure of expenses "is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions." School district staff interpreted may as not requiring disclosure of expenses related to an employee's job function. For example, the director of International Student Programs travels internationally to recruit students and, as such, the travel expenses have not been publicly disclosed.

However, expenses deemed to provide a personal benefit, such as attending a conference or workshop, have been publicly disclosed.

We interpret this regulation differently, and our view is shared by the Ministry of Education. The regulation is intended to ensure that all payments made for employee expenses are transparent to the public, regardless of being a perquisite, a personal benefit or related to an employee's job function.

*The Financial Information Act states:*

*Within 6 months after the end of each fiscal year of a corporation, it must prepare a statement of financial information for that fiscal year that includes the following:*

- (a) a schedule showing
  - (i) in respect of each employee earning more than a prescribed amount [\$75,000], the total remuneration paid to the employee and total amount paid for the employee's expenses, and*
  - (ii) a consolidated total of all remuneration paid to all other employees**

**RECOMMENDATION 5:** *We recommend that School District 61 disclose all executive business expenses, as required by the Financial Information Act.*

# AUDIT QUALITY ASSURANCE

**WE CONDUCTED THIS** audit under the authority of section 11 (8) of the *Auditor General Act* and in accordance with the standards for assurance engagements set out by the Chartered Professional

Accountants of Canada (CPA) in the CPA Handbook – Canadian Standard on Assurance Engagements (CSAE) 3001 and Value-for-money Auditing in the Public Sector PS 5400. These standards require that we comply with ethical requirements, and conduct the audit to independently express a conclusion on whether or not the subject matter complies in all significant respects to the applicable criteria.

The Office applies the CPA Canadian Standard on Quality Control 1 (CSQC), and accordingly, maintains a comprehensive system of quality control,

including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements. In this respect, we have complied with the independence and other requirements of the code of ethics applicable to the practice of public accounting issued by the Chartered Professional Accountants of BC that are founded on the principles of integrity, objectivity and professional competence, as well as due care, confidentiality and professional behaviour.



### Location

623 Fort Street  
Victoria, British Columbia  
Canada V8W 1G1

### Office Hours

Monday to Friday  
8:30 am – 4:30 pm

**Telephone:** 250-419-6100

Toll free through Enquiry BC at: 1-800-663-7867

In Vancouver dial: 604-660-2421

**Fax:** 250-387-1230

**Email:** [bcauditor@bcauditor.com](mailto:bcauditor@bcauditor.com)

**Website:** [www.bcauditor.com](http://www.bcauditor.com)

This report and others are available at our website, which also contains further information about the Office.

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## AUDIT TEAM

Sheila Dodds  
*Assistant Auditor General*

Ed Ryan  
*Executive Director*

Mark Castator  
*Director*

Barbara Underhill  
*Manager*

Ruby Wu  
*Auditor*



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

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TO: The Board of Education

FROM: The Audit Committee

DATE: May 28, 2018

RE: **Audit Committee Report - May 2, 2018 Meeting**

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**Background:**

The Audit Committee held its inaugural meeting on May 2, 2018. KPMG presented on the role of the Audit Committee and the Audit Planning Report for 2017-2018. New business included discussions on the provision of audit services for 2018-2019, the March 2018 Quarterly Financial Report, the internal review of school accounting records, and committee membership.

Several items of a financial nature were presented to the committee resulting in three recommendations to the Board. One recommendation has been presented in-camera as it pertained to pricing from a competitive bidding process and two recommendations are being presented in public.

**Recommendations:**

**Audit Planning Report 2017-2018**

Trustees agreed with the Audit Planning Report for 2017-2018 as presented by Lenora Lee, Engagement Partner, and Heather Crow, Senior Manager, of KPMG and recommended the report be approved by the Board with specific reference for all Trustees to review page 6 of the report and provide feedback directly to Ms. Lee.

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audit Planning Report for 2017-2018 as presented by KPMG to the Audit Committee.
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**March 2018 Quarterly Financial Report**

Secretary-Treasurer Walsh presented the quarterly financial report for the period ending March 31, 2018. The report showed the annual operating budget and the year-to-date actual revenue and expenditures as a percentage of the operating budget. Secretary-Treasurer Walsh advised that the year-to-date results are comparable to the prior year and in line with expectations for the third quarter.

Trustees recommended that the Board accept the March 2018 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2018 Quarterly Financial Report as presented to the Audit Committee.
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TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Superintendent's Report

DATE: May 28, 2018

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

#### Events and Meetings

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

- District Committees
  - Advocacy Ad Hoc Committee
  - Audit Committee
  - Policy Sub Committee
  - Public Engagement Ad Hoc Committee
- Additional Meetings and Events
  - Auditors re: Distributed Learning
  - City of Victoria
  - Deputy Minister
  - Eagle View
  - GVTA – Professional Relations Committee
  - Provincial Funding Framework Panel Regional Meetings
  - Generative Dialogue Summit
  - Generative Dialogue Sessions
  - Ministry of Education – All Superintendents' Meeting
  - Quadra Playground Event
  - Service Delivery Project Meeting
  - Shoreline Staff Committee
  - Student Representatives Meeting
  - Township of View Royal
  - Trustee Engagement Session
  - VCPAC re: Crossing Guards
  - VPVPA

## 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: "Do You Want To Be a School Trustee" Session

DATE: May 28, 2018

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Attached, for the information of the Board of Education, is a draft outline for a "Do You Want To Be a School Trustee" session. The intent of the session is that members of the community who are interested in running for trustee have an opportunity to learn more about the work of the Board of Education, the Role of the Trustee, and the process to be undertaken to seek election.

It is the intention of administration to schedule this event for the week of June 11 – 15. The Superintendent will be seeking input from trustees to determine the exact date and time of this event.

## **“DO YOU WANT TO BE A SCHOOL TRUSTEE?” SESSION**

**Date TBD – June 11- 15?**

Weekday evening 7 – 8:30 p.m. at Board Office

Coffee and Snacks

### **Event Format:**

- 1) Presentation
- 2) Stack of cards for guests to fill out any questions they may have. The questions can be answered at the end of the presentation
- 3) Mix and mingle after the presentation – Meet the Trustees

Others in attendance: Senior Leadership, trustees/trustees not running again?

Hand-out: BCSTA Candidates guide/FAQ

### **Presentation Format:**

- 1) Board Chair – Opening Remarks
- 2) Secretary Treasurer presents PowerPoint

### **Presentation Outline:**

- 1) Overview of the School District 61: # of schools, composition, budget, growing enrolment, etc.
- 2) Role of Board of Education and Role of Trustee: policy maker, communicator, advocate etc. Who cannot be a trustee (current employee, criminal record, pecuniary interests, etc.)
- 3) Why be a trustee? (Benefits, importance of role, civic leadership, youth, give back, etc.)
- 4) Review/Share Role of Trustee Document
- 5) Routine Responsibilities of a Trustee (budget, bylaws, Superintendent, etc.)
- 6) Who do Trustees serve?
- 7) Time Commitments/Schedule
- 8) Election process: declaration, paperwork, etc.
- 9) Q and A

## 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: May 28, 2018

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



## OFFICE OF THE SECRETARY-TREASURER

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

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TO: The Board of Education  
FROM: Mark Walsh, Secretary-Treasurer  
DATE: May 28, 2018  
RE: **Monthly Report**

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

Those meetings and activities include:

- Meetings with Stakeholder Groups
- Meeting with Auditors
- Meetings with Municipal Partners
- BCSTA AGM
- Media Interviews
- Ad Hoc Committee Meetings (District Facilities Plan, Advocacy, Policy Sub-Committee)
- BCASBO Conference



# FACILITIES SERVICES

491 CECELIA AVENUE, VICTORIA, BRITISH COLUMBIA V8T 4T4  
PHONE (250) 920-3400 FAX (250) 920-3461

TO: Board of Education

FROM: David Loveridge, Director of Facilities Services

DATE: May 28, 2018

RE: District Support to Victoria Francophone Games 2020

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## **Background:**

On 6 December 2016, Staff approached the Board with a request to provide an initial letter of support to the organizing Committee of the Victoria 2020 application to host the Canadian Francophone Games.

As you may remember, the Jeux de la Francophonie Canadienne (Canadian Francophone Games) of the Federation de la jeunesse canadienne-francaise (French Canadian Youth Federation, hereinafter, FJCF) is a sports, cultural and arts event that takes place every 3 years in a selected Canadian municipality. The games offers an opportunity for participating young francophone Canadians to compete in events in three specific areas: arts, sports and leadership.

The Jeux de la francophonie canadienne provides an opportunity for Francophones and Francophiles to get together to help enrich the country as a whole by encouraging exchanges and by promoting the establishment of unique connections between the youth of various Francophone communities in Canada, while also reinforcing their sense of identity.

The FJCF is a national body managed by and for youth. It has 11 youth association members representing nine provinces and two territories across Canada. It contributes to the socio-cultural and identity development of young Canadians between 14 and 25 years old who speak French through youth work programs and Canada-wide events.

The FJCF launched a call for bids to host the 2020 Francophone Games to be held between mid-July and mid-August 2020. An organizing committee (Victoria Host Committee) was struck and made application to host these games in Greater Victoria in 2020. The Capital Region was one of two cities in the running for hosting these games. It would also be the first time in the event's history that the competition would be held in the Province of British Columbia.

700 community volunteers will work to stage a world class competition showcasing Francophone athletes, artists and leaders from across Canada. It would be a unique opportunity for the Greater Victoria Region to showcase our Francophone community's vitality and the diversity of our region including our commitment towards bilingualism and biculturalism.

The FJCF receives \$ 1.3M in funding from the Ministry of Canadian Heritage to help organize the Games. Of that amount, FJCF provides the host committee financial support in the amount of \$300,000 to host the Games. Additional funding and support is solicited from the host community.

As there is no one municipality in the Greater Victoria Region that has all of the required facilities to host the Games, the Victoria Host Committee was looking to gather the support and involvement of neighbouring municipalities and local organizations that can help make these games a reality and that can provide accommodations, facilities and venues for the various sporting, arts and leadership events that will take place during the games. Greater Victoria School District #61 was one of the organizations to offer our support.

### **Discussion:**

The direction from the board at the February 2018 meeting was as follows:

*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to return with a detailed facilities use proposal including a financial analysis, including a cost recovery model, for Board review and approval prior to making a final commitment for the use of District facilities in support of the 2020 Canadian Francophone Games in Victoria.*

*Motion Carried Unanimously*

Facilities Staff have met with the Games Organizers and has developed a facilities requirements inventory to support the games from both an athlete accommodations and event venues perspectives. Accommodations for 1,200 athletes can be satisfied using classrooms at Willows Elementary, Oak Bay Secondary, and Monterey Middle Schools. Most of the daytime games events will be held at Oak Bay Secondary complex including the use of Oak Bay Recreational Facilities and will include both indoor and outdoor spaces.

The FJCF organizing committee representatives and SD61 facilities management have met several times over the course of the past weeks and have jointly come to a final cost recovery proposal that will be charged by SD61 to the FJCF for the facilities required for the games event. This includes:

1. Accommodation for approximately 1,200 athletes at 3 schools for 6 nights: \$123,529.64;
2. Facility usage for all events: \$33,335.00 (represents a 50% discount over regular rates); and
3. District Operations and Staff support: \$43,135.36 (actual costs).

The total amount deemed to satisfy a reasonable cost recovery model, as agreed upon by both groups, totals \$200,000.00. It is recommended that this amount be billed and paid for by the Games Committee prior to the 31 May 2020 to ensure that District Staff is assured of the funds and can plan for the work required to ready these schools for the Games.

### **Recommended Motions:**

That the Board of Education of School District #61 (Greater Victoria) approve the cost recovery budget of \$200,000 for the 2020 Francophone Games, as follows:

1. Accommodation for approximately 1,200 athletes at 3 schools for 6 nights: \$123,529.64;
2. Facility usage for all events: \$33,335.00 (represents a 50% discount over regular rates);
3. District Operations and Staff support: \$43,135.36 (actual costs); and
4. That full payment for these services be provided to the School District no later than 31 May 2020

That the Board of Education of School District #61 (Greater Victoria) direct the Superintendent to prepare of a Joint-Use Agreement between the Greater Victoria School District #61 and the jeux francophonie canadienne, for the 2020 Francophone Games, for approval by the Chairperson of the board and the Superintendent.



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Telephone (250) 414-7100 Fax (250) 414-7111

### NOTICE OF MOTION

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Request for Notice of Motion, Pursuant to Sections 37 and 38, Council Procedure Bylaw, 2715, 2009.

Introduced: Regular Council – May 14<sup>th</sup>, 2018

From: Councillor Olga Liberchuk

**Subject: Appointment of School Liaison to Esquimalt High School Track and Field Upgrades Working Group**

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**WHEREAS** the Esquimalt track and field is in need of upgrades and there has been an ongoing effort from the community to fundraise money that would go towards building a new track and field.

**AND WHEREAS** a group of various interest groups has met on April 2018 to discuss various options for funding for a new track and field and concluded that a working group is needed to further explore funding possibilities and create a business case for costs, timelines, and possible partnerships.

**THEREFORE BE IT RESOLVED** that Esquimalt Council appoint the mayor, school liaison or alternate to participate in the working group and periodically report back on progress of the group.

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#### STRATEGIC RELEVANCE:

Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community

Encourage and facilitate community involvement that supports non-governmental initiatives

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#### BACKGROUND:

On April 18, 2018 a group of us met to discuss the status of funding and available for a new track and field for Esquimalt High School. The group consisted of Tom Woods-

... 2



representative from Rib Fest, Dave Allen- Esquimalt High School Alumni, Tammy Renyard- Principal at Esquimalt High School, Jordan Watters- School Trusteed SD 61, Barb Desjardins- Mayor of Esquimalt, Olga Liberchuk- Esquimalt Councillor and School Liaison, and Meagan Brame- Esquimalt Councillor and School Liaison. Esquimalt and Songhees First Nations have also been invited but were unable to attend the meeting. They will continue to be invited to attend the meetings and participate. At the meeting we briefly discussed a number of ways in which this project can be funded. We concluded that the best thing at this point is to form a working group with diverse stakeholders and representatives to look into the following things:

- Partnerships
- Viability of the project, including costs
- Timelines
- Designing an agreement for funding partners

A working group will enable further discussion and allow for in depth work and research to occur to help move towards building a new track and field at Esquimalt High School.