

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

Regular Board Meeting

Monday, October 22, 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, October 22, 2018 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road**

AGENDA

**Estimated
Times**

A. COMMENCEMENT OF MEETING

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

7:30 pm	A1. Approval of the Agenda	(p 01-03)
7:35 pm	A2. Approval of the Minutes	
	a) Approval of the September 24, 2018 Regular Board Minutes	(p 04-11)
	A3. Business arising from the Minutes	
7:40 pm	A4. Student Achievement	
	a) Doncaster Elementary Presentation – “Our Doncaster Learning Community” Brenna O’Connor, Principal & Jana Relf, Vice-Principal	
	A5. District Presentations	
	a) Trustee Recognition	
8:05 pm	Break for Trustees to have photos taken	
	A6. Community Presentations (5 minutes per presentation)	
	B. CORRESPONDENCE	
8:10 pm	C. TRUSTEE REPORTS	
	C1. Chair’s Report	
	C2. Trustees’ Reports (2 minutes per verbal presentation)	

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

8:15 pm

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

- a) Minutes from the October 1, 2018 meeting – Information only (p 12-13)

8:20 pm

D2. Operations Policy and Planning Committee

- a) Minutes from the October 9, 2018 meeting – Information only (p 14-17)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 9, 2018 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) establish an Aboriginal Education Ad Hoc Committee for the purpose of developing an operational plan under Goal 2 of the District Strategic Plan to “*Address the Unique Needs and Build on the Strengths of Aboriginal Learners*”, and direct the Superintendent to recommend the composition of the committee and its terms of reference, with a view to bringing these recommendations to the November 13, 2018 Operations Policy and Planning Committee meeting. (p18-21)
- ii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to the City of Victoria of support for the Topaz Park Bike Skills Park. (p 22)
- iii) That the Board of Education of School District No. 61 (Greater Victoria) postpone discussion regarding the Greater Victoria Foundation for Learning to the December 10, 2018 Operations Policy and Planning Committee meeting. (p 23-24)

E. DISTRICT LEADERSHIP TEAM REPORTS

8:35 pm

E1. Superintendent’s Report

- a) Monthly Report (p 25)

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

- b) Regulation 6164.03 *Physical Restraint* – for information (p 26-35)
- c) Trustee Questions (p 36)

**Note: This meeting is being audio and video recorded.
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8:45 pm

E2. Secretary-Treasurer's Report

- a) Monthly Report

(p 37)

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

- b) Enrolment Update

(p 38-39)

8:50 pm

F. QUESTION PERIOD (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

9:05 pm

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

- a) Trustee Whiteaker – Student Education Fund

That the Board of Education of School District No. 61 (Greater Victoria) create a Student Education Fund similar to the Parent Education Fund to support student led educational events in our District.
Further, and that an Ad Hoc Committee be created to establish the process, criteria and distribution of the fund and report back to the Board for final approval.

- b) Trustee McNally – Whole School Service Delivery Model

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board with a report on the current status of items 1 and 2 from the November 27, 2017 Education Policy and Directions Committee meeting recommended motion (at D on that agenda) 1. The Whole School Service Delivery Model and a list of the schools that are participating 2. The status of and explanation of profile funding for students with Severe Behaviour and Mental Health diagnosis (category H), along with provision of the District wide number for students in that category as a baseline for the 2018-19 school year.

H2. Notice of Motions

9:15 pm

I. ADJOURNMENT

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



**The Board of Education of School District No. 61 (Greater Victoria)
September 24, 2018 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

MINUTES

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

Administration:

Shelley Green, Superintendent of Schools, Deb Whitten, Deputy Superintendent, Mark Walsh, Secretary-Treasurer, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Julie Lutner, Director of Finance, Budgets and Financial Reporting, Chuck Morris, Director, Facilities Services, Ted Pennell, Director, Information Technology, Ross Walker, Manager, Capital Planning and Implementation, Facilities Services, Lisa McPhail, Communications Officer and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:39 p.m.

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

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved by Trustee Leonard and seconded:

That the September 24, 2018 Agenda be approved with the following additions:

C2. Trustees' Reports

- a) Trustee McNally

H1. New Business

- a) Trustee McNally – BC Ed Access Parent Questionnaire

Motion Carried

A2. Approval of the Minutes

- a) It was moved by Trustee Nohr and seconded:

That the June 25, 2018 Regular Board Minutes be approved.

Motion Carried

A3. Business arising from the Minutes - None

A4. Student Achievement – None

A5. District Presentations

- a) Chair Loring-Kuhanga recognized and honored former Superintendent, Piet Langstraat, and thanked him for his leadership over the past three years. Vice-Chair Ferris presented Mr. Langstraat with a token of appreciation on behalf of the Board. Mr. Langstraat accepted the gift and thanked the Board.

- b) Vice-Chair Ferris introduced, Lenora Lee, Lead Audit Engagement Partner from the audit firm of KPMG, and thanked Ms. Lee for attending the Board meeting and presenting the District's audited financial statements for 2017-2018.

Ms. Lee directed Trustees to the information contained in the agenda and highlighted specific areas of the audit report.

- c) Ross Walker, Manager of Capital Planning and Implementation at Facilities Services, provided Trustees with an overview of the projects and upgrades that occurred over the summer months at various school sites in the District.

Vice-Chair Ferris thanked Mr. Walker for attending the board meeting and asked that he pass along the Board's thank you to all facilities staff for their hard work this summer.

A6. Community Presentations

- a) Matt Christie attended the Board meeting on behalf of the GVTA to speak to the Board about inclusive learning within the District.
- b) Debra Swain, attended the Board meeting on behalf of the GVTA to speak to the Board about inclusive learning in the District.
- c) Brenda Pohl attended the Board meeting on behalf of the GVTA to speak to the Board about inclusive learning support within the District.

B. CORRESPONDENCE

B1. Letter from Minister of Transportation

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

B2. Letter from Minister of Education

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

C. TRUSTEE REPORTS

C1. Chair's Report

Chair Loring-Kuhanga welcomed back students, staff and Trustees for the 2018-2019 school year and highlighted her various activities over the summer and September including a board planning session and board self-evaluation. Chair Loring-Kuhanga wished good luck to those Trustees running in the upcoming election.

C2. Trustees' Reports

- a) Trustee McNally provided a verbal report of her activities over the summer and September.

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) The September 10, 2018 meeting minutes were received for information.

- b) Vice-Chair Ferris referred to the minutes from the Education Policy and Directions Committee meeting and presented the following recommended motions.

:

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve i) and iv) of the recommended motions from the September 10, 2018 Education Policy and Directions Committee meeting.

Motion Carried Unanimously

It was moved and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to strike a committee to develop a process to review the Strategic Plan in the fifth year of implementation (2019-2020).

Motion Carried Unanimously

Vice-Chair Ferris referred to the Education Policy and Directions meeting minutes and presented the following recommended motion.

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a monthly report to trustees on students with special needs that specifies the number of incidents, as per each point: 1. Being asked to stay home; 2. Being sent home; 3. Being dropped off late and/or picked up early by bussing services; 4. Being excluded from field trips; 5. Being sent out of the regular classroom to the Resource Room, or Sensory /Isolation Room, or other space, if no breakout room is available.

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

It was moved by Trustee Whiteaker and seconded:

- ii) That the motion "*That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a monthly report to trustees on students with special needs that specifies the number of incidents, as per each point: 1. Being asked to stay home; 2. Being sent home; 3. Being dropped off late and/or picked up early by bussing services; 4. Being excluded from field trips; 5. Being sent out of the regular classroom to the Resource Room, or Sensory /Isolation Room, or other space, if no breakout room is available*" be amended to add the following "*in unusual circumstances outside of the student IEP and daily plan*" after the word "*specifies.*"

Motion Carried Unanimously

Vice-Chair Ferris called for the vote on the main motion as amended.

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a monthly report to trustees on students with special needs that specifies in unusual circumstances, outside of the student IEP and daily plan, the number of incidents, as per each point: 1. Being asked to stay home; 2. Being sent home; 3. Being dropped off late and/or picked up early by bussing services; 4. Being excluded from field trips; 5. Being sent out of the regular classroom to the Resource Room, or Sensory /Isolation Room, or other space, if no breakout room is available.

Motion Carried Unanimously

Vice-Chair Ferris referred to the Education Policy and Directions meeting minutes and presented the following recommended motion.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to ensure all absences be recorded appropriately for all students with special needs, including absences due to being asked to stay home, excluded from class field trips, or sent home due to lack of appropriate care.

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

It was moved by Trustee Watters and seconded:

- iii) That the motion "*That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to ensure all absences be recorded appropriately for all students with special needs, including absences due to being asked to stay home, excluded from class field trips, or sent home due to lack of appropriate care*" be amended to add "*withdrawals and*" after the words "*ensure all.*"

Motion Carried

For: Trustees Watters, McNally, Whiteaker, Nohr, Paynter, Leonard and Orcherton

Against: Trustees Ferris and Loring-Kuhanga

Vice-Chair Ferris called for the vote on the main motion as amended.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to ensure all withdrawals and absences be recorded appropriately for all students with special needs, including absences due to being asked to stay home, excluded from class field trips, or sent home due to lack of appropriate care.

Motion Carried

For: Trustees Watters, McNally, Whiteaker, Nohr, Paynter, Leonard and Orcherton

Against: Trustees Ferris and Loring-Kuhanga

It was moved and seconded:

- iv) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to survey schools each November regarding space pressures and use of resource, sensory and breakout rooms.

Motion Carried Unanimously

D2. Operations Policy and Planning Committee

- a) The September 17, 2018 meeting minutes were received for information.
- b) Vice-Chair Ferris referred to the Operations Policy and Planning Committee meeting and presented the following recommended motions.

It was moved by Trustee Whiteaker and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) approve iii) and iv) of the recommended motions from the September 17, 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

Vice-Chair Ferris referred to the Operations Policy and Planning Committee meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) adopt electronic meeting software effective November 2018 and direct the Superintendent to create an appropriate transition strategy for implementation.

Motion Carried

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

Vice-Chair Ferris referred to the Operations Policy and Planning Committee meeting minutes and presented the following recommended motion.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee.

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

It was moved by Trustee Leonard and seconded:

- ii) That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee*" be amended to include "*including the amendment to the report to add the word 'elite' to #1 of the advocacy action plans*".

Motion Carried Unanimously

Vice-Chair Ferris called for the vote on the main motion as amended.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee as amended.

Motion Carried

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

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to request access to \$80,154.59 of Ministry of Education Restricted Capital funding for the purpose of completing the water quality upgrade.

Motion Carried Unanimously

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a report on the privacy and security of Google Apps for Education (GAPE) at the October 9, 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

- a) Superintendent Green presented her monthly report and highlighted a few areas of the report.

It was moved by Trustee Loring-Kuhanga and seconded:

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

Motion Carried Unanimously

- b) Trustee Questions

Superintendent Green responded to trustee questions regarding challenge programs, e-cigarettes in schools and Ad Hoc Committees.

E2. Secretary-Treasurer's Report

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

It was moved by Trustee Leonard and seconded:

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

Motion Carried Unanimously

- b) Boundary Review Update

Secretary-Treasurer Walsh provided Trustees with an update with respect to boundary review and catchment areas. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh and Superintendent Green.

- c) 2016/2017 Audited Financial Statements

It was moved by Trustee Orcherton and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the internally restricted surplus appropriation of \$16,859,357 as shown on Schedule 2 of the 2017-2018 Audited Financial Statements, being held for school level funds \$4,246,216 (Note A), unspent project budgets \$5,307,670 (Note B), purchase order commitments \$1,018,775 (Note C), and the previously approved budgeted surplus of \$3,900,000 (Note D).

Motion Carried Unanimously

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the June 30, 2018 unrestricted operating surplus of \$2,386,696 (Note E) to be carried forward and \$46,980 applied towards the projected deficit of \$3,946,980 in 2018-2019 (\$3,900,000 carry forward approved; \$1,395,113 in April 2017, \$2,304,887 in September 2017, and \$200,000 in April 2018) and \$2,339,716 applied toward the projected deficit of \$5,500,000 in 2019-2020.

Motion Carried Unanimously

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$374,374 to Local Capital in 2017-2018 for the Student Device Replacement Reserve.

Motion Carried Unanimously

It was moved by Trustee Orcherton and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$200,000 to Local Capital in 2017-2018 for the Technology Replacement Reserve.

Motion Carried Unanimously

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audited Financial Statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2018; and that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

Motion Carried Unanimously

d) Statement of Financial Information

It was moved by Trustee Loring-Kuhanga and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the schedules as required by the Financial Information Act for the period July 1, 2017 to June 30, 2018.

Motion Carried Unanimously

F. QUESTION PERIOD

Secretary-Treasurer Walsh responded to a question regarding catchment review.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

a) Trustee McNally – BC Ed Access Parent Questionnaire

Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to distribute the BC Ed Access parent questionnaire for Trustees in a manner that does not create more than 2 hours work for any individual staff person and that the answers to the questions be provided to all Trustees at the October 22nd 2018 Board of Education meeting.

Discussion ensued amongst the Trustees with a recommendation being made to postpone the motion to the Trustee orientation session in November 2018.

It was moved by Trustee Leonard and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to distribute the BC Ed Access parent questionnaire for Trustees in a manner that does not create more than 2 hours work for any individual staff person and that the answers to the questions be provided to all Trustees at the October 22nd 2018 Board of Education meeting*" be postponed to the Trustee orientation session in November 2018.

The motion to postpone was ruled out of order by Vice-Chair Ferris as the Trustee Orientation meeting will not be a business meeting. The motion was withdrawn.

Vice-Chair Ferris called for the vote on the main motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to distribute the BC Ed Access parent questionnaire for Trustees in a manner that does not create more than 2 hours work for any individual staff person and that the answers to the questions be provided to all Trustees at the October 22nd 2018 Board of Education meeting.

Motion Defeated

For: Trustees McNally, Paynter and Watters

Against: Trustees Ferris, Whiteaker, Orcherton, Leonard, Nohr, Loring-Kuhanga

H2. Notice of Motions - None

I. ADJOURNMENT

It was moved by Trustee Orcherton and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 10:05 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



**Education Policy and Directions Committee
October 1st, 2018 – Tolmie Board Room**

MINUTES

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

Regrets: Peg Orcherton

Other Trustees Present: Diane McNally, Jordan Watters

ADMINISTRATION: Shelley Green - Superintendent, Deb Whitten - Deputy Superintendent, Colin Roberts - Associate Superintendent, Greg Kitchen - Associate Superintendent, Harold Caldwell - Director, Learning Support Team, Jennifer Chambers- District Counsellor, Monique Moore - District Elementary Counsellor, Louise Sheffer - Director, Learning Team, Robin Tosczak - GVTA Representative, Audrey Smith - VCPAC President

The meeting was called to order at 7:11 p.m.

Chair Nohr welcomed everyone to tonight's meeting.

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

A. COMMENCEMENT OF MEETING

A1. APPROVAL OF THE AGENDA

It was moved by Trustee Ferris

That the October 1st, 2018 Education Policy and Directions agenda be approved as presented.

Motion Carried Unanimously

A2. APPROVAL OF THE MINUTES

It was moved by Trustee Ferris

That the September 10th, 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 - None

C. NEW BUSINESS

C1. Counselling Supports - PowerPoint Presentation

Deputy Superintendent Deb Whitten introduced tonight's presenters in regard to the Counselling Supports PowerPoint presentation. Director of the Learning Support Team, Harold Caldwell, began with highlighting Learning Support Team's Operational Plan, Goal 2

the Learning Support Team's Philosophy, as well as speaking to key counselling supports for all students.

District Elementary Counsellor, Monique Moore, highlighted a nature-based program, its key goals and program outcomes, that is offered at George Jay, Quadra and Craigflower Elementary Schools.

District Counsellor, Jennifer Chambers, spoke to key issues such as: District processes - ongoing and new, resources, upcoming events, Learning Support Team Mental Health Initiatives for all school staff, information sharing practices, counsellor collaboration sessions, counsellor themes for suicide ideation interventions, anxiety, trauma and substance abuse.

Learning Support Team Director Caldwell completed the presentation highlighting Mindfulness for Educators, Social-emotional Wellness Advocates, Community Service Provide Fair and an Unpacking Inclusion 4-part series for Learning Support Teachers, Counsellors and Administrative staff.

Trustees asked questions throughout the PowerPoint presentation.

Chair Nohr thanked the Learning Support Team for their presentation.

D. NOTICE OF MOTION - None

E. GENERAL ANNOUNCEMENTS - None

F. ADJOURNMENT

It was moved by Trustee Ferris:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 8:27 p.m.



**Operations Policy and Planning Committee Meeting
October 9, 2018 – GVSD Board Office, Boardroom**

REGULAR MINUTES

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

Other Trustees Present: Ann Whiteaker

Administration:

Mark Walsh, Secretary-Treasurer; Shelley Green, Superintendent; Deb Whitten, Deputy Superintendent; Greg Kitchen, Associate Superintendent; Colin Roberts, Associate Superintendent; Katrina Stride; Associate Secretary-Treasurer; Ted Pennell, Director, Information Technology; Josh Barks, District Vice Principal, Information Technology;

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 McNally:

That the October 9, 2018 regular agenda be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee McNally:

That the September 17, 2018 Operations Policy and Planning Committee Meeting minutes be approved as amended.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Ryan Slogotski - Thetis Vale Catchment Review

Ryan Slogotski presented the committee with information about the Thetis Vale Catchment Review. Trustees asked questions of clarification and thanked Mr. Slogotski for his presentation.

5. SUPERINTENDENT'S REPORT

A. Aboriginal Ad Hoc Committee

Colin Roberts, Associate Superintendent, provided the committee with an overview of the District's interactions with its Aboriginal partners. Mr. Roberts explained that an advisory structure would enable the Board to develop an operational plan for Aboriginal Education and position itself to meet Goal 2 of the District Strategic Plan. A draft Terms of Reference for an Aboriginal Education Ad Hoc Committee was presented.

Trustees and stakeholders asked questions of clarification of Mr. Roberts and Superintendent Green.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) establish an Aboriginal Education Ad Hoc Committee for the purpose of developing an operational plan under Goal 2 of the District Strategic Plan to "Address the Unique Needs and Build on the Strengths of Aboriginal Learners", and direct the Superintendent to recommend the composition of the committee and its terms of reference, with a view to bringing these recommendations to the November 13, 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. Topaz Park

Mark Walsh, Secretary-Treasurer, provided the committee with information about the District's access a field at Topaz Park. Mr. Walsh advised the committee that the City of Victoria has recently confirmed the District's ongoing access to the field. Mr. Walsh stated that the District has no concerns with the pending reconfiguration of Topaz Park.

Discussion ensued amongst Trustees and questions of clarification were asked of Mr. Morris.

It was moved by Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to the City of Victoria of support for the Topaz Park Bike Skills Park.

Motion Carried Unanimously

B. G-Suite (GAFE) Program

Ted Pennell, Director of Information Technology; Josh Barks, District Vice Principal, Information Technology; and Dave Shortreed, District Vice Principal, Learning Team presented the committee with information regarding Google's G Suite for Education program. Staff described the educational benefits to the program and illustrated its importance to many teachers and students. Trustees were informed of the safeguards put in place to protect the privacy of students, as well as the importance of teaching digital

citizenship. Ongoing investment in resources to support increased understanding of privacy issues and the development of appropriate accommodations for students without parental consent was discussed.

Trustees and stakeholders asked questions of clarification.

C. Greater Victoria Foundation for Learning

Secretary-Treasurer Walsh provided the committee with updated information on the Greater Victoria Foundation for Learning. Secretary-Treasurer Walsh recommended that the Board discuss in more depth the purpose of the Foundation and the appropriate organizational structure and resources needed to achieve that purpose.

Trustees asked questions of clarification of Secretary-Treasurer Walsh.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) postpone discussion regarding the Greater Victoria Foundation for Learning to the December 10, 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

8. FACILITIES PLANNING

A. Shoreline Wellness and Learning Hub

Deb Whitten, Deputy Superintendent, informed the committee that a unique partnership between the District and Island Health has been established to provide school-based mental health services at Shoreline Middle School for high risk children and youth. Ms. Whitten explained that Island Health will use existing space at the school to open an interim centre until a new, purpose-built health and wellness hub is created.

Trustees and members of the public asked questions of clarification and expressed support for the project.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

10. NEW BUSINESS

A. Trustee Questions

11. NOTICE OF MOTION – None

12. GENERAL ANNOUNCEMENTS – None

13. ADJOURNMENT

It was moved by Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:34 p.m.



DEB WHITTEN, DEPUTY SUPERINTENDENT
GREG KITCHEN, ASSOCIATE SUPERINTENDENT
COLIN ROBERTS, ASSOCIATE SUPERINTENDENT

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

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

TO: The Board of Education

FROM: Colin Roberts, Associate Superintendent

DATE: October 22, 2018

RE: **Aboriginal Education Ad Hoc Committee**

Background:

In order to pursue Goal 2 of the District Strategic Plan to “*Address the Unique Needs and Build on the Strengths of Aboriginal Learners*” and, specifically, to meet Objective 2, to “*Engage effectively with Aboriginal communities in our District*”, staff meet with various groups within the local community. These interactions with our Aboriginal partners vary in terms of their formality, structure and frequency.

This memo provides some historical context and a summary of the more regularly scheduled meetings that occur between our Aboriginal partners and District staff and, with a view to enabling the Board to consider an advisory structure best positioned to meet Goal 2 of the District Strategic Plan.

Currently, District administrative staff meet with the following partner groups:

- Esquimalt Nation
- Songhees Nation
- Aboriginal Nations Education Council (ANEC) comprised of representatives from the Esquimalt Nation, Metis Nation, Hulitan, Surrounded by Cedar, First Nations Friendship Centre, Camosun College, the University of Victoria and a Board of Education Trustee.

District administrative staff also meet regularly with the Aboriginal Nations Education Department (ANED). ANED is comprised of GVSD staff with specific roles and responsibilities pertaining to Aboriginal Education.

In 1999, a provincial Memorandum of Understanding was signed that led to a framework for the creation of Enhancement Agreements. Working through ANEC, as the committee tasked with the mandate of developing an Enhancement Agreement, the GVSD signed its first agreement in June 2005. The most recent Enhancement Agreement was in effect from September 1, 2013 to June 30, 2018.

In 2016, the Ministry of Education determined that it would no longer be involved in the development of Enhancement Agreements. As a result, approximately half of the districts in the province no longer have Enhancement Agreements.

Currently, ANEC has no formalized Terms of Reference. A draft Terms of Reference was created in 2009 but was never completed or formalized. ANEC met on two occasions in the 2017-18

school year to create and formalize a current Terms of Reference, but more work is required to complete this goal. It was hoped that this work will be completed in the 2018-19 school year.

At the August 24, 2018 Board of Education Strategic Planning review meeting, the need to develop the operational plan for Aboriginal Education was discussed. The Board also discussed current committee structures and through this and further Board planning conversation, the concept of creating an Aboriginal Education Ad Hoc Committee was explored.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) establish an Aboriginal Education Ad Hoc Committee for the purpose of developing an operational plan under Goal 2 of the District Strategic Plan to “ <i>Address the Unique Needs and Build on the Strengths of Aboriginal Learners</i> ”, and direct the Superintendent to recommend the composition of the committee and its terms of reference, with a view to bringing these recommendations to the November 13, 2018 Operations Policy and Planning Committee meeting.
--

ABORIGINAL EDUCATION AD HOC COMMITTEE TERMS OF REFERENCE

Purpose:

The Aboriginal Education Ad Hoc Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to develop the Aboriginal Operational Plan within the goals of the District Strategic Plan.

Deliverables:

The Committee will create and make recommendations regarding the operationalization of the Aboriginal Operational Plan. The Committee may also address other matters as directed by the Board of Education.

Membership:

The Committee will be comprised of the following members:

- One or two trustees appointed by the Board Chair
- The Associate Superintendent of Aboriginal Education
- The District Principal(s) of Aboriginal Education
- A representative from Esquimalt Nation
- A representative from Songhees Nation
- A representative from the Metis Nation of Greater Victoria or Victoria Native Friendship Centre
- A parent representative
- A student representative

**** For discussion** – teacher and/or CUPE representative

As the plan is being developed and/or other matters are directed to the Committee from the Board of Education, additional members may be invited to be part of the Committee.

These members may be represented from:

- Community elders
- Aboriginal Interagency Group (Camosun College)
- University of Victoria
- GVTA
- VPVPA
- CUPE
- Hulitan Child and Family Services
- Surrounded by Cedar Child and Family Services

ABORIGINAL EDUCATION AD HOC COMMITTEE TERMS OF REFERENCE

Timeline:

A progress report will be provided to the Education Policy and Directions Committee by June 2019.

Voting:

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

Procedural Notes:

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



FACILITIES SERVICES

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

TO: Board of Education

FROM: Chuck Morris, Director of Facilities Services

DATE: October 22, 2018

RE: **Topaz Park**

Background:

As the Board is aware, the District has access to a number of City of Victoria fields through a variety of joint-use agreements. These agreements include fields at Oaklands, South Park, James Bay and SJ Willis.

At the time of the closure of SJ Willis as a catchment school in the 1980s, the main fields of the school were turned into housing. In the early 1990s, the District and City agreed that the District would have access to a field at Topaz Park. We are not aware of the District having accessed Topaz Park in a formal way since the creation of that agreement.

Discussion:

Following notification that the City is going through a major consultation process with Topaz Park, we have followed up with the City to confirm access. The City has confirmed access and we have had discussions about the use of the turf field given the hopeful imminent arrival of Vic High students at SJ Willis. We have not finalized what our costs would be in the event of desired field use, but access has been confirmed.

Conclusion:

Given the confirmation received from the City, the District sees no issues with the Topaz Park reconfiguration.



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

TO: The Board of Education

FROM: Mark Walsh

DATE: October 22, 2018

RE: **Greater Victoria Foundation for Learning**

Background:

The Board passed the following motion at the June 26, 2017 Board meeting:

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

At the Operations Policy and Planning Committee meeting on November 14, 2017, the Superintendent provided an update on the Foundation and recommended that the Board support a more active role for the Foundation.

The Board passed the following motion at the November 27, 2017 Board meeting:

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

At the Operations Policy and Planning Committee meeting on April 16, 2018, the purpose, guiding principles, structure, sample projects and needs of the Foundation were presented. It was recommended that the Board support the reinvigoration of the Foundation and its updated bylaws.

The Board passed the following motion at the April 23, 2018 Board meeting:

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.

At the Operations Policy and Planning Committee meeting on June 11, 2018, the concept of control within the Public Sector Accounting Standards was presented. In review of the revised Foundation bylaws, it was determined by the District and confirmed by KPMG that strong indicators of control exist and all financial aspects of the Foundation would be consolidated with the District. It was recommended that the Foundation bylaws be revised to remove indicators of control, so that all financial aspects of the Foundation would be accounted for separately from the District.

The Board passed the following motion at the June 25, 2018 Board meeting:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to form a working group to draft the Greater Victoria Foundation for Learning Bylaws in a manner that ensures that the Foundation is at arms-length from the Board and return the draft to the October 9, 2018 Operations Policy and Planning Committee meeting.

Discussion:

The revised bylaws that were initially presented to the Board at the April 23, 2018 Board meeting have not been further revised as per the direction of the Board at the June 25, 2018 Board meeting. Given the Board's direction to draft bylaws in a manner that ensures that the Foundation is at arms-length from the Board, it was determined that it may be possible to accomplish this with the existing bylaws on file with the Registrar of Companies Office. The bylaws would still need to be formally reviewed to determine if the Foundation is at arms-length from the Board.

However, upon review of the progression towards the reinvigoration of the Foundation, it has become apparent that the Board has not had the opportunity to engage in a fulsome review of the intended purpose of the Foundation or the potential organizational structures for the Foundation, including the associated impacts on District resources.

There are at least two potential directions for the Board to consider in moving forward:

- 1) Support the reinvigoration of the Greater Victoria Foundation for Learning as an arms-length entity and allocate budget to support the administration and fundraising efforts of the Foundation while it transitions to a self-supporting Foundation, or
- 2) Dissolve the Greater Victoria Foundation for Learning and direct the One Learning Community Ad Hoc Committee to discuss avenues by which the District can fundraise within its current registered charity status.

Recommendation:

It is recommended that the Board discuss in more depth the purpose of the Foundation and the appropriate organizational structure and resources needed to achieve that purpose.

Recommended Motion:

That the Board of the Education of School District No. 61 (Greater Victoria) postpone discussion regarding the Greater Victoria Foundation for Learning to the December 10, 2018 Operations Policy and Planning Committee meeting.

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: October 22, 2018

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

Events and Meetings

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

- All Candidates Forum
- Arbutus Middle School
- Assistant Deputy Minister Scott MacDonald
- Boundary Review Meeting
- BCSSA Summer Leadership Academy
- Campus View Elementary
- Central Middle School
- Deputy Minister's All Superintendents Meeting
- Esquimalt CAO
- Frank Hobbs Elementary
- GVTA – Joint Committee
- GVTA – Professional Relations Committee
- Monterey Middle School
- Mt. Douglas Secondary School
- New Principal Leader Cohort
- Oak Bay CAO
- Oak Bay High School
- Representative Advisory Council of Students
- Saanich CAO
- Sir James Douglas Elementary
- 1,000 Books by Age 5 Book Sort Repository @ Rockheights Middle School
- Teacher On Call Orientation
- VPVPA
- VIU Masters Students
- View Royal CAO
- Willows Elementary

MEMO

From: Deb Whitten, Deputy Superintendent

To: Board of Education

Date: November 6, 2018

RE: Physical Restraint and Seclusion Regulation

This fall, the Ministry of Education released the Provincial Guidelines for Physical Restraint and Seclusion in School Settings (2015). Each Board of Education was directed to refine local policies and create standards that align with provincial guidelines submitted to the Ministry by October 31, 2018 and have them implemented by December 31, 2018. As such we have made the appropriate changes with Regulation 6164.03 Physical Restraint. The updated Regulation is attached for the Board's information.

REGULATION 6164.03

PHYSICAL RESTRAINT/**HOLD** (physical interventions) or **SECLUSION**

Definition:

Physical restraint or Hold: is a ~~judicious control measure applied temporarily to a student for the protection of that student or others when, in the opinion of the supervising adult(s), the threat of harm is immediate.~~ **method of restricting another person's freedom of movement or mobility to secure and maintain the safety of the student and/or the safety of others.**

Definition:

Seclusion: is the involuntary confinement of a student, alone in a room, enclosure, or space which the person is physically prevented from leaving.

The following guidelines are to promote a response that focuses on the best care, safety and well-being of both the individual student and others.

~~A supervising adult is a person designated by the principal.~~

Proactive Processes:

1. Every effort should be made to structure learning environments, and to provide learning supports that make physical restraint/holds and seclusion unnecessary.
2. School personnel who work directly with a student in situations where there is a potential for imminent danger of serious physical harm to the student or others, and where they may be required to respond to an individual whose behaviour is presenting a danger to self or others, are expected to have been trained in non-violent crisis intervention and the safe use of physical restraint/holds and seclusion.
3. School staff will implement effective supports and interventions to prevent and de-escalate potentially unsafe situations.
4. Behaviour interventions will address the underlying cause of potentially harmful behaviour, emphasize the development of plans supporting positive behaviour and promote the rights of all students to be treated with dignity.

Guidelines for use of Physical Restraint/**hold** or **seclusion**:

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1. Physical restraint/~~hold or seclusion~~ will be used only ~~be employed~~ as a last resort ~~when the restrainer believes that safe control cannot be established in any other way.~~ ~~in exceptional situations, when a student poses an imminent risk of physical harm to self or others.~~ Neither physical restraint/hold nor seclusion will be used as punishment, discipline, or to force compliance.
2. ~~Are cognizant of student's dignity and rights, demonstrate respect and are aware that physical interventions do not reduce behaviours and can have a lasting effect to the student, staff and witnesses.~~
3. When physical restraint/~~hold or seclusion~~ ~~is are~~ used, ~~it will be used with only the amount of force necessary to protect both the restrainer and restrainee.~~ ~~the least restrictive approach will be employed appropriate for the imminent risk and will be continuously assessed for the earliest safe opportunity to disengage. For some students, the use of seclusion is preferable to physical restraint due to sensory concerns/issues.~~
4. ~~Physical restraint will be used only in situations where there is an immediate risk to the student or to another person due to the physical behavior of the student.~~ ~~Only to be employed for the length of time that allows the student to regain control.~~
5. ~~Parents/guardians will be informed of restraint techniques used by school personnel in the event that their child has been restrained.~~ ~~Any space employed for the purpose of student seclusion permits continuous, visual monitoring, ongoing communication and is safe and free from potential harmful items.~~
6. ~~Parents/guardians of students identified as having special needs will be given the opportunity to view a demonstration of techniques that may be used to restrain their child. Use of restraint techniques will be specified in the student's IEP.~~ ~~School staff will ensure that physical restraints/holds or seclusion, where at all possible, are a team response.~~
7. Staff involved in physical restraint/hold or the use of seclusion will notify the school principal at their earliest opportunity.
8. Parents/ guardians will be informed in a timely manner (before end of day) by the school principal of the incident and ensuing response.
9. Documentation of all physical restraints/holds and the use of seclusion will be completed by those involved and provided to the school principal in a timely manner.
10. The development of positive behaviour plans, addendums to IEPs and/or safety plans will be developed by key school and district staff for student's whose behaviour potentially poses an imminent risk of harm to self or others on a potentially ongoing basis.
11. Opportunity for Parents/guardians, and where appropriate, students are to be consulted in the development of said plans.

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Methods:

~~If needed, physical intervention should be conducted by supervising adult(s) who:~~

In the event of physical restraint/hold, the response should employ best practice and be conducted by staff who:

- ~~1. Are knowledgeable in the area of interventions designed to diffuse potentially violent situations in a way that reduces or eliminates the need for physical restraint;~~ **responses/interventions designed to prevent, decelerate or diffuse potentially escalating behaviours in such a way to reduce or eliminate the need to respond with physical interventions.**
- ~~2. Are competent in the use of safe, non-harmful control techniques which ensure the care, welfare, safety and security of restrainer and restrainee;~~ **least restrictive physical interventions which ensure the best care, welfare, safety and security of all involved.**
- ~~3. Are sensitive to the dignity of the student and aware of the possible impact of restraint on student, staff and witnesses;~~ **Are responding as a school team.**
- ~~4. Work as a cooperative team in carrying out all aspects of the physical restraint.~~

In the event of the use of seclusion, the response should employ best practice and be conducted by staff who:

- 1. Are knowledgeable in responses/interventions designed to prevent, decelerate or diffuse potentially escalating behaviours in such a way to reduce or eliminate the need to respond with the use of seclusion.**
- 2. Are competent in the use of safe, non-harmful, least restrictive interventions which ensure the best care, welfare, safety and security of all involved.**
- 3. Are maintaining continuous, sustained supervision within immediate proximity for the duration of seclusion.**
- 4. Are able to communicate with the student in the student's primary language or mode of communication.**
- 5. Are responding as a school team.**

Debriefing:

Rationale:

~~Debriefing will occur with the student to support and assist the student in planning to manage behavior in such a way that future physical restraint will not~~

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~~be required.~~ to reflect, and plan based on what happened, and what could be done differently moving forward from both the student and staff perspective.

~~Debriefing will occur among supervising adults in order to ensure that the best practice is being followed.~~

Where appropriate, and when the student has gained rationality and will not be re-triggered:

1. The student will be encouraged to:
 - a. state what happened
 - b. state the behavioral rule or expectation
 - c. state a more appropriate behavioral **response**/plan
 - d. **Make right/fix the behavior with those involved**
2. The ~~supervising adults~~ **staff** will debrief to:
 - a. review what happened
 - b. review the success(es) of the intervention
 - c. ~~make recommendations for managing future incidents.~~ **suggestions regarding preventative and proactive strategies for the future and for managing future incidents**

Documentation:

The Physical Restraint/**Hold** Reporting form will be completed by a ~~supervising adult~~ **staff involved and provided to the school principal within 24 hours of the incident.** The information on ~~this~~ **the** form will be reviewed by the **school** principal. Copies of the Physical Restraint/**Hold** Reporting form and Debriefing Summary will be sent to the **Parent/Guardian** as well as **the Deputy/Associate Superintendent and District Behaviour Consultant.** ~~filed in the school office and also in the IEP folder of the student with special needs.~~ **A copy is to be placed in the student's file.**

~~A Workers' Compensation Board~~ **WorkSafe BC** ~~report~~ forms should be completed if appropriate.

The Seclusion form will be completed by staff involved and provided to the school principal by the end of the school day. The information on the form will be reviewed by the school principal. Copies of the Seclusion form will be sent to the Deputy/ Associate Superintendent within 24 hours of incident and placed in the student file.

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WorkSafe BC forms should be completed as appropriate.

Greater Victoria School District

Approved: April 28, 1997

Revised: **October 22, 2018**

~~Physical Restraint Reporting Form~~

School: _____ Phone: _____ Special Class (If applicable) _____

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Date: _____ Time: _____

Location: (where incident occurred) _____

Name of Student: _____ Home Phone # _____

Name of Parent/Guardian: _____ Home Phone # _____

Work Phone # _____

Names of Restrainers: _____

Others Present: _____

Incident Description: (Use back of sheet if needed) _____

Incident Debriefing: (Staff)

Date: _____ Time: _____

Persons present: _____

Principal informed of incident: _____

Date: _____ Time: _____

Parent/Guardian informed by: _____

Date: _____ Time: _____

Has student been restrained before? Yes ☐ No ☐

Was student suspended following this incident? Yes ☐ No ☐

Teacher

Supervising Adult

cc _____ School Office

_____ IEP folder (if applicable)

Parent/Guardian _____ Principal

Physical Restraint/Hold Reporting Form

School:	Date:

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Time of Restraint/Hold:	Duration of Restraint/Hold:
Name of Student:	Grade:
Student has been restrained before: () YES () NO	
Name of Parent/Guardian:	Contact Number:
Parent Notified: () YES	By Whom:
Date Notified:	Time Notified:

Name of Staff Involved:
Others Present:

Incident Description:

Incident Debriefing:

Date:	Time:
Staff Present:	
Debriefing with Student: () Applicable If yes, date:	

Principal's Signature: _____

Cc: Parent/Guardian/Deputy and Associate Superintendent/District Behaviour Consultant/Student File

**Physical Restraint Summary
for
Debriefing Incident with Student**

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Name of Student _____

Date _____

Supervising Adult Signature

It may be in the best interest of all concerned to conduct the debriefing session after sufficient time has passed to allow for a return to a less emotional state. Following a restraint, a cool-down period of at least 90 minutes may be required before the student is able to make a rational plan, for future behaviour. This will vary with individual students. It is the responsibility of the principal to ensure that debriefing occurs.

Principal or designate will:

_____ ☐ • Encourage the student to state what happened

_____ ☐ • Encourage the student to state an understanding of the school rule

_____ ☐ • Assist the student to develop a more appropriate behavioral plan.

Comments:

Seclusion Reporting Form

School:	Date:
Time of Entry:	Time of Exit:

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Name of Student:	Grade:
Has the use of Seclusion been used before: () YES () NO If yes, frequency/ Addressed in IEP () YES () NO	
Name of Parent/Guardian:	Contact Number:
Parent Notified: () YES	By Whom:
Date Notified:	Time Notified:

Name of Staff Involved:
Others Present:

Incident Description:

Incident Debriefing:

Date:	Time:
Staff Present:	
Debriefing with Student: () Applicable If yes, date:	

Principal's Signature: _____

Cc: Parent/Guardian/Deputy and Associate Superintendent/District Behaviour Consultant/Student File

Greater Victoria School District

Approved: April 28, 1997

Revised: **October 22, 2018**

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

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: Shelley Green, Superintendent of Schools

RE: **Trustee Questions**

DATE: October 22, 2018

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



OFFICE OF THE SECRETARY-TREASURER

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PHONE (250) 475-4108 FAX (250) 475-4112

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 22, 2018

RE: **Monthly Report**

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

- Boundary Review Meetings
- Meetings with Student Representatives
- Meetings with Municipal including City of Victoria planners re: demographics
- Ministry Meetings re Vic High Seismic Upgrade
- Various School Visits
- District Facilities Plan Committee meeting
- eScribe Software meeting



OFFICE OF THE
SECRETARY-TREASURER

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

TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 22, 2018

RE: 2018-2019 Enrolment Update

As trustees are aware, the District submits the final enrolment numbers to the Ministry of Education at the end of September in the “1701 report.”

Attached to this memo are the projected and current year enrolment numbers and a comparison to the prior year. The current year enrolment numbers will be finalized on October 26, 2018 once the Ministry of Education completes the duplicate resolution process.

Greater Victoria School District No. 61
2018-2019 Enrolment Summary

	2017-2018 Actual Enrolment	2018-2019 Projected Enrolment	2018-2019 Actual Enrolment at Oct 5 (not finalized)	2018-2019 Actual vs 2017-2018 Actual Enrolment	2018-2019 Actual vs 2018-2019 Projected Enrolment
	FTE	FTE	FTE	FTE	FTE
Elementary					
Full-Day Kindergarten	1,478.0	1,453.0	1,514.0	36.0	61.0
Grades 1 - 5	7,319.0	7,433.0	7,486.0	167.0	53.0
Total Elementary	8,797.0	8,886.0	9,000.0	203.0	114.0
Middle	4,098.0	4,095.0	4,129.0	31.0	34.0
Secondary	6,016.3	6,141.2	6,172.8	156.5	31.6
Victor	15.0	15.0	16.0	1.0	1.0
Continuing Education	31.0	7.6	14.4	(16.6)	6.8
Distributed Learning	29.8	10.9	43.9	14.1	33.0
Alternative Education	136.0	130.0	140.0	4.0	10.0
	211.8	163.5	214.3	2.5	50.8
Total School -Age	19,123.1	19,285.7	19,516.1	393.0	230.3
Adults	27.8	18.8	16.9	(10.9)	(1.9)
Total Enrolment	19,150.9	19,304.5	19,532.9	382.1	228.5