

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

Regular Board Meeting

Monday, December 17, 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, December 17, 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.

- | | | |
|-------------|---|-----------|
| 7:30-7:35pm | A1. Approval of the Agenda | (p 01-04) |
| 7:35-7:40pm | A2. Approval of the Minutes | |
| | a) Approval of the November 26, 2018 Regular Board Minutes | (p 05-12) |
| | A3. Business arising from the Minutes | |
| | A4. Student Achievement | |
| | A5. District Presentations | |
| 7:40-7:50pm | A6. Community Presentations (5 minutes per presentation) | |
| | a) Dean Fortin, Pacifica Housing | |
| | b) Audrey Smith, Spectrum Community School PAC, Athletic Facilities | |

B. CORRESPONDENCE

7:50-8:00pm C. TRUSTEE REPORTS

- | | |
|--|-----------|
| C1. Chair's Report | (p 13-14) |
| C2. Trustees' Reports (2 minutes per verbal presentation) | |
| a) Trustee McNally | (p 15) |

C3. Trustee Representative Reports

- a) Trustee Duncan – BCSTA (p 16-24)

8:00-8:10pm **D. BOARD COMMITTEE REPORTS****D1. Education Policy and Directions Committee**

- a) Minutes from the December 3, 2018 meeting – Information only (p 25-27)
- b) Recommended Motion:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to the Minister of Education requesting a timeline on when the Minister will add ADHD as a stand-alone designation in special education in order to streamline receiving accommodations and IEPs.

8:10-8:25pm

D2. Operations Policy and Planning Committee

- a) Minutes from the December 10, 2018 meeting – Information only (p 28-32)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the December 10, 2018 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) approve a feasibility study for an all-weather turf field and “pop-up” ice rink at the Spectrum Community School site by the school’s STAR Committee at no cost to the Board.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve the revised theatre rental rates. (p 33-34)

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to engage with appropriate partners to create a draft Memorandum of Understanding for the Esquimalt High Turf Field that may be included in a joint grant application submission for funds for the project and that a final agreement be brought back to the Board for approval following the success of the funding application.

E. DISTRICT LEADERSHIP TEAM REPORTS

8:25-8:40pm

E1. Superintendent's Report

- a) Monthly Report (p 35)

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

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

- b) Promotional Materials in Schools (p 36)

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) task the One Learning Community Ad Hoc Committee to review relevant Board policy, regulations and procedures, recommend appropriate changes, if any, and create a procedure for the Administrative Procedures Manual that will provide guidance on promotional materials within schools.

- c) Trustee Questions (p 37)

- i) Trustee Painter - What are the hours spent in each of the Victoria and Esquimalt Schools by Liaison Officers?
- ii) Trustee Painter - What is the plan the District has to fill the gap left by the absence of the Liaison Officers?
- iii) Trustee Painter – Do we track children who are pulled out of school and homeschooled or out into another school program?
- iv) If we track locally, do we have a method of followup in the event a child isn't enrolled in homeschooling or some other school program?

8:40-8:45pm

E2. Secretary-Treasurer's Report

- a) Monthly Report (p 38)

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

8:45-9:00pm

F. QUESTION PERIOD (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

9:00-9:10pm

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

- a) Trustee Painter – Trustee Representative – Cost Effective Prevention Interventions

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to appoint a school trustee representative to the Committee to Promote Cost-effective Prevention Interventions.

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

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)
November 26, 2018 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

MINUTES

Present:

Trustees, Jordan Watters, Chair, Diane McNally, Vice-Chair, Nicole Duncan, Tom Ferris, Angie Hentze, Elaine Leonard, Ryan Painter, Rob Paynter, and Ann Whiteaker,

Administration:

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

The meeting was called to order at 7:44 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.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved by Trustee Painter and seconded:

That the November 26, 2018 Agenda be approved with the following additions:

C2. Trustee Reports

- a) Trustee Whiteaker
- b) Trustee McNally
- c) Trustee Painter

Motion Carried Unanimously

Introductions were made around the board table.

A2. Approval of the Minutes

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

That the October 22, 2018 Regular Board Minutes be approved.

Motion Carried Unanimously

- b) It was moved by Trustee Painter and seconded:

That the November 5, 2018 Inaugural Board Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes

A Trustee had a question with regards to a motion that was carried at the October 22, 2018 Board of Education meeting and whether a future date should have been attached to a motion.

A4. Student Achievement

Marla Margetts, Principal of Victoria West Elementary School, along with Vice-Principal, Karian Brigidear, attended the Board meeting with six grade five leadership students. The students all took turns speaking to their theme "This is Vic West" and then played a short video presentation that they had prepared.

The students presented Superintendent Green with a gift of a school themed t-shirt.

Chair Watters thanked Ms. Margetts, Ms. Brigidear and the students for attending and presenting for the Board.

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

- a) Winona Waldron, Contract Chair for the GVTA, attended the Board meeting to speak to Trustees about inclusive learning and the need for more government funding to support students with special needs.
- b) Shawna Wood, a primary teacher in the district, attended the Board meeting on behalf of the GVTA to speak to Trustees about inclusive learning and urging the Board to request more funding for supports and resources for students with special needs.
- c) Carolyn Howe, a special education teacher in the district, attended the Board meeting on behalf of the GVTA to speak to Trustees about inclusive learning and to urge Trustees to request more funding from the government to support students with special needs.
- d) Jackie Dogue, SD61 educational assistant, attended the Board meeting to speak to Trustees about the current inclusive education model in district schools. Ms. Dogue urged Trustees to request more funding from the government.
- e) Tracy Humphreys, founder of BCed Access, attended the Board meeting to speak to Trustees about data she has gathered with respect to students with special needs being excluded or sent home from school.

B. CORRESPONDENCE**B1. Letter from the Ministry of Energy, Mines and Petroleum Services**

A letter from the Ministry of Energy, Mines and Petroleum Services was received for information purposes.

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

- a) 2018-2019 Trustee Committee and Liaison Assignments

Chair Watters reported out a motion that was carried during the In-Camera Board of Education meeting with regards to amending the 2018-2019 Trustee Committee and Liaison assignments.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Chair's recommendations for 2018-2019 Trustee Committee and Liaison Assignments as amended.

Motion Carried Unanimously

C2. Trustees' Reports

- a) Trustee Whiteaker provided a written report of her activities and meetings over the past month.
- b) Trustee McNally provided a written report of her activities and meetings over the past month.
- c) Trustee Painter provided a verbal report on his activities since being inaugurated as a Trustee.

D. BOARD COMMITTEE REPORTS

D1. Combined Education Policy and Directions Committee

- a) The minutes from the November 13, 2018 meeting were received for information.
- b) Trustee Duncan referred to the combined Education Policy and Directions committee meeting minutes and presented the following recommended motions.

It was moved by Trustee Duncan and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the November 13, 2018 combined 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 Chair to write a letter to the Minister of Education articulating our opposition to the current approach to the administration, release and use of the Foundation Skills Assessment (FSA), and advocating: 1) that the administration of the FSA be done to eliminate the unfair and damaging ranking of schools: 2) that the Ministry undertake an evaluation of the FSA in order to determine its utility within the context of the innovative new BC curriculum.

Motion Carried Unanimously

It was moved and seconded:

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to review codes of conduct with a view to tighten language and content and report back at a subsequent Education Policy and Directions Committee meeting.

Motion Carried Unanimously

D2. Combined Operations Policy and Planning Committee

- a) Minutes from the November 13, 2018 meeting were received for information.

- b) Trustee Paynter referred to the combined Operations Policy and Planning Committee meeting minutes and presented the following recommended motion.

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the Terms of Reference for the Aboriginal Education Ad Hoc Committee as recommended by the Superintendent of Schools.

Discussion ensued amongst the Trustees with a recommendation being made to amend the Terms of Reference.

It was moved by Trustee Duncan and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the amendment to the Terms of Reference for the Aboriginal Education Ad Hoc Committee, by adding the following under Membership: *"The Committee will be comprised of the following **voting** members."* as recommended by the Superintendent of Schools.

Motion Carried Unanimously

Chair Watters called for the vote on the main motion as amended.

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the Terms of Reference, as amended, for the Aboriginal Education Ad Hoc Committee as recommended by the Superintendent of Schools.

Motion Carried Unanimously

Chair 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) create a Student Education Fund from within the Superintendent's budget to support student-led educational events in our district. Further, 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.

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) create a Student Education Fund from within the Superintendent's budget to support student-led educational events in our district. Further, 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"* be amended to add *" of \$2,000"* after the words *" Student Education Fund."*

Motion Carried Unanimously

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

It was moved by Trustee Painter and seconded:

- ii) That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) create a Student Education Fund from within the Superintendent's budget to support student-led educational events in our district. Further, 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” be amended to replace the words “an *ad hoc committee*” with “the student leadership committee” and delete the words “be created to.”

Motion Carried

For: Trustees Hentze, Whiteaker, Duncan, McNally, Watters, Paynter and Painter
Against: Trustees Leonard and Ferris

Chair Watters called for the vote on the main motion as amended.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) create a Student Education Fund of \$2,000 from within the Superintendent's budget to support student-led educational events in our district. Further, that the student leadership committee establish the process, criteria and distribution of the fund and report back to the Board for final approval.

Motion Carried

For: Trustees Hentze, Whiteaker, Duncan, McNally, Watters, Paynter and Painter
Against: Trustee Leonard and Ferris

D3. Audit Committee Report

Trustee Paynter provided background information with respect to the committee and report and Secretary-Treasurer Walsh answered questions of clarification.

It was moved by Trustee Paynter and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) direct the Board Chair to write a letter to the Minister of Education requesting further information regarding the financial impact of the implementation of the Employer Health Tax on the District.

Motion Carried Unanimously

It was moved by Trustee Paynter and seconded:

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

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

- a) Superintendent Green presented her monthly report.

It was moved by Trustee Ferris and seconded:

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

Motion Carried Unanimously

- b) Trustee Questions – None

E2. Secretary-Treasurer's Report

- a) Secretary-Treasurer Walsh presented his monthly report and answered questions from Trustees.

It was moved by Trustee Painter and seconded:

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

Motion Carried Unanimously

F. QUESTION PERIOD - None

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) report out at the November 26, 2018 public meeting, under C1. Chair's Report, that the 2018-2019 Trustee Committee and Liaison assignments were amended.

Motion Carried Unanimously

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

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

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to Victoria and Esquimalt city councils and Police Services of BC outlining the value police liaison officers play in our school communities and express our disappointment and concern in the loss of these officers and services in our Victoria and Esquimalt schools as of September 2018.

Motion Carried

For: Trustees Whiteaker, Duncan, Hentze, Watters, McNally, Painter, and Paynter
Against: Trustees Ferris and Leonard

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

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) submit the extra-ordinary resolution "Removal of Honourary President" as presented, to the BCSTA AGM: That BCSTA amend Bylaw 2(a) as follows: 2. Officers a. The officers of the Association are: i. the Minister of Education who shall be the ~~honorary President of the Association~~; ii. the President; iii. the Vice-President; iv. the immediate past President, but only for a term of one year following the election of a new President v. the Directors, who shall be four (4) in number for those years the immediate past President is an officer of the Association, and five (5) in number otherwise; vi. the Chief Executive Officer, who shall be the secretary treasurer. Each officer, other than ~~the honorary President~~, the Chief Executive Officer and the immediate past President, shall be elected at the Annual General Meeting, shall take office at the conclusion of that Annual General Meeting, and shall hold office until his/her successor takes office at the conclusion of the next Annual General Meeting thereafter, or until he/she ceases to be a trustee serving on a member Board, whichever occurs earlier. In the event that the immediate past President becomes unable to serve on the Board of Directors, or ceases to be a trustee of a member Board, the position shall be deemed vacant.

Motion Carried Unanimously

- c) 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 Chair to request that the BCSTA membership direct the President to consult with appropriate committees and individuals and modify BCSTA internal legislation as needed, in order to discontinue the practice of the BCSTA President appointing the members of the BCSTA Indigenous Education Committee, and that BCSTA internal legislation be written to establish a process whereby BCSTA Branches (8) each elect a member to represent that Branch on the Indigenous Education Committee, members to be of self-identified Indigenous background.

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

It was moved by Trustee Whiteaker and seconded:

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to request that the BCSTA membership direct the President to consult with appropriate committees and individuals and modify BCSTA internal legislation as needed, in order to discontinue the practice of the BCSTA President appointing the members of the BCSTA Indigenous Education Committee, and that BCSTA internal legislation be written to establish a process whereby BCSTA Branches (8) each elect a member to represent that Branch on the Indigenous Education Committee, members to be of self-identified Indigenous background" be amended to strike the words "members to be of self-identified Indigenous background."

Motion Carried

For: Trustees Leonard, Ferris, Painter, Whiteaker and Hentze
Against: Trustees Paynter, Watters, McNally Duncan

Chair Watters called for the vote on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to request that the BCSTA membership direct the President to consult with appropriate committees and individuals and modify BCSTA internal legislation as needed, in order to discontinue the practice of the BCSTA President appointing the members of the BCSTA Indigenous Education Committee, and that BCSTA internal legislation be written to establish a process whereby BCSTA Branches (8) each elect a member to represent that Branch on the Indigenous Education Committee.

Motion Carried

For: Trustees Leonard, Ferris, Paynter, Painter, Watters, Hentze, Whiteaker and Duncan
Against: Trustees McNally

H2. Notice of Motions – None

I. ADJOURNMENT

It was moved by Trustee Ferris and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 9:34 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer

TO: Board of Education

FROM: Jordan Watters, Board Chair

RE: Chair's Report

DATE: December 17, 2018

Highlights from the Chair

I have had the pleasure of attending a variety of meetings and events on behalf of the Board, the following of which may be of particular interest:

❖ **Childcare Funding Announcement, November 27, 2018**

I was honoured to participate in a media event at the Legislature announcing 439 new licensed child care spaces that will be co-located at six SD61 elementary schools, thanks to a \$4.6-million investment from the Province through the Childcare BC New Spaces Fund. The event was led by Katrine Conroy, Minister of Children and Family Development, Katrina Chen, Minister of State for Childcare, and Rob Fleming, Minister of Education. Our Vic West students opened the event with a very moving song and our childcare partners from the Vic West Community Association were also in attendance.

It was a pleasure to express our Board's pride in being a provincial leader in creating new childcare spaces through this innovative partnership with the province. I expressed our Board's gratitude for our local municipalities, service providers and facilities staff with whom we will be working to deliver this much needed infrastructure. I also want to recognize the work of Secretary Treasurer Mark Walsh and Facilities Project Manager, Marni Vistisen-Harwood, for all the efforts they have made and will continue to make to move these exciting projects forward.



Trustee Orientation and Professional Development

In order to prepare our Board for effective and informed governance, District staff have facilitated a series of information sessions on a variety of topics. These sessions provided Trustees with in depth information about the current state of the District. I want to recognize and express gratitude for the significant time commitment this requires from staff in both preparing and presenting the sessions. The sessions were as follows:

1. General Orientation

November 17, 2018, Songhees Wellness Centre, 9:00am to 3:00pm

In attendance: Duncan, Ferris, Hentze, McNally, Painter, Paynter, Watters, Whiteaker

2. Strategic Plan, Operational Plans and Board Work

November 20, 2018, Tolmie Board Room, 5:00pm to 6:30pm

In attendance: Duncan, Ferris, Hentze, McNally, Painter, Paynter, Watters, Whiteaker

3. Trustees and the Law

December 3, 2018, Tolmie Board Room, 5:00pm to 6:45pm

In attendance: Duncan, Hentze, McNally, Painter, Paynter, Watters,

4. Finances

December 4, 2018, Tolmie Board Room, 5:00pm to 6:30pm

In attendance: Duncan, Hentze, McNally, Painter, Paynter, Watters,

5. Facilities, Seismic, Boundary Review Information

December 8, 2018, Tolmie Board Room 9:00am to 12:00pm

In attendance: Hentze, McNally, Painter, Paynter, Watters,

6. Employee Services (Human Resources)

December 11, 2018, Tolmie Board Room, 5:00pm to 6:30pm

In attendance: Duncan, Hentze, McNally, Watters,

In addition to the in-house orientation activities, I attended the **BC School Trustee Association's (BCSTA) Trustee Academy** with Trustees Duncan, Ferris, Hentze, McNally, Painter and Paynter as well as Superintendent Green and Secretary Treasurer Walsh. The Academy, held between November 29th to December 1st in Vancouver, included professional development sessions on a variety of topics in addition to presentations from the Minister of Education, Rob Fleming, the Minister of State for Childcare Katrina Chen, and a keynote from George Couros.

November 2018 Trustee Report

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

Community Liaison Assignments: Met with View Royal Mayor David Screech. Yet to meet with Highlands mayor.

Ad Hoc Committees: Policy Committee met December 10 to set priorities.

Motions: My motion to develop Policy on the care of animals in classrooms has been referred back to the Policy Committee by Board motion for another review of the policy that was developed, in the context of the invited recent stakeholder feedback.

Schools: Dec 5 Arbutus Middle School Poinsettia concert / Dec 17 Campus View classroom event / Dec 19 Campus View primary winter concert / Dec 20 Frank Hobbs winter concert

Aboriginal Nations Education Committee: The Committee met November 19. Several new members, many former members. ANEC has developed its own TOR, a long term project, but because of other issues to be discussed, did not have time to address the TOR. Next meeting January 21, Victoria Native Friendship Centre Board Room 3:30 – 5.

Trustee Professional Development / Community:

- Attended staff-developed orientation sessions (not compulsory; not all Trustees attended) for all, especially new, Trustees: Nov 17 all day, general orientation / Nov 20 5-6:30 Strategic Plan , Operational Plans, Board work outline / Dec 4 5 – 6:30 Finance / Dec 8 9-noon Facilities Review, Seismic, Boundary Review / Tues Dec 11 5-6:30 Human Resources. (Last presentation Jan 8 506:30 Education Update)
- Nov 28 AVI AGM and harm reduction presentation by Mary Lou Gagnon, UVic Nursing
- Attended BCSTA Academy November 29 – Dec 1, Vancouver / VISTA meeting.
- Dec 4 Yates Street “My Place” 2.0 version transitional home community meeting across street from Central Middle School. Continues to serve homeless people in transition to housing; 16 emergency weather protocol mats on top floor.
- Dec 11 Therapeutic Recovery Community, View Royal, Talcott Road near Eagleview School: Attended Community Advisory meeting Dec 11. Committee will meet every 2 months now that the facility is operational with 10 residents and recovery program is underway. No community issues. Will gradually increase intake to full capacity.
- Dec 18 South Island Consortium of Overdose Responders Network: special presentation on legalization, Scott Bernstein Canadian Drug Policy Coalition

2018 BCSTA Trustee Academy Highlights:

- On Friday, November 30, President Gordon Swan of the British Columbia School Trustees Association and the Province's Minister of Education, the Honourable Rob Fleming, signed an updated memorandum of understanding between BCSTA and the Ministry of Education as part of BCSTA's academy program. The MOU acts as an agreement on collaboration, cooperation and communication between both organizations.

View the full MOU document via the following link: <http://bcsta.org/wp-content/uploads/2018/12/2018-MOE-BCSTA-MOU-WEB.jpg>

- All BCSTA Trustee Academy handouts or presentations may be accessed via the BCSTA Hub website: <https://bcstahub.org/Noodle.po>
- Many useful resources are available to all Trustees via the BCSTA Hub. Of particular note are the BCSTA Motion Guide and BCSTA Motion Checklist (see attached).

Provincial Council (1 December 2018):

The BCSTA Finance & Audit Committee has invited Boards of Education to provide feedback that will be used to develop BCSTA's 2019/2020 Operating Budget. The first draft budget will be reviewed by Provincial Council in February 2019. Our Board's first opportunity to provide feedback to the Finance & Audit Committee with regard to BCSTA budget and service priorities is the December 21, 2018 deadline. Our Board may provide additional feedback at the Provincial Council meeting in February or send it to the Finance & Audit Committee after the February 2019 meeting. BCSTA will adopt a final budget at the April 2019 Provincial Council meeting.

At the December 1, 2018 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that are expected to affect BCSTA's 2019/2020 Operating Budget:

- Student FTE enrollment
- Capital asset replacement
- An increase in lease costs
- Rising hotel and meal costs
- Movement on the staff salary grid
- Projected increase to BCSTA's staff salary grid based on teacher-negotiated salary increases
- Changes to benefit costs

The Provincial Council Agenda Item 7.5 – 2019/2020 BCSTA Budget Planning and the 2018/2019 Budget, as adopted by the April 2018 Provincial Council, are attached for your reference.

Significant Dates:

- *BCSTA/BCPSEA Joint Trustee Orientation*- 25-26 January, 2019.
- *BCSTA Education Services Regional Workshop in Victoria (to be confirmed)*- 12-13 February, 2019.
- *Joint Partner Liaison Meeting*- 22 February, 2019.
- *BCSTA Annual General Meeting*- 25-28 April, 2019.



PROVINCIAL COUNCIL MEETING: December 1, 2018

AGENDA ITEM 7.5: 2019/2020 BCSTA Budget Planning

BACKGROUND:

The Finance & Audit Committee (Committee) is responsible for developing BCSTA's annual operating budgets. The process for budget development is as follows:

- In June, the Committee begins its long-range budget planning
- In September, the Committee discusses factors that are expected to impact BCSTA's operating budget for the following fiscal year
- At the Fall Provincial Council meeting, typically held in October, the Committee reviews these factors with Councillors and requests feedback to assist with development of a budget draft
- In December, once student FTE information is available from the Ministry of Education, the Committee develops the first budget draft, based on the feedback received from the Fall Provincial Council
- The first budget draft will be reviewed and received by Board of Directors and by the February Provincial Council, where additional feedback is requested
- Based on feedback received from the February Provincial Council, the budget draft is revised as needed
- In April, the Committee presents the final budget draft to Provincial Council for adoption

At its September 24, 2018 meeting, the Finance & Audit Committee discussed a number of factors that are expected to impact BCSTA's 2019/2020 operating budget. These factors, for consideration by the December 2018 Provincial Council, are listed below:

1. Student enrollment, which declined from 2000/2001 to 2014/2015, increased by approximately 4,690 FTE students in 2015/2016, approximately 5,885 FTE students* in 2016/2017, and approximately 4,974 FTE students in 2017/2018. As FTE student data is used to calculate member fees for the following fiscal year, fee revenue therefore increased in 2016/2017, 2017/2018 and 2018/2019. With a projected increase in FTE students in 2018/2019, member fees are expected to increase in 2019/2020 as well.

Information on enrollment will be available from the Ministry of Education in December 2018.

*Note: FTE data for 2016/2017 does not include SD39 (Vancouver).

2. BCSTA has full membership in 2018/2019. Should member boards give notice of withdrawal for 2019/2020, member equity may be used to offset the loss of member fees for the first year of board withdrawal.
3. The February 2017 Provincial Council approved an annual inflationary member fee increase, based on the most recent five-year average of the Vancouver Price Index as of January 1 of each year. The 2018/2019 operating budget, adopted by the April 2018 Provincial Council, therefore included an inflationary member fee increase of 1.20 percent, which totalled approximately \$24,000. A similar increase is projected for 2019/2020; however, in accordance with the February 2017 Provincial Council directive, should there be an unbudgeted year-end surplus in the year preceding adoption of BCSTA's annual budget, the surplus will be used to support the member fee increase.

As a year-end surplus existed at the end of fiscal 2017/2018, these surplus funds will be used to fully offset the 2019/2020 inflationary member fee increase.

4. The Finance & Audit Committee monitors BCSTA's member equity annually and notifies the Board of Directors should a member equity surplus exist. BCSTA did not have a member equity surplus at the end of 2017/2018. When the Association does have a member equity surplus, the Board of Directors may elect to:
 - Restrict funds for future use
 - Reduce member fees or offset a member fee increase
 - Offset the effects of member Board withdrawal, should the need arise
 - Undertake a specific unbudgeted project or projects
 - Reduce registration fees for AGM and/or Academy
5. As interest rates declined in 2015/2016 and 2016/2017, the *Interest* budget line was decreased a total of \$3,000 in 2017/2018. However, as there was a slight improvement in interest rates in 2017/2018, the interest revenue budget line was increased \$4,000 in 2018/2019. No change to the interest revenue budget line is recommended at this time.
6. Hotel and meal costs continue to increase and are expected to impact the *AGM, Academy* and *Provincial Council* budget lines. Although BCSTA has contracted with various venues through to April 2022 to lock in meal and hotel room rates, increases to these budget lines are expected for 2019/2020. Additional pressure to these budget lines is anticipated as audio-visual and travel costs are also expected to increase in 2019/2020.
7. BCSTA will host two Academies in 2018/2019, as is its practice during an election year in order to provide additional support to newly-elected trustees. For the remainder of the election term, BCSTA typically hosts a single Academy. In 2019/2020, therefore, BCSTA will host a single Academy. As a result, *Academy* revenue and expense budget lines will be reduced to reflect the change from two events to a single event.
8. In order to accommodate the work of the Board and to enable meetings with partner groups, Board of Director meetings have been extended from part-day to full-day meetings. In 2018/2019, the *Board of Directors* budget line was therefore increased \$5,000 to accommodate costs associated with holding full-day meetings.

In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. An increase of \$1,000 to this budget line for Board of Director honouraria was applied in 2018/2019. A similar increase is expected for 2019/2020.

9. Although feedback from member boards identified *In-District/Professional Development Services* as a priority member service, member boards also requested that BCSTA host an annual Board Chairs' meeting. Without sufficient funding to support both service priorities, the *In District/Professional Development Services* budget line was reduced from \$45,000 to \$25,000 in 2017/2018 to provide funding for the Board Chairs' meeting. With the return of member boards in 2017/2018, the *In-District/Professional Development Services* budget line was restored to \$45,000 in 2018/2019. At this time, no change to the *In-District/Professional Development Services* or the *Board Chairs' Meeting* budget lines are projected for 2019/2020.

10. Under its current lease agreement with SD39 (Vancouver), BCSTA exercised its final option to renew its lease for a five-year term, which took effect on September 1, 2014. As this final lease term will expire on August 31, 2019, the Board of Directors tasked the Finance & Audit Committee with investigating lease options to determine if it will be cost effective, given the expense of relocating, to move BCSTA's offices at the conclusion of the lease term, should a more affordable option be found. This work is currently underway.
11. BCSTA contracts its audit firms for a five-year term. The current audit firm, D&H Group, LLP, was appointed in 2013/2014, making 2017/2018 the fifth year of their five-year term. The Finance & Audit Committee is therefore in the process of conducting a review of audit firms in order to contract with an audit firm for the five-year term commencing in 2018/2019. As the *Financial* budget line was increased in 2018/2019 to accommodate a projected increase in audit fees, no change to this budget line is recommended for 2019/2020.
12. The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are purchased or replaced on an as-needed basis. Whenever possible, BCSTA defers the replacement of equipment until such time as it becomes obsolete or problematic. Prior capital asset replacements expected to impact the 2019/2020 *Depreciation* budget line are:
 - Replacement of all workstations in 2017/2018
 - Update of server infrastructure hardware and software in 2017/2018
 - Update of backup infrastructure in 2017/2018
 - 2017/2018 leasehold improvements

There are no capital asset additions planned for 2018/2019; however, in 2019/2020, BCSTA will need to replace its network switches and anticipates that its photocopier, which was purchased in 2013/2014, may also need to be replaced.

Should BCSTA relocate its offices in 2019/2020, this budget line will be affected by all the above items in addition to relocation costs, possible leasehold improvements, and possible IT infrastructure updates, dependent upon what is needed in the new location. Changes to this budget line are therefore expected in 2019/2020.

13. BCSTA is in the process of reconfiguring its Communications Department, which may impact the *Communications/Publications* budget line in 2019/2020.
14. BCSTA's *Salary/Benefits* budget line will be impacted by a number of factors in 2019/2020:
 - Possible increase to the staff salary grid based on teacher salary negotiations*
 - Rising benefit costs
 - Movement on the staff salary grid

*Note: BCSTA staff salary grid increases have been historically tied to teacher salary negotiations. As the teachers' current collective agreement expires on June 30, 2019, and as a new agreement is not yet in place, it is not currently known if a salary grid increase will be applied in 2019/2020 and if so, what the increase will be.

15. With government grant funds being depleted, the Association is making use of remaining funds to undertake unbudgeted projects that are of value to member boards of education. Grant funds have therefore been used to undertake various projects including development of the *Trustee Learning Guide* and the update of the *Guide to School Legislation*, which is currently underway. BCSTA therefore has limited grant funds available to support its operating budgets.
16. At this time, no changes to the following budget lines are projected for 2019/2020:
 - *Finance & Audit Committee*
 - *Indigenous Education Committee*
 - *Legislative Committee*
 - *Professional Learning Committee*
 - *Advocacy*
 - *Legal Counsel*
 - *Equipment Maintenance*
 - *Office Administration*

Budget Impact

Based on this analysis, there are several factors that are expected to put pressure on BCSTA's 2019/2020 operating budget:

- Possible relocation of BCSTA offices, which will result in an increase in depreciation costs
- Projected increase in lease costs, regardless of whether BCSTA relocates its offices
- Increase in salary costs resulting from movement on the staff salary grid and rising benefit costs
- Projected increase in salary costs resulting from teacher-negotiated salary increases
- Increased hotel and meal costs for BCSTA events
- Projected increase in audio-visual costs for BCSTA events
- Projected increase in travel costs
- Annual Board of Director honouraria increase, based on Vancouver's CPI

This analysis also indicates that there are factors that may result in a reduction in cost pressures in 2019/2020, including:

- Member fee revenue is expected to increase as a result of the projected increase in FTE students
- The annual inflationary member fee increase, based on Vancouver's CPI, will provide additional member fees in 2019/2020*
- Increases to meeting room and meal costs for BCSTA events have been minimized by contracting with conference hotels through to April 2022

*Note: The 2019/2020 inflationary member fee increase will be fully funded from BCSTA's 2017/2018 year-end surplus, in accordance with the February 2017 Provincial Council directive.

At this time, there is insufficient data to determine if a member fee increase in excess of the annual inflationary member fee increase will be required to support the 2019/2020 operating budget.

SUBMITTED BY: BCSTA Board of Directors

BCSTA Motion Checklist

Below please find a checklist of some issues to consider with respect to advocacy motions that are submitted to BCSTA for general and provincial council meetings.

General***Motion Sponsor***

Is the motion sponsor eligible to submit motions to BCSTA's AGM/Provincial Council?

- BCSTA member boards of education, the Professional Learning Committee, the Aboriginal Education Committee, branch associations, the Provincial Council and the Board of Directors may submit motions for consideration at a BCSTA AGM [Bylaw 10(a)]
- BCSTA member boards of education, the Professional Learning Committee, the Aboriginal Education Committee, branch associations and the Board of Directors may submit motions for consideration at a BCSTA AGM [Bylaw 7(k)]

Forum

Is BCSTA's AGM/Provincial Council the appropriate forum for the motion?

- Does the motion deal with an issue that can only be dealt with at a general meeting? For example:
 - An extraordinary motion seeking to amend, repeal or add to the bylaws of BCSTA [Bylaw 10(d)]
 - An extraordinary motion seeking to amend, repeal or add a Foundational Statement [Bylaw 23(a)]
 - Policy motion to amend a policy in the BCSTA Policy Book (i.e. not the establishment of an interim policy) [Bylaw 23(a)]
- Does the motion deal with an issue that can only be addressed at a Provincial Council? For example:
 - Approval of Branch Association bylaws [Bylaw 19]
 - Authorization to Board of Directors to purchase property [Bylaw 7(e)]

Motion recipient

- When possible, specify the particular government ministry that you would like the motion to be addressed to if the motion is carried (e.g. Ministry of Education rather than "provincial government").
- Does the recipient have the authority/capacity to do what the motion sponsor is requesting?

Clarity

- Is the motion clear/understandable?

Accuracy

- Is the information contained in the motion accurate?

BCSTA's Foundational Statements and Policies

- Does the motion relate to [BCSTA's Foundational Statements and Policies](#)? If so, please refer to relevant Foundational Statements and Policies. BCSTA's Foundational Statements and Policies can be found [here](#).
- Is the motion consistent with BCSTA's Foundational Statements and Policies? If the motion is inconsistent, it will need to include a motion to amend the Foundational Statement or Policy
- Is the motion a request to amend BCSTA's Foundational Statements or introduce a new Foundational Statement? If so, this can only be done by way of an extraordinary resolution to a general meeting [BCSTA Bylaw 23].
- Is the motion a request to amend an existing policy or propose a new policy?
 - Amending the policy book can be done by way of a substantive motion to a general meeting [BCSTA Bylaw 23]
 - Interim policies may be made at Provincial Council meetings [BCSTA Bylaw 7(d)]

References

- Does the motion include information about the reports, sources of statistics etc. referenced in the motion? Please attach copies of any documents or links to any materials referenced in the motion.

BCSTA Style

- Capitalize "Board(s) of Education"/Board(s)
- Capitalize "Minister", "Ministry"
- Utilize Oxford commas
- Replace "lobby" with "advocate"/"urge"/"request" or similar
- The action that is requested in the motion should be performed by BCSTA (e.g. That BCSTA request that the Ministry of Education do x")
- Refer to BCSTA's Style Guide

Provincial Council: Emergence

- Bylaw 7: Emergence: Determine if motions presented are of an emergent nature, i.e., "business that, if delayed until the Annual General Meeting, will impact negatively on boards' ability to influence public policy, or a public education issue."
- Does the motion's rationale address why the motion is emergent?

AGM Late motions:

- Bylaw 10(c): "Notice of motion submitted too late to meet requirements of section(b) herein shall be considered by the general meeting only when such a motion deals with matters arising from events occurring or legislation introduced subsequent to the stated sixty (60) day deadline for submission of motions. A motion meeting these criteria shall be referred to the Legislative Committee for consideration and then, if in order, be submitted to the general meeting; a simple majority is required for approval.
- With AGM motions, consider whether extraordinary motions were submitted by the deadline for extraordinary motions or whether they were submitted after the extraordinary motion deadline.
 - The Bylaws do not provide for late extraordinary motions to AGM
- Does the motion's rationale address why the late motion should be added to the AGM agenda?

Links

- [BCSTA Bylaws, Operational Guidelines and Policy Book](#)
- [BCSTA Motion Guide and Motion Submission Forms](#)



**Education Policy and Directions Committee
December 3rd, 2018 – Tolmie Board Room**

MINUTES

Committee Members Present: Nicole Duncan - Chair, Tom Ferris, Diane McNally, Ryan Painter

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

ADMINISTRATION: Shelley Green - Superintendent, Deb Whitten - Deputy Superintendent, Greg Kitchen - Associate Superintendent, Jeff Davis - Director of International Student Programs, Louise Sheffer, Director - Learning Team, Harold Caldwell, Director - Learning Support Team, James Hansen, District Principal - Learning Team, Sean McCartney, District Principal - Inclusive Learning, Pam Halverson, District Administrator - Inclusive Learning, Carey Nickerson, District Vice Principal - Learning Team, Dave Shortreed, Vice Principal - Learning Team, Jon Hamlin, District Vice Principal - Learning Team, Ilda Turcotte, GVTA Representative, Jeanette Alexander, ASA Representative, Angela Leong- CUPE 947 Representative, Jodi Whiteman, VCPAC Representative

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

Chair Duncan welcomed everyone to tonight's meeting.

Chair Duncan 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 Painter

That the December 3rd, 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 November 5th, 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

- a) Sandra Goth made a presentation in regard to ADHD/ADD in British Columbia Schools. Trustees asked questions for clarification. Stakeholders also provided comments.

Chair Duncan thanked Ms. Goth for her presentation.

C. NEW BUSINESS

C1. Introduction of Student Representative

Superintendent Shelley Green welcomed Student Representative, Rosemary Alberts from Reynolds Secondary to the Ed Policy Committee.

C2. ISP Annual Report and PowerPoint Presentation

Director of International Student Programs (ISP), Jeff Davis, highlighted the 3 main of goals and strategies for ISP. Mr. Davis also provided an update via a PowerPoint presentation of the supports and initiatives for students outbound to other countries to further their studies, as well as inbound students. Mr. Davis explained that both inbound and outbound students can face cultural, emotional, social and language difficulties but there are many supports available to these students. In addition, explorative initiatives are presently under consideration to further assist these students.

Trustees and stakeholders asked questions of clarification to Mr. Davis.

C3. Annual Report – Learning Team

Learning Team Director, Louise Sheffer, introduced the members of the District Learning Team. Ms. Sheffer, Ms. Carey Nickerson, Mr. James Hansen, Mr. Dave Shortreed and Mr. Jon Hamlin, explained the 5 goals of the Learning Team Plan.

Trustees and stakeholders asked questions of clarification.

C4. Unpacking Inclusion/Learning for All

Deputy Superintendent Deb Whitten introduced the Learning Support Team. Mr. Harold Caldwell, Mr. Sean McCartney and Ms. Pam Halverson explained “What is Inclusion in the Greater Victoria School District?” The Learning Support Team spoke to the highlights of this question via a PowerPoint presentation.

Trustees and stakeholders asked questions of clarification.

C5. Whole School Service Delivery Model – Trustee McNally

Trustee McNally explained that she wished to withdraw her motion since information she included in her motion was addressed by the Learning Support Team in their presentation.

It was moved by Trustee McNally and seconded:

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 27th, 2018 Education Policy and Directions Committee meeting recommended motion (shown as D on that Agenda); 1. The Whole School Service Delivery Model and a list of the schools that are participating 2. The status and explanation of profile funding for students with Severe Behaviour and Mental Health diagnosis (category H), along with provision of district-wide number for students in that category, as a baseline for the 2018-19 school year.

Motion Withdrawn

C6. ADHD Designation – Trustee Painter

Trustees Painter presented his motion and rationale.

Trustees discussed the motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to the Minister of Education requesting a timeline on when the Minister will add ADHD as a stand-alone designation in special education in order to streamline receiving accommodations and IEPs.

Motion Carried Unanimously

C7. School-Based Inclusive Learning Funding Report – Trustee Watters

Trustees Watters presented her motion and rationale.

Trustees discussed the motion.

It was moved by Trustee Watters and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report that outlines the school-based inclusive learning funding and staffing allocations for the 2017-18 and 2018-19 school years in the context of school population and number of enrolling classrooms, and that this report be presented at the January 2019 Education Policy and Directions Committee meeting.

Motion Withdrawn

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 9:55 p.m.



**Operations Policy and Planning Committee Meeting
December 10, 2018 – Tolmie Boardroom**

REGULAR MINUTES

Committee Members Present: Rob Paynter, Committee Chair; Angie Hentze; Elaine Leonard; Ann Whiteaker; Jordan Watters, Board Chair (Ex-Officio)

Other Trustees Present: Diane McNally, Ryan Painter

Administration:

Shelley Green, Superintendent of Schools; Mark Walsh, Secretary-Treasurer; Deb Whitten, Deputy Superintendent; Greg Kitchen, Associate Superintendent; Colin Roberts, Associate Superintendent; Katrina Stride; Associate Secretary-Treasurer; Ted Pennell, Director, Information Technology; Lisa McPhail, Communications Officer

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

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

1. APPROVAL OF THE AGENDA

It was moved by Trustee Leonard:

That the December 10, 2018 regular agenda be approved with the following addition: 10. New Business, B. Esquimalt High Turf Field.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the November 13, 2018 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Spectrum Athletic Facilities

Bruce Bidney, Principal, Spectrum Community School; Dominic Butcher, Athletics Director/Teacher, Spectrum Community School; and Audrey Smith, President, Spectrum Community School PAC presented the committee with information about the proposed athletic facilities at Spectrum Community School.

Trustees asked questions of clarification and proposed the following motion.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) approve a feasibility study for an all-weather turf field and “pop-up” ice rink at the Spectrum Community School site by the school’s STAR Committee at no cost to the Board.

Further discussion ensued and an amendment was proposed.

It was moved by Trustee Leonard:

That the motion, “That the Board of Education of School District No. 61 (Greater Victoria) approve a feasibility study for an all-weather turf field and “pop-up” ice rink at the Spectrum Community School site by the school’s STAR Committee at no cost to the Board.”, be split into two motions: 1) “That the Board of Education of School District No. 61 (Greater Victoria) approve a feasibility study for an all-weather turf field at the Spectrum Community School site by the school’s STAR Committee at no cost to the Board.”, and 2) “That the Board of Education of School District No. 61 (Greater Victoria) approve a feasibility study for a “pop-up” ice rink at the Spectrum Community School site by the school’s STAR Committee at no cost to the Board.”

Motion Defeated

For: Trustee Leonard

Against: Trustees Angie Hentze, Rob Paynter, Jordan Watters, and Ann Whiteaker

Chair Paynter called for a vote on the main motion.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) approve a feasibility study for an all-weather turf field and “pop-up” ice rink at the Spectrum Community School site by the school’s STAR Committee at no cost to the Board.

Motion Carried

For: Trustees Angie Hentze, Rob Paynter, Jordan Watters, and Ann Whiteaker

Against: Trustee Leonard

5. SUPERINTENDENT’S REPORT

A. Recognition of Student Representative

Superintendent Green welcomed Rosemary Alberts, student representative from Reynolds Secondary School.

B. Boundary Review Update

Lisa McPhail, Communications Officer, provided the committee with an overview of the quantitative and qualitative results of the recent community survey related to the boundary review. Colin Roberts, Associate Superintendent, reviewed projected enrolment and highlighted the schools expected to exceed capacity in future years.

Trustees and stakeholders asked questions of clarification of Ms. McPhail, Mr. Roberts, and Secretary-Treasurer Walsh.

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. Theatre Rental Rates

Secretary-Treasurer Walsh and Katrina Stride, Associate Secretary-Treasurer, provided the committee with proposed changes to the District's theatre rental rates. The most significant changes include a differentiated rate between performances and rehearsals, a minimum 3-hour block for performances, and a rate reduction for not-for-profit groups.

Discussion ensued amongst Trustees and questions of clarification were asked of Secretary-Treasurer Walsh and Ms. Stride.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised theatre rental rates.

Motion Carried Unanimously

B. Greater Victoria Foundation for Learning

Secretary-Treasurer Walsh provided the Committee with background information on the Greater Victoria Foundation for Learning. Secretary-Treasurer Walsh provided the Committee with three potential alternatives for the future of the Foundation: 1) support the immediate reinvigoration of an arms-length Foundation with an influx of budget to support its activities, 2) dissolve the Foundation and fundraise under the District's existing registered charity status, or 3) not support the immediate reinvigoration of the Foundation, but retain the Foundation in the event that there is desire to reinvigorate it in the future.

Trustees and stakeholders asked questions of Secretary-Treasurer Walsh.

C. Managed Print Services Strategy Update

Ted Pennell, Director, Information Technology, provided the Committee with an update on the Managed Print Services (MPS) Strategy. Aaron Norris, Vice-Principal at Mount Douglas Secondary provided feedback on his experience with the implementation of MPS at Mount Douglas Secondary and the resulting cost savings to the school and district. Secretary-Treasurer Walsh advised Trustees that the outcomes of the pilot implementations would be evaluated and the topic would return to a future Operations Policy and Planning meeting for a decision on District-wide implementation.

D. Policy Sub-Committee Report

Secretary-Treasurer Walsh presented the Committee with the feedback received from stakeholder groups regarding Policy and Regulation 6163.7 *Classroom Pets*.

Discussion ensued amongst Trustees and the following motion was moved.

It was moved by Trustee Whiteaker:

That the Operations Policy and Planning Committee refer Policy and Regulation 6163.7 *Classroom Pets* back to the Policy Sub-Committee to review and incorporate the stakeholder feedback.

Motion Carried Unanimously

E. 2019-2020 Budget Plan

Secretary-Treasurer Walsh presented the Committee with the 2019-2020 Budget Plan.

Trustees suggested a revision to the dates for outreach to community and education partners. The end date for the outreach from December 11 to January 2 was changed to January 11. A second set of outreach dates was added from January 15 to February 8. It was discussed that the input received from the outreach would be provided as handouts at subsequent Operations Policy and Planning committee meetings.

8. FACILITIES PLANNING

A. Archives Update

Secretary-Treasurer Walsh presented the Committee with updated information regarding the housing of the District Archives in the Tolmie Building. Secretary-Treasurer Walsh advised that three options were evaluated and a decision was made to create new archives space by shifting existing office and storage space.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

10. NEW BUSINESS

A. Trustee Questions

Trustees asked questions pertaining to the possibility of embedding presentations into electronic meeting minutes, the work that would need to be done to bring the Esquimalt theatre up to adequate standards, and requested a report on the rental priorities and process for community members to book school facilities.

B. Esquimalt High Turf Field

Trustee Whiteaker presented her rationale for asking for early support to engage with partners on the submission of a grant application to fund the installation of a turf field at Esquimalt High School.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to engage with appropriate partners to create a draft Memorandum of Understanding for the Esquimalt High Turf Field that may be included in a joint grant application submission for funds for the project and that a final agreement be brought back to the Board for approval following the success of the funding application.

Motion Carried Unanimously

11. NOTICE OF MOTION – None

12. GENERAL ANNOUNCEMENTS – None

13. ADJOURNMENT

It was moved by Trustee Watters:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:34 p.m.



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: December 17, 2018

RE: **Theatre Rental Rates**

Background:

At the Special Board Budget Meeting held on April 25, 2018, the Board approved the 2018/2019 Annual Budget which included a proposal for increases to District facilities rental rates. In advance of the budget meeting, there had been extensive public consultation regarding the proposed rate increases. During public consultation, the District did not receive any feedback specific to theatres.

Discussion:

Upon implementation of the Board-approved theatre rental rates effective July 1, 2018 concerns have been raised about the significant increases for theatre rentals, particularly at Oak Bay High School. The theatre rental rates at Oak Bay High School increased from \$100-120 per hour to \$201.25 per hour.

In reviewing the approved theatre rental rates, the District consulted with the Rentals Department, Principals at secondary schools with theatres, and Steven Price, Theatre Manager at Oak Bay High School. Rates from a similar-sized community theatre were also reviewed.

The following changes are being proposed:

- 1) Introduce a rehearsal rate at 75% of the performance rate
- 2) Introduce a 3-hour minimum block at the performance rate
- 3) Introduce a not-for-profit rate at 75% of the for-profit rate
- 4) Introduce a 30% discount on secondary rooms booked by clients renting the theatre for a full 52 weeks
- 5) Temporarily reduce the rates at Vic High to match the rates at Esquimalt, Reynolds, and Spectrum until seismic project has been completed (currently matched to Oak Bay)
- 6) Adjust rates for Theatre/Rental Attendant (starting rate should have been \$25 not \$35)
- 7) Eliminate decimals from performance and rehearsal rates

Please note that theatre rental rates beyond fiscal year 2021-2022 will still be subject to increase based on the CPI Index for Victoria.

Recommendation:

It is recommended that the Board approve the revised theatre rental rates for immediate implementation by the Rentals Department.

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised theatre rental rates.

**Greater Victoria School District
Proposed Theatre Rental Rates**

Description	2017-2018 Actual	2018-2019 Proposed	2018-2019 Board Approved	2019-2020 Proposed	2019-2020 Board Approved	2020-2021 Proposed	2020-2021 Board Approved	2021-2022 Proposed	2021-2022 Board Approved
Esquimalt - Performance * - For profit	93.75	109	109.06	121	124.37	134	139.68	149	155.00
Esquimalt - Performance * - Not for profit		82		91		101		112	
Esquimalt - Rehearsal - For profit		82		91		101		112	
Esquimalt - Rehearsal - Not for profit		62		68		76		84	
Reynolds - Performance * - For profit	93.75	109	109.06	121	124.37	134	139.68	149	155.00
Reynolds - Performance * - Not for profit		82		91		101		112	
Reynolds - Rehearsal - For profit		82		91		101		112	
Reynolds - Rehearsal - Not for profit		62		68		76		84	
Spectrum - Performance * - For profit	93.75	109	109.06	121	124.37	134	139.68	149	155.00
Spectrum - Performance * - Not for profit		82		91		101		112	
Spectrum - Rehearsal - For profit		82		91		101		112	
Spectrum - Rehearsal - Not for profit		62		68		76		84	
Vic High - Performance * - For profit	156.25	109	201.25	121	202.50	134	203.75	194	205.00
Vic High - Performance * - Not for profit		82		91		101		146	
Vic High - Rehearsal - For profit		82		91		101		146	
Vic High - Rehearsal - Not for profit		62		68		76		110	
Oak Bay - Performance * - For profit	120	134	201.25	151	202.50	171	203.75	194	205.00
Oak Bay - Performance * - Not for profit	100	101		113		128		146	
Oak Bay - Rehearsal - For profit	60	101		113		128		146	
Oak Bay - Rehearsal - Not for profit	50	76		85		96		110	
SD61 School/Department Use	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50
Theatre Student Technician	12.65	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Theatre/Rental Attendant	25.00	25.00	37.50	27.50	40.00	30.00	42.50	32.50	45.00

*3 hour minimum booking for performances
Rehearsal rates are 75% of performance rates
Not-for-profit rates are 75% of for-profit rates

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: December 17, 2018

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

Events and Meetings

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

- District Committees
 - Advocacy Ad Hoc Committee Meeting
 - Policy Sub Committee
- Additional Meetings and Events
 - BCSTA Trustee Academy
 - George Jay Elementary
 - GVTA – Joint Committee
 - GVTA – Professional Relations Committee
 - Lansdowne Middle
 - Oaklands Elementary
 - New Principal Leader Cohort
 - Songhees Nation
 - Superintendents of Sooke and Saanich School Districts
 - Trustee Orientation Sessions
 - Victoria High



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: Shelley Green, Superintendent of Schools

DATE: December 17, 2018

RE: Promotional Materials in Schools

Background:

Schools regularly promote local community organizations and other matters within their schools. From Little League registration to student insurance to charitable causes, our schools are active members of our communities. We have had concerns, however, about the process a school would follow to determine the appropriateness of a promotion. While we do have a Partnership Policy and Regulation, I believe that additional guidance is warranted.

The One Learning Community Ad Hoc Committee would be an excellent venue for this discussion.

Recommended motion:

That the Board of Education of School District No. 61 (Greater Victoria) task the One Learning Community Ad Hoc Committee to review relevant Board policy, regulations and procedures, recommend appropriate changes, if any, and create a procedure for the Administrative Procedures Manual that will provide guidance on promotional materials within schools.

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: December 17, 2018

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



OFFICE OF THE SECRETARY-TREASURER

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

TO: The Board of Education
FROM: Mark Walsh, Secretary-Treasurer
DATE: December 17, 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
- BCSTA Trustee Academy
- Trustee Orientation sessions
- Out of School Day Care Provider meetings
- District Leadership Development meeting with VP's
- District Facilities Plan Committee meeting
- Ministry of Education calls re funding
- School Visits
- Facility Plan Meeting
- City of Victoria Meeting re child care solutions